




BOOKLOOPER MANUAL (FOR TEACHERS)

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1. Introduction

This document will explain the digital material distribution system BookLooper.

1.1 BookLooper Digital Material Distribution System

The BookLooper system is used for digitizing and distributing materials (PDF/PPT) used in lectures. By registering lecture materials prepared in advance into BookLooper, they can be used in lectures, for student preparation and review, and as a tool for expanding knowledge.

1.2 M2B System Usage Requests

To use the BookLooper system, please apply by sending an M2B system usage request form. There is a link “M2B システム利用申込” on the top page of the Moodle system (<https://moodle.kyushu-u.ac.jp/>).



1.3 Agreement for Participation in Planning of “Research on the Measurement and Analysis of Student Learning Activities”

When using the M2B (Mitsuba) system, tell students to submit the agreement for participation in the planning of “research on the measurement and analysis of student learning activities.”

This agreement only needs to be turned in one time per person. Students who have already submitted the agreement in another course do not need to submit it again.

Instructors should also submit one agreement per person (not one for every course).

Agreement forms can be submitted from a link on the top page of the Moodle system (<https://moodle.kyushu-u.ac.jp/>).



2. BookLooper

BookLooper Initial Settings Process

About BookLooper



Install



Install App Settings



App Operation

2.1 About BookLooper

Install the digital material distribution app (BookLooper) to see digital teaching materials (lecture materials).

Start the app and download the required lecture materials to use them online as well. Installation methods differ depending on the device used, and BookLooper has version for Windows PCs, Mac PCs, iPhones and iPads, and for Android.

Access the link below to get started.

Install URL

<http://booklooper.jp/start>



- Continue to “Windows 7 Process” if you are using Windows (7/8/8.1). Go to “2.2.1 For Windows Users” for install method.
- Windows 8.1 users should also continue to the “Windows 7 Process”. The app in the “Windows 8.1 Process” operates differently from the other apps and thus is not recommended, but if you would like to use it, set it up as below.
- Server: <https://auth.booklooper.jp>
- System code: K22
- Continue to “2.2.2 For Mac Users” if you have a Mac computer.
- Continue to “2.2.3 For iOS(iPad・iPhone) Users) if you are using iOS (iPhone, iPad).
- Continue to “2.2.4 For Android Users” if you are using Android.


2.2 Install Settings

2.2.1 For Windows Users


1. Click “Windows7 版の手順へ”



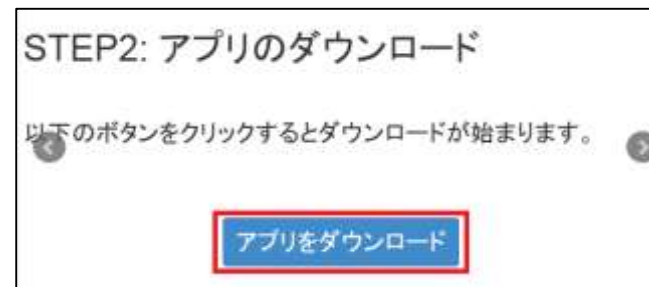
2. Click “Adobe AIR のサイトへ”

*Click the  button to continue if you already have Adobe AIR installed.

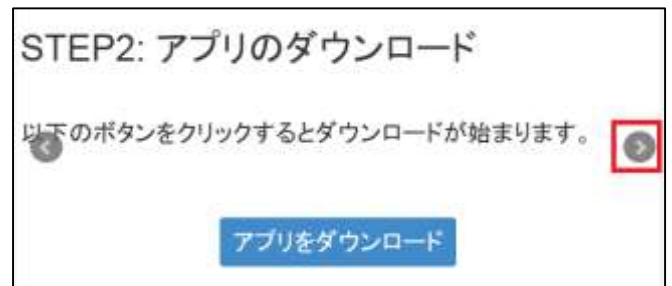


After installing Adobe AIR, click the  button.

3. Click “アプリをダウンロード”.



After saving the downloaded file, continue to the next page.



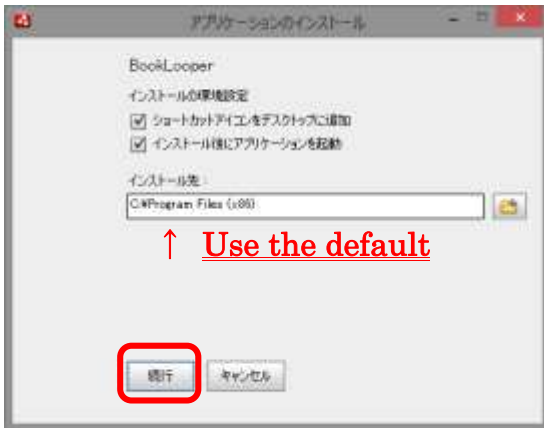
4. Double-click the downloaded BookLooper.exe to start the app installation.



For newly installed apps continue to step 5; for updates, continue to step 6.

5. Leave the install location as the default, and click “[続行\(Continue\)](#)”.

*Install complete
[For Newly Installed Apps]



*Open the “[エラー! 参照元が見つかりません。: Initial App Settings \(all devices\)](#)” page and set the app settings.

6. Click the “[置換\(Replace\)](#)” button.

*Install complete
[For Updated Apps]



*Open the “[エラー! 参照元が見つかりません。: Initial App Settings \(all devices\)](#)” page and set the app settings.

2.2.2 For Mac Users

1. Click “[Mac 版の手順へ](#)”.

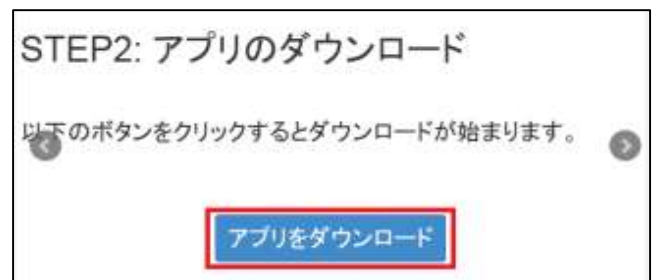


2. Click “[Adobe AIR のサイトへ](#)”
Continue to the next step if you already have Adobe AIR installed.



After installing Adobe AIR, click the  button.

3. Click “[アプリをダウンロード](#)”.



4. Open the downloaded BookLooper.dmg.

5. Double-click “Install BookLooper.app”.



ダウンロードした「BookLooper.dmg」を開いてください。

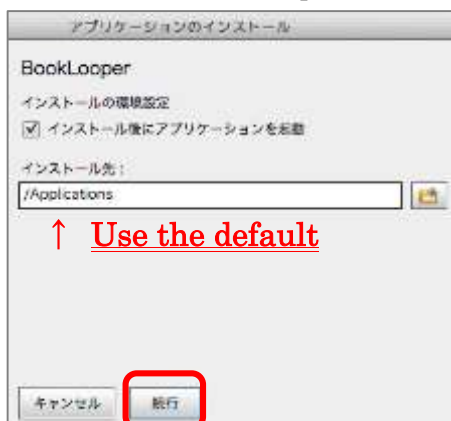


6. If below message is displayed, click the “開く (Open)” button.

For newly installed apps continue to step 7, for updates continue to step 8.

7. [For Newly Installed Apps]

Leave the install location as the default, and click “続行(Continue)” to complete the install.



*Open the “エラー! 参照元が見つかりません。: Initial App Settings (all devices)” page and set the app settings.

8. [For Updated Apps]

Click the “置換(Replace)” button to complete the install.



2.2.3 For iOS(iPad・iPhone) Users

1. Click “iOS 版の手順へ”



2. Go to the App Store.
Click the “Download” button at the top of the App Store screen.
*Follow the process to install.



2.2.4 For Android Users

1. Click “Android 版の手順へ”.



2. Select the type of device used and go to Google Play



3. Click “Install” at the top of the Google Play screen
*Follow the process to install

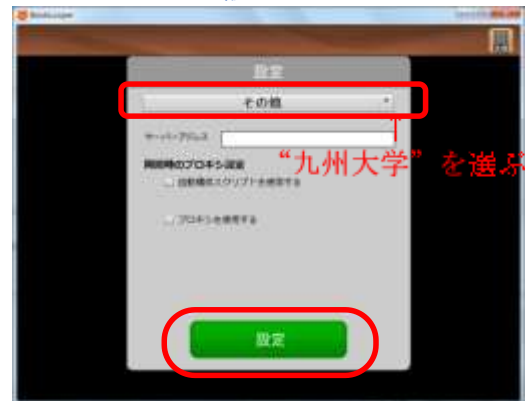
2.3 Initial App Settings (all devices)

Open the BookLooper app and log in.

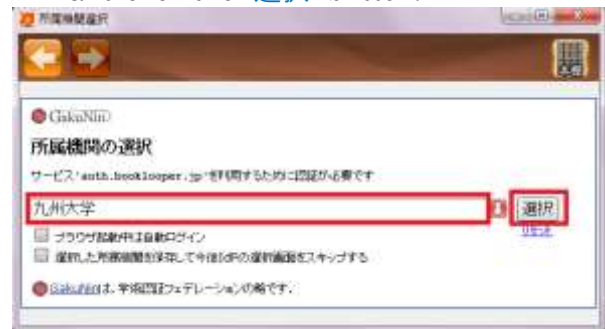
1. Open the BookLooper app.



2. The settings screen will appear. Select “九州大学” from the pull-down menu and click the “設定” button.



3. The affiliated organization selection screen will open. Select “九州大学” from the pull-down menu and click the “選択” button.



4. Enter your ID and password and click the “Login” button.
*log in with your SSO-KID.



When login is complete, the initial settings are complete.



2.4 App Operation (all devices)

The app can be used to search for materials to use in lectures, for preparation and study, and for in-class activities.

In the Other Open Materials section, materials from a variety of other fields can be freely viewed.

*The screen image will differ slightly depending on the device used, but the operation is the same.

2.4.1 Searching for Digital Materials

This section will explain search words for searching for lecture materials from the store screen.

1. Search by entering the course name or instructor name in the search field on the left of the screen (search target can be selected from the pull-down menu).



2. A list of search results will appear.

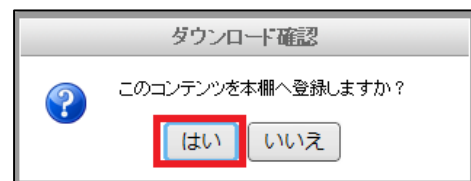
2.4.2 Registering Digital Materials to the Bookshelf

In order to view digital materials, you will need to download them from the store screen and register them in your own bookshelf. This section will explain how to register materials into your bookshelf.

1. Select the digital materials you wish to view from the search results list and click the “本棚へ登録” button.



2. The download will be confirmed. If the



information is correct, click “はい”.

3. Download will begin.



4. A download complete notification will appear. Click "OK".



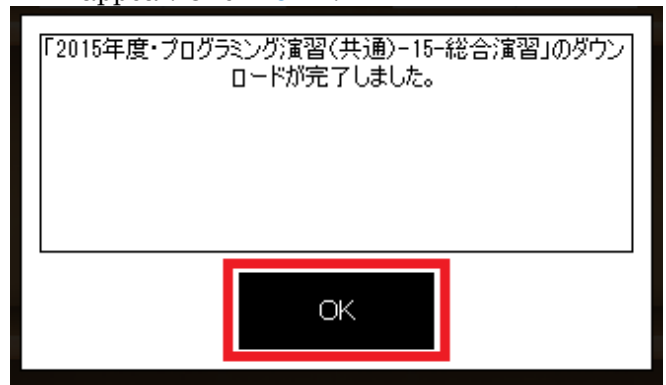
5. The bookshelf will appear. Check that the downloaded materials are registered in the bookshelf. "ダウンロード未完了" may appear.



6. Click the material and select "DL 再開".



7. A download complete notification will appear. Click "OK".



Registration of digital materials to the bookshelf is complete.

2.4.3 Viewing Digital Materials

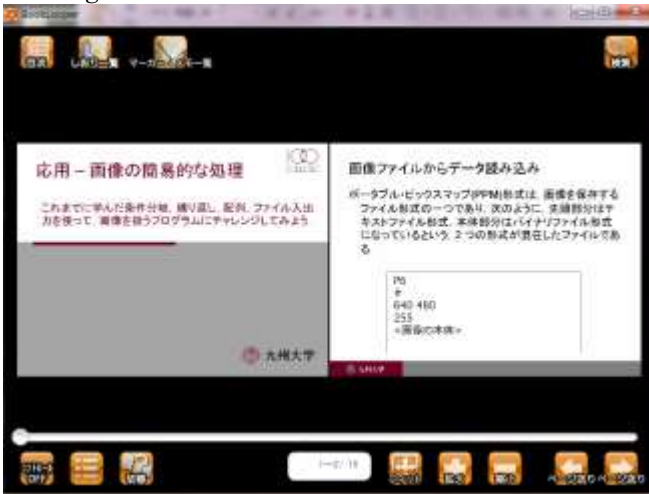
1. Select the digital materials you would like to view from the bookshelf.



2. Click the “読む” button.



3. The viewing screen will pop up, and the digital materials will be viewable.



*There are highlighting and tagging functions, so you can take notes!!

2.4.4 About the Bookshelf Screen

The bookshelf screen will appear as below for Windows and Mac computers.
 (*The screen appearance will be slightly different for the iOS and Android versions, but the functions are the same)



- ① ストア(Store)
Go to the store screen.
- ② しおり一覧(Bookmark List)
Check a list of the bookmarks in the lecture materials in the bookshelf.
- ③ マーカー・メモ一覧(Highlight and Memo List)
Check a list of highlights and memos in the lecture materials in the bookshelf.
- ④ 全文検索(Search all text)
Search across all full texts of lecture materials in the bookshelf.
- ⑤ 検索(Search)
Search the title, author, or publisher of lecture materials in the bookshelf.
- ⑥ 設定(Settings)
Change individual user settings such as page turning style for lecture materials and bookshelf background design.



Choose the download method to “一括(once)” to download in a single batch and further change the page turning style to “スライド(Slide)” if you are using Windows. Click “設定変更”.

⑦ リスト(List)

Shows the bookshelf as a list. Change back to the thumbnail display at ⑧.

⑧ サムネイル(Thumbnail)

Shows the bookshelf as thumbnails. Change back to the list display at ⑦.

⑨ ソート(Sort)

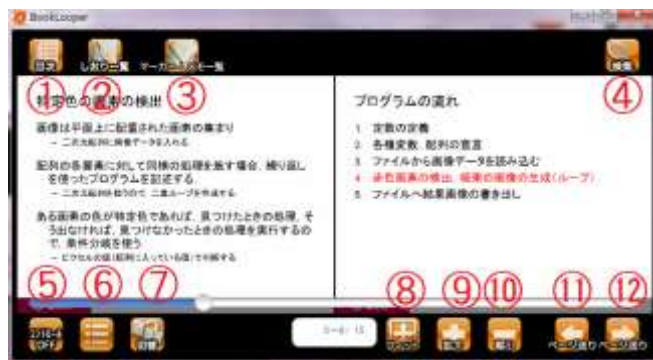
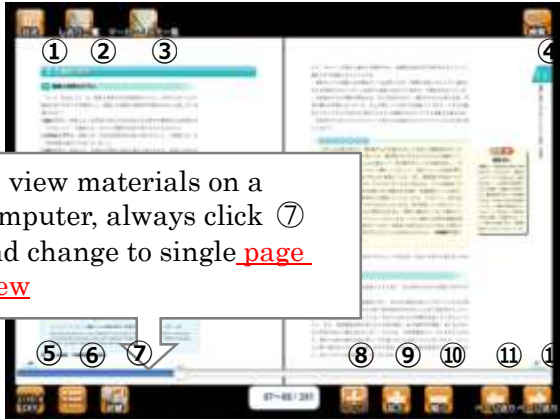
When the bookshelf is shown as a list, sort the ordering based on title, author, publisher, etc.

⑩ 同期(Sync)

Sync information from other devices such as highlights, and materials downloaded on other devices.

2.4.5 About the Viewing Screen

The viewing screen will appear as below for Windows and Mac computers.
 (*The screen appearance will be slightly different for the iOS and Android versions, but the functions are the same)



① 目次(Table of Contents)

Select the title you want to read from those displayed in the list to open the corresponding page.

② しおり一覧(Bookmark List)

Check that the bookmarks added in ⑥ are displayed in the list.

③ マーカー・メモ一覧(Highlight and Memo List)

Check that the highlights added in ⑥ are displayed in the list.

④ 検索(Search)

Enter any words to search the entire text.

⑤ コントロール(Controls)

*Computer use only

Hide other buttons, and change to display the main text only. Press again to return to the previous display.

⑥ Bookmark, Page Memo, Tag Memo, Highlighter

*Bookmark: Add or delete a bookmark.

Check the contents in ②.

*Page Memo: Add handwritten memos.

*Tag Memo: Click any part of the main text to add a tag memo.

*Highlighter: Drag the cursor across the text to add a highlight. Right-click the highlighted section to add a memo, change the highlight color, or delete the highlight.

*Check the contents in ③

① 切替(Switch)

Change from a two-page spread view to single-page view.

When viewing digital materials on a computer, always click ⑦ to **change the view to single-page**.

② フィット(Fit) *Computer use only

③ 拡大(Expand)・⑩ 縮小(Collapse)

*Computer use only

Expand or collapse the display.

⑪ ・⑫ ページ送り(Send Page)

*Computer use only

Send or retrieve page. The writing direction (vertical or horizontal) will become reversed.

2.4.6 Smartphone User Interface

Bookshelf Screen

Click the red frame at the top left of the screen.

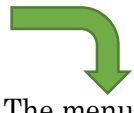


The menu will appear at the left.



Viewing Screen

Click the red frame at the top left of the screen.



The menu will appear at the left.

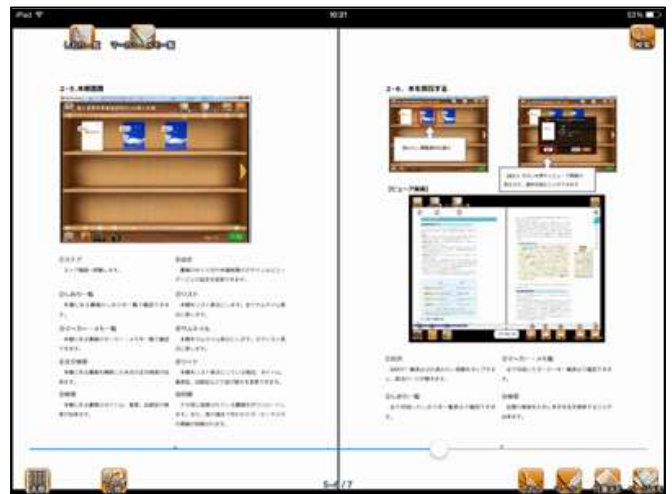


2.4.7 Tablet User Interface

Bookshelf Screen



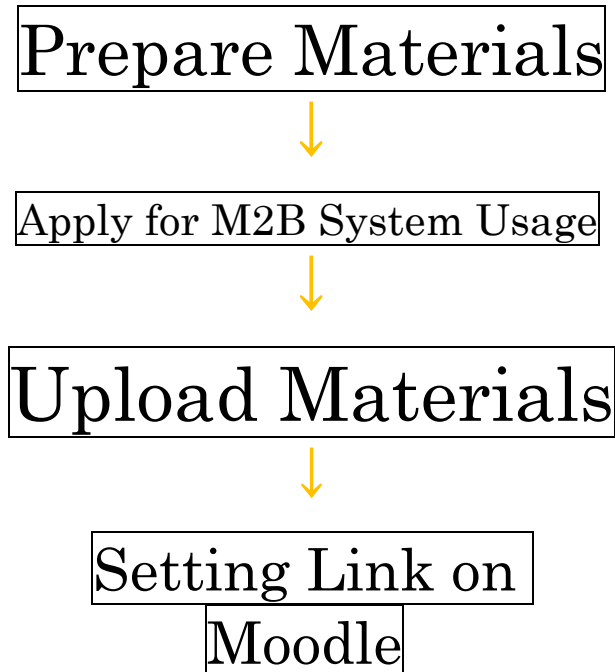
Viewing Screen



2.5 Preparing Materials

Prepare materials according to the following process.

Material Preparation Process



2.5.1 Preparing Materials

- Prepare completed teaching material files for all 15 blocks (one whole semester) or for any part of the semester.
- Teaching material file types are **PDFs only**.
- The maximum size per file is **250MB**.
- Name files in the following format.

00-Title Name.pdf

(Ex.) 00-Variable_Models.pdf

- Use a regular two-digit number for the “00” to signify the class meeting number (01-15).
- Enter a hyphen between the class meeting number and the title.

2.5.2 M2B System Usage Requests

M2B システム利用申込フォーム(M2B System Usage Request Form)

[https://moodle.artsci.kyushu-](https://moodle.artsci.kyushu-u.ac.jp/mod/questionnaire/view.php?id=8701)

[u.ac.jp/mod/questionnaire/view.php?id=8701](https://moodle.artsci.kyushu-u.ac.jp/mod/questionnaire/view.php?id=8701)

Apply to use BookLooper at the above link.

Later, the M2B office will contact you with a URL for uploading teaching materials.

2.5.3 Uploading Materials

1. Open the URL given by the M2B office, and upload the prepared teaching materials. (Warning: Uploaded files cannot be deleted.)
2. After uploading the teaching material files, send an email to the M2B office. The office will register the file to BookLooper and contact you again.
3. When uploading materials, always contact the M2B office **by noon the day before the lecture course starts**. When contacting the office, include the course name, instructor name, and file name.

Updating Teaching Materials

1. To edit or update materials that have already been posted, add “**v2**” to the end of the file name and upload. (Ex.)01-Variable Models_v2.pdf
2. Tell students to download the updated version of the file.

Can you delete the old file?

Contact the M2B office to delete the older version of a file to avoid student confusion.

If you delete the old version of a file...

- If the old version of the file is registered in students’ bookshelves, when the student opens BookLooper, the message “Deleting Contents” will appear and the file will disappear from the bookshelf.

2.5.4 Setting Links on Moodle

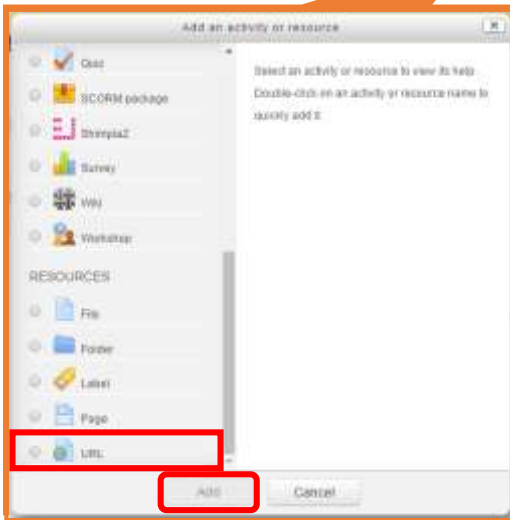
Materials registered on BookLooper will open by designating a URL. If you set that link into a Moodle course, class can be run smoothly.

1. Log in to Moodle with your SSO-KID.

2. Open the course you are running, and click the “Turn editing on” button at the top right of the screen.



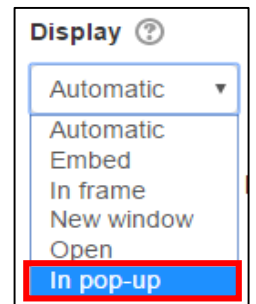
3. Select “URL” under “Add an activity or resource” for the section that will use the linked material.



4. Enter Name(file name), Description, and External URL (URL of the link to BookLooper).



5. Under Appearance>Display select “In pop-up”.



6. Click “Save and return to course”.



7. Check that the course link has been added.



8. Click “Turn editing off” to finish.



9. Click the link to open the BookLooper app and view the teaching materials. Now, if the teaching material files are not yet registered in your user bookshelf, access the store and go to the bookshelf registration screen.

2.5.5 Guiding Students on the Use of Digital Materials

- Have the students log in to Moodle and access the relevant course.
- Have the students click the link for the relevant materials, and use them for preparation, review, and in class activities.
- If they want to view something other than the teaching materials, have them study by directly opening the BookLooper app.
- Tell students to proactively use the memo and highlight features.

2.5.6 Request for Opening Materials to the Public

If there are materials other than those for lectures that you wish to post, contact using the M2B system usage request form. The M2B office will contact you.

2.5.7 About System Failure Support

If BookLooper Cannot be Accessed During Class

Distribute lecture materials using the file sharing system (proself).

(<http://www.m.kyushu-u.ac.jp/storage/3-give.html>)

If BookLooper Cannot be Accessed Due to System Maintenance

- The system will be restored by the server change, but restoration may take some time. Please bring lecture materials with you that you have saved in advance on your own computer.
- Notices about system maintenance will be posted on the Moodle top page, so please check before each class.