

Learning Management System Essay Contest Submission Operation Manual

【1】Login to the Class Support System

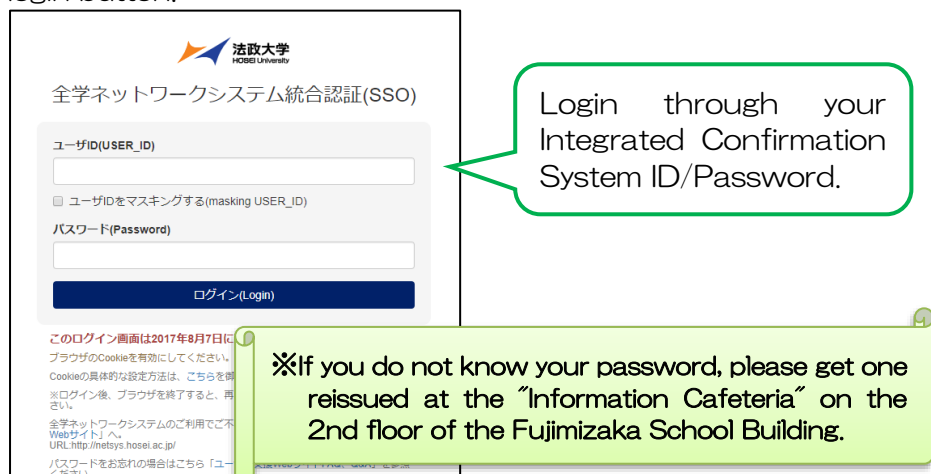
<https://hoppii.hosei.ac.jp/portal>

Open the URL above to access the Learning Management System and login.



Login

As is shown below, on the 「net2010 Integrated Confirmation System」, enter your user ID (student number)/password, and then click on the login button.



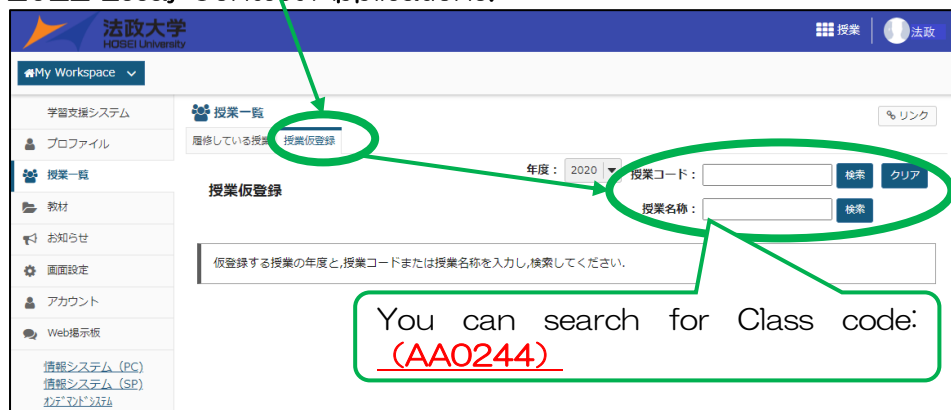
【2】Search for Essay Contest (Class code: AA0244)

After successfully logging in, the Class Support System screen will appear. Here, select the 2022Essay Contest Applications.

② Click 「Classes Overview」



② Click on “Temporary Class Registration” and search for the 2022 Essay Contest Applications.



③ Register.



【3】Submitting your Essay

- ④ Click on your registered “2022Essay Contest Application” tab. If you have a lot of registered courses and the tab does not appear, select it from the “Class Overview” section.



- ⑤ Click on “Assignments” and upload.



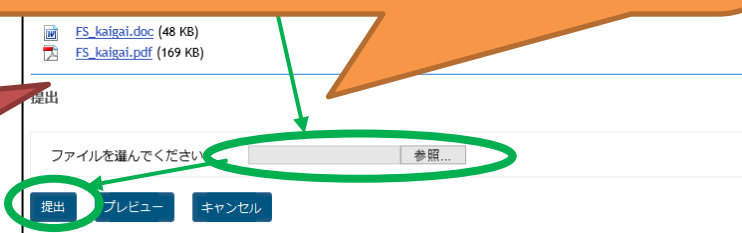
◆When uploading your essay◆

Please **DO NOT** include your name or student number

《File name》

- 01. Essay Title (Please use your essay title as the file name.) It includes “45th Hosei University Essay Contest Cover Sheet,” “Paper Abstract & Keyword Submission Form” and “Essay’s Body.”
- 02. Recommendation Form from a Faculty Member
- 03. Essay Contest Submission Table

Finalize Submission



★Precautions★

◆After finalizing your submission, the Class Support System will send you an “Assignment Submission Notification.”

Because of that, please make sure to confirm that the Class Support System has your correct email address registered.

【Confirming/Changing your Email Address】

