Inquiries about course enrollment and grades
Center for Academic Affairs

Inquiries about procedures for using the system and classes
Class Support Station

Inquiries about course enrollment, classes and all other things
Office of the Faculty of Informatics (Takatsuki)
Muse Office (Takatsuki Muse)
Sakai Campus Office (Sakai)

Inquiries by e-mail
Information System, etc. web_support@ml.kandai.jp
KU-LMS kulms@ml.kandai.jp

System service hours are as follows
● Syllabus System: 9:00am~12:00am
● Research Fund Referral: 12:05am~11:00pm
● Grade Entry System: 1:00am~12:00am

*As a rule, other system services are available 24 hours/day.

*The names of the companies, systems, programs, products and services are trademarks or registered trademarks of the respective development companies.
1. Information System

The Information System refers to the following systems collectively.

1. Top Page
   This page is a portal for the sharing of information between instructors and students. It is used for checking messages from the University, and for sending messages to students about class cancellations and other information related to courses.

2. Document Library
   Each faculty and group (committee, project) etc. can share documents among its members.

3. Printing Request System
   You can request printing of supplementary materials via the System.

4. Attendance Management System
   Card-readers can be used to manage student attendance in the system.

5. Grade Entry System
   Students' grades can be managed via the System.

6. Course Evaluation Questionnaire System
   The course evaluation questionnaires are managed on the System to facilitate data comparison and analysis. Instructors can add questions to questionnaires.

7. Syllabus System
   Syllabuses can be input and checked on the System.

8. University services
   Various services are available, such as the library service, research support, academic information, and Medical Center.

2. Instructions for Use

<table>
<thead>
<tr>
<th>Operating Environment</th>
<th>Windows</th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS</td>
<td>Windows 7, 8.1, 10</td>
<td>Mac OS X 10.6 Snow Leopard or later versions</td>
</tr>
<tr>
<td>Browser</td>
<td>Use the latest version of the browser. Microsoft Edge is not compatible. (Not scheduled)</td>
<td>The system operation has been confirmed with the latest version as of December 2018. Compatibility with future upgraded versions will be confirmed in due course.</td>
</tr>
</tbody>
</table>

3. Login

Access the website of Kansai University.

http://www.kansai-u.ac.jp

Input your user ID and password. If you have forgotten your password, register new password on the 4th floor of the IT center.

4. KU-LMS (Learning Management System)

KU-LMS is an integrated e-learning system that provides both class support and individual support. It includes guidance for students regarding preparation and review, the submission of reporting tasks, tests, and questions and answers related to courses. See P.40 for how to use the system.
University services
Linked to various services for students. Check the information occasionally.

- Library service
  In My Library, you can search for and reserve books.
- KICSS (career support system)
  Information related to students’ job hunting is provided.
- Research Administration
  Information on research support is provided.
- Academic Information System
  Research results can be input and viewed.
- Medical Center
  You can view information on the medical checkup and fill out the interview sheet before your checkup.

Password change
Set a password that is difficult to guess.

E-mail Address Setting
If you register your e-mail address, you can receive personal messages and urgent messages by e-mail.

Library service
In My Library, you can search for and reserve books.

KICSS (career support system)
Information related to students’ job hunting is provided.

Research Administration
Information on research support is provided.

Academic Information System
Research results can be input and viewed.

Medical Center
You can view information on the medical checkup and fill out the interview sheet before your checkup.

Personal Messages
Check your personal messages.

Calendar
The school year calendar and class schedule for the week, and events and deadlines in your personal messages are displayed.

Registration of Course Information
Check the information for instructors and faculties with regard to events and procedures.

E-mail Address Setting
If you register your e-mail address, you can receive personal messages and urgent messages by e-mail.

Logout
Be sure to click [Logout] when you finish using the information system.
6. Viewing/Registering Course Information

You can check messages to your students, class cancellations notices makeup classes, and schedule changes.

If you need to give makeup classes or change classrooms, contact the Class Support Station or relevant campus office to reserve classrooms.

1. Click [Course Information Registration/Search].

2. Click a subject to view the information or edit the contents.

3. Search results are shown below. Click the date or message to see detailed information.

4. Click [Registration] to register class cancellations or messages. If you refer to previously registered information, check the information and click [Copy].

5. Fill out the required items for class cancellation, and click [OK].

6. Fill out the required items for sending messages, and click [OK].

Class Cancellations
A class cancellation cannot be registered on the day of the class. Contact the office listed on the back of this manual.
7. Viewing/Registering Personal Messages

You can send personal messages to students, other instructors and staff members. It is possible to send messages to multiple recipients simultaneously. If you often send a message to the same recipients, you can create recipient groups. (See P.12.) Also, it is recommended that you create recipient groups to send messages from committees or projects, and to share documents and schedules. (See P.10.) Use the Notices function when sending messages from a faculty or a department.

1. Click [Personal Messages] to display the window.
2. View
   - Select [Received] or [Sent], and click the title to read a message sent to you or view the sending history.
3. Register
   - Click [Register Personal Messages] to register messages.
4. Fill out each item. Items with ◆ marks are required.
5. Select one or multiple recipients.
6. Check the box to be able to receive a reply.
7. Events and the start/end of procedures are displayed in the calendar on the day.

8. Viewing/Registering Notices

Messages from faculties and departments are sent as Notices. When you send messages from committees or projects, create recipient groups (See P.12.) Documents and schedules can be shared within the groups. (See P.10.) Use Personal Messages (See P.7.) when you send messages to students, instructors or other staff members.
**9. Using the Document Library**

The Document Library can be used to share documents with the members of a faculty or group (committee/project).

1. Click [Document Library] to display the window.
2. Share
   - Share documents with the members of a committee or project. Select a group, and click [GO] to read the documents.
3. Open
   - First, upload the documents to the personal folder.
4. Click [Open] to disclose the updated data.
5. Select the range of disclosure (people for whom the data is intended).

Folders and files to be disclosed can be managed (added/deleted) only by the user who uploaded them. Other users can only view the documents.
Documents are shared by the members of the group. Shared folders and files can be managed (added/deleted) by any member.

5 The list of data folders is displayed. Click a folder to display the list of files stored in the folder.

6 Click a file to view.

10. Registering Groups

Create groups to share documents and schedules with the members of committees or projects. (See P.10.) Group representatives should be faculty members or staff members.

1 Click [Group Management] on the top page.

2 Click [Create Work Group].

3 Set the name of the group, whether to open the group, and information-sharing functions.

4 The list of groups you belong to and opened groups is displayed.

5 Cancel

Name of the Group

Click [Group Management] on the top page.

Click [Create Work Group].

Set the name of the group, whether to open the group, and information-sharing functions.

The list of groups you belong to and opened groups is displayed.

Cancel
11. Preparing Examinations

Detailed instructions will be given when your grading methods are checked.

11-1-1 Confirming Grading Methods

11-1-2 Inputting Conditions for "Achievement Level Checks" and "Written Examinations"

11-1-3 Inputting Thesis Titles

11-2 Checking Examination Schedules

12. How to Use the Card Reader

Student attendance can be registered using the portable card reader and student identification cards, and checked from the information system's [Attendance Management]. (See P.17~P.19.)

The procedures are described below.

12-1 How to Start

1. Place your faculty member identification card or access card on the card reader.

   *Confirm that the date of receiving data is the same day. If a previous day is shown, enrolled students may be indicated as [Not Enrolled].

2. Select the period of the class.

3. Select the course.

   *If the course has a new name and an old name, only the new name is displayed.

4. After selecting the class, press the [Start] button.

12-2 Attendance Registration

Place a student identification card on the card reader when this message is displayed.
12-3 How to Register Attendance without a Student Identification Card

1. Place your faculty member identification card or access card on the card reader.

2. Press the [No Card] button.

3. Input the last four digits of the student number.

4. Select the student.

5. Press [Enter].

6. When searching with student numbers.

7. Press [Confirm].

8. Press [Attending] or [Arriving Late].

12-4 How to Finish

1. Place your faculty member identification card or access card on the card reader.

2. Press [Finish] and then press [Enter], and the confirmation dialog is displayed. Select [Yes].

12-5 How to Send the Data

1. Return the card reader to the holder (cradle), and press [Data Revision].

2. *Attendance cannot be displayed on the attendance check screen if the data is not sent.

   *Wait about 20 seconds after connecting the card reader.

   *If the data has been revised, [Data Transmitted] is displayed.

   *Wait about 20 seconds after connecting the card reader.
Using the Attendance Management System

If you have requested attendance checks from the class support station, you can check and modify student attendance, and download the data from the attendance management system.

12-6 Checking Attendance

1. Click (Class / Attendance List).
2. Select a course to check attendance.

The attendance data is displayed on the Class / Attendance List screen.

12-7 Manual Data Registration/Revision

Attendance data on attendance sheets, etc. can be input manually.

- When revising the data by specifying the date
  1. Click the date.
  2. Revise the data, using the pulldown menu.
  3. (Confirm)

- When revising the data by specifying the student
  1. Click on the student’s number or name.
  2. Revise the data, using the pulldown menu.
  3. (Confirm)
  4. Click (Confirm)
12-8

Downloading the Data
Attendance data can be downloaded in the Excel format from the Class / Attendance List screen.

1. Click [Output Excel Data]

2. Click [Download]

13. Grade Entry

The course list is displayed to input grades.

NOTE: You will log out automatically if you do not click the [Save] or [Finish] button for 60 minutes. Save the data frequently.

13-1

Entering Grades
The list of courses that require grade entry is displayed during the grade entry period (to be announced).
13-2 Entering Grades

- The grade entry file can be downloaded for grading in the Excel format and uploaded after entering grades. Also, the grade list can be output for confirmation.

13-3 Grade Data File

Grades can be input in the grade entry file in the Excel format. (Use the specified file to enter grades.)

* For courses evaluated using "Everyday Scores", the input data of "Failure to Attend Examination" cannot be uploaded. *Input [***] in the section of "Grade" for students for whom school registration has been cancelled (students who are on a leave of absence or who have left school).

13-4 Revision of the Grade Entry List

Saved grades can be revised. Click [Finish] to complete grade entry.

NOTE

You will log out automatically if you do not click the [Save] or [Finish] button for 60 minutes. Save the data frequently.

IMPORTANT!!

Once the grade entry is complete, it cannot be modified online for security reasons. Apply for grade modification at the Center for Academic Affairs, or at the office of the relevant campus.
14. Printing Requests

Printing of supplementary materials can be requested via the System.

[Deadline for Printing Requests]

<table>
<thead>
<tr>
<th>Receiving place</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senriyama Campus</td>
<td>Two days before the class (Excluding Sundays and Holidays) (Ex.: Thursday class→Tuesday 24:00)</td>
</tr>
<tr>
<td>Takatsuki / Takatsuki Muse / Sakai Campuses</td>
<td>Three days before the class (Excluding Sundays and Holidays) (Ex.: Thursday class→Monday 24:00)</td>
</tr>
</tbody>
</table>

14-1

Attach the document to be printed (file), and input printing format, number of copies, class date, receiving place and contact number.

Faculty are requested to carry the printed materials from the receiving place to the classroom. If it is difficult to do so, ask the Class Support Station or relevant campus office.

14-2

Click

Click

Printing history is displayed.

14-3

Confirm the input content on the preview screen and click (Finish).

Click

Finish
Course Evaluation Questionnaire System

15. Course Evaluation Questionnaire System

The results of the final course evaluation questionnaires conducted by hard copy can be viewed, and the midterm evaluation questionnaires can be conducted online. The results are managed collectively, which facilitates comparison and analysis of the data and helps to improve the quality of courses. In the midterm evaluation questionnaires, instructors can confirm the collected data in real time and add questions.

Course evaluation questionnaires are implemented in accordance with the university schedule. The start of the course selection / additional question period, student response period, and the completion of overall result collection are announced as new information on the top page.

15-1. Selecting Courses for the Midterm Questionnaires

Select courses to implement the midterm questionnaires.

15-1-1 Selecting the Courses

Click the title of a questionnaire whose status is [Student Response Period].

[Types of Questionnaires]

<table>
<thead>
<tr>
<th>Types/Methods of Questionnaires</th>
<th>Functions</th>
<th>Style</th>
<th>Composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm questionnaire (online)</td>
<td>(Supplemental function for the final questionnaires)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Questionnaires for improving the quality of courses during the term</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Questions regarding only eight topics, which help to improve the quality of courses, are asked.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Common to all courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Eight common questions (either-or questions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Open questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final questionnaire (hard copy)</td>
<td>[Main course evaluation questionnaires]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Questionnaires for improving the quality of courses of the next term and later</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- For the five-point scale computer-scored questionnaires, feedback sheets that contain detailed results are returned.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Five-point scale evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. 19 questions (selective)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. One open question (selective)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Open questions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unselected courses are not displayed in the course list. First, click [Select Courses for Questionnaire] to add the course to the list.
All your courses are displayed. Select whether or not to implement the questionnaire, and register it. However, the selection has already been done for some courses by the university.

15-2 Web Questionnaire

It is possible to add questions and set options for the selected courses. However, questions common to all courses cannot be modified or deleted. The web questionnaire can be implemented even if adding of questions and option setting are not conducted.

Click a course name for which [Web] is displayed.

Select whether or not to implement the questionnaire for each course, and click [Register].

Check the details of the questionnaire.

Select topics.

Add an explanation for students and set the response period.
15-2-1 Adding Topics

Questions can be added to the existing questionnaire. Both selective questions and open questions can be added.

1. Click [Add Topics].

2. Create a topic.

3. The topic is added at the bottom of the screen.

To P.30

15-2-2 Adding Selective Questions to the Midterm Questionnaire

Add selective questions (single-choice, multiple-choice).

1. Check to make the question required.
2. Check if multiple choices can be selected.
3. Set the scales.
   - I definitely think so
   - I think so
   - Yes and no
   - I do not think so
   - I do not think so at all
   - Not applicable
4. Add a choice.
5. Input if you add [Other] to the choices for describing comments.
6. The question will be added at the bottom of the screen.

To P.31
15-2-3. Adding Open Questions to the Midterm Questionnaire

Add an open question.

Check to make the question required.

The question is added at the bottom of the screen.

The order of questions can be changed.

Make sure to click the (Finish) button.

15-2-4. Midterm Questionnaire Option Settings

Explanation for students and response period details can be set.

Click [Set Options].

Input explanation and set the response period.

Add the response time.

Check the period to delete, and click [Delete].

Make sure to click [Register].
Setting the Response Period

Set the response period within the questionnaire period common to all departments. (Ex.: only the class period, etc.)
Click the [List] button on the course list screen to confirm the response period.

15-3. Confirming the Responses

Students' responses can be confirmed from the start of the response period. Also, comments can be input, and the questionnaire results can be downloaded.

15-3-1 Confirming Responses / Setting the Disclosure of Results / Comment Entry
Click the course name.

Response status is displayed.

1. Allowing Other Instructors to View the Results
Click [Allow Other Instructors to View], and the display goes to the screen to specify the courses for which other instructors are allowed to view the results.

2. Comment Entry
Register your comments on the results or attached files. Registered comments and files will be available to students.

3. Displaying Responses
Students' responses to open questions and comments are listed.

Make sure to click [Finish] after inputting comments.
4. Downloading Results
Questionnaire results are downloaded in the CSV format. Click [Download Students’ Comments] to download students’ responses to open questions and comments in the CSV format. Click [Download Response] to download the responses up to the previous day. Click [Download Feedback Sheet] to download the feedback sheet files created after collection of results. The feedback sheet files can be displayed and downloaded when the collection of results is complete and the feedback sheet files have been created.

5. Graph of Evaluation Averages
The average scores are displayed in a line chart. When the overall result collection is complete, the average scores for the course, department and the overall university are displayed for comparison.

6. Downloading Feedback Sheets
The results of the final questionnaires can be checked via the Information System a few weeks after the questionnaire period. For responses to open questions and comments, each instructor should save and check the results. The feedback sheet files can be viewed for the final result. (See the figure below.) The feedback sheets contain average scores, frequency distribution, correlation analyses with comprehensive indices and comparative analysis with instructor’s responses. This data can be used to improve the quality of courses from the next semester onwards.

15-3-2. Comparison of Course Averages
When the overall result collection is complete, the average scores for your courses can be compared. Click [Compare Course Averages].

15-4. Confirming the Overall Results
When the overall result collection is complete, the overall results can be confirmed. Click [Overall Results]. The overall results will be displayed.
16. Syllabus System

16-1 Inputting Syllabuses

The list of courses is displayed to input syllabuses.

- Click [Confirm] to confirm syllabuses completed.
- Click [Next] after entering the syllabus.
- Select [Free Format] or [Number of Courses Format].
- Display the tabs of available font attributes.
- Check the contents of [past syllabuses].
- Click [Next] after entering the syllabus.
- The list of courses is displayed to input syllabuses.
- When the data is saved temporarily, [Not Entered] changes to [Entering] on the course list screen.
- Click [Save] at the bottom of the preview screen to save the data temporarily.

16-2 Copying Syllabuses

When you teach multiple courses, it is possible to duplicate syllabuses. Click [Syllabus Copy] from the left-hand menu to display the list of your courses.

- After duplicating, check the content and complete registration.

* After clicking [Finish], modification is not possible.
Contact the Center for Academic Affairs or Campus Office if modification is necessary.

Complete registration before the deadline.

Click [Registration] to resume entry after interruption.

When the data is saved temporarily, [Not Entered] changes to [Entering] on the course list screen.

Click [Save] at the bottom of the preview screen to save the data temporarily.

Complete registration before the deadline.

Click [Registration] to resume entry after interruption.

Make sure to complete registration.

* After duplicating, check the content and complete registration.
16-3 Searching for Syllabuses
Click [Syllabus Search] on the top page. Search for syllabuses, using curricula, course names, instructors and keywords.

Past syllabuses can be searched for, using course names and keywords.

16-4 Syllabus Details
The list of the instructor’s past courses is displayed.

The results of related course evaluation questionnaires are displayed, if any.

17. Using KU-LMS (Learning Management System)
KU-LMS is a system including instructions on preparation and review study, submission of essay assignments, tests, questions and answers with regard to the courses. Here, only information for using some simple functions is provided. See the Course Manager’s Manual for detailed information on operation and other functions.

17-1-1 Start: Login
Select [KU-LMS] from the menu on the left side of the top page of the KU website or in the Information System, or access the URL shown below, to display the Login screen.
https://kulms.tl.kansai-u.ac.jp/

1. Select [KU-LMS] from the menu on the left side of the top page of the KU website or in the Information System, or access the URL shown below, to display the Login screen.
2. Click on the button to login.
3. Input your ID and password, and click on the [Login] button.
4. The [Course Listings] screen is displayed. Click on a course to display the material list for the course.

Login ID: This ID is the same as the one for logging into the information system.
Ex.: t999999
Password: This password is the same as the one for logging into the information system.
17-1-2 Composition of the Material List

If you have been authorized as a user, the Material List will be displayed.

17-1-3 End: Logout

Click on the [Logout] button in the upper right corner of the Course List screen or Material List screen.

17-1-4 Use of [Login as Student]

Check to see if teaching materials have uploaded correctly and how they appear for students.
Teaching Materials

Teaching materials such as slides and reading materials can be created for preparation, review and coursework.

17-2-1
Creating Teaching Materials

2. Click [Teaching Material] under [Select the Teaching Material].

3. Enter a name for the material in the "Title" field (required) and click (Edit the Material).
   *The other detail fields (optional) are set to default values.

4. Click (Save the Edition).

5. The uploaded file will be displayed.

6. To create another page, click (Add a New Page).

To finish creating materials, click (Save the Edition).
Creating Essay Assignments


2. Click [Essay Assignment] under [Select the Teaching Material].

3. Enter the essay assignment title in [Title (required)] and click (Edit the Test).
   *The other detail fields (optional) are set to default values.
   Click to check the details.

4. Input [Mark Allotment], [Questions] and [Explanation].

5. Set the maximum file size and file format, if necessary.

6. Input all the required items, and click (Save).

7. Make sure to click (Save the Edition) when creating teaching material for the first time.

To finish, click (Save the Edition).
To create another page, click (Add a New Question).
Creating Test Materials


2. Click [Test] under [Select the Teaching Material].

3. Enter the test name in [Title (required)] and select the question type in [Type (required)]. Click (Edit the Test). *The other detail fields (optional) are set to default values.

4. Click to check the details.

5. Input [Mark Allotment], [Questions] and [Explanation].

6. Set the maximum file size and file format, if necessary.

7. Input all the required items, and click (Save).

8. Make sure to click (Save the Edition) when creating teaching material for the first time.
The instructor should grade essays and written assignments.

2. Select an essay / written assignment from the dropdown menu of [Test Titles].
3. Click [Display the Answer].
4. Click the file name of the assignment, confirm the contents, then click [Grade].
5. Input [Comments] and [Scores], and click [Save].

*Corrected files can be attached.

2. Click [Edit Grading Materials] to select the grading material.
Select the grading material from the available materials, click [Add the Material], assign a grade, and then click [Save].

Click [Return to List].

Click [Output Grade Data] to download the CSV file for the grade entry system.

Open the [Grade Entry] screen, select a course, and click [Grade Data File].

The Grade Data File screen is displayed. Select the data outputted from KU-LMS, and click [Grade Data Registration (simple CSV)].

Other Functions

17-5-1

Contacting Students

Use [Message] for sending a message to an individual student and [Notice] for sending a message to all of the students.

Sending Messages

1 Click [Create Messages].

2 Click [Create Messages].
Click [Select from User List], and the list of enrolled students is displayed. Click the check box for a student (or students) to send the message.

Messages can be sent to registered E-mail addresses; however, it is impossible to receive a reply via E-mail. If you need a reply, you should include your E-mail address, or other contact info etc. in your message.

Click (Send).

*Files can be attached to the E-mail.

**Publishing Notices**

1. Click on the Material List screen.
2. Click [Post New].
3. Enter the [Title (required)], [Recipients], [Mark], [Open Period] and [Content].
4. Click (Open).

*Users who have not read the notice can be confirmed.

**Downloading the quick operation manual and Q&A.**

FAQ

Class Cancellations and Make-up Classes

Q. Registering a class cancellation on the day of the class
A. Instructors cannot register a class cancellation on the day of the class. Contact the Class Support Station or Campus Office.

Q. Registering Make-up Classes
A. Instructors cannot register make-up classes, since it is necessary to reserve classrooms. Contact the Class Support Station or Campus Office.

Grade Entry System

Q. Modifying grade after registration
A. Contact the Center for Academic Affairs or Campus Office.

Q. Entering grades for full-year courses
A. Usually full-year courses should be graded in the fall term. However, for courses that are taught by different instructors due to the integration of new and former curricula, and some courses in the liberal arts that should be graded in the spring and fall terms separately, enter temporary grades in the spring term, and enter the final grades in the fall term, taking the temporary grades into consideration. (See P.20.)
   (1) Enter temporary grades for the students of the former curriculum, which are displayed as [Students of Full-year Courses] at the time of spring-term grading of the new curriculum.
   (2) Enter temporary grades in the same manner at the time of fall-term grading of the new curriculum.
   (3) When the above two grades have been entered, the courses of the former curriculum can be graded.
   (4) Enter the final grades for the students of the former curriculum, based on the temporary grades.

Printing Request System

Q. Requesting printing of materials for the next day
A. The deadline of the Printing Request System is two days before the class (excluding Sundays and holidays). However, when you receive materials at Takatsuki, Takatsuki Muse or Sakai Campus, the deadline is three days before (excluding Sundays and holidays). Please use the printer in the instructors' room and print the material yourself when you cannot make your request by the deadline.

Course Evaluation Questionnaire System

Q. Implementing questionnaires without registering during the mid-term questionnaire registration period
A. Contact the Class Support Station.

Syllabus System

Q. Modifying syllabuses after registration
A. Contact the Center for Academic Affairs or Campus Office.

Q. Using syllabuses of the previous year
A. Use the function of checking past syllabuses. Click [History] in the top right-hand corner of the Syllabus Entry screen. (See P.37.)

Q. Duplicating entered syllabuses to other courses
A. Use the syllabus copy function. (See P.38.)

Q. “Input number of characters over” error is displayed.
A. Be aware that a line feed is dealt with as two characters.

Q. Printing syllabuses
A. Click [Print] at the bottom of the syllabus details screen displayed from [Syllabus Search], and the dialog box for printing is displayed.

Q. Searching for syllabuses of previous years
A. Past syllabuses can be searched for, using course names and keywords. Select a year from the pull-down menu at the top of the Syllabus Search screen. (See P.39.)

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Q. Loging in as a student
A. Click [Login as a Student] at the top of the screen, and the display changes to the student mode for viewing students' pages.

Q. Viewing courses of previous years
A. Switch the year at the top of the class schedule of the Course List screen displayed after login.

Q. Confirming instruction manuals
A. Access the website of the Center for Teaching and Learning (See P.54.), or click [Manual] in the bottom left-hand corner of the screen after login to see the Quick Operation Guide / Q&A.