

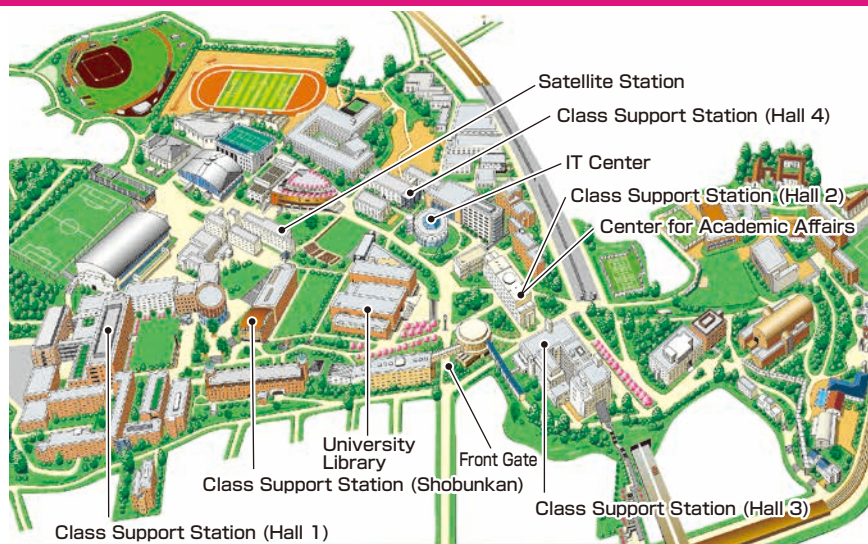
QR code



URL:

<http://www.kansai-u.ac.jp/ctl/teacher/tool.html>

Campus Map (Senriyama Campus)



Contact

■ Senriyama Campus

Inquiries about class enrollment and grades

▶▶▶ **Center for Academic Affairs**

Inquiries about procedures for using the system and classes

▶▶▶ **Class Support Station**

■ Takatsuki Campus/ Takatsuki Muse Campus/ Sakai Campus

Inquiries about class 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.

[For Faculty Members]

2017 KANSAI University Information System & KU-LMS

Operation Manual

Education is supported through the following functions

- Issuing of enrolled student directories **P.3**
- Checking of notices and messages from the University **P.3**
- Sending of information on class cancellations and other related messages (to all enrolled students) **P.5**
- Sending messages to students, other teachers and staff members (personal messages) **P.7**
- Sending of notices from faculties **P.8**
- Sharing of documents within faculties and groups (committees/projects) **P.10**
- Use of the system by committees or for projects **P.12**
- Preparation of examinations **P.13**
- Attendance Management System **P.14**
- Grade Entry System **P.20**
- Requests for printing of supplementary materials **P.23**
- Selection of subjects for class evaluation questionnaire **P.26**
- Adding of questions to class evaluation questionnaire **P.29**
- Checking of responses to class evaluation questionnaire **P.33**
- Comparison of average class evaluation questionnaire scores **P.36**
- Viewing of overall results of class evaluation questionnaire **P.36**
- Inputting/Editing of syllabuses **P.37**
- Searching for syllabuses **P.39**
- Using KU-LMS **P.40**
- Creation of class materials **P.42**
- Creation of report-type assignments **P.43**
- Creation of quizzes **P.44**
- Marking of reports **P.45**
- Grade evaluation **P.46**
- Contacting students **P.47**
- Transfer of attendance information from the attendance management system to KU-LMS **P.49**
- Use of the system via smartphones **P.51**
- FAQ **P.53**

1.Information System

The Information System refers to the following systems collectively.

1 Top Page

This page is for sharing information between teachers and students. It is used for checking messages from the University, and for sending students messages about class cancellations and other information related to classes.

2 Document Library

Each research group and committee can share documents among its members.

3 Printing Request System

You can request printing of supplementary materials via the website anytime and anywhere. (Deadline: two days in advance)

4 Attendance Management System

Card readers can be used to manage student attendance in the system.

5 Grade Entry System

Student grades can be managed via the website.

6 Class Evaluation Questionnaire System

The class evaluation questionnaires are managed on the website to facilitate data comparison and analysis. Teachers can add questions to questionnaires.

7 Syllabus System

Syllabuses can be input and checked on the website.

◆ University services

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

2.Instructions for Use

[Operating Environment]

	Windows	Macintosh
OS	Windows 7, 8.1, 10	Mac OS X 10.6 Snow Leopard or later versions
Browser	Use the latest version of the browser. Windows Edge is not compatible. (Not scheduled) The system operation has been confirmed with the latest version as of December 2016. Compatibility with future upgraded versions will be confirmed in due course.	

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 your password on the 4th floor of the IT center again.



4.KU-LMS

KU-LMS is an integrated e-learning system that has the two functions of class support and individual support. It includes instructions on preparation and review study, submission of assigned reports, tests, and questions and answers with regard to the classes. See P.40 for how to use the system.

5.Top Page

Class Information: P.5
Register class information (messages to students, class cancellations, etc.).

Personal Messages P.7
Notices P.8

Document Library P.10

Enrolled Student Directories
Download the Enrolled Student Directories.

Marking P.20
Printing P.23
Syllabuses P.37
Examinations P.13
Class Evaluation Questionnaires P.25
Attendance Management P.14
KU-LMS P.40

CEAS/Sakai
See the CEAS/Sakai online manual for details.

University services
Linked to various services for students. Check the information occasionally.

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

Audiovisual materials
You can search for audiovisual materials.

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

Research Administration
Information on research support is provided.

Research Fund Referral System
Research budgets and finalized amounts can be viewed.

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
Change your password every three months for security reasons.

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.

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 Class Information P.5 4

Classes you are not in charge of are shown in gray.

Notices
Check the information for teachers and faculties with regard to events and procedures.

関西大学
20XX年04月05日(火) 関大 太郎 更新 ヘルプ ログアウト 教員ポータル

新着情報
受信情報
個人伝言 1件
お知らせ 20件

個人伝言
インフォメーションシス... 03月22日
投稿依頼 11月13日

カレンダー
20XX年4月
20XX 年 04 月 05 日 GO 前週 前日 当日 翌日 翌週

	4/5(火)	4/6(水)	4/7(木)	4/8(金)	4/9(土)	4/10(日)	4/11(月)
学年暦	春学期授業開始(学部・大学院)						
時間割	2 初級マクロ経済学 3 学舎AXXX 3 政治経済学入門 3 学舎AXXX 7 経済史 3 学舎AXXX	6 ワークショップA 1 学舎CXXX	1 エコネマテリアル 3 学舎AXXX 3 日本経済史2 2 学舎EXXX	1 経済学基礎研究1 3 学舎AXXX 2 経済学卒業研究 3 学舎AXXX 3 経済学専門演習 3 学舎AXXX 6 アジア経済史 尚文館PC教室1			2 政治経済学2 3 学舎B30 1
個人スケジュール		14:00~16:00 ○○委員会			09:30~11:30 □□委員会	13:30~16:00 △△準備	
個人伝言/お知らせ			【専門職大学院】○○ □□客員教授講演会...				

この週の個人伝言/お知らせ 02月10日~07月21日 ●「学生相談研修会」の実施について(ご案内)

凡例: 休講、補講、連絡、変更、定例の予定、終日の予定、開始日、終了日、既読、未読、重要、マーク

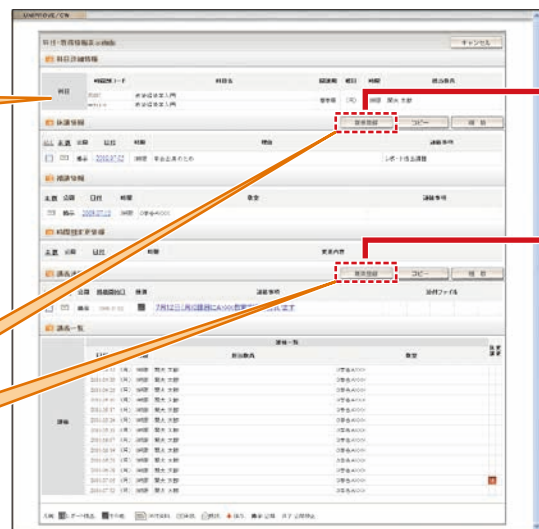
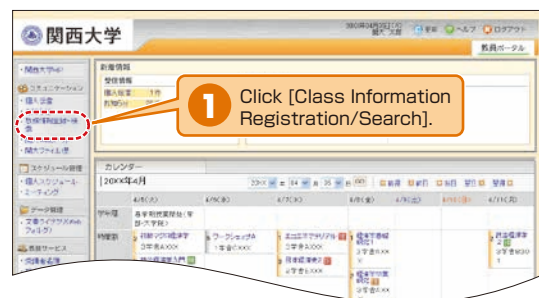
お知らせ

タイトル	発信元	掲載開始日	掲載終了日	対象日(開始)	対象日(終了)
『関西大学通信』(第XXX号)...	法人本部 広報室 広報課	02月16日	04月16日		
司書教諭資格の申請手続につ...	...グループ 資格支援チーム	02月15日	04月19日		
尚文館マルチメディア スタ...	...報事務局 システム管理課	02月15日	04月22日		
男子フィギュアオリンピック...	...事務局 スポーツ振興課	02月15日	04月19日		
卒業証明書、成績証明書等の...	...グループ 資格支援チーム	02月15日	04月20日		

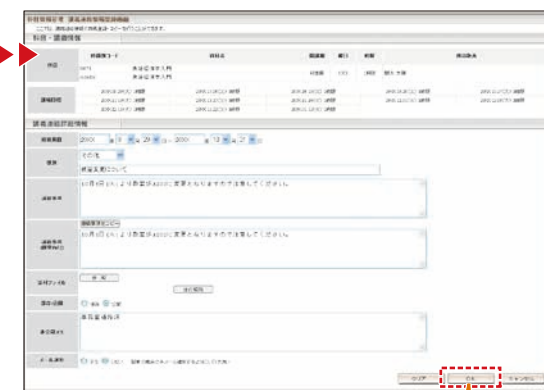
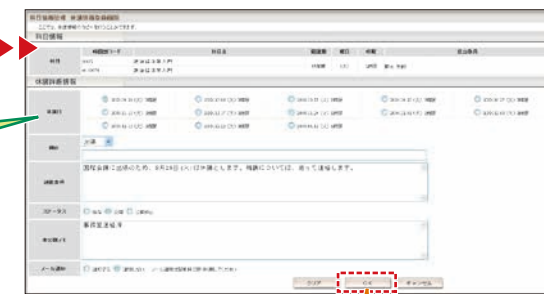
6.Viewing/Registering Class Information

You can check messages to all of your students, information on class cancellations and 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.



! Same-day Class Cancellations
 A class cancellation cannot be registered on the day of the class.
 Phone the office listed on the back page.



7. Viewing/Registering Personal Messages

You can send personal messages to students, other teachers 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.

! Newly arrived information is displayed on the top page.

! Events and the start/end of procedures are displayed in the calendar on the day.

3 Fill out each item. Items with red marks are required.

4 Select one or multiple recipients.

[User Selection] Select recipients from users (students/teachers/staff) and organizations (faculties/departments / school years, etc.)
 [Recipient Groups] Select recipients from the groups created in User Management.
 [School Register Number] Select recipients using school register numbers.

5 If you register the date, it will be displayed in the calendar. Register the title for the calendar as well.

6 Check the box to request a reply.

! Messages are not available to people other than recipients. If you need to share your message with the staff, select [Share with Staff].

! Do not send E-mails unless there is an emergency or the message is important.

! Confidential Comments are not sent to recipients.

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, teachers or other staff members.

2 View

Select [Received] or [Sent], and click the title to read a message sent to you or view the sending history.

2 Register

Click [Register Personal Messages] to register messages.

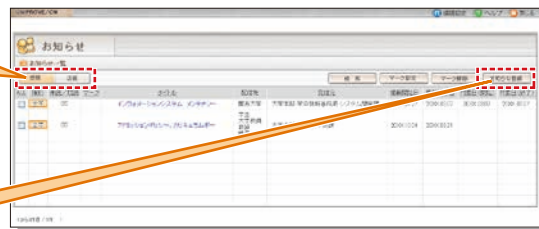
1 Click [Notices] to display the window.

! Events and the start/end of procedures are displayed in the calendar on the day.

! Newly arrived information is displayed on the top page.

2 Select [Received] or [Sent], and click the title to read the messages sent to you, or to view the sending history.

2 Click [Register Notices] to register notices.



3 Click [University Bulletin Board] to send messages to students, and click [Staff Bulletin Board] to send messages to faculty members.

4 Fill out each item. Items with red marks are required.

! Select one or multiple recipients.

5 If you register the date, it will be displayed in the calendar. Register the title for the calendar as well.

Hand icon Confidential Comments are not sent to recipients.

9. Using the Document Library

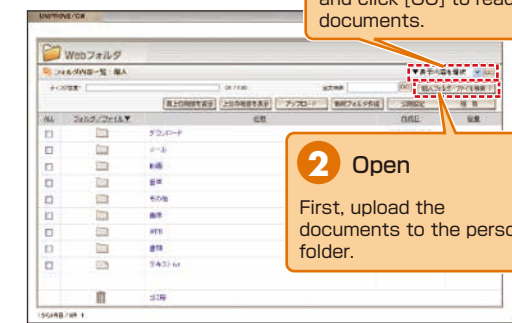
The Document Library can be used to share documents with the members of a faculty or group (committee/project).

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.

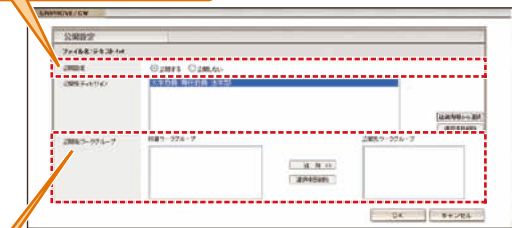
2 Open
First, upload the documents to the personal folder.



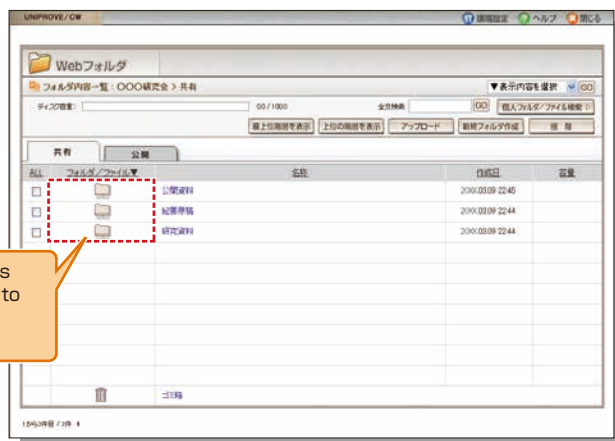
3 Click [Open] to disclose the updated data.

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.

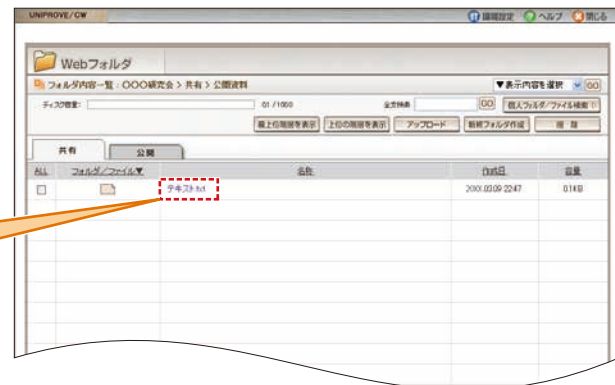
4 Select the range of disclosure (people for whom the data is intended).



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.

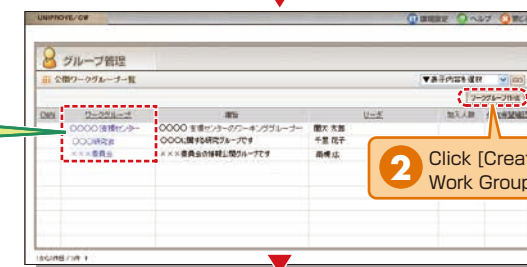
10. Registering Groups

Create groups to share documents and schedules with the members of committees or projects. (See P.10.)

Group representatives should be faculty members.

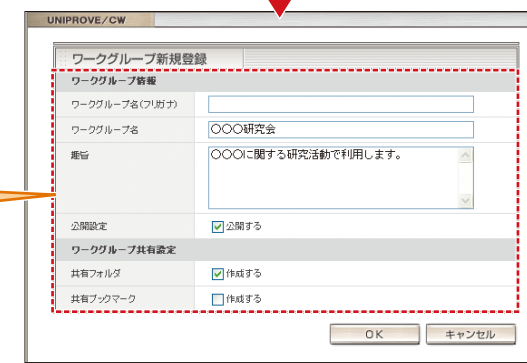


1 Click [Group Management] on the top page.



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

2 Click [Create Work Group].



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

11.Preparing Examinations

Detailed instructions will be given when your grade evaluation methods are checked.

11-1-1

Confirming Grade Evaluation Methods

Confirm the grade evaluation methods.

11-1-2

Inputting Conditions for "Achievement Level Checks" and "Written Examinations"

Finishing Registration

11-1-3

Inputting Thesis Titles

Finishing Registration

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 class.

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

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

Finishing Registration

12-2

Attendance Registration

Place a student identification card on the card reader when this message is displayed.

12-3

How to Register 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 When searching with school register numbers

4 Input the last four digits of the school register number.

5 Press [Enter].

6 Select the student.

7 Press [Confirm].

8 Press [Attending] or [Arriving Late]. The registration result screen is displayed and attendance data can be registered.

Finish

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].

確認
受付を終了します。よろしいですか?
はい いいえ

12-5

How to Send the Data

1 Connect the card reader with the network cable, and press [Data Revision].

*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.

! If the data revision has failed, press [Data Revision] again.


*Wait about 20 seconds after connecting the card reader.

Data revision complete

データ更新に失敗しました。ネットワーク状態を確認後、再度「データ更新」ボタンを押してください。このまま使用の場合は、「キャンセル」ボタンを押してください。

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.

[illegible]



関西大学

出席管理システム

教育職員用メニュー

- >> 授業・出席情報一覧
- >> 低出席率学生検索

授業・出席情報一覧

教員名	開大 太郎
授業科目名	▼
学籍番号	▼
表示種別	▼
	外国書研究1(O水4)110502
	外国書研究2(X水4)110512
	基礎演習(X水2)111052
	導入演習(O水2)1110807
	導入演習(O水1)1110806

表示

3 Click 表示

凡例 ○:出席
X:欠席
△:遅刻

[illegible]

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

- When revising the data by specifying the date

- When revising the data by specifying the student

Registration

Enter the data on the sheets, etc.
but manually.

Revising the
specifying

- Click the date.
- Revise the data, using the pulldown menu.
- Click 確定
- Click OK

Registration complete

Revising the
specifying
ent

Click the student's
school register
number or name.

- Click 登録
- Revise the data, using the pulldown menu.
- Click 確定
- Click OK

Registration complete

12-8

Downloading the Data

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



See P.49 for how to transfer data from the attendance management system to KU-LMS. Ask the class support station if you have any questions.

13. Grade Entry

The class 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 classes that require grade entry is displayed during the grade entry period (to be announced).

The screenshot shows the '探点担当科目一覧' (List of Classes Responsible for Point Entry) screen. It displays a table with columns for '学年' (Year), '学期' (Semester), '科目名' (Subject Name), '単位数' (Credit Hours), '曜日' (Day), '時間' (Time), '担当教員' (Instructor), and '備考' (Remarks). The table lists several classes, including '基礎物理学' (Basic Physics) and '基礎化学' (Basic Chemistry).

学年	学期	科目名	単位数	曜日	時間	担当教員	備考
1	1	基礎物理学	3	月	9:00-10:00	山田太郎	
1	2	基礎物理学	3	火	9:00-10:00	山田太郎	
1	3	基礎物理学	3	水	9:00-10:00	山田太郎	
1	4	基礎物理学	3	木	9:00-10:00	山田太郎	
1	5	基礎物理学	3	金	9:00-10:00	山田太郎	
1	6	基礎物理学	3	土	9:00-10:00	山田太郎	
1	7	基礎物理学	3	日	9:00-10:00	山田太郎	
1	8	基礎物理学	3	月	10:00-11:00	山田太郎	
1	9	基礎物理学	3	火	10:00-11:00	山田太郎	
1	10	基礎物理学	3	水	10:00-11:00	山田太郎	
1	11	基礎物理学	3	木	10:00-11:00	山田太郎	
1	12	基礎物理学	3	金	10:00-11:00	山田太郎	
1	13	基礎物理学	3	土	10:00-11:00	山田太郎	
1	14	基礎物理学	3	日	10:00-11:00	山田太郎	
1	15	基礎物理学	3	月	11:00-12:00	山田太郎	
1	16	基礎物理学	3	火	11:00-12:00	山田太郎	
1	17	基礎物理学	3	水	11:00-12:00	山田太郎	
1	18	基礎物理学	3	木	11:00-12:00	山田太郎	
1	19	基礎物理学	3	金	11:00-12:00	山田太郎	
1	20	基礎物理学	3	土	11:00-12:00	山田太郎	
1	21	基礎物理学	3	日	11:00-12:00	山田太郎	
1	22	基礎物理学	3	月	12:00-13:00	山田太郎	
1	23	基礎物理学	3	火	12:00-13:00	山田太郎	
1	24	基礎物理学	3	水	12:00-13:00	山田太郎	
1	25	基礎物理学	3	木	12:00-13:00	山田太郎	
1	26	基礎物理学	3	金	12:00-13:00	山田太郎	
1	27	基礎物理学	3	土	12:00-13:00	山田太郎	
1	28	基礎物理学	3	日	12:00-13:00	山田太郎	
1	29	基礎物理学	3	月	13:00-14:00	山田太郎	
1	30	基礎物理学	3	火	13:00-14:00	山田太郎	
1	31	基礎物理学	3	水	13:00-14:00	山田太郎	
1	32	基礎物理学	3	木	13:00-14:00	山田太郎	
1	33	基礎物理学	3	金	13:00-14:00	山田太郎	
1	34	基礎物理学	3	土	13:00-14:00	山田太郎	
1	35	基礎物理学	3	日	13:00-14:00	山田太郎	
1	36	基礎物理学	3	月	14:00-15:00	山田太郎	
1	37	基礎物理学	3	火	14:00-15:00	山田太郎	
1	38	基礎物理学	3	水	14:00-15:00	山田太郎	
1	39	基礎物理学	3	木	14:00-15:00	山田太郎	
1	40	基礎物理学	3	金	14:00-15:00	山田太郎	
1	41	基礎物理学	3	土	14:00-15:00	山田太郎	
1	42	基礎物理学	3	日	14:00-15:00	山田太郎	
1	43	基礎物理学	3	月	15:00-16:00	山田太郎	
1	44	基礎物理学	3	火	15:00-16:00	山田太郎	
1	45	基礎物理学	3	水	15:00-16:00	山田太郎	
1	46	基礎物理学	3	木	15:00-16:00	山田太郎	
1	47	基礎物理学	3	金	15:00-16:00	山田太郎	
1	48	基礎物理学	3	土	15:00-16:00	山田太郎	
1	49	基礎物理学	3	日	15:00-16:00	山田太郎	
1	50	基礎物理学	3	月	16:00-17:00	山田太郎	
1	51	基礎物理学	3	火	16:00-17:00	山田太郎	
1	52	基礎物理学	3	水	16:00-17:00	山田太郎	
1	53	基礎物理学	3	木	16:00-17:00	山田太郎	
1	54	基礎物理学	3	金	16:00-17:00	山田太郎	
1	55	基礎物理学	3	土	16:00-17:00	山田太郎	
1	56	基礎物理学	3	日	16:00-17:00	山田太郎	
1	57	基礎物理学	3	月	17:00-18:00	山田太郎	
1	58	基礎物理学	3	火	17:00-18:00	山田太郎	
1	59	基礎物理学	3	水	17:00-18:00	山田太郎	
1	60	基礎物理学	3	木	17:00-18:00	山田太郎	
1	61	基礎物理学	3	金	17:00-18:00	山田太郎	
1	62	基礎物理学	3	土	17:00-18:00	山田太郎	
1	63	基礎物理学	3	日	17:00-18:00	山田太郎	
1	64	基礎物理学	3	月	18:00-19:00	山田太郎	
1	65	基礎物理学	3	火	18:00-19:00	山田太郎	
1	66	基礎物理学	3	水	18:00-19:00	山田太郎	
1	67	基礎物理学	3	木	18:00-19:00	山田太郎	
1	68	基礎物理学	3	金	18:00-19:00	山田太郎	
1	69	基礎物理学	3	土	18:00-19:00	山田太郎	
1	70	基礎物理学	3	日	18:00-19:00	山田太郎	
1	71	基礎物理学	3	月	19:00-20:00	山田太郎	
1	72	基礎物理学	3	火	19:00-20:00	山田太郎	
1	73	基礎物理学	3	水	19:00-20:00	山田太郎	
1	74	基礎物理学	3	木	19:00-20:00	山田太郎	
1	75	基礎物理学	3	金	19:00-20:00	山田太郎	
1	76	基礎物理学	3	土	19:00-20:00	山田太郎	
1	77	基礎物理学	3	日	19:00-20:00	山田太郎	
1	78	基礎物理学	3	月	20:00-21:00	山田太郎	
1	79	基礎物理学	3	火	20:00-21:00	山田太郎	
1	80	基礎物理学	3	水	20:00-21:00	山田太郎	
1	81	基礎物理学	3	木	20:00-21:00	山田太郎	
1	82	基礎物理学	3	金	20:00-21:00	山田太郎	
1	83	基礎物理学	3	土	20:00-21:00	山田太郎	
1	84	基礎物理学	3	日	20:00-21:00	山田太郎	
1	85	基礎物理学	3	月	21:00-22:00	山田太郎	
1	86	基礎物理学	3	火	21:00-22:00	山田太郎	
1	87	基礎物理学	3	水	21:00-22:00	山田太郎	
1	88	基礎物理学	3	木	21:00-22:00	山田太郎	
1	89	基礎物理学	3	金	21:00-22:00	山田太郎	
1	90	基礎物理学	3	土	21:00-22:00	山田太郎	
1	91	基礎物理学	3	日	21:00-22:00	山田太郎	
1	92	基礎物理学	3	月	22:00-23:00	山田太郎	
1	93	基礎物理学	3	火	22:00-23:00	山田太郎	
1	94	基礎物理学	3	水	22:00-23:00	山田太郎	
1	95	基礎物理学	3	木	22:00-23:00	山田太郎	
1	96	基礎物理学	3	金	22:00-23:00	山田太郎	
1	97	基礎物理学	3	土	22:00-23:00	山田太郎	
1	98	基礎物理学	3	日	22:00-23:00	山田太郎	
1	99	基礎物理学	3	月	23:00-24:00	山田太郎	
1	100	基礎物理学	3	火	23:00-24:00	山田太郎	

13-2

Entering Grades

成績データファイル

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.

▶ To P.22

学籍番号	氏名	英字氏名	最終得点
経00-0000	関大 一郎	KANDAI Ichiro	0
経00-0000	関大 二郎	KANDAI Jiro	0
経00-0000	関大 三郎	KANDAI Saburo	0
経00-0000	関大 四郎	KANDAI Shiro	0
経00-0000	関大 五郎	KANDAI Goro	0
経00-0000	関大 六郎	KANDAI Rokuro	0
経00-0000	関大 七郎	KANDAI Shichiro	0
経00-0000	関大 八郎	KANDAI Hachiro	0

Enter grades.

Click here to check the full-year class students.

Click
Entry complete

Failure to Attend Examination

Check the students who failed to attend an examination when the grade evaluation method is "Achievement Level Checks", "Written Examinations" or "Theses". ([**]) will be input. This is not displayed when the grade evaluation method is "Everyday Scores".

For students who are on a leave of absence or who have left school, [School Register Cancelled] is displayed and grade entry is not possible.

IMPORTANT!!

Once the grade evaluation 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.

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 classes 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.

学籍番号	氏名	英字氏名	最終得点
経00-0000	関大 一郎	KANDAI Ichiro	0
経00-0000	関大 二郎	KANDAI Jiro	0
経00-0000	関大 三郎	KANDAI Saburo	0
経00-0000	関大 四郎	KANDAI Shiro	0
経00-0000	関大 五郎	KANDAI Goro	0
経00-0000	関大 六郎	KANDAI Rokuro	0
経00-0000	関大 七郎	KANDAI Shichiro	0
経00-0000	関大 八郎	KANDAI Hachiro	0

1 ダウンロード
Download the grade entry file, and input the final grade.

Click

Click

Click

Saving complete

2 参照
Upload the grade entry file for reference.

成績データ反映[簡易版]

The data is saved in the simple format.

学籍番号	氏名	英字氏名	最終得点
経00-0000	関大 一郎	KANDAI Ichiro	0
経00-0000	関大 二郎	KANDAI Jiro	0
経00-0000	関大 三郎	KANDAI Saburo	0
経00-0000	関大 四郎	KANDAI Shiro	0
経00-0000	関大 五郎	KANDAI Goro	0
経00-0000	関大 六郎	KANDAI Rokuro	0
経00-0000	関大 七郎	KANDAI Shichiro	0
経00-0000	関大 八郎	KANDAI Hachiro	0

Entry complete

Click

14. Printing Requests

Printing of supplementary materials can be requested from your home or research office via the website.

[Deadline for Printing Requests]

Receiving place	Deadline
Senriyama Campus	Two days before the class (Excluding Sundays and Holidays) (Ex.: Thursday class→Tuesday 24:00)
Takatsuki / Takatsuki Muse / Sakai Campuses	Three days before the class (Excluding Sundays and Holidays) (Ex.: Thursday class→Monday 24:00)

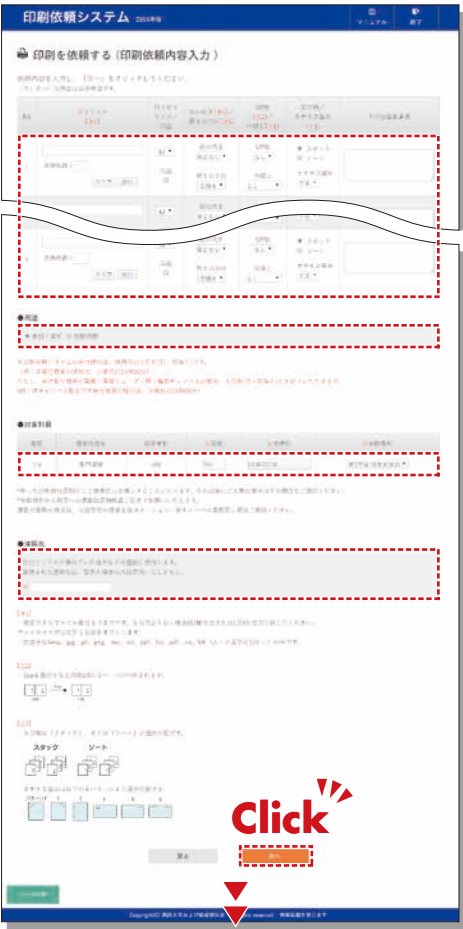
14-1



14-2

Attach the manuscript 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.



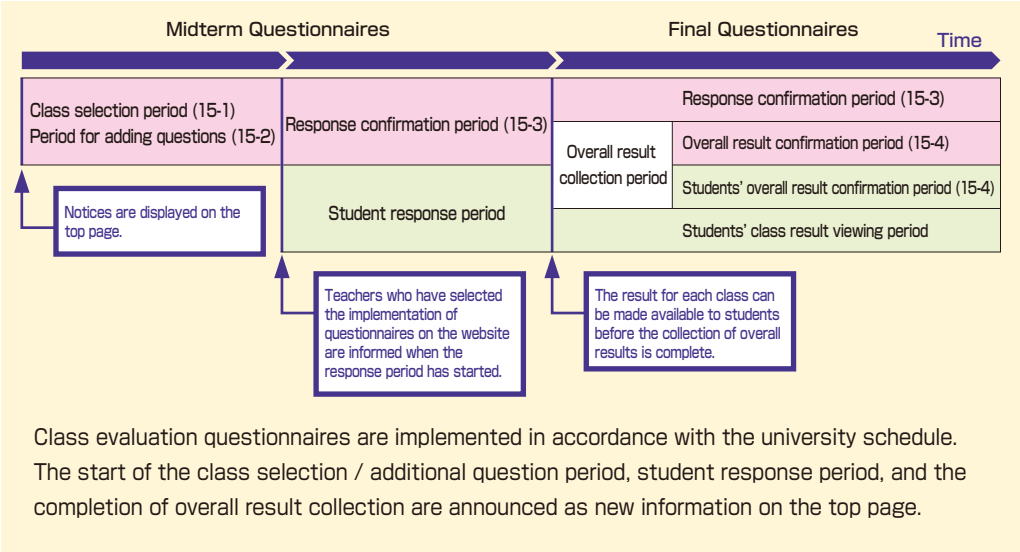
14-3

Click **完了** on the entry screen, confirm the input content on the preview screen and click **完了**.



15.Class Evaluation Questionnaire System

The results of the final class 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 classes. In the midterm evaluation questionnaires, teachers can confirm the collected data in real time and add questions.



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

[Types of Questionnaires]

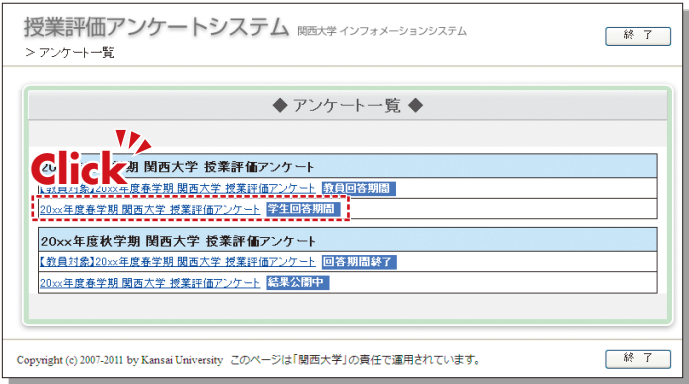
Types/Methods of Questionnaires	Functions	Style	Composition
Midterm questionnaire (online)	[Supplemental function for the final questionnaires] • Questionnaires for improving the quality of classes during the term → Questions regarding only eight topics, which help to improve the quality of classes, are asked.	Common to all classes	1. Eight common questions (either-or questions) 2. Open questions
Final questionnaire (hard copy)	[Main class evaluation questionnaires] • Questionnaires for improving the quality of classes of the next term and later → For the five-point scale computer-scored questionnaires, feedback sheets that contain detailed results are returned.	Five-point scale evaluation	1. 20 questions (selective) 2. One open question (selective)
		Open questions	1. Open questions

15-1.Selecting Classes for the Midterm Questionnaires

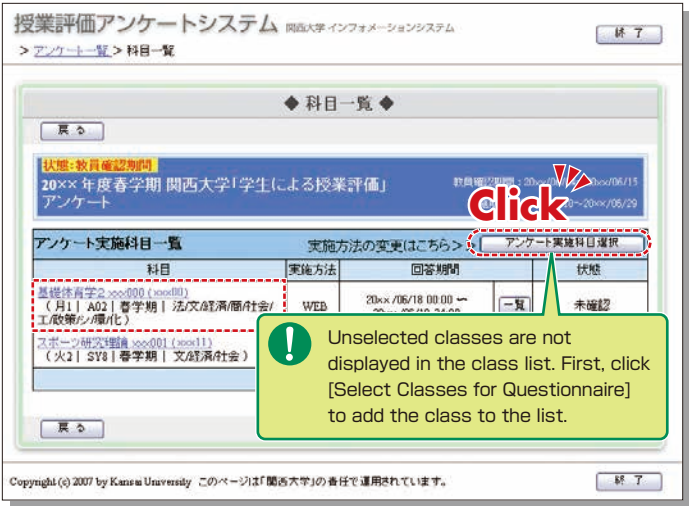
Select classes to implement the midterm questionnaires.

15-1-1
Selecting the Classes

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



Click [Select Classes for Questionnaire] in the top right-hand corner of the class list.



All your classes are displayed. Select whether or not to implement the questionnaire, and register it. However, the selection has already been done for some classes by the university.

授業評価アンケートシステム 関西大学 インフォメーションシステム

> アンケート一覧 > 科目一覧 > 実施科目選択

◆ 実施科目選択 ◆

戻る アンケート内容確認 登録

状態: 教員確認期間
20××年度春学期 関西大学「学生による授業評価」アンケート

教員確認期間: 20××/06/04 ~ 20××/06/15
実施期間: 20××/06/18 ~ 20××/06/29

アンケートの実施方法を選択し「登録」ボタンをクリックしてください。

科目	実施する	実施しない
基礎体育学2 xxx000 (xxx00) (月1 A02 春学期 法/文/経済/商/社会/工/政策/人/福祉)	<input type="radio"/>	<input type="radio"/>
スポーツ研究実践 xxx001 (xxx11) (火2 SY8 春学期 文/経済/社会)	<input type="radio"/>	<input type="radio"/>

戻る 登録

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Check the details of the questionnaire.

授業評価アンケートシステム 関西大学 インフォメーションシステム

> アンケート一覧 > 科目一覧 > アンケート内容確認

戻る 完了

状態: 教員確認期間
20××年度春学期 関西大学「学生による授業評価」アンケート

教員確認期間: 20××/06/04 ~ 20××/06/15
実施期間: 20××/06/18 ~ 20××/06/29

基礎体育学2 xxx000 (xxx00)
(月1 | A02 | 春学期 | 法/文/経済/商/社会/工/政策/人/福祉)

変更内容は「完了」ボタン押下で登録されます。

1 共通設問

1 (必須)

○ 強くそう思う
○ そう思う
○ どちらとも書えない
○ そう思わない
○ 全くそう思わない

2 自由記述

2 (必須)

○ 強くそう思う
○ そう思う
○ どちらとも書えない
○ そう思わない
○ 全くそう思わない

1

本授業を受講して、意見、要望、感想などがあれば記入してください。また、今後の授業方法等の改善に役立てるため、なるべく具体的に記述してください。

戻る 完了

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15-2

Web Questionnaire

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

授業評価アンケートシステム 関西大学 インフォメーションシステム

> アンケート一覧 > 科目一覧

戻る 完了

状態: 教員確認期間
20××年度春学期 関西大学「学生による授業評価」アンケート

教員確認期間: 20××/06/04 ~ 20××/06/15
実施期間: 20××/06/18 ~ 20××/06/29

アンケート実施科目一覧

科目	実施方法	回答期間	状態
基礎体育学2 xxx000 (xxx00) (月1 A02 春学期 法/文/経済/商/社会/工/政策/人/福祉)	WEB	20××/06/18 00:00 ~ 20××/06/19 24:00	未確認
スポーツ研究実践 xxx001 (xxx11) (火2 SY8 春学期 文/経済/社会)	WEB	20××/06/18 00:00 ~ 20××/06/29 24:00	未確認


戻る

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15-2-1

Adding Topics

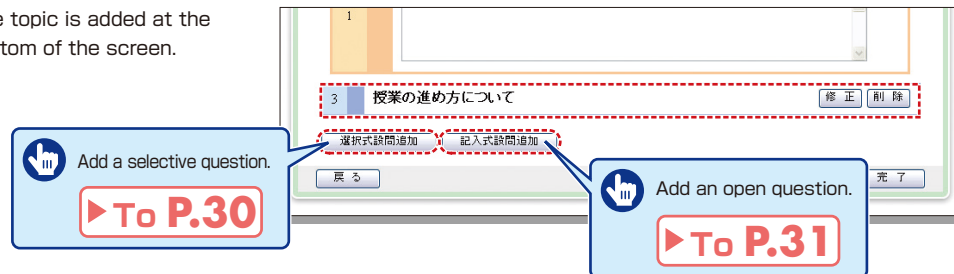
Questions can be added to the existing questionnaire. Both selective questions and open question can be added. In both cases, it is necessary to create a topic.



Create a topic.

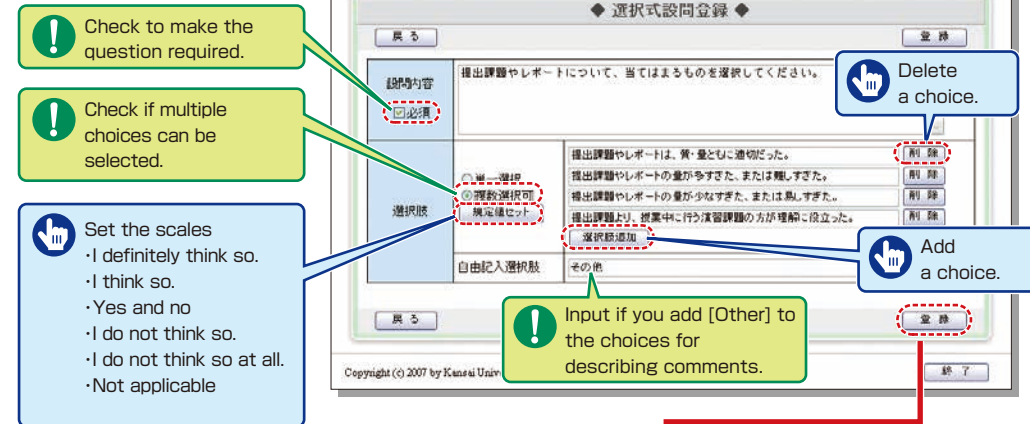


The topic is added at the bottom of the screen.

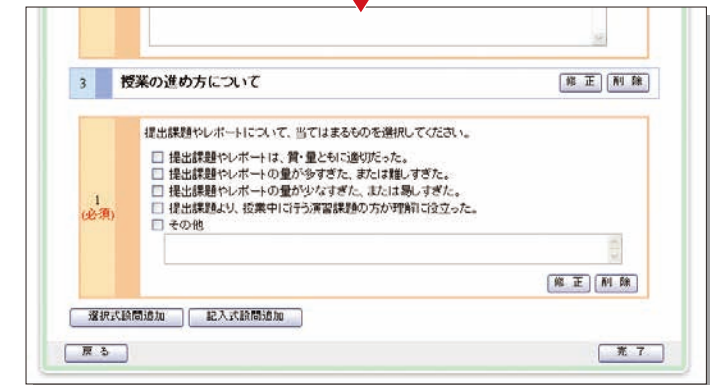


15-2-2. Adding Selective Questions to the Midterm Questionnaire

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



The question is added at the bottom of the screen.



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

Add an open question.

The question is added at the bottom of the screen.

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.

基礎体育学2 xxx000 (xxx00)
(月1 | A02 | 春学期 | 法文経商経済社会工政経/履化)

※このアンケートは、授業の改善を目的として実施するものであり、授業の改善に直接関係するものではありません。また、改善してほしい点や改善方法については、なるべく具体的な意見を記述してください。

変更内容は「完了」ボタン押下で登録されます。

1 共通設定

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 class list screen to confirm the response period.

◆ 回答期間一覧 ◆

開始日時	終了日時
20xx/06/18 00:00 ~ 20xx/06/19 24:00	20xx/06/19 24:00
20xx/06/22 00:00 ~ 20xx/06/23 24:00	20xx/06/23 24:00
20xx/06/25 00:00 ~ 20xx/06/26 24:00	20xx/06/26 24:00

閉じる

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 class name.

◆ 科目一覧 ◆

科目	実施方法	回答期間	状態
基礎体育学2 xxx000 (xxx00) (月1 A02 春学期 法文経商経済社会工政経/履化)	WEB	20xx/06/18 00:00 ~ 20xx/06/19 24:00	一覧 回答期間外
基礎体育学2 xxx000 (xxx00) (月2 SYS 春学期 文経商社会)	WEB	20xx/06/18 00:00 ~ 20xx/06/23 24:00	一覧 回答期間中

戻る

Response status is displayed.

◆ 結果公開設定 ◆

戻る

◆ 共通設定 ◆

基礎体育学2 xxx000 (xxx00)
(月1 | A02 | 春 | 法文経商経済社会工政経/履化)

■ 集計結果

回答数 43 / 494人 (8.7%)

集計結果ダウンロード 記入式回答ダウンロード

フリーハンド回答シート印刷 フリーハンド回答シートダウンロード

1 共通設定

項目	回答数	グラフ
1. 強く思う (1点)	7	16.2%
2. そう思う (2点)	37	83.7%
3. どちらとも思わない (3点)	7	16.2%
4. そう思わない (4点)	0	0.0%
5. 全く思わない (5点)	2	4.6%
6. 未回答	0	0.0%
評価平均	3.8	

戻る

1 Allowing Other Teachers to View the Results

Click [Allow Other Teachers to View], and the display goes to the screen to specify the classes for which other teachers are allowed to view the results.

Be sure to click [Finish] after inputting your comments.

現在の登録ファイル

添付	添付可能なファイル容量は10MBです。
添付	添付可能なファイル容量は10MBです。

戻る

比較グラフ表示

2 Comment Entry

Register your comments on the results or attached files.
Registered comments and files are available to students.

コメント

アンケートの結果を参考に、今後の授業の改善に努めていきたいと思っています。具体的な改善案もご意見としていただければ幸いです。今後の授業にできるだけ反映していきたいと思っています。

現在の登録ファイル

添付

添付可能なファイル容量は10MBです。

Be sure to click [Finish] after inputting comments.

3 Displaying Responses

Students' responses to open questions and comments are listed.

2 自由記述

◆ 記入式回答一覧 ◆

戻る

1/1ページ

次> 最後>>

回答 1

この授業は、先生、学生、両方ともに大変楽しかったです。先生からの質問にも丁寧に答えてくれたので、授業の進め方や質問の仕方など、先生から学ぶことができました。また、先生からの質問にも丁寧に答えてくれたので、授業の進め方や質問の仕方など、先生から学ぶことができました。

回答 2

この授業は、先生、学生、両方ともに大変楽しかったです。先生からの質問にも丁寧に答えてくれたので、授業の進め方や質問の仕方など、先生から学ぶことができました。また、先生からの質問にも丁寧に答えてくれたので、授業の進め方や質問の仕方など、先生から学ぶことができました。

回答 3

この授業は、先生、学生、両方ともに大変楽しかったです。先生からの質問にも丁寧に答えてくれたので、授業の進め方や質問の仕方など、先生から学ぶことができました。また、先生からの質問にも丁寧に答えてくれたので、授業の進め方や質問の仕方など、先生から学ぶことができました。

<< 先頭 < 前 1/1ページ 次 > 最後 >>

4 Downloading of Results

Questionnaire results are downloaded in the CSV format. Click [Students' Comments Download] to download students' responses to open questions and comments in the CSV format. Click [Response Data Download] to download the data for responses up to the previous day. Click [Feedback Sheet Download] 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.

The screenshot shows the '集計結果' (Summary Results) page. There are four buttons with callouts: 'Download results.', 'Download responses.', 'Download the explanation for viewing feedback sheets.', and 'Download feedback sheets.' A red dashed box highlights the 'Download feedback sheets' button, with a red arrow pointing to it from the text 'Click'.

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 class, 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 two to three weeks after the questionnaire period.

*As for responses to open questions and comments, each teacher should save and check the results. The feedback sheets can be viewed for the final questionnaires. (See the figure below.) The feedback sheets contain average scores, frequency distribution, correlation analyses with comprehensive indices and comparative analysis with teachers' responses. This data can be used to improve the quality of classes from the next semester onwards.

The screenshot shows a detailed feedback sheet for '200x年度春学期 関西大学「学生による授業評価」アンケート'. It includes a table of responses, a line graph of average scores, and a comparison between students' responses and teachers' responses. Annotations point to specific parts: 'Description of the class' points to the '授業科目' (Course) field; 'Number of respondents' points to the '回答数' (Number of responses) field; 'Graph of importance levels and satisfaction levels' points to the '重要度' (Importance) and '満足度' (Satisfaction) graphs; 'Number of responses for each question' points to the '各質問に対する回答の分布' (Distribution of responses for each question) graph; and 'Comparison between students' responses and teachers' responses' points to the '教員との回答の比較' (Comparison of responses with teachers) graph.

15-3-2. Comparison of Class Averages

When the overall result collection is complete, the average scores for your classes can be compared.

Click [Compare Class Averages].

Average graphs for the classes are displayed for comparison.

The screenshot shows the '評価平均比較グラフ' (Evaluation Average Comparison Graph) interface. It displays a line graph comparing average scores for different classes. A red arrow points to the '科目間評価平均比較' (Inter-subject evaluation average comparison) button, with a red 'Click' label.

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 are displayed.

The screenshot shows the '評価平均比較グラフ' (Evaluation Average Comparison Graph) interface. It displays a line graph comparing average scores for different classes. A red arrow points to the '全学集計状況' (Overall collection status) button, with a red 'Click' label. Another red arrow points to the '科目間評価平均比較' (Inter-subject evaluation average comparison) button, with a red 'Click' label.

16.Syllabus System

16-1

Inputting Syllabuses

The list of classes is displayed to input syllabuses. Input syllabuses.

Click (on the 'シラバス入力' button in the left menu)

文字修飾
Display the tabs of available font attributes.

過去参照
Check the contents of past syllabuses.

フリーフォーマット
Select [Free Format] or [Number of Classes Format].

次へ
Click [Next] after entering the syllabus.

Click (on the '保存' button at the bottom)

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

16-2

Copying Syllabuses

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

* After copying, check the content and complete registration.

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

Click (on the '保存' button)

Click (on the '確認' button)

Click (on the '登録' button)

Registration Complete
Complete registration before the deadline.

科目選択
Select an origin file and destination files (multiple files can be selected).

Click (on the 'コピー' button)

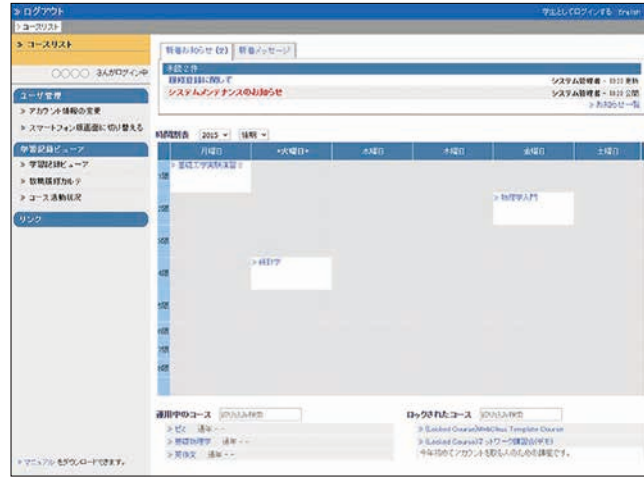
Copying Complete

学部・研究科	授業形態	授業科目名 (登録番号)	組	状況	選択	合併情報
経済学	入門	経済入門 140122(044820)	1	作成中	登録	

17-1-2

Composition of the Course Menu

If you have been authorized as a user, the Course Menu will be displayed.



[Notices from Administrator] Information related to the course is displayed.

[Content Management] The links to the teaching material creation/editing/deletion screen, syllabuses and glossary are displayed.

[Attendance Management] Students' attendance can be registered, and the record of attendance can be checked and modified.

[Records Management] Grades and questionnaire results can be checked and reports can be marked.

[Member Management] The list of enrolled students and the use of KU-LMS can be checked.

[Course Management] Options can be set for the course, and the data of the course can be transferred.

[Study Card] Study records of course members can be saved for consolidated management.

[Message] Read past messages you have sent and received and create new messages.

[Content List] A list of materials used in the classes is displayed.

17-1-3

End: Logout

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



Teaching Materials

Teaching materials such as slides and reference materials can be created for preparation, classes and review.

17-2-1

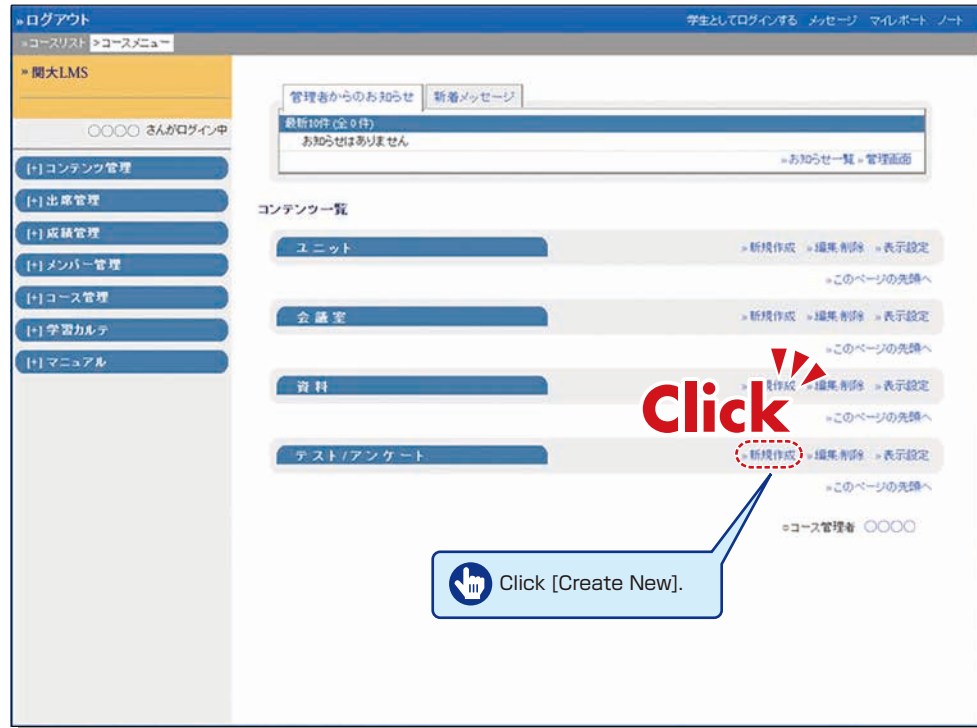
Creating Teaching Materials



- 1 Click [Create New] for [Materials] on the Course Menu screen.
- 2 Input the title of the material (required), and click **資料作成ページ編集**.
*Detailed settings other than required items have been entered as default settings.
- 3 Click **参照...**, select a file to upload, and click **保存**.
- 4 The uploaded file is displayed.

17-2-2

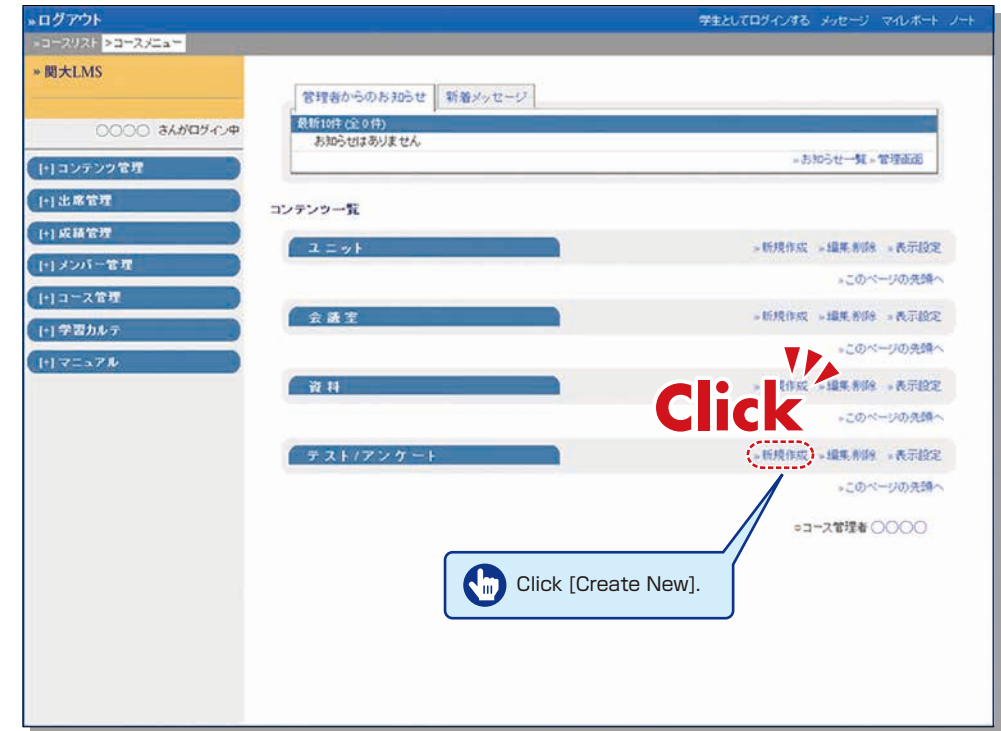
Creating Essay Assignments



- 1 Click [Create New] for [Assessment] on the Course Menu screen.
- 2 Input the title (required), and select [Essays] for the type (required).
- 3 Click .
*Detailed settings other than required items have been entered as default settings.
- 4 Input [Scores], [Questions] and [Comments].
- 5 Set the maximum file size and file format, if necessary.
- 6 Input all the required items, and click .

17-2-3

Creating Quizzes

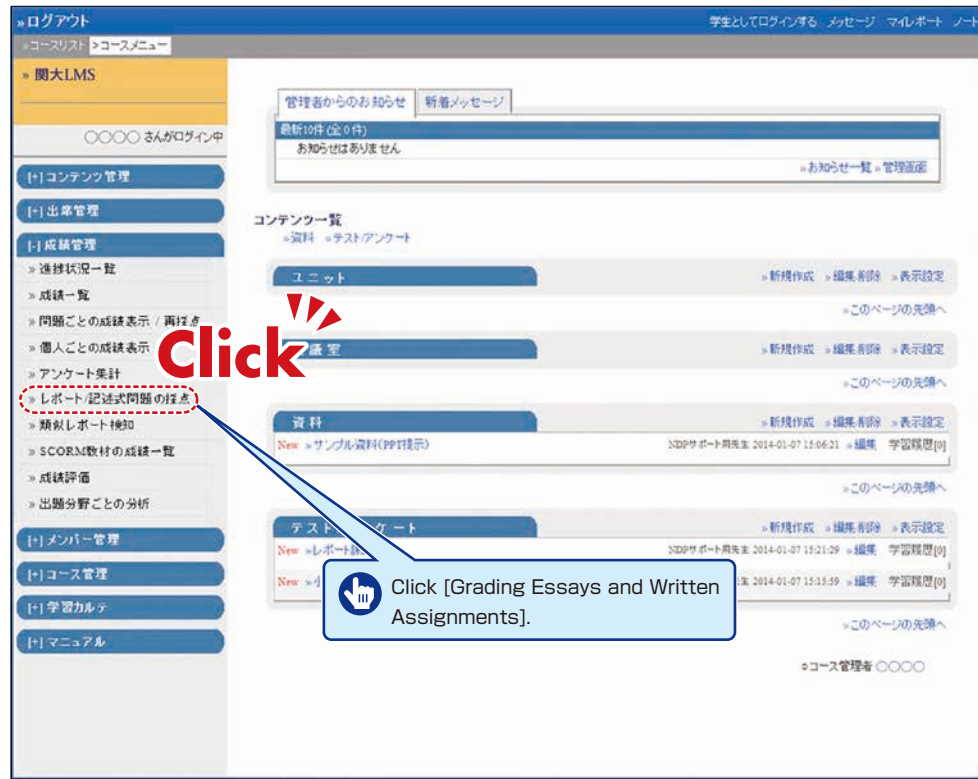


- 1 Click [Create New] for [Assessment] on the Course Menu screen.
- 2 Input the title (required), and select [Test (or Exercise)] for the type (required).
- 3 Click .
*Detailed settings other than required items have been entered as default settings.
- 4 Input [Scores], [Questions] and [Comments].
- 5 Set the maximum file size and file format, if necessary.
- 6 Input all the required items, and click .

Grading

17-3

The course manager should grade essays and written assignments.

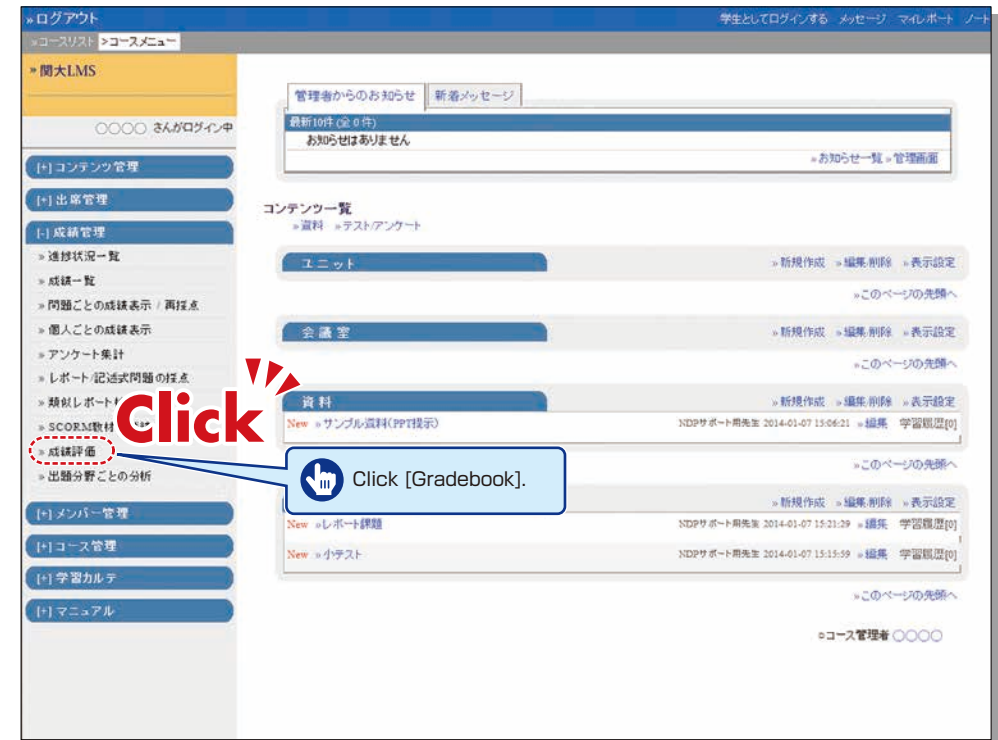


- 1 Click [Grading Essays and Written Assignments] on the Course Menu screen.
- 2 Select an essay / written assignment from the dropdown menu of [Test Titles].
- 3 Click .
- 4 Click a report file, check the content, and click .
- 5 Input [Comments] and [Scores], and click .

*Corrected files can be attached.

Grade Evaluation

17-4



- 1 Click [Gradebook] in [Records Management] on the Course Menu screen.
- 2 Click [Edit Grading Contents] to confirm the list of scores for tests in another window.
- 3 Click [Output Grade Data] to download the CSV file for the grade entry system.
- 4 Open the Grade Entry System screen, select a class, and click [Grade Data File].
- 5 The Grade Data File screen is displayed. Select the data outputted from KU-LMS, and click [Grade Data Registration (simple CSV)].

Other Functions

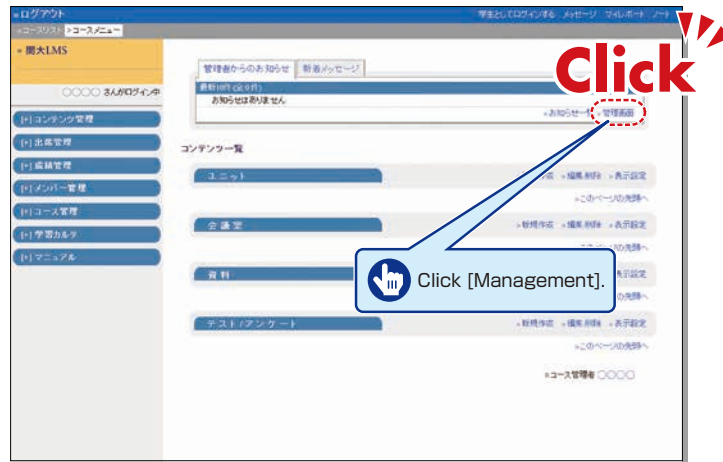
17-5-1

Contacting Students

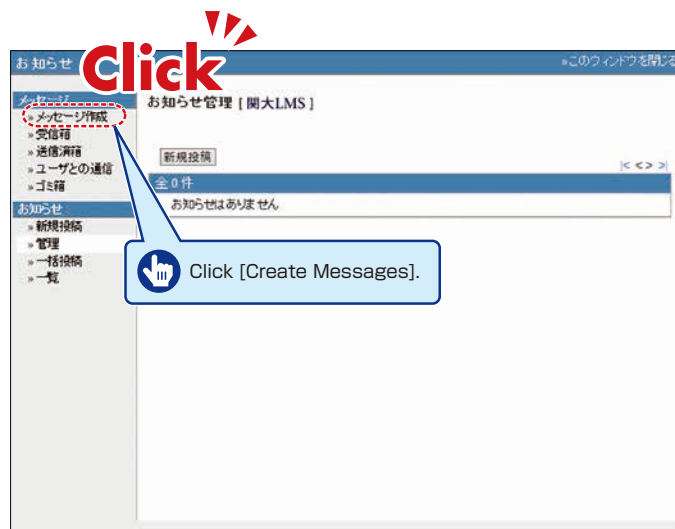
Use [Message] for sending a message to individual students and [Notice] for sending a message to all of the students.

Sending Messages

- 1 Click [Management] on the Course Menu screen.



- 2 Click [Create Messages].



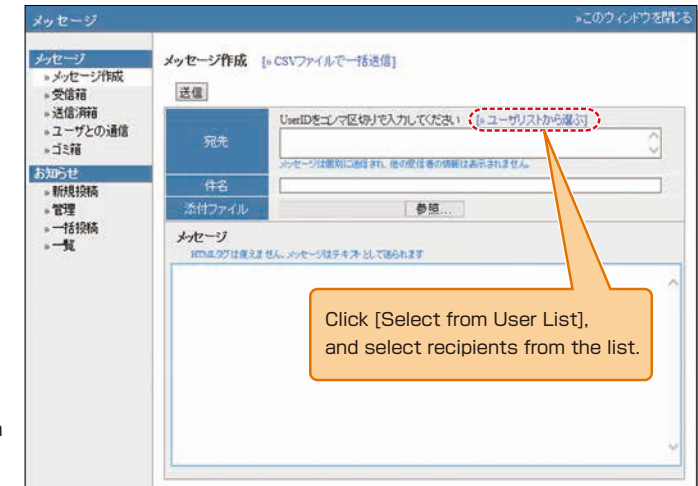
- 3 Click [Select from the User List], and the list of enrolled students is displayed. Click the check box for a student (or students) to send the message.

- 4 Input [Title] and [Message].

- 5 Messages can be sent to registered E-mail addresses; however it is impossible to send a return E-mail. If you need a reply, you should include your address, etc. in your message.

- 6 Click [Send].

*Files can be attached to the E-mail.



Sending Notices

- 1 Click [Management] on the Course Menu screen.

- 2 Click [Post New].

- 3 Select the [Title], [Recipients] and [Important Mark], and input [Open Period] and [Content].

- 4 Click [Open].

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



17-5-2

Transferring Attendance Data from the Attendance Management System to KU-LMS

1 Log into KU-LMS, and select a class from the course list.

2 Select [Attendance Management] from the menu shown on the left of the screen, and click [Setting / Access Log].



3 Set [No. of Classes] on the Setting / Access Log screen. (usually 15 classes)



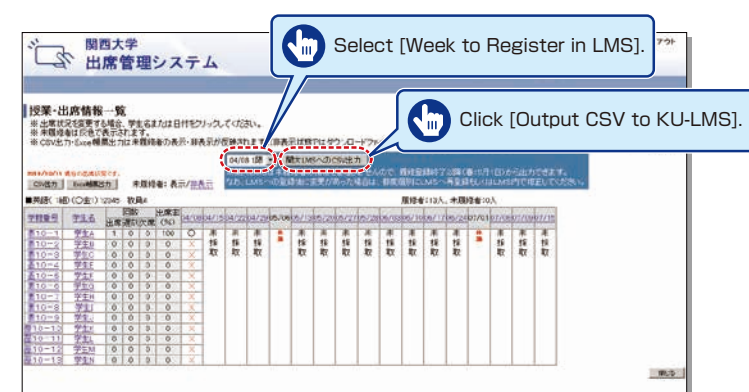
4 The list of the set number of classes is displayed.



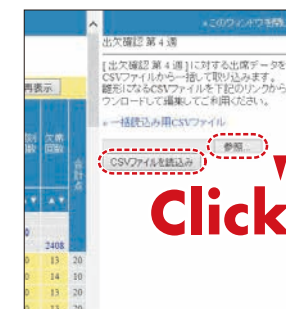
5 Select [Attendance Management] from the menu shown on the left of the screen and then [Edit Attendance Log], and the Attendance List screen is displayed. Select a week to register from [Select], and click [Select This Week].



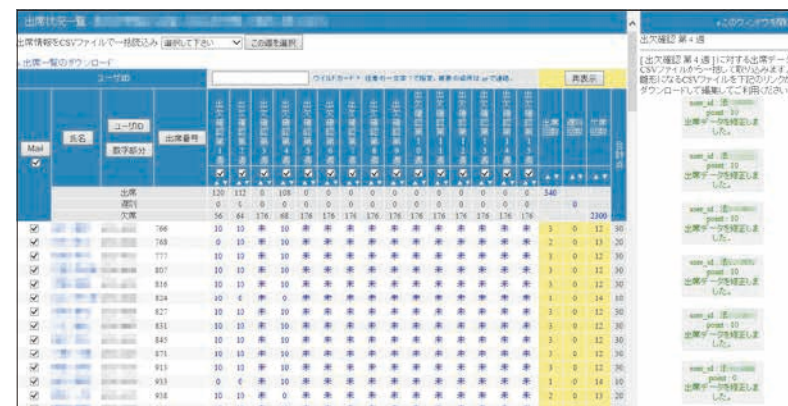
6 Open a new window in your browser→Access the KU website→Select a class from [Attendance Management System] of the information system→Open the page of the class / attendance list →Select [Week to Register in LMS] →Click [Output CSV to KU-LMS] →Download the file to the desired folder.



7 Return to the Attendance List screen (5 above), click [Reference], select the CSV file downloaded as explained above, and click [Read CSV Files].




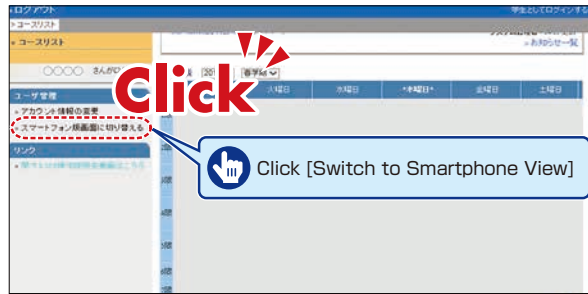
8 The attendance data will be revised, and the list is updated if reading has been completed successfully.



17-5-3

Use of the system via Smartphones

- 1 Click [Switch to Smartphone View] in the KU-LMS course menu.
- 2 Click  at the bottom of the course menu screen.
- 3 The Material Creation screen for smartphones is displayed.



Click



FAQ

Class Cancellations and Make-up Classes

Q. Registering a class cancellation on the day of the class

A. Teachers 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. Teachers 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 input grade mistakes after registration

A. Contact the Center for Academic Affairs or Campus Office.

Q. Entering grades for full-year classes

A. Usually full-year classes should be graded in the fall term. However, for classes that are taught by different teachers due to the integration of new and former curricula, and some classes 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 Classes] 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 classes 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 lecturers' room and print the material yourself when you cannot make your request by the deadline.

Class 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.

Q. Copying entered syllabuses to other classes

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 class names and keywords. Select a year from the combo box at the top of the Syllabus Search screen. (See P.39.)

KU-LMS

Q. Viewing students' opinions

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 classes 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 Educational Development Support Center (See P.51), or click [Manual Download] in the bottom left-hand corner of the screen after login to see the Quick Operation Guide / Q&A.