

[English version] How to download the Kansai University Information System & KU-LMS Manual

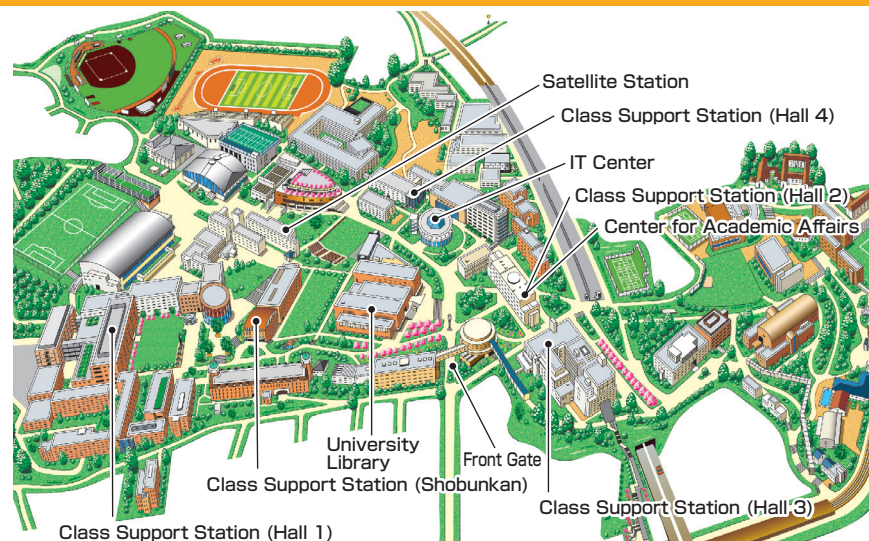
QR code



URL:

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

Campus Map (Senriyama Campus)



Satellite Station

(Seishikan No.2, 1F)
• Satellite Station 1, 2 (130 PCs)
• Help desk
• Group-use Area



IT Center

(Enshinkan 4F)
• Open PC area (130 PCs)
• Help desk
• Creative Work Corner
• BYOD Area

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

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

【For Students】

2018 KANSAI University Information System & KU-LMS

Operation Manual

2018



**KANSAI
UNIVERSITY**

Introduction

1. Guide to procedures

Course Registration **P.10**

Checking class information and classrooms **P.3-4**
Calendar

Searching for information with a smartphone **P.7-8**

Transferring e-mails with urgent information about class cancellations **P.6**
Registration of e-mail addresses

Answering the class evaluation questionnaire **P.17**

Checking term examination information **P.16**

Checking your grades **P.3**
Inquiring about grades

Detailed information about employment, health management and campus life **P.3**
University Services

Using KU-LMS **P.22**

2. Information System

The Information System refers to the following systems collectively. We also have KU-LMS, KICSS (career support system) and a health management system to support your campus life.

1 Top Page

This page provides necessary, important information for your school life such as messages from the university (calls, class cancellations, etc.), class schedule, and other schedules.

2 Syllabus System

You can search for the syllabus and check the content, using class names, teachers' names, keywords and the curriculum of your year of entrance.

3 Course Registration System

You can enroll in classes and view the syllabus and textbook information.

4 Class Evaluation Questionnaire System

You can answer questions about your classes and check the results of the questionnaire.

◆ University Services

You can use various services such as the library, KICSS career support, Medical Center, and Web scholarship application.

3. Instructions for Use

[Operating Environment]

	Windows	Mac
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 2017. Compatibility with future upgraded versions will be confirmed in due course.	

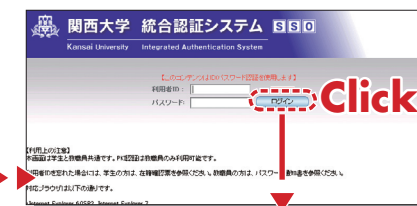
4. Login

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.



5. 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.22 for how to use the system.

6.Top Page

Top Page provides information from the university (notices, calls for students, information about class cancellations and makeup classes) and other notices. You can also enter the various systems from this page. This page provides access to the information necessary for your school life, and you should check it daily. You can also use your smartphone or mobile phone to review the information on Top Page.

Course Registration/
Registration for Lots **P.10~**

Syllabus Search **P.9**

Test Information **P.16**

Class Evaluation **P.17~**

Grades
You can check the grades
and credits you have earned.

KU-LMS **P.22~**

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

Classes **P.5**

Notices **P.5**



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)

Here you will find information related to job hunting.

KU-LIFE

Rules and information you need to know for your school life are provided.

Medical Center

You can fill out the interview sheet before the spring medical checkup, and check the results. Information about health and events is also provided.

Scholarship Web application

You can apply for various scholarships here. Please be aware that some scholarships cannot be applied for using this system.

Logout
Be sure to click [Logout] when you finish using the information system.

Personal Messages P.5

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

Check every day!

Displaying your registration status
Complete the registration process until [Registration complete] is displayed.

Click [Student Portal] to return to the regular page.

Password change
Change your password every three months for security reasons.

新着情報
受信情報
個人伝言 1件
お知らせ 2件
履修科目情報 0件

個人伝言
インフォメーションシス... 03月20日
忘れ物の確認 02月23日
学生の皆さんへ 01月11日

カレンダー
20XX年4月
4/4(水) 4/5(木) 4/6(金) 4/7(土) 4/8(日) 4/9(月) 4/10(火)

学年暦
春学期授業開始(学部・大学院)

時間割
1 行政法1 1学舎BXXX
2 国際法1 1学舎AXXX
3 民法9 1学舎BXXX
5 労働法3 1学舎BXXX

個人スケジュール
1800~1900 サークル

個人伝言/お知らせ
平成XX年度 年史資料展示企画展...

お知らせ
タイトル
『関西大学通信』(第3XX号)...

発信元
法人本部 広報室 広報課

掲載
02

お知らせ
『関西大学通信』(第3XX号)...

発信元
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お知らせ
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02

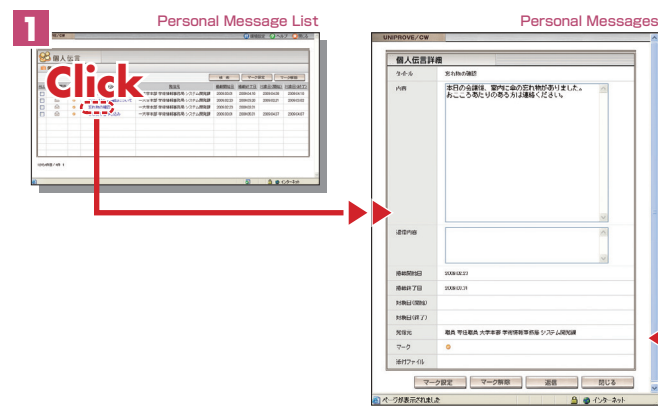
お知らせ
『関西大学通信』(第3XX号)...

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法人本部 広報室 広報課

掲載
02

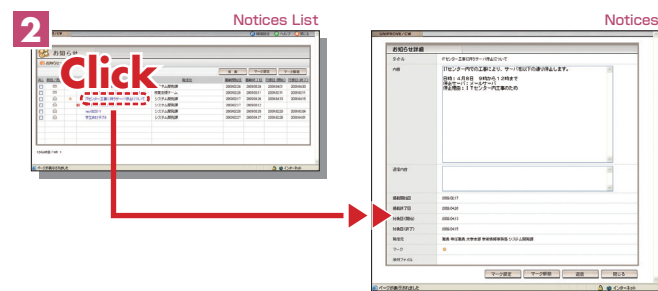
Personal Messages

Personal messages are sent to you from the university and faculty regarding student calls, classes, lost and found, etc. Be sure to check them regularly. We recommend that you register your mobile phone so that messages can be transferred to your phone. New messages and marked messages are displayed on the top page.



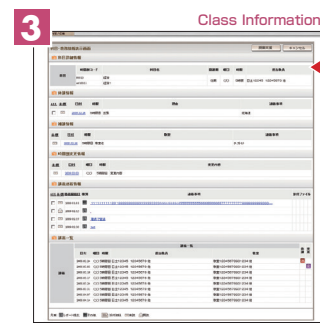
Notices

Notices for you are indicated. New notices and marked notices are displayed on the top page.



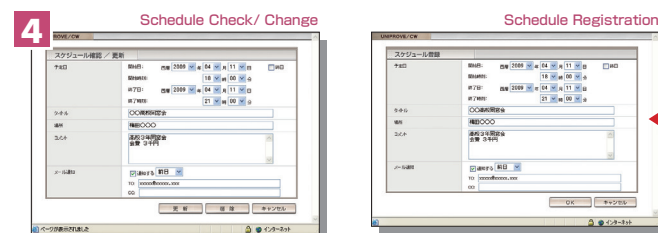
Class List

Information about your classes (cancellation, makeup, schedule change, lectures, etc.) is displayed. Be sure to check before going to class.



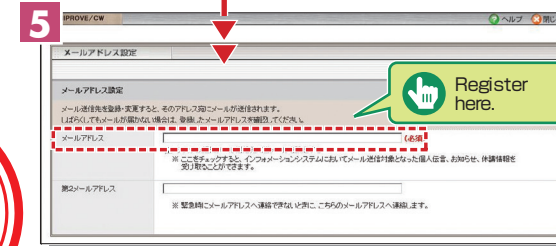
Schedule

You can register your personal schedule (part-time job, club activities, etc.) and check it on Top Page. The schedule can also be checked with your mobile phone.




E-mail Address Registration (Setting)

If you register your e-mail address, you can receive urgent messages from the university, personal messages arriving at the Information System, urgent messages of class cancellations, and safety confirmation in the case of a disaster or pandemic. If you are blocking junk mail, set your phone so that you can receive e-mails from [info-itcku@ml.kandai.jp].



7. Smartphone Application [Mobile KU]

Check your personal messages, class information and schedule in the Information System, with the iOS or Android application. The items with  are Mobile KU original functions.



Click [LOGIN].


Check the location of the classroom, using the map function.




This is useful!!

 **Campus Facilities**
Check the open hours of campus facilities.

 **Transportation**
Linked to the websites of transportation companies to check operation information.

 **University Songs**
Download the sound data and lyrics of school songs.

 **Map**
See the map of each campus.

 **Weather**
Vote to register the weather on campus.



*App Store is an application of Apple Inc.

*Google Play and Android are trademarks of Google Inc.

Search for Kansai University in App Store.


8. Syllabus System

Syllabuses of all the classes of Kansai University can be viewed here.

8-1

Syllabus Search


Search the syllabus, using the curriculum, class names, teachers' names, and keywords. Check the office hours of teachers from [Teachers].


 2XXX
Search for past syllabuses using [Classes] and [Keywords].

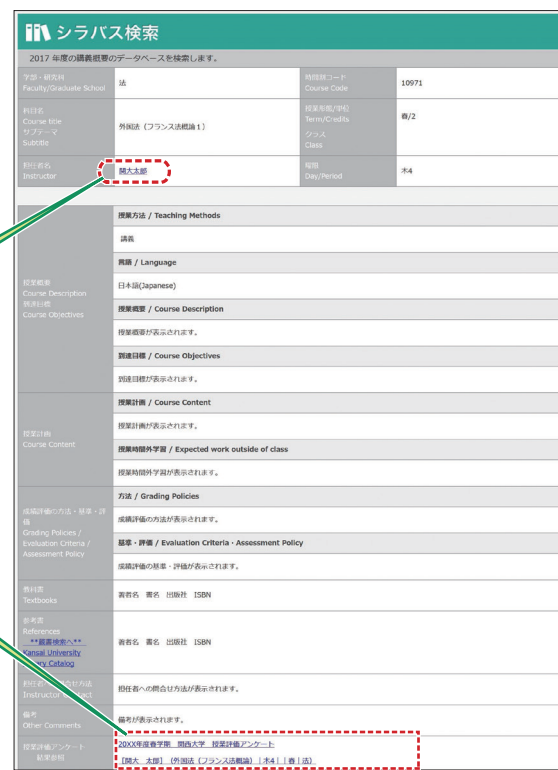


8-2

Search Results

 Class List
The list of classes taught by the teacher is displayed.

 Class Evaluation Questionnaire
Check the results of the class evaluation questionnaire.



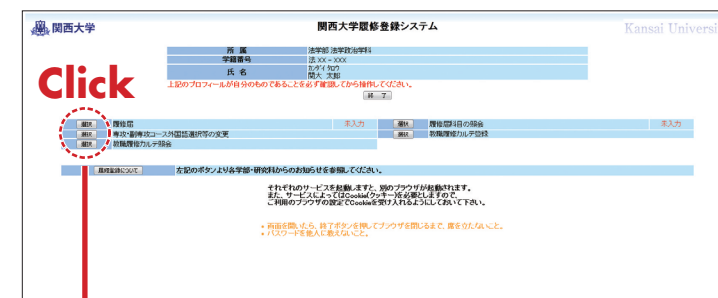
9. Course Registration System

You can enroll in classes and view the syllabus and textbook information. You can also apply for cancellation of class registration. As the periods of course registration differ depending on the faculty and year, check them carefully.

9-1

User Menu


Select an item from the menu and click on the button. The menu is displayed for each faculty during the indicated period only.




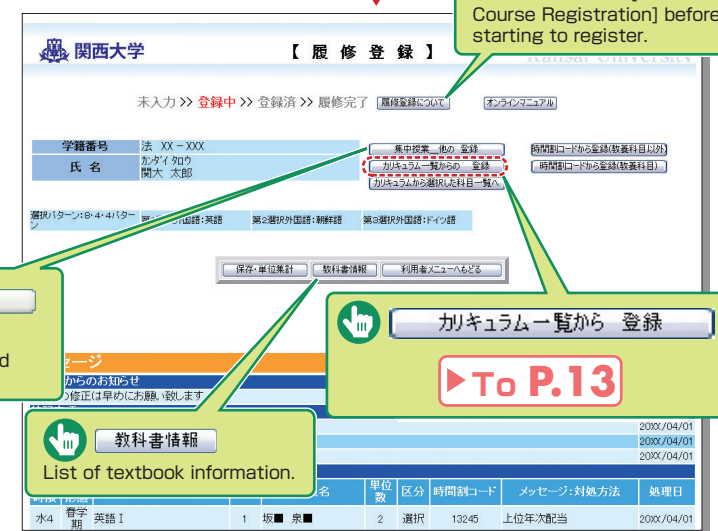
9-2

Course Registration (How to Register)

Select whether you want to register using the class schedule or the curriculum list.

 集中授業_他の登録
List of intensive courses and courses without fixed days and times.

 カリキュラム一覧から登録
To P.13



9-3

Registration Using Class Schedule 1

Click

List of classes for the day and time.

9-5

Registration Using Class Schedule 3

Click

Click here to finalize or temporarily save the registration.

9-4

Registration Using Class Schedule 2

Click

Registration

Click on the button of the class to register. The screen returns to the top of the list, and the selected class is displayed in the schedule. The [Register] button is not displayed for classes with a fixed number of students for which lots are drawn.

Syllabus

Check the syllabus.

9-6

Registration Using Class Schedule 4

Click

Click here to save the registration data temporarily. The registration is not completed at this point. Be sure to finalize the registration.

Important!!

Confirm the registration within the specified period after registering. If there is no error in registration, [Registered] will change to [Registration Complete].

Click

Click here after registering and confirming that there are no errors in class names and credits earned.

To Finalize Registration

9-7

Registration from the Curriculum List

Click

カリキュラム一覧から登録

on the top page of course registration (P.10), and the figure shown below will be displayed.

1 選択

Check a subject type or subject group, and click [Select].

関西大学

原簿登録トップページへもどる

【カリキュラム一覧から登録】

前学期までの修得済み単位数を確認する場合は「単位集計」ボタンを押してください。

単位集計

種別を選択し「選択ボタン」を押してください。

カリキュラム

共通教養科目

社会科学系科目

外国語科目

保健体育科目

専門教育科目

選択必修科目第1群

選択必修科目第2群

選択必修科目第3群

選択必修科目第4群

選択必修科目第5群

選択必修科目第6群

選択必修科目第7群

選択

原簿登録トップページへもどる

カリキュラム(履修可能科目)一覧表

チェックボックスを選択して「時間割へ」ボタンを押してください。

前学期までの修得済み科目の選択は出来ません。

時間割へ

選択済	履修可能科目	単位数	必修区分
<input type="checkbox"/>	英語 I	4	必修
<input type="checkbox"/>	英語 II	4	必修
<input type="checkbox"/>	ドイツ語 I	4	選択
<input checked="" type="checkbox"/>	ドイツ語 II	4	選択
<input type="checkbox"/>	フランス語 I	4	選択
<input type="checkbox"/>	フランス語 II	4	選択
<input type="checkbox"/>	ロシア語 I	4	選択
<input type="checkbox"/>	ロシア語 II	4	選択
<input type="checkbox"/>	スペイン語 I	4	選択
<input type="checkbox"/>	スペイン語 II	4	選択
<input checked="" type="checkbox"/>	中国語 I	2	選択
<input type="checkbox"/>	中国語 II	4	選択
<input type="checkbox"/>	朝鮮語 I	4	選択
<input type="checkbox"/>	朝鮮語 II	4	選択
<input type="checkbox"/>	保健体育 I	2	必修
<input checked="" type="checkbox"/>	保健体育 II	2	選択
<input type="checkbox"/>	スポーツ研究 I	2	必修
<input type="checkbox"/>	スポーツ研究 II	2	選択
<input type="checkbox"/>	応用体育学 I	2	必修
<input type="checkbox"/>	応用体育学 II	2	選択
<input type="checkbox"/>	スポーツ研究フィールドワーク	2	選択

時間割へ Click

2 Select and check a box.

関西大学

原簿登録トップページへもどる

【カリキュラム一覧から登録】

前学期までの修得済み単位数を確認する場合は「単位集計」ボタンを押してください。

単位集計

種別を選択し「選択ボタン」を押してください。

カリキュラム

共通教養科目

社会科学系科目

外国語科目

保健体育科目

専門教育科目

選択必修科目第1群

選択必修科目第2群

履修予定科目時間割一覧表

履修登録する場合は必ずシラバスを確認すること。

戻る

学期	科目名	クラス	教員名	単位数	区分	担当学部	シラバス
1学期	英語 I	1 英語 I-A	2	1年次	法・文	シラバス	
2学期	英語 I	1 英語 I-B	2	1年次	法	シラバス	
3学期	英語 I	1 英語 I-C	2	1年次	法・文・理・農	シラバス	
4学期	英語 I	1 英語 I-D	2	1年次	社会	シラバス	
5学期	英語 I	1 英語 I-E	2	1年次	法	シラバス	
6学期	英語 I	2 英語 I-F	2	1年次	法	シラバス	
7学期	英語 I	1 英語 I-G	2	1年次	法	シラバス	

戻る

選択 Click

9-8

Deletion of Course Registration

Click a [Day/Time] button in the class schedule, and the registered classes will be shown in the frame on the left.

関西大学

原簿登録トップページへもどる

【科目検索画面】

学籍番号 法 XX-XXXX

氏名 カタダイ 知子

心理学(こころから)

心理学(こころから) 削除

曜日/時間

曜日: 月 時間: 1時間

削除

Click on this button to delete the class. Classes for which you have previously registered (preset classes) cannot be deleted, and a [Delete] button is not shown for those classes.

10.Lot System

You can apply for classes for which lots are drawn to select participants, and check the results.

関西大学 関西大学抽選システムメニュー Kansai University

所属 法学部 法学政治学科

学籍番号 法XX-XXXX

氏名 カタダイ 知子

上記のプロフィールが自分のものであることを必ず確認してから操作してください。

戻る 抽選対象科目登録 抽選結果確認

Click

それぞれのサービスを起動します。別のブラウザが起動されます。また、サービスによってはCookie(クッキー)を必要としますので、ご利用のブラウザの設定でCookieを受け入れるようにしておいて下さい。

10-1

Registration for Courses Requiring Lots 1

You can register for classes that require lots here. See [Notices], etc. for details.

関西大学 【抽選対象科目選択】 Kansai University

学籍番号 法 XX-XXXX

氏名 カタダイ 知子

利用メニューへもどる

科目名	抽選期間
英語 I	20XX.03.20 ~ 20XX.03.23 09:00~22:00
英語 II	20XX.03.24 ~ 20XX.03.27 09:00~22:00
ドイツ語 I	20XX.03.20 ~ 20XX.03.23 09:00~22:00
ドイツ語 II	20XX.03.24 ~ 20XX.03.27 09:00~22:00
スポーツ研究 I	20XX.03.20 ~ 20XX.03.23 09:00~22:00
スポーツ研究 II	20XX.03.24 ~ 20XX.03.27 09:00~22:00

利用メニューへもどる

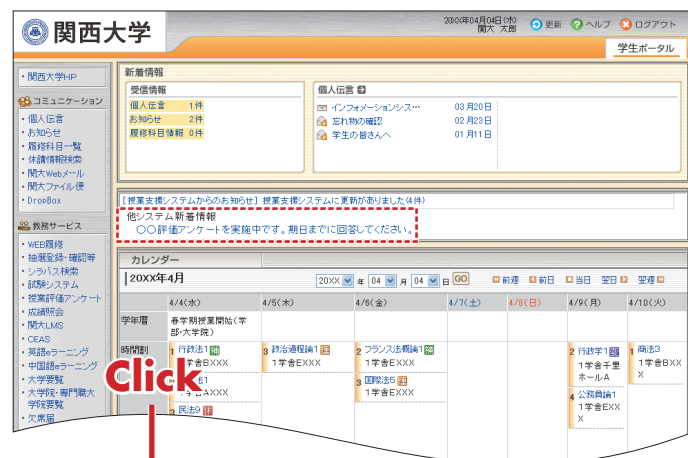
Click

12. Class Evaluation Questionnaire

KU conducts the Class Evaluation Questionnaire at all campuses once or twice a term to find out students' opinions, reflect them in classes and improve the quality of our education.

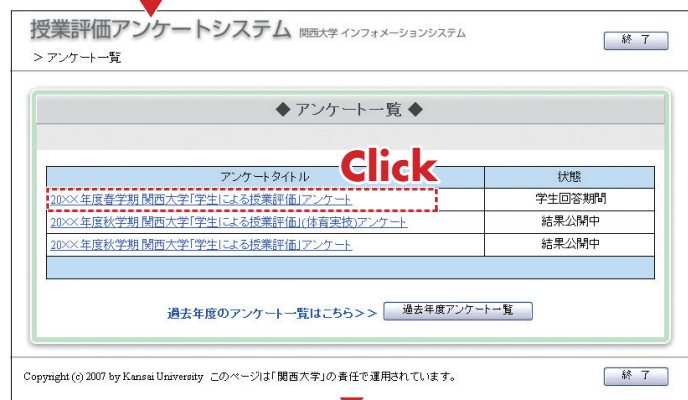
The questionnaire results are publicized on the website. You can also view the results and comments for classes you are not enrolled in.

In the case of questionnaires conducted online, the messages are displayed in the Information System.



12-1

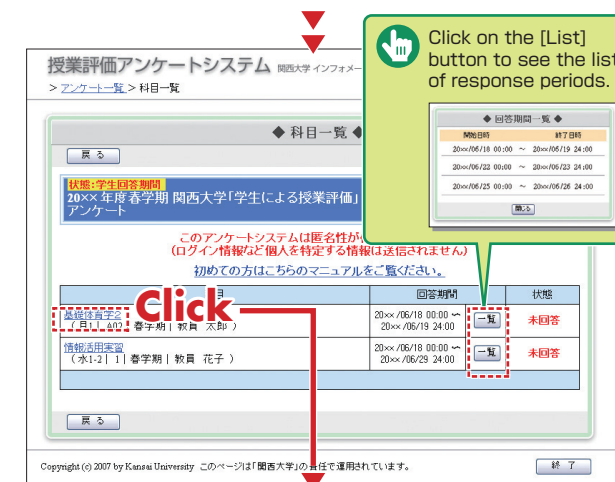
During the response period, [Answering] is shown in the [Status] column. During the period of result announcement, [Results] is displayed, and it is possible to click on the questionnaire title.



12-2

Answering the Mid-term Questionnaire

The list of subjects you are enrolled in and for which you are allowed to answer the questionnaire via the Information System is displayed. Click on the class name to answer the questionnaire.



Answering the questionnaire.

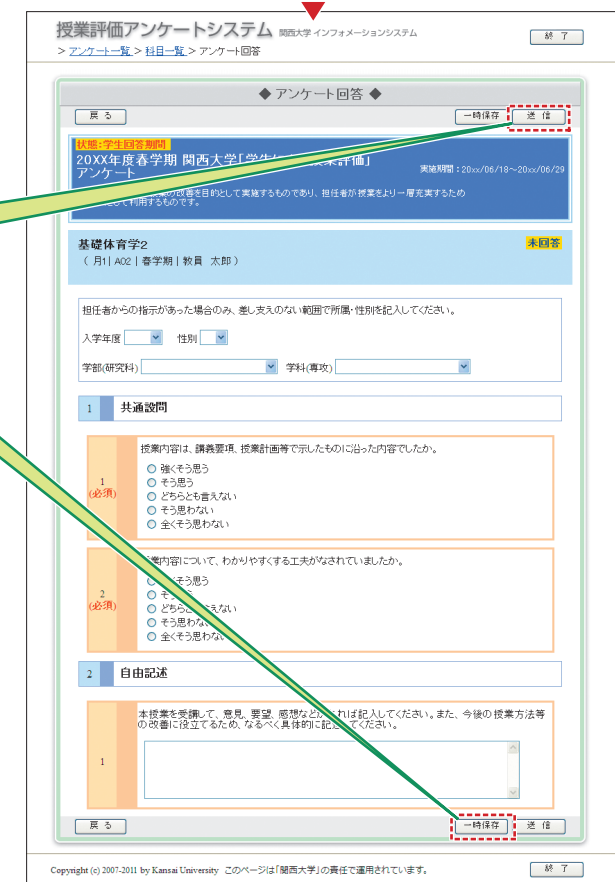
Click on [Send] after answering the questionnaire. Your answers will be sent, and the questionnaire for the class is complete. **After sending your answers, you cannot change or resend them.*

Click on [Temporary Save] to save the input answers temporarily. Input answers will not be sent.

Answer the questions for all classes according to the same procedure during the response period.

IMPORTANT!!

In this questionnaire system, only your answers will be sent, and information that allows for identification of individuals will not be sent.



12-3. Viewing the Results

The questionnaire results are available to students after the response period.

12-3-1

Viewing the Overall Results

You can view the overall results when the calculations have been completed for all faculties.



Results for the entire university and for each faculty can be compared.



12-3-2

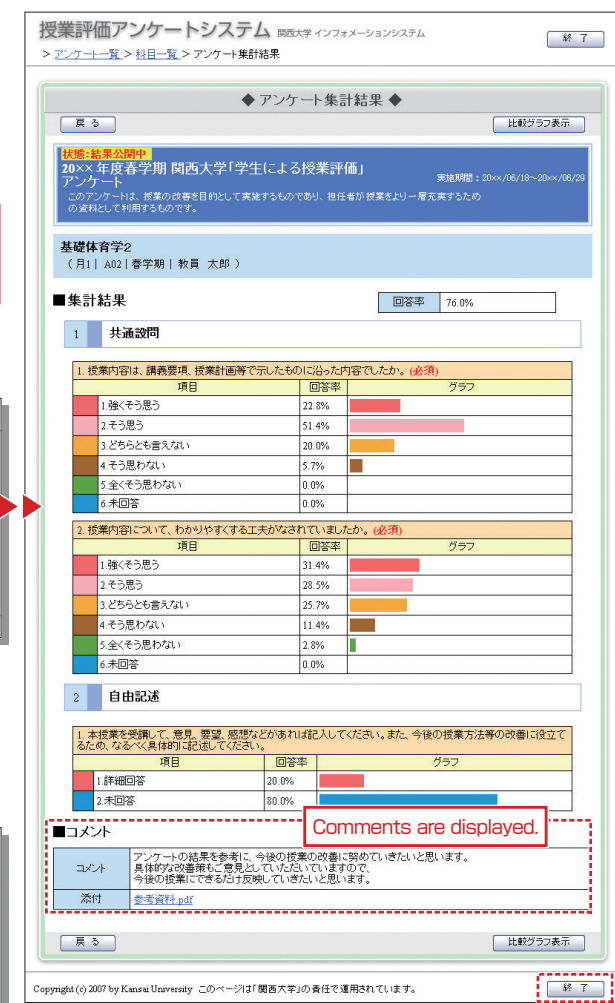
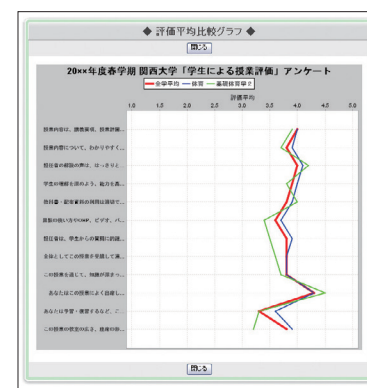
Results for Each Class

*You can view the results when the teacher in charge of the class makes them available.

The names of classes you are enrolled in and for which the results are available are displayed for linking.



Results for the entire university and for each faculty can be compared.



Calculation results and comments that have been made available are displayed.

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13-1-2

Composition of the Material List

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



Materials

You can check the materials used in the classes, such as slides, textbooks and other reference materials in the Materials screen.

13-2

Click

Click on [Close Materials] to close the Materials screen. If you wish to start where you left off next time, click [Bookmark and Close].

IPアドレスとは

IP アドレスはネットワークの中で使用するコンピュータの IP アドレスを割り振らなければなりません。コンピュータにネットワークが存在します。

IP アドレスは4つの数字の組で表され、それぞれの区切りはピリオドで表します。例えば 203.147.227.76 という感じです。

IPアドレスは、管理上の理由からいくつかの IP 番号のグループがネットワークを構成するようになり、またこれらのネットワークがグループ分けされて、いわゆる「クラス」へと発展しました。IP アドレスにおけるクラスはそのネットワークで利用できるホストの数を決定します。ネットワークのクラスは以下のように分けられています。

ネットワークのクラス	ネットマスク	ネットワークアドレス
A	255.0.0.0	0.0.0.0 - 127.255.255.255
B	255.255.0.0	128.0.0.0 - 191.255.255.255
C	255.255.255.0	192.0.0.0 - 223.255.255.255

個々のIPアドレスは固有のアドレスですから、コンピュータは相互のIPアドレスを使ってお互いを正確に呼び出すことができます。

[Notices and Messages] Information from system managers and course managers can be viewed.

[Materials] Various class materials are displayed.

[Timeline] Informs students of materials they need to study (in chronological order) when created by a teacher.

[Grades] Check your grades for tests and reports undertaken as classwork.

[Attendance] Allows the viewing and sending of attendance data.

[Other] Access to your study card, FAQs, a glossary and notes.

- [Academic History] Check your study card record.
- [FAQ/Glossary] Look up terminology required for understanding classwork concepts.
- [Notes] Allows you to take notes during classwork (up to 50KB of text data).

13-1-3

End: Logout

Click [Logout] at the top right of the Course List screen or Material List screen.



Tests/Report tasks

You can access tests and self-study materials consisting of multiple-choice questions and narrative-form questions, and report materials. These tasks will be marked and analyzed, and can be used for future study.

13-3-1

Answering Self-Study Materials and Tests

The number of available times, time limit and passing mark are displayed on the start screen, if any.

- 1 Answer the questions according to the format. (If there is a time limit, the remaining time is displayed.)
- 2 Click on when you finish answering.
- 3 Click on when you finish.

The screenshot shows the KU-LMS interface for answering self-study materials and tests. The top bar has a '教材' (Textbook) tab and a '終了' (End) button. The main content area is titled '> サンプル授業' (Sample Lesson) and 'サンプル小テスト' (Sample Quiz). It shows a user '〇〇〇〇さんがログイン中' (User 〇〇〇〇 is logged in). Below this, there are navigation links '[前のページ]' (Previous page) and '[次のページ]' (Next page), and a '終了' (End) button. The main question area displays '一番人口が多い国は何処でしょうか？' (Which country has the largest population?). Below the question, there are five multiple-choice options: 1. ☐ インド, 2. ☐ 中国, 3. ☐ ロシア, 4. ☐ アメリカ, 5. ☐ カナダ. At the bottom, there are navigation links '[前のページ]' (Previous page) and '[次のページ]' (Next page), and a '終了' (End) button.

13-3-2

Report Submission

Submit report files in the format specified by the course manager.

- 1 Check the accepted file types, size limits etc. for submission.
- 2 Select the file to be submitted, and click .
- 3 After submitting the file and responding to the question, click .

The screenshot shows the KU-LMS interface for report submission. The top bar has a '教材' (Textbook) tab and a '終了' (End) button. The main content area is titled '> サンプル授業' (Sample Lesson) and 'サンプルレポート' (Sample Report). It shows a user '〇〇〇〇さんがログイン中' (User 〇〇〇〇 is logged in). Below this, there are navigation links '[前のページ]' (Previous page) and '[次のページ]' (Next page), and a '終了' (End) button. The main content area displays 'レポートを提出してください' (Please submit the report). Below this, there is a '選択...' (Select...) button and a message 'ファイルが選択されていません。' (No file is selected). There is a 'レポート提出' (Submit Report) button and a note '最大アップロードファイルサイズ: 10 MB'. At the bottom, there are navigation links '[前のページ]' (Previous page) and '[次のページ]' (Next page), and a '終了' (End) button.

Checking the Grade

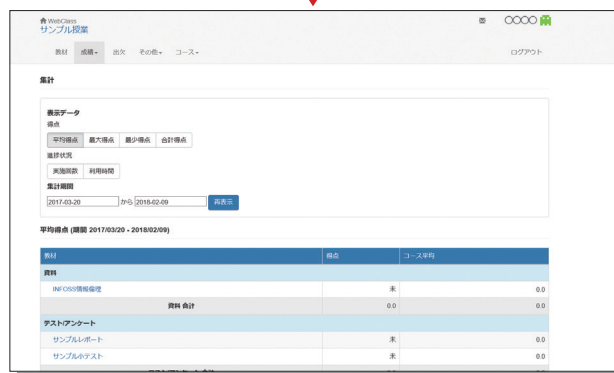
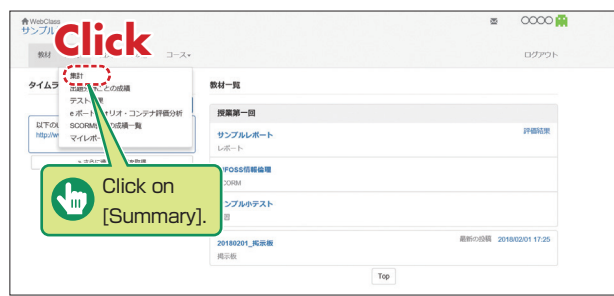
You can check the scores for tests that have been made available at any time. The scores are displayed in the list, and details of scoring and comments are provided to identify your strong points and weak points.

Also, you can check how much you have studied the material.

13-4-1

Check the number of times you have used the material, your study time, and your score.

Click on [Grades]→
[Summary] in the Material
List to open the summary
screen.

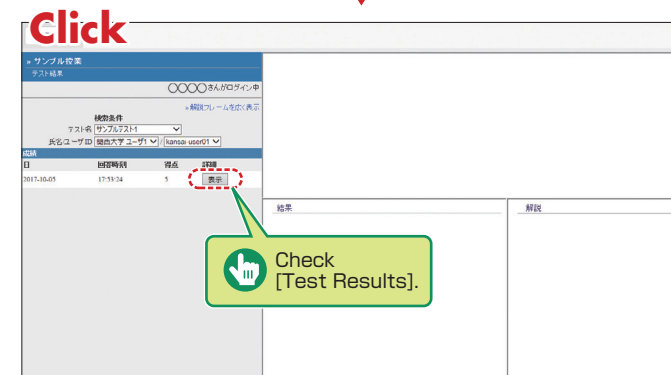
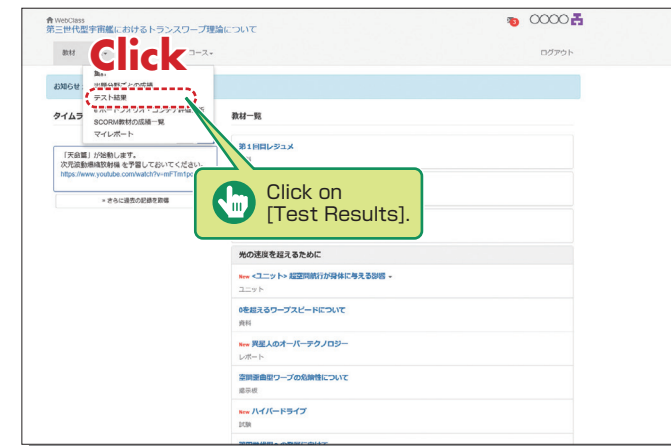


Change the displayed data by clicking on , , , or for Score or or for Learning Activity. The summary period can also be refined.

13-4-2

Check your scores and detailed results for tests.

In order to check your score and point distribution, the average score, and question explanations for tests and self-study materials, click on [Results]→[Test Results] in the Material List.



13-4-3

Checking the Grades for SCORM Materials

Click on [Grades]→[SCORM Activity Report] in the Material List to open the SCORM Activity Report screen. You can check your scores for SCORM materials that you are studying, or that you have completed.

What are SCORM Materials?

SCORM is the global standard for e-learning materials. You can use the materials anytime and anywhere if you can connect to the Internet.

