For Students

2019
KANSAI University
Information System &
KU-LMS
Operation Manual

Campus Map (Senriyama Campus)

Contact

- Senriyama Campus
  Inquiries about course 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 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

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

Course Registration

Checking course information and classrooms

Searching for information with a smartphone

Transferring e-mails with urgent information about class cancellations

Answering the course evaluation questionnaire

Checking term examination information

Checking your grades

Information about job hunting, health management and campus life

KU-LMS

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 important information for your campus life such as messages from the university (class cancellations, etc.), class schedule, and other schedules.

2 Syllabus System

You can search for the syllabuses, using course names, instructors’ names, keywords and the curriculum of your admission year.

3 Course Registration System

You can enroll in courses, view the syllabuses and textbook information.

4 Course Evaluation Questionnaire System

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

University Services

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

3. 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) 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>
<td></td>
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</tbody>
</table>

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 (Learning Management System)

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 essay assignments, tests, and questions and answers with regard to the courses. 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). You can also enter the various systems from this page. This page provides access to the information necessary for your campus life, and you should check it daily. You can also use your smartphone or mobile phone to review the information on Top Page.

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 campus 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.

- **Password change**
  Set a password that is difficult to guess.

**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.

**Logout**
Be sure to click (Logout) when you finish using the information system.

**Check every day!**

The [Quick Portal] page is displayed during periods of grade announcement, and course registration and confirmation.

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

**Click [Student Portal] to return to the regular page.**
Personal Messages
Personal messages are sent to you from the university and faculty regarding student calls, classes, lost and found, etc. Make 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.

Course List
Information about your courses (class cancellation, makeup class, schedule change, lectures, etc.) is displayed. Make sure to check this page 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 sent to 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-tcku@ml.kandai.jp].

This is important!!
7. Smartphone Application [Mobile KU]

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

App Store is an application of Apple Inc.
Google Play and Android are trademarks of Google Inc.

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

Search for Kansai University in App Store.
8. Syllabus System

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

8-1

Syllabus Search

Search the syllabus, using the curriculum, course names, instructors’ names, and keywords. Check the office hours of instructors.

8-2

Search Results

Course List

The list of courses taught by the instructor is displayed.

Course Evaluation Questionnaire

Check the results of the course evaluation questionnaire.

9. Course Registration System

You can enroll in courses and view the syllabuses and textbook information. You can also withdraw from registered courses during the courses registration period.

9-1

User Menu

Select an item from the menu and click on the button.

The menu is displayed during the indicated period only.

9-2

Course Registration

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

List of intensive courses and courses without fixed days and times.

Textbook information.
9-3
Registration Using Class Schedule

- Click [Registration]
- Check the syllabus.
- Registration is not yet complete. Complete registration (see 9-4 “Class Schedule Temporary Save/Registration Completion”).

9-4
Class Schedule Temporary Save/Registration Completion

- Click here to finalize the registration after confirming that there are no errors in course names and number of credits.
- Click here to save the registration data temporarily. The registration is not completed at this point. Make sure to finalize the registration.
- Click here to finalize or temporarily save 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].

List of classes for the day and time.
9-5 Registration from the Curriculum List

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

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

2. Select courses and check.

Registration is not yet complete.

Complete registration (see 9-4 "Class Schedule Temporary Save/Registration Completion").

9-6 Deletion of Course Registration

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

Registration is not yet complete.

Complete registration (see 9-4 "Class Schedule Temporary Save/Registration Completion").

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

10. Lot System

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

10-1 Registration for Courses Requiring Lots 1

You can register for courses that require lots here. See [Notices], etc. for details.
10-2 Registration for Courses Requiring Lots 2

Confirm the results of lots for the registered courses.

10-3 Confirmation of Lot Results

Lot results are shown.

11. Examination System

Access the information about term examinations (starting from mid-July and mid-January) from this page. Examination schedules are announced in early July and mid-December.

11-1 Information about Examinations

Click on the top page, and the examination information will be displayed.

11-2 Examination List

Information about the examinations for your registered courses (date, classroom, reference materials you can bring in, etc.) is displayed. Also, the topics of reports (essay assignments) are indicated here.
12. Course Evaluation Questionnaire

KU conducts the Course Evaluation Questionnaire at all campuses once or twice a term to reflect students' opinions in classes and improve the quality of our education. The questionnaire results are publicized on the Information System. You can also view the results and comments for courses you are not enrolled in.

when questionnaires are 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. You can see the result by clicking the questionnaire title.

12-2
Answering the Mid-term Questionnaire

Click on the course name to answer the questionnaire.

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

Click on [Temporary Save] to save the answers temporarily.

Answer the questions for all courses.

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 will be 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 Course

*You can view the results when the instructor of the course makes them available.

You can click the course name to see the results.

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

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

Select a questionnaire in the section [Course Evaluation Questionnaire Results].

Reading the Comments for Courses You Are Not Enrolled In

Select [Syllabus Search] on the top page, and select a course to display the syllabus.

12-3-3

13. 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 Users’ Manual for detailed information on operation and other functions.

13-1-1
Start: Login

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 access the Login page.
https://kulms.tl.kansai-u.ac.jp/

2 Click on the button to login.

3 Input your ID and password, and click on the [Login] button.

Login ID : This ID is the same as the one for logging into the Information System. Ex.: k9999999
Password : This password is the same as the one for logging into the Information System.

4 The [Course List] screen is displayed. Click on a class to display the Material List for the class.


You can switch to the English version.

Select a class.
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 courses, such as slides, textbooks and other reference materials in the Materials screen.

13-2 Materials
Click on [Close Materials] to close the Materials screen. If you wish to start where you left off next time, click [Bookmark and Close].

13-1-3 End: Logout
Click [Logout] at the top right of the Course List screen or Material List screen.
Tests/Essay Assignments tasks

You can access tests and self-study materials consisting of multiple-choice questions and narrative-form questions, and essay assignment 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.

1. Answer the questions. (If there is a time limit, the remaining time will be displayed.)
2. Click on 次のページ [Next page] when you finish answering.
3. Click on [Score] when you finish.

13-3-2
Essay Assignment Submission

Submit essay assignment files in the format specified by the course instructor. (The remaining time is indicated if a submission limit or time limit is set.)

1. Click [Browse].
2. Select the file, and click [Submit].
3. After submitting the file and responding to the question, click [Close].
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.

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.

Change the displayed data by clicking on [Average], [Highest], [Lowest], or [Total] for Score or [Number of Times] or [Study Time] for Learning Activity. The summary period can also be refined.
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 (Shareable Content Object Reference Model) 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.

Checking the Grades for SCORM (Shareable Content Object Reference Model) Materials