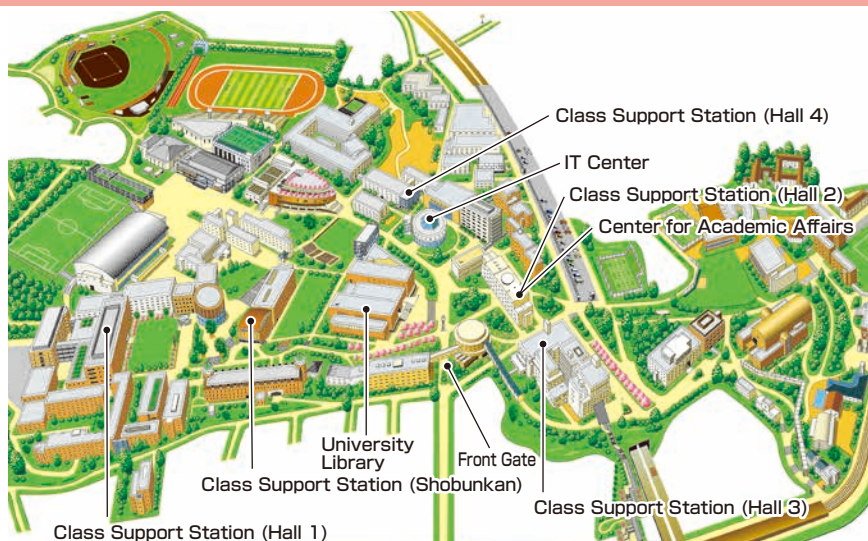


QR code



This Operation Manual is available at
<http://www.kansai-u.ac.jp/ctl/teacher/tool.html#lms-manual>

Campus Map (Senriyama Campus)



IT Center

(Enshinkan 4F)

- Open PC area (130 PCs)
- Help desk
- Creative Work Corner
- BYOD Area

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.

【For Students】

2019 KANSAI University Information System & KU-LMS

Operation Manual



1. Guide to procedures

Course Registration P.10

Checking course 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 course evaluation questionnaire P.17

Checking term examination information

P.16

Checking your grades P.3
Inquiring about grades

Information about job hunting, health management and campus life

P.3
University Services

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, 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

[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. 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.	

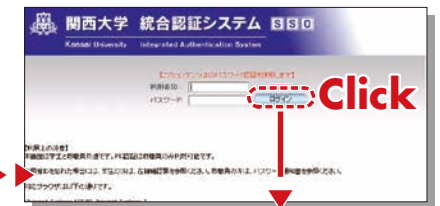
4. Login

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.



▼ To Top

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.

Course Registration/Registration for Lots P.10~

Syllabus Search P.9

Exam Information P.16

Course 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 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.

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
Set a password that is difficult to guess.

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.
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Course Registration/Registration for Lots P.10~

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See the CEAS/Sakai online manual for details.

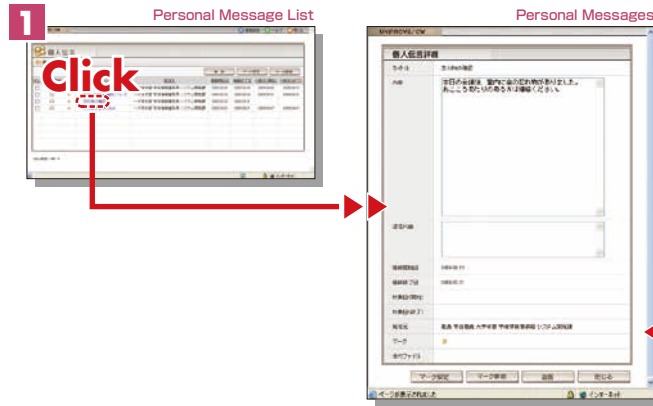
Classes P.5

Notices P.5

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Here you will find information related to job hunting.
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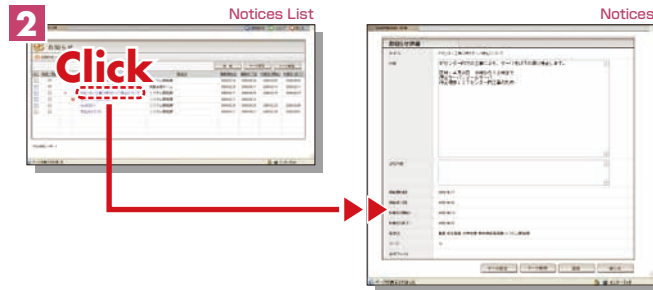
Personal Messages

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.



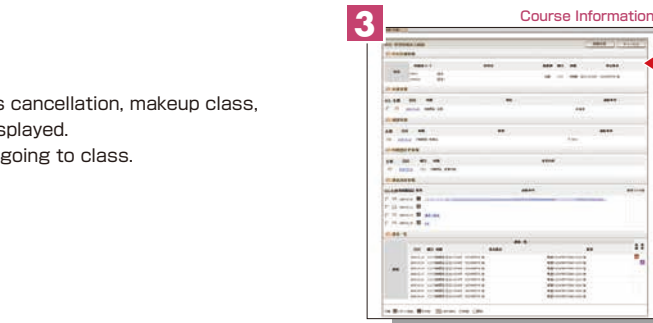
Notices

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



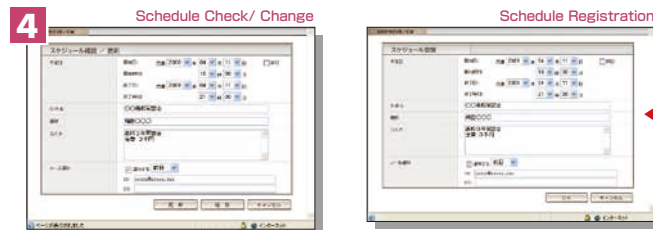
Course List

Information about your courses (class cancellation, makeup class, schedule change, lectures, etc.) is displayed. Make sure to check this page before going to class.



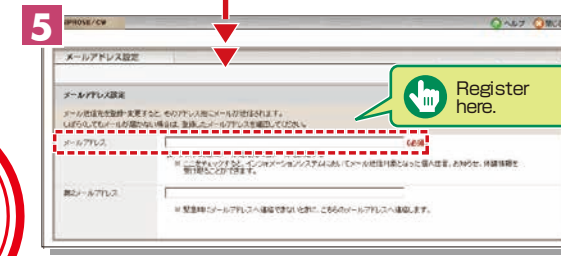
Schedule

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-itcku@ml.kandai.jp].




7. Smartphone Application [Mobile KU]



Click [LOGIN].

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



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.

The main dashboard includes sections for 'お知らせ' (Notice), '個人伝言' (Personal Messages), 'カレンダー' (Calendar), '成績照会' (Grade Check), '学内施設' (Campus Facilities), 'マップ' (Map), '試験時間割' (Exam Schedule), '交通機関' (Transportation), 'WEB履修' (Web Course Registration), 'シラバス検索' (Syllabus Search), '天気情報' (Weather Information), and '個人設定' (Personal Settings). Callout boxes highlight original Mobile KU features: Campus Facilities, Transportation, University Songs, Map, and Weather.

This is useful!!



*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

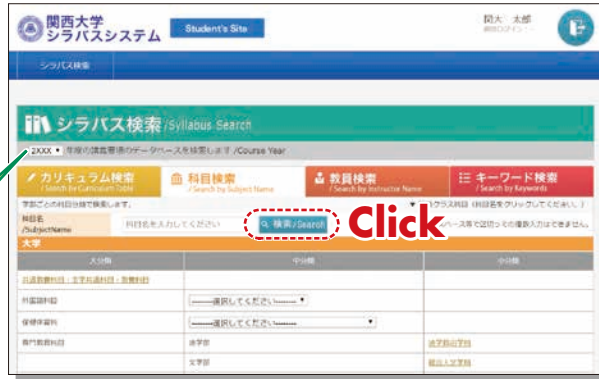
Syllabuses of all the courses of Kansai University can be viewed here.

8-1

Syllabus Search

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

2XXX ▾
Search for past syllabuses using [Course Year] and [Keywords].

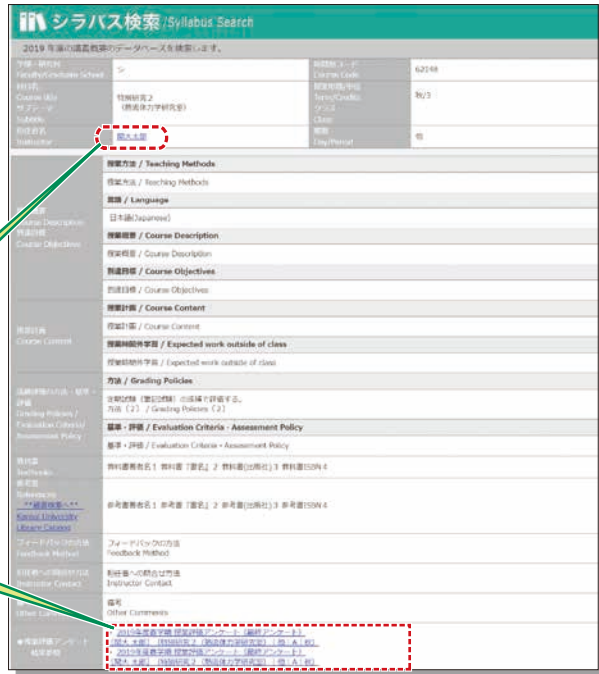


8-2

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.



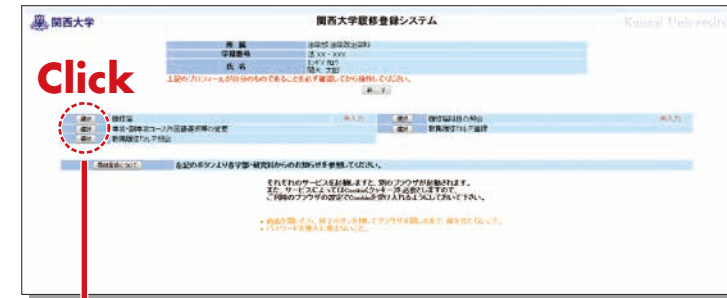
9. Course Registration System

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

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

教科書情報
Textbook information.

カリキュラム一覧から登録
(Registration from the Curriculum List)
To P.13



9-3

Registration Using Class Schedule

火/1
List of classes for the day and time.

9-4

Class Schedule Temporary Save/ Registration Completion

保存・単位集計
Click here to finalize or temporarily save the registration.

Click
保存・単位集計

Registration is not yet complete. Complete registration (see 9-4 "Class Schedule Temporary Save/ Registration Completion").

Click
登録

Click
Syllabus
Check the syllabus.

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

Click
登録確定

Click
一時保存
Click here to save the registration data temporarily. The registration is not completed at this point. Make sure to finalize the registration.

To Finalize Registration

9-5

Registration from the Curriculum List

Click **カリキュラム一覧から登録** (Registration from the Curriculum List) 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].

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、『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。

科目名	単位数	必須区分
英語I	4	必修
英語II	4	必修
インテI	4	選択
インテII	4	選択
フランス語I	4	選択
フランス語II	4	選択
ロシア語I	4	選択
ロシア語II	4	選択
スペイン語I	4	選択
スペイン語II	4	選択
中国語I	2	選択
中国語II	4	選択
韓国語I	4	選択
韓国語II	4	選択
保健体育学I	2	必修
保健体育学II	2	選択
スポーツ研究I	2	必修
スポーツ研究II	2	必修
応用体育学I	2	必修
応用体育学II	2	選択
スポーツ研究フェスティバル	2	選択

2 Select courses and check.

Registration is not yet complete. Complete registration (see 9-4 "Class Schedule Temporary Save/ Registration Completion").

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参照すること。

学期	月	曜日	時間	科目名	単位数	配分	配分等	担当	シラバス	
全	1	月	1	英語I	1	必修	1	1	法・文	シラバス
全	2	月	1	英語II	1	必修	2	1	法	シラバス
全	3	月	1	J.力検定I	2	選択	1	1	法・文/理/商	シラバス
全	4	月	1	J.力検定II	2	選択	1	1	法・文/理/商	シラバス
全	5	月	1	英語I	1	必修	1	1	法	シラバス
全	6	月	2	英語II	2	必修	2	1	法	シラバス
全	7	月	1	中国語I	1	選択	1	1	法	シラバス

Register

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").

【科目検索画面】

削除 (delete)

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.

Result

Courses requiring lots

10-1

Registration for Courses Requiring Lots 1

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

Click

科目名	抽選期間
英語I	2009.03.20 ~ 2009.03.23 09:00~22:00
英語II	2009.03.24 ~ 2009.03.27 09:00~22:00
インテI	2009.03.20 ~ 2009.03.23 09:00~22:00
インテII	2009.03.24 ~ 2009.03.27 09:00~22:00
スポーツ研究I	2009.03.20 ~ 2009.03.23 09:00~22:00
スポーツ研究II	2009.03.24 ~ 2009.03.27 09:00~22:00

10-2

Registration for Courses Requiring Lots 2

Click

Registration complete

Select the order of priority.

10-3

Confirmation of Lot Results

Confirm the results of lots for the registered courses.

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 [試験システム](#) on the top page, and the examination information will be displayed.

Click

試験科目一覧へ

Click [To Examination List], and the list of examinations 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

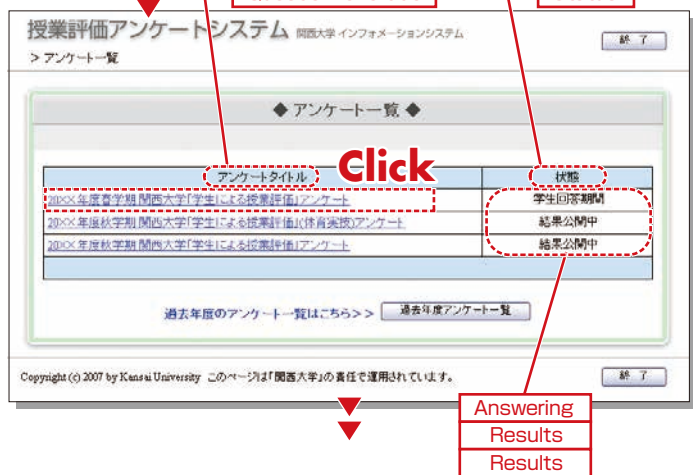
KU conducts the Course Evaluation Questionnaire at all campuses once or twice a term to, reflect students' opinions in classes and improve the quality of our education. The questionnaire results are publicized on the Information System. You can also view the results and comments for courses you are not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

when questionnaires are conducted online, the messages are displayed in the Information System.



12-1

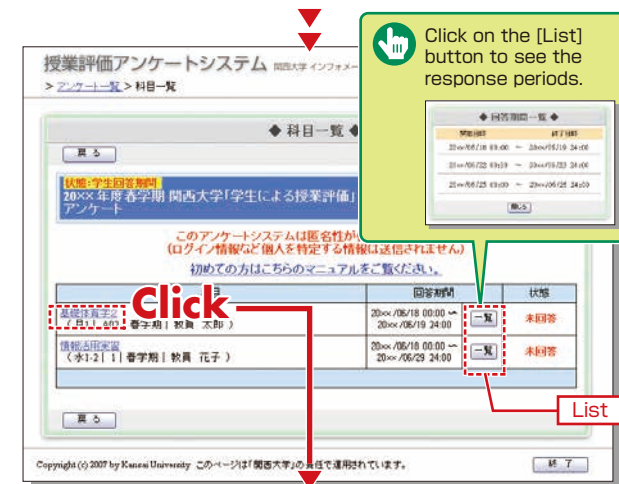
During the response period, [Answering] is shown in the [Status] column. During the period of result announcement, [Results] is displayed. You can see the result by clicking the questionnaire title.



12-2

Answering the Mid-term Questionnaire

Click on the course name to answer the questionnaire.



Answering 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.



◆ 全学集計結果 ◆

状況: 結果公開中
20××年度春学期 関西大学「学生による授業評価」アンケート
実施期間: 20××/06/18~20××/06/29

■ 集計結果

回答数: 104354人 / 273830人 (38.1%)

1 共通設問

1 授業内容は、講義要項、授業計画等で示したものに沿った内容でしたか。(必須)

項目	回答数	割合	グラフ
1 強く思う (5点)	30042	28.7%	[Bar]
2 そう思う (4点)	51918	49.7%	[Bar]
3 どちらとも考えない (3点)	18667	17.8%	[Bar]
4 そう思わない (2点)	2280	2.1%	[Bar]
5 全く思わない (1点)	997	0.9%	[Bar]
6 未回答	450	0.4%	[Bar]
評価平均		4.0	

2 授業内容について、わかりやすくする工夫がなされていましたか。(必須)

項目	回答数	割合	グラフ
1 強く思う (5点)	27510	26.3%	[Bar]
2 そう思う (4点)	44235	42.3%	[Bar]
3 どちらとも考えない (3点)	23550	22.5%	[Bar]
4 そう思わない (2点)	6480	6.2%	[Bar]
5 全く思わない (1点)	2373	2.2%	[Bar]
6 未回答	206	0.1%	[Bar]
評価平均		3.8	

2 自由記述

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。

項目	回答数	割合	グラフ
1 詳細回答	2530	2.4%	[Bar]
2 未回答	101824	97.5%	[Bar]

共通設問に対し、同一の評価を記した者の人数です。

選択数	全て1	全て2	全て3	全て4	全て5
人数	517人	266人	252人	7人	1人

※満足度の高い授業(強く思う→全く思わない)の割合が割合のみ人数算出の共通設問として載ります。

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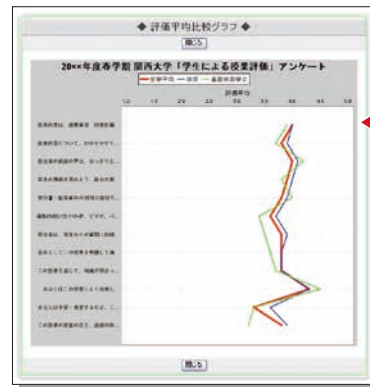
12-3-2 Results for Each Course

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.



◆ アンケート集計結果 ◆

状況: 結果公開中
20××年度春学期 関西大学「学生による授業評価」アンケート
実施期間: 20××/06/18~20××/06/29

基礎体育学2
(月1 | A02 | 春学期 | 教員 太郎)

■ 集計結果

回答率: 76.0%

1 共通設問

1 授業内容は、講義要項、授業計画等で示したものに沿った内容でしたか。(必須)

項目	回答数	割合	グラフ
1 強く思う	22.8%	[Bar]	
2 そう思う	51.4%	[Bar]	
3 どちらとも考えない	20.0%	[Bar]	
4 そう思わない	5.7%	[Bar]	
5 全く思わない	0.0%	[Bar]	
6 未回答	0.0%	[Bar]	

2 授業内容について、わかりやすくする工夫がなされていましたか。(必須)

項目	回答数	割合	グラフ
1 強く思う	31.4%	[Bar]	
2 そう思う	28.5%	[Bar]	
3 どちらとも考えない	25.7%	[Bar]	
4 そう思わない	11.4%	[Bar]	
5 全く思わない	2.8%	[Bar]	
6 未回答	0.0%	[Bar]	

2 自由記述

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。

項目	回答数	割合	グラフ
1 詳細回答	20.0%	[Bar]	
2 未回答	80.0%	[Bar]	

■ コメント

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役立てたいと思います。具体的な改善案もご意見いただきたいです。今後の授業にできる限り反映したいと思います。

添付: 授業資料.pdf

比較グラフ表示

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12-3-3

Reading the Comments for Courses You Are Not Enrolled In

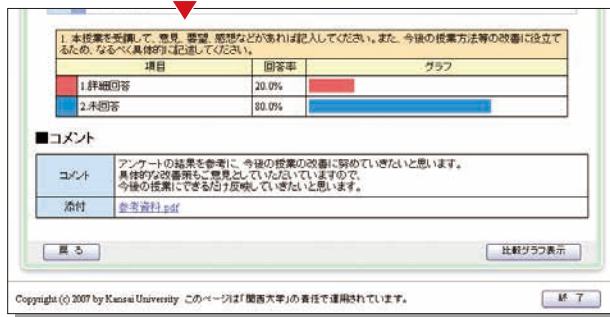
Select [Syllabus Search] on the top page, and select a course to display the syllabus.



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

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

Course Evaluation Questionnaire Results



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.

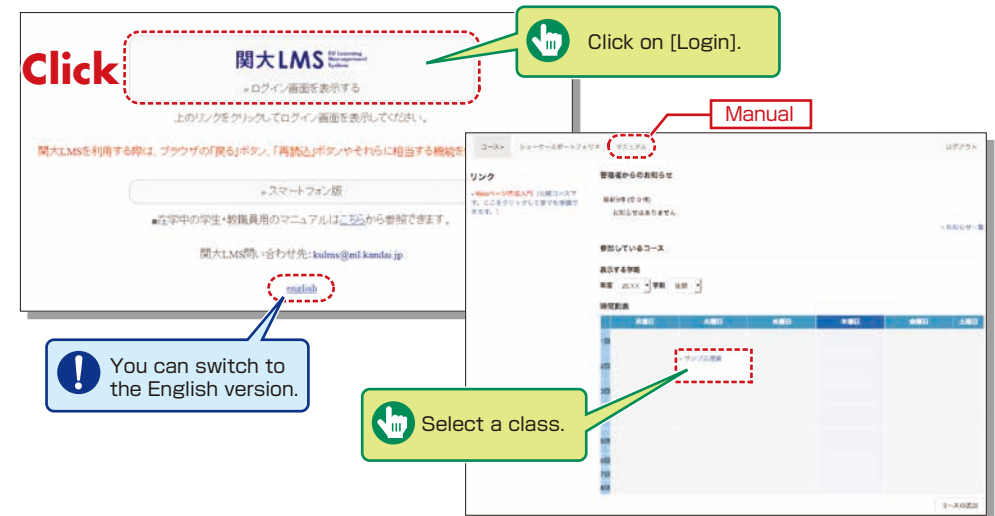
Login ID : This ID is the same as the one for logging into the Information System.

Ex.: k999999

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.

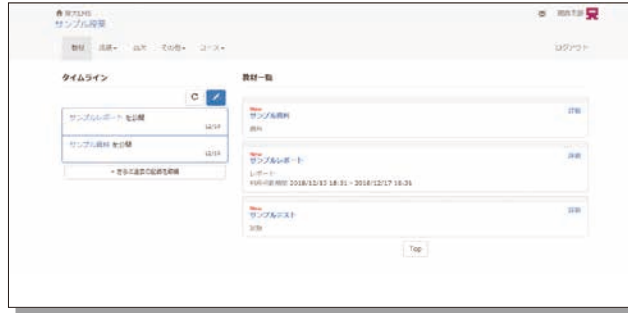
5 To download the student manual, click [User Manual] under [Manual] in the upper left corner of the [Course List] screen.



13-1-2

Composition of the Material List

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



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

[Materials] Various course materials are displayed.

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

[Grades] Check your grades for tests and reports (essay assignments).

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

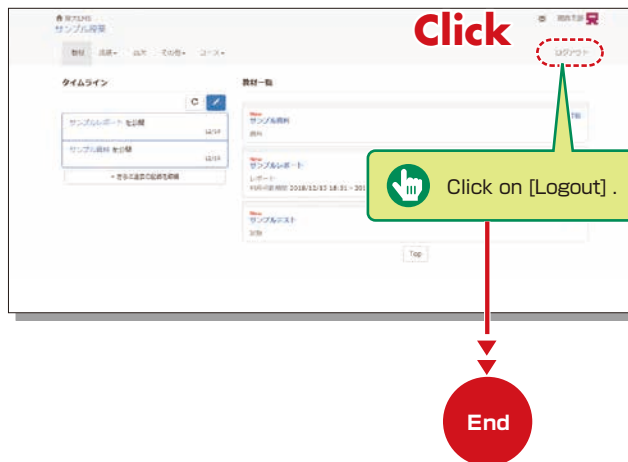
[Other] Access to your study card, FAQs, a glossary, and notes.

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

13-1-3

End: Logout

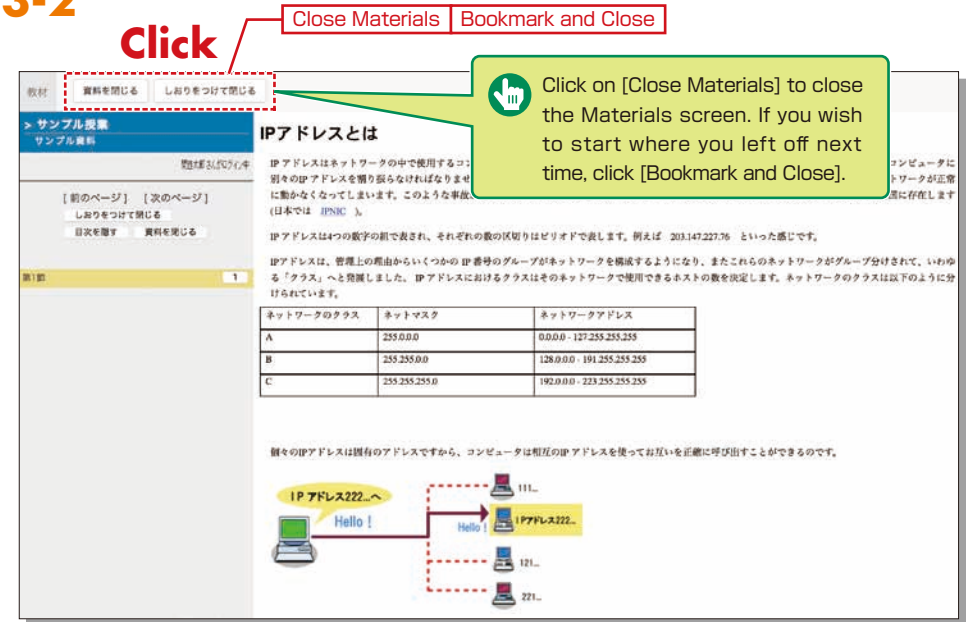
Click [Logout] at the top right of the Course List screen or Material List screen.



Materials

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

13-2



Tests/Essay Assignments tasks

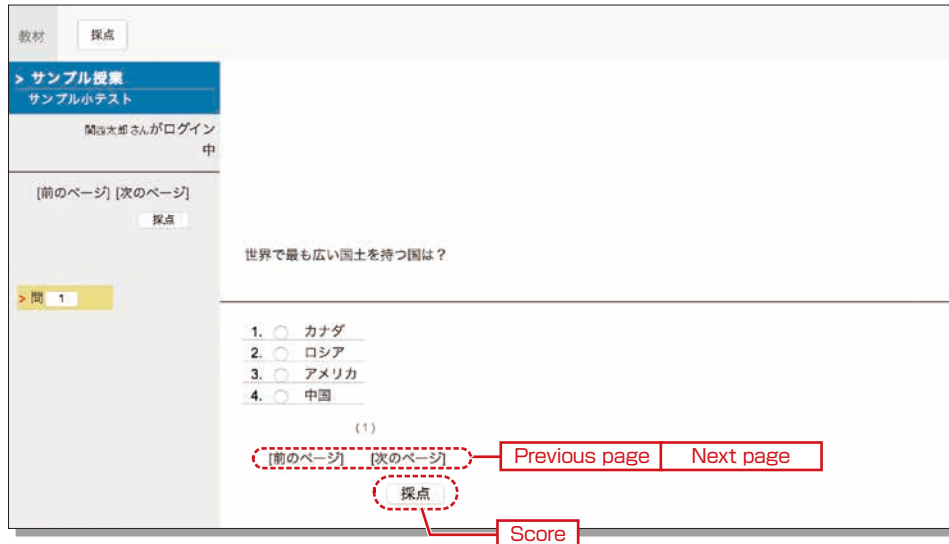
You can access tests and self-study materials consisting of multiple-choice questions and narrative-form questions, and essay assignment materials. These tasks will be marked and analyzed, and can be used for future study.

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 [Next page] when you finish answering.
- 3 Click on [Score] when you finish.

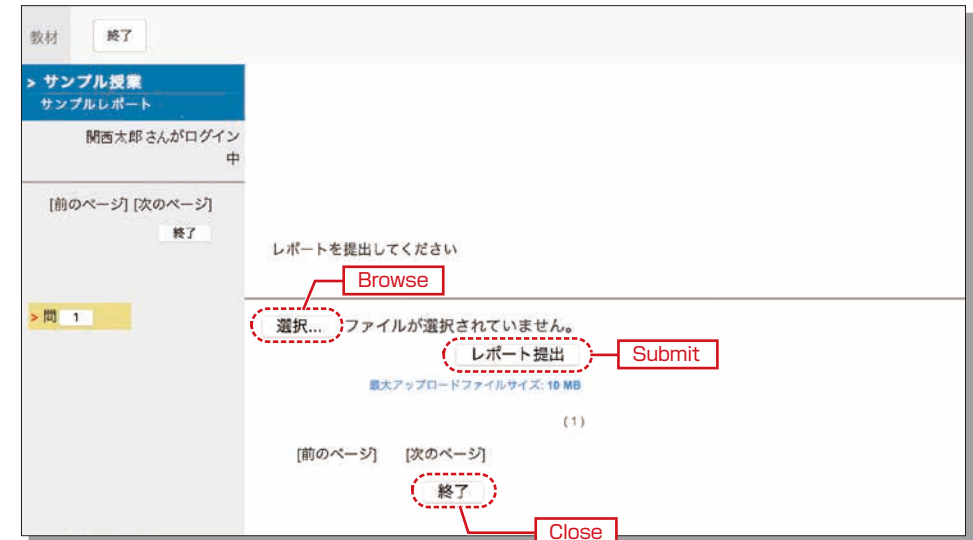


13-3-2

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].
- 4 Click under in the Material List screen to check the grades of essay assignments or tests.



Checking the Grade

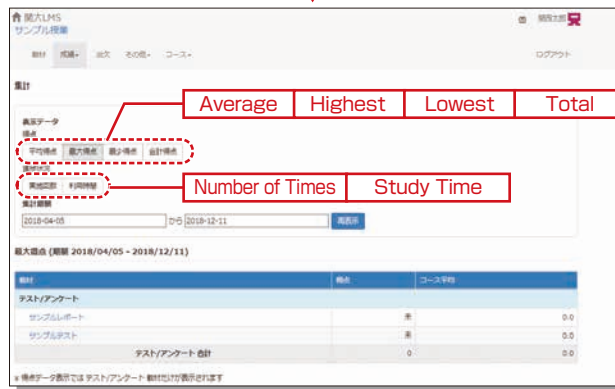
You can check the scores for tests that have been made available at any time. The scores are displayed in the list, and details of scoring and comments are provided to identify your strong points and weak points.

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.

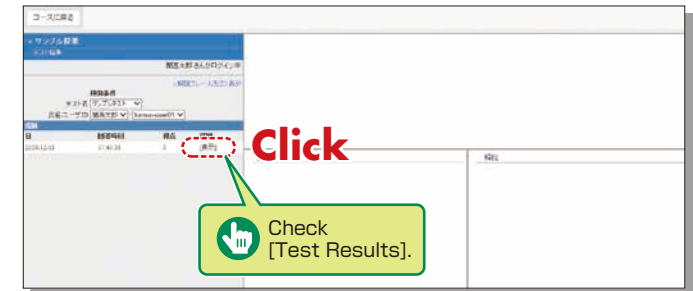


Change the displayed data by clicking on [Average], [Highest], [Lowest], or [Total] for Score or [Number of Times] or [Study Time] for Learning Activity. The summary period can also be refined.

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 (Shareable Content Object Reference Model) Materials

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 (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.

