Support For Report Printing

～ Combined acceptance and printing of submitted reports ～

Kansai University   Class Support Division

- <u>We provide assistance with printing and delivering</u> student's assignment reports for remote classes on paper.

- Printed reports can either be picked up <u>at the university</u> or at <u>your home</u> (sent from the university).
  ※Please pick the documents up at the university as much as possible.

- Refer to from page 4 onward for details on how to request printing assistance.

KANSAI UNIVERSITY

- **<u>When requesting printing support, make sure to instruct students to indicate [course title, student number, name] on every page of the report.</u>**
  (Also include instructions about where to include these details, on the top or bottom of the page)

    ※We print the data received from students as received. When details such as the student's name are lacking from the document, we may not be able to determine who the submitted report belongs to. Please pay attention to this.

- <u>We don't accept submission of reports by mail.</u>
  (Reports affect the student's scores. Should an accident occur with the mail, this will put the student at a disadvantage.)
  Thank you for your understanding.

KANSAI UNIVERSITY

① **After logging in to Kandai LMS, click [Grade Essay Assignments] in the [Grades] tab for the corresponding course.**

② Select the report assignment for which you would like to request printing support.

③ Click「Display submitted reports」
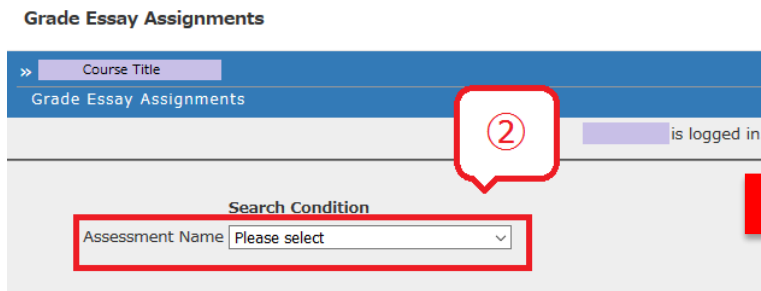　※In the window below a list of submission is shown.

Grade Essay Assignments

» Course Title
Grade Essay Assignments

② is logged in.

Search Condition

Assessment Name | Please select ▾

Grade Essay Assignments

» Course Title
Grade Essay Assignments

Search Condition

Assessment Name 小テスト ▾
Target Period All testing days ▾ ～ All testing days ▾
Target 授業支援科目確認用 ▾
Assessed/Unassessed Data ▾
Exclude [Unanswered] questions ▾
Show latest report ▾
Member only ▾
User ID ③

Pattern matching: any single character ?
Use ' or ' to connect conditions.

Display submitted reports | Display users who h

Number of records 4
» Download score data
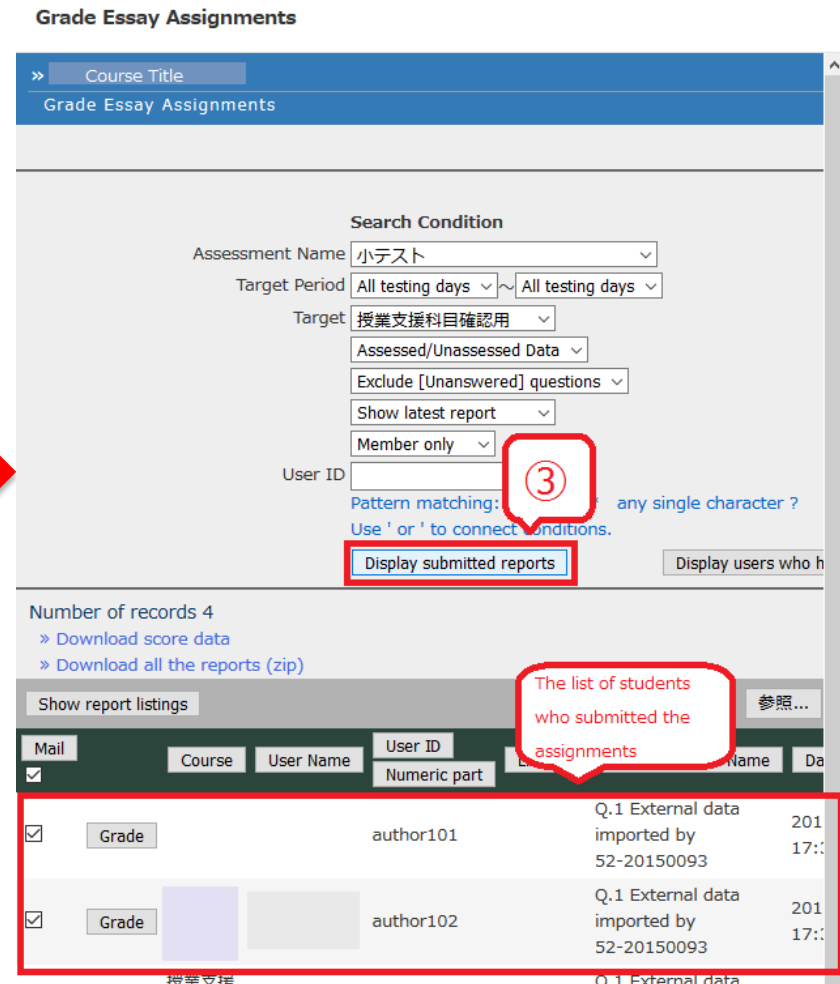» Download all the reports (zip)

Show report listings | 参照...

The list of students who submitted the assignments

Mail ☑		Course	User Name	User ID / Numeric part		Name	Da
☑	Grade			author101	Q.1 External data imported by 52-20150093		201 17::
☑	Grade			author102	Q.1 External data imported by 52-20150093		201 17::
		授業支援			Q.1 External data		

④ Click [List No.]

※This will sort the list according to the student register.

⑤ Click [Download all the reports (zip)]

KANSAI UNIVERSITY

⑥ When the 「File Download」 screen pops up, click the filename.
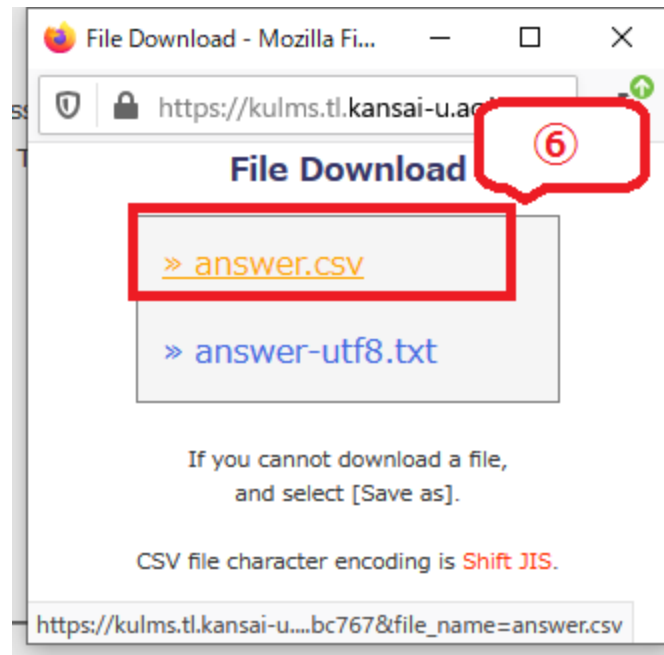
⑦Save to desktop or a folder of choice.

⑧Unzip the saved file.

※This will reveal the student's submitted reports (Word, Excel, PowerPoint, JPEG, ⋯), the CSV file for grading registration, and the txt file.

⑨ Select all student submitted files and use the right mouse-click.
※The grading registration file is not needed.

⑩ Click [ファイルをAcrobatで結合する] (combine in Acrobat)

The grading registration file is not needed.

※ In case the Acrobat software installed on the computer is Acrobat Reader, files can't be combined using this function (step 10~12).
Please use **a device at the university** that has the Creative Cloud application, including Acrobat Pro installed and can be used to combine files, or use **a free software that can combine files**.
Moreover, Lecturers and Professors with lecturer status of this university can install and use the Creative Cloud application for free on a device they own. Refer to the IT Center homepage for details.

KANSAI UNIVERSITY

⑪ Acrobat will launch、and the PDF combination screen will be shown. Click [結合] (combine).

⑫ A PDF with the name 『バインダー１』(binder 1) will be created, and save the file to the desktop or a folder of choice.

※ In case the Acrobat software installed on the computer is Acrobat Reader, files can't be combined using this function (step 10~12).
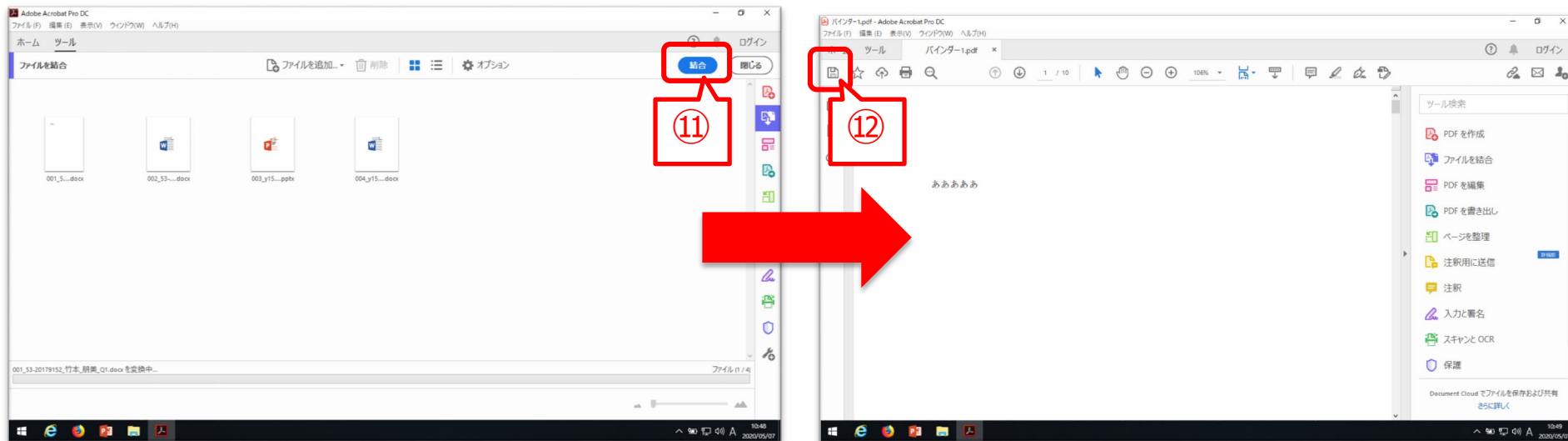Please use **a device at the university** that has the Creative Cloud application, including Acrobat Pro installed and can be used to combine files, or use **a free software that can combine files**.
Moreover, Lecturers and Professors with lecturer status of this university can install and use the Creative Cloud application for free on a device they own. Refer to the IT Center homepage for details.

KANSAI UNIVERSITY

⑬ Information System ＞ ［印刷依頼システム］
Request printing on the Printing Request System

※Follow the steps below for configuration of the place of receipt and all related items. Items that are not indicated here (such as details on the finishing) can be added as per the your preference.

※Please refer to page 23~24 of KANSAI University Information System & KU-LMS Operation Manual【For Instructors】 for more information on the Printing Request System.

File : **Select the file created in step ⑫**

Use : **Teaching materials・documents**

No. of copies : **1**
※The default is set to the number of students. Please check this setting
Date of use : **Your preferred date of receipt of the documents.**

Place of Receipt

●**At the university**
⇒Select the **preferred location at the university** where to receive the printed data in item「受取場所」(place of receipt)
※Select a place other than the teacher room for Senriyama Campus.

●**Receipt by mail**
⇒ **Select Home** in item 「受取場所」(place of receipt)
※In the case of receipt by mail, please request printing 1 week before the preferred date of receipt.

⑭ Please pick-up the printed data from the designated pick-up place, or at your home after your indicated preferred date of receipt.
※Receive the documents during office hours for pick-up on the university campus.
※In the case of sending the documents to your house, it may take some time for the documents to arrive. Please be understanding of this.

【Inquiries about this service】

Subject of inquiry	Contact	Office hours
About your requested printed materials	Printing Center：06-6380-3295	Mon～Fri 9：00～17：30
About the use of Kandai LMS	kulms@ml.kandai.jp	―

KANSAI UNIVERSITY