

# Support For Report Printing

~ Combined acceptance and printing of submitted reports ~

Kansai University    Class Support Division



**KANSAI UNIVERSITY**

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- We provide assistance with printing and delivering student's assignment reports for remote classes on paper.
- Printed reports can either be picked up at the university or at your home (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.



- **When requesting printing support, make sure to instruct students to indicate [course title, student number, name] on every page of the report.**

**(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.

- **We don't accept submission of reports by mail.**  
(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.



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

The screenshot displays the Kandai LMS interface. At the top, there is a navigation bar with several tabs: 'Material List', 'Course Material', 'Grades', 'Attendance', 'Other tools', 'User Management', 'Course Management', and 'Login as student'. The 'Grades' tab is highlighted with a red box. Below this, a dropdown menu is open, listing various options. The 'Grade Essay Assignments' option is highlighted with a red box and a red callout bubble containing the number '1'. Other options in the menu include 'Score Summary Table', 'Progress Status Table', 'Grades by Category Table', 'SCORM Activity Reports', 'Gradebook', 'Similar Essay Detection', 'Submitted Essay List', 'Analyze / Re-grade Test Results', 'Student's Score Reports', 'Survey Results', 'e-Portfolio Container Assessments', and 'e-Portfolio Container Import/Export Outcomes'. The background shows a course page with a 'Timeline' section and a list of materials, including 'Updated 2months ago Attempts 0' and 'Updated 9days ago Attempts 0'.



# Support For Printing Of Submitted Reports

- 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.

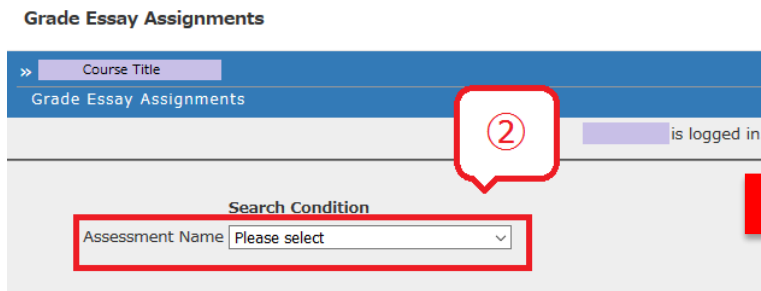
Grade Essay Assignments

>> Course Title  
Grade Essay Assignments

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

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)

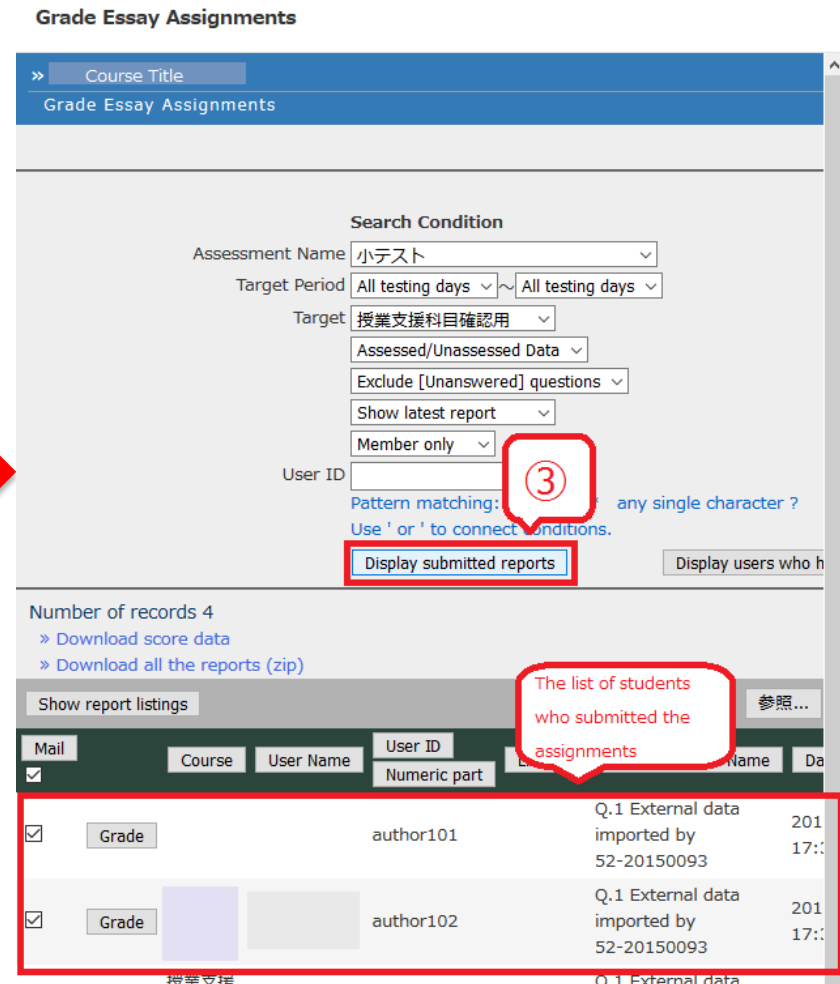
Show report listings

Mail	Course	User Name	User ID	Name	Da
<input checked="" type="checkbox"/>			Numeric part		
<input checked="" type="checkbox"/>	Grade		author101	Q.1 External data imported by 52-20150093	2017::
<input checked="" type="checkbox"/>	Grade		author102	Q.1 External data imported by 52-20150093	2017::

参照...

増強支援

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)]

Course Title  
Grade Essay Assignments

Search Condition

Assessment Name: 小テスト

Target Period: All testing days ~ All testing days

Target: [Dropdown]

Assessed/Unassessed Data: [Dropdown]

Exclude [Unanswered] questions: [Dropdown]

Show latest report: [Dropdown]

Member only: [Dropdown]

User ID: [Text Input]

Pattern matching: Wild card \* any single character ?  
Use ' or ' to connect conditions.

Display submitted reports [Button] Display users who h [Button]

Number of records 4

» Download score data

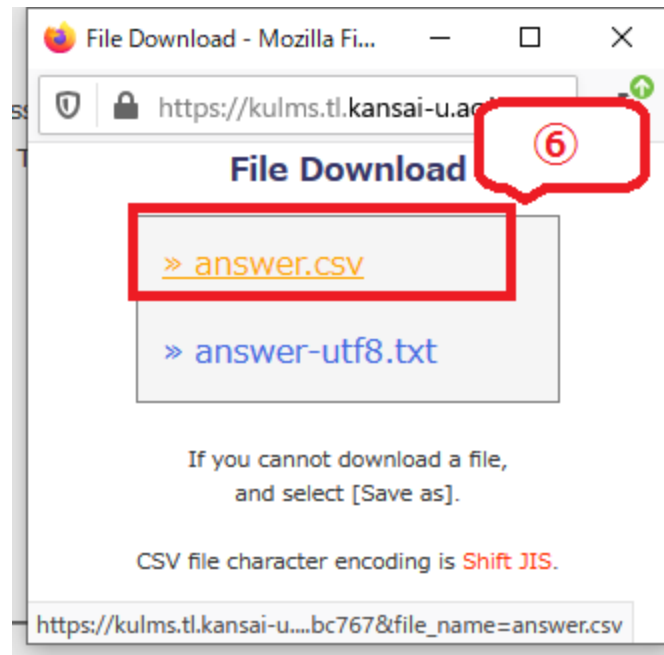
» Download all the reports (zip)

Show report listings [Button] Load results 参照...

Mail	Course	User Name	User ID	List No.	Answer/Report Name	Da
<input checked="" type="checkbox"/>	Grade				Q.1 External data imported by 52-20150093	2017::
<input checked="" type="checkbox"/>	Grade				Q.1 External data imported by 52-20150093	2017::



- ⑥ When the 「 File Download 」 screen pops up, click the filename.



- ⑦ Save to desktop or a folder of choice.

- ⑧ Unzip 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.

名前	更新日時	種類	サイズ
001_..._Q1.docx	2020/05/07 10:45	Microsoft Word ...	
002_..._Q1.docx	2020/05/07 10:45	Microsoft Word ...	
003_..._Q1.pptx	2020/05/07 10:45	Microsoft PowerP...	1,...
004_..._Q1.docx	2020/05/07 10:45	Microsoft Word ...	
answer.csv	2020/05/07 10:45	Microsoft Excel CS...	
answer-utf8.txt	2020/05/07 10:45	テキストドキュメント	
comments.csv	2020/05/07 10:45	Microsoft Excel CS...	
comments-utf8.txt	2020/05/07 10:45	テキストドキュメント	

※ In case the Acrobat software installed on the computer is Acrobat Reader, files can't be combined using this function (step 10~12).

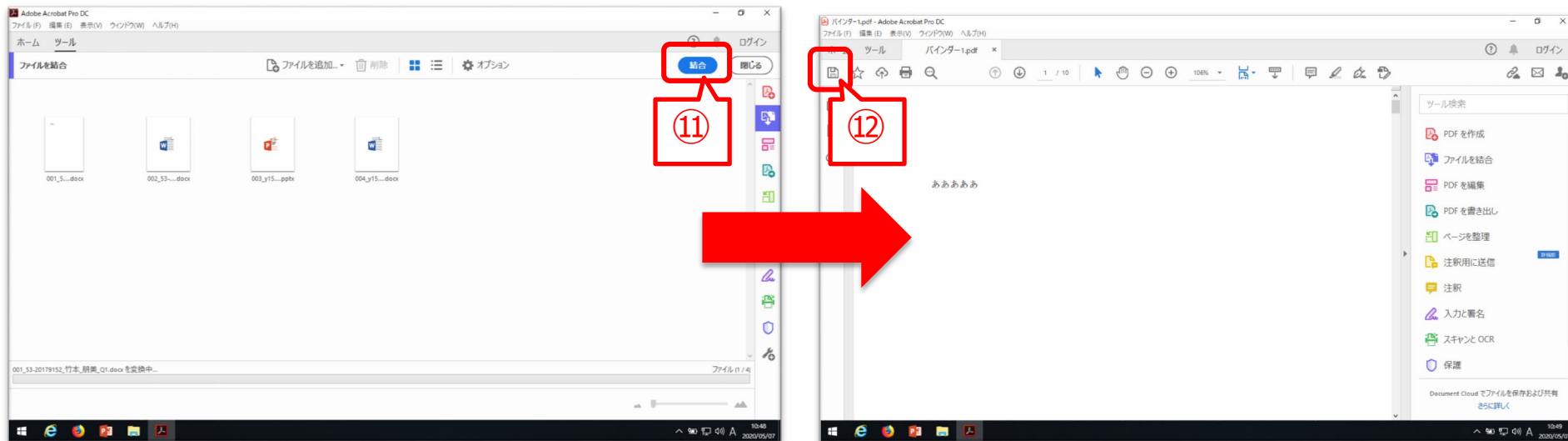
Please use **a device at the university** that has the Creative Cloud application, including Acrobat Pro installed and can be used to combine files, or use **a free software that can combine files**.

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.





- 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.



## 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.

印刷を依頼する (印刷依頼内容入力)

依頼内容を入力し、「次へ」をクリックしてください。  
「※」のついた項目は必須項目です。

印刷依頼内容	印刷依頼条件	印刷依頼日	印刷依頼先
1 ファイル 仕上がりサイズ/紙の向き 両面/UP数 並び順 ホチキス留め その他留意事項	原稿枚数 紙の向き 開きの方向 ホチキス留め	印刷枚数 使用日	印刷先
2 ファイル 仕上がりサイズ/紙の向き 両面/UP数 並び順 ホチキス留め その他留意事項	原稿枚数 紙の向き 開きの方向 ホチキス留め	印刷枚数 使用日	印刷先

●用途  
●教材・資料 ○試験問題

本印刷依頼システムの受付締切は、使用日の2日前(日・祝除く)です。  
(例：木曜日授業の締切は、火曜日の24時00分)

コース・単・前田キャンパスの場合、3日前(日・祝除く)とさせていただきます。  
締切は、月曜日の24時00分)

●連絡先  
添付ファイルが添付されていた場合などの連絡に使用します。  
登録された連絡先は、緊急の場合以外は使用いたしません。

#### 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	—

