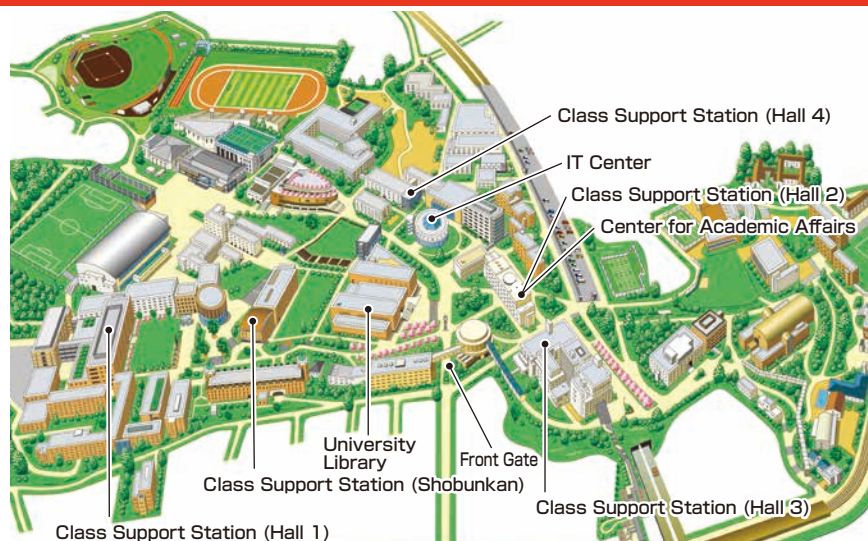QR code

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

Campus Map (Senriyama Campus)

Class Support Station (Hall 4)
IT Center
Class Support Station (Hall 2)
Center for Academic Affairs

University Library
Front Gate
Class Support Station (Shobunkan)
Class Support Station (Hall 3)
Class Support Station (Hall 1)

IT Center (Enshinkan)

(1F)
· Help Desk
· Media Station

(4F)
· Open PC Area (130 PCs)
· 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.

2020

【For Students】

2020
KANSAI University
Information System
&
KU-LMS

Operation Manual

KANSAI UNIVERSITY

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 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.20

Make an appointment with a writing tutor

P.28

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 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 2019. Compatibility with future upgraded versions will be confirmed in due course.	

4.Login

Access the website of Kansai University.

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.

Click

Click [Information System].

Click
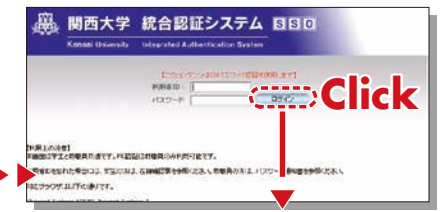
▼To Top

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 for preparation and review, submission of essay assignments, tests, and question and answers with regard to the courses. See p.20 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 Questionnaire P.17~

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

KU-LMS P.20~

CEAS
See the CEAS 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.

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

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

Setting of e-mail address
When you register any e-mail address, you can receive message or emergency contact by e-mail.

Password change
Set a password that is difficult to guess.

Screenshot labels (Japanese UI)

関西大学 学生ポータル

20XX年04月04日(水) 関大 太郎 更新 ヘルプ ログアウト

・関西大学HP
コミュニケーション
・個人伝言
・お知らせ
・履修科目一覧
・休講情報検索
・関大Webメール
・関大ファイル便
・Dropbox

教務サービス
・WEB履修
・抽選登録・確認等
・シラバス検索
・試験システム
・授業評価アンケート
・成績照会
・関大LMS
・CEAS
・英語eラーニング
・中国語eラーニング
・大学要覧
・大学院・専門職大学院要覧
・欠席届

大学サービス
・図書館サービス
・KICSSキャリア支援
・学術情報システム
・関大LIFE
・保健管理センター
・奨学金Web申請
・ラブWeb申請
・学科インターンシップ
・ITセンター

パーソナライズ設定
・パスワード変更
・ワンタイムパスワード設定
・メールアドレス設定
・環境設定
・ブックマーク

新着情報
受信情報 / 個人伝言
個人伝言 1件 / インフォメーションシス… 03月20日
お知らせ 2件 / 忘れ物の確認 02月23日
履修科目情報 0件 / 学生の皆さんへ 01月11日

[〇〇〇〇システムからのお知らせ] 〇〇〇〇システムに更新がありました(4件)

カレンダー
20XX年4月 20XX年 04月 04日 GO 前週 前日 当日 翌日 翌週

	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	3 政治過程論1 1学舎EXXX	2 フランス法概論1 1学舎EXXX / 3 国際法5 1学舎EXXX			2 行政学1 1学舎千里ホールA / 4 公務員論1 1学舎EXXX	1 商法3 1学舎BXXX
個人スケジュール	18:00~19:00 サークル						
個人伝言/お知らせ		平成XX年度 年史資料展示室企画展…					

この週の個人伝言/お知らせ

凡例: 休講、補講、連絡、変更、定例の予定、終日の予定、開始日、終了日、既読、未読、重要、マーク

お知らせ

タイトル	発信元	掲…
『関西大学〇〇』(第3XX号…	法人本部 広報室 広報課	02
司書教諭資格の申請手続こつ…	…グループ 資格支援チーム	02
尚文館マルチメディア スタ…	…報事務局 システム管理課	02
	…局 スポーツ振興グループ	02
	…グループ 資格支援チーム	02

関西大学 クイックポータル 学生ポータル
【履修登録情報】 未入力 >> 登録中 >> 登録済 >> 履修確了
現在は履修登録期間ではありません。

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.

1 Personal Message List — **Click**

Personal Messages
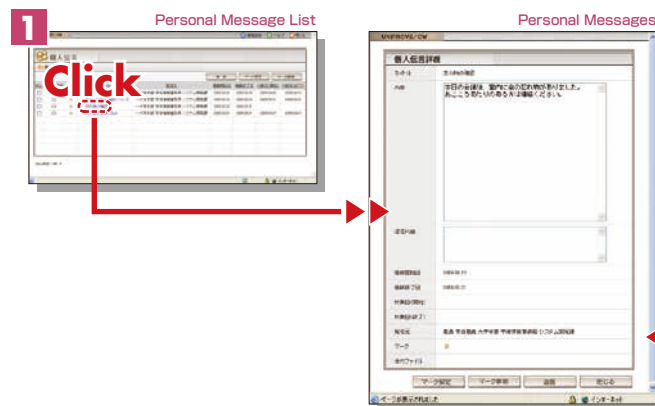
Notices

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

2 Notices List — **Click**

Notices
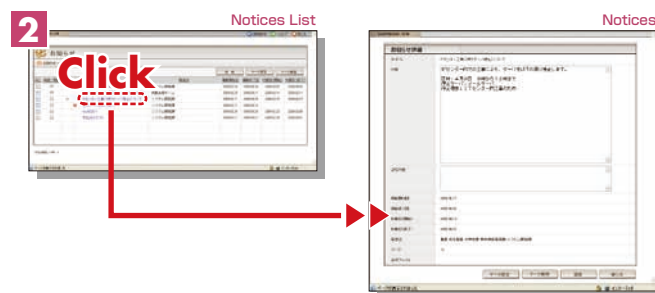
Course List

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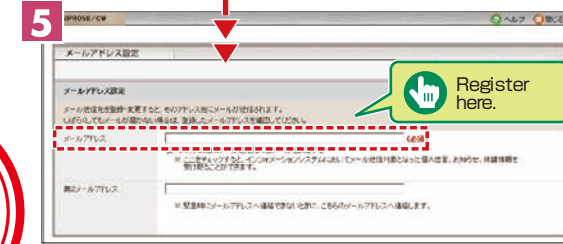
3 Course Information

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.

4 Schedule Check/ Change — Schedule Registration
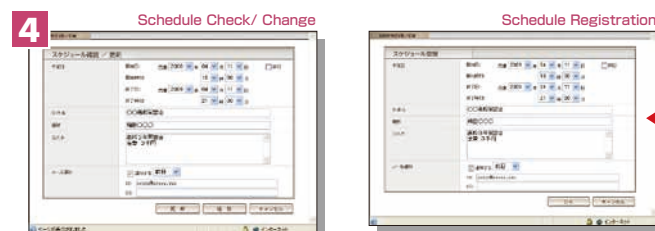
E-mail Address Registration (Setting)

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].

This is important!!

5 Register here.

関西大学

20XX年04月04日（水）　関大 太郎　更新　ヘルプ

- 関西大学HP

コミュニケーション
- **1** 個人伝言
- **2** お知らせ
- **3** 履修科目一覧
- 休講情報検索
- 関大Webメール
- 関大ファイル便
- DropBox

教務サービス
- WEB履修
- 抽選登録・確認等
- シラバス検索
- 試験システム
- 授業評価アンケート
- 成績照会
- 関大LMS
- CEAS
- 英語eラーニング
- 中国語eラーニング
- 大学要覧
- 大学院・専門職大学院要覧
- 欠席届

- 申請・アンケート
- 図書館サービス
- 視聴覚資料検索
- KICSSキャリア支援
- 学術情報システム
- 関大LIFE
- 保健管理センター

パーソナライズ設定
- パスワード変更
- ワンタイムパスワード設定
- メールアドレス設定
- 環境設定

新着情報

受信情報
個人伝言	1件 **1**
お知らせ	2件 **2**
履修科目情報	0件 **3**

個人伝言 — **Click**
- 忘れ物の確認 … ションシス… 03月20日
- 学生の皆さんへ 02月23日
- 01月11日

[○○○○システムからのお知らせ]（○○○○システムに更新がありました（4件）

カレンダー

20XX年4月　20XX 年 04 月 04 日 GO　前週 前日 当日 翌日

	4/4（水）	4/5（木）	4/6（金）	4/7（土）	4/8（日）	4/9（月）
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	3 政治過程論1 1学舎EXXX	2 フランス法概論1 1学舎EXXX			2 行政学1 1学舎千里ホールA
	2 国際法1 1学舎AXXX		3 国際法5 1学舎EXXX			4 公務員論1 1学舎EXXX
	3 民法9 1学舎BXXX					
	5 労働法3 1学舎BXXX					
ジュール	18:00〜19:00 サークル					18:00〜19:00 サークル
個人伝言/お知らせ	平成XX年度 年史資料展示室企画展…					

Click **Click**

お知らせ — **Click**

タイトル	発信元	掲載開始日 掲載終了日 対象日（開始）
通信』《第3XX号…	法人本部 広報室 広報課	02月16日 04月16日
の申請手続につ…	…グループ 資格支援チーム	02月15日 04月19日
	システム管理課	02月15日 04月22日
	スポーツ 振興グループ	02月15日 04月19日

5 メールアドレス設定

Register here.

---

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.

Top

Login

Click [LOGIN].

Click

Click

This is useful!!

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

Click

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 Mobile Kandai in App Store.

※"Mobile Kandai" is an official smartphone app offered by Kansai University. Please do not use similar apps developed unofficially by other companies.

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.

2XXX

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

Click

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 registerd 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.

Click

履修登録について

Make sure to read [About Course Registration] before starting to register.

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.

Save

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.

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

Register

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

Syllabus
Check the syllabus.

9-4
Class Schedule Temporary Save/ Registration Completion

保存・単位集計
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].

登録確定
Click here to finalize the registration after confirming that there are no errors in course names and number of credits.

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

[カリキュラムー覧から 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].

2 Select courses and check.

Click

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

Click

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").

[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. Lottery Selection System

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

You can sign up for the courses which require lottery selection only from this selection system.

Click

Courses requiring lots

Result

10-1

Registration for Courses Requiring Lottery Selections 1

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

Click

10-2

Registration for Courses Requiring Lottery Selections 2

Click

Registration complete

Select the order of priority.

10-3

Confirmation of Lottery Selection Results

Confirm the results of lottery selections for the registered courses.

Results

Lottery Selection 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 [To Examination List], and the list of examinations will be displayed.

Click

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 semester to reflect students' opinions about the coursese they took 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.

We will rename Course Eualuation Questionnaire to **Course Questionnaire** in the spring semester of 2020. It will be conducted during the classes and the students can use smartphones to fill out the questionnaire. The procedure of Course Questionnaire and the detail of this system after the spring semester of 2020 will be informed by your instructors.

You can view the results of the questionnaire conducted from 2016 to 2019 by the following process.

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. Viewing the Results

The questionnaire results will be available to students after the response period.

12-2-1

Viewing the Overall Results

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

Overall result

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

12-2-2

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.

Click

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

Name of the course

Comments from Instructor.

Click
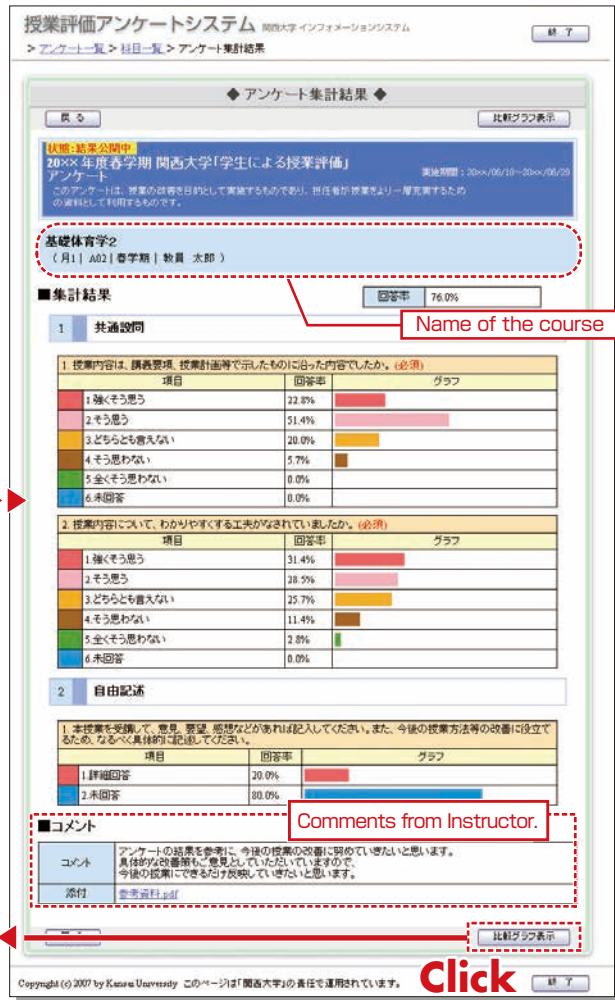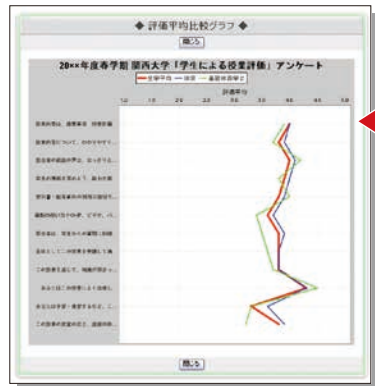
13.Using KU-LMS（Learning Manegement System）

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. Select a class to display the Material List for the class.

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

Click

Click on [Login].

You can switch to the English version.

Select a class.
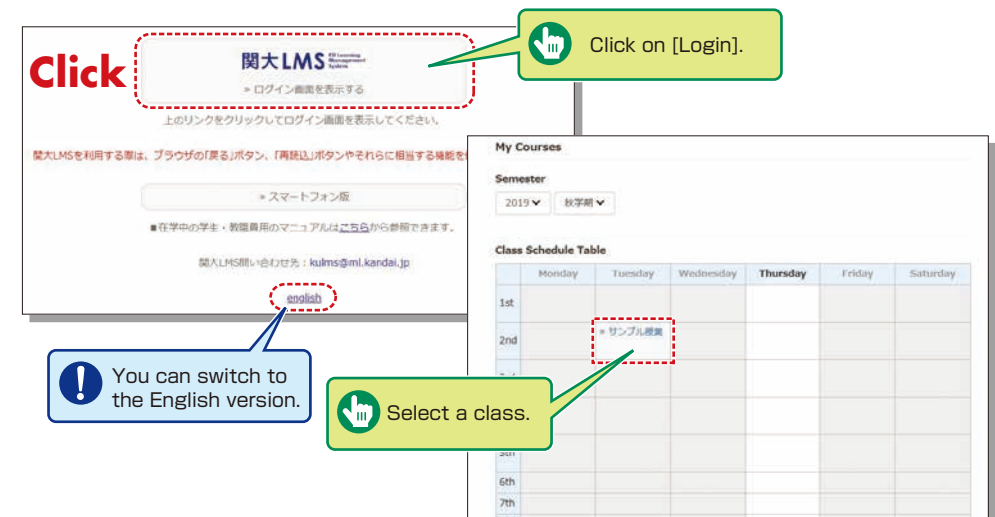
13-1-2

Composition of the Material List screen

If you have been authorized as a user, the Material List will be displayed.
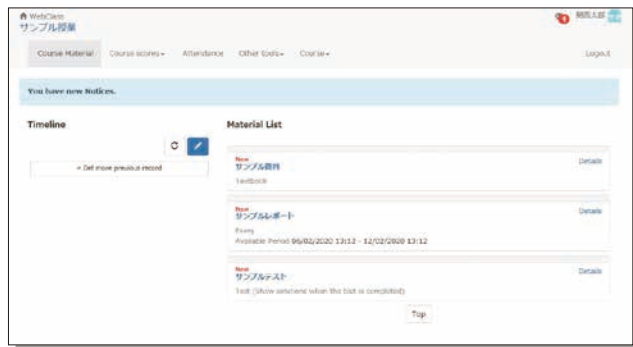
[📧 Notices and Messages] Information from system managers and course managers can be viewed.

[Course Material] Various course materials are displayed.

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

[Course scores] Check your scores for tests and reports (essay assignments).

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

[Other tools] Access to your study card, FAQs, a glossary, and notes.
- [Study Card] Check your study card record.
- [Notebook] 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.

Click

Click on [Logout] .

End
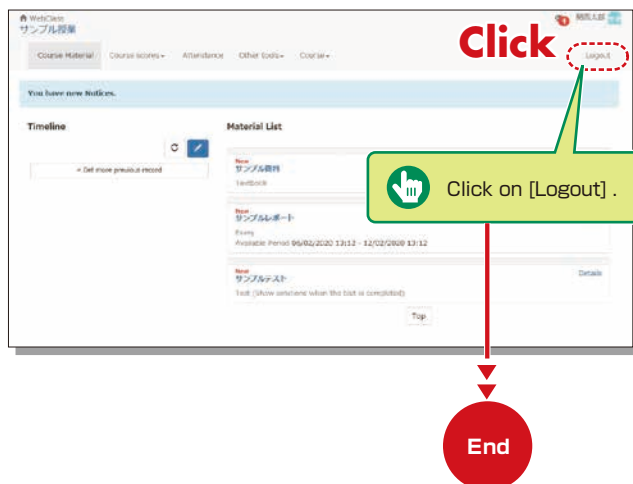
Textbook

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

13-2

Click

Click on [Quit Textbook] to close the Material screen. If you wish to start where you left off next time, click [Bookmark].

Test/Essay

You can access tests and self-study materials consisting of multiple-choice questions and narrative-form questions, and essay assignments. 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 will be displayed on the start screen if it is set by an instructor.

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 [Grade] when you finish.

13-3-2

Submitting Essay Assignments

You can 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 [参照...] （Browse）.

2 Select the file, and click [Submit file] .

3 After submitting the file and/or responding to the question, click [Quit] .

4 Click [My Reports] under [Course scores] in the Material List screen to check the grades of essay assignments or tests.

Checking the Grade

You can check the scores and grades 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

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

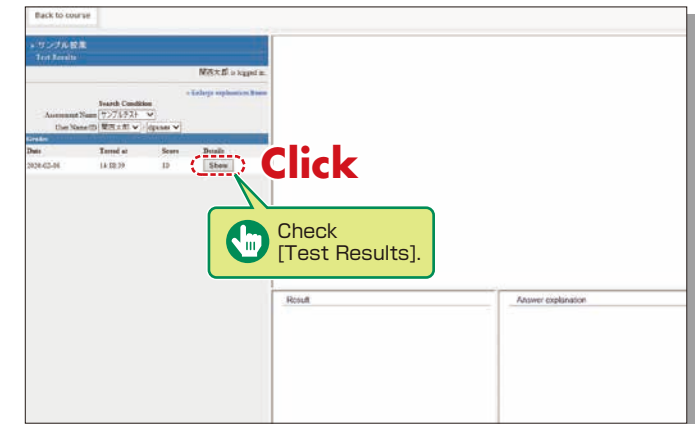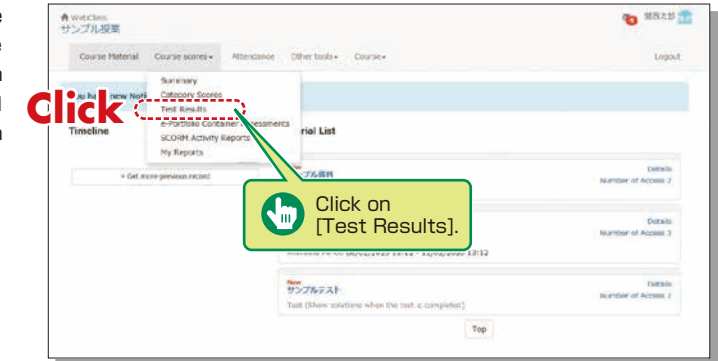Click on [Course scores]→ [Summary] in the Material List to open the summary screen.

Click on [Summary].
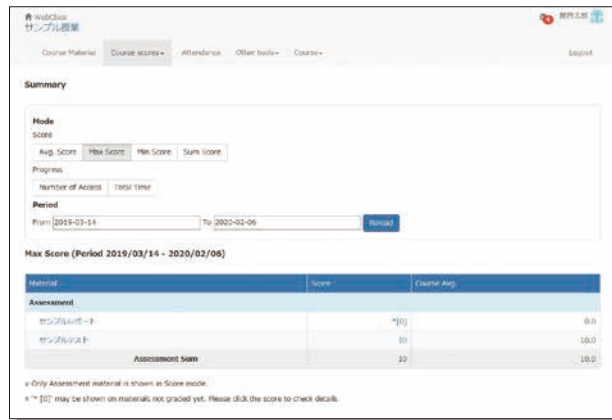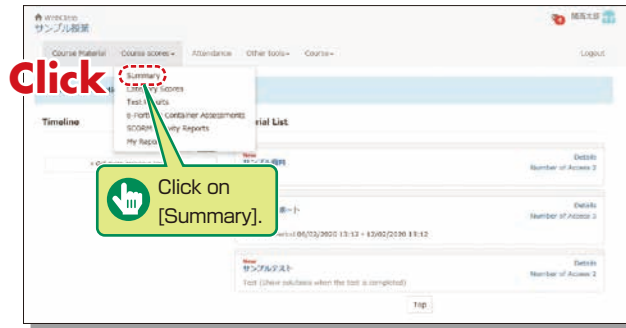
Change the displayed data by clicking on Avg. Score , Max Score , Min Score , or Sum Score for Score or Number of Access or Total Time for Learning Activity. The summary period can also be refined.

13-4-2

#### Checking 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 [Course scores]→[Test Results] in the Material List.

Click on [Test Results].

Check [Test Results].

13-4-3

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

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

Click on [SCORM Activity Reports] .
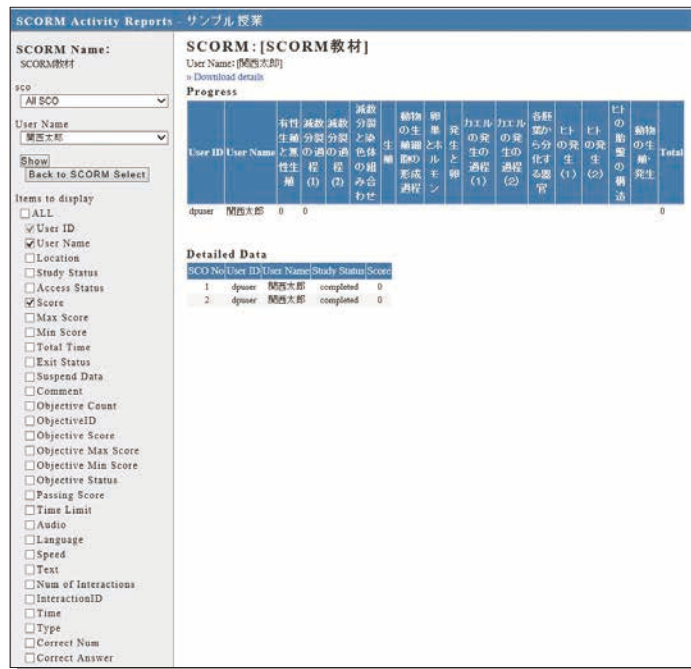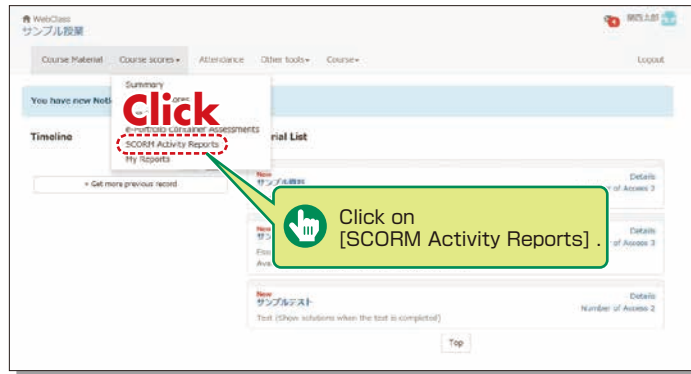
What are SCORM (Shareable Content Object Reference Model) Materials?

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

14. Scheduling a writing session at Writing Labo

Writing Labo is the institution that helps students with academic writing.
Writing Labo website : www.kansai-u.ac.jp/ctl/labo/

14-1 Prepare for document file — If you have a drafts (Word forms), please prepare in advance.

14-2 Access to TEC system — Type in the following URL and access TEC system
TECsystem: https://tecfolio.kansai-u.ac.jp/kwl/

14-3 Login

Input your user ID and password. They are the same ones as of Information system.

You can access to TEC system with your smartphone.

Click [Login].

14-4 Click [Writing Labo]

Click [Writing Labo] at the top of the screen.

14-5 Input the consultation method, your draft, the place and day the consultation and other necessary information to reserve

[1] Meeting a writing tutor at Writing Labo

1. Select the consultation method as [対面](in person).
2. Select the document type, session location, and date and time.
3. If you have drafts (Word form), upload them.
4. Click [Make a Booking].

【for in-person writing sessions】
Please bring printed drafts to Writing Labo.

Click [in person]
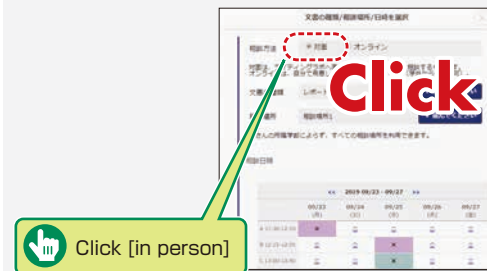
[2] Meeting a writing tutor online

1. Select the consultation method as [オンライン](online).
2. Select the document type, session location, and date and time.
3. Input your Skype ID and e-mail address.
4. Click [Make a Booking].

【For online writing sessions】
Please be online on Skype so that your writing tutor can make a video call.

If you have a writing draft, you can share it with your tutor on Skype.
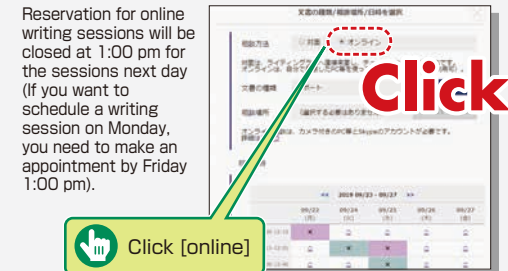
Reservation for online writing sessions will be closed at 1:00 pm for the sessions next day (If you want to schedule a writing session on Monday, you need to make an appointment by Friday 1:00 pm).

Click [online]