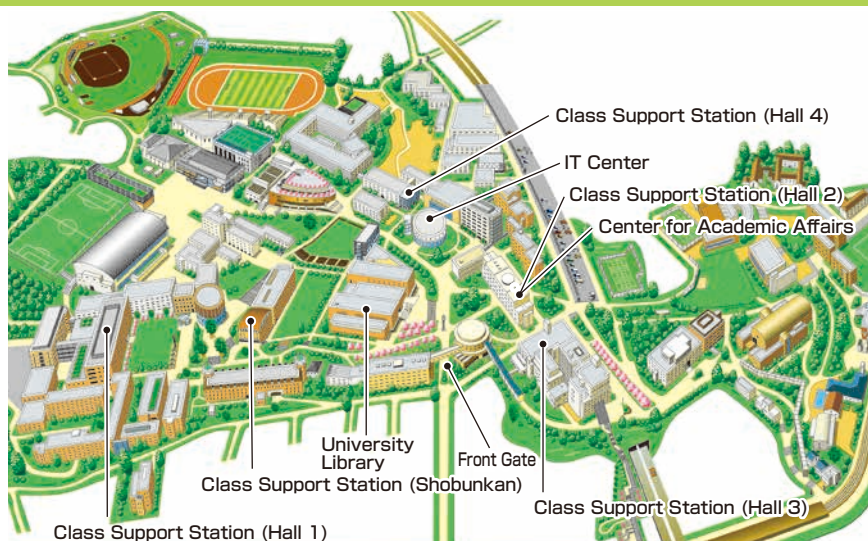


QR code



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

Campus Map (Senriyama Campus)



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.

[For Students]

2021 KANSAI University Information System & KU-LMS

Operation Manual



1. Guide to procedures

Course Registration P.7

Searching for information with a smartphone P.5

Checking course evaluation questionnaire results P.14

Checking term examination information P.13

Checking your grades P.3

Information about job hunting, health management and campus life P.3

KU-LMS P.15

Booking writing consultation P.23

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 necessary for your campus life, such as messages from the university (summons, class cancellations, etc.), examination schedules and grades.

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]	Operating System	Browser/ Operation Platform
Windows	Microsoft Windows10 or later	Microsoft Edge Ver. 87.0(Official Build)or later (Compatible only with Microsoft Edge based on Chromium)
		Google Chrome 87.0 or later
		Mozilla Firefox 83.0 or later
Mac	mac OS Catalina 10.15.7(19H15) or later	Safari 14.0 or later
		Google Chrome 87.0 or later
		Mozilla Firefox 83.0 or later

※Please use the latest browser. Compatibility with the latest browser version(February 2021) has been confirmed.

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.



To Top

5. KU-LMS(Learning Management System)

This is an integrated e-learning system that has two functions of class support and individual support. It includes course information, instructions for preparation and review, submission of essay assignments, tests, and questions and answers related to the courses. See p.15 for how to use the system.

6. Top Page

Top Page provides information from the university (notices, Personal Messages, 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 to review the information on Top Page.

Logout
Be sure to click [Logout] when you finish using the information system.

Academic Affairs Information
The following items can be viewed.

- Syllabus Search** P. 6
- Course Registration/Registration for Lots** P. 7
- Exam Information** P.13
- Course Evaluation Questionnaire** P.14

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

OpenCEAS
See the online instruction manual for the services and details.

University Services and Links
The following items can be viewed.

Library service
In My Library, you can search for and reserve books.

KICSS (career support system)
Information related to job hunting is provided.

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
Your password can be changed. Please be sure to set a password that cannot be guessed easily.

Notices
Your notifications are displayed. New notices are displayed on the top page.

Personal Messages
Various messages and summons are sent to you directly from the university and teachers. Check the messages frequently. New personal messages are displayed on the top page.

Course Information
Information related to your course (class cancellations, classroom changes) is indicated. Be sure to check it before attending classes.

The screenshot shows the user interface of the Kansai University information system. At the top, the university logo and name are displayed. The user's name, '関大 太郎 さん', is shown. A navigation menu on the left includes 'ホーム', '新入生向け情報', '教務情報', and '学内サービス・リンク集'. The main content area is titled 'ホーム' and features several sections:

- 未読のお知らせ (unread notices):** A list of notices with dates and titles, such as '2022年度 春学期授業について'.
- 未読の個人伝言 (unread personal messages):** A list of messages, including one about '講義履修登録の期限'.
- 学年暦 (Academic Calendar):** A table showing the start of the semester and classes for the years 2021 and 2022.
- 履修科目情報 (Course Information):** A table listing courses, including 'メディア・リテラシー入門' and '政治学と21世紀社会'.
- クイックリンク (Quick Links):** A list of links to '関西大学HP', '関大Webメール', '関大LMS', 'WEB履修', and 'Dropbox'.

Annotations include a 'Logout' button in the top left, callouts for 'Notices', 'Personal Messages', and 'Course Information', and a red box highlighting '関大LMS' with the label 'KU-LMS P.15'.

7. Smartphone Application [KU Portal]

Personal messages, course information and class schedules can be viewed using the application for iOS and Android.

Login



*App Store is an application of Apple Inc.

*Google Play and Android are trademarks of Google Inc.

Search for KU Portal in App Store.

※"KU Portal" 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

You can 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.



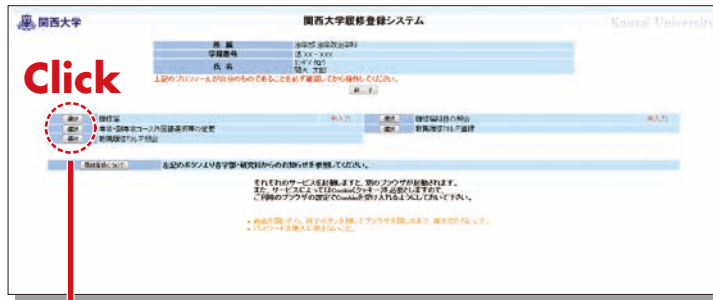
9.Course Registration System

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

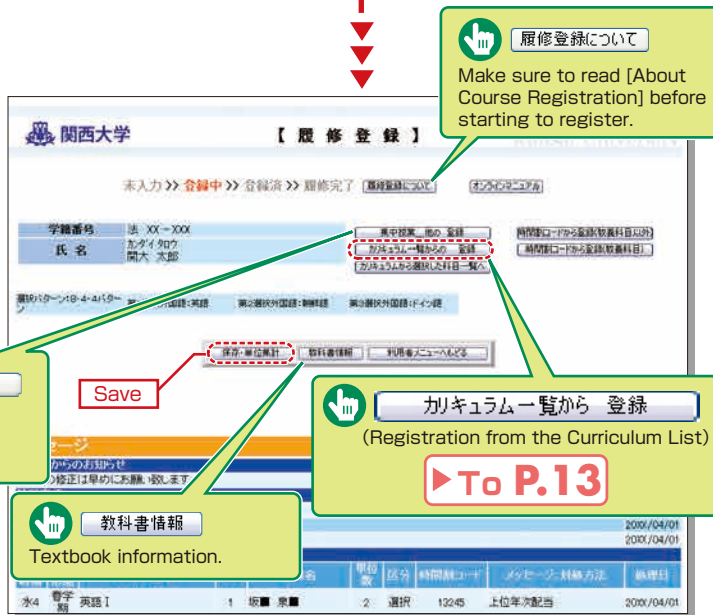
Select an item from the menu and click on the button. The menu is displayed during the indicated period only.



9-2

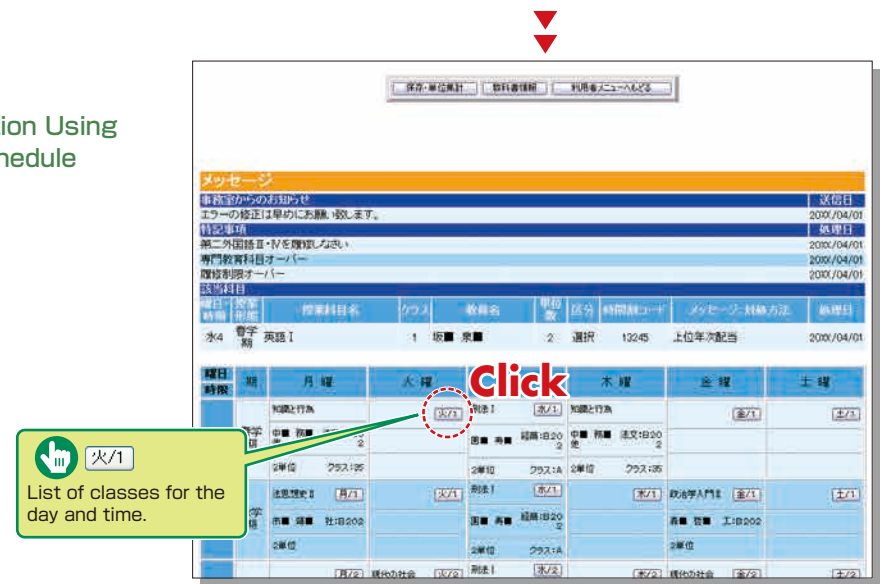
Course Registration

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

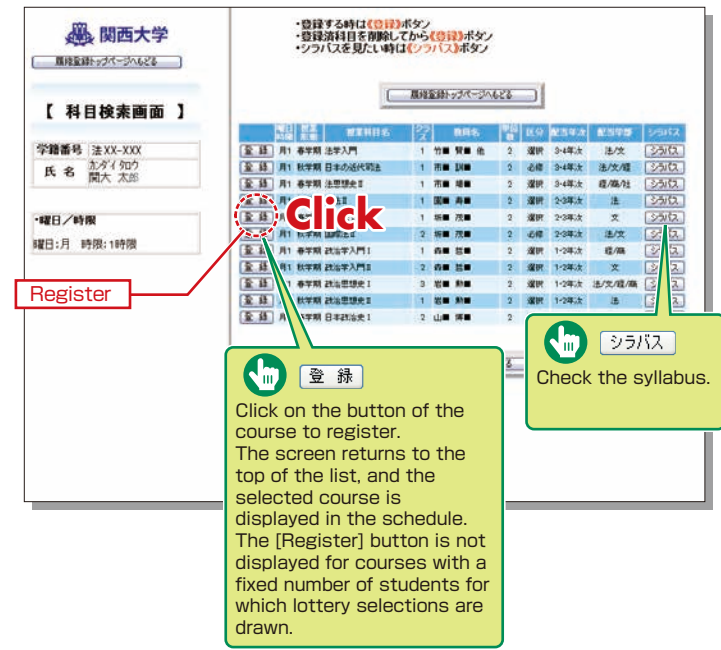


9-3

Registration Using Class Schedule



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



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].

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.

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.7), 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.

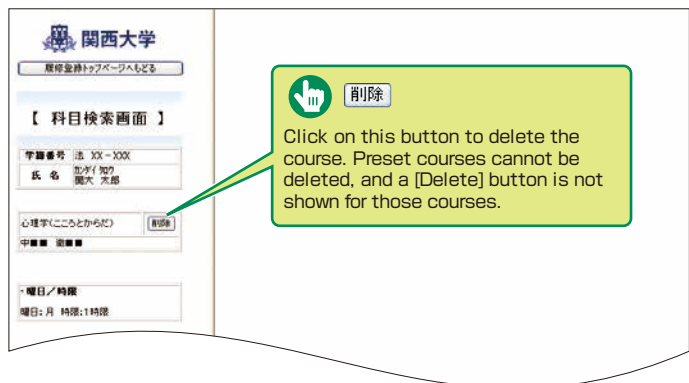
Registration is not yet completed. Complete registration (see 9-4 "Class Schedule Temporary Save/ Registration Completion").

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



10-2

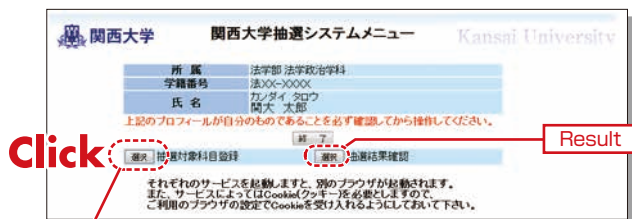
Registration for Courses Requiring Lottery Selections 2



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.



10-1

Registration for Courses Requiring Lottery Selections 1

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



10-3

Confirmation of Lottery Selection Results

Confirm the results of lottery selections for the registered courses.



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.

この「お知らせ」は法学部・文学部・経済学部・商学部・社会学部・政策創造学部・外国語学部・システム理工学部・環境都市工学部・化学生命工学部共通のものです。(原則として学部共通の事項のみを掲載しています。) 学部固有の情報については、「インフォメーションシステム」により別途お知らせする場合がありますので、必ず確認するようにしてください。また、試験に関する情報に変更が生じた場合も、「インフォメーションシステム」でお知らせしますので、掲示情報には常に注意し、最新のなようにしてください。

■試験に関する注意事項

○試験方法・試験時間について
「試験科目一覧」(画面上にある「試験科目一覧へ」(月・日(〇)から表示)をクリック)で自分の履修科目に関する成績評価方法(筆記試験、到達度の確認、論文、平常点)、および試験時間を確認してください。
※試験時間発表は「インフォメーションシステム」のみで行い、印刷物による試験時間発表(配布)は行っていませんので、各自で覚えてください。
※大学教科目を履修している場合も「試験科目一覧」に表示されますが、試験時間が異なります。
必ず、「2020年度秋季試験お知らせ」(大学版)を確認してください。

※ 大学コンソーシアム大新課程科目について
以下の点について、ご留意ください。
・センター科目については、試験方法、試験実施日等詳細を「大学コンソーシアム大版」のホームページにて掲載されますので、各自確認してください。
・オンキャンパス(他大学開講)科目については、「受講している大学」にて各自確認してください。

○到達度の確認(筆記による学力確認)について
「到達度の確認(筆記による学力確認)」とは、授業15週目に授業内で実施する「講義のまとめ」(筆記による学力確認(60分))および「講義」のことで、定期試験(筆記試験)と異なり、授業であることから「筆記による学力確認(60分)」開始後30分を過ぎても入室することは許可しますが、途中退出することはできません。「到達度の確認(筆記による学力確認)」を熟読の上えらんでください。
また、正当な理由により受講できなかったと各学部教授会が認めた場合には、追試験期間中に行われる「到達度の確認」に相当する学力確認を受けることができます。

到達度の確認は授業時間と併しです。(授業時間内に筆記による学力確認(60分)が実施されます。)

第1時間	第2時間	第3時間	第4時間	第5時間	第6時間
9:00~10:30	10:40~12:10	13:00	14:00	16:20~17:50	18:00~19:30

Click
[試験科目一覧へ](#)

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.

2020年度 〇学期試験

試験科目一覧

科目番号	科目名	開講学部	開講学舎	開講期	開講曜日	開講時間	開講教室	履修条件
117	17世紀の文藝	法文	9-101	期3	(他学部1年・前期)	一・四	101	期3
124	17世紀の文藝	法文	9-101	期3	(他学部1年・前期)	一・四	101	期3
124	17世紀の文藝	法文	9-101	期3	(他学部1年・前期)	一・四	101	期3
124	17世紀の文藝	法文	9-101	期3	(他学部1年・前期)	一・四	101	期3
124	17世紀の文藝	法文	9-101	期3	(他学部1年・前期)	一・四	101	期3
124	17世紀の文藝	法文	9-101	期3	(他学部1年・前期)	一・四	101	期3

12. Course Evaluation Questionnaire

KU conducts the Course Evaluation Questionnaire at all campuses to reflect students' opinions about the courses they took and improve the quality of our education.

The questionnaire has been carried out during classes, via smartphone, since the 2020 spring semester.

Questionnaire results are publicized on the Information System. The results for each subject are displayed in the syllabus system.

You can view the results of the questionnaire via the following process.

12-1

Viewing the overall results

1 Access the Center for Teaching and Learning website: www.kansai-u.ac.jp/ctl/index.html

2 Click [Course Evaluation Questionnaire].

関西大学 教育開発支援センター
Center for Teaching & Learning

HOME | サイトマップ

教育開発支援センター概要

各種取組み

教員の方へ

お知らせ

Click

3 Click [Graph of Evaluation Average]. You can also view past questionnaire results.

2020年度 春学期 全学統一授業アンケート実施結果

2019年度 秋学期 全学統一授業アンケート実施結果

2019年度 春学期 全学統一授業アンケート実施結果

2018年度 秋学期 全学統一授業アンケート実施結果

2018年度 春学期 全学統一授業アンケート実施結果

2017年度 秋学期 全学統一授業アンケート実施結果

2017年度 春学期 全学統一授業アンケート実施結果

2016年度 秋学期 全学統一授業アンケート実施結果

2016年度 春学期 全学統一授業アンケート実施結果

2015年度 秋学期 全学統一授業アンケート実施結果

2015年度 春学期 全学統一授業アンケート実施結果

Click

評価平均グラフ

評価分布

評価平均グラフ

評価分布

評価平均グラフ

評価分布

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評価平均グラフ

評価分布

13.Using KU-LMS (Learning Management System)

KU-LMS is a class support system that includes course information, instructions for preparation and review, assignments, tests, and questions and answers related 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

Login

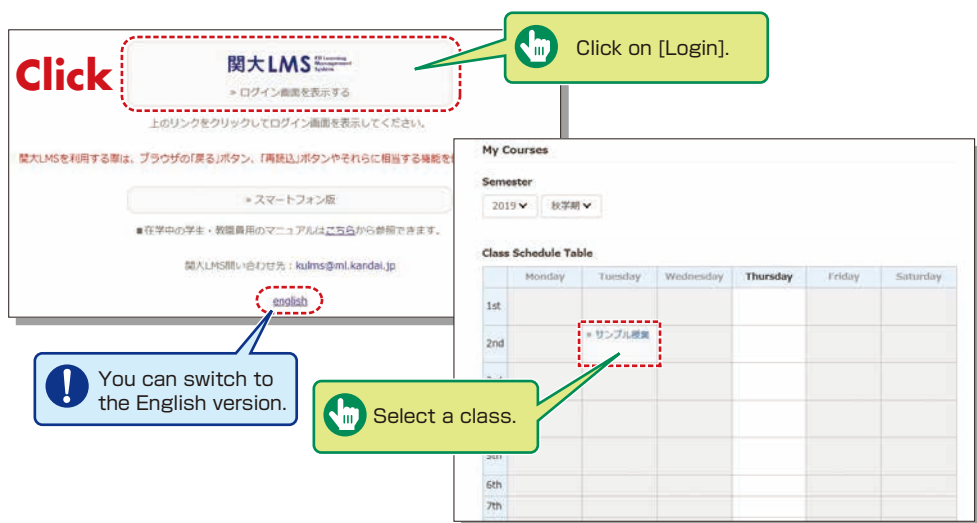
- 1 Select [KU-LMS] in Information for Students and Instructors from the Menu on the top page of the KU website or on the top page of the Information System, or access the URL shown below.

<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.

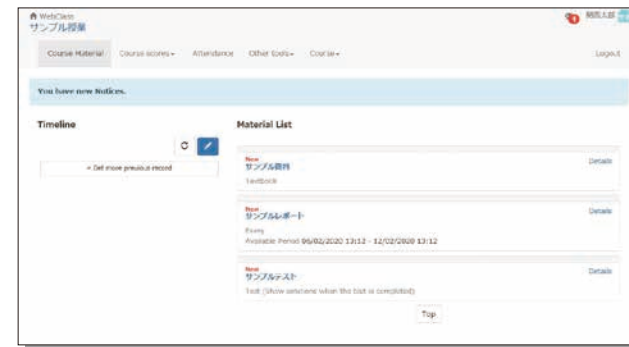
- 4 The [Course List] screen is displayed. Select a class to display the Material List for the class.
- 5 To download the student manual, click [Web Class User Manual] under [Manual] in the upper left corner of the [Course List] screen.



13-1-2

Composition of the Material List screen

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

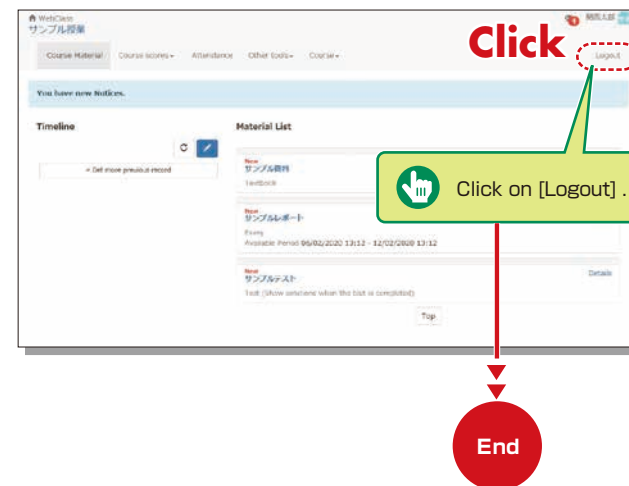


- [Notices and Messages] Information from system managers and course managers can be viewed.
- [Course Material] Various course materials are displayed.
- [Timeline] Informs students of materials they need to study (in chronological order) when created by an instructor.
- [Course scores] Check your scores 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

Logout

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



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

Material | Quit Textbook | Bookmark

> サンプル授業
サンプル資料
間西太郎 is logged in.

[Previous page] [Next page]
Bookmark
Hide Contents Quit Textbook

Section 1 | 1

IPアドレスとは

IP アドレスはネットワークのコンピュータに別々のIP アドレスを割り当てることで、世界中のコンピュータが正常に動かなくなってしまう。このような事故が起こらないよう世界中の色々なコンピュータにそれぞれ固有のIPアドレスを割り当てて存在します(日本では JPNIC)。

IP アドレスは4つの数字の組で表され、それぞれの数字の区切りはピリオドで表します。例えば 208.147.227.76 という感じです。

IPアドレスは、管理上の理由からいくつかの IP 番号のグループがネットワークを構成するようになり、またこれらのネットワークがグループ化されて、いわゆる「クラス」へと発展しました。 IP アドレスにおけるクラスはそのネットワークで使用できるホストの数を決定します。そのクラスは以下のように分けられています。

ネットワークのクラス	ネットマスク	ネットワークアドレス
A	255.0.0.0	0.0.0.0 - 127.255.255.255
B	255.255.0.0	128.0.0.0 - 191.255.255.255
C	255.255.255.0	192.0.0.0 - 228.255.255.255

個々のIPアドレスは固有のアドレスですから、コンピュータは相互のIP アドレスを使ってお互いを正確に呼び出すことができます。

IP アドレス222...へ
Hello!
Hello!
IPアドレス222...
111...
121...
221...

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.

Material | Grade

> サンプル授業
サンプルテスト
間西太郎 is logged in.

[Previous page] [Next page]
Grade

> Q: 1

世界で最も広い土地を持つ国は？

1. カナダ
2. ロシア
3. アメリカ
4. 中国

(10)

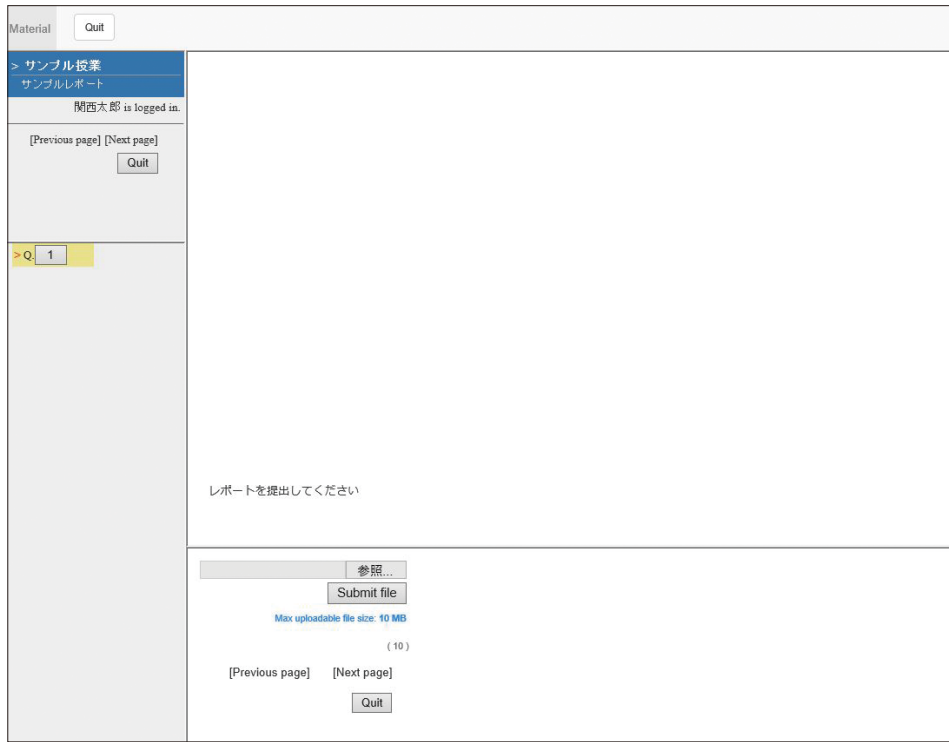
[Previous page] [Next page]
Grade

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 (Browse) .
- 2 Select the file, and click .
- 3 After submitting the file and/or responding to the question, click .
- 4 Click [My Reports] under [Course scores] in the Material List screen to check the grades of essay assignments or tests.



Checking the Grade

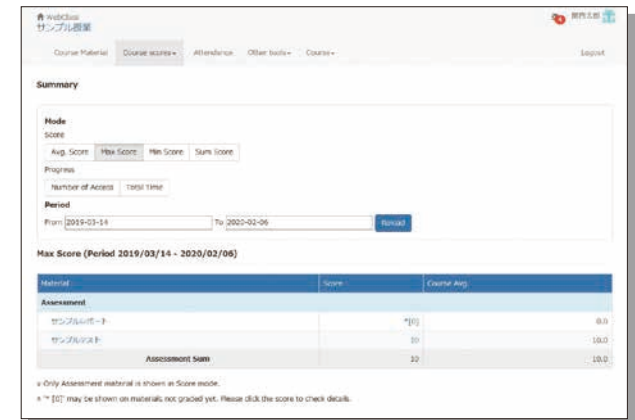
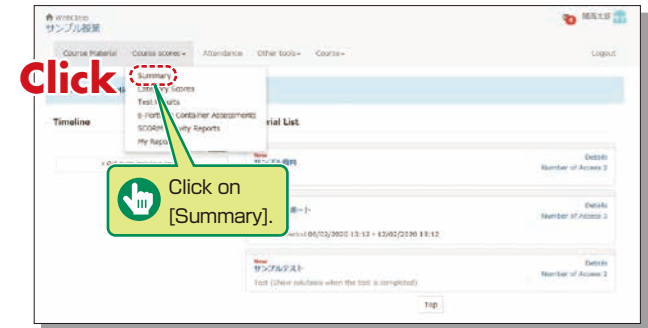
You can check the scores and grades for tests that have been made available at any time. The scores are displayed in the list, and details of scoring and comments are provided to identify your strong points and weak points.

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.



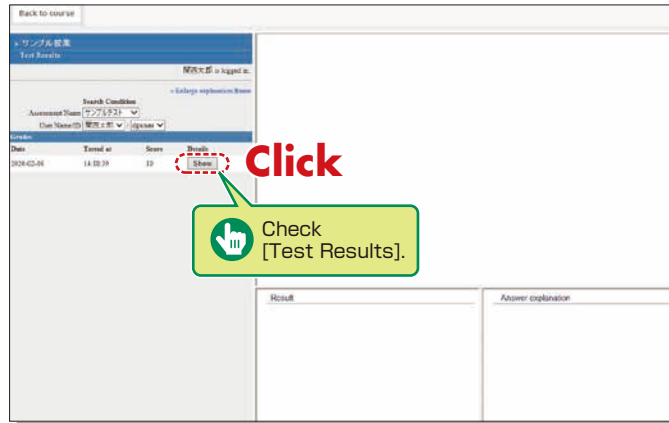
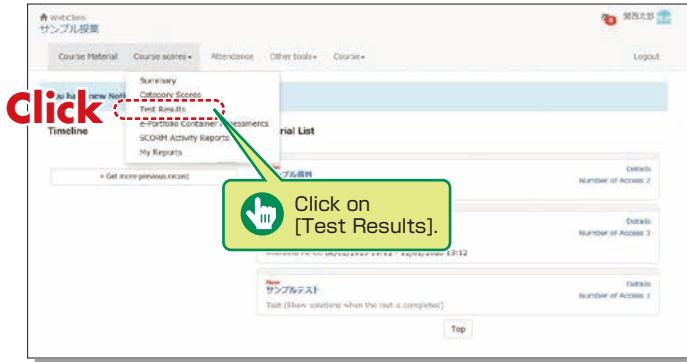
Change the displayed data by clicking on , , , or for Score or

or for Learning Activity. The summary period can also be refined.

13-4-2

Checking your scores and detailed results for tests.

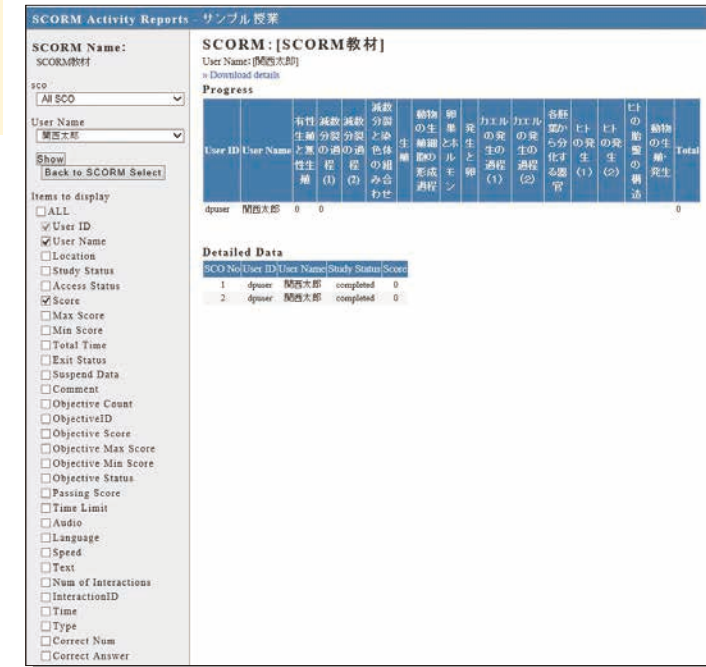
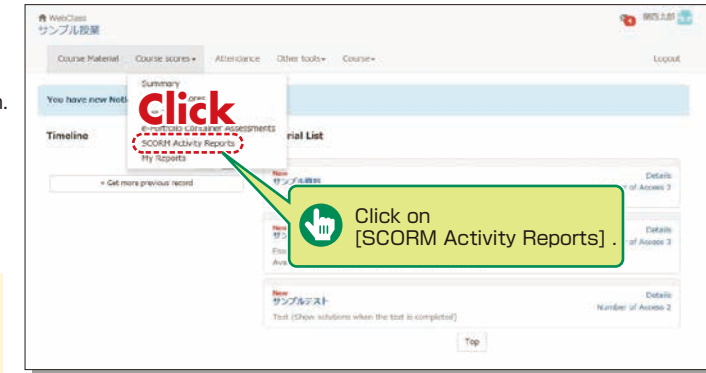
In order to check your score and point distribution, the average score, and question explanations for tests and self-study materials, click on [Course scores]→[Test Results] in the Material List.



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.



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 a facility that helps students with academic writing. They assist with document preparation for reports, theses, presentation documents, etc. 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
Click "Writing Consultation Booking" in "Academic Affairs Information" on the Information System top page, and the TECsystem page (below) will be displayed.
TECsystem: <https://tecfolio.kansai-u.ac.jp/kwl/>

14-3 Login
You can access to TEC system with your smartphone.



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
Appointments must be made by 1:00pm the day before the session. (When the day before is a Saturday, Sunday or national holiday, two days before.)

[1] Meeting a writing tutor at Writing Labo

1. Select [対面] (in person) for the consultation method.
2. Select the document type, session location, and the date and time.

Input the necessary items (subject, etc.) and click [Make a Booking].
If you have drafts (MS Word file), upload them.
Please bring printed drafts to Writing Labo.
Bring printed documents even if you sent them when making your booking. It will help the consultation run smoothly.

Bringing printed documents related to the drafts (class notes, books and websites you referred to, documents concerning the statement of purpose, etc.) will improve the effectiveness of your consultation.



[2] Meeting a writing tutor online

1. Select [オンライン] (online) for the consultation method.
2. Select the document type and session date and time.
3. Input the subject and fill in the details for the consultation, and enter your e-mail address.
4. Click [Make a Booking].

If you have drafts (MS Word file), save them on your device (PC, tablet or smartphone). You can share the data with a writing tutor via Zoom.

To access the online writing session on the appointment date, log in to Zoom using the URL or ID/pass code displayed on the online booking screen.

