## 【For Students】

## 2022
## KANSAI University
## Information System
## &
## KU-LMS

## Operation 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)
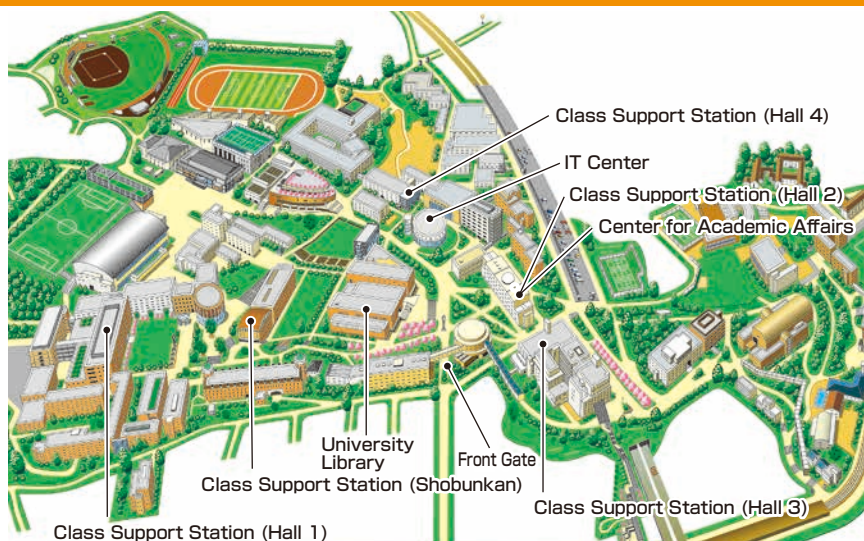
### IT Center (Enshinkan)

(1F)
- Help Desk
- Media Station

(4F)
- PC Area (58 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 ▶▶▶ itcsup@ml.kandai.jp
KU-LMS ▶▶▶ kulms@ml.kandai.jp

2022

## KANSAI UNIVERSITY

## 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 Inquiring about grades

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

# KU-LMS P.15

**Writing consultation at Writing Lab** P.25

## 2.Information System

The information system provides access to the following systems.
We also have KU-LMS, KICSS (career support system) and a health management system to support your campus life.

1 Home
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 Examination System
You can check the examination schedule once available.

5 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, Health care (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. 94.0(Official Build)or later (Compatible only with Microsoft Edge based on Chromium) |
| | | Google Chrome 94.0 or later |
| | | Mozilla Firefox 92.0 or later |
| Mac | mac OS Catalina 10.15.7(19H15) or later | Safari 14.1 or later |
| | | Google Chrome 94.0 or later |
| | | Mozilla Firefox 92.0 or later |

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

## 4.Login

Access the website of Kansai University.
**https://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 [Information System].

Click

Click

To Home

## 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.Home

The top page provides information from the university (notices, personal messages, information about class cancellations and makeup classes). You can check the latest information and also enter the various systems from this page. This page provides access to the information necessary for your campus life.
Please check this page as part of your daily routine.
You can also use your smartphone to check this information.

### Notices
Your notifications are displayed.
New notices are displayed on the home.

### 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 home.

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

### 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.
CEAS
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
Information related to job hunting is provided.

KU-LIFE
Rules and information you need to know for your campus life are provided.

Health care(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.

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**



Click






*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.



Click

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 registerd courses during courses registration period.
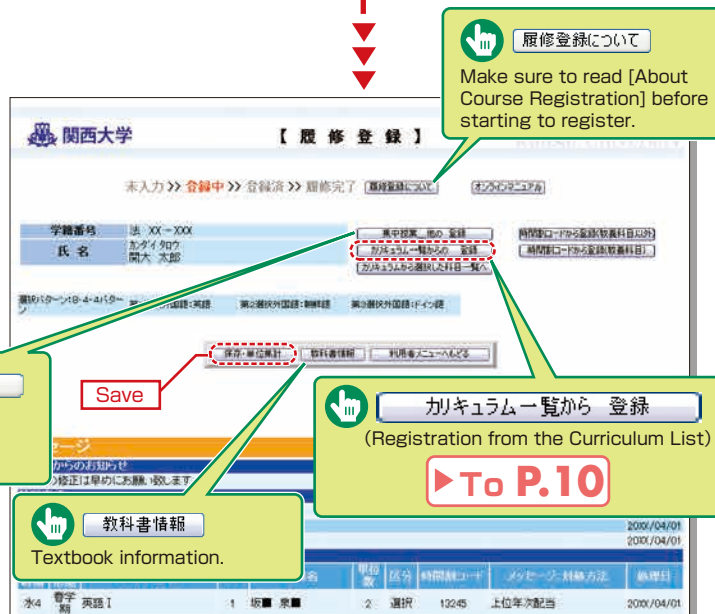
## 9-1
### User Menu

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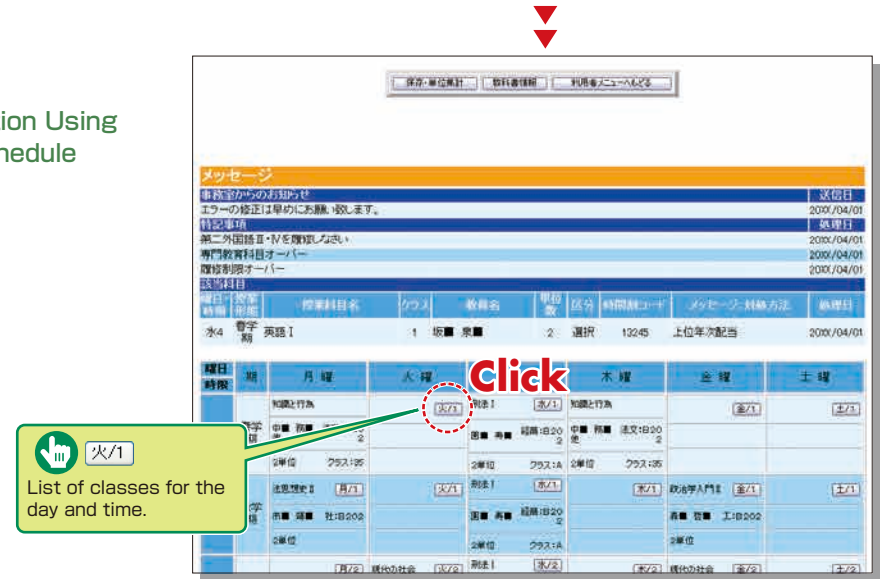The menu is displayed during the indicated period only.

**Click**
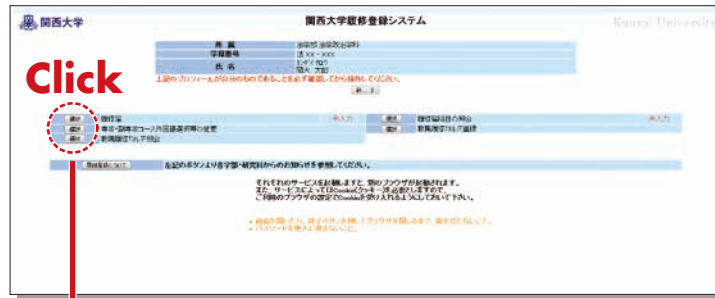
## 9-2
### Course Registration

Select whether you want to register using the class schedule or the curriculum list.
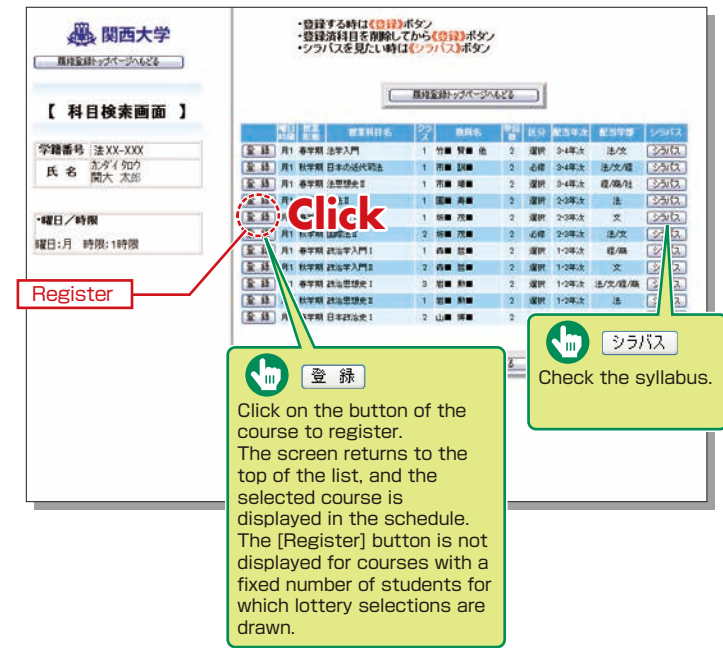
履修登録について
Make sure to read [About Course Registration] before starting to register.

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

Save

カリキュラム一覧から　登録
(Registration from the Curriculum List)

▶ To P.10

教科書情報
Textbook information.

## 9-3
### Registration Using Class Schedule

**Click**

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

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

Register
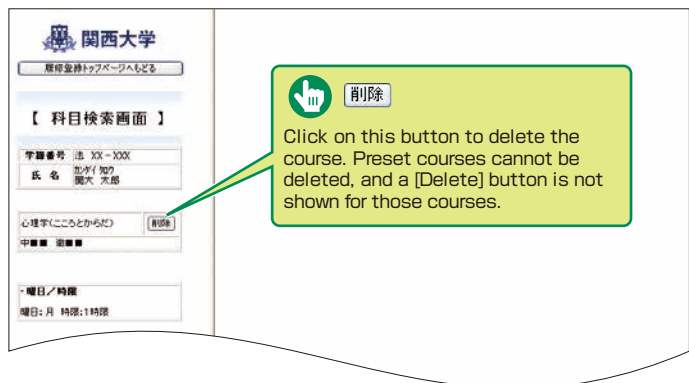
**Click**

登録
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.

シラバス
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.

**Click**



**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.

登録確定

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

**Click**

**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.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.

**Click**

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



**Click**

Register

# Course Registration and lottery selection system

## 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").



削除
Click on this button to delete the course. 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
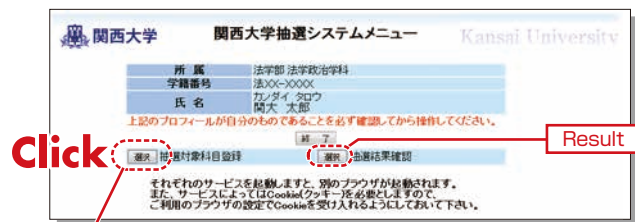
## 10-1

### 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

Select the order of priority.

Registration complete

## 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.
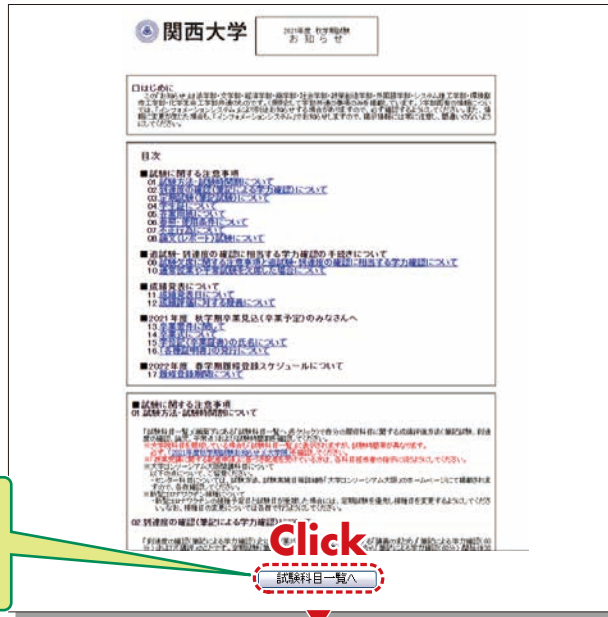
Click [To Examination List], and the list of examinations will be displayed.

**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 to gather 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: https://www.kansai-u.ac.jp/ctl/index.html

**2** Click [Course Evaluation Questionnaire].
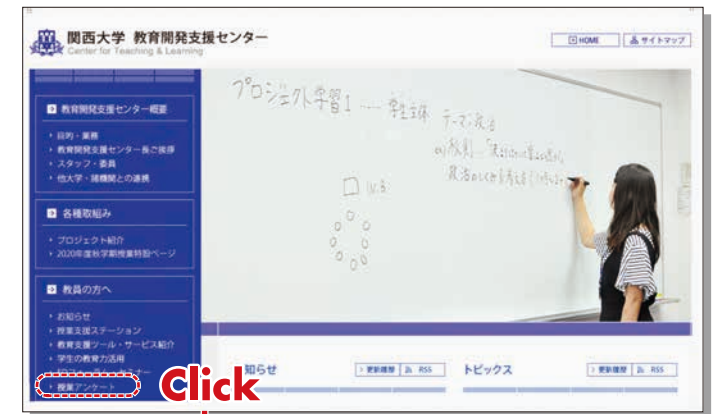
**Click**

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

**Click**

# 13.Using KU-LMS（Learning Manegement 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.

Click on [Login].

You can switch to the English version.

Select a class.
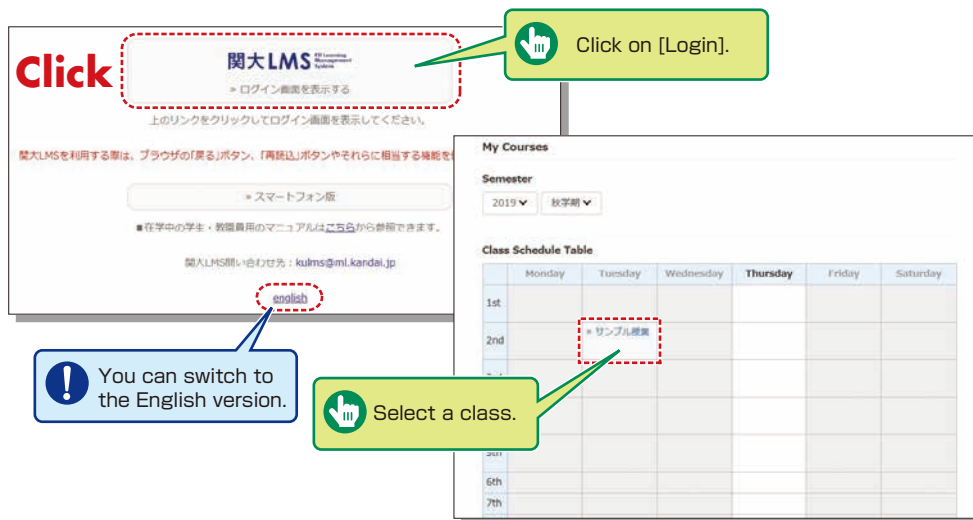
## 13-1-2

### Composition of the Material List screen

If you have been authorized as a user, the Material List will be displayed.
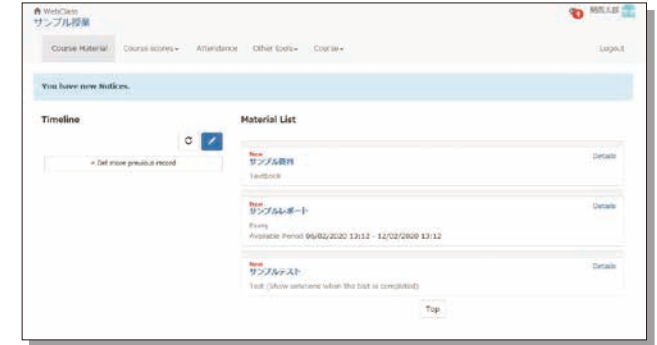
> [✉ Notices and Messages] Information from system managers and course managers can be viewed.
> [Course Material] Various course materials are displayed.
> [Timeline] Informs students of materials they need to study (in chronological order) when created by an instructor.
> [Course scores] Check your 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

### Logout

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

Click on [Logout] .

End
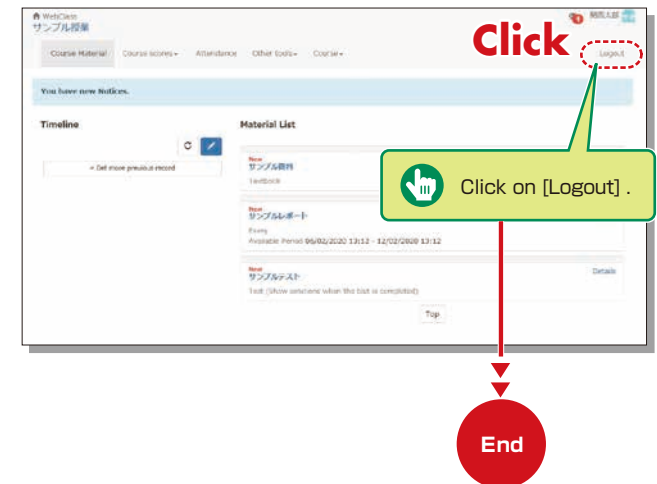
## Textbook

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 .

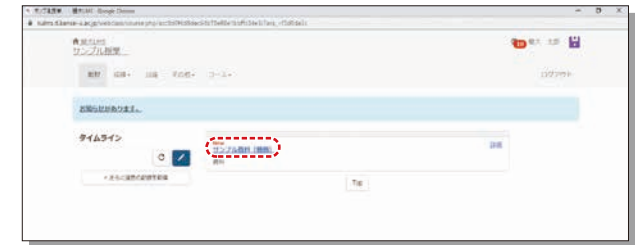**4** Click [My Reports] under [Course scores] in the Material List screen to check the grades of essay assignments or tests.
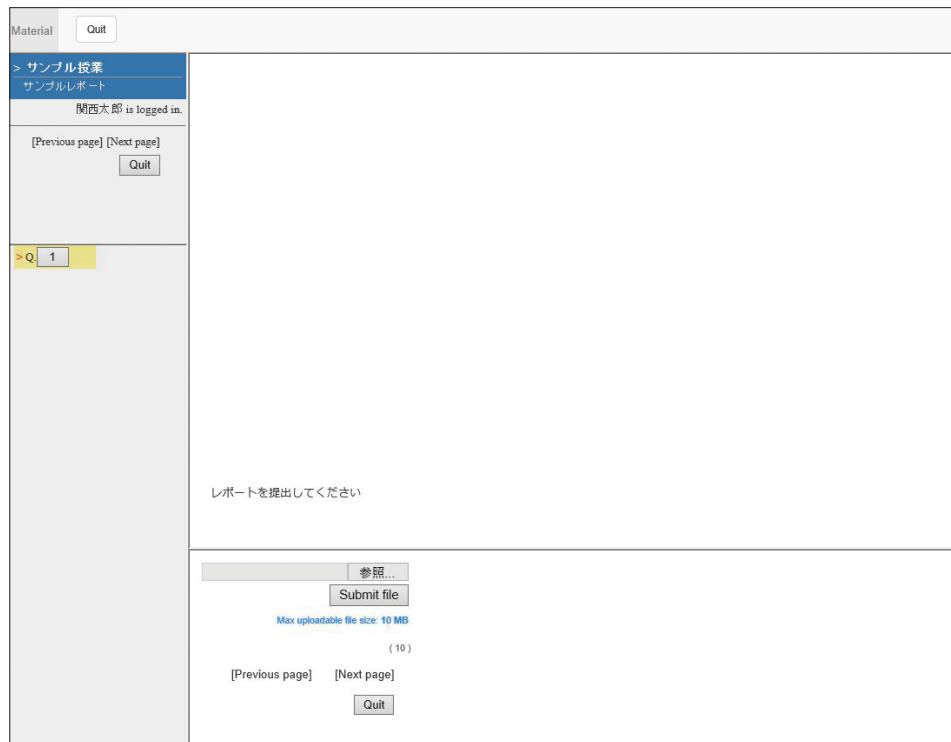


# Viewing Videos

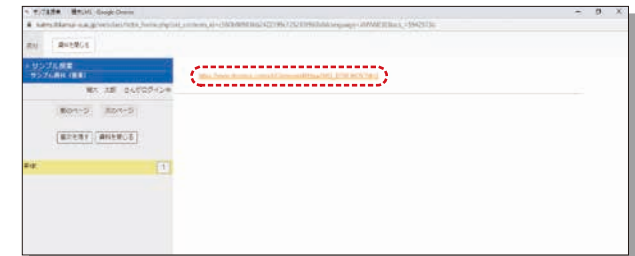Video data is provided in some classes.  The video viewing procedure differs depending on the instructor of the class.

# 13-4-1

## When a video URL is uploaded:

**1** Click [Material] on the Material List screen.



**2** Click [URL]

※Dropbox will be opened.



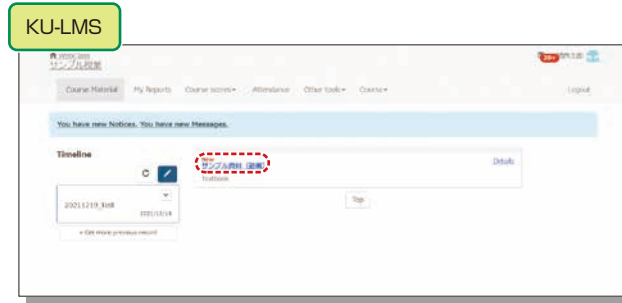**3** Close the displayed window when you finish viewing.

## 13-4-2
### When a video is uploaded in the LTI tool (Panopto):

**1** Click [LTI Tool] on the Material List screen.

　※LTI Tool (Panopto) will be opened.

　※Once the video data is transferred, a Panopto folder appears.
There might be one or more video files.

KU-LMS

Panopto Folder Display

**2** Click [Video]

　※If there are one or more video files, view the one specified by your instructor.

**3** Close the video screen and click 終了 when you finish viewing.

**Attention**

Please follow the instructions below to ensure LTI Tool (Panopto) functions properly.

1 You can access LTI Tool (Panopto) only through the KU LMS. You cannot log in to the directly with a KU LMS user account.

2 Update your web browser to the latest version.

3 Please configure your browser as shown below, in advance.
・Be sure to set your browser private mode to OFF.
・Allow cookies.
・Allow site tracking.

　※If your PC is installed with software to prevent web tracking, the Panopto screen will not be displayed in the web browser.

## 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.

## 13-5-1
### Checking the number of times you have used the material, your study time, and your score.

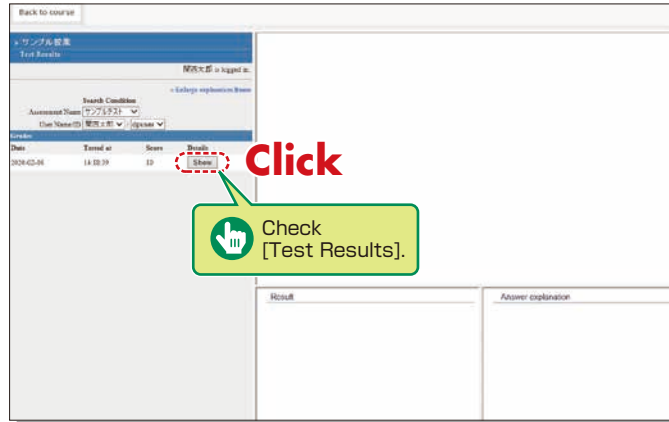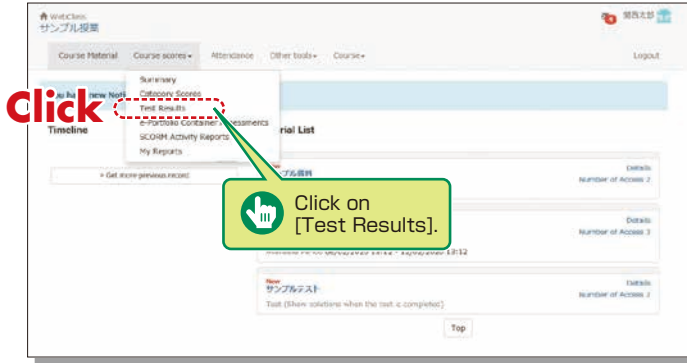Click on [Course scores]→ [Summary] in the Material List to open the summary screen.

**Click**

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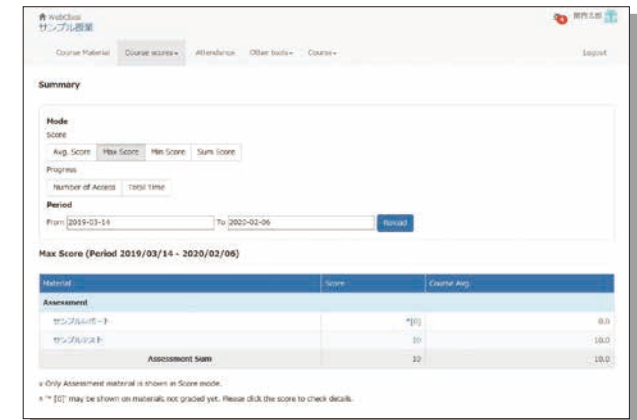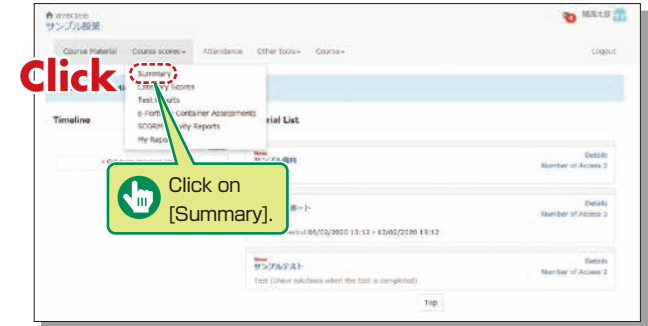
Change the displayed data by clicking on | Avg. Score |, | Max Score |, | Min Score |, or | Sum Score | for Score or | Number of Access | or | Total Time | for Learning Activity. The summary period can also be refined.

## 13-5-2
### 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**

Click on [Test Results].

**Click**

Check [Test Results].

## 13-5-3
### 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**

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.
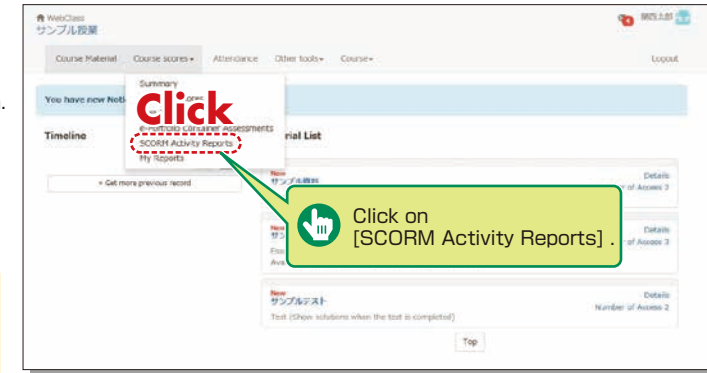
## 14. Scheduling a writing session at Writing Labo

Writing Labo is a facility that helps students with academic writing. They assist with document preparation for reports, theses, presentation documents, etc.

Writing Labo website : https://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**

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**

Click [Login].

**14-4**

Click [Writing Labo]

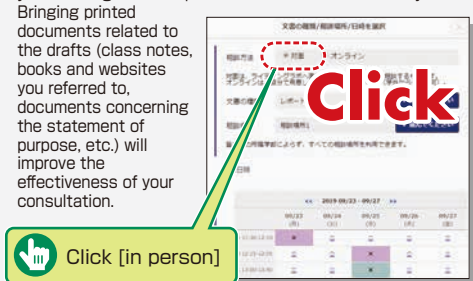Click [Writing Labo] at the top of the screen.

**Click**

**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.)

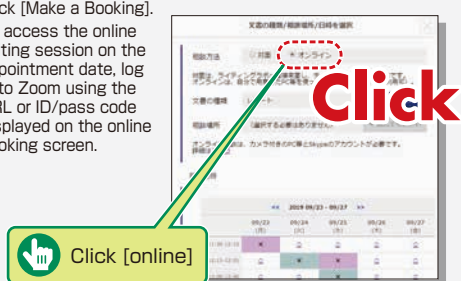◆ Meeting a writing tutor at Writing Labo

1. Select [対面] (in person) for the consultation method. Select the document type, session location, and the date and time.
2. If you have drafts (MS Word file), upload them. Please bring printed drafts to Writing Labo.
3. Input the necessary items (subject, etc.) and click [Make a Booking].
4. 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.

**Click**

Click [in person]

◆ Meeting a writing tutor online

1. Select [オンライン] (online) for the consultation method. (It may take some time for the appointment data to be displayed on the online booking screen.) Select the document type and session date and time.
2. 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.
3. Input the subject and fill in the details for the consultation, and enter your e-mail address. Click [Make a Booking].
4. 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.

**Click**

Click [online]