

【For Students】

2023  
KANSAI University  
Information System  
&  
KU-LMS

Operation Manual



**KANSAI  
UNIVERSITY**

## 1. Guide to procedures

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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 107.0.1418.35 or later (Compatible only with Microsoft Edge based on Chromium)
		Google Chrome 107.0.5304.107 or later
		Mozilla Firefox 106.0.5 or later
Mac	mac OS Ventura 13.0 or later	Safari 16.1 or later
		Google Chrome 107.0.5304.110 or later
		Mozilla Firefox 106.0.5 or later

※Please use the latest browser. Compatibility with the latest browser version(October 2022) 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.



## 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. Since various information is sent, check them frequently. New notices are displayed on the home.

### 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.

The screenshot shows the user interface of the university's home page. At the top, the Kansai University logo and name are displayed. Below the logo, the user's name '関大太郎 さん' and a 'ホーム' (Home) link are visible. A red button labeled 'G ログアウト' (Logout) is highlighted with a callout box. The main navigation menu 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', with the latter three items also highlighted by callouts. On the right side, there is a 'お知らせ' (Notice) section with a '緊急' (Emergency) tag for a notice dated 2021.09.30 regarding class cancellations. Other notices are listed for 2021.11.12, including one about a pre-booking button for a 'ライティンラボ' and another about a scholarship application deadline.

## ! 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.

### ホーム

The screenshot shows the university's home page with several sections. A red dashed box highlights the '未読の個人伝言' (Unread Personal Messages) section, which contains two messages:

- 2021.11.11: 心理実験の参加者募集 (謝礼あり) 社会学部 気になる! 5
- 2021.10.27: 第4回政策公務セミナーを開催します! (オンライン開催) 学部・大学院事務グループ (取外事務チーム) 気になる! 1

Another red dashed box highlights the '履修科目情報' (Course Information) section, which shows a list of courses with dates and status:

- 2021.11.19: [別科](第1群科目)秋学期(注)授業終了
- 2021.11.19: [別科](全科目)水曜日授業日
- 2021.11.22 - 2021.11.24: [別科](第1群科目)秋学期(前半)試験
- 2021.11.23: [別科]祝日・勤労感謝の日(休筆日)

Below the course information, there is a message: '登録口時に留意し、最新の情報を確認してください。' (Please pay attention when registering and check the latest information.) and '情報がありません。(教職員は休講情報登録画面から確認ください)' (No information. (Faculty and staff should check the registration screen for class cancellation information).)

At the bottom, there is a 'クイックリンク' (Quick Links) section with the following links:

- 開西大学HP
- 開大Webメール
- 開大LMS (highlighted with a red dashed box)
- WEB履修・授業日理・教室情報一覧
- Dropbox Kansai University

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.





# 9-3

## Registration Using Class Schedule

保存・単位集計   教科書情報   利用者メニューへもどる

**メッセージ**

事務室からのお知らせ	返信日
エラーの修正は早めにお願ひ致します。	20xx/04/01
特記事項	処理日
第二外国語Ⅱ・Ⅳを履修しない	20xx/04/01
専門教育科目オーバー	20xx/04/01
履修制限オーバー	20xx/04/01

**該当科目**

曜日	授業時間	授業科目名	クラス	教員名	単位数	区分	時間割コード	メッセージ/対処方法	処理日
水	4	英語 I	1	坂■ 崇■	2	選択	13245	上位年次配当	20xx/04/01

**曜日**

曜日	時間	月	火	水	木	金	土
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**Click**

List of classes for the day and time.

保存・単位集計   教科書情報   利用者メニューへもどる

**【 科目検索画面 】**

学籍番号 法 XX-XXXX  
氏名 カダイ 知ウ 関大 太郎

曜日/時間 曜日:月 時間:1時間

**登録**

**Click**

- 登録する時は「登録」ボタン
- 登録済科目を削除してから「登録」ボタン
- シラバスを見た時は「シラバス」ボタン

曜日	時間	授業科目名	クラス	教員名	単位数	区分	配当年次	担当学部	シラバス
金	1	春学期 法學入門	1	竹■ 隆■ 他	2	選択	2-4年次	法/文	シラバス
金	1	秋学期 日本の近代刑法	1	市■ 隆■ 他	2	必修	2-4年次	法/文/理	シラバス
金	1	春学期 法思想史Ⅱ	1	市■ 隆■ 他	2	選択	2-4年次	理/商/社	シラバス
金	1	秋学期 法思想史Ⅱ	1	市■ 隆■ 他	2	選択	2-3年次	文	シラバス
金	1	春学期 政治学入門Ⅰ	1	坂■ 隆■ 他	2	必修	2-3年次	法/文	シラバス
金	1	秋学期 政治学入門Ⅰ	1	坂■ 隆■ 他	2	必修	2-3年次	理/商	シラバス
金	1	春学期 政治学入門Ⅱ	2	坂■ 隆■ 他	2	選択	1-2年次	文	シラバス
金	1	秋学期 政治学入門Ⅱ	2	坂■ 隆■ 他	2	選択	1-2年次	法/文/理/商	シラバス
金	1	春学期 政治思想史Ⅰ	1	岩■ 隆■ 他	2	選択	1-2年次	法	シラバス
金	1	秋学期 政治思想史Ⅰ	1	岩■ 隆■ 他	2	選択	1-2年次	法	シラバス

**Register**

**Click**

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.

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

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.



# 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").

関西大学

履修登録トップページへもどる

【カリキュラム一覧から登録】

前学期までの修得済み単位数を確認する場合は「単位数集計」ボタンを押して下さい。

種別を選択し「選択ボタン」を押して下さい。

カリキュラム

共通教養科目

【人間・文化分野】

【社会・経済分野】

【自然・技術分野】

外国語科目

保健体育科目

専門教育科目

【選択必修科目第1群】

【選択必修科目第2群】

【選択必修科目第3群】

【選択必修科目第4群】

【選択必修科目第5群】

【選択必修科目第6群】

【選択必修科目第7群】

登録

履修登録トップページへもどる

カリキュラム(履修可能科目)一覧表

チェックボックスを選択して「時間割へ」ボタンを押してください。  
前学期までの修得済み科目の選択は出来ません。

時間割へ

\*「登録済」の科目

登録済	授業科目名	単位数	必要区分
<input type="checkbox"/>	英語Ⅰ	4	必修
<input type="checkbox"/>	英語Ⅱ	4	必修
<input type="checkbox"/>	ドイツ語Ⅰ	4	選択
<input checked="" type="checkbox"/>	ドイツ語Ⅱ	4	選択
<input type="checkbox"/>	フランス語Ⅰ	4	選択
<input type="checkbox"/>	フランス語Ⅱ	4	選択
<input type="checkbox"/>	ロシア語Ⅰ	4	選択
<input type="checkbox"/>	ロシア語Ⅱ	4	選択
<input type="checkbox"/>	スペイン語Ⅰ	4	選択
<input type="checkbox"/>	スペイン語Ⅱ	4	選択
<input type="checkbox"/>	中国語Ⅰ	2	選択
<input type="checkbox"/>	中国語Ⅱ	4	選択
<input type="checkbox"/>	朝鮮語Ⅰ	4	選択
<input type="checkbox"/>	朝鮮語Ⅱ	4	選択
	保健体育科目		
	保健体育学Ⅰ	2	必修
<input checked="" type="checkbox"/>	保健体育学Ⅱ	2	選択
<input type="checkbox"/>	スポーツ研究Ⅰ	2	必修
<input type="checkbox"/>	スポーツ研究Ⅱ	2	選択
<input type="checkbox"/>	応用体育学Ⅰ	2	必修
<input type="checkbox"/>	応用体育学Ⅱ	2	選択
<input type="checkbox"/>	スポーツ研究フィールドワーク	2	選択

登録

関西大学

履修登録トップページへもどる

【カリキュラム一覧から登録】

前学期までの修得済み単位数を確認する場合は「単位数集計」ボタンを押して下さい。

種別を選択し「選択ボタン」を押して下さい。

カリキュラム

共通教養科目

【人間・文化分野】

【社会・経済分野】

【自然・技術分野】

外国語科目

保健体育科目

専門教育科目

【選択必修科目第1群】

【選択必修科目第2群】

登録

履修登録トップページへもどる

履修予定科目時間割一覧表

履修登録する場合は必ずシラバスを参照すること。

登録	科目名	履修形態	授業科目名	クラス	教員名	単位数	区分	配当年次	配当学履	シラバス
登録	月1	春学期	英語Ⅰ	1	吉田 浩	2		1年次	法・文	シラバス
登録	月2	春学期	英語Ⅰ	1	藤 剛	2		1年次	法	シラバス
登録	月3	春学期	英語Ⅰ	1	J. 力 剛	2	クラス指定外	1年次	法/文/経/商	シラバス
登録	月4	秋学期	英語Ⅰ	1	C. 力 剛	2	クラス指定外	1年次	社会	シラバス
登録	月6	春学期	英語Ⅰ	1	S. 藤 剛	2		1年次	法	シラバス
登録	月6	春学期	英語Ⅰ	2	早 藤 浩	2		1年次	法	シラバス
登録	月6	春学期	英語Ⅰ	1	中 藤 剛	2	クラス指定外	1年次	法	シラバス

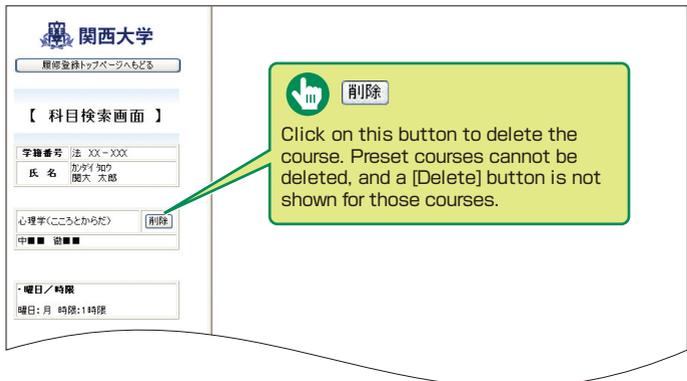
登録

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.

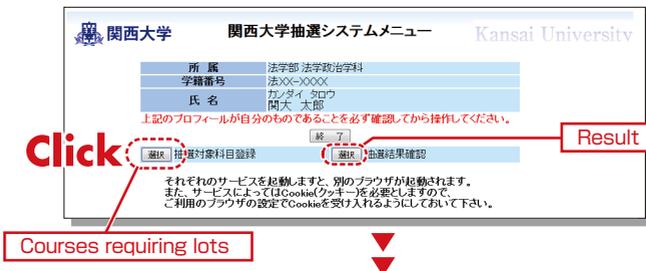


Registration is not yet completed.  
Complete registration (see 9-4 "Class Schedule Temporary Save/ Registration Completion").

## 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.



## 10-2

### Registration for Courses Requiring Lottery Selections 2


【 抽選対象科目希望登録 】
Kansai University

学籍番号 法 XX-XXX  
 氏名 カダイ 知由  
 関大 太郎

科目: スポーツ研究 I

授業科目名	希望順位
スポーツ研究 I (テニス)	第1希望
春学期・水3 [定員40人]	
スポーツ研究 I (サッカー)	第2希望
春学期・水3 [定員40人]	
スポーツ研究 I (フットボール)	第3希望
春学期・水3 [定員40人]	
スポーツ研究 I (スキー)	第4希望
春学期・水3 [定員40人]	
スポーツ研究 I (水泳)	第5希望
春学期・水3 [定員40人]	
スポーツ研究 I (ゴルフ)	第6希望
春学期・水3 [定員40人]	
スポーツ研究 I (卓球)	第7希望
春学期・水3 [定員40人]	
スポーツ研究 I (ラグビー)	第8希望
春学期・水3 [定員40人]	
スポーツ研究 I (ソフトボール)	第9希望
春学期・水3 [定員40人]	
スポーツ研究 I (剣道)	第10希望
春学期・水3 [定員40人]	

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.


【 抽選結果確認 】
Kansai University

学籍番号 法 XX-XXX  
 氏名 カダイ 知由  
 関大 太郎

科目名	授業科目名	抽選結果	希望順位
スポーツ研究 I	スポーツ研究 I (テニス)	×	第1希望
スポーツ研究 I	スポーツ研究 I (サッカー)	×	第2希望
スポーツ研究 I	スポーツ研究 I (フットボール)	許可	第3希望
スポーツ研究 I	スポーツ研究 I (水泳)	×	第4希望
スポーツ研究 I	スポーツ研究 I (ゴルフ)	×	第5希望
スポーツ研究 I	スポーツ研究 I (卓球)	×	第6希望
スポーツ研究 I	スポーツ研究 I (ラグビー)	×	第7希望
スポーツ研究 I	スポーツ研究 I (ソフトボール)	×	第8希望
スポーツ研究 I	スポーツ研究 I (剣道)	×	第9希望
英語 I	英語 I (文法)	受付中	第1希望
英語 I	英語 I (読解)	受付中	第2希望
英語 I	英語 I (リスニング)	受付中	第3希望
英語 I	英語 I (会話)	受付中	第4希望
ドイツ I	ドイツ I (文法)	処理中	第1希望
ドイツ I	ドイツ I (読解)	処理中	第2希望
ドイツ I	ドイツ I (リスニング)	処理中	第3希望
ドイツ I	ドイツ I (会話)	処理中	第4希望

Results

! Lottery Selection results are shown.



## 12. Course Evaluation Questionnaire

KU conducts the Course Evaluation Questionnaire at all campuses to collect students' opinions about the courses to improve the quality of education.

### [Purpose]

1. The provision of information that contributes to the continuous improvement of courses for the following years, based on the opinions of students who have taken the courses and students' attitudes toward learning and achievement of the learning goals.
2. The encouragement of students to reflect on their own learning activities through the results of the questionnaire being made public, and to serve as a reference for other students in the following years.
3. Contribution to faculty development (FD) and staff development (SD), and the promotion of understanding of KU educational activities for students, faculties and staff through the publication of the results.

Based on the above, we aim to assure and improve upon the quality of our courses via disclosure and use of the questionnaire results.

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.

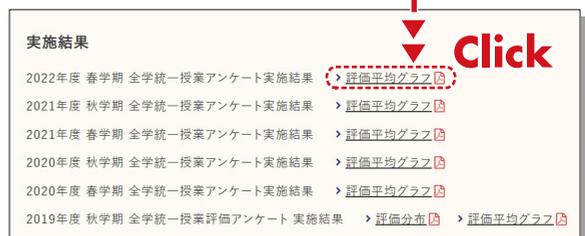
## 12-1

### 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].



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



## 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.

The screenshot shows the KU-LMS login page on the left and the 'My Courses' page on the right. Callouts provide instructions for each step:

- Click** (red dashed box): Points to the '関大LMS' logo with the text 'Click on [Login].'
- !** (blue box): Points to the 'english' link with the text 'You can switch to the English version.'
- !** (green box): Points to the 'english' link with the text 'You can switch to the English version.'
- !** (green box): Points to the 'Sample Class' link in the 'Class Schedule Table' with the text 'Select a class.'

**My Courses**

Semester: 2019 ▼ 秋学期 ▼

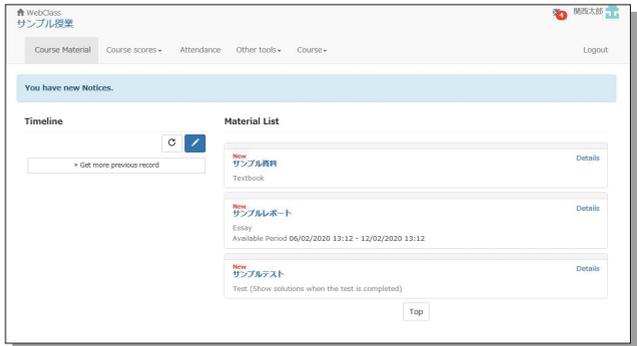
**Class Schedule Table**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st						
2nd				サンプル授業		
3rd						
4th						
5th						
6th						
7th						

## 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.

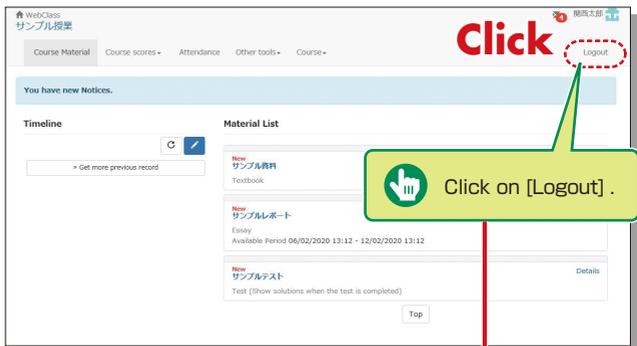
[Other tools] Access FAQs / glossary and notes.

- [FAQs / glossary] You can check the consolidated terms necessary to understand the class topics.
- [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

関西太郎 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個體が存在します(日本では JPNIC )。

IP アドレスは4つの数字の組で表され、それぞれの数の区切りはピリオドで表します。例えば 208.147.227.78 といった感じです。

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として、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。各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るのです。

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.

The screenshot shows a web-based test interface. At the top, there are tabs for 'Material' and 'Grade'. Below the tabs, the page title is '> サンプル授業' (Sample Lesson) and 'サンプルテスト' (Sample Test). The user '岡西太郎 is logged in.' is shown. Navigation buttons for '[Previous page]', '[Next page]', and 'Grade' are present. The question section is titled '> Q. 1' and contains the question: '世界で最も広い土地を持つ国は？' (Which country has the largest land area in the world?). Below the question are four multiple-choice options: 1.  カナダ (Canada), 2.  ロシア (Russia), 3.  アメリカ (USA), and 4.  中国 (China). A '( 10 )' indicates the number of questions. At the bottom, there are buttons for '[Previous page]', '[Next page]', and '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 [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.

Material
Quit

> サンプル授業

サンプルレポート

関西次郎 is logged in.

[Previous page] [Next page]

Quit

---

> Q. 1

レポートを提出してください

参照...

Submit file

Max uploadable file size: 10 MB

( 10 )

[Previous page]

[Next page]

Quit



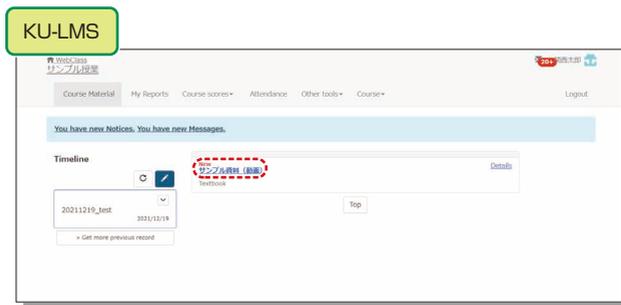
## 13-4-2

When a video is uploaded in the LTI tool (Panopto):

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

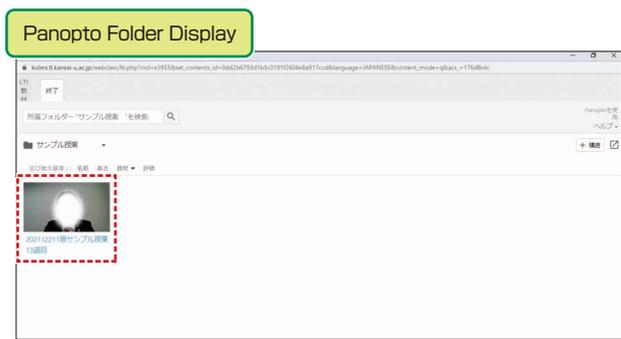
※LTI Tool (Panopto) will be opened.

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



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

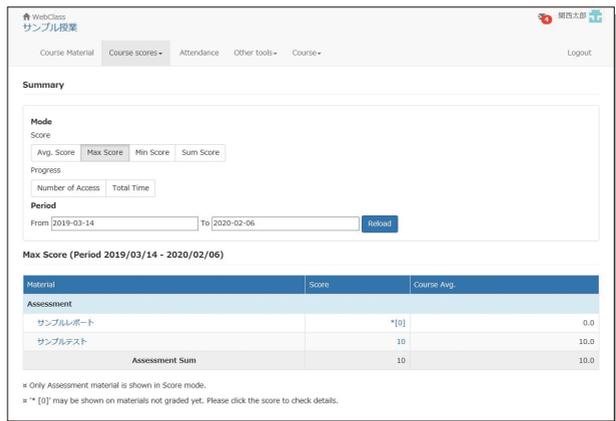
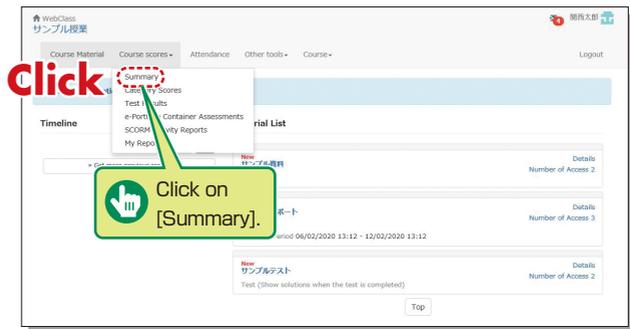
You can check the scores and grades for tests that have been made available at any time. The scores are displayed in the list, and details of scoring and comments are provided to identify your strong points and weak points.

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.

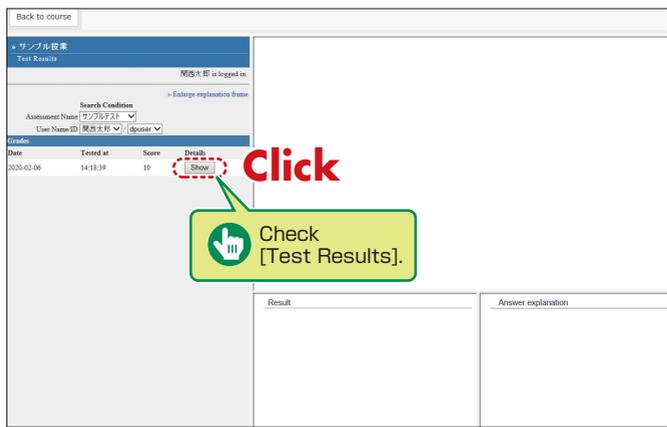
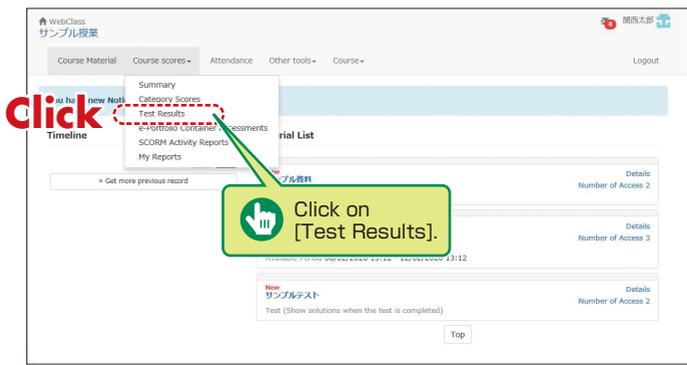


Change the displayed data by clicking on [Avg. Score], [Max Score], [Min Score], or [Sum Score] for Score or [Number of Access] or [Total Time] for Learning Activity. The summary period can also be refined.

## 13-5-2

### Checking your scores and detailed results for tests.

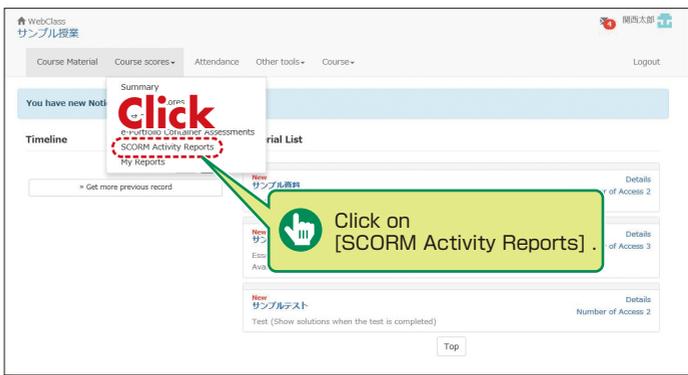
In order to check your score and point distribution, the average score, and question explanations for tests and self-study materials, click on [Course scores]→[Test Results] in the Material List.



# 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.



**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.

**SCORM Activity Reports - サンプル 授業**

SCORM Name: SCORM教材  
 User Name: 関西太郎

Progress

User ID	User Name	有性生殖の過程	減数分裂と染色体の組み合わせ	動物の生殖と発生	卵巣とホルモン	発生と卵	力エルの発生過程 (1)	力エルの発生過程 (2)	各器官の分化する器官	ヒトの発生 (1)	ヒトの発生 (2)	ヒトの胎盤の構造	動物の生殖と発生	Total
dpuser	関西太郎	0	0											0

Detailed Data

SCO No	User ID	User Name	Study Status	Score
1	dpuser	関西太郎	completed	0
2	dpuser	関西太郎	completed	0

## 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

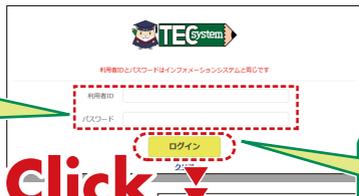
Click "Writing Labo Booking" in "Academic Affairs Information" on the Information System top page, and the TECsystem page (below) will be displayed.

TECsystem: <https://tecfolio.kansai-u.ac.jp/kwl/>

### 14-3 Login



Input your user ID and password. User ID and password are same as the one for logging into the Information System.



**Click**



You can access to TEC system with your smartphone.



Click [Login].

### 14-4

Click [New booking/ Booking change]



Click [New booking/ Booking change] 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

Whenever possible, please make a booking beforehand.

#### ◆ 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 mail address. Click [Make a Booking].
4. On the day of your booking, check the Zoom connection information in "Notices from the Administrator" on the booking screen, and sign in to Zoom.



**Click**



Click [online]

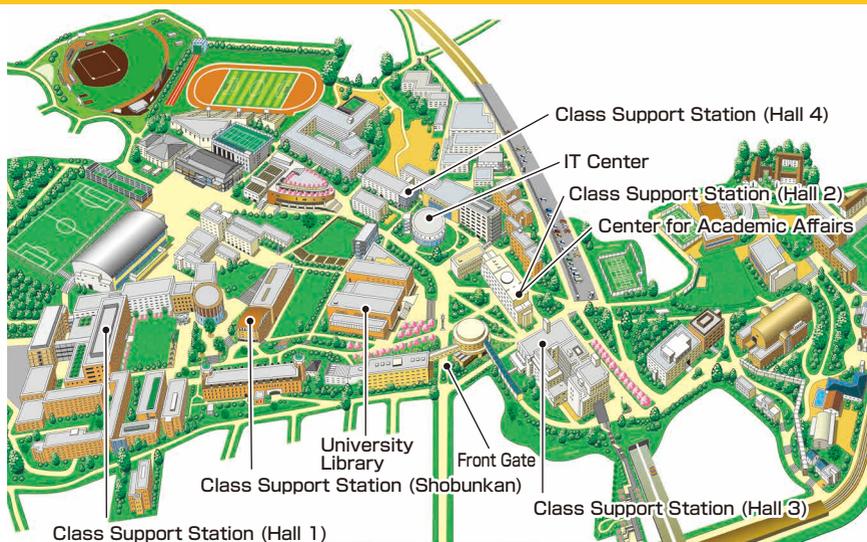


QR code



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

## Campus Map (Senriyama Campus)



### IT Center (Enshinkan)

(1F)

- Help Desk
- Media Station

(4F)

- PC Area (56 PCs)
- BYOD Area
- Web Talk 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](mailto:itcsup@ml.kandai.jp)

KU-LMS ▶▶▶ [kulms@ml.kandai.jp](mailto:kulms@ml.kandai.jp)

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