# [For Students]

### 2025 KANSAI University Information System & KU-LMS

### **Operation Manual**



This Operation Manual is available at https://www.kansai-u.ac.jp/ctl/teacher/pdf/gakusei\_en\_.pdf

Guide to procedures



### **1.**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.

### **2.**Instructions for Use

[Operating		Operating System	Browser/ Operation Platform
Environment] Microsoft Windows Windows10			Microsoft Edge 107.0.1418.35 or later (Compatible only with Microsoft Edge based on Chromium)
	windows	or later	Google Chrome 107.0.5304.107 or later
			Mozilla Firefox 106.0.5 or later
	Mac	mac OS Ventura 13.0	Safari 16.1 or later
			Google Chrome 107.0.5304.110 or later
		or later	Mozilla Firefox 106.0.5 or later

\* Using the latest browser version is recommend.

### **3.**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.



### 4.KU-LMS(Learning Management System)

To Home

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.10 for how to use the system.

# 5.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.



### **6.** Smartphone Application [KU Portal]

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





\*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.

# 7. Syllabus System

Syllabuses of all the courses of Kansai University can be viewed here.



### 8.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.Lottery Selection System

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



Confirm the results of lottery selections for the registered courses.



# **10.**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.Course Evaluation Questionnaire

In order to improve the quality of education, KU conducts the Course Evaluation Questionnaire to obtain students' opinions regarding courses.

#### [Purpose]

- 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.
- 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.

The results for each course can be viewed in the syllabus system. You can refer to them when selecting the courses.

# 11-1

#### Viewing the results for each course

The questionnaire results can be confirmed following the syllabus research procedure on P4.

		mas / conjudge
		日本語(Japanese)
		授業概要 / Course Description
		授業概要が表示されます。
	拉州森县	学位授与方針との關係 / Related Diploma Policy
	Course Description 회迹目標 Course Objectives	(法等項) 1.3個: 市政 (1)4個(第一項) (第一名本長時知識) (2)常意や電話に著する知識 2.2巻方・14回かっ表現力等の低か 参照のご正確(1995-130) いた問題(1982年を力)
		到途目標 / Course Objectives
		到達目標が表示されます。
		授業手法 / Teaching Methods
		授属手法が表示されます。
		授業計画 / Course Content
	授加計画	授編計画が表示されます。
	Course Content	授業時間外学習 / Expected work outside of class
		授業時間学習の内容が表示されます。
	成績評価の方法・基準・	方法 / Grading Policies
	評価 Grading Policies /	成績評価の方法が表示されます。
	Evaluation Criteria/ Assessment Policy	基準 · 評価 / Evaluation Criteria · Assessment Policy
		成績評価の基準・評価内容が表示されます。
	数种書 Textbooks	授業で使用する軟件書資報が表示されます。
Course Evaluation Questionnaire	参考書 References <u>**数量検索へ**</u> Kansai University <u>Ubrary Catalog</u>	伊考翰の漢紙が掛かされます。
	フィードバックの方法 Feedback Method	フィードバックの方法が表示されます。
Check the results of the course	担任者への問合せ方法 Instructor Contact	担任善への問合ゼガ法が表示されます。
evaluation questionnaire.	Too adds	授業会体の爆発が表示されます。
	<ul> <li>・技術評価アンラ 結果参照</li> </ul>	https://ctl-auth.jm.kansal-u.ac.jp/
		Copyright(C) 観西大学および情報提供者 All rights reserved. 無所転載を禁じます
		閉じる 印刷する

# 12. 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.

# 12-1-1

#### Login

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/

# 12-1-2

#### Composition of the Material List screen

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

♠ WebClass サンプル授業			14 前西太郎 📅
Course Material My Reports	Course scores - Attendance (Other tools - Course -		Logout
You have new Notices. You have n	ew Messages.		
Timeline	Nyw サンプル資料 Textbook	<u>Details</u>	
サンプルレポートを公開 2023/11/02	New サンプルレポート Essay	Details	
サンプル資料 を公開 2023/11/02	Available Period 11/02/2023 10:09 - 11/18/2023 10:09		
Set more previous record	New サンプルテスト Test (Show solutions when the test is completed)	<u>Details</u> Number of Access 2	
	Тор		

[Notices and Messages] Information from system managers and course managers can be viewed.

[Course Material] Various course materials are displayed.

[My Reports] Contents and results of the essays and written assignments can be viewed.

[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.

\*You can use [FAQ/ glossary] if it is configured by an instructor.

- [Notebook] Allows you to take notes during coursework (up to 50KB of text data).
- [Timeline] Informs students of materials they need to study (in chronological order) when created by an instructor.

### 12-1-3

#### Logout

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



# 12-2

### Browsing the course materials

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

Material QuitTestbook Bookmark	IPアドレスとは					[Quit Text book] rial screen. If you
YOTANA     CONCENTRATION     (Persiona page )     [Bookmark]     Hide Contents     Outl Textbook	IF アドレスはネット ビュータに別々のIF と、ネットワークが五部 り当てる機関が各国に存 IF アドレスは4つの数字 IFアドレスは、管理上の:	・ ワークの中で使用するコンピュータズ フトンスを割り振らなければなりまい に動かなくなってしまいます。このよ なします(日本では、JPHC)、 の相で表され、それぞれの歌の区切り 理由からいくつかの JP 専門のグム、 くを展現しました。 JP フトレスに	え。 うな ほど - ブカ	wish to s	start wher	re you left off next こつけて閉じる [Book
Intern 1 1	クラスは以下のように分 ネットワークのクラス A B C C IP 7Fレスは面白 IP 7Fレス222 Hello 1	キットマスク 185,0,0,0,1 185,255,1,0 183,235,255,0 07 ドレスですから、コンピュータは		35.285 35.285	とができるのです。	
	8	12				

### **12-3** Taking tests and submitting essay assignments

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.

# 12-3-1

### 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.

- 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.



# 12-3-2

### 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 Check the notes regarding the file format and size specified by the course instructor.
- 2 Select the file, and click [Submit file].
- 3 After submitting the file and/or responding to the question, click [Quit].

Material Quit		
> <b>サンブル</b> 授業 サンブルレポート		
関西太郎 is logged in.		
[Previous page] [Next page] Quit		
> Q. 1		
	レボートを提出してください	
	参照 Submit fie	
	(1) Click	
	() Click 終了 [Finish] to s	ave your
	answers and submit.	

4 Click [My Report] in Material List to view the contents and results of essays and written assignments.

t-WebClass ナンプル授業	lick		14 開西太郎 💼
Course Material My Reports	Course scores - Attendance Other tools - Course -		Logout
You have new Notices. You have ne	Click [My Report] to confirm the submission.		
Timeline	<mark>サンプル資料</mark> Textbook	Details	
<u>サンブルレポート</u> を公開 2023/11/02	New サンブルレポート Essay	Details	
<u> サンプル資料</u> を公開 2023/11/02	Available Period 11/02/2023 10:09 - 11/18/2023 10:09	Details	
» Get more previous record	Test (Show solutions when the test is completed) Top	Number of Access 2	

# 12-4

#### Attending on-demand lectures

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

# 12-4-1

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

F	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 th directly with a KU LMS user account.
	2 Update your web browser to the latest version.
	<ul> <li>3 Please configure your browser as shown below, in advance.</li> <li>Be sure to set your browser's [Privacy Mode] or [Incognito Mode] to OFF.</li> <li>Allow site tracking.</li> <li>Configure your browser to [Allow third party cookies].</li> </ul>
	%If your PC is installed with software to prevent web tracking, the Panopto screen will no be displayed in the web browser.

Click [LTI Tool] on the Material List screen.

			KU-LMS
📷 malan 💼			★ WebClass サンプル投業
Logout		Course scores - Attendance Other tools - Course -	Course Material My Reports
		w Messages.	You have new Notices. You have
	Details	New サンプル授業 (登画) Testbook	Timeline
		Тор	✓ <u> サンプルレッパート</u> *2別 2023/11/02
			サンプル原料 年23回 2023/11/02
			» Get more previous record
			2023/11/02

\*LTI Tool (Panopto) will be opened.

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



%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.



Click [Material] on the Material List screen.

♠ WebClass サンプル授業							14 阿西太郎 📊
Course Material	My Reports	Course scores •	Attendance	Other tools+	Course +		Logout
You have new Notice	es. You have n	new Messages.					
Timeline		New サンプル授業	(#600)			Details	
-	C 🖊	Textbook					
サンプルレポート やう	2023/11/02				Тор		
サンプル資料 や分明	2023/11/02						
ALL DESCRIPTION OF THE	TAKIN FILM						



#### 2 Click [URL]

€ サンプル使業	・ 開大LMS - Google Chrome		0	×
i kulms.tl.	kansai-u.ac.jp/webclass/btbk_frame.php?se	t_contents_id=c560b88983bb2422599c7252839963b68blanguage=JAPANESE8ucs_=5942573b		
88.88 E	資料を閉じる			
> サンプル サンプル資		htm. News dission.com/arkSamwooldStanlING_0036.MOV2d=6		
	闘大 太郎 さんがログイン中	***************************************		
(	10~-5 X0~-5			
(	田次を描す 横料を閉じる			
98 1gt	1			

\*Dropbox will be opened.

3 Close the displayed window when you finish viewing.

# 12-5

#### Checking the Grade

You can check the scores and grades that are disclosed. 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.

Some results of the tests and reports are not disclosed.

# 12-5-1

# 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.

# 12-5-2

#### 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.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/



Prepare for 13-1 If you have a drafts (Word forms), please prepare in advance. document file Login to Click "Writing Labo Booking" in "Academic Affairs Information" on 13-2 the Information System top page, and the TECsystem page **TEC** system (below) will be displayed. TECsystem: https://tecfolio.kansai-u.ac.jp/kwl/ Input your user ID and You can access to 影回 ШĽ TEGystem Ξũ. password. User ID TEC system with and password are vour smartphone. same as the one for logging into the ログイン Information System. Click [Login]. 13-3 Booking 1 Click [New booking/ Click [New Booking changel booking/ Booking change] at the top of the screen.

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<sub>1</sub>.
- 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.



- 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].



### 14. Student Survey Feedback • CAN IPRO MAP

You can find the program necessary for your growth after confirming your strong and weak points.

# 14-1

# Confirming individual feedback

Students' competency and literacy can be measured based on the results of the entrance examination and panel surveys. The results can be viewed via a radar chart. In addition, advice and recommended programs from the university and faculty are displayed to improve students' ability. Students can use this for their study and campus life effectively by understanding their strong and week points.

### Radar chart

You can check your strong points, weak points and level of growth. Compare with average value of your faculty and your past results.

#### Advice and recommended programs from the university and faculty Advice and recommended

programs from the university and faculty to improve your ability are displayed.



### [How to confirm the results]

- (1) Login to the Information System
- (2) Click [Academic Information] → [Course Enrollment / Tests / Grades] → [Student Survey Feedback].

#### What is Think imes Act competency?

Kansai university has set forth the "ability to Think  $\times$  Act on one's own initiative" as a necessary skill for those who will survive and thrive in an increasingly diverse and unpredictable society.

Think  $\times$  Act competency is divided into five capabilities: autonomy, human strength, social strength, international strength, and innovative strength.

### **14-2** CAN⊕PRO MAP

Confirm your strong and weak points and your Think × Act competence through the Student Survey Feedback System, and find the optimum program necessary for your growth. Kansai University offers a variety of programs that enrich student life and help develop skills that are valuable in society.

In [CAN $\ddagger$ PRO MAP], programs are categorized according to Think  $\times$  Act competency. Please find your optimum program based on the results of the Student Survey Feedback System.







You can check the details of the program from the CAN ± PRO MAP website. https://www.kansai-u.ac.jp/ir/archives/2024/09/post-48.html

#### Contact

#### Senriyama Campus

Class Support Station

#### Takatsuki Campus/ Takatsuki Muse Campus/ Sakai Campus/ Suita Mirai Campus

Inquiries about course enrollment, classes and all other things

#### Takatsuki Office (Takatsuki) Muse Office (Takatsuki Muse) Sakai Campus Office (Sakai) Suita Mirai Campus Office (Suita Mirai)

#### Inquiries by e-mail

Information System >>> itcsup@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.

Campus Map (Senriyama Campus)



