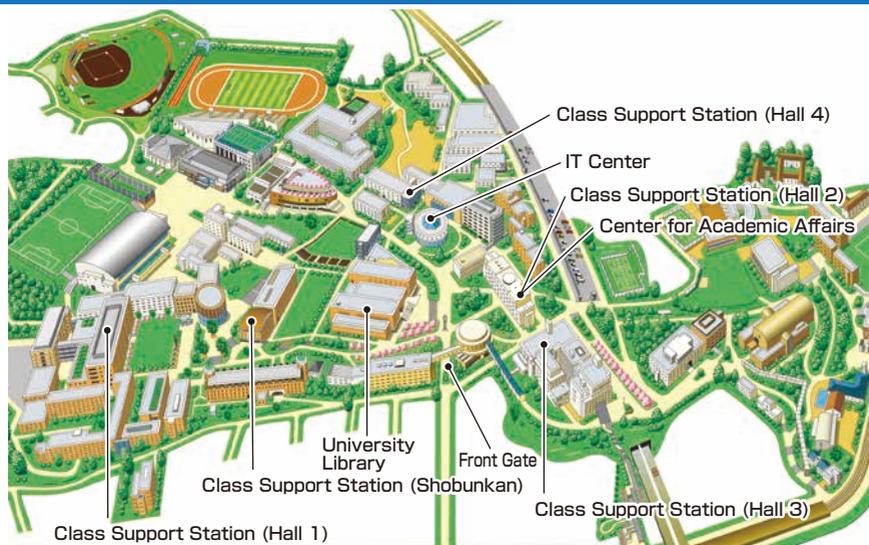


QR code



This Operation Manual is available at  
[www.kansai-u.ac.jp/ctl/teacher/tool.html#lms-manual](http://www.kansai-u.ac.jp/ctl/teacher/tool.html#lms-manual)

### Campus Map (Senriyama Campus)



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

#### System service hours are as follows

- Syllabus System: 9:00am~12:00am
- Research Fund Referral: 12:05am~11:00pm
- Grade Entry System: 1:00am~12:00am

\*As a rule, other system services are available 24 hours/day.

\*The names of the companies, systems, programs, products and services are trademarks or registered trademarks of the respective development companies.

[For Instructors]

# 2020 KANSAI University Information System & KU-LMS

## Operation Manual



- Downloading enrolled student directories ..... P. 3
- Checking notices and messages from the University ..... P. 3
- Sending information on class cancellations and other related messages (to all enrolled students) ..... P. 5
- Sending messages to students, other instructors and staff members (personal messages) ..... P. 7
- Sending notices from faculties ..... P. 8
- Sharing documents within faculties and groups (committees/projects) ..... P.10
- Registering for committees or projects ..... P.12
- Preparation of examinations ..... P.13
- Attendance Management System ..... P.14
- Grade Entry System ..... P.20
- Requests for printing of supplementary materials ..... P.23
- Checking responses to course evaluation questionnaire ..... P.25
- Comparison of average course evaluation questionnaire scores ..... P.28
- Viewing overall results of course evaluation questionnaire ..... P.28
- Inputting/Editing syllabuses ..... P.29
- Searching for syllabuses ..... P.31
- Using KU-LMS ..... P.32
- Creating Teaching Materials ..... P.35
- Creating Essay Assignments ..... P.37
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- Grading ..... P.41
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- Contacting students ..... P.44
- FAQ ..... P.49

## 1.Information System

The Information System refers to the following systems collectively.

- 1 Top Page  
This page is a portal for the sharing of information between instructors and students. It is used for checking messages from the University, and for sending messages to students about class cancellations and other information related to courses.
  - 2 Document Library  
Each faculty and group (committee, project) etc. can share documents among its members.
  - 3 Printing Request System  
You can request printing of supplementary materials via the System.
  - 4 Attendance Management System  
Card-readers can be used to manage student attendance in the system.
  - 5 Grade Entry System  
Students' grades can be managed via the System.
  - 6 Course Evaluation Questionnaire System  
The course evaluation questionnaires are managed on the System to facilitate data comparison and analysis. Instructors can add questions to questionnaires.
  - 7 Syllabus System  
Syllabuses can be input and checked on the System.
- ◆ University services  
Various services are available, such as the library service, research support, academic information, and Medical Center.

## 2.Instructions for Use

[Operating Environment]

	Windows	Mac
OS	Windows 8.1, 10	Mac OS X 10.6 Snow Leopard or later versions
Browser	Use the latest version of the browser. Microsoft Edge is not compatible. (Not scheduled) The system operation has been confirmed with the latest version as of December 2019. Compatibility with future upgraded versions will be confirmed in due course.	

## 3.Login

Access the website of Kansai University.

[www.kansai-u.ac.jp](http://www.kansai-u.ac.jp)

Input your user ID and password. If you have forgotten your password, register new password on the 4th floor of the IT center.



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

KU-LMS is an integrated e-learning system that has the two functions of class support and individual support. It includes instructions for preparation and review, submission of essay assignments, tests, and question and answers with regard to the courses. See p.32 for how to use the system.

5.Top Page

**Course Information: P.5**

- Registering Course information
- Sending messages to students
- Cancelling classes

**Personal Messages P.7**

**Notices P.8**

**Document Library P.10**

**Enrolled Student Directories**  
Download the Enrolled Student Directories.

**Marking P.20**

**Printing P.23**

**Syllabuses P.29**

**Examinations P.13**

**Course Evaluation Questionnaires P.25**

**Attendance Management P.14**

**KU-LMS P.32**

**CEAS**  
See the CEAS online manual for details.

**University services**  
Linked to various services for students. Check the information occasionally.

- Library service**  
In My Library, you can search for and reserve books.
- KICSS (career support system)**  
Information related to students' job hunting is provided.
- Research Administration**  
Information on research support is provided.
- Academic Information System**  
Research results can be input and viewed.
- Medical Center**  
You can view information on the medical checkup and fill out the interview sheet before your checkup.

**Password change**  
Set a password that is difficult to guess.

**E-mail Address Setting**  
If you register your e-mail address, you can receive personal messages and urgent messages by e-mail.

The screenshot shows the 'Kansai University' (関西大学) portal. At the top right, there is a 'Logout' button. Below it, a 'Personal Messages' section shows a list of messages. A 'Calendar' section displays a weekly schedule for April 20XX, with some classes marked as unavailable in gray. A 'Notices' section at the bottom lists recent announcements. The left sidebar contains various service links such as 'Personal Messages', 'Notices', 'Document Library', 'Enrolled Student Directories', 'Marking', 'Printing', 'Syllabuses', 'Examinations', 'Course Evaluation Questionnaires', 'Attendance Management', 'KU-LMS', 'CEAS', 'Library service', 'KICSS', 'Research Administration', 'Academic Information System', and 'Medical Center'. Callout boxes from the right side of the image point to these specific elements on the page.

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

**Personal Messages**  
Check your personal messages.

**Calendar**  
The school year calendar and class schedule for the week, and events and deadlines in your personal messages are displayed.

**Registration of Course Information P.5 4**

**Classes you are not in charge of are shown in gray.**

**Notices**  
Check the information for instructors and faculties with regard to events and procedures.

### 6.Viewing/Registering Course Information

You can check messages to your students, class cancellations notices makeup classes, and schedule changes.

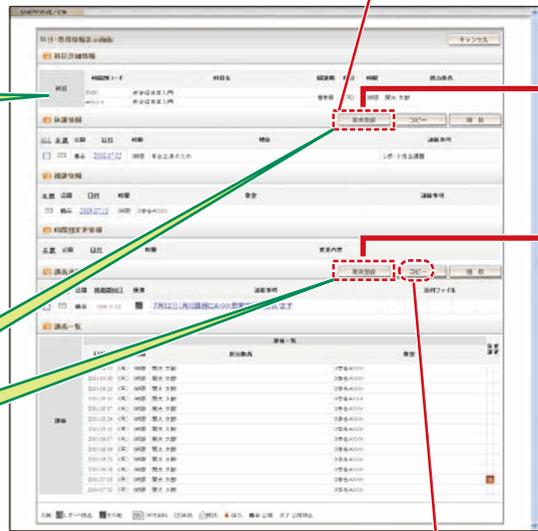
If you need to give makeup classes or change classrooms, contact the Class Support Station or relevant campus office to reserve classrooms.



2 Click a subject to view the information or edit the contents.



3 Search results are shown below. Click the date or message to see detailed information.



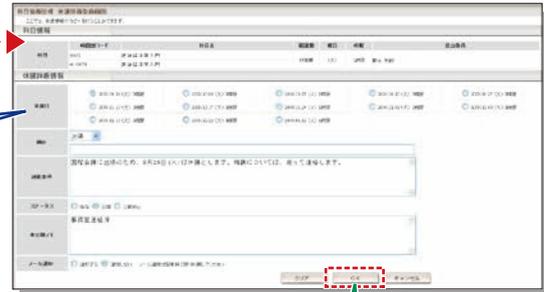
4 Click [Registration] to register class cancellations or messages. If you refer to previously registered information, check the information and click [Copy].

Registration

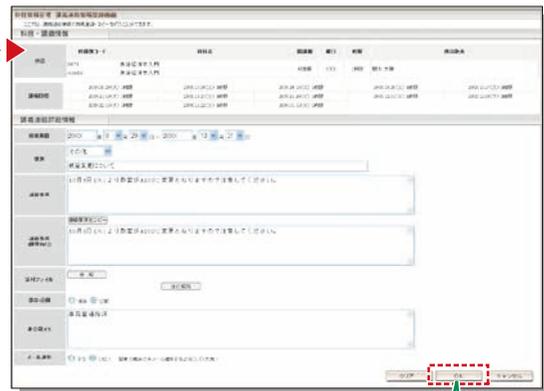
Copy

**! Class Cancellations**  
A class cancellation cannot be registered on the day of the class.  
Contact the office listed on the back of this manual .

5 Fill out the required items for class cancellation, and click [OK].



6 Fill out the required items for sending messages, and click [OK].



### 7.Viewing/Registering Personal Messages

You can send personal messages to students, other instructors and staff members.

It is possible to send messages to multiple recipients simultaneously. If you often send a message to the same recipients, you can create recipient groups. (See P.12.)

Also, it is recommended that you create recipient groups to send messages from committees or projects, and to share documents and schedules. (See P.10.)

Use the Notices function when sending messages from a faculty or a department.

**1** Click [Personal Messages] to display the window.

**3** Fill out each item. Items with ♦marks are required.

**4** Select one or multiple recipients.

**5** If you register the date, it will be displayed in the calendar. Register the title for the calendar as well.

**6** Check the box to be able to receive a reply.

! Messages are not available to people other than recipients. If you need to share your message with the staff, select [Share with Staff].

! Do not send E-mails unless there is an emergency or the message is important.

! Confidential Comments are not sent to recipients.

! Events and the start/end of procedures are displayed in the calendar on the day.

### 8.Viewing/Registering Notices

Messages from faculties and departments are sent as Notices.

When you send messages from committees or projects, create recipient groups (See P.12.) Documents and schedules can be shared within the groups. (See P.10.)

Use Personal Messages (See P.7.) when you send messages to students, instructors or other staff members.

**1** Click [Notices] to display the window.

**3** Fill out each item. Items with ♦marks are required.

**4** Select one or multiple recipients.

**5** If you register the date, it will be displayed in the calendar. Register the title for the calendar as well.

**6** Check the box to be able to receive a reply.

! Messages are not available to people other than recipients. If you need to share your message with the staff, select [Share with Staff].

! Do not send E-mails unless there is an emergency or the message is important.

! Confidential Comments are not sent to recipients.

! Events and the start/end of procedures are displayed in the calendar on the day.

! Newly arrived information is displayed on the top page.

**2** View

Select [Received] or [Sent], and click the title to read a message sent to you or view the sending history.

**2** Register

Click [Register Personal Messages] to register messages.

Receive Sent

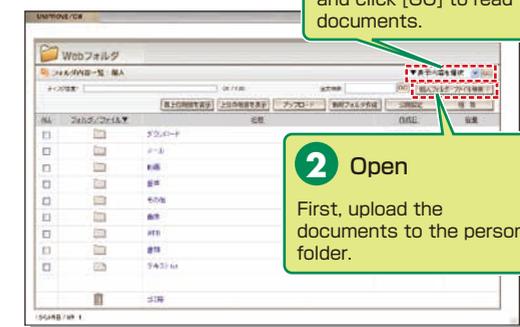
## 9.Using the Document Library

The Document Library can be used to share documents with the members of a faculty or group (committee/project).

1 Click [Document Library] to display the window.



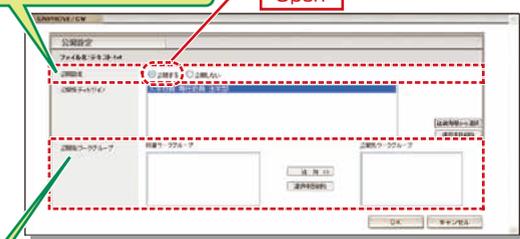
2 Share  
Share documents with the members of a committee or project. Select a group, and click [GO] to read the documents.



2 Open  
First, upload the documents to the personal folder.

3 Click [Open] to disclose the updated data.

Open

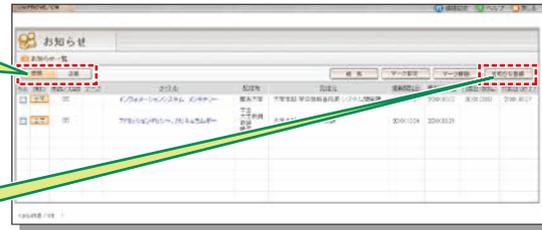


Folders and files to be disclosed (added/deleted) only by the user who uploaded them. Other users can only view the documents.

4 Select the range of disclosure (people for whom the data is intended).

2 Select [Received] or [Sent], and click the title to read the messages sent to you, or to view the sending history.

2 Click [Register Notices] to register notices.



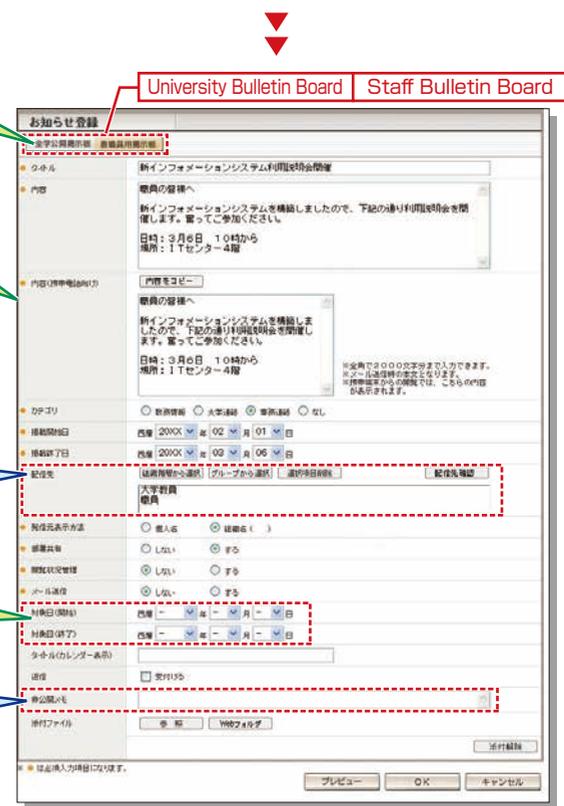
3 Click [University Bulletin Board] to send messages to students, and click [Staff Bulletin Board] to send messages to faculty members.

4 Fill out each item. Items with ♦ marks are required.

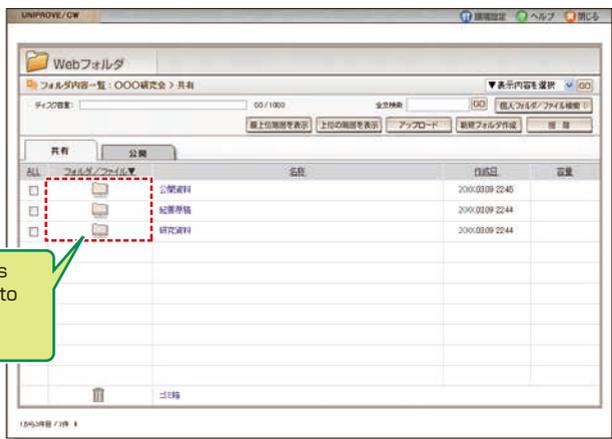
! Select one or multiple recipients.

5 If you register the date, it will be displayed in the calendar. Register the title for the calendar as well.

! Confidential Comments are not sent to recipients.



Documents are shared by the members of the group. Shared folders and files can be managed (added/deleted) by any member.



5 The list of data folders is displayed. Click a folder to display the list of files stored in the folder.

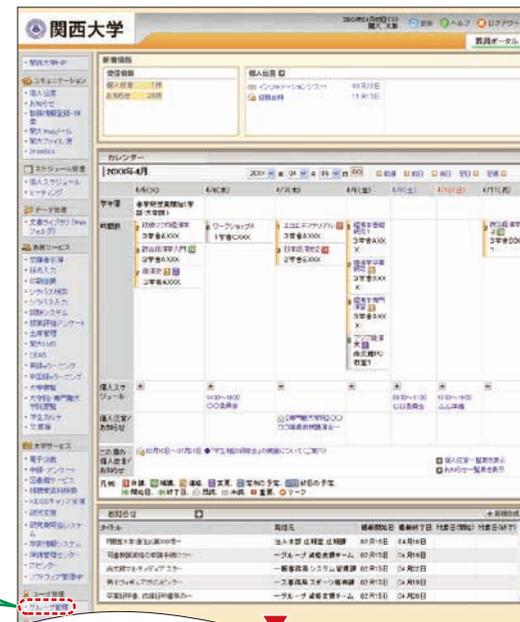


6 Click a file to view.

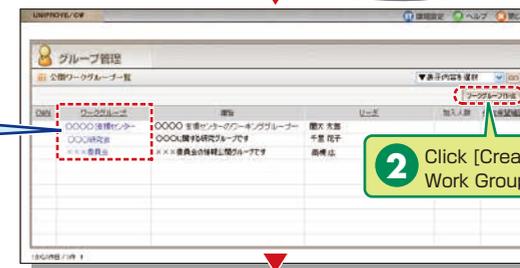
## 10. Registering Groups

Create groups to share documents and schedules with the members of committees or projects. (See P. 10.)

Group representatives should be faculty members or staff members.

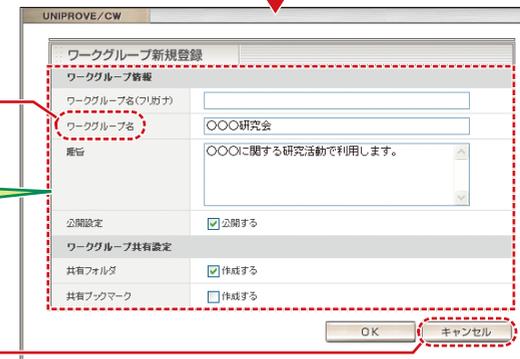


1 Click [Group Management] on the top page.



2 Click [Create Work Group].

! The list of groups you belong to and opened groups is displayed.



Name of the Group

3 Set the name of the group, whether to open the group, and information-sharing functions.

Cancel

## 11. Preparing Examinations

Detailed instructions will be given when your grading methods are checked.

### 11-1-1

Confirming Grading Methods



Confirm the grading methods.

### 11-1-2

Inputting Conditions for "Achievement Level Checks" and "Written Examinations"



Finishing Registration

When the grading method is "Achievement Level Checks" or "Written Examinations", input the conditions of reference and available materials as well as supplementary examination methods.

### 11-1-3

Inputting Thesis Titles



Finishing Registration

## 11-2

Checking Examination Schedules



## 12. Using the Attendance Management System

If you have requested attendance checks from the class support station, you can check and modify student attendance, and download the data from the attendance management system.

### 12-1

Checking Attendance



Click

Attendance Management System

1 Click [Class / Attendance List].

2 Select a course to check attendance.

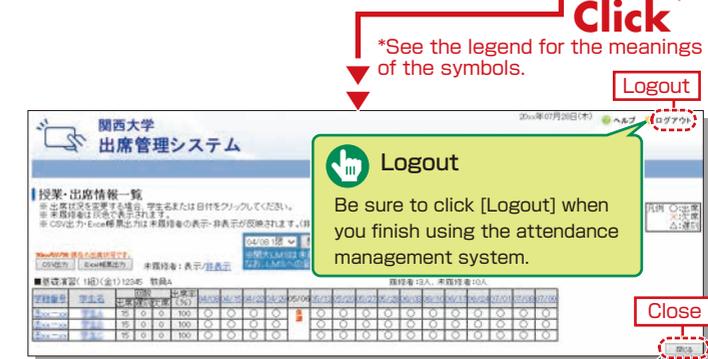


Click

3 Click 表示 (Display)

\*See the legend for the meanings of the symbols.

The attendance data is displayed on the Class / Attendance List screen.



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

Logout

Close

Click [Close], and the display returns to the course selection screen.

## 12-2

### Manual Data Registration/Revision

Attendance data on attendance sheets, etc. can be input manually.

- When revising the data by specifying the date

**1** Click the date.

**2** Revise the data, using the pulldown menu.

**3** Click **確定** (Confirm)

**4** Click **OK**

Registration complete

- When revising the data by specifying the student

**1** Click on the student's number or name.

Student number Student name

**2** Revise the data, using the pulldown menu.

**3** Click **確定** (Confirm)

**4** Click **OK**

Registration complete

## 12-3

### Downloading the Data

Attendance data can be downloaded in the Excel format from the Class / Attendance List screen.

**1** Click **Excel帳票出力** (Output Excel Data)

**2** Click **OK**

Click

Downloaded

## How to Use the Card Reader

Student attendance can be registered using the portable card reader and student identification cards, and checked from the information system's 「出席管理」[Attendance Management]. (See P.14~P.16.)

The procedures are described below.

### 12-4

#### How to Start

**1** Place your faculty member identification card or access card on the card reader.

\*Confirm that the date of receiving data is the same day. If a previous day is shown, enrolled students may be indicated as [Not Enrolled].

**2** Select the period of the class.

**3** Select the course.

\*If the course has a new name and an old name, only the new name is displayed.

**4** After selecting the class, press the [Start] button.

The interface shows the following steps:

- Faculty member identification card is placed on the reader. The screen displays: 関西大学 出席管理システム, English mode, データ更新, 12/03 09:22 履修情報受信, 12/01 17:39 打刻情報送信. The main instruction is: 教職員証、入退出カードをかざしてください (Please hold your faculty member ID/access card).
- The screen shows the faculty member's name: 関大 太郎 先生. Below it are buttons for class periods: 1限, 2限, 3限, 4限, 5限, 6限, 7限. The instruction is: 時限を選択してください (Please select the class period).
- The screen shows the selected course: 基礎演習(組). The instruction is: 授業を選択してください (Please select the class). There are buttons for 開始 (Start) and キャンセル (Cancel).
- A red circle labeled "Finishing Registration" is shown at the bottom of the screen.

### 12-5

#### Attendance Registration

**!** Place a student identification card on the card reader when this message is displayed.

The interface shows the following steps:

- The screen displays: 学生証をかざしてください (Please hold your student ID card).
- The screen shows the student's name: 関大 五郎さん. Below it is a message: 受付付きました (Accepted).
- The screen shows the date and time: 20XX/12/03(木) 13:56. The instruction is: 出席管理システム (Attendance Management System).

### 12-6

#### How to Register Attendance without a Student Identification Card

**1** Place your faculty member identification card or access card on the card reader.

The screen displays: 関西大学 出席管理システム 1時限, 基礎演習. The main instruction is: 学生証をかざしてください (Please hold your student ID card). At the bottom, it shows: 20XX/12/03(木) 13:56 充電中 受付中.

The screen shows an 'オプション' (Options) menu with '手動モード' (Manual Mode) selected and '1回スキャンモード' (1-scan mode) selected. There are buttons for 出席 (Attendance), 遅刻 (Arriving Late), and 終了 (End). Below these are buttons for 出席者一覧 (Attendee List), カード忘れ (No Card), and 確定 (Confirm).

**2** Press the [No Card] button.

**3** When searching with student numbers.

**4** Input the last four digits of the student number.

**5** Press [Enter].

**6** Select the student.

The screen shows a numeric keypad for entering the last four digits of the student number. The instruction is: 学籍番号(下4桁)を入力してください (Please input the last four digits of the student number). There are buttons for 決定 (Confirm), キャンセル (Cancel), and DEL.

The screen shows a list of students under the heading 'カード忘れ対応' (No Card Response). There are buttons for 一覧選択 (List Selection), 学籍番号検索 (Student Number Search), and キャンセル (Cancel).

**7** Press [Confirm].

**8** Press [Attending] or [Arriving Late].

The screen shows a list of students under the heading 'カード忘れ対応'. The selected student is: テ08-0910 関大 花子. There are buttons for 一覧選択 (List Selection), 学籍番号検索 (Student Number Search), and キャンセル (Cancel).

The screen shows the student's profile: テ08-910 テスト学部 テスト学科 関大 花子 KANDAI HANAKO. There are buttons for 出席 (Attendance), 遅刻 (Arriving Late), and キャンセル (Cancel).

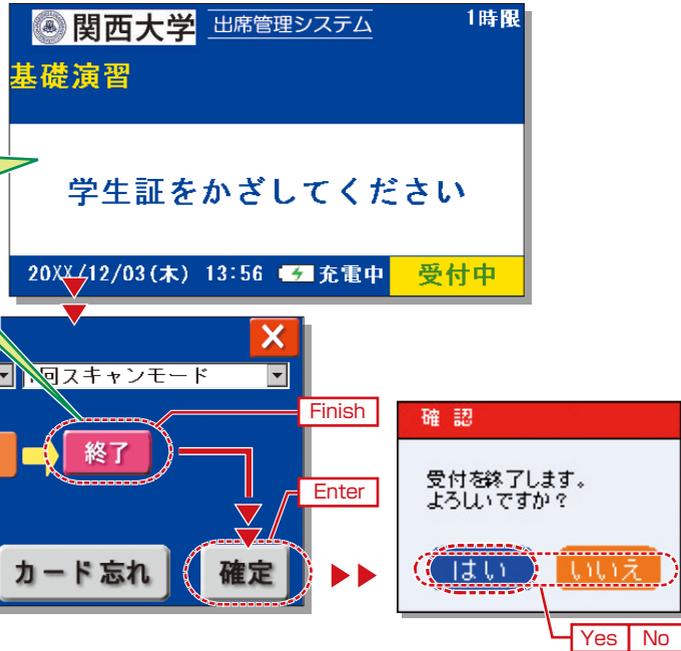
**Finish**

## 12-7

### How to Finish

**1** Place your faculty member identification card or access card on the card reader.

**2** Press [Finish] and then press [Enter], and the confirmation dialog is displayed. Select [Yes].



## 12-8

### How to Send the Data

**1** Return the card reader to the holder (cradle), and press [Data Revision].

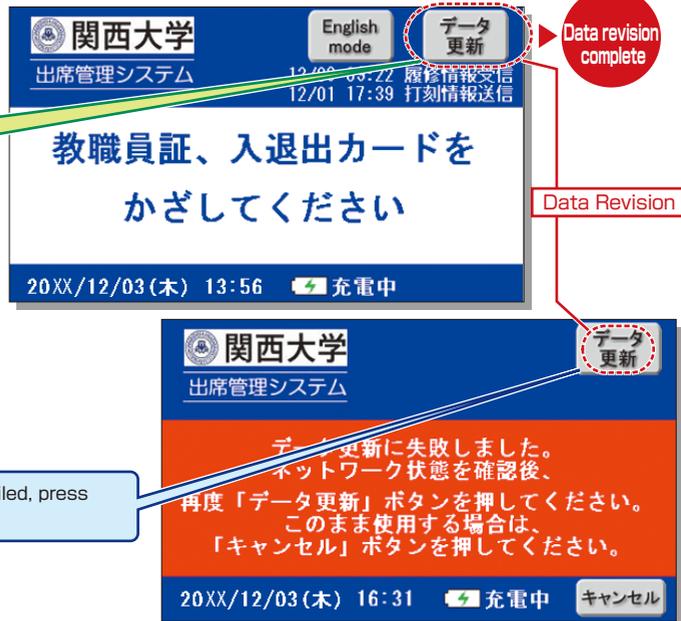
\*Attendance cannot be displayed on the attendance check screen if the data is not sent.

\*Wait about 20 seconds after connecting the card reader.

\*If the data has been revised, [Data Transmitted] is displayed.

**!** If the data revision has failed, press [Data Revision] again.

\*Wait about 20 seconds after connecting the card reader.



## 13. Grade Entry

The course list is displayed to input grades.

**NOTE** You will log out automatically if you do not click the [Save] or [Finish] button for 60 minutes. Save the data frequently.

## 13-1

### Entering Grades

The list of courses that require grade entry is displayed during the grade entry period (to be announced).



### 13-2 Entering Grades

**成績データファイル**  
The grade entry file can be downloaded for grading in the Excel format and uploaded after entering grades. Also, the grade list can be output for confirmation.

**To P.22**

**IMPORTANT!!**  
Once the grade entry is complete, it cannot be modified online for security reasons. Apply for grade modification at the Center for Academic Affairs, or at the office of the relevant campus.

**!** For students who are on a leave of absence or who have left school, [School Register Cancelled] is displayed and grade entry is not possible.

**!** Failure to Attend Examination  
Check the students who failed to attend an examination when the grading method is "Achievement Level Checks", "Written Examinations" or "Theses". (\*\*\*) will be input. This is not displayed when the grading method is "Everyday Scores".

### 13-3 Grade Data File

Grades can be input in the grade entry file in the Excel format. (Use the specified file to enter grades.)

- \*For courses evaluated using "Everyday Scores", the input data of "Failure to Attend Examination" cannot be uploaded.
- \*Input [\*\*\*] in the section of [Grade] for students for whom school registration has been cancelled (students who are on a leave of absence or who have left school).

**!** 成績データ反映[簡易版]  
(Grade Data Save [simple format])  
The data is saved in the simple format.

### 13-4 Revision of the Grade Entry List

Saved grades can be revised. Click [Finish] to complete grade entry.

## 14. Printing Requests

Printing of supplementary materials can be requested via the System.

[Deadline for Printing Requests]

Receiving place	Deadline
Senriyama Campus	Two days before the class (Excluding Sundays and Holidays) (Ex.: Thursday class→Tuesday 24:00)
Takatsuki / Takatsuki Muse / Sakai Campuses	Three days before the class (Excluding Sundays and Holidays) (Ex.: Thursday class→Monday 24:00)

### 14-1

### 14-2

Attach the document to be printed (file), and input printing format, number of copies, class date, receiving place and contact number.

Faculty are requested to carry the printed materials from the receiving place to the classroom. If it is difficult to do so, ask the Class Support Station or relevant campus office.

### 14-3

Confirm the input content on the preview screen and click

**完了** (Finish).

## 15.Course Evaluation Questionnaire System

KU conducts the Course Evaluation Questionnaire at all campuses once or twice a semester to reflect students' opinions about the courses they took and improve the quality of our education. We will rename Course Evaluation Questionnaire to **Course Questionnaire** in the spring semester of 2020. It will be conducted during the classes and the students can use smartphones to fill out the questionnaire. The procedure of Course Questionnaire and the detail of this system after the spring semester of 2020 will be announced by Center for Teaching & Learning. You can view the results of the questionnaire conducted from 2016 to 2019 by the following process.

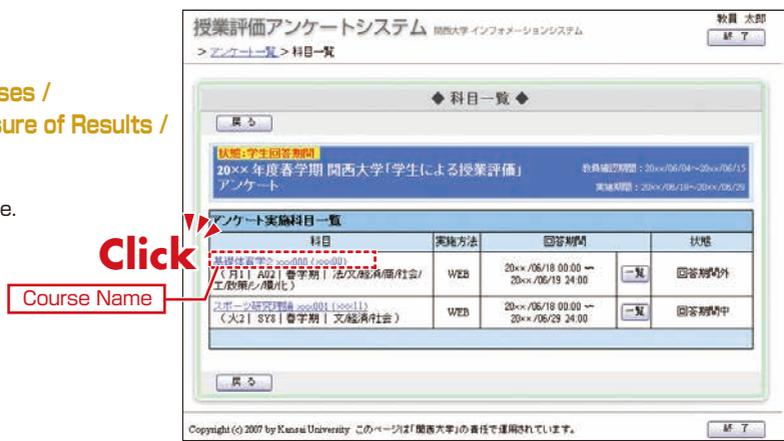
### 15-1.Confirming the Responses

Students' responses can be confirmed from the start of the response period. Also, comments can be input, and the questionnaire results can be downloaded.

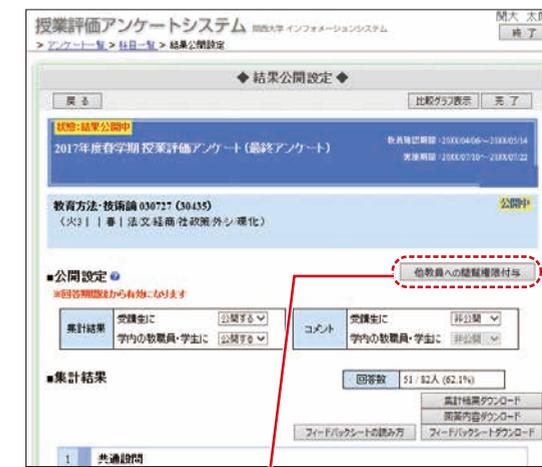
#### 15-1-1

##### Confirming Responses / Setting the Disclosure of Results / Comment Entry

Click the course name.



Response status is displayed.



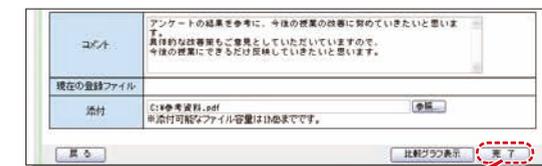
Allowing Other Instructors to View the Results

#### 1 Allowing Other Instructors to View the Results

Click [Allow Other Instructors to View], and the display goes to the screen to specify the courses for which other instructors are allowed to view the results.

#### 2 Comment Entry

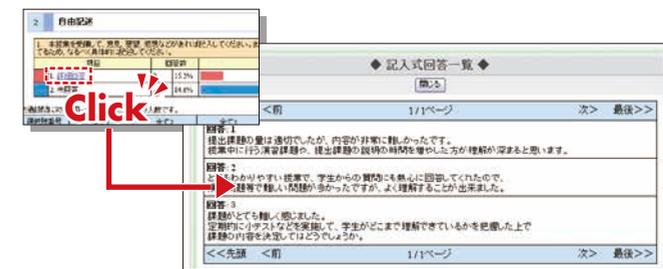
Register your comments on the results or attached files. Registered comments and files will be available to students.



Make sure to click [Finish] after inputting comments.

#### 3 Displaying Responses

Students' responses to open questions and comments are listed.



## 4 Downloading Results

Questionnaire results are downloaded in the CSV format. Click [Download Students' Comments] to download students' responses to open questions and comments in the CSV format. Click [Download Response] to download the responses up to the previous day. Click [Download Feedback Sheet] to download the feedback sheet files created after collection of results. The feedback sheet files can be displayed and downloaded when the collection of results is complete and the feedback sheet files have been created.

## 5 Graph of Evaluation Averages

The average scores are displayed in a line chart. When the overall result collection is complete, the average scores for the course, department and the overall university are displayed for comparison.

## 6 Downloading Feedback Sheets

The results of the final questionnaires can be checked via the Information System a few weeks after the questionnaire period.

\*As for responses to open questions and comments, each instructor should save and check the results. The feedback sheets can be viewed for the final result. (See the figure below.) The feedback sheets contain average scores, frequency distribution, correlation analyses with instructor's responses. This data can be used to improve the quality of courses from the next semester onwards.

## 15-1-2. Comparison of Course Averages

When the overall result collection is complete, the average scores for your courses can be compared.

Click [Compare Course Averages].

Average graphs for the courses is displayed for comparison.

## 15-2. Confirming the Overall Results

When the overall result collection is complete, the overall results can be confirmed.

Click [Overall Results].

The overall results will be displayed.

# 16.Syllabus System

## 16-1 Inputting Syllabuses

The list of courses is displayed to input syllabuses.

**Click** Registration

文字修飾  
Display the tabs of available [font attributes].

過去参照  
Check the contents of [past syllabuses].

フリーフォーマット  
Select [Free Format] or [Number of Courses Format].

次へ  
Click [Next] after entering the syllabus.

**Click**

When the data is saved temporarily, [Not Entered] changes to [Entering] on the course list screen.

## 16-2 Copying Syllabuses

When you teach multiple courses, it is possible to duplicate syllabuses. Click [Syllabus Copy] from the left-hand menu to display the list of your courses.

\* After duplicating, check the content and complete registration.

完了  
After clicking [Finish], modification is not possible. Contact the Center for Academic Affairs or Campus Office if modification is necessary.

**Click**

保存  
Click [Save] at the bottom of the preview screen to save the data temporarily.

Registration Complete

Complete registration before the deadline.

確認  
Click [Confirm] to confirm syllabuses completed.

登録  
Click [Registration] to resume entry after interruption. Make sure to complete registration.

Syllabus Copy

科目選択

選択する授業科目とコピー先。コピー後の状態を選んでください。

状態欄: 全て作成中 全て公開待ち

コピー元 (複数) コピー後の状態

法/文	秋	民法3 (物権)	110993(071910)	1	公開待ち	●	●	●
法/文	春	民法4 (担保物権)	110994(071920)	1	作成中	○	□	●
民法務	秋	民法4	993127(700032)	F1	未入力	○	□	●
民法務	秋	民法演習2	991011(030900)	T1	未入力	○	□	●
民法務	秋	民法演習2	992701(030900)	T2	未入力	○	□	●
民法務	秋	民法演習2	991012(030900)	T3	未入力	○	□	●
民法務	春	民法演習2	991013(030900)	T4	未入力	○	□	●

● 作成中 ○ 公開待ち □ 未入力

※ コピー後の状態に「作成中」を選択した場合、必ず「シラバス入力機能より内容を確認し「完了」してください

※ コピー後の状態に「公開待ち」を選択した場合、コピー後は公開を完了する必要があります。

コピー

Copying Complete

**Click**

Copy

### 16-3

#### Searching for Syllabuses

Click [Syllabus Search] on the top page. Search for syllabuses, using curricula, course names, instructors and keywords.

2XXX

Past syllabuses can be searched for, using course names and keywords.



### 16-4

#### Syllabus Details

関大太郎

The list of the instructor's past courses is displayed.

Instructor's Name

The results of related course evaluation questionnaires are displayed, if any.



## 17. Using KU-LMS (Learning Management System)

KU-LMS is a system including instructions on preparation and review study, submission of essay assignments, tests, questions and answers with regard to the courses. Here, only information for using some simple functions is provided. You can see the Webclass Author Manual for detailed information on operation and other functions.

### 17-1-1

#### Start: Login

**Click**

Click on the button to login.

**関大LMS** KU Learning Management System

» ログイン画面を表示する

上のリンクをクリックしてログイン画面を表示してください。

関大LMSを利用する際は、ブラウザの「戻る」ボタン、「再読み込み」ボタンやそれらに相当する機能を使用しないでください。

» スマートフォン版

■ 在学中の学生・教職員用のマニュアル(こちら)から参照できます。

**Course Manager's Manual**

関大LMS問い合わせ先: kulms@ml.kandai.jp

**english**

You can switch to the English version.

- 1 Select [KU-LMS] from the menu on the left side of the top page of the KU website or in the Information System, or access the URL shown below, to display the Login screen.  
<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.
- 4 The [Course List] screen will be displayed. Click on a course to display the material list for the course.
- 5 To download the instructor's manual, click [Webclass Author Manual] under [Manual] in the upper left corner of the [Course List] screen.

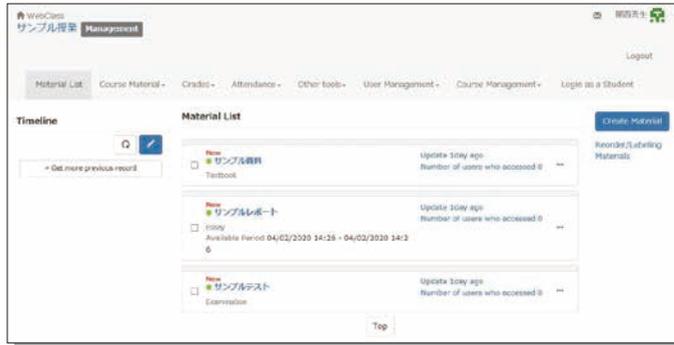
Login ID: This ID is the same as the one for logging into the information system.  
Ex.: t999999

Password: This password is the same as the one for logging into the information system.

### 17-1-2

#### Composition of the Material List screen

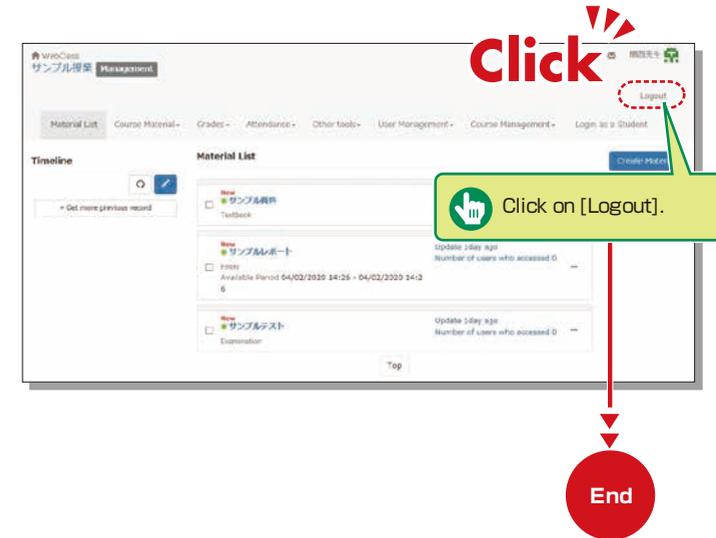
If you have been authorized as a user, the Material List will be displayed.



### 17-1-3

#### End: Logout

Click on the [Logout] button in the upper right corner of the Course List screen or Material List screen.



- [  **Notices and Messages** ] Information related to administration and educational affairs can be viewed.
- [ **Course Materials** ] Create and view teaching materials, and check timelines.
- [ **Grades** ] Grades and questionnaire results can be checked and essay assignments can be marked.
- [ **Attendance** ] Students' attendance can be registered, and the record of attendance can be checked and modified.
- [ **Other tools** ] Access study cards, FAQs, a glossary and notes.
  - [ **Study Card** ] Study records of course members can be saved for consolidated management.
  - [ **Notebook** ] Allows note taking during coursework (up to 50KB of text data).
- [ **User Management** ] Check course member registration, grouping and course member access.
- [ **Course Management** ] The timetable, syllabus, course ID and course URL are displayed in (Class Info) , and you can configure course options and examination modes, and check usage status summaries.
- [ **Login as a Student** ] Switch to Student Mode to check the appearance.
- [ **Timeline** ] If an instructor creates or posts teaching material, students will be notified of materials they must learn (in chronological order).

### 17-1-4

#### Login as a Student

Check to see if teaching materials have uploaded correctly and how they appear at a student end.

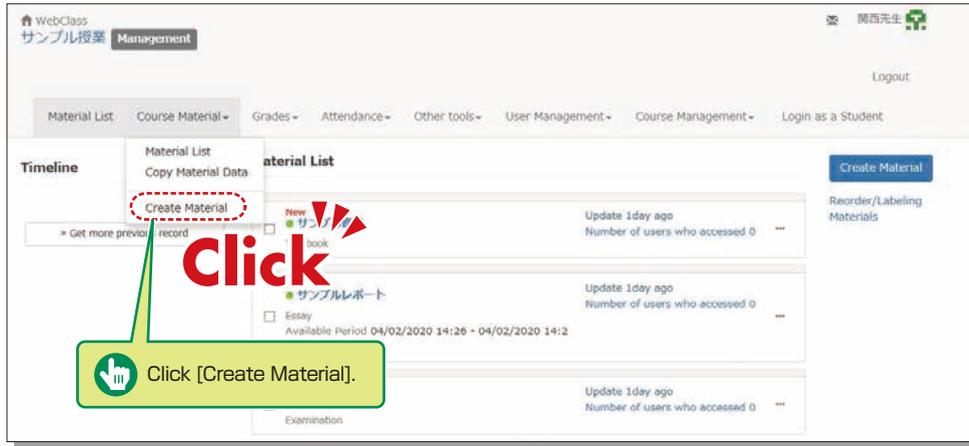


## Course Material

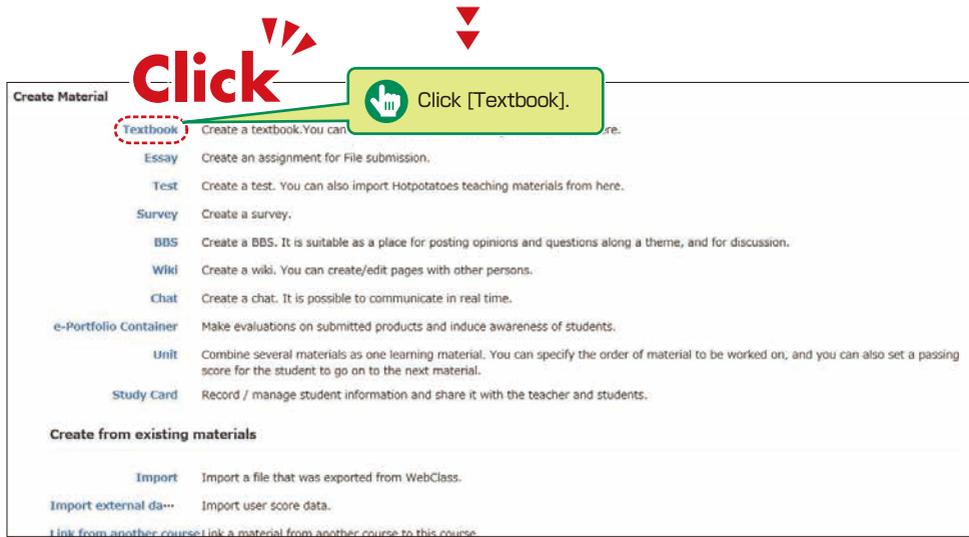
Course materials such as slides and reading materials can be created for preparation, review and coursework.

### 17-2-1

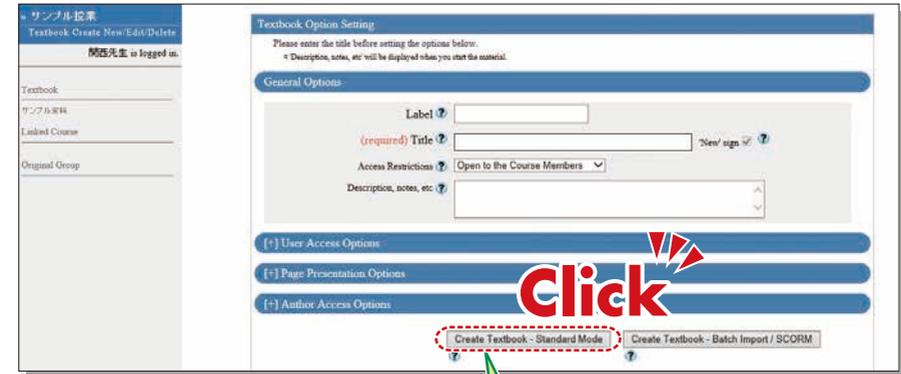
#### Create Material



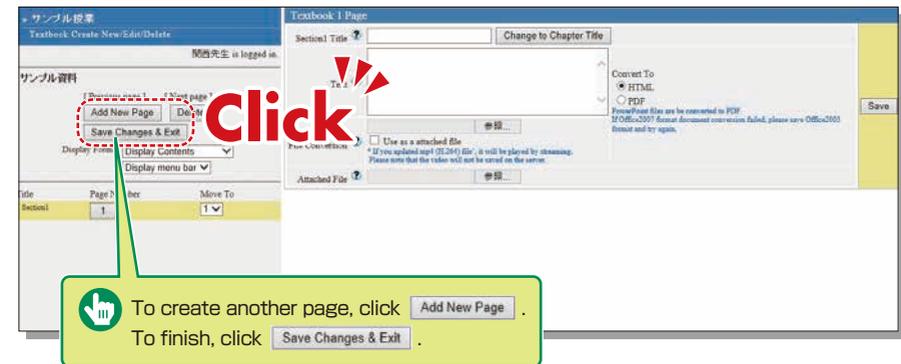
1 Click [Create Material] under [Course Material] on the Material List screen.



2 Click [Textbook].



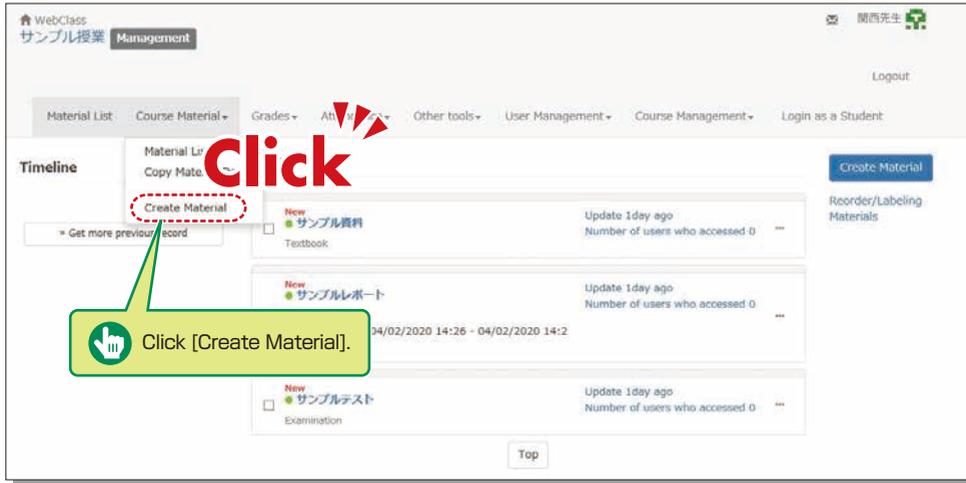
3 Enter a name for the material in the "Title" field (required) and click **Create Textbook - Standard Mode**.  
\*The other detail fields (optional) are set to default values.  
Click to check the details.



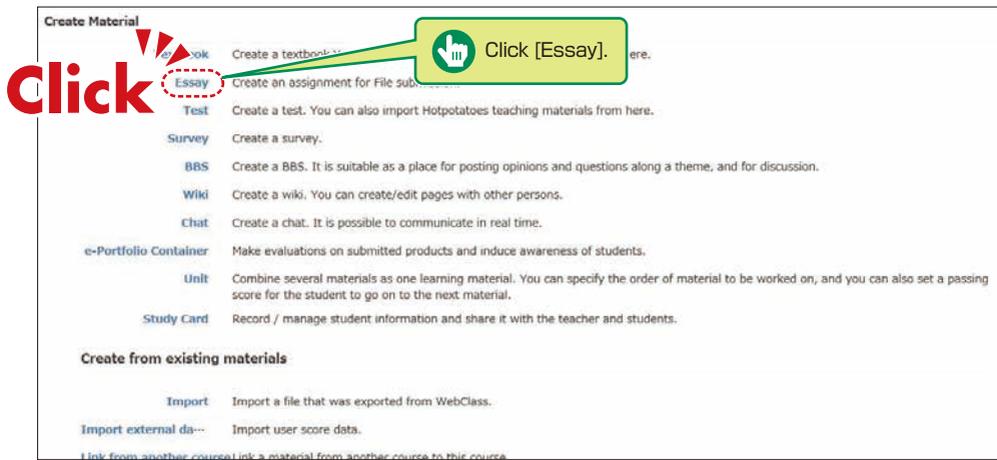
4 Click **参照...** (Browse). Select the file you want to upload, and then click **Save**.  
5 The uploaded file will be displayed.  
6 To create another page, click **Add New Page**.  
To finish creating materials, click **Save Changes & Exit**.

# 17-2-2

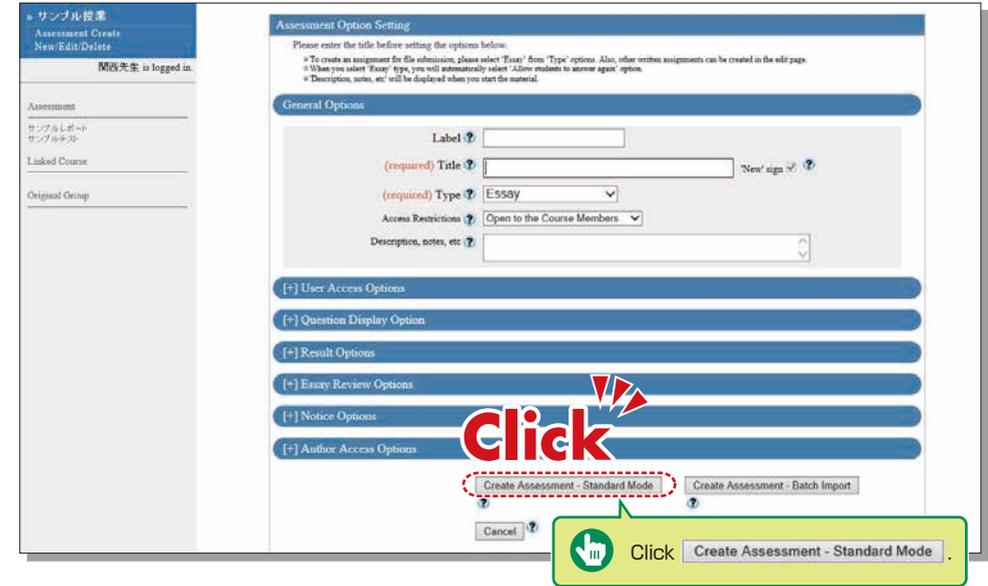
## Creating Essay Assignments



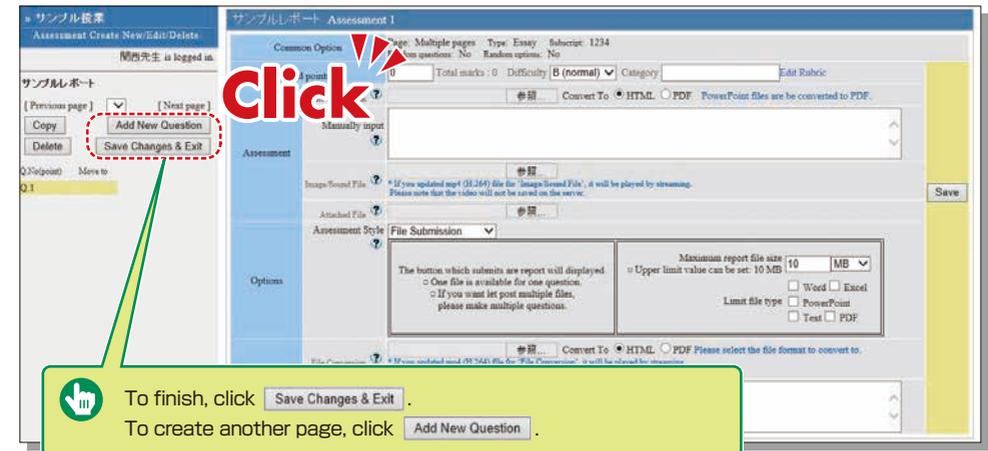
1 Click [Create Material] under [Course Material] on the Material List screen.



2 Click [Essay].



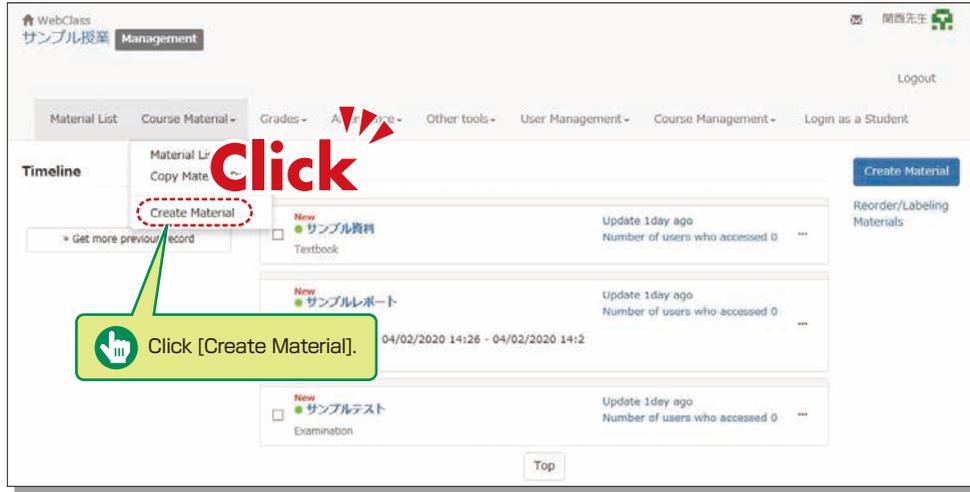
3 Enter the essay assignment title in [Title] (required) and click [Create Assessment - Standard Mode].  
\*The other detail fields (optional) are set to default values.  
Click ? to check the details.



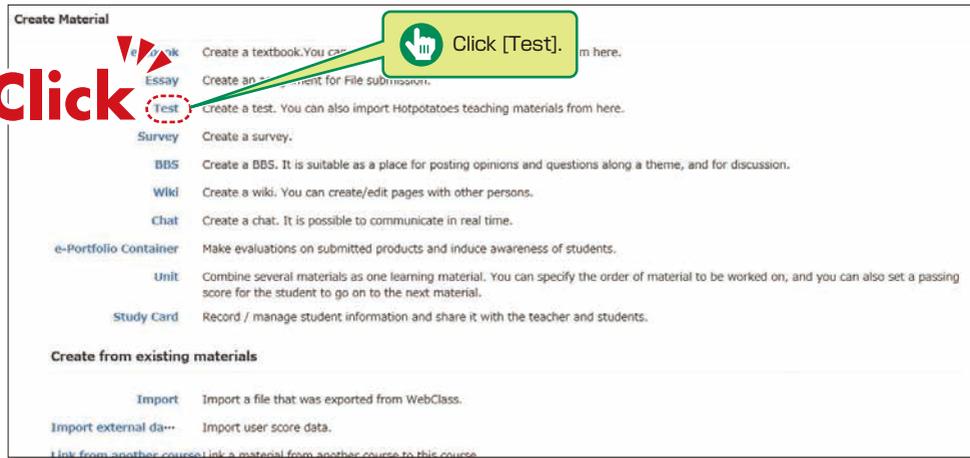
4 Input [Allotted point], [Assessment] and [Detailed Answers].  
5 Set the maximum file size and file format, if necessary.  
6 Input all the required items, and click [Save].  
7 Make sure to click [Save Changes & Exit] when creating teaching material for the first time.

# 17-2-3

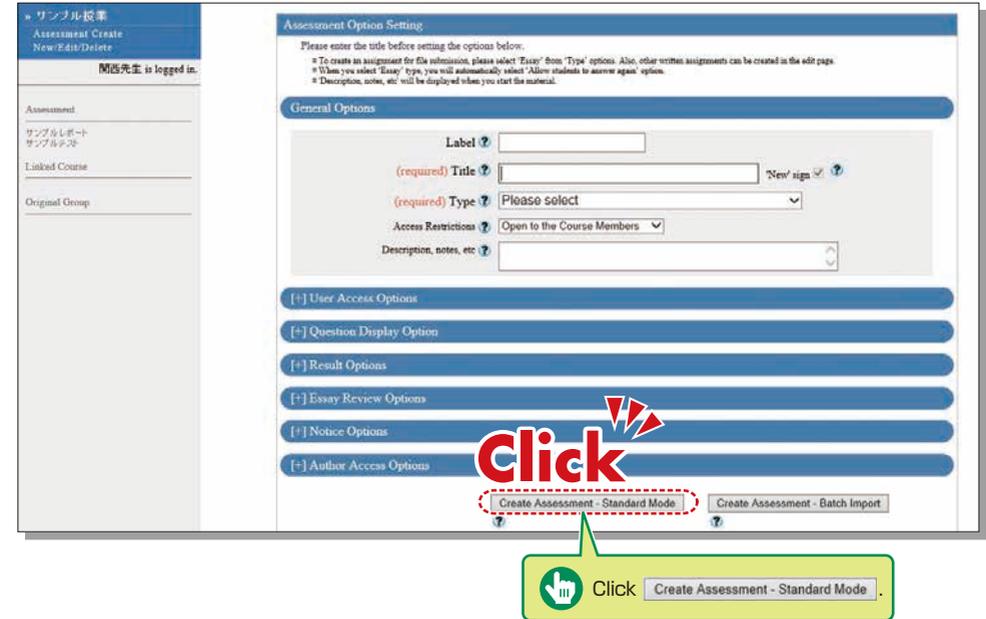
## Creating Test Materials



1 Click [Create Material] under [Course Material] on the Material List screen.



2 Click [Test].



3 Enter the test name in [Title] (required) and select the question type in [Type] (required).

Click **Create Assessment - Standard Mode**.

\*The other detail fields (optional) are set to default values.

Click ? to check the details.

4 Input [Alloted point], [Assessment] and [Detailed Answers].

5 Set the maximum file size and file format, if necessary.

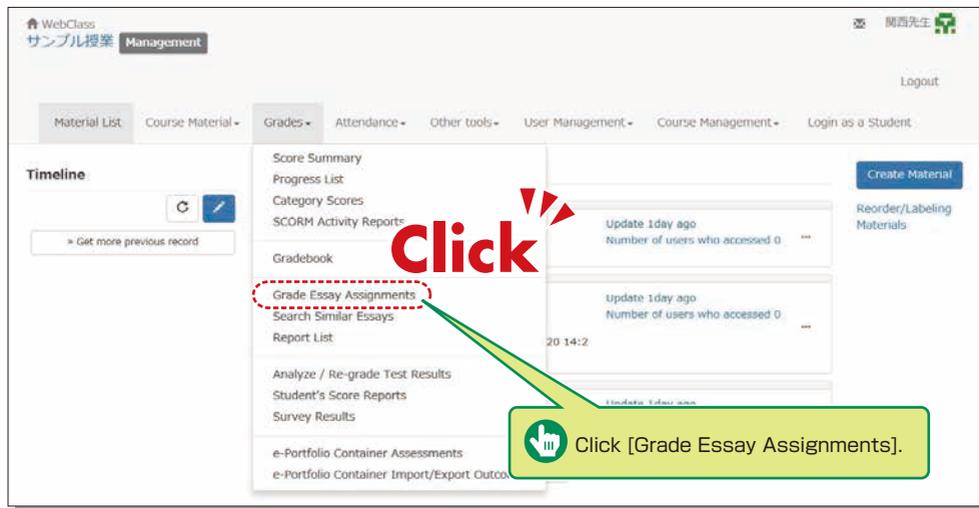
6 Input all the required items, and click **Save**.

7 Make sure to click **Save Changes & Exit** when creating teaching material for the first time.

Scoring

17-3

The instructor can grade essays and written assignments.



1 Click [Grade Essay Assignments] under [Grades] in the Material List screen.

2 Select assignment from the dropdown menu of [Assessment Name].

3 Click  .

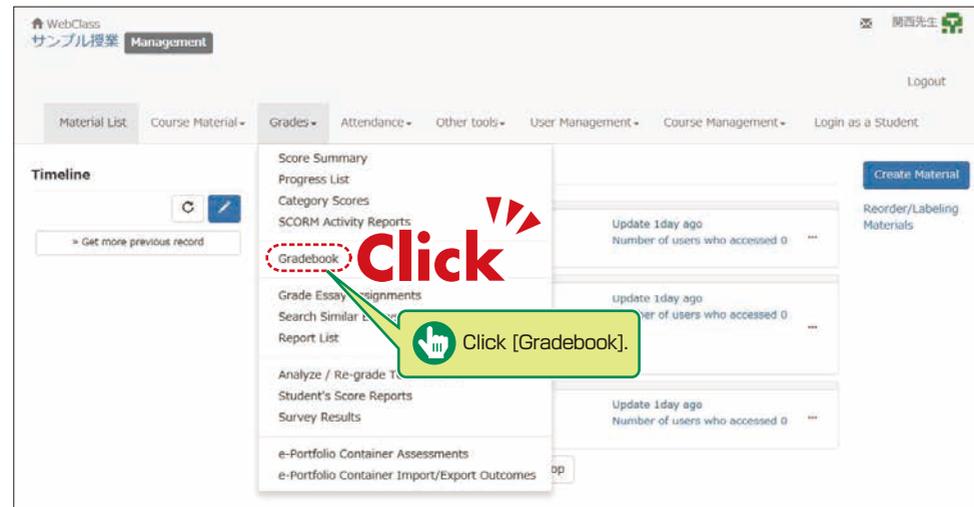
4 Click the file name of the assignment, confirm the contents, then click  .

5 Input [Comments] and [Point], and click  .

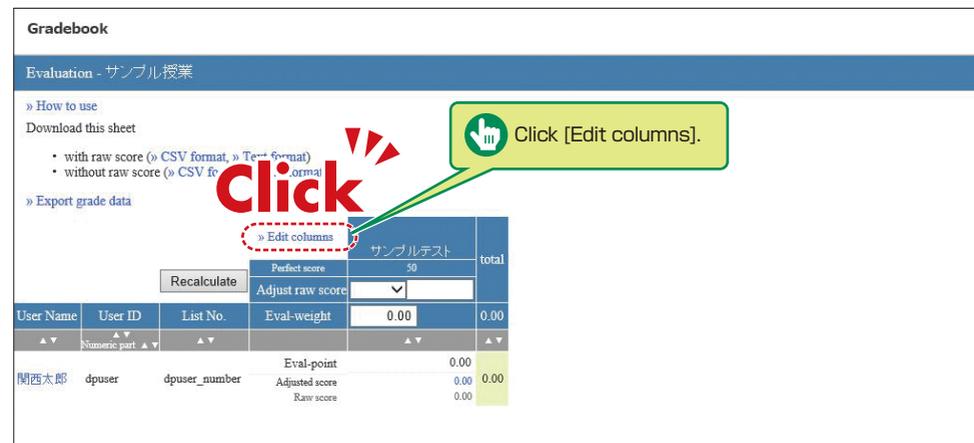
\*Corrected report file can be attached.

Grading

17-4



1 Click [Gradebook] under [Grades] in the Material List screen.



2 Click [Edit columns] to select the grading material.



**Gradebook**

Evaluation - サンプル授業

» Back to list

Please select the materials for evaluation and allot the points.  
For SCORM materials, it is necessary to indicate the perfect score.

**Materials to use for grading**      **Materials that can be added**

Remove selected material      Add selected material

Material	Perfect score	Eval-weight	used	Material
<input type="checkbox"/> サンプルテスト	50	0.00	<input type="checkbox"/> 0	サンプルレポート
<b>Eval-point full</b>		<b>0.00</b>	<input type="checkbox"/> 1	サンプルテスト

Save

- Select the grading material from the available materials, click **Add selected material**, assign a grade, and then click **Save**.
- Click [Back to List].

**Gradebook**

Evaluation - サンプル授業

» How to use

Download sheet

» CSV format, » Text format, » without raw score, » CSV format, » Text format

**Click** [Export grade data].

» Export grade data

» Edit columns

		サンプルテスト		total
	Perfect score	50		
	Adjust raw score	▼		
User Name	User ID	List No.	Eval-weight	0.00
関西太郎	dpuser	dpuser_number	0.00	0.00
	Eval-point		0.00	
	Adjusted score		0.00	0.00
	Raw score		0.00	

- Click [Export grade data] to download the CSV file for the grade entry system.
- Open the [Grade Entry] screen, select a course, and click [Grade Data File].
- The Grade Data File screen is displayed. Select the data outputted from KU-LMS, and click [Grade Data Registration (simple CSV)].

## Other Functions

### 17-5-1

#### Contacting Students

You can use [Message] to send a message to an individual student and [Notice] for sending a message to all students.

WebClass Management

Click

Material List

Material	Update	Number of users who accessed
サンプル資料 (Textbook)	Update 1 day ago	0
サンプルレポート (Essay)	Update 1 day ago	0
サンプルテスト (Examination)	Update 1 day ago	0

Click [Message icon]

#### Sending Messages

- Click on the Material List screen.
- Click [Create New].

Messages

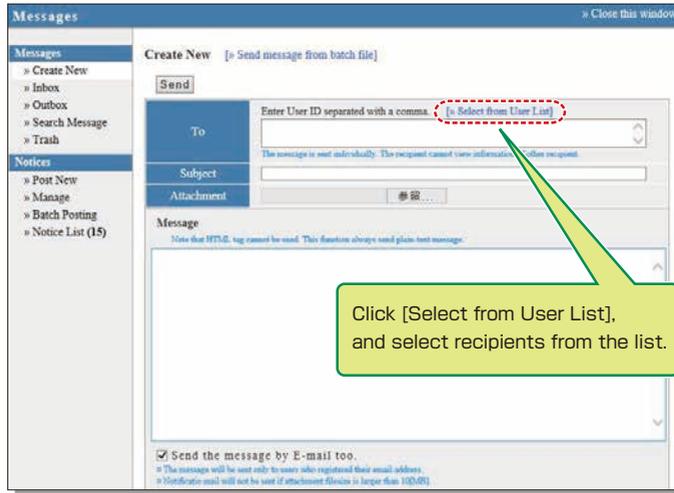
Click

Messages Inbox

Create New

Click [Create New]

**3** Click [Select from User List], and the list of enrolled students is displayed. Click the check box for a student (or students) to send the message.



**4** Input [Subject] and [Message].

**5** Messages can be sent to registered E-mail addresses; however it is impossible to receive a reply via E-mail. If you need a reply, you should include your E-mail address, or other contact info etc. in your message.

**6** Click [Send].

\*Files can be attached to the message.

**Publishing Notices**

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

**2** Click [Post New].

**3** Enter the [Title] (required), [Place to post], [Mark], [Period to post] and [Content].

**4** Click [Post].

\*You can check users who have not read the notice.



**Download the quick operation manual and Q&A.**  
 Download from the website of Center for Teaching and Learning.  
 Click [www.kansai-u.ac.jp/ctl/teacher/tool.html#lms-manual](http://www.kansai-u.ac.jp/ctl/teacher/tool.html#lms-manual)

**QR code**

QR code for quick operation manual and Q&A.



## FAQ

## Class Cancellations and Make-up Classes

**Q. Registering a class cancellation on the day of the class**

**A.** Instructors cannot register a class cancellation on the day of the class. Contact the Class Support Station or Campus Office.

**Q. Registering Make-up Classes**

**A.** Instructors cannot register make-up classes, since it is necessary to reserve classrooms. Contact the Class Support Station or Campus Office.

## Grade Entry System

**Q. Modifying grade after registration**

**A.** Contact the Center for Academic Affairs or Campus Office.

**Q. Entering grades for full-year courses**

**A.** Usually full-year courses should be graded in the fall term. However, for courses that are taught by different instructors due to the integration of new and former curricula, and some courses in the liberal arts that should be graded in the spring and fall terms separately, enter temporary grades in the spring term, and enter the final grades in the fall term, taking the temporary grades into consideration. (See P.20.)

- (1) Enter temporary grades for the students of the former curriculum, which are displayed as [Students of Full-year Courses] at the time of spring-term grading of the new curriculum.
- (2) Enter temporary grades in the same manner at the time of fall-term grading of the new curriculum.
- (3) When the above two grades have been entered, the courses of the former curriculum can be graded.
- (4) Enter the final grades for the students of the former curriculum, based on the temporary grades.

## Printing Request System

**Q. Requesting printing of materials for the next day**

**A.** The deadline of the Printing Request System is two days before the class (excluding Sundays and holidays). However, when you receive materials at Takatsuki, Takatsuki Muse or Sakai Campus, the deadline is three days before (excluding Sundays and holidays). Please use the printer in the instructors' room and print the material yourself when you cannot make your request by the deadline.

## Syllabus System

**Q. Modifying syllabuses after registration**

**A.** Contact the Center for Academic Affairs or Campus Office.

**Q. Using syllabuses of the previous year**

**A.** Use the function of checking past syllabuses. Click [History] in the top right-hand corner of the Syllabus Entry screen. (See P.29.)

**Q. Duplicating entered syllabuses to other courses**

**A.** Use the syllabus copy function. (See P.30.)

**Q. "Input number of characters over" error is displayed.**

**A.** Be aware that a line feed is dealt with as two characters.

**Q. Printing syllabuses**

**A.** Click [Print] at the bottom of the syllabus details screen displayed from [Syllabus Search], and the dialog box for printing is displayed.

**Q. Searching for syllabuses of previous years**

**A.** Past syllabuses can be searched for, using course names and keywords. Select a year from the pull-down menu at the top of the Syllabus Search screen. (See P.31.)

## KU-LMS

**Q. Logging in as a student**

**A.** Click [Login as a Student] at the top of the screen, and the display changes to the student mode for viewing students' pages.

**Q. Viewing courses of previous years**

**A.** Switch the year at the top of the class schedule of the Course List screen displayed after login.

**Q. Confirming instruction manuals**

**A.** Access the website of the Center for Teaching and Learning (See P.46.), or click [Manual] in the bottom left-hand corner of the screen after login to see the Quick Operation Guide / Q&A.