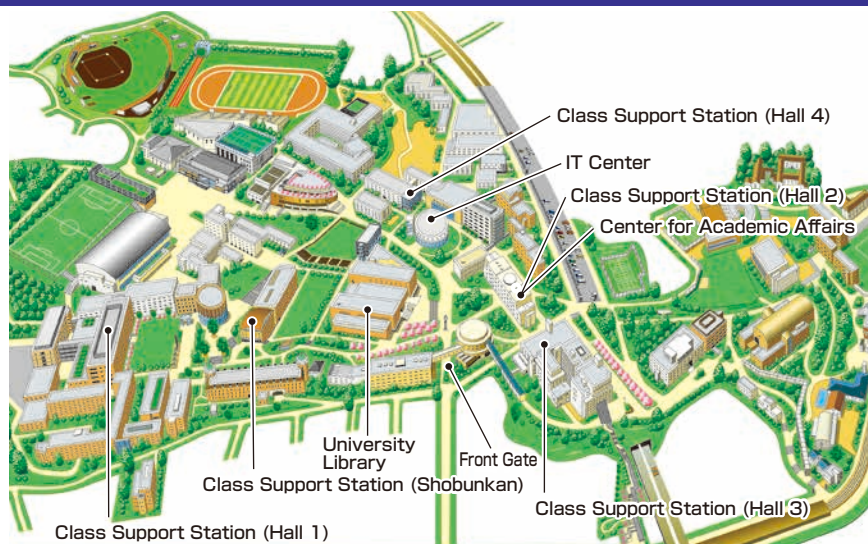QR code

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

Campus Map (Senriyama Campus)

Class Support Station (Hall 4)
IT Center
Class Support Station (Hall 2)
Center for Academic Affairs
University Library
Front Gate
Class Support Station (Shobunkan)
Class Support Station (Hall 3)
Class Support Station (Hall 1)

Contact

■ Senriyama Campus
Inquiries about course enrollment and grades
▶▶▶ **Center for Academic Affairs**
Inquiries about procedures for using the system and classes
▶▶▶ **Class Support Station**

■ Takatsuki Campus/ Takatsuki Muse Campus/ Sakai Campus
Inquiries about course enrollment, classes and all other things
▶▶▶ **Office of the Faculty of Informatics (Takatsuki)**
Muse Office (Takatsuki Muse)
Sakai Campus Office (Sakai)

■ Inquiries by e-mail
Information System, etc. ▶▶▶ web_support@ml.kandai.jp
KU-LMS ▶▶▶ kulms@ml.kandai.jp

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.

2021

【For Instructors】

2021
KANSAI University
Information System
&
KU-LMS

Operation Manual

Esc
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E
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KANSAI UNIVERSITY

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 and Links
Various services are available, such as the library service, research support, academic information, and Medical Center.

2.Instructions for Use

[Operating Environment]

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

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

3.Login

Access the website of Kansai University.
www.kansai-u.ac.jp

Click
[Information System].

Click

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

Click

To Top Page

4.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.30 for how to use the system.

5. Top Page

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

Notices
Check notices for instructors and faculties. Check events and procedures.
Use "Notices" to send notifications to faculties or sections, and use "Personal Messages" to send messages to individual instructors or students.
Check the registration procedures in the University Services and Links users' manual.

Personal Messages
Check your personal messages.

Academic Affairs Information
The following items can be viewed.

Syllabuses	P.27	Attendance Management	P.10
Printing	P.19	Course Evaluation Questionnaires	P.21
Marking	P.16	Examinations	P. 9

Enrolled Student Directories
Download the Enrolled Student Directories.

Open CEAS
See the online instruction manual for the services and details.

University Services and Links
The following items can be viewed.

Document Library — P. 7

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.

Medical Center
You can view information on the medical checkup and fill out the interview sheet before your checkup.

Password change
Your password can be changed. Set a password that cannot be guessed easily.

KU-LMS — P.30
Class Cancellation Registration — P. 5

Academic Information
Research results can be input and viewed.

※This screen is under development.

6. Registering/ Confirming Class Cancellations and Makeup Classes

You can check class cancellations, makeup classes and class changes.

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

1 Click [Class Cancellation Registration].

2 A list of your courses is displayed. Click [Select] for a subject to register a class cancellation.

3 A schedule for the selected subjects is displayed. Click [Class Cancellations] to register cancellations. Click [Cancellation Modification] to modify or delete class cancellations.

4 You can check makeup classes, if registered.

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

Fill out the required items such as the reason for the class cancellation, and click [Register].

To modify the class cancellation, click [Register].

To delete the class cancellation, click [Delete].

7.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] in University Services and Links to open the window.
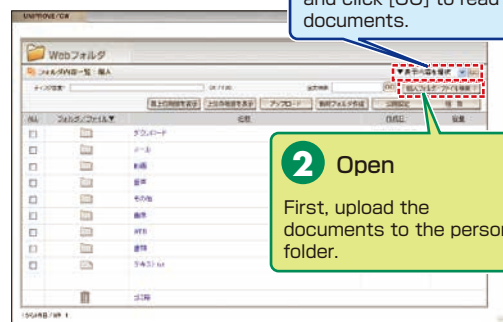
> ⚠ **Share**
>
> Share documents with the members of a committee or project. Select a group, and click [GO] to read the documents.

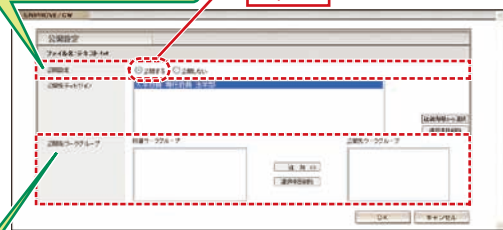**2** **Open**

First, upload the documents to the personal folder.

3 Click [Open] to disclose the updated data.

Open

Folders and files to be disclosed can be managed (added/deleted) only by the user who uploaded them. Other users can only view the documents.
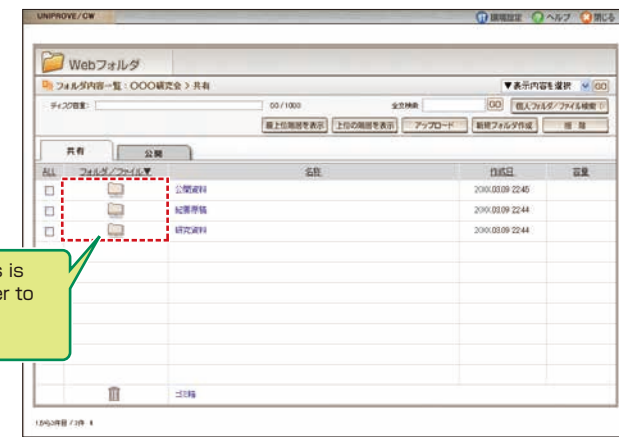
4 Select the range of disclosure (people for whom the data is intended).

Documents are shared by the members of the group. Shared folders and files can be managed (added/deleted) by any member.
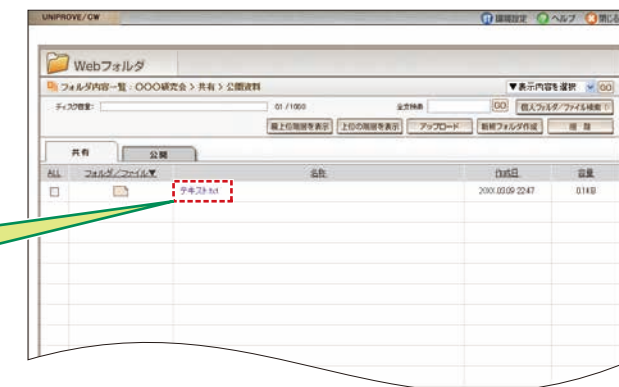
5 The list of data folders is displayed. Click a folder to display the list of files stored in the folder.
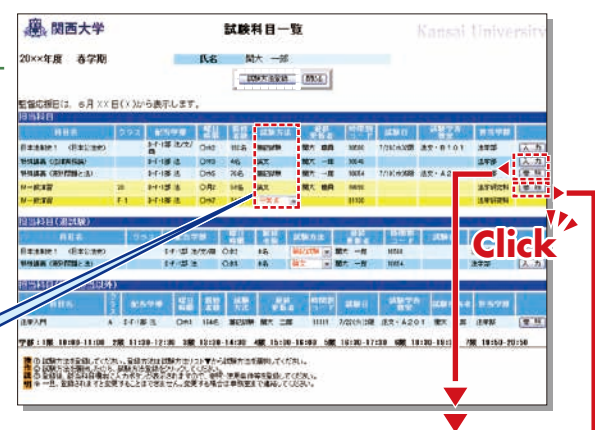
6 Click a file to view.

8. Preparing Examinations

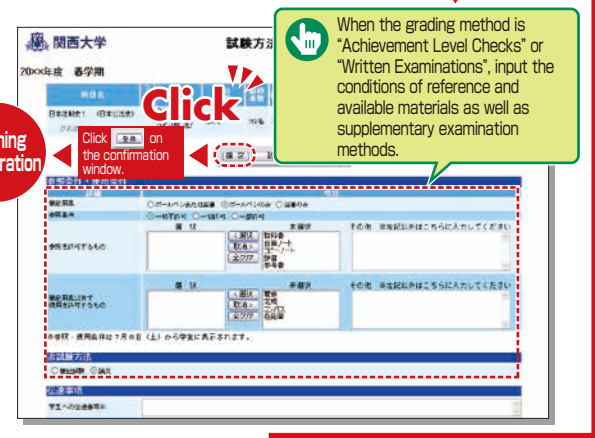Detailed instructions will be given when your grading methods are checked.

8-1-1
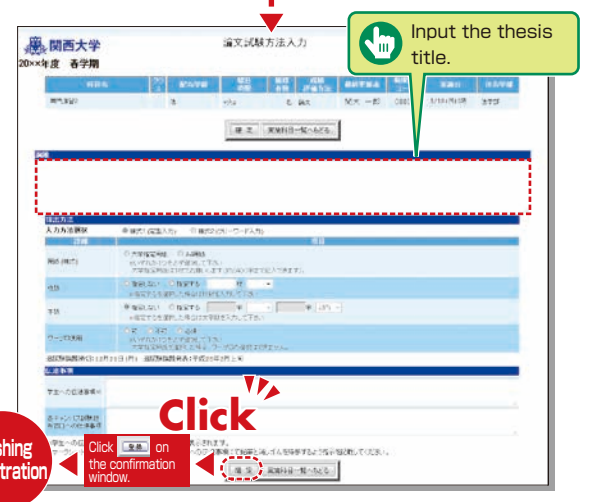### Confirming Grading Methods

Confirm the grading methods.

Click

8-1-2
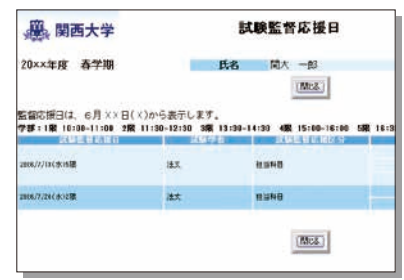### Inputting Conditions for "Achievement Level Checks" and "Written Examinations"

Click

Finishing Registration

Click 登録 on the confirmation window.

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.

8-1-3
Inputting Thesis Titles

Input the thesis title.

8-2

Examination Schedules can be checked.

Click

Finishing Registration

Click 登録 on the confirmation window.

9. 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.
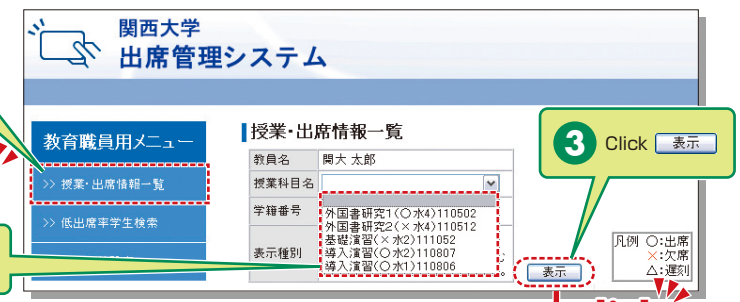
9-1
Checking Attendance

Select [Attendance Management System] in the Academic Affairs Information of the Information System.
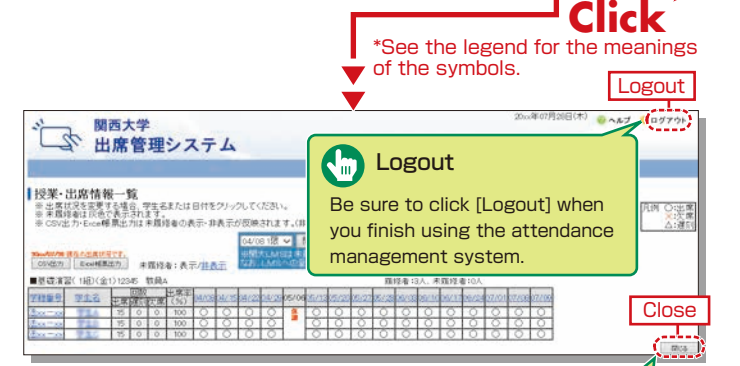
1 Click [Class / Attendance List].

Click

2 Select a course to check attendance.

3 Click 表示

Click

*See the legend for the meanings of the symbols.

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

Logout

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

Close

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

9-2

Manual Data Registration/Revision

Attendance data 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

Click

4 Click OK

Registration complete ◄ Click

● When revising the data by specifying the student

1 Click on the student's number or name.

Click

Student number | Student name

2 Revise the data, using the pulldown menu.

3 Click 確定

4 Click OK

Registration complete ◄ Click ◄◄

Click

9-3

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

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.10〜P.12.)
The procedures are described below.

9-4
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.

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
教職員証、入退出カードをかざしてください
20XX/12/
関大　太郎　先生
1限　2限　3限　4限
5限　6限　7限
時限を選択してください　キャンセル

関大　太郎　先生　1時限
基礎演習（組）
授業を選択してください　開始　キャンセル
Start　Cancel

Finishing Registration

9-5
Attendance Registration

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

関西大学　出席管理システム　1時限
基礎演習
学生証をかざしてください
20XX/12/03（木）13:56

関西大学　出席管理システム　1時限
基礎演習
関大　五郎さん
受け付けました
20XX/12/03（木）14 11 充電中　受付中

9-6
How to Register Attendance without a Student Identification Card

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

関西大学　出席管理システム　1時限
基礎演習
学生証をかざしてください
20XX/12/03（木）13:56　充電中　受付中

オプション
手動モード　1回スキャンモード
出席　遅刻　終了
出席者一覧　カード忘れ　確定
No Card

2 Press the [No Card] button.

3 You can search the student with students number.

関西大学　出席
カード忘れ対応
一覧選択　学籍番号検索　キャンセル

4 Input the last four digits of the student number.

5 Press [Enter].

6 Select the student.

学籍番号（下4桁）を入力してください
1　2　3
4　5　6
7　8　9
0　DEL
決　定
キャンセル

カード忘れ対応
テ08-0910 関大　花子
テ07-0910 関大　卓也
テ05-0910 関大　勇介
テ06-0910 関大　翔太
学生を選択してください　確　認　キャンセル

7 Press [Confirm].

8 Press [Attending] or [Arriving Late].

カード忘れ対応
テ08−910
テスト学部
テスト学科
関大　花子
KANDAI　HANAKO
出　席　遅　刻　キャンセル
Attending　Arriving Late

Finish

9-7

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].

Finish

Enter

Yes | No

9-8

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.

Data revision complete

Data Revision

10. 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.

10-1

Entering Grades

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

10-2
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.18

Save | Finish | Return

Enter grades.

Click

Entry complete

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.

❗ 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".

❗ 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.

10-3
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).

1 ダウンロード
Download the grade entry file, and input the final grade.

Click

Click

Click

Saving complete

2 参照...
Upload the grade entry file for reference.

❗ 成績データ反映[簡易版]
The data is saved in the simple format.

10-4
Revision of the Grade Entry List

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

Save | Finish | Return

Save | Finish | Return

Click

Entry complete

11.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)

11-1

Printing history is displayed.

Click

Next
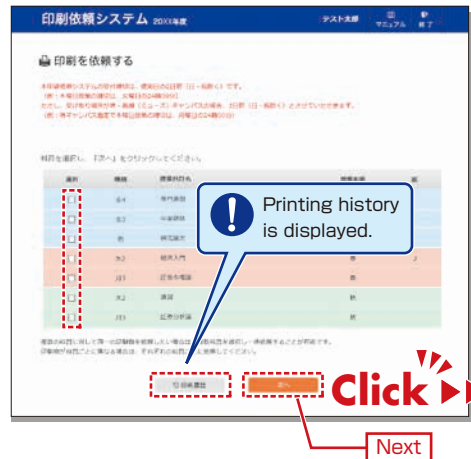
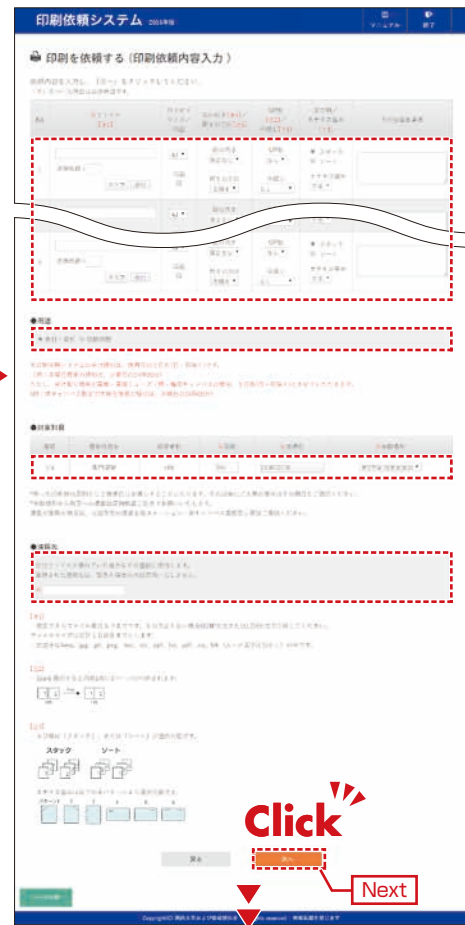### 11-2

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.

Click

Next

11-3

Confirm the input content on the preview screen and click 完了 (Finish).

Click

Finish

12.Course Evaluation Questionnaire System

KU conducts the Course Evaluation Questionnaire at all campuses to reflect students' opinions about the courses they took and improve the quality of our education.
The questionnaire has been carried out during classes, via smartphone, since the 2020 spring semester.

You can view the aggregated results of the questionnaire (quick report) and responses. They can be downloaded via the following process.

12-1.Viewing the Questionnaire Results

The following can be checked.

1 Confirmation of the quick report

Students' responses (quick report) for your courses can be confirmed during the questionnaire period.

2 Confirmation of the Responses

After the questionnaire period ends, the overall scores are calculated and displayed. You can compare your course scores with average overall scores and cross-tabulate for each course.
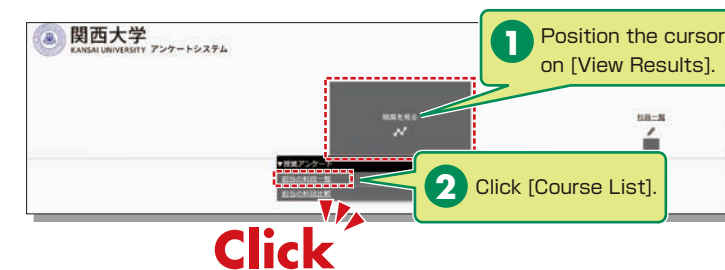
12-1-1

Confirming the questionnaire results (quick report).

After the questionnaire period ends, you can view the questionnaire results (quick report) via the following process.
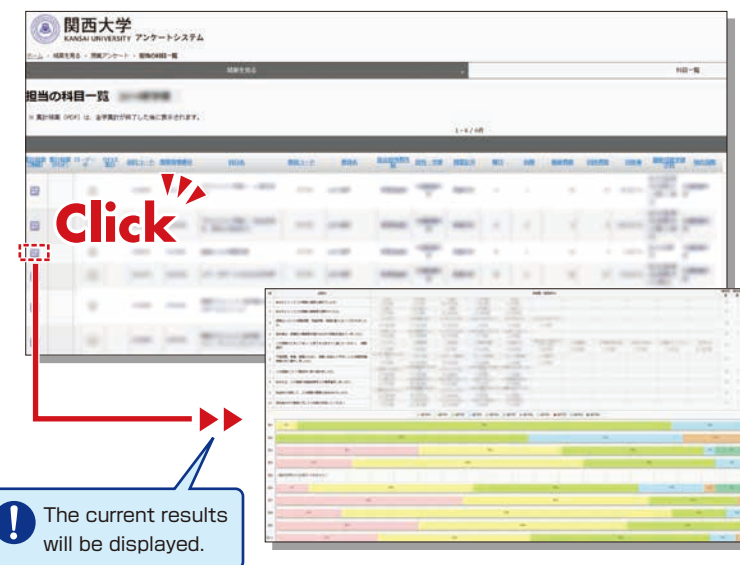
1 Log-in to the Information System and click [Course Evaluation Questionnaire].

2 Click [View Results] > [Course List]

1 Position the cursor on [View Results].

2 Click [Course List].

Click

3 Click [Results (quick report)] from the Course List.

Click

! The current results will be displayed.

12-1-2

Viewing the Responses

After the questionnaire period ends, the overall scores are calculated and displayed (PDF).

1 Click a button in the column [Results (PDF)].

Click

2 The questionnaire results will be displayed.

Click a button in the column [Results (PDF)] within the course list screen, and the results (PDF) will be displayed (not available during the questionnaire period).

12-1-3

Cross-tabulating

Cross-tabulation of scores is possible.
Select a question to cross-tabulate and click [Cross-tab Display].

1 Select a subject from the [Course List] to cross-tabulate.

1 Click a button in the column [Cross-tab].

Click

2 Select a question to cross-tabulate and display the results.

2 Select a question to cross-tabulate.
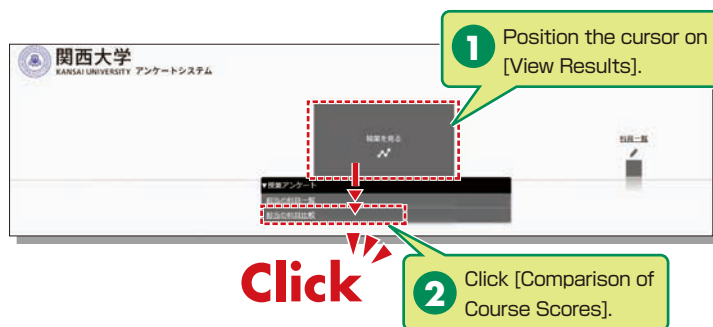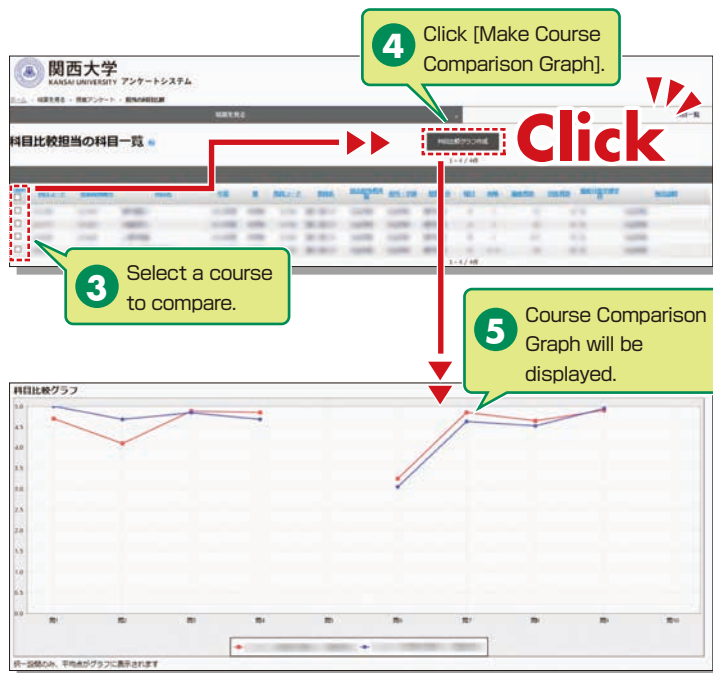
Click

3 Click [Cross-tab Display].

12-1-4

Comparison of Course Scores

You can compare scores across courses.

1 Select [See Results] and display [Course List for Comparison].

1 Position the cursor on [View Results].

2 Click [Comparison of Course Scores].

Click

2 Select a course to compare to display a graph (two or more courses can be selected).

4 Click [Make Course Comparison Graph].

Click

3 Select a course to compare.

5 Course Comparison Graph will be displayed.

12-2. Downloading the Questionnaire Results

The raw data for questionnaire results can be downloaded.
*Raw data is the base data for calculation and is output in CSV format.

1 Position the cursor on [View Results].

2 Click [Course List].

Click

3 The [Course List] will be displayed.

· Downloading raw data for each course.
→ **4-1**

· Downloading raw data (complete) for respondents.
→ **4-2**

4-1 Select a subject for download.

4-2 Click [Raw Data Batch Output].

5 The raw data will be downloaded.
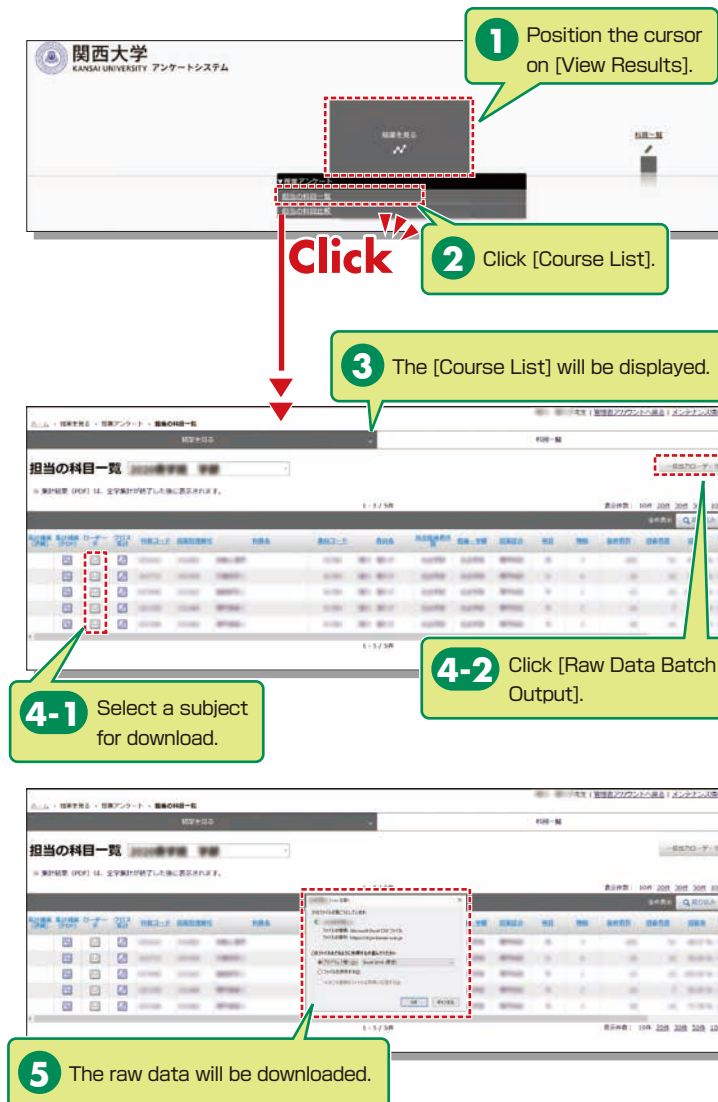
Syllabus System

13.Syllabus System

13-1
Inputting Syllabuses

Registration

The list of courses is displayed to input syllabuses.

文字修飾
You can 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

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.

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

確認
Click [Confirm] to confirm syllabuses completed.

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

13-2
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.

Syllabus Copy

Select an origin file and destination files (multiple files can be selected).

Copying Complete ◄ **Click**

Copy

13-3

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.

13-4

Syllabus Details

Instructor's Name

> 👆 関大太郎
>
> The list of the instructor's past courses is displayed.

Course Evaluation Questionnaires

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

14. 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. You can see the Webclass Author Manual for detailed information on operation and other functions.

14-1-1

Login

Click

> 👆 Click on the button to login.

Course Manager's Manual

> ❗ You can switch to the English version.

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.

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.
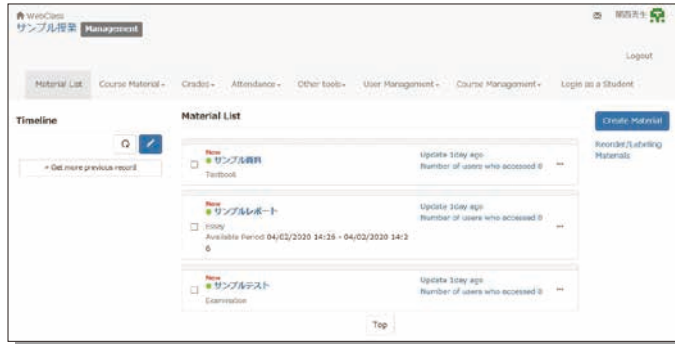
14-1-2

Composition of the Material List screen

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

[✉ Notices and Messages] Information 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).

14-1-3

Logout

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

Click

Click on [Logout].

End

14-1-4

Login as a Student

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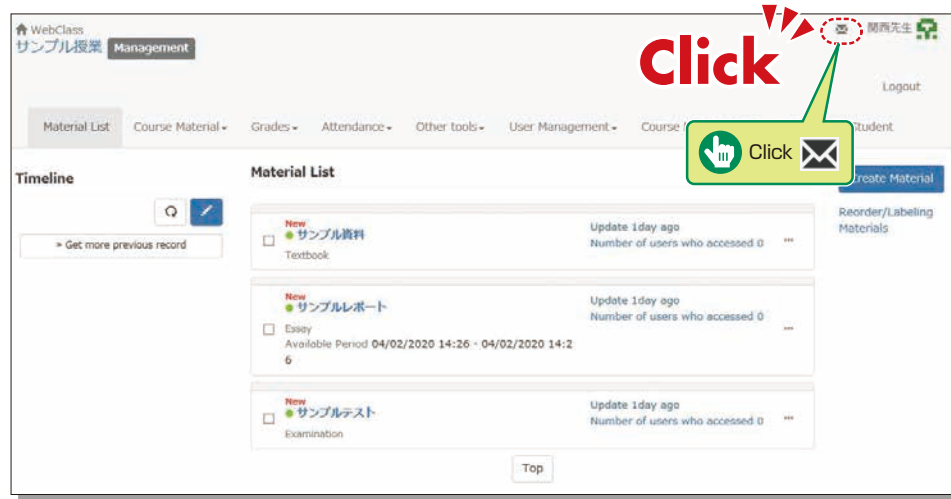

Click

Click [Login as a Student].

Contacting Students

14-2

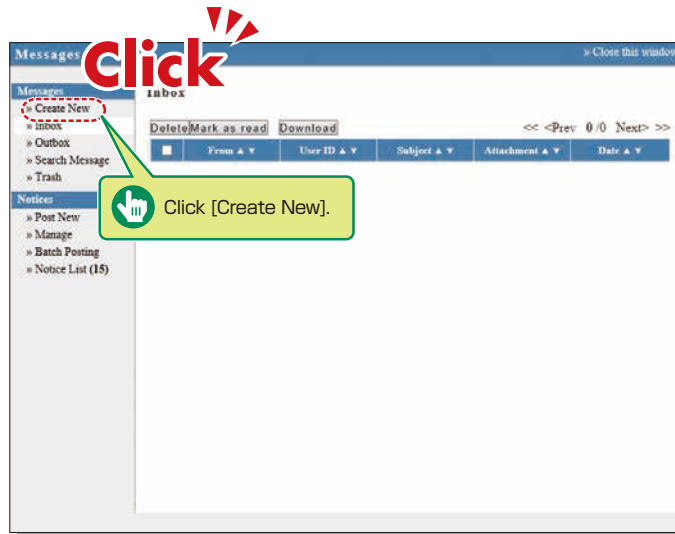### Contacting Students

Use "Messages" to send personal messages and "Notices" to send notifications about classes (to all enrolled students).

Click

Click ✉

Sending Messages

1 Click ✉ on the Material List screen.

2 Click [Create New].

Click

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 recieve 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.

Click [Select from User List], and select recipients from the list.
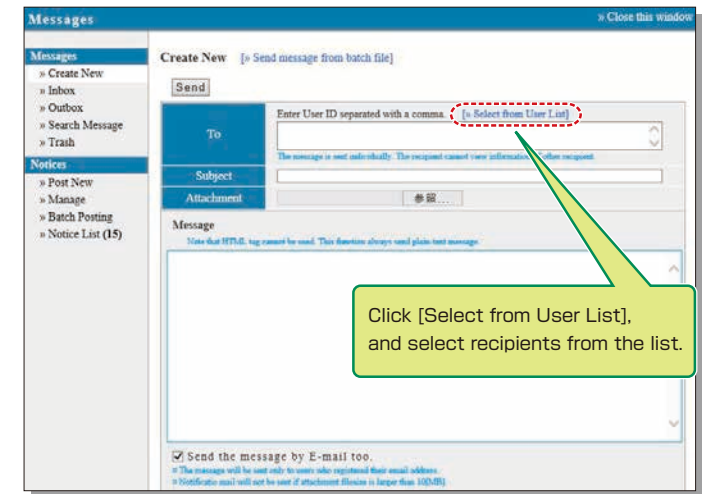
Publishing Notices

1 Click ✉ 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].
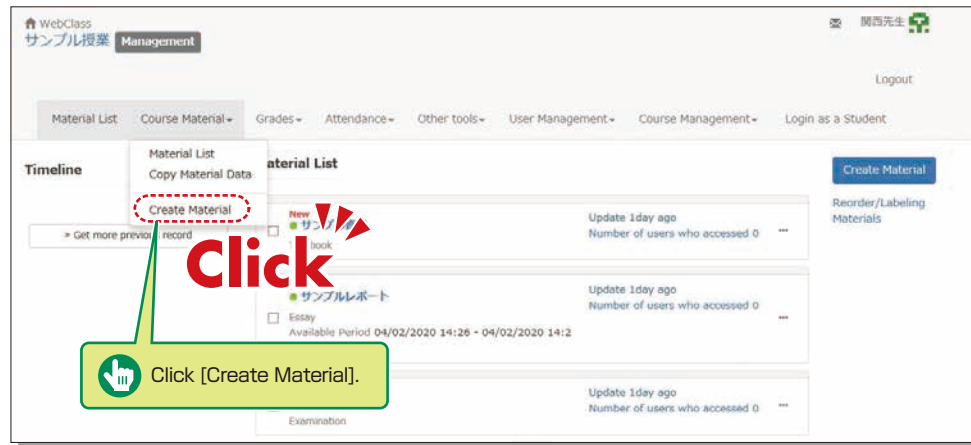
*You can check users who have not read the notice.

Click

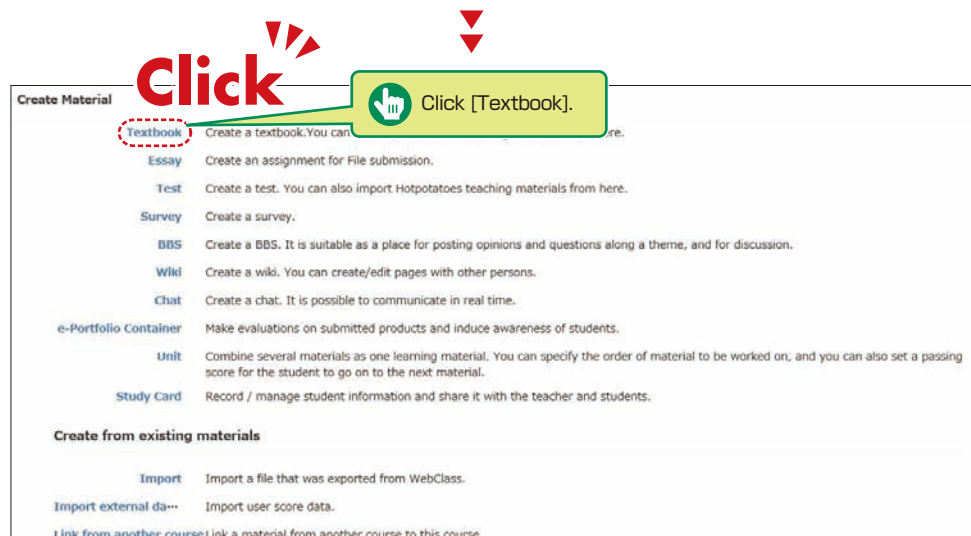Click [Post New].

Course Material

Course materials such as slides and reading materials can be created for preparation, review and coursework.
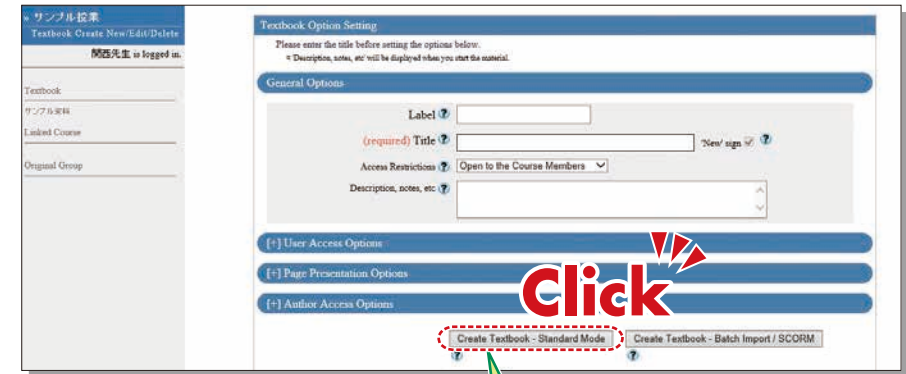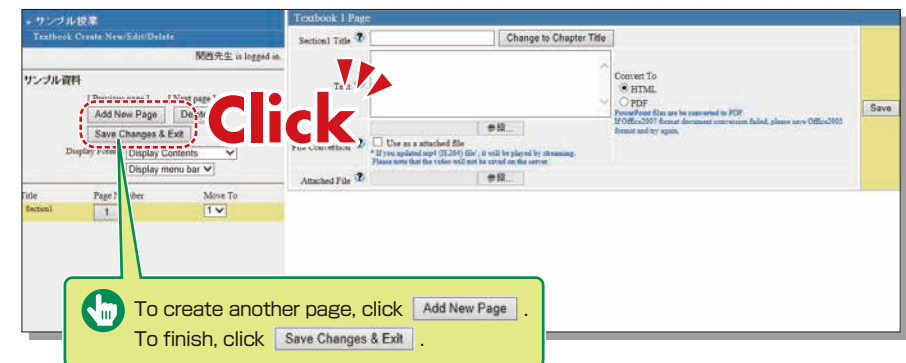
14-3-1

Create Material

Click [Create Material].

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

Click [Textbook].

2   Click [Textbook] .

Click   Create Textbook - Standard Mode   .

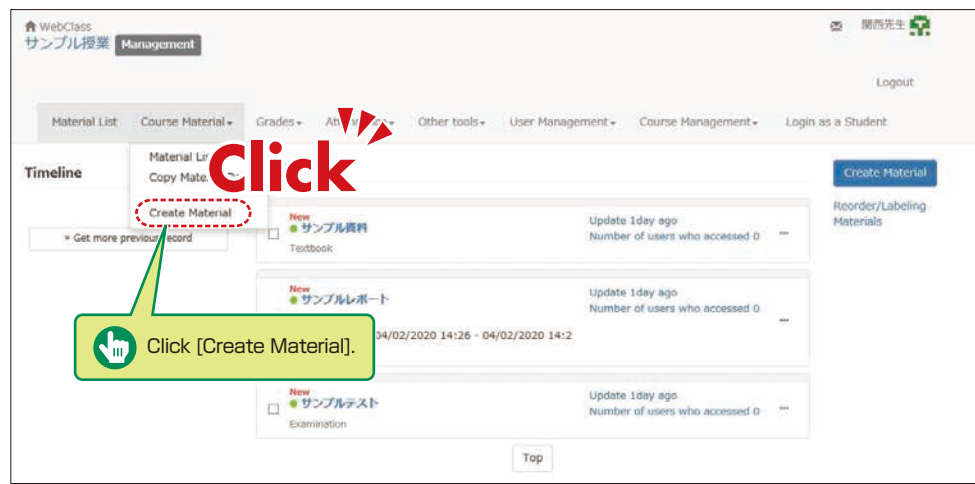**3**   Enter a name for the material in the "Title" field (required) and click   Create Textbook - Standard Mode   .
     *The other detail fields (optional) are set to default values.
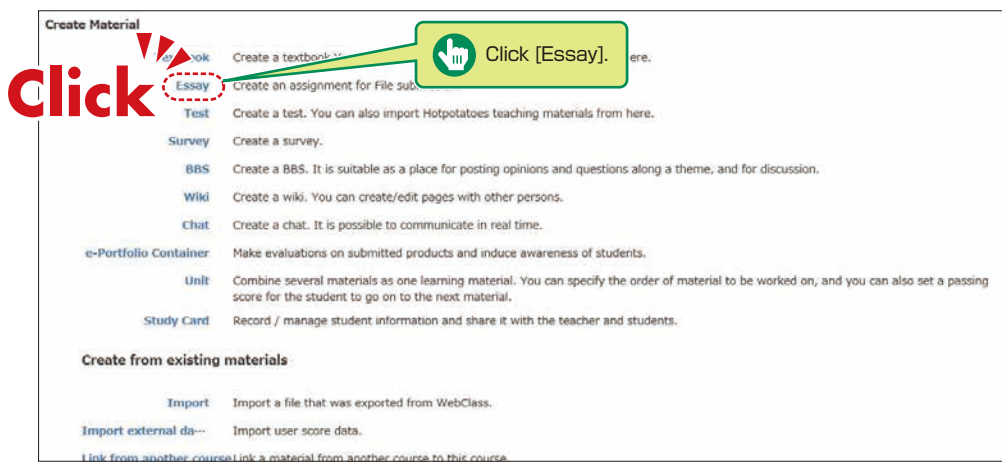   Click ? to check the details.

To create another page, click   Add New Page   .
To finish, click   Save Changes & Exit   .

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   .
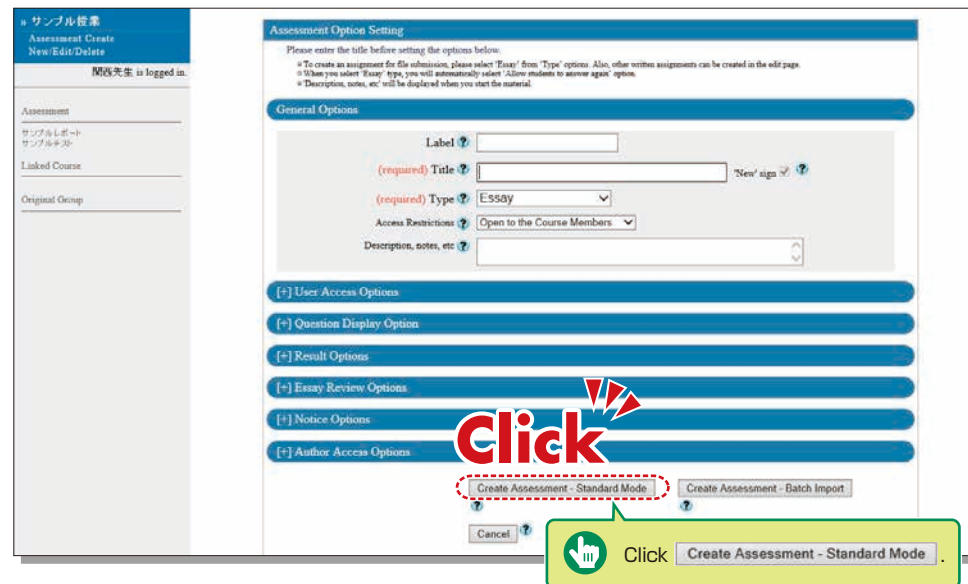   To finish creating materials, click   Save Changes & Exit   .
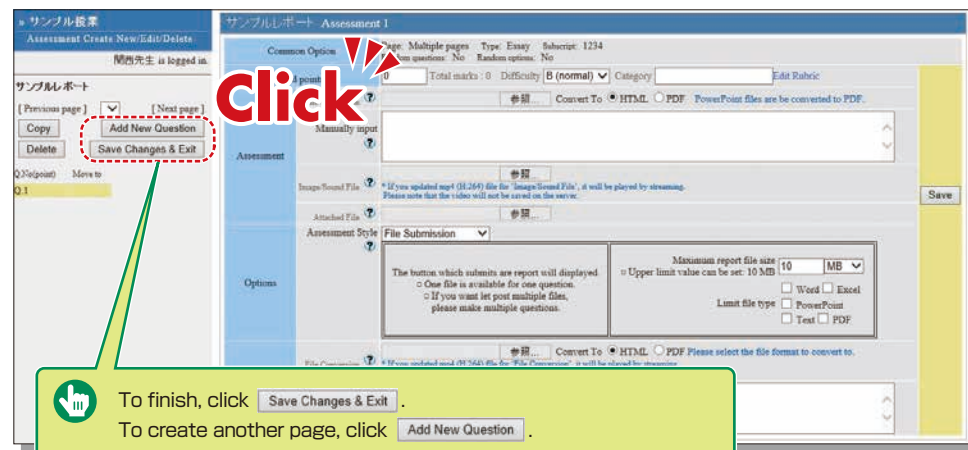
14-3-2

Creating Essay Assignments

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

Click [Create Material].

Click [Essay].

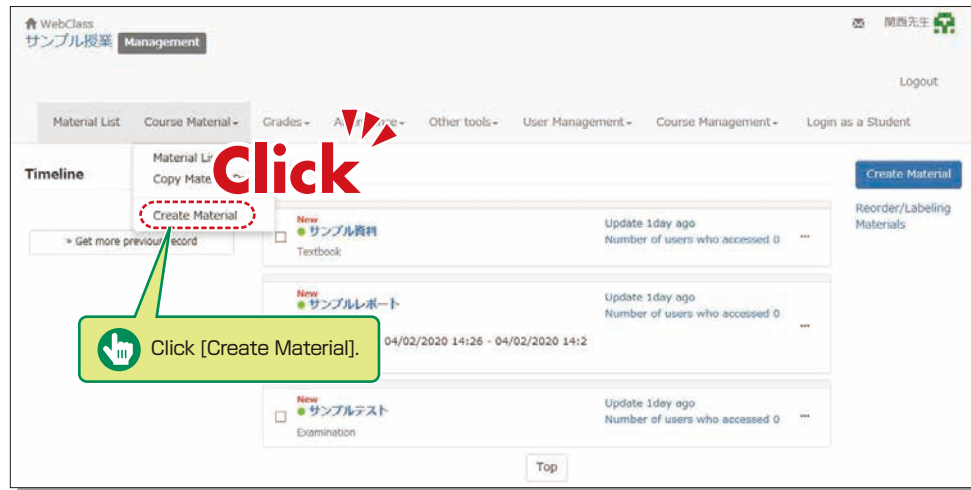**2** Click [Essay] .

Click Create Assessment - Standard Mode .

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.

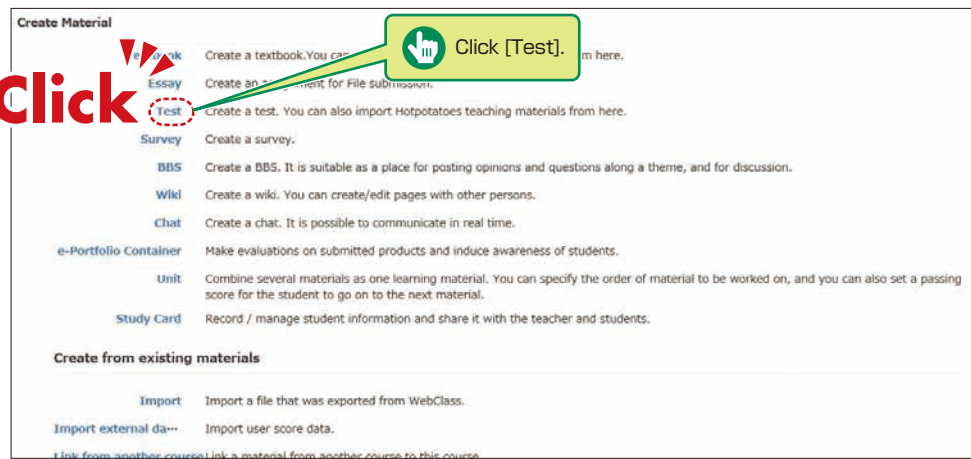To finish, click Save Changes & Exit .
To create another page, click Add New Question .

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.

14-3-3

Creating Test Materials

Click [Create Material].

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

Click [Test].

2 Click [Test] .

Click Create Assessment - Standard Mode .

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
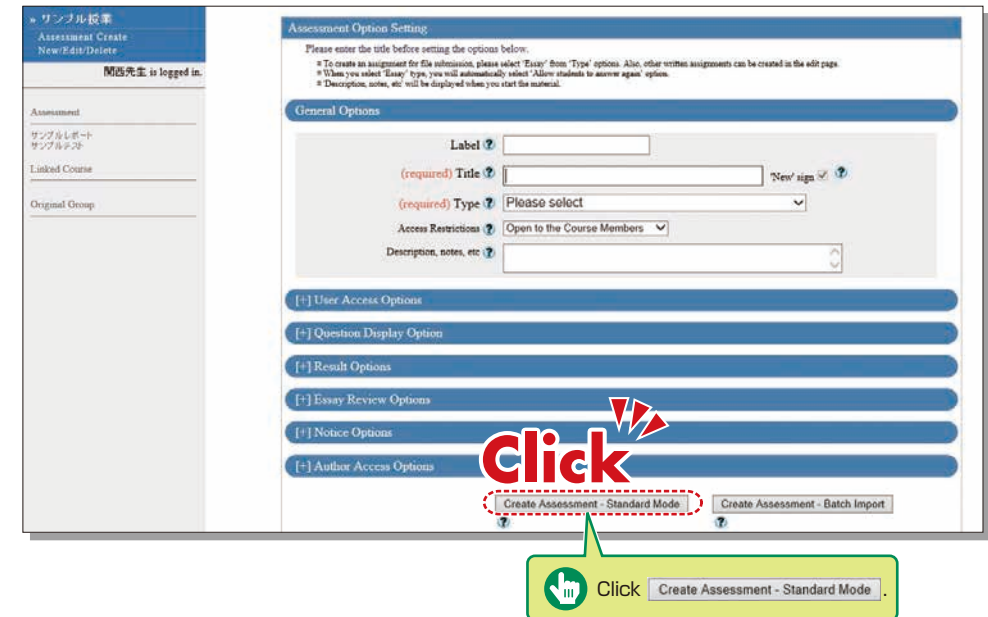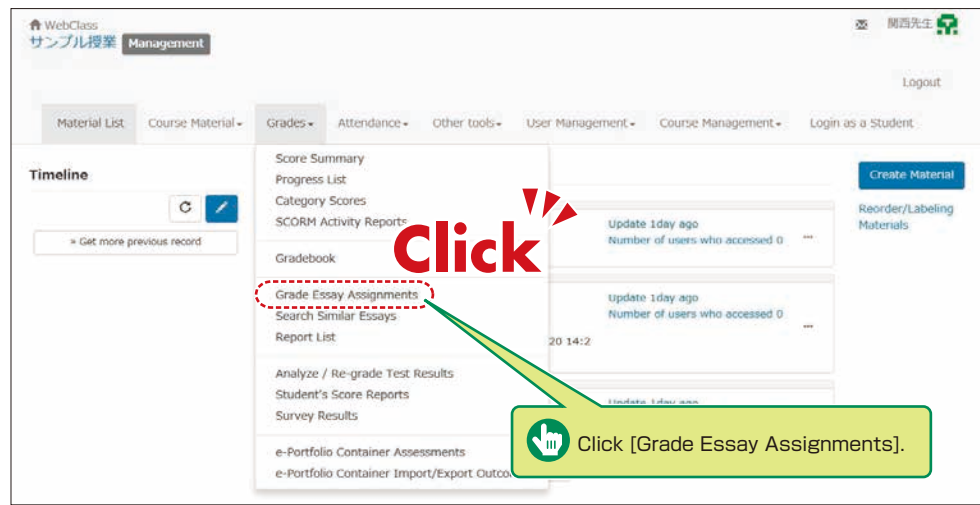
14-4

The instructor can grade essays and written assignments.

Click [Grade Essay Assignments].

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

2 Select assignment from the dropdown menu of [Assessment Name].
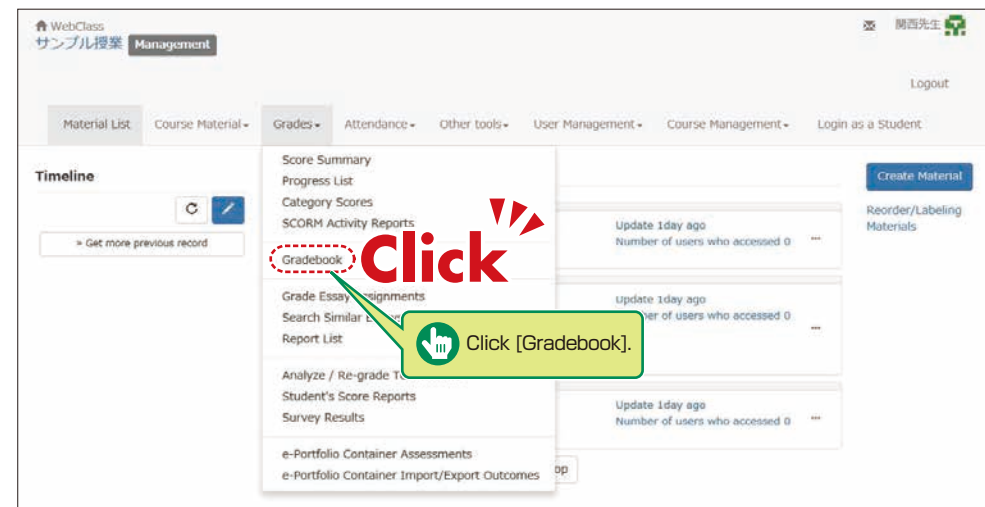
3 Click Display submitted reports .

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

5 Input [Comments] and [Point], and click Save .
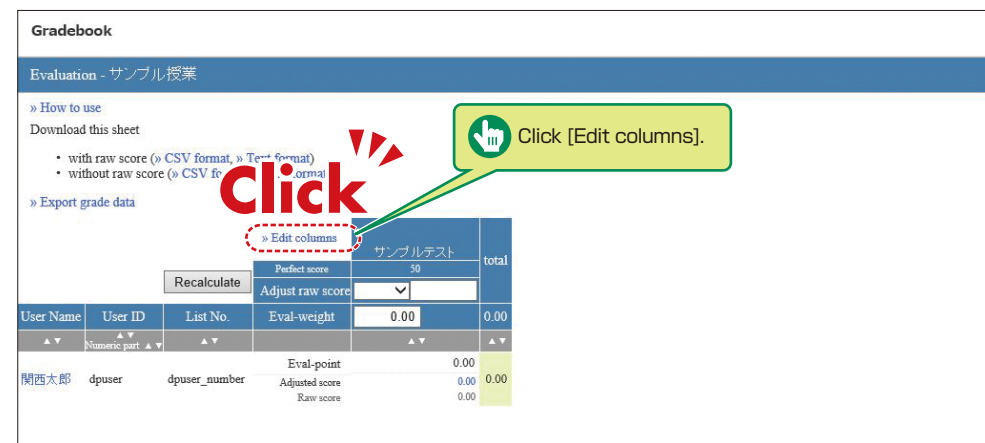 *Corrected report file can be attached.

Grading

14-5

Click [Gradebook].

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

Click [Edit columns].

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

3 Select the grading material from the available materials, click [Add selected material], assign a grade, and then click [Save].

4 Click [Back to List].

Click [Export grade data].

5 Click [Export grade data] to download the CSV file for the grade entry system.

6 Open the [Grade Entry] screen, select a course, and click [Grade Data File].

7 The Grade Data File screen is displayed. Select the data outputted from KU-LMS, and click [Grade Data Registration (simple CSV)].

Other Functions

⚠ **Downloading 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#aboutlms

QR code

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.16.)
(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.27.)

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

A. Use the syllabus copy function. (See P.28.)

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.29.)

KU-LMS

Q. **Loging 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.44.), or click [Manual] in the bottom left-hand corner of the screen after login to see the Quick Operation Guide / Q&A.