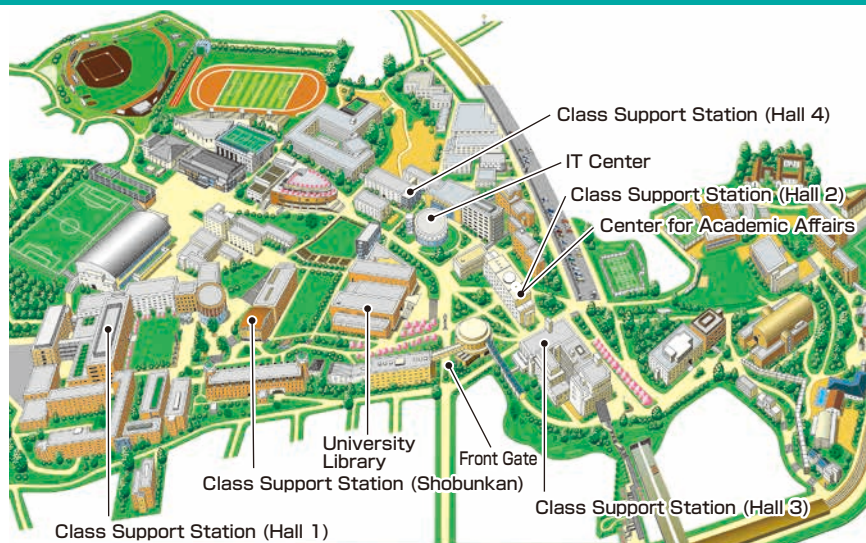


QR code



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

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 ▶▶▶ itcsup@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.

[For Instructors]

2022 KANSAI University Information System & KU-LMS

Operation Manual



- Downloading enrolled student directories P. 3
- Checking notices and messages from the University P. 3
- Registering class cancellations / Checking makeup class registrations ... P. 5
- Sharing documents within faculties and groups (committees/projects).... P. 7
- Preparation of examinations P. 9
- Attendance Management System P.10
- Grade Entry System P.16
- Requests for printing of supplementary materials P.19
- Confirming the results of the Course Evaluation Questionnaire P.21
- Comparing the Results of the Course Evaluation Questionnaire P.25
for your courses
- Downloading of the results of the Course Evaluation Questionnaire P.26
- Inputting/Editing syllabuses P.27
- Searching for syllabuses P.29
- Using KU-LMS P.30
- Contacting students P.33
- Creating Teaching Materials P.36
- Creating Essay Assignments P.38
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- Grading P.42
- Grades P.43
- Linkage of LTI (Panopto) P.45
- FAQ P.49

1.Information System

The information system refers to the portal site for the following systems.

- 1 Home
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 (WEB Folder)
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 Health care (Medical Center).

2.Instructions for Use

Operating Environment]	Operating System	Browser/ Operation Platform
Windows	Microsoft Windows10 or later	Microsoft Edge Ver. 94.0(Official Build)or later (Compatible only with Microsoft Edge based on Chromium)
		Google Chrome 94.0 or later
		Mozilla Firefox 92.0 or later
Mac	mac OS Catalina 10.15.7(19H15) or later	Safari 14.1 or later
		Google Chrome 94.0 or later
		Mozilla Firefox 92.0 or later

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

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 new password on the 4th floor of the IT center.



To Home

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.Home

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

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.

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**
Information related to students' job hunting is provided.
- Research Administration**
Information on research support is provided.
- Health care (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.

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.

The screenshot shows the LMS Home page for a user named 関大太郎さん. The page is titled "ホーム" and contains several sections:

- Navigation Bar:** Includes "ホーム", "お知らせ" (with a "すべて表示" button), and "未読の個人伝言" (with a "すべて表示" button).
- Left Sidebar:** Contains the university logo, user name, "インフォメーションシステム管理", "ログアウト", "ホーム", "新入生向け情報", "教務情報", "学内サービス・リンク集", and "お知らせ一覧表示".
- Main Content Area:** Displays a list of notices:
 - 2021.11.11: 2021年度 行事予定表の更新(11/11現在) 気になる! 0
 - 2021.11.11: 【再掲】 総合図書館 第5回本問答『プラスチックの現実と未来へのアイデア』をオンライン開催します 気になる! 0
 - 2021.11.08: 2021年度 行事予定表の更新(11/8現在) 気になる! 0
 - 2021.11.05: 【総合図書館】第5回本問答『プラスチックの現実と未来へのアイデア』をオンライン開催します 気になる! 1
 - 2021.11.04: Windows11への対応につきまして 情報発信グループ 気になる! 8
 - 2021.11.01: 2021年度 行事予定表の更新(11/1現在) 気になる! 0
 - 2021.11.01: 図書館のメール受付サービスをご利用ください
- Right Sidebar:** Contains "学籍照" (with a list of exam dates), "クイックリンク" (with links to 関西大学HP, 関大Webメール, 関大LMS, 休講情報登録, 講義連絡, 講義連絡 (CEASで入力), 研究費照会システム, Web採費, 学術情報), and callouts for "KU-LMS P.30" and "Class Cancellation Registration P.5".

Academic Information
Research results can be input and viewed.

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.



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

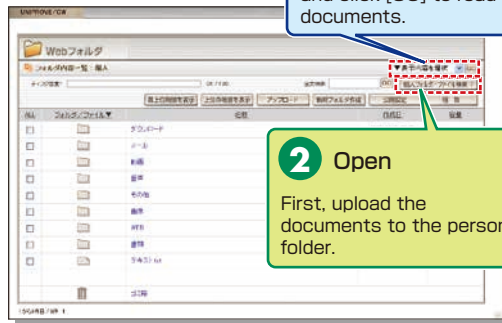
The Document Library can be used to share documents with the members of a faculty or group (committee/project).

1 Click [Document Library (WEB Folder)] 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.

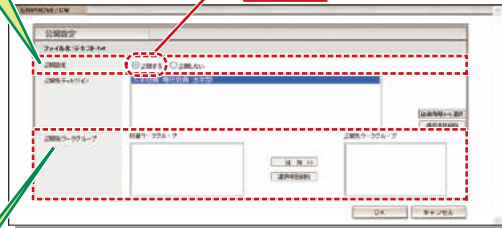


3 Click [Open] to disclose the updated data.

Open

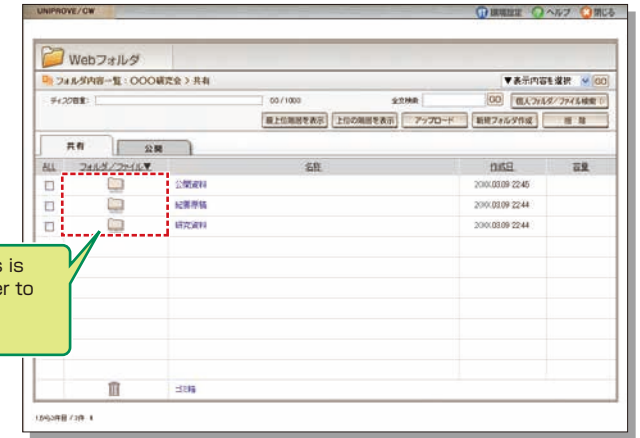
Folders and files to be disclosed can be managed (added/deleted) only by the user who uploaded them. Other users can only view the documents.

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

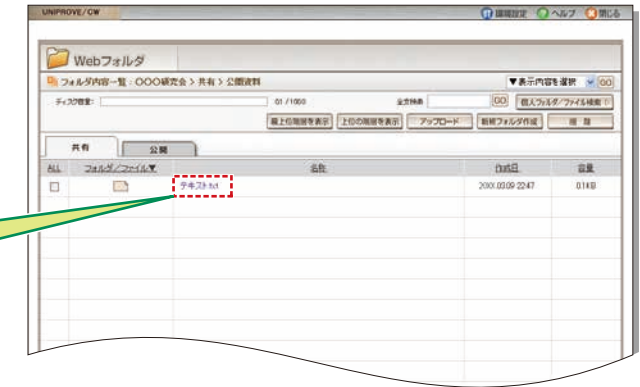


Documents are shared by the members of the group. Shared folders and files can be managed (added/deleted) by any member.

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

Select [Examination System] in the Academic Affairs Information of the Information System.

8-1-2

Confirming Grading Methods

! Confirm the grading methods.

8-1-3

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

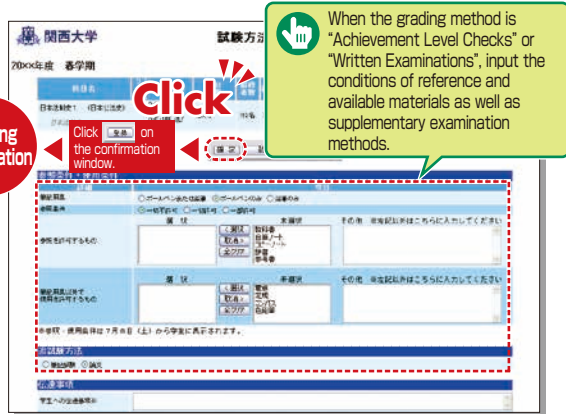
Finishing Registration

8-1-4

Inputting Thesis Titles

8-2

Examination Schedules can be checked.



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.

9-1

Checking Attendance

Select [Attendance Management] in the Academic Affairs Information of the Information System.



1 Click [Class / Attendance List].

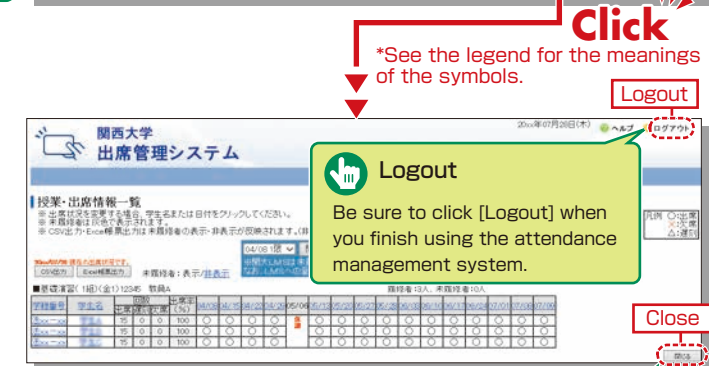
2 Select a course to check attendance.



3 Click 表示

*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.

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

4 Click OK

Registration complete

- When revising the data by specifying the student

1 Click on the student's number or name.

2 Revise the data, using the pulldown menu.

3 Click 確定

4 Click OK

Registration complete

Student number Student name

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.

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 message 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 identification card or 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. A message says: 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). A message says: 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.

9-5

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 identification card).
- The screen shows the student's name: 関大 五郎さん. A message says: 受付付きました (Registration completed).
- The screen shows the date and time: 20XX/12/03(木) 14:11. The status is 充電中 (Charging) and 受付中 (Receiving).

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.

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

The screen shows an options menu with: 手動モード, 1回スキャンモード. Buttons include: 出席 (Attendance), 遅刻 (Arriving Late), 終了 (End), 出席者一覧 (Attendee List), カード忘れ (No Card), 確定 (Confirm).

2 Press the [No Card] button.

4 Input the last four digits of the student number.

5 Press [Enter].

The screen shows a numeric keypad. The message says: 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: 関西大学 出席管理システム. The main message is: カード忘れ対応 (No Card Response). Buttons include: 一覧選択 (List Selection), 学籍番号検索 (Student Number Search), キャンセル (Cancel).

3 You can search the student with students number.

6 Select the student.

The screen shows: カード忘れ対応. A list of students is displayed: 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. The message says: 学生を選択してください (Please select the student). Buttons include: 確認 (Confirm), キャンセル (Cancel).

7 Press [Confirm].

8 Press [Attending] or [Arriving Late].

The screen shows: カード忘れ対応. A student's profile is displayed: テ08-910 テスト学部 テスト学科 関大 花子 KANDAI HANAKO. Buttons include: 出席 (Attendance), 遅刻 (Arriving Late), キャンセル (Cancel).

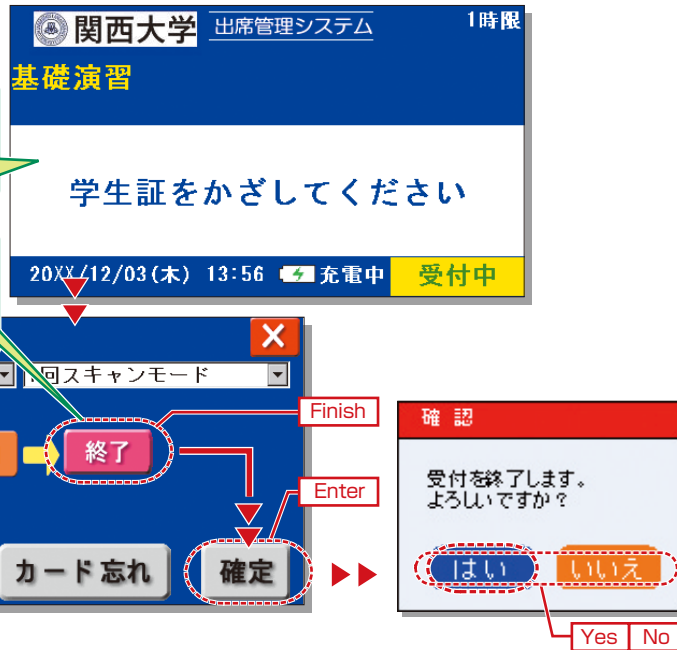
Finish

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].



9-8

How to Send the Data

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

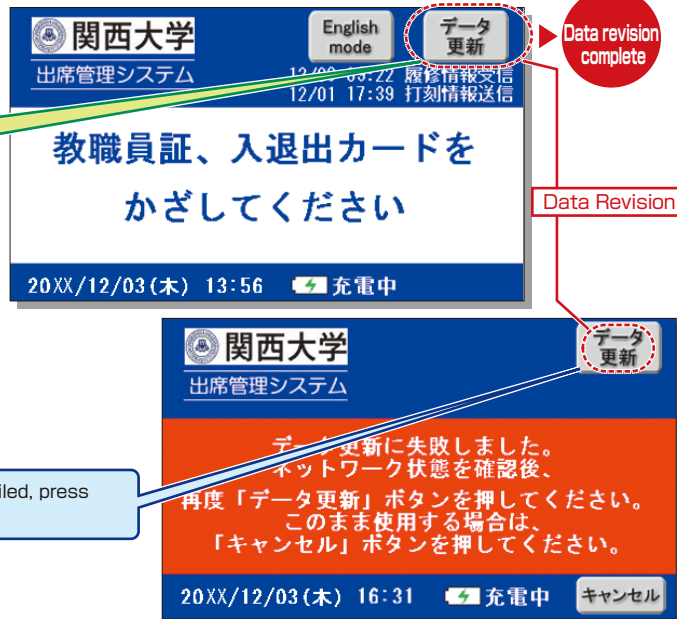
*Attendance cannot be displayed on the attendance check screen if the data is not sent.

*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.



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

Select [Grade Entry] in the Academic Affairs Information of the Information System.

10-2

Entering Grades

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



10-3

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

成績表

授業科目名	授業形態	組	学部・研究科	曜限
初級ミクロ経済学1	春	1	経	金4
最終確定日	最終確定者	確定取付日	確定取付者	

Save Finish Return

Enter grades.

学籍番号	氏名	英字氏名	最終得点
経000000	関大 一郎	KANDAI Ichiro	白不受験
経000000	関大 二郎	KANDAI Jiro	白不受験
経000000	関大 三郎	KANDAI Saburo	白不受験
経000000	関大 四郎	KANDAI Shiro	白不受験
経000000	関大 五郎	KANDAI Goro	白不受験
経000000	関大 六郎	KANDAI Rokuro	白不受験
経000000	関大 七郎	KANDAI Shichiro	白不受験
経000000	関大 八郎	KANDAI Hachiro	白不受験

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".

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.

10-4

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

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

Click

Click

Saving complete

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

10-5

Revision of the Grade Entry List

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

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 Select [Printing Requests] in the Academic Affairs Information of the Information System.

11-2 Selecting subjects to be printed.

11-3

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.

11-4

Confirm the input content on the preview screen and click

完了 (Finish).

12. Course Evaluation Questionnaire System

KU conducts the Course Evaluation Questionnaire at all campuses to gather students' opinions about the courses they took and improve the quality of our education.

The questionnaire has been carried out during classes, via smartphone, since the 2020 spring semester.

The following procedure shows only the results of the questionnaire (quick report), responses and the download procedure.

The detailed procedure for downloading the results of the questionnaire is provided through the information system (every semester).

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

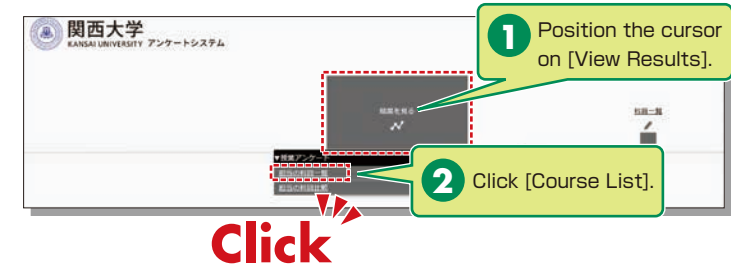
Confirming the questionnaire results (quick report).

After the questionnaire period ends, you can view the questionnaire results (quick report) via the following process.

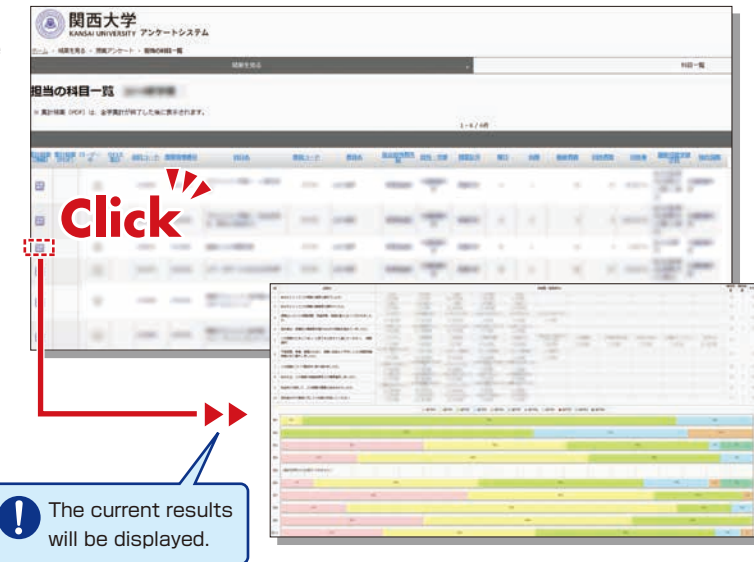
- 1 Log-in to the Information System and click [Course Evaluation Questionnaire].



- 2 Click [View Results] > [Course List]



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

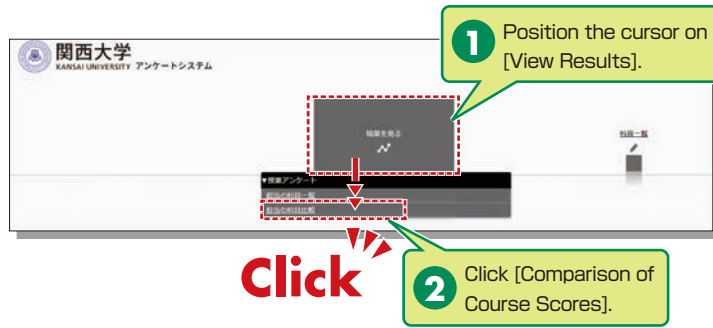


12-1-4

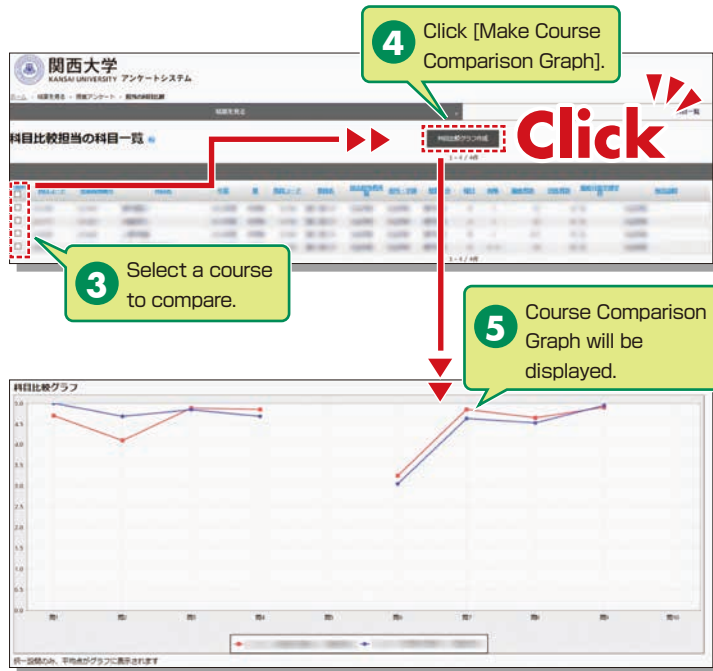
Comparison of Course Scores

You can compare scores across courses.

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



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



12-2. Downloading the Questionnaire Results

The raw data for questionnaire results can be downloaded.

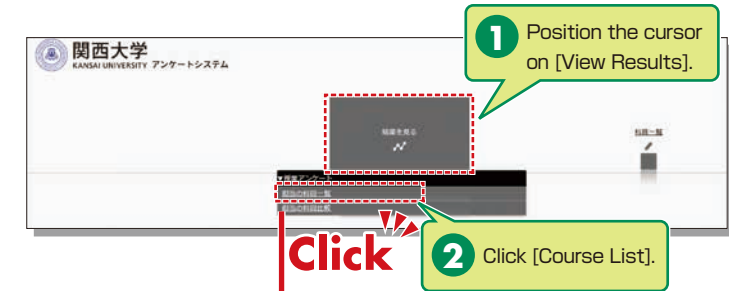
*Raw data is the base data for calculation and is output in CSV format.

- Downloading raw data for each course.

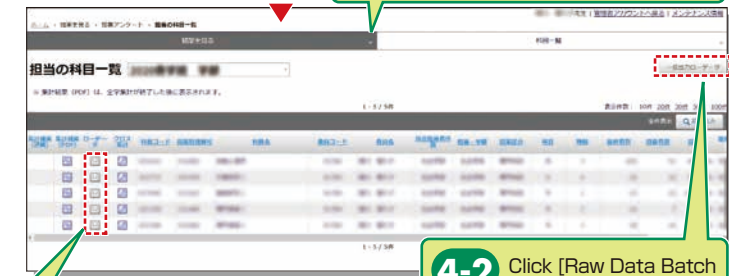
→ 4-1

- Downloading raw data (complete) for respondents.

→ 4-2

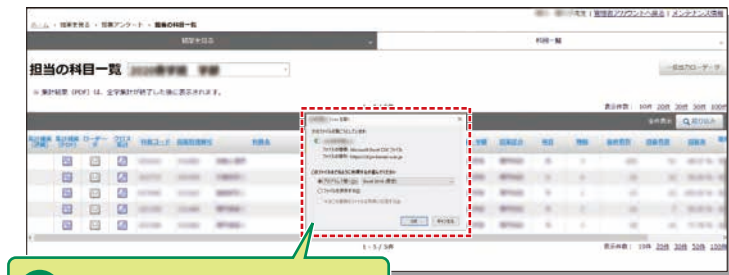


- 3 The [Course List] will be displayed.



- 4-1 Select a subject for download.

- 4-2 Click [Raw Data Batch Output].



- 5 The raw data will be downloaded.

13.Syllabus System

13-1

Select [Inputting Syllabuses] in the Academic Affairs Information of the Information System.

13-2

Inputting Syllabuses

The list of courses is displayed to input syllabuses.

Click (Registration)

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

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

13-3

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

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

科目名	学号	学期	履修人数	履修状況	登録状況
民法3 (物権)	110993(071910)	F1	1	公開待ち	● 作成中 ○ 公開待ち
民法4 (担保物権)	110994(071920)	F1	1	作成中	● 作成中 ○ 公開待ち
民法4	993127(700032)	F1	1	未入力	● 作成中 ○ 公開待ち
民法演習2	991011(030900)	T1	1	未入力	● 作成中 ○ 公開待ち
民法演習2	992701(030900)	T2	1	未入力	● 作成中 ○ 公開待ち
民法演習2	991012(030900)	T3	1	未入力	● 作成中 ○ 公開待ち
民法演習2	991013(030900)	T4	1	未入力	● 作成中 ○ 公開待ち

Click
Copy

完了
Copying Complete

13-4

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.



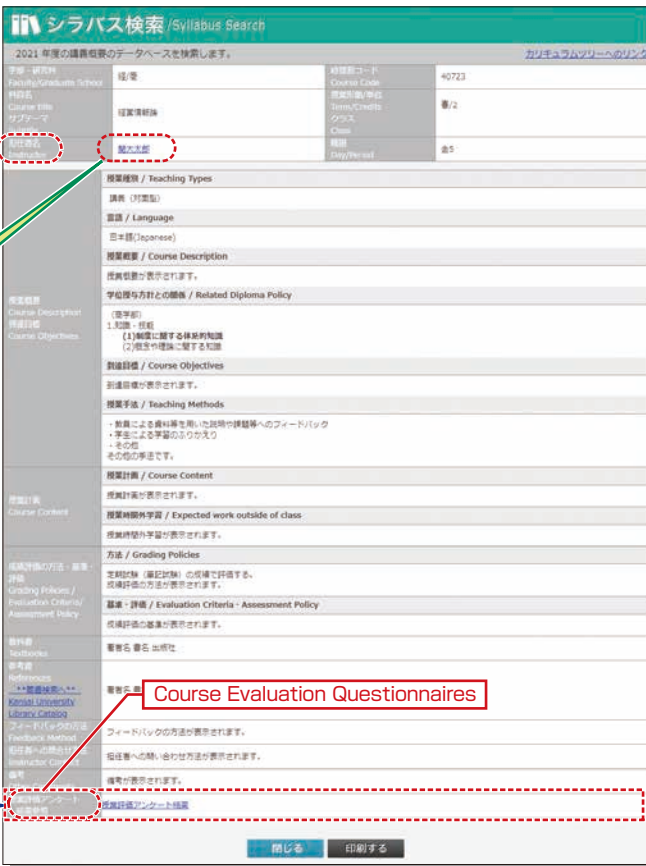
13-5

Syllabus Details

Instructor's Name

関大太郎

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



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.

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] 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.

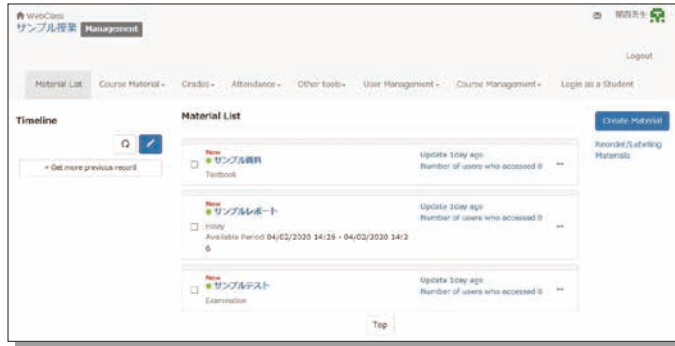
Login ID: This ID is the same as the one for logging into the information system.
Ex.: t999999

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.




14-1-3

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.

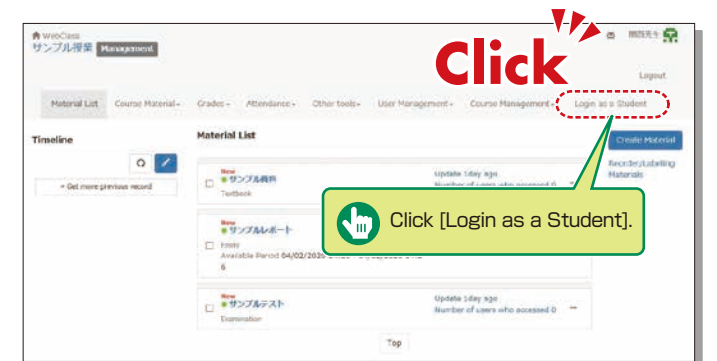
[**Login as a Student**] Switch to Student Mode to check the appearance.

[**Timeline**] If an instructor creates or posts teaching material, students will be notified of materials they must learn (in chronological order).

14-1-4

Login as a Student

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

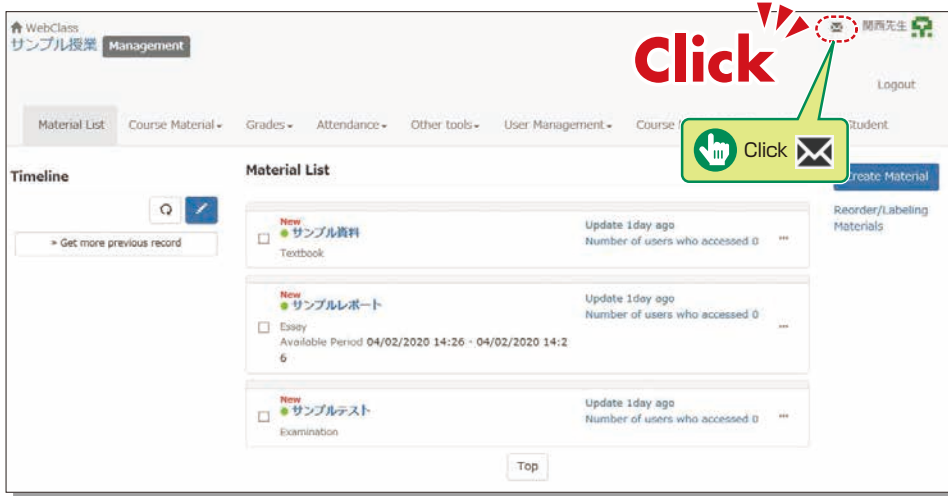


Contacting Students

14-2-1

Contacting Students

Use "Messages" to send personal messages.



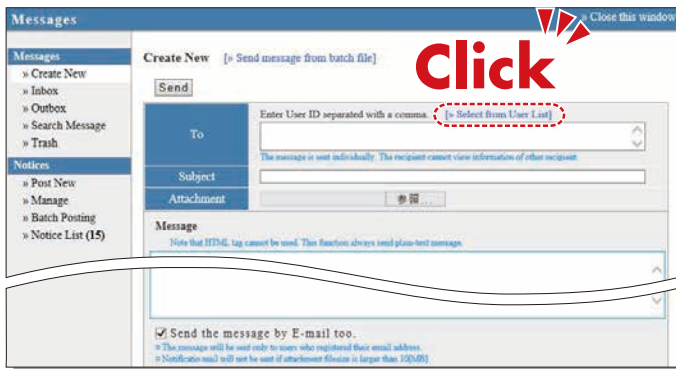
Sending Messages

1 Click  on the Material List screen.

2 Click [Create New].



3 Click [Select from User List], and the list of enrolled students is displayed.



4 Click the checkbox to the left of the name and click [Add the user to the User List].

*When sending a message about the class (to all the enrolled students), click the checkbox next to the name at the top to send the message to all students listed on the first page. If the number of enrolled students is 100 or more, conduct the same procedure on the next page.

5 Input [Subject] and [Message].

6 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.

7 Click **Send**.

*Files can be attached to the message.

14-2-2

Sending Notices Containing Class Information

Use Notices to send notifications about classes (to all enrolled students).

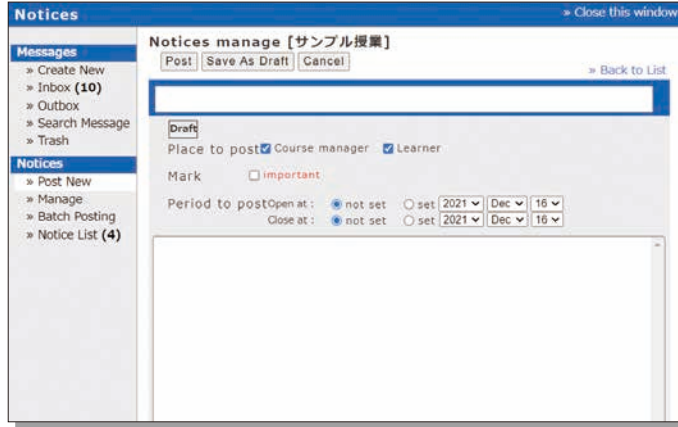
*Use "Notices" to ensure delivery to all enrolled students of important notifications such as changes in the lecture schedule.

1 Click  on the Material List screen.

2 Click [Post New] in "Notices".



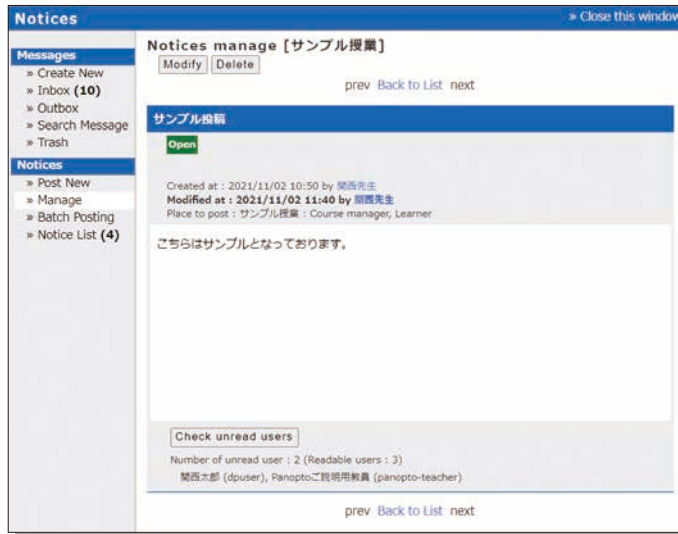
3 Enter [Title] (required), [Place to post], [Mark] and [Period to post].
*Click the [Mark] checkbox, and [Important] is displayed in red at the beginning of the title.



4 Enter a message in the text box.
*Files cannot be attached to Notices. In order to make students refer to files, indicate the material (reference location) or use the [Message] function.

5 Click **Post**

6 You can correct **Modify** or delete **Delete** the content in "Notices" [**>> Administration**].
You can check which students have not read the notice after sending.

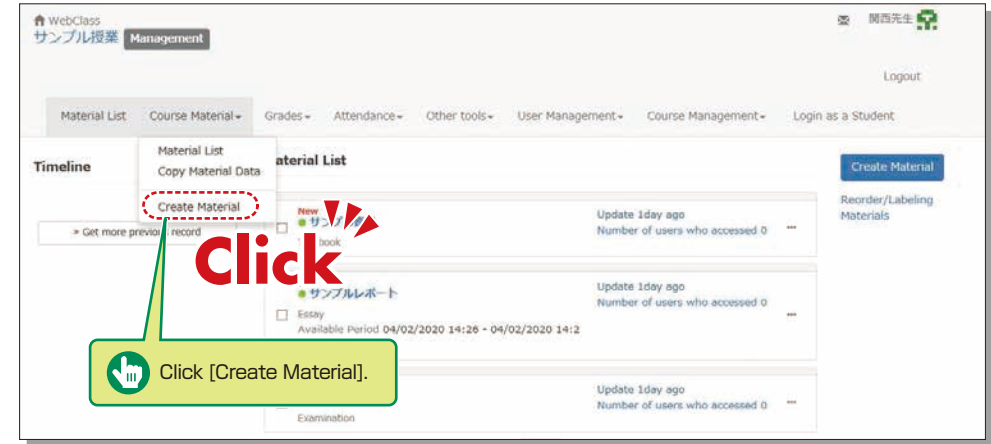


Course Material

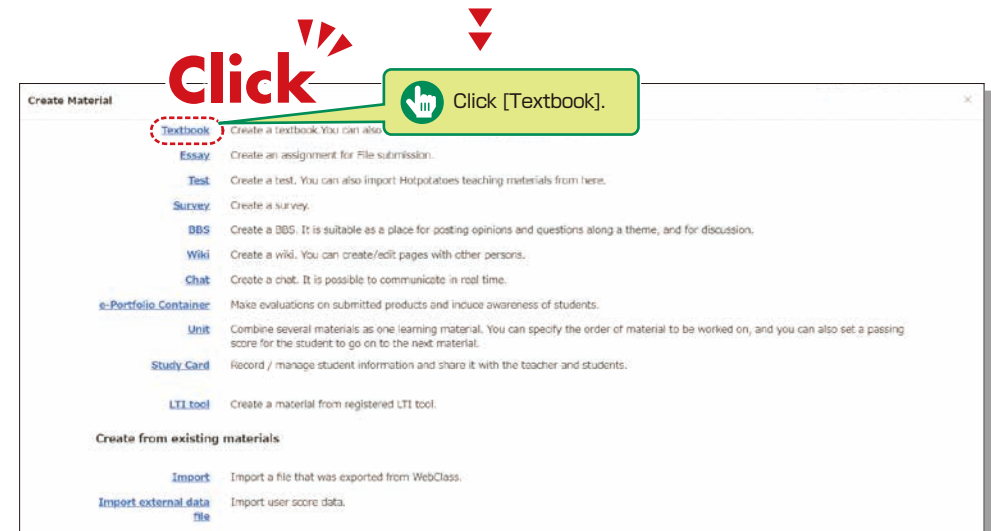
Course materials such as slides and reading materials can be created for preparation, review and coursework.

14-3-1

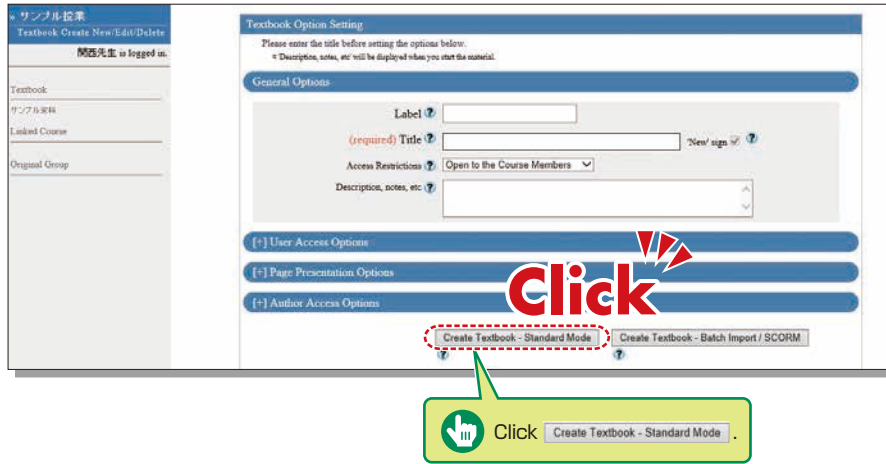
Create Material



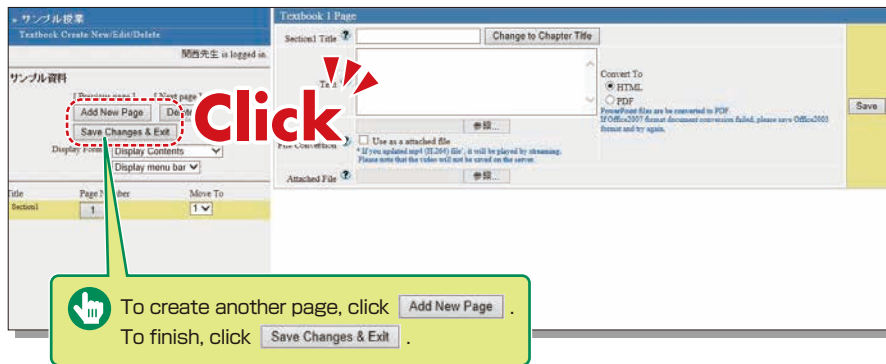
1 Click [Create Material] under [Course Material] on the Material List screen.



2 Click [Textbook].

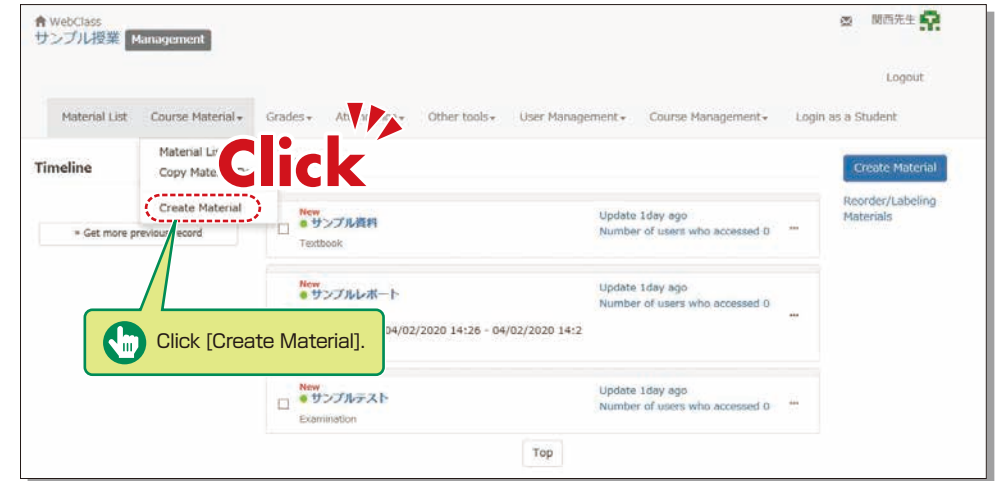


- Enter a name for the material in the "Title" field (required) and click [Create Textbook - Standard Mode](#).
*The other detail fields (optional) are set to default values.
Click [?](#) to check the details.

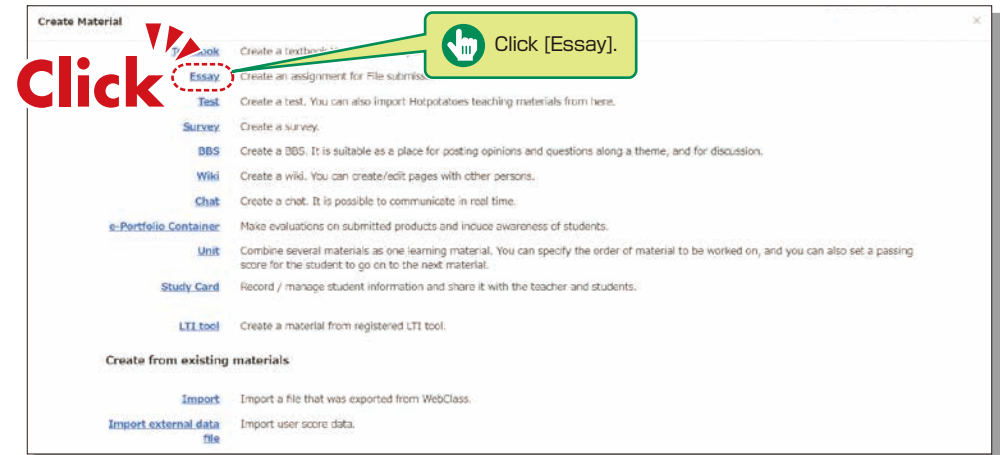


- Click [参照...](#) (Browse). Select the file you want to upload, and then click [Save](#).
- The uploaded file will be displayed.
- To create another page, click [Add New Page](#).
To finish creating materials, click [Save Changes & Exit](#).

14-3-2 Creating Essay Assignments

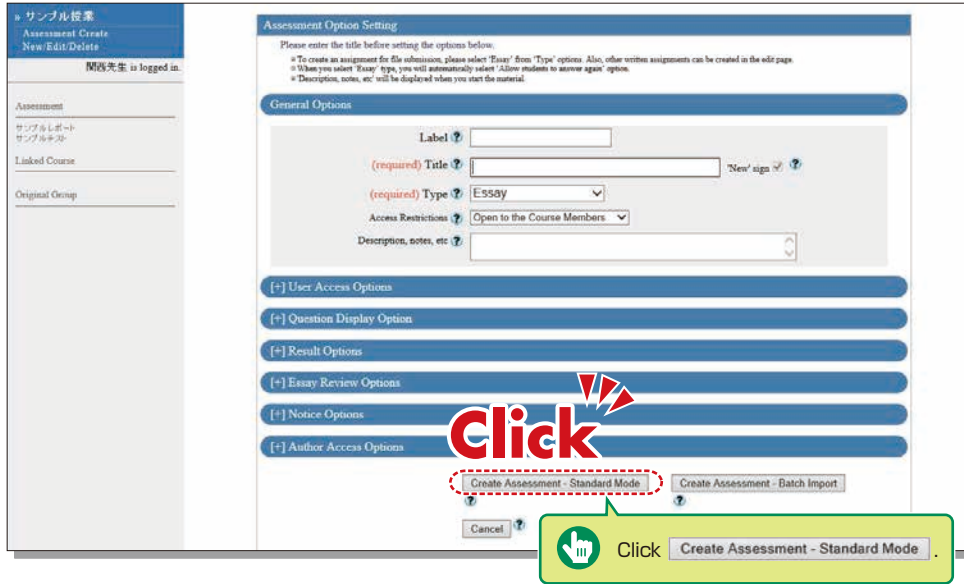


- Click [\[Create Material\]](#) under [\[Course Material\]](#) on the Material List screen.

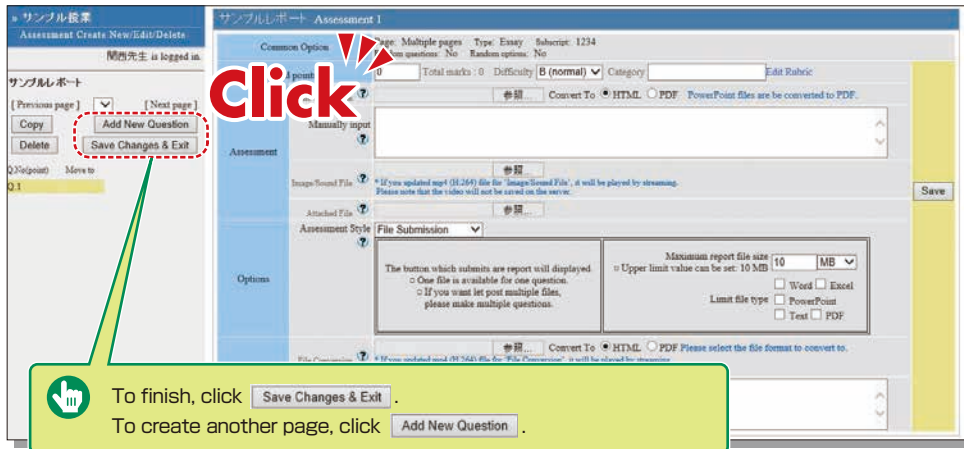


- Click [\[Essay\]](#).



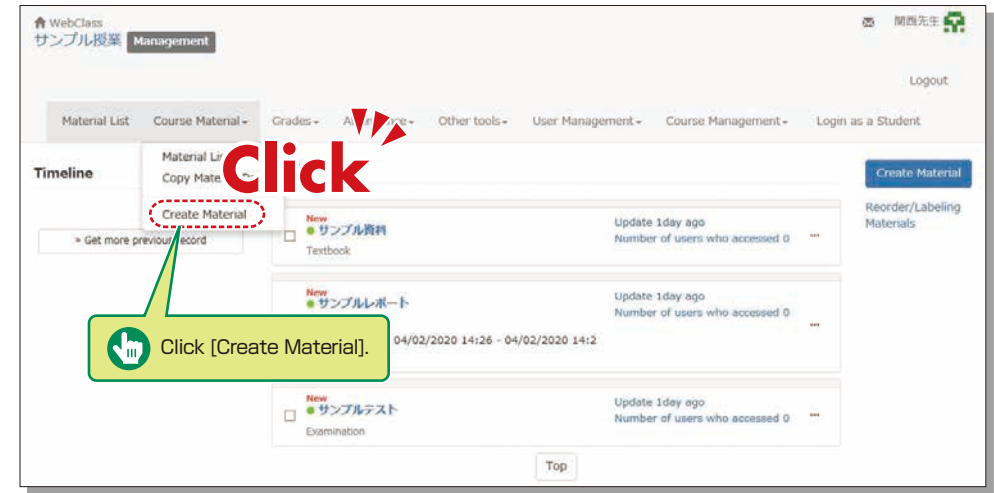


- Enter the essay assignment title in [Title] (required) and click **Create Assessment - Standard Mode**.
*The other detail fields (optional) are set to default values.
Click to check the details.

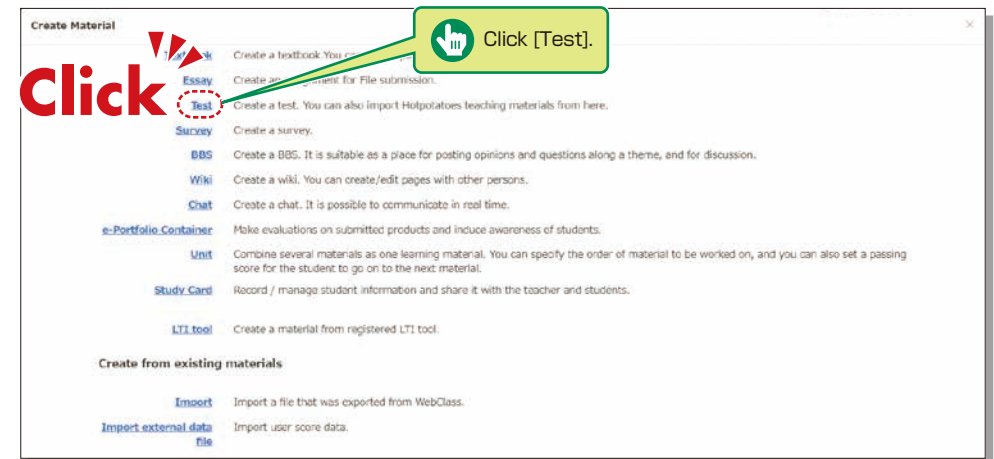


- Input [Allotted point], [Assessment] and [Detailed Answers].
- Set the maximum file size and file format, if necessary.
- Input all the required items, and click **Save**.
- Make sure to click **Save Changes & Exit** when creating teaching material for the first time.

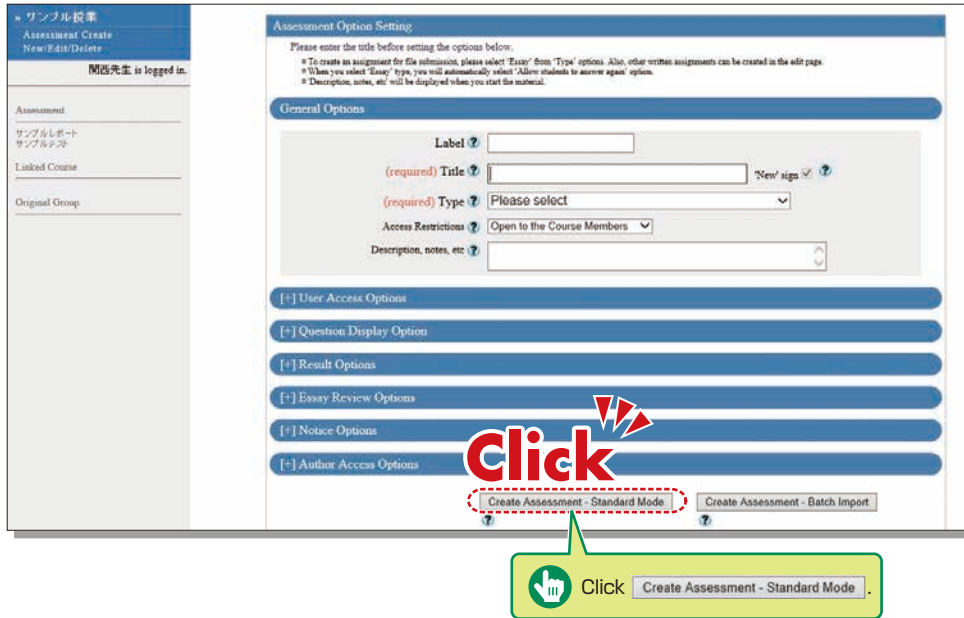
14-3-3 Creating Test Materials



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



- Click [Test].



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

*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.

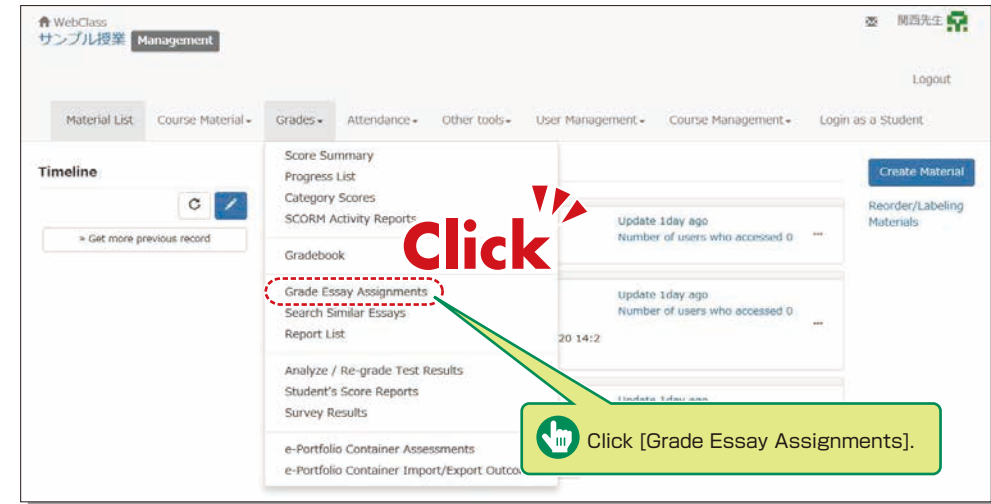
6 Input all the required items, and click .

7 Make sure to click when creating teaching material for the first time.

Scoring

14-4

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 .

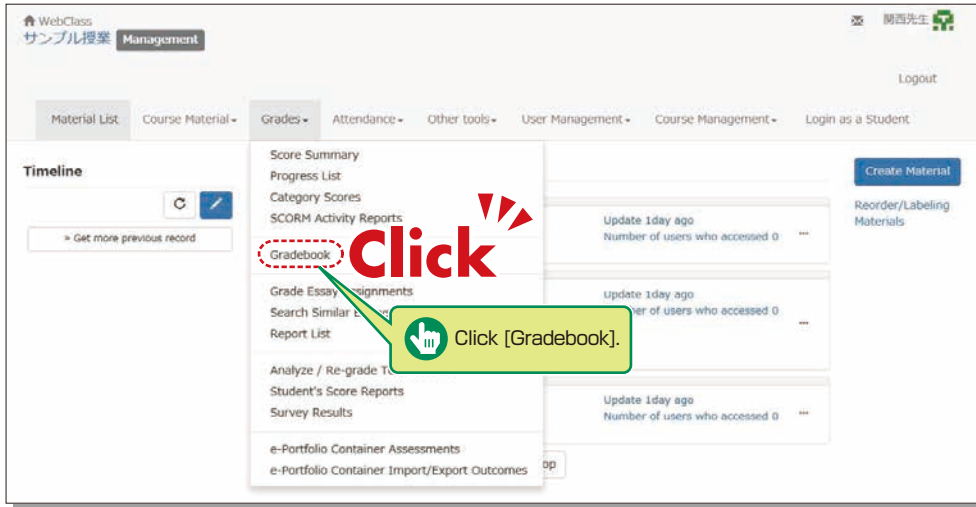
4 Click the file name of the assignment, confirm the contents, then click .

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

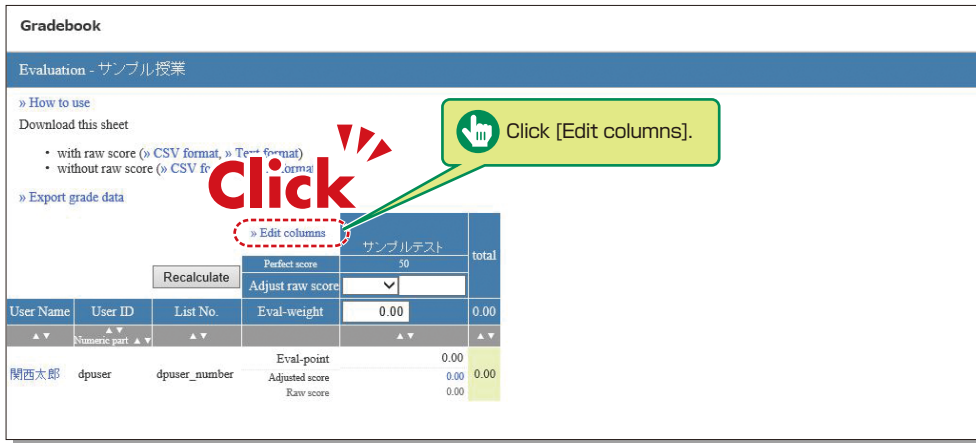
*Corrected report file can be attached.

Grading

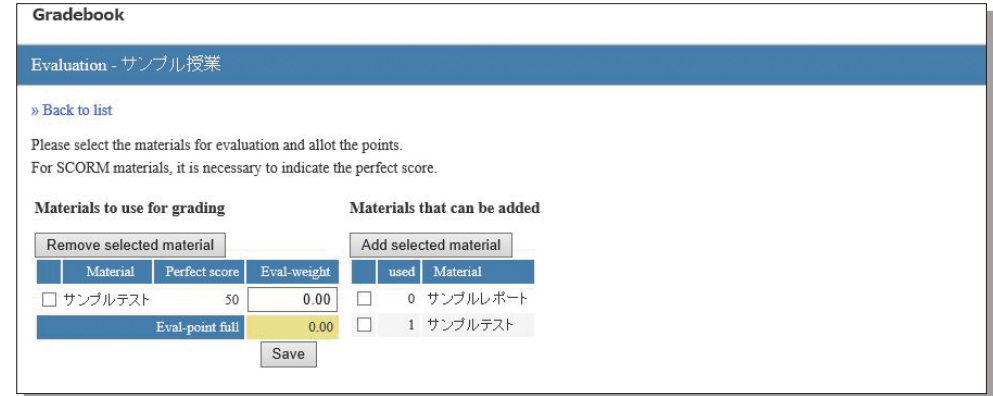
14-5



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

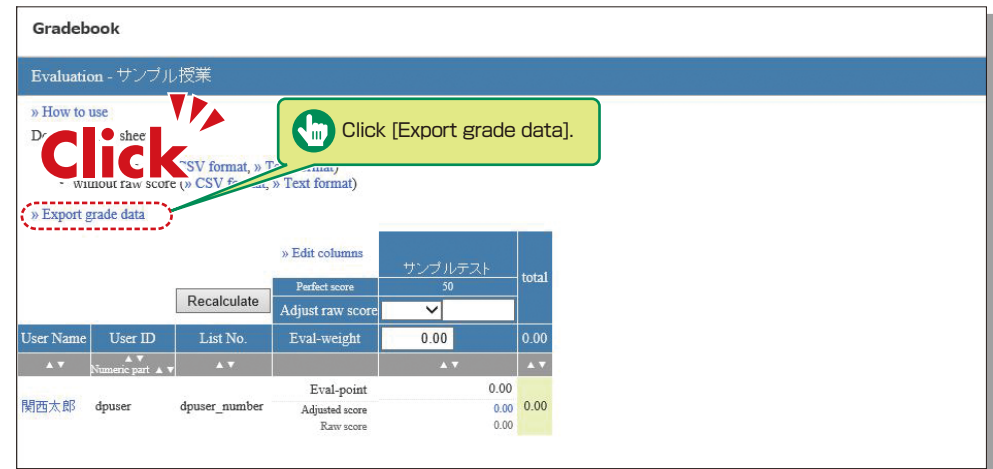


2 Click [Edit columns] to select the grading material.



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].



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)].

Linkage of LTI (Panopto)

14-6-1

About LTI and Panopto

LTI (Learning Tools Interoperability) is a system to link LMS (Learning Management Systems) with external systems (software).

The KU LMS links with Panopto, software that unifies video recording, editing and delivery via LTI.

You can deliver a lecture video produced using Panopto as an LTI material through the KU LMS.

14-6-2

Notes for the use of Panopto

Please follow the instructions below to ensure Panopto functions properly.

- 1 You can access Panopto only through the KU LMS. You cannot log in to the Panopto website or application directly with a KU LMS user account.
- 2 Update your web browser to the latest version.
- 3 Please configure your browser as shown below, in advance.
 - Be sure to set your browser private mode to OFF.
 - Allow cookies.
 - Allow site tracking.

*If your PC is installed with software to prevent web tracking, the Panopto screen will not be displayed in the web browser.
- 4 You can use the Panopto software application (“Panopto for Windows” or “Panopto for Mac”). Please keep the following in mind.
 - After installment of the application on your PC, select [Continue offline] and restart the application.
 - Then, log in to the KU LMS, and start the application when making Panopto material. (If you start the application only, you may be asked to sign in, but you will not be able to sign in with your KU LMS account.
- 5 You can use “Panopto Capture” (browser-based video recording tool). However, in the case of a Mac PC, it is necessary to set up the PC to use “Panopto Capture”. (See the URL below)

<https://support.panopto.com/s/article/Why-isnt-my-screen-being-recorded-on-Mac-when-using-Capture>

14-6-3

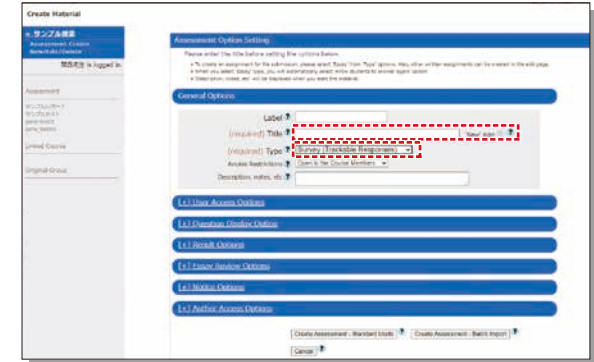
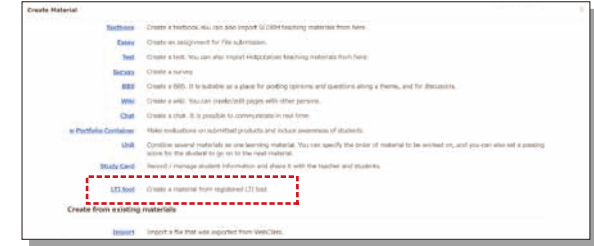
Using Panopto

- 1 Click **Create Material** under [Course Material] on the Material List screen.
- 2 Click [LTI Tool]
- 3 Enter [Title] on the option setup screen, and click **Save Changes & Exit**.
- 4 Open LTI material, and the Panopto video list corresponding to the KU LMS course will open.

! When you log in to the KU LMS, a Panopto video folder is prepared for each course.

Attention

- Even if LTI material is deleted from the KU LMS, the video remains in Panopto. (If you want to delete the video, access Panopto via the KU LMS and delete the video on Panopto.)
- Do not use the statistics function (view history) for attendance management and grading. If students' browsers have plug-in applications that block view history acquisition (advertisement blocking applications such as Ad Block/uBlock Origin), statistics cannot be properly obtained.



14-6-4

Operation Manual

See the following site for information about the procedure and Q&A regarding making Panopto materials.

Panopto Web site <https://support.panopto.com/s/>
 KANSAI University Web site <https://www.kansai-u.ac.jp/ctl/teacher/tool.html#lms-manual>

Other Functions

The screenshot shows the Kansai University LMS website. A callout box points to the 'LMSマニュアル' (LMS Manual) section, which includes links for 'LMSの使い方' (How to use LMS), 'インストラクター向けマニュアル' (Manual for Instructors), and '学生向けマニュアル' (Manual for Students). Below this, there is a QR code and a note about downloading the manual and Q&A.

Callout Box Content:

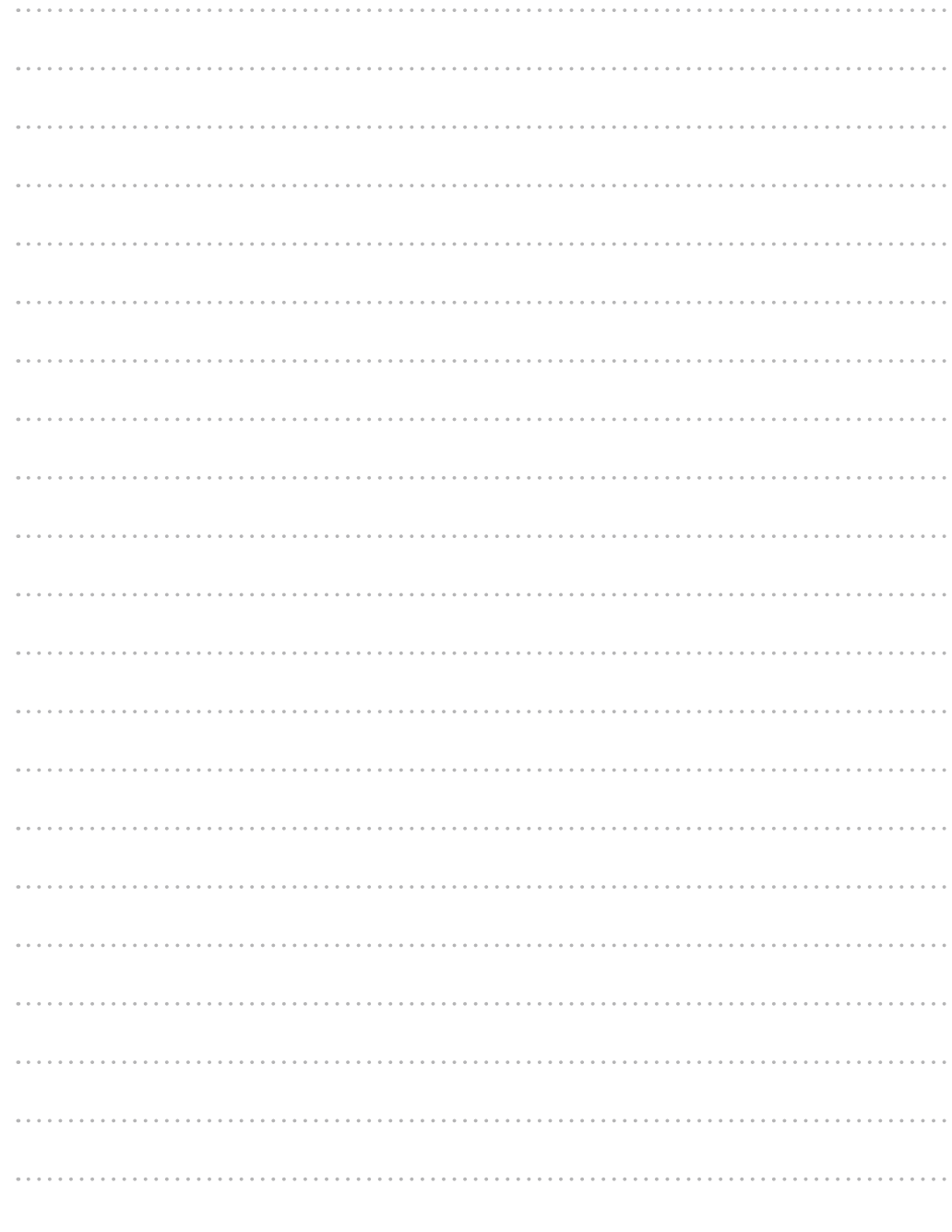
Download the quick operation manual and Q&A
 Download from the website of Center for Teaching and Learning.
 Click <https://www.kansai-u.ac.jp/cti/teacher/tool.html#aboutlms>

QR code

(注)が印刷したリーフレットが紹介されたときの対応方法

(注) 印刷したリーフレットが紹介されたときの対応方法

(注) 印刷したリーフレットが紹介されたときの対応方法



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