【For Instructors】

2023
KANSAI University
Information System
&
KU-LMS

Operation Manual

KANSAI UNIVERSITY

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

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

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.

Click [Information System].

Click

Click

To Home
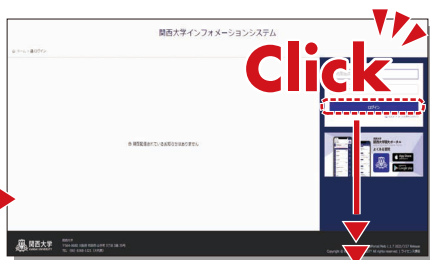
4.KU-LMS(Learning Management System)

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.

関西大学
KANSAI UNIVERSITY

関大太郎 さん

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

お知らせ一覧表示

ホーム

未読のお知らせ

2021.11.11
2021年度　行事予定表の更新(11/11現在)
総務課

2021.11.11
【再掲】　総合図書館　第5回本闘答『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
図書館事務室

2021.11.08
2021年度　行事予定表の更新(11/8現在)
総務課

2021.11.05
【総合図書館】第5回本闘答『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
図書館事務室

2021.11.04
Windows11への対応につきまして
情報推進グループ

2021.11.01
2021年度　行事予定表の更新(11/1現在)
総務課

2021.11.01
図書館のメール受付サービスをご利用くださ

⊘ 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.

ホーム

☆ すべて表示	☐ 未読の個人伝言	☆ すべて表示

☐ 現在未読の伝言はありません

■ 学年暦

2021.11.19
[別科](第1群科目)秋学期(前半)授業終了

2021.11.19
[別科]（全科目）水曜日の授業日

2021.11.22 - 2021.11.24
[別科](第1群科目)秋学期(前半)試験

2021.11.23
[別科]祝日・勤労感謝の日（休業日）

■ クイックリンク

⦸ 関西大学ＨＰ
⦸ 関大Webメール
⦸ 関大LMS ← **KU-LMS** **P.30**
⦸ 休講情報登録（授業日程一覧）← **Class Cancellation Registration** **P. 5**
⦸ 講義連絡（関大LMSで入力）
⦸ 講義連絡（CEASで入力）
⦸ 研究員照会システム
⦸ Web旅費
⦸ 学術情報

⊘ Academic Information

Research results can be input and viewed.

4

Class Cancellation Registration

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 (Class Schedule)].

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.

関西大学 休講登録 Kansai University
ログイン：職員 太郎

時間割情報						
科目名	クラス	授業形態	曜日・時限	教室	時間割コード	担当教員
行政救済法 1 （国家補償）	1	秋	×火1	1-Ｅ６０１	11067	担当教員 1

対象授業日程		
予定	担当教員	教室
2020/09/22(火)14:40-16:10	教員太郎	1学舎・Ｅ２０２

休講理由入力
休講理由 [-- ▾]
休講理由詳細 [   ]

※休講理由詳細は、履修者に通知されます。

[登録] [戻る]

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

関西大学 休講登録 Kansai University
ログイン：職員 太郎

時間割情報						
科目名	クラス	授業形態	曜日・時限	教室	時間割コード	担当教員
行政救済法 1 （国家補償）	1	秋	×火1	1-Ｅ６０１	11067	担当教員 1

対象授業日程		
予定	担当教員	教室
2020/09/22(火)14:40-16:10	教員太郎	1学舎・Ｅ２０２

休講理由入力
休講理由 [学会 ▾]
休講理由詳細 [急遽，学会へ参加することになった為]

※休講理由詳細は、履修者に通知されます。

[登録] [削除] [戻る]

To modify the class cancellation, click [Register].

To delete the class cancellation, click [Delete].

6

Document Library

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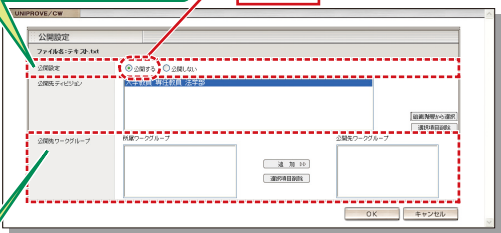
Documents are shared by the members of the group. Shared folders and files can be managed (added/deleted) by any member.

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.

Examination System

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
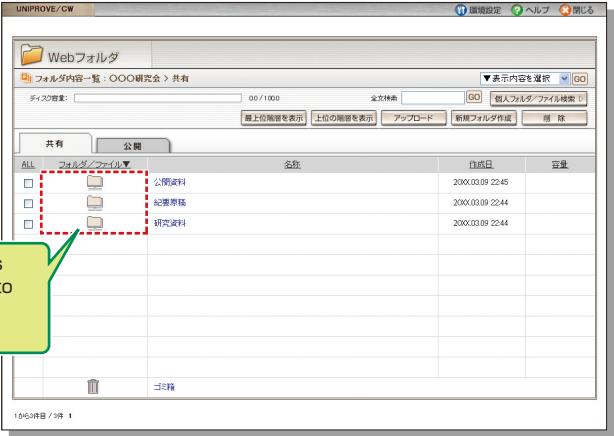
Confirming Grading Methods
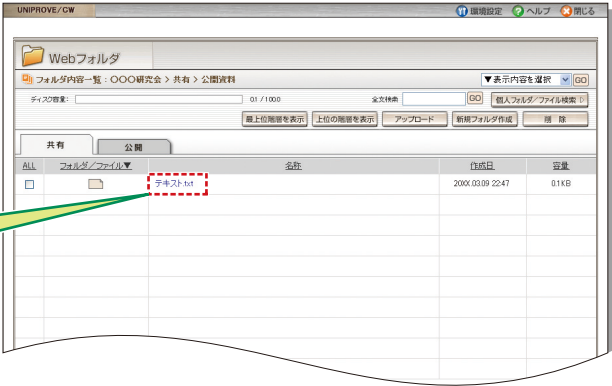
> **!** Confirm the grading methods.

8-1-3

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

Finishing Registration

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.

8-1-4

Inputting Thesis Titles

Input the thesis title.

8-2

Examination Schedules can be checked.

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.

9-1

Checking Attendance

Select [Attendance Management] 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

*See the legend for the meanings of the symbols.

Click

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.

Attendance Management System

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 ◀ **Click**

Click

● 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

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.

Start **Cancel**

Finishing Registration

9-5

Attendance Registration

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

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

2 Press the [No Card] button.

No Card

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].

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
キャンセル 0 DEL

決　定

6 Select the student.

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].

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

8 Press [Attending] or [Arriving Late].

Attending　Arriving Late

Finish

Attendance Management System

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].

◉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

手動モード 1回スキャンモード

出席 → 遅刻 → 終了 — Finish

確定 — Enter

出席者一覧 カード忘れ 確定

確 認
受付を終了します。
よろしいですか？
はい — Yes いいえ — 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.

◉関西大学 出席管理システム
English mode データ更新 — Data revision complete
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/12/03(木) 13:56 充電中

Data Revision

◉関西大学 出席管理システム
データ更新
データ更新に失敗しました。ネットワーク状態を確認後、再度「データ更新」ボタンを押してください。このまま使用する場合は、「キャンセル」ボタンを押してください。
20XX/12/03(木) 16:31 充電中 キャンセル

15

Grade Entry System

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).

Grade Entry System

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**

| 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.

10-4

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

Saving complete

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

Click

! 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

Entry complete

Save | Finish | Return

Click

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.

Printing history is displayed.

Next — Click ▶▶

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.

Click — Next

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 collect students' opinions about the courses to improve the quality of education.

【Purpose】

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

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

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]

1 Position the cursor on [View Results].

2 Click [Course List].
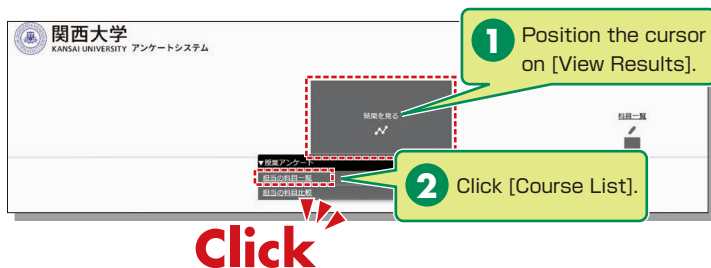
Click

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.

Click a button in the column [Cross-tab].
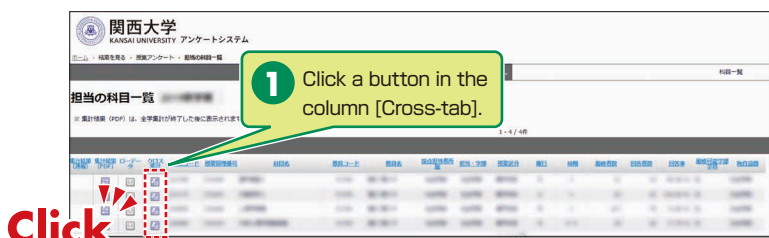
2 Select a question to cross-tabulate and display the results.

Select a question to cross-tabulate.

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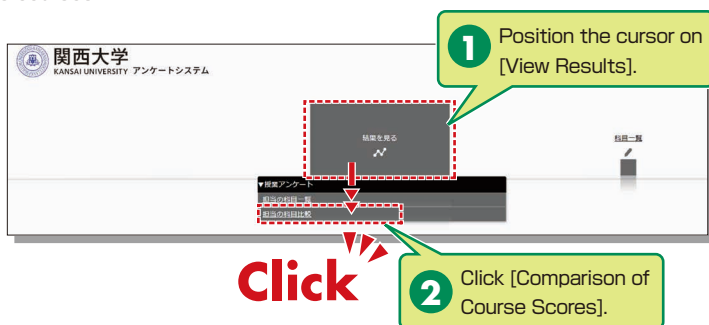
2 Select a course to compare to display a graph (two or more courses can be selected).

4 Click [Make Course Comparison Graph].

Click

3 Select a course to compare.

5 Course Comparison Graph will be displayed.
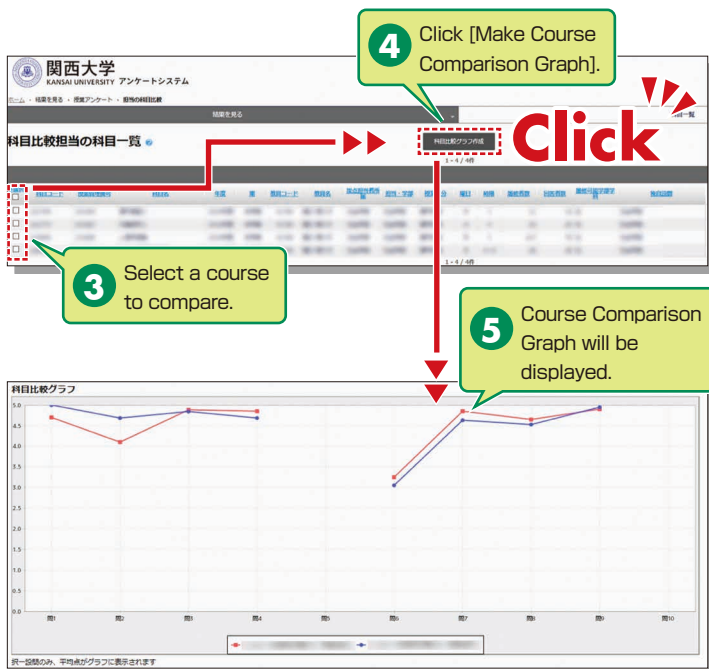
12-2. Downloading the Questionnaire Results

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].

3 The [Course List] will be displayed.

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

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

4-2 Click [Raw Data Batch Output].

4-1 Select a subject for download.

5 The raw data will be downloaded.
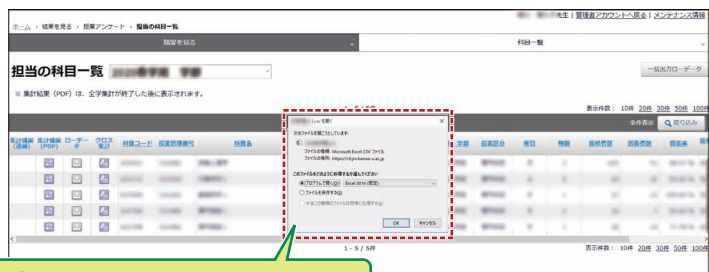
13. Syllabus System

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

Select [Free Format] or [Number of Courses Format].

フリーフォーマット

See the syllabus guide for more information on the syllabuses (https://www.kansai-u.ac.jp/ctl/activity/pdf/syllabusguide.pdf).

文字修飾

You can display the tabs of available [font attributes].

過去参照

Check the contents of [past syllabuses].

次へ

Click [Next] after entering the syllabus.

Click

After inputting the syllabuses, check them using the check sheet (https://www.kansai-u.ac.jp/ctl/outline/publish/#syllabus).

関大　太郎
前回ログイン：--
シラバス

✎ シラバス入力（プレビュー）

学部・研究科	授業科目名	授業形態
商	経済入門	春

参考書
備考

修正　　🖶 印刷　　📄 保存　　✓ 完了

✓ 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.

関大　太郎
前回ログイン：--
シラバス
✎ シラバス入力
📄 シラバスコピー
ガイド
📖 操作マニュアル

担当科目一覧

シラバス登録する授業科目を選んでください

学部・研究科	授業形態	授業科目名（管理番号）	組	状況	選択	合併情報
商	春	経済入門 140122(044820)	1	作成中	登　録	
		入門			確　認	

確　認

Click [Confirm] to confirm syllabuses completed.

登　録

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

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.

Syllabus Copy

関大　太郎
前回ログイン：2015-01-01
シラバス
✎ シラバス入力
📄 シラバスコピー
ガイド
📖 操作マニュアル
📖 お問い合わせ

📄 科目選択

コピーする授業科目とコピー先、コピー後の状態を選んで実行してください。

の状態欄： 全て作成中　全て公開待ち

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

					コピー元	コピー先（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	○	☐	○作成中 ○公開待ち
院法務	秋	民法4 993127(700032)	F1	未入力		☑	○作成中 ●公開待ち
院法務	秋	民法演習2 991011(030900)	T1	未入力		☑	○作成中 ●公開待ち
院法務	秋	民法演習2 992701(030900)	T2	未入力		☐	●作成中 ○公開待ち
院法務	秋	民法演習2 991012(030900)	T3	未入力		☐	●作成中 ○公開待ち
院法務	春	民法演習2 991013(030900)	T4	未入力		☐	●作成中 ○公開待ち

※ 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、コピー後は内容を変更することができません。

📄 コピー

Copying Complete ◀**Click**

Copy

Syllabus System

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.

Course Evaluation Questionnaires

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

KU-LMS

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、「再読込」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は 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.

KU-LMS

14-1-2

Composition of the Material List screen

If you have been authorized as a user, the Material List will be displayed.
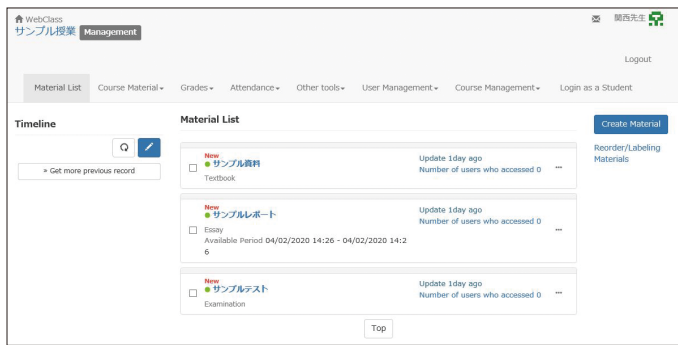
[✉ Notices and Messages] Information related to administration and educational affairs can be viewed.

[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 FAQs / glossary and notes.

- [FAQs / glossary] FAQs and their answers, as well as terms necessary to understand the class topics 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 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 [Login as a Student].
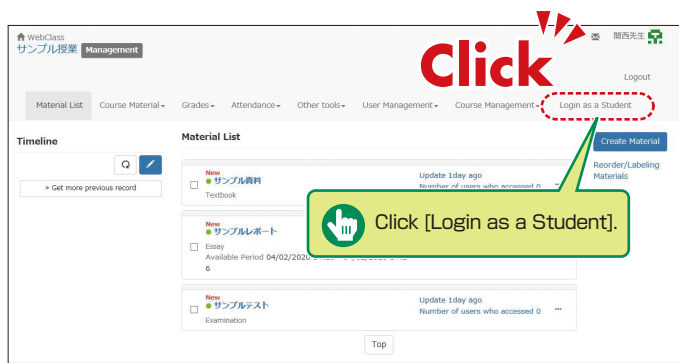
Contacting Students

14-2-1

Contacting Students

Use "Messages" to send personal messages.
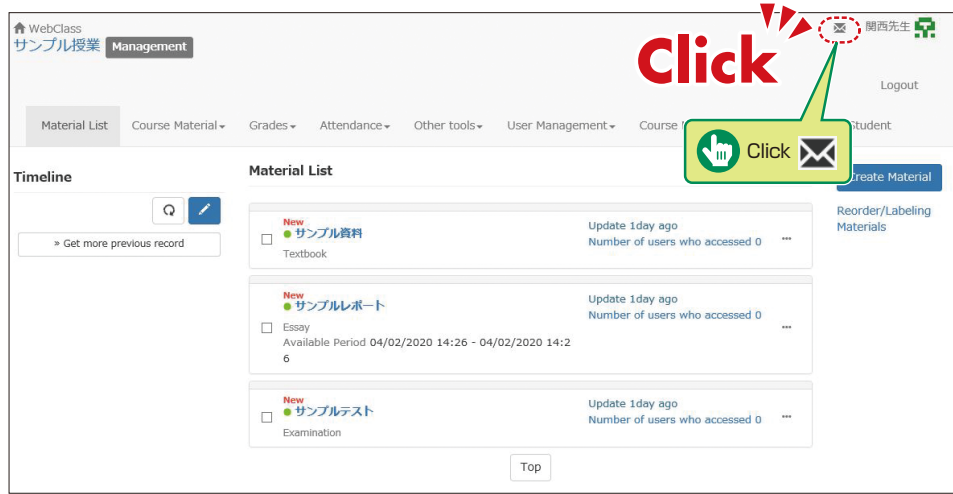
Sending Messages

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.
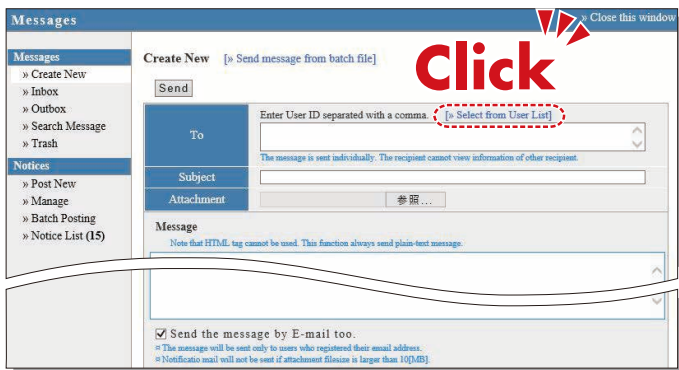
4 Click the checkbox to the left of the name and click [Add the user to the User List].
　*When sending a message about the class (to all the enrolled students), click the checkbox next to the name at the top to send the message to all students listed on the first page.
　If the number of enrolled students 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 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.

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".

Notices	» Close this window
Messages	**Notice List**
» Create New	|< < **1** 2 > >|
» Inbox **(10)**	Page 1 / 2 (No.1 - No.10：Total 14)
» Outbox	**2021年度秋学期　平常試験（平常成績による評価）科目の採点について（ご依頼）**
» Search Message	システム管理者 - 12/10/2021 10:42 - Time Limit：02/11/2022 23:59
» Trash	**関大LMS機能拡張（クラウド型動画編集配信ソフト）の導入について**
Notices	システム管理者 - 12/07/2021 - Time Limit：03/31/2022 23:59
» Post New	サンプル投稿
» Manage	サンプル授業 - 11/02/2021 11:40
» Batch Posting	【教員の皆様へ】教材の「コピー」と「リンク」について（注意喚起）
» Notice List **(4)**	システム管理者 - 09/17/2021 - Time Limit：03/31/2022 23:59
	【教員の皆様へ】学生がレポート提出した際の [通知設定] について
	システム管理者 - 09/17/2021 11:36
	教材実行時の日時制限について
	システム管理者 - 07/28/2021 13:11
	【学生の皆さんへ】レポート提出後・テスト受験後の確認方法について
	システム管理者 - 04/22/2021 17:28 - Time Limit：02/10/2022 23:59
	ログインＩＤについて
	システム管理者 - 04/05/2021 15:58
	【学生の皆さんへ】小テストを受ける際、ご注意ください。
	システム管理者 - 04/05/2021 15:39 - Time Limit：01/31/2022 23:59
	【2021年3月 更新】ブラウザの操作について
	システム管理者 - 03/10/2021 10:38

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]

Notices » Close this window

Notices manage [サンプル授業]
Post Save As Draft Cancel
» Back to List

Messages
» Create New
» Inbox (10)
» Outbox
» Search Message
» Trash

Notices
» Post New
» Manage
» Batch Posting
» Notice List (4)

Draft
Place to post ☑ Course manager ☑ Learner
Mark ☐ important
Period to post Open at : ● not set ○ set 2021 ▾ Dec ▾ 16 ▾
Close at : ● not set ○ set 2021 ▾ Dec ▾ 16 ▾

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.

Notices » Close this window

Notices manage [サンプル授業]
Modify Delete
prev Back to List next

Messages
» Create New
» Inbox (10)
» Outbox
» Search Message
» Trash

Notices
» Post New
» Manage
» Batch Posting
» Notice List (4)

サンプル投稿
Open

Created at : 2021/11/02 10:50 by 関西先生
Modified at : 2021/11/02 11:40 by 関西先生
Place to post : サンプル授業 : Course manager, Learner

こちらはサンプルとなっております。

Check unread users
Number of unread user : 2 (Readable users : 3)
関西太郎 (dpuser), Panoptoご説明用教員 (panopto-teacher)

prev Back to List next

Course Material

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

14-3-1

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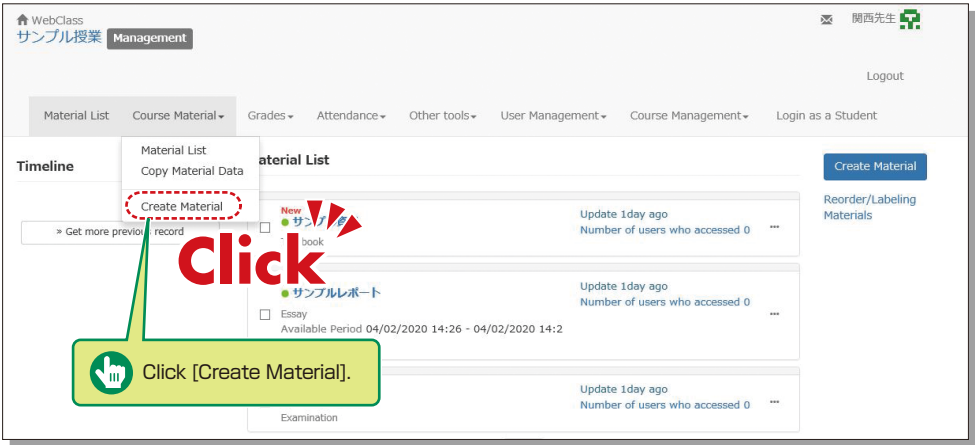
1   Click [Create Material] under [Course Material] on the Material List screen.

2   Click [Textbook] .

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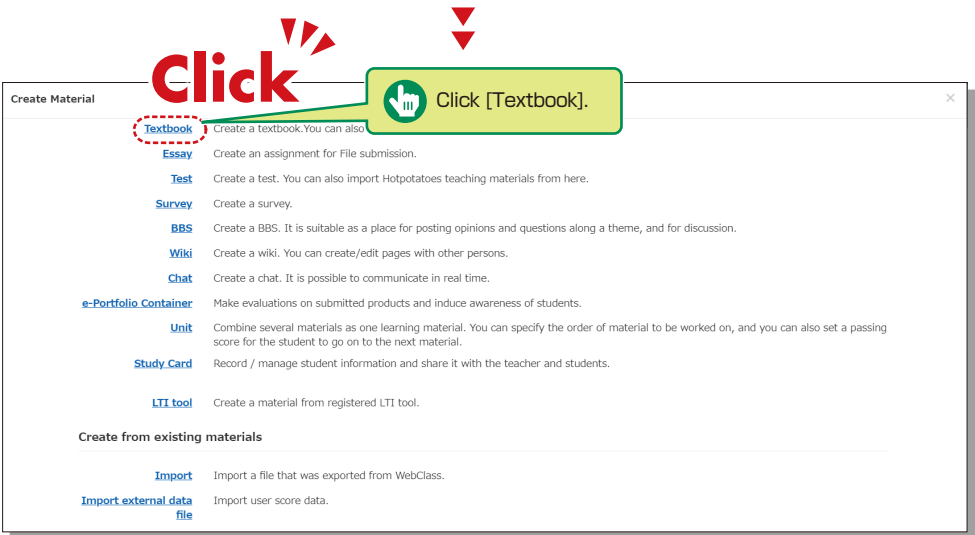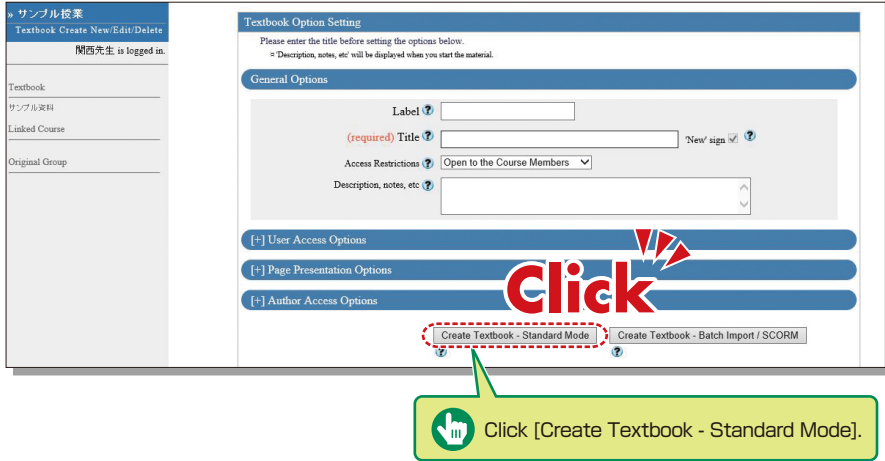
3 Enter a name for the material in the "Title" field (required) and
click [Create Textbook - Standard Mode].
*The other detail fields (optional) are set to default values.
Click ❓ to check the details.

To create another page, click [Add New Page].
To finish, click [Save Changes & Exit].
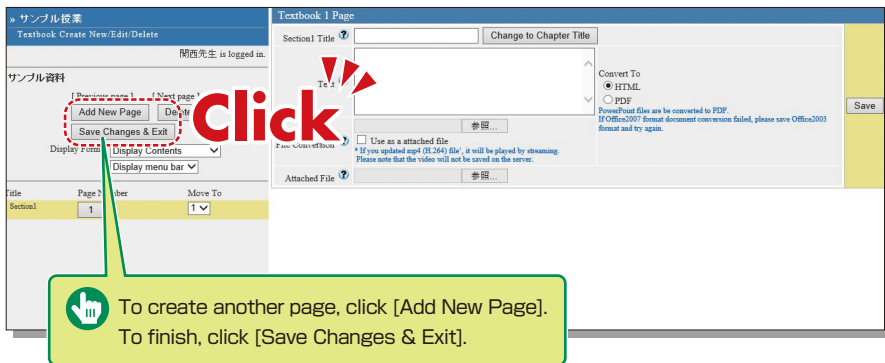
4 Click [参照…] (Browse). Select the file you want to upload, and then click [Save].

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

Click [Create Material].

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

▼
▼

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

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

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.
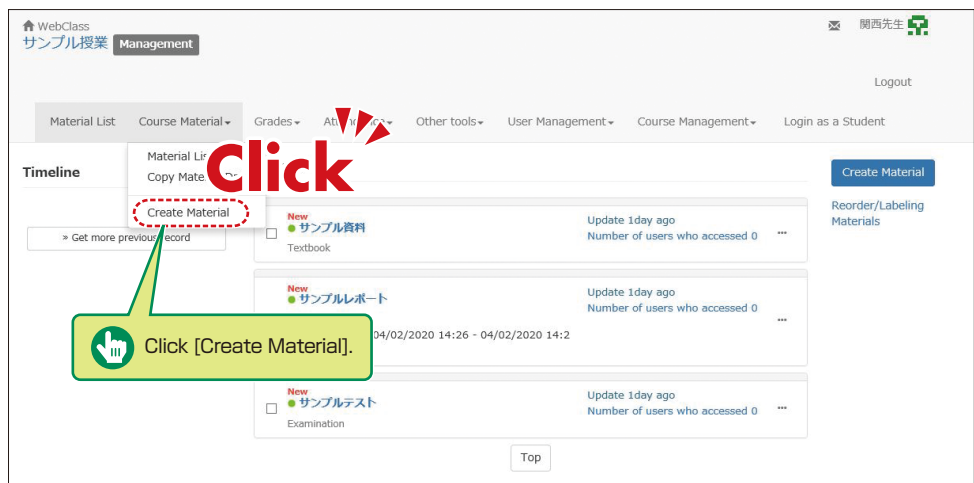Click ❓ to check the details.

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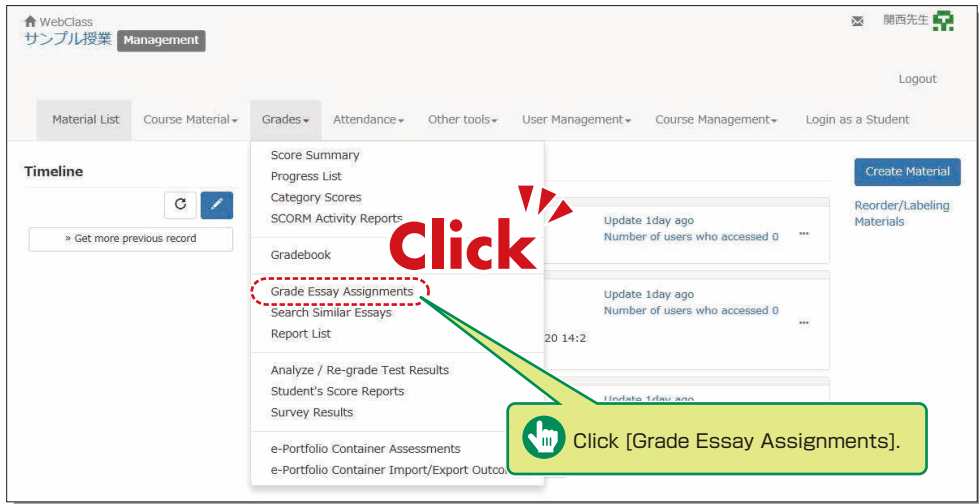
1 Click [Grade Essay Assignments] under [Grades] in the Material List screen.

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.

KU-LMS

Grading

14-5
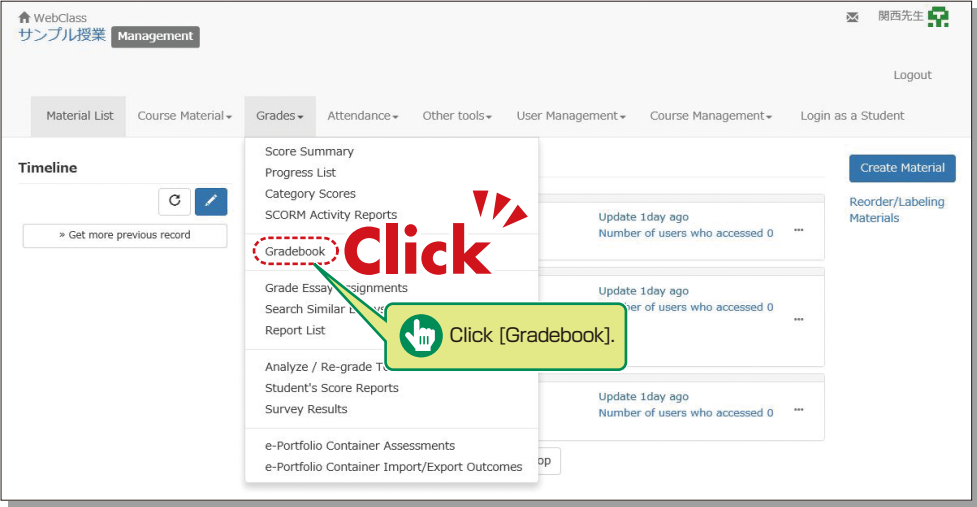
1 Click [Gradebook] under [Grades] in the Material List screen.
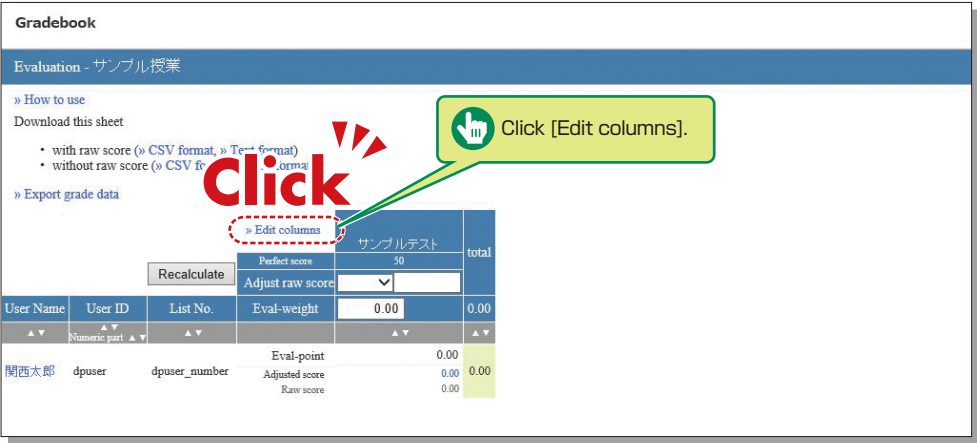
2 Click [Edit columns] to select the grading material.

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)].

KU-LMS

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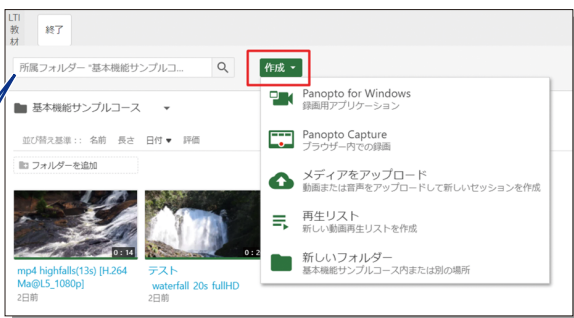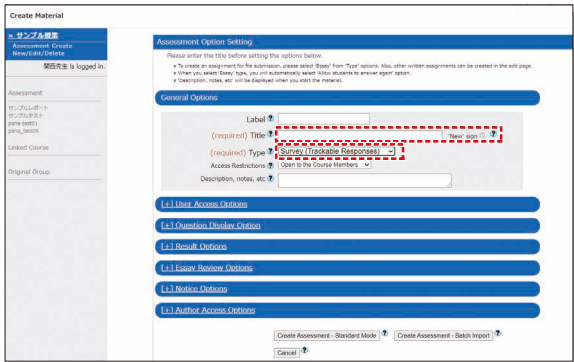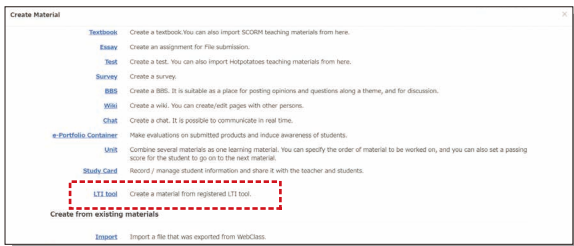
> **!** When you log in to the KU LMS, a Panopto video folder is prepared for each course.

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/support/manual/

Other Functions

! Downloading the quick operation manual and Q&A

Download from the website of Center for Teaching and Learning.

Click https://www.kansai-u.ac.jp/ctl/support/manual/

QR code

MEMO

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.
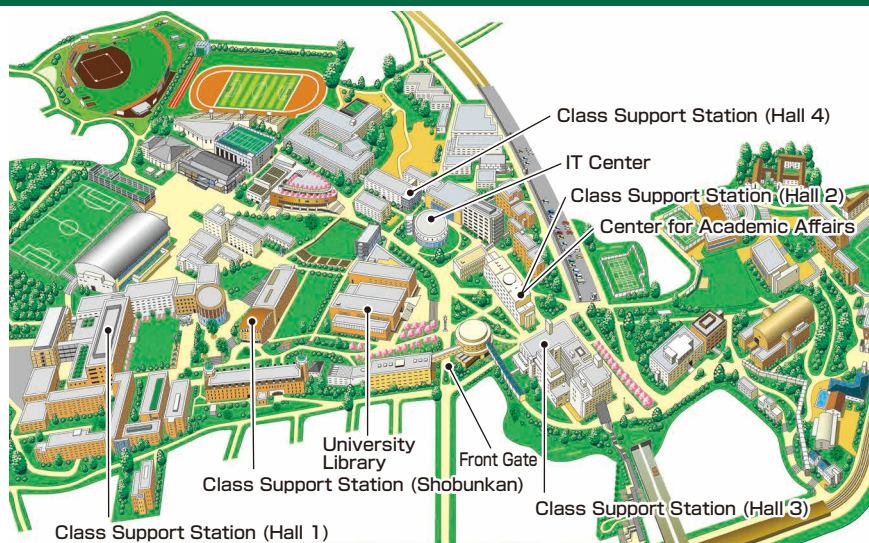
Q. Confirming instruction manuals

A. Access the website of Center for Teaching and Learning (See P.47) or click [Manual] at the left top of the screen after logging in, or the manual site under [Link] at the upper left corner of the timetable page to check the instruction manuals. You can also view the Quick Operation Guide and Q&A section.

QR code

This Operation Manual is available at
https://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 ▶▶▶ 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.

2023