

【For Instructors】

**2023
KANSAI University
Information System
&
KU-LMS**

Operation Manual



**KANSAI
UNIVERSITY**

● 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
● Creating Test Materials	P.40
● 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 Windows 10 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

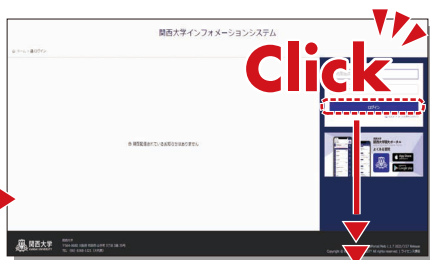
※Please use the latest browser. Compatibility with the latest browser version (October 2022) has been confirmed.

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.



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.

ホーム

☆ すべて表示

📧 未読の個人伝言

☆ すべて表示

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 H P

🔗 関大Webメール

🔗 関大LMS

🔗 休講情報登録 (授業日程一覧)

🔗 講義連絡 (関大LMSで入力)

🔗 講義連絡 (CEASで入力)

🔗 研究費照会システム

🔗 Web旅費

🔗 学術情報

📅 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

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🔗 学術情報



Academic Information

Research results can be input and viewed.

KU-LMS

P.30

Class Cancellation
Registration

P. 5

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.



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 Kansai University
ログイン: 職員 太郎

休講登録

科目名	クラス	授業形態	曜日・時間	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-E 6 0 1	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・E 2 0 2	

休講理由入力

休講理由

休講理由 詳細

※休講理由詳細は、関係者に通知されます。

登録 戻る



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

関西大学 Kansai University
ログイン: 職員 太郎

休講登録

科目名	クラス	授業形態	曜日・時間	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-E 6 0 1	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・E 2 0 2	

休講理由入力

休講理由

休講理由 詳細

※休講理由詳細は、関係者に通知されます。

登録 削除 戻る



To modify the class cancellation, click [Register].



To delete the class cancellation, click [Delete].

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

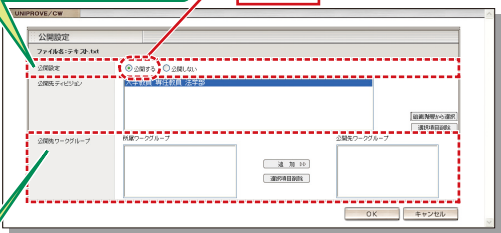
Click [Open] to disclose the updated data.

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.

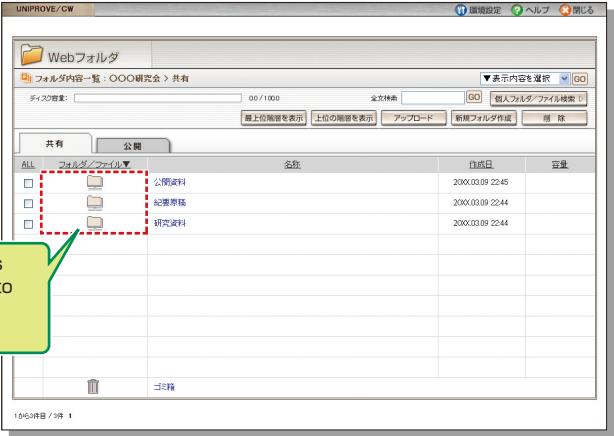
4

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

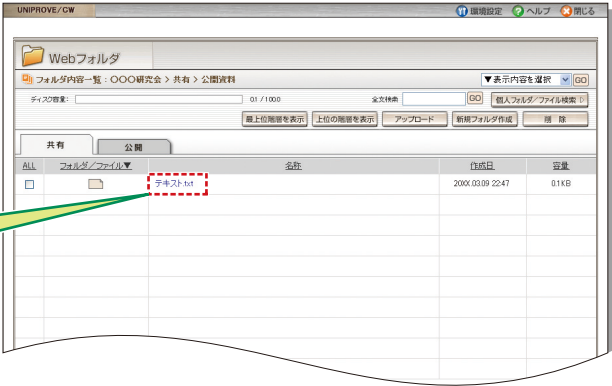


Documents are shared by the members of the group. Shared folders and files can be managed (added/deleted) by any member.

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.




8-1-1

8-1-2

 Confirm the grading methods.




8-1-3

Finishing Registration

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

8-1-4

8-2

 関西大学		試験監督応援日	
20xx年度 春学期		氏名 関大 一郎	
			
監督応援日は、6月XX日(X)から表示します。			
学部：1限 10:00-11:00 2限 11:30-12:30 3限 13:30-14:30 4限 15:00-16:00 5限 16:30-17:30			
試験実施予定日	試験科目	試験監督応援区分	
2008/7/18(水)2限	法文	担当科目	
2008/7/26(水)2限	法文	担当科目	
			


関西大学
試験科目一覧
Kansai University

20xx年度 春学期
 氏名 関大 一郎

振替口座番号は、6月 XX 日(XX)から表示します。

担当科目

科目名	クラス	配当学部	曜日	時間	試験方法	最終試験方法	最終科目	前期科目	試験日	試験科目	担当学部
日本史入門（旧日本史）	第1-17課	○理2	月16	18:00	筆記試験	筆記	関大 一郎	1910	7/21(水)第2	国文・B101	法学部
外国語基礎（英語専攻）	第1-17課	○理2	月16	18:00	筆記試験	筆記	関大 一郎	1910	7/21(水)第2	国文・A	法学部
外国語基礎（英語専攻）	第1-17課	○理2	月16	18:00	筆記試験	筆記	関大 一郎	1910	7/21(水)第2	国文・A	法学部
第1-新卒	第1-17課	○理2	月16	18:00	筆記試験	筆記	関大 一郎	1910	7/21(水)第2	国文・A	法学部
第1-新卒	第1-17課	○理2	月16	18:00	筆記試験	筆記	関大 一郎	1910	7/21(水)第2	国文・A	法学部
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担当科目（全統試験）

科目名	クラス	配当学部	曜日	時間	試験方法	最終試験方法	最終科目	前期科目	試験日	試験科目	担当学部
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日本史入門（旧日本史）	第1-17課	○理2	月16	18:00	筆記試験	筆記	関大 一郎	1910	7/21(水)第2	国文・B101	法学部

担当科目（試験科目以外）

科目名	クラス	配当学部	曜日	時間	試験方法	最終試験方法	最終科目	前期科目	試験日	試験科目	担当学部
法入門	第1-17課	○理2	月16	18:00	筆記試験	筆記	関大 一郎	1910	7/21(水)第2	国文・A201	法学部

学費 1.1万円 18:00 18:30 19:00 19:30 19:45 20:00 20:15 20:30 20:45 21:00 21:15 21:30 21:45 22:00 22:15 22:30 22:45 23:00 23:15 23:30 23:45 24:00 24:15 24:30 24:45 25:00 25:15 25:30 25:45 26:00 26:15 26:30 26:45 27:00 27:15 27:30 27:45 28:00 28:15 28:30 28:45 29:00 29:15 29:30 29:45 30:00 30:15 30:30 30:45 31:00 31:15 31:30 31:45 32:00 32:15 32:30 32:45 33:00 33:15 33:30 33:45 34:00 34:15 34:30 34:45 35:00 35:15 35:30 35:45 36:00 36:15 36:30 36:45 37:00 37:15 37:30 37:45 38:00 38:15 38:30 38:45 39:00 39:15 39:30 39:45 40:00 40:15 40:30 40:45 41:00 41:15 41:30 41:45 42:00 42:15 42:30 42:45 43:00 43:15 43:30 43:45 44:00 44:15 44:30 44:45 45:00 45:15 45:30 45:45 46:00 46:15 46:30 46:45 47:00 47:15 47:30 47:45 48:00 48:15 48:30 48:45 49:00 49:15 49:30 49:45 50:00 50:15 50:30 50:45 51:00 51:15 51:30 51:45 52:00 52:15 52:30 52:45 53:00 53:15 53:30 53:45 54:00 54:15 54:30 54:45 55:00 55:15 55:30 55:45 56:00 56:15 56:30 56:45 57:00 57:15 57:30 57:45 58:00 58:15 58:30 58:45 59:00 59:15 59:30 59:45 60:00 60:15 60:30 60:45 61:00 61:15 61:30 61:45 62:00 62:15 62:30 62:45 63:00 63:15 63:30 63:45 64:00 64:15 64:30 64:45 65:00 65:15 65:30 65:45 66:00 66:15 66:30 66:45 67:00 67:15 67:30 67:45 68:00 68:15 68:30 68:45 69:00 69:15 69:30 69:45 70:00 70:15 70:30 70:45 71:00 71:15 71:30 71:45 72:00 72:15 72:30 72:45 73:00 73:15 73:30 73:45 74:00 74:15 74:30 74:45 75:00 75:15 75:30 75:45 76:00 76:15 76:30 76:45 77:00 77:15 77:30 77:45 78:00 78:15 78:30 78:45 79:00 79:15 79:30 79:45 80:00 80:15 80:30 80:45 81:00 81:15 81:30 81:45 82:00 82:15 82:30 82:45 83:00 83:15 83:30 83:45 84:00 84:15 84:30 84:45 85:00 85:15 85:30 85:45 86:00 86:15 86:30 86:45 87:00 87:15 87:30 87:45 88:00 88:15 88:30 88:45 89:00 89:15 89:30 89:45 90:00 90:15 90:30 90:45 91:00 91:15 91:30 91:45 92:00 92:15 92:30 92:45 93:00 93:15 93:30 93:45 94:00 94:15 94:30 94:45 95:00 95:15 95:30 95:45 96:00 96:15 96:30 96:45 97:00 97:15 97:30 97:45 98:00 98:15 98:30 98:45 99:00 99:15 99:30 99:45 100:00 100:15 100:30 100:45 101:00 101:15 101:30 101:45 102:00 102:15 102:30 102:45 103:00 103:15 103:30 103:45 104:00 104:15 104:30 104:45 105:00 105:15 105:30 105:45 106:00 106:15 106:30 106:45 107:00 107:15 107:30 107:45 108:00 108:15 108:30 108:45 109:00 109:15 109:30 109:45 110:00 110:15 110:30 110:45 111:0

[illegible][illegible]

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** (Display).

Click

*See the legend for the meanings of the symbols.

Logout

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.

Attendance Management System

9-2

Manual Data Registration/Revision

Attendance data can be input manually.

- When revising the data by specifying the date

関西大学 出席管理システム

20xx年07月28日(木) ヘルプ ログアウト

1 Click the date.

授業・出席情報一覧

※ 出席状況は日付をクリックしてください。
 ※ 未履修者は灰色で表示されます。
 ※ CSV出力・Excel帳票出力は未履修者の表示・非表示が反映されます。(非表示状態でダウンロードファイル内に未履修者のデータが入りません)

20xx年07月28日(木) 現在の出席状況です。

■基礎演習(1組)(全1)12345 教員A

学籍番号	学生名	出席	遅刻	欠席	07/28	07/29	07/30	07/31	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16	08/17	08/18	08/19	08/20	08/21	08/22	08/23	08/24	08/25	08/26	08/27	08/28	08/29	08/30	08/31	09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08	09/09	09/10	09/11	09/12	09/13	09/14	09/15	09/16	09/17	09/18	09/19	09/20	09/21	09/22	09/23	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/01	11/02	11/03	11/04	11/05	11/06	11/07	11/08	11/09	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08	12/09	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	02/29	03/01	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	03/16	03/17	03/18	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31	04/01	04/02	04/03	04/04	04/05	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13	04/14	04/15	04/16	04/17	04/18	04/19	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27	04/28	04/29	04/30	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12	05/13	05/14	05/15	05/16	05/17	05/18	05/19	05/20	05/21	05/22	05/23	05/24	05/25	05/26	05/27	05/28	05/29	05/30	05/31	06/01	06/02	06/03	06/04	06/05	06/06	06/07	06/08	06/09	06/10	06/11	06/12	06/13	06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16	08/17	08/18	08/19	08/20	08/21	08/22	08/23	08/24	08/25	08/26	08/27	08/28	08/29	08/30	08/31	09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08	09/09	09/10	09/11	09/12	09/13	09/14	09/15	09/16	09/17	09/18	09/19	09/20	09/21	09/22	09/23	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/01	11/02	11/03	11/04	11/05	11/06	11/07	11/08	11/09	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08	12/09	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26	02/27	02/28	02/29	03/01	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	03/16	03/17	03/18	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31	04/01	04/02	04/03	04/04	04/05	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13	04/14	04/15	04/16	04/17	04/18	04/19	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27	04/28	04/29	04/30	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12	05/13	05/14	05/15	05/16	05/17	05/18	05/19	05/20	05/21	05/22	05/23	05/24	05/25	05/26	05/27	05/28	05/29	05/30	05/31	06/01	06/02	06/03	06/04	06/05	06/06	06/07	06/08	06/09	06/10	06/11	06/12	06/13	06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15	08/16	08/17	08/18	08/19	08/20	08/21	08/22	08/23	08/24	08/25	08/26	08/27	08/28	08/29	08/30	08/31	09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08	09/09	09/10	09/11	09/12	09/13	09/14	09/15	09/16	09/17	09/18	09/19	09/20	09/21	09/22	09/23	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/01	11/02	11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9-3

Downloading the Data

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

The screenshot shows the '出席管理システム' (Attendance Management System) interface. A table lists attendance data for students. A red dashed box highlights the 'Excel帳票出力' (Excel Report Output) button. A green callout box with a '1' points to this button, with the text 'Click Excel帳票出力'. Another green callout box with a '2' points to the 'OK' button in the 'Microsoft Internet Explorer' dialog box, with the text 'Click OK'. A red circle with the word 'Downloaded' is at the bottom, with a red arrow pointing to the 'OK' button. The text 'Click' is written in red above the arrow.

1 Click Excel帳票出力

2 Click OK

Click

Downloaded

Attendance Management System

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:

- Screen 1:** Displays the university name (関西大学), system name (出席管理システム), and date/time (12/03 09:22). The main instruction is "教職員証、入退出カードをかざしてください" (Place your faculty member identification card or access card on the card reader). Below this, it shows the user's name (関大 太郎 先生) and a date (20XX/12/). A grid of class periods (1限 to 7限) is displayed, with a red dashed box around it and the instruction "時限を選択してください" (Select the class period). A "キャンセル" (Cancel) button is at the bottom right.
- Screen 2:** Shows the selected class period (1時限) and the course name (基礎演習(組)). A red dashed box is around the course name. Below the course name, there are "Start" and "Cancel" buttons. At the bottom, there is a "授業を選択してください" (Select the class) instruction and a "開始" (Start) button, which is circled in red.

Finishing
Registration

9-5

Attendance Registration

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

The interface shows the following steps:

- Screen 3:** Displays the university name (関西大学), system name (出席管理システム), and date/time (20XX/12/03(木) 13:56). The main instruction is "学生証をかざしてください" (Place a student identification card on the card reader). Below this, it shows the course name (基礎演習).
- Screen 4:** Shows the selected class period (1時限) and the course name (基礎演習). Below this, it shows the user's name (関大 五郎さん) and the message "受付付けました" (Registration completed). At the bottom, there is a date/time (20XX/12/03(木) 14:11) and a "受付中" (Receiving) button.

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.

- 3 You can search the student with students number.

関西大学

出席管理システム

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

決定

キャンセル

1

2

3

4

5

6

7

8

9

0

DEL

- 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].

- 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

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].

The interface shows the '基礎演習' (Basic Practice) screen with the text '学生証をかざしてください' (Please hold your student ID card over the reader). Below the text, it displays '20XX/12/03 (木) 13:56' and '充電中' (Charging). A '受付中' (Receiving) status is shown in a yellow box. The bottom menu includes '出席者一覧' (Attendee List), 'カード忘れ' (Card Forgotten), and '終了' (End). A red arrow points from the '終了' button to a '確認' (Confirmation) dialog box. The dialog box asks '受付を終了します。よろしいですか?' (Do you want to end the reception?) and has 'はい' (Yes) and 'いいえ' (No) buttons. A red arrow points from the 'はい' button to the '確認' dialog box.

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.

The interface shows the '教職員証、入退出カードをかざしてください' (Please hold your faculty ID card or entry/exit card over the reader). Below the text, it displays '20XX/12/03 (木) 13:56' and '充電中' (Charging). A 'データ更新' (Data Update) button is visible in the top right corner. A red arrow points from the 'データ更新' button to a 'Data revision complete' message. Below the message, a 'Data Revision' button is shown. A red arrow points from the 'Data Revision' button to a 'データ更新' (Data Update) button. Below the button, a message states: '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。' (Data update failed. Please check the network status and press the 'Data Update' button again. If you want to use it as is, please press the 'Cancel' button). The bottom menu includes 'キャンセル' (Cancel).

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

 関西大学 Kansai University
ログイン: 関大 太郎

成績表

成績表		組	学部・研究科	曜限
学期	春	1	経	金4
日	最終確定者	確定取消日	確定取消者	

成績データファイル

Save Finish Return

もしくは「完了」すれば、人数が表示されます。

 Enter grades.

1頁の表示件数 100 | 先頭頁 | 前頁 | 1/3頁 | 次頁 | 最終頁 | 印刷

学籍番号	氏名	英字氏名	最終得点
経xx-xxxx	関大 一郎	KANDAI, Ichiro	<input type="checkbox"/> 不受験
経xx-xxxx	関大 二郎	KANDAI, Jiro	<input type="checkbox"/> 不受験
経xx-xxxx	関大 三郎	KANDAI, Saburo	<input type="checkbox"/> 不受験
経xx-xxxx	関大 四郎	KANDAI, Shiro	<input type="checkbox"/> 不受験
経xx-xxxx	関大 五郎	KANDAI, Goro	<input type="checkbox"/> 不受験
経xx-xxxx	関大 六郎	KANDAI, Rokuro	<input type="checkbox"/> 不受験
経xx-xxxx	関大 七郎	KANDAI, Shichiro	<input type="checkbox"/> 不受験
経xx-xxxx	関大 八郎	KANDAI, Hachiro	<input type="checkbox"/> 不受験
通年科目履修生(予科目履修生)			
学籍番号	氏名	英字氏名	最終得点
経xx-xxxx	通年 一郎	TSUNEN, Ichiro	<input type="checkbox"/> 不受験
経xx-xxxx	通年 二郎	TSUNEN, Jiro	<input type="checkbox"/> 不受験


保存 | 完了 | 戻る

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.

Click

Entry complete

 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

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

Save **Finish** **Return**

Click

[Deadline for Printing Requests]

11-1 Select [Printing Requests] in the Academic Affairs Information of the Information System.

11-2 Selecting subjects to be printed.

11-3

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).

印刷依頼システム 2016年度

印刷を依頼する (プレビュー)

依頼内容を確認し、「完了」ボタンをクリックしてください。

No	ファイル	仕上がり サイズ/ 両面	紙の向き/ 開きの方向	UP数 / 中綴じ	並び順/ ホチキス留め	その他留意事項
1	test.png 原稿枚数:	A4 両面 なし	紙の向き 指定なし 開きの方向 左開き	UP数なし 中綴じ なし	スタック / 不要	

●用途

教材・資料

●対象科目

学期	授業科目名	原稿枚数	部数	使用日	受け取り場所
月4	専門演習	168	168	2016/12/19	第2学舎 授業支援St

●連絡先

000-0000-0000

戻る

Click

Finish

ページ印刷

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印刷依頼システム 2016年度

印刷を依頼する (依頼完了)

印刷依頼を承りました。

●依頼1 受付番号: 161216-0032-01

授業科目名		専門演習 月4				
部数		168部				
使用日		2016/12/19				
受け場所		第2学舎 授業支援St				
用途		教材・資料				

No	ファイル	仕上がり サイズ/ 両面	紙の向き/ 開きの方向	UP数 / 中綴じ	並び順/ ホチキス留め	その他留意事項
1	test.png	A4 両面 なし	紙の向き指定なし 開きの方向 左開き	UP数なし 中綴じ なし	スタック / 不要	

戻る

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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

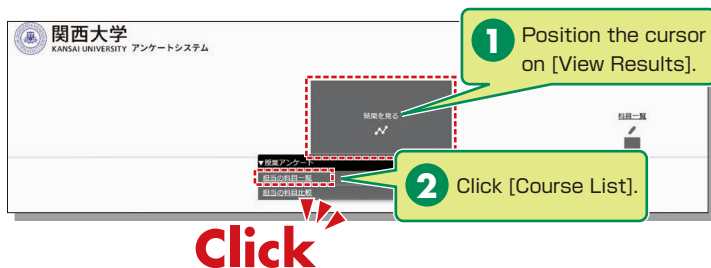
Confirming the questionnaire results (quick report).

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]



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



12-1-2

Viewing the Responses

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

The screenshot shows the 'Kansai University アンケートシステム' (Kansai University Questionnaire System) interface. The top navigation bar includes links for 'ホーム' (Home), '結果を見る' (View Results), '授業アンケート' (Class Questionnaire), and '担当の科目一覧' (List of Courses). The main content area is titled '担当の科目一覧' (List of Courses) and displays a table of courses. A red dashed box highlights a button in the 'Results (PDF)' column. A red arrow points from this button to a larger screenshot of the results PDF. The PDF is titled '学期 授業アンケート () () 集計結果' (Semester Class Questionnaire () () Summary Results) and contains a list of 10 questions with corresponding response data.

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

2 The questionnaire results will be displayed.

Click

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).

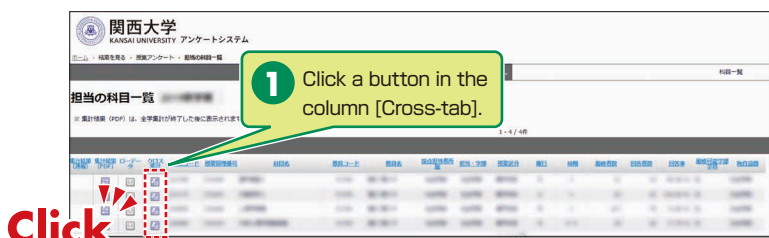
12-1-3

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.



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

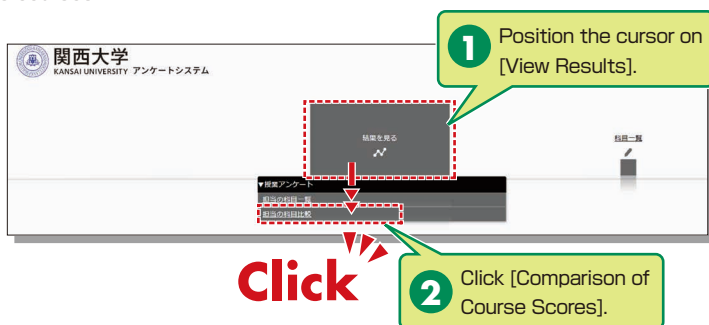


12-1-4

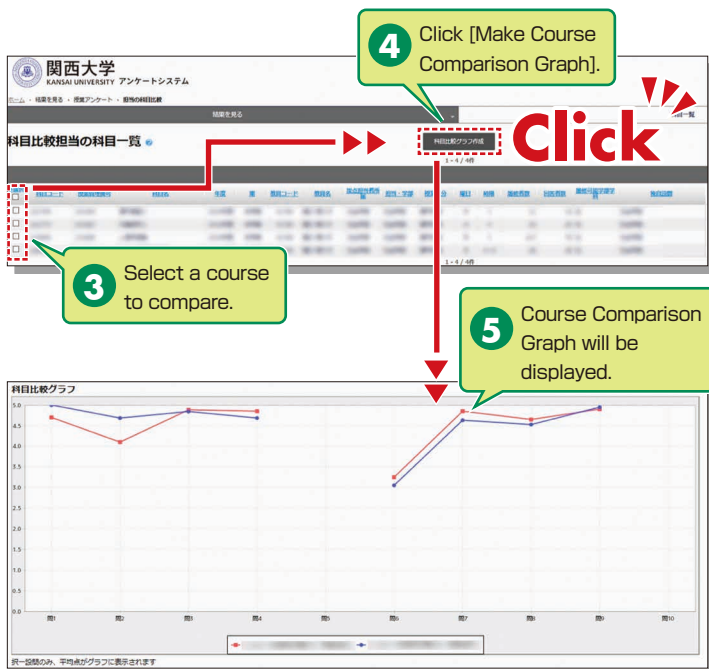
Comparison of Course Scores

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.

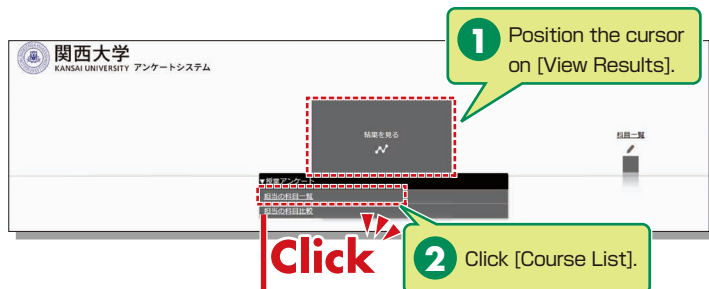
*Raw data is the base data for calculation and is output in CSV format.

- Downloading raw data for each course.

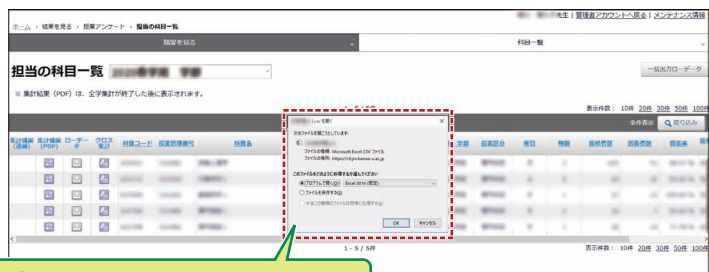
→ **4-1**

- Downloading raw data (complete) for respondents.

→ **4-2**



3 The [Course List] will be displayed.



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.

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



The screenshot shows the 'Syllabus Input (Input)' form. Key elements and annotations include:

- Text Editor:** A green callout box with a hand icon and the text '文字修飾' (Text Editing) points to the text area, stating 'You can display the tabs of available [font attributes].'
- Registration Button:** A red dashed box highlights the '登録' (Registration) button at the bottom of the course list. A red arrow points from the 'Click' label to this button.
- Free Format Selection:** A green callout box with a hand icon and the text 'フリーフォーマット' (Free Format) points to the dropdown menu, stating 'Select [Free Format] or [Number of Courses Format].'
- Previous Syllabus Reference:** A green callout box with a hand icon and the text '過去参照' (Past Reference) points to the '過去参照' button, stating 'Check the contents of [past syllabuses].'
- Next Button:** A green callout box with a hand icon and the text '次へ' (Next) points to the '次へ' button at the bottom, stating 'Click [Next] after entering the syllabus.'
- Course List:** A table with columns for '学年・学期' (Year/Period), '授業科目' (Course), '授業科目名 (登録用)' (Course Name for Registration), '単' (Unit), '単位' (Credit), and '登録情報' (Registration Information). The first row shows '1' for Year/Period, '1' for Course, '14011 (2024-2025)' for Course Name, '1' for Unit, and '1' for Credit.

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



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.

Syllabus Copy

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



関太 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

The screenshot shows the KU-LMS login page. A green callout bubble with a hand icon says "Click on the button to login." pointing to the "ログイン画面を表示する" (Show login screen) button. A red dashed box highlights the "関大LMS" header. A red text box at the bottom left says "Course Manager's Manual" with a line pointing to the "こちら" (here) link in the text "■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。". A blue callout bubble with an exclamation mark says "You can switch to the English version." pointing to the "english" link. The page also includes a "スマートフォン版" (Smartphone version) button and contact information for KU-LMS.

- 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.

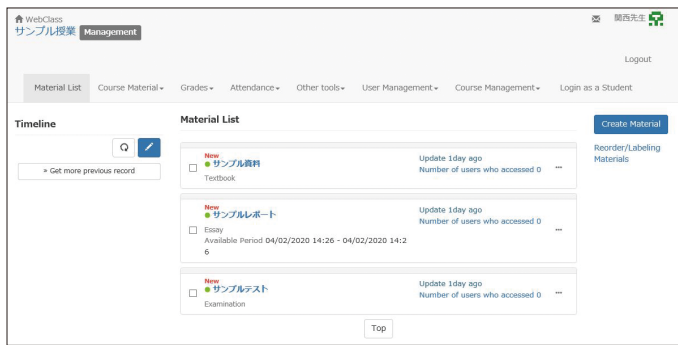
Login ID: This ID is the same as the one for logging into the information system.
Ex.: t999999


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 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

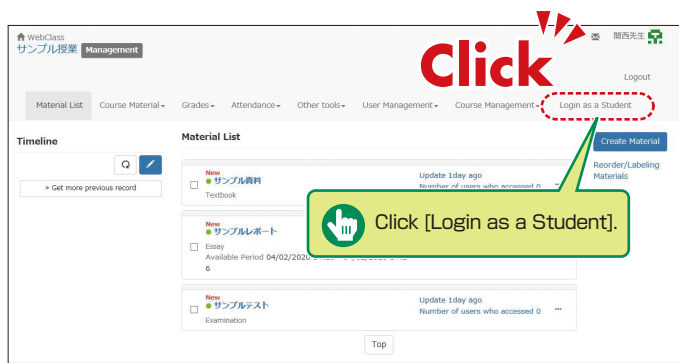
Click on the [Logout] button in the upper right corner of the Course List screen or Material List screen.



14-1-4

Login as a Student

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

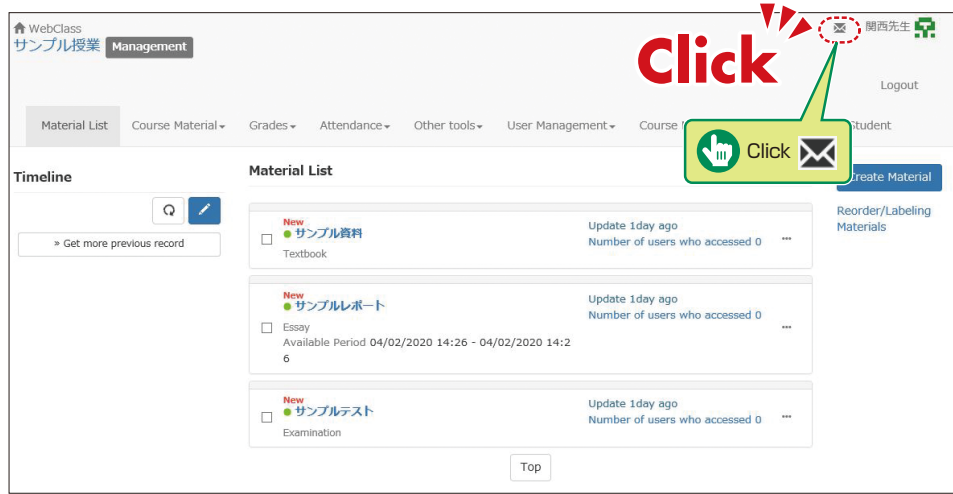


Contacting Students

14-2-1

Contacting Students

Use "Messages" to send personal messages.



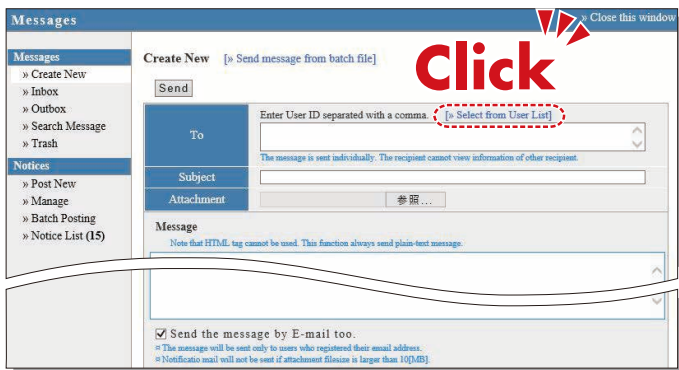
Sending Messages

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".

Notices

» Close this window

Messages

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

Notices

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

Notice List

|< < 1 2 > >|

Page 1 / 2 (No.1 - No.10 : Total 14)

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）

システム管理者 - 12/10/2021 10:42 - Time Limit : 02/11/2022 23:59

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

システム管理者 - 12/07/2021 - Time Limit : 03/31/2022 23:59

サンプル投稿

サンプル授業 - 11/02/2021 11:40

【教員の皆様へ】教材の「コピー」と「リンク」について（注意喚起）

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

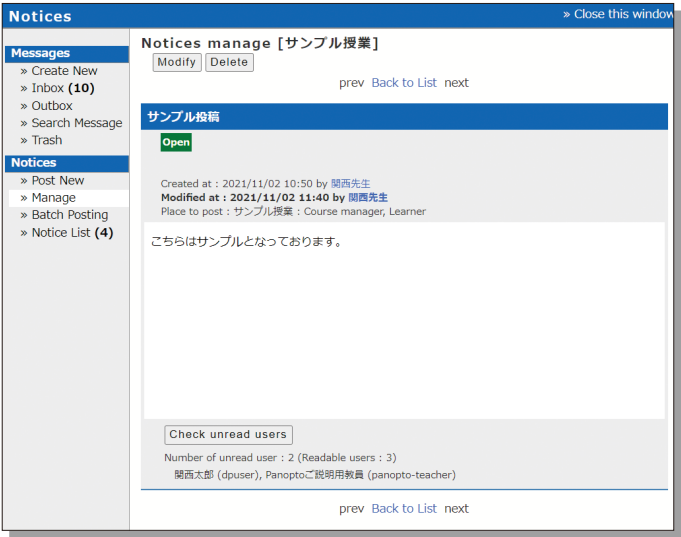
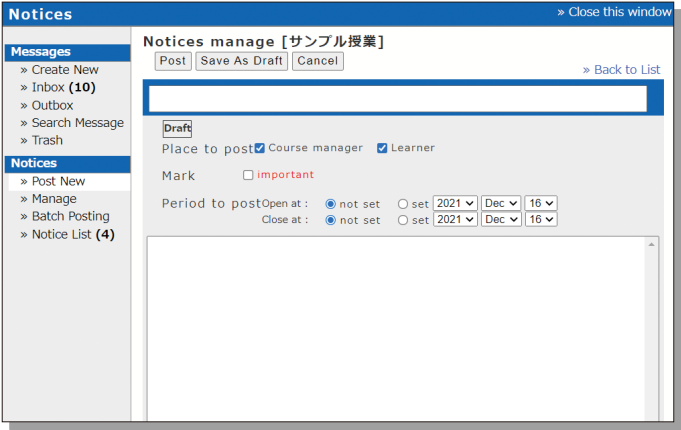
システム管理者 - 03/10/2021 10:38

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]

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.

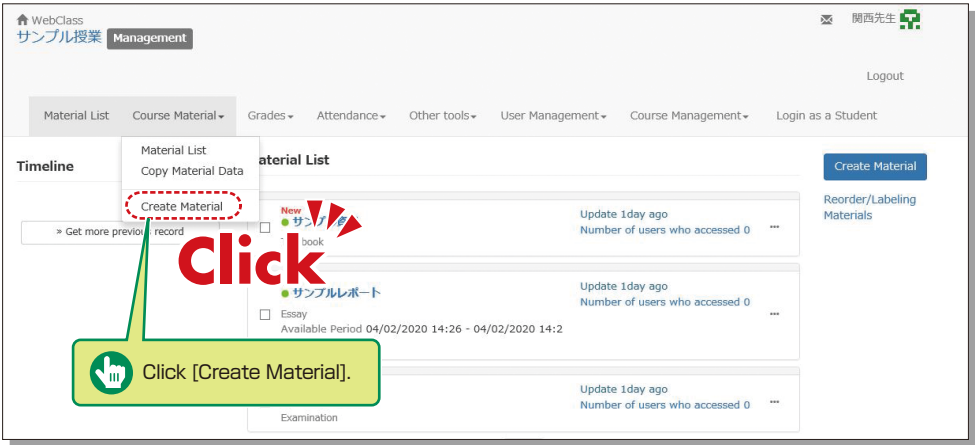


Course Material

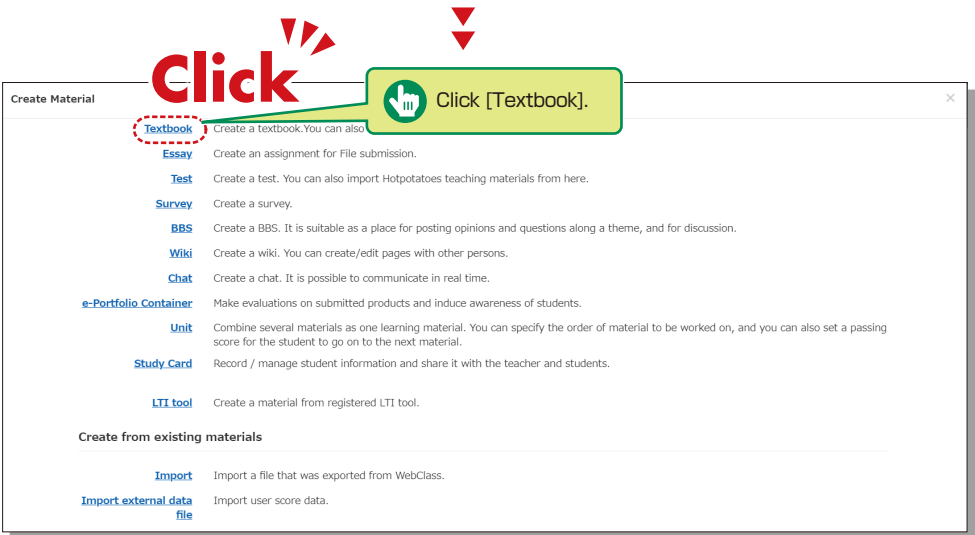
Course materials such as slides and reading materials can be created for preparation, review and coursework.

14-3-1

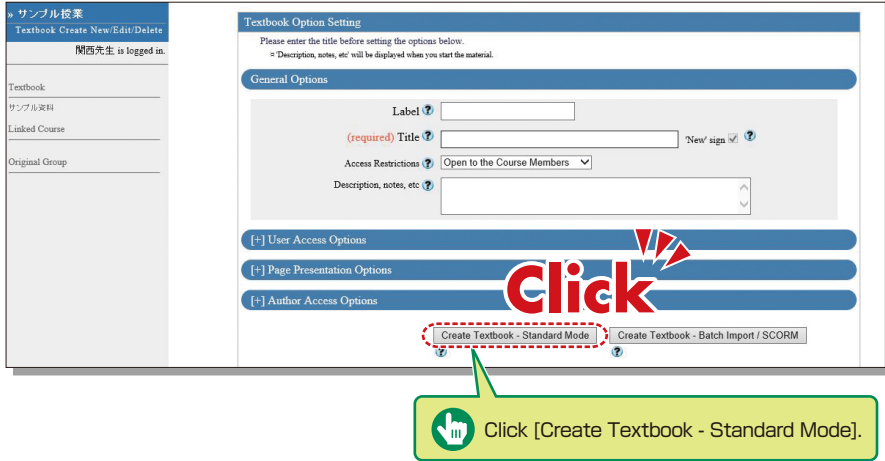
Create Material



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



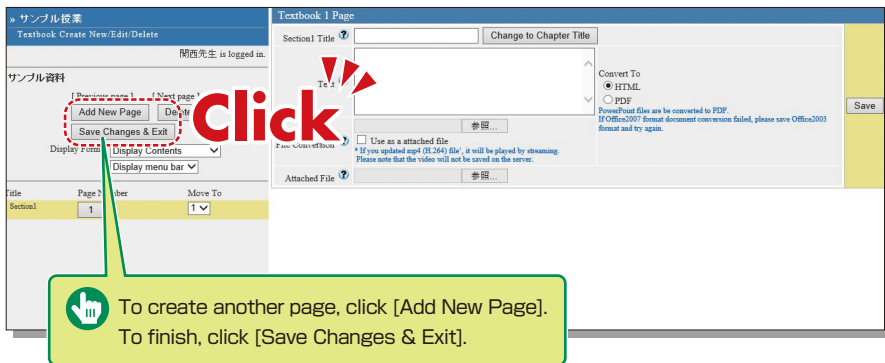
2 Click [Textbook] .



- 3 Enter a name for the material in the "Title" field (required) and click [Create Textbook - Standard Mode].

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

Click ? to check the details.



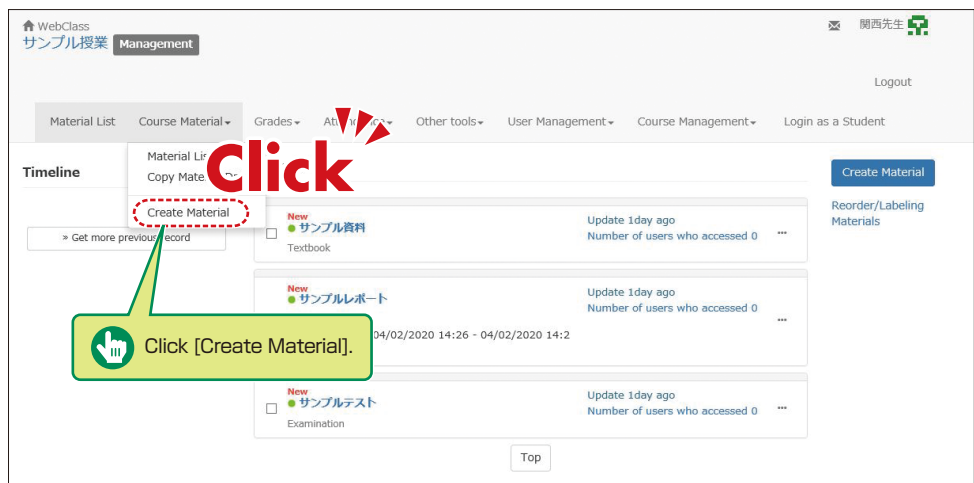
- 4 Click [参照...] (Browse). Select the file you want to upload, and then click [Save].

- 5 The uploaded file will be displayed.

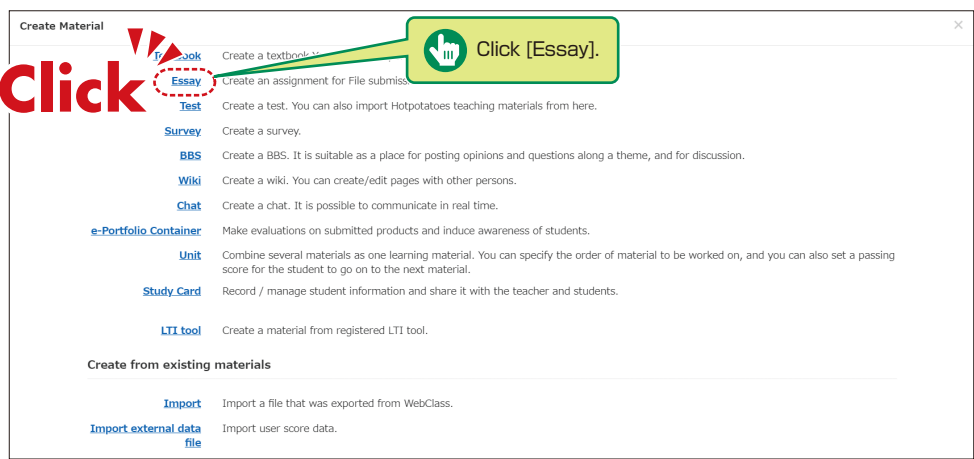
- 6 To create another page, click [Add New Page].
To finish creating materials, click [Save Changes & Exit].

14-3-2

Creating Essay Assignments



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



- 2 Click [Essay] .



» サンプル授業

Assessment Create
New/Edit/Delete

間西先生 is logged in.

Assessment

サンプルレポート
サンプルテスト

Linked Course

Original Group

Assessment Option Setting

Please enter the title before setting the options below.

- To create an assignment for file submission, please select 'Essay' from 'Type' options. Also, other written assignments can be created in the edit page.
- When you select 'Essay' type, you will automatically select 'Allow students to answer again' option.
- Description, notes, etc' will be displayed when you start the material.

General Options

Label

(required) Title 'New' sign ☒

(required) Type

Access Restrictions

Description, notes, etc'

[+] User Access Options

[+] Question Display Option

[+] Result Options

[+] Essay Review Options

[+] Notice Options

[+] Author Access Options

Click

Create Assessment - Standard Mode

Create Assessment - Batch Import

Cancel

- 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.

» サンプル授業

Assessment Create New/Edit/Delete

間西先生 is logged in.

サンプルレポート

[Previous page] [Next page]

Copy

Delete

Add New Question

Save Changes & Exit

サンプルレポート Assessment 1

Common Option

Print: Multiple pages Type: Essay Subscript: 1234

From questions: No Random options: No

Point Total marks: 0 Difficulty Category Edit Rubric

Manually input

Assessment

Image/Sound File

Attached File

Assessment Style

File Submission

The button which submits are report will displayed.

One file is available for one question.

If you want let post multiple files, please make multiple questions.

Maximum report file size 10 MB

Upper limit value can be set: 10 MB

Limit file type

Word Excel PowerPoint Text PDF

File Conversion

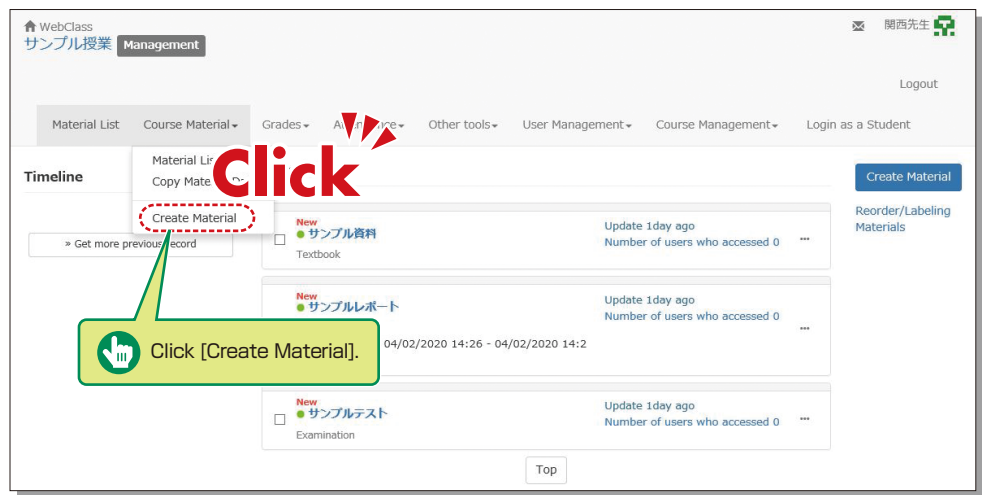
Convert To HTML PDF Please select the file format to convert to.

Save

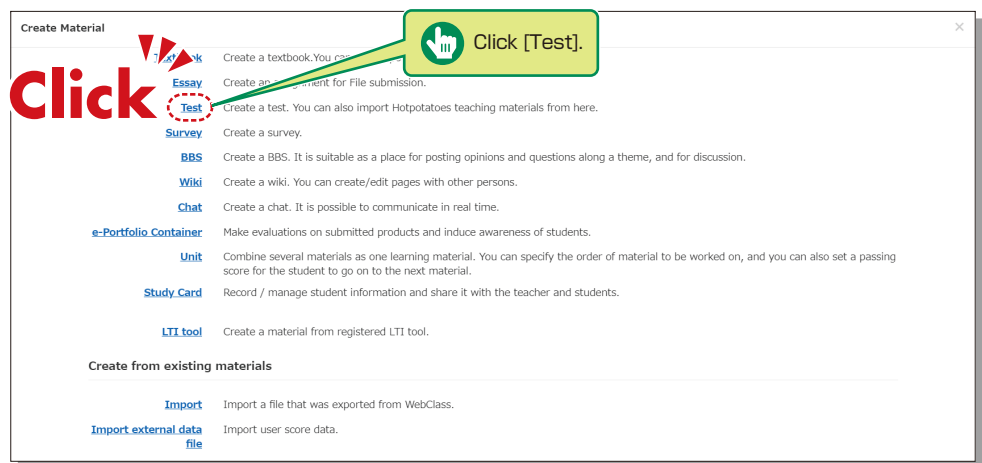
- Input [Allotted point], [Assessment] and [Detailed Answers].
- Set the maximum file size and file format, if necessary.
- Input all the required items, and click [Save].
- Make sure to click [Save Changes & Exit] when creating teaching material for the first time.

14-3-3

Creating Test Materials



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



2 Click [Test] .

» サンプル授業

Assessment Create
New/Edit/Delete

関西先生 is logged in.

Assessment

サンプルレポート
サンプルテスト

Linked Course

Original Group

Assessment Option Setting

Please enter the title before setting the options below.
• To create an assignment for file submission, please select 'Essay' from 'Type' options. Also, other written assignments can be created in the edit page.
• When you select 'Essay' type, you will automatically select 'Allow students to answer again' option.
• 'Description, notes, etc.' will be displayed when you start the material.

General Options

Label ?

(required) Title ?

(required) Type ? Please select

Access Restrictions ? Open to the Course Members

Description, notes, etc. ?

[+] User Access Options

[+] Question Display Option

[+] Result Options

[+] Essay Review Options

[+] Notice Options

[+] Author Access Options

Create Assessment - Standard Mode

Create Assessment - Batch Import

Click

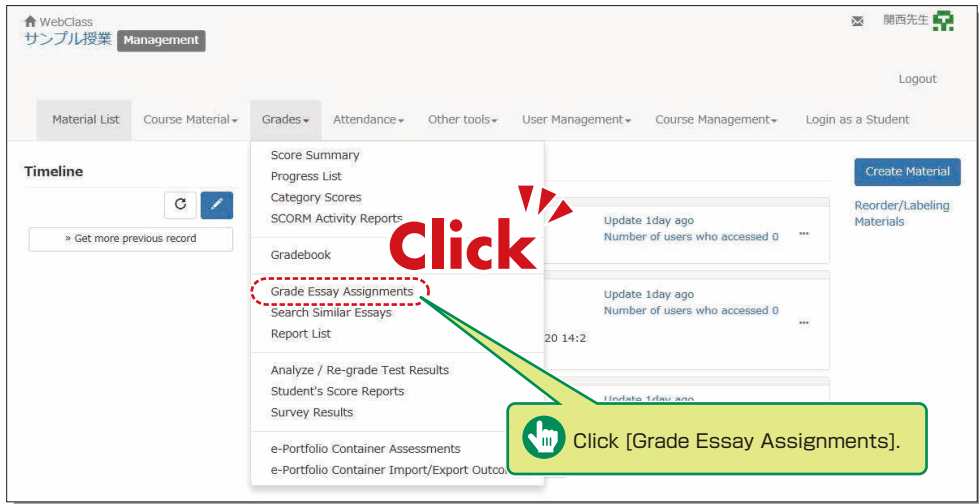
Click [Create Assessment - Standard Mode].

- 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

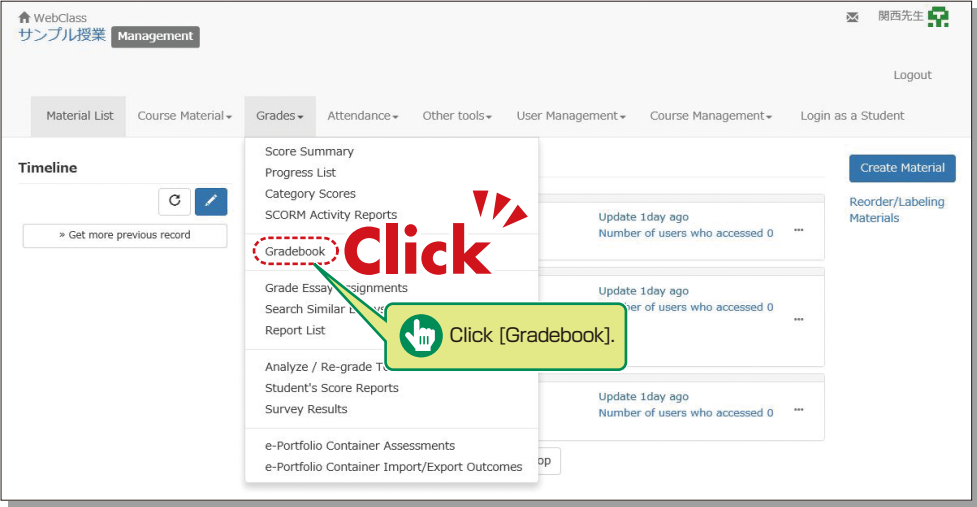
The instructor can grade essays and written assignments.



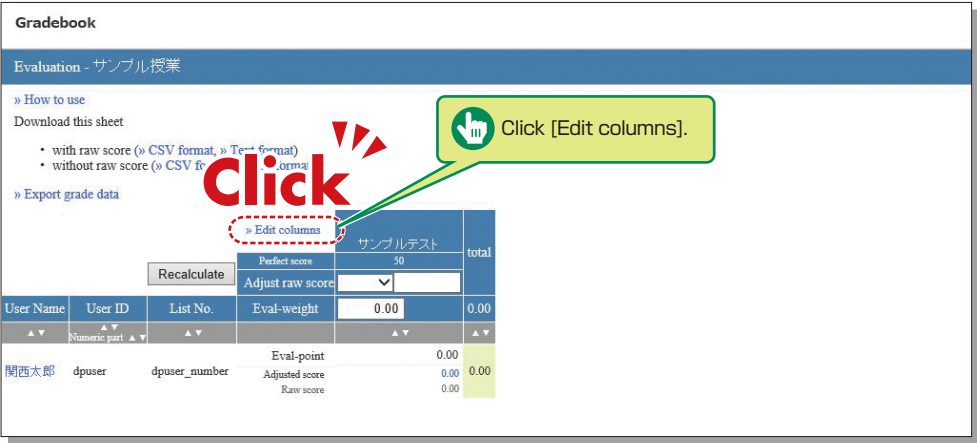
- 1 Click [Grade Essay Assignments] under [Grades] in the Material List screen.
- 2 Select assignment from the dropdown menu of [Assessment Name].
- 3 Click [Display submitted reports].
- 4 Click the file name of the assignment, confirm the contents, then click [Grade].
- 5 Input [Comments] and [Point], and click [Save].
*Corrected report file can be attached.

Grading

14-5



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



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



Gradebook

Evaluation - サンプル授業

» Back to list

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

Materials to use for grading

Remove selected material

Material	Perfect score	Eval-weight
<input type="checkbox"/> サンプルテスト	50	0.00
Eval-point full		0.00

Save

Materials that can be added

Add selected material

used	Material
<input type="checkbox"/> 0	サンプルレポート
<input type="checkbox"/> 1	サンプルテスト

- 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].



Gradebook

Evaluation - サンプル授業

» How to use

Click [Export grade data].

» Edit columns

Recalculate

Perfect score 50

Adjust raw score

Eval-weight 0.00

total 0.00

User Name User ID List No. Eval-weight Adjusted score Raw score

閏西太郎 dpuser dpuser_number 0.00 0.00 0.00

- 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).

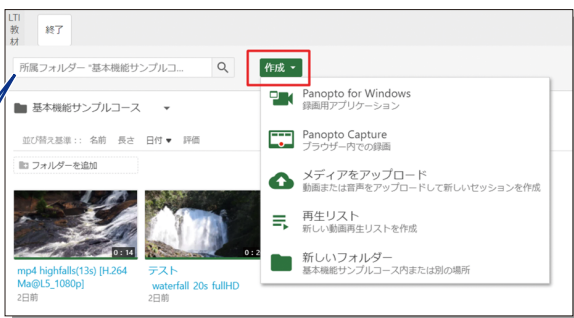
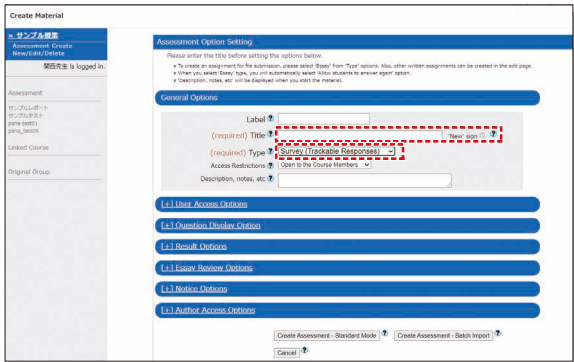
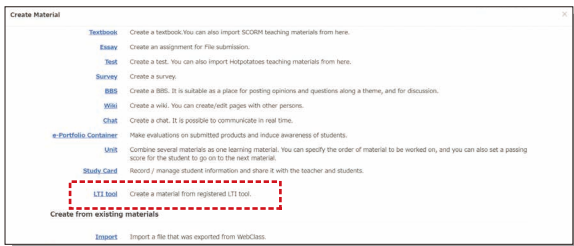
However, in the case of a Mac PC, it is necessary to set up the PC to use "Panopto Capture". (See the URL below)

<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/support/manual/>

Other Functions

KANSAI UNIVERSITY

[関西大学ホーム](#)
[お問い合わせ](#)
[資料請求](#)
[交通アクセス](#)

[関西大学 教育開発支援センター](#)
[教育開発支援センター概要](#)
[遠隔授業について](#)
[授業のサポート](#)
[学びのサポート](#)
[活動記録](#)
[お問い合わせ](#)

授業のサポート

関大LMS(教員用)

[一覧を見る](#)

関大LMS(学生用)

[一覧を見る](#)

クラウド型動画編集配信ソフト(Panopto)

[一覧を見る](#)

オンデマンド配信授業 準備編

[一覧を見る](#)

オンデマンド配信授業 成績評価編

[一覧を見る](#)

Zoom

[一覧を見る](#)

その他(教員用)

[一覧を見る](#)

その他(学生用)

[一覧を見る](#)

授業に関するマニュアル一覧

関大LMS(教員用)

[一覧を見る](#)

関大LMS(学生用)

[一覧を見る](#)

クラウド型動画編集配信ソフト(Panopto)

[一覧を見る](#)

オンデマンド配信授業 準備編

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その他(教員用)

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その他(学生用)

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教育開発支援センター概要

[プロジェクト紹介](#)
[刊行物](#)
[遠隔授業について](#)

授業のサポート

[教育支援ツール・サービス紹介](#)
[授業に関するマニュアル一覧](#)
[授業支援業務](#)
[授業アンケート](#)
[教員インタビューcoming soon](#)

学びのサポート

[活動記録](#)
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お問い合わせ

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[TOP](#)



Downloading the quick operation manual and Q&A

QR code

Download from the website of Center for Teaching and Learning.

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



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

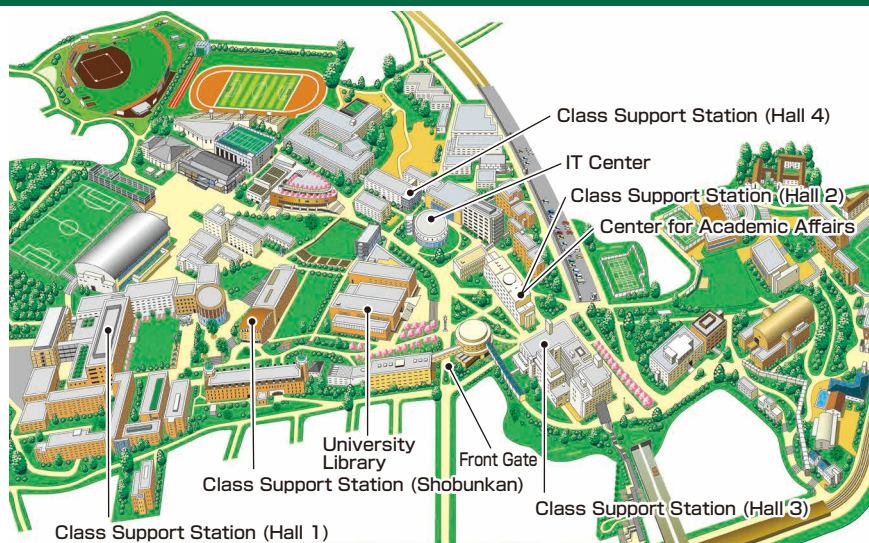
A. Access the website of Center for Teaching and Learning (See P.47) or click [Manual] at the left top of the screen after logging in, or the manual site under [Link] at the upper left corner of the timetable page to check the instruction manuals. You can also view the Quick Operation Guide and Q&A section.

QR code



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

Campus Map (Senriyama Campus)



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.