

【For Instructors】

2025
KANSAI University
Information System
&
KU-LMS

Operation Manual



**KANSAI
UNIVERSITY**

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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

※Using the latest browser version is recommend.

3.Login

Access the website of Kansai University.

<https://www.kansai-u.ac.jp>



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



To Home

4.KU-LMS(Learning Management System)

This is an integrated e-learning system that has two functions of class support and individual support. It includes course information, instructions for preparation and review, submission of essay assignments, tests, and questions and answers related to the courses. See p.30 for how to use the system.

5.Home

Logout

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

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.

The screenshot shows the 'ホーム' (Home) page of the Kansai University information system. The page is divided into several sections:

- Header:** Kansai University logo, user name '関大太郎さん', and 'ホーム'.
- Navigation:** 'ログアウト' (Logout) button, '未読のお知らせ' (Unread Notices), '未読の個人伝言' (Unread Personal Messages), and '学年報' (Yearbook).
- Notice List:** A list of notices with dates and titles. Callouts point to '2021.11.11' and '2021.11.08' notices.
- Links:** 'クイックリンク' (Quick Links) section with links to 'KU-LMS P.30' and 'Class Cancellation Registration P.5'.
- Footer:** '学年報' (Yearbook) section with a list of notices.

Callouts and their associated text:

- Logout:** Be sure to click [Logout] when you finish using the information system.
- Notices:** Check notices for instructors and faculties. Check events and procedures. Use "Notices" to send notifications to faculties or sections, and use "Personal Messages" to send messages to individual instructors or students. Check the registration procedures in the University Services and Links users' manual.
- Personal Messages:** Check your personal messages.
- Academic Information:** Research results can be input and viewed.

See page 4 for details

Personal Messages

Check your personal messages.

Academic Information

Research results can be input and viewed.



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

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

Examination System 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.

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.

[Class Cancellation Registration]



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-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

※休講理由の詳細は、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].

[Class Cancellation Modification]



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-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 学会

休講理由
詳細

急遽、学会へ参加することになった為

※休講理由の詳細は、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].

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.

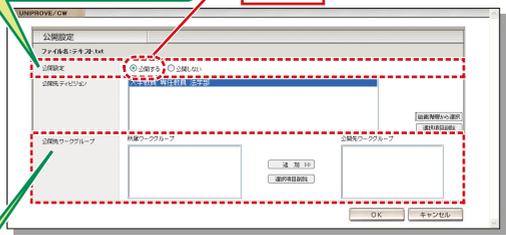


3 Click [Open] to disclose the updated data.

Open

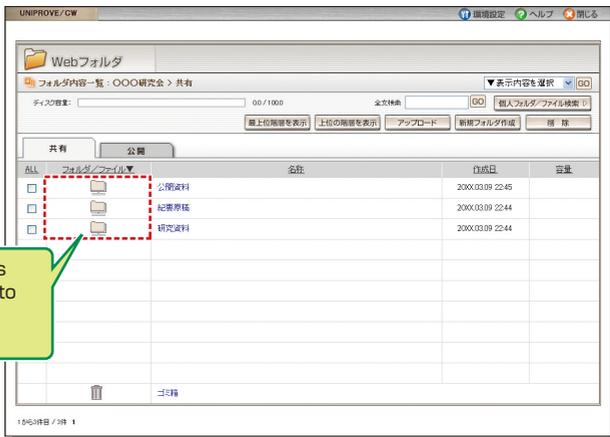
Folders and files to be disclosed can be managed (added/deleted) only by the user who uploaded them. Other users can only view the documents.

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.



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

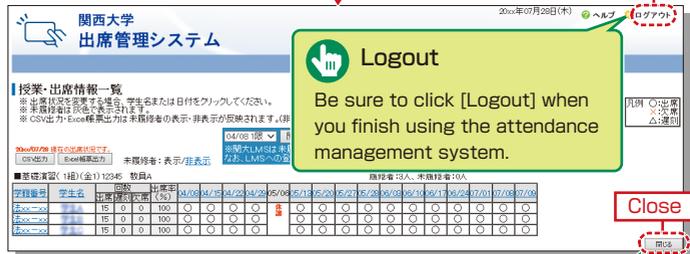
2 Select a course to check attendance.



3 Click [表示]

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

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



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

9-2

Manual Data Registration/Revision

Attendance data can be input manually.

1 Click the date.

関西大学 出席管理システム

20xx年の月28日(木) ヘルプ ログアウト

授業・出席情報一覧

09/30 月 関西LMS用CSV出力

学籍番号	学生名	出席	出席時間	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
1E1001	田中 太郎	出席	1000	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
1E1002	山田 花子	出席	1000	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
1E1003	佐藤 一郎	出席	1000	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

- When revising the data by specifying the date

2 Revise the data, using the pulldown menu.

3 Click 確定

4 Click OK

Click

Registration complete

関西大学 出席管理システム

20xx年の月10日 現在の出席状況です。

基礎演習(水1)12345 教員A

学籍番号	学生名	出席	出席時間	09/30	10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10
1E1001	田中 太郎	出席	1000	○	○	○	○	○	○	○	○	○	○	○
1E1002	山田 花子	出席	1000	○	○	○	○	○	○	○	○	○	○	○
1E1003	佐藤 一郎	出席	1000	○	○	○	○	○	○	○	○	○	○	○

Microsoft Internet Explorer

登録します

OK キャンセル

- When revising the data by specifying the student

1 Click on the student's number or name.

2 Revise the data, using the pulldown menu.

3 Click 確定

4 Click OK

Click

Registration complete

Click

関西大学 出席管理システム

20xx年の月28日(木) ヘルプ ログアウト

授業・出席情報一覧

09/30 月 関西LMS用CSV出力

学籍番号	学生名	出席	出席時間	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
1E1001	田中 太郎	出席	1000	○	○	○	○	○	○	○	○	○	○	○	○	○
1E1002	山田 花子	出席	1000	○	○	○	○	○	○	○	○	○	○	○	○	○
1E1003	佐藤 一郎	出席	1000	○	○	○	○	○	○	○	○	○	○	○	○	○

基礎演習(水2)111052

開講日	状況	スキャン時間
09/30	○	時 分 ~ 時 分
10/07	○	時 分 ~ 時 分
10/14	○	時 分 ~ 時 分
10/21	○	時 分 ~ 時 分
10/28	△	時 分 ~ 時 分
11/11	○	時 分 ~ 時 分
11/18	○	時 分 ~ 時 分
11/25	○	時 分 ~ 時 分
12/02	○	時 分 ~ 時 分
12/09	○	時 分 ~ 時 分
12/16	○	時 分 ~ 時 分
12/24	休	時 分 ~ 時 分
01/13	○	時 分 ~ 時 分

Microsoft Internet Explorer

登録します

OK キャンセル

9-3

Downloading the Data

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

1 Click

2 Click

Click

Downloaded

学籍番号	学生名	出席	出席率	2008/08/18	2008/08/19	2008/08/20	2008/08/21	2008/08/22	2008/08/23	2008/08/24	2008/08/25
Exc-100		15	0.0	100	○	○	○	○	○	○	○
Exc-100		15	0.0	100	○	○	○	○	○	○	○
Exc-100		15	0.0	100	○	○	○	○	○	○	○

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.

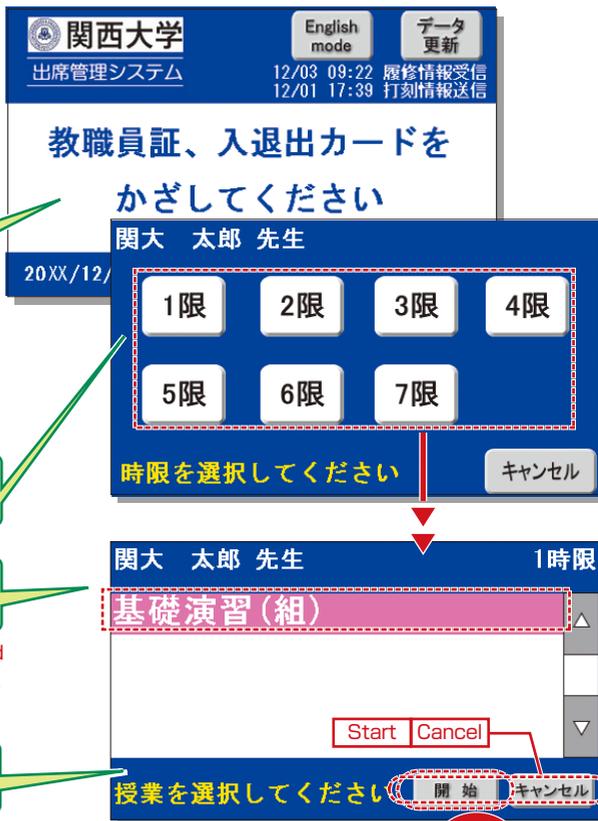
*Confirm that the date of receiving data is the same day. If a previous day is shown, enrolled students may be indicated as [Not Enrolled].

- 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.

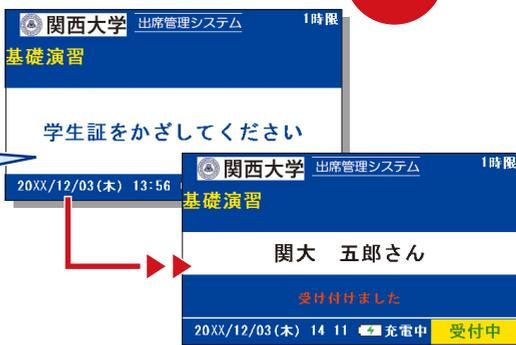
- 4 After selecting the class, press the [Start] button.



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.



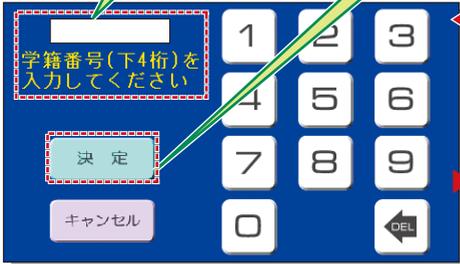
2 Press the [No Card] button.



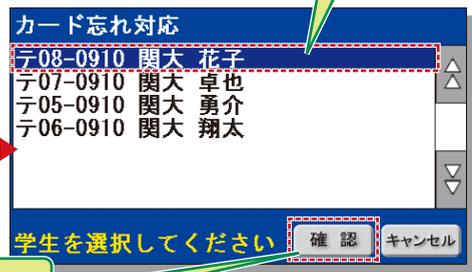
3 You can search the student with students number.

4 Input the last four digits of the student number.

5 Press [Enter].



6 Select the student.



7 Press [Confirm].

8 Press [Attending] or [Arriving Late].



Finish

Attending Arriving Late

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 同スキャンモード

出席 → 遅刻 → 終了

出席者一覧 カード忘れ 確定

Finish

Enter

確認

受付を終了します。よろしいですか?

はい いいえ

Yes No

9-8

How to Send the Data

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

12:00 09:22 履修情報受信
12/01 17:39 打刻情報送信

教職員証、入退出カードをかざしてください

20XX/12/03(木) 13:56 充電中

データ更新

Data revision complete

Data Revision

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

10. Grade Entry

The course list is displayed to input grades.

The detailed procedure for entering grades is available from the Information System: University Services and Links → Usage Manual → [Grade Entry Manual].

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).

関西大学 採点担当科目一覧 Name: 11/16/2019 07:42:00 教員二部

※各年の履修状況により採点科目は、任意が変更される場合があります。

2020年度

学部科目						
学部	年度	採点科目名	種	曜	最終更新日	最終更新者
シ	春	法学部 法政学	必修	4	月4	
シ	春	法学部 法政学	必修	2	金4	
シ	春	法学部 法政学	必修	2	火3	2019/07/1000
シ	春	法学部 法政学	必修	火+水		教員二部

大学院科目						
学部	年度	採点科目名	種	曜	最終更新日	最終更新者
法学	春	法学部 法政学	必修	1	水3	
法学	春	法学部 法政学	必修	9	火4	2019/07/1200
法学	春	法学部 法政学	必修	金3		教員二部

[戻る]

10-3

Entering Grades

成績表

学年	授業形態	組	学部・研究科	曜限
春1	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

Enter grades.

成績データファイル

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 | 戻す



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



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.



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



Failure to Attend Examination

When the grading method is "Achievement Level Checks" or "Written Examinations", check the box for students who failed to attend an examination. ([***) will be input). This is not displayed when the grading method is "Everyday Scores".

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.

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

Save Finish Return

Click! Entry complete

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

11. Printing Requests

Printing of supplementary materials can be requested via the System.

[Deadline for Printing Requests]

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

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

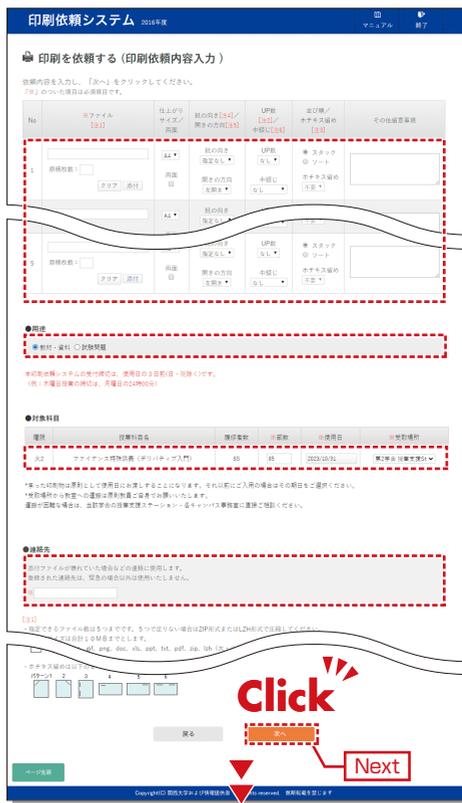
11-2 Selecting subjects to be printed.



11-3

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

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



11-4

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

▼

印刷依頼システム 2016年度
☰ マニュアル
▶ 終了

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	原簿枚数	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
完了

Finish

ページ転送
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▼

印刷依頼システム 2016年度
☰ マニュアル
▶ 終了

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
受取場所	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 available through the Information System (every semester)

[Access the course evaluation questionnaire here](#)

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



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 Results

Compare your course scores with average overall scores and cross-tabulate for each course approximately two weeks after the questionnaire period ends.

12-1-1

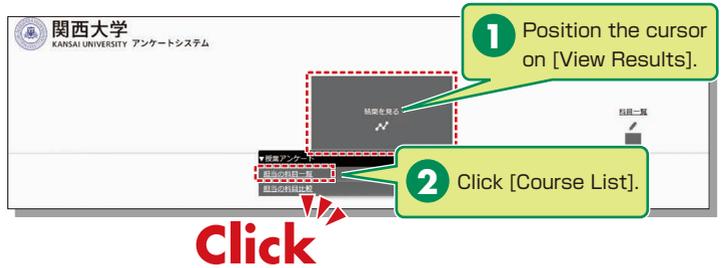
Confirming the questionnaire results (quick report).

The questionnaire results (quick report) can be confirmed via the following procedure during the questionnaire period.

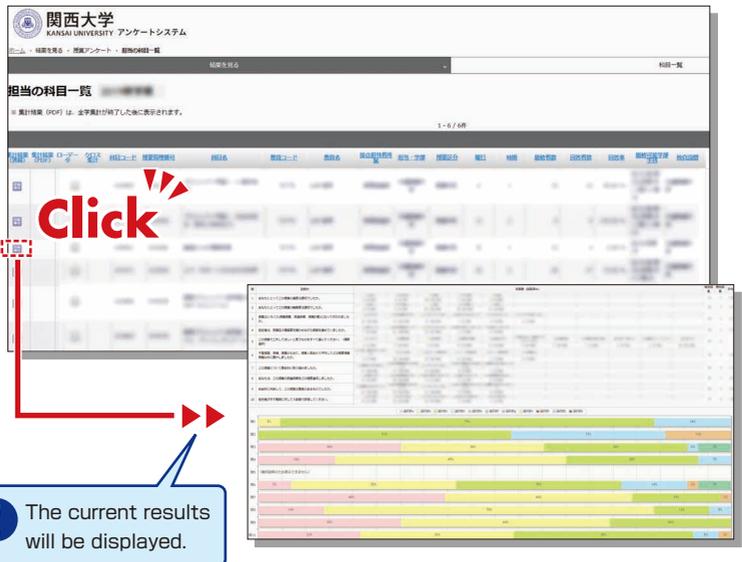
1 Log-in to the Information System and click [Course Evaluation Questionnaire].



2 Click [View Results] > [Course List]



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



12-1-2

Viewing the Results

The questionnaire results (PDF) can be viewed approximately two weeks after the questionnaire period ends. It is not available during questionnaire period.

Click

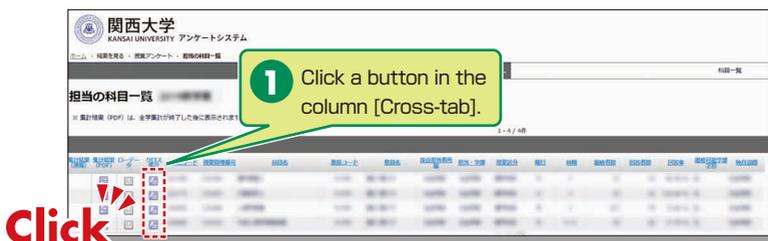
Click a button in the column [Results (PDF)] within the course list screen, and the results (PDF) will be displayed (not available during the questionnaire period).

12-1-3

Cross-tabulating

The questionnaire results can be cross-tabulated for each course.

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



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

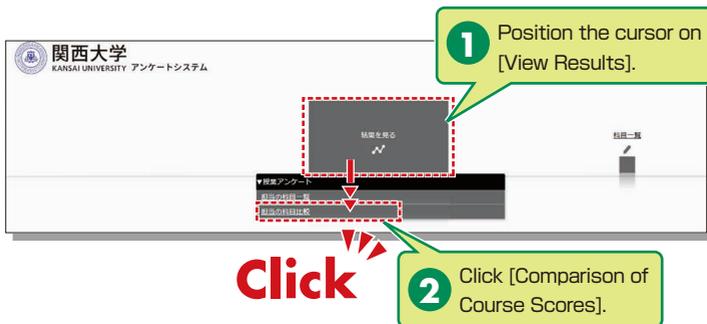


12-1-4

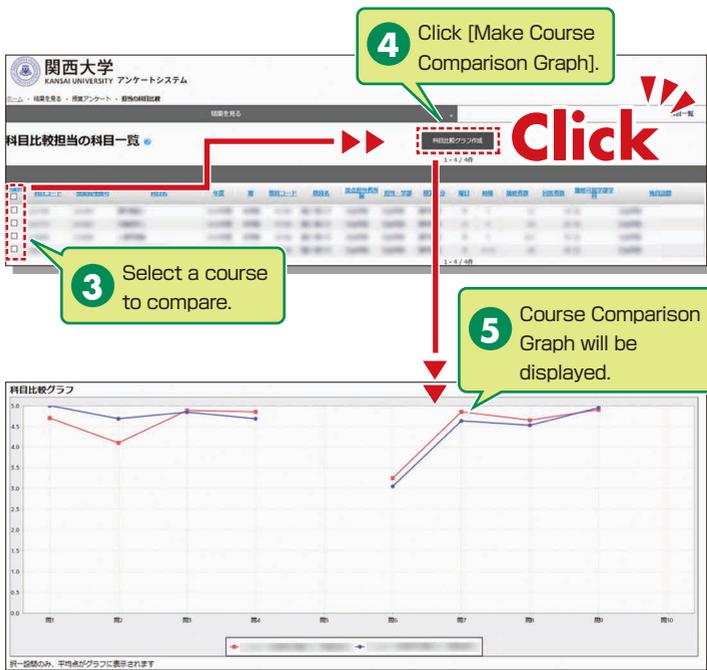
Comparison of Course Scores

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.

The screenshot shows the 'Kansai University' (関西大学) 'Survey System' (アンケートシステム) interface. It is divided into two parts: the top part shows the main menu with options like '結果を見る' (View Results), '担当の科目一覧' (Course List), and '担当の科目比較' (Compare Courses). A red arrow points from the '担当の科目一覧' button to the bottom part of the screenshot. The bottom part shows the '担当の科目一覧' (Course List) page, which displays a table of courses. A red dashed box highlights a specific course in the table. A red arrow points from this course to a 'Raw Data Batch Output' button in the top right corner of the table. The interface also includes a search bar, a dropdown menu for '学期' (Semester), and a table with columns for course details and actions.

- 1 Position the cursor on [View Results].
- 2 Click [Course List].
- 3 The [Course List] will be displayed.
- 4-1 Select a subject for download.
- 4-2 Click [Raw Data Batch Output].

・ Downloading raw data for each course.

→ 4-1

・ Downloading raw data (complete) for respondents.

→ 4-2

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>).



Click

Registration

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

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

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

次へ
Click [Next] after entering the syllabus.

Click

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



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

Click

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.

Click [Confirm] to confirm syllabuses completed.

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

Click [Confirm] to confirm syllabuses completed.

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

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

Copy Complete

Click

Copy

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	<input type="checkbox"/>	
商	春	入門			<input type="checkbox"/>	

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.

14. Using KU-LMS (Learning Management System)

KU-LMS is a class support system that includes course information, instructions for preparation and review, assignments, tests, and questions and answers related to the courses. Here, only information for using some simple functions is provided. You can see the Webclass Author Manual for detailed information on operation and other functions.

14-1-1

Login

Click

Click on the button to login.

関大LMS KU Learning Management System
 » ログイン画面を表示する
 上のリンクをクリックしてログイン画面を表示してください。

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

» スマートフォン版

■ 在学中の学生・教職員用のマニュアルは[こちら](#)から参照できます。

Course Manager's Manual

関大LMSお問い合わせ受付フォーム：
[▶▶お問い合わせはこちら◀◀](#)

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

3 Input user 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.

*Data useful for creating course materials are uploaded in [Links] on the left of the screen.

User ID: This ID is the same as the one for logging into the information system.

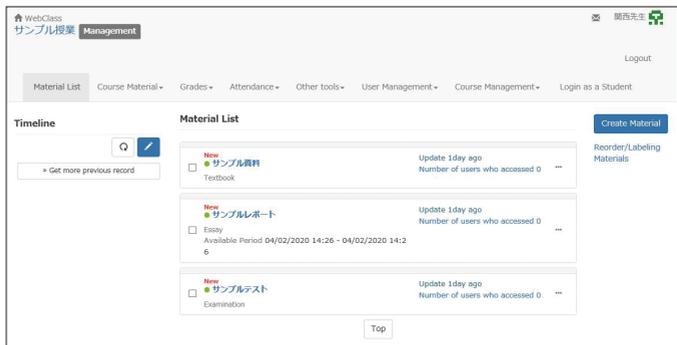
Ex.: t999999

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

14-1-2

Composition of the Material List screen

Click on a course name to display the [Material List] for the course.



[ **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. Although this function is not available in the default configuration, it can be made available by changing the setting under course 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.

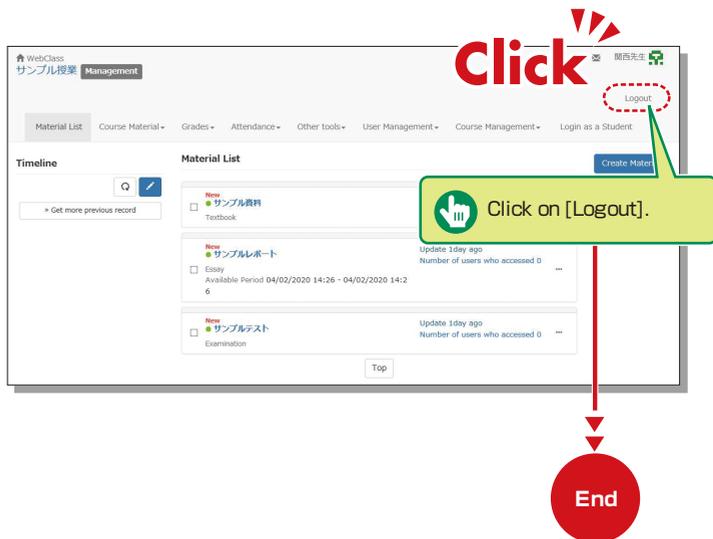
[**Login as a Student**] Switch to Student Mode to check the appearance.

[**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

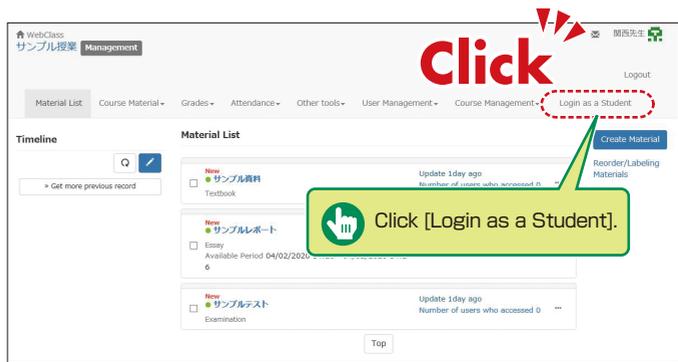
Click on the [Logout] button in the upper right corner of the Course List screen or Material List screen.



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.

The screenshot shows the LMS Management interface. In the top right corner, there is a user profile for '岡西先生' (Okano Sensei) with a 'Messages' icon (an envelope with a checkmark) next to it. A red callout bubble with the word 'Click' and a hand icon points to this icon. Below the navigation bar, there is a 'Material List' section with three items: 'サンプル資料' (Sample Material), 'サンプルレポート' (Sample Report), and 'サンプルテスト' (Sample Test). Each item has a 'New' indicator and a 'Click' button with an envelope icon. A green callout bubble with the word 'Click' and a hand icon points to one of these buttons.

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.

The screenshot shows the 'Messages' 'Create New' dialog box. A red callout bubble with the word 'Click' and a hand icon points to the 'Create New' button in the left sidebar. Another green callout bubble with the word 'Click' and a hand icon points to the 'Create New' button in the main content area.

The screenshot shows the 'Messages' 'Create New' dialog box with the 'To' field expanded. A red callout bubble with the word 'Click' and a hand icon points to the 'Select from User List' button in the dropdown menu.

- 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].
*Files can be attached to the message.
- 6** Click [Send].
*An email will also be sent to the user's registered email address.

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 < < 1 2 > > 	
» Create New	Page 1 / 2 (No.1 - No.10 ; Total 14)	
» Inbox (10)	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)	
» Outbox	システム管理者 - 12/10/2021 10:42 - Time Limit : 02/11/2022 23:59	
» Search Message	関大LMS機能拡張 (クラウド型動画画像配信ソフト) の導入について	
» Trash	システム管理者 - 12/07/2021 - Time Limit : 03/31/2022 23:59	
Notices	サンプル投稿	
» Post New	サンプル授業 - 11/02/2021 11:40	
» Manage	【教員の皆様へ】教材の「コピー」と「リンク」について (注意喚起)	
» Batch Posting	システム管理者 - 09/17/2021 - Time Limit : 03/31/2022 23:59	
» Notice List (4)	【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]

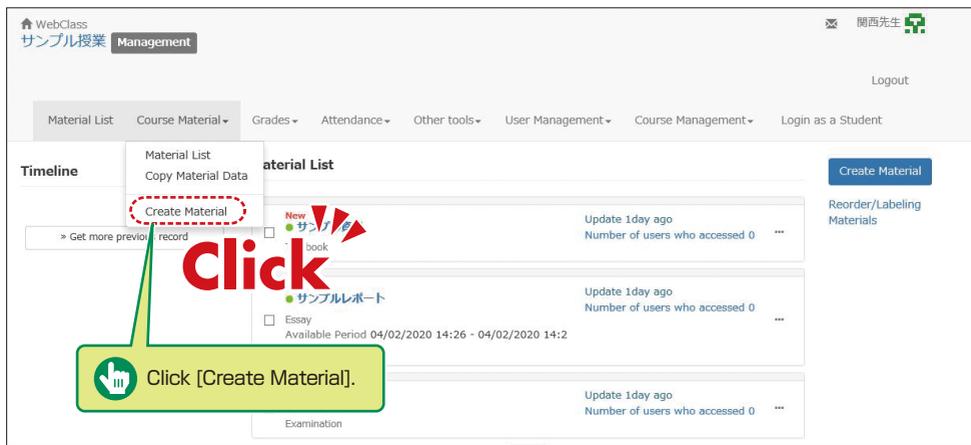
- 6** You can correct [Modify] or delete [Delete] the content in “Notices” [» Administration].
You can check which students have not read the notice after sending.

Course Material

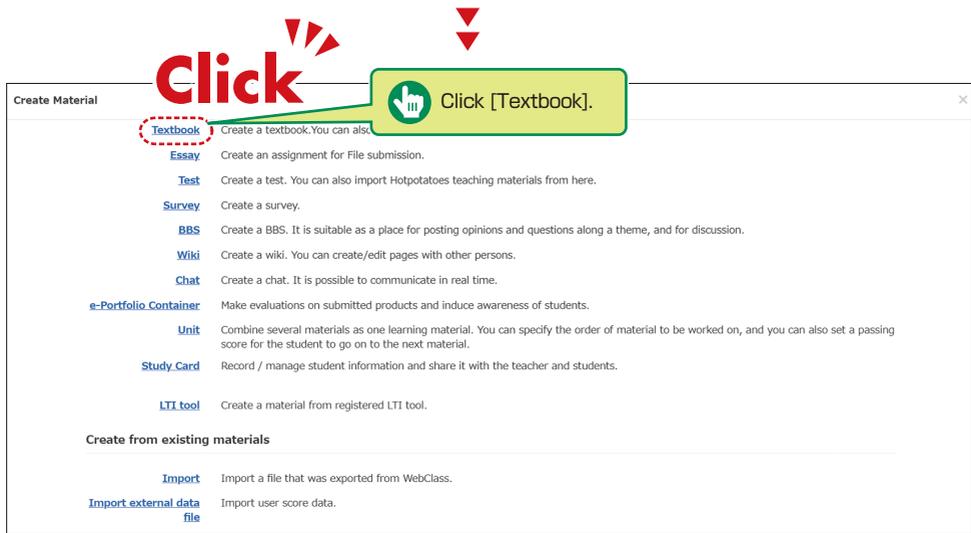
Course materials such as slides and reading materials can be created for preparation, review and coursework.

14-3-1

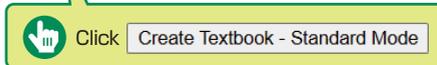
Create Material



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



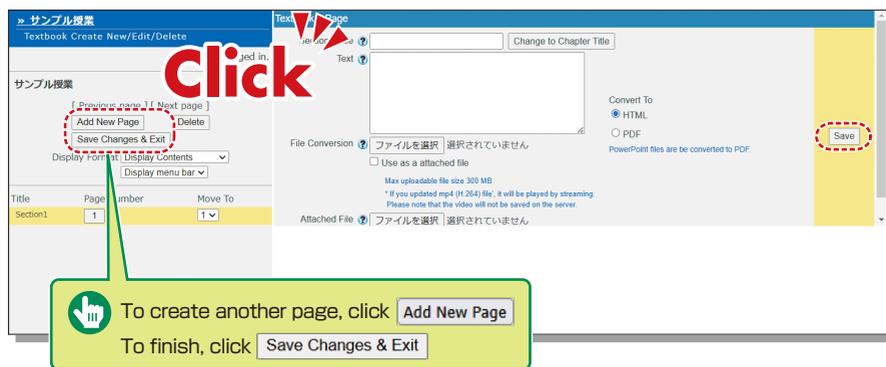
2 Click [Textbook].



- 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.



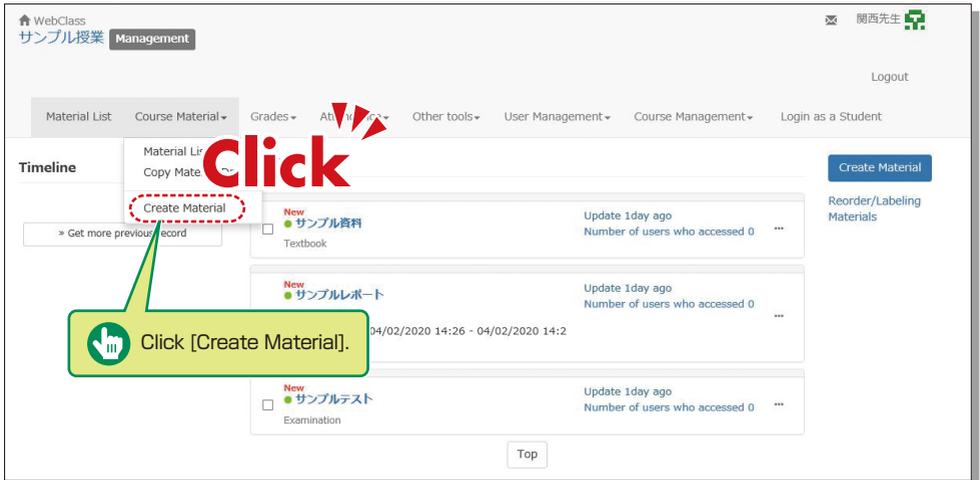
- 4 Click the [Select File] button to upload the materials, select a file and click [Save] on the right of the screen.

- 5 The uploaded file will be displayed.

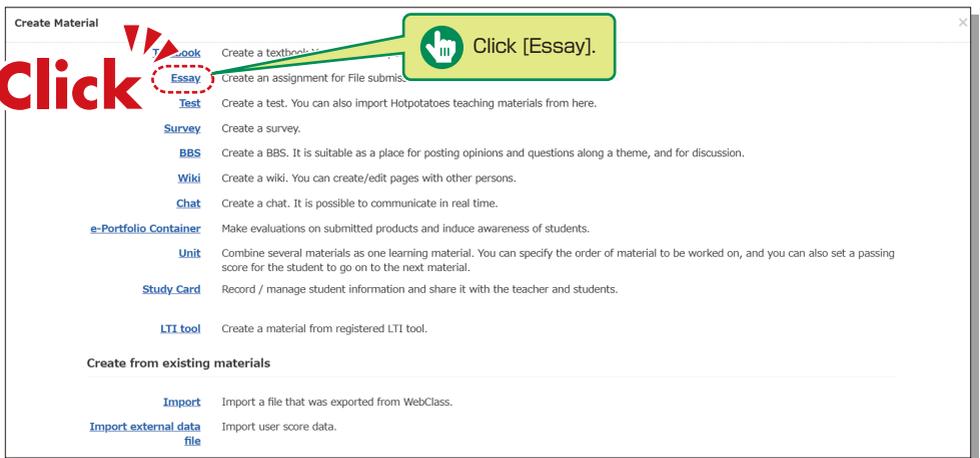
- 6 To create another page, click [Add New Page].
To finish creating materials, click [Save Changes & Exit].

14-3-2

Creating Essay Assignments



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



2 Click [Essay] .

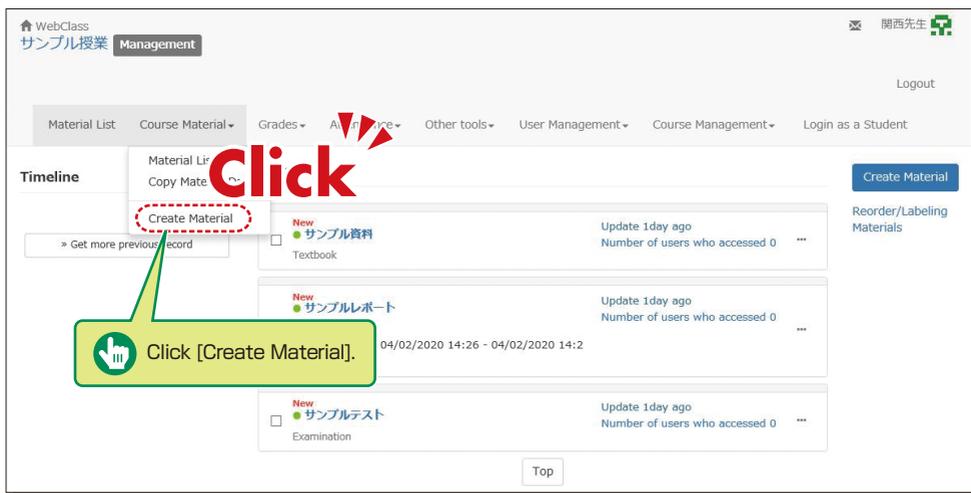


- Enter the essay assignment title in [Title] (required) and click [Create Assessment - Standard Mode].
*The other detail fields (optional) are set to default values.
Click ? to check the details.

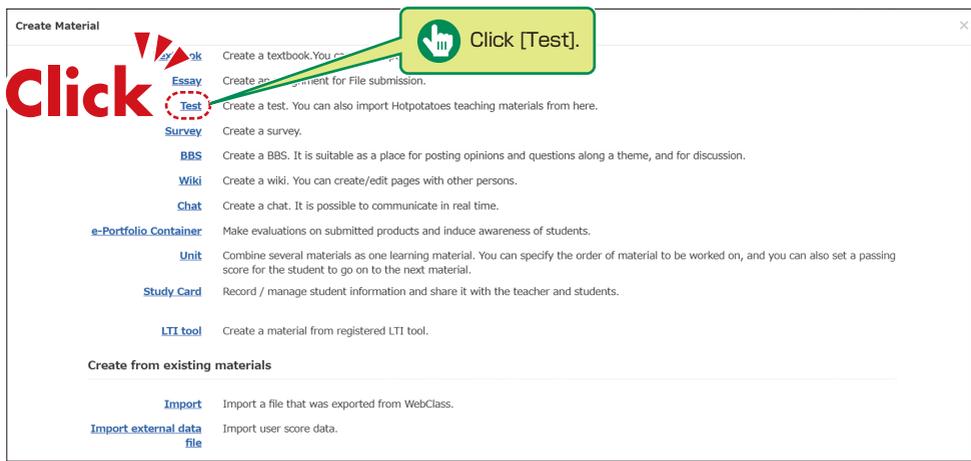
- Input the required items for [Allotted points], [Assignment], [Option] and [Detailed Answers].
- Set the maximum file size and file format, if necessary.
- Input all the required items and click [Save] on the right of the screen.
- Make sure to click [Save Changes & Exit] when creating teaching material 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].

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

Click Create Assessment - Standard Mode

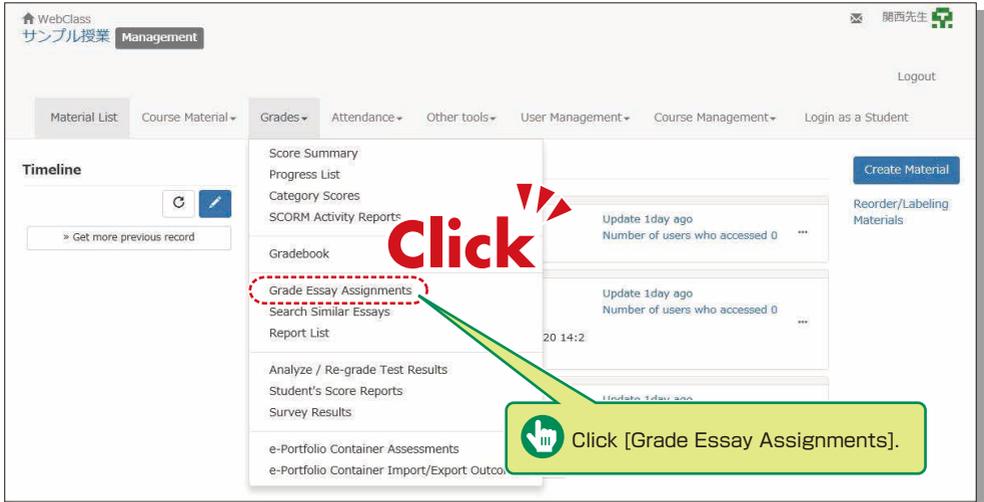
- 3** Enter the test name in [Title] (required) and select the question type in [Type] (required).
Click [Create Assessment - Standard Mode].
*The other detail fields (optional) are set to default values.
Click to check the details.
- 4** Input the required items for [Allotted points], [Question], [Correct Answer] and [Detailed Answers].
- 5** Set the maximum file size and file format, if necessary.
- 6** Input all the required items and click [Save] on the right of the screen.
- 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.

The others are graded automatically based on the preregistered correct answers.



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

2 Select [Assignment Name] to grade.

3 Click the file name of the assignment, confirm the contents, and enter a value for [Grade].

4 Input [Comments] and click [Save].

*Resubmission of a submitted assignment can be allowed, and corrected report files can be attached.

Grading

14-5

WebClass Management

Material List Course Material Grades Attendance Other tools User Management Course Management Login as a Student

Timeline

Gradebook

Score Summary
Progress List
Category Scores
SCORM Activity Reports
Gradebook
Grade Essay Assignments
Search Similar Learning Report List
Analyze / Re-grade Test
Student's Score Reports
Survey Results
e-Portfolio Container Assessments
e-Portfolio Container Import/Export Outcomes

Update 1 day ago
Number of users who accessed 0

Update 1 day ago
Number of users who accessed 0

Update 1 day ago
Number of users who accessed 0

Create Material

Reorder/Labeling Materials

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



Gradebook

Evaluation - サンプル授業

How to use

Download this sheet

- Conversion point and Evaluation List (CSV format / Text format)
- Raw score List (CSV format / Text format)

Export grade data

Materials to use for grading

Materials to use for grading							Modify Evaluation	
	サンプルテスト	サンプルレポート	授業支援レポート	total	Revision point	Overwrite	Evaluation	
Perfect score	50	100	50				Round off	
Adjust raw score					Import from CSV		Round off	
Recalculate					Save			
User Name	User ID	List No.	Eval-weight					
Kansai Taro	dpuser	10001						
Conversion point			0.00	0.00	0.00	0.00		0
Adjusted score			0.00	0.00	0.00	0.00		
Raw score			0.00	0.00	0.00	0.00		

Edit columns

Click [Edit columns].

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



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's [Privacy Mode] or [Incognito Mode] to OFF.
- Allow site tracking.
- Configure your browser to [Allow third party cookies].

*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

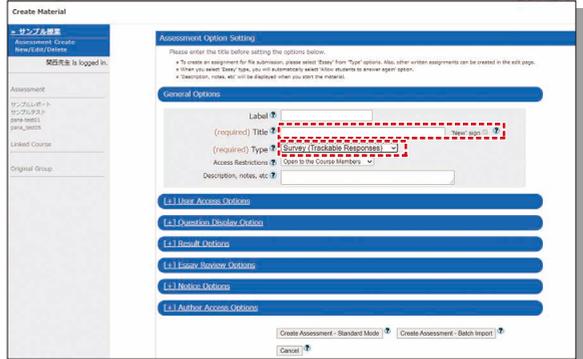
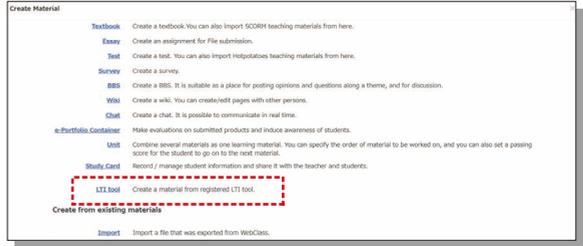
Using Panopto

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/>

授業に関するマニュアル一覧

- 間大LMS (教員用) [一覧を見る](#)
- 間大LMS (学生用) [一覧を見る](#)
- 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](#)

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TOP

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 three days before the class (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.

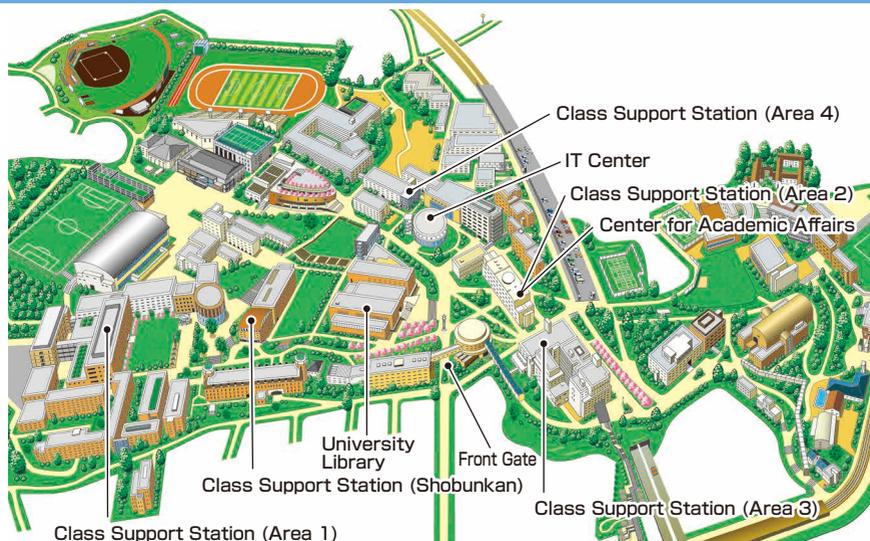
Q. Confirming instruction manuals

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.



This Operation Manual is available at
https://www.kansai-u.ac.jp/ctl/teacher/pdf/kyouin_en_.pdf

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/ Suita Mirai Campus

Inquiries about course enrollment, classes and all other things

▶▶▶ **Takatsuki Office (Takatsuki)**

Muse Office (Takatsuki Muse)

Sakai Campus Office (Sakai)

Suita Mirai Campus Office (Suita Mirai)

■ 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.