Learning Management System

— Student Manual —

(Version 1.0.9)

Nagoya University

The Nagoya University "Learning Management System" is used to facilitate procedures for processing information concerning educational affairs such as registrations of class enrollment and checking on course grades. Students can use this system to more easily access various services related to their educational affairs. The information you would have access to via the Learning Management System such as grades and class enrollments are also your important personal information. When inputting and outputting these data, it is required to handle these information carefully for their safety. This manual describes the basic procedures for using this system, along with security measures that you as a user of the System must take on your personal computer and other devices.

Drafted by the Student Affairs Information System Committee

Contents

1   Quick Start

[ATTENTION] **This section describes very simply how to access the Learning Management System. Before using this system, you are urged to read the descriptions in the main part of this manual thoroughly and understand what is described there.**

If you suffer any disadvantages using the system as a result of not sufficiently understanding the contents of this manual, you as a user of the system are entirely liable for these disadvantages.

1.1   Quick Login

★ **Accessing the Nagoya University Portal using a Web browser (p. 6)**
Access the website at **https://portal.nagoya-u.ac.jp/**

★ **Logging in to Nagoya University Portal (p. 8)**
After accessing the website at **https://portal.nagoya-u.ac.jp/**, click the **Login** icon in the displayed screen (Figure 1). Input **your user ID** in the **Nagoya University User ID** box, and the **password for your user account** in the **Password** box. Now, click the **Login** button.
If the user ID and password you input are correct, you will be returned to the Portal screen again.

★ **Registering your E-mail address (p. 13)**
On the **E-mail address registration page** screen (Figure 5) you should register an E-mail address that you are currently using.

★ **Accessing the Learning Management System from the Nagoya University Portal**
Click the **Learning Management System** menu heading in the Nagoya University Portal screen (Figure 3). A new window appears displaying the **user confirmation screen** (Figure 8). If the School you belong to and your name are displayed on the screen correctly, click the **Yes** button to open the **Class Enrollment Procedure Menu** page.

1.2   Quick Logout

When finished using the Nagoya University Portal, you need to log out from the site.
To log out from the Nagoya University Portal, click **Sign Out** in the upper-right corner of the top page of the Portal (Figure 3).

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* University-wide user IDs are issued to students for gaining access to services offered by the Center for Information Media Studies.
To students admitted to Nagoya University starting in academic year 2008, a Nagoya University user ID was issued instead. If you were admitted to the University up until academic year 2007, you should therefore read this manual substituting "University-wide user ID" for "Nagoya University user ID."

2   System Overview

2.1   What you can do on the System

Currently, students can use the Learning Management System for the following two types of operations:

1. Registering class enrollments (start of each semester)
2. Checking on completed courses (any time)

The procedure for registering class enrollments is described in detail in the "Notes on Class Enrollment Procedure." Meanwhile, how you register information in the system at present can roughly be described as follows:

★ **Registering class enrollments**
    ▼ **Registering class enrollments**
    ▼ **Registering enrollments in intensive classes**
★ **Correcting class enrollments (adding and cancelling)**
    ▼ **Correcting class enrollments**
    ▼ **Correcting enrollments in intensive classes**
    ▼ **Registering enrollments in special courses**

You can access any of these operations related to registration from the **Class Enrollment Procedure Menu** page of the Learning Management System (Figure 9). Also, the **Checking completed courses** menu heading can be accessed from the same **Class Enrollment Procedure Menu** page.

2.2   Using the system

Specific steps to take for using the system are as follows:

★ Preparing individual Web browsers (p. 6)
    The Learning Management System can be accessed using a Web browser run on a computer connected to the Internet. Before using the Learning Management System for the first time, be sure to check the settings of your Web browser.

★ Accessing the Nagoya University Portal (p. 8)
    The Learning Management System is used via the **Nagoya University Portal** (https://portal.nagoya-u.ac.jp/).

★ Accessing Learning Management System (p. 16)
    First access the Nagoya University Portal. After authenticating yourself as a user (logging in), open the Learning Management System main window. From the **Class Enrollment Registration Menu** page there, you can access various services provided by the System.

2.3   Recommended computer systems

Nagoya University's Internet Portal and Learning Management System have been verified to operate normally using the operating systems and Web browsers listed below. If you access the System using another operating system or Web browser, you do so at your own risk[1]. Whichever operating system or Web browser you use, make sure it is the latest version available.

＜OS＞
  Windows 7, MacOS X 10.9, Solaris, FreeBSD, Linux
  Windows10
＜Web browser＞
  Mozilla Firefox（recommended）, Safari, Internet Explorer

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[1] Almost trouble-free operation can be expected if the latest version of each Web browser is used.

3   Getting Assistance

If you are having any of the problems below, try to reach the relevant contact person. See the list of contacts at the end of this document. (P.34)

1. The name and/or other displayed items on the **user identity confirmation screen** in the Learning Management System are in error.

2. The name and/or other items displayed on the login page of the Nagoya University Portal are in error.

3. When you forget your Nagoya University User ID or the password for your user account.

4. If you have difficulties accessing the Nagoya University Portal.

5. If you have difficulties using the Learning Management System.

If you have a problem related to computer networks such as difficulty connecting to the Nagoya University Portal, refer to Chapter 9, "Addendum: Network Troubleshooting."

★ **Contacts**

- Regarding problems 1 and 5 above, contact the Educational Affairs Section or the like of your School (listed at the end of this manual).

- Regarding 2 and 4, contact the Shared Systems Section of the Information Technology Center (it-helpdesk@icts.nagoya-u.ac.jp)

- Regarding 3, contact the Center for Information Media Studies (Building No. 7, 4F, of the School of Engineering)

4   Preparing the Web Browser

4.1   Preparing the Web browser

The New Leaning Management System can be accessed with a Web browser[2] run on a computer connected to the Internet.

To use your browser to access the Learning Management System, the browser must be configured as below[3].

1. **Enable cookies, sent by servers hosting websites.**
   Since the Learning Management System and the Nagoya University Portal both use cookies for session control, you cannot use the Learning Management System if this setting is disabled.

2. **Enable JavaScript.**
   The Learning Management System can be used even if JavaScript is disabled. However, the ability to jump automatically to linked pages in page navigation will not be possible, requiring you to perform additional operations.

4.2   Closing the Web browser

Take the following steps **without fail for security reasons** after you are finished using the Learning Management System.

> **[ATTENTION] If you fail to close your Web browser properly as below, the data you keyed in through the Learning Management System may remain in your computer, possibly enabling others to see the data, which include your personal information.**

1. **Clear the browsing history and cache.**
   Some Web browsers save what you input in their browsing history and/or cache. These must be cleared without fail.

2. **Closing the Web browser**
   When you access the Learning Management System, cookies are saved in your browser for validation and session control. These are not cleared if only browser windows are closed. Cookies are only cleared when the entire browser is closed.

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[2] A software application used to browse Internet content. Well-known Web browsers include Internet Explorer and Mozilla Firefox.

[3] Normally, these settings are enabled by default unless you have customized your browser settings differently.

5   Accessing the Nagoya University Portal

A Nagoya University User ID is required to access the Nagoya University Portal, so please make sure it is nearby first[4].

5.1   Accessing the Nagoya University Portal

To access the Nagoya University Portal, enter the following URL in your Web browser.

```
https://portal.nagoya-u.ac.jp/
```

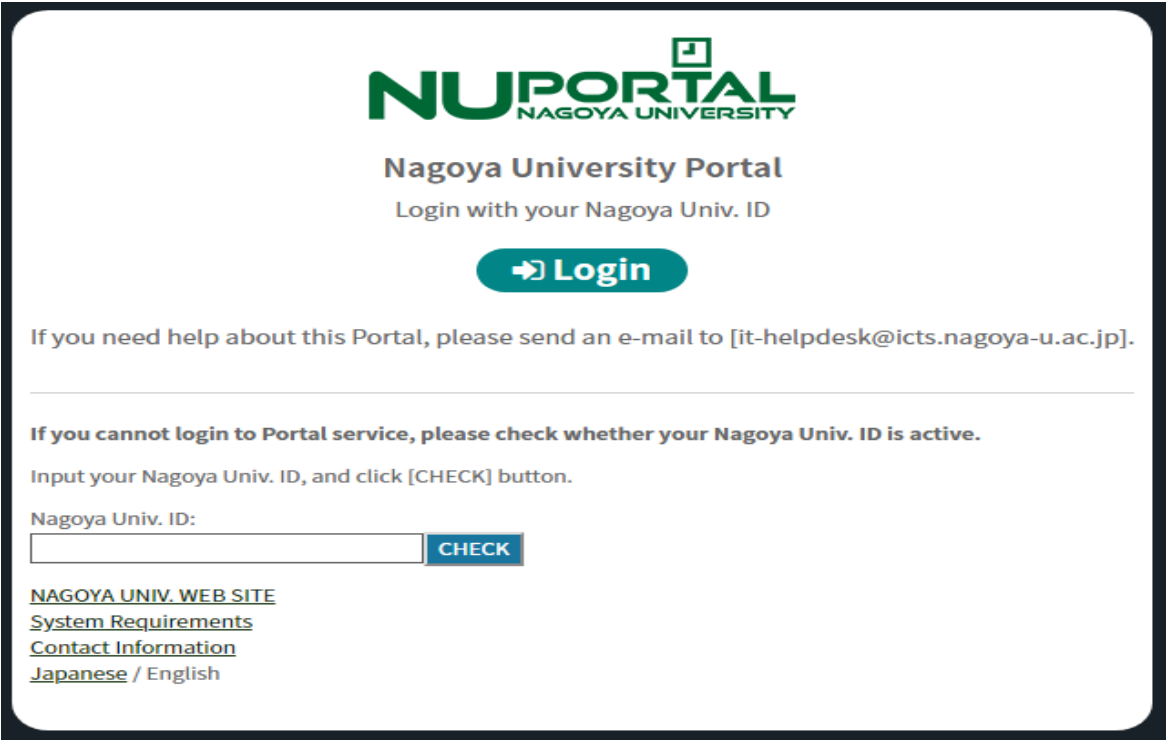If successful, the top page in Figure 1 below will appear.

Figure 1: Top page of Portal

[ATTENTION] The Nagoya University Portal can be accessed only with browsers that support SSL (browsers that can access URLs beginning with https). You cannot access the Portal with a browser that does not support SSL.

If you encounter a warning message stating "Electronic certificate cannot be validated" while accessing the Nagoya University Portal or Learning Management System, contact the Information Technology Center.

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[4] Contact the Center for Information Media Studies if you have any questions about the Nagoya University User ID.

5.2   Logging in to the Nagoya University Portal

Next, log in to the Nagoya University Portal. Here, you can log in with your **Nagoya University User ID**[5]. Enter this ID in the **User ID box**, and the **password for your user account** in the **Password box**. Then click the **Login** button.

Figure 2: Login screen

If successful, the top page of the Nagoya University Portal as shown in Figure 3 (p.9) will appear.

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[5] If you cannot remember your Nagoya University User ID or password, contact the Center for Information Media Studies.

	1, Please find the "Student Affairs" contents by scrolling down the page.
2, Click on "Student Affairs" to use sub-menu	"Course registration and grading" You will go to "Educational Affairs System" directly.
	"Course registration and grading (schedule etc.)" You can check important notes regarding "Learning Management System".
	← To Learning Management System

Figure 3: Top Page of Portal (after logging in)

This page display is different from the one shown in Figure 1 (p.7), however. Some services accessible from tabs, such as the **Student Affairs（学務）** tab, are displayed this time. These will not appear unless you log in to the Portal as described just above in this section.
Please note, however, that the page design of the Nagoya University Portal and its display contents as shown here are subject to change.

After logging in to the Portal, you can change the display language from Japanese to English at "Language" tab.

5.2.1   Points to note when logging in

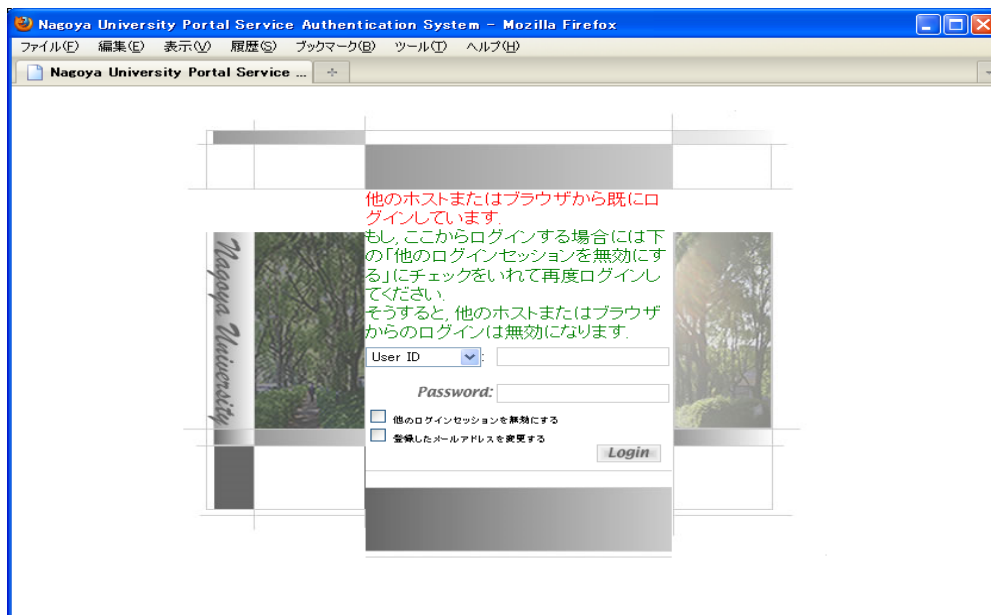Sometimes you may see a screen like the one below.

Figure 4: Message displayed when another login session exists

This happens when your status is internally stored as still logged in to the Nagoya University Portal, meaning you did not log out from the Portal the last time you accessed it. If this happens, select the **Cancel other login session（他のログインセッションを無効にする）** checkbox, and then log in to the Portal again.

This can also happen when you log in from multiple browsers. In this case, the access from the browser from which you last logged in is treated as valid, and no action can be taken from any other browser from which you might have logged in.

> **[ATTENTION]** **If you have not logged in from another browser, or if it continues to happen more than one hour since your last access from the logged-in browser, it could mean that someone else may be accessing the Portal using your Nagoya University user ID. If this is suspected, contact Information Media Office immediately.**

5.3   How to log out (end the session)

To log out from the Nagoya University Portal or Learning Management System, take the following action.

- Click **Sign Out** in the upper-right corner of the top page of the Portal (Figure 3 (p.9)).

If you close your Web browser without clicking **Sign Out** (or if your Web browser hangs), the system may determine that your next login attempt is a "double login." Therefore, be sure to end your session by clicking **Sign Out**.

After logging out from the System, first clear the browsing history and cache of your browser, then close the browser (see "4.2 Closing the Web browser").

5.4   Session control implemented by the system

The Nagoya University Portal and Learning Management System control each user's session as described below.

- If <u>no action</u> is taken by the user for more than one hour (3600 seconds), the System determines that the user has logged out.
- If <u>some action</u> (clicking a link or button) is taken in the Web browser after a logout is assumed by the System, the login page (Figure 2 (p.8)) appears again. After the user logs in from this page, the page that appears next will not be the original page but rather the page linked to from the clicked link or button.

6   Registering your E-mail Address

Your must register your E-mail address in order to use the services offered by the Nagoya University Portal.

> **[The purpose of using this mail address]**
> ***For the important news and emergency response about the information security and incident.**
> ***To inform the important and urgent matter about the management and operation of Nagoya University.**
> ***For the information about safety confirmation when the disaster has occurred**

Please register your reachable mail address before taking 'Information Security Self-Inspection'. For emergency purposes, you are recommended to register an address which you can receive mail certainly even in holiday and midnight outside university (mobile phone or smart phone address).

Steps for registering your E-mail address:

★ **Displaying the E-mail address registration page**

After logging in to the Nagoya University Portal, click **Register your e-mail address for Emergencies <After update, a mail is sent to new address. You have to browse URL in mail body and click [FIX] button.**
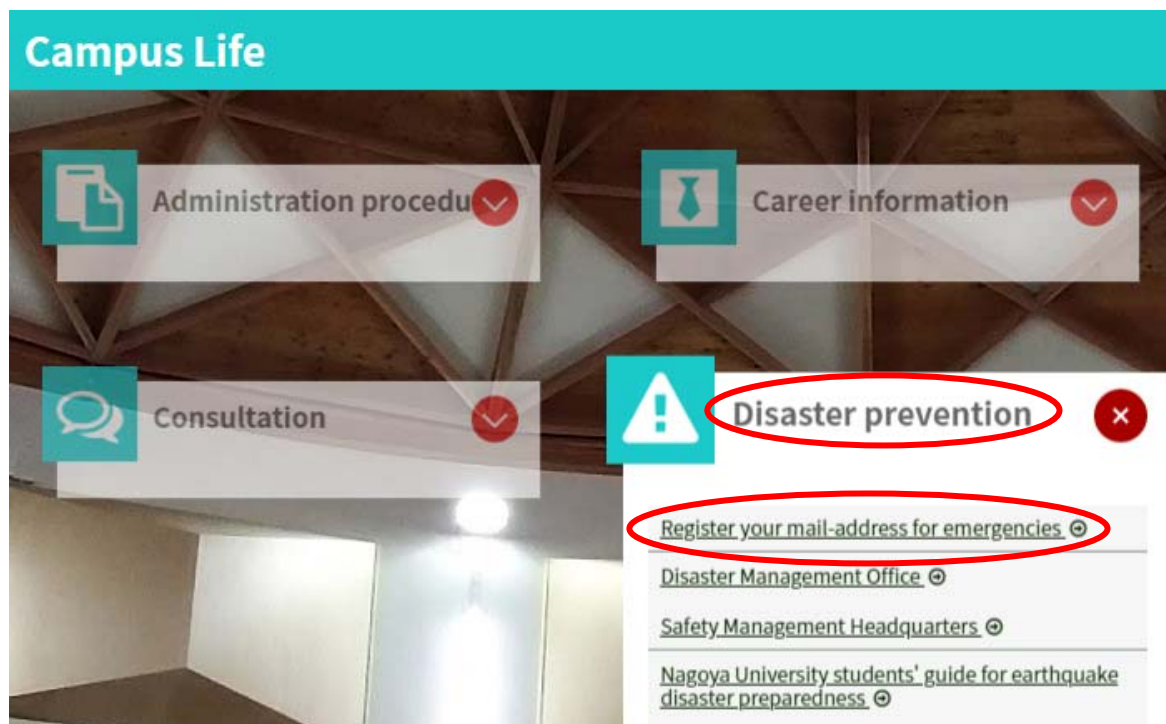

Figure 5: E-mail address registration

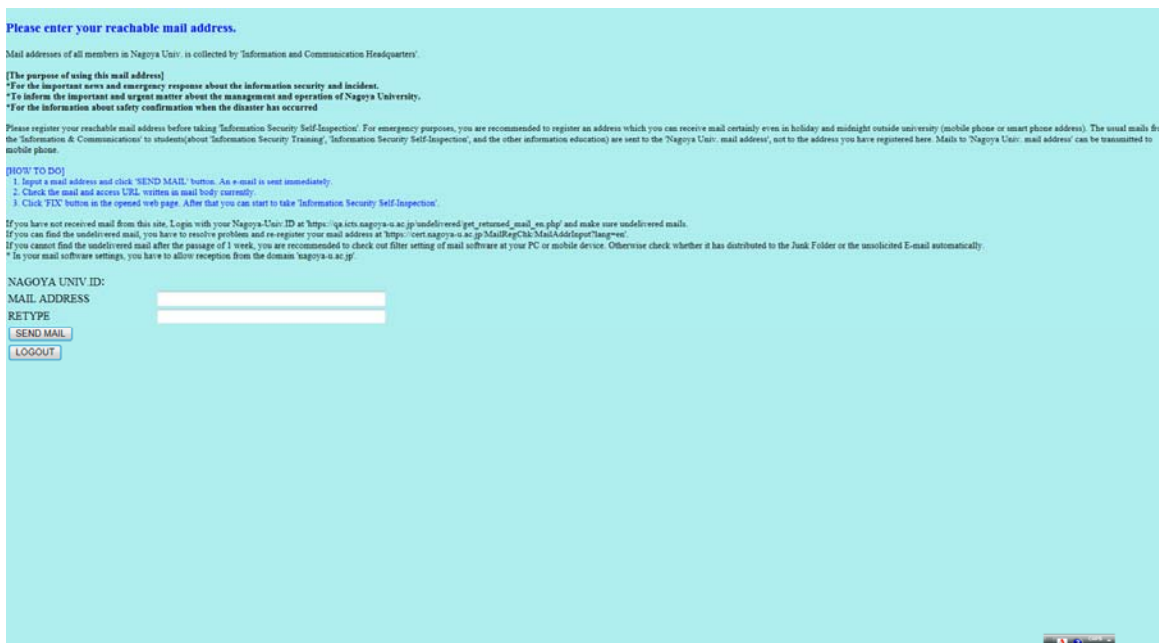If successful, the screen as shown in Figure 6 below will appear.

Figure 6: Page for inputting your E-mail address

Enter your E-mail address at this page (Figure 6)[6], and then click the **SEND MAIL** button.

When you click the Register button (Figure 6).

[Note on receiving E-mail with your cell phone]
When receiving E-mail on a cell phone or similar device, its **reject mail** or similar setting may be enabled. When messages are sent from the Nagoya University Portal, the domain name of sender's address are **@mynu.jp** or **@nagoya-u.ac.jp** . Please set your cell phone so that it can receive messages from this address.

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6 Use only single-byte (not two-byte) alphanumeric characters in your e-mail address

7 Accessing the Learning Management System

[ATTENTION] **On the Learning Management System, your highly confidential personal information such as grades and class enrollments are handled. When you access the System from outside Nagoya University, or when you access from a computer shared with others, therefore, take special care not to let others see the information being processed on the Learning Management System.**

Even when you use the system for registering your class enrollments, you must also refer to the "Student Handbook" of your School and the "Notes on Class Enrollment Procedure" issued by the Institute of Liberal Arts and Sciences.

The Learning Management System can be accessed by clicking the **Student Affairs (学務)** tab on the screen (Figure 3 (p.9)). Click the **Learning Management System (for undergraduates only)** heading in the center column of the **Academic Affairs Menu for Students**. A new window will appear.

[ATTENTION] **In the meantime, do not close the Nagoya University Portal window. Also, do not use the Forward or Back button of your Web browser while you are in the Learning Management System. We cannot guarantee its behavior when you use the Forward or Back button.**
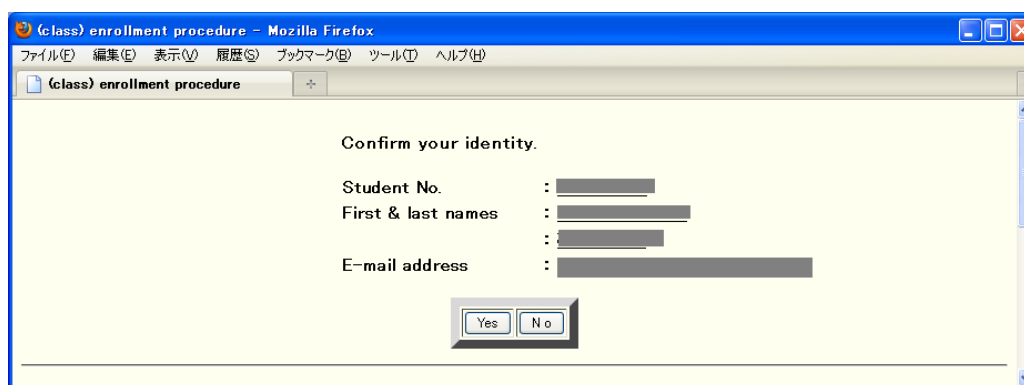

Figure 7: User Confirmation Screen

On this screen, your student number, your name and your E-mail address are displayed. After confirming that these are correct, click the **Yes** button (right after you register your E-mail, although its address will not be displayed).

[ATTENTION] **If any of the displayed items is incorrect, stop accessing the system, and contact the Educational Affairs Section or the like of your School immediately.**
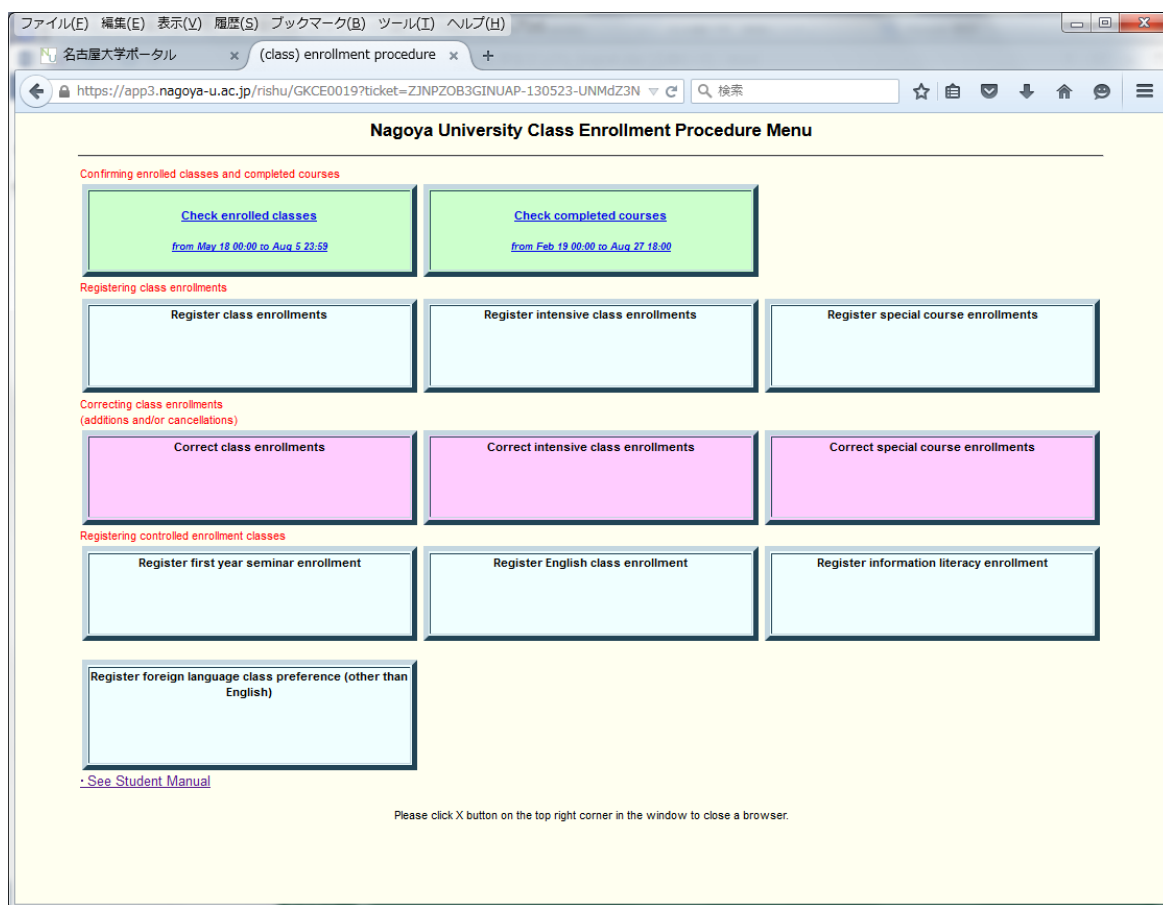
Figure 8: Class Enrollment Procedure Menu page

The **Class Enrollment Procedure Menu** page then appears as shown in Figure 8. Click a particular task you wish to carry out, then. The period during which you can work on a particular menu item is also shown. You are permitted to perform actions on menu items only during the specified period.

You can also download this manual from the "**See Student Manual**" link on this page.

8   Registering Class Enrollments

8.1   Class Enrollment Procedure Menu page

All operations related to class enrollment such as registering class enrollments, checking on enrolled classes, and checking on completed courses can be carried out by following links from the **Class Enrollment Procedure Menu** page (Figure 11(p.16)). Menu items on the **Class Enrollment Procedure Menu** page related to registration are grouped into three categories: Registering class enrollments, Correcting class enrollments, and Registering controlled enrollment classes. Refer to the "**Notes on Class Enrollment Procedure**" for when to take each of these registration-related actions.

Below, this manual describes only how to take each of these actions related to registration. The two types of screens below are used for registering your class enrollments.

★ **Screen for registering desired classes by inputting the day and period of each class**
   The menu items **Register (Correct) class enrollment** and **Register English Class** use this input method. The number of classes you can register at one time differs for each of these items.

★ **Screen for registering desired classes without designating the day and period of each class**
   The menu items **Register (Correct) intensive class**, **Register (Correct) special course**, **Register first year seminar** and **Register information literacy class**, use this input method. The number of classes you can register at one time depends on the item.

The **Registration and Confirmation of Current Residence Address** screen then appears, requesting you to first enter a way of contacting you only when you select the **Register class enrollment** menu item (Figure 9 (p.17)).

> **[Note on protection of personal information]**
>   Any personal information you input on the **Registration and Confirmation of Current Residence Address** screen will be used only when you have to be contacted for confirmation regarding problems with your registration of class enrollments and the like, and not for any other purposes. Be sure to input correct information; inputting incorrect information could put you in an unfavorable position regarding class enrollment registration.
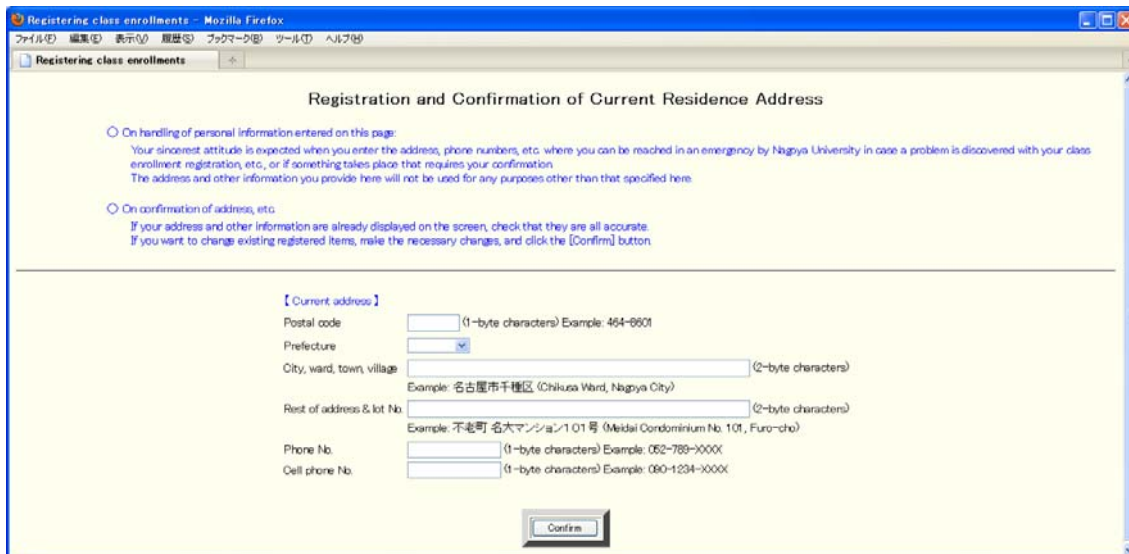
Figure 9: "Registration and Confirmation of Current Residence Address" screen

8.2   Inputting desired classes by day and period

When you click the link to this screen, a "day-by-period table" appears (Figure 13).
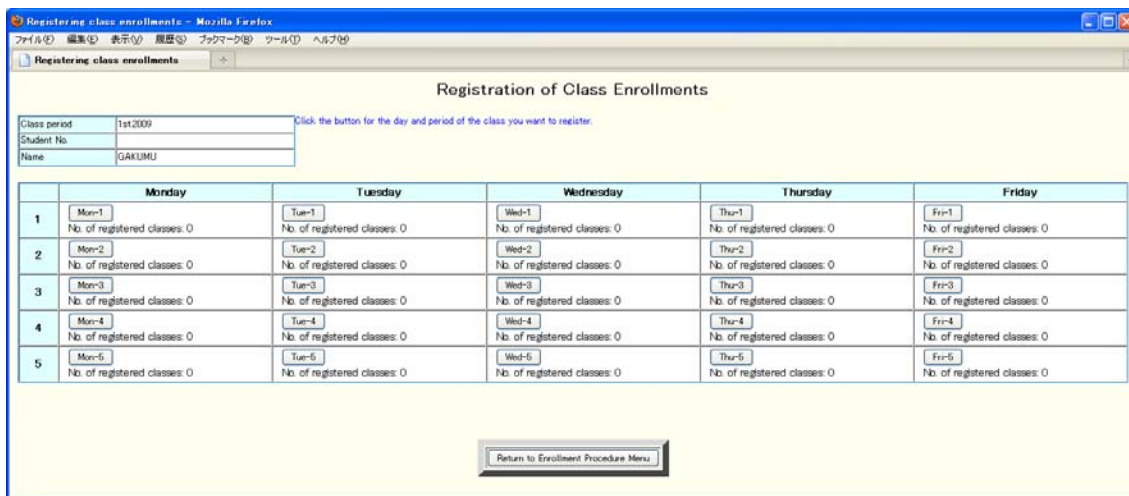

Figure 10: Day-by-Period table

On this screen is shown the number of classes you have already registered in each cell of a day-by-period table. To register your enrollment in a class assigned to a particular period of a day of the week, or to correct a class enrollment already registered for the period, click the button for **that day and period.** If, for example, you want to register a class enrollment for the 2nd period on Tuesday, click the button marked "**Tue - 2nd**".
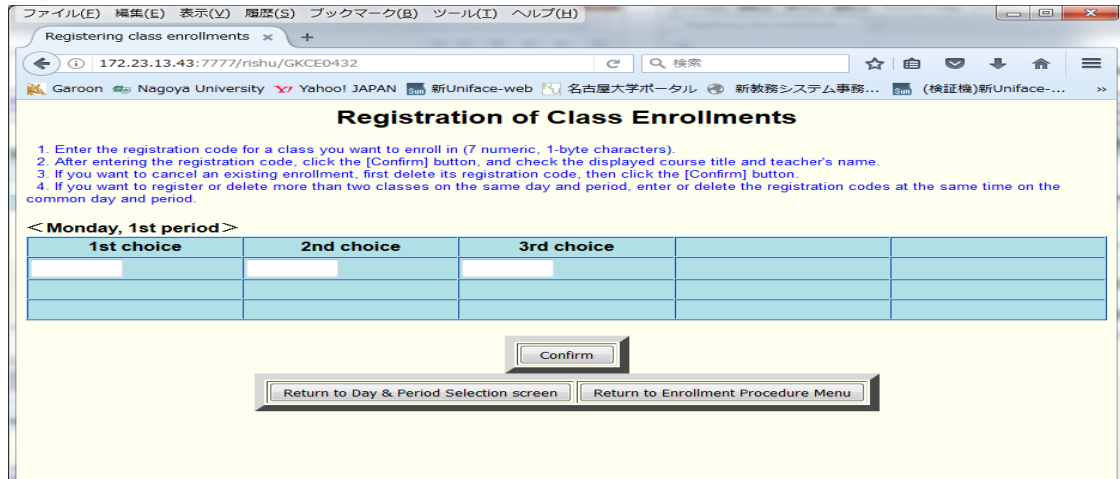
Figure 11: Registering class enrollments by day and period

The screen in Figure 14 then appears. If there are any registered classes for this day and period, they are displayed too.

Enter the timetable code of the class you want to register enrollment for the specific day and period, and click the **Confirm** button. Then, the class name and teacher name matching the timetable code you input appear in the column. Check them to make sure it is the class you intended to register. If it is correct, click the **Register** button. The class that you want to enroll in is now registered. If you made a mistake, either correct your timetable code by inputting the correct one, or delete it. Then click either the **Confirm** button or the **Reconfirm** button to register the right class next time.
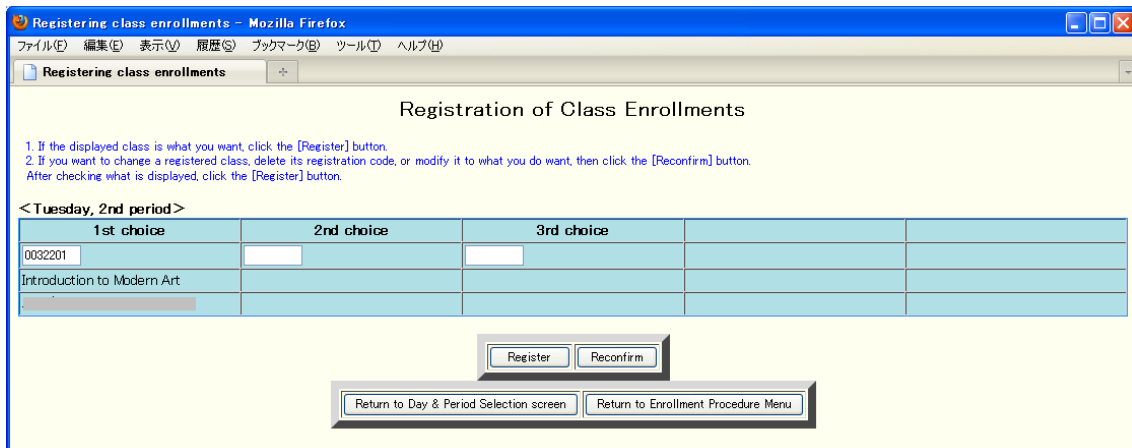

Figure 12: Registration by day and period (confirmation)

If you want to change your class enrollment registration for the day and period, click either the **Confirm** or **Reconfirm** button after retyping the timetable code for it.

[ATTENTION] To register what you have input to the system, you must click the **Register** button. If you return to the Class Enrollment Procedure Menu without clicking this button first, what you input will not be registered.

To return to the **Class Enrollment Procedure Menu** page from this screen, click the **Return to Class Enrollment Procedure Menu** button.

8.3   Registering desired classes without designating day and period

When you click the link to this screen, the following table appears for inputting classes you want to register for (Figure 16).

Figure 13: Page for inputting classes you want to register for

On this page, input the timetable codes of classes of the types (intensive class, special course, basic seminar, etc.) you want to enroll in, then, click the **Confirm** button. The class names and teacher names matching the timetable codes you input appear in respective input columns. If there are no mistakes in what is shown, click the **Register** button. Classes of the types you want to enroll in are now registered. If you entered a wrong timetable code, either input the right one, or delete it. Then click the **Confirm** button. After confirming there are no mistakes, click the **Register** button.

Figure 14: Class enrollment registration (confirmation)

If you want to change any of your class enrollment registrations, click either the **Confirm** button or **Reconfirm** button after re-entering the timetable code for it.

> **[ATTENTION]** **To register what you have input to the system, you must click the Register button. If you return to the Class Enrollment Procedure Menu without clicking this button first, what you input will not be registered.**

To return to the **Class Enrollment Procedure Menu** page from this screen, click the **Return to Class Enrollment Procedure Menu** button.

8.4 Checking enrolled classes and completed courses

By following the link from the **Check enrolled classes** button, you can check classes that you have registered for the semester.

★ **Confirm class enrollment registrations**
  First round of confirming class enrollment registrations (from the day before to about one week after classes start)
  Even if you changed your class enrollment registrations within the designated registration change period, the results will not be reflected on this screen.
★ **Confirm registration change applications**
  Second round of confirming class enrollment registrations
★ **Confirm enrolled classes**
  Last round of confirming class enrollment registrations (until end of regular test period)

Figure 15: Confirming class enrollment registrations

By following the link from the **Check completed courses** button, you can check all the courses you have completed thus far in a list.

Figure 16: Confirming completed courses

9 Addendum: Recommended Computer Systems

It has been confirmed that Nagoya University's Internet Portal and New Registration System can be operated normally with the operating systems and Web browsers listed below. If you use the System with another operating system or Web browser, you do so at your own risk[7]. Whichever operating system or Web browser you use, make sure it is the latest version available.

＜OS＞
  Windows 7, MacOS X 10.9, Solaris, FreeBSD, Linux

＜Web browser＞
  Mozilla Firefox（recommended）, Safari, Internet Explorer

Special notes for each operating system follow:

9.1 Microsoft Windows

> **[ATTENTION] Often, fatal security holes have been discovered in the Microsoft Windows operating system. When you use this operating system, it is critical that you install the latest security updates. However, it is possible that these security measures will still not be sufficient to make the system secure. Therefore, it is best to assume that serious security problems still exist anytime you use Microsoft Windows, and to proceed with caution when you use it.**

- Windows operating systems other than 7 are not recommended.
- Even in Windows 7, it is believed that a wide variety of security holes still exist. Therefore, you need to install the latest service pack for your operating system. You also must be aware that you may encounter security problems even after you apply the service pack, as long as you use either of these operating systems.

9.2 Apple Macintosh

- Using an operating system prior to Mac OS X 10.1x and Mac OS 9.x is not recommended.

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[7] Almost trouble-free operation can be expected if the latest version of each Web browser is used.

9.3   Unix-like systems

- Always try to use the latest stable version of any operating system.

★ **How to download Firefox**

Firefox is a Web browser developed by the Mozilla Project, and can be run on a variety of operating systems. You can download a copy at `http://www.mozilla.jp/firefox/`. Use your current Web browser to access this site to download the latest version of Firefox.

Firefox is a fast, highly functional Web browser. If possible, it is highly recommended to use this browser on all systems, except Mac OS X[9].

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[8] In Mac OS X, Firefox can be used without problems as long as the latest version of Safari is installed.
xxx This software can be used free of charge.

10 Addendum: Network Troubleshooting

If you cannot access the Nagoya University Portal or the Learning Management System in a normal manner, i.e., if you cannot connect to these sites, the computer system providing the Portal service could be down. It is also possible that you cannot connect because the computer you are using is not properly set up, or because some trouble exists in the network routes leading to the Nagoya University Portal.

Below describes a brief procedure for identifying trouble spots. Please take appropriate measures after identifying the source of your problem. Understand, however, that you cannot completely determine the source of your problem following this procedure alone. All this can do is to provide a rough estimate of the cause of your problem.

★ **Is your computer connected to the network?**
   [Check] If you are using your computer within the campus of Nagoya University, check to see if you can connect to a website located **in the same building as you are in now**.
   If you are using your computer outside the campus of Nagoya University, check to see if you can connect to any other website (outside Nagoya University).
   [Measure to take] If you cannot establish a connection to the campus site, it's possible that your computer's network settings are not set up correctly. **Find the nearest network expert for consultation**.

★ **Can computer networks connect all the way to Nagoya University?**
   (When using a computer from outside the University)
   [Check] Check to see if you can connect to more than one Nagoya University website. For instance, try connecting to the Nagoya University Portal, http://www.nagoya-u.ac.jp/en/, and the Nagoya University Information Technology Center's website, http://www.itc.nagoya-u.ac.jp/.
   [Measure to take] If you cannot connect to these websites, it's possible that the connection between the Internet and Nagoya University's computer network is temporarily down. Wait a little while and then try again.

★ Can **computer networks connect all the way to the Information Technology Center?**
   [Check] Check to see if you can connect to the Nagoya University Information Technology Center's website, http://www.itc.nagoya-u.ac.jp/.
   [Measure to take] If you cannot connect to this website, it's possible that the connection between Nagoya University's computer network and the Nagoya University Information Technology Center's network is temporarily down. **Wait a little while, and then try again**.

★ **If you cannot access the Nagoya University Portal after trying all the above:**
   [Check] Check the current operation status of the Nagoya University Portal, shown on the Nagoya University Information Technology Center's website, at http://www.itc.nagoya-u.ac.jp/ .

11   Contact List

Student Affairs Planning Division   gakumu-support@adm.nagoya-u.ac.jp
Information Technology Center   (it-helpdesk@icts.nagoya-u.ac.jp)
Center for Information Media Studies   Building No. 7, 4F, School of Engineering

Staff in charge of educational affairs at individual schools

School of Letters	Educational Affairs Division
School of Education	Educational Affairs Division
School of Law	Educational Affairs Division
School of Economics	Educational Affairs Division
School of Informatics	Educational & Student Affairs Section
School of Science	Educational & Student Affairs Section
School of Medicine	Student Affairs Section at Student Affairs Division
School of Health Sciences	Educational and Student Affairs Section, General Administration Division
School of Engineering	Educational Affairs Section of Student Affairs Division
School of Agricultural Sciences	Educational & Student Affairs Section
Institute of Liberal Arts & Sciences	Office of Institute of Liberal Arts & Sciences

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Drafted by the Student Affairs Planning Division
gakumu-support@adm.nagoya-u.ac.jp