



About e-learning at TMU

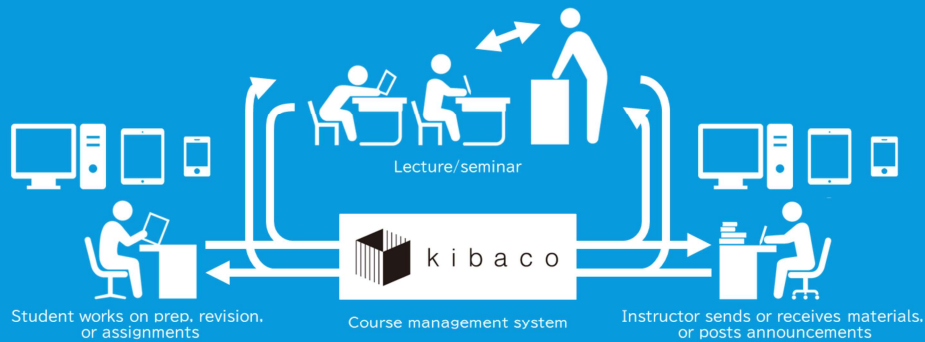
Information Studies, University Education Center

Information and Media Studies,
Library and Computer/Network Center

This presentation describes kibaco, which is a TMU's e-learning system.

What is kibaco?

- A course management system used as standard across TMU



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kibaco is a course management system used as standard across TMU. kibaco effectively facilitates in-person classes, allowing the instructor and students inhabit the same physical space and interact with each other in person.

For example, when you prepare learning resources for a lecture, you can upload the materials onto kibaco the day before the lecture. Your students can then use their smartphone, tablet, or PC to access the resources and prepare for the lecture. If you upload assignments onto kibaco for your students to do them in their own time, kibaco also facilitates students to study outside the classroom.

In these ways, kibaco helps your students both to prepare for classes and to study the material covered in the classes.

kibaco's attributes

- Can use whenever & wherever
 - Not just in the classroom
 - Can access from PC, tablet, or smartphone
- Compatible with all classes at TMU
 - Every student has an account already
 - kibaco has courses for all classes at TMU
(you decide whether to use kibaco in your class)

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A key attribute of kibaco is that it can be used whenever and wherever. In other words, kibaco is not confined to the classroom. You and your students can access kibaco from a PC, or from other devices, such as a tablet or smartphone.

kibaco is available with all classes at TMU. An account has been created for every registered student and full-time instructor at TMU. Part-time instructors can apply for an account.

kibaco features a number of "courses" corresponding to the classes offered at TMU. You can decide whether to use kibaco during one of your classes.

Courses and access rights

- kibaco has three categories of user
 - faculty member (you)
 - Can perform all actions for relevant course
 - TA/tutor
 - You grant the TA/tutor the access rights necessary
 - Learner
 - Has access rights necessary for attending the course
- User may have a different category in a different course
 - The actions a user can perform depend on the user's access rights

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kibaco can authorize users to access learning resources and assignments. Access rights (such as the right to view content) can be granted to three categories of user: faculty member, TA/tutor, and learner.

A faculty member is authorized to perform all the actions for the relevant course content.

TAs/tutors are given the access rights necessary for assisting the faculty member in the relevant course. The faculty member can change the TA/tutor's access rights.

Learners are given the access rights necessary for attending the course.

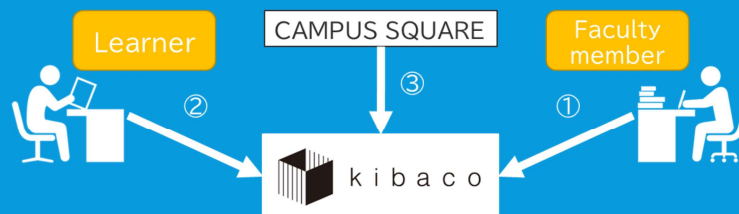
A single user may have a different category for each course he or she is registered for. For example, a user might be a "TA/tutor" in one course, and a "learner" in another courses. Accordingly, the user's access to the resources and assignments will depend on their authorization setting for the course.

Accessing a course

- Three ways for students to access a course:

- 1) You register the student for the course
- 2) Student registers for the course him/herself
- 3) Student's reg. info on CS is transferred to kibaco

- Once the student has started the application process, his/her info will be transferred every morning, even before his/her registration is confirmed.



We will now briefly explain how users can access the course features on kibaco.

Students will access their relevant course as “learners”. There are three ways in which students can gain access. First, you register the student by manually into the course that you create.

The second method is self-registration. In other words, students search for their relevant course and register for it.

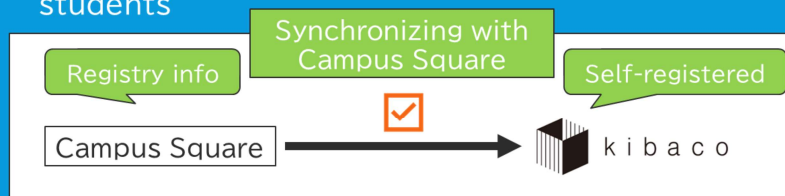
The third way is to transfer the course registration information from Campus Square.

This is the information that the students provide when applying for the course in question. The information is stored on a clerical database called Campus Square. Every morning, the information on Campus Square is automatically integrated into kibaco.

However, they cannot use this method before the students have applied to register for the course on Campus Square. In this case, they can only access the system using the first or second method.

Self-registration

- Self-registration (method 2) requires your authorization
 - You must change the setting to “authorized”
- Student enters code or does a word search and then registers (provisional registration)
- Same instructions given in the video briefing for students



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We will now provide more information about the second method, self-registration. Students require your authorization to self-register. The default setting for a student is “unauthorized,” so if you want your students to self-register, you must change the setting to “authorized.” The students can then find their courses by entering the code or via a word search, and then register for them. If you register the students or authorize them to self-register, please note that does not mean that the registration information has been inputted on Campus Square. Registering an account on kibaco is no substitute for entering the course registration information into Campus Square. Students must input their registration information onto Campus Square themselves, regardless of whether they self-registered on kibaco.

What you can do on kibaco

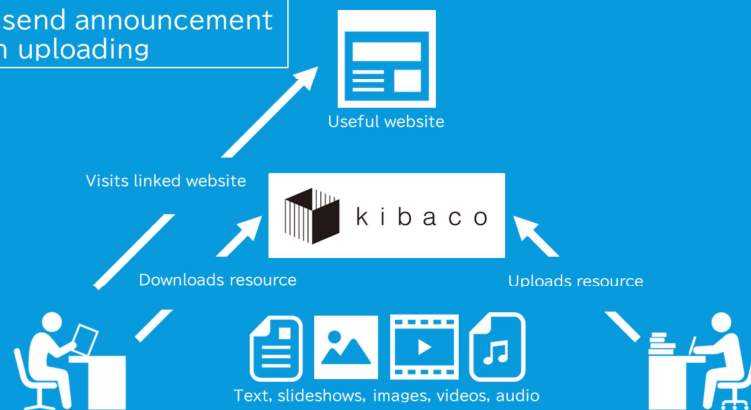
1. Resources
2. Announcements
3. Tests & Quizzes
4. Assignments
5. Video streaming

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These are the five key course functions you can use for your classes.

Resources

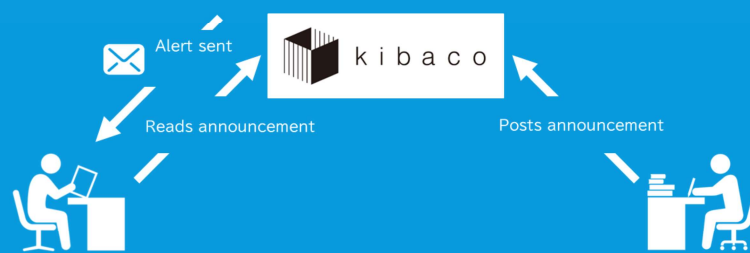
- Can set access time
- Can send announcement upon uploading



If you have prepared your own learning resources, you can share them with students by uploading them to kibaco as Word or PDF documents, or as audio and visual media, such as a PowerPoint presentation. If you want to refer students to existing learning resources online, you can share a link to the website. In either case, you can set the access time, allowing you to specify the time period for which students can access the material. You can also notify the students that you have uploaded the resources. An announcement will be sent to the email addresses provided by TMU.

Announcements

- Can set access time



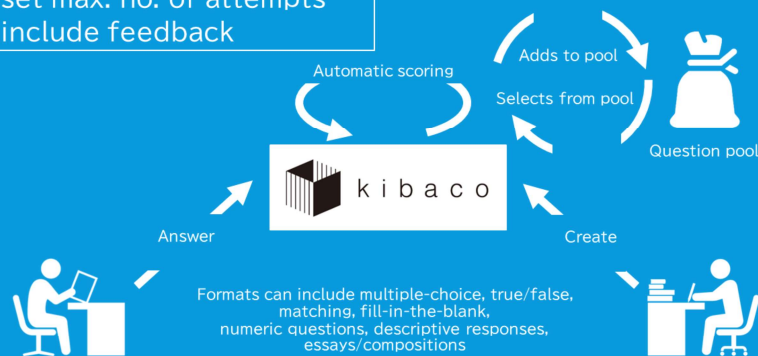
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If you want to notify your students about something, you can use the announcement feature to post an announcement on kibaco. If you want to alert your students that you have posted an announcement, you can send a group email to the registered email addresses of the students in your class.

You can decide how long the announcement will stay on kibaco. Suppose, for example, you announce that a lecture has been cancelled. In this case, you can set the announcement period so that the announcement will disappear after the date of the cancelled lecture has elapsed.

Tests and quizzes

- Can set deadline
- Can set time limit
- Can set max. no. of attempts
- Can include feedback



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You can design your own tests and quizzes on kibaco to check whether the students have understood the material. You can use a variety of formats, including multiple-choice questions, true-or-false questions, match the pairs, fill in the blanks, and numerical questions. For tests with binary right/wrong answers, kibaco will automatically calculate the scores and display the results. You can set tests with descriptive answers, but you must mark these manually.

If you intend to use the same question each time you set a test, you do not need to manually create them afresh each time, because once you have created a series of questions, you can use the pool function to generate tests. The pool function randomly selects questions from the pool.

You can set the deadline for completing the test, as well as the test's time limit and the maximum number of attempts. You can also use the test function to share your commentary or other feedback for each question.

Assignments

- Can set deadline
- Can return files with feedback



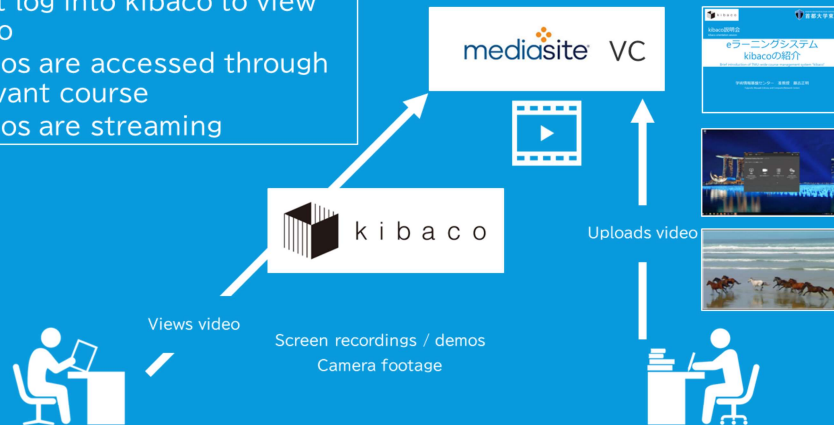
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You can set assignments to your students on kibaco. The students can submit their completed assignments by uploading them as files. Alternatively, if they need to submit a report, they can input text directly into a textbox.

You can set the deadline for the assignment. You can also send students feedback files containing your markings and comments.

Video streaming on kibaco

- Must log into kibaco to view video
- Videos are accessed through relevant course
- Videos are streaming



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You can stream videos via Mediasite, which is a video streaming service and cooperate with kibaco. You can upload three categories of video to Mediasite: PowerPoint slideshows, screen recordings which demonstrate what is happening on your computer screen, and footage shot by a video camera. The file size will depend on the category. Mediasite has a file size limit, so could you please make sure your format is suitable for your content.

The files you have uploaded to Mediasite can only be accessed via kibaco. The videos are streaming videos, so students cannot download and save them onto their own devices.

Applying for streaming service

- Via e-learning webpage: Pull down the 利用ガイド (“user guide”) menu, and select 映像配信サービス (“streaming service”), and follow instructions.

http://www.comp.tmu.ac.jp/e-learning//mediasite_guide.html



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To use Mediasite’s streaming service, you must first complete the application shown here. To learn how to apply for and use Mediasite, as well as how to access this application, please visit the URL shown below. Alternatively, go to TMU’s e-learning webpage, pull down the 利用ガイド (“user guide”) menu and select 映像配信サービス (“streaming service”). You should familiarize yourself with the user manual if you intend stream videos in your classes.

Further information

- E-learning webpage
 - <http://www.comp.tmu.ac.jp/e-learning/>
- User manual
 - Hard copy: Available in classrooms
 - PDF: Download from above webpage
- If you need help...
 - System Management Office 2 (6th build. Ground floor)
 - Email: e-learning-ml@ml.tmu.ac.jp



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kibaco has other various functions too, besides those we have discussed. The functions available will depend on your course. If you are unsure of anything, could you please be sure to check out the user manual. You can access the manual via the e-learning webpage linked here.

If you would like to take a lecture on how to use kibaco, please contact System Management Office Number 2.