Manual for Browsing Syllabuses for fall semester 2020

This manual provides instructions for browsing online syllabus.

Each course instructs course format on “Course Format” field. Contents of online course will post on “Study Required Outside Class” field such as pdf files of class notes, video files, Teams links, etc.

Please browse brows syllabus to check course format of FS 2020 from September 3.

About online course materials, you can browse from at noon of the day before the lecture day.

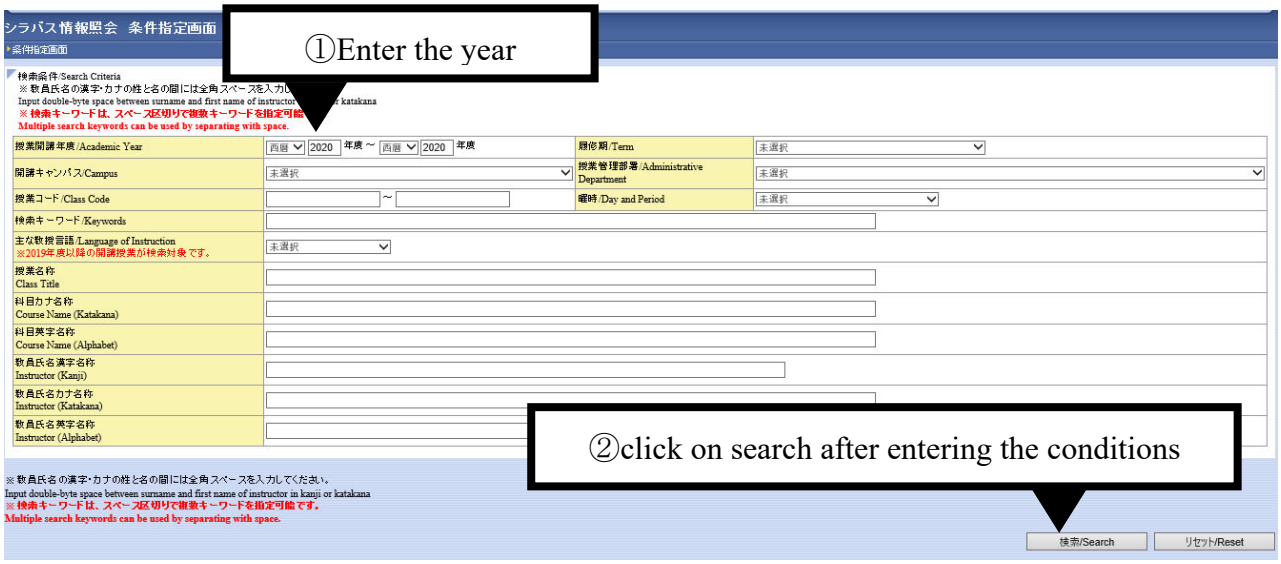
Access the class syllabus registration page

To browse a class syllabus, you need to go to the special page, which can be accessed both on- and off-campus. Follow the steps provided below.

① Visit Kwansei Gakuin University Syllabus “Search Criteria” page.
URL: https://syllabus.kwansei.ac.jp/uniasv2/UnSSOLoginControlFree

Search syllabus of the course to request to resister

① Input “2020” at “Academic Year” field.
Input or select “campus”, “Class Code”, “Class Title”, “Instructor” and so on.
Note: Search condition will be “AND” condition.



② Click “Search” butten.

③ Click the icon (Loupe icon) of the course to browse.

Confirm the class format

① Course format is mentioned in the“Course Format " field how to hold the course in the simultaneous two-way, on-demand format or face to face style.

② Ex.1 online class by Simultaneous and two-way style.

Ex.2 face to face class (after 3rd session). Also On-demand format will be provided for unaccessible students.

Confirm the“Study Required Outside Class” field

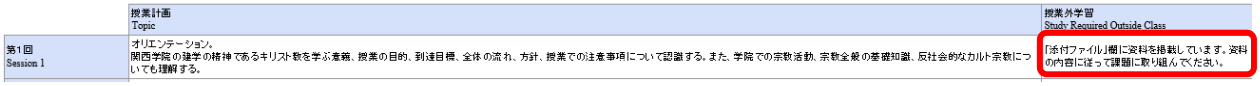
① You can check and confirm the post the detailed instructions and/or files for your assignments on LUNA or external websites, and post the reference URLs and a summary of the instructions by the instructor in the syllabus.

Ex. 1）【Updated on: September 22nd, 10:00 AM】

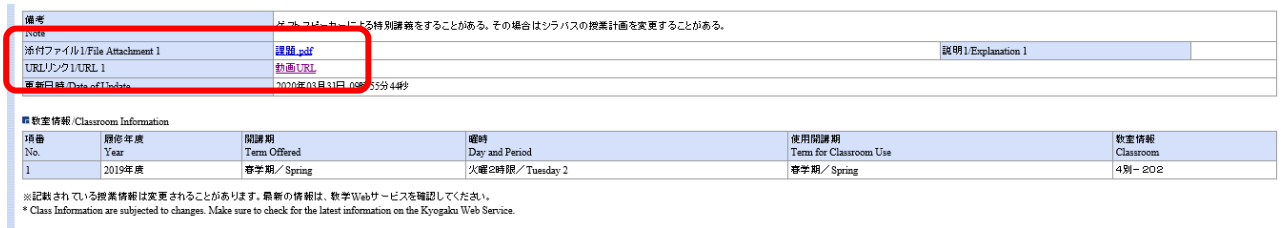
Please join our Teams group using the URL posted in the “URL Links” field before the start of the class.

Ex. 2）【Updated on: September 28th, 09:15 PM】

I have uploaded the class materials for our 2nd class (on September 30th) to LUNA. Please check the “URL Links” field for the URL of our course homepage on LUNA



② Please refer to “ attached file” or “URL link”, if you see these in the“Study Required Outside Class” field.



※Note

LUNA may not work correctly if you access with “Internet Explorer”.

Please access LUNA with following Browser.

・Google Chrome　・Microsoft Edge　・Mozilla Firefox　・Apple Safari（only for　MacOS）