

CLE Guidebook for Students







Intro

CLE is an online system for supporting online classroom from the IT side. If you have an Internetconnected environment, you can use it anytime, anywhere.

CLE features for use in class

There are only 7 minimum functions required in class as follow

- 1. Login (p. 2)
- 2. Accessing courses (p. 3)
- 3. Reading lecture materials (p.4)
- 4. Attend remote lectures (P.5-8)
- 5. Submitting assignments (p.9-12)
- 6. Answering tests (p.13-14)
- 7. Checking grades (p.15-16)
- 8. Connecting with Teacher and TA (p.17-18)

About the recommended environment (supported browser)

To use CLE, you need a device and a web browser to access the Internet.

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari

<u>X Internet Explorer is NOT supported !</u>

About mobile access



You can access CLE via **Blackboard** apps which is available on iPhone, iPad and Android device. For iOS device, you can download via Apple Store and Google Play Store for Android device. However, CLE is recommended to be used on a personal computer, there might be a function that is not supported on Blackboard app. If you want to use content that the app does not support, please access it from your personal computer.

For more information, please check blackboard's manual site https://help.blackboard.com/ja-jp/Blackboard_App *Applications will be updated from time to time, so please refer to them as appropriate.



1. Login

Log in to CLE

There are two ways to access the login screen.

A. Log in via MyHandai

Please access Myhandai website via the following link, you will find the link button to CLE on the right.

MyHandai : https://my.osaka-u.ac.jp/



B. Enter url directly in your browser's address field to log in

- 1. Enter https://www.cle.osaka-u.ac.jp/ in the address field of your browser and then press Enter.
- 2. Click on, [Use Osaka University personal ID]
- 3. On the login screen, enter Osaka University Personal ID and Password.
- 4. Click Login [ログイン]

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2. Access courses

Immediately after logging in screen (home tab)

If you log in successfully, you will see the following home tabs:



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To access a course, select the course from the course, the link to the name of the course you want to access.

3. View lecture materials

Reading lecture materials

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When you access the course, you will see **Content** appears on the screen. Please click on Content and Lecture materials in the content area Link to appears on the screen. You can browse by selecting it.

4. Attend a distance lecture

Attend a distance lecture

This section covers distance lectures by **Blackboard Collaborate Ultra**, supported by the Cybermedia Center. If the teacher designates other distance lecture systems, follow the instructions of the faculty member.

1. To attend a distance lecture, click the link to the distance lecture page. They make a choice (In this example, the title "Online Lecture." Although the name of the link may vary depending on the teacher in charge of the class.



2. From the teacher in charge of the class because it moves to the distance lecture.



3. When you click the link, the screen becomes dark, and a menu appears on the right. Please click [Join

course room] or [Join session].

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4. The page of the remote lecture by **Blackboard Collaborate Ultra** will open and you can start distance lecture.

X The following figure shows the example of Blackboard Collaborate Ultra program.



Checking attendance

1. Select the menu display button on the right side of the screen.



2. When selected, a menu appears on the right. From the left, click on the second person's icon to see the participants (moderators are teachers, participants are students).

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	Select to see participants	
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Send a message to a faculty member

Click the button below to use the chat function. You can send message to instructor or participants.



Send a reaction to teacher

Click the button on the bottom left of the screen to send a reaction. You can see the reaction on the participant list screen. Also, you can raise your hand by clicking on the button on the bottom right of the screen.



Leave the remote lecture page (back to the original screen)

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Select the leftmost button at the bottom of the screen and select Leave Session.

Troubleshoot BCU Audio Not Working

If you can't join a session in the BCU or have audio trouble, please refer to the following FAQ information.

受講生向け Blackboard Collaborate Ultra の利用について



5. Submit an assignment

Submit an assignment

1. At the course content area, please select a link to the assignment (usually provided by your instructor)

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2. The assignment submission page is displayed.

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3. Prepare to submit assignments.

A. If you want to submit an assignment as **text information**, click [Write Submission, テキスト情報の入力]1, and then enter the input screen.

B. If you want to submit in a file, such as a Word or Excel file, click [Browse Local Files, マイコ ンピュータの参照]2 select the file you want to attach

- X You can attach multiple files, but you can submit the attachments one at a time. If you want to delete the attached file, click Don't Attach.
- When you submit a Word or Excel file, be sure to close the application before you submit it. If the application remains running, empty data will be sent.
- **%** [Add a comment] if you have a message to the faculty member.

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4. When you're ready to submit an assignment, Click [Submit 送信].

Click [cancel キャンセル] to return to the previous screen of submission without save Click [Save Draft ドラフトの保存] to save temporarily and resume later.

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5. Review your submissions.

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6. Answer the test

Answer the test

1. Click the link to the test you want to answer in the content area.



 The procedure of the test (number of examinations, answer conditions such as time limit, etc.) is displayed, so please check. [Begin]To select.

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3. You can answer and finally [Save and Submit] To select. When you want to save temporarily, click [Save

All Answers] to select.

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4. The "Submitted Tests" screen is displayed, you can check the contents and click [OK] To select.



5. The answer results are displayed. After confirmation, click [OK] to end the test.

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7. Checking Grades

Where are my grades?

You can see your grades on the Grade Details page.

1. To check grades for your course, select the **「My Grades」** in the left menu. On the 成績表, you can view all the grades of submissions and tests for the course you enrolled in.

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2. If you see the 🗩 icon, please select this icon to view feedback from your instructor.

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What do the icons mean?

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G	You submitted your work. This item is ready for grading.
	Your work is in progress, but you haven't submitted it yet.
0	Your grade for this item is exempted. You don't have to submit work.
•	An error has occurred. Contact your instructor.

8. Contact Teacher and TA

How to contact Teacher or TA

There are two ways to get in touch with your Teacher or TA:

- A. Use bulletin boards
- B. Use CLE mail

Use bulletin boards

1. Click Left area **Discussions** to access the bulletin board, then choose **Forum Title** you want to discuss.

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Without threads already created, you can create your own forum by click Create Thread1. In addition, the [Subscribe] 2 when a message is posted to the forum OR Mail you'll get notified.

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3. Write on the **bulletin board** Once you finished **click** [Submit] To select.

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