Information Session on ICT Systems and Tools for UTokyo Members
(*Conducted in English*)

Part III:
Systems for Educational Activities in UTokyo – UTAS and UTOL

Presenter: AMEMIYA Tomohiro
Professor,
Information Technology Center

Send us questions via slido !

Access via this link or https://sli.do/
and following event code:
utelecon20240913
Please ask questions at any time before or during the explanation.

Ver 2.20 Last updated on 2024/09/09

Outline

Part III: Systems for Educational Activities in Utokyo – UTAS and UTOL

(Introduction)

1. UTAS
2. UTOL

(Summary)

Send us questions via slido !

Access via this link or https://sli.do/
and following event code:
`utelecon20240913`
Please ask questions at any time
before or during the explanation.

Introduction

In this part, we will introduce you to UTAS and UTOL.

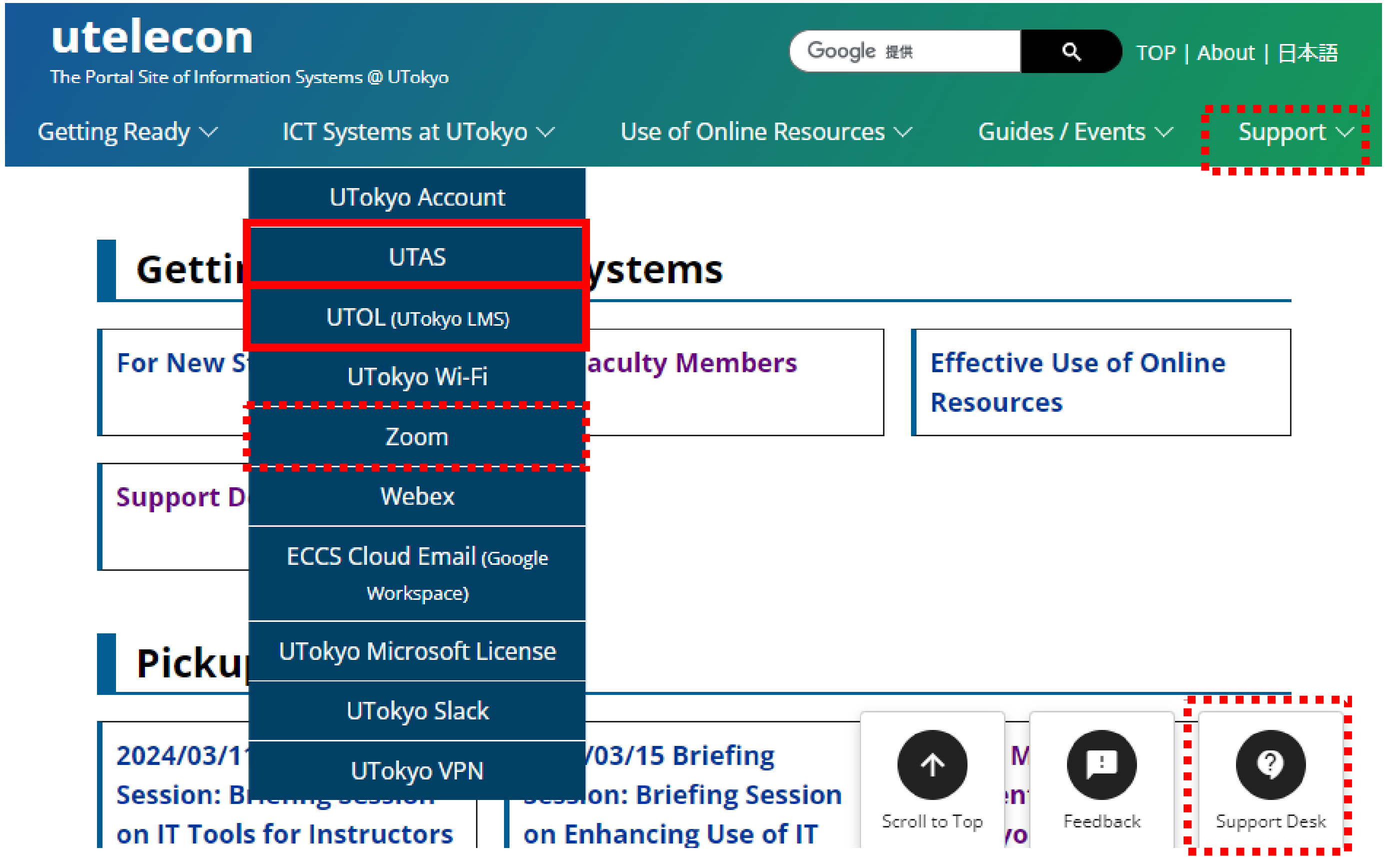
Before starting classes, we recommend that you become familiar with the following systems:

- **UTAS** (**UT**okyo **A**cademic Affairs **S**ystem)
  - is used to register syllabuses and assign grades.
  - deals with information that should be officially recorded (syllabuses and grade).
- **UTOL** (**UTo**kyo **L**MS; Learning Management System)
  - is used to issue notices, distribute materials, record attendance, and accept assignments.
  - supports the exchange of information between faculty and students during class periods.
- **Zoom** (online conferencing tool)
  - is the most widely used online conferencing tool in UTokyo

→ **Part II**

For More Details

If you have questions, you can visit **utelecon** .



utelecon
The Portal Site of Information Systems @ UTokyo

Google 提供 | TOP | About | 日本語

Getting Ready | ICT Systems at UTokyo | Use of Online Resources | Guides / Events | Support

- UTokyo Account
- UTAS
- UTOL (UTokyo LMS)
- UTokyo Wi-Fi
- Zoom
- Webex
- ECCS Cloud Email (Google Workspace)
- UTokyo Microsoft License
- UTokyo Slack
- UTokyo VPN

Getti ystems

For New S | aculty Members | Effective Use of Online Resources

Support D

Pickup

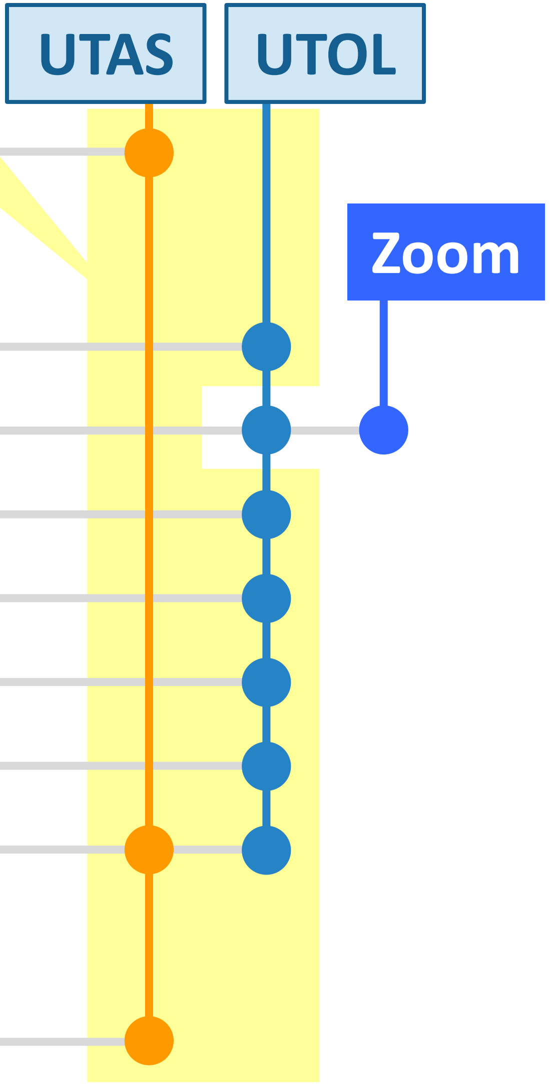
2024/03/1 Session: B on IT Tools for Instructors

/03/15 Briefing Session: Briefing Session on Enhancing Use of IT

Typical Flow of Classes

- Before class period
  - Writing the syllabus
- During class period
  - Communication with students outside of class hours
  - Setting up online meetings and inform students about it
  - Distributing materials
  - Checking student attendance
  - Assigning assignments, collecting and grading assignments
  - Online testing
  - Notify students of class cancellations and supplementary classes
- After class period
  - Assigning grades

Even if your classes are not online, many processes are common, and you will use these systems.



Link to the Systems

UTAS

https://utas.adm.u-tokyo.ac.jp/campusweb/

UTOL

https://utol.ecc.u-tokyo.ac.jp/

You should register these URLs in your browser's bookmark.

UTAS

UTokyo **A**cademic Affairs **S**ystem

(Introduction)

1. UTAS
2. UTOL

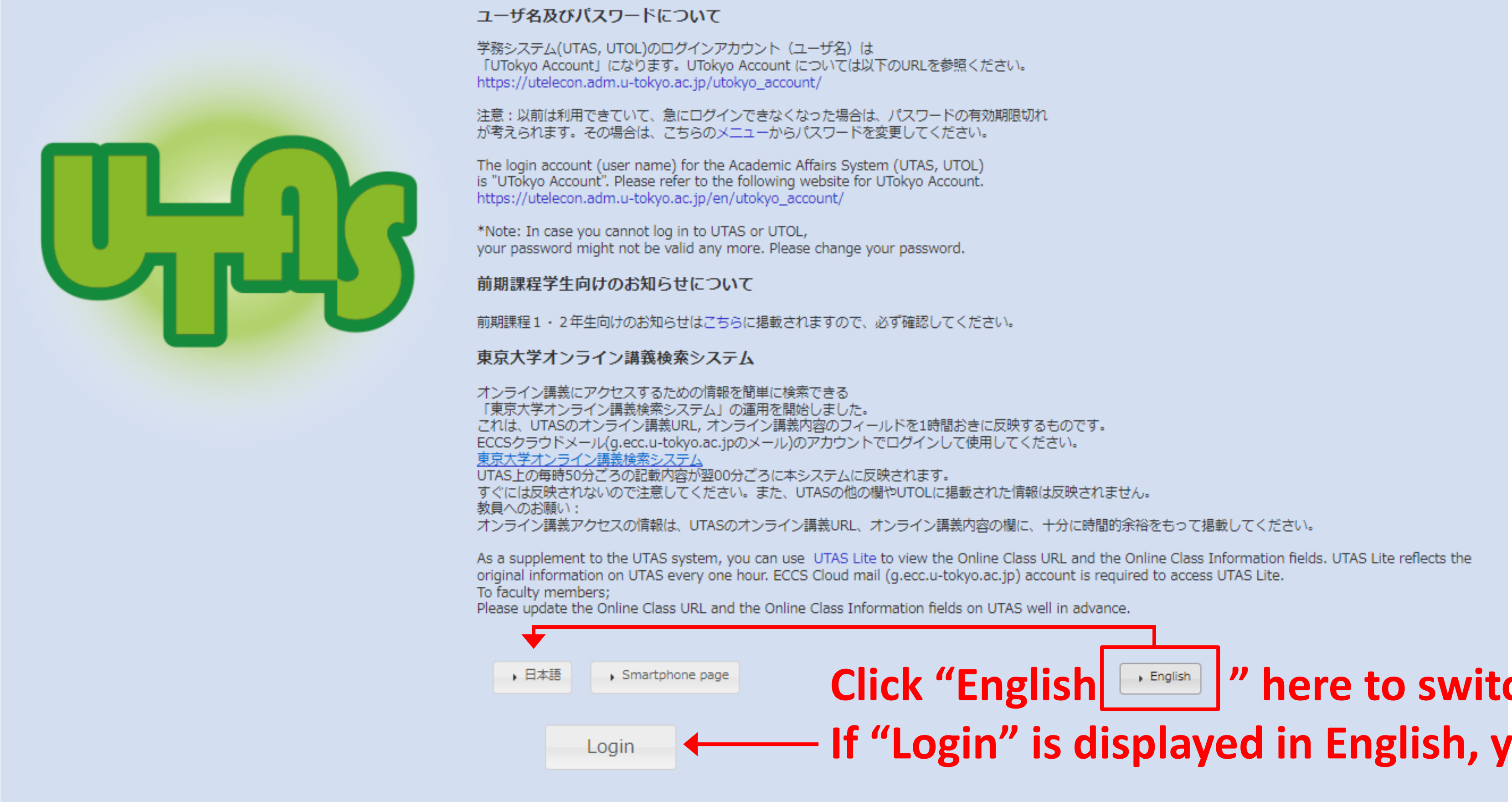
(Summary)

Send us questions via slido !

Access via **this link** or https://sli.do/
and following event code:
`utelecon20240913`
Please ask questions at any time before or during the explanation.

Login to UTAS

Click “Login” Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.



ユーザ名及びパスワードについて

学務システム(UTAS, UTOL)のログインアカウント（ユーザ名）は
「UTokyo Account」になります。UTokyo Account については以下のURLを参照ください。
https://utelecon.adm.u-tokyo.ac.jp/utokyo_account/

注意：以前は利用できていて、急にログインできなくなった場合は、パスワードの有効期限切れが考えられます。その場合は、こちらのメニューからパスワードを変更してください。

The login account (user name) for the Academic Affairs System (UTAS, UTOL)
is "UTokyo Account". Please refer to the following website for UTokyo Account.
https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_account/

*Note: In case you cannot log in to UTAS or UTOL,
your password might not be valid any more. Please change your password.

前期課程学生向けのお知らせについて

前期課程１・２年生向けのお知らせはこちらに掲載されますので、必ず確認してください。

東京大学オンライン講義検索システム

オンライン講義にアクセスするための情報を簡単に検索できる
「東京大学オンライン講義検索システム」の運用を開始しました。
これは、UTASのオンライン講義URL, オンライン講義内容のフィールドを1時間おきに反映するものです。
ECCSクラウドメール(g.ecc.u-tokyo.ac.jpのメール)のアカウントでログインして使用してください。
東京大学オンライン講義検索システム
UTAS上の毎時50分ごろの記載内容が翌00分ごろに本システムに反映されます。
すぐには反映されないので注意してください。また、UTASの他の欄やUTOLに掲載された情報は反映されません。
教員へのお願い：
オンライン講義アクセスの情報は、UTASのオンライン講義URL、オンライン講義内容の欄に、十分に時間的余裕をもって掲載してください。

As a supplement to the UTAS system, you can use UTAS Lite to view the Online Class URL and the Online Class Information fields. UTAS Lite reflects the original information on UTAS every one hour. ECCS Cloud mail (g.ecc.u-tokyo.ac.jp) account is required to access UTAS Lite.
To faculty members;
Please update the Online Class URL and the Online Class Information fields on UTAS well in advance.

Click “English [English] ” here to switch to English mode.

If “Login” is displayed in English, you are in English mode.

https://utas.adm.u-tokyo.ac.jp/campusweb/

What class instructors **must** do on **UTAS**

For detail, please follow the requests and instructions of the faculty/graduate school offering the courses.

(When to enter, what to enter, how to enter, etc.)

1. **Write the syllabus for the courses.**
    - See also: **Guidelines for Creating Syllabuses** (English ver./Japanese ver.)
    - See also: UTAS manual for faculty (currently provided only in Japanese) pp. 32-47
2. **Check students who have registered for the courses.**
    - See also: UTAS manual for faculty (currently provided only in Japanese) pp. 7-12
3. **Assign grades to students after the courses.**
    - See also: UTAS manual for faculty (currently provided only in Japanese) pp. 13-31

What class instructors **can** do on **UTAS**

Register notices about classes

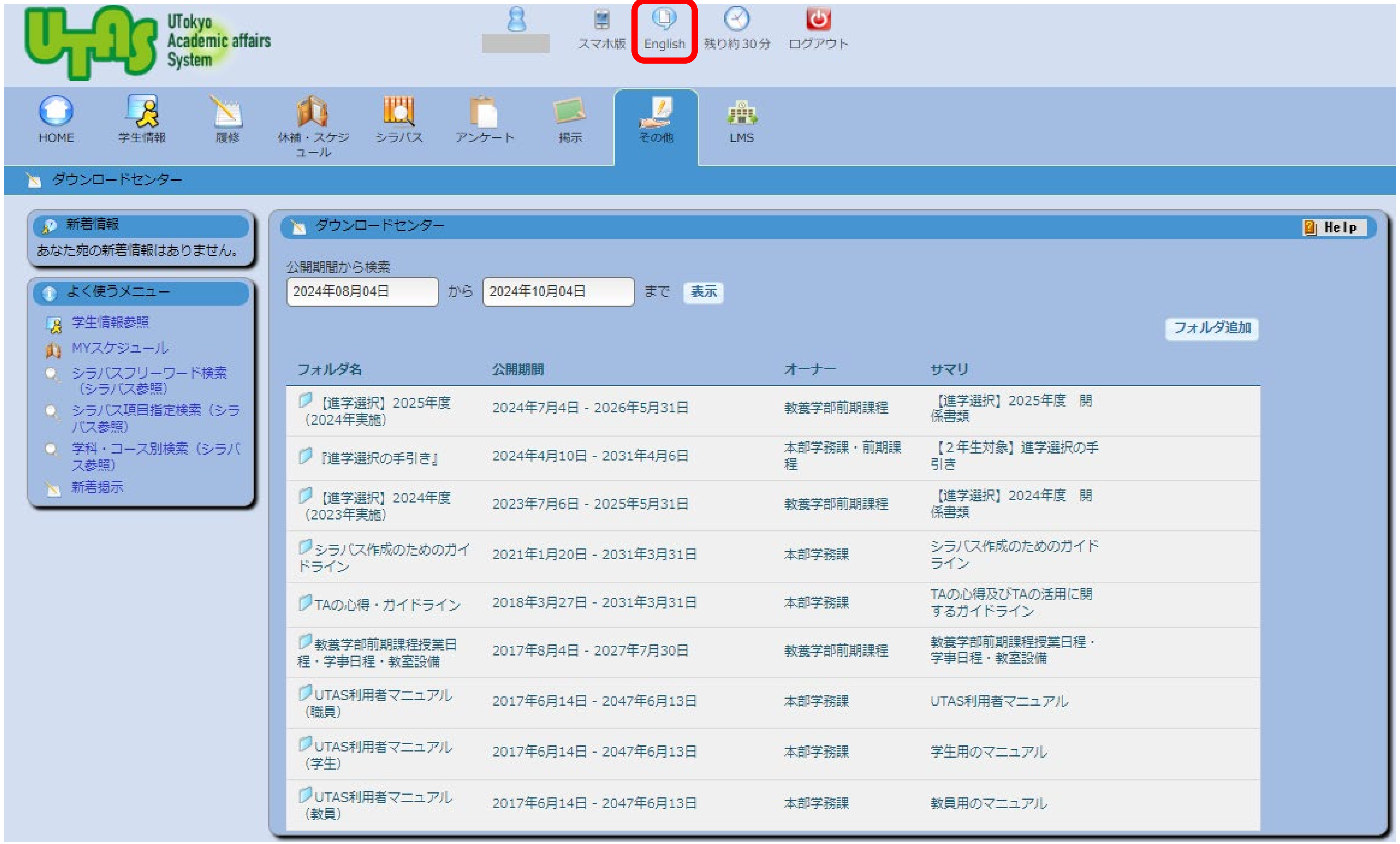
- Register for information on class cancellations, classroom changes, and supplementary classes

Supervising Students

- Browse information about the students you are supervising

UTAS: Switch Languages (after login)

▼Switch language to English


UTokyo Academic affairs System
スマホ版
English
残り約30分
ログアウト
HOME
学生情報
履修
休補・スケジュール
シラバス
アンケート
掲示
その他
LMS
ダウンロードセンター
新着情報
よく使うメニュー
学生情報参照
MYスケジュール
シラバスフリーワード検索（シラバス参照）
シラバス項目指定検索（シラバス参照）
学科・コース別検索（シラバス参照）
新着掲示
ダウンロードセンター
Help
表示
フォルダ追加

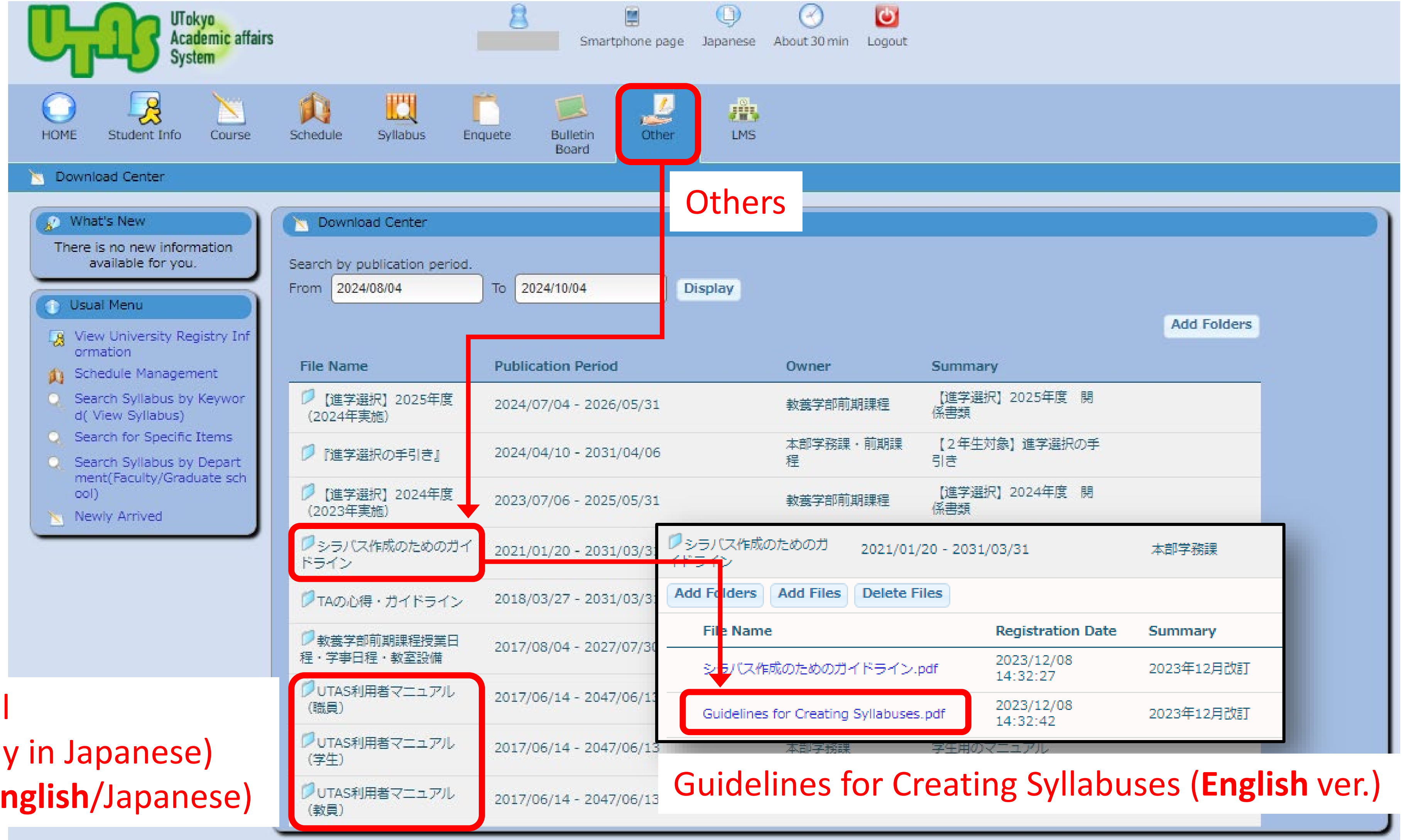
あなた宛の新着情報はありません。

公開期間から検索

2024年08月04日 から 2024年10月04日 まで

フォルダ名	公開期間	オーナー	サマリ
【進学選択】2025年度（2024年実施）	2024年7月4日 - 2026年5月31日	教養学部前期課程	【進学選択】2025年度　関係書類
『進学選択の手引き』	2024年4月10日 - 2031年4月6日	本部学務課・前期課程	【２年生対象】進学選択の手引き
【進学選択】2024年度（2023年実施）	2023年7月6日 - 2025年5月31日	教養学部前期課程	【進学選択】2024年度　関係書類
シラバス作成のためのガイドライン	2021年1月20日 - 2031年3月31日	本部学務課	シラバス作成のためのガイドライン
TAの心得・ガイドライン	2018年3月27日 - 2031年3月31日	本部学務課	TAの心得及びTAの活用に関するガイドライン
教養学部前期課程授業日程・学事日程・教室設備	2017年8月4日 - 2027年7月30日	教養学部前期課程	教養学部前期課程授業日程・学事日程・教室設備
UTAS利用者マニュアル（職員）	2017年6月14日 - 2047年6月13日	本部学務課	UTAS利用者マニュアル
UTAS利用者マニュアル（学生）	2017年6月14日 - 2047年6月13日	本部学務課	学生用のマニュアル
UTAS利用者マニュアル（教員）	2017年6月14日 - 2047年6月13日	本部学務課	教員用のマニュアル

UTAS: Guidelines for Creating Syllabuses


UTokyo Academic affairs System
Smartphone page
Japanese
About 30 min
Logout
HOME
Student Info
Course
Schedule
Syllabus
Enquete
Bulletin Board
Other
LMS
Download Center
What's New
Usual Menu
View University Registry Information
Schedule Management
Search Syllabus by Keyword(View Syllabus)
Search for Specific Items
Search Syllabus by Department(Faculty/Graduate school)
Newly Arrived
Display
Add Folders
Add Files
Delete Files

There is no new information available for you.

Download Center

Search by publication period.

From 2024/08/04 To 2024/10/04

File Name	Publication Period	Owner	Summary
【進学選択】2025年度（2024年実施）	2024/07/04 - 2026/05/31	教養学部前期課程	【進学選択】2025年度　関係書類
『進学選択の手引き』	2024/04/10 - 2031/04/06	本部学務課・前期課程	【2年生対象】進学選択の手引き
【進学選択】2024年度（2023年実施）	2023/07/06 - 2025/05/31	教養学部前期課程	【進学選択】2024年度　関係書類
シラバス作成のためのガイドライン	2021/01/20 - 2031/03/3		
TAの心得・ガイドライン	2018/03/27 - 2031/03/3		
教養学部前期課程授業日程・学事日程・教室設備	2017/08/04 - 2027/07/30		
UTAS利用者マニュアル（職員）	2017/06/14 - 2047/06/1		
UTAS利用者マニュアル（学生）	2017/06/14 - 2047/06/13	本部学務課	学生用のマニュアル
UTAS利用者マニュアル（教員）	2017/06/14 - 2047/06/13		

シラバス作成のためのガイドライン　2021/01/20 - 2031/03/31　本部学務課

File Name	Registration Date	Summary
シラバス作成のためのガイドライン.pdf	2023/12/08 14:32:27	2023年12月改訂
Guidelines for Creating Syllabuses.pdf	2023/12/08 14:32:42	2023年12月改訂

Others

Detailed Manual
(For Faculty: only in Japanese)
(For Students: **English**/Japanese)

Guidelines for Creating Syllabuses (**English** ver.)

UTOL

UTokyo **L**earning Management System

(Introduction)

1. UTAS
2. UTOL

(Summary)

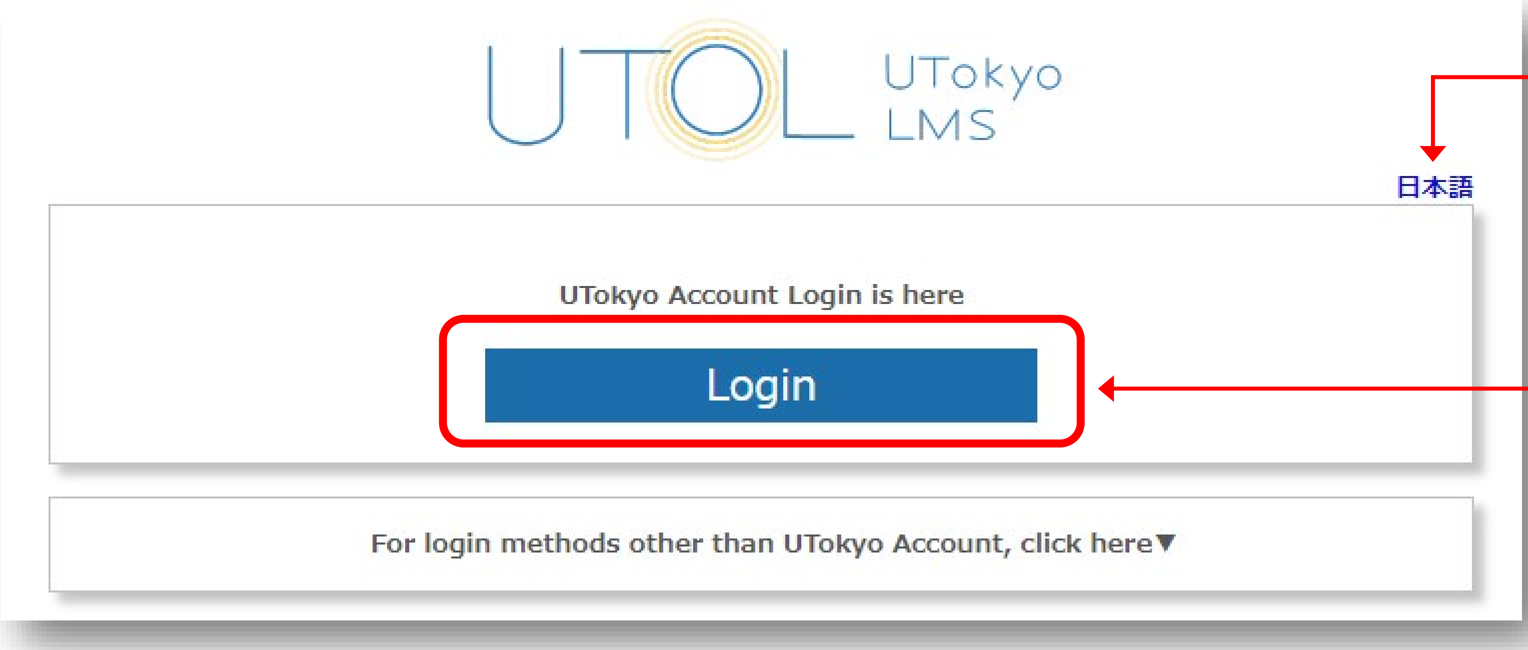
Send us questions via slido !

Access via **this link** or https://sli.do/
and following event code:
`utelecon20240913`
Please ask questions at any time
before or during the explanation.

Login to UTOL

Click “Login”

Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

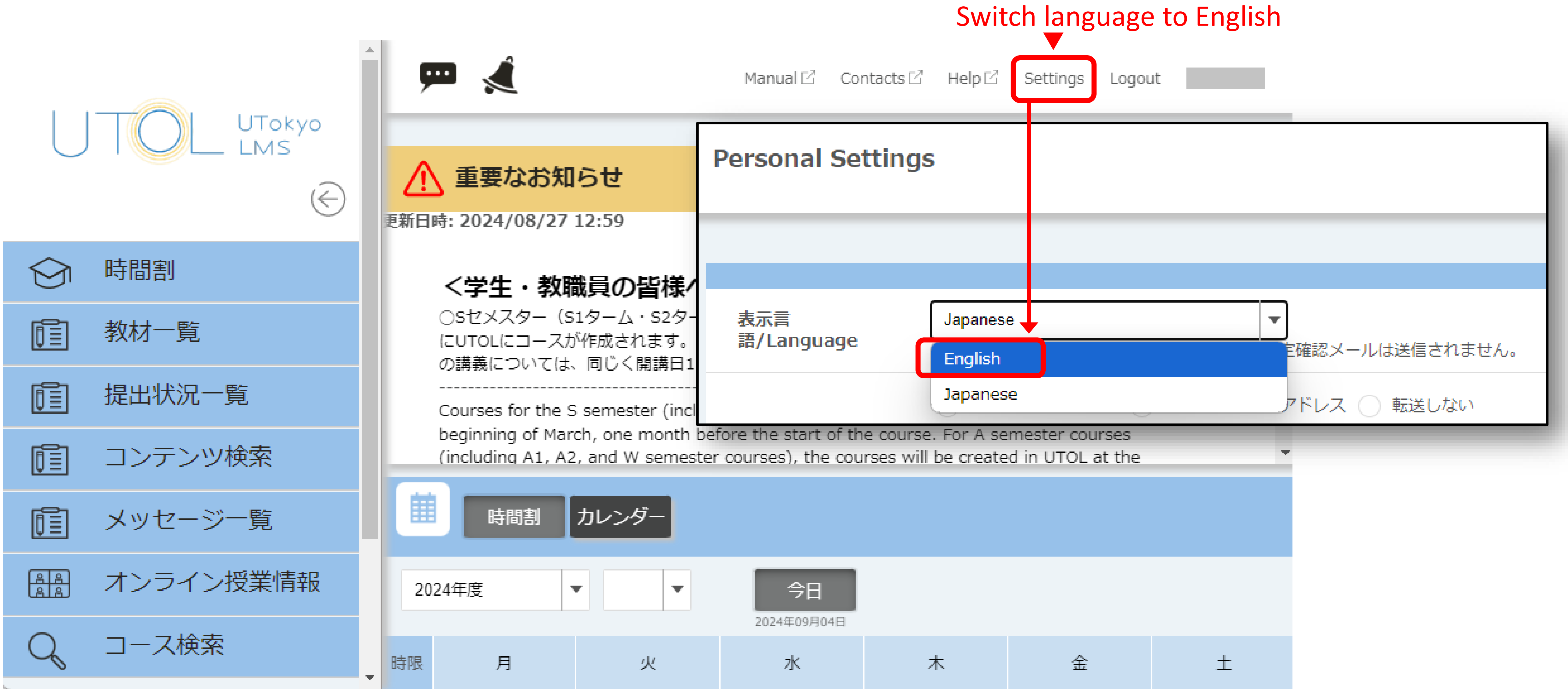

UTOL UTokyo LMS
日本語
UTokyo Account Login is here
Login
For login methods other than UTokyo Account, click here▼

Click “English English ” here to switch to English mode.

If “Login” is displayed in English, you are in English mode.

https://utol.ecc.u-tokyo.ac.jp/

UTOL: Switch Languages (after login)



Switch language to English

Manual
Contacts
Help
Settings
Logout
UTokyo LMS
時間割
教材一覧
提出状況一覧
コンテンツ検索
メッセージ一覧
オンライン授業情報
コース検索
時間割
カレンダー
2024年度
今日
2024年09月04日
時限
月
火
水
木
金
土

重要なお知らせ

更新日時: 2024/08/27 12:59

＜学生・教職員の皆様

○Sセメスター（S1ターム・S2タ
にUTOLにコースが作成されます。
の講義については、同じく開講日1

Courses for the S semester (incl
beginning of March, one month before the start of the course. For A semester courses
(including A1, A2, and W semester courses), the courses will be created in UTOL at the

Personal Settings

表示言語/Language: Japanese

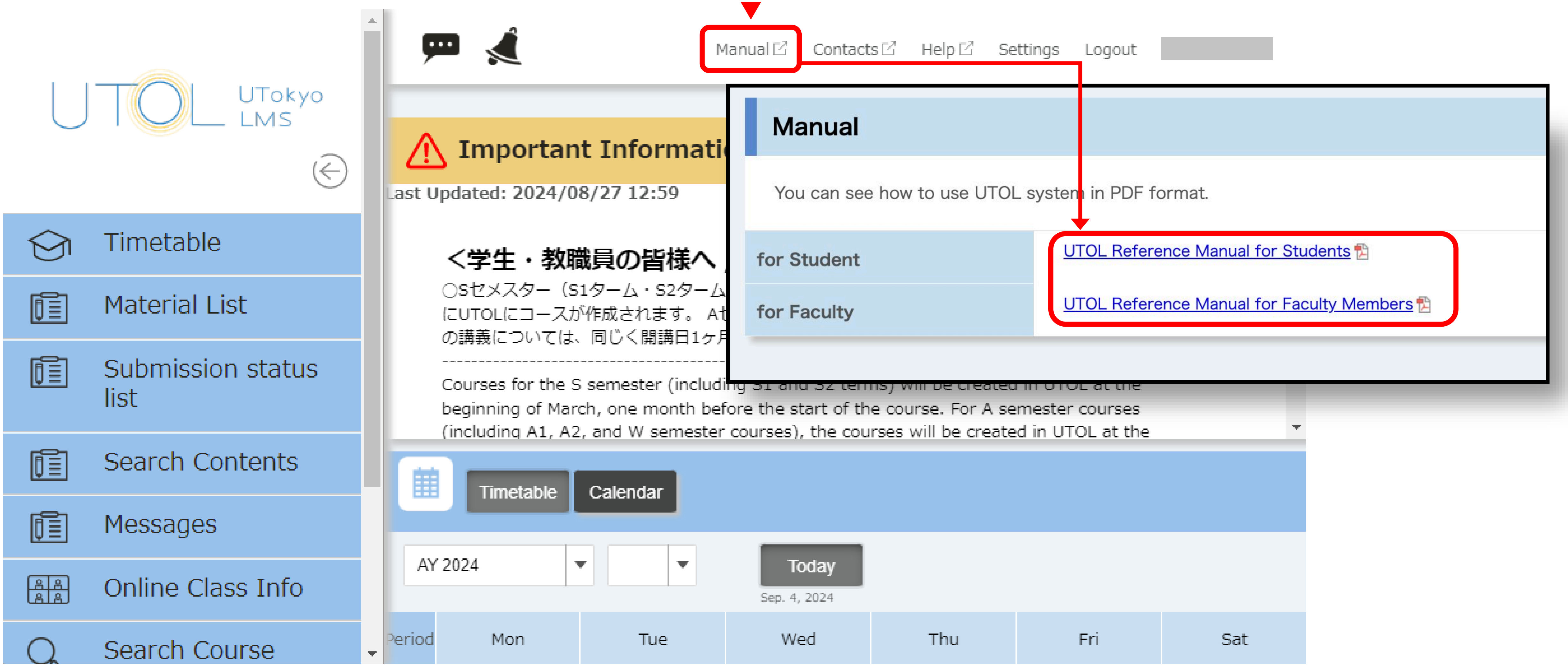
- English
- Japanese

確認メールは送信されません。

アドレス ○ 転送しない

UTOL: Detailed Manual

Detailed Manual


UTOL UTokyo LMS
Timetable
Material List
Submission status list
Search Contents
Messages
Online Class Info
Search Course
Manual
Contacts
Help
Settings
Logout
Timetable
Calendar
AY 2024
Today
Sep. 4, 2024
Period
Mon
Tue
Wed
Thu
Fri
Sat

Important Informati

Last Updated: 2024/08/27 12:59

＜学生・教職員の皆様へ

〇Sセメスター（S1ターム・S2ターム

にUTOLにコースが作成されます。 A

の講義については、同じく開講日1ヶ月

Courses for the S semester (including S1 and S2 terms) will be created in UTOL at the beginning of March, one month before the start of the course. For A semester courses (including A1, A2, and W semester courses), the courses will be created in UTOL at the

Manual

You can see how to use UTOL system in PDF format.

for Student	UTOL Reference Manual for Students
for Faculty	UTOL Reference Manual for Faculty Members

UTOL: Your Go-To LMS

- UTOL is available University-wide as UTokyo’s recommended LMS.
- However, the choice of using an LMS is entirely up to each instructor.
  - Face-to-face classes can be conducted without an LMS.
  - Some instructors prefer Google Classroom available in ECCS Cloud Email.
- **We recommend using UTOL** when using an LMS.
  - A unified system benefits students by reducing confusion across courses.
  - Instructors or TAs can contact enrolled students without needing their email addresses.

What class instructors **must** do about **UTOL**

Decide whether to use UTOL or not

If using UTOL
(Recommended)

Set **registration restrictions**

- set “*Enrolled Student Range Setting*” in UTOL

If not

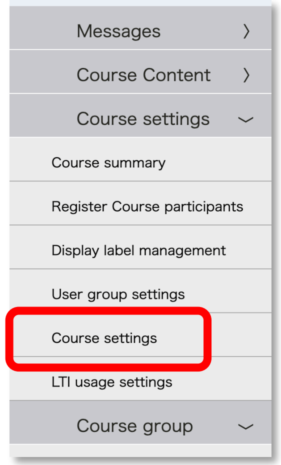
In the syllabus in UTAS, please enter which standard method of communication you will use

Registration Restriction on UTOL

	UTAS	**UTOL**
Students who **want to earn credits**	**must register** (or originally registered)	**automatically registered**
Students who **just want to attend** the classes (Students who just want to browse materials)	**do not register**	The class instructor **(1) allows students to self-register** or **(2) registers students individually.** **(settings need to be activated)**

Because some courses may not be favorable to the situation where any student can access their materials.

Details of Enrolled Student Range Setting


Messages
Course Content
Course settings
Course summary
Register Course participants
Display label management
User group settings
Course settings
LTI usage settings
Course group

Course Settings **Enrolled student range setting**	**Before the end of the registration period on UTAS**	**After the end of the registration period on UTAS**
Always “**All regardless of registration method**”	**Allow any students who wishes to attend the class to register on UTOL by themselves before or during the class period.**	
Automatically switch from “All regardless of registration method" to "Registration and instructor registration only” **on the course confirmation date**		**After the registration period, students who do not apply will be forcibly unregistered.**
Always “**Registration and instructor registration only**”	**Allow only students registered on UTAS and students directly invited by the instructor to register on UTOL.**	

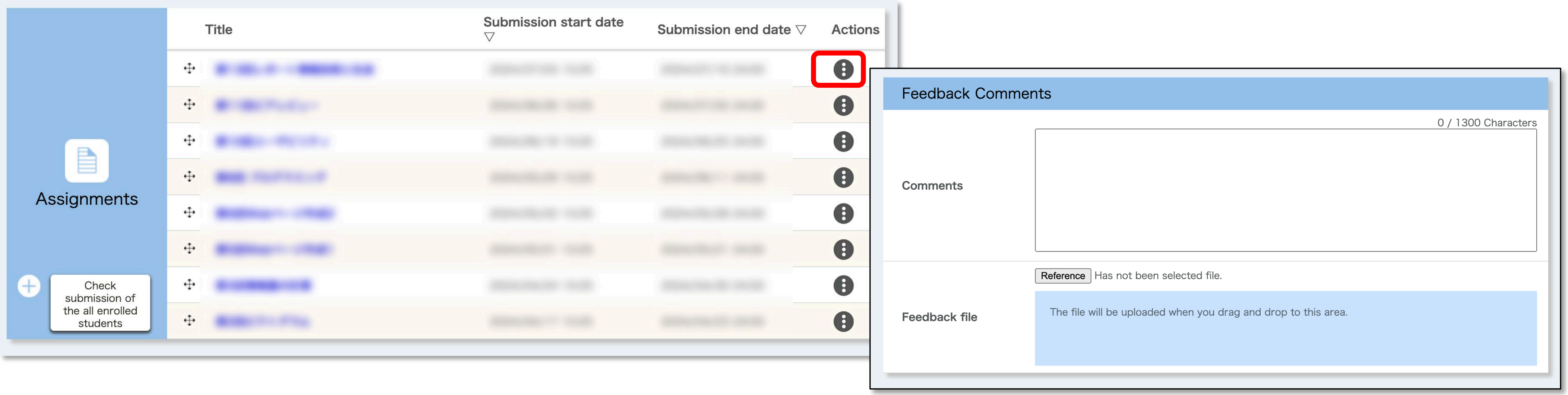
What class instructors **can** do on **UTOL**

- (Invite or register students to the courses)
  - Only if you allow only students registered on UTAS and there are students who must be manually invited by the instructor
- Distribute class materials to students
- Inform the online class information to students
- Send/receive direct messages (or entire notice) to registered students and TAs
- Create/share/submit/grade assignments
- Take attendance
- Exchange opinions on threads in a forum
- Receive update notifications
  - Via email, LINE, UTokyo Slack

Pre-Submitted Q&A on UTOL

- Q1. I teach a writing class. Is it easy to quickly comment on student papers?
  A. Instructors can register feedback comments or upload a feedback file in UTOL.
  See also: UTOL manual pp. 75-78

Assignments > Actions > Check submission status


Title
Submission start date ▽
Submission end date ▽
Actions
Assignments
Check submission of the all enrolled students
Feedback Comments
0 / 1300 Characters
Comments
Reference
Has not been selected file.
Feedback file
The file will be uploaded when you drag and drop to this area.

Pre-Submitted Q&A on UTOL

- Q2. Can the students be split into groups within one course? I want to assign different tasks to each group.
  A. Yes. Please click *User group settings*.
  See also: UTOL manual pp. 215-219

- Q3. Is it possible to upload a document (e.g., a feedback sheet or a document) to only one student?
  A. Yes. Please use *Messages*.
  See also: UTOL manual pp. 49-57

Further Information on UTOL

UTOL guidance article on utelecon (**English version provided**)

- For Faculty
  https://utelecon.adm.u-tokyo.ac.jp/en/utol/lecturers/
- For Students
  https://utelecon.adm.u-tokyo.ac.jp/en/utol/students/

UTOL guidance article on UTokyo Portal (only in Japanese)

- For Administrative Staff
  https://univtokyo.sharepoint.com/sites/utokyoportal/wiki/d/UTOL.aspx

Appendix **(English translation of the material of the Information session in March 2024)**

*** Coming soon**

Summary

Part III: Systems for Educational Activities in Utokyo – UTAS and UTOL

(Introduction)

1. UTAS
2. UTOL

(Summary)

Send us questions via slido !

Access via this link or https://sli.do/ and following event code:

`utelecon20240913`

Please ask questions at any time before or during the explanation.

Conclusion

- UTokyo experienced a rapid increase in the use of ICT systems and tools in classes after fully online in 2020!
  - Since then, there has been a considerable return to face-to-face classes, but the use of ICT systems and tools in the classroom has increased significantly compared to before 2019.
- Progress has also been made in developing an environment for the use of IT systems in the classroom.
  - Wi-Fi has been installed in classrooms, and students are now bringing their own laptops and other devices to class.

Please make effective use of ICT systems and tools, including face-to-face classes.