



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

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

Outline

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

(Introduction)

1. UTAS

2. UTOL

(Summary)

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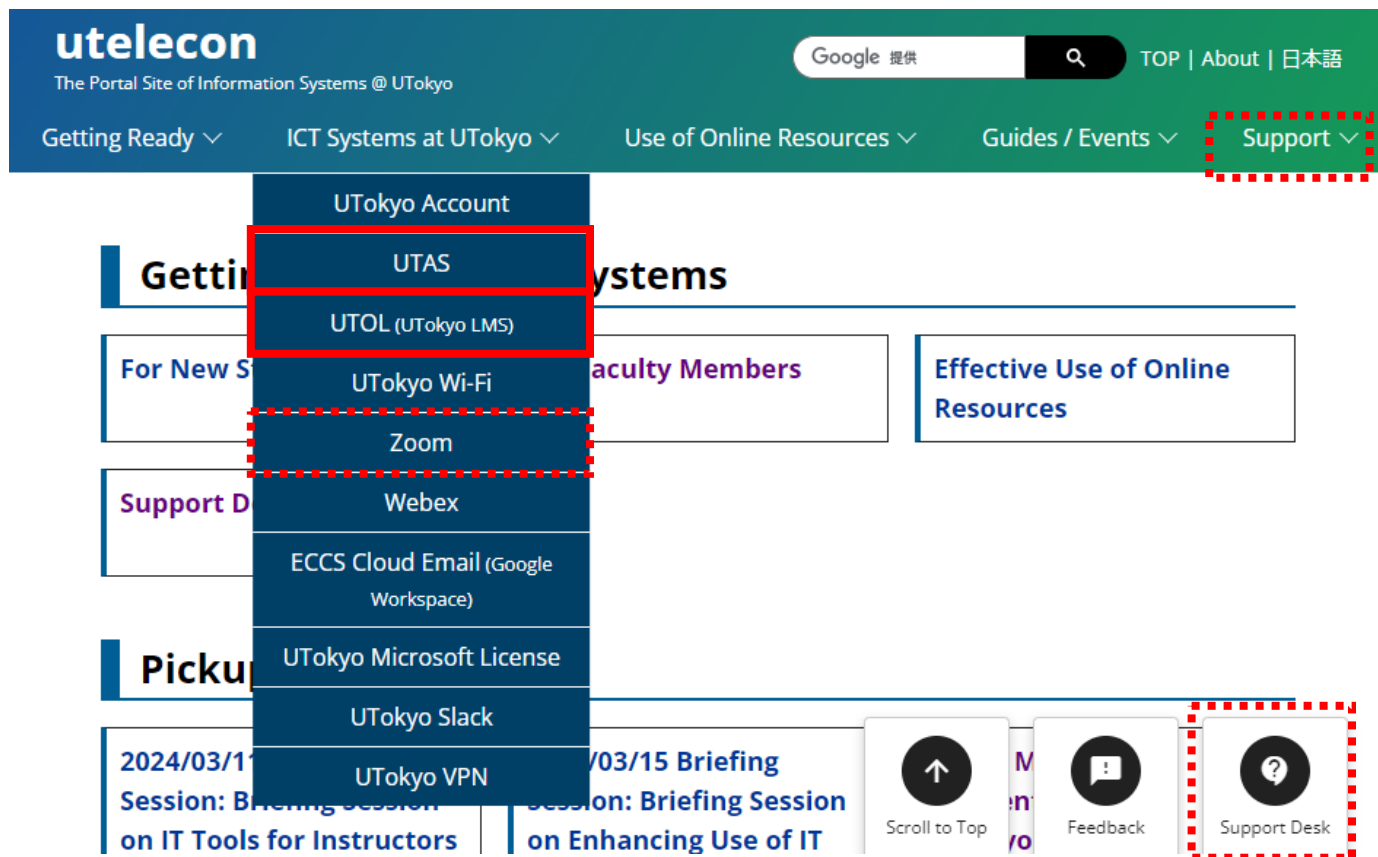
In this part, we will introduce you to UTAS and UTOL

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** (**UT**okyo **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

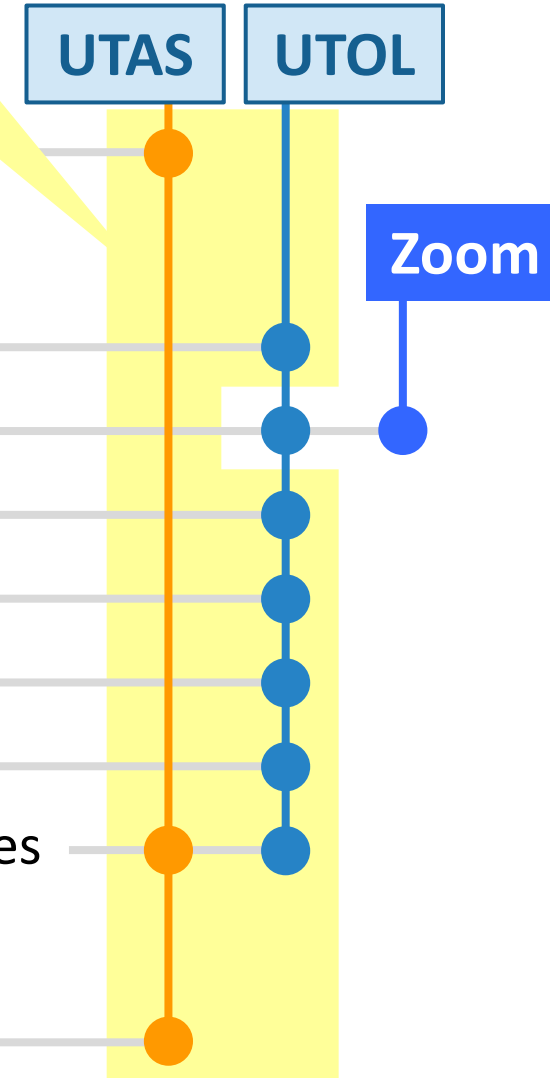
→ **Part II**

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



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

- 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
 - Register and notify students of class cancellations and make-up classes
- After class period
 - Assigning grades





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 Academic Affairs System

(Introduction)

1. UTAS

2. UTOL

(Summary)

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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

学籍システム(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.

日本語 Smartphone page English

Login

Click “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. Register the syllabus for the courses

- See also: **Guidelines for Creating Syllabuses** (Japanese ver./English 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**

Resister notices about classes

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

Supervising Students

- Browse information about the students you are supervising

UTAS: Switch Languages (after login)

▼ Switch language to English

The screenshot shows the UTAS Academic Affairs System interface. At the top, there is a navigation bar with the UTAS logo and the text "UTokyo Academic affairs System". To the right of the logo, there are several icons: a user profile icon, a "スマホ版" (Mobile version) icon, an "English" icon (highlighted with a red box and a red arrow pointing to it with the text "▼ Switch language to English"), a clock icon showing "残り約 30 分" (Remaining about 30 minutes), and a "ログアウト" (Logout) button. Below the navigation bar, there is a row of icons for various functions: HOME, 学生情報 (Student information), 履修 (Enrollment), 休補・スケジュール (Leave/Makeup/Calendar), シラバス (Syllabus), アンケート (Survey), 掲示 (Notice), その他 (Other), and LMS. Below this row, there is a "ダウンロードセンター" (Download Center) section. On the left side of the Download Center, there is a sidebar with a "新着情報" (New information) section and a "よく使うメニュー" (Frequently used menu) section. The "よく使うメニュー" section contains links to "学生情報参照" (Refer student information), "MYスケジュール" (My schedule), "シラバスフリーワード検索 (シラバス参照)" (Syllabus free word search (refer syllabus)), "シラバス項目指定検索 (シラバス参照)" (Syllabus item specified search (refer syllabus)), "学科・コース別検索 (シラバス参照)" (Search by department/course (refer syllabus)), and "新着掲示" (New notice). The main area of the Download Center has a search bar with "公開期間から検索" (Search by publication period) and a date range from "2024年08月04日" to "2024年10月04日" with a "表示" (Display) button. Below the search bar, there is a table with the following columns: フォルダ名 (Folder name), 公開期間 (Publication period), オーナー (Owner), and サマリ (Summary). The table contains the following data:

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	本学部学務課・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	本学部学務課	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	本学部学務課	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	本学部学務課	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	本学部学務課	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	本学部学務課	教員用のマニュアル

UTAS: Guidelines for Creating Syllabuses

The screenshot shows the UTAS Academic Affairs System interface. The top navigation bar includes links for HOME, Student Info, Course, Schedule, Syllabus, Enquete, Bulletin Board, Other, and LMS. The 'Other' link is highlighted with a red box and labeled 'Others'.

The 'Download Center' section displays a list of files. The 'File Name' column lists various documents, including 'シラバス作成のためのガイドライン' (Syllabus Creation Guidelines). The 'Publication Period' column shows dates. The 'Owner' column lists the responsible department. The 'Summary' column provides a brief description of each file.

A red box highlights the 'シラバス作成のためのガイドライン' file, which is linked to a detailed view. This view shows the file name 'シラバス作成のためのガイドライン.pdf' and the registration date '2023/12/08 14:32:27'. The file is identified as the 'Guidelines for Creating Syllabuses (English ver.)'.

On the left side of the interface, there is a 'Usual Menu' section with links for 'View University Registry Information', 'Schedule Management', 'Search Syllabus by Keyword (View Syllabus)', 'Search for Specific Items', 'Search Syllabus by Department (Faculty/Graduate school)', and 'Newly Arrived'.

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

Guidelines for Creating Syllabuses (English ver.)

UTOL

UTokyo Learning Management System

(Introduction)

1. UTAS

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(Summary)

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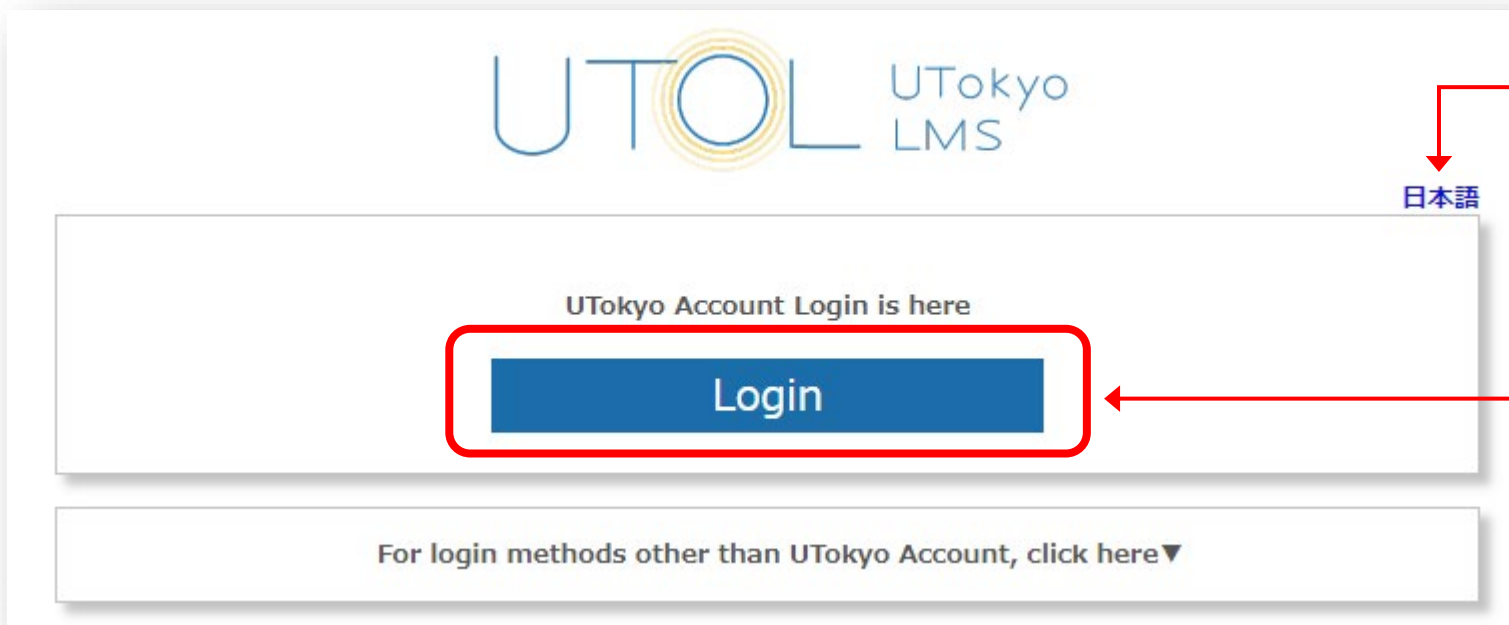
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Click “Login”

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

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

1. **Decide use UTOL or not** (and enter that in the syllabus in UTAS) .

UTOL Recommended as LMS!



2. If using UTOL, **set registration restrictions.**

(set “Enrolled Student Range Setting”)

U UTOL Recommended as LMS


- UTOL is a University-wide LMS, but its use is not mandatory.
 - It is possible to offer face-to-face classes without LMS.
 - Some instructors use Google Classroom accompanies ECCS Cloud Email.
- However, **we recommend using UTOL** when using an LMS.
 - For students, a unified system is better
 - Students can be confused if the tools they use vary from course to course!
 - Instructors or TAs can contact enrolled students even if they don't know their email address each other.

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 handouts)	do not register	The course instructor (1) allows students to self-register or (2) registers students individually. (settings need to be activated)

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

Details of Enrolled Student Range Setting

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 resister 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	<p>After the registration period, students who do not apply will be forcibly unregistered</p> 	
Always “Registration and instructor registration only”	Allow only students registered on UTAS and students directly invited by the instructor to resister on UTOL	

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

- (Invite (register) students to the classes/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

- Q1. I teach a writing class. Is it easy to quickly comment on student papers?
 - Instructors can resister feedback comments in UTOL.
See also: UTOL manual pp. 75-78
- Q2. Can the students be split into groups within one course? I want to assign different tasks to each group.
 - 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?
 - Yes. Please use *Messages*.
See also: UTOL manual pp. 49-57

UTOL: Switch Languages (after login)

Switch language to English

The screenshot displays the UTOL LMS interface. On the left is a sidebar with navigation links: 時間割 (Timetable), 教材一覧 (Course List), 提出状況一覧 (Submission Status List), コンテンツ検索 (Content Search), メッセージ一覧 (Message List), オンライン授業情報 (Online Class Information), and コース検索 (Course Search). The main content area shows a 'Personal Settings' modal. A red arrow points from the 'Settings' link in the top navigation bar to the '表示言語/ Language' dropdown menu. The dropdown menu is open, showing 'Japanese' at the top, 'English' in the middle (highlighted with a red box), and 'Japanese' at the bottom. The background shows a notification banner for '重要なお知らせ' (Important Notice) dated 2024/08/27 12:59, and a calendar view for the 2024年度 (2024 Academic Year) starting from 2024年09月04日 (September 4, 2024).

Detailed Manual

UTOL UTokyo LMS



Manual

Contacts

Help

Settings

Logout



Important Information

Last Updated: 2024/08/27 12:59

<学生・教職員の皆様へ>

○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セメスターの講義については、同じく開講日1ヶ月前に作成されます。

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](#)



Timetable



Material List



Submission status list



Search Contents



Messages



Online Class Info



Search Course



Timetable

Calendar

AY 2024

Today

Sep. 4, 2024

Period

Mon

Tue

Wed

Thu

Fri

Sat

U 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/utokyportal/wiki/d/UTOL.aspx>

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

*** Coming soon**

Summary

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- 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.