



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.

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.

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**

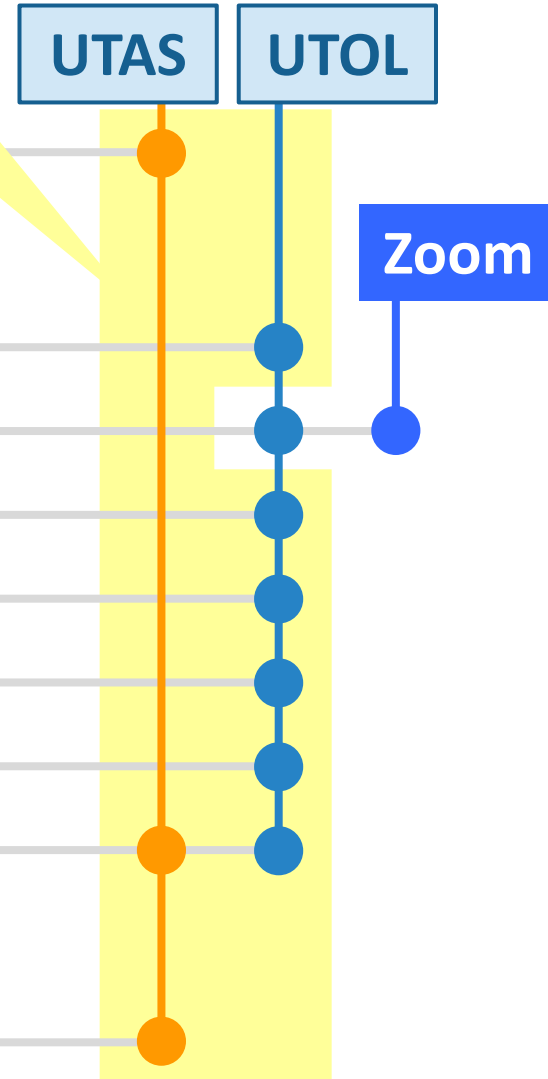
If you have questions, you can visit **utelecon**.

The screenshot displays the 'utelecon' website interface. At the top, the logo 'utelecon' is followed by the tagline 'The Portal Site of Information Systems @ UTokyo'. A search bar with 'Google 提供' and a magnifying glass icon is present, along with links for 'TOP | About | 日本語'. The main navigation bar includes 'Getting Ready', 'ICT Systems at UTokyo', 'Use of Online Resources', 'Guides / Events', and 'Support'. The 'Support' menu is expanded, showing a list of items: 'UTokyo Account', 'UTAS', 'UTOL (UTokyo LMS)', 'UTokyo Wi-Fi', 'Zoom', 'Webex', 'ECCS Cloud Email (Google Workspace)', and 'UTokyo Microsoft License'. Below the navigation, there are sections for 'Getting Ready', 'For New Students', 'Support Desk', and 'Pickup'. At the bottom, there are links for '2024/03/15 Briefing Session: Briefing Session on IT Tools for Instructors' and '2024/03/15 Briefing Session: Briefing Session on Enhancing Use of IT'. A footer bar contains 'Scroll to Top', 'Feedback', and 'Support Desk' icons.

Typical Flow of Classes

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
 - Notify students of class cancellations and supplementary 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)

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.

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



The screenshot shows the UTAS login page. On the left is a large green 'UTAS' logo. The main content area contains several sections of text in Japanese and English. At the bottom, there are three buttons: '日本語', 'Smartphone page', and 'English'. The 'English' button is highlighted with a red box and a red arrow pointing to it from the text 'Click “English” here to switch to English mode.' Below it, another red arrow points to the 'Login' button with the text 'If “Login” is displayed in English, you are in English mode.'

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

<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

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 smartphone icon labeled "スマホ版", a language icon labeled "English" (highlighted with a red box and a red arrow pointing to it), a clock icon labeled "残り約 30分", and a power icon labeled "ログアウト". Below the navigation bar, there is a menu with icons for "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", and "LMS". The main content area is titled "ダウンロードセンター" and contains a search bar with the date range "2024年08月04日 から 2024年10月04日 まで" and a "表示" button. Below the search bar, there is a table of folders with columns for "フォルダ名", "公開期間", "オーナー", and "サマリ".

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	本部署務課・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	本部署務課	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	本部署務課	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	本部署務課	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	本部署務課	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	本部署務課	教員用のマニュアル

UTAS: Guidelines for Creating Syllabuses

The screenshot shows the UTAS Academic Affairs System interface. At the top, there is a navigation bar with icons for HOME, Student Info, Course, Schedule, Syllabus, Enquete, Bulletin Board, Other, and LMS. The 'Other' icon is highlighted with a red box and labeled 'Others'. Below this is the 'Download Center' section, which includes a search filter for publication period (From 2024/08/04 to 2024/10/04) and a 'Display' button. A table lists various documents, with the following entries highlighted by red boxes:

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 - 2031/03/31	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	2018/03/27 - 2031/03/31		
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 - 2047/06/13		
UTAS利用者マニュアル (学生)	2017/06/14 - 2047/06/13		
UTAS利用者マニュアル (教員)	2017/06/14 - 2047/06/13		

An expanded view of the 'シラバス作成のためのガイドライン' document shows a sub-table with the following entries:

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

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

2. UTOL

(Summary)

Send us questions via **slido** !

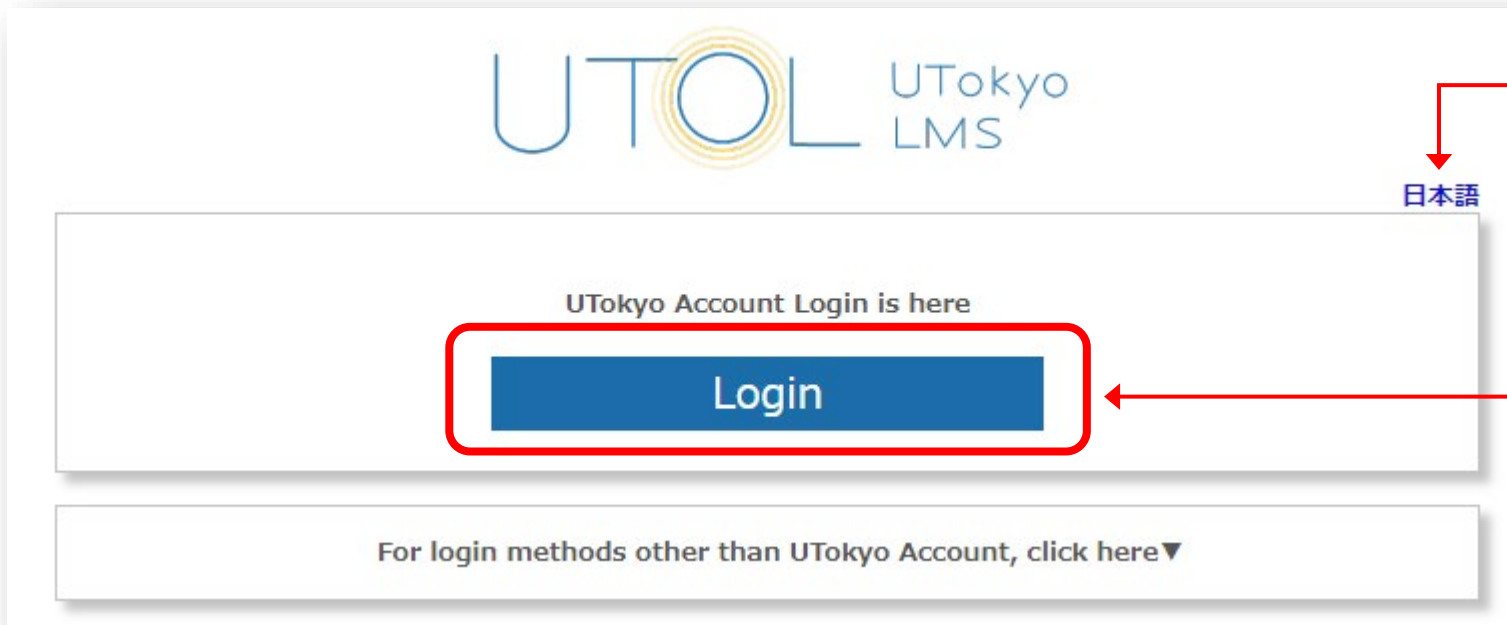
Access via [this link](#) or <https://sli.do/>
and following event code:

utelecon20240913

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

Click “Login”

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



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)

The screenshot displays the UTOL LMS interface. On the left is a navigation sidebar with icons and labels for '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 features a top navigation bar with 'Manual', 'Contacts', 'Help', 'Settings', and 'Logout'. A red box highlights the 'Settings' link, with a red arrow pointing to it and the text 'Switch language to English' above. Below this, a 'Personal Settings' modal is open, showing a dropdown menu for '表示言語 / Language'. The 'English' option is highlighted with a red box, and a red arrow points to it from the 'Settings' link. 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 '2024年度' (2024 Academic Year) showing the date '2024年09月04日' (September 4, 2024).

Detailed Manual

UTOL UTokyo LMS

- Timetable
- Material List
- Submission status list
- Search Contents
- Messages
- Online Class Info
- Search Course

The screenshot displays the UTOL LMS interface. At the top right, there is a navigation bar with links for 'Manual', 'Contacts', 'Help', 'Settings', and 'Logout'. The 'Manual' link is highlighted with a red box. Below this, a dropdown menu is open, showing the title 'Manual' and the text 'You can see how to use UTOL system in PDF format.' Underneath, there are two sub-items: 'for Student' and 'for Faculty'. Both sub-items are highlighted with red boxes, and red arrows point from the 'Manual' link to these sub-items. The main content area of the page shows an 'Important Information' banner with a warning icon and the text 'Last Updated: 2024/08/27 12:59'. Below this, there is a heading '<学生・教職員の皆様へ>' and some text in Japanese. At the bottom of the page, there is a calendar section with buttons for 'Timetable' and 'Calendar', and a date selector showing 'AY 2024' and 'Today Sep. 4, 2024'.

- 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

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	<p style="color: red; text-align: center;">After the registration period, students who do not apply will be forcibly unregistered.</p>	
Always “Registration and instructor registration only”	<p style="color: red; text-align: center;">Allow only students registered on UTAS and students directly invited by the instructor to register on UTOL.</p>	

- Messages >
- Course Content >
- Course settings ▾
- Course summary
- Register Course participants
- Display label management
- User group settings
- Course settings**
- LTI usage settings
- Course group ▾

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

- 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

The screenshot shows the 'Assignments' page in the UTOL system. On the left, there is a sidebar with an 'Assignments' icon and a button labeled 'Check submission of the all enrolled students'. The main area displays a table with columns for 'Title', 'Submission start date', 'Submission end date', and 'Actions'. A red box highlights the 'Actions' column for the first row, which contains a three-dot menu icon. A modal window titled 'Feedback Comments' is open, showing a text area for 'Comments' (0 / 1300 Characters), a 'Reference' dropdown menu with the text 'Has not been selected file.', and a 'Feedback file' section with a blue box indicating 'The file will be uploaded when you drag and drop to this area.'

Title	Submission start date	Submission end date	Actions
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]
[blurred]	[blurred]	[blurred]	[three dots]

- 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

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 the Information session in March 2024)

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.

- 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.