# APRIN e-Learning Program (eAPRIN)
# User's Manual

## Version 3.1

## Edition 3.2

April 1, 2019

Association for the Promotion of Research Integrity (APRIN)

# Contents

# 1 Initial Settings and Basic Operations

## 1.1 Logging In

Open the login screen of the APRIN e-Learning Program (eAPRIN).

**URL: https://edu.aprin.or.jp/**

Click [**Log in**].



Enter the user name (ID) and the password, and then click the [**Log in**] button.
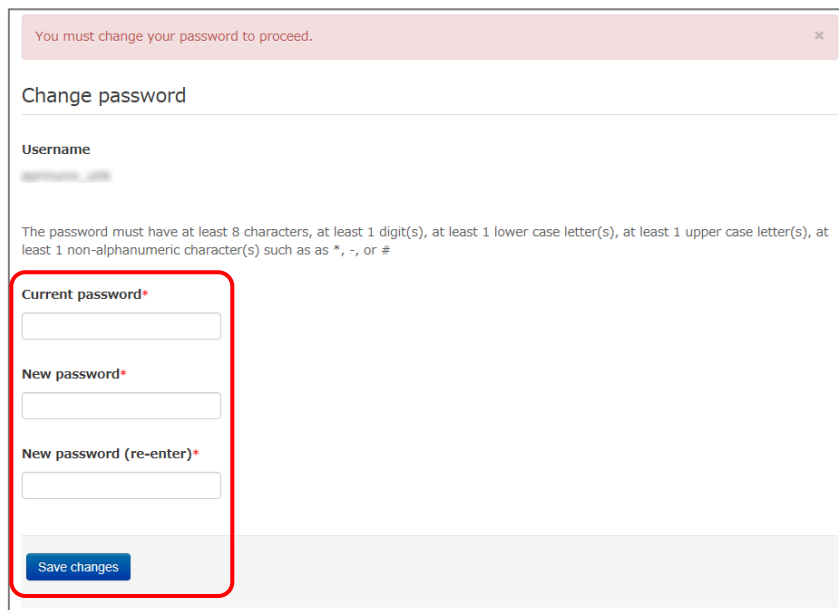
# 1.2 Things to Check at the First Login

When prompted to change password after your first login, set a new password according to the rules below. If the password edit screen does not appear, proceed to the next page.

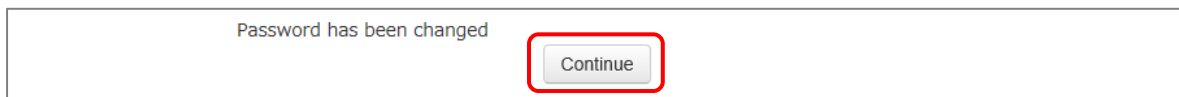> The password must be at least **eight characters**.
> - ✓ Include at least one **numerical character**.
> - ✓ Include at least one **lowercase letter**.
> - ✓ Include at least one **uppercase letter**.
> - ✓ Include at least one **non-alphanumeric character** such as *, -, and #.

Enter your current password and new password, then click the [**Save changes**] button.



When the message "Password has been changed" is displayed, press the [**Continue**] button.

The profile edit screen is displayed. Confirm that your first name, surname and email address are correct (change them if necessary). Make sure to check the instructions below, regarding email addresses. Set [Letter Size] here if necessary.

At the first login, confirm that the registered email address is correct.
- Make sure to register using an email address currently available. You must be able to receive emails to reset password, e.g., if you have forgotten your password. (Refer to "4 Troubleshooting.")
- Change to correct address when dummy address is set by default.

How to set Email Address
- Enter an e-mail address currently available.
- An e-mail address already registered on the system cannot be used. An error occurs if the email address you set is already registered on the system. If this happens, use a different email address.
- For updating e-mail address, receive confirmation e-mail send to new address and complete updating process.

**Test Aprin**

Expand all

Please confirm/edit the contents, and click the "Update profile" button below.
Please be sure to input items with * marks.

General

First name* ⑦

Test

Surname* ⑦

Aprin

Email address*

aprin_demo_0219@aprin.or.jp

**How to set Email address (Click to display)**

Letter size

Default ⌄

Check these settings and modify them if necessary. Register an email address currently available.

Change the letter size here if necessary.

Scroll down the profile edit screen until the [Course etc] is displayed.



Select [**Course Selection**].

- ■ When you are taking a course using your institution account, select the course specified by the administrator. <u>Skip this step if the course is already selected by the administrator when you are logged in.</u>
- ■ For researchers joining the JST adopted project, select only <u>one</u> JST course that suits your field of expertise out of JST Course (1)-(3), then select [Disclose] from the following drop-down menu for [Grade Disclosure].

Select [**User Attribution**].

- ■ Out of the five options "Other," "Undergraduate Student," "Graduate Student," "Teacher/Researcher," and "Clerical Staff," select the one that most closely applies to you.

Select [**Grade Disclosure**]. Read the instructions below, and then select either "Disclose" or "Do Not Disclose."

> - This is to certify for JST that you have taken the research ethics education when you participate in the JST adopted project.
>
> <span style="color:red">For members of the JST adopted project</span>
> - Select [Disclose], take the APRIN e-Learning Program, and then notify JST of the course completion report number issued.
> - The following information stated in the course completion report will be disclosed: issue date, institution, last name/first name, department, attended course, completion date, expiration date, course completion report number, attended modules, attendance date.

These profile settings can be edited later. Refer to "1.5 Changing the Profile and Course Selection".

When all fields are filled in, press the [**Update profile**] button.
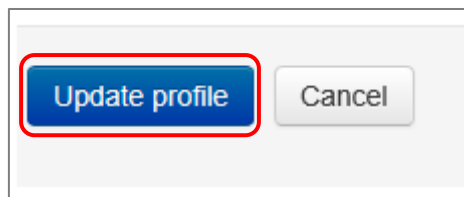
# 1.3 Main Menu

The main menu is displayed.

The main menu is the home screen of the APRIN e-Learning Program (eAPRIN).



| 1. Link to main menu | A link to this screen. You can return to this screen from each screen by clicking this link. |
|---|---|
| 2. Registered Information | Your unit name, department name, and department contact information is displayed. |
| 3. Announcements from APRIN | Notifications from APRIN are displayed. |
| 4. Announcements from your institution | Notifications from your unit or department are displayed. |
| 5. Course of Participants | Your currently selected courses are displayed. This is where you start when taking a course. For details, refer to "2 Taking a Course and Having a Course Completion Report Issued." |
| 6. User's menu | You can check on course status, course completion, and course completion reports. And you can take modules that are not included in courses. For details, refer to "3 Checking the Course Material List and History." |

# 1.4 Logging Out

Click the right end section of the top task bar where your name is displayed.
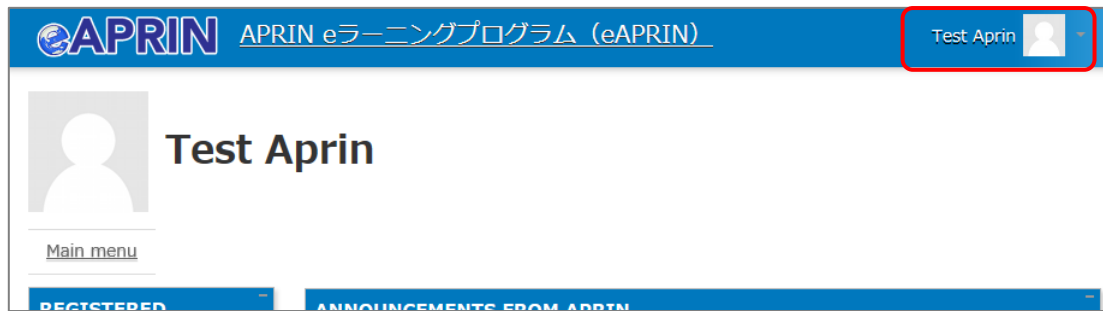


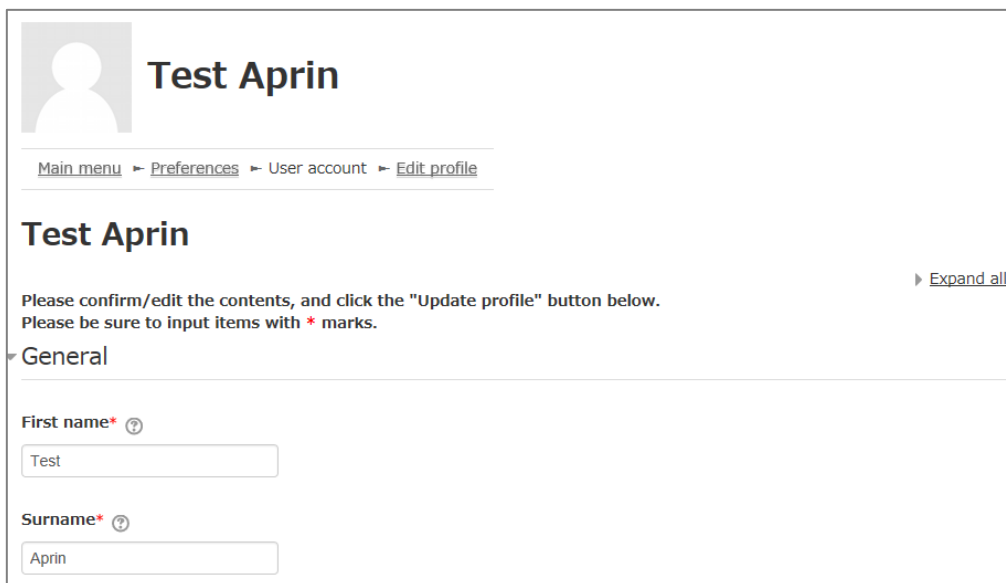The drop-down menu is displayed. Click "**Log out**" to log out of the system.
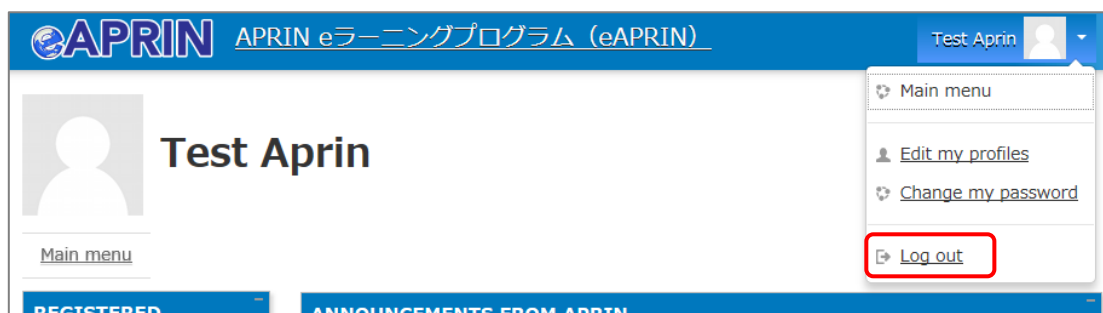
# 1.5 Changing the Profile and Course Selection

Log in to the system.

Click the [**Course selection (change of registered information)**] button at the far bottom of the "COURSE OF PARTICIPANTS" panel under the main menu.
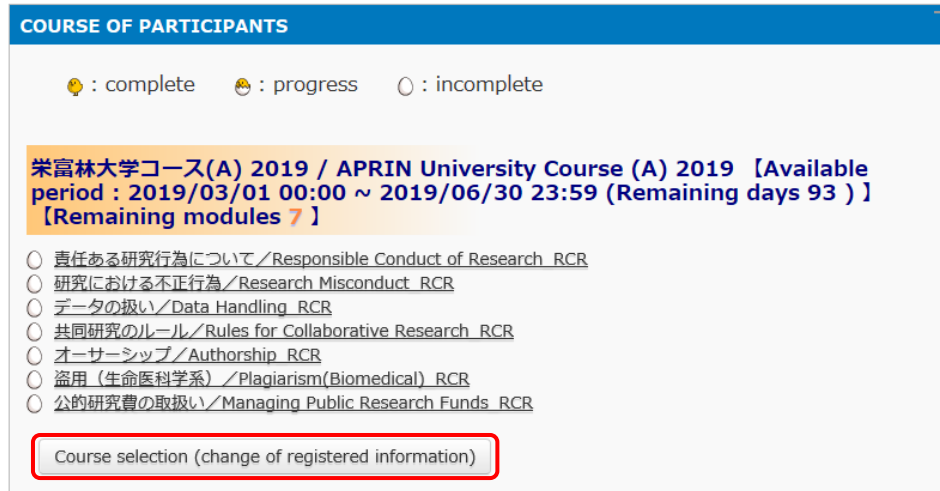


An edit screen for the profile that appeared when you initially logged in is displayed.



In addition to switching course, you can modify your name, email address, user attributes, and grade disclosure settings. After editing the information, click the [**Update profile**] button at the bottom of the page.
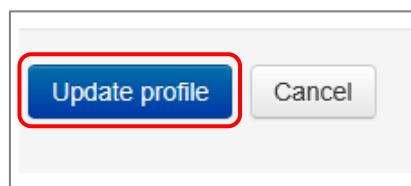
The profile edit screen can also be displayed by following the procedure below.

While logged in, open the menu at the top right of the screen, where your name is displayed.



Click "**Edit my profiles**".



The profile edit screen displayed.
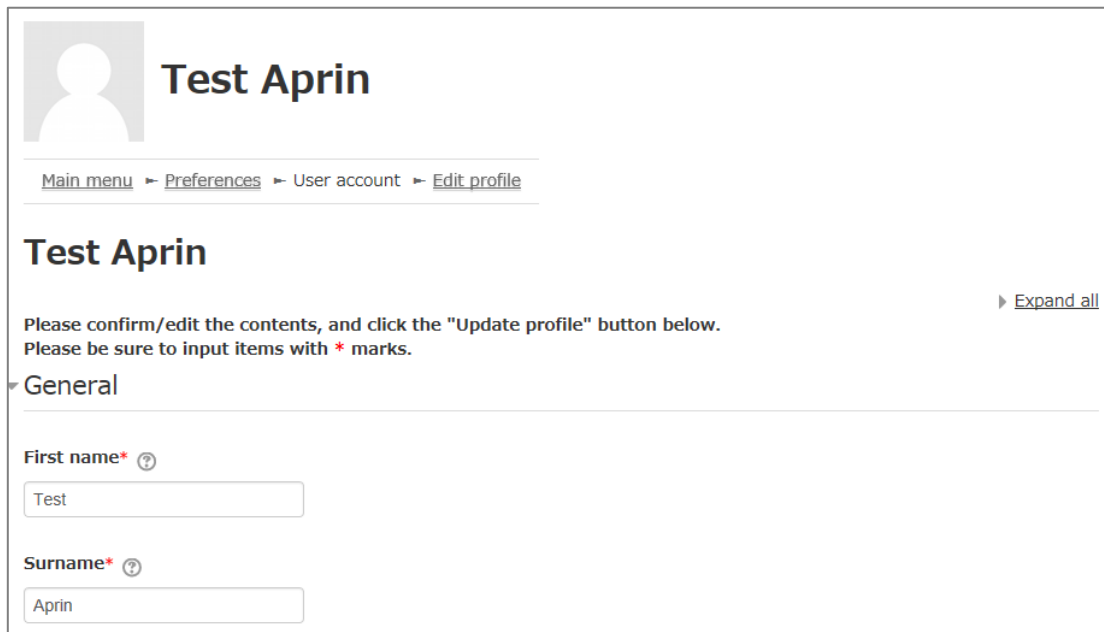
# 1.6 Changing the Password
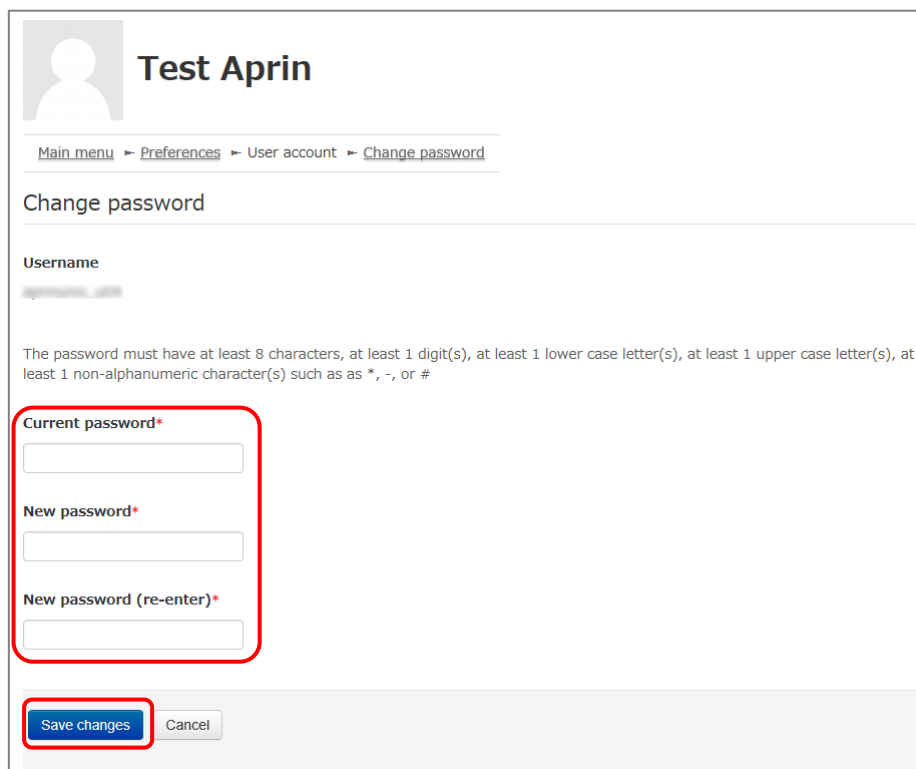
While logged in, open the menu at the top right of the screen, where your name is displayed.
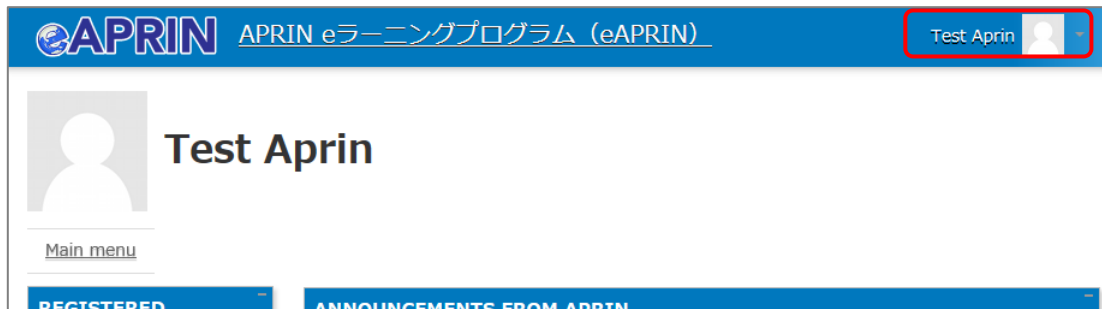


Click "**Change my password**."
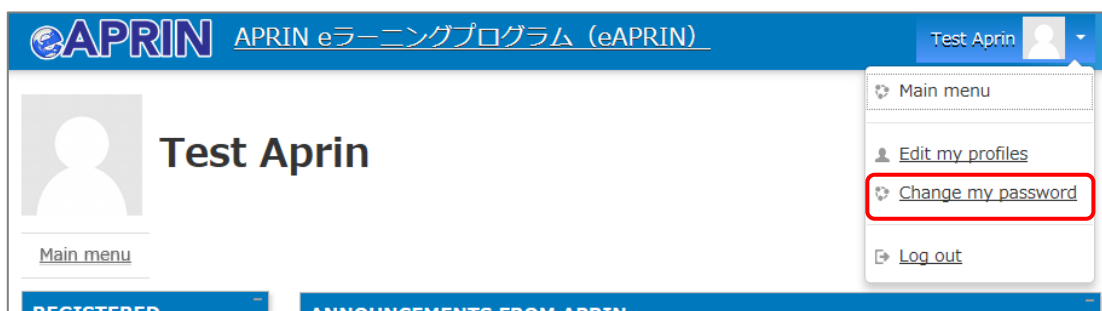


The password edit screen opens. Set a new password and click the [**Save changes**] button.

# 2 Taking a Course and Having a Course Completion Report Issued

## 2.1 Taking a Module

Log in to the system and display the main menu. Check "COURSE OF PARTICIPANTS."

Name of the selected course.

The **study status** of each module is displayed using egg and chick icons.

The course **available period** is displayed. All modules in the course must be completed within the available period. The courses without an available period are displayed "Unlimited."

These are the **modules** necessary for course completion.
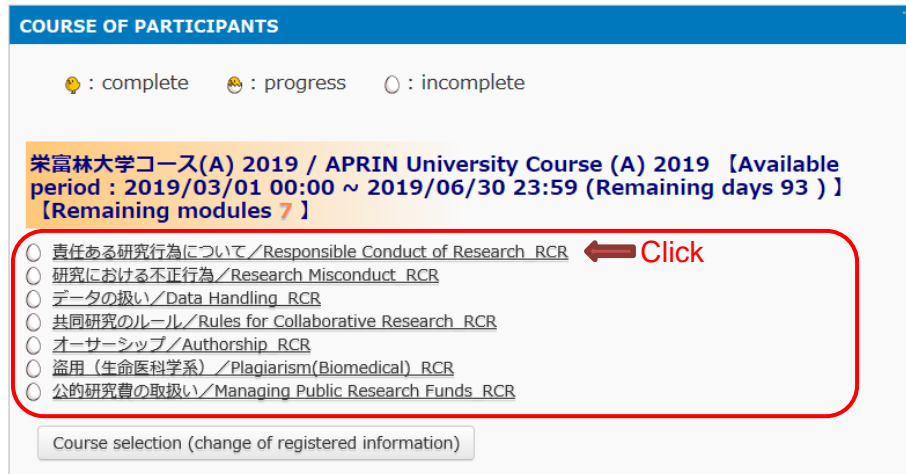
**[About study status]**

🐤 : complete     🐣 : progress     ○ : incomplete

If you **score 80 points or more** on the quiz for any module **within the course available period**, the module will be denoted as "Completed" (chick).

However, even if you score 80 points or more, if you did not take the module within the course available period, it will remain "Incomplete" (egg).

Click a module you want to take.



Click the [**Read the text**] button.



The language selection page is displayed if the English version of the module is provided.
Select a language.

The text is displayed. Use the text for your learning purposes.



When you reach the end of the page, click the [**Take the quiz**] button at the bottom.



The quiz screen is displayed.
Answer all the questions, and then click the "**Finish**" button.



The confirmation screen is displayed. To return to the quiz click "Cancel." To proceed, click [**Finish**].

The review page is displayed. **At least 80%** is required to pass the quiz.
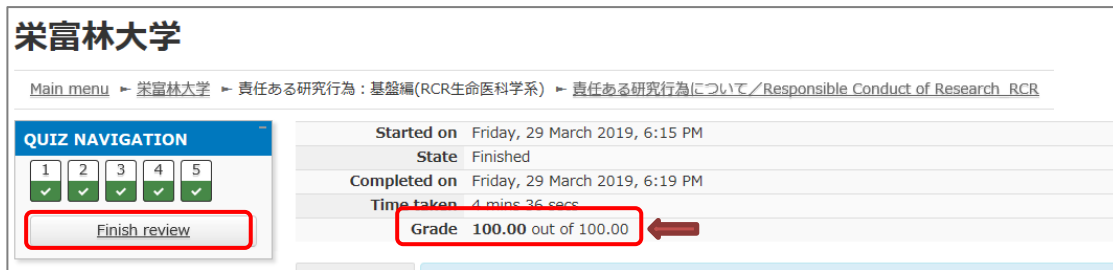


To finish review, click the [Finish review] button at the bottom right, or click [Finish review] under "QUIZ NAVIGATION" at the top left.



Return to the main menu.

If you do not pass a module, you can click the module name to try the quiz again.

If you pass a module, check that the status for the module is shown as "Completed" (chick).

If you have passed a module, but its status remains "Incomplete" (egg), check the course available period again.



Proceed to the next module in the same way.

# 2.2 Completing a Course/Having a Course Completion Report Issued

If you complete a course, by completing all the modules in the course within the course available period (scoring 80 points or more on the quiz for each module), 【Remaining modules X】 to the right of the course name will change to **【Click to issue a course completion report】**.

If you need to get a course completion report issued, follow the procedure below.

Click **【Click to issue a course completion report】.**



\* We are conducting a survey regarding e-Learning. If you would like to answer our survey, please click the [Answer the survey] link. We value your opinion to further improve the usability of our system.

The course completion report will be displayed on a different screen. It can be downloaded as a PDF file.

# 3 Checking the Course Material List and History

## 3.1 Taking Modules Not Included in a Course

- ■ You are free to take any of the course materials offered by APRIN.
- ■ Course completion reports are issued only for each course (a group of modules set by the grade administrator). <u>No course completion report can be issued for separately taken modules</u>.

Click "**Module list**" from "**USER'S MENU**" at the bottom left of the main menu.

The Module List will be displayed. Click the name of the module you want to take.

# 栄富林大学

💬 アナウンスメント

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## 責任ある研究行為：基盤編（RCR）

✔️ 責任ある研究行為について／Responsible Conduct of Research_RCR

✔️ 研究における不正行為／Research Misconduct_RCR

✔️ データの扱い／Data Handling_RCR

# 3.2 Checking Study History and Past Completion Report

Go to the main menu. Check "**USER'S MENU**" at the bottom left.



Click "**Grade check list**" to see your study history for each module.

The latest summary of your grades and study time is displayed. Please note that once you have passed a module (with a score of 80 or more), your score will no longer be updated to show any lower than a score of 80 or more.

Click "**Course completion report list**" to view a list of all the completion reports you have obtained up to now.

## Course completion report list

【Name】 Aprin Test

| Completion report No. | Courses | Validity | Redisplay report |
|---|---|---|---|
| AP0000100704 | 栄富林大学コース(A) 2019 / APRIN University Course (A) 2019 | 2024/06/30 | Redisplay report |

# 4 Troubleshooting

Please see the [REGISTERED INFORMATION] pane of the main menu for contact information of the grade administrator of your institution /department.
(Refer to "1.3 Main Menu".)

**Frequently asked questions**

<u>I have not received an email notifying me of the user name (ID) and password.</u>
<u>I accidentally deleted the email notifying me of the user name (ID) and password.</u>
<u>I forgot my user name (ID) and password.</u>
→ Click [Forgot Username or Password?] under the Login button to reset the password.
　*To use this function, your registered email address must be currently available.



<u>My account is locked due to wrong password attempts.</u>
→ An email titled "Your account has been locked." will be sent to the registered email address. Click the URL in the email to log in to the system. Your account will be unlocked.