CLE 授業支援システム
Collaboration and Learning Environment

CLE 活用ハンドブック（学生用）

大阪大学

大阪大学 サイバーメディアセンター

大阪大学

CLE

Osaka University CLE is a learning support system. With an internet connection, you can use this system anywhere.

CLE Features about Taking Classes

Only the following 8 essential features are involved in taking classes. Let's check how to use them with actual operation.

Recommended Environment (Supported Browsers)

To use CLE, You need a device that connects to the internet and one of the following browsers.

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

  ※ Internet Explorer is NOT available

From Mobile Devices

You also can use **Blackboard** app (available on iPhone, iPad, Android). Please search for "**Blackboard**" on the App Store or Google Play Store and install the app. However, there are some features which aren't available from the mobile app, so we recommend using the system through PC.

Details of the app are on Blackboard Help Center
https://help.blackboard.com/Blackboard_App
※アプリケーションは随時更新されますので適宜参照ください

1. Log in

Log in to CLE

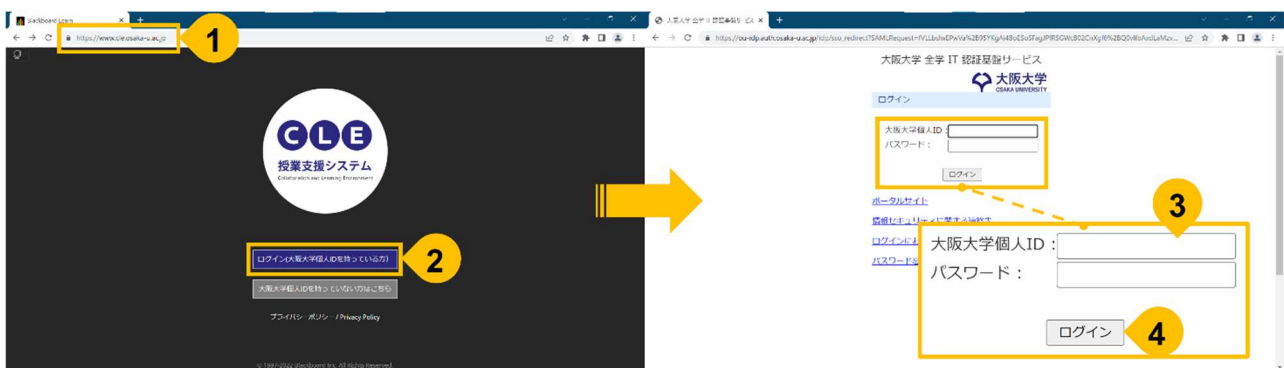There are two ways to log in to CLE.

A. Via My Handai

Log in to My Handai, then click the CLE button on the right side of the page.

My Handai : **https://my.osaka-u.ac.jp/**

B. Enter the URL directly into your browser's address bar

1. Enter **https://www.cle.osaka-u.ac.jp/** into the address bar and press Enter key.
2. Click **[ログイン(大阪大学個人 ID)を持っている方]**.
3. On the login page type your Osaka University Personal ID into **[大阪大学個人 ID]** and your account password into **[パスワード]**.
4. Click **[ログイン]**

2. Access Courses

Top Page (Institution Page)
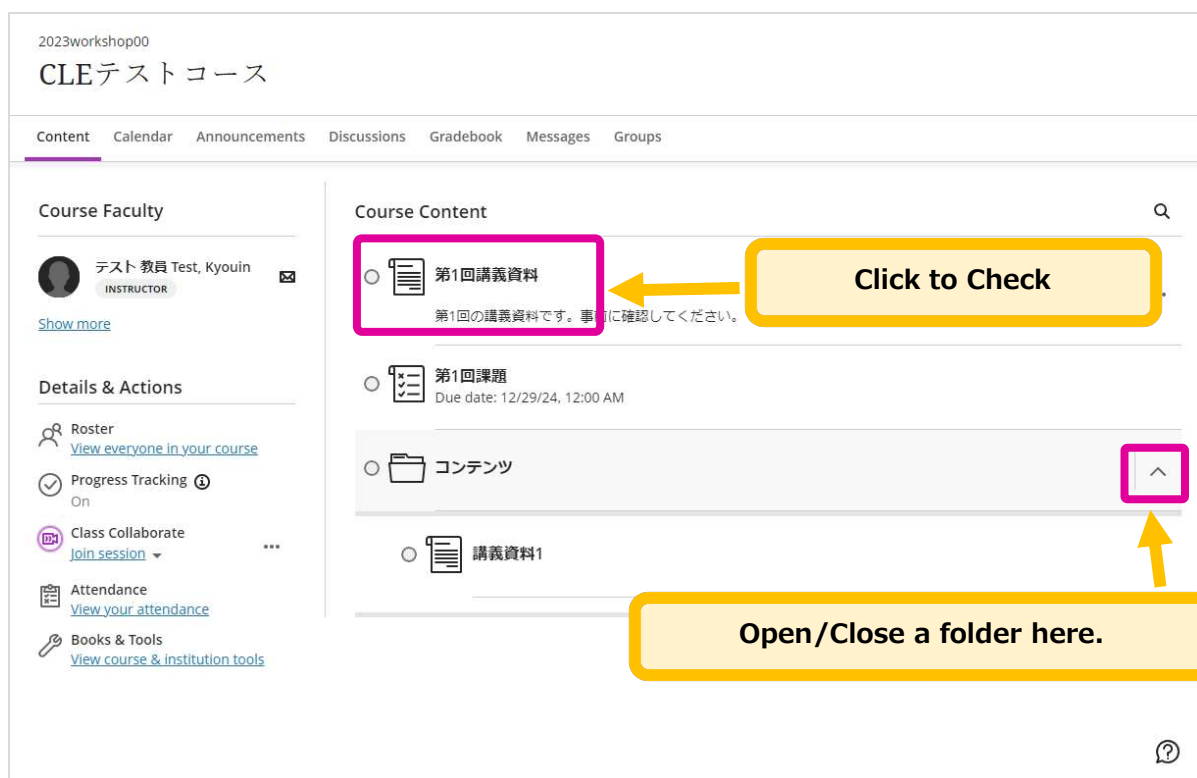
After logging in, the Institution Page will be displayed.

1. To access courses, click [Course] on the side bar and choose the course you want to access.

Click [Courses]

Log out

The List of courses you're taking is displayed here.
Click the name of the course you want to access.

Courses you're taking

3. Check Class Materials

Check Class Materials

Course Content is on the top of the course. There are links of class materials in this area, and you can check the materials by clicking them.
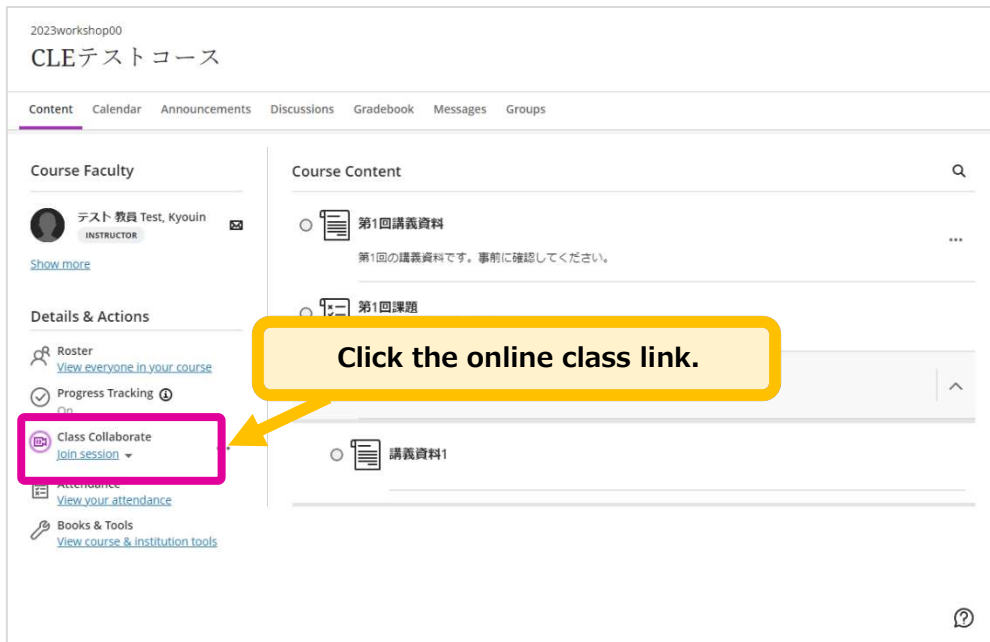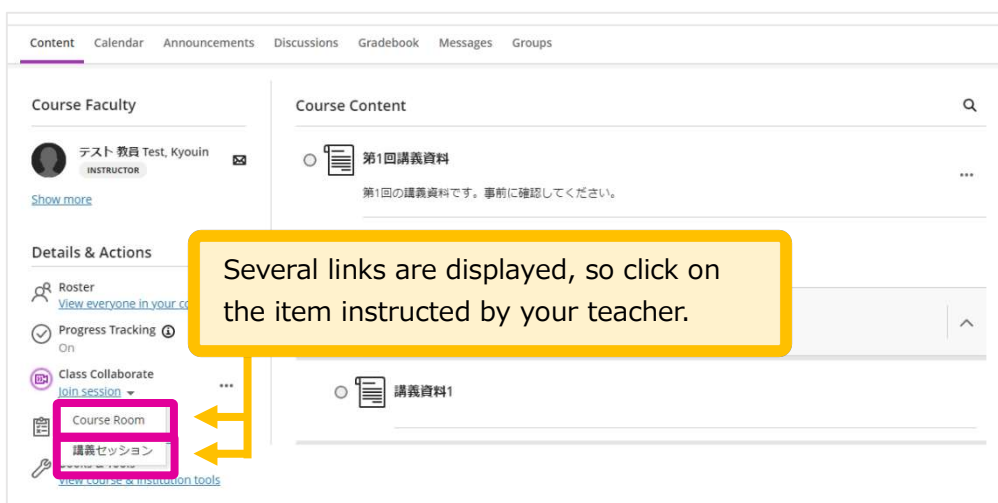
4. Attend Online Classes

Attend Online Classes

Here we describe about "Class Collaborate", which is supported by Cyber Media Center.

If the other system is designated by your teacher, follow the teacher's instructions.

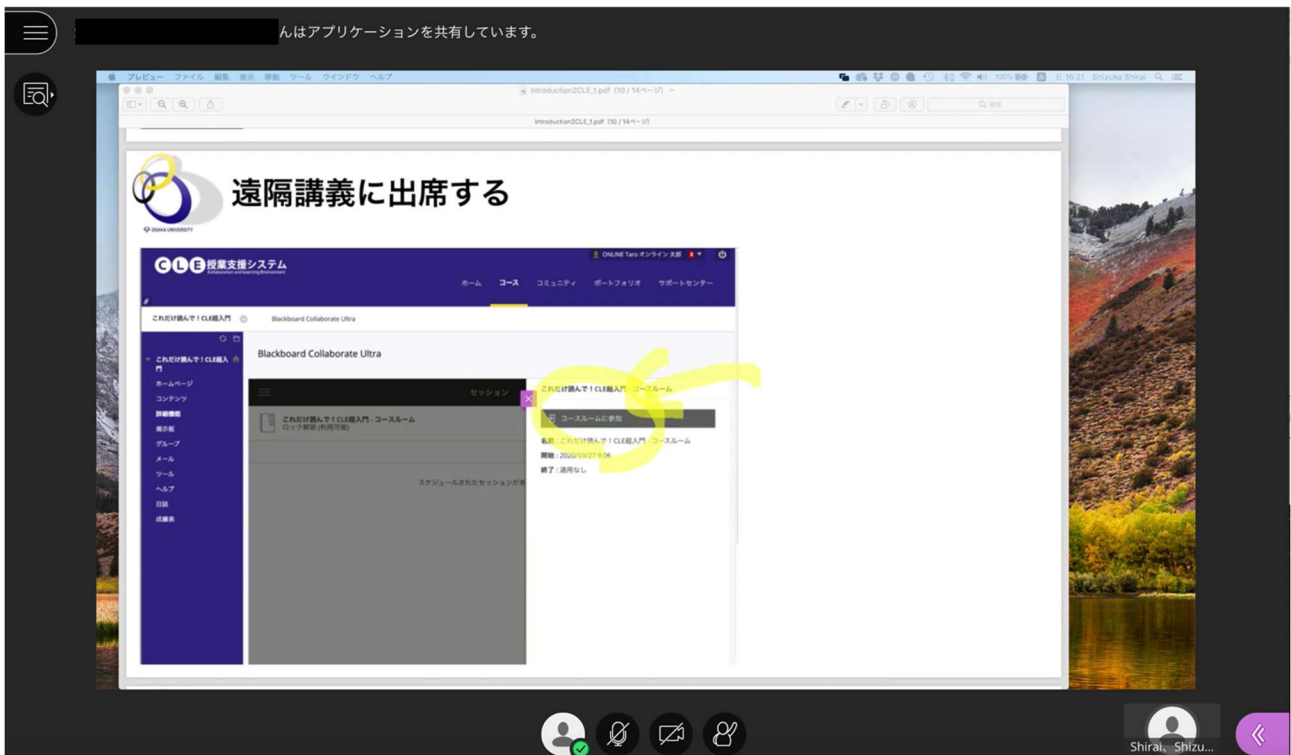1. Click "Join session" to attend an online class.

Click the online class link.

2. The session list will be opened, so click on the item instructed by your teacher.

Several links are displayed, so click on the item instructed by your teacher.
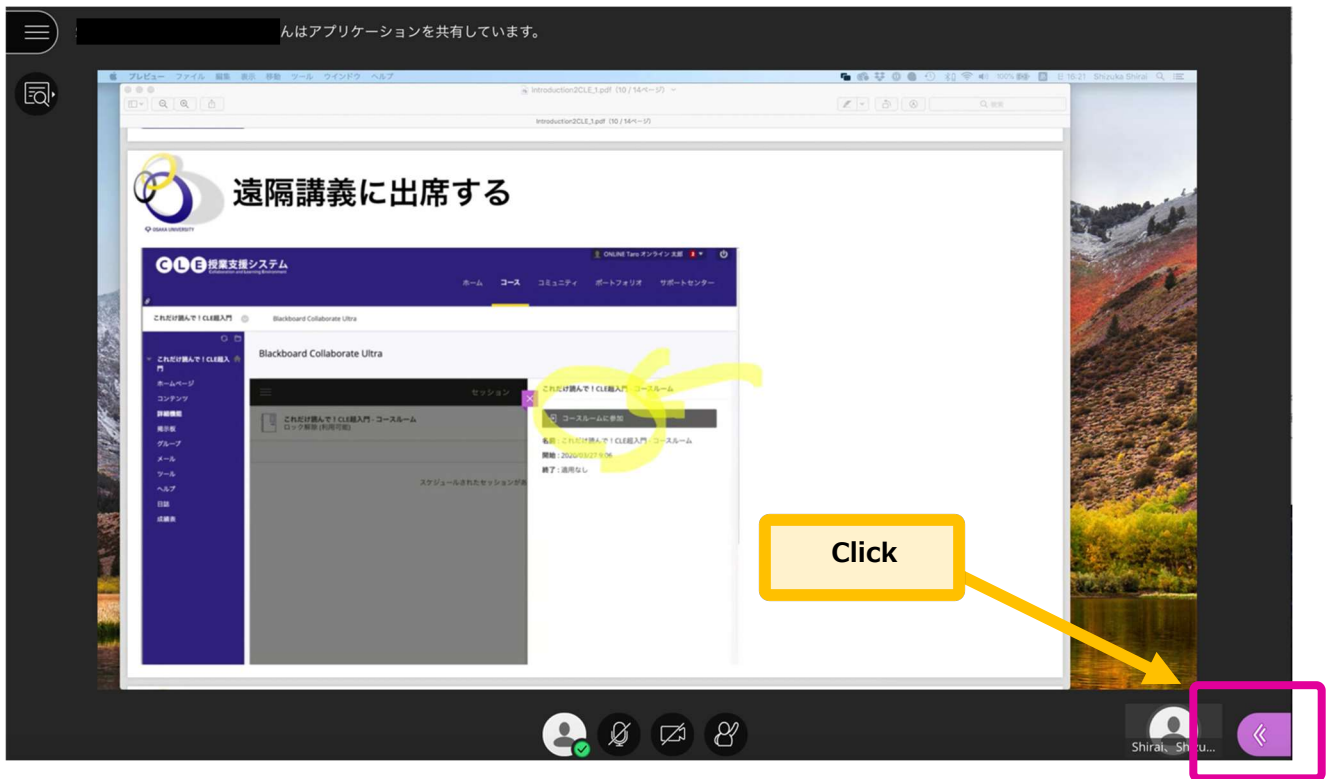
3. The online class page will be opened.

　※ The following figure shows how the screen sharing works. If no screen is shared, a black screen will be displayed.
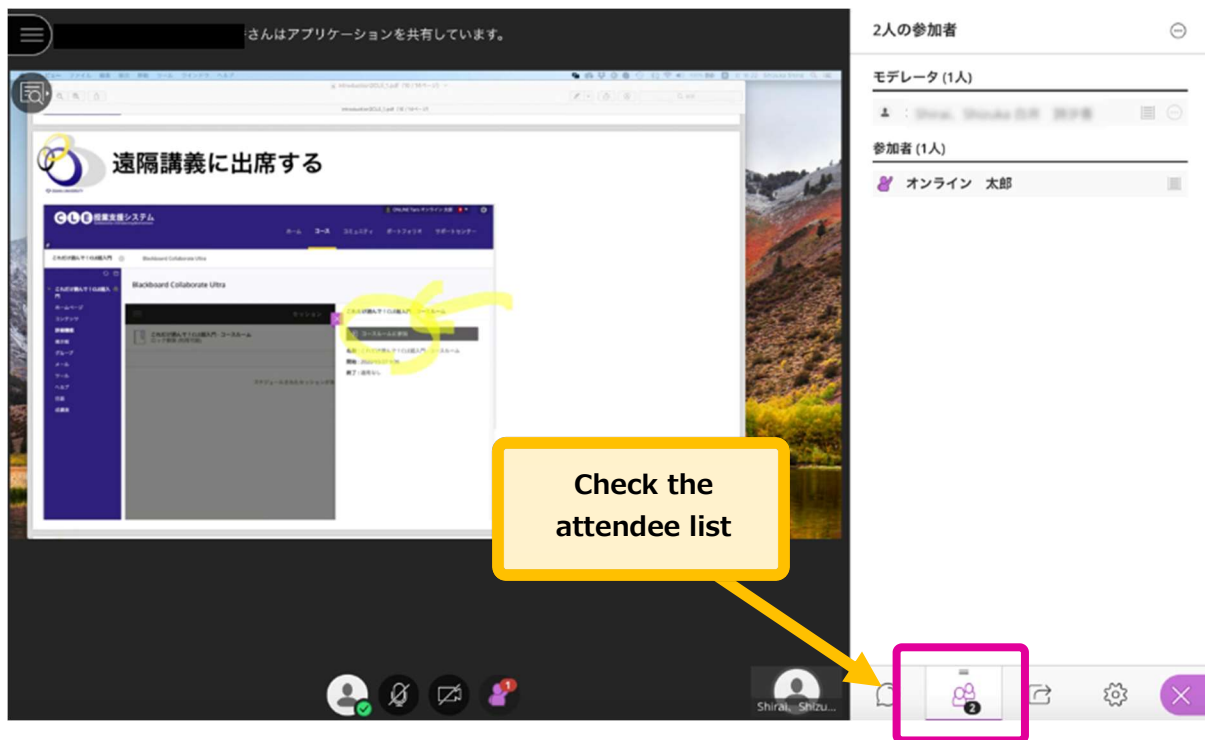
Check Attendee List

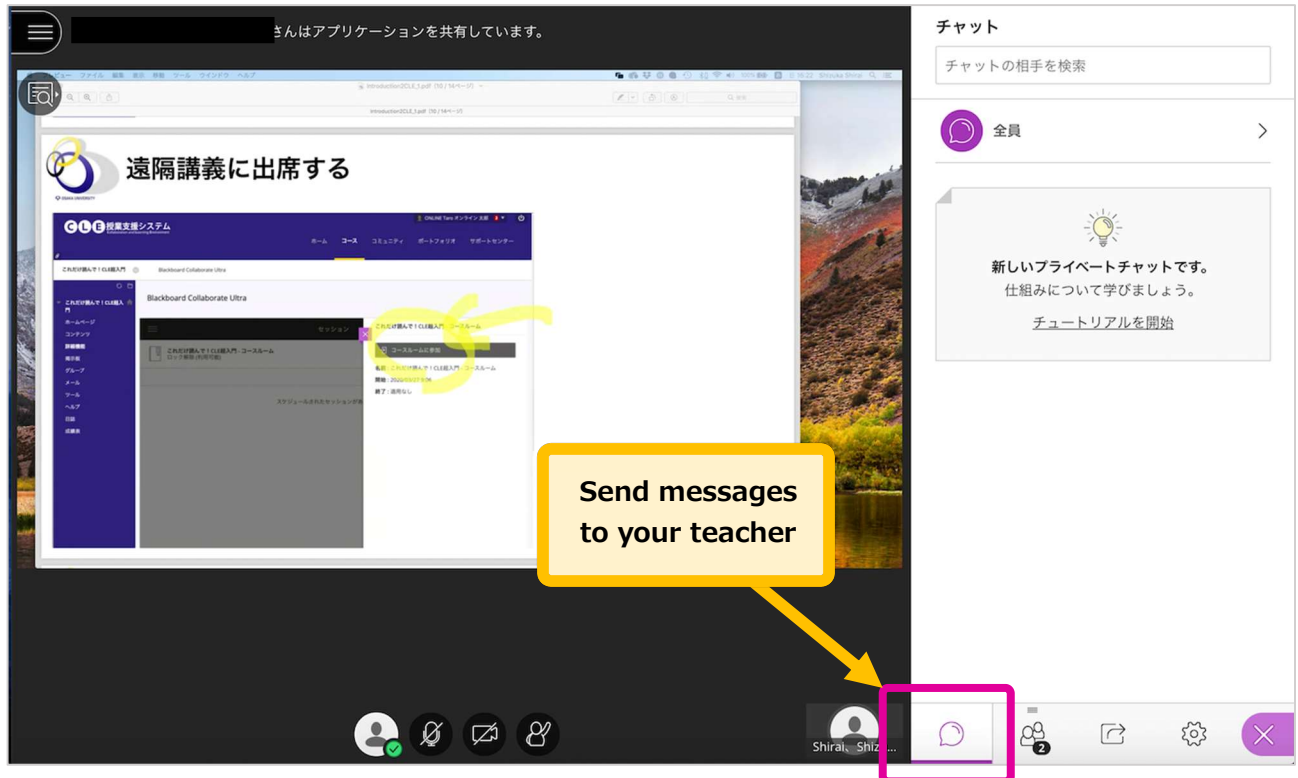1. Click on the button located right below the screen.

2. The menu bar is shown on the right side of the screen. Click on the second left people icon and the attendee list will be displayed.
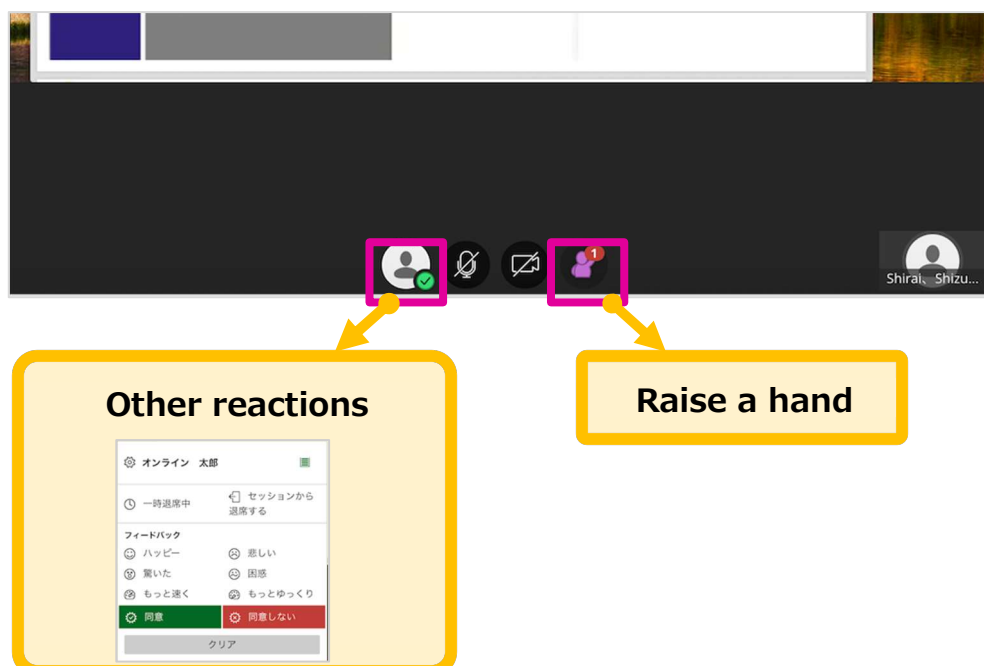
Send a Message to Your Teacher

You can use the chat feature by clicking the leftmost icon.

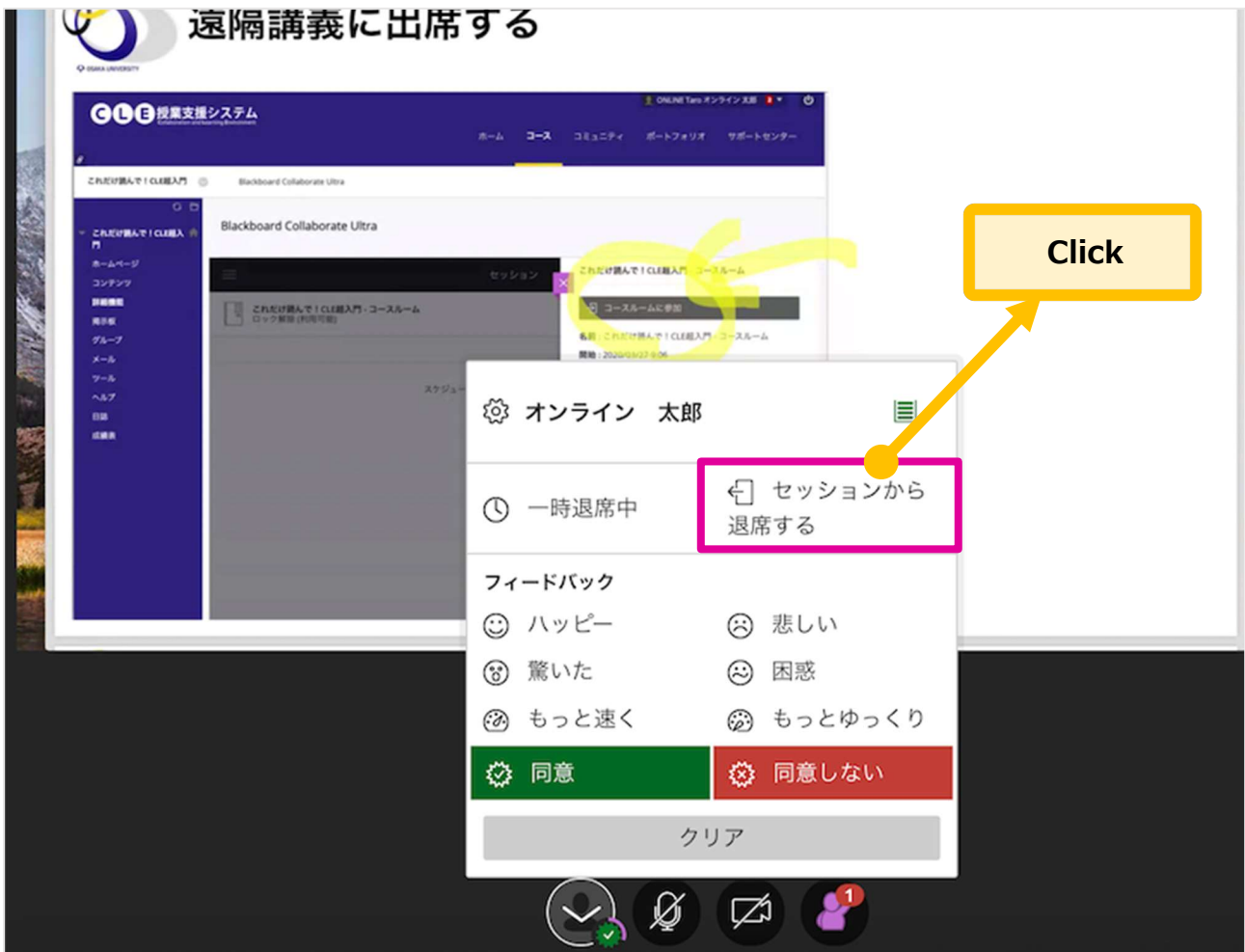**Send messages to your teacher**

Send a Reaction to Your Teacher

You can send reactions to your teacher by clicking the leftmost icon on the below screen. Reactions sent by other attendees can be checked on the attendee list.

Other reactions

Raise a hand

Leave the Class（Back to the Previous Page）

Open the menu by clicking the left most icon on the below screen and click ［セッションから退席する］ to leave the class.

Trouble Shooting

If you encounter any issues, such as connection errors or audio problems, refer to the following manual and check your PC settings.
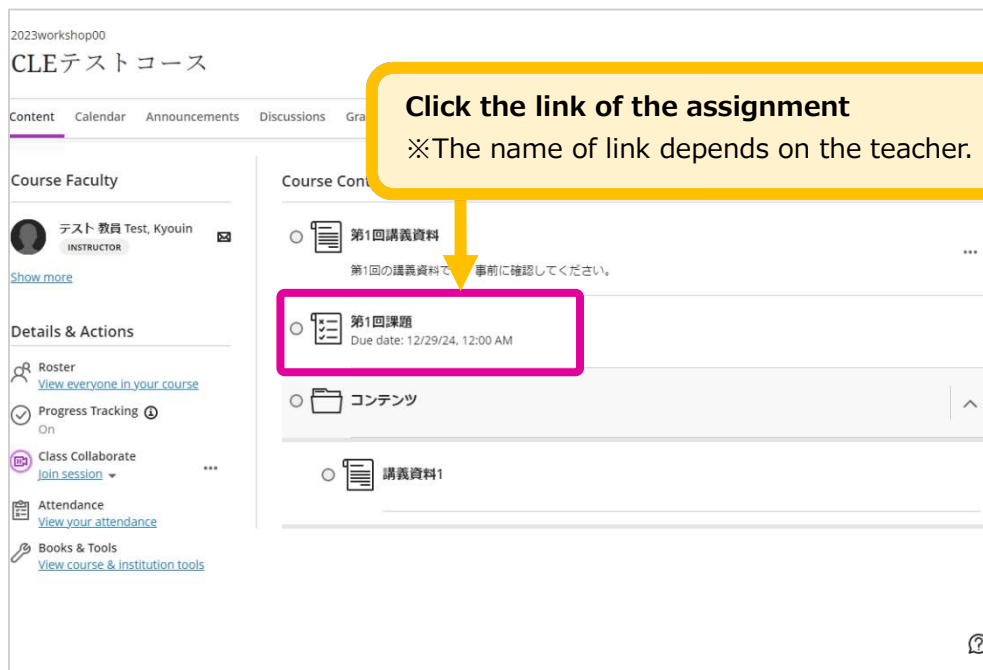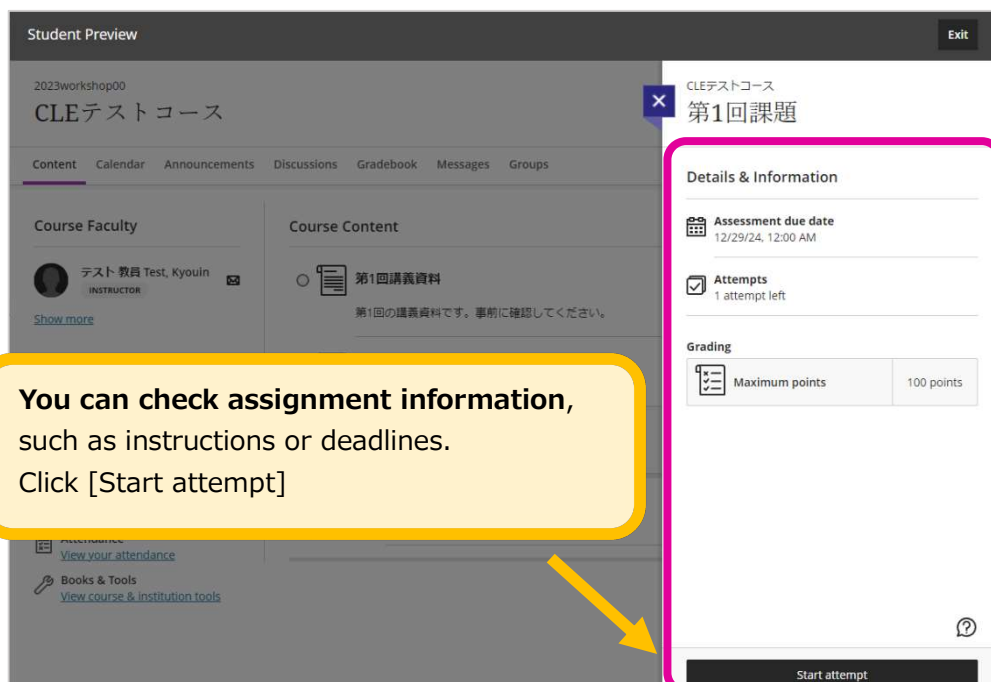
About Class Collaborate (for students)

5. Submit Assignment

Submit Assignment

1. Click the link of the assignment in the Course Content area.

Click the link of the assignment
※The name of link depends on the teacher.

2. Assignment submission page will be displayed.

You can check assignment information,
such as instructions or deadlines.
Click [Start attempt]

3. Prepare for the submission.

A. Submit text, such as impressions of the class.

Click 　[**Text Area**] ❶ and enter the text.

B. Submit files, such as Word documents or Excel sheets
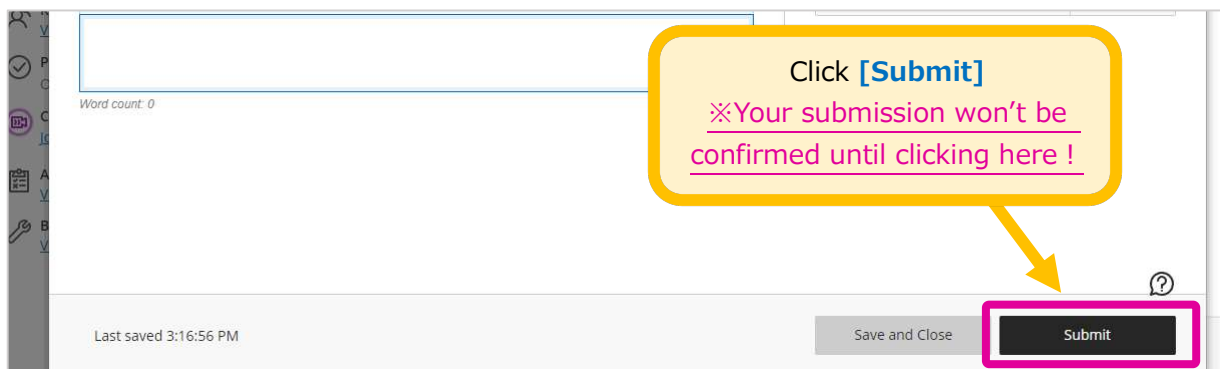
Drag and drop the file into [**Text Area**] ❶

[**Click**] 　[**Attachment**] ❷ and choose files which you want to attach.

※　If you want to delete attached files, click [**Trash Bin**] **icon**.

※　When you submit Word documents or Excel sheets, make sure to close the applications before submission. If you submit them without closing the apps, empty data will be sent.

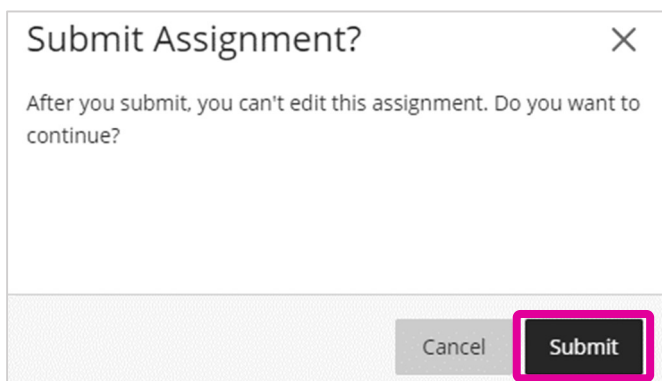※　If you want to send messages to your teacher, send via [**コメントの追加**]❸.
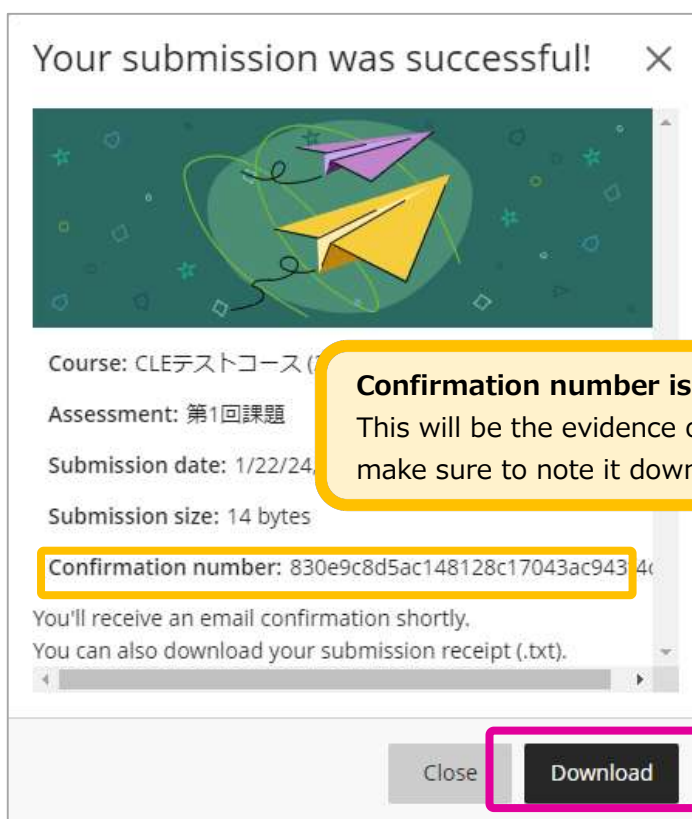

4. If you are ready to submission, click [**Submit**] .

　Also, you can save by clicking [**Save and Close**] and restart submission later.

Click [**Submit**]
※Your submission won't be confirmed until clicking here !

5. The confirmation dialog will be displayed, then click **[Submit]** .

If you click **[Cancel]** , you can go back to the previous page.

6. When your submission is successful, the message will be displayed. Please note down
「Confirmation number」 or click **[Download]** to download a text file.
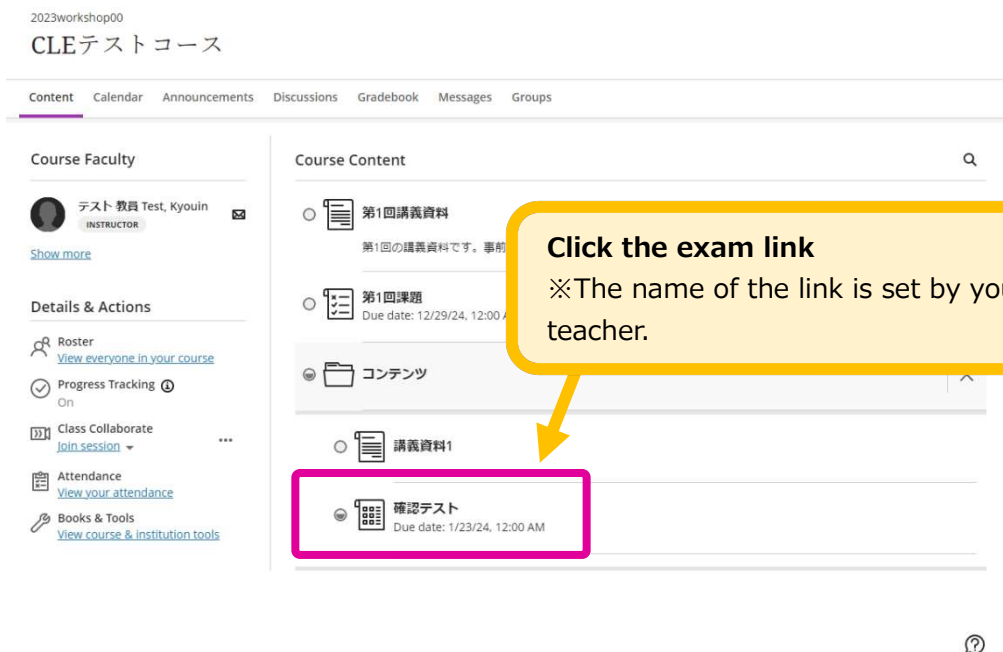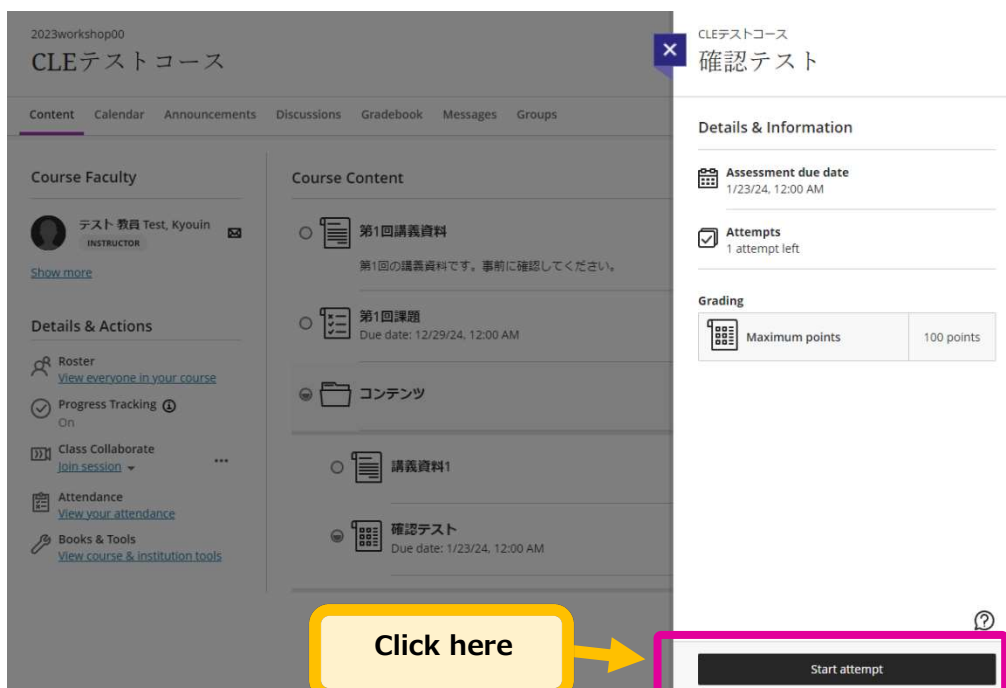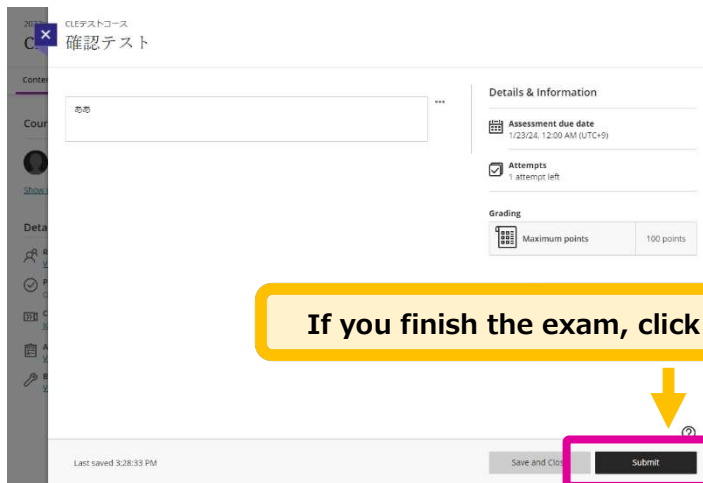
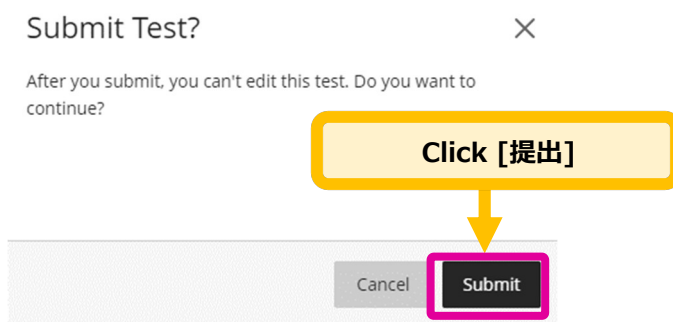## Take Exams

1. Click the exam link in the content area.

2. Descriptions（e.g. how many times you can take the exam, or the time limit） is displayed, so please be sure to check it. If you're ready to the exam, click ［Start attempt］.
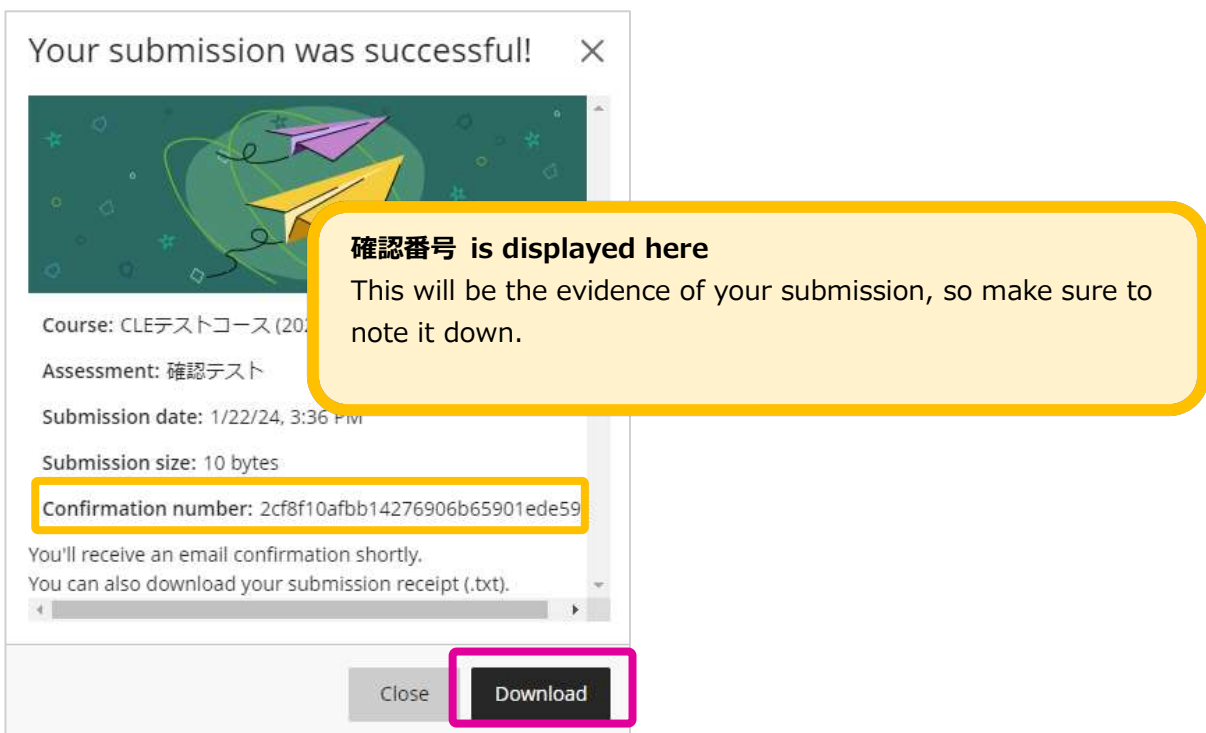
3. If you finish the exam, click [Submit]. If you want to save your progress, click [Save and Close] .

If you finish the exam, click here.

4. The confirmation message will be displayed before your submission is confirmed. Click [Submit] to confirm your submission. If you want to cancel, click [Cancel] .

Submit Test?

After you submit, you can't edit this test. Do you want to continue?

Click [提出]

5. When your submission is successful, the message will be displayed. Please note down [Confirmation number]or click [Download] to download a text file.
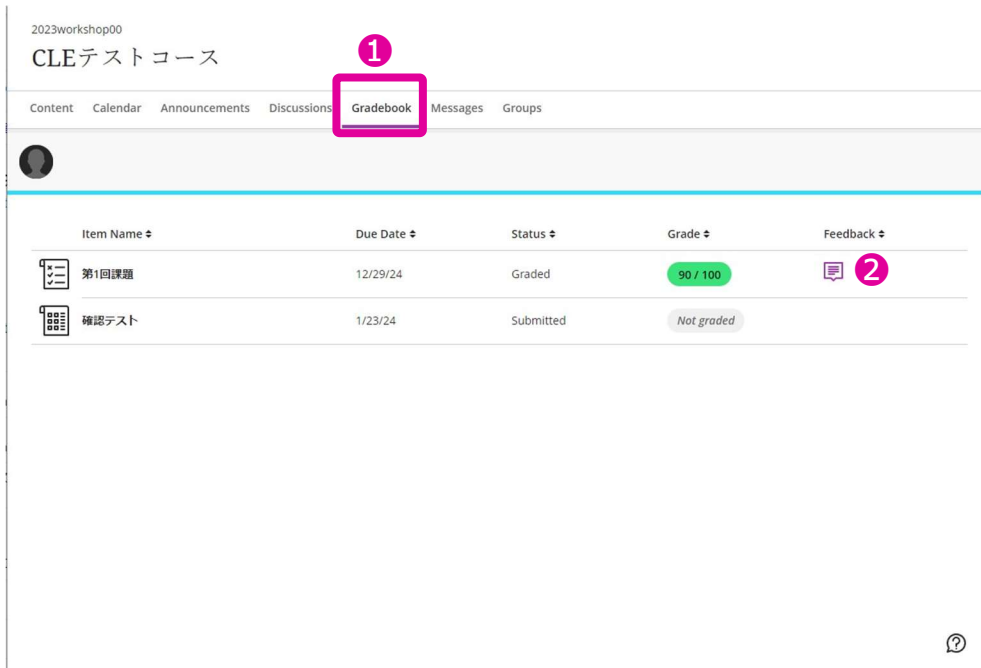

Your submission was successful!

Course: CLEテストコース (20...
Assessment: 確認テスト
Submission date: 1/22/24, 3:36 PM
Submission size: 10 bytes
Confirmation number: 2cf8f10afbb14276906b65901ede59

You'll receive an email confirmation shortly.
You can also download your submission receipt (.txt).

確認番号 is displayed here
This will be the evidence of your submission, so make sure to note it down.
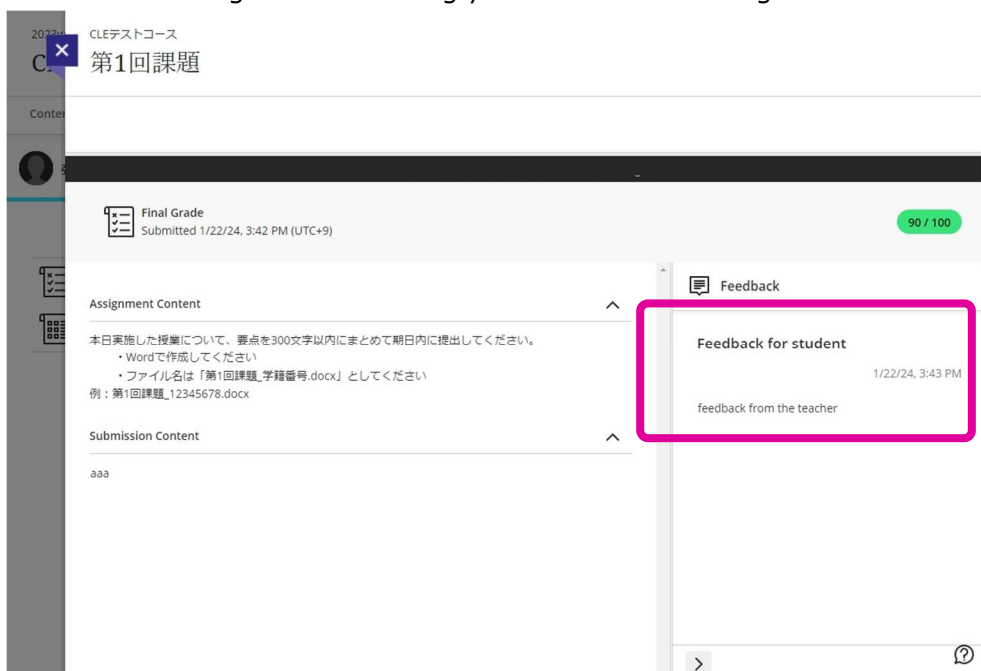
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7. Check Your Grade

Check Your Grade

You can check the results of assignments or exams in Gradebook.

1. Clicking「**Gradebook**」❶, you can check the scores of assignments or exams and whether you submitted each assignment or not.

2. If there are 🗨**marks**❷ , be sure to click them and check the feedback from your teacher. Your teacher might be instructing you to submit the assignment or take the exam again.

3. By clicking **the name of item❸**, you can check the detail of your submission or exam.

   To check your answers or feedback from your teacher, click **あなたの成績❹**.

8. Contact Teachers or TAs

Ways to Contact Teachers or TAs

There are 2 ways to contact teachers or Tas.

    A.   Discussions

    B.   Messages

Discussions

1. **Click ［Discussions］❶** and access the discussions page, then click **the title of the forum❷** you want to access.

   Note that some classes don't have any forum. If you want one, please ask your teacher.

2. Click **［Type a response］❶**

3. Write down your message to **the text area❶**, then click **[送信]❷** to submit.

Messages

1. **Click 〔Messages〕❶** and **〔New Message〕❷.**

2. Choose recipients on **[Recipients]❶**, fill **[Message]❷** area, click **[Send]❸** to send message.

3. The messages you sent or received are listed in Course Messages area.