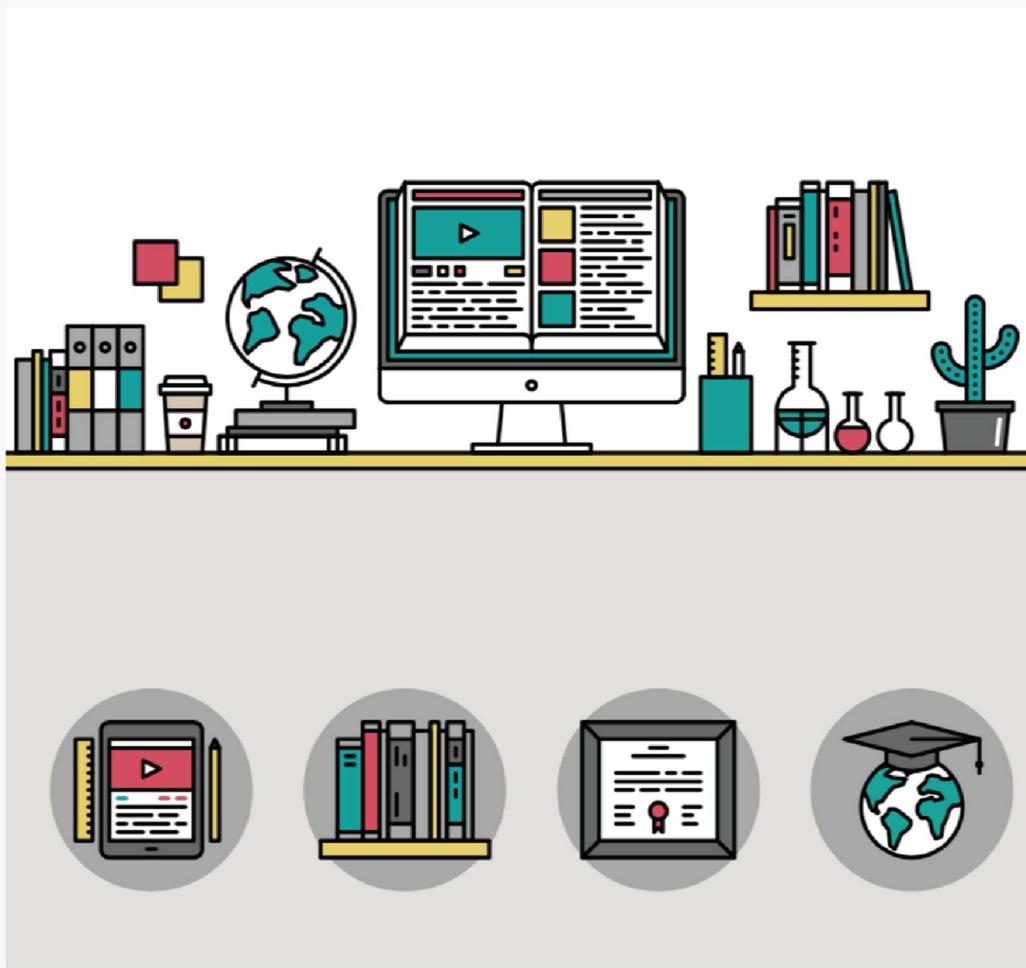




CLE 活用ハンドブック（学生用）



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.

1. Log in [\(p.2\)](#)
2. Access Courses [\(p.3\)](#)
3. Check Class Materials [\(p.4\)](#)
4. Attend Online Classes [\(P.5-8\)](#)
5. Submit Assignments [\(p.9-12\)](#)
6. Take Exams [\(p.13-14\)](#)
7. Check Your Grade [\(p.15-16\)](#)
8. Contact Teachers and TAs [\(p.17-20\)](#)

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隨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

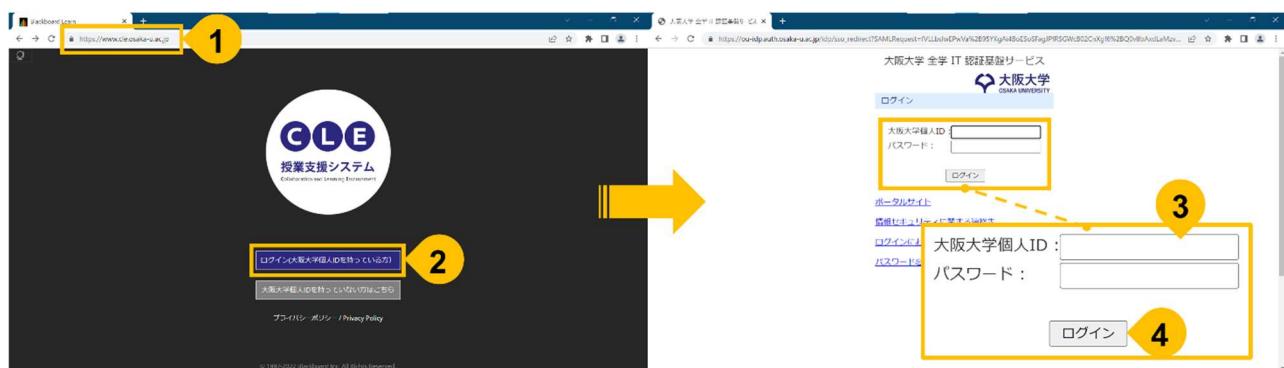
Log in to My Handai, then click the CLE button on the right side of the page.

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.

The screenshot illustrates the process of accessing courses from the CLE Institution Page. It shows two browser windows: the top window is the 'Institution Page' and the bottom window is the 'Courses' page.

Institution Page (Top Window):

- The left sidebar has a 'Courses' icon with a yellow arrow pointing to it, and a 'Log out' button highlighted with a pink box.
- The main content area shows 'New Information' and a 'Courses' section.
- A yellow box with the text 'Click [Courses]' is overlaid on the 'Courses' section.

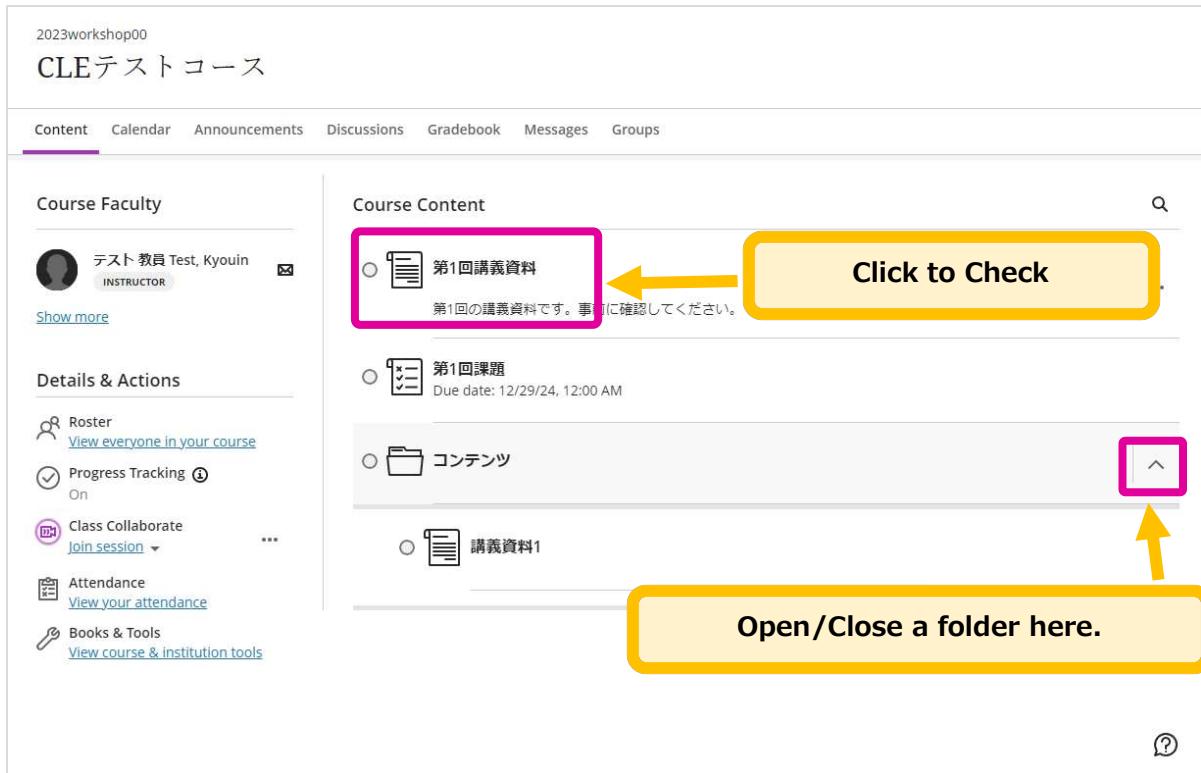
Courses Page (Bottom Window):

- The left sidebar has a 'Courses' icon highlighted with a pink box.
- The main content area shows the 'Courses' section with a pink box around the 'Courses you're taking' heading.
- A yellow box with the text 'The List of courses you're taking is displayed here. Click the name of the course you want to access.' is overlaid on the 'Courses you're taking' section.
- A pink box highlights the 'Courses you're taking' heading.

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.



2023workshop00
CLEテストコース

Content Calendar Announcements Discussions Gradebook Messages Groups

Course Faculty

テスト 教員 Test, Kyouin
INSTRUCTOR

Show more

Details & Actions

Roster View everyone in your course

Progress Tracking ① On

Class Collaborate Join session

Attendance View your attendance

Books & Tools View course & Institution tools

Course Content

第1回講義資料
第1回の講義資料です。事前に確認してください。

第1回課題 Due date: 12/29/24, 12:00 AM

コンテンツ

講義資料1

Click to Check

Open/Close a folder here.

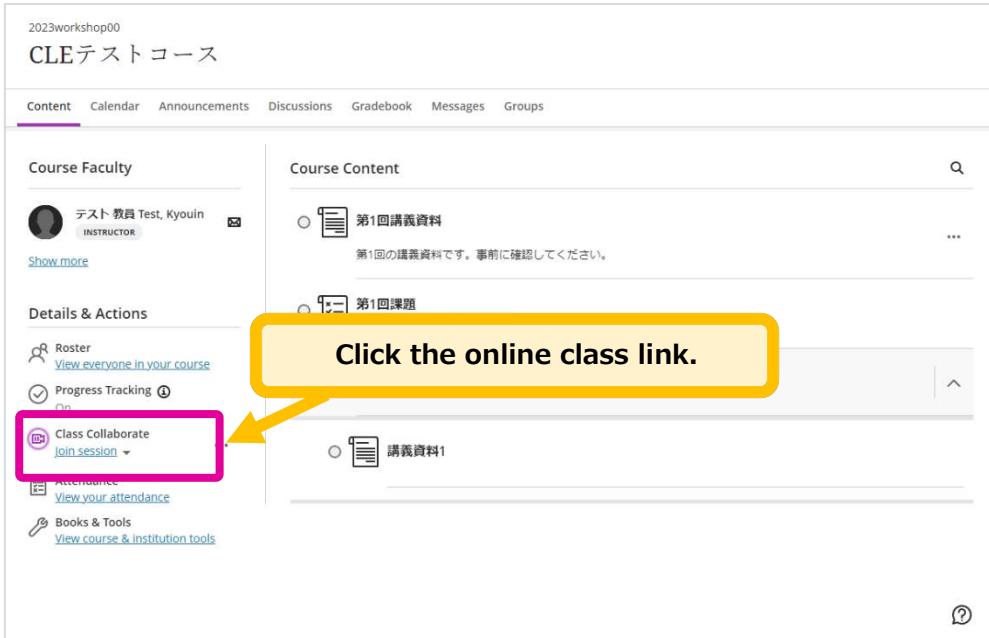
4. Attend Online Classes

Attend Online Classes

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

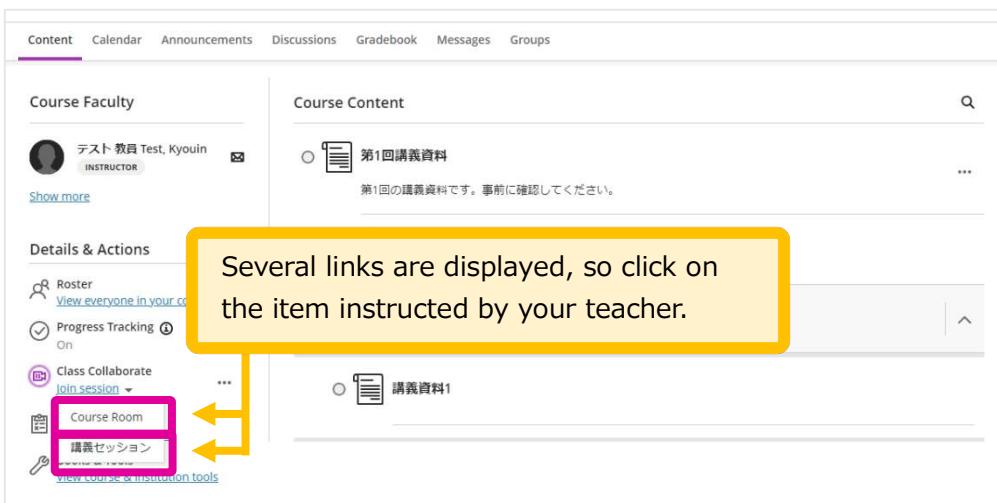
If the other system is designated by your teacher, follow the teacher’s instructions.

1. Click “Join session” to attend an online class.



The screenshot shows the 'Course Content' section of a course titled 'CLE テスト コース'. In the 'Details & Actions' sidebar, the 'Class Collaborate' section is highlighted with a red box and a yellow arrow pointing to it. A yellow callout box contains the text: 'Click the online class link.' The 'Class Collaborate' section includes a 'Join session' button.

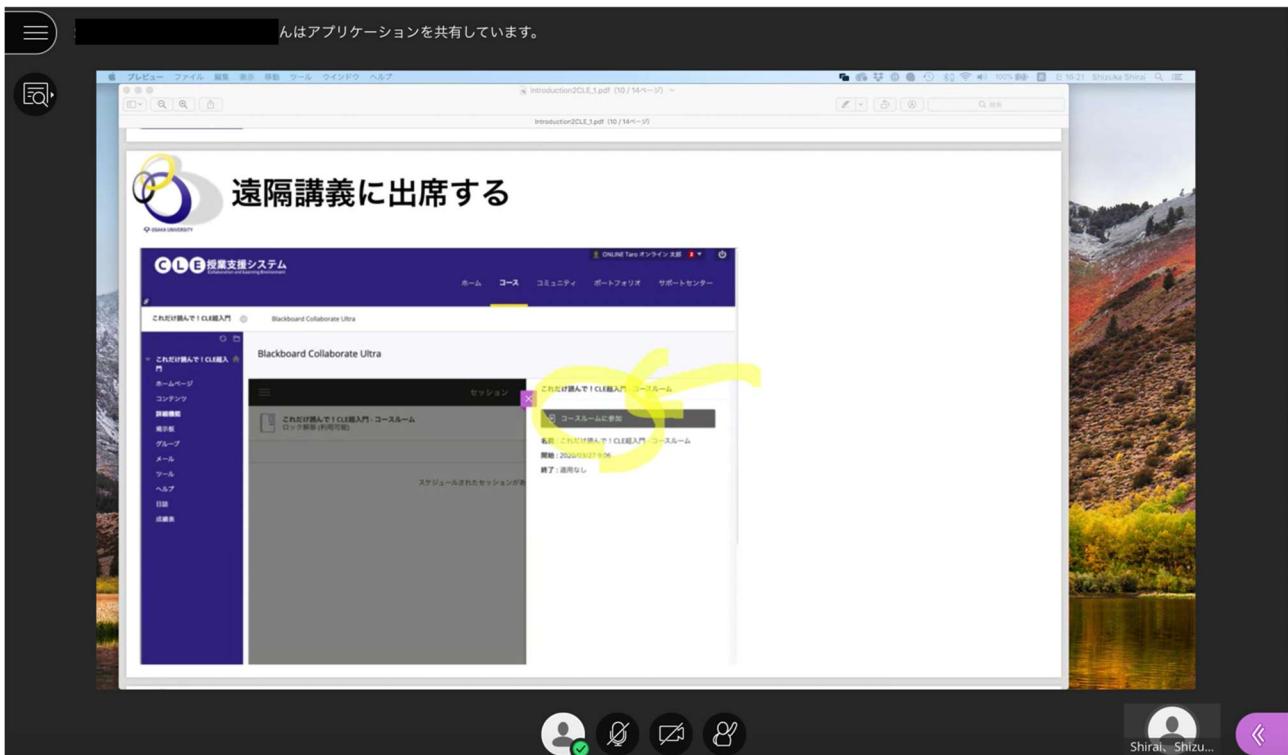
2. The session list will be opened, so click on the item instructed by your teacher.



The screenshot shows the 'Course Content' section of the same course. In the 'Details & Actions' sidebar, the 'Session' section is highlighted with a red box and a yellow arrow pointing to it. A yellow callout box contains the text: 'Several links are displayed, so click on the item instructed by your teacher.' The 'Session' section includes a 'Course Room' button and a '講義セッション' (Lecture Session) button.

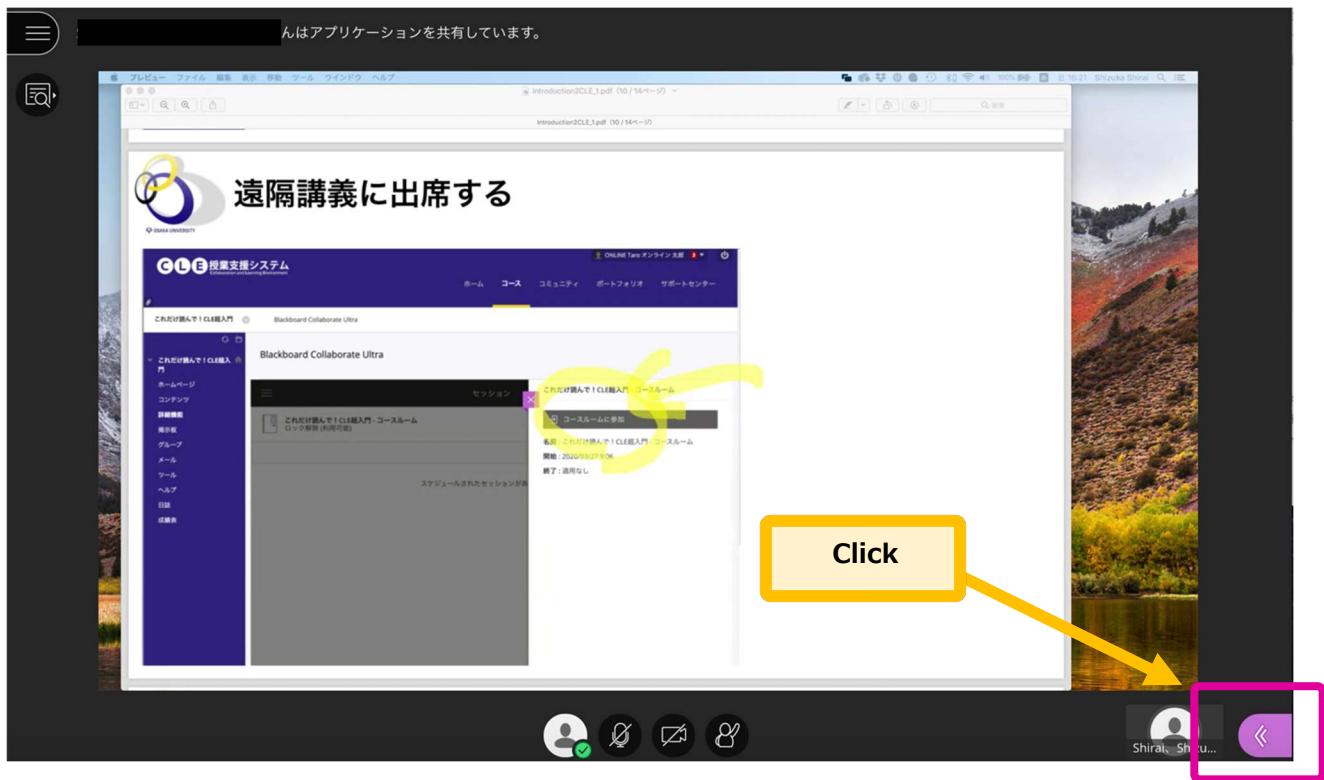
3. The online class page will be opened.

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

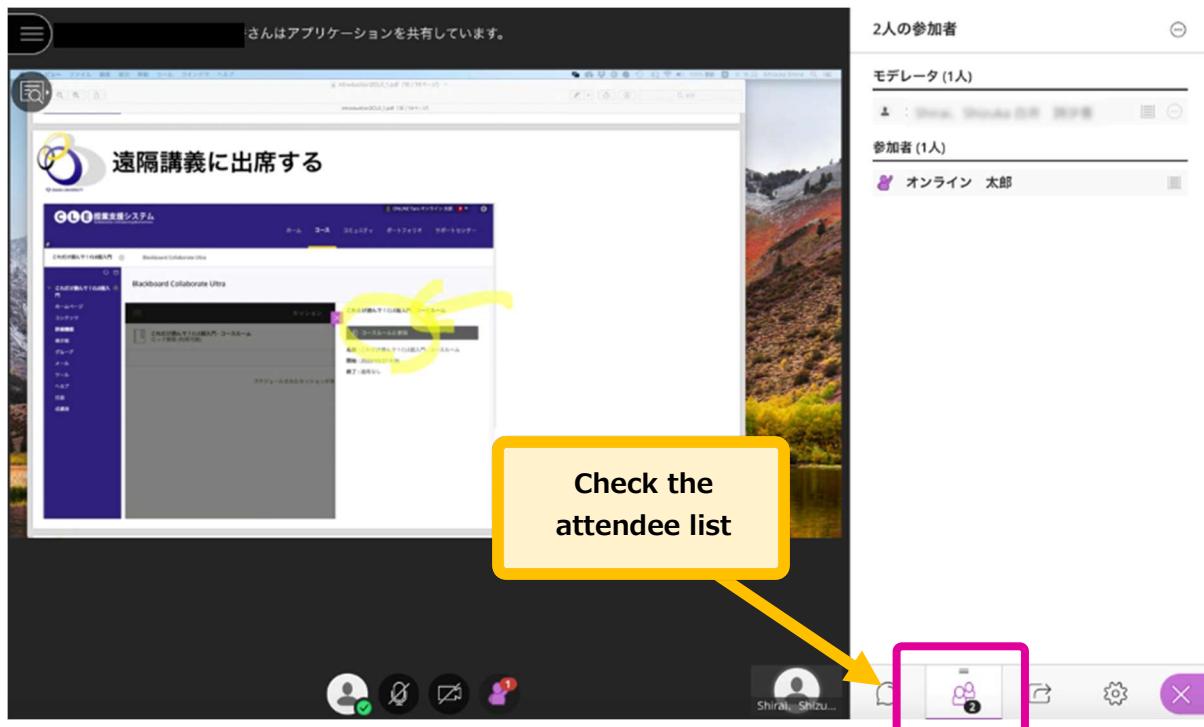


Check Attendee List

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

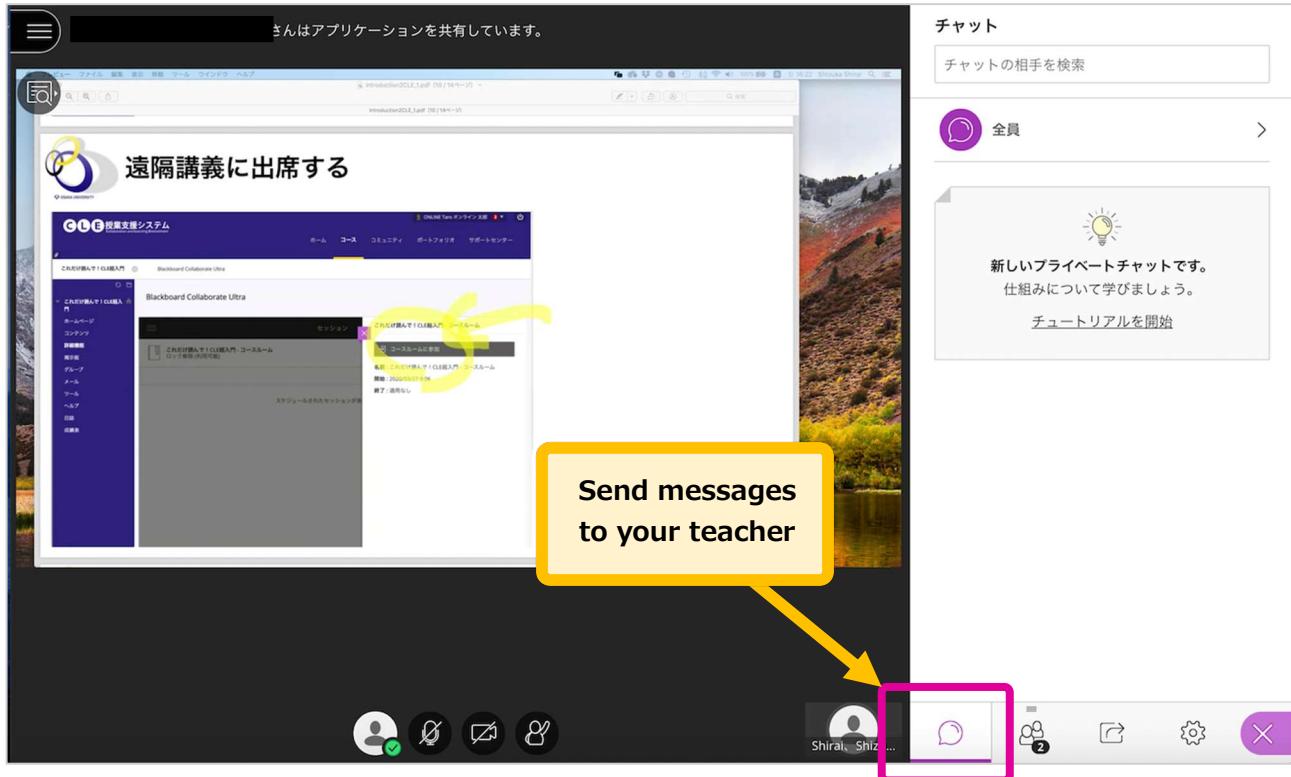


2. The menu bar is shown on the right side of the screen. Click on the second left people icon and the attendee list will be displayed.



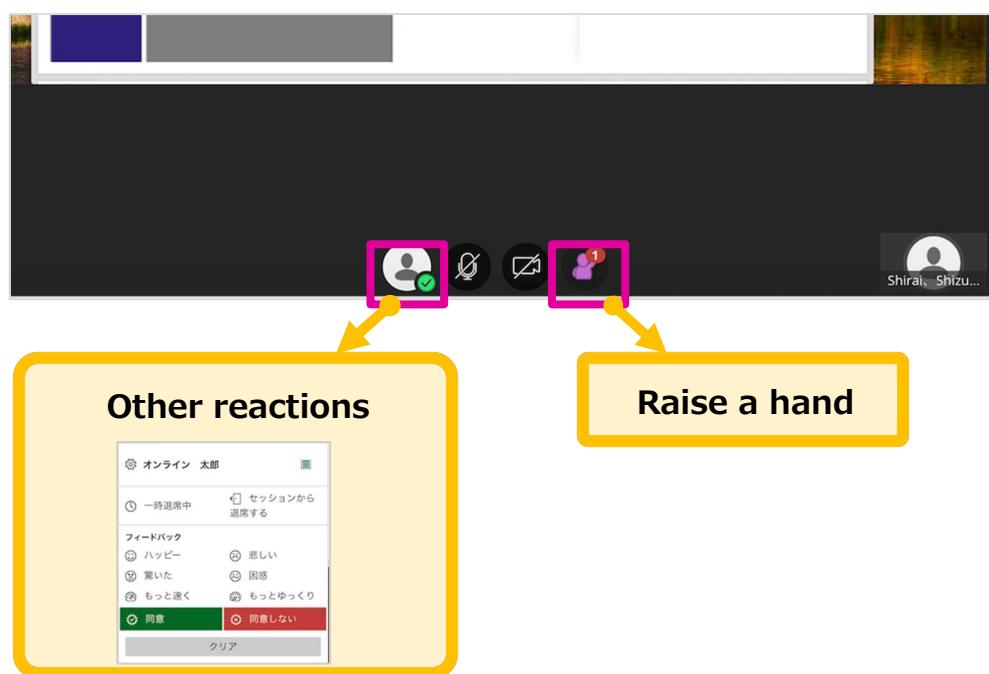
Send a Message to Your Teacher

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



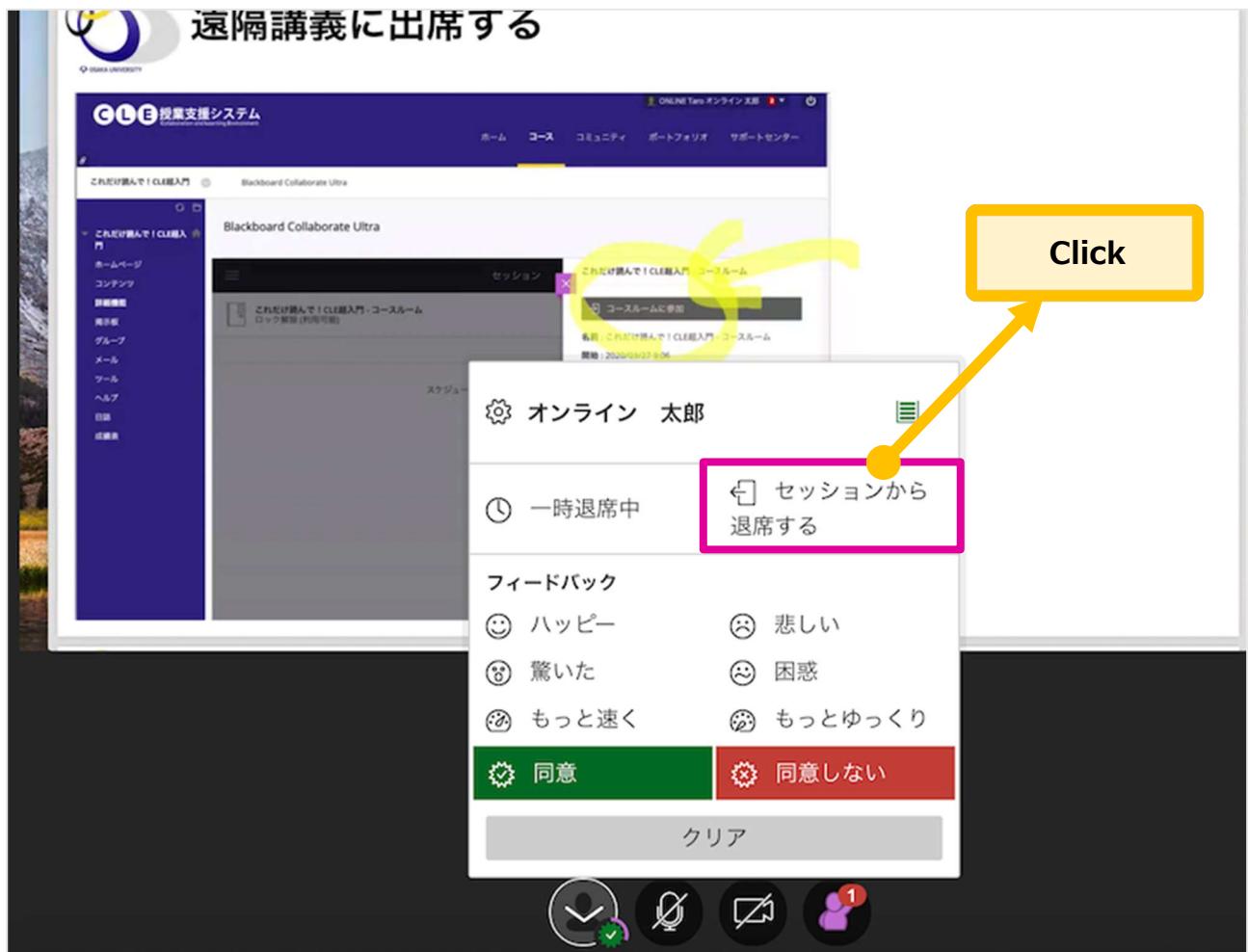
Send a Reaction to Your Teacher

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.



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.

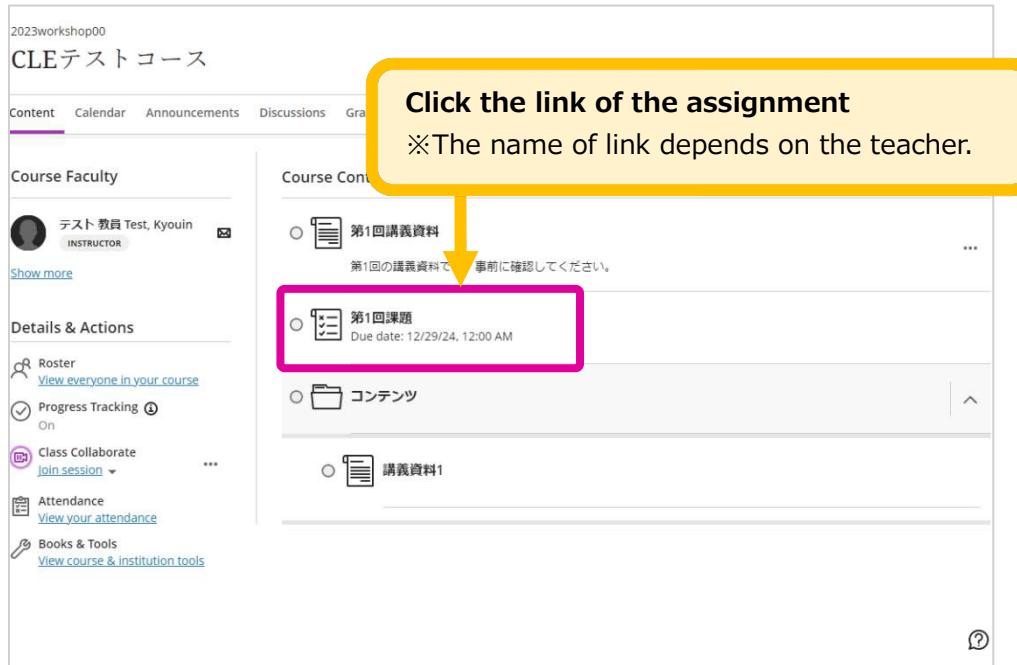
[About Class Collaborate \(for students\)](#)



5. Submit Assignment

Submit Assignment

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



The screenshot shows the 'Course Content' section of a Canvas course. A yellow callout box with a black border and white text 'Click the link of the assignment' is positioned above the assignment list. Below it, another callout box with a black border and white text '※The name of link depends on the teacher.' is positioned above the first assignment item. A yellow arrow points from the text 'Click the link of the assignment' to the assignment link '第1回課題'.

2023workshop00
CLEテストコース

Content Calendar Announcements Discussions Gradebook Groups

Course Faculty

テスト教員 Test, Kyouin
INSTRUCTOR

Show more

Details & Actions

Roster View everyone in your course

Progress Tracking On

Class Collaborate Join session

Attendance View your attendance

Books & Tools View course & institution tools

Course Content

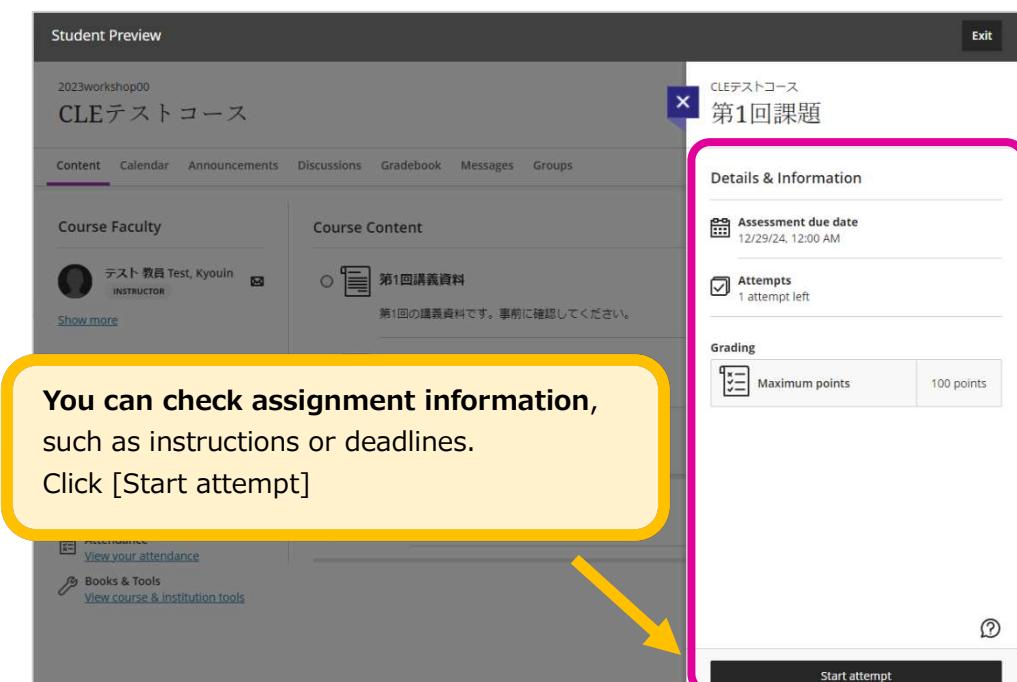
第1回講義資料
第1回の講義資料です。事前に確認してください。

第1回課題 Due date: 12/29/24, 12:00 AM

コンテンツ

講義資料1

2. Assignment submission page will be displayed.



The screenshot shows the 'Student Preview' of an assignment. A yellow callout box with a black border and white text 'You can check assignment information, such as instructions or deadlines. Click [Start attempt]' is positioned on the left side of the assignment submission page. A yellow arrow points from this callout to the 'Start attempt' button at the bottom of the assignment details box.

Student Preview

2023workshop00
CLEテストコース

Content Calendar Announcements Discussions Gradebook Messages Groups

Course Faculty

テスト教員 Test, Kyouin
INSTRUCTOR

Show more

Course Content

第1回講義資料
第1回の講義資料です。事前に確認してください。

第1回課題

Details & Information

Assessment due date
12/29/24, 12:00 AM

Attempts
1 attempt left

Grading

Maximum points 100 points

Start attempt

3. Prepare for the submission.

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

Click **[Text Area]** ① and enter the text.

B. Submit files, such as Word documents or Excel sheets

Drag and drop the file into **[Text Area]** ①

Click **[Attachment]** ② 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]** ③.

CLEテストコース
第1回課題

Assignment Content

本日実施した授業について、要点を300文字以内にまとめて期日内に提出してください。
・Wordで作成してください
・ファイル名は「第1回課題_学籍番号.docx」としてください
例: 第1回課題_12345678.docx

Submission

Word count: 0

Details & Information

Assessment due date: 12/29/24, 12:00 AM (UTC+9)

Attempts: 1 attempt left

Grading: Maximum points: 100 points

Save and Close Submit

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

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

Word count: 0

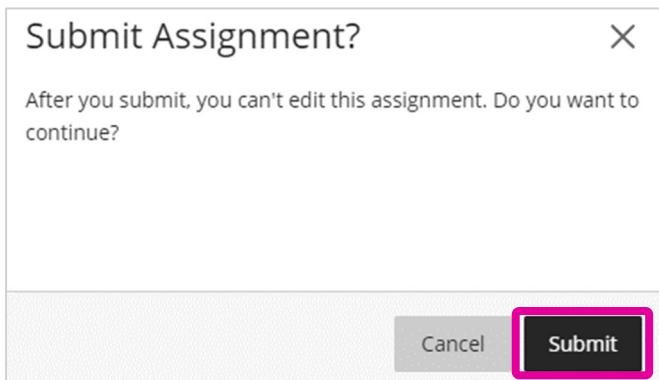
Last saved 3:16:56 PM

Save and Close Submit

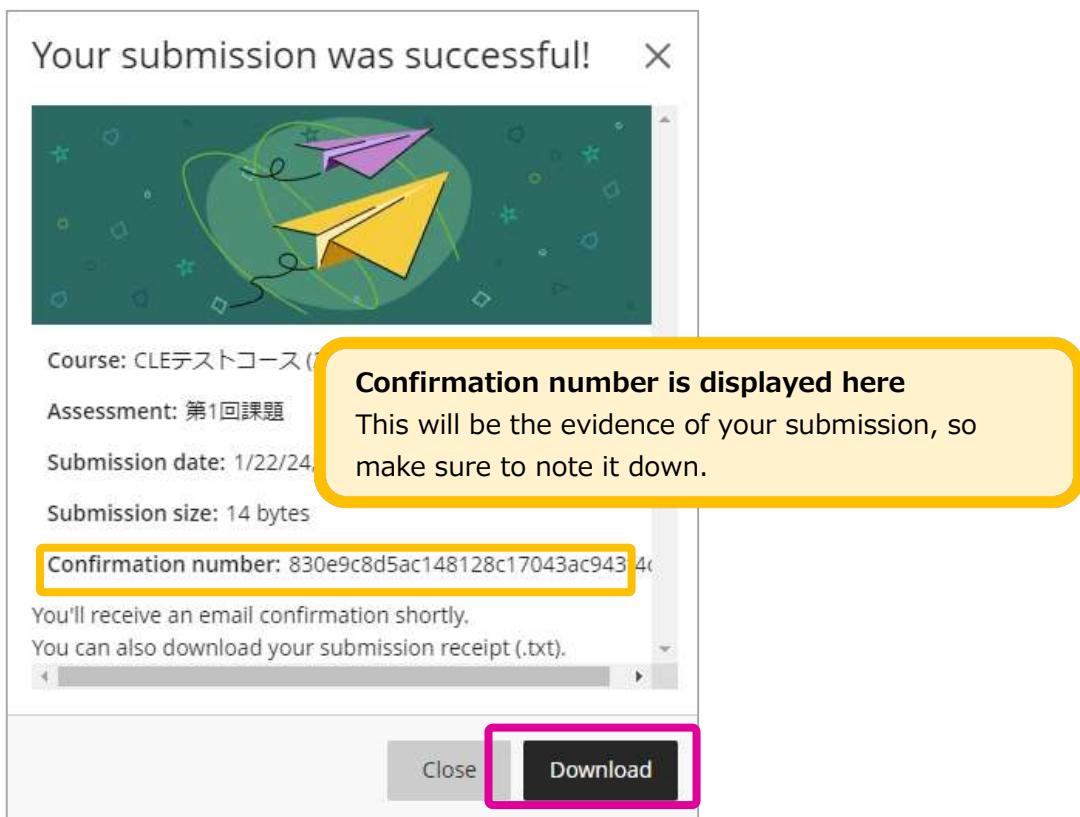
Click **[Submit]**
※Your submission won't be confirmed until clicking here !

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.



6. Take Exams

Take Exams

1. Click the exam link in the content area.

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CLEテストコース

Content Calendar Announcements Discussions Gradebook Messages Groups

Course Faculty

テスト教員 Test, Kyouin
INSTRUCTOR

Show more

Details & Actions

Roster View everyone in your course
Progress Tracking On
Class Collaborate Join session
Attendance View your attendance
Books & Tools View course & institution tools

Course Content

第1回講義資料
第1回の講義資料です。事前に確認してください。

第1回課題
Due date: 12/29/24, 12:00 AM

コンテンツ

講義資料1

確認テスト
Due date: 1/23/24, 12:00 AM

Click the exam link
※The name of the link is set by your teacher.

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]** .

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CLEテストコース

Content Calendar Announcements Discussions Gradebook Messages Groups

Course Faculty

テスト教員 Test, Kyouin
INSTRUCTOR

Show more

Details & Actions

Roster View everyone in your course
Progress Tracking On
Class Collaborate Join session
Attendance View your attendance
Books & Tools View course & institution tools

Course Content

第1回講義資料
第1回の講義資料です。事前に確認してください。

第1回課題
Due date: 12/29/24, 12:00 AM

コンテンツ

講義資料1

確認テスト
Due date: 1/23/24, 12:00 AM

Details & Information

Assessment due date
1/23/24, 12:00 AM

Attempts
1 attempt left

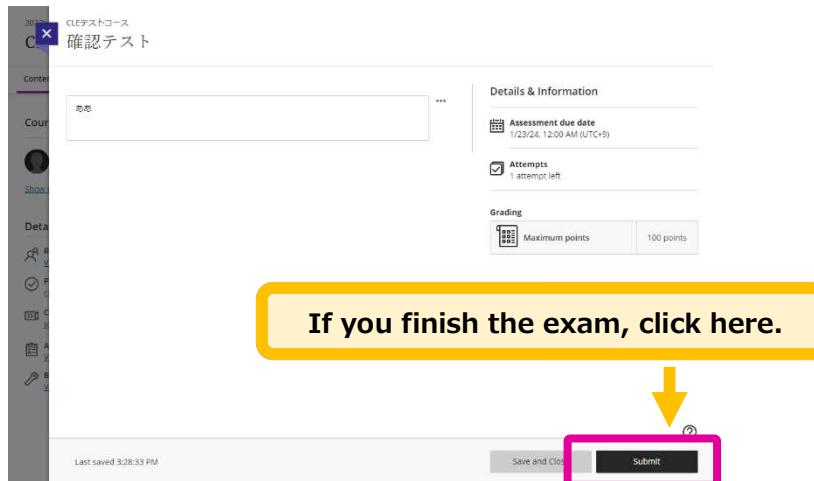
Grading

Maximum points 100 points

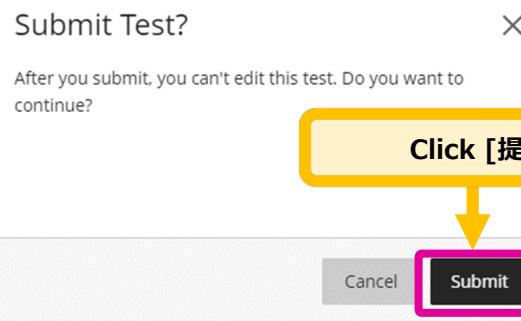
Click here

Start attempt

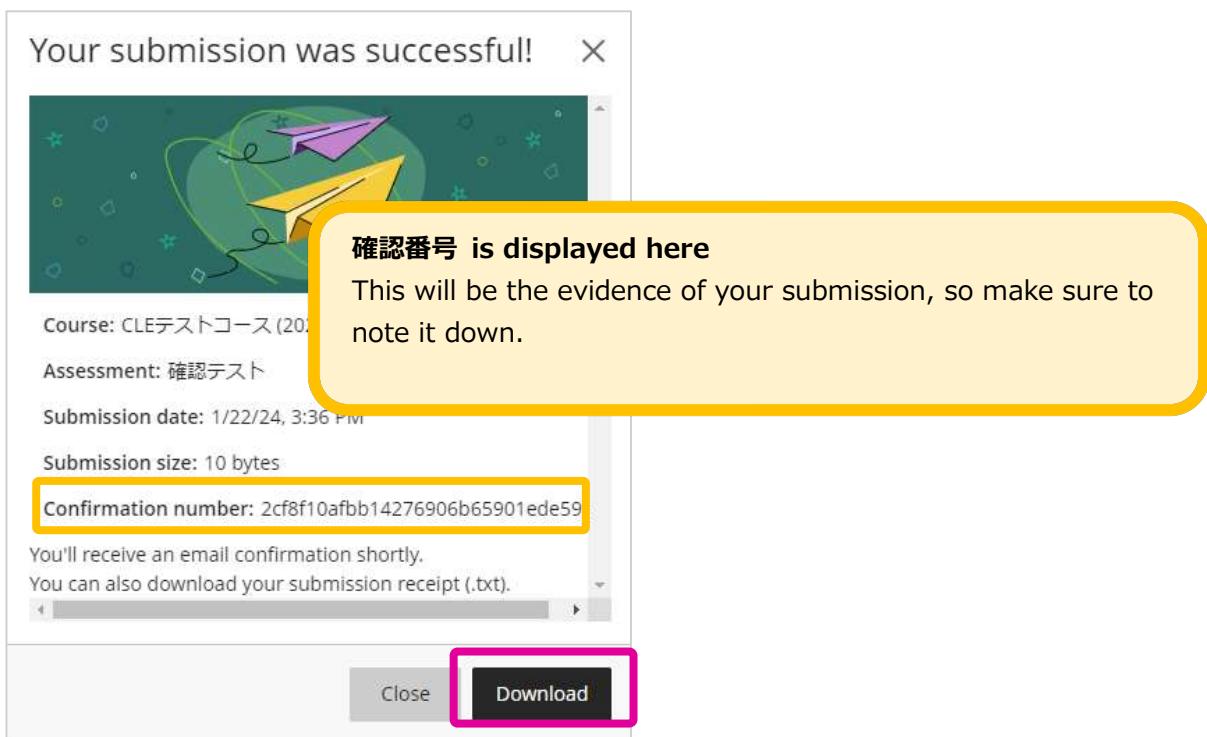
3. If you finish the exam, click **[Submit]**. If you want to save your progress, click **[Save and Close]**.



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]**.



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

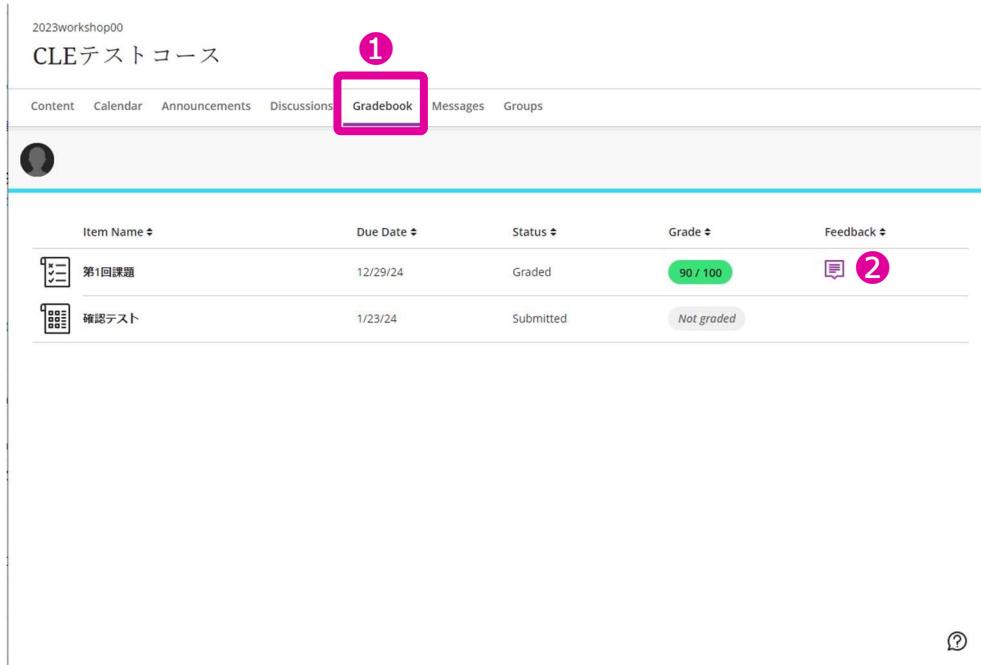


7. Check Your Grade

Check Your Grade

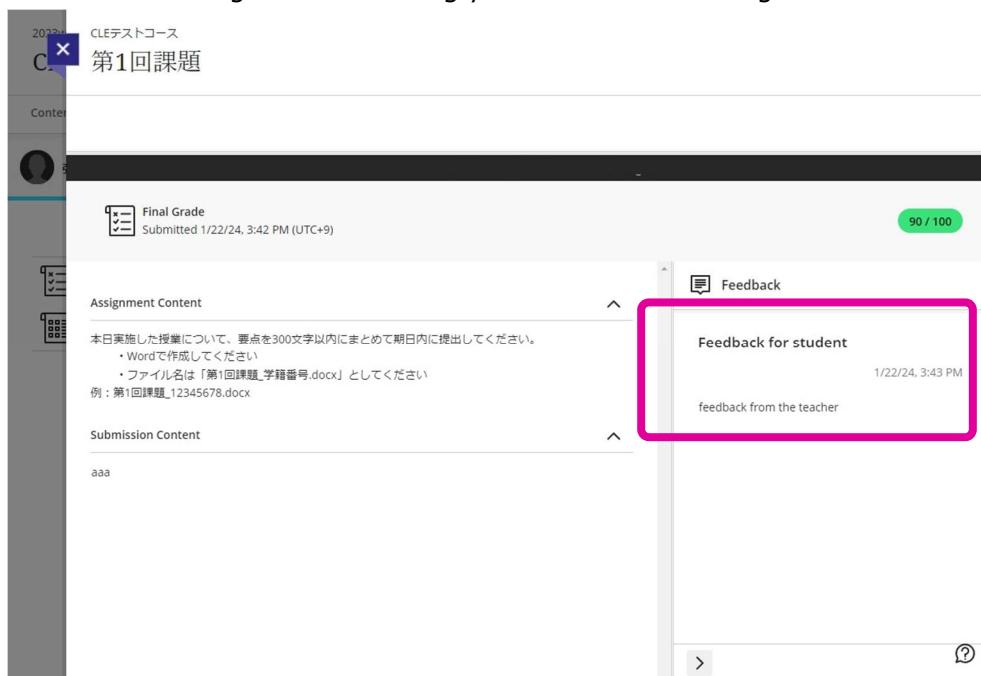
You can check the results of assignments or exams in Gradebook.

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



Item Name	Due Date	Status	Grade	Feedback
第1回課題	12/29/24	Graded	90 / 100	②
確認テスト	1/23/24	Submitted	Not graded	

2. If there are  marks ②, 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.



Final Grade
Submitted 1/22/24, 3:42 PM (UTC+9) 90 / 100

Assignment Content

本日実施した授業について、要点を300文字以内にまとめて期日内に提出してください。
・Wordで作成してください
・ファイル名は「第1回課題_学籍番号.docx」としてください
例：第1回課題_12345678.docx

Submission Content

aaa

Feedback

Feedback for student
1/22/24, 3:43 PM
feedback from the teacher

3. By clicking **the name of item③**, 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④**.

2023workshop00
CLEテストコース
X
CLEテストコース
第1回課題

Content Calendar Announcements Discussions Gradebook Messages Groups

弘部 大知 HIROBE Daichi_PreviewUser

Item Name	Due Date	Status
③ 第1回課題	12/29/24	Graded
確認テスト	1/23/24	Submitted

Assessment due date
12/29/24, 12:00 AM

Attempts
0 attempts left

Grading
Your Grade 90 / 100

View submission

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]** ① and access the discussions page, then click **the title of the forum** ② you want to access.

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



workshop00

Eテストコース

nt Calendar Announcements **Discussions** Gradebook Messages Groups

①

②

授業に関する質問はこちら

授業に関する質問をこちらに記載してください

2. Click **[Type a response]** ①



2023/11/1 CLEテストコース

授業に関する質問はこちら

Content Discussion Topic

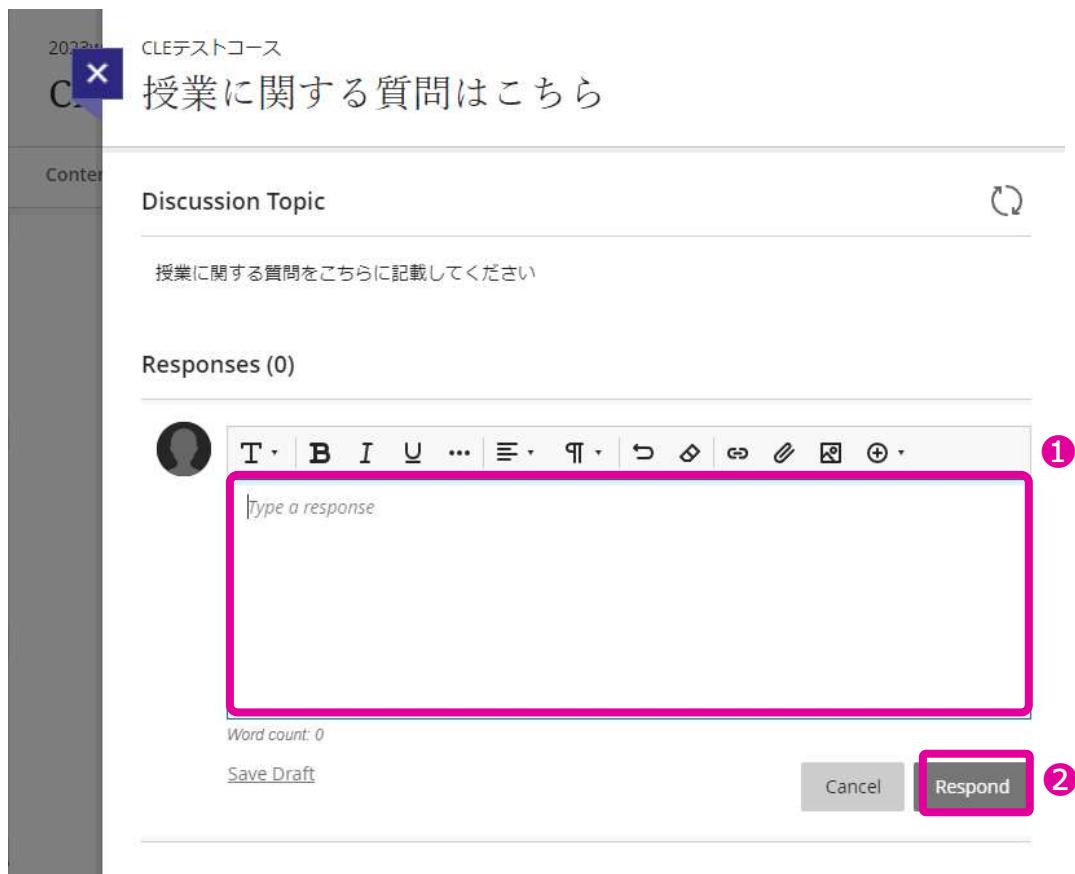
授業に関する質問をこちらに記載してください

Responses (0)

①

Type a response

3. Write down your message to **the text area①**, then click **[送信]②** to submit.



The screenshot shows a digital communication interface. At the top, a blue header bar displays the text "CLEテストコース" and "授業に関する質問はこちら". Below this, a "Discussion Topic" section contains the instruction "授業に関する質問をこちらに記載してください". A "Responses (0)" section is shown, featuring a text input area with a pink border and a "Respond" button. The "Respond" button is highlighted with a pink box and the number "2". The text input area contains the placeholder "Type a response".

2023.11.15 CLE テストコース

授業に関する質問はこちら

Discussion Topic

授業に関する質問をこちらに記載してください

Responses (0)

Type a response

Word count: 0

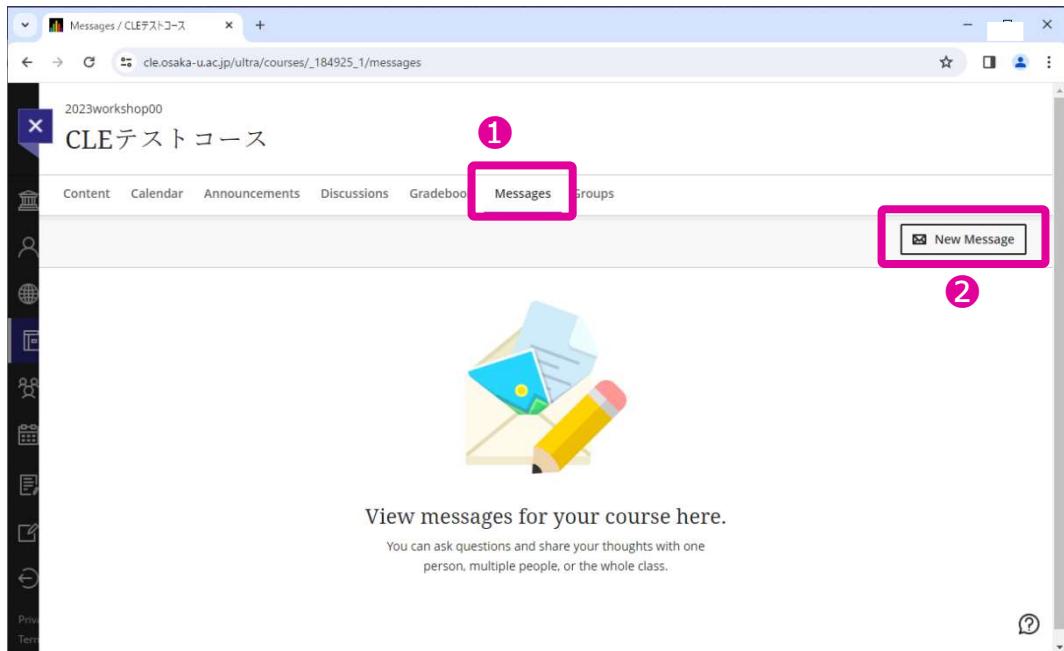
Save Draft

Cancel

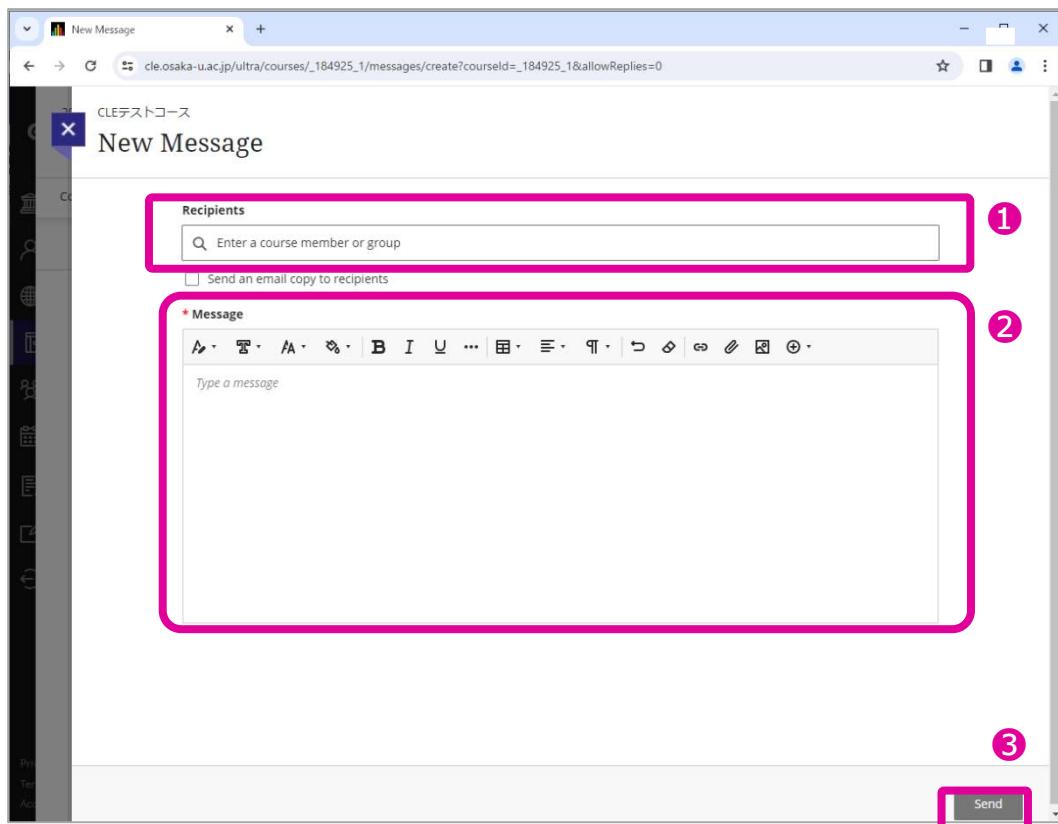
Respond

Messages

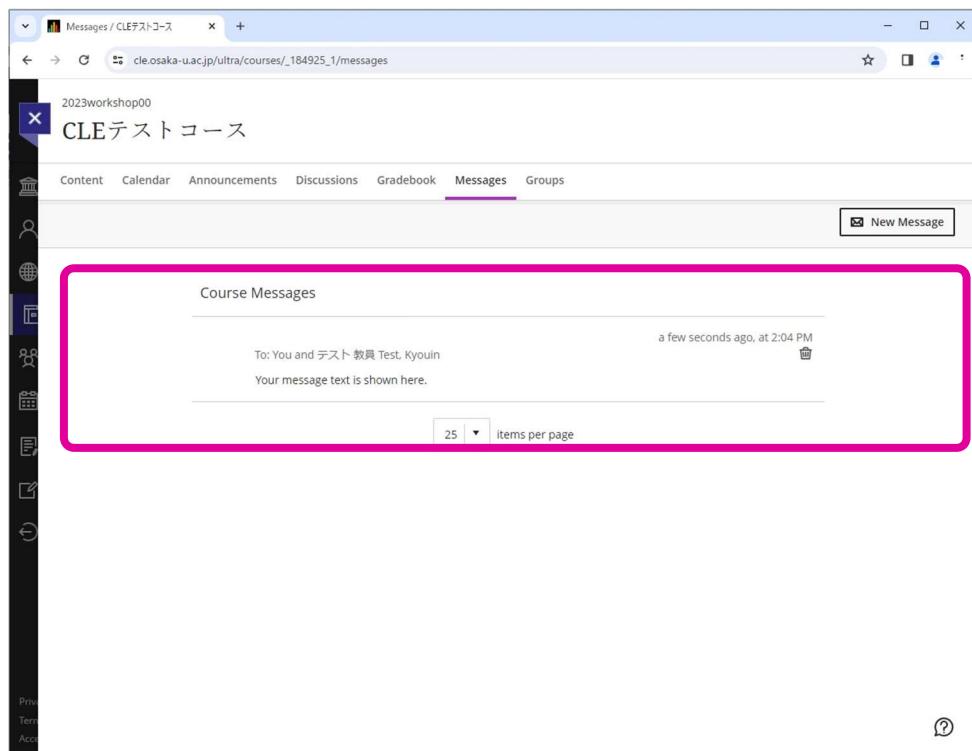
1. Click [Messages] ① and [New Message] ②.



2. Choose recipients on [Recipients]①, fill [Message]② area, click [Send]③ to send message.



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



The screenshot shows a web browser window for the 'Messages / CLEテストコース' page. The URL is 'cle.osaka-u.ac.jp/ultra/courses/_184925_1/messages'. The page title is '2023workshop00 CLEテストコース'. The navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages' (which is highlighted in purple), and 'Groups'. A 'New Message' button is located in the top right. The main content area is titled 'Course Messages' and contains a single message entry. The message is from 'You and テスト 教員 Test. Kyouuin' and was sent 'a few seconds ago, at 2:04 PM'. The message text is 'Your message text is shown here.' Below the message is a dropdown menu for '25 items per page'. The sidebar on the left shows course navigation with icons for 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages', 'Groups', 'Assignments', 'Quizzes', 'Media', 'Files', and 'Help'. At the bottom left, there are links for 'Privacy', 'Terms', and 'Access'. A help icon is at the bottom right.