Kyoto University
Activity Database on Education and Research

Manual for Teaching Staff

Institute for Information Management and Communication, Kyoto University
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1. Basic Configuration
1.1. What is “Activity Database on Education and Research”?

- The Activity Database on Education and Research is the basic data for university management and support for the obligation to publicize of school education law enforcement regulations.

- In short, releasing the data makes research activity visualize and expect more developed exchange of different fields and academic research.

- It took over the data of researchers’ view from March, 2011 and furthermore it links “Thesis, Presentation, Lecture, Books, Patent” to the researchmap provided by JST.
1.2. About licensors

• Regarding the Activity Database on Education and Research licensors, as your official title relating to school education law enforcement regulations, professors, associate professors, lecturers and assistant teachers are designated, as well as other people that the president deems necessary.

• It is also possible for teaching staff other than the ones listed above to already be registered.

• Furthermore, other teaching staff can also register.

• However, in this case, people newly registering must gain the permission of their superior and submit a registration request application form.

• Please contact the help desk of the Activity Database on Education and Research (shown on the final page), if you request.
1.3. About a fixed period renewal

• The Activity Database on Education and Research can be updated at any time, although May 1st every year is set as the standard day for updates throughout the university.

• For licensors who have not updated at any other time, with every May 1st set as the standard day, we will check up to June 30th to see if you have updated. Furthermore, entries updated by the department office (department administration [official position], university administration [official position], etc.) will also be updated.
1.4. The screen for browsing and editing

• The Activity Database on Education and Research consists of “Browsing screen” and “Editing screen”.

• Browsing screen  http://kyouindb.iimc.kyoto-u.ac.jp/
  – It’s the screen to publish in general.
  – You can browse the screen without logging in.
  – The information with limited publishing and the information which researcher chose to publish will be released.

• Editing screen  https://kyouindb.iimc.kyoto-u.ac.jp/db/
  – It’s the screen to enter and edit the information in logging in with your SPS-ID.
  – You can manually input the data as well as export and import the external files(Excel・CSV style).
1.5. The renewal of publishing information

(Important)

Inputting and editing the data in the editing screen.

Press the “Update Public View” button in the upper.

The information on the editing screen will be reflected in the browsing screen.

* The content of your editing won’t be reflected unless pressing “Update Public View” button.
1.6. Pre-input information

- The information which university owns (Personnel Information/Syllabus Information etc) will be input in the Activity Database on Education and Research beforehand.

- Some department might shift the data from the database of CiNii or Scopus. In this case there will be the limitation for editing data.

*Reference: “3. Fixed Information”*
1.7. Substitutive input

- Substitutive input
  The person (excluding the person in charge for inputting) will input the data to the Activity Database on Education and Research, which is called “Substitutive input”.
  - If you use this Substitutive input function, you can entrust the assistant teaching staff with SPS-ID to input the data.

- Representative input
  - The person who input the data in behalf. Those who have SPS-ID are allowed to do it.
1.8. External file

- The Activity Database on Education and Research enables you to import and export the data using external files with Excel/CSV style, however, only CSV style will be available in the items linked to researchmap.

- Inputting the data in external files and importing enables you to reflect the data from external files on the editing screen.
2. Logging in
2.1. System requirements

- The system environment on which the operation of the Activity Database on Education and Research has been confirmed is as follows.

  - **OS**
    - Windows, MacOSX (Version under support by maker for both)

  - **Browser**
    - Windows Internet Explorer (Under support by maker)
    - Mozilla Firefox (The latest version)
    - MacOSX Mozilla Firefox (The latest version)

* If you have any problems, please report to the Activity Database on Education and Research inquiry (the final page).
2.2. Logging in to “Activity Database on Education and Research”

Please log in to the Portal (Groupware) with your SPS-ID and access to “京都大学教育研究活動データベース” from “LinksForWork” in the upper bar or “業務リンク” from the left.

GakuNin log in screen will be displayed. Please enter your SPS-ID and password again and choose “Login” button.
3. Fixed information
3.1. Fixed information

- The information of researchers’ such as Personnel Information or Syllabus Information etc are input in the Activity Database on Education and Research beforehand.
  - The fixed information input beforehand differs in the department.

*The support desk of the Activity Database on Education and Research can’t support for the request concerning the fixed information input beforehand.*
3.2. Main Fixed information

• Basic information
  – Name, Gender, Date of birth
  – Affiliated post • Position, Collaborative Lecture, Faculty concurrency, Concurrency on-campus
  – Degree, Graduate school • Graduate Course, School, Major etc

• Education
  – Subjects in charge, Doctoral degree review, Part-time lecturer on-campus, Part-time lecturer off-campus

• University management
  – University administration (official position)
  – Department administration (official position)
3.3. In having mistakes in fixed information

• In case there are some mistakes in the information shifted from personnel information and syllabus information, they have to be fixed.

Please inquire the General Affairs Group in your department.

– The support desk of the Activity Database on Education and Research can’t support for fixing the personnel information and inquiry for the content.
4. Explanation of the screen
4.1. ”Preview” button and “Renew the publishing information” button

- **“Preview” button**
  - The button to preview the editing content before reflecting on the browsing screen.

- **“Update Public View” button**
  - The button to reflect the edited data on the browsing screen.
4.2. The explanation of Header
(Upper screen) (1)

The news will be published if there was the information such as maintenance.

Link button to Help screen. Manuals can be downloaded from the Help page.

The date for editing reflected on the browsing screen and the ID of the editing data are displayed.
4.2. The explanation of Header (Upper screen) (2)

The button to register and delete the representative input. It won’t be displayed during substitutive input.

The button for representative input to choose the input candidates.

The button to import and export the data of Excel・CSV style external files.
4.3. Portion to enter /edit

The portion with grey in the back unable you to input and edit the data.

The portion with white in the back enables you to input and edit the data.

You can change the publishing condition with your check in the radio button.
If you need to change the data in the portion which unable you to edit, please click “Where to Call”. Another page with the guide for changing will open.

The another page with samples of input and Cautions will open in clicking “Examples and Cautions” Please refer to the page properly such as printing out etc.
5. Managing the substitutive input
5.1. Register/delete the representative input

- The entry form will be displayed in pressing “Register/Delete the representative input” button in the upper right of the editing screen.
5.2. Register the representative input

You can register the representative input in entering his/her SPS-ID and in pressing the register button.
5.3. Delete the representative input

The registered information is displayed. You can delete the representative input in choosing the checkbox of the SPS-ID of his(hers) and in pressing delete button.
5.4. Choose the editing candidates (1)

- In logging in
  - The “編集対象者の選択” screen will be displayed when the representative input logged in to the Activity Database on Education and Research. You can enter the chosen SPS-ID data in choosing the candidate SPS-ID from the database.

You can choose in pressing “Choose” button in the left of candidate SPS-ID.
5.4. Choose the editing candidates (2)

• In editing
  – The “Choose the editing candidate” screen will be displayed in pressing the “Select Target” in header (upper screen). You can enter the chosen SPS-ID data in choosing the SPS-ID.

![Activity Database on Education and Research, Kyoto University](image-url)
6. Entering and editing data
6.1. To choose the entering items (1)

• The items displayed in the upper screen is called “Category”. The lower items in each category (Name, Gender etc in the following chart) is called sub-category.
6.2. To choose the entering items (2)

- In clicking one of these categories, the sub-category corresponds to the category will be displayed.

In clicking “Research” category name, “Research” sub-category will be displayed.

In clicking “Education” category name, “education” sub-category will be displayed.
6.3. Link the data

- Part of the data in the Activity Database on Education and Research is linked to JST “researchmap”(http://researchmap.jp/) and the way of editing etc will differ depending if linked or not.
- The items linked to researchmap
  
  (A part of sub-category in “Research” category)

<table>
<thead>
<tr>
<th>Activity Database on Education and Research</th>
<th>researchmap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper publications and conference presentations</td>
<td>Published Papers</td>
</tr>
<tr>
<td>Conference presentations</td>
<td>Misc</td>
</tr>
<tr>
<td>(invited/guest) Lectures</td>
<td>Conference Activities &amp; Talks</td>
</tr>
<tr>
<td>Publications (books)</td>
<td>Books etc</td>
</tr>
<tr>
<td>Patents</td>
<td>Patents</td>
</tr>
</tbody>
</table>

- Please check the latest information in
  
  http://researchmap.jp/manual/
7. Link the items in researchmap
7.1. General flow of editing (1)

- After logging in to the Activity Database on Education and Research, press the “Edit Data” button in the link to researchmap.

Please wait because the log in process will be performed. There might be the case that it takes several minutes depending on the network condition.
7.1. General flow of editing (2)

- The following editing screen will open. From the next screen is for the editing data in researchmap until you close the screen.
In closing the Windows with “閉じる” or “×” in the upper right, you will be asked if there is the preview screen displayed.
7.1. General flow of editing (4)

Back to the Category/Sub-category choice screen with your “Cancel” choice.

The preview screen will be displayed with your “OK” choice.
7.1. General flow of editing (5)

The release information will be renewed with your choice “Update Public View”.

The preview screen will be closed with your choice “OK” without updating the information. Back to the preview screen with your choice “Cancel”.

Activity Database on Education and Research, Kyoto University

[Image of the database interface with buttons for Update Public View and Close]
7.2. Basic function of editing

• Please refer to “change the display order”, “Add/Edit/Delete/Shift the achievement”, and “Export/Import the achievement” in the following operation manual for researchmap editing screen.
  – Researchmap operation manual

※There might be the case that display order, display content, expression of Tex will be different from the one in researchmap and the Activity Database on Education and Research.
7.3. Data Fetch from external system(1)

• Many organizations are creating and publishing the database such as thesis nowadays. We can import the research achievement data etc from these published database. It is useful to increase readers of the thesis not only because the correct detailed data will be imported but also because of the permanent link to the thesis (or outline of the thesis).

• In fetching the data from external system, you should choose the “Fetching data from the external system” from the editing screen. The search screen will be displayed in clicking the name of the system you want to fetch. Then please enter the name of the researchers to search.

• Thesis fetching from CiNii Articles, thesis fetching from J-GLOBAL, and English thesis fetching from arXiv will be fetched to the achievement of MISC. The others will be fetched to that of thesis.

• The data fetched to MISC can be shifted from the editing screen to thesis items.
7.3. Data Fetch from external system (2)

1. The screen of researchmap pop-up

2. Extract your data from external system.

3. Check the information you want to fetch.

For the external system you can fetch or the latest information, please check the “Data fetch from the external system” in http://researchmap.jp/manual/.
7.4. Export/Import

- You can use the function to write and read out CSV files.
- You can carry out in choosing export /import button in the editing screen.
7.5. Export

- Export
  - You can export the data to CSV files.
  - CSV file is the file style which has strings of characters with comma-delimited.
  - In starting this file, Excel will be activated in the PC with the installation of Microsoft Excel.
  - The section of comma will be the one of cell.
  - CSV files have only the text information. You can browse and edit in the text editor such as memo.
7.6. Import (1)

- Import

- You can take in data from a CSV file at a stretch.

- At first you choose “import” and choose “the format of the file” among the import screen of each item, and you are local, and please download a CSV file in accord with specifications of researchmap. After downloading, you will open the downloaded CSV format and create your original data. After that you will import the file to researchmap.

- The error messages will be displayed in your importing if the format of the files you created was wrong. Also, the not-entered data in required items and the data with the same achievement won’t be imported.
7.6. Import (2)

- Import
  - You can see the details of the setting items to import files in choosing “The explanation in each items”.

![Import of Published Papers dialog box]

- The explanation in each items of import file
- Download the import files
8. Editing the non-linked items to researchmap
8.1. About new input

- The entry form will be displayed in pressing “Add” button. Please enter the data then.
8.2. Editing the input data

Choose the item you want to edit

You can edit now. Please correct the data.

In finishing your editing (The cursor will be gone), the data will be reflected on the spot.
8.3. Deleting the input data

Please check the checkbox you want to delete (multiple choice allowed).

Please choose “Delete” button.

Confirmation screen will be displayed. If you have no problems, choose “OK” button.
8.4. Changing the publishing condition

“Disclose to Public” means everybody can browse.

“Disclose (For internal use only)” means you can browse from only on-campus network.

“Not Disclosed” means only person himself or herself can browse.
8.5. Data export/import from external files

- Data export and import button has 2 types, which has different data items candidates. Basic operation is the same.
  ① Upper right button in editing screen
    You can export or import in whole items excluding the items linked to researchmap.
  ② Lower button in each items
    You can export or import of each items.
8.6. Data export to external files (1)

- Exporting to the external files
  - You can export the data in the Activity Database on Education and Research to the file with Excel or CSV created in the fixed form.
  - You can edit the external files created in “export” and import the external files.
- Please choose the type of files you want to export. (Excel, CSV)

Screen to export in whole items excluding the items linked to researchmap.

Screen to export in each items
8.6. Data export to external files (2)

- Whole data export
  - In pressing the “Export Data” button, the whole data excluding the items linked to researchmap will be exported in the external files.
  - On the left of the each items in the exported files, category name and sub-category name will be input.
8.6. Data export to external files (3)

- Export the data per each items
  - In pressing “Export Data” button under the each items, only that data will be exported in the external files.
  - It will be output with the simple form without category name nor sub-category name.
  - In fetching mass data (one item) from external files, we recommend you to use the imported files per each items editing.
8.7. Data import from external files (1)

- The data import from external files
  - The external files data created in the fixed style, Excel/CSV style can be imported to the Activity Database on Education and Research.
  - Please use the files created in “export the external file data” or “template file for importing external files”, which can be downloaded from “Help/Manual” page.
- Choose the import file type (Excel/CSV) with radio button, then choose the import style with “Overwrite” “Import the difference between files” button.

Import screen for whole (excluding the items linked to researchmap)  
Import screen in each items
8.7. Data import from external files (2)

- **Import “Substitute”**
  - The current data will be replaced with the content in external files.
  - Please be aware that it will be substituted in blank if you had blank in external files and you had data in the same items in editing screen.

- **Import “Finite difference”**
  - The content in external files will be added to the current data in the items which you can input multiple such as “Thesis/Presentation”.
  - The current data will be substituted with the content in external files in the items which you can input in a unit such as “Contact address”.
  - It won’t be substituted even though the data was input in the same items as the one in editing screen if you had blank in external files.
9. Notes

• Please be aware that the editing data will be deleted without any operation for 60 minutes in typing.
10. In this situation (Tips collection)

- I want to print out the manual.
  - Please click “Help/Manual” in the upper right of the editing screen, then download the PDF file of the manual from the page to print out.

- I want to print out the samples of input.
  - Please click the icon “Examples and Cautions” in the right of the category of the editing screen, then press the “Print This Page” button in the upper right (on the top) to print out.

- I want to input the mass data efficiently.
  - Items linked to researchmap
    - Please refer to “7.3. Export/Import”.
  - Items not linked to researchmap
    - Please refer to “8.5. Data import and export from the external files”.

- I want to sort the items.
  - Use of external files
    - Please “export” the data of the items you want to sort to the external file and execute a sorting in Excel etc, then import again.
11. Frequently Asked Questions (FAQ)

• The “exported” files have strange characters.
  – In having strange characters in CSV style, please try the exported files in Excel style.
  – It’s confirmed to have strange characters depending on the environment to open the external files with CSV style in choosing CSV for exporting. (The problems of the encoding in uni-code.)

• There are some mistakes or deficiency in the item which we can’t edit.
  – You can’t edit the data such as personnel information etc.
  – In having mistakes or deficiency in personnel information etc, please contact the General affairs in your department.

• I want to see the browsing screen.
  – Please press “Preview” button in the upper right of the screen.

• When will be the data stored?
  – Editing data will be stored real time in having change of the data.
  – However, it won’t be reflected on the browsing screen until you press “Update Public View”.
  – After you finish editing data and it became “You can publish”, please press “Update Public View” button to reflect on the information to the browsing screen.

• I can’t input “Up to the present” in my career and so on.
  – “Up to the present” will be input automatically without your input of data information, with blank.
12. Inquiry

• About the Activity Database on Education and Research

IIMC, The office of Electric Administrative Services

e-mail: kyouindb-qa@iimc.kyoto-u.ac.jp