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# Info!

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\* This English translation is provided for informational purposes only \*

[Special edition 1]

**Coming soon! A few points about the migration schedule and the service for the new faculty & staff groupware and the faculty & staff e-mail (KUMail)** -page2-

1. Overview and schedule:

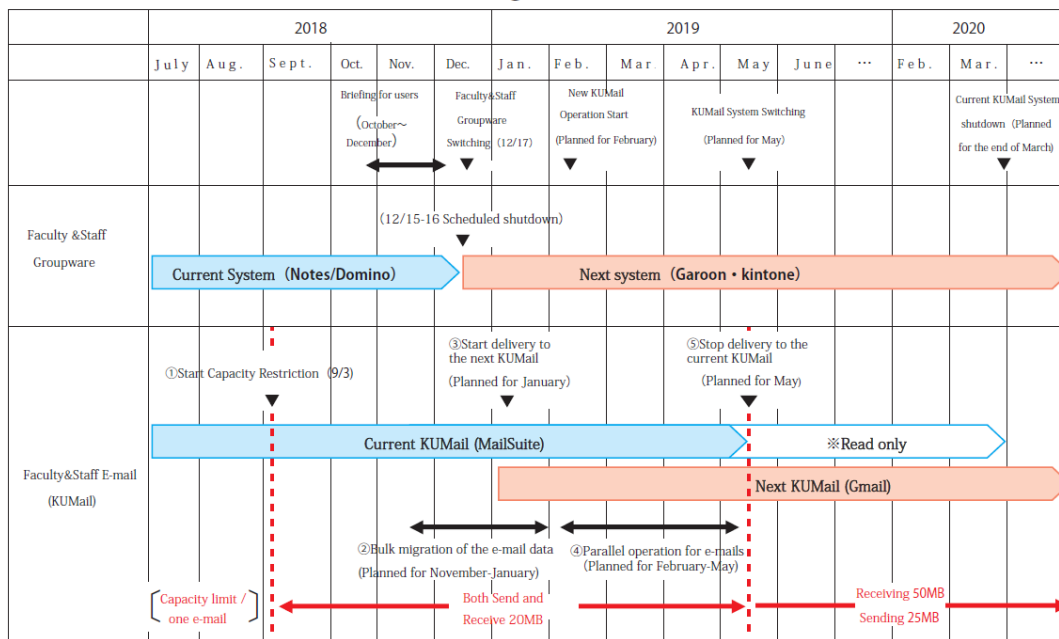
Currently the IIMC is promoting the migration of work related systems such as the general-purpose office computers, the faculty&staff groupware, the e-mail for faculty&staff (KUMail) etc. to an environment using the Cloud. In this article we will explain the migration schedule and the services etc. mainly focusing on the points that affect the faculty&staff.

Table 1 shows the overall migration schedule. The faculty&staff groupware is scheduled to switch to a new system on the 17<sup>th</sup> of December 2018. The new KUMail(Gmail) will be available for use sometime in February 2019 and until May 2019 we plan to operate in parallel with the current KUMail (MailSuite). Prior to these, we will hold a few briefing sessions starting the end of October 2018 to the beginning of December 2018. Moreover, the migration of KUMail will proceed stepwise as shown below.

<KUMail migration flow>

- ① Start setting a capacity for sending and receiving e-mails with the current KUMail (Mail Suite) (3<sup>rd</sup> of September 2018).
  
- ② Mass migration of the data, differential migration (only for applicants; to be implemented in early December 2018).
  
- ③ Start the distribution to the next KUMail (Gmail) [Start transferring the new e-mails from Mail Suite to Gmail].
  
- ④ Parallel operation of the e-mail services [Confirmation of the migration results and various settings on the Gmail platform].
  
- ⑤ Stop the delivery to the current KUMail (Mail Suite) (scheduled around May 2018).

Table 1 Migration Schedule (Plan)



(※Valid for November 2018. The schedule may fluctuate in the future.)

## 2. About the briefing sessions:

Regarding the use of new services and systems, briefing sessions will be held according to the following schedule. For general users, we will explain about the overview of commonly used functions, explanations of how to operate them, notes on data migration etc.

<For the staff in charge with technology from the IT department>

### ■ Yoshida Campus:

31<sup>st</sup> of October 2018 (Wednesday) @ Media Center 4F Conference Room

<For all users, administrative staff of departments (department managers in charge with each type of the groupware functions)>

### ■ Yoshida Campus (Scheduled to be transmitted for remote areas)

- 12<sup>th</sup> of November (Monday) from 13:30-15:30 @ Centennial Anniversary Clock Tower -Centennial Hall

- 14<sup>th</sup> of November (Wednesday) from 13:30-15:30 @ Centennial Anniversary Clock Tower-Centennial Hall

### ■ Katsura Campus

- 27<sup>th</sup> of November (Tuesday) from 13:30-15:30 @ Funai Tetsuro Auditorium

### ■ Uji Campus:

- 5<sup>th</sup> of December (Wednesday) from 13:30-15:30 @ Uji Oubaku Plaza- Kihada Hall

### 3. The service and important points regarding the faculty & staff groupware

The functions and service level, as well as the screen layouts etc. for the new faculty&staff groupware are basically made so as to inherit the current system (Notes/Domino). For example, the layouts of the bulletin board, schedule, link collection etc. on the top page are made as similar as possible. On the other hand, the appearance of the user interface and the hierarchical structure of the organization etc. are quite different from the current system. We apologize for any inconveniences that you may experience until you get used to it, but we thank you for your understanding and your cooperation.

Figure 1 shows the list of functions of the new faculty&staff groupware (Garoon). Taking into consideration the convenience of the faculty&staff, functions evaluated as unnecessary from the point of view of preventing confusion and functions duplicated with “G Suite for Education” are turned “off”.

Approximately 10 work related applications of the faculty&staff groupware such as “staff record”, “service for publicly offered assets”, “contract performance record search system”, etc., which were developed independently by Kyoto University, are going to be re-built using the development platform “kintone”.

The current secondary address book is used for permission settings and as an e-mailing list and after the migration it will be achieved through a function of the “G Suite for Education” called “Google Group for business”, being available starting from the same day of the faculty&staff groupware switching which is the 17<sup>th</sup> of December 2018. The secondary address itself will not be changed ([~@mail2.adm.kyoto-u.ac.jp](mailto:~@mail2.adm.kyoto-u.ac.jp)). Also, the name will be changed to “secondary group” and apply the new registration and change of the secondary group using Garoon’s “workflow” function. Since the e-mail data stored in the current “secondary address mailbox” (archive of the received e-mail) cannot be transferred to the new system, we plan to deliver it separately in “eml file format” for each secondary address.

The new faculty&staff groupware can be used on smartphones, so you can easily check the schedule, notification lists etc. on your own smartphone. In addition, we will pay attention to the convenience of the faculty&staff and we will offer access not only from inside the campus, but from outside the campus as well.

# List of functions



 = **Function off**

Basic Applications

Applications included in the service license


























 Portal	 Schedule	 Facility reservation	 <b>E-mail</b>	 Message
 Bulletin board	 Space	 File management	 Memo	 Notification list
 To Do List	 <b>Address Book</b>	 <b>Phone memo</b>	 Favorites	 Link collection
 RSS Reader	 Presence confirmation	 <b>Time card</b>	 Work flow	 <b>Multiple reports</b>
 Full text search	 Smartphone	 <b>Mobile</b>	 Reminder	 Customize

Figure 1: List of functions for the new faculty&staff groupware (Garoon).

(Detailed explanations of the functions:

1. Portal: According to the needs, you can create a versatile portal for internal company use.
2. Schedule: You can register and share both your personal as well as the team schedule.
3. Facility reservation: Reservation management of conference rooms and equipment can be done.
4. E-mail: It is a web mailer that registers and uses servers.
5. Message: For a certain company internal messages can be sent without using e-mail addresses.
6. Bulletin board: As convenient tools for company-wide notifications, bulletin boards and reservation posting are also available.
7. Space: It's an electronic conference room that can be used across divisions.
8. File management: You can share internal files and you can manage the versions.
9. Memo: It is a memo pad convenient for memorandums and drafts.
10. Notification list: You can check both new and updated notifications across the applications.
11. To Do List: You can set task deadlines and their relative importance.
12. Address Book: You can create both your own and the organization's address book.
13. Phone memo: You can leave a call related message to other users.

14. Favorites: You can register files and threads that you often access.
15. Link collection: You can register the URL of frequently used websites.
16. RSS Reader: You can register the RSS of frequently viewed websites.
17. Presence confirmation: Present status is displayed from the login status.
18. Time card: The login/logoff time to Garoon can be registered.
19. Work flow: The application form can be done freely. The application related work can be digitized.
20. Multiple reports: Easy creation and sharing of meeting records and reports.
21. Full text search: You can search information within Garoon cross-sectionary including the contents of the files.
22. Smartphone: You can use the view and applications for smartphone.
23. Mobile: A view for feature phones is available.
24. Reminder: We will inform you on the schedule and notifications on the desktop by pop-up.
25. Customize: Customization such as cooperation with other systems is possible.

#### 4. Services and important points regarding KUMail (Gmail) and G Suite for Education

- KUMail(Gmail)

The new KUMail will be offered as Gmail, which is one of the core services of the G Suite for Education. The university's e-mail addresses ([~@kyoto-u.ac.jp](mailto:~@kyoto-u.ac.jp)) will remain unchanged. As a premise, please continue to understand and cooperate in improving the e-mail literacy of the faculty&staff such as not sending important information by e-mail and avoiding to attach files as much as possible (try to use KUMail storage etc.) In addition, KUMail storage can be used the same way as until now. Also, the current faculty&staff groupware Notes/Domino's "large capacity document" function will be usable after migration, but changed to alternate function (Garoon's "message" function) for file sharing.

As shown in Table 1, after the migration of the e-mail data of the current system to the next system, we have set a period for operating the current system along with the next system roughly from February 2019 to May 2019. In this parallel operation method, e-mails for faculty&staff (KUMail) can be sent and received by both systems, but messages that are newly created and transmitted by the current system (MailSuite) during the parallel operation period starting from February 2019 will not be transferred to the new system (Gmail), so please use the new system (Gmail) as soon as possible. Ultimately, we will stop the sending and receiving for the current system around May.

For e-mails saved in the current system (MailSuite), concerning the migration of bulk e-mail data to each user, we intend to conduct an inquiry and we plan to incorporate it only for those who wish to have it for the next system (Gmail). The targets for the mass migration are only the e-mail data on the server of the current system (MailSuite)(=data that can be checked on the web mail's screen) and the folder information. Regarding the results of the migration, we will inform all the users who wanted the bulk transition, including the success and failures, after they start using the next system (Gmail), so please confirm it. However, even if you don't want to have the e-mail data bulk migration, please be aware that after the new service (Gmail) starts to function (scheduled for January 2019), the new e-mails will also be sent to Gmail. The patterns of the failed migrations appear mostly when the e-mail size exceeds the threshold (about 20MB) or when it contains attached files that cannot be handled by Gmail. As a countermeasure, users export the target e-mails from MailSuite by themselves and save them on the PC etc. In addition, MailSuite's address book, automatic sorting setting, transfer setting, signature etc. are not subject to the migration, so we are sorry for the inconvenience caused, but take care of them yourself after you start using Gmail. Then, we will provide a migration support tool to import MailSuite's address book and automatic sorting setting into Gmail (Please also refer to "6. Data migration by user" on page 5.).

At this stage, we plan to completely switch the e-mail system of KUMail around May 2019. Even after the complete switch, it will be possible to access the past MailSuite (but not send/receive) until March 2020 (planned).

- Services for G Suite for Education

The services available in G Suite for Education can be classified in the core services (about 10 functions) and the additional services (about 50 functions).

Figure 2 shows the services (all of them being core services) that we plan to introduce at our university. For the new faculty&staff groupware's start of the operation (scheduled for the 17<sup>th</sup> of December 2018) there is one (Google group for business) and for the new e-mail system Gmail's start of operation(scheduled for February 2019) there are 5 services (Gmail, Google Drive, Google Documents, Google Forms, Google Calendar) that will be provided. For other core services and some additional services, we will consider if their installation is necessary after the start of operation of the new system. If you have any requests for services you would like to use, please tell us your opinion.

In addition, Google Calendar automatically synchronizes with the 'Schedule' function of the new faculty&staff groupware (Garoon). If you register the schedule to either of

them, it will be displayed on both calendars, so you can expect improvement of the office work such as the schedule adjustments.







Function name (planned time for introduction)	Overview of the function
<b>Google for Business Group</b> (December 2018) 	<ul style="list-style-type: none"> <li>• Uses group e-mail as a substitute for the current secondary address (~@mail2.adm.kyoto-u.ac.jp)</li> <li>• Addresses of people from outside of the university can be registered as if they were members</li> </ul>
<b>Gmail</b> (February 2019) 	<ul style="list-style-type: none"> <li>• Used as faculty&amp;staff e-mail (KUMail) (~@kyoto-u.ac.jp)</li> <li>• Unlimited e-mail storage capacity for each account</li> </ul>
<b>Google Drive</b> (February 2019) 	<ul style="list-style-type: none"> <li>• It can be set as a file storage location having unlimited storage capacity</li> <li>• It is not possible to receive a file from an user that does not have a Google account or send an URL that requires a password to open</li> </ul>
<b>Google Documents</b> (February 2019) 	<ul style="list-style-type: none"> <li>• Online version of Office Suite (documents, spreadsheets, slides)</li> <li>• Files created in My Drive are not shared by the university's default setting, Kyoto University tenant (@kyoto-u.ac.jp)</li> </ul>
<b>Google Forms</b> (February 2019) 	<ul style="list-style-type: none"> <li>• Some forms that allow you to freely create web surveys and application forms</li> </ul>
<b>Google Calendar</b> (February 2019) 	<ul style="list-style-type: none"> <li>• Synchronize the calendar of the faculty&amp;staff groupware Garoon's Calendar with Google Calendar</li> <li>• According to the university's default settings, the Kyoto University tenant (@kyoto-u.ac.jp) is not shared outside the university (within the Kyoto University tenant only the scheduled time frame is shared), but users can change the sharing settings</li> </ul>

Figure 2. Planned time for the introduction of the core services belonging to the G Suite for Education

## 5. About the authentication method

The new faculty&staff groupware and KUMail(Gmail) are based on Shibboleth authentication (some use the Open AM authentication). Therefore, compared to the current system, it provides a single sign-on between systems for a wide range of services.

## 6. About the data migration done by users

Basically, although the policy is to migrate the data registered in the current systems



as much as possible (Mass data migration is done only for applicants), the current faculty&staff groupware (Notes/Domino)'s schedule and the current KUMail (MailSuite)'s address book, things that cannot be implemented directed by the system administrator due to technical reasons, etc. will have to be transferred by the users as well as the new system's settings. Regarding Notes/Domino's "Calendar" and "Automatic Distribution Setting", we are planning to provide the transition support tools, so we are looking forward for your understanding and your cooperation.

## 7. Finally...

Details about the system updates&migration such as the faculty&staff groupware, faculty&staff e-mail (KUMail) etc. will be posted on the following IIMC's website in order of their appearance, so please check it.

<IIMC Website>

[http://www.iimc.kyoto-u.ac.jp/en/services/portal/member/ku\\_internal/newgw.html](http://www.iimc.kyoto-u.ac.jp/en/services/portal/member/ku_internal/newgw.html)

Home> Search by service> Portal site> Portal site for faculty&staff (faculty&staff groupware)> [for inside the campus only]> Notice about the next faculty&staff groupware • next faculty e-mail (KUMail).

(Yasuhiro Nagai: Professor of the IT Planning Office or the IIMC (Director of the Electronic Bureau))

## 1. Introduction

In order to use the Cloud service, especially the public Cloud service safely, the IIMC publishes the “Kyoto University Cloud service usage guide”(hereinafter referred to as “the usage guide”). In this article we will briefly explain the security precautions when using the Cloud service from this usage guide. For a detailed explanation, please visit the following site: <http://www.iimc.kyoto-u.ac.jp/ja/services/ismo/use/regulation.html>

## 2. The types of Cloud services and division of the responsibilities

Cloud services can be roughly divided into three types. The difference between the four responsible division points, including the case where you make your own server, is as shown in the table below. Please understand how much responsibility is required as a user of the Cloud service, and use it accordingly.

Types (Description)	On premises (Own your server)	IaaS (Services using computers from inside the Cloud)	PaaS (Services that use the development and execution environment of applications running in the cloud)	SaaS (A service that uses an application executed on a server located inside the Cloud)
Users	Data			
	Applications	Data		
	Middleware	Applications		
	OS	Middleware	Data	
	Hardware	OS	Applications	Data
Cloud operators		Hardware	Middleware	Applications
			OS	Middleware
			Hardware	OS
				Hardware

## 3. Security incident response

If an incident occurs in the Cloud service, please follow the procedure shown below. Especially immediately after it is discovered, proceed to ① to ③ and communicate accordingly.

- ① Stop the service provision on the server.
- ② Contact the Cloud provider (the necessity and content depend on the division of the responsibilities.)
- ③ According to the incident response network, contact the people involved (it is required especially in the case of information leakage).
- ④ Acquire various log information (including access log etc.) required for the incident

response, the incident cause and the scope of the incident.

- ⑤ Review and implement technical recurrence prevention.
- ⑥ If you cannot identify the cause of the incident, you will need to consider rebuilding the server (including clean installation) and in some cases to change the Cloud provider.

#### 4. “Check items” to be taken into consideration

In the usage guide, there are some “check items” cited for the time when you should consider when starting using the cloud services. The “check item” list is written here. Please refer to the usage guide for detailed information on each of the “check items”.

In addition, the usage guide contains a checklist and an evaluation of the widely used Cloud services, so please use it.

- Reliability of the service
  - Durability of the data
- Support related
  - Support desk/ Support reception hours/ Support response time
- Management function
  - List display function of the operating status/ Process monitoring function
- Reliability of Cloud providers
  - Presence of a third party consignment/ Protection of the personal information at the contractor’s site
- Contract terms (Nationality)
  - Governing law/ Court of competent jurisdiction
- Security
  - Provide update information/ Security measures (virus detection/defense)/ Update the virus definitions
- Data management
  - Use of encryptions/ log/ log use
- Backup
  - Existence of the backup service/ Simultaneous backup to multiple centers/ Security measures for backup data
- Handling of the data at the end of the contract
  - Delete data/ Protect user data/ Account inheritance
- Data inheritance at the end of the contract
  - Data retrieval security
  - Server image migration
  - Migration of the user data

## 5. Conclusions

The IIMC thinks that the number of systems that use public Cloud services inside the university is expected to increase. When using the public Cloud, please check the usage guide and pay attention to the information security measures as well as to the installations inside the campus.

(Planning and Information Department/Information Infrastructure Division/ Security Measures Team)

At our university, in case of natural disasters such as earthquakes and pandemics, we grasp the safety status of the students and the faculty members both smoothly and quickly, support the members who suffered damages and help with inquiries from family members etc., restart the classes and the examinations and in order to decide the disaster response so as to utilize it for policy decisions etc. we have established a safety confirmation system and it has been officially operational since April this year.

For the training that we conducted this time, we aimed have the students, faculty and staff familiarized and getting proficient about the safety confirmation system and in order to enable the appropriate processing and so as to achieve an effective utilization of the safety status obtained from the safety confirmation system in each department we carried it out at the same time for the whole university, being the second time we do it following last year.

#### ■ Implementation of the training

Assuming that an earthquake having a seismic intensity of 6 or less occurred in the Kyoto city area on the 3<sup>rd</sup> of July 2018 (Tuesday), approximately 35,000 students, faculty and staff members of our university were asked to voluntarily confirm their safety status as the registration began.

① Period of registration: from the time the training starts to the 10<sup>th</sup> of July 2018 (Tuesday) at 12:00.

② Sending e-mails:

~on the 3<sup>rd</sup> of July (Tuesday) at 8:00 => Safety registration e-mail request

~on the 3<sup>rd</sup> of July (Tuesday) at 12:00 => Safety registration promotion e-mail (dunning e-mail)

In addition, it took about 2 hours to manage the e-mail system until all the e-mails arrived.

③ Public relations announcements done prior to the training:

● Posting on the portal for faculty and staff and on KULASIS (from the 27<sup>th</sup> of June)

● Notification to all members by bulk e-mail (on the 2<sup>nd</sup> of July)

● Seeking cooperation from the teachers to inform their students about it during their classes (from the 28<sup>th</sup> of June)

(Reference) Notification of safety confirmation system during the guidance for freshmen (early April)

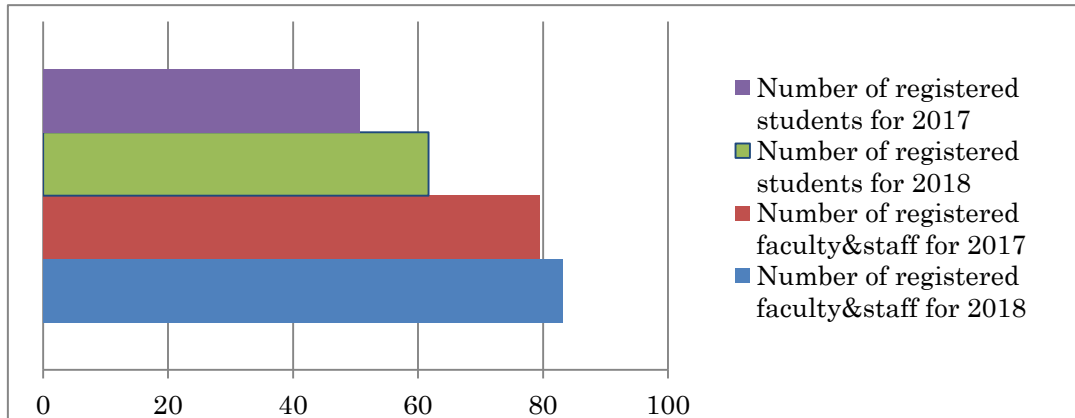
■ Rate of the registration about safety

Out of 34.920 subjects to take part in the training, 24.013 people registered their safety status. The registration rate was about 9% higher than last year, reaching 68.8%, while in the cases of faculty, staff, students and also foreigners this year's results surpassed last year's results.

[Registration of the safety status]

Classification		Nr. of reg.	Target nr.	Reg. rate	Last year's record
All members	F&Staff	9,614	11,565	83.1%	79.4%
	Students	14,399	23,355	61.7%	50.7%
	Total	24,013	34,920	68.8%	60.3%
Foreigners	F&Staff	409	566	72.3%	62.5%
	Students	1,783	2,691	66.3%	61.9%
	Total	2,192	3,257	67.3%	62.0%

[Registration status for students and faculty&staff]



① Status by departments

The departments that were able to confirm the safety status of all members reached 20 departments (there were 12 for the previous year), for over 90% there were 35 departments (there were 23 for the previous year) and apart from those, almost all departments showed better situations compared to the previous year. Especially, the literature department which had a low rate last year showed a large increase in the registration rate.

② The hourly situation

A remarkable tendency regarding the registration rush around the time zone of the registration request e-mail, during and immediately after the dunning e-mail transmission time period was confirmed. However, in this exercise, it is estimated that there were more than 9.000 re-registrants because of erroneous sending of the dunning e-mail to all members, including the people registered as safe.

③ Status for the faculty and staff

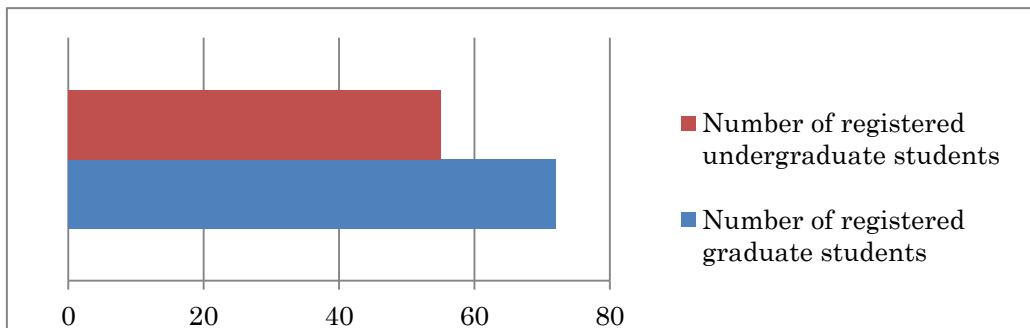
About more than 2/3 of the member's safety status was confirmed at almost all departments.

Registration rates of all departments exceeded last year's results for all departments and no significant difference was noticeable between departments.

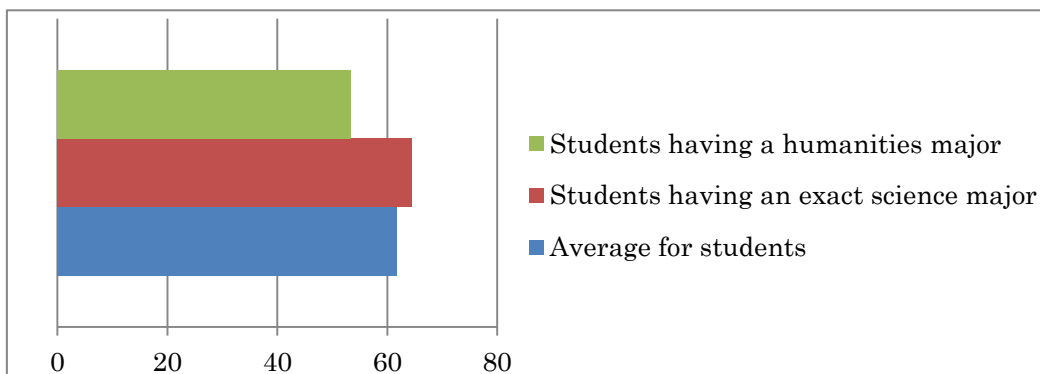
④ Student situation

Almost all the departments exceeded the registration rate of the previous year, but there was almost a 20% difference between those of graduate and undergraduate students.

[Registration status for undergraduate and graduate students]



By doing a separate analysis, the percentage of the liberal arts students was 53.5%, greatly improved from last year, still 11% behind that of science students.



In addition, for undergraduate students (4 year system, 6 year system), the registration rate of the freshmen was about 70%, felt greatly for the 2<sup>nd</sup> and 3<sup>rd</sup> year students, but tending to recover for the graduate year students.

For graduate students, the students from the 2-4 year system kept a 70-80% percent range, but for the 5 year system graduate students, the decline happened for the 3<sup>rd</sup> and 4<sup>th</sup> year students, showing a recovery for the students in the graduation year.

[Student registration status by the admission year (except for the course registered students etc.)]

Admission program	2018	2017	2016	2015	2014	2013	Average
Undergrad.stud. (4years course)	68.6%	51.9%	47.0%	56.0%			54.5%
(6years course)	68.5%	56.3%	53.1%	66.4%	70.0%	72.7%	64.3%
Graduate stud. (2years course)	73.5%	72.8%					71.8%
(3years course)	75.1%	74.1%	74.5%				70.9%
(4years course)	76.5%	78.3%	86.9%	80.9%			79.5%
(5years course)	75.0%	81.6%	73.0%	47.6%	60.0%		70.1%

#### ■ OPT input items

During the training, in addition to checking the relevant items such as the safety situation, we have allowed free descriptions of up to 100 characters.

##### ① Described situation

Both the number of inputs and the input rate have increased compared to the previous year; especially for foreigners, the high level of interest was remarkable.

[Status of OPT input item]

	Number	Last year's record
Faculty	540	353
Staff	405	431
Students	937	676
Total	1,882	1,460
Foreigners	275	214

##### ② Input content

There were disaster situations where they supplemented their own safety situations, complaints about the system, requests, questions etc., general opinions about the training and reasons for late registrations etc.

Despite the 1168 descriptions of the disaster situations, the number of emergency information about emergency situations decreased, but the use as effective means of conveying information such as adding their physical information etc. has increased. In



particular, regarding the transmission of business information, it was effectively used for contacting the departmental office such as the destruction of facility buildings, the safety of colleagues, the continuity of the project etc.

There were 530 complaints, requests and questions about the system, but there were 352 complaints due to mistakes in sending the dunning e-mail; apart from this, complaints etc. decreased from the previous year. In addition, there was no demand to encourage the improvement of the system, but there were many requests that the operation range at the time of the earthquake from the North part of the Osaka Prefecture that the operation area should be expanded.

In addition, there were many questions and complaints due to mistakes regarding the operation method and the lack of understanding.

[Status of OPT input item]

	Input content	Number	Last year's record
Disaster situation etc.	Emergency information	6	16
	Phys.cond. rel. comments	665	401
	Reg. place rel. comments	285	403
	Ability to come to the uni.	36	23
	Transm. of disaster info	35	41
	Transm. of work rel. info	25	※39
	Others	116	120
	(Subtotal)	(1,168)	(1,043)
Complaints, requests and questions to the system	Incoming e-mail	361	33
	Access	109	121
	Questions	9	19
	System design	6	19
	Others	45	32
	(Subtotal)	(530)	(224)
	Other opinions and requests	7	-
	Reasons for delayed registration etc.	44	57
	Acknowledgements for the training	25	18
	Others	108	118
	Total	1,882	1,460

※Implemented as one of the training items last year

## ■ Summary (Problems and challenges)

For this training, although the registration rate of the members greatly exceeded last year's results, the following problems and challenges arose.

- ① Active and continuous consideration for the public relations (especially registration of the voluntary safety situation when earthquake occurs, inform the undergraduate students etc.)
- ② Examine to expand the operation range of the safety confirmation system (such as being brought up by many members and departments when an earthquake took place at the North side of the Osaka Prefecture on the 18th of June.)
- ③ Study the display and search method of the safety confirmation system (for preventing erroneous operations at the input time and improving the convenience of the searching method etc.)
- ④ Improvement of material leaflets and the operation manual (addition of Q&A and creation of a simple version of the operation manual etc.)
- ⑤ Implementation of the registration drills of the safety confirmation system at disaster prevention drills etc.

As for the confirmation system, although it is gradually becoming steady, we will continue to review it in order to solve the problems and issues mentioned above so as to improve it, so hope that you will continue to support us and you will cooperate with us.

(General Affairs Department/ Maintenance of planning and management/ Risk management team)

**All students are asked if they would like to take a BYOD-type lesson using their notebook PCs**

Since March 2018 we started operating the virtual terminal service for the educational computer system in order to achieve the BYOD (Bring your own device)\*<sup>1</sup> as the educational learning terminal environment.

The computer system for education was provided so far with PC terminals for all classrooms of each department in the unified educational learning terminal environment for classes requiring the use of a PC.

This time, the virtual terminal service which started its operation can use this environment for various notebook PCs owned by students using remote desktop (A method of displaying and operating the desktop environment such as the PC screen, keyboard, mouse etc. from a notebook PC etc. located in a distant place by using the network) via the web browser. By doing this, even in ordinary classrooms where PC terminals are not installed, classes can be conducted in a unified educational learning terminal environment like the satellite classrooms.

In addition, self-study which could have been done only in the OSL (Open Space Laboratory) can also be accessed from the laboratory or from home etc. through the virtual terminal service so as to continue a task and so on. \*<sup>2</sup>

For using the class through the virtual terminal service, application by the teacher in charge of the class is necessary. Applications are accepted every half a year (in June and December), twice a year, so if you are interested, please consult with the media management team for education.

In addition, please refer to the website of the IIMC for information about the detailed usage and information regarding the available software.

■ IIMC PC terminal service for education

<http://www.iimc.kyoto-u.ac.jp/ja/services/ecs/>

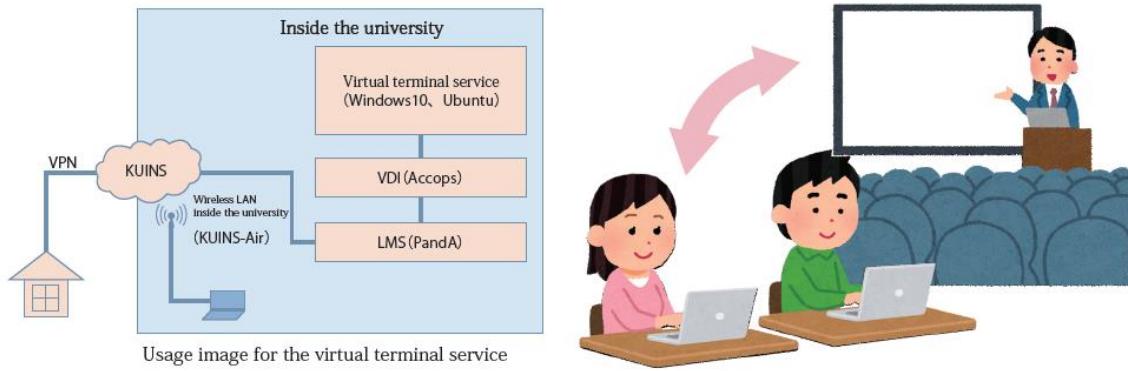
■ Media management team for education (reception for virtual type terminal service consultation)     [edu-soft@mail2.adm.kyoto-u.ac.jp](mailto:edu-soft@mail2.adm.kyoto-u.ac.jp)

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\*1 BYOD: Abbreviation for “Bring Your Own Device”. Use your own device such as a notebook PC etc. for work and education.

\*2 From outside of the university it can be used after connecting to the campus network via KUINS’ VPN connection.

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(Planning · Information Department/Information Infrastructure Division/Media Management Team for Education)

[Service introduction]

## Introduction of the e-Learning Portal

-page 12-

Since Kyoto University has many e-Learning training materials it is difficult to know which training materials must be used at some point and which training materials were used by a certain person so far. In order to improve this situation, we started the e-Learning portal on a trial basis.

### ■ E-Learning training materials

Kyoto University offers various e-Learning training materials as part of the cyber learning space and individual systems. To be more precise, training materials such as the following ones are provided (there are many other additional training materials).

- Information security (for all members)
- Research fairness (for researchers)
- Appropriate use of research expenses (persons involved in the management and operation of competitive funds)
- Security export control
- RI Re-education and training
- Basis legal training related to life science research
- Health management and safety measures for overseas study
- Health management and safety measures for international students

### ■ e-Learning portal (<https://elearning-portal.iimc.kyoto-u.ac.jp>)

Kyoto University e-Learning Portal @kyoto-u.ac.jp

In having several ECS-IDs/SPS-IDs, only the status of taking courses of the logged-in ID.  
The status of each e-learning course is updated at midnight everyday.

#### Mandatory Training Course

[current status](#) [all histories](#) To take e-Learning course, click target e-Learning link [ 日 | En ]

e-Learning name	target user note	available period	last applied	status	inquiry to
Information Security (2018)	announce All members	Apr 01, 2018 - Mar 31, 2019	May 17, 2018	learned	Information Security Office
Proper Use of Research Grants (2017)	announce All faculty, staff and students who may receive or manage competitive funds	Dec 12, 2017 -	Feb 21, 2018	learned	Research Promotion Division, Research Promotion Department

Links to other e-Learning courses will be added as they become available.

Currently, the e-Learning training materials covered by the e-Learning portal are the following 3. For other training materials, we plan to add it to the portal as soon as we can select the proper ones.

- Research fairness
- Information security
- Appropriate use of research expenses

When you access the e-Learning portal, you will be transferred to the Shibboleth authentication screen, where you can login with your own SPS-ID or ECS-ID. When login is successful, the screen shown in Fig. 1 will be displayed.

If you have taken the e-Learning training and you have passed, you will be marked as “attended” in the course status and for other cases it will show “not attended”.

If you click the link of the e-Learning training’s item, it jumps to each training page. For trainings that have links to guidance and manuals, please refer to them and take them.

■ Finally...

For questions and comments about the e-Learning portal, please contact us by e-mail.

E-mail address: [740elp@mail2.adm.kyoto-u.ac.jp](mailto:740elp@mail2.adm.kyoto-u.ac.jp)

(Atsumi Noritoshi: Assistant Professor at IIMC’s IT Planning Office, System Design Division)

**Do you know about the “Learning Commons” room located inside the Media Center?**

Speaking about Kyoto University’s “Learning Commons” room, the one located inside the main library is famous, but did you know that Media Center also has a “Learning Commons” room?

The “Learning Commons” of the Academic Information Media Center-South Building located in Yoshida South Campus uses a concept called “ICT Learning Commons” having study equipment suitable for BYOD (Bring Your Own Device) style learning. To be more exact, it has enough power outlets and a Wi-Fi environment (KUINS-Air), and a large display that can be connected to your PC. If you don’t understand how to use the software, PC, network etc., you can ask questions to a group of graduate students called “BYOD Teaching Assistants”.

When you study by yourself at the university, there are many things you would like to learn and study together with your friends and your seniors. In addition, in the recent years, we are also experiencing project type learning where a group of people gets together in order to solve a problem. At the “Learning Commons” room it is allowed to bring drinks (having a cap) and talk, allowing for deep discussions to take place and practicing free and open-minded learning while making presentations to each other etc.



Well then, we expect that students will actively use it.

(Morimura Yoshitaka: Associate Professor at the Information Environment Support Center)

## [Notification] **Establishment of the Web Strategy Office and its efforts up to now**

### ■ Establishment of the Web Strategy Office

Nowadays, from Kyoto University's perspective, the Web is an indispensable media used to disseminating its information to various people from Japan and abroad. However, because the real planning and management of the Website has been entrusted to the departments, an overall coordination lacked and it was a burden for young researchers involved in the site construction etc. and also had various challenges facing its information dissemination process.

Realizing this situation, in 2017 we established the Web Strategy Office under the University's Director for Information's authority and a four-year plan was decided to promote the project in different stages so as to improve our web information dissemination system. Specifically, we will establish a structure across the departments having the mission to do the following: ① improve the current website, ② examine the concrete contents for the full renewal planned for 2020, ③ set and develop its visual identity (VI).

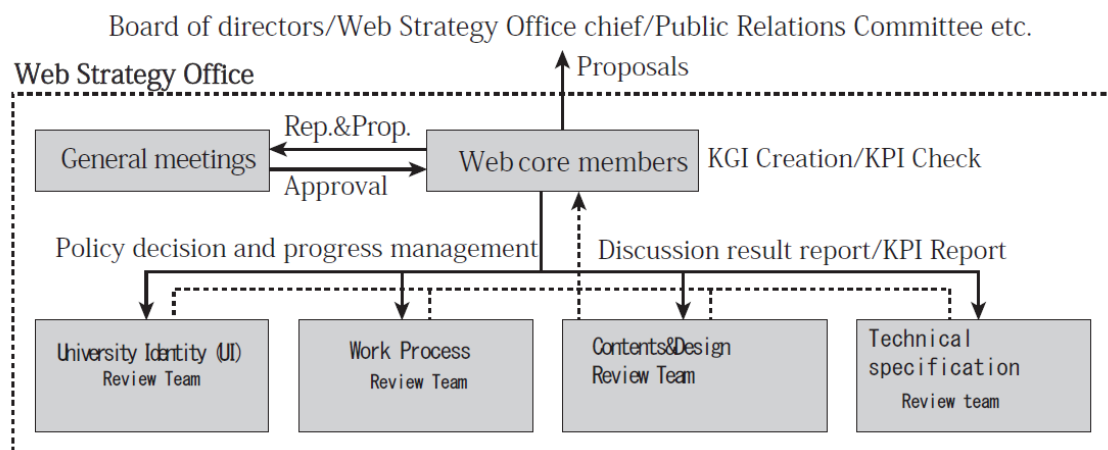
### ■ Efforts done so far

In 2017 we identified the problems of the present situation and focused on identifying how the homepage wanted by the people concerned should look like. Furthermore, we reduced the waste in the work concerning sending information on the Web and we established a strategic skeleton aimed at improving the quality as well as improving the urgent problems related to the educational pages and international related pages. Moreover, while inheriting our university's university identity (UI) and values that have been fostered so far, we are working to make use of the visual identity (VI) such as emblem and logo type etc., used mainly by the Web and the public relations etc., from both sides of the Web and the VI.

In 2018 we continue to check the contents of the current website along with organizing and modifying the contents groups related to international exchange, also making a guidebook so that people from inside and outside of the university can utilize the VI that started in the previous year and started to develop various products such as business cards and letterheads. In addition, we are thinking about a mechanism able to aggregate and manage these data in order to facilitate the use of PR resources such as photographs and movies scattered inside the university that can be useful for public activities etc. of the university and the departments. Toward the renewal of the website in 2020, which is 2 years from now, we will do the following: (1) start a specialized team to examine the issues, (2) hold workshops etc. so as to study the Web strategy. Since the Web site renewal ranges from business efficiency to technical contents such as servers



and so on, we have started the following 3 review teams. Business efficiency of information transmission by the web site, which is examined by the “working process examination team”, contents and design is examined by the “contents and design examination team”, contents management system (CMS) and server configuration etc, which is examined by the “technical examination team”. (Fig.) In addition to the core members, each team has invited several advisors. Meetings by these teams and meetings by core members headed by the head of the IIMC are held regularly and we continue to take into consideration various issues and directions.



In addition, we invite experts on web design and university information dissemination to conduct seminars for the web staff from inside and outside the campus so as to know as much as possible about the opinions of people from inside and outside the university as well as the related activities of other universities. For the first of these seminars we collaborated with the Academic Information Media Center so that on the 6<sup>th</sup> of September 2018 a seminar entitled “Visualize the Values of the University: Design of University Identity and Website“ took place. We will continue to hold these seminars so as to make known the activities of the Web Strategy Office and to collect opinions.

■ Summary

As described above, the Web Strategy Office established under the Director of Information is working to improve the current website and to fully renew it. The website is a “place” for sending information and there are various ways of thinking about what kind of information through what kind of technology is to be sent. Since we incorporate such ideas and perspectives into our activities and are planning to make a website that can better convey the activities of our university, we would be pleased if you continue to tell us your opinions.

(Ono Eiri: Specific Lecturer at the IIMC/IT Planning Office (Web Strategy Office))

**AXIES 2018<sup>th</sup> Annual Conference-This year's AXIES annual convention is held in Sapporo!!-**

AXIES (Academic ICT Promotion Council) 2018- The Annual Conference will be held in Sapporo City for 3 days, between the 19<sup>th</sup> of November (Monday) and the 21<sup>st</sup> of November (Wednesday).

The annual conference is a forum for exchanging opinions and information about the current state and the future direction of ICT utilization in higher education institutions and way higher education is done by using ICT; in the schedule there will be general meetings, planning sessions, general sessions, corporate seminars, exhibitions, information exchange meetings and so on. For this general meeting, we are inviting John O'Brien, who is the Chairman of EDUCAUSE, to introduce new trends from overseas. We are waiting for you to participate.

[Date and time]:

From the 19<sup>th</sup> of November (Monday) to the 21<sup>st</sup> of November (Wednesday)

[Venue]: Sapporo Convention Center

(Sapporo City, Shiroishi-ku, Higashi Sapporo 6-1-1)

URL: <http://axies.jp/en/conf>



■ What is AXIES?

It is the acronym for the English name of the “General University Corporation ICT Promotion Council”.

English name is: **A**cademic **eX**change for **I**nformation **E**nvironment and **S**trategy

“To contribute to the advancement of Japan’s education, academic research, culture and industry” aiming to improve the education, research, management etc. using ICT in higher education institutions and academic research institutes, having been established in February 2011 by 14 regular members.

(Number of members as the 1st of October 2018: 110 regular members and 62 association members. Chairman: Kitano Masao, Director of Kyoto University)

## Vision, Mission and Strategy of the Academic ICT Promotion Council

### Leading strengthening of Higher Education, Academic Institution's Education, Research and Management using ICT

#### Mission By using ICT

1. Creating Effective and Diverse Education
2. Construction of a Promotional Res. Environment
3. Improvement of the Institutional Management

#### Strategy

1. Common technical foundation/Organization's fundamental construction and maintenance
2. Development and sharing of methodology and support tools
3. Strengthen the ICT utilization capabilities for teachers, staff and students
4. Training and career formation for executive and support staff

AXIES currently has the following 12 subcommittees:

- CIO Subcommittee
- IT Benchmarking Subcommittee
- Information Education Subcommittee
- Open Source Technical Subcommittee
- Academic and Educational Content Sharing Distribution Subcommittee
- Software Licensing Subcommittee
- Authentication Collaboration Subcommittee
- Cloud Subcommittee
- ICT Utilization Research Subcommittee
- Education&Technology Development Subcommittee
- ICT High Quality&Security Subcommittee
- Research Data Management Subcommittee

If you are interested, please join the subcommittee discussions also.

If you wish to participate, please contact us by using the e-mail shown below.

#### ■ Contact:

Kyoto University / Inside of the Planning&Information Department/ General University Corporation ICT Promotion Council Secretariat

E-mail: office@axies.jp

[Have I been pwned?~https://haveibeenpwned.com~](https://haveibeenpwned.com)

Do you know about the site shown above? The English word “pwned” is a slang in which English “o” of “owned” is replaced with “p”, therefore “Have I been pwned?” means “Have I been owned?”. In other words, it is a site that checks whether personal information such as your e-mail address and password are leaked to the Internet or not.

Would you all like to use this service? Do you feel uneasy about something that could happen? In order to make such a judgement, please read what the person called Troy Hunt, the one who made this service, wrote in the “about” section of the site and check for how other people view its reputation and decide by yourself. I thought for a while and decided to trust it for some time. So, when I input a certain address of my own, I was told “Good news-nopwnage found!” . Next I entered a different address and I was told “Oh no-pwned!”. I was told that it was leaked on Tumblr. By the way, I remembered that I had used Tumblr in the past and in a hurry I changed the address that I used as ID for the service and also the password.

The truth is that this service has been extensively used since the UK and Australian governments have used the check function of the whole domain to monitor the existence of address leakage of all government’s organizations. A service called Firefox monitor (<https://monitor.firefox.com/scan>) exists, while plugins such as WordPress and Joomla! etc. are also provided when using the API created by Mr. Troy Hunt.

The data leakage that it is based on includes many accidents and old information from Europe and America, therefore you cannot consider yourself to be safe, not even if the service labels you as “safe”. However, those who have been using the same e-mail address and password for a long time may want to check once. For this one, please judge by yourself.

Authentication by ID and password will continue to be used for some time. And most security incidents start with the leakage of the ID and password. While using this service, it may be a good occasion to review your ID and password once more.

Although this site recommends a commercial service called 1Password as a measure to protect the e-mail address and the password, there is no need to go for it.

(Saito Yasuki: Professor / IIMC IT Planning Room (Information Infrastructure Division Manager))