【Educational Computer System】
Procedure for the use of PC Terminal service

■ Introduction

IIMC provides the education computer system so that students, faculty and staff of Kyoto University can use it for class and self-studying. This material teaches the procedure and use of PC terminal Service provided in the Educational Computer System. If you plan to use it in your class, please be sure to read this material carefully before you submit the application form.

■ PC Terminal Service

This is the service that enables users to use software in Windows11 or Linux using BYOD of your own laptop PC or PC terminals in OSL or satellite classroom of the Faculty of Medicine for their class and self- studying. Users can use the following environment with this service.

Also, we are providing and introducing the software required in the class to the PC terminal service every semester depending on the application from the teaching staff in charge of the class. For the use of PC terminal service and installation of software, please refer to the item of "Procedure for use".
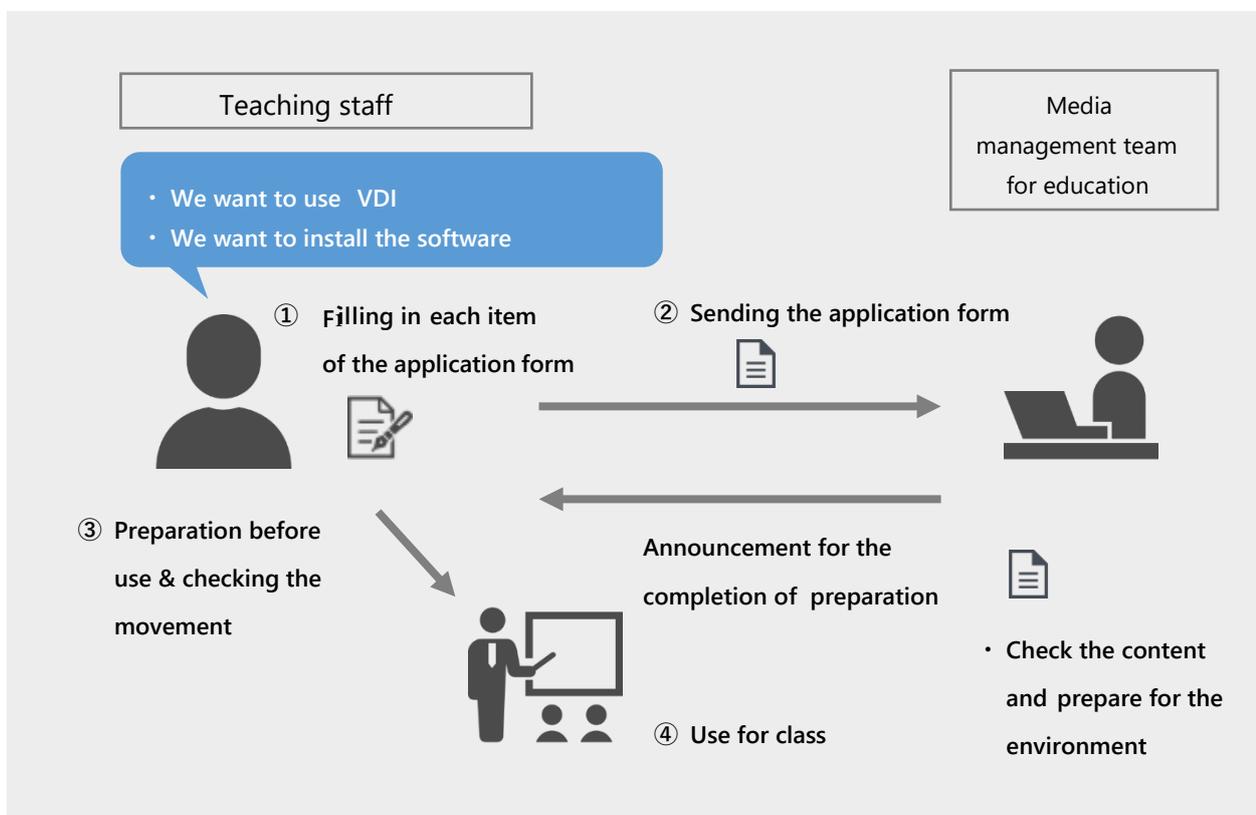
Type	OS	Explanation	Use Conditions
Fixed Terminal	・Windows 11	PC terminals are available in satellite classroom of the Faculty of Medicine, in ICT commons of ACCMS South Bldg, as well as in OSL of General Library, and Library in Yoshida South campus.[※1]	・Students, Faculty and Staff who own their ECS-ID / SPS-ID
Virtual Terminal (VDI)	・Windows 11 ・Linux (Ubuntu)	This is the PC terminal which carries out the remote connection via browser at home or on-campus as well as from the fixed terminal set. You can have a class with the PC terminal environment with fixed software or setting even if it's the portable terminal such as BYOD.	・Students, Faculty and Staff who own their ECS-ID / SPS-ID ・Subjects which was applied for.[※2]

※1 Satellite・OSL setting spot (https://www.iimc.kyoto-u.ac.jp/en/services/education/ecs/terminal/satell.html)
※2 Students are required to register the course for the subjects. Please let them know by syllabus etc.

■ Procedure for use

《Flow to the use of **PC Terminal Service**》

Teaching staff

・ We want to use VDI
・ We want to install the software

① Filling in each item of the application form

② Sending the application form

Media management team for education

③ Preparation before use & checking the movement

Announcement for the completion of preparation

④ Use for class

・ Check the content and prepare for the environment

① **Filling and Sending the application form**

② **Sending the application form**

Please fill in the application form based on "PC terminal service application form" which was noticed in advance. Please refer to the manual to see how to fill in the form attached with the application form.

In the following case, please be sure to fill in the application form.

・You want to use VDI in classroom.

・You want to install and update the software in class.※3

If you didn't submit the application form by the deadline, it will be installed next semester. <u>Please be sure to send it by the</u> <u>deadline</u>.

【Application period 】

[First semester・year-round subject]　　：**The end of Nov. ～ The end of Dec.**

[Second semester]　　　　　　　　　　：**The end of May. ～ The end of June.**

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※3 A new terminal service has started in the 2023 school year. As a result, the software on each terminal is being initialized, including software that could have been used for classes in the past. Please note that you will need to apply for all items that you plan to use in class.

③ Preparation before use & checking the movement

We will carry out the preparation and checking the movement on the following procedure depending on the type of terminals used at class. Also, we will post the update condition of the PC terminal and we would like you to check it.

▼IIMC：News
　　　　　https://www.iimc.kyoto-u.ac.jp/en/whatsnew/information/
▼IIMC：PC terminal service for Education
　　　　　https://www.iimc.kyoto-u.ac.jp/en/services/education/ecs/

【 Fixed Terminal 】

Please prepare in advance before using it during the class.

・Checking the movement ··· Procedure 3 - 1 - 1

Procedure 3 - 1 - 1．Checking the movement

Please check the movement of the fixed terminal set in the satellite room to make sure if there is a problem or not, if needed.

【 Virtual Terminal 】

In class, connect to VDI from PandA of LMS※4. Therefore, users are required to create the PandA course site and VDI link. Please prepare in advance before using it during the class.

・Checking the movement ··· Procedure 3 - 2 - 1
・Create the course site for PandA ································· Procedure 3 - 2 - 2
・Create the VDI link for PandA ·································· Procedure 3 - 2 - 3
・VDI user's registration（Students and TA） ·················· Procedure 3 - 2 - 4

Procedure 3 - 2 - 1．Checking the movement

You can check the movement to make sure if there's no trouble in using VDI at class from the website for checking the movement. On getting ready for that, we will announce (planned at the beginning of March for First semester and at the beginning of September for the second semester.) You can check the movement as follows.

※4 LMS: Learning Management System, IIMC provides the Learning assistant Service, PandA.
https://www.iimc.kyoto-u.ac.jp/en/services/education/lms/

・Please access to the website for checking the movement in Web browser.

・Please click "予約" from the list on the left and click [接続] in "科目準備(OS 名)" for connection.

▼Website for checking the movement

https://vdi.ecs.kyoto-u.ac.jp/

Procedure 3 - 2 - 2．Creation of the PandA course site

Please create the PandA course site※5. For creation, please check P.5 of the PandA guidebook.

▼PandA Instructor's Manual

https://u.kyoto-u.jp/panda-manual-for-instructor

Procedure 3 - 2 - 3．Creation of PandA VDI link

Please add the VDI link to PandA course site. Please refer to 【 Attachment 1 】 for creation. After creation, the [VDI] menu will be displayed in the menu on the left side of the screen.

Procedure 3 - 2 - 4．User's registration(Students, TA)

The user's registration of VDI will be carried out automatically linked to the information of KULASIS※6. Please be sure to tell students to register the course in KULASIS by the previous day of the class via syllabus etc in advance. If you want to carry out the VDI registration to TA etc individually, the function for registrating participants in PandA※6 is available. Please register the course by the previous day of the class referring to P.12 "Register Participants" on PandA manual for Faculty and Staff.

▼PandA Instructor's Manual

https://u.kyoto-u.jp/panda-manual-for-instructor

※5 After the registration of the subject was completed in KULASIS, you can create the course site.（The middle of March every year）

※6 It will be reflected on the next day of the registration.
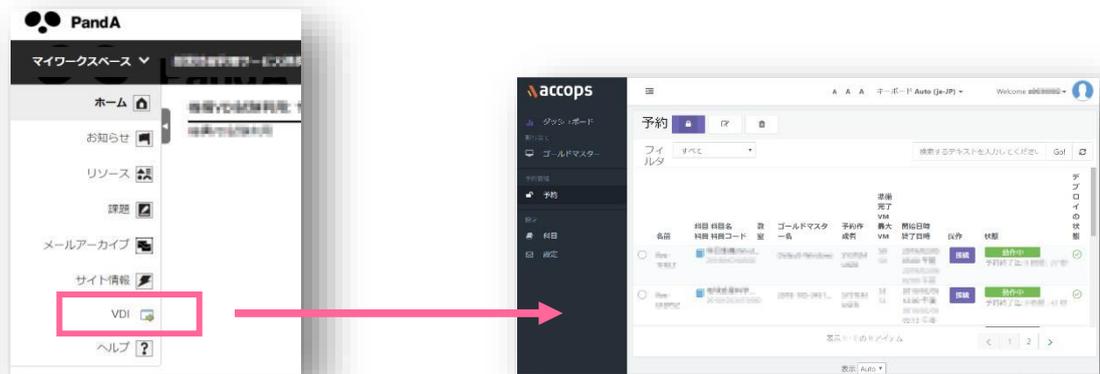
④ **Use for class**

The use at class is as follows. Please inquire the charge for classroom management in your department (Academic Affairs) for the use and reservation of the classroom including satellite classroom.

・Fixed terminal：Switch on the power of PC terminal and log in with your ECS-ID / SPS-ID and its password. For the details, please refer to the brochure in the following link.

▼How to Use the PC Terminal Service ① Equipped Terminals for General Education
https://www.iimc.kyoto-u.ac.jp/services/education/ecs/files/01_terminals_en_OSL_ACCMS_203-4.pdf

・Virtual terminal：Log in to PandA and use from the VDI link of the course site. Click "(私の)予約" from the list on the left and click [接続] of the subject you are going to use for connection. For the details, please refer to the brochure in the following link.※7

▼How to Use the PC Terminal service ② General-Purpose Virtual Terminals
https://www.iimc.kyoto-u.ac.jp/services/education/ecs/files/02_vdi_en.pdf

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※7 Please choose "科目自習予約" for reservation if you are going to use for self-studying.

■ **Inquiry**

If you have any troubles such as the cases you can't connect to VDI in class or if you have any questions in this material, please contact the following.
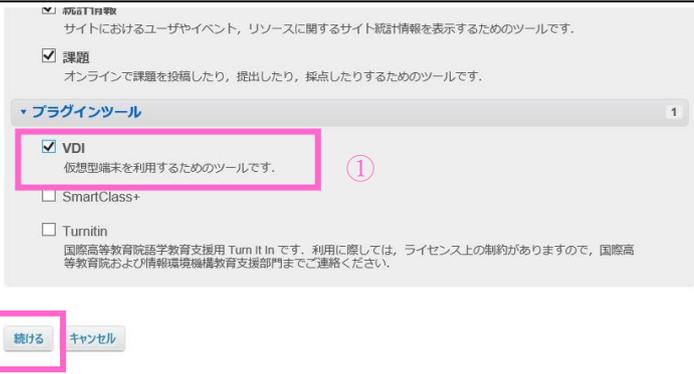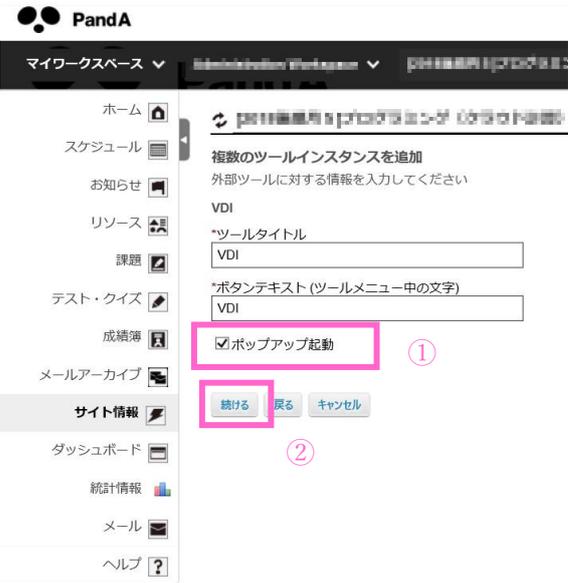
【 Inquiry 】Media management team for education, IIMC

edu-qa@mail2.adm.kyoto-u.ac.jp

【 Attachment 1 】

Creation of VDI link in PandA

1	Log in to PandA to choose the course site.	
2	Click [サイト情報] from the left	
3	Click [ツールを編集] on the top of main screen.	

4	If you go down to the bottom of the main screen, you can find [プラグインツール]. If you click the title, you can see the content and check [**VDI**].① Then click [続ける].②	
5	Check [ポップアップ起動].① Then click [続ける].②	
6	Confirmation screen will be displayed. Then click [適用]. By doing so, it will take effect immediately.	