2014.10.24 **No.2**

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* This English translation is provided for informational purposes only *

The situation of the E-mail Service of Kyoto University

Regarding the Kyoto University E-mail Service, which is used by many members, we decided that it is necessary to widely make known its purpose, usage method and restrictions. In order to do so, we are writing this special editorial.

We believe that the university e-mail will become more and more important as an official tool for communicating information.

Starting from this special editorial, we would like you to grasp the whole picture and moreover we would like to ask for your cooperation and understanding.

■ What is the university e-mail?

So far the information transmission was regulated by the departments at Kyoto University. Students were given e-mail addresses only if they asked for it. For a long time the members of the university were informed through information boards, documents and the HP only.

In April 2012, the IT Strategy Committee agreed upon the "Kyoto University E-mail Basic Requirements" in order to ensure prompt information transmission to its staff and students. The related rules * were developed and maintained. By doing so, the university e-mail service became the official university service and the e-mail's functions became available as tools for public means.

The Kyoto University E-mail Service is made of the e-mail service for staff (KUMail) and the one for students (KUMOI). About 90% of the KUMail's 12.000 users are staff, while about 70% of KUMOI's 23.000 users are students.

At present the university e-mail is mainly used for education & research related work, and for a wide range of communication ways such as public notifications from Kyoto University, notifications from the university institutions and departments, informing about emergencies etc.

KUMail and KUMOI have the following lifecycles.

	KUMail: Faculty&Staff E-mail	KUMOI: Student E-mail
Address format	kyodai.tarou.4r@kyoto-u.ac.jp	kyodai.hanako.65t@st.kyoto-u.ac.jp
(example)		
Major users	Faculty&Staff(People who have an	Students, Emeritus Professor,
	employment relationship), people who	Part-time Lecturers from outside the
	need it according to their departments	university, JSPS researchers etc.
Inner volume of	10 GB	50 GB
the inbox (mail		
spool)		
Limit of the e-mail	100 MB	25 MB
transmission		
capacity		
Automatic deletion	The initial settings allow it to have	Users can set it from the option
settings	them sent from the Inbox to the	settings
	"Recycle bin" in 3 months and have it	
	completely erased from the "Recycle	
	bin" after 4 months. *Automatic	
	deletion period and "set automatic	
	deletion/don't set" can be set	
E-mail sorting	Junk e-mail sorting function is	Junk e-mail sorting function is
function	available	available
Usage system	DEEPSoft DEEPMail	Microsoft Office 365
	+ North Grid Proself	
On premises/	On premises	Public Cloud
Cloud		

Table 1 Characteristics of KUMail and KUMOI ·Present situation in October 2014-

Туре	Subjects	When is the	When is the E-mail	Transfer	Transfer
		E-mail service	service stopped	settings	settings after
		provided			the E-mail
					service is
					stopped
KUMail	Faculty&	After obtaining	Stopped after processing	It can be	90 days after
	Staff etc.	an SPS-ID	the SPS-ID stopping	set at any	moving out
		% SPS⁻IDs are	requests from the	time	(resigning)
		issued based on	departments		% For Emeritus
		applications from			Professors, for
		the departments			1year after
					applying (it can
					be renewed by
					applying again)
KUMOI	Students	Enrollment date	It is stopped	It can be	none
			3 months after	set at any	
			graduation etc.	time	
	Emeritus	After obtaining	none	It can be	—
	Professor	an ECS-ID		set at any	
		%Issued based		time	
		on application by			
		the applicant			
		himself			
	Part-time	After obtaining	3 months after the exp.	It can be	none
	Lecturers,	an ECS-ID	of the acceptance period	set at any	
	JSPS	※ Issued based	(if the accept. period is	time	
	researchers	on application by	at the end of the		
	etc.	the applicant	academic year, it will be		
		himself	at the end of July)		
		(renewal proc.			
		are required each			
		year in case of			
		continuous use)			

Table 2 Lifecycles of KUMail and KUMOI –Present situation in October 2014-

*Rules regarding the university e-mail at Kyoto University

"Kyoto University's University E-mail Management Policy (Adopted by the Institution Chief on the 23rd of April 2012)

"Kyoto University's University E-mail Usage Regulations" (Adopted by the Institution Chief on the 23rd of April 2012)

"Application Guidelines for the university's e-mail address" (Adopted by the Institution Chief on April 23rd 2012.

■ How to use the university e-mail

The university e-mail can be used in the following 3 ways. University members are asked to check their e-mails by either one of these ways.

1. From the university e-mail Web Mail HP

2. Used together with other software you are using now (for example Outlook or Thunderbird)

3. Transfer it to your current e-mail address and use it.

For further details about the access and settings please check the following URL: KUMail: http://www.iimc.kyoto-u.ac.jp/en/services/mail/kumail/index.html KUMOI: http://www.iimc.kyoto-u.ac.jp/en/services/mail/kumoi/index.html

■ Measures regarding the BCP (Business Continuity Plan)

The IIMC thinks that it is necessary to secure a communication channel to the staff and students in case of serious disasters. For example, in the case of serious disasters, Kyoto University and its departments need to gather information about their safety etc. and the university e-mail is used to serve as a channel for this purpose.

As the university's e-mail's BCP, KUMail's main server is housed in the Data Center of Gunma Prefecture, while KUMOI is using Microsoft's public cloud; this way the risk is divided. Also, by the end of this year, we will implement measures such as establishing an e-mail system related to the network, independent from the network tools of Yoshida Campus.

Requests regarding the manner when using the e-mail The e-mail is an electronic "postcard". The same way there are proper manners and rules for postcards and letters, the same can be said about e-mails.

• Title, destination and sender's specifications

You write the recipient and the sender on postcards and letters, don't you? Also, "Subject" is the item that notices what kind of item is being sent. Let's not leave it blank; instead, let's give a proper title so that the party receiving it can know what it's all about.

• The contents are simply short

Apart from PCs and tablets, e-mails can also be received by smart phones or mobile phones. Let's try to make it in such a way that regardless of the receiver's environment, the message will get through to them: for example by making it short and stating the conclusion first. If the text can get long, people should be informed about it at the beginning.

Protection for the e-mail address' destination

When sending the same mail to many destinations inside and outside the campus, sometimes the recipients does not want other people to know their e-mail addresses. The entered mail address will be made public to all recipients of To, Cc, Bcc. If you send an e-mail with someone without knowledge of "To" or "Cc", information leakage may result. If this is supposed to happen, let's consider putting yourself in the destination space and entering a destination in Bcc (Blind Carbon Copy). E-mail address is also valuable personal information. Please handle it carefully.

• Secrecy of the confidential information

The e-mail is like a "postcard". There are information security risks such as eavesdropping, tampering, and "spoofing" of e-mails. For important attachments, let's take measures to reduce the risk by encrypting it and sending a password by another e-mail. I think that some people send secret passwords etc. by campus e-mail, but highly confidential information such as passwords and personal information is not suitable for sending / receiving by e-mail. If you are often forced to send confidential information by e-mail, you can prevent tampering and eavesdropping on the e-mail itself with the electronic certificate and S / MIME protocol. For information on the electronic certificate for S / MIME and its use, please consult the Information Environment Support Center. You can take countermeasures for free.

• Capacity limit for the attached files

Some people send heavy pictures and films as attachments for e-mail. Heavy e-mails not only cause a heavy burden on the person receiving it through the communication environment, but also on the university e-mail server as well. As result, delays in transmission and reception, but also various troubles. Also, other universities and companies limit the capacity of incoming e-mails to 10MB, so you cannot receive such heavy e-mails. Please refrain from sending e-mails exceeding 10MB as much as possible.

- Option of sharing large attached files (for faculty and staff)
- File sharing function for the faculty and staff portal

For sharing files among faculty and staff within the university, you can use the function of sharing files such as "document sharing", "department file storage", "large volume document" of faculty staff portal (groupware). It is especially suited for sharing information on campus meetings. To use this, please login to groupware and select the file sharing method to use.

• KUMail Storage Service

For file sharing with external organizations, you cannot use the groupware, which is limited inside the campus, but you can use the KUMail storage service offered from April 2014. It is suitable for sending and sharing large files with institutions and researchers inside and outside the university. The use of external free file service (online storage service) is uncertain from the viewpoint of information security. With the KUMail storage service, you can select the security level for the access authority of the other party, and you can use it more securely than the external file sharing cloud service. Also, you can upload edit files from the outside to collaborate on the server. For specific usage, please see the following URL.

KUMail storage service:

Http://www.iimc.kyoto-u.ac.jp/en/services/mail/kumail/KUMail_fsv

Login screen URL: https://fsv.iimc.kyoto-u.ac.jp/proself (Please login with SPS - ID and password.)

■ Support for the alternate function of the department e-mail server (e-mail hosting) Before releasing the university e-mail service, department e-mails were built and operated at each department as a means of communication within the department. Although it is not possible to replace all the functions optimized for each division by the service of the university e-mail, in order to cover the convenience of the conventional departmental e-mail as much as possible and to support replacement from the department e-mail to the university e-mail, we are developing an e- mail hosting service to the university from November 2013. This service provides the following basic functions: transfer the e-mails received at the department e-mail address to the university e-mail address; transfer the e-mails received at the department e-mail address to an address other than the university e-mail; transfer e-mails delivered to the department e-mail address to multiple e-mail addresses (mailing list function).

However, since there is no reception server (spool function: mail storage place) in this

service, the address to be set as the transfer destination must have a receiving server. Transfer settings can be done easily in the web interface, while for a large number of transfer settings you can also do it collectively from CSV format data.

Although it requires a lot of effort to maintain and manage the e-mail server, even if the departmental e-mail server is abolished by this service, it can be used as the current e-mail address, so I hope it will be a trigger to abolish the departmental e-mail server. We aim to flexibly deal with reducing operational costs while maintaining the functions, so please contact the department that you would like to take action specifically, please contact the following contacts.

Mail hosting: http://www.iimc.kyoto-u.ac.jp/en/services/mail/mail_hosting/ Contact address: kumail-tf@media.kyoto-u.ac.jp

■ Initiatives aiming for the enhancement of the management and support for KUMOI KUMOI has adopted Microsoft's cloud service Office 365 Education. Office 365 Education is used by educational institutions around the world and boasts the largest share in the Japanese education market. We realized the merits of its availability, service improvement and cost reduction which were difficult in the previous system such as powerful spam filter, cooperation with large capacity mailbox of 50GB per person/ per smartphone. I will show you the efforts that the IIMC has been doing to manage KUMOI.

• Enhancing the security by separating the authentication and the authorization When using public cloud like Office 365 Education adopted by KUMOI, it is common to issue different IDs from campus ID such as ECS-ID etc. However, KUMOI is compatible with Shibboleth authentication federation, making available the single sign-on. In other words, authentication is performed by the integrated certification system in the university and in response to the authentication result Microsoft takes the configuration that authorization is done (Figure 1). In other words, it is a service aimed at strengthening security, which keeps all the authentication information together at the university.



• Improved support quality by using a premium support contract

The former student e-mail operated the on-premises system, basically it was able to change and improve the system at our own discretion. I got a detailed response to inquiries from everyone. However, KUMOI or Office 365 Education is a public cloud and the IIMC does not grasp everything.

Depending on the contents of inquiries, we may have to ask Microsoft for an investigation request. Meanwhile, Microsoft provides free and standard support to diverse users worldwide. Although such support is basically useful, it takes a lot of labor and time to receive support according to the operation and circumstances of our university. Therefore, the IIMC has reached a premier support contract, which is a chargeable support, with Microsoft (Figure 2). With this agreement, we have a dedicated window for the university, separate from the standard support desk, and we strive to promptly respond to inquiries from users. Also, we are taking requests from our university for system improvements.



As these efforts showed results, KUMOI was never completely unable to send and receive e-mails from the start of service, so we were able to secure some degree of reliability as a service. From now on please use KUMOI whenever you need it. Many students will use the same e-mail system as KUMOI in companies when they get a job.

(Information Environment Organization Education Support Division / Electronic Bureau)

[Serial Story] (Is the IIMC depending on dogma and bias?!) ICT Glossary (1st part)

Last year, I was in charge of editing the "Kyoto University ICT Basic Strategy" brochure. While getting indebted to various people inside and outside the IIMC, I finally packed a lot of information on a limited number of magazine pages and finally completed it, but I often hear the impression that "the letters are small and I lose interest in reading it " difficult words (terms) line up so I do not know well what they mean "etc.

As a matter of small letter being pending as a matter of concern, there are many abbreviations of this story, certainly new terms come out one after another. Even if I read the articles of this public magazine, I often find myself wanting more basic explanations and commentaries, since informatics is not my major.

Therefore, starting on this occasion, whenever we have some space left to use, we will be reposting a "glossary" and also an ICT glossary containing the mainly used expressions related to ICT.

*However, the IIMC staff are not glossary experts. Although its use is authorized within this organization, please understand that "dogmatism and prejudice" may be included. We hope you can somehow use it anyway.

If you have any requests such as "I do not understand this word" or "I would like to explain this" please contact us at the inquiry counter. The editorial department will listen to explanations from the faculty members of the IIMC and will answer! (Motoki Tamaki: Assistant Professor, IIMC System Design Division)

* On-premise \rightarrow P.2. Introduction, operation and management of the information system into facilities managed by companies or universities themselves. (Internally made system)

* Online storage service \rightarrow P.5. Among the services provided through the network, services that share files over the Internet.

* Cloud / Public Cloud \rightarrow P.3. A service or usage form that makes it possible to use many systems and information distributed on the network over the network without being conscious of where it is. A cloud service that is widely offered to a large number of unspecified users, such as a wide variety of companies, organizations, or individuals is called a public cloud; when a specific organization targets a specific user it is used in contrast to it and called a "private cloud" which is provided for the purpose of use within the organization. * Single sign-on (SSO) \rightarrow P.5 Authentication function that makes it possible to use plural computers and software etc. by one authentication process. For example, after logging in to a certain information system, when logging in when using another information system, etc. and logging in also when using an application on another server, the user can input multiple IDs and passwords. In an environment where single sign-on is introduced, users can use all systems that cooperate by logging in with one ID and password.

* Data center \rightarrow P.23 A facility that collects various server devices and data in the university and allows it to manage and operate intensively.

* Big data \rightarrow P.16 It is a gigantic collection of data that is difficult to handle with database management tools and so far. It is in the spotlight for the kind of knowledge that could be extracted from a large amount of data.

* Hosting \rightarrow P.20 Renting, not owning the server.

* Learning Analytics $(LA) \rightarrow P.16$ When classes are carried out using a network system such as CMS and LMS, the learning behavior history of learners is automatically accumulated. By visualizing and analyzing these learning histories using data mining (a method of appropriately analyzing a large amount of data using a method of various data analysis and finding correlations and patterns among items), the learner's achievement degree evaluation, future ability prediction, etc. are being done. * BCP (Business Continuity Plan) $\rightarrow P.3$ A plan that becomes the basis for companies to work for continuing the corporate activities even in the event of a disaster. * CMS: Course Management System $\rightarrow P.10$ It is a support system for promoting lessons, a system that manages students, timetables, deliverables, submissions, tests, etc. It is also called LMS. Besides, in the case of CMS: Content Management System, it sometimes refers to a system that integrates and systematically arranges texts and images that make up the Web content, and performs necessary processing such as distribution.

[Please act accordingly] Have you updated your Adobe Flash Player?

For security measures, in order to help you safely use your personal computer and various systems, we collect information on security issues and send it to the IIMC's web page (http://www.iimc.kyoto-u.ac .jp /) and to the faculty staff's groupware (https://www.tam2.adm.kyoto-u.ac.jp/). We announced the vulnerability of Adobe Flash Player (hereinafter abbreviated as Flash Player) at the frequency of 1 or 2 times a month starting in 2014. Has everyone seen it?

■ What is the Flash Player?

Flash Player is software widely used when dealing with web pages that involve movements etc. It was created by Adobe Systems in the United States. Even at Kyoto University we are using it on the information security e-Learning that you are taking, as well as using it on the departments' websites.

■ Why is it necessary to update it?

Since software is manmade, there are many security weaknesses (vulnerabilities).

For example, registration information of JVN iPedia (http://jvndb.jvn.jp/) has registered some vulnerability related countermeasure information such as for the software used in Japan. The total number exceeds 45,000.

Even if there is some vulnerability, it will not be a problem as long as no one knows its existence, but if a malicious person exploits it, it could be used as a stepping stone for an information leak or an attack on a third party. Attacks may be done before software vulnerabilities are announced, but will continue even after vulnerabilities are announced and software updates are provided. Therefore, if you fail to update the software, the risk of being attacked will be very high. Especially attacks aimed at the vulnerabilities of Flash Player are frequent recently. During late May, major blog pages and others were damaged by tampering. This alteration aimed at users using online banking and Flash Player aimed at capturing banking information of users who don't have the latest version. Perhaps you seemed to have nothing to do with this, but maybe you will be surprised if you heard that there were about 500 PCs browsing the relevant web pages from our university during that time. Fortunately there was no report of damage, but I hope you feel better the risk of neglecting updates.

■ How can you find out if the Flash Player installed on your PC is the most recent version?

To check whether the version installed on your computer is up to date, please check Adobe Systems' confirmation site (Https://www.adobe.com/jp/software/ ash / about /).

	Adobe	Flash Player	
		Advertisement	1
		Versio	n Info
You can check the version installed.		You have 15.0.0.15	2 installed
	Platform	Browser	Flash Player Version
	and a second sec	Internet Explorer(and Internet Explorer ActiveX control and plug in supported by others) 15.0.0.167
	Windows	Internet Explorer(Windows 8)	15.0.0.167
You can check the latest version.		Firefox, Mozilla, Netscape, Opera(and other plug in based browsers)	15.0.0.152
	1000	Chrome(Pepper based Flash Player)	15.0.0.152
	Macintosh	Firefox. Opera, Safari	

Figure: Confirmation of Flash Player's version

How to update it

• When using IE or Chrome on Windows 8

In Internet Explorer (IE) for Windows 8 and Google Chrome, when updating the browser body, Flash Player is also updated. In the case of Windows Update for IE, Browser up for Chrome, there is no problem as long as you update it. Please note that it may take days until the browser is updated after the updated version of Flash Player is released. It is necessary to deal with this by using another browser while updating.

• When using other browsers

Please access the Adobe Flash Player download center

(https://get.adobe.com/jp/flashplayer/) and update. We recommend you to update automatically. You can do this by opening "Flash Player (32 bit)" in "System and security" on the control panel and selecting "Allow installation of update (recommended)" on the "Advanced settings" tab.

Flash Player Configuration Manager	×
Storage area Camera and mic. Reg. Advanced settings	
Reference data and settings	ń
Delete all	
Update	
Allow the update installation(recommended)	
Notify me when installing updates	
Change update settings	
ActiveX version : 15.0.0.152	
Check now NPAPI plug in version: 15.0.0.152	
PPAPI plug in version: not installed	
Developer tools	
Specify trusted locations for testing by developers.	-

Figure: Automatic update settings

Attention: Updating is necessary even if you do not use the Flash Player of IE.
 I believe that among the Windows users, there may be people using browsers other than the IE, such as Firefox and Google Chrome. There may be times when Microsoft products such as Word or Excel are starting up the Flash Player of the IE. Therefore, please update the IE's Flash Player regardless of whether you are using it or not.

(Saito Norie: IIMC Basic Information Division/ Information Department - Information Infrastructure Division- Security Countermeasures Team) [Do you know about it?] **Teaching and learning using PandA** -page 10-The IIMC started operation of a learning support system (CMS, nickname: PandA: People and Academia) from the first half of FY2013. The learning support system is a web-based system that supports teacher's educational activities and student learning activities in the class, so that you can access the content linked with lessons from anywhere inside and outside the university via the Internet. You can also distribute materials, submit assignments / grades / return, contact students by e-mail, quizzes, bulletin board type discussions etc. for each lesson. It has already been used in more than 250 classes. Why don't you try to use PandA?

Learning support service PandA login page URL: https://panda.ecs.kyoto-u.ac.jp/



■ It is easy to use PandA in class!

• In order to use PandA in class, the teacher in charge first creates a page (course site) for your lesson. By clicking the PandA link on the lesson support page of KULASIS ' lesson, you can easily create the course site for that class.

• It can be used with student account (ECS - ID) or faculty / staff account (SPS - ID).

Please contact us for registration if you don't have an account.

• Collaboration with KULASIS, subject information and instructors / students are automatically registered in PandA (there are cases in which you cannot use it for some departments). In addition, you can also register available teachers and students individually.

■ You can also enter mathematical expressions in PandA! (new function)

• Since the latter half of 2014, mathematical expressions can be easily input and displayed by LaTeX notation corresponding to MathJax.

If you wish to open the course site, please contact the Information Environment Support Center or Educational System Management (Edu-qa@media.kyoto-u.ac.jp).

(Kajita Shoji: Professor belonging to the IIMC/ Educational Support Division)

[Trial Service] You can try to use the Web Questionnaire System

Aren't there times when you do your research, educational activities or office work when you would like to do a questionnaire in an easy manner? So far, paper based, e-mails, file inputs, commercial services etc. were common for doing so. As one option to these ones, we have started a trial service called "Kyoto University Questionnaire Support System" which enables you to easily create, publish and add together web questionnaires.

At present we are using for people who would like to be monitors for this service.

■ Kyoto University Questionnaire Support System Outline

On the IIMC's general-purpose computer system there is an open source Web Questionnaire System called "LimeSurvey". By the trial service we are trying to brush up the functional aspects and the user support aspects so that we can officially start the service sometime this year.

In order to use it, university membership is required (SPS-ID and ECS-ID owners). It is also possible to organize groups and manage one questionnaire.

The respondents to the questionnaire could either be from all over the world, or some functions can be used to limit them to the members of the university or to a number of people registered in advance etc.

■ It can be used for the following purposes:

In addition to the questionnaire survey, depending on how to make it, can be used for the following applications:

- \cdot Schedule adjustment for meetings etc.
- $\cdot \operatorname{Application}$ form for events etc.

■ Contact:

If you are interested, please contact the Information Environment Support Center's office.

100	Kyoto University - Ques	tionnaire support system+	
	Please start	by logging in	
	Authentication User name	LDAP	
	Password Language	Default	
	Have you for	Login gotten your password?	
		Second .	2000 C

Login screen

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Questionnaire creation screen



Questionnaire response screen

(Takeda Hagane: IIMC Research Support Division/ Information Department Information Infrastructure Division- Cloud Computing team leader)

[Activity Report] Finding the proper materials and place for the computer use environment (The start of the thin client environment)

It is not something special at Kyoto University to use computer and the network for secretarial work in either the office or the laboratory, but it is merely routine work. On the other hand, as far as the confidential information, personal information, backup and other information alike is concerned, the setting, management etc. of a high level computer is causing a burden that many people feel is constantly increasing.

Regarding the handling of information assets, it is necessary to constantly think about the risks of leakage by carrying out an USB or a laptop containing personal information of somebody who belongs to the university. It could be some information asset that we have not thought about. It goes without saying that it takes a lot of time and effort when this happens.

Moreover, when handling a computer after unpacking one needs to register it to the network, receive access permission to the server etc. before use and this requires time and effort because complicated and advanced knowledge is needed to ensure a secure environment.

When it comes to handling of such information assets, one answer to the problem of handling complicated computer systems is the "thin client system".



A thin client system is one that provides only the information assets that are really necessary for computer users, as the word "thin" is implying it. Not only that it offers access to information files, but the server manager can also control the applications used. For this reason, the applications that are not allowed by the administrators cannot be used, but there is no need for the users to handle time consuming tasks such as upgrading the applications. This makes it possible to maintain a high security environment. Data such as the one on the Desktop and MyDocuments, e-mail data etc. are also being saved by the server administrator so that the user can handle it safely without even being aware of it.

Until now it was necessary to transfer the data and set up the environment each time when the computer was used on multiple desks because of concurrent duties; this happened each time the computer was moved or upgraded.

After a hearing was conducted at another university which already introduced the thin client system, found out that having an environment that keeps the data on the server and requires little time for complex operations and we came to know the advantages for the users such as low burden and high convenience.



The department of electronic secretariat belonging to the IIMC is focusing on the thin client system so that the computers and the network are fit for Kyoto University staff to perform secretarial work. After examining and comparing the thin clients, the virtual desktop method [*] is used to determine the most efficient and flexible one.

[*] Virtual Desktop Method

It is similar to the most conventional usage method and consists of a virtual computer environment that is built for each user on the server.

(Kurikawa Kazumi: IIMC/IT Planning Room/Information Department/Information System Development Room- Chief Specialist Officer)

[Conference Report]

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Report about Seminars hosted by the Academic Information Media Center (1) Lecture of Prof. John Augeri – How to make lecture slides well-

On August 1st, as a special Media Center seminar, John Augeri, project director of the digital university of Paris France (Ile-de-France) of France held a lecture called "Efficiency improvement of slideshow: From the principle of ergonomics on visual A lecture entitled (Ergonomic principles of the slideshow design)". Dr. Augeri has been doing this lecture for teachers and staff of French universities for many years, and it was always popular. This time he had an English lecture while coming to Japan for studying Japanese. More than 40 participants gathered from outside the university campus and we had an enthusiastic questions and answer session so that the 1.5h scheduled for this event passed very quickly.

First pictures from inside the Versailles Palace and from great gardens of Kyoto temples were shown and it was explained that the lecture's key is to make the slides not as the ones of French castles, but as simple as the ones for Japanese gardens. Later on 8 principles of making slides almost without using words were explained. Explaining them one by one would take too long, so only the titles will be shown below:

- 1.Slides vs. document
- 2.Get visual focus
- 3. Give significance
- 4. Choose theme & pattern
- 5.Write (really) big
- 6. Show numbers
- 7.Use graphs efficiently
- 8.Be visual

For example "2. Get visual focus" has all the ways to get attention to certain parts of a slide's 8 explanations. The summary page is shown in Figure 1.





For this slide, there is no need to explain anything because it is so obvious if you just look at it. Also, writing (really) big means that we recommend using big characters anyway. Normally, it is said that the character should be 14 points or more, but it is the size to be readable when printed, and the letter displayed on the slide in the presentation should be much larger (see Figure 2). If you enlarge the letter, you will inevitably have to find the words that can express briefly the essence of "want to say" in a word or so and display it.



Figure 2

Furthermore, the time a person can focus on a slide is said to be 45seconds, therefore slides that take longer to read (or to understand) are inefficient; from the overall slide, people look from upper left, upper right, lower right, lower left and that's why things should be presented according to their importance in this order (See fig. 3); 2D graphics are better that 3D graphics; it was a lecture showing useful information. Moreover, his own slides respected these principles; therefore the explanation was very convincing. For people like me who use lots of words in their Powerpoint presentations it was a memorable lecture.



Figure 3

Later on reflecting on this it seems like Prof. Augeri wanted to tell us that the presentation is a "talk", therefore the content spoken is the most important. In order to present the content that one wishes to transmit to the listeners and students, slides are used as an auxiliary means; slides should only have the most important elements and the content should be spoken. The presentation materials are different from a document is the idea stressed from the beginning and the confusing slides were called "slideument" because they were thought to be ridiculous.

By the way, there is no need to worry about the number of slides used. Prof. Augeri used 281 slides in his 70 minutes of presentation and everyone was surprised by this. In early January next year he will come back to Japan and give another lecture including a session related to using Keynotes. I have the lecture's summary so people interested in it please send me an e-mail.

(Saito Yasuki: IIMC / Information Infrastructure Division/ Academic Information Media Center – Full Professor) E-mail: saitou.yasuki.5x@kyoto-u.ac.jp

[Conference Report]

Report about Seminars hosted by the Academic Information Media Center (2) Technology Trends on Learning Data Utilization for Learning Analytics and the Potential of Big Science for University Education

The monthly seminar of the Academic Information Media Center in September was held in collaboration with Yuji Nakano, who is professor at Kumamoto University's General Information Management Center on the theme "Technical Trends on Learning Data Utilization for Learning Analytics and the Potential of University Education Big Science". A total of 37 people from inside and outside of the university took part.

The so called course management system was introduced for over 90% of the national universities and over 60% of the private universities (according to a Ministry of Education cloud entrusted survey done in 2013). As a result, each university is storing data on this topic, but this data is not properly organized and structured, therefore it is not properly used for effective educational and learning purposes. Meanwhile in Europe and in the USA, learning analytics that make use of the big data attracts people's interest and it is used for improving the educational system inside universities. The use of IT in university education is entering the next stage from the digitized& informatics stage.

In this seminar, we will discuss about how the big data environment can be achieved for university education and about the high education improvement R&D and its applications for Big Science based Japan university education should be done









First of all, Professor Yuji Nakano of Kumamoto University gave a lecture on the current state of data generated through learning support systems etc. and the technical trends for its utilization, various data accompanying educational learning activities regarding the learning situation at Kumamoto University (See Fig. 1). In addition, I introduced the Unizin Consortium of the USA which is promoting the construction of a learning ecosystem by jointly developing and improving the LMS platform, teaching materials, learning analytics services etc. along with the university and under its guidance. They promoted the observation of the learning activity, presented the possibility of the university education's Big Science based on the formation of university education big data by large scale observation learning devices (See Fig 2 and 3). In particular, since data for learning comes from vast spaces having various educational settings, single universities alone cannot collect and accumulate data that is dense enough. (Fig 4)

In this seminar, data related to educational learning activities generated at the university will be discussed in the context of the learning environment and the format needed for the corresponding R&D will be discussed.

(Kajita Shoji, IIMC/ Professor at the Educational Support Department/ Academic Informatics Media Center Professor)

[We participated]

Participation at EDUCAUSE2014/Report on visiting Florida State University

This time's Educause 2014 Annual Conference took place in Orlando, Florida Province, starting the 29th of September over 4 days. From our university, the IIMC's IT planning Room's Prof. Kajita and myself took part in the conference.

After the conference ended, on the 3rd of October, we visited Florida State University and we are reporting about it here.

■ What is Educause?

EDUCAUSE is an American nonprofit organization whose mission is to promote the advance of the higher education through the use of information technology, and currently is one of the largest higher education institutions in the United States, with approximately 2.200 universities and companies joining. Since 2007 (2007) many Japanese universities, including Kyoto University, became members. About 7000people take part in this annual event of Educause. They belong to different universities, fields of activity and create a place to share plenty of information.

■ Educause 2014 Annual Conference

On the second day of the event, in a huge hall that can host several thousands of people, the keynote lecture of Mr. Clayton Christensen, author of the "Innovation Dilemma" took place. In this lecture, examples about the Dell company, which reflect the nowadays situation of Kyoto University trying to improve the management efficiency, were extremely interesting to listen to. Thereafter, sessions on various topics having interesting keywords like "Learning Analytics", "Adaptive Learning" and the future of Cloud etc. were held. It was interesting to hear about these trends.

■ Florida State University (FSU) Visit

On the 3rd of October we visited the Florida State University situated in Tallahassee (It took 4h half way by using a rental car) and we were explained about the operation status of the learning management system (LMS). We also talked about the use of ICT. Especially in the USA there is an advanced initiative to use the online tests by having special "Assessment and Testing" facilities. Considering that we are thinking about using the CBT (Computer Based Testing) at Kyoto University, it was interesting to think about the overall merits.

Ending notes (About visiting America)

During our visit in the USA, it was impressive to see many times the university staff talking to the CIO (Chief Information Officer). In order to increase the efficiency between the technical staff and the teachers, ensuring a high expertise and globalization along with an improvement in the general management is necessary to be applied in our future work. Unfortunately, this time we didn't have the opportunity to go to a nearby theme park (although I may go some other time with my uncle), but the overall content was more than I could have imagined. I consider a great treasure that I managed to spend a lot of time to talk for a long time about several stories with various professors.

Thanks to

Last, but not least, I would like to use this space to thank the people who received us at FSU, people from Osaka University and other universities who joined us, people who helped us from the IIMC and the Information Department and to Prof. Kajita.

Sawada Hirofumi (Graduate School of Life Sciences, Responsible with Informatics/ IIMC IT Planning Room –additional post-)



DESIGNING the DIGITAL FUTURE board installed at the entrance of the venue



At the Florida State University (FSU)

[Case examples of other departments] Management change of the DNS servers from each department to KUINS

Starting this April, at the Disaster Prevention Research Center belonging to the Earthquake Prediction Research Center the management of the DNS server was changed from the department management (laboratory) to KUINS management. In order to reduce the amount of work for the calculation computer management we were thinking about switching to KUINS management for several years. We thought that it would be more convenient to have the server at hand to set up or remove a computer for data exchange and publication of collaborative research etc. The main reasons why we made the switch at this timing is described below:

1) The update time of the computer itself is coming soon

(2) DNS entries can now be changed on the KUINS-DB

(3) Repeated vulnerabilities are reported to the DNS server program, and when operation for external use is becoming uneasy (The fact that the person in charge of KUINS consulted you about the server change is to be seen as particularly concerning)
(4) When the e-mail used is the university mail, Web is ensured using hosting service and transition to KUINS service is progressing, the benefits of keeping the DNS server only inside the laboratory is gone.

However, when changing the server,

(A) Entries related to the virtual host of the web service

(B) kuins3mx setting %1 is required so that mail from the host of KUINS 3 can be received by the university mail etc.

(C) We wanted to keep the e-mail domain (subdomain) that we used in the past and for those 3 points we wanted to keep the same functions and we were not sure if we could change the entry from here or not. At that point we talked as much as needed with the person in charge with KUINS about the implementation and migration procedure of KUINS on these DNS servers.

For the change of the DNS entry on the KUINS-DB, there is an option "change without application", and it was also ensuring to be told that immediate change on Saturdays, Sundays, night etc. is also possible. I checked the necessary parts of the original DNS server configuration files and as a result we were able to transition to KUINS management without problems. Moreover, after confirming that entry change after migration was possible, I moved to actual work. Since I was able to input it in KUINS's DNS server beforehand, I entered dozens of entries on KUINS-DB every time, and the DNS server change work was completed without any problems. At our center we are constantly indebted to KUINS regarding not only the use of the regular university campus' LAN, but also for the connection to remote areas, for the connection to projects using SINET as well as for the use of the network. I think the fact that we kept in touch with the people in charge (mainly by e-mail and phone calls) led to such a smooth transition.

(Kano Yasuyuki: Assistant Professor, Earthquake Prediction Research Center, Kyoto University Disaster Prevention Research Institute)
※ 1 KUINS News No. 40 <u>http://www.kuins.kyoto-u.ac.jp/news/40/</u>
Explanation about the "Installation of departmental mail server on KUINS-III "

[Notification] Computer Software Copyright seminar will be held

Along with the spread of computers and the Internet, infringement of copyright has occurred in various fields, and it is often seen up as a familiar problem. For the commercially available computer software, it is absolutely necessary to agree to the "License Agreement" and it is required to comply with the contents of that contract. In violation of this contract, in case you are using computer software illegally (This is called "illegal copy"), you may be asked for a large amount of money as a compensation for it. If this illegal copy is done within the organization, the organization must be liable for external compensation. Let me give a concrete example that illegal copying in higher education institutions like our university is not an act that can be

paid for, if the risk is considered. We appreciate your participation by all means.

Date and time: 22nd of December 2014 from 13:30 to 16:30 (admission from 13:00) Place: Kyoto University Academic Information Media Center South Building 2F Lecture Room No.201 (If requested, if can be transmitted to remote areas (Uji, Inuyama, Katsura, Kumatori).

Content and Lecturer:

·Risks that arise when illegally using the basis of copyright law and software, by Mr. Fumitaka Nakagawa (Legal Affairs Manager, Computer Software Copyright Association, General Foundation)

·Justsystem's licensing program for educational institutions Mr. Yasuaki Nakamura (Justsystems GSM Division Marketing Department) Target audience: Members of our university (faculty / staff / students / others) Application: Please fill in your name, affiliation, job title and send it to ismc@mail2.adm.kyoto-u.ac.jp by 5 pm on December 15 (Monday). Please apply by e-mail.

Year 2014's

Computer Software Copyright Seminar

Compliance: What are the people next door doing?



Instructors: * Computer Software Copyright Association Business Division-Legal Affairs Manager-Mr.Nakagawa Fuminori (Explanations about the basics of the copyright law and the risks that arise when software is illegally used)

* JustSystems Co., Ltd.

GSM Division-Marketing Department-Mr.Nakamura Yasutaka (Introduction of JustSystems' licensing program for educational institutions)

Date and time: 22nd of December 2014 (Monday) 13:30-16:30

Place: Academic Information Media Center-South Building- Room no.201

(Capacity of up to 120 people)

Entry fee: Free

Target: Members of our university

Apply to: ismc@mail2.adm.kyoto-u.ac.jp Please mention your name and affiliation. The deadline is Dec.15th at 5PM.

Organizer: Kyoto University, IIMC.

[Event Information] Event Information

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At Kyoto University's Academic Information Media Center every month we invite lecturers activating in different fields to introduce their research activity and problems they are dealing with currently. We hold a monthly seminar where even the people present can take part in the debate.

Prior application is not necessary. We are waiting for many participants from inside and outside the university. Event information URL:

http://www.media.kyoto-u.ac.jp/en/index.html

October's Monthly Seminar

Date and time: 28th of October 2014 (Tuesday) from 16:00 to 18:00

Place: Academic Information Media Center South Building 2F

Multimedia Lecture Room No.202

Title: Thoughts about the University's security measures

Program: 16:30-17:00 Security measures for providers

Miyagawa Susumu (NTT Communications

Technological Development, Senior

Manager)

17:00-18:00 University's security measures

by Prof. Uehara Tetsutaro (from Ritsumeikan University, Informatics Science and Engineering Department)

Contact: Academic Information Media Center/ IIMC Saitou Yasuki

E-mail: saitou.yasuki.5x@kyoto-u.ac.jp

■ November's Monthly Seminar

Date and time: 25th of November 2014 (Tuesday) from 16:30 to 18:30

Place: Academic Information Media Center South Building 2F

Multimedia Lecture Room No.202

Title: Current situation and development direction of the Agricultural Cloud

Program: 16:30-17:30 About the Agricultural Information Creation, Distribution and Promotion Strategies

by Nakatani Yasunori (Ministry of Agriculture, Forestry and Fisheries/ Minister's Assessment and Improvement Division Assistant Manager)

17:30-18:30 Usage of Agricultural Cloud and its development direction

by Eto Isao (Lawson Farm Oita Bungo Ono Corporation/ Eto Industries Limited Rights Company President)

Contact: Academic Information Media Center Senda Tetsuji

E-mail: senda@media.kyoto-u.ac.jp

[Service Introduction]

Introduction of the Web Housing Service

The IIMC has started a service that uses part of the North Building of the Academic Information Media Center as a "data center" and keeps servers owned by departments. If you are planning to procure the server from now on, please consider using the service by all means!

This problems consisting in having the		The Web Housing Service is solving
<u>server at hand</u>		<u>these problems</u>
The room is narrow, cold and noisy due		We will keep it in either a server unit or
to the server and the air conditioner		a rack unit, we will provide installation
		space \cdot power supply \cdot air conditioning \cdot
The maintenance fee for the air		information outlet.
conditioner etc. is adding up	=>	Up to 72 hours of power backup can be
You want to prepare for a planned		performed by a private generator.
blackout or a power outage due to a		Entering and leaving management
disaster		with IC card Security camera installed.
The security management related to		Manned building for 24 hours a day,
entering and leaving the room is		365 days a year.
inadequate and unsafe.		

Please feel free to consult with us about it.

■ Contact: Information Environment Support Center or Cloud Computing Team

E-mail: whs-qa@media.kyoto-u.ac.jp

(Takeda Tetsu : IIMC Research Support Division/ Information Department Information Infrastructure Division- Cloud Computing Team Leader) [Workshop Information] Workshop Information -page 23 The IIMC holds various training sessions for its users. The events already planned are as follows. For the ones that require prior application please apply from the IIMC's website.

Workshop Information URL: <u>http://www.iimc.kyoto-u.ac.jp/ja/whatsnew/event/</u>

Event date	Workshop name	Application	Capacity	Department
				in charge
6th of November	Workshop on Student	not needed	—	Educational
(Thursday)	Account Utilization			support
3rd of December	Workshop on Student	not needed	—	Educational
(Wednesday)	Account Utilization			support

 $\%\,$ Student account (ECS-ID) usage seminar is held once a month.

[Column] Column about security topics (3rd) (Security Updates)

As far as the security is concerned, "Security Updates" are some actions that must be done responsible by each of us along with the password management. In this number we also posted an article urging you to update the Adobe Flash Player (please read it and if applicable in your case, please do it!)

You may think that updates are time consuming and boring. Especially when the information about security update is coming, you may feel like saying "leave me alone". But if you ignore it, some day it may result in painful consequences for you.

In the column of the 1st number we compared the password with the key of the house, so in this case security updates would be the maintenance of the house, especially for those doing it on daily basis it corresponds with doing good "cleaning". Although consolidating the walls and the roof may be an operation done every 5 years or longer, cleaning your house is done very often, right? In case of cleaning, if you leave it undone for a bit, it becomes dirty, right? For people who like clean stuff, they know that doing cleaning carefully on daily basis is the easiest and most effective of all. Let's take care of security updates just like daily basis cleaning, shall we!

Even so, for those who find it troublesome, recently there is a feature called auto update attached to most OSs. By keeping this on, you can avoid situations in which you do not notice any important security updates. However, in August this year, Microsoft update (Microsoft will post security updates on the second Tuesday of the month (the second Wednesday in Japan time) every month so it was August 13th this year), but in some cases after updating the personal computer there were some trouble that the PC could not be activated. Because sometimes such things happen, some people are careful to apply the update after taking breath. But normally you may want to turn on auto update.

(I introduced Password Manager in the previous column; news on the research report on the vulnerability of this tool is posted here: http://itpro.nikkeibp.co.jp/atcl/idg/14/ 481709/071700003 / For your reference. There was also a way of making such an unique password: How a password changed my life. Http: // tabilabo. com / 32665 / password / This is pretty good!)

(Saito Yasuki: IIMC/ Professor belonging to the Information Infrastructure Division)