



PORTA ポルタ

南山大学ポータル

Guide for Teachers Ver.4.01

The Nanzan University portal system is called *PORTA*, which means “gateway” or “door” in Latin. It serves as the gateway to an information support system that provides a range of services.

The basic functions of *PORTA* involve following instructions that appear on screen, but for further detailed instructions please refer to the:

- 「*PORTA* Guide」
- 「*Operating Manual*」 (See the links inside *PORTA*)

NANZAN UNIVERSITY
GENERAL AFFAIRS OFFICE

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1. *PORTA*


- *PORTA* is an information support system for teaching staff and students of Nanzan University. Instructors will be able to use *PORTA* to:
 1. Check messages from the University
 2. View timetables and check the subjects that you are in charge of, register and confirm information on your syllabus or lessons to be cancelled etc.
 3. Grade registration
 4. Register course evaluation reports
 5. Register research results
 6. Make reservations for use of facilities
 7. Carry out searches for reports on people's job-hunting experiences and corporate information
 8. Carry out questionnaires
- Messages from the University to members of the teaching staff are separated into notices for all staff and those to certain specific staff members, and messages can be checked to see if they have been read or are still yet to be read. **Please understand that it is your responsibility to get into the habit of regularly checking *PORTA* for notices, and that not doing so may be to your disadvantage.** Messages that require responses will be sent by e-mail, as is currently the case.
- Carrying out questionnaires has been added as a new function. It will be possible to carry out questionnaires on your classes or seminars, or even aspects of the extra-curricular activities that you are involved in. However, please note that approval from your faculty's dean or the head of your graduate school is required if you wish to carry out another other type of questionnaire to an unspecified number of people or something concerning your research or a matter not related to the University.
- It is possible to use *PORTA* through the Internet from a computer either on or off-campus. (If you wish to use it from off-campus you need to make a user application for Can@home. For details of the method of application, please refer to 5. Use from off-campus.)

2. Things to note when using *PORTA*

Recommended computer environments

Please refer to the log-in screen of *PORTA*.

Things to note

- When using *PORTA* you will need to have an AXIA (Nanzan University Information Network System) account and password.
- Please ensure that you never use someone else's AXIA account or password.
- When using *PORTA* **please do not** use the return button  on the browser.
- If you leave the computer unattended when logged-in it is possible that information could be misused, so please ensure that you log-out if you move away from the computer.
- Students' personal information is handled in accordance with the "Nanzan University Guidelines for the Protection of Personal Information" and please be aware of your own responsibility to handle the information carefully. (<http://www.nanzan-u.ac.jp/Menu/privacy/guideline.html>)

3. Log-in and Log-out

Log-in

- 1) Start up your browser, and go to the Nanzan University homepage (<http://www.nanzan-u.ac.jp/index.html>). From there, go to Nihongo Top, to *Kyoin no minasama* where you click on the special University on-campus [**PORTA**] button. The log-in screen will be displayed.
* It is also possible to access the log-in screen on the **PORTA** URL directly by inputting the following: (<https://porta.nanzan-u.ac.jp/>).



- 2) When you input your account details and password, and then click the “log-in” button, the “*Kyoin Top*” screen will be displayed.

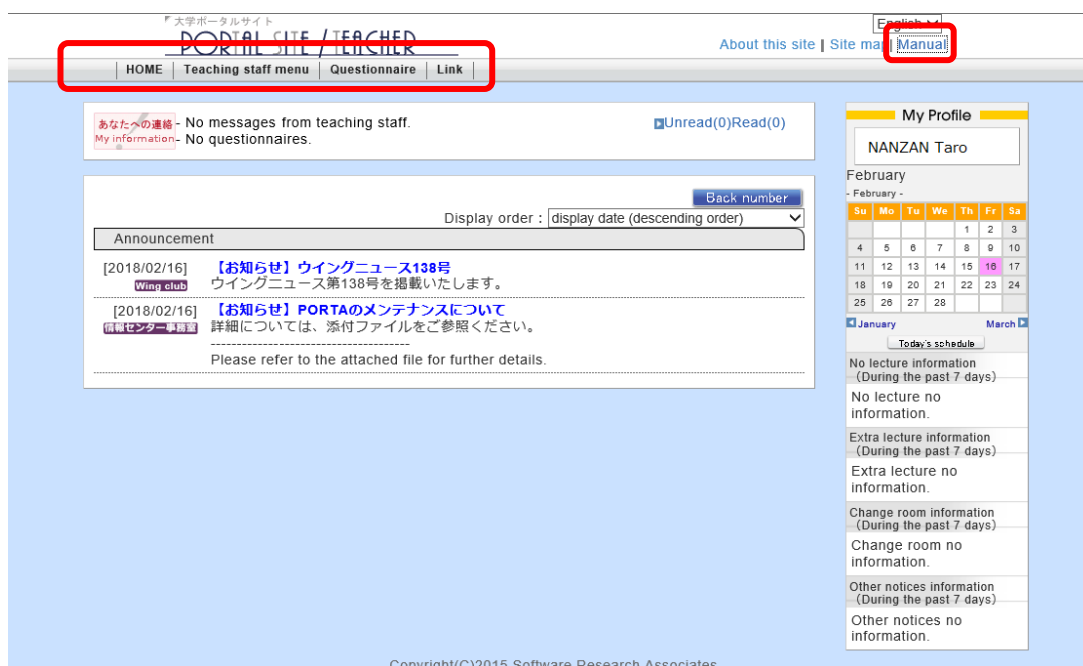
Log-out

- 1) When you have finished your session, please ensure that you close all of the browsers on the menu.
※ Please ensure that you log-out if you move away from the computer, even for a short time.

4. Composition of the menu

Portal site/teacher

When you log-in the following top-page is displayed, and if you click on the menu **tab** each of the screens will appear. Also, from the **manual tab** each manual for the sub-systems can be viewed.



Composition of the menu

HOME	Teaching staff menu	Questionnaire	Link
Announcement		Open questionnaire list Questionnaire management	Nanzan University Web Site Researcher Database Syllabus

Questionnaire function

On the Questionnaire Tab menu [Manage questionnaire] press the [new] button.
(*shinki-sakusei* [新規作成])

1. Questionnaire title, outline, registration of the person in charge.
 2. Setting and registering the questions
 3. Registration of the settings for publication (settings for the period of the questionnaire, or who it is aimed at [individual or group affiliation settings])
- It is possible for the person managing the questionnaire to refer to the results on screen and to acquire the questionnaire data.
 - Please note that after you publish the questionnaire you will not be able to make any further changes to the questions.

(SAMPLE)

★From off-campus, Can@home is required. / The menu is not displayed outside the user period.

Schedule	
Schedule details	Course list
Student registration	
List of students★	
Scheduled course examination	
E-mail address reference★	Examination schedule
Grade Registration	
Course list★	
Notices, including class cancellations, classroom changes, and make-up classes	
Class cancellation request★	Change/withdraw a class cancellation★
Class cancellation details(from today)	Make-up classes details(from today)
Classroom change	Other notices
Lecture evaluation report	
Lecture evaluation report registration★	Browse of lecture evaluation by student★
Syllabus management	
Syllabus	
Syllabus management coordinator	
Syllabus coordinator	
Facility reservation	
An institution and reservation status reference★	Initial display institution★
Registration of a reservation application★	Search of a reservation application★
Batch processing of a reservation application★	Facilities group registration★
Facilities use reference	
Facility use situation★	
Career support And Job support	
An event guide and job information★	Business information search★
Search of the account of job-hunting-activities experience★	
Faculty information	
Faculty information★	
Can@home connection test	
Can@home connection test★	

5. Off-campus use

The system for authorizing access to some of PORTA's services from an off-campus network is called "Can@home". If you wish to get off-campus access to the functions on the PORTA menu that are marked with a star, as is set out separately, you will need to follow the steps to carry out the procedure to use "Can@home".

Please carefully read and adhere to the information regarding use and the other points to note that are provided at this link:

<https://office-a.nanzan-u.ac.jp/ocict/userguide/canhome-new.html>

Utilization procedure

1. Confirming the key points to note for use from off-campus.

The main points are all included in a course so after logging in to the WebClass please access the course and after taking in the content pass the test to confirm your understanding. (You will need an AXIA account and password in order to log in to the WebClass.

WebClass: <https://webclass.nanzan-u.ac.jp/>

1. Click on the "Add Course" of the course list page.
2. Click on "Can@homeYYYY" (YYYY represents the year) within "common" of "Available Courses".
3. Click on "Join this Course".
4. Learn the content and take the test of your understanding. You pass the test by answering all ten questions correctly.

#If you take the the course later : after completing the course registration, click on the course name that will appear among "Other Courses" on the left side at the bottom of the screen

2. Registering your e-mail address and adjusting settings

(a) Connect to the University WiFi (00axia) and from the PORTA instructors menu go to course examinations and from there to e-mail address for inquiries ★. Register your non-Nanzan University e-mail address. Once you have completed the Can@home user procedure you will be able to update your details from a network outside the Nanzan University campus.

(b) Settings for receiving e-mails from Nanzan University

Make sure that your e-mail settings allow you to receive e-mails from Nanzan University (@nanzan-u.ac.jp).

3. Once you have given correct answers to all the questions in the test to check your understanding, within one hour it will be possible to send the one-time password to the e-mail address that you registered.

Points to note when using Can@home

Please pay due attention to the following points when you use Can@home:

- Once you have completed the utilization procedure, please check if you are able to use Can@home.
- You will not be able to use the services offered through PORTA or Can@home if the use of your AXIA account is suspended. Your AXIA account will be suspended if you do not change your password at regular intervals, so please do so several times a year.
- Sending out the code-chart (one-time password).
- If you do not wish to have the one-time password sent to a non-University e-mail address, we will provide you with a hard copy of the code-chart. Please approach the counter of Office of the Center for Information and Communication Technology on the 3F of Building S to request this.

The code-chart will not be re-issued, so please be careful not to lose it.