Appendix 2

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**iPortfolio System
Simple Manual for Student**

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1. System Outline

JAIST iPortfolio system was developed to support your reflection for learning activity of global innovation education in JAIST. This system provides dashboard, goal setting, self-assessment of rubric, study plan/record, group minor research, and news.

> *This system is now a version and is updated as needed. Although this manual will be also updated, actual screen images may be a bit different from the manual's ones.*
>
> *If you find some problems for usage or have requests for updating, please contact to Distance Learning Unit, Research Center for Advanced Computing Infrastructure. We will refer to your feedback.*

2. Login

In using iPortfolio system, you first access a login page at https://iportfolio.jaist.ac.jp by a Web browser as shown in Figure 1. Use your login ID and password same as JAIST services. You can access the system with SSL connections from JAIST campus network. This system is also available in Japanese and English. You can switch with system languages with the flag icons.

Figure 1. Login Screen

3. Dashboard

After log-in to the system, you can see a dashboard screen as shown Figure 2. The list of current task asked to you is shown at upper half of the screen. You can access each function from this list. The charts related to the results of your self-assessment are shown at bottom half of the screen. There is a system menu at the top of the screen, which shows your name as a login user. When you change the size of the Web browser, the layout of the screen is automatically aligned since this system supports response design.
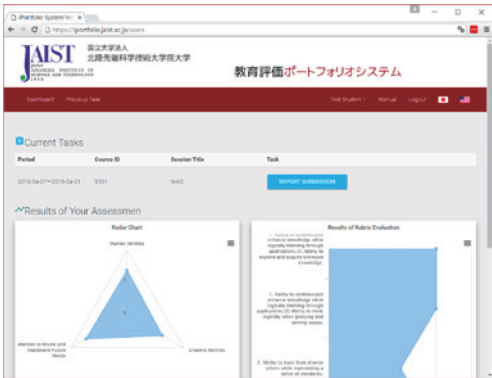

Figure 2. Upper Part of Dashboard Screen

The dashboard chart shows the results of your latest self-assessment. The chart on the left shows the average point of the latest assessment for each evaluation axis and the chart on the right shows the latest assessment results for each evaluation item. By clicking the button of the assessment axis at the bottom of the right chart, the corresponding assessment items are displayed. In addition, from the "Select comparison chart" at the bottom of the dashboard, it is possible to show the average values of past self-assessment and the average values of all the students as shown in figure 3.
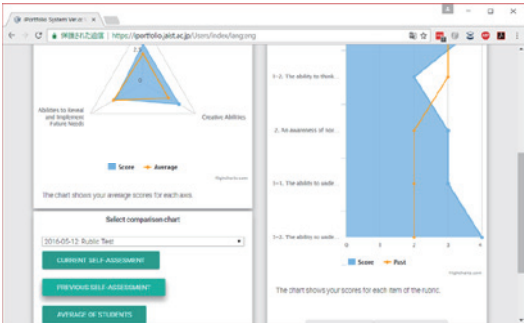

Figure 3. Bottom Part of Dashboard Screen

4. Goal Setting (from 2017)

As shown in Figure 4, the goal setting function is used for setting the target level at the time of graduation as a global innovation leader. Each item consists of 4 levels. You should check your target levels and register them. You can modify them by your mid-term defense. After that, you can only display them. Once you set the goals, the task is moved to previous task page. Note: The register button is worked after checking all the rubric items.
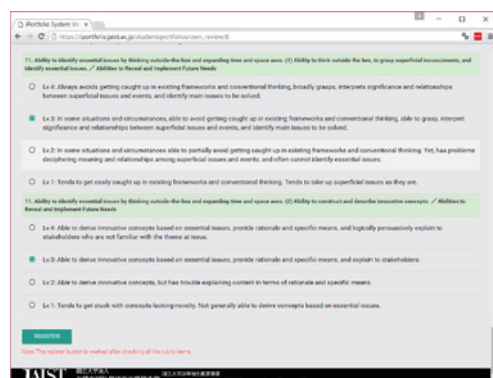

Figure 4 Goal-Setting Screen

5. Self-Assessment

The self-assessment function is used for your self-assessment of the rubrics designed by global innovation leader education. Each rubric item consists of 4 levels of achievement same as the goal setting. You can modify your assessment during the period. After the period, you cannot input it. Once you assess the rubric, the task is moved to previous task page. Note: The register button is worked after checking all the rubric items.

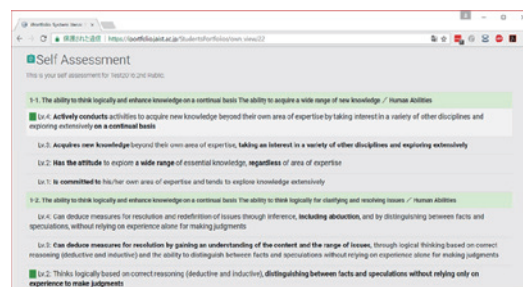Figure 5. Self-Assessment Display Screen (After Input Period)

6. Study Plan/Record (from 2018)

The study plan/record function is used for planning/recording your activity to reflect on your JAIST study and research as shown in Figure 6. You can input your information anytime from the system menu at the top of the screen. You can change the page by clicking the study plan/record tabs such as 'Enrollment Information', 'Study Plan', 'Approved Entries', and 'Entries One Month Prior to Completion'. Please input your information for the items with *(text input) and # (option selection). The other items will be filled by Student Section. After inputting, submit the data into the system by clicking 'SUBMIT' button at the bottom of page. If you check 'Save Temporarily' and click 'SUBMIT', the data will be stored temporarily.

In the '(First Year / Second Year…) Study Plan', Please write course ID like K200 in which you plan to enroll. After that, course title will be automatically displayed. You do not need to add 'E' at the end of course ID. At the end of each term, number of credits will be displayed if you can take the courses. There are some column for record of academic consultation with supervisor at the bottom of the 'Enrollment Information' and '(First Year / Second Year…) Study Plan'. Use these areas to record the contents of discussion with your supervisor.
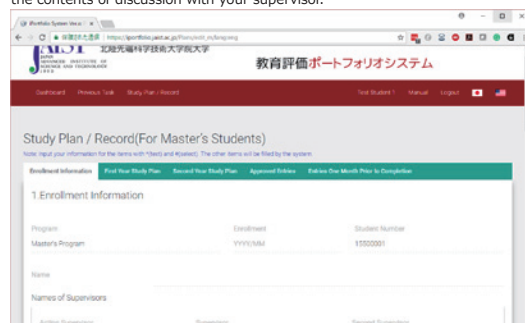

Figure 6 Study Plan / Record Screen

7. News

The news function shows latest update information of the system as shown in figure 7. Once you access the news, the task is moved to previous task page.

Figure 7 News Screen

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Appendix