APRIN e-Learning Program (CITI Japan)
User's Manual

Version 3.1

Edition 1.2

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Association for the Promotion of Research Integrity (APRIN)

Akita University April,2018

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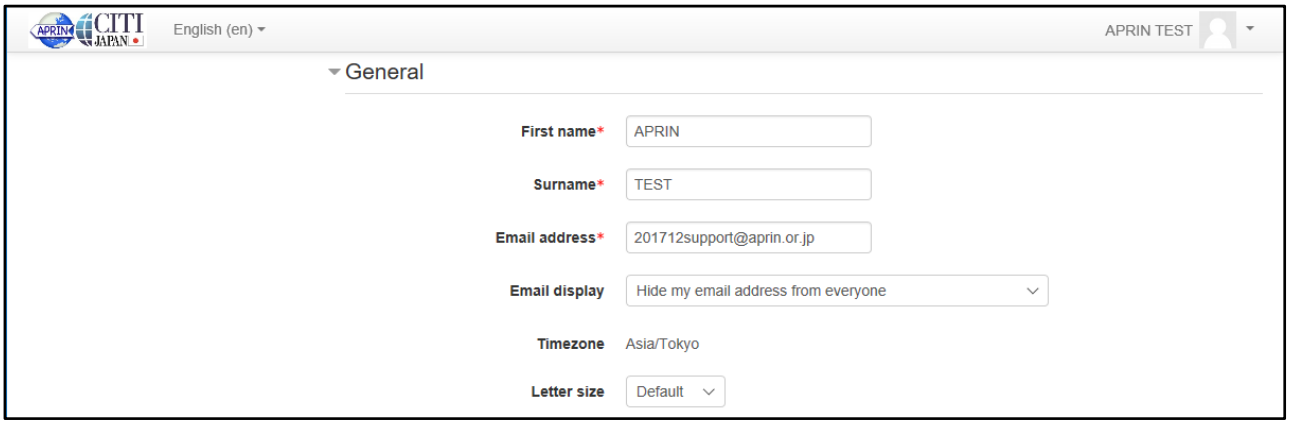
1 Introduction

1.1 Logging In

Open the login screen of the APRIN e-Learning Program (CITI Japan), and enter your username (ID) and password.

URL: https://edu.aprin.or.jp/

1.2 Things to Check at the First Login



Check the precautions described in the “CHECK!” section, and confirm that your **first name, surname and email address** are correct (change them if necessary). Set [Letter Size] here if necessary.

At the first login, confirm that the registered email address is correct.

- Make sure to register using **an email address currently available**.
- A dummy email address may already be entered by default.
  Change the dummy address to the one that is currently available.
- **An error occurs if the email address you set is already registered on the system.**

- Set **[User Attribution]** and **[Grade Disclosure]** using their respective drop-down menus.

Grade Disclosure

Normally, "not disclose" is OK.

1.3 Configuration of Main Menu

The main menu is the home screen of the APRIN e-Learning Program (CITI Japan).

(1) COURSE OF PARTICIPANTS	Lists course modules currently being taken. This section would remain blank if you are not taking any courses.
(2) COMMON COURSES	Lists common course modules set in advance. Common courses are not mandatory if not otherwise specified.
(3) ANNOUNCEMENTS FROM APRIN	Shows announcements from the website.
(4) Check my certificate	Allows certificates acquired in the past to be viewed.
(5) INTEGRATEDMAIL	Contains the contact information of your grade managing division.
(6) CONTENTS LIST	Contains links to the course materials. **Access these links to take optional modules.**
(7) Photo	Displays the photo of the user.

1.4 Configuration of the Contents List Screen

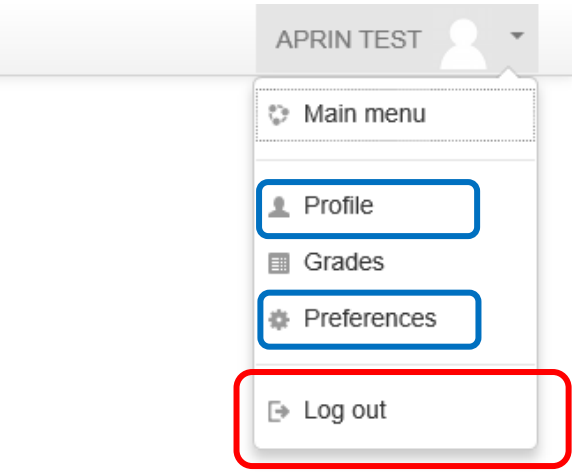
This section describes the configuration of the contents list screen.

(1) Course and Completion Report	Lists courses that were taken and certificates.
(2) Announcement	Used to view announcements for participants registered in the grade managing division.
(3) Module list	Displays subsections of the list of course materials. **You can take any module by clicking the name of a module.** **(* A certificate will not be issued.)** Click an item marked with [TEXT] to directly access the text page of the module.

1.5 Logging Out

Log out from the APRIN e-Learning Program (CITI Japan) once you finish using it.

1.



Expand the menu on the title bar and click [Log out].

This will log you out.

Reference:
Select **[Profile]** to open the profile screen, and then select **[Edit profile]** to edit the setting for "1.2 Things to Check at the First Login".
For example, you can change the following settings:
· **Full name, email address**
· **Course switching**

From the **[Preferences]** screen, the following operations can be performed:
· **Editing the profile** (* same as the above)
· **Changing the password**
· **Changing the priority language (Japanese or English)**

2 Taking a Course

2.1 Taking a Module

Log in to the system and display the main menu.

1.

After logging in, click a module you want to take from the "COURSE OF PARTICIPANTS" section of the main menu.

This will display the starting screen of a quiz for the module you have chosen.

2.

Click a course material link.

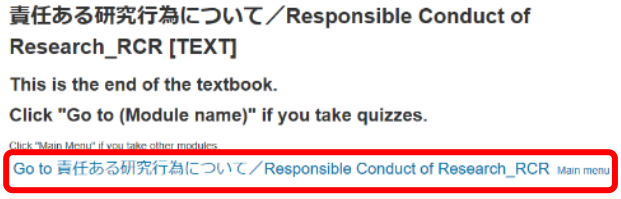
The start page of the text will be displayed.

3.

Select a language of the text.

The text pages are displayed in the language selected.

4.

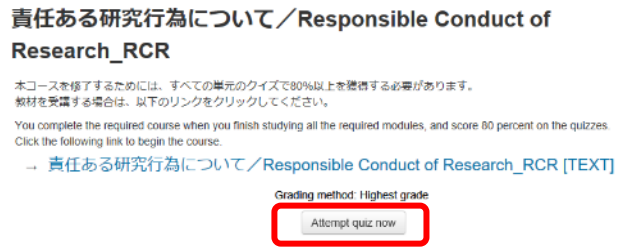


Read through the page and click **[Next page]** to go to the next page.

On the last page, click **[Go to (Module name)]**.

The page in step 2 will be displayed again.

5.



Click the **[Attempt quiz now]** button.

The quiz starts.

6.

Answer all the questions, and click the **[Submit all and finish]** button to end the quiz and display the review page.

Click **[Finish review]** at the bottom right corner of the screen to exit the review page.

7.

To go back to the main menu, click [Main menu] on the navigation bar or **[Take the next module(back to main menu)]** located under the [Re-attempt quiz] button.

From the main menu, click the next module.

2.2 Checking the Result (Pass/Fail)

Log in to the system.

1.

From the main menu screen, confirm the check boxes of the modules you took.

✓: Pass
□: Not taken or fail

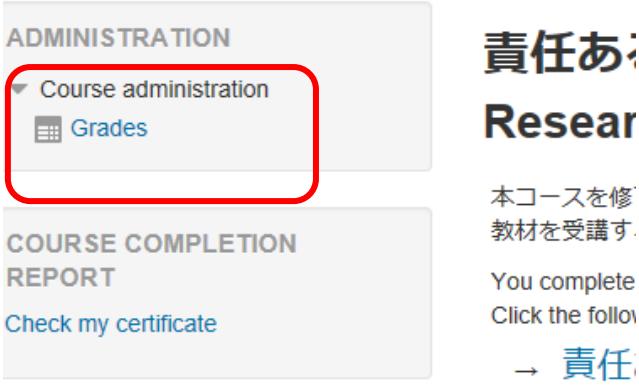
2.3 Checking the Result (Score)

Log in to the system.

1.

From the main menu screen, click the link under the “CONTENTS LIST” section.

2.



Click **[Course administration]** on the left pane, and select **[Grades]**.

3.

Grade item	Grade	Range	Percentage
一般財団法人公正研究推進協会（APRIN）			
責任ある研究行為について／Responsible Conduct of Research_RCR	95.00	0–100	95.00 %
研究における不正行為／Research Misconduct_RCR	-	0–100	-
データの扱い／Data Handling_RCR	-	0–100	-
共同研究のルール／Rules for Collaborative Research_RCR	-	0–100	-
利益相反／Conflicts of Interest_RCR	-	0–100	-
オーサーシップ／Authorship_RCR	-	0–100	-
盗用／Plagiarism_RCR	-	0–100	-

Scores of all modules can be checked.

2.4 Completing a Course/Having a Certificate Issued

Log in to the system.

You need to pass all the modules for the course to complete the course and have the certificate issued.

* The certificate is issued if the conditions set for the course such as the attendance period are satisfied.

1.

From the main menu, make sure that you have passed all the modules for the course.

You need a minimum score of 80% for all modules to pass the course.

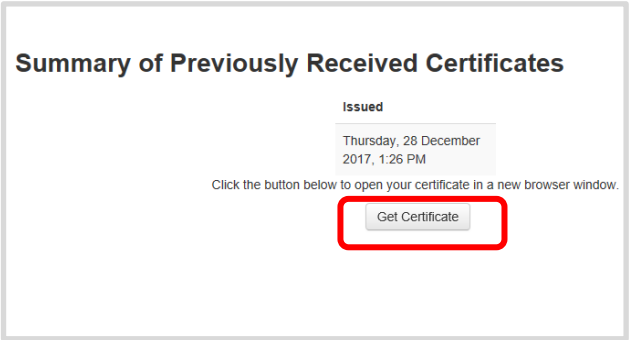
Note that the course is not complete at this point.

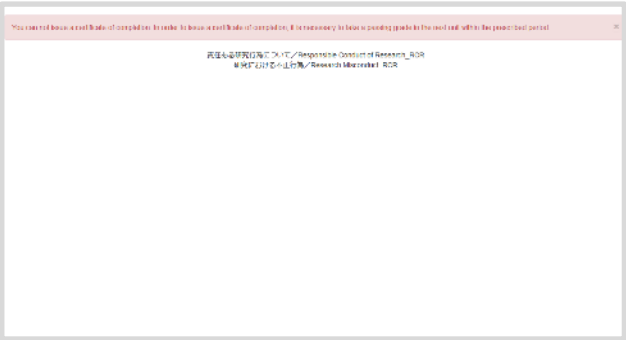
2.

To complete a course:
The course name can now be clicked.
Click the course name. The system calculates and determines whether you have satisfied the conditions set for the course for completion.

*** Make sure to click the course name as doing so is required to complete the course.**

3.





To have a certificate issued:
When completion is determined after clicking the link in step 2, the certificate issuance screen is displayed.

Click the [Get Certificate] button.

If the screen shown on the left(below) is displayed, this indicates that the conditions set for the course such as the attendance period are not satisfied and the certificate cannot be issued. Please take the modules again and update the module completion date.

If this screen is displayed even if you have taken all the required modules for the course again and have passed, contact the administrator via [Contact to Manager] ((5) of “1.3 Configuration of Main Menu”) and have the conditions for the course checked.

4.

COURSE COMPLETION REPORT

JST事業受講者コース(1)（生命医科学系） カリキュラム 修了証

一般財団法人公正研究推進協会

Association for the Promotion of Research Integrity

所属機関(INSTITUTION) ： 一般財団法人公正研究推進協会（APRIN） (Institution004)

姓(LAST NAME) ： A001 ()

名(FIRST NAME) ： APRIN ()

修了日(Passed on) ：2017/12/28

修了証番号(Course Completion Report Number) ：JB000

単元名(Required modules)	完了日(Date completed)
責任ある研究行為について／Responsible Conduct of Research_RCR	2017/12/28
研究における不正行為／Research Misconduct_RCR	2017/12/28
データの扱い／Data Handling_RCR	2017/12/28
共同研究のルール／Rules for Collaborative Research_RCR	2017/12/28
オーサーシップ／Authorship_RCR	2017/12/28
盗用／Plagiarism_RCR	2017/12/28
公的研究費の取扱い／Managing Public Research Funds_RCR	2017/12/28

上記の通り、APRIN eラーニングプログラム（CITI Japan）教材の履修を修了したことを証明します。

一般財団法人 公正研究推進協会

発行年月日(Printed on) : 2017/12/28

Unlimited

The certificate will be displayed on a different screen.

The certificate can be downloaded as a PDF file.