

APRIN e-Learning Program (eAPRIN) User's Manual

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Association for the Promotion of Research Integrity (APRIN)

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1 Initial Settings and Basic Operations

1.1 Logging In

Open the login screen of the APRIN e-Learning Program (eAPRIN).

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

Click [**Log in**].



Enter the user name (ID) and the password, and then click the [**Log in**] button.



1.2 Things to Check at the First Login

When prompted to change password after your first login, set a new password according to the rules below. If the password edit screen does not appear, proceed to the next page.

The password must be at least **eight characters**.

- ✓ Include at least one **numerical character**.
- ✓ Include at least one **lowercase letter**.
- ✓ Include at least one **uppercase letter**.
- ✓ Include at least one **non-alphanumeric character** such as *, -, and #.

Enter your current password and new password, then click the **[Save changes]** button.

You must change your password to proceed. x

Change password

Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Current password*

New password*

New password (re-enter)*

Save changes

When the message "Password has been changed" is displayed, press the **[Continue]** button.

Password has been changed

Continue

The profile edit screen is displayed. Confirm that your first name, surname and email address are correct (change them if necessary). Make sure to check the instructions below, regarding email addresses. 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. You must be able to receive emails to reset password, e.g., if you have forgotten your password. (Refer to "[4 Troubleshooting.](#)")
- Change to correct address when dummy address is set by default.

How to set Email Address

- Enter an e-mail address currently available.
- An e-mail address already registered on the system cannot be used. An error occurs if the email address you set is already registered on the system. If this happens, use a different email address.
- For updating e-mail address, receive confirmation e-mail send to new address and complete updating process.

The screenshot shows a web form titled "Test Aprin" for editing a user profile. The form includes a "General" section with three input fields: "First name*" (containing "Test"), "Surname*" (containing "Aprin"), and "Email address*" (containing "aprin_demo_0219@aprin.or.jp"). A red box highlights these three fields, with a blue callout box pointing to it that says: "Check these settings and modify them if necessary. Register an email address currently available." Below the email field is a link: "How to set Email address (Click to display)". At the bottom of the form is a "Letter size" dropdown menu currently set to "Default", which is also highlighted with a red box and a blue callout box stating: "Change the letter size here if necessary." The top right of the form has a link "Expand all".

Scroll down the profile edit screen until the [Course etc] is displayed.

受講コース等 (Course etc)

受講コース(Course Selection)*

- ☒ 茶富林大学コース(A) 2019 / APRIN University Course (A) 2019
- ☐ 茶富林大学2019コース/APRIN University Course 2019
- ☐ JSTコース(3) (人文系) /JST Course (3) Humanities
- ☐ JSTコース(2) (理工系) /JST Course (2) Engineering
- ☐ JSTコース(1) (生命医科学系) /JST Course (1) Biomedical

←JST Course (1)-(3)

* for Akita University
Researcher and Graduate Student
Required:
研究者・大学院生向けコース (基本), 7 units
or
研究者・大学院生向けコース (生命医科学), 15 units

About the course selection (Click to display)

成績管理部署 (部署) (Department)
茶富林大学医学部

ユーザ属性(User Attribution)*
大学院生(Graduate Student)

成績の開示(Grade Disclosure)*
開示する(Disclose)

About the grade disclosure (Click to display) *for members of the JST adopted project

Select [Course Selection].

- When you are taking a course using your institution account, select the course specified by the administrator. Skip this step if the course is already selected by the administrator when you are logged in.
- For researchers joining the JST adopted project, select only one JST course that suits your field of expertise out of JST Course (1)-(3), then select [Disclose] from the following drop-down menu for [Grade Disclosure].

Select [User Attribution].

- Out of the five options “Other,” “Undergraduate Student,” “Graduate Student,” “Teacher/Researcher,” and “Clerical Staff,” select the one that most closely applies to you.

Select **[Grade Disclosure]**. Read the instructions below, and then select either “Disclose” or “Do Not Disclose.” * Normally, “Do Not Disclose.”

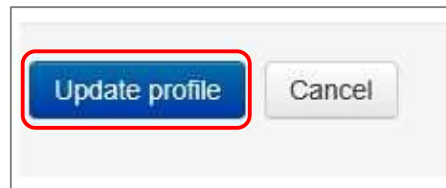
- This is to certify for JST that you have taken the research ethics education when you participate in the JST adopted project.

For members of the JST adopted project

- Select [Disclose], take the APRIN e-Learning Program, and then notify JST of the course completion report number issued.
- The following information stated in the course completion report will be disclosed: issue date, institution, last name/first name, department, attended course, completion date, expiration date, course completion report number, attended modules, attendance date.

These profile settings can be edited later. Refer to “[1.5 Changing the Profile and Course Selection](#)”.

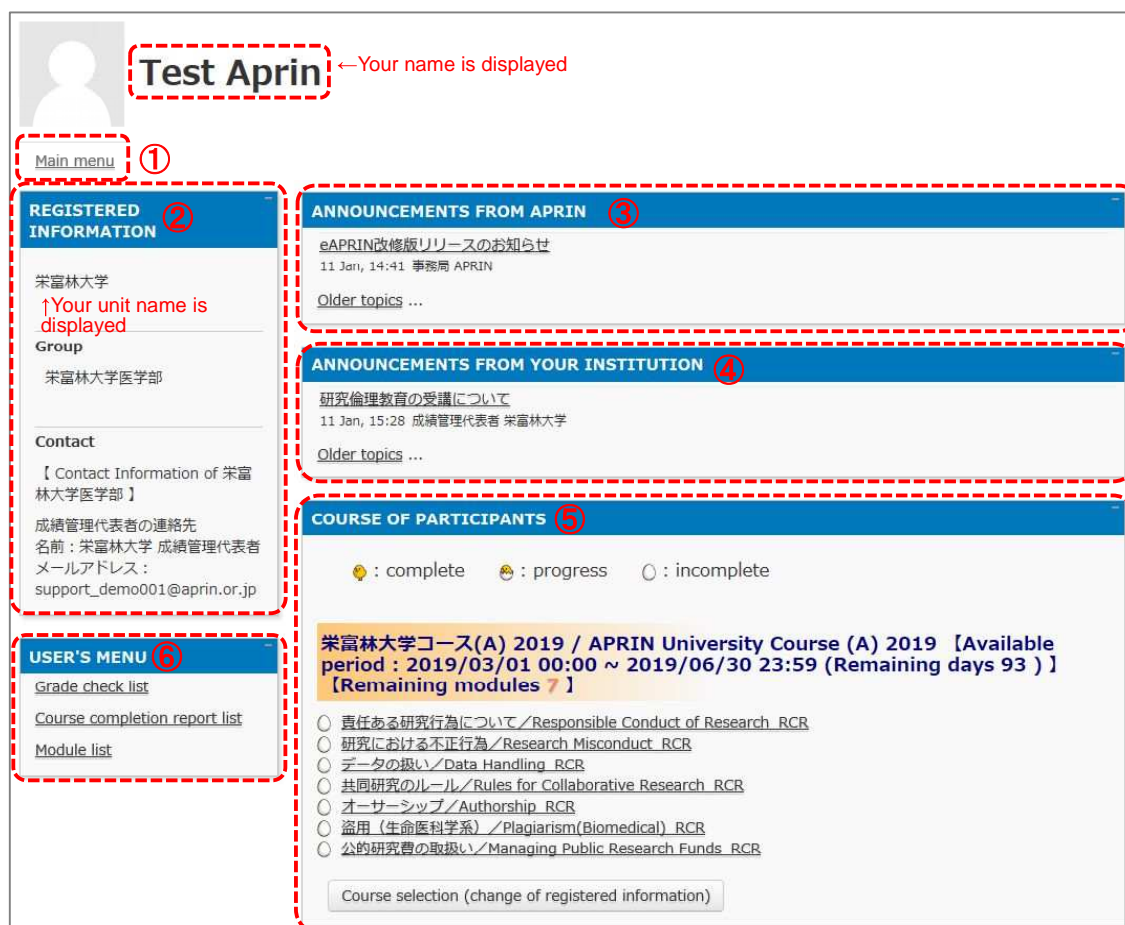
When all fields are filled in, press the **[Update profile]** button.



1.3 Main Menu

The main menu is displayed.

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



1. Link to main menu	A link to this screen. You can return to this screen from each screen by clicking this link.
2. Registered Information	Your unit name, department name, and department contact information is displayed.
3. Announcements from APRIN	Notifications from APRIN are displayed.
4. Announcements from your institution	Notifications from your unit or department are displayed.
5. Course of Participants	Your currently selected courses are displayed. This is where you start when taking a course. For details, refer to " 2 Taking a Course and Having a Course Completion Report Issued. "
6. User's menu	You can check on course status, course completion, and course completion reports. And you can take modules that are not included in courses. For details, refer to " 3 Checking the Course Material List and History. "

1.4 Logging Out

Click the right end section of the top task bar where your name is displayed.



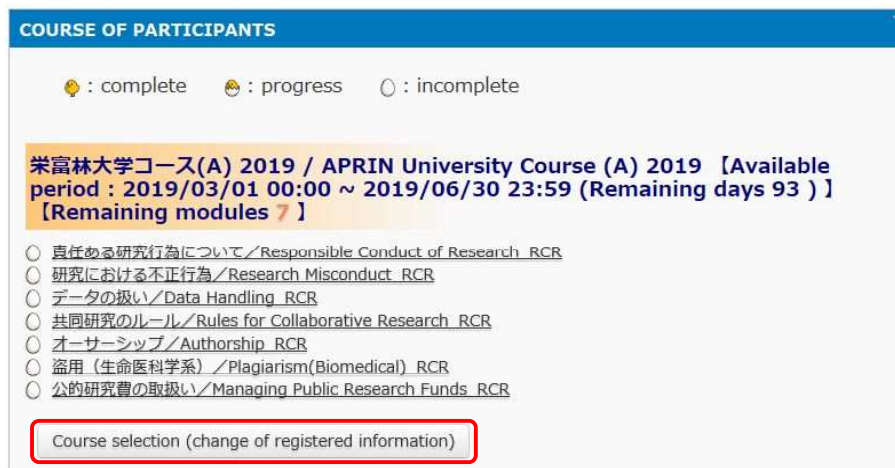
The drop-down menu is displayed. Click “**Log out**” to log out of the system.



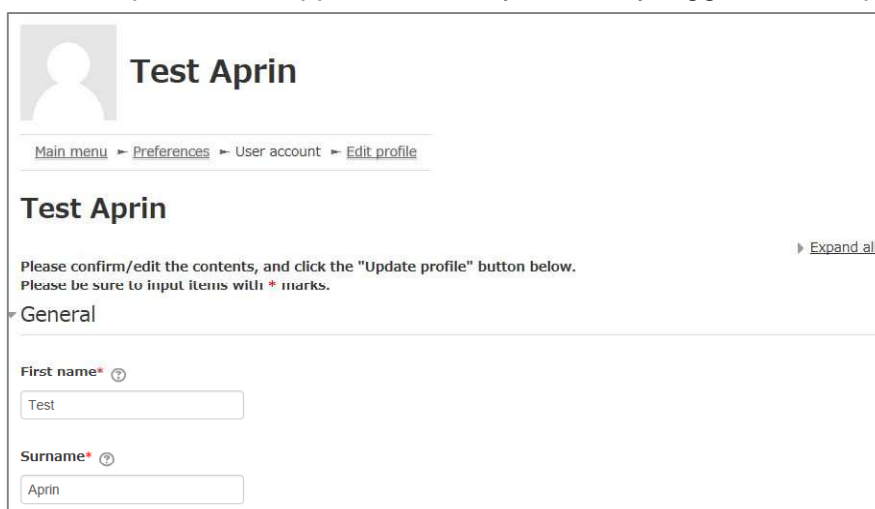
1.5 Changing the Profile and Course Selection

Log in to the system.

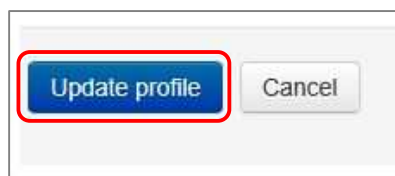
Click the **[Course selection (change of registered information)]** button at the far bottom of the “COURSE OF PARTICIPANTS” panel under the main menu.



An edit screen for the profile that appeared when you initially logged in is displayed.



In addition to switching course, you can modify your name, email address, user attributes, and grade disclosure settings. After editing the information, click the **[Update profile]** button at the bottom of the page.



If you change your email address, you'll receive a confirmation email from APRIN to the new email address. Follow the instructions in the email to complete the registration of your new email address.

The profile edit screen can also be displayed by following the procedure below.

While logged in, open the menu at the top right of the screen, where your name is displayed.



Click **"Edit my profiles"**.



The profile edit screen displayed.

Test Aprin

[Main menu](#) > [Preferences](#) > [User account](#) > [Edit profile](#)

Please confirm/edit the contents, and click the "Update profile" button below.
Please be sure to input items with * marks.

[Expand all](#)

General

First name*

Surname*

1.6 Changing the Password

While logged in, open the menu at the top right of the screen, where your name is displayed.



Click “Change my password.”



The password edit screen opens. Set a new password and click the [Save changes] button.

2 Taking a Course and Having a Course Completion Report Issued

2.1 Taking a Module

Log in to the system and display the main menu. Check “COURSE OF PARTICIPANTS.”

The screenshot shows the main menu of the APRIN system. The user is logged in as 'Test Aprin'. The menu includes sections for 'REGISTERED INFORMATION', 'ANNOUNCEMENTS FROM APRIN', 'COURSE OF PARTICIPANTS', and 'USER'S MENU'. The 'COURSE OF PARTICIPANTS' section is highlighted with a red box. A callout box points to the 'Name of the selected course.' which is '栄富林大学コース(A) 2019 / APRIN University Course (A) 2019'. Another callout box points to the 'study status' of each module, which is displayed using egg and chick icons. A third callout box points to the 'modules necessary for course completion', which are listed as: 責任ある研究行為について / Responsible Conduct of Research_RCR, 研究における不正行為 / Research Misconduct_RCR, データの扱い / Data Handling_RCR, 共同研究のルール / Rules for Collaborative Research_RCR, オーサiership / Authorship_RCR, 盗用 (生命医科学系) / Plagiarism(Biomedical)_RCR, and 公的研究費の取扱い / Managing Public Research Funds_RCR. A fourth callout box points to the 'available period' which is '2019/03/01 00:00 ~ 2019/06/30 23:59 (Remaining days 93)'.

The course **available period** is displayed. All modules in the course must be completed within the available period. The courses without an available period are displayed “—”

Name of the selected course.

The **study status** of each module is displayed using egg and chick icons.

These are the **modules** necessary for course completion.

[About study status]

🐣 : complete 🐤 : progress 🥚 : incomplete

If you **score 80 points or more** on the quiz for any module **within the course available period**, the module will be denoted as “Completed” (chick).

However, even if you score 80 points or more, if you did not take the module within the course available period, it will remain “Incomplete” (egg).

Click a module you want to take.

COURSE OF PARTICIPANTS

🟡 : complete 🟡 : progress ○ : incomplete

栄富林大学コース(A) 2019 / APRIN University Course (A) 2019 【Available period : 2019/03/01 00:00 ~ 2019/06/30 23:59 (Remaining days 93)】
【Remaining modules 7】

- ☐ 責任ある研究行為について / Responsible Conduct of Research_RCR ← Click
- ☐ 研究における不正行為 / Research Misconduct_RCR
- ☐ データの扱い / Data Handling_RCR
- ☐ 共同研究のルール / Rules for Collaborative Research_RCR
- ☐ オーサiership / Authorship_RCR
- ☐ 盗用 (生命医科学系) / Plagiarism (Biomedical)_RCR
- ☐ 公的研究費の取扱い / Managing Public Research Funds_RCR

Course selection (change of registered information)

Click the [Read the text] button.

栄富林大学

Main menu ▶ 栄富林大学 ▶ 責任ある研究行為 : 基盤編 (RCR) ▶ 責任ある研究行為について / Responsible Conduct of Research_RCR

責任ある研究行為について / Responsible Conduct of Research_RCR

Please read the text first.
After you read the text, you can take the quiz.

テキストを読む / Read the text

クイズはまだ受けられません / Cannot take the quiz yet

クイズで80.00点以上を獲得すると完了となります。
You complete the required module when you score 80.00 percent on the quizzes.

To Main Menu

The language selection page is displayed if the English version of the module is provided.
Select a language.

栄富林大学

Main menu ▶ 栄富林大学 ▶ 責任ある研究行為 : 基盤編 (RCR) ▶ 責任ある研究行為について / Responsible Conduct of Research_RCR [TEXT]

責任ある研究行為について / Responsible Conduct of Research_RCR [TEXT]

教材言語選択 / Select Your Language

教材は日本語版と英語版がありますので、どちらかの言語を選択してください。
Please select preferred language for modules (Japanese or English version).

日本語 English

The text is displayed. Use the text for your learning purposes.



When you reach the end of the page, click the [**Take the quiz**] button at the bottom.

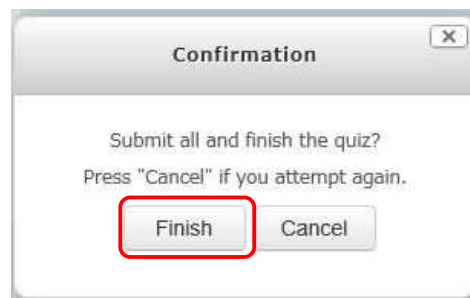


The quiz screen is displayed.

Answer all the questions, and then click the "**Finish**" button.



The confirmation screen is displayed. To return to the quiz click "Cancel." To proceed, click [**Finish**].



The review page is displayed. **At least 80%** is required to pass the quiz.

栄富林大学

Main menu > 栄富林大学 > 責任ある研究行為：基盤編(RCR生命医科学系) > 責任ある研究行為について／Responsible Conduct of Research_RCR

QUIZ NAVIGATION

1 2 3 4 5

Finish review

Started on Friday, 29 March 2019, 6:15 PM

State Finished

Completed on Friday, 29 March 2019, 6:19 PM

Time taken 4 mins 36 secs

Grade 100.00 out of 100.00

To finish review, click the [Finish review] button at the bottom right, or click [Finish review] under “QUIZ NAVIGATION” at the top left.

Finish review

Return to the main menu.

If you do not pass a module, you can click the module name to try the quiz again.

If you pass a module, check that the status for the module is shown as “Completed” (chick).

If you have passed a module, but its status remains “Incomplete” (egg), check the course available period again.

COURSE OF PARTICIPANTS

🐔 : complete 🐣 : progress ○ : incomplete

栄富林大学コース(A) 2019 / APRIN University Course (A) 2019 [Available period : 2019/03/01 00:00 ~ 2019/06/30 23:59 (Remaining days 93)] [Remaining modules 6]

Completed 🐔 責任ある研究行為について／Responsible Conduct of Research_RCR

○ 研究における不正行為／Research Misconduct_RCR

○ データの扱い／Data Handling_RCR

○ 共同研究のルール／Rules for Collaborative Research_RCR

○ オーサiership／Authorship_RCR

○ 盗用（生命医科学系）／Plagiarism(Biomedical)_RCR

○ 公的研究費の取扱い／Managing Public Research Funds_RCR

Course selection (change of registered information)

Proceed to the next module in the same way.

2.2 Completing a Course/Having a Course Completion Report Issued

If you complete a course, by completing all the modules in the course within the course available period (scoring 80 points or more on the quiz for each module), **【Remaining modules X】** to the right of the course name will change to **【Click to issue a course completion report】**.

If you need to get a course completion report issued, follow the procedure below.

Click **【Click to issue a course completion report】**.

COURSE OF PARTICIPANTS

🟡 : complete 🟡 : progress ○ : incomplete

🌟 崇富林大学コース(A) 2019 / APRIN University Course (A) 2019 【Available period : 2019/03/01 00:00 ~ 2019/06/30 23:59 (Remaining days 93) 】
【Click to issue a course completion report】 【Answer the Survey】 *

- 🌟 責任ある研究行為について / Responsible Conduct of Research_RCR
- 🌟 研究における不正行為 / Research Misconduct_RCR
- 🌟 データの扱い / Data Handling_RCR
- 🌟 共同研究のルール / Rules for Collaborative Research_RCR
- 🌟 オーサiership / Authorship_RCR
- 🌟 盗用 (生命医学系) / Plagiarism(Biomedical)_RCR
- 🌟 公的研究費の取扱い / Managing Public Research Funds_RCR

Course selection (change of registered information)

* We are conducting a survey regarding e-Learning. If you would like to answer our survey, please click the [Answer the survey] link. We value your opinion to further improve the usability of our system.

The course completion report will be displayed on a different screen. It can be downloaded as a PDF file.

COURSE COMPLETION REPORT

崇富林大学コース(A) 2019 / APRIN University Course (A) 2019 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) : 崇富林大学 (APRIN university)
 姓(LAST NAME) : Aprin
 名(FIRST NAME) : Test
 修了日(Passed on) : 2019/03/29
 修了証番号(Course Completion Report Number) : AP0000100704

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	2019/03/29
研究における不正行為 / Research Misconduct_RCR	2019/03/29

3 Checking the Course Material List and History

3.1 Taking Modules Not Included in a Course

- You are free to take any of the course materials offered by APRIN.
- Course completion reports are issued only for each course (a group of modules set by the grade administrator). No course completion report can be issued for separately taken modules.

Click **"Module list"** from **"USER'S MENU"** at the bottom left of the main menu.

The screenshot displays the APRIN user interface for a user named 'Test Aprin'. The interface is divided into several sections:

- REGISTERED INFORMATION:** Displays the user's name (Test Aprin), group (栄富林大学), and contact information (Contact Information of 栄富林大学医学部).
- ANNOUNCEMENTS FROM APRIN:** Shows a notice about the eAPRIN revision release.
- ANNOUNCEMENTS FROM YOUR INSTITUTION:** Shows a notice about research ethics education.
- COURSE OF PARTICIPANTS:** Displays a list of modules for the '栄富林大学コース(A) 2019 / APRIN University Course (A) 2019'. The modules are listed with checkboxes indicating their status (complete, progress, incomplete). The modules are:
 - 責任ある研究行為について / Responsible Conduct of Research_RCR
 - 研究における不正行為 / Research Misconduct_RCR
 - データの扱い / Data Handling_RCR
 - 共同研究のルール / Rules for Collaborative Research_RCR
 - オーサiership / Authorship_RCR
 - 盗用 (生命医科学系) / Plagiarism(Biomedical)_RCR
 - 公的研究費の取扱い / Managing Public Research Funds_RCR

The 'USER'S MENU' is located at the bottom left of the main menu, and the 'Module list' option is highlighted with a red box.

The Module List will be displayed. Click the name of the module you want to take.

栄富林大学

Main menu ▶ 栄富林大学

 アナウンスメント

責任ある研究行為：基盤編（RCR）

 [責任ある研究行為について／Responsible Conduct of Research RCR](#)

 [研究における不正行為／Research Misconduct RCR](#)

 [データの扱い／Data Handling RCR](#)

3.2 Checking Study History and Past Completion Report

Go to the main menu. Check “USER’S MENU” at the bottom left.

Test Aprin

Main menu

REGISTERED INFORMATION

栄富林大学

Group
栄富林大学医学部

Contact
【 Contact Information of 栄富林大学医学部 】
成績管理代表者の連絡先
名前：栄富林大学 成績管理代表者
メールアドレス：
support_demo001@aprin.or.jp

USER'S MENU

[Grade check list](#)

[Course completion report list](#)

[Module list](#)

ANNOUNCEMENTS FROM APRIN

eAPRIN改修版リリースのお知らせ
11 Jan, 14:41 事務局 APRIN
[Older topics ...](#)

ANNOUNCEMENTS FROM YOUR INSTITUTION

研究倫理教育の受講について
11 Jan, 15:28 成績管理代表者 栄富林大学
[Older topics ...](#)

COURSE OF PARTICIPANTS

🟡 : complete 🟡 : progress ○ : incomplete

🟡 栄富林大学コース(A) 2019 / APRIN University Course (A) 2019 【Available period : 2019/03/01 00:00 ~ 2019/06/30 23:59 (Remaining days 93) 】
[Click to issue a course completion report] [Answer the Survey]

- 🟡 責任ある研究行為について / Responsible Conduct of Research_RCR
- 🟡 研究における不正行為 / Research Misconduct_RCR
- 🟡 データの扱い / Data Handling_RCR
- 🟡 共同研究のルール / Rules for Collaborative Research_RCR
- 🟡 オーサiership / Authorship_RCR
- 🟡 盗用 (生命医科学系) / Plagiarism(Biomedical)_RCR
- 🟡 公的研究費の取扱い / Managing Public Research Funds_RCR

Course selection (change of registered information)

Click “Grade check list” to see your study history for each module.

The latest summary of your grades and study time is displayed. Please note that once you have passed a module (with a score of 80 or more), your score will no longer be updated to show any lower than a score of 80 or more.

Test Aprin

責任ある研究行為：基盤編(RCR生命医科学系)

🟡 責任ある研究行為について / Responsible Conduct of Research_RCR Friday, 29 March 2019, 6:19 PM (11 mins 26 secs)	Grade: 100.00 / 100.00
🟡 研究における不正行為 / Research Misconduct_RCR	Grade: 100.00 /

Click “**Course completion report list**” to view a list of all the completion reports you have obtained up to now.

Course completion report list			
【Name】 Aprin Test		Show course completion report of old system	
Completion report No. ▼	Courses	Validity	Redisplay report
AP0000100704	栄富林大学コース(A) 2019 / APRIN University Course (A) 2019	2024/06/30	Redisplay report

If you are using the account from the old system, “Show course completion report of old system” button is displayed. You can check the completion reports issued by the old system here.

4 Troubleshooting

Please see the [REGISTERED INFORMATION] pane of the main menu for contact information of the grade administrator of your institution /department.

(Refer to "[1.3 Main Menu](#)".)

Frequently asked questions

I have not received an email notifying me of the user name (ID) and password.

I accidentally deleted the email notifying me of the user name (ID) and password.

I forgot my user name (ID) and password.

→ Click [Forgot Username or Password?] under the Login button to reset the password.

*To use this function, your registered email address must be currently available.



My account is locked due to wrong password attempts.

→ An email titled "Your account has been locked." will be sent to the registered email address. Click the URL in the email to log in to the system. Your account will be unlocked.