### iPortfolio System Simple Manual for Student

#### 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 Center for Innovative Distance Education and Research (CIDER). 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.

You can also access from the website of " Self-Assessment System for Global Innovation Creativity ".

JAIST TOP PAGE  $\rightarrow$  Education  $\rightarrow$  Taking Courses  $\rightarrow$ 

Self-Assessment System for Global Innovation Creativity

https://www.jaist.ac.jp/english/education/courses/rubric.html

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Figure 1. Login Screen

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#### 3. Dashboard

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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 selfassessment. 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 selfassessment and the average values of all the students as shown in figure 3.





Figure 3. Bottom Part of Dashboard Screen

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#### 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. You can move to the function if you click the "Goal Setting" menu on the top of the screen. Each item consists of 4 levels. You should check your target levels and register them. You can modify them as many times as needed by your mid-term defense (for Master's students) or by submitting your research proposal (for Doctoral students). After that, you can only display them.

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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. You can move to the page, including links for edit pages of six selfassessment periods if you click the "Self-assessment" menu on the top of the screen. After clicking the link that you want to edit, you can register your current level for each rubric item (which consists of 4 levels as the same as Goal Setting). You can modify these selfassessments anytime.

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Figure 5. Self-Assessment Display Screen

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#### 6. Study Plan/Record (from 2018)

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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 Educational Affair Department. 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.



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#### 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.

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#### Figure 7 News Screen

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Ishikawa Campus

## Guide for Self-Assessment System for Global Innovation Creativity

Use the Portfolio System (https://www.jaist.ac.jp/english/education/courses/rubric.html) to enter your level of Global Innovation Creativity. Check the manual in the Portfolio System. <JAIST TOP PAGE  $\rightarrow$  Education  $\rightarrow$  Taking Courses  $\rightarrow$ 

Self-Assessment System for Global Innovation Creativity> Perform self-assessment and set an appropriate target level when starting at JAIST. Please remember to record • your achievement level at each occasion of "Timing to enter" showed in the following table.

Timing to enter	Example of occasion to enter [M:Master's students] [D:Doctoral students] (APR:Students who enrolled in April) (OCT:Students who enrolled in October)	What to enter
① Orientation	[M·D] (APR) April of the 1 <sup>st</sup> year (OCT) October of the 1 <sup>st</sup> year	<ul> <li>Enter your current level (Level 1~4) and set appropriate target level by the time of graduation.</li> <li>(※)</li> </ul>
② When you finish required courses S101, S102, S503, T001, or T051	[Division of Advanced Science and Technology] [M·D] (APR) June of the 1 <sup>st</sup> year (OCT) December of the 1 <sup>st</sup> year [Division of Transdisciplinary Sciences] [M·D] (APR and OCT) When you finish required courses	<ul> <li>Enter your current achievement level (Level 1~4).</li> <li>Required courses for each division are as follows.</li> <li>[ Division of Advanced Science and Technology ] S101·S102 or S503</li> <li>[ Division of Transdisciplinary Sciences ] T001 or T051</li> </ul>
③ When you finish Group Minor Research [Only object person]	<ul> <li>[M]</li> <li>(APR) January of the 1<sup>st</sup> year</li> <li>(OCT) January of the 2<sup>nd</sup> year</li> <li>[D]</li> <li>(APR and OCT) Not applicable</li> </ul>	• In case you choose a Group Minor Research, a peer or a supervisor of the Group Minor Research will evaluate your performance. For the details, follow the supervisor's instructions.
④ When you submit a research proposal	【M•D】 (APR) End of March of the 1 <sup>st</sup> year (OCT) End of September of the 1 <sup>st</sup> year	• Enter your current achievement level (Level 1~4).
⑤ When you finish Mid- term Presentation	(APR and OCT) [M]Approximately 6 months before graduation [D]Approximately 6 months after enrollment	• Enter your achievement current level (Level 1~4).
When you apply for a degree	<ul> <li>[M]</li> <li>(APR) January of the 2<sup>nd</sup> year</li> <li>(OCT) June of the 2<sup>nd</sup> year</li> <li>[D]</li> <li>(APR) January of the 3<sup>rd</sup> year</li> <li>(OCT) July of the 3<sup>rd</sup> year</li> </ul>	• Enter your final achievement level and confirm it comparing to the target level you set at beginning.

(\*) Please set the target level according to your level and aim to reach your target level in 6 or more assessment items out of 11 by the time of graduation. You can lower your target level until the timing of ⑤ "Mid-Term Presentation for Master's Program or ⑥ When you submit a research Proposal for Doctorial Program.

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# **Study Plan/Record**

## <Important Points>

- This document is a record between yourself and your supervisor. Submission of this document does not constitute approval of course registration, or leave of absence.
- > Read it carefully, follow the instructions and keep your record updated.
- > At the end of every term and before each Submission Time, plan to consult with the supervisor.
- Use the Portfolio System (https://iportfolio.jaist.ac.jp) to fill, submit and update the record. Check the manual in the Portfolio System.
- > Update the record when anything newly added or changed.
- > You must strictly observe the submission deadline(s). This document must remain at JAIST.
- > For students in Tokyo Satellite, Term 1-1 refers to Term I and Term 2-1, Term III.

### < Submission Time and Entry Items>

Name of the	Submissi	T Entry Items and Notes				
Name of fink	April students October students		Entry Items and Notes			
1. Enrollment Information	Within one week of starting the course registration of Term 1-1	Within one week of starting the course registration of Term 2-1	Submit after filling all entry items. Submit with new entries added after formal lab assignment.			
2. First Year Study Plan	Within one week of starting the course registration in Term 1-1	Within one week of starting the course registration in Term 2-1	Submit after filling all entry items. Submit with new entries added after formal lab assignment. Consult with your supervisor and add your study plan for the year.			
	End of February	End of August	"First Year Review" Describe how much you have carried out the plan with course work and research. "Plan for Second Year" Describe a detailed plan to continue on considering the work of the first year.			
3. Second Year Study Plan	Same as 2. You must always pay attention to your plan and your progress. Consult with your supervisor and two advisors as necessary and keep the record updated.					
4. Approved Entries	At the beginning of the se	econd semester				
5. Entries One Month Prior to Completion	One month before completion		Make entries as necessary.			

\*\* New entries should be made as necessary and keep the document updated.

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5. Approved Entries	At the beginning of the s	econd semester			
6. Entries One Month Prior to Completion	One month before compl	etion	Make entries as necessary.		

\*\* New entries should be made as necessary and keep the document updated.

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# URL List to download the forms

### [Change of address Form]

JAIST TOP PAGE  $\rightarrow$  Student Life  $\rightarrow$  Daily Student Life  $\rightarrow$  Residence Registration https://www.jaist.ac.jp/english/studentlife/life/registration.html

### [Manual for Portfolio System]

JAIST TOP PAGE  $\rightarrow$  Education  $\rightarrow$  Taking Courses  $\rightarrow$ Self-Assessment System for Global Innovation Creativity https://www.jaist.ac.jp/english/education/courses/rubric.html

#### [Request for Evaluation of Transfer Credit]

#### [Forms for Minor Research Project]

JAIST TOP PAGE  $\rightarrow$  Education  $\rightarrow$  Talking Courses  $\rightarrow$  Minor Research Project / Internship https://www.jaist.ac.jp/english/education/courses/minor.html

# [Research Proposal for Master's Thesis / Research Project / Survey for Doctoral Research Plan] [Research Proposal for Doctoral Dissertation] [Dissertation Outline] JAIST TOP PAGE $\rightarrow$ Education $\rightarrow$ Talking Courses $\rightarrow$

Major Research Project (On-Campus Use Only) https://www.jaist.ac.jp/english/education/courses-private/major.html

#### [Notice of Temporary Leave]

JAIST TOP PAGE  $\rightarrow$  Student Life  $\rightarrow$  Daily Student Life  $\rightarrow$  Notice of Temporary Leave https://www.jaist.ac.jp/english/studentlife/life/go-abroad.html

#### [Application for Preferential Treatment at Ishikawa High-Tech Exchange Center]

JAIST TOP PAGE  $\rightarrow$  Internal Use Only  $\rightarrow$  Housing  $\rightarrow$  Information of Accommodation which gives preferential treatment to people belong to JAIST https://www.jaist.ac.jp/member/data/hotel-information-e.pdf



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