

# **APRIN e-Learning Program (eAPRIN)**

## **User's Manual**

**Version 3.1**

**Edition 3.3**

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Association for the Promotion of Research Integrity (APRIN)

# Contents

<b>1 Initial Settings and Basic Operations .....</b>	<b>3</b>
1.1 Logging In .....	3
1.2 Things to Check at the First Login .....	4
1.3 Main Menu .....	8
1.4 Logging Out.....	9
1.5 Changing the Profile and Course Selection .....	10
1.6 Changing the Password .....	12
<b>2 Taking a Course and Having a Course Completion Report Issued .....</b>	<b>13</b>
2.1 Taking a Module .....	13
2.2 Completing a Course/Having a Course Completion Report Issued.....	17
<b>3 Checking the Course Material List and History.....</b>	<b>18</b>
3.1 Taking Modules Not Included in a Course .....	18
3.2 Checking Study History and Past Completion Report .....	20
<b>4 Troubleshooting.....</b>	<b>22</b>

# 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  
[redacted]

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 interface for editing a profile. The title is 'Test Aprin'. Below the title, there is a message: 'Please confirm/edit the contents, and click the "Update profile" button below. Please be sure to input items with \* marks.' In the top right corner, there is a link 'Expand all'. The 'General' section is expanded, showing three input fields: 'First name\*' with the value 'Test', 'Surname\*' with the value 'Aprin', and 'Email address\*' with the value 'aprin\_demo\_0219@aprin.or.jp'. A red box highlights these three fields, and a blue callout box points to them with the text: 'Check these settings and modify them if necessary. Register an email address currently available.' Below the email field, there is a link 'How to set Email address (Click to display)'. At the bottom, there is a 'Letter size' dropdown menu with 'Default' selected. A red box highlights this dropdown, and a blue callout box points to it with the text: 'Change the letter size here if necessary.'

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)\*

- ☒ 栄富林大学コース(A) 2019 / APRIN University Course (A) 2019
- ☒ 栄富林大学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)

About the course selection (Click to display)

成績管理部門 (部署) (Department)  
栄富林大学医学部

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.”

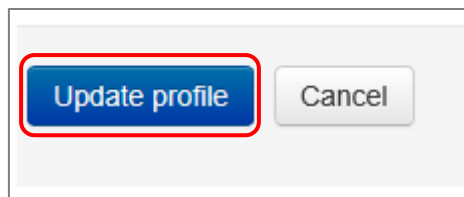
- This is to certify for JST that you have taken the research ethics education when you participate in the JST adopted project.

**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.

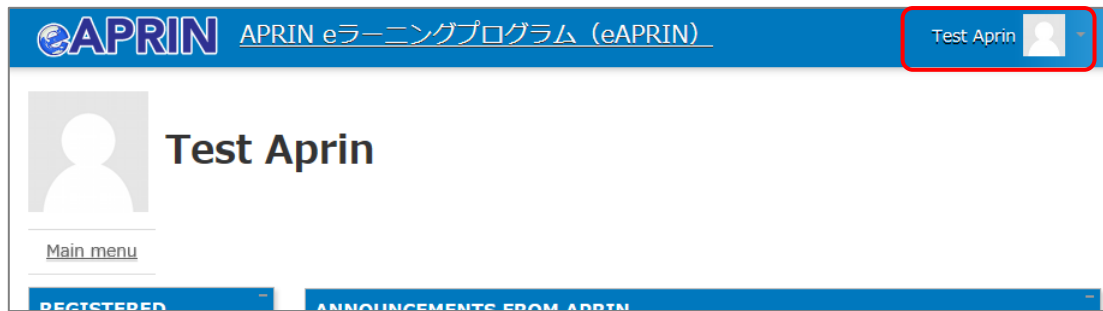
The main menu is the home screen of the APRIN e-Learning Program (eAPRIN).

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 " <a href="#">2 Taking a Course and Having a Course Completion Report Issued.</a> "
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 " <a href="#">3 Checking the Course Material List and History.</a> "

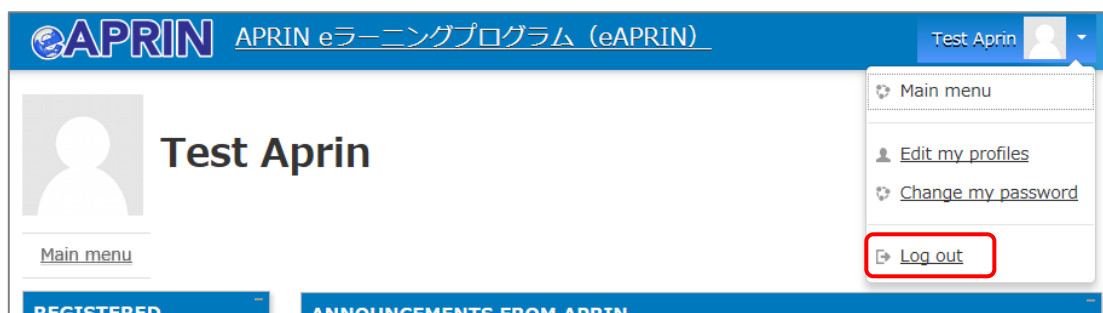


## 1.4 Logging Out

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



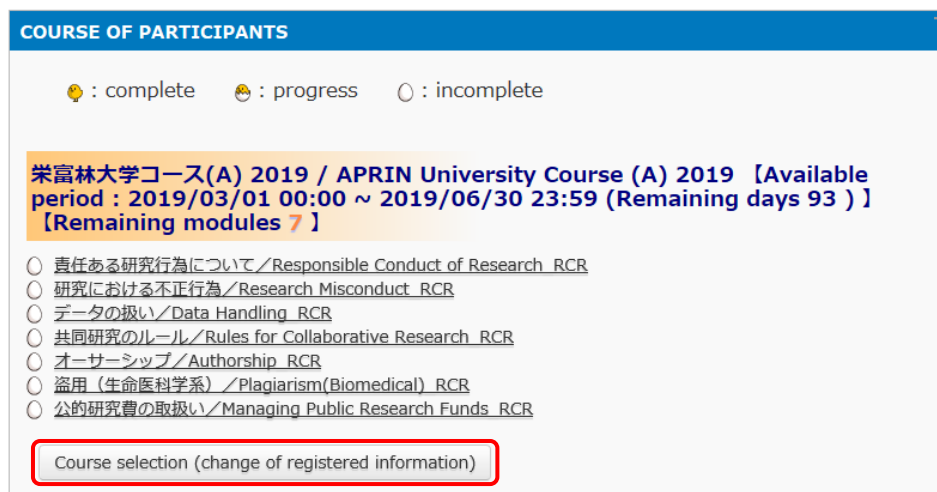
The drop-down menu is displayed. Click “**Log out**” to log out of the system.



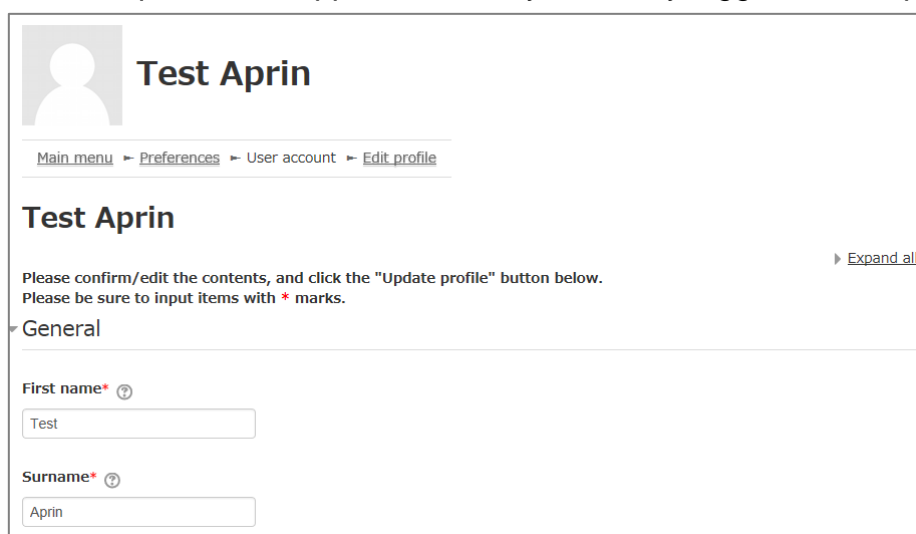
## 1.5 Changing the Profile and Course Selection

Log in to the system.

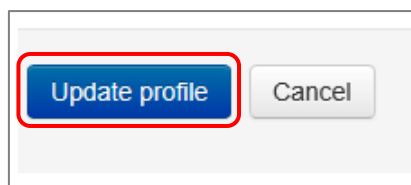
Click the **[Course selection (change of registered information)]** button at the far bottom of the “COURSE OF PARTICIPANTS” panel under the main menu.



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



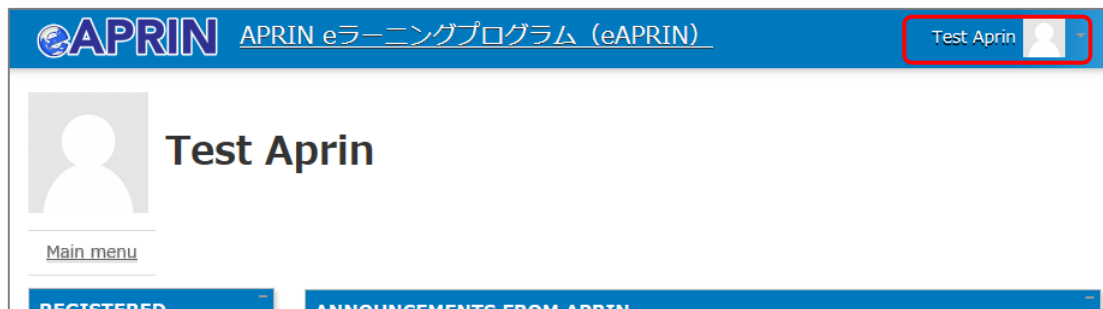
In addition to switching course, you can modify your name, email address, user attributes, and grade disclosure settings. After editing the information, click the **[Update profile]** button at the bottom of the page.



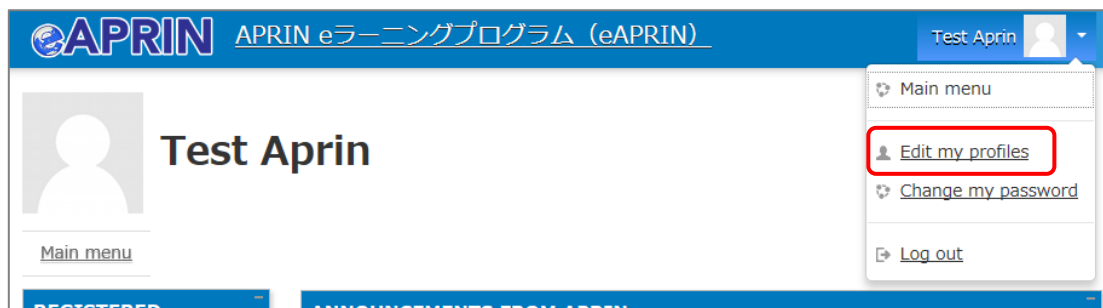
If you change your email address, you'll receive a confirmation email from APRIN to the new email address. Follow the instructions in the email to complete the registration of your new email address.

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.

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

## Test Aprin

▶ [Expand all](#)

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

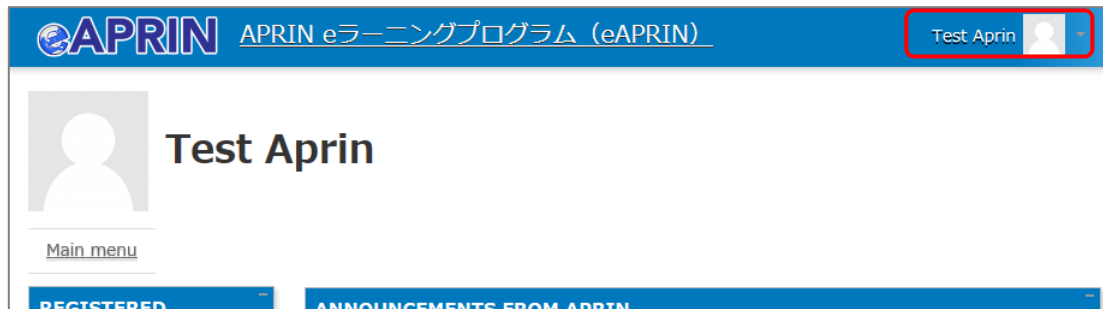
▼ General

First name\* [?](#)

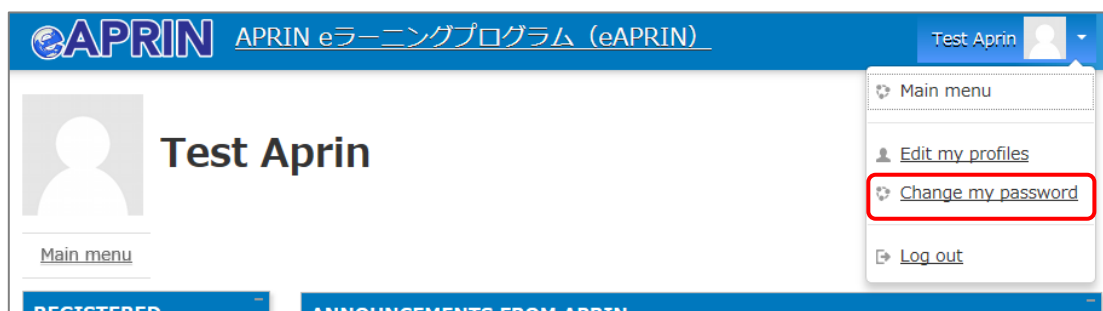
Surname\* [?](#)

## 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.

A screenshot of the "Change password" form. At the top, there is a user profile section with a placeholder icon and the name "Test Aprin". Below this, a breadcrumb trail shows "Main menu > Preferences > User account > Change password". The main heading is "Change password". Underneath, there is a "Username" field with a placeholder. A note states: "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 #". There are three password input fields: "Current password\*", "New password\*", and "New password (re-enter)\*". All three fields are highlighted with a red rectangular box. At the bottom, there are two buttons: "Save changes" (highlighted with a red rectangular box) and "Cancel".

## 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', 'ANNOUNCEMENTS', 'COURSE OF PARTICIPANTS', and 'USER'S MENU'. Annotations highlight specific features:

- Name of the selected course.** Points to the 'Name of the selected course' field in the 'REGISTERED INFORMATION' section.
- 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 “—”** Points to the 'Available period' field in the 'COURSE OF PARTICIPANTS' section.
- The study status of each module is displayed using egg and chick icons.** Points to the 'Study status' field in the 'COURSE OF PARTICIPANTS' section.
- These are the modules necessary for course completion.** Points to the 'Modules' field in the 'COURSE OF PARTICIPANTS' section.

#### [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.

The screenshot shows the top of a webpage for Aichi University (栄富林大学). The breadcrumb trail is: 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]. The page title is 責任ある研究行為について／Responsible Conduct of Research\_RCR [TEXT]. Below the title is the section 'English Modules'. A box contains the title 'Responsible Conduct of Research' with a red underline. To the right, it says 'Drafted date: 2014.7.1' and 'Last update: 2017.7.3'. Below the title, it says '< Material provided by >' and 'APRIN, Association for the Promotion of Research Integrity'.

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

The screenshot shows the bottom of the page. On the right, there is a link 'Please provide feedback on this material' and a button 'Take the quiz' which is highlighted with a red box.

The quiz screen is displayed.

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

The screenshot shows a quiz screen. On the left, it says 'Marked out of 10.00'. The main area is a light blue box containing a question and several multiple-choice options. At the bottom right, there is a button 'Finish' which is highlighted with a red box.

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

The screenshot shows a 'Confirmation' dialog box. It asks 'Submit all and finish the quiz?' and 'Press "Cancel" if you attempt again.' There are two buttons: 'Finish' and 'Cancel'. The 'Finish' button is highlighted with a red box.

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.

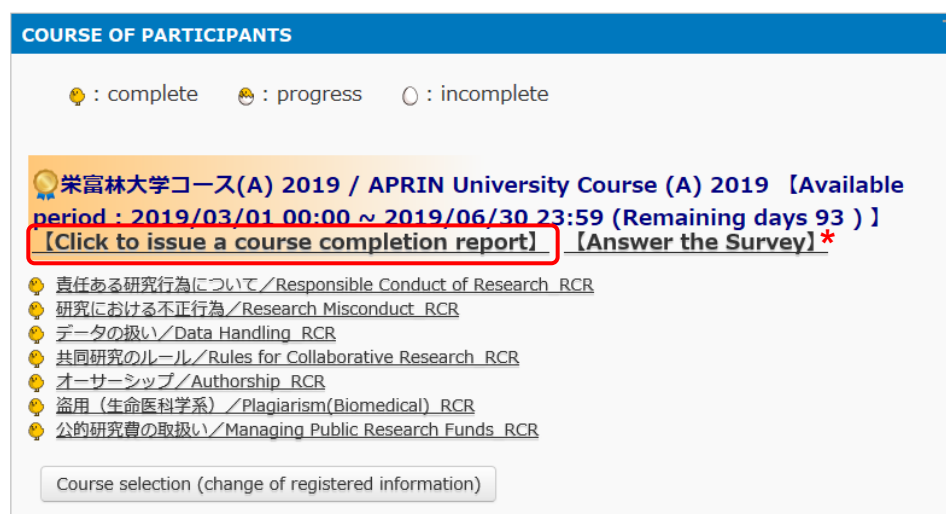


## 2.2 Completing a Course/Having a Course Completion Report Issued

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】**.

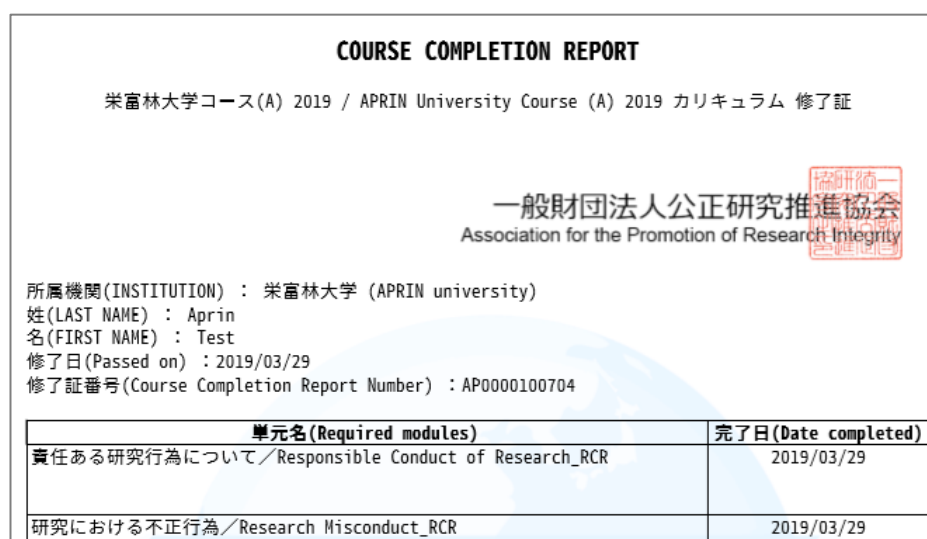
If you need to get a course completion report issued, follow the procedure below.

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



\* 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.



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 (栄富林大学医学部), and contact information (support\_demo001@aprin.or.jp).
- ANNOUNCEMENTS FROM APRIN:** Shows a notice about the eAPRIN update release.
- ANNOUNCEMENTS FROM YOUR INSTITUTION:** Shows a notice about research ethics education.
- COURSE OF PARTICIPANTS:** Displays a list of modules for the 'APRIN University Course (A) 2019'. The modules are listed with their status (complete, progress, or incomplete) and a link to the 'Module list'.

The 'Module list' link is highlighted with a red box in the 'USER'S MENU' section.

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.

The screenshot shows a user interface for 'Test Aprin'. On the left, there is a sidebar with a 'Main menu' link and a 'USER'S MENU' section highlighted with a red box. The 'USER'S MENU' contains three items: 'Grade check list', 'Course completion report list', and 'Module list'. The main content area on the right is divided into three sections: 'ANNOUNCEMENTS FROM APRIN', 'ANNOUNCEMENTS FROM YOUR INSTITUTION', and 'COURSE OF PARTICIPANTS'. The 'COURSE OF PARTICIPANTS' section shows a list of courses with status indicators (complete, progress, incomplete) and a list of topics including '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 button at the bottom of this section says '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.

The screenshot shows the 'Grade check list' for 'Test Aprin'. It displays a table with two rows of study history. The first row is for '責任ある研究行為：基盤編(RCR生命医科学系)' and the second row is for '研究における不正行為 / Research Misconduct RCR'. Each row shows the course name, the date and time of completion, and the grade. The first row shows a grade of 100.00 / 100.00, and the second row shows a grade of 100.00 / 100.00.

Course Name	Date and Time	Grade
責任ある研究行為：基盤編(RCR生命医科学系)	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 / 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

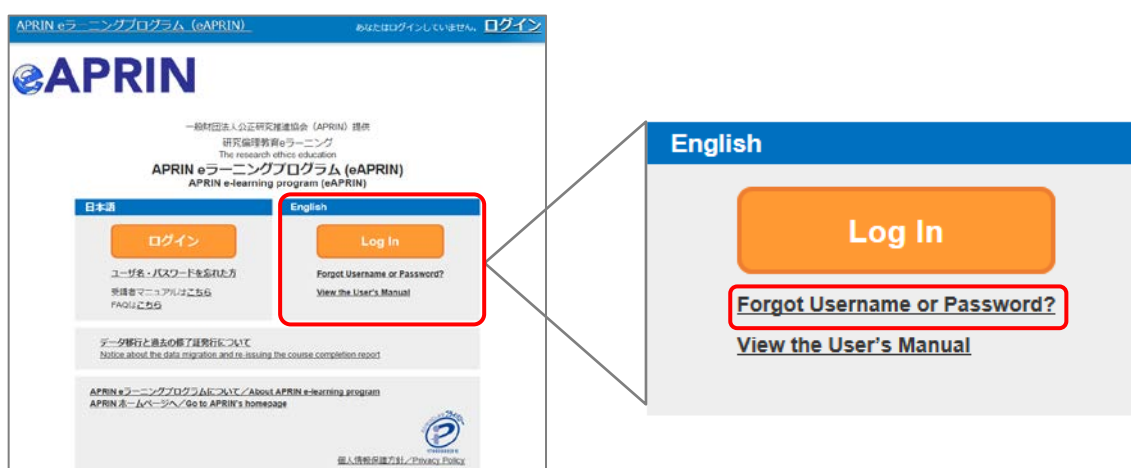
I have not received an email notifying me of the user name (ID) and password.

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.