

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

**Edition 4.1
For Meiji University Graduate School Students**

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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.

【Students since AY 2018】
Username: MJ + Student ID Nummer (10 digits)
Password:
Meiji + last 5 digits of Student ID Number + #

【Students enrolled in AY 2017 or before】
Username: MJ + Student ID Number (10 digits)
Password:
meiji + last 5 digits of Student ID Number

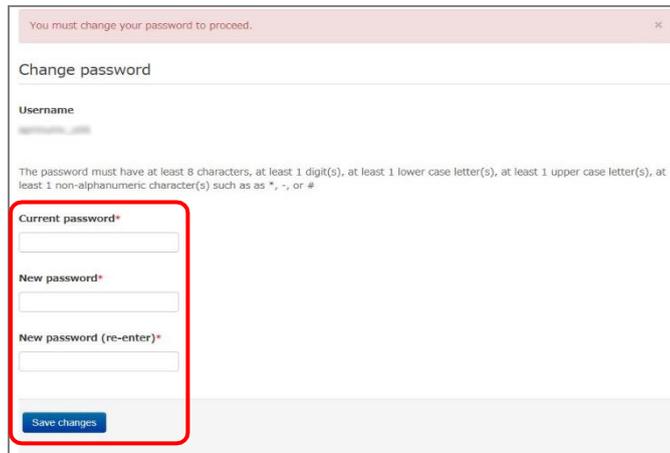
1.2 Things to Check at the First Login

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**.(0-9)
- ✓ Include at least one **lowercase letter**.(a-z)
- ✓ Include at least one **uppercase letter**.(A-Z)
- ✓ Include at least one **non-alphanumeric character** (.,:;!/?_+/*@#&\$)

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



The screenshot shows a 'Change password' form with a title bar that says 'You must change your password to proceed.' The form includes a 'Username' field, a password strength indicator, and three password input fields: 'Current password*', 'New password*', and 'New password (re-enter)*'. A blue 'Save changes' button is at the bottom. A red box highlights the three password input fields and the 'Save changes' button.

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



The screenshot shows a confirmation message 'Password has been changed' in a light gray box. A 'Continue' button is located to the right of the message. A red box highlights the 'Continue' button.

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, make sure to change the given email address (dummy) to the one you use for this program.

- Register an email address currently available.
- The email address already registered on the system cannot be used. Error occurs if the email address you are trying to set is already registered on the system. If this happens, use a different email address.
- To update the registered email address, enter the new email address and press the [Update Profile] button(P.7). A confirmation email will be sent to the new email address. Click the URL in the confirmation email to complete the change.
If you do not receive the email, you might have entered an incorrect email address. In that case, please contact your institution.

The screenshot shows a web form titled "Test Aprin" with a sub-header "General". The form contains 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 "Letter size" dropdown menu is set to "Default". A red box highlights the first three fields, and a blue box highlights the "Letter size" dropdown. Two callout boxes provide instructions: one pointing to the name and email fields, and another pointing to the letter size dropdown.

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*

Email address*

[How to set Email address \(Click to display\)](#)

Letter size

Check these settings and modify them if necessary. Register an email address currently available.

Change the letter size here if necessary.

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

Select [**Course Selection**].

- Choose one course which is closest to your research field among “JST Course” by filling a check in the checkbox. Make sure to click the other check marks to cancel EXCEPT the course you choose.

▼ 受講コース等 (Course etc)

受講コース(Course Selection)*

- 明治大学受講者コース(3) (人文系) /Meiji University Course (3) Humanities
- 明治大学受講者コース(2) (理工系) /Meiji University Course (2) Engineering
- 明治大学受講者コース(1) (生命医科学系) /Meiji University Course (1) Biomedical
- 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

受講コースについて (クリックで表示)

成績管理部局 (部署) (Department)
明治大学 大学院

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) ▼

Uncheck the course you do not take.

Select [**User Attribution**].

- Choose “Graduate Student”.

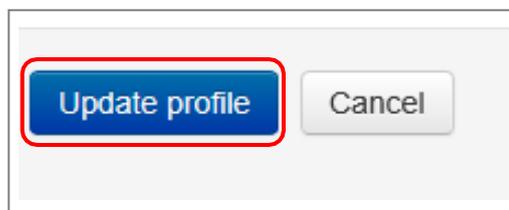
Select [**Grade Disclosure**]. Read the instructions below, and then select either “Disclose” or “Do Not Disclose.”

- 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.

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).

The screenshot shows the main menu of the APRIN e-Learning Program. At the top left, there is a user profile icon and the name 'Test Aprin' with a red dashed box and the text '←Your name is displayed'. Below this is a 'Main menu' link (1). The main content area is divided into several sections: 'REGISTERED INFORMATION' (2) showing the user's name and department; 'ANNOUNCEMENTS FROM APRIN' (3) with a notification about a software update; 'ANNOUNCEMENTS FROM YOUR INSTITUTION' (4) with a notification about research ethics education; 'COURSE OF PARTICIPANTS' (5) showing the current course '栄富林大学コース(A) 2019 / APRIN University Course (A) 2019' and a list of modules; and 'USER'S MENU' (6) with links for 'Grade check list', 'Course completion report list', and 'Module list'.

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.



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.”

Name of the selected course.

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

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 “—”

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

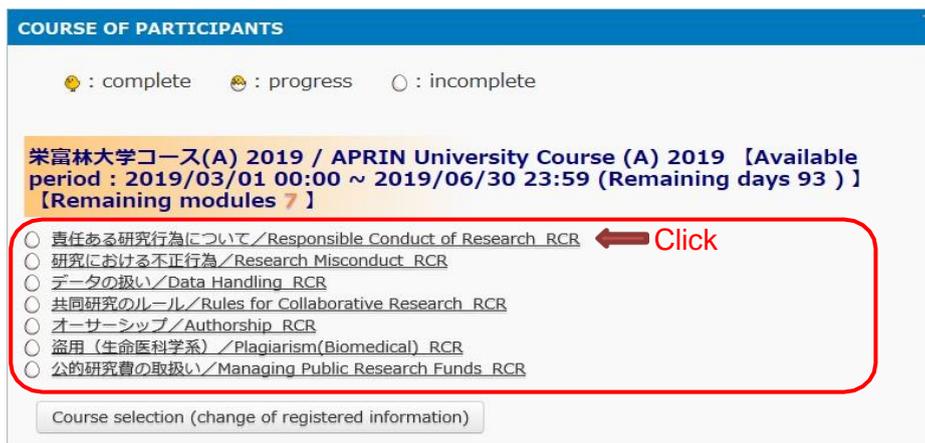
[About study status]

🐣 : 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.



Click the [Read the text] button.



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



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

The screenshot shows a webpage for Aichi Shuika University. At the top, there is a navigation menu: '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]'. Below the menu, the page title is '責任ある研究行為について/Responsible Conduct of Research_RCR [TEXT]'. Underneath, it says 'English Modules'. The main content area has a header 'Responsible Conduct of Research' with a red underline. To the right, it shows 'Drafted date: 2014.7.1' and 'Last update: 2017.7.3'. Below the header, there is a note: '< Material provided by >' followed by '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 webpage. On the right side, there is a link that says 'Please provide feedback on this material'. Below this link, there is a button labeled 'Take the quiz' which is highlighted with a red border.

The quiz screen is displayed.

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

The screenshot shows a quiz screen. On the left, there is a box that says 'Marked out of 10.00'. The main area of the screen is light blue and contains several questions, though they are blurred. In the bottom right corner, there is a button labeled 'Finish' which is highlighted with a red border.

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

The screenshot shows a 'Confirmation' dialog box. The title bar says 'Confirmation'. The main text inside the dialog asks 'Submit all and finish the quiz?' and 'Press "Cancel" if you attempt again.' Below the text, there are two buttons: 'Finish' and 'Cancel'. The 'Finish' button is highlighted with a red border.

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



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



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.



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 (Aomori University), and contact information (support_demo001@aprin.or.jp).
- ANNOUNCEMENTS FROM APRIN:** Shows a notification about the eAPRIN update release.
- ANNOUNCEMENTS FROM YOUR INSTITUTION:** Shows a notification about research ethics education.
- COURSE OF PARTICIPANTS:** Shows the user's current course: 'Aomori University Course (A) 2019 / APRIN University Course (A) 2019'. It indicates the available period (2019/03/01 00:00 ~ 2019/06/30 23:59) and that 93 days remain with 7 remaining modules. A list of modules is shown, each with a radio button for selection:
 - 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
 - オーサーシップ / 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

In the 'USER'S MENU' on the left, the 'Module list' option is highlighted with a red box.

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 the user interface for 'Test Aprin'. On the left, there is a sidebar with 'REGISTERED INFORMATION' (including 'Main menu', '栄富林大学', 'Group: 栄富林大学医学部', and 'Contact') and 'USER'S MENU' (with 'Grade check list', 'Course completion report list', and 'Module list' highlighted in red). The main content area has three sections: 'ANNOUNCEMENTS FROM APRIN', 'ANNOUNCEMENTS FROM YOUR INSTITUTION', and 'COURSE OF PARTICIPANTS'. The 'COURSE OF PARTICIPANTS' section shows a course titled '栄富林大学コース(A) 2019 / APRIN University Course (A) 2019' with a completion status of 'complete' and a list of modules including '責任ある研究行為について / Responsible Conduct of Research_RCR' and '研究における不正行為 / Research Misconduct_RCB'.

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'. The title is '責任ある研究行為 : 基盤編(RCR生命医科学系)'. It displays a table of study history for the module '責任ある研究行為について / Responsible Conduct of Research_RCR'. The table shows a grade of 100.00 / 100.00 and a completion time of 'Friday, 29 March 2019, 6:19 PM (11 mins 26 secs)'. Below this, the next module '研究における不正行為 / Research Misconduct_RCB' is shown with a grade of 100.00 /

Module Name	Grade
責任ある研究行為について / Responsible Conduct of Research_RCR	100.00 / 100.00
研究における不正行為 / Research Misconduct_RCB	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			
<input type="button" value="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	<input type="button" value="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 contact your institution/department's grade administrator, which will appear under "Contact" in "Registered Information" pane on the left side of the main menu(Refer to "[1.3 Main Menu](#)".)

Frequently asked questions

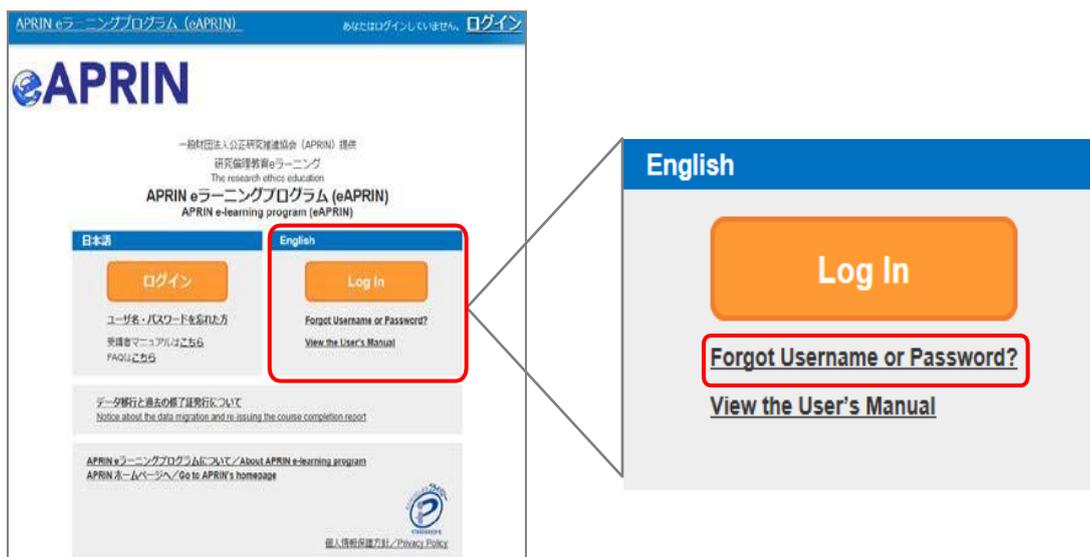
I have not received an email notifying me of the user name (ID) and password.

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.