

**eLearning System
User Manual
(For local authentication)**

November 2023 (Ver. 2.2)
Information Systems Division

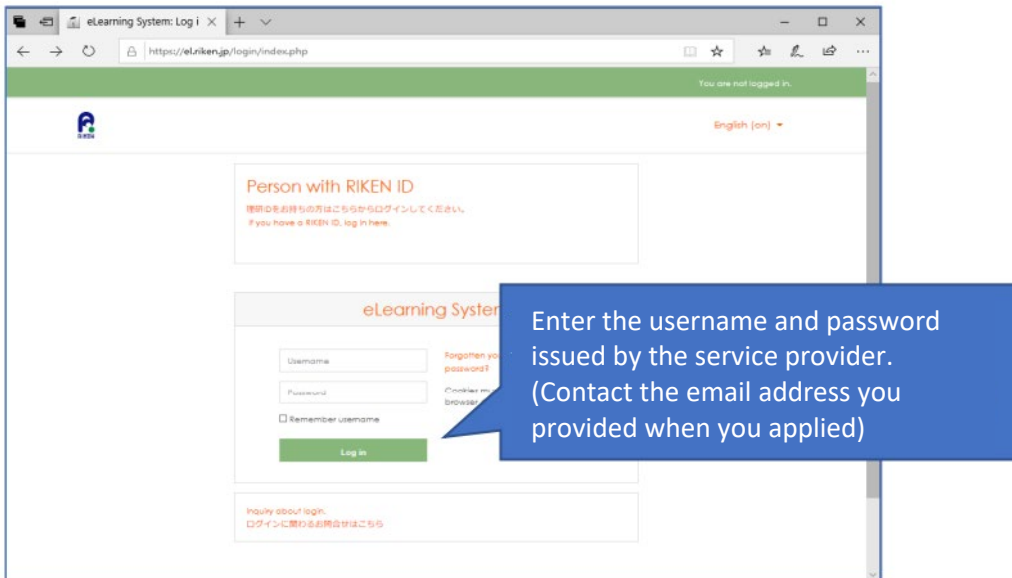
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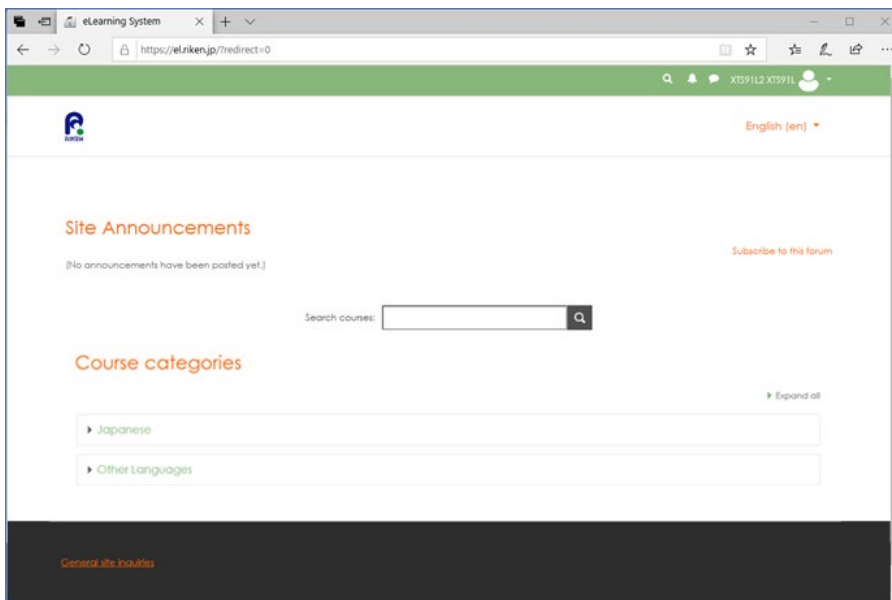
1. Logging in

Open the following link and click.

<https://el2.riken.jp/>

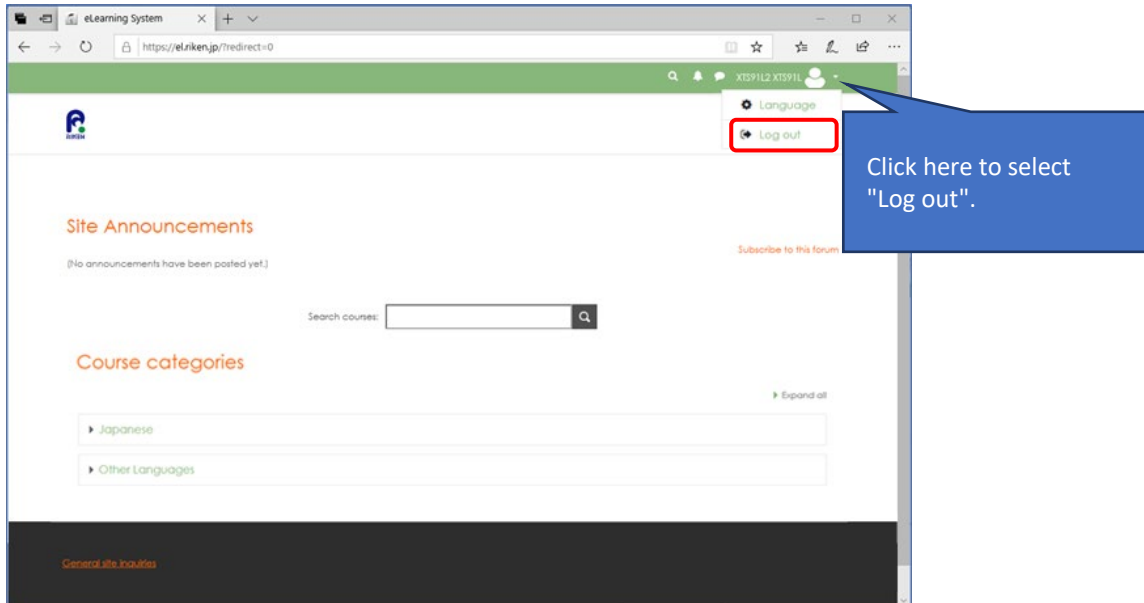


When your authentication is completed, the top page of the eLearning system will be displayed.

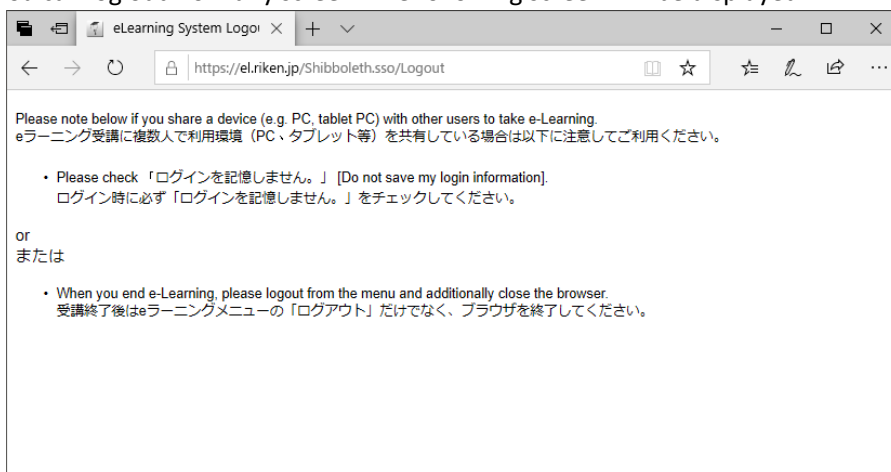


2. Logging out

Click on the name in the upper right corner of the screen and select "Log out" from the menu that appears.



You can log out from any screen. The following screen will be displayed.



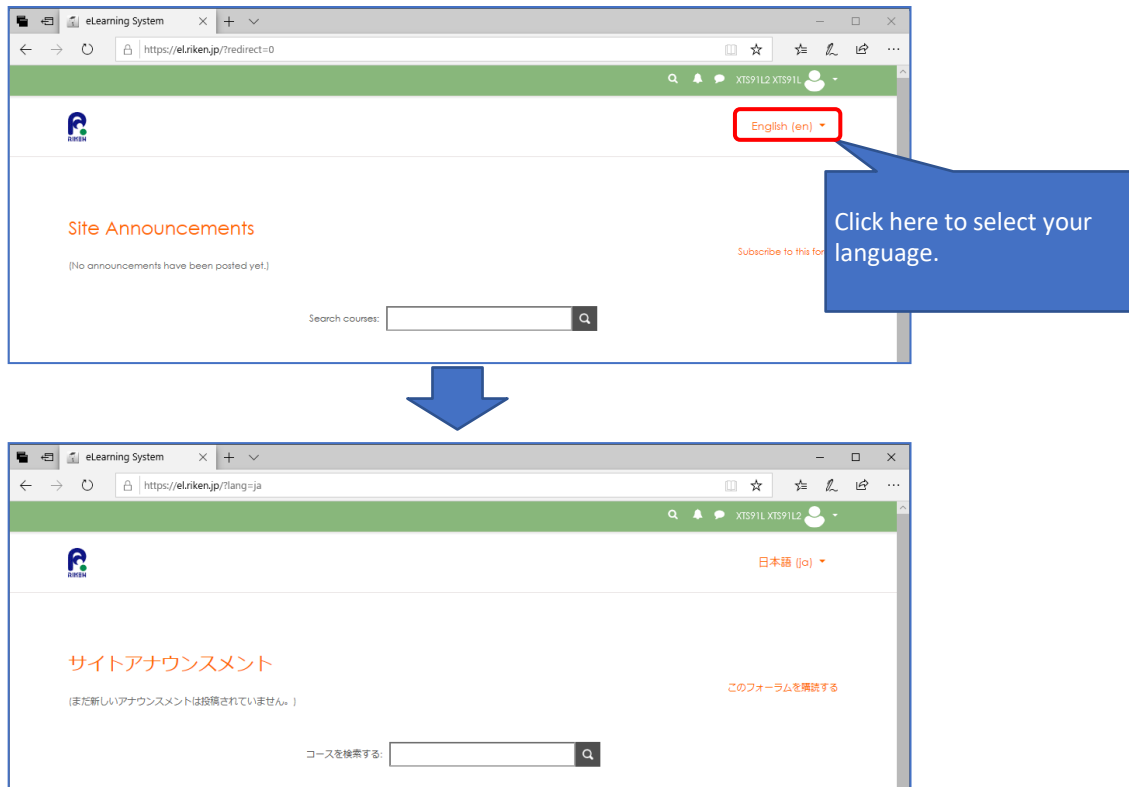
3. Language settings

The default language for the eLearning System is set to English.

There are two ways to change the display language: primary (reverts after logout) and permanent (does not revert after logout).

(1) Changing the display language - primary

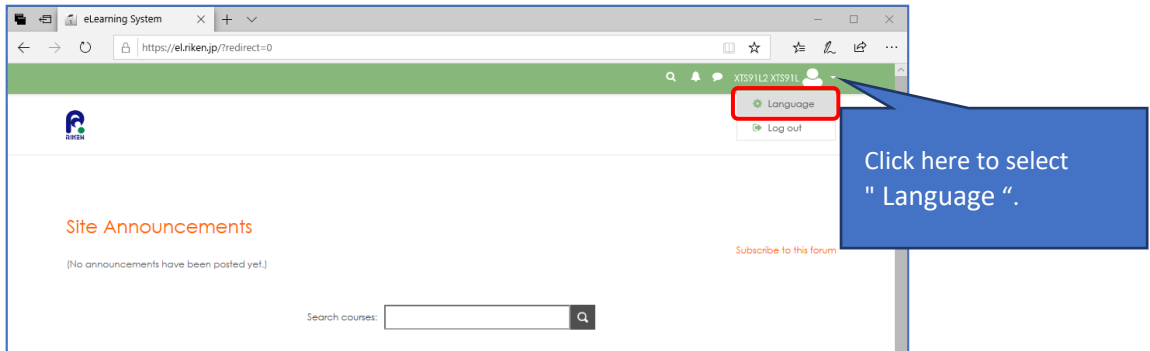
Click "English(en)▼" in the upper right corner of the screen to select the language.



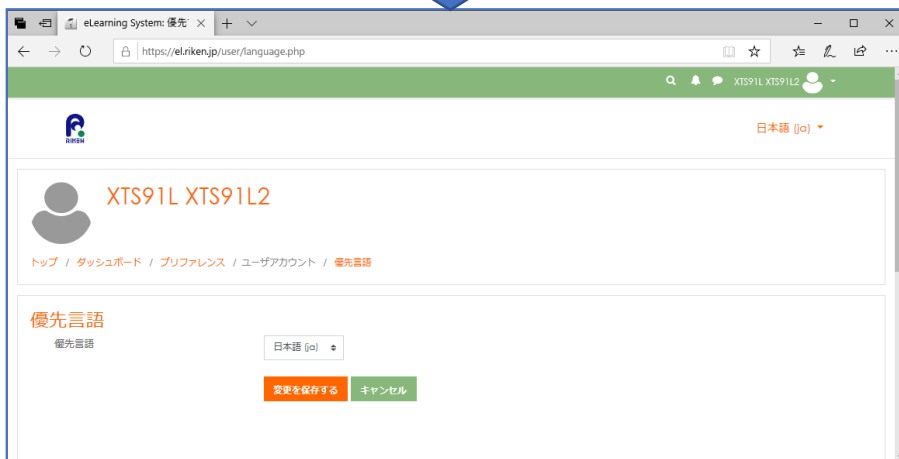
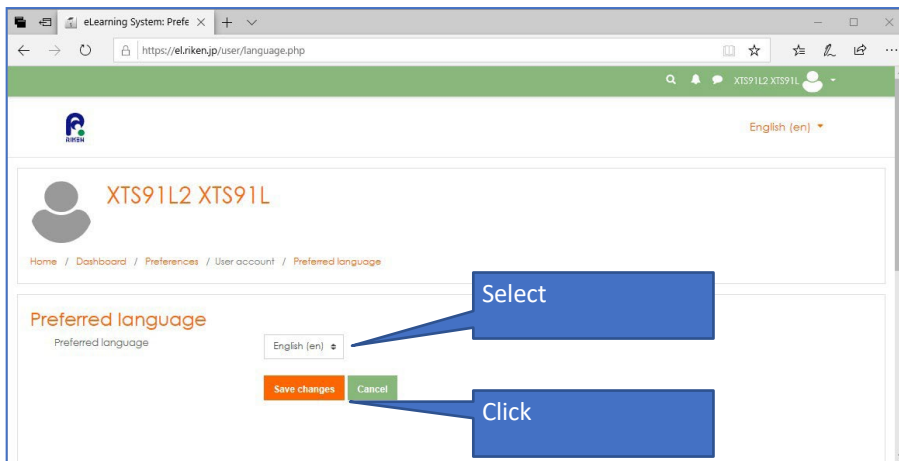
This change will remain in effect until you log out.

(2) Changing the display language - permanent

Click on the username in the upper right corner of the screen and select "Language" from the menu.



Select the language you want to display from the menu in the center and click "Save changes".



4. Course materials

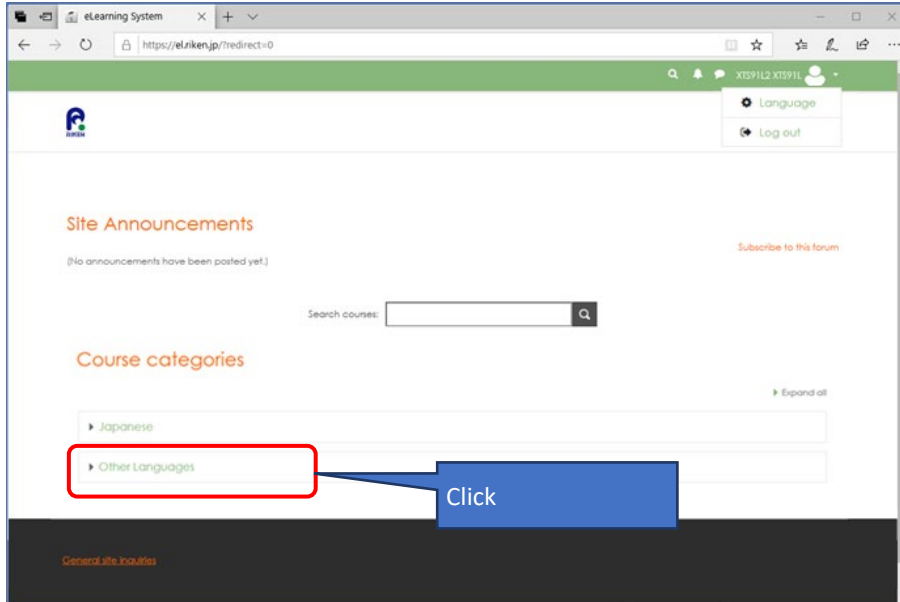
Course materials are categorized into three types.

- For all staff (Required)
All employees are required to take this course.
- For all staff (Optional)
Materials that can be taken at your discretion.
- For managers (Required)
Compulsory materials for management positions.
This course is not open to non-management.

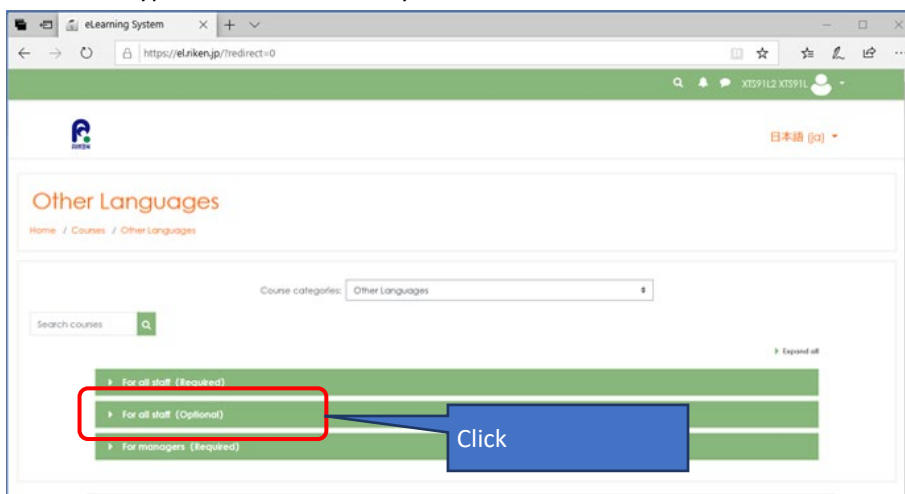
5. Selecting the course materials

(1) Follow the steps below to display the course materials you want to take.

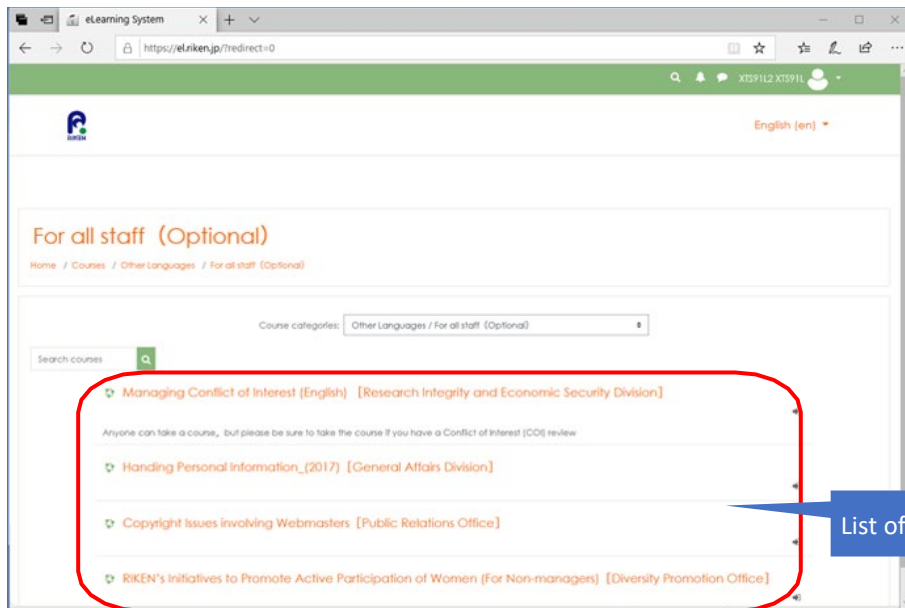
On the top page, click "Other Language" in the "Course categories" section.



Click on the type of course material you wish to take from the list.



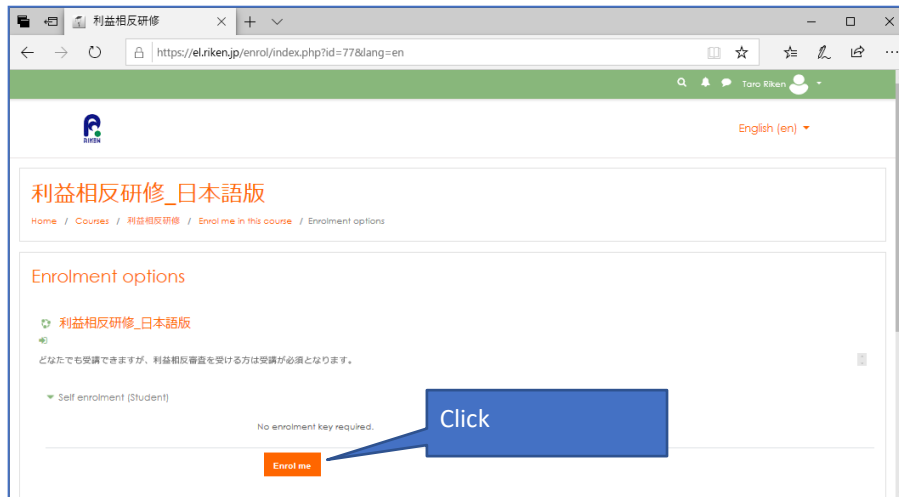
Select the training material you want to take from the list.



6. Taking optional courses

The following screen will appear, and you will be required to register for the course the first time you select an optional course.

Click "Enrol me" at the bottom of the screen.



The course will be displayed.

7. Course materials screen

The following is the course material screen.



(1) Click this button to take the course.

(In some cases, more than one course may be registered. In that case, take the courses in order from the top.)

(2) Click this button to take the test.

(3) Click here to inquire about the content of the course materials.

(4) View your progress on the course material and tests (A check mark on top of the thumbnail indicates completion.)

8. Taking the course

From the course screen, click "Teaching materials", and on the next screen, click Enter to start the course.



You can move to the previous or next page by clicking "PREV" or "NEXT".



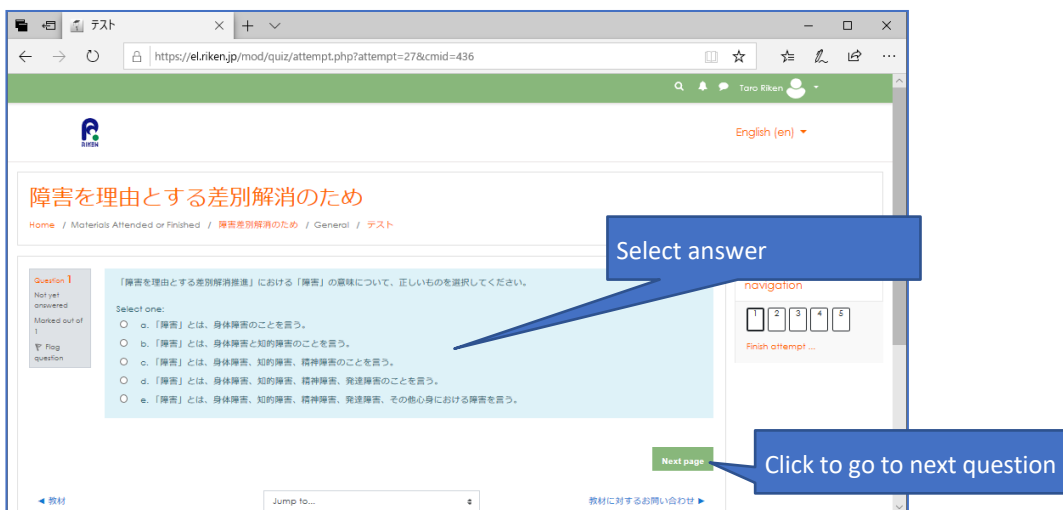
To exit the course, click "Exit activity" in the upper right corner of the screen. You will see a check mark on the progress of the course when you see the materials to the end.

9. Taking the test

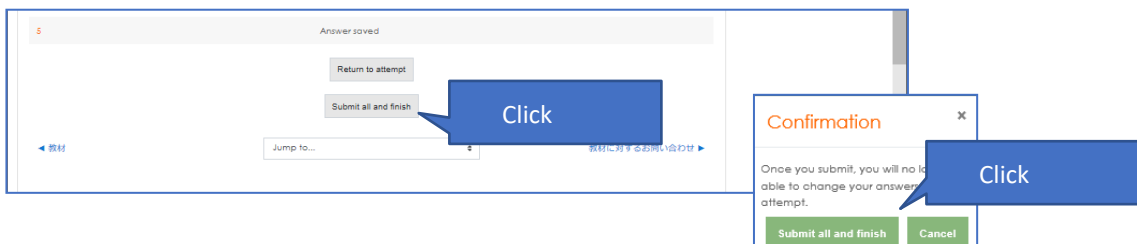
Click "Test" on the next course screen. Click on "Attempt quiz now" to start the test.



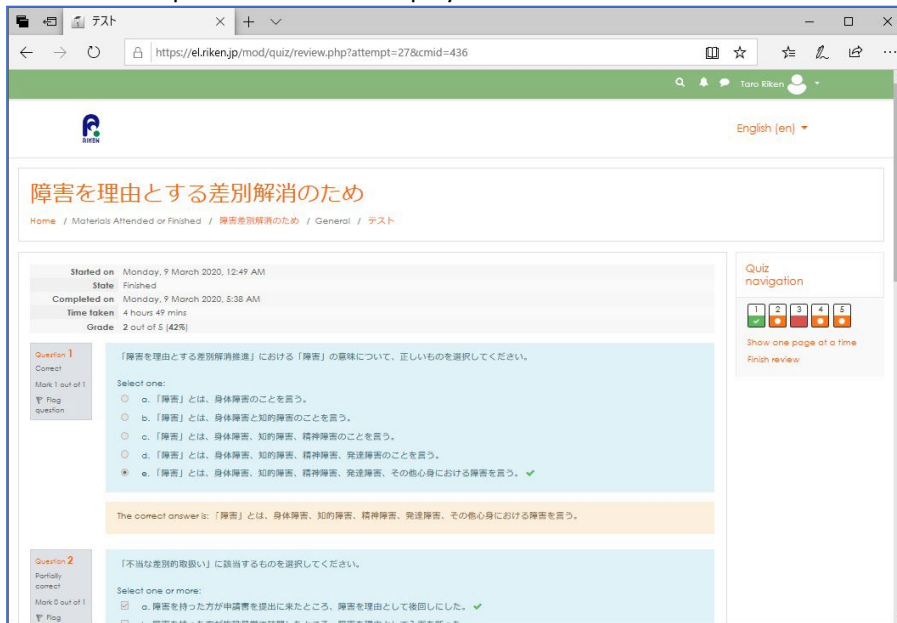
Select the answer according to the question and click on "Next page". There are both single choice and multiple-choice answers.



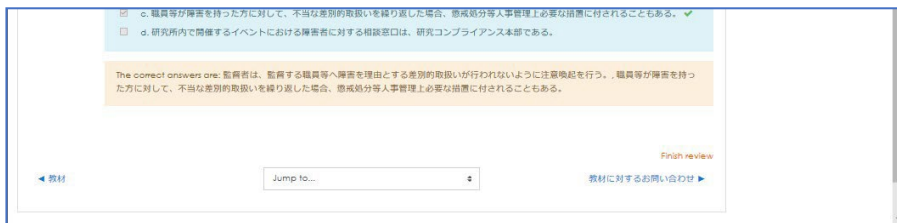
After answering the last question, click "Submit all and finish". You will get a confirmation message so click "Submit all and finish" again.



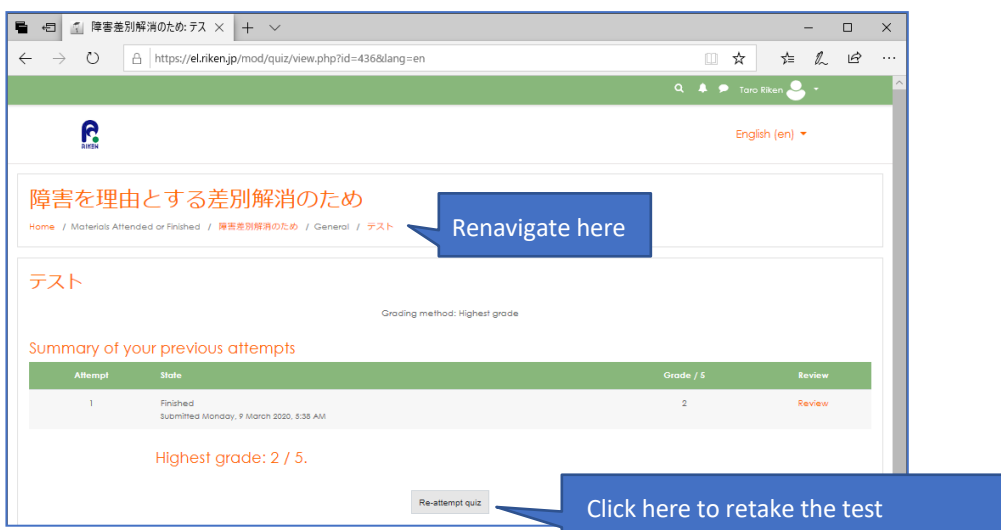
Answers and their explanations will be displayed.



After reviewing the feedback, click "Finish review" at the bottom to return to the first page.

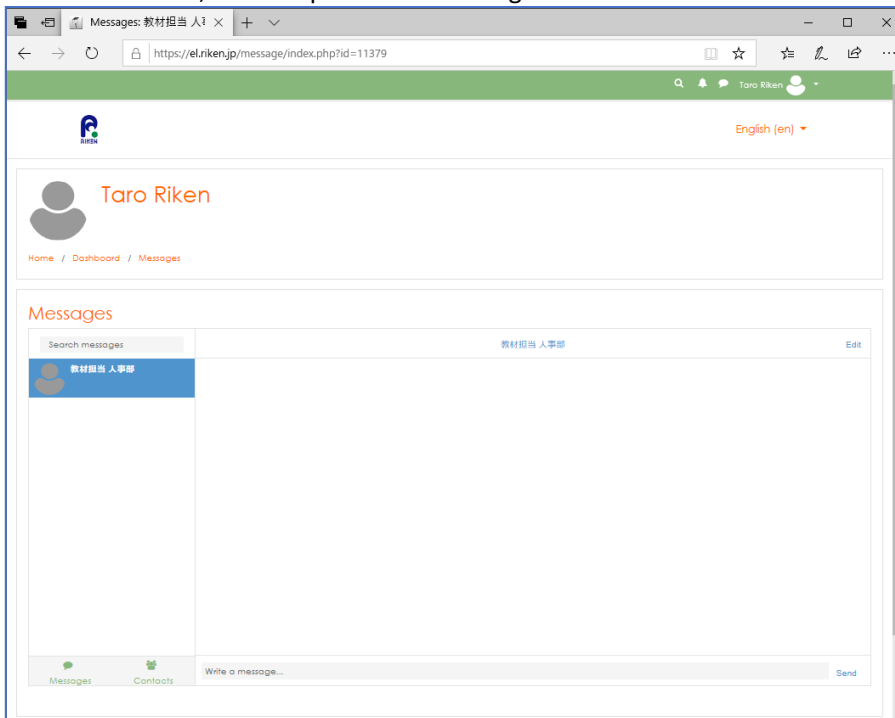


If you want to exit the test, renavigate go to another page from the pertinent links/navigation bar.

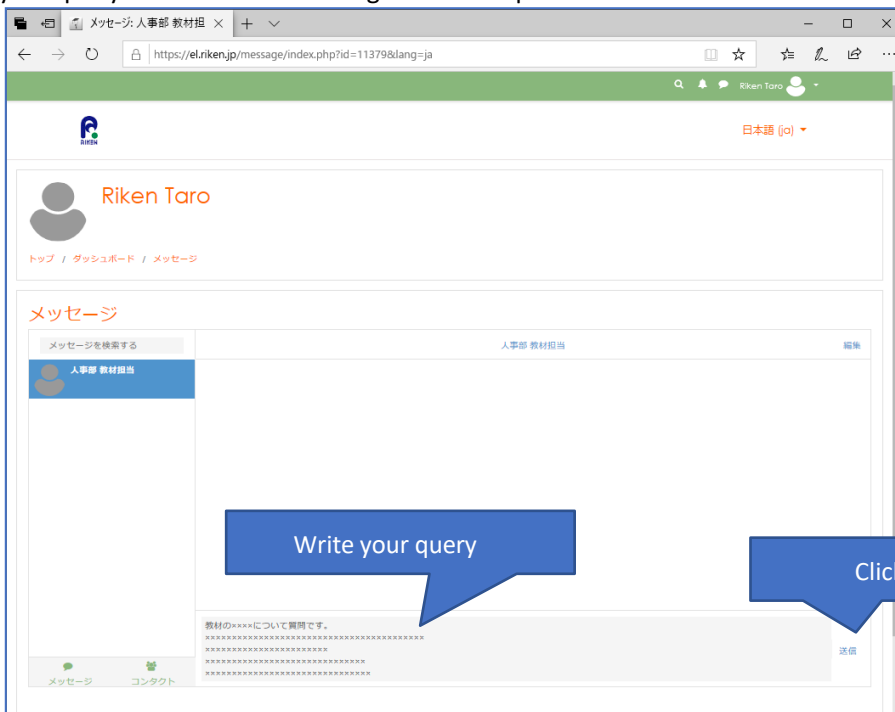


10. Inquiries about the content of the materials

From the course screen, click "Inquiries for teaching materials".

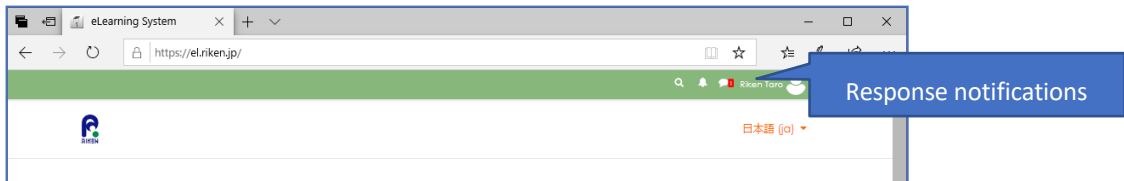


Enter your query in the "write a message" field and press "Send".



Return to the top page by clicking on the RIKEN logo.

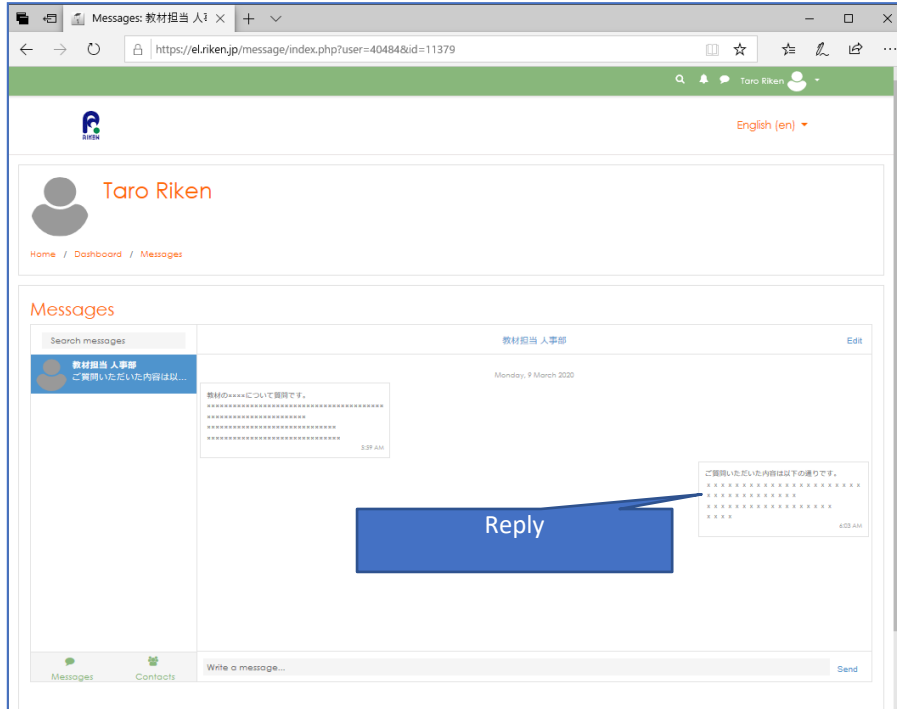
When you receive a response from the division overseeing the course, a red mark will appear in the speech bubble icon in the navigation bar at the top of the screen (you will also receive an email notification to your RIKEN email address).



Click on the speech bubble icon to see the message summary and click again to see the reply.



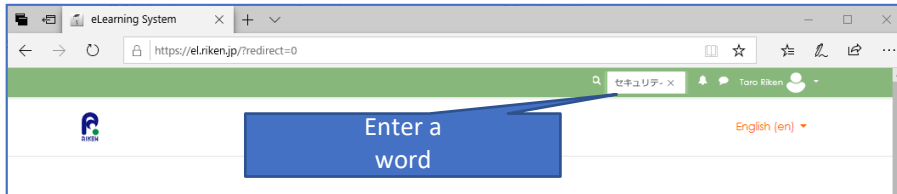
After confirming the reply message, click on the RIKEN logo to return to the home screen. If you have any additional questions, you can send the message again.



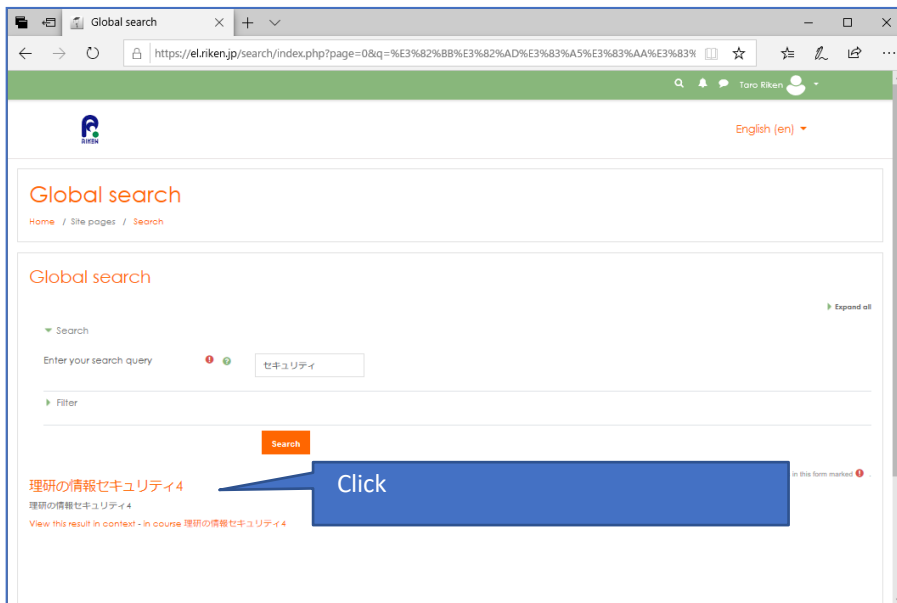
11. Searching for the materials

You can search the course name or the description of the course/materials by any word.

Click on the magnifying glass icon in the navigation area at the top of the screen and type in the keyword you want to search for.

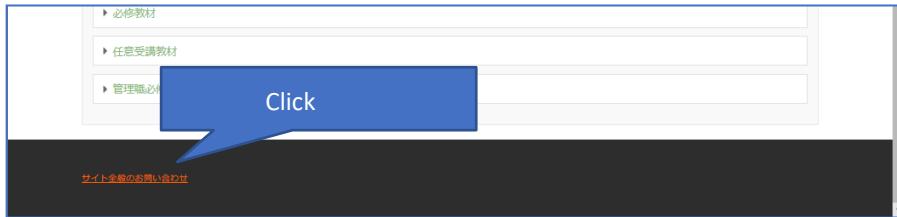


The search results will be displayed, and you can click on them to view the course.



12. Inquiries about the eLearning System

Click on "General site inquiries" at the very bottom of the screen (this appears on every page).



Send your inquiry to the "System Administrator".

Please refer to "10. Inquiries about the content of the materials" for sending inquiries and replying.

