

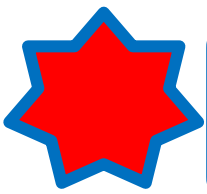
Course Syllabus
Special Summer Program 2020

Course title	SSC4010 RefWorks® Workshop		
The month of offering the course	July <input type="checkbox"/> August <input checked="" type="checkbox"/>	Way of teaching	F2F <input type="checkbox"/> Online (Zoom) <input checked="" type="checkbox"/>
Teaching schedule	Date: Aug. 5 th Wed. (One-day session)	Time: 14:40-17:50	
Names of Instructor	HIROSE, Shinichi (GSIM)		Total No. of Classes (90min) 2 (=180 min. in total)
Course description	<ul style="list-style-type: none"> ➤ RefWorks is a citation manager that helps you to accumulate the bibliographical data you collected for your research purpose. It is an IUJ standard citation manager, and all current students and faculty members can use it for free. ➤ RefWorks is especially suitable when you work on the development of the Research Reports or the Theses. ➤ Without the use of a citation manager, you need to manually type up the citations, which is a daunting task. ➤ Also, you need to make sure that your citation format is fully compliant with specific style standards that your supervisor will ask you to follow. ➤ RefWorks helps you prepare your citation documentation work almost automatically. The functionality includes the citations within your main text and the development of the Reference List at the end of the paper, with the entirely appropriate format meeting the rules of the designated citation style. ➤ <u>This workshop assumes that you have ZERO knowledge about RefWorks.</u> ➤ Within the 180 minutes session, we start with the user registration and guide you to familiarize yourself with the essential skills of using RefWorks. The course also helps to make your computer ready to use RefWorks. ➤ RefWorks is a combination of the services of the cloud database and the add-on to your Word program. You will finish setting up these environments within this session. ➤ In this session, you will also learn some tips to quickly get access to the various academic literature and import their bibliographic metadata to your RefWorks repository. Additionally, you will learn how to obtain the full text of the paper you want to read. <p>[Computer Requirement]—<u>IMPORTANT: MAKE SURE THAT YOU ARE READY</u></p> <ul style="list-style-type: none"> ➤ <u>You need to have MS Word on your computer</u>, with a full license authorization. <p>[Disclaimer]</p> <ul style="list-style-type: none"> ➤ The instructor will do his best to help all course participants achieve the goals described above. ➤ However, the computer and network environment tend to be very different from person to person. ➤ Therefore, there are possibilities where the instructor may not be able to resolve some special issues encountered by some of the participants. ➤ For those who could not complete the steps covered in this session, the recommendation is to consult with voluntary student computer advisors for general issues, the IUJ computer department for software behavior, and the MLIC library staff for making access to various literature, after the session. ➤ Due to the time and budget limitations, the instructor of this course cannot extend additional technical support outside of the session time. ➤ Instruction will be delivered based on the Windows 10 interface. Mac users need to adjust their operations on their own. 		

<p>Texts (readily available for free should be chosen)</p>	<ul style="list-style-type: none"> ➤ RefWorks Starter Manual PDF file (authored by the instructor). ➤ The Manual can be downloaded from the IUJ Moodle site. ➤ Refer to the “How to Login to the IUJ Moodle” PDF, attached to the bottom of this document. It will guide you through logging in to the IUJ Moodle site for the first time. ➤ The Moodle site will be made accessible for participants about one week before the session. ➤ Recommendation: You are encouraged to download all materials from the IUJ Moodle in advance and make them readily available during the session. For the Manual, it’s desirable that you make it available separately from your computer—either by making a hard copy or load it onto your smartphone. <ul style="list-style-type: none"> ✧ This request is because you will be using your computer screen for many purposes during the session. First, you need to view Zoom for an instruction session. Second, you will use various windows for you to train yourself and to make your computer ready for RefWorks. Therefore, your computer screen will become quite busy.
<p>Other Information</p>	<ul style="list-style-type: none"> ➤ Please make your IUJ email address and the password ready to use during the session. The password is the one that you use to enter the iuj-home. ➤ Some procedures will be different depending on your location, whether you are on-campus or off-campus. The session provides instructions for both groups. ➤ Currently, ProQuest™, the vendor of RefWorks, offers two platforms: the legacy version and the new version. This session uses the latest version. For those who already have experience of using RefWorks, you may need to migrate your bibliographic data on the legacy platform onto the new version platform. This session will also help those who have an issue like this. ➤ The Zoom session URL will be announced from OAA a few days before the session.



Getting Access to the IUJ Moodle Site —The First-time Login Procedures



- **ATTENTION: YOU CANNOT ENTER THE MOODLE COURSE PAGE UNLESS YOU REGISTER AND ENROLL INTO THE COURSE(S) YOU WISH TO JOIN WITH OAA.**
- **MAKE SURE THAT YOU REGISTER BY THE DEADLINE DATE!**

Log In to Moodle on the Web

- Access to the following site by using any kind of browsers

- <https://moodle.iuj.ac.jp/>
- When using app for tablets or smartphones:
<https://moodle.iuj.ac.jp/moodle>

IUJ MOODLE

Username

Forgotten your username or password?

Password

Cookies must be enabled in your browser

Remember username

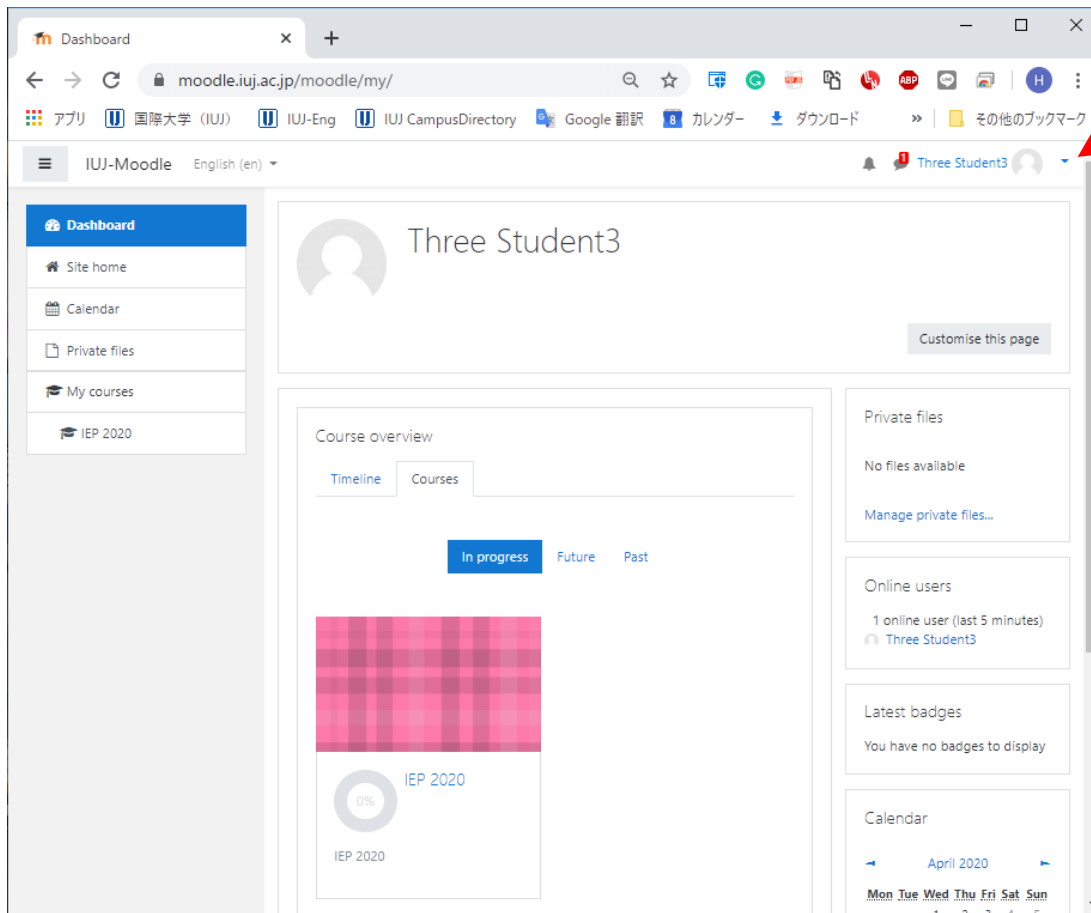
Some courses may allow guest access

Log in

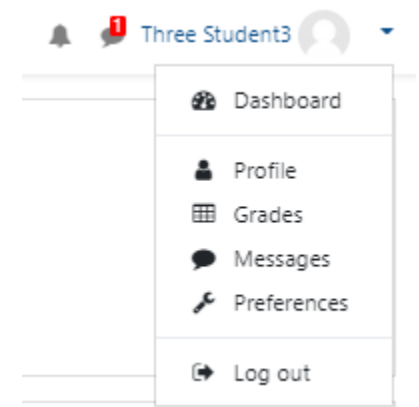
Log in as a guest

- Your Username is:
 - If your IUJ email account is jack123@iuj.ac.jp...
 - Type in “jack123”
- Your Password is:
 - The same with the one you use to enter [¥¥iuj-home](#)
 - Please note that it is different from your email account password

Dashboard Screen



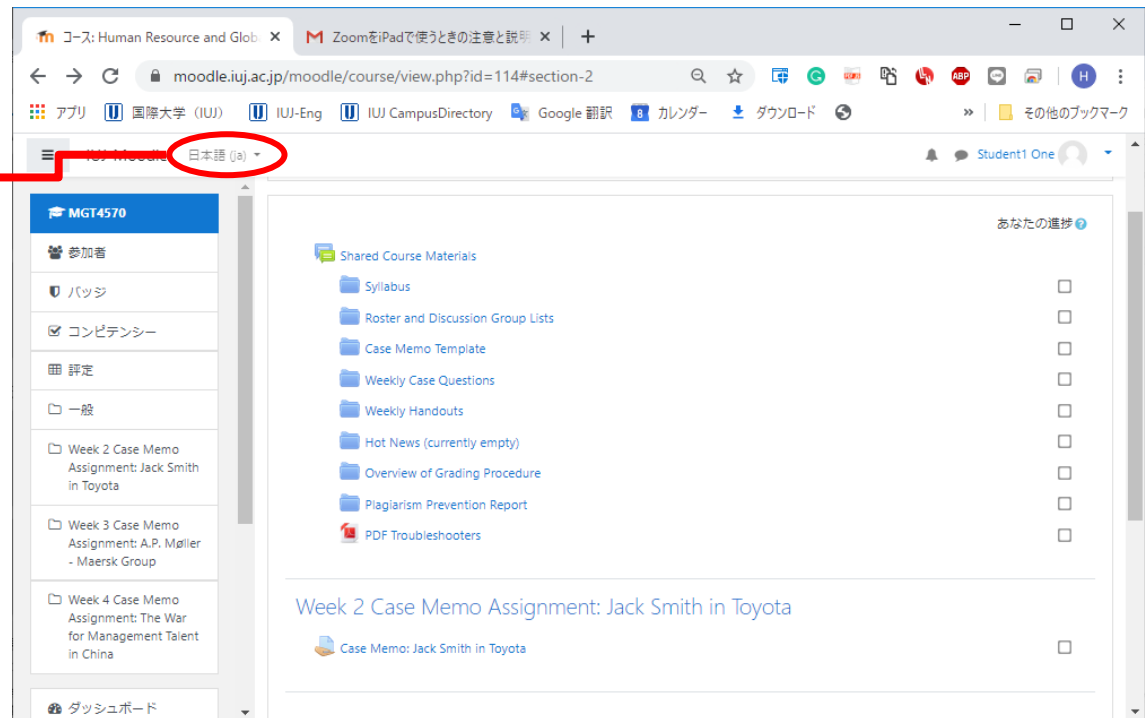
You can set various preferences by clicking here



Screen after Selecting and Entering the Course —Set the Language to English

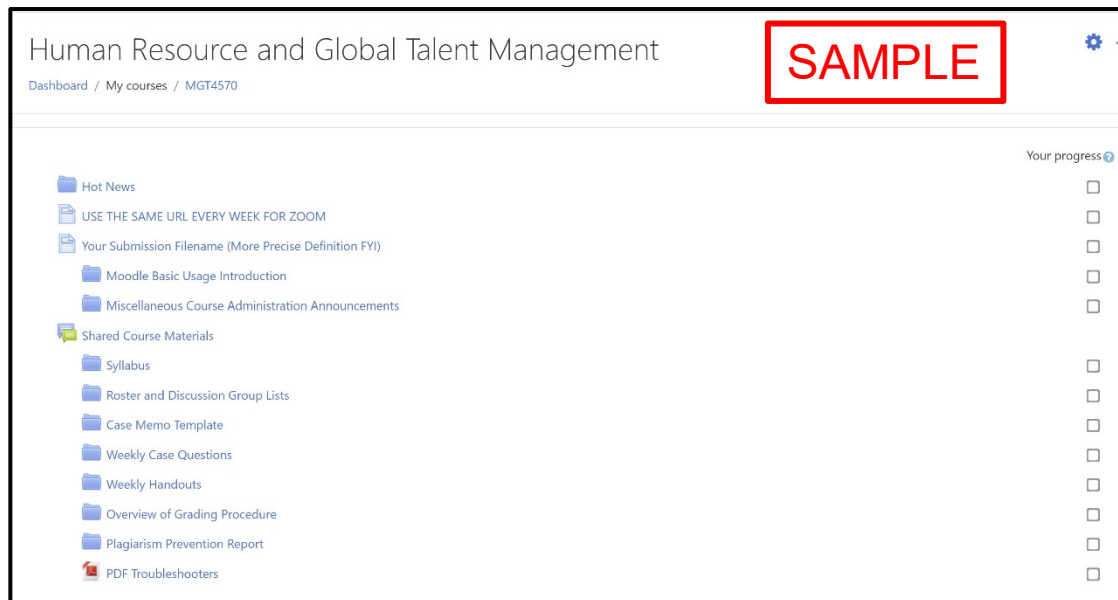
You will see the class materials contents like below:

- You may find that your screen is not displayed in English
- Click on this part to make the display set to English



Screen after Selecting and Entering the Course —Download Materials Used in the Session

1. Download Instruction Materials and Sample Data before the Session Starts
2. Read miscellaneous announcements and info on the page



The screenshot shows a Moodle course dashboard for 'Human Resource and Global Talent Management'. The breadcrumb trail is 'Dashboard / My courses / MGT4570'. A red box labeled 'SAMPLE' is overlaid on the top right. The dashboard lists various course materials, each with a checkbox for 'Your progress'.

Item	Your progress
Hot News	<input type="checkbox"/>
USE THE SAME URL EVERY WEEK FOR ZOOM	<input type="checkbox"/>
Your Submission Filename (More Precise Definition FYI)	<input type="checkbox"/>
Moodle Basic Usage Introduction	<input type="checkbox"/>
Miscellaneous Course Administration Announcements	<input type="checkbox"/>
Shared Course Materials	
Syllabus	<input type="checkbox"/>
Roster and Discussion Group Lists	<input type="checkbox"/>
Case Memo Template	<input type="checkbox"/>
Weekly Case Questions	<input type="checkbox"/>
Weekly Handouts	<input type="checkbox"/>
Overview of Grading Procedure	<input type="checkbox"/>
Plagiarism Prevention Report	<input type="checkbox"/>
PDF Troubleshooters	<input type="checkbox"/>