

# GMAP SESAMI Program

## How to Retrieve Lecture Materials from BEEF

Last update: 3/17/2020

### 1 Overview

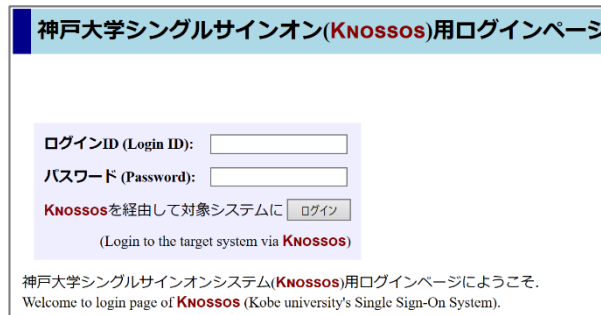
Kobe University LMS BEEF (BEEF) is a Learning Management System (LMS), which is used to support teaching and learning. Kobe University LMS BEEF is based on a free Open Source Platform, called Moodle, which is widely used in institutions and organizations.

GMAP SESAMI leverages this system to distribute some materials that cannot be available through our regular material repository (Dropbox). **The usage of these materials may be restricted therefore you must follow the rules instructed by the Academic Affairs Section and the SESAMI program manager.**

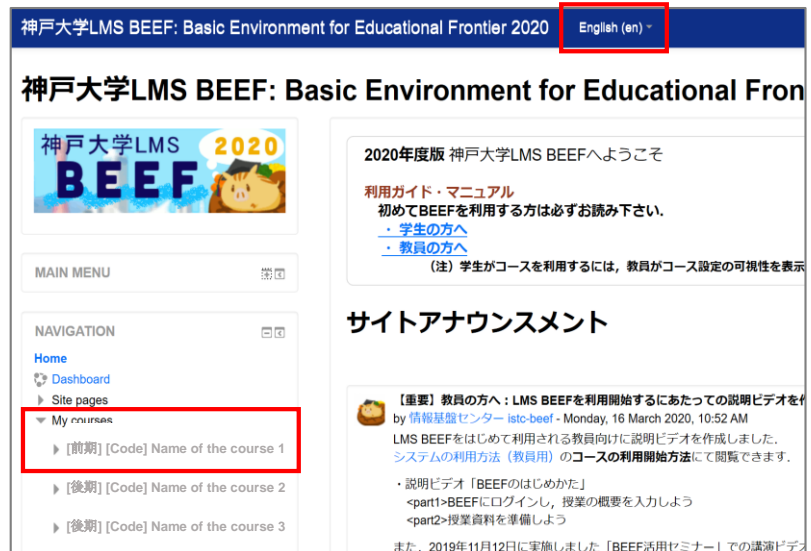
### 2 Steps to find files through BEEF

Once you register to a SESAMI course, the Academic Affairs Section will help add it as ‘your course.’

- **Step1: Access BEEF** from <https://beef.center.kobe-u.ac.jp/>
  - You need login to BEEF via KNOSSOS, where you must provide Login ID and Password (the one provided by Information Science and Technology Center, Kobe University). If you already changed the password, use the newest one.

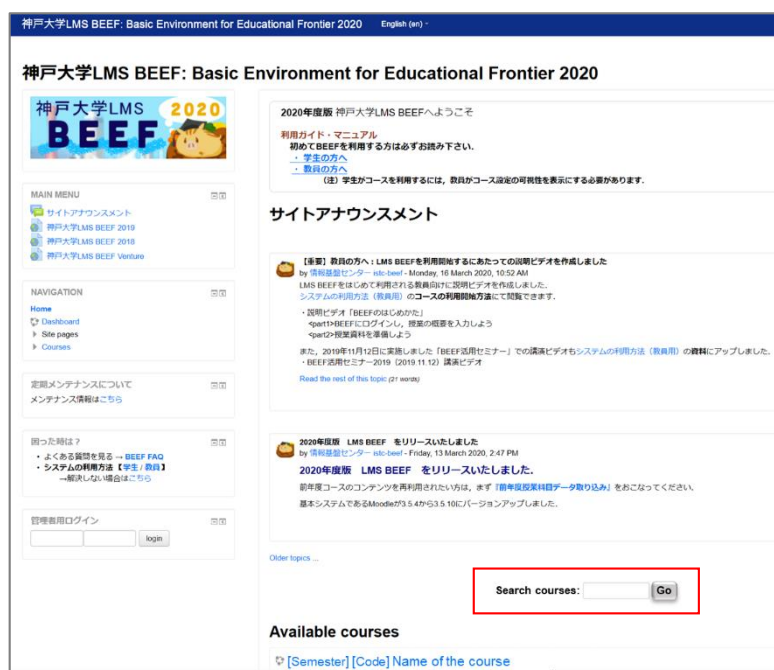


- In BEEF, you can change the language by using the dropdown on the top bar. (Partial English)
- **Step2: The courses you register are available under ‘NAVIGATION’ – ‘HOME’ – ‘My courses.’**
  - **Click the name of the course to show materials available for you.**
  - Tips: “前期” and “後期” are the Spring and Fall semesters respectively in Japanese. The ID that follows is the Timetable Slot Code

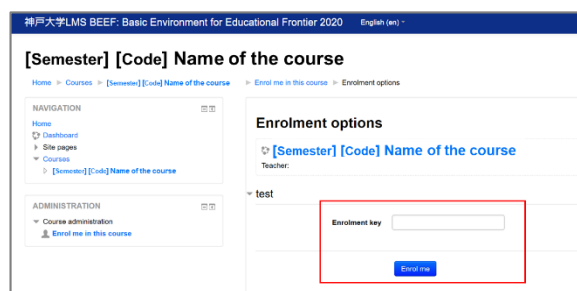


assigned to each course (available in the syllabus).

- Troubleshooting: If you cannot find the course you are looking for, contact Academic Affairs Section, Graduate School of Business Administration. Inquire if registration to URIBO system is already completed.
- Alternatively, you can input the Timetable Slot Code or the name of the course to search the course you are looking for. The search input field is available under all announcements in Japanese.



- **Step 3: If you are asked to input an ‘Enrolment Key,’ enter the code provided by the SESAMI program manager and select ‘Enrol Me.’**



- **Step 4: When you successfully access the course, files you are looking for should be available.**



- Step 5: Once you complete your work, log out from BEEF. The menu is available from the top-right dropdown menu beside your name.