

4. Students Registry

(1) If you click on “Course Registration” in the menu, and then click on “Students Registry” appearing on the screen, the following screen (that displays a list of your classes) will appear.

The screenshot shows the 'Students Registry' interface. At the top, it displays the user's name 'NADA Jiro', instructor code '*****', and affiliation 'Institute for Promotion of Higher Education'. Below this, there is a table titled 'select a Timetable to create a Students Registry<Table of students in this class>'. The table lists various classes with columns for Day, Period, Timetable Slot Code, Course Name, No. of people, and Number of cancellations.

Day	Period	Timetable Slot Code	Course Name	No. of people	Number of cancellations
Monday	Period 2	I116	Comparative Educational Planning	16 Students	0 Students
Monday	Period 3	D911	Topics in Higher Education Planning II	0 Students	0 Students
Tuesday	Period 1	U043	School Education and Society	95 Students	0 Students
Tuesday	Period 1	U111	Human Development and Education	0 Students	0 Students
Friday	Period 5	I162	Seminar on Education and Development	13 Students	0 Students

Below the table, there is a red text prompt: 'Click Course to display the export options page'.

(2) From the list of your classes, choose and click on a class for which you desire to see the register of students. Then, the following screen will appear, asking you to select download conditions. Enter your desired order of display and download form, and click on **Download**.

The screenshot shows the 'Students Registry' download options screen. It asks the user to select how they would like to view the Students Registry. The options are:

- Student display order: Arrange by student number (dropdown menu)
- Display/Export mode: Screen, Text file, PDF file
- Include cancelled, Exclude cancelled, Cancelled only

A 'Download' button is located at the bottom left of the form.

Downloading data in the form of PDF file requires Adobe® Reader™ to be installed in your computer.



If you choose “Screen,” go to section 4-1. If you choose “Text file,” go to section 4-2. If you choose “PDF file,” go to section 4-3.

Attention!

On the screen, you can obtain real-time information on who and how many have registered for your class, but you need to confirm the finalized register by contacting the faculty or graduate school concerned (the department in charge of academic/student affairs) after the registration period ends. Please download the finalized register after such confirmation.

4-1. Downloading a register to view it on the screen

If you choose “Screen” (from the download choices) and click on **Download**, the following screen will appear.

Students Registry									
Day-Period	Mon2	Course Name	I116(IM03326) Comparative Educational Planning			Main Instructor	NADA Jiro		
Credit-Term	2-2nd semester		Affiliated department	15	Other department	1	No. of registrants	16	
			Course cancelled by own faculty	0	Course cancelled by other faculties	0	Total number of cancellation	0	
Affiliation		Student number	Name		Student status				
International Cooperation Studies (Master's Program) Regional Cooperation Policy Studies									
International Cooperation Studies (Master's Program) Regional Cooperation Policy Studies									
International Cooperation Studies (Master's Program) Regional Cooperation Policy Studies									
International Cooperation Studies (Master's Program) Regional Cooperation Policy Studies									
Intercultural Studies (Master's Program)									
General Education International Relations and Comparative Politics									
I	C								
15	1								

Change the export mode (Screen, PDF file, Text file)
Return to the timetable search engine

4-2. Downloading a register in the form of a text file

(1)If you choose “Text file” (from the download choices) and click on **Download**, the following screen will appear. Save the file so that you can edit the file on Excel. (For specific download procedure, see below at (2) and thereafter.)

Students Registry

Please select how you would like to view the Students Registry

Student display order : Arrange by student number

Display/Export mode : Screen Text file PDF file

Include cancelled Exclude cancelled Cancelled only

Download

meibo2U203.csv を開く

次のファイルを開こうとしています:

meibo2U203.csv

ファイルの種類: Microsoft Excel CSV ファイル
ファイルの場所: https://kym.kobe-u.ac.jp

このファイルをどのように処理するか選んでください

プログラムで開く(O): Microsoft Excel (既定)

ファイルを保存する(S)

今後この種類のファイルは同様に処理する(A)

OK キャンセル

(2) Click on **ファイルを保存する(Save as)** appearing on the dialog box.

(3) The “Save As” screen appears. Designate a directory for saving, give a name to the file (any name that is easy for you to identify the file), and click on **Save**.



(4) When the following screen appears, it means that the downloaded register has been saved.



(5) In the directory that you designated, you find the saved file that looks like



. Click on the icon.

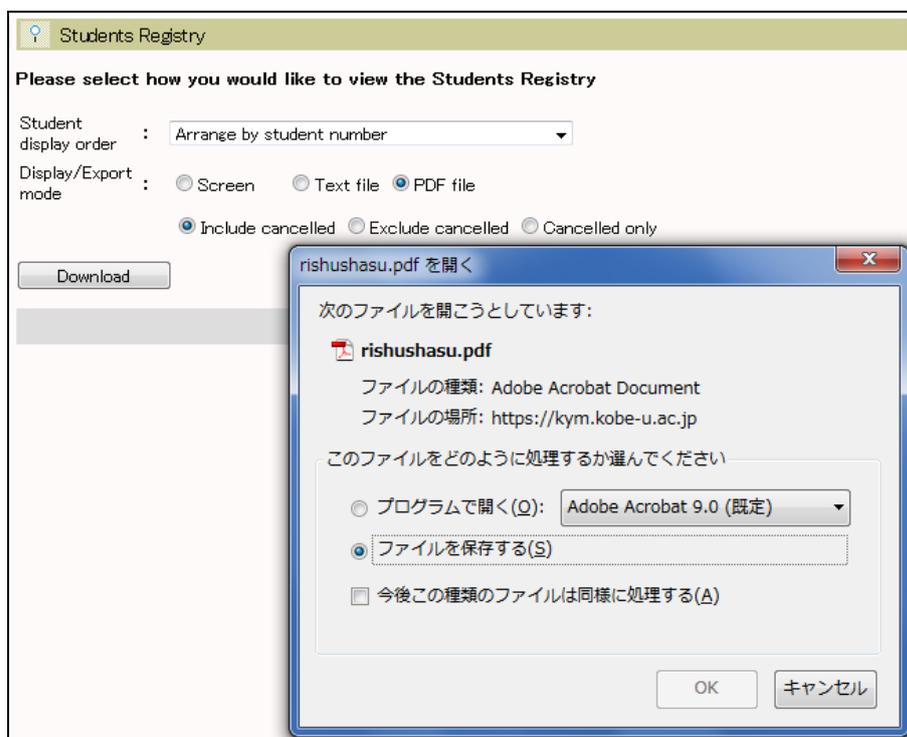
The following Excel screen appears. You can edit the Excel file.

	A	B	C	D	E	F	G	H
1	Day: Period	Mon1	Course Name	D1 31 (D1 J0110) Theory of Image	Main Instructor	NADA Jiro		
2	Credits: Term	2: 1st semester	Affiliated department	39	Other department	6	No. of registrants	45
3			Course cancelled by own faculty	1	Course cancelled by other faculties	0	Total number of cancellation	1
4								
5	Affiliation	Student number	Name	Student status				
6	Human Development Human Expression	08						
7	Business Administration Business Administration	08		on leave of absence				
8	Human Development Human Expression	09						
9	Human Development Human Expression	10						
10	Human Development Human Expression	10		Cancelled course on leave of absence				
11	Human Development Human Expression Clinical KANSEI Expression	09						
12	Intercultural Studies Cross-Cultural Studies Contemporary Culture and Society Division	10						
13								
14	C	D	I	B				
15		1	40	1	4			

4-3. Downloading a register in the form of a PDF file

* Viewing a PDF file requires Adobe® Reader™ (available free of charge) to be installed in your computer. You need to install the program by yourself.

(1) If you choose “PDF file” (from the download choices) and click on **Download**, the following screen will appear.



(2) Clicking on **Open with** will start Adobe® Reader™, displaying a list of students who registered for your class.

(3) Clicking on **Save** will enable you to save the PDF file under a name given by you.

* When your computer is connected to a printer, you can print a file from the Adobe® Reader™ program.