Kobe University

Academic Affairs Information System

"URIBO-NET" User's Manual

(For Students)





Student Affairs Department

Kobe University

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Attachments

Registration Flowchart

List of Registered Classes (Format for submission)

List of Contacts: Sections in charge of academic/student affairs at respective faculties and graduate schools

Locations of Student Terminals

1. Functions

The URIBO-NET has the following functions.



Menu	Function		
Student Info	Student portfolio / Contact information change		
	Class portfolio		
Course	Lottery-based registration / Confirm entries		
	Course registration (Download a list of registered classes)		
Grade	View course grades / View earned credit points		
Schedule	Schedule Management / Cancelled lectures/ Make-up lectures		
Syllabus	Syllabus inquiry		
Questionnaire	Answer screen/ Confirm answer		
Bulletin Board	Bulletin board		
Other	Web Link Entry Link List		

After log-in, the top page appears. The top page shows the menu and What's New about questionnaire or bulletin board.

The Bulletin Board provides emergency news and other important information, so we recommend that you access the top page at least once per day in addition to paying attention to bulletin boards on campus.

2. Access

1) Accessibility

You can access the URIBO-NET on and off campus.

2) Terminals

You can access the URIBO-NET through a computer connected to the Kobe University LAN or Internet and smartphone.

3) URL

https://kym-web.ofc.kobe-u.ac.jp/campusweb/

- Visit the Kobe University official website and click on the "URIBO Portal" banner to go to the "URIBO Portal for Students." Then, click on the Kobe University Academic Affairs Information System URIBO-NET icon, to access the URIBO-NET.
- You use a Student Terminal on campus managed by the Information Science and Technology Center (see the back cover of this manual). Double-click on the Academic Affairs Information System icon on the desktop, to access the URIBO-NET.
- 4) Account (Login ID and password)

You need to open your URIBO-NET account to be issued by the Information Science and Technology Center.

5) Browser compatibility and setting

The following browsers support the URIBO-NET. The use of any browsers other than those designated below could possibly cause operational faults.

<Recommended browsers for Windows>

Internet Explorer 11.0 \sim

FireFox 36.0 \sim

Google Chrome 41.0 ~

<Recommended browser for Mac>

Safari 8.0 ~

- * <u>Operational faults could occur if you use a privately customized browser, a browser in</u> <u>Incognito mode or Private browsing mode.</u>
- 6) Session timeout

The URIBO-NET protects your information through encryption technology that makes your inputs confidential. Due to this protection function, your session will automatically expire after 15 minutes of continual idle time without any activity (no clicks on the "Register" tab, for instance). After such session timeout, it is necessary to log in again.

* Even if your session expires, your registration or request entries that have been completed before the expiration are supposed to remain effective. However, please log in again and confirm the status of your registration or request entries. (1) The following "Session Timeout Warning" appears when your remaining time (of nonactivity) reaches and falls below 5 minutes.

Session Timeout Warning) > - Mozilla Firefox	- 0
https://kym.kobe-u.ac.jp/	/kobe_e/TimeoutAlert.html	
	< Session Timeout Warning >	
The program will soon Check the time remaining finished by the set time, s	time-out. If you wish to continue, please click s the top of the main page. A time-out message will to it's best to periodically check the time remaining.	ave on the menu bar. appear if you are not

(2) Your session will automatically expire about 5 minutes after the "Warning" appears, if no activity occurs.



(3) If you click on OK, the timeout message will appear.





3. Starting the URIBO-NET

You can access the URIBO-NET through the following procedure.

[From a Student Terminal]

(1) Start up a Student Terminal.

* For details about the operation of a Student Terminal, please visit the Information Science and Technology Center website and see the "Student Terminal" page.



(2) Double-click on the "Academic Affairs Information System" icon on the desktop.

[From your computer]

- (1) Start up a web browser.
- (2) There are two methods to access the login page of the URIBO-NET;
 - 1) Enter the following URL directly into the location bar on a web browser. https://kym-web.ofc.kobe-u.ac.jp/campusweb/
 - 2) Go to the Kobe University official website (<u>http://www.kobe-u.ac.jp/</u>) and click on the "URIBO Portal for Students" icon. Then, your computer will be connected to the Kobe University Academic Affairs Information System URIBO-NET.

(3) The dialog box for login appears.



1) Enter your user I.D.

User I.D. is your student I.D. number.

2) Enter your password.

If you forget your password or have not received your account (through a written notice), contact the Information Science and Technology Center (<u>Tel: 078-803-5377</u>).

Attention!

If you applied for re-issuance of your URIBO-NET account, your sign-in is not accepted until the re-issuance procedure is completed. While the application is pending, you may not sign in even during the designated registration period.

*<u>A lost account is your fault, possibly resulting in that you cannot register a class.</u> Ensure that you always keep your account confidential and effective.

4. Leaving the URIBO-NET

(1) You must always click on the Logout tab when you leave the URIBO-NET.



- (2) Clicking on the Logout tab will display a dialog box that says "Logout completed" and asks you to close your web browser. Click on Close Browser to leave the URIBO-NET.
- * You must always log out when you leave your computer (terminal). Leaving your computer without completing your logout could invite the risk that your confidential information including your marks/grade might be stolen or that your inputs (for class registration) might be altered by someone.

The logout screen looks like this:



5. Portal

The screen displayed on the left side is portlet. These are always displayed.



- (1) What's New
 - New Information such as bulletin board, questionnaire or cancelled classes is displayed. These are displayed by clicking on a link.



(2) My Schedule

1) Plans for class or cancelled class of the date are displayed when you choose the date of the calendar.



- 2) The month of the calendar is switched when you click " \leftarrow " " \rightarrow " on the calendar.
- 3) Detail of the schedule is displayed when you click the date under the calendar.

Schedule Mana	gement					
2016 / 10	prev next	Oisplay on a Weekly	 ✓ [Eng] MYスク ール ✓ [Eng] レポー 	rジュ 🕑 [Eng] 時間割 報 ト掲出 🕑 [Eng] アンケ 出期限	コマ情 🗹 [Eng] 休蒔補 🖉 [Eng] 定期試 — ト提 🖉 [Eng] 成構発 Ø [Eng] 就職力 ス	購情報 酸情報 表日 Save Setting: イダン
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 🗘	26 🗘	27 🖸	28 🗘	29 🖸	30 🗘	1 0
[Holiday]夏季休業	[Holiday]夏季休業	[Holiday]夏季休業	[Holiday]夏季休業	[Holiday]夏季休業	[Holiday]夏季休業	[Holiday]休業日
2 • • • • • • • • • • • • • • • • • • •	3 Class Cancellation] 1st :TEST	4 0	5 0	6 🗘	7 •	8 O [Holiday]休業日
9 O [Holiday]休業日	10 ① [Holiday]体育の日	11 0	12 0	13 0	14 0	15 [Holiday]休業日
16 O [Holiday]休業日	17 O	18 0	19 0	20 0	21 0	22 [Holiday]休業日
23 O [Holiday]休業日	24 O	25 0	26 0	27 0	28 0	29 [Holiday]休業日
30 O [Holiday]休業日	31 O	1 0	2 0	3 [Holiday]文化の日	4 0	5 [Holiday]休業日
on-campus events 学内イベント(テスト	登録)					

(3) Usual Menu

1) Usual menu which administrator set is displayed.



2) These information are displayed by clicking items.

(4) Link

1) Link which administrator set is displayed.



2) You can register a link just for yourself by clicking MylinkEdit button.

🤌 Web Link Entry Link List							
Registered web	link group list						
My Link Con	ntents of registration						
No.	Link name	English notation	URL	Delete			
There is no link r	registered						
There is no link r	registered						

3) Registration page is displayed when you click Add Link button.

🤌 Web Link Entry Link List					
Link name (Japanese notation)	: Google				
English notation	: Google				
URL	: http://www.google.com				
Registration Clear					

4) When you input the information of the page that you want to register and click Registration button, it is registered.

Link
My Link Google
Collection of links(test) KOBE univ.
MylinkEdit

6. Student Portfolio

Clicking on **"Student portfolio"** in **"Student Info"** tab will enable you to access registered student information on you.



If you click on any of the tabs appearing at the upper part of the screen, which include "Basic Student Details," "Student Register Information" "Student Personal Information" "Contact," "Change of Status," "Awards/Extracurricular Activities," "International Student Information" (only for international students), "Information of Course Registration," "Information of Grades," "Scholarship" (only for recipients), "Exemption" (only for applicants) or "Insurance" (only for the insured), you can access registered information concerning these items.

[Student Portfolio / Enrollment Status]



If you need to make any change to the information shown on the screen, contact the academic/student affairs section at your faculty (graduate school).

7. Contact Information Change

Clicking on "Contact information change" in "Student Info" tab will enable you to change contact information on you.

HOME	Student Info	Course	Grade	Schedule	Syllabus	Questionnaire	Bulletin Board	Other
Stude	nt portfolio	Contact in	nformation c	hange				

If you need to make any change to the phone number or e-mail shown on the screen, you can click on Register button after changing it.

Department	人文学科			Student No.	1600000
Name	神戸 太郎			School year	Year 1
郵便番号	657-0011			Prefecture	
City	神戸市灘区鶴甲				
Town name, address, etc.					
Apartment , etc.					
Phone number		(Single-byte Characters) Hyphen Allowed		Туре	•
Cell Phone number		(Single-byte Characters) Hyphen Allowed			
E-MAIL 1			(Single-byte Characters)		
E-MAIL 2			(Single-byte Characters)		
E-MAIL (mobile phone)			(Single-byte Characters)		

If you need to make any change to the address shown on the screen, contact the department in charge of academic/student affairs (hereinafter referred to as the "academic/student affairs section") at your faculty or graduate school.

Attention!

When you register classes for the first time in every semester, the following screen will appear, asking to confirm your contact information.

8. Class Portfolio

Clicking on "Class portfolio" in "Course" tab will enable you to access class information on you.



When the news for each class, class questionnaire, information of cancelled lectures and makeup lectures are registered, each icon displayed next to the course title becomes activate (color display). You can refer to detail information by clicking on the course title or icon.

[Class portfolio]

K Whats NEW!!		
2017/01/24 Seminar in the History of Western Arts (b) Class questionnaires has registered. » See more.		
istered Courses		
Year 3rd quarter Display		
Course Title		Day · Period
English Communication B1	■CA	Wed3
English Literacy B1		Mon2
Basic German A3		Tues4
		Thurs4
Basic German B3		

9. Entering Requests

1) Requests Entry Page

If you click on "Lottery-based registration" in "Course" tab, the following screen will appear,

where you can start the operation to register your requests.

0	2		í 👔	Ľ		Ê		
HOME	Student Info	Course G	irade Schedule	Syllab	ous Q	uestionnaire	Bulletin Board	Other
🔮 Clas	🔮 Class portfolio 🧳 Lottery-based registration 🔍 Confirm entries 💋 Course registration							
🥖 Lottery-	-based registration/Cho	oose class lottery category						
	Year	2018Year	Ser	mester	1st quart	ter		
Facul	ty/Department	LettersHumanities	Yea	ar level	1Grade	(Admitted in the 2	2017 academic year)	
S	itudent No.	0000000	stude	ent name	KOBE Ta	ro		
• Choose the	• Choose the category for the class lottery application that you would like to check.							
Times	Semester	Lottery catego	ary A	pplication period	d		Notes	
1	1st quarter	TEST	0000/12/14 0000/12/22	00:00:00~ 23:59:00				

2) Entering a request

(1) Select and click on your target subject shown in the "Lottery category" column, and a list of options will appear.

(* The following screen won't appear when it is outside the designated requests entry period.)

Pattern A: in the case you should prioritize any courses

Lottery-based registration / Lottery group selection						
Year	2018Year	Semester	1st quarter			
Faculty/Department LettersHumanities		Year level	1Grade (Admitted in the 2017 academic year)			
Student No.	0000000	student name	KOBE Taro			
Choose the course category that you entry. Lottery category : TEST No.1						
Lotte	ery course category	Max. numbe	er of applicants Cancel			
test		1				
View a list of classes in which you are registered at Confirm entries content.						

Year	2018Year	Semester	1st quarter
Faculty/Department	LettersHumanities	Year level	1Grade (Admitted in the 2017 academic year)
Student No.	0000000	student name	KOBE Taro
noose the course category the	hat you entry.		
noose the course category the course category the course category : TEST No.1	hat you entry. course category	nc	otes Cancel

Pattern B: in the case you have to prioritize all the courses



For details, please read the "How to Register Classes" on the "Classes/Registration" page in the URIBO Portal for Students.

- (2) If you choose and click on any item shown in the options column, a list of available classes will appear.
 - * The class that you can't request is not displayed.

Year	2018Y	sar		Semester	1st quarte	er	
Faculty/Depa	rtment Letters	Humanities		Year level	1Grade ((Admitted in the 2017 ad	cademic year)
Student I	No. 00000	00		student name	KOBE Taro		
Enter your prefere ttery category : TES ttery group : test	nce order for lottery-t	ased courses.					
Enter your prefere ttery category : TES ttery group : test	nce order for lottery-t T No.1 (Prioritize all the course	ased courses.					
Enter your prefere ttery category : TES ttery group : test Pref. order	nce order for lottery-t T No.1 (Prioritize all the course Timetable Slot Code	es of your choice.)	Claust	Course Name		Main Instructor	Day • Period
Enter your prefere ttery category : TES ttery group : test Pref. order	nce order for lottery-t No.1 (Prioritize all the course Timetable Slot Code 1Q001	ased courses. s of your choice.) Lecture category 1st quarter	Class1	Course Name	1	Main Instructor	Day • Period Mon1
Enter your prefere ttery category : TES ttery group : test Pref. order	nce order for lottery-t T No.1 (Prioritize all the course Timetable Slot Code 1Q001 1Q002	assed courses. is of your choice.) Lecture category 1st quarter 1st quarter	Class1 Class2	Course Name	1	Main Instructor TEST	Day • Period Mon1 Mon1

(3) After completing your inputs, click on <u>Confirm</u> button. Then, your request (priority order) will be shown on the screen, asking you to confirm the information. If the priority order shown on the screen is correct, click on <u>Register</u> button.

If you need to change the priority order shown on the screen, click on Return to input pref. order button, to make the necessary correction.

🥜 Lottery-ba	ased registrati	on/Lottery (Courses Check results of pref	ference ran	iking		
	Year	20	18Year		Sen	nester	1st quarter
Faculty	Faculty/Department LettersHumanities			Year level		1Grade (Admitted in the 2017 academic year)	
Stu	ident No.	00	00000		stude	nt name	KOBE Taro
Click Register Lottery categor Lottery group :	er to confirm ry : TEST No. test (Priori	your prefer	ence order. Return to the pr	eference o	order input	page to correc	t any mistakes.
Pref. order	Timetable Slot Code	Lecture category	Course Name	Main	n Instructor	Day · Period	
1	1Q001	1st quarter	Class1	TEST	1	Mon1	
2	1Q002	1st quarter	Class2	TEST		Mon1	
3	1Q003	1st quarter	Class3	TEST	i.	Mon1	
Register	Return to	input pref. o	rder				

(4) If there is no technical error with your setting of priority order, the following screen will appear, saying "Entry Completed."

🤌 Lottery-b	ased registrati	on/Lottery Co	ourses Registration complete	e		
	Year	2018	BYear	Ser	nester	1st quarter
Faculty	/Department	Lette	ersHumanities	Yea	r level	1Grade (Admitted in the 2017 academic year)
Stu	udent No.	0000	0000	stude	nt name	KOBE Taro
our app	lication is ry : TEST No.	s complet	te for the following	g classes.		
our app ottery categor ottery group : Pref. order	lication is ry : TEST No. : test Timetable Slot Code	Lecture	te for the following Course Name	g classes. Main Instructor	Day - Period	
our app ottery categor ottery group : Pref. order	Iication is ry : TEST No. : test Timetable Slot Code 1Q001	Lecture category 1st quarter	Course Name	g classes. Main Instructor TEST	Day - Period Mon1	
our app ottery category ottery group : Pref. order 1 2	Iication is ry : TEST No. : test Timetable Slot Code 1Q001 1Q002	Lecture category 1st quarter 1st quarter	Course Name	Main Instructor TEST TEST	Day - Period Mon1 Mon1	

* If you desire to continue the requests entry operation (either for faculty-designated classes or for classes not designated by your faculty), return to the page showing options, and repeat the above operations (2) to (4).

[In the case that there is a technical error with your setting of priority order]

If the "Error" message appears, find what was wrong, and return to the priority order setting page, and redo your setting.

☆Error example

🥜 Lottery-bi	ased registratio	in∕Lottery Co	urses Check registration erro	n -	
	Year	2018	8Year	Semester	1st quarter
Faculty	/Department	Lette	ersHumanities	Year level	1Grade (Admitted in the 2017 adademic year)
Stu	udent No.	0000	0000	student name	KOBE Taro
Unable to Check the Lottery categor Lottery group :	y : TEST No.: test	because of the err	there was an error or and then regist	r in the registration co er again.	ntent.
Pref. order	Timetable Slot Code	Lecture category	Course Name	Error	
1	1Q001	1st quarter	Class1		
2	1Q002	1st quarter	Class2		
4	1Q003	1st quarter	Class3	Mistake in your preference order.	
Return to inpu	t pref. order				

3) Confirming your entries

(1) Clicking on "Confirm entries" in "Course" tab will enable you to view the status of your entries on the screen.

*You can confirm your entries during application period and 40 days after the end of it.

HOME	Student Info	Course	(Grade	Schedule	Syllab	ous Q	uestionnaire	Bulletin Board	Other
Clas	s portfolio 🧳	Lottery-base	d registration	Cont	firm ent	ries	🤌 Course r	egistration	
Confirm	entries/ Choose class lo	2018Voar		Somo	tor	1ct quar	tor		
Facul	ty/Department	LettersHumanities		Year le	vel	1Grade	(Admitted in the 2	017 academic year)	
• Choose the	e category for the class	lottery application	that you would like	e to check.	name	KUBE 18	110		
Times	Semester	Lottery	category	Appli	cation perio	d		Notes	Ĩ
1	1st quarter	TEST		0000/12/14 00:0 0000/12/22 23:5	0:00~ 9:00				

(2) If you click on an item shown in the "Lottery category" column, the status of your entries for each timetable slot will appear.

Confirm entries/	Confirm entries						
Year	2018Year			Semester	1st quarter		
Departmen	nt LettersHu	manities		Year level	1Grade (Admitted in the 2017	academic year)	
Student No	0000000			Name	KOBE Taro		
• The applications be	elow have been accept	ed.					
ottery category : Ti Lottery group : test	EST No.1			1220			
Pref. order	Timetable Slot Code	Lecture category		Course Name	Main Instructor	Day · Period	
1	1Q001	1st quarter	Class1		TEST	Mon1	
2	1Q002	1st quarter	Class2		TEST	Mon1	
2	10003	1st quarter	Class3		TEST	Mon1	

4) Canceling applications

You can cancel your application through the following procedure.

(1) If you click on "Lottery-based registration" in "Course" tab, the following screen will appear.

	Year 2018Year		Semester	1st quarter
Facu	lty/Department	LettersHumanities	Year level	1Grade (Admitted in the 2017 academic year)
5	Student No.	0000000	student name	KOBE Taro
Choose th	a catagony for the cl		the second second	
choose th	le category for the ca	ass lottery application that you would	like to check.	
Times	Semester	Lottery category	Application perio	od Notes

(2) Select and click on your target subject shown in the "Lottery category" column, and a list of options will appear. Click on <u>Cancel application</u> button if you want to cancel the application.

Year	2018Year	Semester	1st quarter
Faculty/Department	LettersHumanities	Year level	1Grade (Admitted in the 2017 academic year)
Student No.	0000000	student name	KOBE Taro
Choose the course category th ttery category : TEST No.1	iat you entry.		
Choose the course category th ttery category : TEST No.1 Lottery cou	iat you entry. irse category	notes	Cancer

You may change your registration unless the designated registration period expires. However, you must finalize your registration by the end of that period.

If you are going to change your registration, you must begin with "Cancellation", and then redo "registration."

5) Accessing registration results (your registered classes)

You can access registration results through the following methods.

- (1) View the "Courses registration" page (See page 21.)
 - * This page shows your registered classes that have been assigned after all student's requests are processed and adjusted.
- (2) Bulletin Board (Official noticeboard managed by each faculty)
 - * For registration results on liberal education classes made available to all students, see the "Courses registration" page ((1) above).

To see registration results on specialized education classes offered by your faculty, contact the academic/student affairs section at your faculty.

Attention!

Classes for Preliminary Registration

The following classes are subject to the preliminary registration process which precedes students' online registration.

- Pre-assigned foreign language class that all students are required to take and preassigned classes on certain general subjects
- Classes that have been assigned after students' requests were processed and adjusted
- Classes for which special permission is required (including a class to be re-registered as well as a faculty-designated specialized education class to be taken by another faculty's (graduate school's) student with permission of the teacher in charge through the submission of a permission card)
- Other classes that require students to ask their faculty (graduate school) to make a preliminary registration.

* The above-mentioned classes cannot be deleted from the class registration page.

10. Class Registration

10-1. Registering Classes

1) Registering your contact information on the screen

You have to register your contact information at the beginning of each year and semester.

lease enter the inf tems showing "%"	prmation you wish to change and click the update are mandatory.	button.				
Student Cont	act Information					
Department	Humanities Student No. 0000000					
Name	KOBE Taro	School year	Year 1			
Zip code			Prefecture	兵庫県		
City						
Town name, address, etc.						
Apartment , etc.						
Phone number	(Single-byte Characters) H	yphen Allowed	Туре			
Cell Phone number	Single-byte Characters)	Hyphen Allowed				
E-MAIL 1		(Single-byte Characters)				
		(Single-byte Characters)				
E-MAIL 2						

We use your personal information (registered in the URIBO-NET system) only when we need to contact you urgently. It should be noted that your class registration won't be finalized unless you register your contact information.

Attention!

When the following screen appears, it means that a problem is impeding the preliminary registration process (required for certain classes including those requiring special permission).

Year	2018Year	Semester	1st quarter	
Affiliation	LettersHumanitie	s Year level	2Grade	
Student No.	0000000	Name	KOBE Taro	
Ne were no	t able to gran	nt you permissio	n to take the fol	llowing cl
We were no Before cours	t able to gran se registratio	nt you permissio on, you should go	n to take the fol to the academ	llowing cl nic/studer
We were no Before cours Day - Period	t able to gran se registratio Timetable Slot Code	nt you permissio on, you should go Course Nam	n to take the fol to the academ	llowing cl nic/studer

Your class registration won't be finalized unless you solve this problem.

Contact the academic/student affairs section at your faculty (graduate school) (or the person who received your permission card) and follow their instructions.

2) "Course registration" page

If you click on the **"Course registration"** in **"Course"** tab, the following screen (Figure 1) will appear, enabling you to register classes.

НОМЕ	Student Info	Course	Grade	Schedule	Syllabus	Questionnaire	Bulletin Board	Other
🔹 Class p	oortfolio 🧳	Lottery-bas	ed registration	🔍 Con	firm entries	🤌 Course n	egistration	

Figure 1

🥜 Со	urse registration												
	Name							Student II	No.	*****	*		
Course Name LettersHumanities							Year lev	el	1Grad	e			
Acad	lemic Year • Term	2016Ac	cademic Year	3rd quart	er			No. of ite	ms				
T	elephone			Telep	ohone er(cell)			email add	ress				
Cours	e registration	201	16/10/17 C	ourse ca	ancellation	Passed	d the						
	period			per	riod	cancellatio	n period				Desister		- Classes
1st q	uarter 2nd o Monday	quarter	3rd quart Tuesda	ver 4ti v	h quarter Wedne	esday	Т	hursday		Friday	Sat	turday	Sunday
1Piriod	Unregistered		Unregistered		Unregistere	ed	Unregis	tered	Unreg	gistered	Unregiste	ered	Unregistered
2Piriod	2G226 English Literac *****	y B1	Unregistered		Unregister	ed	Unregis	tered	Unreg	gistered	Unregiste	ered	Unregistered
3Piriod	Unregistered		Unregistered		2G200 English Communica *****	ation B1	Unregis	tered	Unreg	gistered	Unregiste	ered	Unregistered
4Piriod	Unregistered		Unregistered		Unregistere	ed	Unregis	tered	Unreg	gistered	Unregiste	ered	Unregistered
5Piriod	Unregistered		Unregistered		Unregister	ed	Unregis	tered	Unreg	gistered	Unregiste	ered	Unregistered
6Piriod	Unregistered		Unregistered		Unregistere	ed	Unregis	tered	Unreg	gistered	Unregiste	ered	Unregistered
7Piriod	Unregistered		Unregistered		Unregister	ed	Unregis	tered	Unreg	gistered	Unregiste	ered	Unregistered
Intens	ive Classes (In	cludes	courses not d	isplayed	in the list a	bove.)	F	Register for Class	Intensiv es	e (Significar	nce of color)	emester cour	75A
Da	class period	d d	Registration Code		Course	e Title		Instru	tor		Two s	emester cour	rse
				Unreg	istered						Cance	ned course	



3) Registering your schedule (Course registration)

(1) Click on the "Unregistered" on the Course Registration page (Figure 2).

A dialog box will appear, asking you to register a class in your schedule (Figure 3).

4th quarter

Wednesday

Unregistered

Unregistered

Figure 2	2			
1st o	Juarter	2nd qu	arter	3rd quarter
	1	londay		Tuesday
1Piriod	Unregis	tered	ι	Inregistered

(2) Enter a timetabl	le slot code that app	olies and click or	n Register button.

9

Unregistered

Figure 3

2Piriod

2G226

English Literacy B1

Course registration								
Enter class registration Timetable								
Day	Monday							
Period	1Period							
Timetable Slot Code	\bigcirc							
When you are not sure of the code, use the Timetable Slot Code Search.								
Register	Syllabus refer Clear	Return to the registration page						

If there is no technical error with your input, your input will be reflected in your schedule or in the Intensive classes, etc. section. [In the case that there is a technical effort with your input...]

Course registration							
An error has occurred.	Please confirm the reason for t	he error.					
12. This course is out of designation. (student designation)(12) 67. You cannot register lottery-based classes.(67)							
Enter class registration Timetable							
Day	Monday						
Period	1Period						
Timetable Slot Code	4U001						
When you are not sure of the code, use the Timetable Slot Code Search.							
Register	Syllabus refer Clear	Return to the registration page					

(3) If you don't know an appropriate timetable slot code, click on "Timetable Slot Code Search." on the schedule registration page. (Figure 4)

Then, the search conditions entry screen will appear (Figure 5).

Fi	gure 4								
ſ	🤌 Course registration								
	Enter class registration	Timetable							
	Day	Monday							
	Period	1Period							
	Timetable Slot Code								
	When you are not sure of the code, use the Timetable Slot Code Search								
	Register	Syllabus refer Clear	Return to the registration page						

(4) Enter search conditions and click on <u>Search</u> button, and a list of classes that apply will appear. Choose and click on your desired class, and its timetable slot code will be reflected on the schedule registration page shown in Figure 3. Then, click on <u>Register</u> button.

Figure 5	Figure 6						
Course registration / Conditioned Entry	Course registration / Search Results						
If Timetable Slot Code is unknown, search by conditions below	Shows search results from1 results to1 results (total of1results)						
Year : 2016	Search results : << previous page 1 next page >>						
Department : Letters	No. Semester Lecture Day Timetable Course Title instructor						
Semester : 3rd quarter 🔻	1 3Q 3Q Mon1 3Z001 TEST						
Lecture : not specified	Search results : << previous page 1 next page >>						
Instructors : XLeft Truncation	search results : 100 V results Show Results						
Year level : 1 🔻							
Day : Monday 🔻							
Period : 1st Period 🔻							
search results : 100 T results							
Search Clear							

(5) When you wish to register an intensive course, click on "Register for intensive classes" outside the timetable frame (Figure 7).

The registration period and method for registering an intensive course or other special program might differ among faculties or programs. Pay attention to notices.

*If you already have a biweekly class registered in your schedule, finalize your registration through this page.

🥖 Co	urse registration	1										
	Name								No. ***	****		
Cou	urse Name	LettersHumanities					Year leve	el 10	Grade			
Acad	lemic Year • Term	2016Academic Year 3rd quarte			arter			No. of iter	ns			
Te num	elephone nber(home)			Te nun	lephone nber(cell)			email addr	ess			
Cours	e registration period	201	6/10/17	Course	cancellation period	Passe cancellation	d the on period					
1st q	uarter 2nd	quarter	3rd qua	arter	4th quarter					Registe	r for Intens	sive Classes
	Monday		Tues	day	Wedn	esday	Т	hursday	Friday	Sa	turday	Bunday
1Piriod	Unregistered		Unregister	ed	Unregister	ed	Unregis	tered	Unregistered	Unregist	ered	Unregistered

Figure 7

4) Deleting a registered class (from your schedule)

You can delete a registered class from your schedule through the following procedure.

- (1) Go to the course registration page (Figure 8), click on the timetable slot code shown at the class that you want to delete.
- (2) A dialog box will appear (Figure 9), asking you if you want to delete. Click on <u>Delete</u> button if you want to go ahead and delete the class concerned. If you do not want to delete the class, click on <u>Return to the class registration page</u> button, and the course registration page (Figure 1) will appear again.

Figure 8

1st c	Juarter	2nd quarter	3rd quarter	4th quarter
	Ν	londay	Tuesday	Wednesday
1Piriod	Unregist	tered	Unregistered	2L469 国文学 史(a) *******
2Piriod	2G226 English *****	Literacy B1	Unregistered	Unregistered

Figure 9

Course registration						
The following Timetable will be deleted. Is this okay?						
Day	Wednesday					
Period	1Piriod					
Department	Letters					
Timetable Slot Code	2L469					
Course Title	国文学史(a)					
Delete	rn to the class registration page					

Attention!

Classes registered through the preliminary registration process (including classes assigned after processing/adjustment of students' requests, classes registered under a special permission and pre-assigned mandatory classes) cannot be deleted from your schedule.

If you have good reason for requesting the deletion of such class, contact the academic/student affairs section at your faculty (graduate school).

You may change your registration unless the designated registration period expires. However, you must finalize your registration by the end of that period.

If you are going to change your registration, you must begin with "deletion," and then redo "registration."

After you finalize your registration in the URIBO-NET, you must confirm consistency between your schedule finalized on the screen and the List of Registered Classes (for submission) that you filled out prior to the online registration. Then, you must submit the List by following instructions of the academic/student affairs section at your faculty (or graduate school). Failure to submit the List could cause a serious problem especially if any system failure occurs with the URIBO-NET and your data is lost. It is important to follow instructions of your faculty/graduate school and submit the list.

5) Downloading a list of registered classes

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

 If you click on Create PDF file button on the class registration page, the following dialog box will appear.

				保存(S)
から *******	を聞くか、または保存しますか?	ファイルを聞く(0)	保存(S) ▼	名前を付けて保守(A) 保存して開く(0)

- (2) Clicking on ファイルを開く(Open with) button will start Adobe® Reader ™, displaying a list of your registered classes. Clicking on ▼ button in the right of 保存 button and 名前 を付けて保存(Save as) will enable you to save the PDF file under a name given by you.
- (3) If your computer is connected to a printer, you can print the list from the Adobe® Reader TM program.



You can download a list of your registered classes even after the registration period closes.

Attention!

You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

10-2. Cancelling Registration

You can cancel the registration of classes only during the cancellation period designated for each quarter.

 Only during the designated cancellation period, the class registration page looks like Figure 1, allowing you to cancel the registration of classes.



🥜 Course	🤌 Course registration										
Na	ame							Student ID N			
Cours	e Name	Letters	Humanities					Year level			
Academ Te	nic Year • erm	2016Ad	cademic Year	3rd qua	rter			No. of item			
Telej numbe	Telephone number(home)			Tele num	ephone ber(cell)			email addre			
Course re	egistration riod	Unable in thi	e to register Course cancell s timeslot. period		cancellation eriod	2016/10/24					
1st quar	ter 2nd	quarter	3rd qua	arter 4	th quarter						
	Monday		Tues	sday Wedne		esday		hursday			
Un 1Piriod	Unregistered 1Piriod		Unregistered		2L469 国文学史(a) ****** ?		Unregistered				
2G 2Piriod Eng **	2G226 English Literacy B1 ******			Unregistered		Unregistered		tered			

(2) Choose a class that you desire to cancel the registration for.

For certain curriculum-related reasons, the registration of some classes cannot be cancelled at any time and the registration of some other classes cannot be cancelled during the designated cancellation period. For details, contact your faculty or graduate school.

Figure 2

1st q	uarter 2nd quarter	3rd quarter	4th quarter
	Monday	Tuesday	Wednesday
1Piriod	Unregistered	Unregistered	2L469 国 文学 史 (a) *******
2Piriod	2G226 English Literacy B1 *****	Unregistered	Unregistered

(3) If you choose a class that allows for registration cancellation, a dialog box that looks like Figure 3 will appear. In that case, you can cancel the registration of the class by clicking on Course cancellation button. If you are not going to cancel the registration of the class, click on Return to the class registration page button.

Figure 3						
	✓ Course registration <時間割取消>					
	Day	Wednesday				
	Class period	1Piriod				
	Department	Letters				
	Registration Code	2L469				
	Course Title	国文学史(a)				
	Course cancellation	Return to the class registration page				

- (4) If you choose a class that does not allow for registration cancellation, the error message will appear.
- (5) When you click on Course cancellation button, the slot concerned is highlighted with a pink color.
 - * The class (that you cancelled) won't disappear but remains on the screen.

rigure 4	Figure	4
----------	--------	---

1st q	uarter	2nd quarte	r	3rd quarter	4t	h quarter
	N	londay		Tuesday		Wednesday
1Piriod	Unregis	tered	Ur	nregistered		2L469 国文学史(a) ******
2Piriod	2G226 English *****	Literacy B1	Ur	nregistered		Unregistered



On the list of your registered classes, strikethrough appears on the class that you cancelled.

(6) Only during the designated cancellation period, you can cancel your previous cancellation. If you click on the class that you cancelled, a dialog box that looks like Figure 5 will appear. Then, you can cancel the previous cancellation by clicking on Undo cancellation button.

Figui	ce 5	
	Course registration	<時間割取消解除>
	Day	Wednesday
	Class period	1Piriod
	Department	Letters
	Registration Code	2L469
	Course Title	国文学史(a)
	Undo cancellation	Return to the registration page

*Credit points otherwise earned by the class that you cancelled shall be included in the sum of credit points of your registered classes. We set a ceiling on the sum (under the <u>CAP system</u>).

11. Marks/Grades

You can refer to marks and grades under the function.

Course grades (for each quarter) \rightarrow View course grades

Credit points, Grades and GPA (for each semester) \rightarrow View earned credit points/grades

* Credit points/grades will be earned the end of each semester, so you can refer the result of the first quarter or third quarter's classes after publication of results in second quarter or fourth quarter.

1) Viewing your marks/grade

Clicking on **"View course grades"** in **"Grade"** tab will enable you to see a list of your registered classes and your marks/grade for each class.



 Set a display range. If you choose the "Grades from a specific year or semester" option, you will be asked to set a year and semester. Click on Display on the screen button.

🔍 grade inquiry/Display Range, Export mode							
Please designate display range							
All grades including past grades							
Grades from a specific year or semester → 2016 Year 2nd quarter ▼							
Display on the screen ファイルに出力する Clear							

(2) A list of your registered classes and your marks/grade appear.

	View course g	rades						
student name Student No.								
Facu	ilty/Departme	ent LettersHumanities	Year level 1Grade		de			
Ye	ar • Semeste	r not specified						
	Timotablo			Voar	Comostor	arado in	-	
No.	Slot Code	Course Title	Instructor	obtained	obtained	words	Pass/Fail	
1	1G182	English Communication A1		2016	1st quarter	А	Pass	
2	1G226	English Literacy A1		2016	1st quarter	В	Pass	
3	1G624	Basic Russian A1		2016	1st quarter	S	Pass	

2) Viewing earned credit points

Clicking on **"View earned credit points/grades"** in **"Grade"** tab will enable you to see a list of all of your registered classes, your marks/grade and GPA scores including those in previous semesters.

HOME	Student Info	Course	Grade	Schedule	Syllabus	Questionnaire	Bulletin Board	0ther
🔍 View (course grades 🤇	Q View e	arned credit	points/grades				

(1) Set a display range, and click on either Display on the screen button or Download credit points/grades button.

View earned credit points/grades/grades/Display range and export mode
Please designate display range
Ill grades including past grades
All grades including past grades (pass only)
\bigcirc Grades from a specific year or semester → 2016 Year unspecified v
Display on the screen Download credit points/grades Clear

- (2) If you click on <u>Display on the screen</u> button, your GPA scores including those for each semester and your marks/grade for each registered class will appear. You can see your GPA scores, marks, and grade for the current semester only on and after publication of results.
 - (1) The GPA score is calculated by dividing "Total GP" by "Effective Credit Points" (earned credit points qualified for GPA calculation) and then rounding off the result to two decimal places.
 - (2) "GPA (semester)" covers only classes registered in the current semester.
 - (3) Each Class GP score (shown in a list of classes) has been calculated by multiplying credit points earned from the class concerned by the given GP score (S: 4.3, A: 4.0, B: 3.0, C: 2.0, Fail: 0).
 - (4) The "—" mark in the Class GP column means that such class is not applicable to GPA calculation.
 - (5) The "*" mark in the Class GP column means that such class has been re-registered after dropped previously (which means that no points were earned previously). Such previous "0" mark is not reflected in the current GPA score, although it was reflected in the past GPA (semester) score. We do not revise past GPA records retroactively, and therefore, it is possible that "GPA" and "GPA (semester)" may be inconsistent when accumulated points are compared.

1	Name			Student No.							
Af	filiation Let	tersHumanities		Year level	1Grade						
Year •	· Semester not	specified	P	lo. of acquired credits	21.0						
GPA	(1)										
<	GPA	Total GP	Effective Cree Points	dit Date calculat	of tion						
	3.78	70.3	19	2016/11	1/21						
GPA	(Semester)	2)			(2)						
Ye	ear GP/ Semes	Total G	SP Effection Credit Potential 19	ve Date oints calculat 2016/11	of GPA (ion Semester)	Total GI	d semester Effect Credit F	tive Dat Points calcu	te of Ilation		
					·				(0)	111	1 - 1
									(3,	(4)	(5)
No.	Classification	Main Classification	Secondary Classification	Numbering Code	Course Title	Credits	Year Completed	Semester Completed	grade in words	Course GP	(5) Jass/Fa
No.	Classification Common Education Courses	Main Classification Basic Liberal Arts Course	Secondary Classification	Numbering Code	Course Title General Biology A	Credits 1.0	Year Completed 2016	Semester Completed	grade ir words S	Course GP 4.3	(5) ass/Fa Pass
No. 1 2	Classification Common Education Courses Common Education Courses	Main Classification Basic Liberal Arts Course Basic Liberal Arts Course	Secondary Classification	Numbering Code	Course Title General Biology A Planetology B	Credits 1.0 1.0	Year Completed 2016 2016	Semester Completed 1st semester 1st semester	grade in words S A	Course GP 4.3 4.0	(5) ass/Fa Pass Pass

(3) Clicking on Download credit points/grades button will display the following dialog box.

				保存(S) 名前を付けて保存(A)
から *******	を聞くか、または保存しますか?	ファイルを聞く(0)	保存(S) ▼	保存して開く(0)

- (4) Clicking on ファイルを開く(Open with) button will start Adobe® Reader[™], displaying your marks/grade. Clicking on ▼ button in the right of 保存 button and 名前を付けて 保存(Save as) will enable you to save the PDF file under a name given by you.
- (5) If your computer is connected to a printer, you can print the records from the Adobe® ReaderTM program.

Attention!

You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

12. Cancelled Lectures and Make-up Lectures

1) Viewing cancelled lectures or make-up lectures

If you click on **"Cancelled lectures/ Make-up lectures"** in **"Schedule"** tab, information on cancelled lectures and make-up lectures will appear in the form of a timetable.



If you want to move to a date other than that shown on the screen, click on the tab (on top of the timetable) that says "Day", "Week" or "Month" to go forward or backward by the day, week or month.

If you click on "Details", detail information will appear.

🔍 Ca	Cancelled lectures/ Make-up lectures/make-up lectures									
Clas ses (ini sta	ss in sion itial ite)	Chan class	ge of room	Cancel class	led s	Makeup class	[Practical training		
<< <n< th=""><th>1onth <<week< th=""><th><day< th=""><th></th><th><<< 2017 >>></th><th>0</th><th>Day></th><th>Week>> Mon</th><th>th>>></th></day<></th></week<></th></n<>	1onth < <week< th=""><th><day< th=""><th></th><th><<< 2017 >>></th><th>0</th><th>Day></th><th>Week>> Mon</th><th>th>>></th></day<></th></week<>	<day< th=""><th></th><th><<< 2017 >>></th><th>0</th><th>Day></th><th>Week>> Mon</th><th>th>>></th></day<>		<<< 2017 >>>	0	Day>	Week>> Mon	th>>>		
	12/8 (Fri)	12/9 (Sat)	12/10 (Sun)	12/11 (Mon)	12/12 (Tues)	12/13 (Wed)	12/14 (Thurs)			
1st Period						4L092 History of Japanese Literature (b) Details		1st Period		
2nd Period								2nd Period		

*When cancelled lecture and make-up lecture are registered, the information is displayed on "What's New" and "My Schedule".



13. Syllabus

- 1) Viewing a syllabus
 - (1) If you click on the "Syllabus inquiry" in "Syllabus" tab, the search screen will appear.

	HOME	Student Info	Course	(Grade	Schedule	Syllabus	Questionnaire	Bulletin Board	Other
4	🔍 Syllab	us inquiry							

- (2) Enter a "Year," "Semester" and "Timetable Slot Code" and click on Designate a slot button.
- (3) If you don't know a timetable slot code, enter search conditions and click on <u>Search</u> button, and you will get a list of classes that apply.

Syllabus inquiry./ Enter search requirements	
Course Criteria Search	
•Insert a timetable for syllabus reference	
Year : 2016	
Semester : 1st quarter *	
Timetable Slot Code :	Know to input the teacher's name in
Designate a slot Clear	Instructor's name box≫
Year : 2016	
Department : Letters •	ex.NADA Jiro
Semester : not specified •	
Lecture category : not specified •	
Year level : not specified •	If you know instructor's full name, please
Day : not specified •	and a half width and a haters of first
Period : not specified *	put a nalf-width space between first
Course title : (Partial match search)	name and last name like "NADA Jiro"
Numbering Code :	hame and last hame like NADA 5110.
unstructors name : ◎中間一致で検索します。フルネームで検索 氏名の間に全角スペースを挿入してくたさい。	You can also search by partial matching.
例:神戸 太郎 Katakana :	*Characters: up to 20
∞会和力ナの中醫一致で検索します。フルネームで検索する場合は 氏名の間に全角スペースを導入してください。 例:コウペータロウ	
Keyword : (Partial match search)	
search results : 100 • results	
Search Clear	

- (4) The screen shows all classes that fit entered search conditions.
- (5) If you click on any class appearing on the search results screen, the syllabus page will appear.

	Syllabus inquiry / search results										
Show	Shows search results from1 results to8 results (total of8results)										
Searc	Search results : << previous page 1 next page >>										
No.	Lecture category	Day · Period	Duration of Course	Timetable Slot Code	Course Title	instructor					
1	1st semester	Mon1	2016/04/01- 2016/09/30	1L001	Seminar in Asian History						
2	1st semester	Mon1	2016/04/01- 2016/09/30	1L002	Introduction to Local History Heritage- A(sub : Museum Materials)						
3	3 1st Mon1 2016/04/01- 2016/09/30 1L003 Museum Materials(main : Introduction to Local History Heritage-A)										
Searc	Search results : << previous page 1 next page >> search results : 100 v results [Display]										

2) Syllabus page

Syllabus inquiry/View Course Information													
					lasted update : 2016/3/14	>>							
Basic inform	nation												
Classification	Course in Ma	aior	Grade Level	2.3.	4								
Timetable Slot	course in the		Lecture	1st comostor									
Code			category	ist semester									
Course title			Day · Period	Mon1									
Instructor			Credit(s)	2.0									
Syllabus form	tutorial		Numbering code										
Instructor list													
Detailed information													
Lesson topic	******												
Lesson target	******	*****											
Syllabus and plan	******												
Evaluation method	******	•••••											
Evaluation baseline	******												
Notice (include info. on related class)	******												
Review and preparation	******												
Office hour · Contact information	******												
Message for student	******												
Improvemenets in Teaching	******												
Text	******												
Reference Material	******												
Classroom Language	******												
Keywords	******												
Reference URL	******												
Instructor	list												
Instruc	tor		Departi	ment									
	Graduate School of Humanities												
Delet a cullet													
Print a syllabus													
Refer to syllabus u	nder another	condition				lefer to syllabus under another condition							

Syllabuses contained in the URIBO-NET are different from those available to the public and accessible from the Kobe University official website. We suggest that students confirm syllabuses through the URIBO-NET.

3) Printing a syllabus

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

 Click on Print a syllabus button on the syllabus page, and the following dialog box will appear.

				保存(S) タ前をは(+ての方(A)	
から ***	***** を聞くか、または保存しますか?	ファイルを開く(0)	保存(S) ▼	名前を行いて除け(ハ) 保存して開く(0)	

- (2) Clicking on ファイルを開く(Open with) button will start Adobe® Reader[™], displaying a syllabus. Clicking on ▼ button in the right of 保存 button and 名前を付けて保存 (Save as) will enable you to save the PDF file under a name given by you.
- (3) If your computer is connected to a printer, you can print the syllabus from the Adobe® ReaderTM program.

Attention!

You can use a printer installed on campus by the Information Science and Technology Center, if you buy a printer card.

14. Bulletin Board

- 1) A list of notice categories
 - If you click on the "Bulletin board" in "Bulletin Board" tab, the list of unread notices and list of genres will appear.

If unread notices exist, the number of notices will appear.

	0	2	1	5		1CL	Ê		4
	HOME	Student Info	Course	Grade	Schedule	Syllabus	Questionnaire	Bulletin Board	Other
4	🔍 Bullet	in board							

 $(2)\,$ You can refer to the list of notices of each genre by clicking on genre.

When you click on Search Notice Data button, you can search.

Figure 1: Top page of the Bulletin Board

🔍 Bulletin board									
List of Unread	List of Unread Notices								
1 notices are unread	Update								
 For details, click or 	n title.								
Date Notice is Posted	Title	Reply Unopened	Genre	Sophia University	Name	Notice Period			
2016/9/6 12:31:26	Notice test	1.1	お知らせ	test	管理者[test]	2016/9/6- 2016/9/6			
List of Genres									
• For details, click or	n genres.								
	Genre		Number of Notices						
Class Bulletin Board			-						
授業			1						
Announcement Bulleti	n Board		-						
学生呼び出し/お知らせ	t l	1	(0 Unread)						
行事案内			0						
お知らせ			1						
緊急連絡			1						
Search Notice Data	Search Notice Data								

Figure 2: List of notices page of each genre

🔍 Bulletin b	Bulletin board/List of Notices									
Class Bulle	Class Bulletin Board / List of Notices									
Click on not	● Click on notices data for details.									
Display Order:	Period posted	Change								
Shows search r	esults from1 result	s to1 results (to	tal of1results)							
Search results	< < previous p	oage 1 next	page >>							
Genre	Course Title	Instructor	Title	Date Notices is Posted	insert date					
授職	テスト1	テスト	TEST	2016/09/06- 2016/09/06	2016/09/06 12:28:16					
Search results	Search results : << previous page 1 next page >>									
Display Count :	100 • Results D	lisplay								

2) Notice page

You can refer to the details of the notice by clicking on a title name of notice.

Example: "Class"

Rulletin board
TEST [授業]
test
test/管理者[TEST]
insert date/2016/9/6 12:28:16
Period posted : 2016/9/6(Tue) - 2016/9/6(Tue)

Some notices have an attached file. You can access such files by clicking on the tab that says "Attached file here" or a URL link shown in the notice.

Example: "Message for you"

If reply form is displayed, you can reply to writer. The history of the reply is displayed under "Reply History".

Rulletin board
Lost property [test] [学生呼び出し/お知らせ]
Please contact below for all inquiries about the content.
test/admin
insert date/2016/9/6 12:30:28
• Reply
Reply Clear
Reply History

15. Questionnaire

- 1) A list of questionnaires for you
 - Clicking on "Answer screen" in "Questionnaire" tab will display a list of questionnaires that you are supposed to answer.

HOME Student Info Course Grade	Schedule Syllabo	s Questionnaire	Bulletin Other Board	
🔍 Answer screen 🔌 Confirm answer				
Answer screen / View Respondents				
You can answer the questions any number of times	during the Time Period.			
2016 ▼				
[Learning Record] Course reflection survey Class sur	vey Other Surveys			
Title	Time	Period	Status Enter details	
Student Learning Record 2016	2016/9/20 - 2016/	1/4	Survey omplete View Results	
[Course reflection survey] Learning Record Class sur	vey Other Surveys			
Title	Time	Period	Status Enter details	
惑星学 C (Planetology C / YOSHIOKA Shoichi / Tues 1)	2017/1/24 - 2017/2	2017/1/24 - 2017/2/13		
[Class survey] Learning Record Course reflection sur	vey Other Surveys			
Title	Tim	e Period	Status Enter details	
There is no response to the survey.				
[Other Surveys] Learning Record Course reflection s	urvey Class survey			
Title	Time Pe	riod Sta	tus Enter details	
TEST	2017/2/28 - 2017/3/3	5 yet resp	to ond Input responces	

(2) Choose a specific questionnaire that you are going to answer and click on its Input responses button, and an answer sheet will appear.

▲ Answer screen /回答1	
Title Seminar in the History of Western Arts (b)	
	日本語
[1問目/5問中]	
1: On average, how much time did you spend each week studying individually for this class? (including preparation and revision) [Choose 1 out (Answer required)	of 5]
I. O More than 180 minutes	
II. 🔍 More than 120 minutes but less than 180 minutes	
III. 🔍 More than 60 minutes but less than 120 minutes	
IV. 🔍 More than 30 minutes but less than 60 minutes	
V. O Less than 30 minutes	
Clear Next question	
Back	

(3) In the case that the answer sheet has multiple pages, you will be asked to turn the pages.

(Multiple-page answer sheet)



(Multiple-page answer sheet: final page)

Answer sc	reen/回答1
Title	Seminar in the History of Western Arts (b)
	日本語
【5問目/5問中】	1
5: Please refle 500 Character	ct on the course and write a comment about your learning and any suggestions you might have to improve this course. [Written response : Limit] (Answer required)
Clear Answe Back	ar Previous question

- (4) Enter directly or choose your answer from given choices. When choices are given, you must choose (answer) to go forward.
- (5) If you want to finalize your answers, click on <u>Answer</u> button, to confirm your answers. You can answer it again from answer screen during answer period.

Attention!

During an answer period of Student Learning Record, this screen will be displayed when you access "URIBO-NET". <u>You can't use "URIBO-NET" until you answer it.</u> During an answer period of Student Learning Record, you can answer it by clicking <u>Input responses</u> button.

💦 お知らせ情報									
●掲示板/未読緊急連絡一覧(0件)									
表題	揭示終了日								
● アンケート(2件)									
タイトル	実施期間	状態	入力						
学修の記録0817	2016/08/15 - 2016/09/01	確定	回答済						
学修の記録0817	2016/08/17 - 2016/09/01	確定	回答済						
全てのアンケートに回答してからトップ画 トップ画面へ	面へ遷移してください								

2) Confirm answer

Clicking on **"Confirm answer"** in **"Questionnaire"** tab will display a list of questionnaires.

HOME	Student Info	Course	(Grade	Schedule	Syllabus	Questionnaire	Bulletin Board	Other
🔍 Answe	er screen	Confirm an	swer					

Click on <u>Confirm answer</u> if you want to confirm the questionnaire that you answered in the past.

🔍 Confirm answer/View R	espondents				
Learning Record					
	Title	Time Period		Stat	us A
There is no response to the s	urvey.				
2016 🔻					
Questionnaire category	Ŧ				
Display					
orspidy					
ourse reflection survey					
	Title	Time Peri	od	Status	Answer content
English Literacy B2 English Literacy B2 /	/ Mon 2)	2017/1/24 - 201	7/2/13 ye	et to respond	-
Planetology C Planetology C /	/ Tues 1)	2017/1/24 - 201	7/2/13	set	Confirm answer
lass survey					
Titl	e	Time Period	Stat	us	Answer content
There is no response to the s	urvey.				
There is no response to the so	urvey.				
There is no response to the s Other Surveys	urvey. Title	Time Period	Status	Answer	content

16. Smartphone

The following screen will appear after log-in from a smartphone.

- (1) If you tap on the icon that you want to refer, the list of the menu will appear.
- (2) If you tap on the list of the menu, the detail information will appear.

PC page Japanese About 15 min	PC page Japanese About Logout
HOME >	HOME > Student Info MENU >
HOME Student Info	Student Info MENU
Schedule Syllabus Questionnaire Bulletin Board	Contact information change
etc. other	
What's New You got new information. Bulletin board Cancellation & Make Up Class	
My Schedule	
🔶 Feb 2017 🔶	
Sun n Tue We Thu Fri Sat	
5 6 7 8 9 10 11	
12 13 14 15 16 17 18	

* <u>In the case of smartphone version, some functions may not be available.</u> When you change the screen of PC page, you should tap on the icon 'PC page'.





Note 2: To know details about the method for entering requests for faculty-designated specialized education classes, contact the academic/student affairs section at your faculty.

Note 3: The CAP system sets a ceiling on the sum of credit points of registered classes for each student in each year or each semester, and this ceiling is determined by each faculty.

s section at					Teacher									戸大学											
ess. .e. ent affair				Friday	Cod∈									牲											
egistration proc stc." section. to register onlin a academic/stud by a due date.					Class																				
liminary r Course, e are going ons of the s school) l															Teacher										
th the pre- intensive that you instructio (graduate ed.			day	Code																					
ding those through be placed in the "In form and classes th , you must follow in , you the faculty (sion of this form. egister has decided				Thurs	Class																				
gistered inc lasses must ients on this e registratic submit this r the submi hat you will					Teacher																				
u have re aturday c veen cont your onlin chool) to ; nange afte ne class tl		iesday	Code																						
I classes that you e courses and Sa consistency betw e completion of y uty (graduate sc int corpet any ch mit this form if th mit the form if th			Wedr	Class																					
Note) 1. Enter 2. Intensi 3. Ensure 4. After t your ff 5. We do 6. Re-su		imetable S			Teacher																				
0	online.	Code=T		ay	Code																				
	following classes	Class = Name of class		Tuesd	Class																				
 	ave registered the Code Teacher IC	tered the	tered the Feacher C	tered the Teacher C	tered the Teacher C	tered the Teacher C	tered the Feacher O	tered the	tered the	tered the	tered the	tered the Teacher C	Teacher (Teacher									
y/ ate School tment/		Code - U111	day	Code																					
Enrollment Gradu Status Depart Major Student I.D. Number Name	sreby report that I h	Class English Literacy	Ia	Mond	Class																				
	I h.	Example				-	2	3	4	5	Q	Intensive	course, etc.												

the second the fourth (SAMPLE) List of Registered Classes the first the third

(Format for submission)

<List of Contacts>

(Departments in charge of academic/student affairs at faculties and graduate schools)

Name of faculti	es and graduate schools	Name of department	Telephone number		
College of Libera in the Institute of Higher Educa	al Arts and Sciences for Promotion tion	Student Affairs Division (Inter-departmental Education Division)	078-803-7533		
Faculty of Lette Graduate Schoo	rs / l of Humanities	Academic/Students Affairs Section	078-803-5595		
Faculty of	Graduate School of Intercultural Studies	Academic/Students Affairs Section (Administrative Office of Tsurukabuto 1st Campus)	078-803-7530		
Global Human Sciences	Graduate School of Human Development and Environment	Academic/Students Affairs Section (Administrative Office of Tsurukabuto 2nd Campus)	078-803-7920		
Faculty of Law / Graduate Schoo	l of Law	Academic Affairs Section	078-803-7234		
Faculty of Econo Graduate Schoo	omics / l of Economics	Academic Affairs Section	078-803-7250		
School of busine Graduate Schoo Business Admin	ss Administration / l of istration	Academic Affairs Section	078-803-7260		
Faculty of Scien Graduate Schoo	ce / l of Science	Academic/Students Affairs Section	078-803-5767		
School of Medici	ne	Academic/Students Affairs Section	078-382-5205		
Faculty of Healt Graduate Schoo	h Sciences / l of Health Sciences	Academic/Students Affairs Section	078-796-4504		
Faculty of Engir Graduate Schoo Graduate Schoo	leering / l of Engineering l of System Informatics	Academic/Students Affairs Section	078-803-6350		
Faculty of Agric Graduate Schoo	ulture / l of Agricultural Science	Academic/Students Affairs Section	078-803-5928		
Faculty of Marit Graduate Schoo	ime Sciences / l of Maritime Sciences	Academic/Students Affairs Section	078-431-6223		
Graduate Schoo International Co	l of poperation Studies	Academic Affairs Section	078-803-7267		
Graduate Schoo Science, Techno	l of logy and Innovation	Academic/Students Affairs Section	078-803-5474		

The College of Liberal Arts and Sciences in the Institute for Promotion of Higher Education

This department is responsible for the management of all liberal education classes that all students are required to take (basic liberal arts course, integrated liberal arts course, foreign language, health and sports sciences, information science, etc.).

Contact the College of General Education if you have any inquiry about these liberal education classes.

Business hours

Inquiries are accepted from 8:30 a.m. to 17:00

(Except for Saturdays, Sundays and national holidays).

In addition to the above business hours, inquiries about the adult class operated by the Graduate School of Economics are accepted from 9:00 a.m. to 17:00 on Saturdays except for national holidays. Call 078-803-7247.

Also, inquiries about degrees of specialists' education at the Graduate School of Business Administration are accepted from 9:00 a.m. to 17:00 on Saturdays except for national holidays.

Locations of Student Terminals

Rokkodai Zone (as of April 1, 2018)

①College of Liberal Arts and Sciences in the Institute for Promotion of Higher Education Room K501 on the 5th floor of Building K: 151 units Room K502 on the 5th floor of Building K: 178 units ⁽²⁾Graduate School of Intercultural Studies Information Processing Room F501 on the 5th floor of Building F: 51 units 3rd floor of the General Library and the Library for Intercultural Studies: 5 units 3rd floor of the General Library and the Library for Intercultural Studies: 32 units 3 Graduate School of Human Development and Environment Information Processing Education Room 158 on the 1st floor of Building F: 61 units 2nd floor of the Library for Human Development Sciences: 13 units (4) Rokkodai (Faculty of Law, Faculty of Economics and School of Business Administration) Information Processing Room on the 2nd floor of Building No.3: 77 units Computer Room on the 2nd floor of Building No.3 (West): 37 units Computer Room on the 2nd floor of Building No.3 (East): 29 units Information Processing Seminar Room (206) on the 2nd floor of Building No.3: 41 units 1st floor of the Main Building of the Library for Social Sciences: 8 units 1st floor of the Frontier Building of the Library for Social Sciences: 20 units ⁽⁵⁾Graduate School of International Cooperation Studies Information processing Seminar Room 411 on the 4th floor of Building No.5: 53 units 6 Annex of the Information Science and Technology Center Seminar Room 1 on the first floor: 123 units Seminar Room 2 on the second floor: 61 units Learning Hall: 30 units 7)Graduate School of Humanities Information Processing Seminar Room B332 on the third floor of Building B: 49 units 1st floor of the Library for Humanities: 16 units **®**Graduate School of Agricultural Science Information Processing Room D103 on the 1st floor of Building D: 50 units Dibrary for Science and Technology 2nd floor of the Library for Science and Technology: 20 units 3rd floor of the Library for Science and Technology: 13 units **OCenter for International Education** Computer Room on the 3rd floor: 27 units Media Room on the 3rd floor: 8 units Information and Materials Room on the 2nd floor: 10 units ⁽¹⁾Graduate School of Science Seminar Room 611 on the 6th floor of Science and Technology Research Building 3: 6 units Zones other than Rokkodai

- Graduate School of Maritime Sciences
 2nd floor of the Academic Exchanges Building: 30 units
 2nd floor of the Library for Maritime Sciences: 13 units
- School of Medicine

1st floor of the Branch Library for Medical Sciences: 17 units

- Graduate School of Health Sciences

Information Processing Room on the 1st floor of the Library for Health Sciences: 61 units 2nd floor of the Library for Health Sciences: 10 units

* To know specific locations of Student Terminals at zones other than Rokkodai, please contact the academic/student affairs section at the faculty/graduate school concerned.

- The circled figures indicate approximate locations where Student Terminals are installed. To know a specific location, please contact the academic/student affairs section at the faculty/graduate school concerned.

- If you desire to use an information processing room, please confirm in advance when the room is available.



As of April 2018