

Kobe University
Academic Affairs Information System
“URIBO-NET” User’s Manual
(For Teachers)



Student Affairs Department
Kobe University

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* Screen images illustrated in this User's Manual show what is expected to appear on the Windows operation system. If you use another operation system, some operational procedures described in this Manual might not apply to your computer.

1. Functions

The URIBO-NET has the following functions.

Menu	Function
Student Info	Student portfolio
Course	Class portfolio / View names of registered students / View numerical and categorical data on registered students / Register and confirm students’ attendance (renew or delete the data)
Grade	Register marks/grade (renew or delete the data) / View the registration status
Schedule	Schedule Management / Register class cancellation or a supplementary lecture (renew or delete the registration) / View cancelled lectures or make-up lectures
Syllabus	Register (and renew or delete) syllabus / View a syllabus
Questionnaire	Create a questionnaire / establish conditions / summarize questionnaire results
Bulletin Board	Register (and renew or delete) a notice / view notices
Other	Web Link Entry Link List

Attention!

Please ensure information security of students’ marks/grade registered in the URIBO-NET by handling these confidential data with due care in accordance with Kobe University’s privacy policy.

(<http://www.office.kobe-u.ac.jp/plan-rules/act/frame/frame110000425.htm>)

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

4) <https://kym-web.ofc.kobe-u.ac.jp/campusweb/>

* Visit the Kobe University official website and click on the “For teachers and administrative staff” tab to access the university’s academic affairs information page which has a link to the URIBO-NET.

* To learn how to access the URIBO-NET from a terminal outside the Kobe University campus, see the Information Science and Technology Center website.

5) Account (Login ID and password)

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

6) Browser compatibility and setting

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

<Recommended browsers for Windows>

Internet Explorer 11.0 ~

FireFox 36.0 ~

Google Chrome 41.0 ~

<Recommended browser for Mac>

Safari 8.0 ~

* Operational faults could occur if you use a privately customized browser.

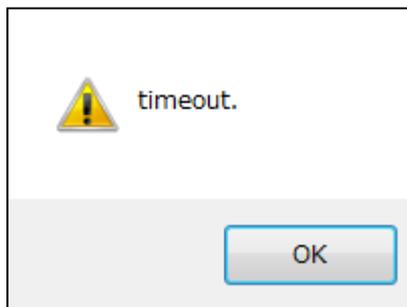
7) Session timeout

The URIBO-NET protects your information through encryption technology that makes your input information confidential. Due to this protection function, your session will automatically expire after 15 minutes of continual idle time without any activity, making your inputs ineffective unless they have been saved. After such session timeout, it is necessary to log in again.

- (1) The following “Session Timeout Warning” will appear when your remaining time (of non-activity) reaches and falls below 5 minutes.



- (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

(1) 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. Click on the “For teachers and administrative staff” tab on the top page of the Kobe University website (<http://www.kobe-u.ac.jp/>), and you can access the university’s academic affairs information page, which has a link to the URIBO-NET.

(2) Enter your user I.D. and password issued by the Information Science and Technology Center (which are different from your staff I.D. that you used for initial setting of your staff number), and click on the login tab.

* You need to receive your account (through a written notice) from the Information Science and Technology Center and make initial settings to make your user I.D. and password effective.

神戸大学シングルサインオン(KNoSSos)用ログインページ Kaiser2016
[ログアウト \(Logout\)](#)

- ログインIDは、半角英数字で入力してください。
- Use lowercase letters and digits for your login ID.

ログインID (Login ID):
 パスワード (Password):
 KNoSSosを経由して対象システムに
(Login to the target system via KNoSSos)



クリックして
証明書の内容を
ご確認ください。

神戸大学シングルサインオンシステム(KNoSSos)用ログインページにようこそ。
Welcome to login page of KNoSSos (Kobe university's Single Sign-On System).

IDやパスワードを入力する前に、以下を確認し、コピーされた偽サイトではなく、神戸大学の本物のログインページであることを確認してからログインしてください。

- アドレスバーが緑色等で表示され、安全な接続が確立されていること。
- 緑色等の部分をクリックし、当ページの所有情報が神戸大学であること。

Confirm the followings before entering your ID and password.

- The address bar of your Web browser is shown in green, and the secure connection is established.
- Click the green part and confirm the page is owned by Kobe University (JP).

注意事項 (Remarks)

- 情報基盤センターが発行したアカウントのログインIDとログインID用パスワードでログインしてください。
- idp.center.kobe-u.ac.jpに対してCookieを有効にしてください。
- 上のフォームからKNoSSosに一度ログインすれば、対象システム(下記参照)に個々にログインすることなしに利用できます。
- KNoSSos からログアウトしたい場合は、このページ右上の「ログアウト」をクリックしてください。

- Please login with Login ID and its Password of your account issued by [Information Science and Technology Center](#).
- Please enable Cookies for idp.center.kobe-u.ac.jp.
- Once you logged in KNoSSos from the above form, you can use target systems (listed below) without login them separately.
- Please click “Logout” shown at the top-right of this page to logout from KNoSSos.

KNoSSosの対象システム (Target Systems of KNoSSos)

- 附属図書館MyLibrary
 - KNoSSos からログインできない場合は、[附属図書館ホームページ](#)から各サービスへログインしてください。
 - Please login to each service via [Library's home page](#) if you can not login from KNoSSos.
- 全学ソフトウェアライセンス
 - お問い合わせは[こちら](#)から。
 - [Contact us](#).

神戸大学 [情報基盤センター](#)

(3) After login, the following screen will appear. This is the top page. You can start your operations by selecting an item shown on the menu box located on the left.

After you log in, you will find the “Bulletin Board” along with the menu box. Clicking on a name of faculty/graduate school/department shown on the noticeboard will activate a certain browser that enables the display of notices from such sources as faculty/graduate school/department (including the College of Liberal Arts and Sciences in the Institute for Promotion of Higher Education [hereinafter referred to as the “College of Liberal Arts and Sciences”] and the Student Affairs Department). Contact your faculty or graduate school to confirm details about the access to notices.

4. Leaving the URIBO-NET

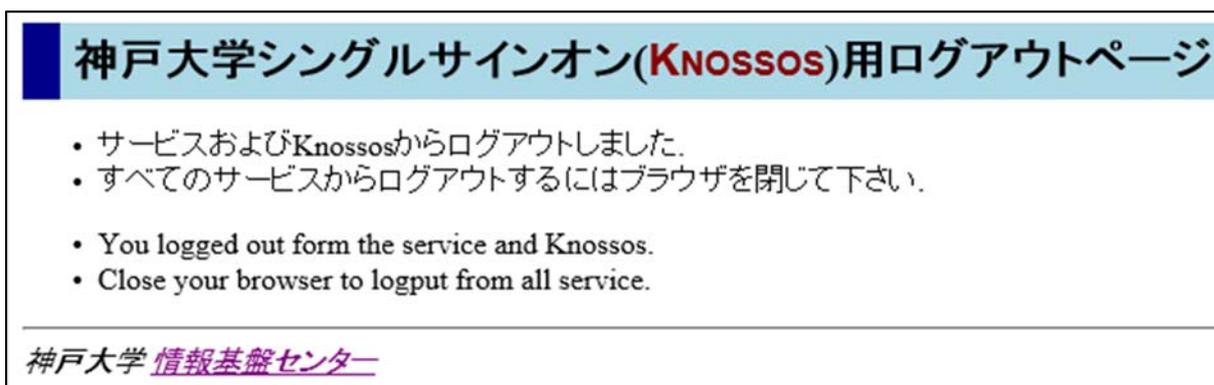
(1) You must always click on the Logout tab when you leave the URIBO-NET.



(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.

The screenshot shows the KOBE University portal interface. The top navigation bar includes 'HOME', 'Student Info', 'Course', 'Grade', 'Schedule', 'Syllabus', 'Questionnaire', 'Bulletin Board', and 'Other'. The main content area is divided into several sections: 'What's New' (no data available for display), 'My Schedule' (calendar for Sep 2016), 'Usual Menu' (links to Student information card/student registration information, 学生住所変更, Course registration - registration status inquiry, grade inquiry, credit earned inquiry, Reference of Class Cancellation Up Class, Syllabus inquiry, Answer screen, Bulletin board), and 'Link' (Collection of links(test), KOBE univ., MylinkEdit). On the right, there is a 'Bulletin board' section with 'List of Unread Notices' (0 notices are unread) and 'List of Genres' table.

Date Notice is Posted	Title	Reply Unopened	Genre	Sophia University	Name	Notice Period
no data found						

Genre	Number of Notices
Class Bulletin Board	-
授業	0
Announcement Bulletin Board	-
学生呼び出し/お知らせ	0 (0 Unread)
行事案内	0
お知らせ	0
緊急連絡	0

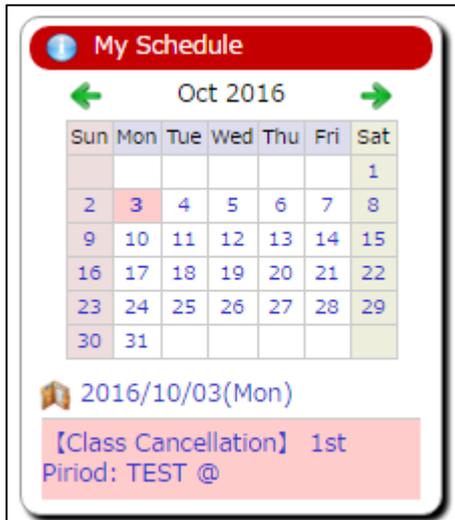
(1) What's New

- 1) New Information such as bulletin board, questionnaires, cancelled classes is displayed. These are displayed when you click a link.

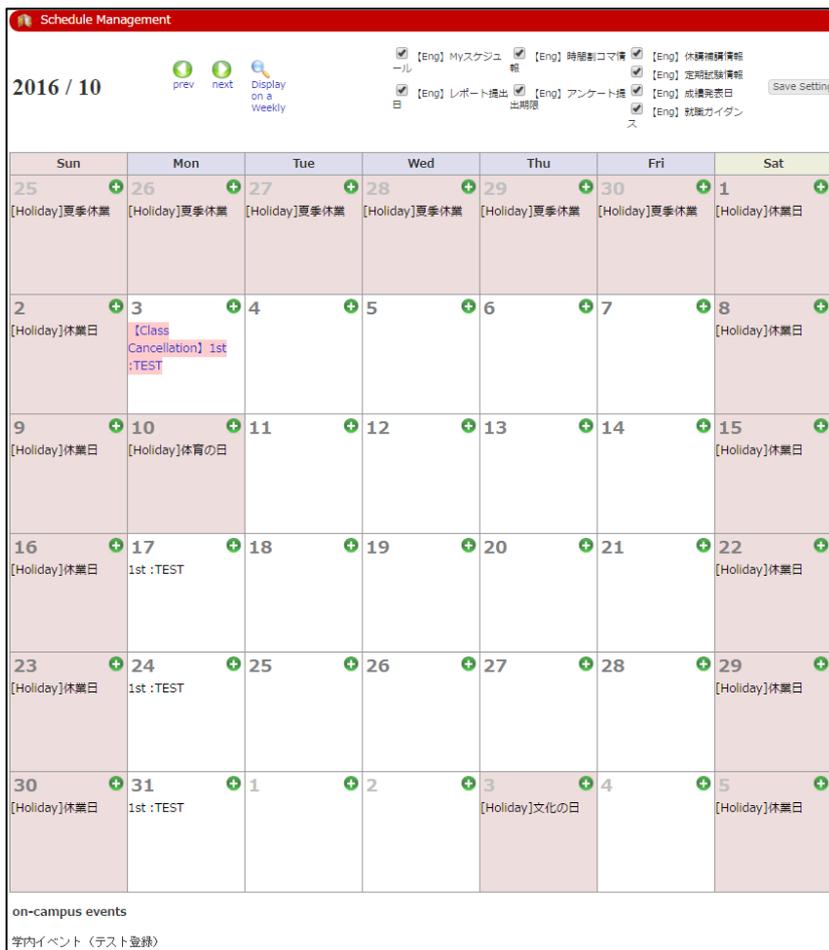


(2) My Schedule

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

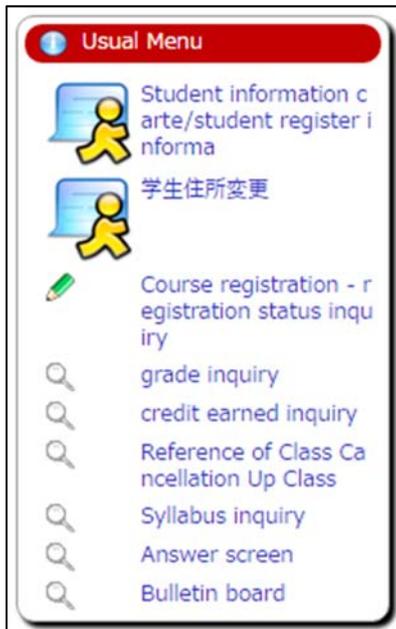


- 2) The month of the calendar is switched when you click “←” “→” on the calendar.
- 3) Detail of the schedule is displayed when you click the date under the calendar.



(3) Usual Menu

1) Usual menu which administrator set is displayed.



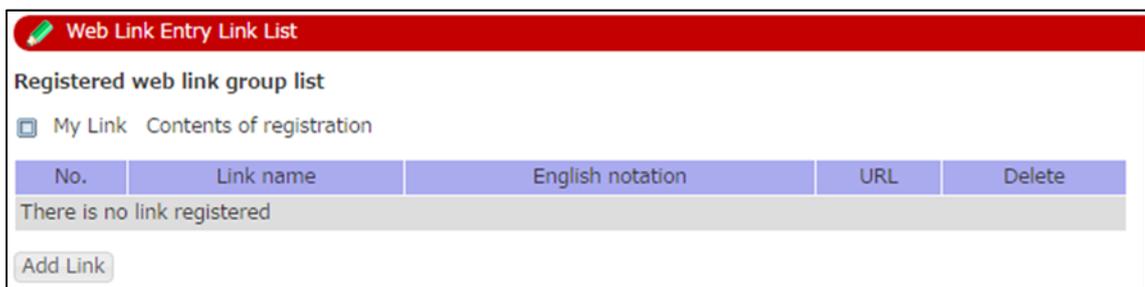
2) These are displayed when you click items.

(4) Link

1) Link which administrator set is displayed.



2) You can register a links just for yourself when you click “MylinkEdit”.



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



The screenshot shows a web form titled "Web Link Entry Link List" with a red header. It contains three input fields: "Link name (Japanese notation)" with the value "Google", "English notation" with the value "Google", and "URL" with the value "http://www.google.com". Below the fields are two buttons: "Registration" and "Clear".

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”, it is registered.



6. Student Portfolio

6-1. Authority setting

Access to the Student Portfolio page is controlled in a way that assigns a different level of authority to different groups of viewers with the right to access, including class teachers, supervisors and committee members. Select the group of viewers that you belong to.

6-2. Student Portfolio

Clicking on “Enrollment Status” will enable you to view the enrollment status of your students.

If you click on any of the tabs appearing on the upper part of the screen, including “Student’s Personal Information,” “Contact Information” and “Change of Status,” you can view registered information on these items. The range of viewable information differs depending on who (with which authority) accesses the information.

[Student Portfolio / Enrollment Status]

Basic student Details			
Student ID No.	1600000	Name	神戸 太郎
Student name(katakana)	コウベ タロウ	Name(roman letters)	KOBE Taro
Department	LettersHumanities	Year level	1Grade
Current Status	在学中	Student status	学部学生 (昼)
Date of Birth		Gender	

7. 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.

Name	Instructor code			
instructors faculty/department	Academic Year - Term	2016Academic Year		
Term	semester offered	Date/Time	Registration Code	Course Title
1st quarter	1st semester	Other	1Q106	英語科教育法II
1st quarter	1st semester	Other	1Q223	学習指導論
3rd quarter	2nd semester	Wed5	2Q102	国語科教育論B

Show other Academic Year / Term
 2016 not specified
 Display

- (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**.

Class List / 出力方法選択

表示順、出力先を選択して下さい

studentorder of display : Arrange by student number

output place : Screen Text file PDF file

Cancelled students : Exclude cancelled Include cancelled Cancelled only

Download

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



If you choose “Screen,” go to section 7-1. If you choose “Text file,” go to section 7-2. If you choose “PDF file,” go to section 7-3.

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.

7-1. 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.

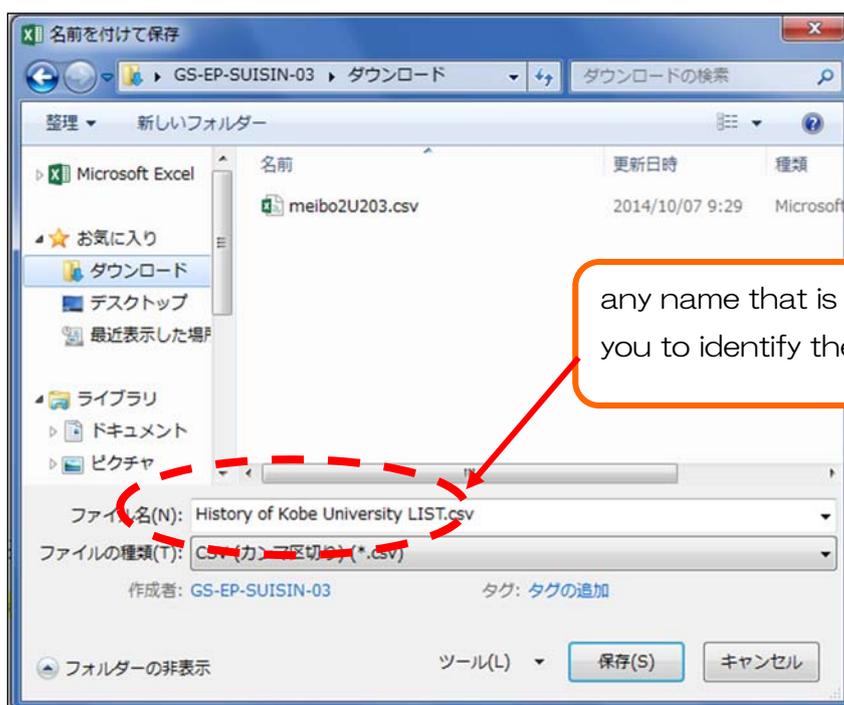
Day・Class period	Other	Course title	1Q106 (Q124106) 英語科教育法II	Main Instructor	Number of students		
単位・期間	2.0・1st quarter	所属学部	0	他学部	25	25	
Faculty/Department				Student ID No.	Name	Kana	Student status
Intercultural StudiesCross-Cultural StudiesHuman Communication and Information Science Division				*****	*****	*****	在学中
Intercultural StudiesCross-Cultural StudiesIntercultural Communication Division				*****	*****	*****	在学中
ScienceMathematics				*****	*****	*****	在学中
LettersHumanitiesEnglish and American Literature				*****	*****	*****	在学中
LettersHumanitiesEnglish and American Literature				*****	*****	*****	在学中

7-2. 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.)



- (2) Click on **▼** button in the right of **保存** button and **名前を付けて保存(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. Click on the file.

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	D131 (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				
11	Human Development Human Expression	09		on leave of absence				
12	Clinical NANSU Expression							
13	Intercultural Studies Cross-Cultural Studies	10						
14	Contemporary Culture and Society Division							
15	C	D	I	B				
		1	40	1	4			

7-3. 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.

8. Number of Registered Students

- (1) If you click on “Number of Registered Students” appearing in the “Course Registration” box on the Menu (on the left of the screen), the following screen will appear, asking you to choose a class from the list.

Select	Date/Time	Registration Code	Course Title	No. of people	Number of cancellations
<input type="checkbox"/>	他	1Q106	英語科教育法II	25	0
<input type="checkbox"/>	他	1Q223	学習指導論	136	4
<input type="checkbox"/>	水5	2Q102	国語科教育論B	0	0

- (2) From the list shown on the screen, choose a class for which you want to download the data on registered students. Click on Display the selected data, or click on View all data. Then, the following screen will appear, asking you to select a desired download form. Choose one and click on Download.



If you choose “Screen,” go to section 8-1. If you choose “Text file,” go to section 8-2. If you choose “PDF file,” go to section 8-3.

Attention!

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

8-1. Downloading data to view it on the screen

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

[When you choose “Screen,” the following screen will appear.]

Number of students																	
Main Instructor	Registration Code	Date/Time	Credit No.	Course	Student affiliation	Enrollment year										Total	
						2016		2015		2014		2013		Prior to		Enrolled	Cancelled
						Enrolled	Cancelled	Enrolled	Cancelled	Enrolled	Cancelled	Enrolled	Cancelled	Enrolled	Cancelled		
	1Q106	Other	2.0	英語科教育法II	文学部人文学科	0	0	5	0	3	0	0	0	0	0	8	0
					国際文化学部国際文化学科	0	0	1	0	5	0	0	0	2	0	8	0
					発達科学部人間形成学科	0	0	5	0	1	0	0	0	0	0	6	0
					発達科学部人間環境学科	0	0	0	0	1	0	0	0	0	0	1	0
					理学部数学科	0	0	0	0	0	0	1	0	0	0	1	0
					国際文化学研究科 博士課程前期課程グローバル文化専攻	1	0	0	0	0	0	0	0	0	0	1	0
					Total	1	0	11	0	10	0	1	0	2	0	25	0

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

8-2. Downloading data in the form of a text file

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 above at **7-2. Downloading register in the form of a text file.**



[When you choose “Text file,” the following screen will appear.]

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
Main Instr	Timetable	Day	Perioc	Credit No.	Course	Student affiliation	Enrollment year										Total	
						2014		2013		2012		2011		Prior to				
						Enrolled	Cancelled	Enrolled	Cancelled	Enrolled	Cancelled	Enrolled	Cancelled	Enrolled	Cancelled	Enrolled	Cancelled	
NADA Jiro	L110	Fr	2	Seminar in Letters	Hu	1	0	0	0	0	0	0	0	0	0	1	0	
				Letters Hu		0	0	1	0	7	0	2	0	0	0	10	0	
				Total		1	0	1	0	7	0	2	0	0	0	11	0	

8-3. Downloading data 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 numerical/categorical data on students who registered for your class.
Clicking on **Save as** will enable you to save the PDF file under a name given by you.
- (3) When your computer is connected to a printer, you can print a file from the Adobe® Reader™ program.

9. Attendance Registry

9-1. Registering students’ attendance on the screen

- (1) You can register attendance of students in your class.
- (2) If you click on “Attendance Registry” on the menu, and choose “Attendance Registration” appearing on the screen, a list of your classes will appear, asking you to choose a class for which you want to register students’ attendance. (Only classes with registered students will appear.)

出欠登録/Your timetable					
Name		Instructor code			
Course Name		Academic Year	2016Academic Year		
Select the course you wish to register					
Registration status (no. of koma)	Day	Offering type	Registration Code	Subject name	Register by
0/7	月1	3rd quarter	3Z001	テスト1	2016/09/09

A “Register by” date coincides with “evaluation due date” (by which you need to register students’ marks/grade). If such due date is not fixed, the description “To be announced” appears instead of a date (and in such case, you are not required to complete registration by a certain date).

- (3) When an effective registration period expires, you can’t click a class. You need to contact the department in charge of academic/students affairs (hereinafter referred to as the “academic/student affairs section”) at the faculty or graduate school concerned.

出欠登録/Your timetable					
Name		Instructor code			
Course Name		Academic Year	2016Academic Year		
Select the course you wish to register					
Registration status (no. of koma)	Day	Offering type	Registration Code	Subject name	Register by
0/7	月1	3rd quarter	3Z001	テスト1	2016/09/09

Attention!

Please start your operation of registering students’ attendance only after you contact the academic/student affairs section of the faculty or graduate school concerned to confirm that students have completed class registration.

(4) Choose a class from the list, and its schedule will appear.

The “Registration Status” column shows the current status of registration. Confirm the status at each slot (date/period) and click on “Register attendance.”

出欠登録/Class Schedule				
Name		Instructor code		
Course Name		Academic year/term	2016Academic Year3rd quarter	
Registration Code	3Z001	Subject name	テスト1	
Register by				
Select the class you wish to register				
N: not completed, C: completed				
Registration status	Class date (day of week)	Class period	Attendance registration	Copy
N (0/1)	10/17 (Mon)	1	Attendance registration	Copy to
N (0/1)	10/24 (Mon)	1	Attendance registration	Copy to
N (0/1)	10/31 (Mon)	1	Attendance registration	Copy to
N (0/1)	11/07 (Mon)	1	Attendance registration	Copy to
N (0/1)	11/14 (Mon)	1	Attendance registration	Copy to
N (0/1)	11/21 (Mon)	1	Attendance registration	Copy to
N (0/1)	11/28 (Mon)	1	Attendance registration	Copy to

Attention!

The class schedule reflects the class data (that has been created for the management of cancelled lectures and supplementary lectures). Therefore, it is necessary to prepare your class data in advance. When no class schedule appears on the screen, contact the academic/student affairs section of the faculty/graduate school concerned.

(5) A list of your students appears. Select either “Attended,” “Absent” or “Others” and enter remarks if necessary, and click on **Register**.

The **Select all** tab helps save your input time.

You can click on **Select all** first, and then replace “Attended” with “Absent” as necessary to save time.

You can also delete specific dates or periods from the data. To delete, you need to go to the page for such specific date/period.

Attention!

Note that deleted data cannot be restored.

9-2. Registering attendance in the form of a CSV file

[Preparing attendance data]

(1) Go to the “Register for specific lecture” page, as described above at (5) of **9-1**.

Registering attendance on the screen.

(2) Click on **Download CSV data**.

出欠登録/Class Daily Individual Registration

Name	Instructor code
Course Name	Academic year/term 2016Academic Year3rd quarter
Registration Code 3Z001	Subject name テスト1
Register by	

Back to the class schedule

■Enter the attendance for:2016/10/17(Monday)1st Period

■Press the "Register" button when finished entering

■Press the "Select all" button if you wish to enter the same attendance for everyone

Student display order: Results Displayed:

Shows search results from 1 results to 1 results (total of 1 results)

Search results: << previous page 1 next page >>

No.	Course Name	Student ID No.	Name	Division at current state	Attendance	Other	Remarks
1	LettersHumanities	*****	神戸 太郎	enrolled	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Other	<input type="text"/>	

Search results: << previous page 1 next page >>

■Press the "Register" button when finished entering

■Delete this attendance record
 Delete the attendance record for 2016/10/17(Monday)1st Period

Back to the class schedule

(3) The download message appears. Click on **Save**.

(Such download message might not appear, depending on the browser.)



* A file name will be structured as follows:

(Timetable Slot Code) + (date MMDD) + (two-digit period code).csv

You may edit the name as necessary.

* Layout of a CSV file is as follows:

Student I.D. number / Attendance category / Category name / Reason code (1: Excused absence, 2: Mourning, 3: Designated disease) / Reason / Remarks

You must use the above layout when you prepare attendance data. Failure to do so causes an import error.

[Importing attendance data]

(4) Go to the “Register for specific lecture” page, as described above at (5) of 9-1. **Registering attendance on the screen.**

(5) Click on **Import CSV data**, and your attendance data will be imported to the slot (date/period).

(6) Select the CSV file that you want to import, and click on **Upload**.

(7) During the import process, integrity of imported data is verified.

When no error is detected in the data, you will be asked to confirm the data.

When any error is detected in the data, you will be asked to correct the data. After completing the correction, you must return to the import screen and attempt the import again.

* Even if there is an error, you may continue the import operation, when the error is limited to “incorrect student I.D. number” that was mistakenly given to an unregistered student or limited to “incorrect absence category.” In such case, you can click on “Continue to upload” to move to the final process (to confirm and register your inputs).

以下のエラーがあります。

1行目 : 出欠区分に間違いがあります

エラーがない情報を取り込む場合は「取込続行」ボタンを押してください
CSV取込指示画面へ戻る場合は「CSV取込画面へ戻る」ボタンを押してください

(8) The following screen appears, asking to confirm and register your inputs. Confirm them and click on Register.

出欠登録/Class Daily Individual Registration

Name	Instructor code
Course Name	Academic year/term 2016Academic Year3rd quarter
Registration Code 3Z001	Subject name テスト1
Register by	

[Back to the class schedule](#)

■Enter the attendance for:2016/10/17(Monday)1st Piriod

■Press the "Register" button when finished entering

■Press the "Selelct all" button if you wish to enter the same attendance for everyone

Student display order : Results Displayed:

Shows search results from 1 results to 1 results (total of 1 results)

Search results : << previous page 1 next page >>

No.	Course Name	Student ID No.	Name	Division at current state	Attendance	Other	Remarks
1	LettersHumanities	*****	神戸 太郎	enrolled	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Other	<input type="text"/>	

Search results : << previous page 1 next page >>

■Press the "Register" button when finished entering

■Delete this attendance record

Delete the attendance record for 2016/10/17(Monday)1st Piriod

[Back to the class schedule](#)

Attention!

Import and saving of CSV data cannot be completed unless you click Register on the page for the specific date/period. Don't forget to click the Register tab.

9-3. Copying students’ attendance data

The copy function is convenient when you have two or more classes in a row and you want to use (copy) the previous class’ attendance record.

- (1) Go to the “Class Schedule” page, described above at (4) of 9-1. **Registering attendance on the screen.**
- (2) Click on **Copy to** at the class that you want to export data from.

出欠登録/Class Schedule				
Name			Instructor code	
Course Name			Academic year/term	2016Academic Year3rd quarter
Registration Code	3Z001		Subject name	テスト1
Register by				
Select the class you wish to register				
N:not completed, C:completed				
Registration status	Class date (day of week)	Class period	Attendance registration	Copy
C (1/1)	10/17 (Mon)	1	Attendance registration	Copy to
N (0/1)	10/24 (Mon)	1	Attendance registration	Copy to
N (0/1)	10/31 (Mon)	1	Attendance registration	Copy to
N (0/1)	11/07 (Mon)	1	Attendance registration	Copy to
N (0/1)	11/14 (Mon)	1	Attendance registration	Copy to
N (0/1)	11/21 (Mon)	1	Attendance registration	Copy to
N (0/1)	11/28 (Mon)	1	Attendance registration	Copy to

- (3) Options appear. Choose one or more classes that you want to export data to, and click on **Copy**.

出欠登録 / <Designate destination>				
Name			Instructor code	
Course Name			Academic year/term	2016Academic Year3rd quarter
Registration Code	3Z001		Subject name	テスト1
Register by				
Original class date (day) period	10/17(Monday)1st Period			
Back to the class schedule				
Select the destination class date (multiple selection possible)				
■ Press the “Copy” button when finished → Copy				
Shows search results from 1 results to 7 results (total of 7 results)				
Search results : << previous page 1 next page >>				
select	Registration status	Class date (day of week)	Class period	
<input type="checkbox"/>	C (1/1)	10/17 (Mon)	1	
<input type="checkbox"/>	N (0/1)	10/24 (Mon)	1	
<input type="checkbox"/>	N (0/1)	10/31 (Mon)	1	
<input type="checkbox"/>	N (0/1)	11/07 (Mon)	1	
<input type="checkbox"/>	N (0/1)	11/14 (Mon)	1	
<input type="checkbox"/>	N (0/1)	11/21 (Mon)	1	
<input type="checkbox"/>	N (0/1)	11/28 (Mon)	1	
Search results : << previous page 1 next page >>				
■ Press the “Copy” button when finished → Copy				
Back to the class schedule				

9-4. Viewing attendance records for each class

- (1) Click on “Attendance Registry” in the Menu, and click on “View attendance records for each class” appearing on the screen. Then, a list of your classes appears.

🔍
時間割別出欠状況参照/担当時間割一覧

Name		Instructor code	
instructors faculty/department		Academic Year	2016Academic Year

時間割別出欠状況を参照する時間割を選択してください

Day	Class period	開講期	Registration Code	Course Title	人数
月曜日	1限	第3クォーター	3Z001	テスト1	1人

Course Titleをクリックすると参照画面が表示されます

- (2) You can view attendance records of each student in your class. On the screen, your classes (slots) are shown in a row in sequence of date. Highlighted slots mean that attendance registration has been done.

🔍
時間割別出欠状況参照

Academic Year	2016Academic Year	Registration Code	
Department		Main Instructor	
Course Title		Date/Time	

Explanatory notes
Attended : Blank
Absent : Abs.
Others : Others

■並び順を変更する場合は、学生表示順を選択してください。

学生表示順 : 学籍番号順 ▼

No	学生所属	学年	学籍番号	学生氏名	現況区分	出席回数	欠席回数	その他回数	1 04/04 1限	2 04/11 1限	3 04/18 1限	4 04/25 1限	5 05/02 1限	6 05/09 1限
1	*****	4	*****	Web 0000	在学中	1	0	0	-	-	-	-	-	-

10. Marks/Grade Registry

The marks/grade registration period is designated for each semester. You can carry out online registration of marks/grade through the URIBO-NET only within such designated period.

(* You will be informed of the marks/grade registration period by the academic/student affairs section of the faculty/graduate school concerned.)

The URIBO-NET manages the marks/grade registry by setting the following eight statuses.

★ Registration status (completed) key ★		
Code	Details	
N	No inputs	Grade registration has never been performed
S	Temporarily saved	Grades have been registered, but haven't been confirmed
G	Inputs completed only for graduating students	Only the students who will graduate this year have been entered
E	Inputs completed only for non-graduating seniors	Inputs completed only for non-graduating seniors
F	Inputs completed	Grade registration is complete
D	Finalized only for graduating students	Only grades for students graduating this year have been confirmed
R	Finalized only for non-graduating seniors	Only grades for seniors not expecting to graduate this year have been confirmed
C	Finalized	Grade registration has been confirmed

Attention!

Among the above statuses, “Temporarily saved”, “Inputs completed only for graduating students”, “Inputs completed only for non-graduating seniors” and “Inputs completed” are half-way stages, and cannot become official data unless finalized by the academic/student affairs section of the faculty/graduate school concerned. It should be noted that temporarily saved data will be lost once the marks/grade registration period expires.

If your data is in either “Inputs completed”, “Inputs completed only for graduating students”, “Inputs completed only for non-graduating seniors”, “Finalized only for graduating students,” “Finalized only for non-graduating seniors” or “Finalized” status, such data can be accessed through the URIBO-NET but cannot be edited.

On the screen where you register students’ marks/grade, do not use the “To Page Top” tab of your web browser.

* It could result in lost data, possibly requiring you to redo all inputs.

10-1. Registering marks/grade on the screen

(1) If you click on “Grades” in the Menu, and click on “Grade Registration” appearing on the screen, a list of your classes will appear, as shown below.

Choose a class and click on its code.

Register grades/Instructor timetable

年度	2016Year	InstructorInstructor code	
InstructorCourse Name		InstructorName	

Please select the class for which you would like to enter grades.

Date/Time	Academic Year	Term	Registration Code	Course Title	Total number	No. of students	Complete
Other	2016	1st semester	1Q106	*****	25人(3人)		F
Other	2016	1st semester	1Q223	*****	136人(12人)		S
Wed 5	2016	2nd semester	2Q102	*****	0人(0人)		N

The count includes students who have already cancelled
 In the No. of students column, the number in parentheses represents the number of students in the previous year.
 The input page is displayed when you click the code.

[View your past grades by clicking here.](#)

2016 表示する

The “N” mark means that you have not started the registration of marks/grade yet.

You can register marks/grade only within the period of time specified as “Registration period” on the screen.

(2) A list of students registered in the class appears. Students are listed in order of student I.D. number.

(You can make faculty/department groups on the screen.)

Enter marks or grade (whichever is designated by the faculty/graduate school concerned) in the “Grade” column.

Register grades/List of Registrants

Year - Semester	2016Year1st quarter	Department	Date/Time	Other
Course Title	Registration Code			
Grades ID	Grader's name		Total number	

学生毎の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評語	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Please enter the student's grades. 成績の一括登録は、頁毎に行ってください
一括登録前に表示方法を変更すると、この画面の変更は反映されません

Student display order: Results Displayed: 人

Shows search results from 1 results to 20 results (total of 140 results)

Search results: << previous page 1 2 3 4 5 6 7 next page >>

No	Faculty/Department	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state
1	SciencePhysics	4年	*****		*****	2012	
2	LettersHumanitiesAsian History	4年	*****		*****	2013	
3	LettersHumanitiesJapanese Literature and Language	4年	*****		*****	2013	
4	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
5	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	



Use the Tab key on your computer keyboard to move to the next person.

The maximum number of 200 persons can be displayed per page. If your class has more than 200 students, you need to move to the next page after saving your inputs for the first 200 students.

- * You can reduce the maximum number of persons per page to 50, but you still need to save your inputs each time you move to the next page.
- * Do not choose “Inputs Completed” before moving to the next page. Otherwise, you will not able to make any input in the next page, with data in the next page being saved as “No input.”

(3) When you complete inputs on the first page, click on **Verify inputs** at the bottom of the screen. Then, your inputs will be verified.

No	Faculty/Department	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state
1	SciencePhysics	4年	*****		*****	2012	
2	LettersHumanitiesAsian History	4年	*****		*****	2013	
3	LettersHumanitiesJapanese Literature and Language	4年	*****		*****	2013	
4	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
5	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	
6	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
7	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	
8	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
9	EconomicsEconomics	4年	*****		*****	2013	
10	ScienceMathematics	4年	*****		*****	2013	

Search results : << previous page 1 2 3 4 5 6 7 8 9 10 next page >>

Student ID No.をクリックすると修正画面が表示されます
 <操作の前に>
 この画面で成績を変更した場合は「一括登録チェック」ボタンをクリックして下さい。
 一括登録前に表示方法を変更すると、この画面の変更は反映されません。

登録方法を選択して下さい → 一時保存 **一括登録チェック** リア

一覧に戻る

* Through this verification process, any inappropriate input, such as mistakenly-entered “grades” instead of the required entry of “marks,” is detected.

(4) If an error message appears, you must correct your inputs and then click on **Verify inputs again**.

If no error message appears, choose one from among “Save temporarily,” “Compete inputs only for graduating students,” “Complete inputs” and “Complete inputs only for graduating repeaters” and then click on **Register all**.

* If your data has more than two pages, you need to choose “Temporarily saved” not “Inputs completed”.

Register grades/Check all grades

On this page, do not use your browser's return button.
 <エラー> 入力に誤りのある学生が存在します(1件)
 評価を再入力後、「再チェック」ボタンをクリックして下さい

No	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state	grade in words	Pass/Fail	Error
1	4年	*****	100	*****	2012		秀	合	
2	4年	*****	90	*****	2013		秀	合	
3	4年	*****	80	*****	2013		優	合	
4	4年	*****	70	*****	2013		良	合	
5	4年	*****	60	*****	2013		可	合	
6	4年	*****	50	*****	2013		不可	否	
7	4年	*****	40	*****	2013		不可	否	
8	4年	*****	30	*****	2013		不可	否	
9	4年	*****	20	*****	2013		不可	否	
10	4年	*****	S	*****	2013				you can only enter Grade by grade scores

This registration type is: **Temporarily saved** 一時保存 Verify inputs again Return to list of students

On this page, do not use your browser's return button.

Attention!

If you chose “Temporarily saved” in this process, you must return to this process later to complete your inputs by choosing “Inputs completed” within the designated marks/grade registration term. Once you click on “Complete inputs,” all students in the class will have “Inputs completed” status. (In the case that there are two or more pages, if you click on “Inputs completed” on the first page before moving to the second page, all of your data in all pages will become uneditable, leaving your 2nd-page data (and thereafter as well) in the status of “No inputs.”)

If your data has more than one page, keep using the “Save temporarily” tab up until you reach the final page. Use the “Inputs completed” tab only after you complete inputs for all pages and reach the final page. This way, you can avoid incomplete registration. Alternatively, clicking on the “Inputs completed” tab on the first page would be safe only after you return to the first page following the confirmation of all correct inputs in all pages.

Who are “**graduating students**”?

“Graduating students” mean seniors. We use the term “graduating students” not only in the second semester but also in the first semester, and the term covers all seniors including those expected to stay on.

(5) After you click on [Register all](#), the following screen will appear. If your class has more than 100 registered students and you want to return to the page where you clicked on the “Register all” tab, please click on [Return to the list of registered students](#).



Repeat the above the (1) to (5) procedure for each of your classes.

* You can return to the list of your classes by clicking on [Return to the list of classes](#).

Automatic saving

After a lapse of certain minutes in your session to view a list of registered students or verify all inputs on the “Grade Registration” page, your inputs will be saved automatically.

When the following dialog box appears, it means that your answers have been temporarily saved.

Register grades / 自動保存完了

Information saved automatically

Date	2016/09/ 16:53:35
Function	Grade Registration
Content	Registered content auto saved. To verify, return to the registration screen.

Press the "Return to registration screen" button if you wish to return.
 If your time expired, please login again.

10-2. Registering marks/grade in the form of a CSV file

[Preparing students' evaluation data]

- (1) Go to the list of registered students shown at (2) of 10-1. **Registering marks/grade on the screen.**
- (2) Click on Export CSV data.

Register grades / List of Registrants

Year - Semester	2016Year1st quarter	Department	Date/Time	Other
Course Title			Registration Code	
Grades ID		Grader's name	Total number	

学生等の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評価	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Please enter the student's grades. 成績の一括登録は、頁毎に行って下さい
 一括登録前に表示方法を変更すると、この画面の変更は反映されません

Student display order : Arrange by student number

Shows search results from 1 results to 20 results (total of 140 results)

Search results : << previous page 1 2 3 4 5 6 7 next page >>

No	Faculty/Department	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state
1	SciencePhysics	4年	*****		*****	2012	
2	LettersHumanitiesAsian History	4年	*****		*****	2013	
3	LettersHumanitiesJapanese Literature and Language	4年	*****		*****	2013	
4	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
5	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	

(3) Click on **Save**.



Attention!

Students’ evaluation data is personal information. Please ensure information security of files with due care to avoid any loss or leak of information.

* Layout of a CSV file is as follows:

Timetable Slot code / Course name / Student No. + faculty code / Student Name / Evaluation (marks and grade)

When you prepare evaluation data, you must use the above layout. Failure to do so causes an import error.

[Importing evaluation data]

(4) Go to the list of registered students shown at (2) of 10-1. **Registering marks/grade on the screen.**

(5) Click on **Import CSV data**.

Register grades/List of Registrants

Year - Semester	2016Year1st quarter	Department		Date/Time	Other
Course Title		Grades ID		Registration Code	
Grades ID		Grader's name		Total number	

学生等の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評価	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Please enter the student's grades. 成績の一括登録は、頁毎に行ってください
一括登録前に表示方法を変更すると、この画面の変更は反映されません

Export CSV data | **Import CSV data**

Student display order: Arrange by student number Results Displayed: 20 人

Shows search results from 1 results to 20 results (total of 140 results)

Search results: << previous page 1 2 3 4 5 6 7 next page >>

No	Faculty/Department	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state
1	SciencePhysics	4年	*****		*****	2012	
2	LettersHumanitiesAsian History	4年	*****		*****	2013	
3	LettersHumanitiesJapanese Literature and Language	4年	*****		*****	2013	
4	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
5	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	

(6) Select the CSV file that you want to import, and click on **Send**.

(7) During the import process, integrity of imported data is verified.

When no error is detected in the data, you will be asked to confirm the data.

The grading system may differ by student (according to his/her graduation requirement year*). See the table below for details.

The graduation requirement year \ Grading system	S	A	B	C	F
A 5-level grading system applies to students who became freshman on or after AY2011 .	100-90	89-80	79-70	69-60	59-0
A 4-level grading system applies to students who became freshman prior to AY2011 .	-	100-80			

*The graduation requirement is set in the student's freshman year. Even if he/she transfers in from another university, the requirements will be based on the student's freshman year.

**Error: There is some data which contains an error on the timetable (1 case).
Return to the CSV import page and, after verifying the file, try importing it again.
Line 3:L120**

Return to CSV data page

When any error is detected in the data, you will be asked to correct the data. After completing the correction, you must return to the import screen and attempt the import again.

* When an error is limited to “student I.D. number” that was mistakenly given to an unregistered student, you may continue the import operation by clicking on **Confirm**. You may move to the process to confirm input data.

The grading system may differ by student (according to his/her graduation requirement year*). See the table below for details.

The graduation requirement year \ Grading system	S	A	B	C	F
A 5-level grading system applies to students who became freshman on or after AY2011 .	100-90	89-80	79-70	69-60	59-0
A 4-level grading system applies to students who became freshman prior to AY2011 .	-	100-80			

*The graduation requirement is set in the student's freshman year. Even if he/she transfers in from another university, the requirements will be based on the student's freshman year.

**Error: The file contains data from students who are not taking this course (1 case).
Line 1:116******

Confirm

(8) The following page appears asking you to confirm your inputs. Confirm correctness of all inputs and choose one from among “Save temporarily,” “Complete inputs only for graduating students,” “Complete inputs only for graduating repeaters” and “Complete inputs,” and then click on **Register All**.

Register grades/Check all grades

On this page, do not use your browser's return button.

The following grades will be registered
To view all the grades together, click the Check all grades button, or if you have made any changes, click the Verify inputs again button.

No	Year level	Student No.	Grade	student name	requested academic year	Division at current state	grade in words	Pass/Fail	Error
1	4年	*****	85	*****	2012		優	合	
2	4年	*****	83	*****	2012		優	合	
3	4年	*****	0	*****	2013		不可	否	
4	3年	*****	88	*****	2014		優	合	
5	3年	*****	90	*****	2014		秀	合	

This registration type is Temporarily saved です Verify inputs again Register all Return to list of students

On this page, do not use your browser's return button.

学生毎の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評語	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Attention!

If you chose “Temporarily saved,” you must return to this process later to complete your inputs within the designated marks/grade registration term.

(9) When the following screen appears, it means that you have completed your marks/grade registration.

Register grades/一括登録完了

Grade registration is complete

Return to the list of registered students

Return to the list of registered code

Attention!

When you prepare students' evaluation data to be imported, you must use a file (on registered students) downloaded from the URIBO-NET instead of your own file.

10-3. Revising marks/grade

[Within the designated marks/grade registration period]

If your data is in the “Temporarily saved” status...

You may edit students’ marks/grade as frequently as possible through the “List of Registrants (Grade Registration)” page.

If your data is in other status than “No inputs” or “Temporarily saved”...

You may view data but may not edit the data if your data is in either “Inputs completed”, “Inputs completed only for graduating students”, “Inputs completed only for non-graduating seniors”, “Finalized only for graduating students,” “Finalized only for non-graduating seniors” or “Finalized” status.

If you need to edit such data, contact the academic/student affairs section of the faculty/graduate school concerned by submitting an application form attached hereto, titled “Revision (Addition) of Marks/Grade.”

[Outside the designated marks/grade registration period]

You may not edit any data on the screen.

Adding/deleting students to/from a register

If you find that any student is not included in the register downloaded from the URIBO-NET although he/she always showed up and took examinations in your class, it means that this student has not completed the class registration procedure properly.

You cannot make online registration of such student’s marks or grade.

Teachers are not allowed to add or delete students to or from a register on the URIBO-NET, and therefore you must contact the academic/student affairs section of the faculty/graduate school concerned by submitting the attached “Revision (Addition) of Marks/Grade” application form.

Such students who have failed to complete the class registration are not necessarily able to join the registry ultimately, and the registration remedy policy differs among faculties and graduate schools. Contact the academic/student affairs section of the faculty/graduate school concerned to confirm the policy.

11. Viewing Status of the Marks/Grade Registration

- (1) If you click on “Grades” in the Menu, and click on the “Grade Registration Status” tab appearing on the screen, the following screen will appear, asking you to set a display range.

- (2) A list of your classes that fit the set range appears, showing the status of marks/grade registration for each class.

Grade Registration Status																											
The following are classes that match the search requirements (1 results)																											
No	Day	Year	Semester	Code	Course Name	No. of students	Main Instructor	Registration period		Complete																	
1	Fri	2014	2nd semester	L110	Seminar in Japanese History	11 (2)	NADA Jiro	2014/10/22	2014/10/24	S																	
<p>The count includes students who have already cancelled In the No. of students column, the number in parentheses represents the number of students in the previous year. The input page is displayed when you click the code.</p> <p>★ Registration status (completed) Key ★</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>No inputs Grade registration has never been performed</td> </tr> <tr> <td>S</td> <td>Temporarily saved Grades have been registered, but haven't been confirmed</td> </tr> <tr> <td>G</td> <td>Inputs completed only for graduating students Only the students who will graduate this year have been entered</td> </tr> <tr> <td>E</td> <td>Inputs completed only for non-graduating seniors Inputs completed only for non-graduating seniors</td> </tr> <tr> <td>F</td> <td>Inputs completed Grade registration is complete</td> </tr> <tr> <td>D</td> <td>Finalized only for graduating students Only grades for students graduating this year have been confirmed</td> </tr> <tr> <td>R</td> <td>Finalized only for non-graduating seniors Only grades for seniors not expecting to graduate this year have been confirmed</td> </tr> <tr> <td>C</td> <td>Finalized Grade registration has been confirmed</td> </tr> </tbody> </table>										Code	Details	N	No inputs Grade registration has never been performed	S	Temporarily saved Grades have been registered, but haven't been confirmed	G	Inputs completed only for graduating students Only the students who will graduate this year have been entered	E	Inputs completed only for non-graduating seniors Inputs completed only for non-graduating seniors	F	Inputs completed Grade registration is complete	D	Finalized only for graduating students Only grades for students graduating this year have been confirmed	R	Finalized only for non-graduating seniors Only grades for seniors not expecting to graduate this year have been confirmed	C	Finalized Grade registration has been confirmed
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R	Finalized only for non-graduating seniors Only grades for seniors not expecting to graduate this year have been confirmed																										
C	Finalized Grade registration has been confirmed																										

- (3) If you click on a timetable slot code, a list of registered students will appear, allowing you to view their marks/grade.

Registration Inquiry/List of Registrants

Year - Semester	2016Year1st quarter	Department	Day - Period	Other
Course Title				Timetable Slot Code
Grades ID	Grader's name	Total number	25	

学生毎の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評語	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Please enter the student's grades

Student display order :

Results Displayed: 人

Shows search results from 1 results to 5 results (total of 25 results)

Search results : << previous page 1 2 3 4 5 next page >>

No	Faculty/Department	Year level	Student No.	Grade	student name	requested academic year	Division at current state
1	Intercultural StudiesCross-Cultural StudiesHuman Communication and Information Science Division	4年	*****	85		2012	
2	Intercultural StudiesCross-Cultural StudiesIntercultural Communication Division	4年	*****	83		2012	
3	ScienceMathematics	4年	*****	0		2013	
4	LettersHumanitiesEnglish and American Literature	3年	*****	88		2014	
5	LettersHumanitiesEnglish and American Literature	3年	*****	90		2014	

Search results : << previous page 1 2 3 4 5 next page >>

12. Syllabus

12-1. Viewing a syllabus

You can view syllabuses for any year, any semester and any teacher.

- (1) Click on “Syllabus Reference” (in the Syllabus section) in the Menu.
- (2) Enter a specific year, semester and a timetable slot code, and click on **Designate a slot**.
- (3) If you don’t know a timetable slot code, you can search a code by setting search conditions and clicking on **Search**.

« How to input the teacher's name in Instructor's name box »

ex. NADA Jiro

If you know the name in full, please put a half-width space between first name and last name like "NADA Jiro".

You can also search by partial matching.

*Characters: up to 20

- (4) A list of classes that fit the set conditions appears.

- (5) If you click on a class name on the search results screen, the syllabus page will appear.

No.	semester offered	Date/Time	開講期間	Registration Code	Course Title	instructor
1	前期	月1	2016/04/01-2016/09/30	1L001	東洋史演習	
2	前期	月1	2016/04/01-2016/09/30	1L002	地域歴史遺産保全活用基礎論A(副: 博物館資料論)	
3	前期	月1	2016/04/01-2016/09/30	1L003	博物館資料論(主: 地域歴史遺産保全活用基礎論A)	
4	第1クォーター	月1	2016/04/01-2016/06/09	1L401	東洋史演習 (a)	
5	第1クォーター	月1	2016/04/01-2016/06/09	1L402	地域歴史遺産保全活用基礎論A (a)	

Syllabus inquiry / View Course Information			
<< last update user :		last update : 2016/3/14 >>	
Basic information			
Classification	専門科目	Grade Level	2・3・4年
Timetable Slot Code	1L001	Lecture category	前期
Course title	東洋史演習	Day・Period	月1
Main Instructor		Credit(s)	2.0
Syllabus form	演習	Numbering code	
Instructor list			
Detailed information			
(英語)授業のテーマ	Grammar of New Persian, including writing of Arabic letters and reading of elementary texts.		
(英語)授業の到達目標			
(英語)授業の概要と計画	Grammar of New Persian, including writing of Arabic letters and reading of elementary texts.		
(英語)成績評価方法	Grading will be on the basis of attendance, preparations and reviews, and class participation.		
(英語)成績評価基準			
(英語)履修上の注意 (関連科目情報)	Preparations and reviews will be required.		
(英語)準備学習・復習			
(英語) オフィスアワー・連絡先	Tuesday, 3rd period Room A320		
(英語)学生へのメッセージ			
(英語)今年度の工夫			
(英語)教科書	The class will go along the textbook and supplementary handouts in Japanese. For English-speaking students, A.K.S. Lambton's <i>Persian Grammar</i> is helpful to follow the class.		
(英語)参考書・参考資料等	Supplementary papers in Japanese will be handed out.		
(英語)授業における使用言語	Japanese		
(英語)キーワード	Persian, Iran, Western Asia, Central Asia, India		
(英語)参考URL			
Instructor list			
Instructor	Department		
	Graduate School of Humanities		
Print a syllab			
Refer to syllabus under another condition			

12-2. Printing a syllabus

* 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) Click on **Print a syllabus** on the Syllabus page, and the following dialog box will appear.



- (2) Clicking on **Open** will start Adobe® Reader™, displaying a syllabus. Clicking on **Save** 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® Reader™ program.

12-3. Registering a syllabus

The syllabus registration period is designated for each year. You may register a syllabus through the URIBO-NET only within such designated period. (* You will be informed of the syllabus registration period by the academic/student affairs section of the faculty/graduate school concerned.)

- (1) If you click on “Syllabus Registration” (in the Syllabus section) in the Menu, the following list of classes including those to be conducted by your assistant teacher will appear.

Syllabus registration / Table of students in this class							
Course Name	Instructor code	Instructor					
Select your courses from the timetable.							
classAcademic Year : 2016 ▼							
No.	semester offered	Date/Time	開講期間	Registration Code	Course Title	Registration situation	entry time flame
1	第1クォーター	月1	2016/04/01 - 2016/06/09	12001	テスト1	済	2016/08/12 - 2016/08/27
2	第1クォーター	月1	2016/04/01 - 2016/06/09	Z0001	テスト1	済	2016/08/12 - 2016/08/27
3	第2クォーター	月1	2016/06/10 - 2016/09/30	Z0002	テスト2	未	2016/08/12 - 2016/08/27
Registration Status							
Code	Description						
Yet	No Data	No syllabus data has been entered.					
Temporarily Saved	Temporarily Saved	Syllabus data has been entered but is not yet finalized.					
Finalized	Finalized	Syllabus data has been finalized.					

(2) The following page appears, enabling you create a syllabus (only within the designated syllabus registration period).

The screenshot shows a web-based form for syllabus registration. The main title is "Syllabus Registration (Syllabus information Registration)". The form is divided into several sections:

- Syllabus information:** A list of fields including Course Code, Classification, Course Title, and various equipment codes (e.g., Year level, Term offered, Day, Period, Multi-Professor).
- Search the syllabus display format:** A section with radio buttons to select the display language: Japanese, English, or Both.
- Detailed information:** A table with columns for Japanese and English descriptions. It contains multiple rows for detailed course information.
- Requirements:** A section for entering requirements, with a note: "Enter answers in full-width (non-half-width) characters between them."
- References:** A section for entering references.

At the bottom of the form, there are several small instructions and buttons, including "Click" and "Click to go to previous page".

If it is outside the designated syllabus registration period, the following message will appear.

(3) Choose a language from among “Japanese only,” “Japanese and English” and “English only.”

(4) Creation of a syllabus

You can choose a background highlight color for each section.

1. Standard color: default, 2. (red), 3. (yellow), 4 (blue)

You can use special fonts (italic, bold and underline) by entering the following control marks immediately before and after the target portion.

Italic: <I> aaaaa <I> → *aaaaa*

Bold: aaaaa → **aaaaa**

Underline: <U> aaaaa <U> → aaaaa

Upper limit of data size for a syllabus (A half-width character consumes one byte.)

- Theme and goal: 8,000 bytes
 - Goal: 8,000 bytes
 - Outline and plan: 16,000 bytes
 - Grading policy: 8,000 bytes
 - Grading guidelines: 8,000 bytes
 - Matters requiring special attention for the registration: 16,000 bytes
 - Before /After learning: 16,000 bytes
 - Office hour and contact: 4,000 bytes
 - Office hour and contact URL: 400 bytes
 - Message to students: 8,000 bytes
 - Special for this fiscal year: 8,000 bytes
 - Textbooks: 8,000 bytes
 - Information on textbooks (x3)
 - Title: 400 bytes
 - Author: 400 bytes
 - Publisher: 400 bytes
 - Year of publication: 80 bytes
 - ISBN code: 80 bytes
 - Reference books and materials 8,000 bytes
 - Information on reference books and materials (x3)
 - Title: 400 bytes
 - Author: 400 bytes
 - Publisher: 400 bytes
-

- Year of publication: 80 bytes
- ISBN code: 80 bytes
- URL: 400 bytes
- Language: 400 bytes
- Keywords: 8,000 bytes
- URLs for reference (x3)
- Title: 400 bytes
- URL: 400 bytes

Entered information on textbooks, reference books and reference materials will be sent to campus libraries, so that they will create links to these textbooks/books/materials on their book search systems.

(5) Saving a syllabus temporarily

If you click on **Save temporarily** at the bottom of the screen, your inputs will be saved temporarily. You can view an image of your syllabus by clicking on the HTML tab.

(6) Finalizing a syllabus

If you click on **Finalize** at the bottom of the screen, your inputs will be saved and finalized, and then the following “Registration completed” message will appear.



12-4. Registering a syllabus <by importing an existing syllabus>

You can import information on an existing syllabus to the page where you create a new syllabus.

- (1) Go to the page shown at (2) of **12-3. Registering a syllabus** (See (1) to reach this page), and click on **Import** at the bottom of the screen.
- (2) Designate a class from which you want to import syllabus information. <The screen below shows a search window.>
To reach a desired class, set search conditions, by following the procedure mentioned above at **12-1. Viewing a syllabus**.

Syllabus registration / Enter search requirements(import)

Timetable search criteria

Input the Timetable with which the syllabus is registered.

Academic Year : 2016

Term : 1st quarter

Registration Code :

Designate a slot Clear

If the Timetable Slot Code is unknown, search using the following conditions.

Academic Year : 2016

Department : Letters

Term : not specified

Lecture category : not specified

Year level : not specified

Day : not specified

Class period : not specified

開講科目名 : (Partial match search)

Instructors name : (Partial match search)

氏名カナ : (Partial match search)

(英語)授業における使用言語 : not specified

search results : 100 results

Search Clear

- (3) Select a class from the search results. <The screen below shows search results.>
 From the list of classes appearing on the screen, choose a class from which you want to import syllabus information (blue).

Syllabus registration / search results(import)

Shows search results from 1 results to 3 results (total of 3 results)

Search results : << previous page 1 next page >>

No.	semester offered	Date/Time	開講期間	Registration Code	Course Title	instructor
1	第1クォーター	月1	2016/04/01- 2016/06/09	1Z001	テスト1	テスト1
2	第3クォーター	月1	2016/10/01- 2016/12/04	3Z001	テスト1	テスト
3	第1クォーター	月1	2016/04/01- 2016/06/09	Z0001	テスト1	テスト1

Search results : << previous page 1 next page >>

search results : 100 results Display

- (4) Import syllabus information. <The screen below shows details for your confirmation.>

The target syllabus information appears.

If you click on **Import**, the information will be imported.

Syllabus registration / Import

Syllabus Registration / Import confirm

<< lasted update user : テスト1 lasted update : 2016/9/08 >>

Basic information

Classification	教職科目	Grade Level	1・2・3・4年
Timetable Slot Code	1Z001	Lecture category	第1クォーター
Course title	テスト1	Day・Period	月1
Main Instructor	テスト1	Credit(s)	2.0
Syllabus form	講義	Numbering code	01ZZ01

Instructor list

(英語)シラバス表示方法

In Japanese and
English

Detailed information

(英語)授業のテーマ	test
(英語)授業の到達目標	test
(英語)授業の概要と計画	test
(英語)成績評価方法	test
(英語)成績評価基準	test
(英語)履修上の注意 (関連科目情報)	test
(英語)準備学習・復習	test
(英語) オフィスアワー・連絡先	test
(英語)学生へのメッセージ	test
(英語)今年度の工夫	test
(英語)教科書	test test / test : test ,test ,ISBN:
(英語)参考書・参考資料等	
(英語)授業における使用言語	Japanese
(英語)キーワード	
(英語)参考URL	

Instructor list

Instructor	Department
テスト1	テスト学部

Import From past syllabus.

- (5) Save the information temporarily or finalize a syllabus.

You can save imported information temporarily or finalize a syllabus by following the procedure mentioned above at (5) and (6) of **12-3. Registering a syllabus.**

12-5. Registering a syllabus <by importing a file>

You can import external data (Excel file), if compatible to the URIBO-NET, to the page where you create a syllabus. Contact the academic/student affairs section to confirm compatibility.

- (1) Go to the page shown at (2) of **12-3. Registering a syllabus** (See (1) to reach this page), and click on **Options** at the bottom of the screen.
- (2) Designate a file and click on **Open**, and a file name will appear. Clicking on **Import (file)** will display the target data.

The screenshot shows a web form for syllabus registration. It includes fields for 'Reference URL' with three rows, each containing a label '(英語)URLタイトル' and a text input field for the URL. Below the form are several buttons: 'Clear', 'Save Temporarily', 'Finalize', 'Import', and 'Import (file)'. The 'Import (file)' button is circled in red. To its right is a button labeled 'ファイルを選択' (Select file) with the text '選択されていません' (Not selected) next to it. Below these buttons are instructions: 'Input items is returned to initial condition.', 'Detailed syllabus info temporarily saved.', 'Syllabus final save.', 'Copy a past syllabus.', and 'Insert from file to syllabus.' There is also a 'Back to previous page' link.

- (3) Save the data temporarily or finalize a syllabus.

You can save imported data temporarily or finalize a syllabus through the procedure mentioned above at (5) and (6) of **12-3. Registering a syllabus**.

Automatic saving

After a lapse of a certain number of minutes in your session (of creating a syllabus), your inputs will be saved automatically.

When the following message appears, it means that your inputs have been temporarily saved.

The screenshot shows a confirmation message box with a title '登録内容を自動保存しました' (Registration content automatically saved). It contains the following information:

日時	2012/12/19 19:16:29 ※15分後にセッションを切断します
機能名	Syllabus registration
内容	登録内容をステータス「一時保存」で自動保存しました。登録画面で登録内容を確認してください。

At the bottom of the message box is a button labeled '登録画面へ戻る' (Return to registration page).

Below the message box, there is a note: '登録画面に戻る場合は、「登録画面に戻る」ボタンを押してください。セッションタイムアウトした場合は、再度ログインしなおしてください。' (When returning to the registration page, please click the 'Return to registration page' button. If the session times out, please log in again.)

You can go back to the syllabus creation operation by clicking on **Return to the registration page**.

13. Questionnaire

Course reflection survey are conducted by Kobe University at the end of each semester on all students. Class surveys are conducted by respective teachers independently on students in their class.

13-1. Preparing a questionnaire for course reflection survey

Course reflection survey are conducted at each semester. Firstly, administrative staff or committee members in charge of academic affairs in Kobe University create base questions common to all classes. Then, teachers can add questions at their discretion.

- (1) Click on “Questionnaire Settings.”

When there exist registered questionnaire(s), a list of registered questionnaires will appear.

- (2) If you want to add question(s) to a registered questionnaire shown in the list, click on “Add questions” at the questionnaire to edit the questionnaire.
- (3) If you want to edit the base setting, click on Base settings.
- (4) Note that teachers cannot change settings other than “Answer sheet style” and “Number of no-shows” (to be set as a restriction on target respondents).

* You can see a response rate during the designated questionnaire period.

The screenshot shows a web interface for creating and managing questionnaires. It is divided into two main sections: 'アンケート作成' (Create questionnaire) and 'アンケート一覧' (Questionnaire list).

アンケート作成 (Create questionnaire):

- Year: 2016
- Buttons: 'Create a questionnaire for class survey', 'view template'

アンケート一覧 (Questionnaire list):

- Year: 2016, 2 courses registered
- Section: [course reflection survey]

時間割コード	subject	副科目名	Main instructor	time period	survey creation	status of results	response rate
	Course reflection		Day · Hours 他	data collected 2016/7/1 - 2016/9/20	2016/6/22 - 2016/6/29	public 2016/9/21 - 2016/12/31	10.6% (14/132)
	Course reflection		Day · Hours 他	collecting data 2016/7/1 - 2016/9/10	2016/6/22 - 2016/6/29	public 2016/9/11 - 2016/12/31	16.7% (4/24)

Additional details for the second survey: 'View survey results' and 'response screen' buttons are visible.

Create questionnaire / 基本情報設定

Please enter the basic survey information.

survey type	class survey
year	2016
faculty	For Teaching Credential
class code	<input type="text"/> search timetable
Survey title	<input type="text"/>
Survey title (English)	<input type="text"/>
starts	2016 year 9 month 17 day
closes	2016 year 10 month 1 day Currently processing ※ survey data.
Type of answering mode	<input type="radio"/> 一覧表示 <input checked="" type="radio"/> 設問毎改ページ
Status of survey result	<input checked="" type="radio"/> 公開(回答者のみ) <input type="radio"/> 公開(未回答者含む) <input type="radio"/> confidential
Result open for viewing from	2016 year 10 month 16 day
Last day for viewing	2016 year 10 month 31 day
absences	more than <input type="text"/> times is exempt ※ Register number of times attended or absent

Register a new question [クリア](#) [戻る](#)

13-2. Adding question(s) to a Course reflection survey

You may not edit base questions common to all classes, but you may edit or delete questions that you added.

- (1) If you want to add question(s), click on [Add questions](#).
- (2) You can import or register a template.
- (3) You can go back to the questionnaire creation page, by clicking on [return to list](#).

Create questionnaire / 設問一覧

survey title

Survey currently contains 5 items

[Add a new question](#) [import template](#) [save template](#) [return to list](#)

year	item number	item	item type	result status
2016	1	On average, how much time did you spend each week studying individually for this class? (including preparation and revision)	1 of 5	public
2016	2	I understood the classes well.	1 of 5	public
2016	3	To what extent did you accomplish the objectives of the course as written in the syllabus?	1 of 7	public
2016	4	Please check one or more of the following items only if you think the course might need improvement in that area.	7 of 7	public
2016	5	Please reflect on the course and write a comment about your learning and any suggestions you might have to improve this course.	Written answer	public

Attention!

Teachers are allowed to add questions to an questionnaire for course reflection survey (base questions common to all classes) during the questionnaire registration period designated by a questionnaire supervisor.

If you fail to add questions, you can ask a supervisor to extend the questionnaire registration period and add questions before the extended period expires.

13-3. Registering your questions to be added to a Course reflection survey

- (1) You may change the number of choices (default is 3) through the combo box.
- (2) Enter a question title in Japanese, its English translation and question number.
- (3) Choose either “Confidential” or “Public” to determine accessibility to questionnaire results, by clicking the mouse on either radio button.
- (4) You may choose either “Multiple-choice” style or “Written answer” style by clicking the mouse on either radio button.
- (5) If you chose “Multiple-choice,” you must set the number of choices through the combo box. Then, enter specific wording in each textbox.
- (6) If you chose “Written answer,” you must set the maximum acceptable number of characters for the answer box.
- (7) If you click on **Register a new question**, your question will be registered and a list of registered questions will appear.

Attention!

There are two textboxes; one for Japanese and the other for English.

You must enter Japanese, and English is optional, but if you did not enter English, the English-version answer sheet shows Japanese only.

13-4. Setting the number of no-shows

You can set the “number of no-shows” as a restriction on target respondents, if the base setting has this option. You must register students’ no-shows before the questionnaire is distributed to students.

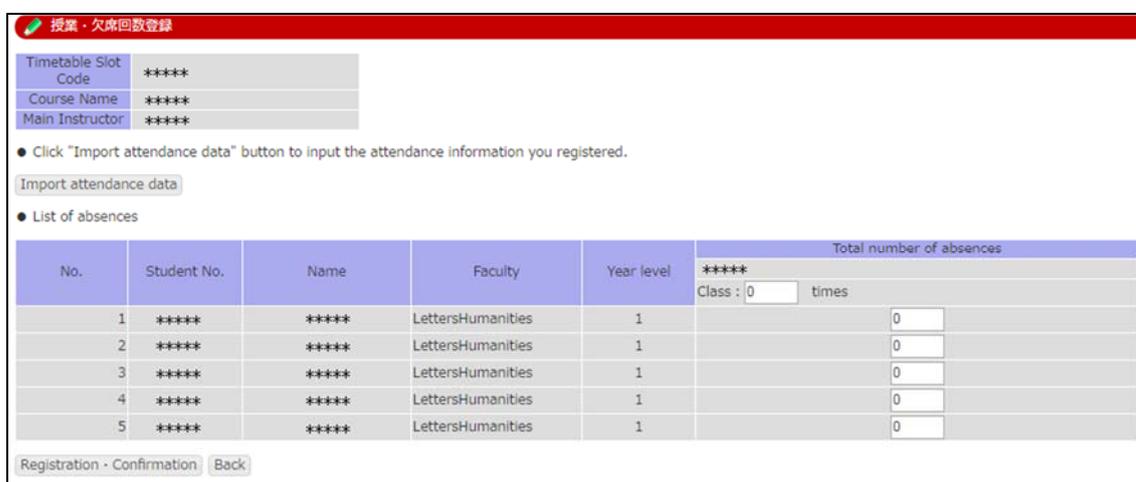
- (1) Go to the “Number of lectures and no-shows” page.
- (2) Click on a class.
- (3) The page for the selected class appears, enabling you to register the number of lectures and no-shows.



No.	Course offered	Day	Period	Timetable Slot Code	Course Name	Instructor	Main Instructor
1	後期	月曜日	Period5	*****	*****		○
2	後期	火曜日	Period5	*****	*****		○

- (4) Fill out the “Number of lectures” box.
- (5) Fill out the “Number of no-shows” box for each student.
- (6) Instead of entering figures directly, you may import students’ attendance data. Click on [Import attendance data](#), and the data will be reflected on the boxes.
- (7) Clicking on [Register](#) will complete your registration.

If you want to edit registered information, go back to the above (4) operation to update the information.



Timetable Slot Code *****
 Course Name *****
 Main Instructor *****

● Click "Import attendance data" button to input the attendance information you registered.
[Import attendance data](#)

● List of absences

No.	Student No.	Name	Faculty	Year level	Total number of absences	
					Class	times
1	*****	*****	LettersHumanities	1	0	0
2	*****	*****	LettersHumanities	1	0	0
3	*****	*****	LettersHumanities	1	0	0
4	*****	*****	LettersHumanities	1	0	0
5	*****	*****	LettersHumanities	1	0	0

[Registration - Confirmation](#) [Back](#)

Attention!

For class surveys, chief teachers are responsible for setting the number of lectures. For surveys conducted by respective teachers independently, assistant teachers may do this setting.

13-5. Questionnaire results

After the questionnaire collection period expires, the URIBO-NET system will start the calculation of totals automatically, and the “View survey results”, “response screen” and “Mobile phone mode” tabs will appear on the screen.

- (1) Click on “View survey results” on a list of your classes.

The screenshot shows a web interface for managing questionnaires. It has two main sections: 'アンケート作成' (Create questionnaire) and 'アンケート一覧' (Questionnaire list). The 'アンケート一覧' section shows a list of 'course reflection survey' entries. Each entry includes details like 'time period', 'survey creation', 'status of results', and 'response rate'. The second entry has a 'View survey results' button circled in red, indicating the action to be taken.

- (2) Results appear on the screen.

The screenshot shows the '集計結果参照' (View Results) page for a questionnaire. It displays the title, response rate (16.7% (4/24)), and a list of questions. The first question is: '1 : この授業に関して、平均して毎週どれくらい自己学修(予習、復習を含む)をしましたか。【 Multiple-choice : 1 of 5 】'. Below the question is a table showing the results for each response option.

Item No.	Response	No. of Respondents
0	180分以上	1
1	120分以上 - 180分未満	0
2	60分以上 - 120分未満	0
3	30分以上 - 60分未満	0
4	0 - 30分未満	4

Buttons for '次の設問へ' (Next question) and 'Back' are visible at the bottom.

- (3) You can download the results in the form of a CSV file.
- (4) Click on **Download** only once.
- (5) You can give your comments to each questionnaire.
- (6) If the accessibility option is set “Public,” your comments will be accepted up until when questionnaire results start to be released.

If the accessibility option is set “Confidential,” you don’t have to enter your comments.

The screenshot shows a web interface for creating a questionnaire. At the top, there is a red header with the text 'Create questionnaire / 集計結果参照'. Below this, there is a 'title' field. The interface displays statistics: '回答率 16.7%(4/24) 確定: 4人 回答しない: 0人'. There is a button 'ファイル出力開始' and a note '開始ボタンは1回だけ押してください'. A prompt asks the user to write their thoughts and opinions on the course. Below this is a table with two columns: 'Item No.' and 'Response'. The first row shows '1' and '*****'. Underneath the table, there are two text input boxes labeled 'Comment' and 'Comment(English)'. At the bottom, there are buttons for 'Register comments', '前の設問へ', '最初の設問へ', and 'Back'.

Attention!

- * There are two boxes for comments; one for Japanese and the other for English. If you did not fill out the box for English, survey results of English version will show Japanese comments only.
- * Your session will automatically expire after 15 minutes of continual idle time without any activity. You can update information by overwriting, so we recommend that you click on **Register comments** frequently.
- * Each comment box can contain the maximum of 2,000 characters.

13-6. Preparing a template

You may register a questionnaire template for class survey (not course reflection survey).

You may also edit or delete registered templates.

- (1) Click on “Create template” in the menu.
- (2) A list of templates appears.
- (3) If you want to register a new template, click on Register a new template.

設問テンプレート登録 / View templates

Confidential Template

Template Title	Survey Title
No template information to be displayed	

Public Template

Template Title	Survey Title	Public within Faculty	User ID
2013年度大学院学生生活実態調査 (質問票)	2013年度大学院学生生活実態調査 (質問票)	全学	
2013年度学部学生生活実態調査 (質問票)	2013年度学部学生生活実態調査 (質問票)	全学	
2013年度学部学生生活実態調査 (自由記述)	2013年度学部学生生活実態調査 (自由記述)	全学	
2013年度大学院学生生活実態調査 (自由記述)	2013年度大学院学生生活実態調査 (自由記述)	全学	

Register a new template

- (4) A list of templates appears.
- (5) Enter a title (and its English translation).
- (6) Determine accessibility with a radio button.
- (7) If you selected “Open,” you must choose a faculty responsible for the data.
- (8) Click on Register a template.

設問テンプレート登録 / Enter Template

Template Title	<input type="text"/>
Template Title (English)	<input type="text"/>
Public/Confidential	<input checked="" type="radio"/> Campus Wide Release <input type="radio"/> Public within Faculty <input type="radio"/> Confidential
Public to this faculty	Letters Intercultural Studies Human Development Science

Register a template

- (9) A list of questions appears.
- (10) Click on Add a question or Import template.

設問テンプレート登録 / View Template Items

Template Title	sample
Public/Confidential	Public
Public to this faculty	Entire university

Item No	Survey item	Response Type	Result status
No template information to be displayed			

- (11) You are asked to register a question.
- (12) You may change the number of choices (default is 3) through the combo box.
- (13) Enter a question title in Japanese, (its English translation) and question number.
- (14) Choose either “Confidential” or “Public” to determine accessibility to survey results, by clicking the mouse on either radio button.
- (15) You may choose either “Multiple-choice” style or “Written answer” style by clicking the mouse on either radio button.
- (16) If you chose “Multiple-choice,” you must set the number of choices through the combo box. Then, enter specific wording in each textbox.
- (17) If you chose “Written answer,” you must set the maximum acceptable number of characters for the answer box.
- (18) If you click on Register a new question, your question will be registered and a list of registered questions will appear.

- (19) You may delete a template by clicking on Delete this template.

Item No	Survey item	Response Type	Result status
1	sample	3 of 1	Public

13-7. Base setting for a class questionnaire

Teachers may conduct a “class survey” (**not “course reflection survey”**) at any time. But please refrain from conducting a class survey during the period when a class evaluation survey is conducted.

- (1) Click on [Create a questionnaire for class evaluation survey](#) on the “Questionnaire setting/List of questionnaire” page.
- (2) The “Base settings” screen appears, enabling you to set conditions.
- (3) You can only choose “Class survey” on the combo box.
- (4) Choose a class that you want to create a questionnaire for.

Create questionnaire / 基本情報設定	
Please enter the basic survey information.	
survey type	class survey ▼
year	2016
faculty	▼
class code	search timetable
Survey title	
Survey title (English)	
starts	2016 year ▼ 9 month ▼ 17 day ▼
closes	2016 year ▼ 10 month ▼ 1 day ▼ Currently processing ※ survey data.
Type of answering mode	<input type="radio"/> 一覧表示 <input checked="" type="radio"/> 設問毎改ページ
Status of survey result	<input checked="" type="radio"/> 公開(回答者のみ) <input type="radio"/> 公開(未回答者含む) <input type="radio"/> confidential
Result open for viewing from	2016 year ▼ 10 month ▼ 16 day ▼
Last day for viewing	2016 year ▼ 10 month ▼ 31 day ▼
absences	more than [] times is exempt ※ Register number of times attended or absent
<input type="button" value="Register a new question"/> <input type="button" value="クリア"/> <input type="button" value="戻る"/>	

- (5) Enter a title (and its English translation).
- (6) Set a starting date and a closing date for answers collection.
- (7) Select an answer sheet style by clicking the mouse on either radio button.
- (8) Determine accessibility to questionnaire results by clicking the mouse on either radio button.
- (9) Set a starting date and a closing date for results announcement.
- (10) Set the number of no-shows (as a restriction on target respondents). For details, refer to **13-4. Setting the number of no-shows**.

13-8. Setting target respondents for a class survey

You may register or delete target respondents for each class survey.

- (1) Choose a class from the list of classes and click on **Set target respondents**.
- (2) A list of target respondents appears.
- (3) You may delete a student from the list of target respondents by clicking the mouse on the checkbox of the student concerned.
- (4) If you click **delete all**, a dialog box will appear, asking for your confirmation. Click on **OK** if you want to go ahead and delete all.

The screenshot shows the 'Create questionnaire / 回答対象者一覧' interface. At the top, it says 'Eligible respondents, as selected at present.' with a count of 25. Below this, there are 'display conditions' for 'faculty' (set to '指示しない') and 'grade' (set to '指示しない'). A table lists 5 students with checkboxes for selection. A dialog box is overlaid on the table, asking 'Do you wish to delete all of this?' with 'OK' and 'キャンセル' buttons.

select	No.	Course	Student No.	name	Year level
<input checked="" type="checkbox"/>	1	*****	*****	*****	1
<input checked="" type="checkbox"/>	2	*****	*****	*****	2
<input type="checkbox"/>	3	*****	*****	*****	2
<input type="checkbox"/>	4	*****	*****	*****	2
<input type="checkbox"/>	5	*****	*****	*****	2

- (5) You may add or delete a specific student individually, by entering his/her student I.D. number in the textbox.
- (6) If you don't know a student's I.D. number, you can find it through a search engine.
- (7) Choose either “Register” or “Delete” and then click on **Register individually** or **Delete individually**. Then, a finalized list of target respondents will appear.

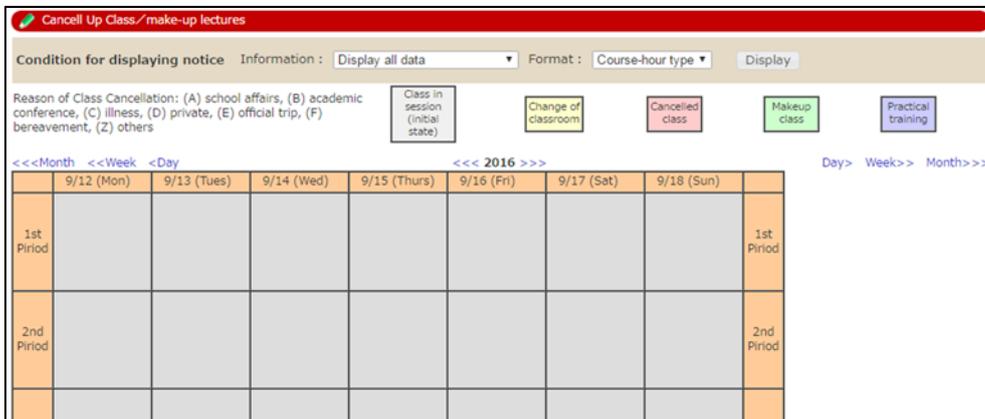
The screenshot shows the 'Create questionnaire / 回答対象者一覧' interface. At the top, it says 'Eligible respondents, as selected at present.' with a count of 25. Below this, there are 'display conditions' for 'faculty' (set to '指示しない') and 'grade' (set to '指示しない'). A table lists 5 students with checkboxes for selection. The 'name' column is expanded to show the faculty name.

select	No.	Course	Student No.	name	faculty	Year level
<input type="checkbox"/>	1	*****	*****	*****	Intercultural Studies (Master's Program)	1
<input type="checkbox"/>	2	*****	*****	*****	LettersHumanitiesEnglish and American Literature	2
<input type="checkbox"/>	3	*****	*****	*****	LettersHumanitiesGerman Literature	2
<input type="checkbox"/>	4	*****	*****	*****	LettersHumanitiesFrench Literature	2
<input type="checkbox"/>	5	*****	*****	*****	LettersHumanitiesPsychology	2

14. Cancelled Lectures and Supplementary Lectures

14-1. Registering lecture cancellation and supplementary lectures (on a timetable)

- (1) This page (for cancelled lectures and supplementary lectures) shows all classes, but you can access your classes only.
- (2) Enter a faculty/graduate school, target grade of students and teacher’s code and click on **Display**. Then, classes that fit entered conditions will appear. Click on a timetable slot code.
- (3) On the screen, you can see a weekly schedule. If you want to move to a date other than that shown on the screen, you can go forward or backward by the year, week or day.



Slot colors

Change of classroom: yellow

Cancelled lecture: pink

Supplementary lecture: green

Drill: blue

- (4) If you click on a timetable slot code shown on the screen, the following screen will appear.
- (5) Enter a reason for cancellation and remarks as necessary, and click on **Register**.
In that case that your class has a sub-class, the sub-class will be automatically registered for lecture cancellation.

Click in the Registration Code Box above or directly fill in the Registration Code to fill in cancellation/makeup information.

* is for display only, do not enter data here.

Section you wish to change: [dropdown]
 Reason: [dropdown]
 Department: Letters [dropdown]
 Term: 1st semester [dropdown]
 Registration Code: [input] class search
 Name of the course: [input]
 Year level: [input]
 Target Date: 2016 [dropdown] year 9 [dropdown] month 12 [dropdown] day [checkbox] 以降全て
※「以降全て」の選択は講義室変更の場合だけです。
以降全ての講義室変更の場合の講義室変更表示期間
-- [dropdown] year -- [dropdown] month -- [dropdown] day まで講義室変更として表示。
(省略時は1ヶ月間)
 Period: 1st Period [dropdown] to 1st Period [dropdown]
 Facility: [dropdown]
 Instructor: << Select an Instructor >> [dropdown]
Instructor delete
 Additional comments: [input]

Register Clear

●Old name of the course *
 Timetable Slot Code : Course Name [input]

* If you register a cancellation through a timetable or through a list of classes, class information other than a reason for cancellation and remarks will be automatically entered on the above screen.

(6) The dialog box asks you to confirm your inputs.

Confirm your inputs and click on **Register**.

Cancel Up Class/make-up lectures

Please make sure that the input data is correct.

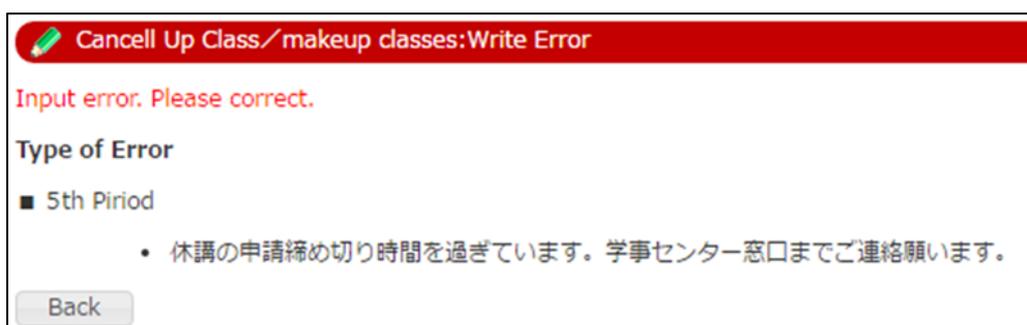
Section you wish to change	Class Cancellation
Reason	(A) School affairs
Department	
Term	3rd quarter
Registration Code	*****
Course Title	*****
Year level	1,2,3,4,5,6 year
Target Date	Friday, October 14, 2016
Period	5th Period から 5th Period
Facility	
Instructor	
Additional comments	

Register Back

(7) If there is any technical error with your inputs, the following error message will appear.

* You may register a lecture cancellation up until one hour before the scheduled starting time of the lecture.

If you cannot technically register a cancellation on the screen, contact the academic/student affairs section concerned.



(8) If there is no technical error with your inputs, the following screen will appear, and a tab that says “details” is shown in your slot.

				1L293	1L742	1L075 (B)
				*****	*****	*****
				*****	*****	*****
						詳細

(9) If you click on the tab, details on the cancellation will appear.

14-2. Registering lecture cancellation and supplementary lectures (on a list of classes)

- (1) This page (for cancelled lectures and supplementary lectures) shows all classes, but you can access your classes only.
- (2) Enter a faculty/graduate school, target grade of students and teacher’s code, and choose “Class list” on the “Display style” combo box. Click on Display, and classes that fit entered conditions will appear. Click on a timetable slot code.

(3) Do the same operations mentioned above at 14-1 (operations on a timetable).

Condition for displaying notice Information : Display all data Format : List view type Display

Reason of Class Cancellation: (A) school affairs, (B) academic conference, (C) illness, (D) private, (E) official trip, (F) bereavement, (Z) others

Class in session (initial state) Change of classroom Cancelled class Makeup class Practical training

<<<Month <<Week <Day <<< 2016 >>> Day> Week>> Month>>>

Date	Class Period	Registration Code	Course Title	Instructor	classroom number	number of class students
10/21(Fri)	5th Period	*****	*****	*****		0
10/21(Fri)	6th Period	*****	*****	*****		0
10/24(Mon)	2nd Period	*****	*****	*****		0
10/24(Mon)	3rd Period	*****	*****	*****		0

14-3. Deleting cancellation

(1) If you desire to cancel your lecture cancellation, click on **Cancel classroom changes/cancelled lectures/make-up lectures**.

Click in the Registration Code Box above or directly fill in the Registration Code to fill in cancellation/makeup information.

is for display only, do not use data here.

Section you wish to change Class Cancellation

Reason

Department Letters

Term 1st quarter

Registration Code class search

Name of the course

Year level 2,3,4,5,6Grade

Target Date 2016 year 7 month 12 day 以属金で
※「以属金で」の選択は講義室変更の場合だけ有効です。
以属金での講義室変更の場合の講義室変更表示期間
-- year -- month -- day まで講義室変更として表示。
(省略時は1ヶ月)

Period 3rd Period to 3rd Period

Facility Facility availability chart

Instructor << Select an Instructor >>
Instructor add Instructor delete

Additional comments

Register Clear **Cancel classroom changes/cancelled lectures/make-up lectures**

Old name of the course
Timetable Slot Code : Course Name

(2) Confirm the information appearing on the screen, and click on **Delete**.

Cancel Up Class/make-up lectures

Please make sure that the input data is correct.

Section you wish to change ※Not necessary if deleting.

Reason

Department Letters

Term 1st quarter

Registration Code

Course Title

Year level 2,3,4,5,6 year

Target Date Tuesday, July 12, 2016

Period 3rd Period から 3rd Period

Facility

Instructor

Additional comments

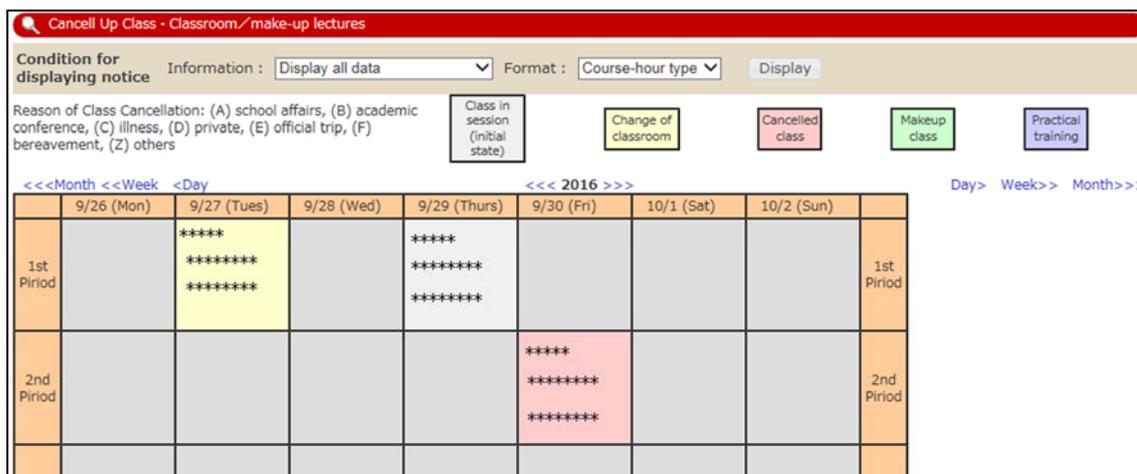
Delete Back

- (3) The dialog box asks you to finalize your cancellation. Click **OK** to delete the data concerned.



14-4. Viewing cancelled lectures or supplementary lectures

- (1) The top page on cancelled lectures and supplementary lectures shows all of your classes, but you can narrow the display range by setting conditions such as faculty, graduate school and target grade of students.
- (2) On the screen, you can see a weekly schedule. If you want to move to a date other than that shown on the screen, you can go forward or backward by the year, week or day.



* Slot colors

Change of classroom: yellow

Cancelled lecture: pink

Supplementary lecture: green

Drill: blue

14-5. Viewing facility availability

- (1) You can view facility reservations of each faculty.
- (2) A “daily” or “weekly” display range can be selected.

☆ Daily display

Facilities reservation status inquiry	
Course Name : not specified	Show results Show campus map
<<Week <Day	Display by week 2016 year 8 month 25 day Show results Day> Week>>
	8 9 10 11 12 13 14 15 16 17 18 19 20 21
教室テスト	Reserved
テスト	Reserved

☆ Weekly display

Facilities reservation status inquiry	
Course Name : not specified	Show results Show campus map
<<Week <Day	2016 year 8 month 25 day Show results Day> Week>>
	25(Thu) 26(Fri) 27(Sat) 28(Sun) 29(Mon) 30(Tue) 31(Wed)
教室テスト	13:20-14:50 Reserved
テスト	15:10-16:40 Reserved

15. Bulletin Board

15-1. Registering a notice

- (1) You may post a notice to students concerning your class.
- (2) In the Bulletin Board, there is a category (tab) that says “Class.”

Bulletin board registration

New Registration

●Select registration genre.

Genre : 授業掲示板 授業 | New Registration

class bulletin board/List of Notices

●Click on notice data for details.

Display Order: Period posted | Change

Shows search results from 0 results to 0 results (total of 0 results)

Search results : << previous page 1 next page >>

Genre	Course Title	Instructor	Title	Status	Date Notices is Posted	insert date
no data found						

Search results : << previous page 1 next page >>

Display Count : 100 | Results | Display

- (3) If you click on this tab, you can go to the page to create a notice.

Bulletin board registration / 授業掲示板 授業

class Academic Year 2016 Course Name For Teaching Credential Term 2nd quarter Code

(required)

when being unclear, search by class search.

Target All students

(required)

Add Delete

Read template

Title (required)

Title (English)

Content (required)

Content (English)

U R L

Enter from "http://" e.g. http://www.nis-sol.co.jp/

Term 2016 year 9 month 16 day From 2016 year 9 month 16 day Till (required)

Keep until 2017 year 9 month 16 day Till (required)

Department 教職課程 (required)

writer affiliation(english) For Teaching Credential

written (required)

written(english)

Mail

Attachment

ファイルを選択 選択されていません。
 ファイルを選択 選択されていません。
 ファイルを選択 選択されていません。
 Each size of files must not exceed 1MB.

Register Clear

(4) If you don’t know a timetable slot code, you can search for it through a search engine. From search results shown on the screen, choose and click on a target class.

Bulletin board registration / 授業掲示板 授業

Academic Year: 2016 Course Name: For Teaching Credential Term: 2nd quarter Code:

class: (required)
when being unclear, search by class search.

Target: (required)

Add Delete

Read template

Title: (required)

Title (English):

Bulletin board registration / Timetable of Classes You Teach

Term	semester offered	Date/Time	Registration Code	Course Title
1st quarter	1st quarter	Mon2	Z0003	テスト (新カリ1)
2nd quarter	2nd quarter	Mon2	2Z002	抽選テスト2
2nd quarter	2nd quarter	Mon2	Z0004	テスト (新カリ2)
3rd quarter	3rd quarter	Mon1	3Z001	テスト1

Show other Academic Year / Term

2016 1st semester

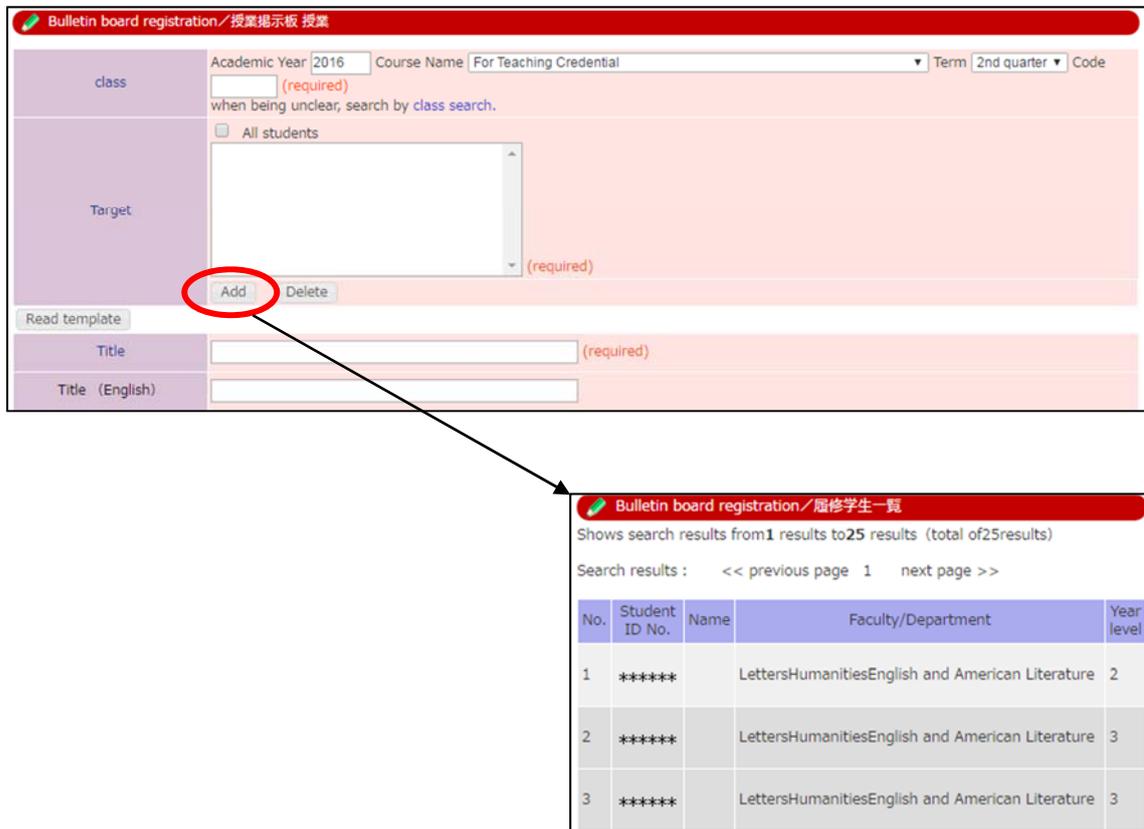
Display

* You must enter a timetable slot code to move to the next step to designate target students.

(5) Designating target students

You can target “all students” or designate a specific group of students.

If you desire to designate a specific group of students, click on **Add**. Then, a list of registered students will appear, so that you can choose desired students.



* If you need to delete a certain student, highlight that student, and click **Delete**.

(6) You can register your message by clicking **Register**. Your notice will be shown on the noticeboard for students.

15-2. Updating your notice

- (1) You may update your previously registered notice.
- (2) In the Bulletin Board, click on the tab that says “Class.”
- (3) A list of your classes that have a registered notice appears.

The screenshot shows the '掲示板更新' (Bulletin Board Update) page. At the top, there is a red header with the text '掲示板更新'. Below it, the page title is 'class bulletin board / 掲示情報一覧'. A message says '●内容を確認する掲示情報をクリックしてください。' (Click on the notice information you want to check the content of). There are search filters for '掲載期間' (Posting Period) and a '変更' (Change) button. It indicates 'Shows search results from 1 results to 2 results (total of 2 results)'. Below this is a table of search results:

ジャンル	Course Title	担当者	表題	状態	掲示期間	insert date
授業	テスト1	テスト1	テスト1	-	2016/09/08から 2016/09/08まで	2016/09/08 18:06:28
授業	テスト1	テスト1	sample	掲示中	2016/09/08から 2016/09/08まで	2016/09/08 18:31:19

At the bottom of the screenshot, there is a 'Display Count' set to 100 items and a '掲示情報検索' (Search Notice Information) button.

- (4) Enter your message and click on **Update**. Then, the updated notice will be shown on the bulletin board for students.

The screenshot shows the '掲示板更新 / 授業掲示板 授業' (Bulletin Board Update / Class Bulletin Board Class) form. The form has several fields for entering notice details:

- 表題** (Title): sample (required)
- 表題 (英文)** (Title in English): sample
- 内容** (Content): sample (required)
- 内容 (英文)** (Content in English): sample (required)
- URL**: Multiple input fields for URLs. A note says 'http://から入力して下さい。例: http://www.ns-sol.co.jp/'
- 掲示期間** (Posting Period): 2016年 09月 06日 から 2016 year 9 month 8 day まで (required)
- 保存期間** (Storage Period): 2017 year 9 month 8 day まで (required)
- 所属** (Affiliation): sample (required)
- writer affiliation(english)**: sample
- written**: sample (required)
- written(english)**: sample
- メール**: Input field for email
- 添付資料1, 2, 3** (Attachments): Each has a checkbox for '削除' (Delete) and a 'ファイルを選択' (Select File) button. All are currently unchecked.
- 時間割** (Timetable): A table with columns for Academic Year, Course Name, Registration Code, semester offered, Course Title name, and Posting Start Date.

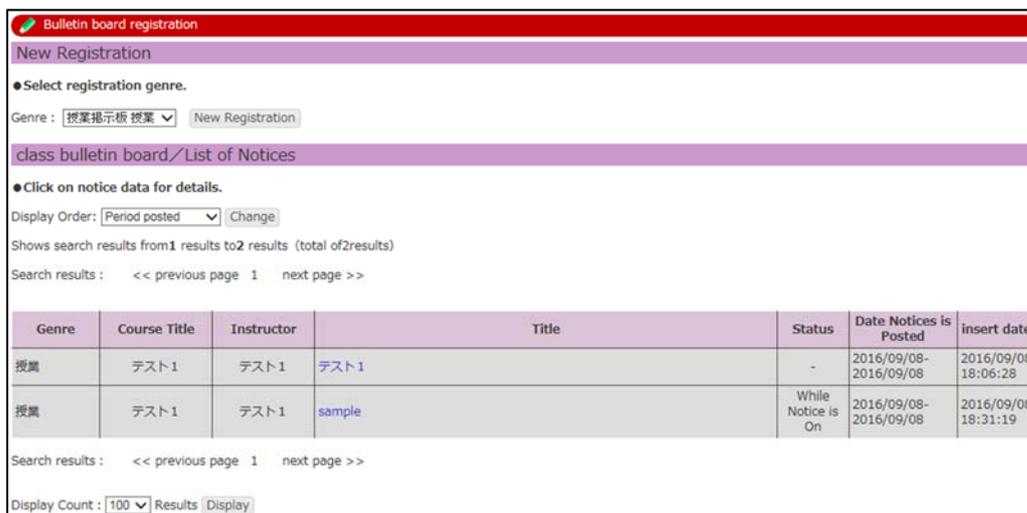
Academic Year	Course Name	Registration Code	semester offered	Course Title name	掲示開始日
2016		12001			2016年09月08日 (Thu)
- 対象履修生** (Target Students): A table with columns for Student ID No., name, affiliation, and year.

Student ID No.	name	affiliation	学年
			2
			1

At the bottom left of the form, there is a red circle around the **更新** (Update) button.

15-3. Deleting a notice

- (1) You may delete your previously registered notice.
- (2) In the Bulletin Board, click on the tab that says “Class.”
- (3) A list of your classes that have a registered notice appears.
- (4) Choose a class that you want to delete a notice for.



Bulletin board registration

New Registration

● Select registration genre.

Genre :

class bulletin board/List of Notices

● Click on notice data for details.

Display Order:

Shows search results from 1 results to 2 results (total of 2 results)

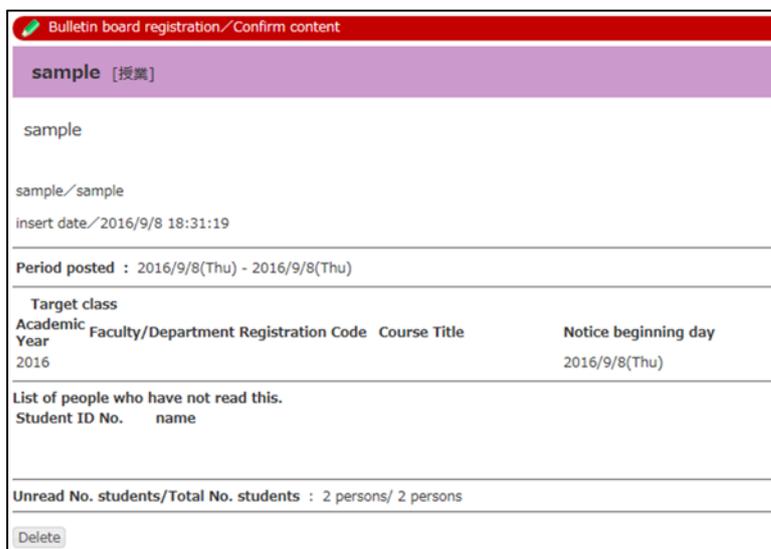
Search results : << previous page 1 next page >>

Genre	Course Title	Instructor	Title	Status	Date Notices is Posted	insert date
授業	テスト1	テスト1	テスト1	-	2016/09/08-2016/09/08	2016/09/08 18:06:28
授業	テスト1	テスト1	sample	While Notice is On	2016/09/08-2016/09/08	2016/09/08 18:31:19

Search results : << previous page 1 next page >>

Display Count : Results

- (5) The notice appears. You may delete the notice by clicking on .



Bulletin board registration/Confirm content

sample [授業]

sample

sample/sample

insert date./2016/9/8 18:31:19

Period posted : 2016/9/8(Thu) - 2016/9/8(Thu)

Target class

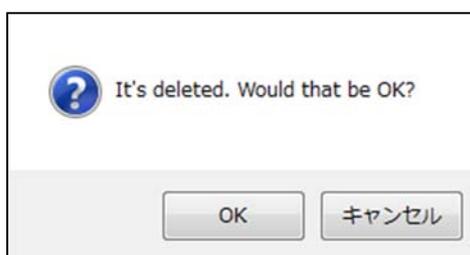
Academic Year	Faculty/Department	Registration Code	Course Title	Notice beginning day
2016				2016/9/8(Thu)

List of people who have not read this.

Student ID No.	name

Unread No. students/Total No. students : 2 persons/ 2 persons

- (6) A dialog box appears and asks you to confirm your deletion.
If you click on , your notice will be deleted.



It's deleted. Would that be OK?

15-4. Bulletin Board (Viewing notices)

- (1) You may view notices on the noticeboard.
- (2) In the Bulletin Board, click on the tab that says “Class.”

When there is a notice that you have not opened yet, the number of such unread notices will be shown in parentheses.

The screenshot shows the 'Bulletin board' interface. At the top, it says 'List of Unread Notices' and '2 notices are unread'. Below this is a table with columns: Date Notice is Posted, Title, Reply Unopened, Genre, Sophia University, Name, and Notice Period. Two notices are listed, both with '*****' in the title and '管理者' (Manager) as the name. Below the table is a 'List of Genres' section with a table showing the number of notices for each genre. The '学生呼び出し/お知らせ' (Student call/notice) genre has 0 unread notices.

Date Notice is Posted	Title	Reply Unopened	Genre	Sophia University	Name	Notice Period
2016/9/5 14:17:05	*****	-	お知らせ		管理者	2016/9/5-2016/9/8
2016/9/5 14:14:28	*****	-	緊急連絡		管理者	2016/9/5-2016/9/8

Genre	Number of Notices
Class Bulletin Board	-
授業	0
Announcement Bulletin Board	-
学生呼び出し/お知らせ	0 (0 Unread)
行事案内	0
お知らせ	1
緊急連絡	1

- (3) Registered notices, if any, will appear in the list of classes.

You can search a notice by entering search conditions such as a target year, faculty/graduate school, semester, or timetable slot code.

15-5. Template setting for notices

- (1) You may edit, delete or create a template.
- (2) In the Bulletin Board, click on the tab that says “Class.”
- (3) A list of classes that have a registered template appears, and a tab that says “Create a new template” is shown.

The screenshot shows the 'Setting template/template List' interface. It has sections for 'Template new registration' and 'Template modification or deletion'. The 'Template modification or deletion' section includes search criteria for Genre, Create date (From and To), and a 'Search' button. Below the search section is a table with columns: Template Name, Genre, Create user, Update date, and Template viewing group. The table currently shows 'no data found'.

Template Name	Genre	Create user	Update date	Template viewing group
no data found				

- (4) If you want to create a new template, click on “Create a new template.”
- (5) Enter a title and fill out other spaces and click on **Register**.

Setting template / 授業

● After you have input all the necessary information, please press the Register button.

Template name (required)

Template name (English) (required)

Template viewing group
Letters
Intercultural Studies
Human Development
Science
(when being not chosen, myself will be an exclusive template)

Title (required)

Title (English) (required)

Content

Content (English)

Department

Department (English)

Entered by

Entered by (English)

Mail

Register Clear

When you create a notice by using a registered template, follow the procedure mentioned above at (1) to (3) of **15-1. Registering a notice** to go to the page to create a notice, and click on **Show Template** at the bottom of the screen.

- (6) You may edit a registered template. After editing, click on **Register**.
- (7) You may delete a registered template by clicking on **Delete**.
- (8) The “O.K. to delete?” message appears. If you click on **OK**, the template concerned will be deleted.

