

**The Course Planning operation manual
for Faculty**

**July 19, 2016
C.S.D Corporation**

Overall flow for the Course Planning

1. Login to the Course Planning System

2. Start the Course Planning System

2-1. Enter the student #

3. Course Registration Planning

3-1. Track Selection

3-2. Year Selection

3-3. Basic operations

3-4. Option button Operation

3-5. Confirm the Prerequisites

4. Save the course planning

Course registration is complete now.

If it's within the period, you can change the course planning following the same procedure.

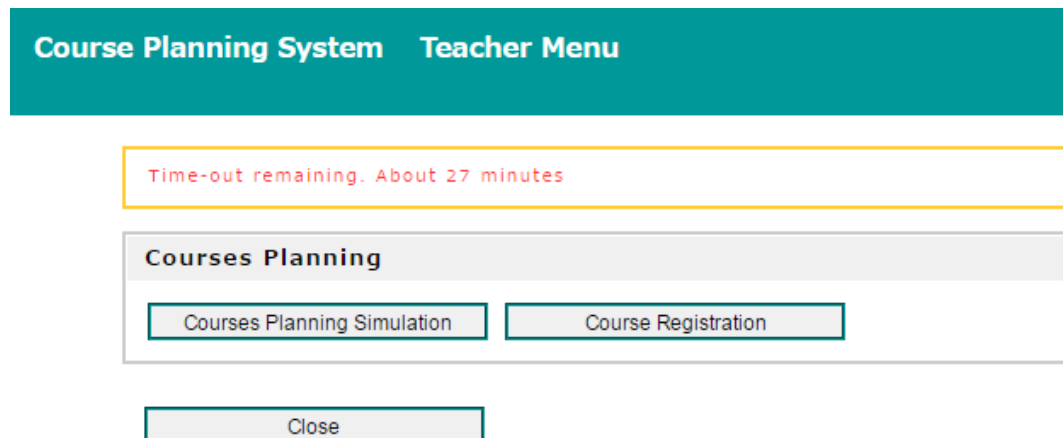
1. Login to the Course Planning System

- (1) Click on the Course Planning System from “Students and Faculty” from the official site of the University of Aizu.
Login screen of course planning system will be displayed.



The screenshot shows the login interface for the Course Planning System. At the top, the title is displayed in Japanese (履修計画システム) and English (Course Planning System). Below the title are three input fields: 'Login ID', 'Password', and 'Language' (set to 'English'). There are 'Login' and 'Cancel' buttons. A note at the bottom states: '* To use the Course Planning System for course registration, the function of the cookie and Javascript should be enabled. This site has been authenticated by the server certificate. Privacy is preserved by coding the communication within SSL pages.'

- (2) Enter the login ID and password. Click the login button, you will see course planning menu screen.



The screenshot shows the 'Teacher Menu' screen of the Course Planning System. A teal header bar contains the text 'Course Planning System Teacher Menu'. Below the header, a yellow box indicates 'Time-out remaining. About 27 minutes'. Underneath, a grey box titled 'Courses Planning' contains two buttons: 'Courses Planning Simulation' and 'Course Registration'. At the bottom, there is a 'Close' button.

2. Start the Course Planning System

Click Course Planning Simulation button. Student # input screen will be displayed.

- (1) Enter the student # of students that teachers are teaching.
Please add the “s” at the begging of the student #.

Course Planning System Input StudentNo

Time-out remaining. About 29 minutes

Input StudentNo

StudentNo

Submit

Cancel

- (2) Click the Submit button, you will see course planning screen.
Course planning screen has two screen of “STD.YEARY PLAN”
and “YEARLY PLAN”.
Toggle the Course planning screen between “STD. YEARLY PLAN”
and “YEARLY PLAN”.

(2) Click the “YEARLY PLAN”, “YEALY PLAN” page will be displayed.

The screenshot displays the 'YEARLY PLAN' interface. At the top, there are two tabs: 'STD. YEARLY PLAN' and 'YEARLY PLAN', with the latter being selected and highlighted by a red box. Below the tabs, there are fields for 'STUDENT#', 'NAME', 'UNIV. YEAR', 'CLASS', and 'TRACK'. The 'UNIV. YEAR' field is set to '2 / 28', and the 'TRACK' field is set to 'VH: Virtual Reality & Human Interface'. There are also buttons for 'Collectively planning for SR/TR', 'Options', and 'Go Back', along with a 'Time-out remaining. About 29 minutes' indicator.

The main content area is a grid of course offerings. The grid is organized by subject area (M/Mathematics, NS/Natural Science, L/Computer Literacy) and by year (1YEAR/2014, 2YEAR/2015, 3YEAR/2016, 4YEAR/2017). The 2YEAR/2015 column is highlighted in yellow, indicating the current plan year. Courses are listed in blue boxes within the grid cells.

Subject Area	1YEAR/2014	2YEAR/2015	3YEAR/2016	4YEAR/2017
M/Mathematics	A/M01 Linear Algebr A/M03 Differential an	B/M02 Linear Algebr A/M04 Differential an	A/ (S) M05 Fourier A A/ (S) M07 Probabilit A/M10 Introduction t	A/M08 Applied Algebr A/M06 Complex Anal M09 Mathematical Lo M11 Applied Geomet
NS/Natural Science	A/ (S) NS01 Dynami A/ (S) NS02 Electro		A/NS04 Semiconduct	(S) NS03 Quantum NS05 Thermodynami NS07 Introduction to
L/Computer Literacy	A/ (S) L01 Literacy I A/ (S) L02 Literacy I	A/ (S) L05 CSE Labo	A/L11 Intro. to Com	L10 Introduction to L09 Introduction to I

In the "YEARLY PLAN" page, each course will be displayed in the actual plan year.

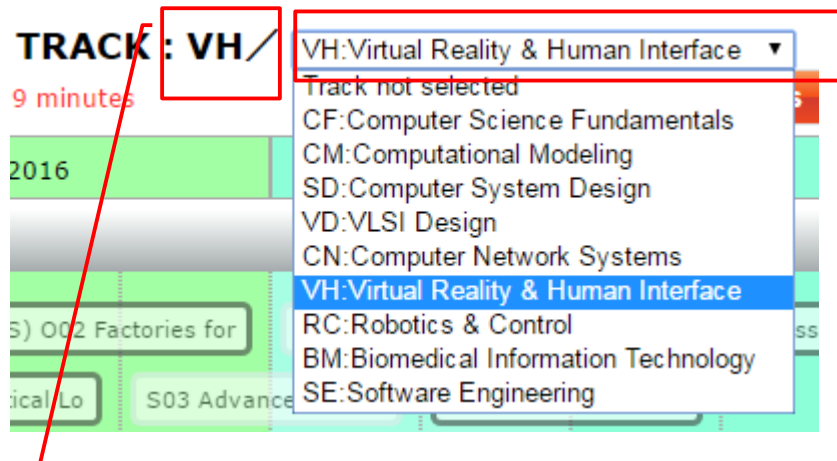
3 – 1 . Track Selection

(1) Students with a Track will be displayed at the top of the screen.

Students with undetermined track will be displayed as "Track not selected"

(2) For course registration planning, Track can be arbitrarily changed.

If you change the Track, it will change the TR-courses corresponding to the selected track.



【Track Selection】

Students tracks that have been decided are selected on your tracks.

【Track Symbol】

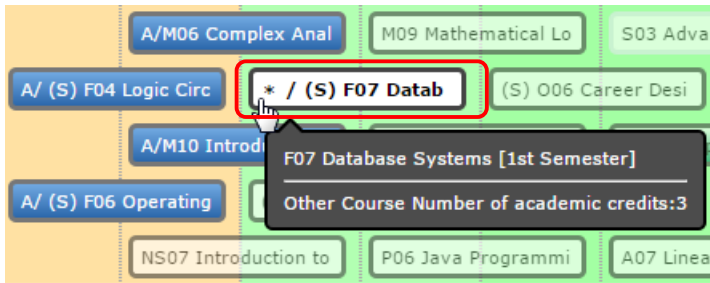
Track Symbol will be displayed for students with determined tracks.

“—/“ will be displayed for students with undetermined track.

3-2. Year Selection

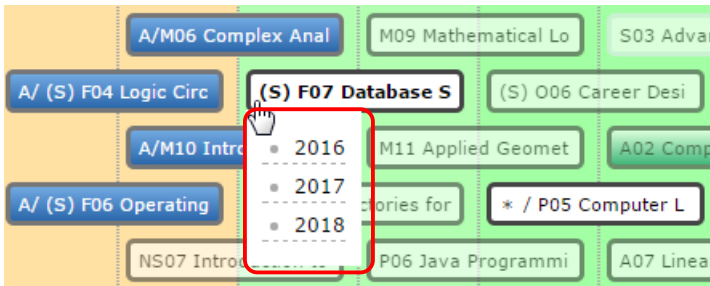
Three steps to select the courses to perform a course plan

(1) Click highlighted xxx button

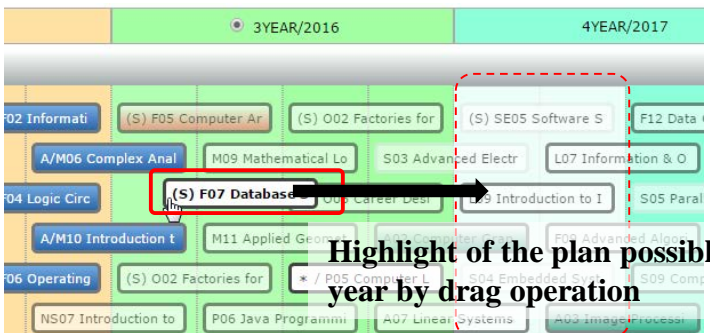


If you remove the course plan, click on the course box again.

(2) Press and hold xxx button



(3) Drag & drop



Highlight of the plan possible year by drag operation



Year of the course plan in the drop operation is set.

3—3. Basic operations

(1)【Collectively planning for SR/TR】 button

Plan the SR/TR courses together.

(TR courses is the TR courses based on the currently selected track)

(2)【Options】 button

Display of prerequisite state , Confirmation of earned academic credits, writing of course planning file and reading the file

(3)【Go back】 button

Return to the previous screen(Please do not forget to save the course plan)

(4)【Save as】 button

Save the course plan in the system.

(5)【STD.YEARLY PLAN】、【YEARLY PLAN】 button

Toggle the course plan screen between "STD YEARLY PLAN" and "YEARLY PLAN".

3–4. Option button Operation

By selecting from the options menu, you can conduct following operations.

(1) Courses summarize

number of required academic credits of courses from each category, you can confirm the numbers of earned academic credits and graduation requirements, etc.

(2) Track Recognition

You can confirm the number of required courses of each track and number of earned courses.

(3) Show the “SR→TR” lines and Show the “SR/TR→TR” lines

Confirm the prerequisites related.

(4) Import

Read the course planning data.

(If you have made the export of course planning data, you will see a list of exported course plan.)

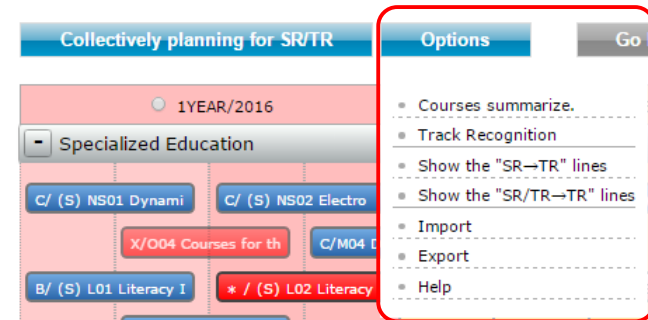
(5) Export

Save the course planning data.

(Enter any comments, you can register up to 20 maximum. New export only.)

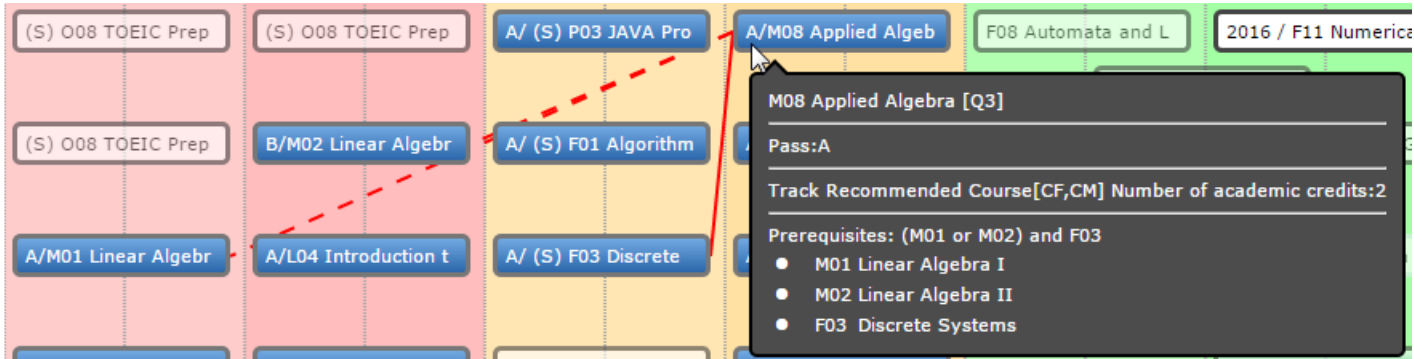
(6) Help

You can confirm the supplementary explanation of the items to be displayed on the Course planning screen.

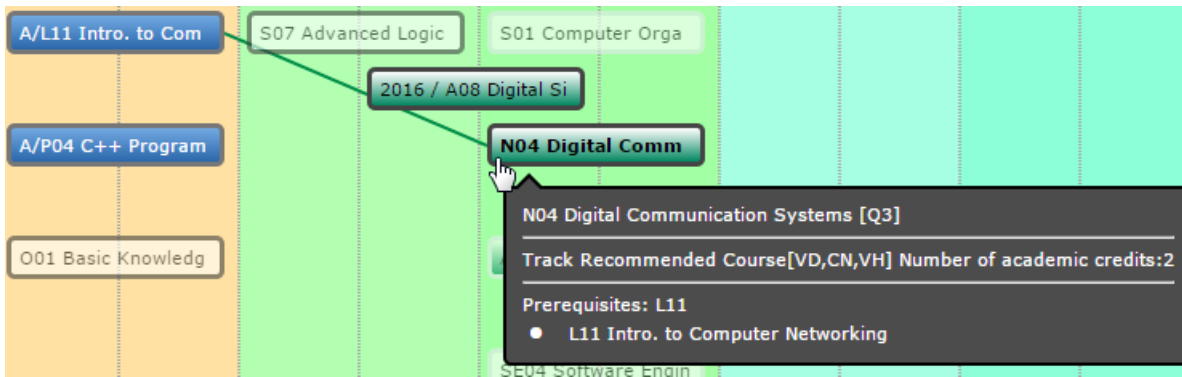


3–5. Confirm the Prerequisites

Hover the mouse to the course box, the connector (line) is displayed between course in the prerequisites relations. In addition, you can confirm the status of the course and prerequisites by using the tool tip.



If the course is TR, the connector will be displayed in green.



4. Save the course planning

Please save the plan by clicking the [Save] button. Remember to do so when you change the course plan in the Course Planning System.

If you exit the system or exit the browser without saving the plan, course plan will be lost.

About the generation management of the course plan.

The system will save only one of the course plan.

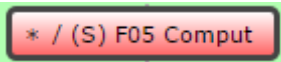

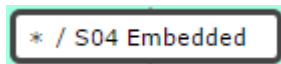
Case :make some course plan of teaching students.

Course plan can be saved with a comment. You can also read the saved file.






Appendix

1. Course Box

(1) Course Types

Course Types	Overview of Courses Box	Property
Strongly Recommended Courses (SR)		Red gradation
Track Recommended Courses (TR)		Green gradation
Non SR / TR courses		White background

(2) Prerequisites Connectors

Prerequisites Connectors	Overview of Courses Box	Property
SR → SR (AND)		Red line
SR or TR → Non SR/TR (AND)		Red line
SR or TR → TR (AND)		Green line
SR or TR → Non SR/TR (OR)		Red dotted line
SR or TR → TR (OR)		Green dotted line

(3) Course Status

① Attributes of courses and distinction of period

Course Status	Quarter Courses	Semester Courses	Property
Studied courses	B/M02 Linear Algebr	A/ (S) P01 Introducti	Blue background
in progress	R / F08 オートマトンと言語	R / (S) F05 コンピュータ	Gray background
Failed	F/L08 情報倫理	F/ (S) NS02 電磁気学	Red background
Not Planned	F11 Numerical Analy	(S) F07 Database Sy	Translucent
Planned	* / F08 Automata a	* / (S) F07 Databas	Background color changes on the course status
Courses that do not meet the prerequisites	A04 Biomedical Infor	(S) SE05 Software S	Translucency
Multiple offered period courses	* Q1 / H09 Jurispru	* S1 / (S) H08 Docu	

② Course button Information

Course Status	Contents
Academic performance for the course	Symbol for academic performance “A”, “B”, “C”, “D”, “F” are displayed
Incomplete courses due to withdraw, absence etc.	“X” is displayed
In progress Courses	“R” is displayed
Certified courses	“#” is displayed
Same course plan year and the standard year	“* /” is displayed
Multiple offered period courses	Quarter courses: Q1 or, Q2 or, Q3 or , Q4 will be displayed Semester courses: 1 st Semester → “S1” will be displayed 2 nd Semester → “S2” will be displayed
Semester courses	“(S)” is added to the left side of the course symbol

2. Courses / Credit Summary

(1) Courses summary Popup

Click “Courses summarize” under “Option” menu to confirm number of credits for Prerequisite courses etc..

STD. YEARLY PLAN YEARLY PLAN

Student ID No. : NAME : UNIV. YEAR : CLASS : TRACK : VH / VH:Virtual Reality & Human Interface

Collectively planning for SR/TR Options Go Back Remaining time until the time-out About 29 minutes Save as

1YEAR/2016 2YEAR/2016 3YEAR/2016 4YEAR/2017

Specialized Education

Courses summarize.

Courses summarize. (Categories)	Number of credits for Prerequisite Courses	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Excess and deficiency	Judgment
General Education Courses	10	10	0	0	
Humanities and Social Sciences	8	8	0	0	
Physical Activities	2	2	0	0	
Foreign Language Courses	15	10	0	-5	10 / 15 66%
Mathematics and Related Courses	-	10	0	-	
Natural Science and Related Courses	-	0	0	-	
Computer Literacy and Related Courses	-	0	0	-	
Programming and Related Courses	-	0	0	-	
Foundations of Computer Science and Engineering and Related Courses	-	0	0	-	
Computer Systems and Related Courses	-	0	0	-	
Specialized Education Courses	95	75	17	-3	92 / 95 96%
Computer Network Systems and Related Courses	8	18	0	0	
Applications and Related Courses	4	6	0	0	
Software Engineering and Related Courses	11	19	2	0	
Other Courses	12	15	0	0	
	21	17	13	0	
	-	0	0	-	
	-	0	0	-	
	-	0	2	-	
	-	0	0	-	
	-	0	0	-	
Graduation Thesis	8	0	0	-8	0 / 8 0%
Graduation requirement	128	95	17	-16	112 / 128 87%

From the summary, you are able to confirm course summary based on each category listed above.

(2) Floating window

The position of Courses summarize popup screen is fixed. Scrolling Course Planning page up and down does not affect the pop up window.

STD. YEARLY PLAN YEARLY PLAN

Student ID No. : NAME : UNIV. YEAR : CLASS : TRACK : VH / VH:Virtual Reality & Human Interface

Collectively planning for SR/TR Options Go Back Remaining time until the time-out About 26 minutes Save as

1YEAR/2016 2YEAR/2016 3YEAR/2016 4YEAR/2017

(S) O08 TOEIC Prepa B/M02 Linear Algebr A/ (S) F01 Algorithm A/M08 Applied Algeb S07 Advanced Logic S01 Computer Organ SE02 Web Programm

A/M01 Linear Algebr A/L04 Introduction t

A/L03 Introduction to A/ (S) Extracurricula

A/ (S) Extracurricula A/ (S) Extracurricula

A/ (S) Extracurricula

- Foreign Language (※The indicatio

A/E01 English for Co A/E03 English for Co

Graduation Thesis English for C

Graduation requirement

Courses summarize.

Courses summarize. (Categories)	Number of credits for Prerequisite Courses	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Excess and deficiency	Judgment
General Education Courses	10	10	0	0	○
Humanities and Social Sciences	8	8	0	0	○
Physical Activities	2	2	0	0	○
Foreign Language Courses	15	10	0	-5	10 / 15 66%
Mathematics and Related Courses	-	10	0	-	-
Natural Science and Related Courses	-	0	0	-	-
Computer Literacy and Related Courses	-	0	0	-	-
Programming and Related Courses	-	0	0	-	-
Foundations of Computer Science and Engineering and Related Courses	-	0	0	-	-
Computer Systems and Related Courses	-	0	0	-	-
Specialized Education Courses	95	75	17	-3	92 / 95 96%
Computer Network Systems and Related Courses	8	18	0	0	○
Applications and Related Courses	4	6	0	0	○
Software Engineering and Related Courses	11	19	2	0	○
Other Courses	12	15	0	0	○
	21	17	13	0	○
	-	0	0	-	-
	-	0	0	-	-
	-	0	2	-	-
	-	0	0	-	-
	-	0	0	-	-
Graduation Thesis	8	0	0	-8	0 / 8 0%
Graduation requirement	128	95	17	-16	112 / 128 87%

Course planning page is updated real time, you should be able to confirm credit information.

3. Track Recognition

(1) Track Recognition Popup

Click “Track Recognition” under “Option” menu to confirm Prerequisite courses QTY etc..

STD. YEARLY PLAN YEARLY PLAN

Student ID No. : NAME : UNIV. YEAR : CLASS : TRACK : VH / VH:Virtual Reality & Human Interface

Collectively planning for SR/TR Options Go Back Remaining time until the time-out About 29 minutes Save as

1YEAR/2016 2YEAR/2016 3YEAR/2016 4YEAR/2017

Specialized Education

Track Recognition

Track	Prerequisite courses QTY	Studied courses QTY	Registration Courses QTY	Insufficient Courses QTY	Judgment
CF Computer Science Fundamentals	27	23	2	2	25 / 27 92%
CM Computational Modeling	28	23	2	3	25 / 28 89%
SD Computer System Design	27	21	1	5	22 / 27 81%
VD VLSI Design	29	23	1	5	24 / 29 82%
CN Computer Network Systems	30	23	2	5	25 / 30 83%
✓ VH Virtual Reality & Human Interface	29	22	2	5	24 / 29 82%
RC Robotics & Control	29	24	2	3	26 / 29 89%
BM Biomedical Information Technology	29	23	2	4	25 / 29 86%
SE Software Engineering	27	21	2	4	23 / 27 85%

A/L06 Information S S02 Electronics SE06 Distributed Co A05 Robotics and Aut

(S) O08 TOEIC Prepa (S) O08 TOEIC Prepa A/ (S) P03 JAVA Pro (S) O02 Factories for * / F14 Intro. to Sof F13 Computational G A04 Biomedical Infor SE01 Web Engineerin

S06 VLSI Design A06 Human Interface

(S) O08 TOEIC Prepa B/M02 Linear Algebr A/ (S) F01 Algorithm A/M08 Applied Algebr S07 Advanced Logic S01 Computer Organ SE02 Web Programm

A/M01 Linear Algebr A/L04 Introduction to A/ (S) F03 Discrete A/NS04 Semiconduct N02 Computer Com

A/L03 Introduction to A/ (S) Extracurricula (S) O02 Factories for A/L11 Intro. to Com N04 Digital Communi

* / A08 Digital Sign A01 Artificial Intellig