

**The Course Registration operation manual
for Faculty**

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

Overall flow for Course Registration

1. Login to the Course Planning System

2. Start the Course Registration
(Enter the student #)

3. Register Courses

3-1. Basic operations for Course Registration

3-2. Option button Operation

3-3. Course selection

3-4. Confirm Course Information

4. Save Course Registration

Course registration is complete now.

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

1. Login to the Course Planning System

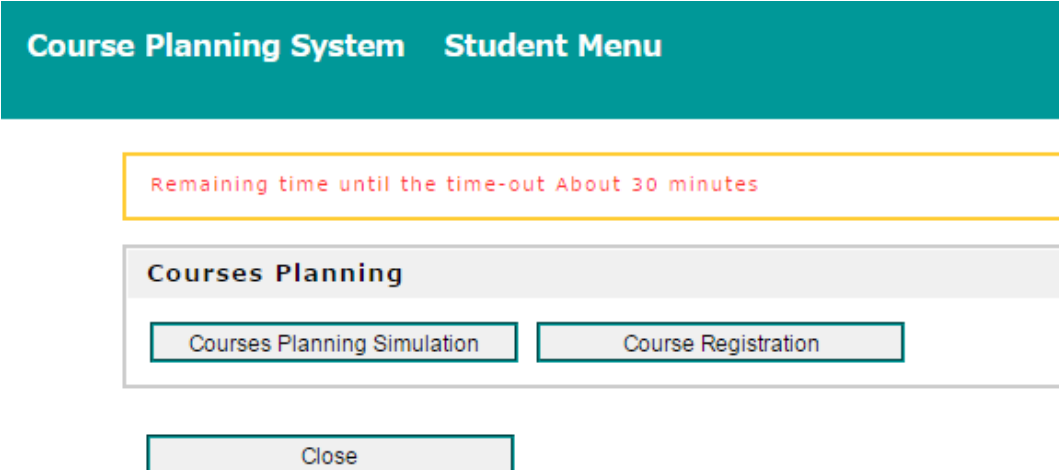
(1) Click on the Course Planning System from “Students and Faculty” from University of Aizu official site.

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 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. At the bottom, there is a note: '* 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 'Student Menu' screen. At the top, there is a teal header with 'Course Planning System Student Menu'. Below it, a yellow box indicates 'Remaining time until the time-out About 30 minutes'. Underneath is a 'Courses Planning' section with two buttons: 'Courses Planning Simulation' and 'Course Registration'. At the bottom, there is a 'Close' button.

2. Start the Course Registration

Click Course Registration 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 registration screen.

3. Registration Courses

(1) The maximum credits you can register per semester is 28.

Registration of Courses

Student ID No. : NAME : UNIV. YEAR : CLASS : TRACK : VD(VLSI Design)

Automatic Arrangement of courses for registration Options Go Back Remaining time until the time-out About 29 minutes Registration of Courses

Display the Standard Schedule Number of credits acquired from the registered courses 0 / 28 (Optional, teaching program, and intensive courses are excluded)

*Please click on 'registration button' after selecting courses.
(black:Registered courses)
(blue:Unregistered courses [Please select courses and register properly so the course name turns 'black'.])

		Mon	Tue	Wed	Thu	Fri
1st period	3rd Qtr.	+	+		+	+
	4th Qtr.	+			+	
	2nd Sem.		+	+		
2nd period	3rd Qtr.	+	+		+	
	4th Qtr.	+	+		+	
	2nd Sem.	+	+	+	+	
3rd period	3rd Qtr.	[L]N04 Digital Communicator	+		[L]N04 Digital Communicator	+
	4th Qtr.	+	[L]S03 Advanced Electronics		+	[L]S03 Advanced Electronics
	2nd Sem.	+	+	+	+	
Intensive Course	+	+				

Skip

Course(s) left out of Planned Courses.	Course Information
F04 Logic Circuit Design L02 Literacy II P02 C Programming	

Standard schedule will be displayed in blue.

1. Standard schedule of each academic year (SR / TR courses) will be displayed in blue. Also, Check/Uncheck “Display Standard Schedule” to show/hide standard schedule.
2. Expand the [+] icon to see details, each period will be displayed in color-coded text.
3. Courses registered in Course Planning are displayed in the “Course(s) left out of Planned Courses.” on lower left corner on the screen.

3—1. Basic operations for Course Registration

(1)【Auto Arrangement】 button

Unplanned Courses will be automatically placed in the time period that corresponds to the standard schedule of each academic year.

(2)【Options】 button

To confirm required credits and earned credits based on subjects. Also to confirm required subjects and completed subjects based on tracks.

(3)【Go Back】 button

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

(4)【Course Registration】

Save the course registration in the system.

(5)【Display Standard Schedule】 button

Click this button to switch the standard schedule guide on and off.

(6)【+ / -】 icons

Select/Unselect the courses.

Also, Courses that have been selected will be displayed in black on the timetable.

3-2. Option button Operation

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

(1) Courses summary

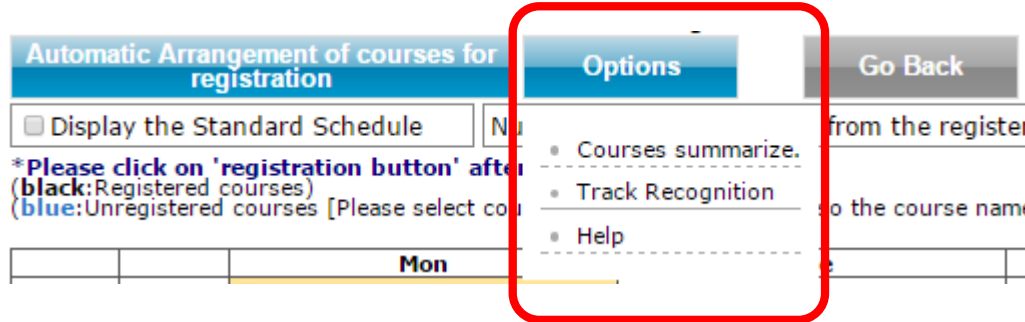
Required academic credits of courses from each category, you can confirm the numbers of earned academic credits and graduation requirements, etc.

(2) Track Recognition

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

(3) Help

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



3-3. Course selection

(1) When you click the [+] icon, a popup screen will be displayed courses selection.

※ In popup screen, SR / TR courses will be displayed in blue.

(2) When you select a course from the popup screen, the lecture is displayed in black on timetable.

1 Click the [+] icon, Courses selection.popup screen will be displayed

2 The courses for standard schedule will be displayed in blue. Click on the course you want to take.

3 Courses is displayed in black and will change to [-] icon.

Quarter/Semester	UNIV. YEAR	Plan for Course Registration	Courses Name
3rd Qtr.	2	2016	[C1] E07 English for Computer Science:Intermediate English B [SR]
3rd Qtr.	2	2016	[C2] E07 English for Computer Science:Intermediate English B [SR]
3rd Qtr.	2		[C3-4] NS04 Semiconductor Devices [TR]
3rd Qtr.	2		[C5] P04 C++ Programming [TR]
3rd Qtr.	2		[C6] P04 C++ Programming [TR]
			NS07 Introduction to Optoelectronics

(3) Click the [-] icon to remove the course selection.

3–4. Confirm the Course Progress Information

(1) Select Planned but unregistered courses, course progress information will be displayed. Select “Course information”, corresponding timetable color will change.

The image shows a course timetable and two panels below it. The timetable has columns for days (Mon-Fri) and rows for periods (1st, 2nd, 3rd) and semesters (3rd Qtr., 4th Qtr., 2nd Sem.). A blue callout box labeled 'Skip' is positioned over the 2nd period. Three red boxes highlight specific cells in the 2nd Sem. row, with a callout box labeled '3' and the text 'Change the timetable frame color' pointing to them. Below the timetable are two panels: 'Course(s) left out of Planned Courses.' and 'Course Information'. A red box highlights 'F04 Logic Circuit Design' in the first panel, with a callout box labeled '1' and the text 'Click the course you want to confirm.' pointing to it. A red box highlights a specific lecture entry in the second panel, with a callout box labeled '2' and the text 'Click the lecture you want to confirm.' pointing to it. A grey arrow points from the highlighted lecture in the second panel back to the highlighted course in the first panel.

		Mon	Tue	Wed	Thu	Fri
1st period	3rd Qtr.	+	+		+	+
	4th Qtr.	+			+	
	2nd Sem.		+			
2nd period	3rd Qtr.	+	+		+	+
	4th Qtr.	+	+		+	
	2nd Sem.	+	+			
3rd period	3rd Qtr.	+	[L]N04 Digital Communicator		[L]N04 Digital Communicator	+
	4th Qtr.	+		[L]S03 Advanced Electronics		[L]S03 Advanced Electronics
	2nd Sem.	+	+			

Skip

Course(s) left out of Planned Courses.

F04 Logic Circuit Design

L02 Literacy II

P02 C Programming

Course Information

2nd Sem. [L]:Wed1,[M]:Wed2-3 [C1] F04 Logic Circuit Design [SR]

2nd Sem. [L]:Wed1,[M]:Wed2-3 [C2] F04 Logic Circuit Design [SR]

2nd Sem. [L]:Mon3,[M]:Mon4-5 [C3] F04 Logic Circuit Design [SR]

2nd Sem. [L]:Mon3,[M]:Mon4-5 [C4] F04 Logic Circuit Design [SR]

2nd Sem. [L]:Tue1,[M]:Tue2-3 [C5] F04 Logic Circuit Design [SR]

2nd Sem. [L]:Tue1,[M]:Tue2-3 [C6] F04 Logic Circuit Design [SR]

1

Click the course you want to confirm.

2

Click the lecture you want to confirm.

3

Change the timetable frame color

4. Save Course Registration

Please save course registration by clicking the [Registration of Courses] button. Remember to do so when you change the course registration in the Course Planning System.

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

【Notes】

- (1) At the top center of the Course Registration screen, Number of credits for Registration Courses are displayed.
You can't exceed the registration limit - 28.**
- (2) Courses you planned in course planning, will be displayed in the " Course(s) left out of Planned Courses ", but you do not need to perform the registration of all courses. Choose only necessary ones.**

Appendix

1. Courses / Credit Summary

(1) Courses summary Popup

Click “Courses summary” under “Option” menu to confirm number of required academic credits for courses from each category.

Registration of Courses

Student ID No. : _____ NAME : _____ UNIV. YEAR : _____ CLASS : _____ TRACK : VH(Virtual Reality & Human Interf

Automatic Arrangement of courses for registration
Options
Go Back
Remaining time until the time-out About 28 minutes
Registration of Courses

Display the Standard Schedule Number of credits acquired from the registered courses **16 / 28** (Optional, teaching program, and intensive courses are excluded)

* Please click on 'registration button' after selecting courses.
(black:Registered courses)
(blue:Unregistered courses [Please select courses and register properly so the course name turns 'black'.])

	Mon	Tue	Wed	Thu	Fri		
1st period	1st Qtr.	Courses summarize. (Categories)					
	2nd Qtr.	Courses summarize. (Categories)					
2nd period	1st Sem.	General Education Courses	10	10	0	0	[L]F07 Database Systems-ex3
	1st Qtr.	Humanities and Social Sciences	8	8	0	0	
	2nd Qtr.	Physical Activities	2	2	0	0	
3rd period	1st Sem.	Foreign Language Courses	15	10	2	-3	12 / 15 80%
	1st Qtr.	Mathematics and Related Courses	-	10	0	-	-
	2nd Qtr.	Natural Science and Related Courses	-	0	0	-	-
4th period	1st Sem.	Computer Literacy and Related Courses	-	0	2	-	-
	1st Qtr.	Programming and Related Courses	-	0	0	-	-
	2nd Qtr.	Foundations of Computer Science and Engineering and Related Courses	-	0	0	-	-
5th period	1st Sem.	Computer Systems and Related Courses	-	0	0	-	-
	1st Qtr.	Specialized Education Courses	95	75	14	-6	89 / 95 93%
	2nd Qtr.	Computer Network Systems and Related Courses	8	18	0	0	
6th period	1st Sem.	Applications and Related Courses	4	6	0	0	
	1st Qtr.	Software Engineering and Related Courses	11	19	2	0	
	2nd Qtr.	Other Courses	12	15	0	0	
6th period	1st Sem.		21	17	10	0	
	1st Qtr.		-	0	0	-	-
	2nd Qtr.		-	0	0	-	-
6th period	1st Sem.		-	0	2	-	-
	1st Qtr.		-	0	0	-	-
	2nd Qtr.		-	0	0	-	-
6th period	1st Qtr.		-	0	0	-	-
	2nd Qtr.	Graduation Thesis	8	0	0	-8	0 / 8 0%
6th period		Graduation requirement	128	95	16	-17	111 / 128 86%

(2) Popup window

Courses summarize popup window position is fixed. Scrolling Course Registration page up and down does not affect the popup window.

Registration of Courses

Student ID No. : NAME : UNIV. YEAR : CLASS : TRACK : VH(Virtual Reality & Human Interf.

Automatic Arrangement of courses for registration Options Go Back Remaining time until the time-out About 26 minutes Registration of Courses

Display the Standard Schedule Number of credits acquired from the registered courses **16 / 28** (Optional, teaching program, and intensive courses are excluded)

*Please click on 'registration button' after selecting courses.
 (black:Registered courses)
 (blue:Unregistered courses [Please select courses and register properly so the course name turns 'black'.])

2nd period	2nd Qtr.	Courses summarize.							
1st Sem.		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		
3rd period	2nd Qtr.	General Education Courses	10	10	0	0			
	1st Sem.	Humanities and Social Sciences	8	8	0	0			
4th period	2nd Qtr.	Physical Activities	2	2	0	0			
	1st Sem.	Foreign Language Courses	15	10	2	-3	12 / 15 80%		
5th period	2nd Qtr.	Mathematics and Related Courses	-	10	0	-	-		
	1st Sem.	Natural Science and Related Courses	-	0	0	-	-		
6th period	2nd Qtr.	Computer Literacy and Related Courses	-	0	2	-	-		
	1st Sem.	Programming and Related Courses	-	0	0	-	-		
7th period	2nd Qtr.	Foundations of Computer Science and Engineering and Related Courses	-	0	0	-	-		
	1st Sem.	Computer Systems and Related Courses	-	0	0	-	-		
8th period	2nd Qtr.	Specialized Education Courses	95	75	14	-6	89 / 95 93%		
	1st Sem.	Computer Network Systems and Related Courses	8	18	0	0			
9th period	2nd Qtr.	Applications and Related Courses	4	6	0	0			
	1st Sem.	Software Engineering and Related Courses	11	19	2	0			
10th period	2nd Qtr.	Other Courses	12	15	0	0			
	1st Sem.		21	17	10	0			
Intensive Course			-	0	0	-	-		
			-	0	2	-	-		
Cou		Graduation Thesis	8	0	0	-8	0 / 8 0%		
		Graduation requirement	128	95	16	-17	111 / 128 86%		

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

2. Track Recognition

(1) Track Recognition Popup

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

Registration of Courses

Student ID No. : NAME : UNIV. YEAR : CLASS : TRACK : VH(Virtual Reality & Human Interf

Automatic Arrangement of courses for registration Options Go Back Remaining time until the time-out About 29 minutes Registration of Courses

Display the Standard Schedule Number of credits acquired from the registered courses **16 / 28** (Optional, teaching program, and intensive courses are excluded)

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