

School Administrative System
– Portal –

CAMPUSSQUARE



1. Default Display on the Portal Screen

(1) Portal top screen (after login)

After logging in from the pre-login portal top page, a screen tailored to the specific user type (student, faculty, staff, administrator) will be displayed.

Post-login portal top page

The screenshot shows the post-login portal top page. The left sidebar menu is highlighted with a red dashed box. The main content area includes a 'HOME' header, a 'What's New' section, a 'Link' section, a 'Usual Menu' section, and a 'My Schedule' calendar widget. A red box highlights the 'My Schedule' calendar widget.

What's New

- You got new information.
- Bulletin board
- Questionnaire to answer
- Questionnaire results
- Cancellation & Make Up Class
- Topic

Link

MYLINKEDIT

My Schedule

Sep 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2026/09/07(Mon)

You have an appointment for counseling.

Usual Menu

- Student information card/student register information
- Course registration - registration status inquiry
- grade inquiry
- credit earned inquiry
- Reference of Class Cancellation Up Class
- Syllabus inquiry
- Answer screen
- Message Board
- Forum

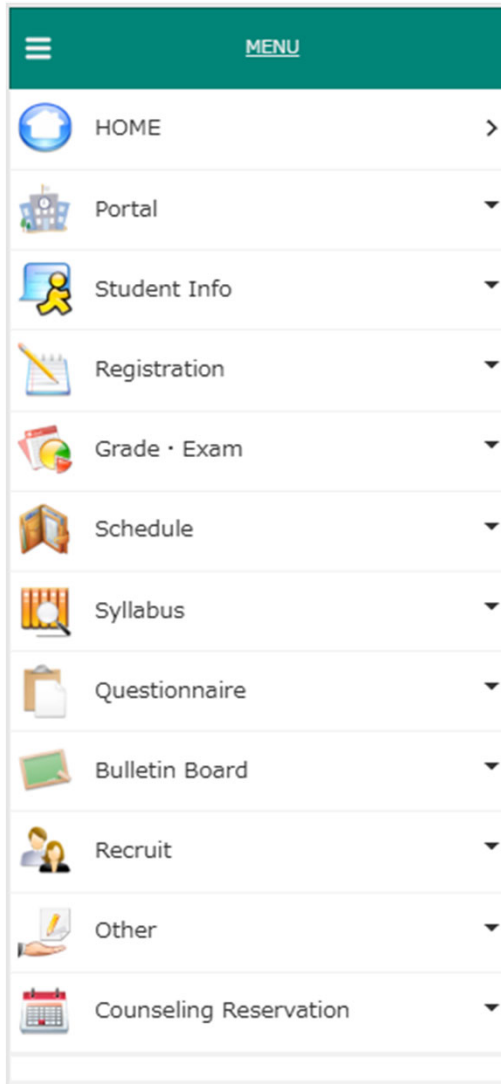
You can quickly access the page you want from the menu on the left

You can check the latest announcements and the schedule for the day.
Frequently used menu items are linked, so you can easily access them with a click.

2. Feature Overview

(1) Menu Structure

The following menu will be displayed on the portal screen. Click each icon to see the available functions.

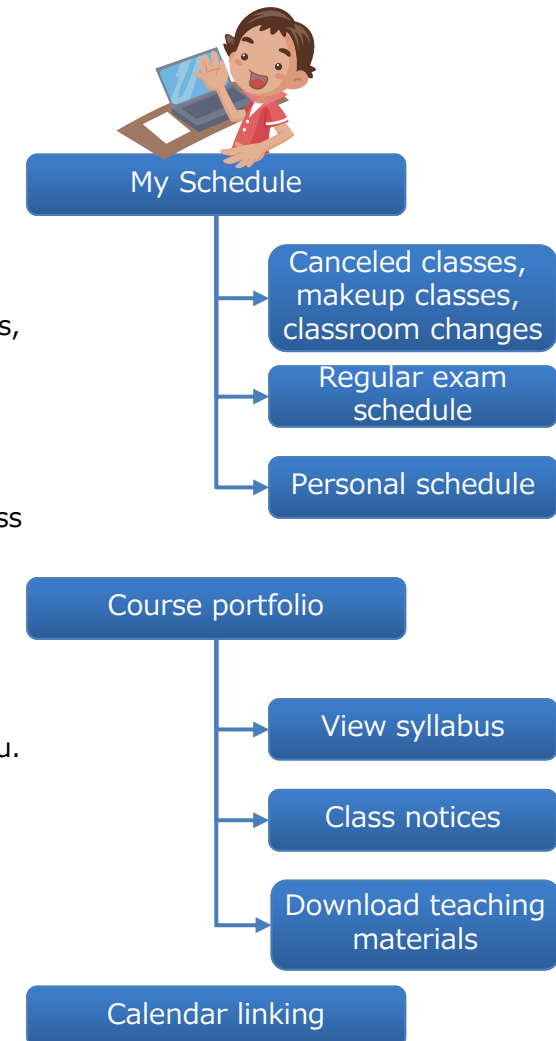


Portal	Newly Arrived / Calendar Export
Student Info	Notice / Student Information
Registration	Curriculum Information / Evaluation(Credit Summary) / Qualification Evaluation / Course registration / Report Submission & Submission Report Reference /Graduation Thesis(Graduation Thesis Theme List / Graduation Thesis Theme Applications) / Approval of Course Cancellation / Course Registration Change
Grades · Exams	View Grades / credit earned inquiry / View Final Exam Schedule (Students View)
Schedule	Schedule Management / Calendar Export / View Class Cancellations and Makeup Classes / View Facility Use Status
Syllabus	Syllabus inquiry
Questionnaire	View Questionnaire Responses and Results
Bulletin Board	Newly Arrived / Message Board
Recruit	Request Employment and Education Certificates
Other	Various Applications / Download Center / Web Link Entry Link List / Forum
Counseling Reservation	Counseling Reservation

2. Page Regarding Main Features

(2) Convenient Features

- ① Check for new notifications addressed to you
→ You can use the "What's new" feature to check various announcements.
- ② Check the daily class schedule and individual schedule
→ Using the "My Schedule" feature, you can check the class schedules for the courses you are teaching, as well as information on class cancellations, make-up classes, and classroom changes, along with the schedule for regular exams and your personal appointments. By specifying a URL, you can sync the academic calendar, class schedules, and exam information with an external calendar application.
- ③ View a summary of your course information
→ The "Curriculum Information" allows course information to be managed for individual courses. Dividing by course along an axis, you may view syllabus information, check class notices and download teaching materials.
- ④ Register commonly used features and sites in the portal
→ The "My links" features allows easy navigation within the portal. Course registration, grade confirmation and other commonly used CampusSquare features can be accessed quickly through the "My links" feature without navigating through the standard left menu.

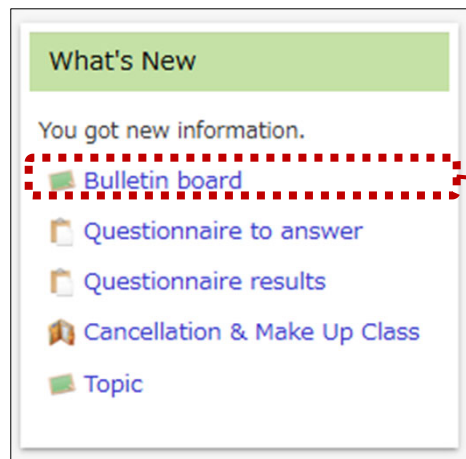


3. Main Features

(1) What's new

Notices, questionnaires, assignments and variety of information will appear on the portal top screen when updated.

* Clicking the "...details" link for each item will display the detailed screen for that item.



Message Board

Unread Message List

You have 1 unread messages. [UPDATE](#)

●Click title to see details.

Posted on:	Title	Unread reply	Message category	Affiliation	Name	Posting period
2026/9/7 15:20:37	お呼び出し	-	呼出しCall	教務課	職員三郎	from 2026/9/7 to 2027/9/7

Category List

●Click "category" to see details.

Category	No. of messages
Notice Message Board	-
お知らせ Announcement	0 (0 unread)
呼出しCall	2 (1 unread)
緊急連絡 Emergency Contact	0 (0 unread)
授業・試験情報 Class/Exam Info.	0 (0 unread)

There is no genre you can read.

3. Main Features

(2) My Schedule

This feature will display the class schedule, canceled classes, makeup classes, classroom changes and regular examinations for your current courses.

My Schedule

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2026/05/29 (Fri)

水曜日の授業/Wednesday's class
水曜日の授業/Wednesday's class

2nd -4th period: @std4 : IE03 Integrated Exercise for Software I [SE-DE]

5th -7th period: @hdw1 : [C7] IE01 Integrated Exercise for Systems I [TGU]

Schedule Management

2026 / 5

Previous Next Week schedule

My Schedule

Regular examination information

Grade announcement dates

Canceled and makeup classes

Report submission dates

Questionnaire submission deadline

Career guidance

Counseling Reservation

SAVE SETTINGS

CALENDAR FEEDS

26 27 28 29 30 1 2

1st -2nd period@iLab2:EL 330 Computer Science Vocabulary 3rd -4th period@M4:FU05 Computer Architecture [IT-SPR] [SR] 5th -6th period@hdw2:FU05 Computer Architecture [IT-SPR] [SR] 7th @std6:FU14 Intro. to Software Engineering [SE-DE] [SR]

[Holiday]昭和の日/Day of Showa

1st -2nd period@iLab2:EL 330 Computer Science Vocabulary 3rd -4th period@M4:FU05 Computer Architecture [IT-SPR] [SR] 5th -6th period@hdw2:FU05 Computer Architecture [IT-SPR] [SR] 7th @std6:FU14 Intro. to Software Engineering [SE-DE] [SR]

1st -2nd period@M5:IT08 Signal Processing and Linear System [IT-SPR] 3rd -4th period@std6:IT08 Signal Processing and Linear System [IT-SPR] 5th -6th period@LTH:FU14 Intro. to Software Engineering [SE-DE] [SR] 7th @std6:FU14 Intro. to Software Engineering [SE-DE] [SR]

3 4 5 6 7 8 9

[Holiday]憲法記念日/Constitution Day/Green Day

[Holiday]みどりの日/Green Day

[Holiday]こどもの日/Children's Day

[Holiday]振替休日/Substitute

水曜日の授業/Wednesday's class

1st -2nd period@iLab2:EL 330 Computer Science Vocabulary 3rd -4th period@M4:FU05 Computer Architecture [IT-SPR] [SR] 5th -6th period@hdw2:FU05 Computer Architecture [IT-SPR] [SR]

予備日/Extra Day

試験/final exam.

試験/final exam.

試験/final exam.

On-campus Event Information

イベント日程 2026/01/12 ~ 2026/01/27

後期試験日程 2026/01/25 ~ 2026/02/20

* The portal top screen displays the schedule for the current day.

* By changing the selected date, you may review the schedule for other days.

* Items may be assigned tags and colors for easy viewing.

* The calendar may be viewed using weekly or monthly display.

* You may filter the type of schedule entries displayed by selecting specific entry types. This allows efficient display of only the required schedule items.

* Clicking the + icon will display the schedule registration screen for that date.

スケジュール登録

Schedule Management

Date

2026/05/28

13

00

2026/05/28

14

00

Background color

None

Title

行合せ

Content

字内の打ち合わせ

Updated on

-----/-----/-----

Created on

-----/-----/-----

REGISTER

CLEAR

CLOSE

3. Main Features

(3) Calendar linking

① This feature allows public access to a file which may be imported into external calendar applications to access campus calendar information, student course info (including canceled and makeup classes, classroom changes), regular examination details and faculty instructed course info (including canceled and makeup classes, classroom changes).

② Personalized calendar file link URLs may be reset by clicking the reset button.

* Changes do not take effect immediately.

 Calendar Export

Following URLs are calendar information. Please set up your personal calendar application for loading.
QRコードからの取り込み設定も可能です。
Attention
1. URLs for Class & Exam Calendar can be re-produced, but once you re-produce these URLs, URLs in use currently will not be viewed.
2. Please write down or copy/paste URLs before you re-produce.
3. Calendar information by re-produced URLs will be in effect around 8 a.m. in following morning and service by former URLs will be discontinued at the same time.

Calendar	URL	QRコード
Campus Calendar	(Japanese) https://cswweb.u-aizu.ac.jp/calendar/AcademicCalendar-student-J.ics	
	(English) https://cswweb.u-aizu.ac.jp/calendar/AcademicCalendar-student-E.ics	
Class & Exam Calendar (*1) (*2)	(Japanese) https://cswweb.u-aizu.ac.jp/calendar/1264d39ec8bc4faa998bd5f37fc57de204580863-J.ics RESET URL	
	(English) https://cswweb.u-aizu.ac.jp/calendar/1264d39ec8bc4faa998bd5f37fc57de204580863-E.ics RESET URL	

*1 When changing to a new URL, first click the "Reset URL" button. 同時にQRコードも新規に発行されます。
*2 For graduate students, the class & exam calendar will only sync class information.

Calendar linked items: The following will be displayed at the title.

Normal: E2 Intermediate English

canceled: [**canceled**] E2 Intermediate English

makeup: [**makeup**] E2 Intermediate English

Room change: [**Change**] E2 Intermediate English

Regular Exam: [**Exam**] E2 Intermediate English

Report: [**Report**] E2 Intermediate English

Calendar items: Location will be displayed in the location field.

3. Main Features

(5) Student Information

On this screen, you can view your student information.

Student Information / by Registrar information

Student information

Student personal information

Previous school / entrance exam information

Contact information

Student status change information

Course Registration Information

Grade Status

qualification/awards and punishments

health care

Status of Tuition Payment

Basic Student Information

Student ID No.

Student name

TESTNAME

Student name (in katakana)

TESTNAME

Student name (romanized)

TESTNAME

Affiliation

School of Computer Science and Engineering
Department of Computer Science and Engineering

Year

3rd year

Present status

Enrolled

Student category

UNDERGRADUATE STUDENT

Class

Class attendance number

Semester / year-based

one-year-course

Semesters attended

Enrollment Information

Requisite year/month

2023year04month

Admission date

2023/10/1

Autumn admission

September matriculation

Enrollment category

一般/General

Admission year

1st year

80人クラス / 80 Class

Cクラス / C Class

ICTG

Eクラス / E Class

GT supervisor Information

Academic Year

Category

GT supervisor

2025

研究室配属

Face Photo

3. Main Features

(17) Counseling reservations

Making reservations for counseling.

Counseling Reservation/Choice of Counselor and Date

Student ID No. Student name GakuseiTaro

◆Click the code of counselor and date of your choice
Reservation slots available X: no slots available

To view or cancel the reservation, go to "Counseling reservation view"

Counseling group : Don't specify

<< Previous week 2026 year 9 month 7 day Next week >>

Counselor (Counseling group)	09/07(Mon)	09/08(Tue)	09/09(Wed)	09/10(Thu)	09/11(Fri)	09/12(Sat)
IKEZAWA Ken ([学生課]学業推進・学生生活に関する面談)	4	5	5	5	5	X

Narrowing search for counselors

- ① Select "Counseling group".
- ② Click the "Show" button.
- ③ A list showing only counselors from the specified counseling group will be displayed.

Displaying a specific date

- ① Select a year, month and day.
- ② Click the "Show" button.
- ③ A list of counseling reservations from Monday through Saturday for the week containing the specified date will be displayed.

Making a counseling reservation

- ① Click the numbered date link for the respective counselor.
- ② The counseling reservation screen will be displayed.

Counseling Reservation

Student ID No. Student name GakuseiTaro

Counseling group [学生課]学業推進・学生生活に関する面談 Counselor IKEZAWA Ken

Date reservation made 2026/09/08(Tue)

◆Choose preferable time and click "Reserve"
Reserve...bookable Reserved...booked An X indicates no more slots.

No	Preferred time slot	
1	09 : 00 - 09 : 50	☐ Reserve
2	09 : 50 - 10 : 40	☐ Reserve
3	10 : 50 - 11 : 40	X
4	11 : 40 - 12 : 30	X
5	13 : 20 - 14 : 10	☐ Reserve
6	14 : 10 - 15 : 00	☐ Reserve
7	15 : 10 - 16 : 00	☐ Reserve
8	16 : 00 - 16 : 50	X

3. Main Features

(17) Counseling reservations

Making reservation for counseling

Counseling Reservation

Student ID No.		Student name	GakuseiTaro
Counseling group	[学生課]学業推進・学生生活に関する面談	Counselor	IKEZAWA Ken
Date reservation made	2026/09/08(Tue)		

●Choose preferable time and click "Reserve"
Reserve...bookable Reserved...booked An X indicates no more slots.

No	Preferred time slot	
1	09 : 00 - 09 : 50	☐ Reserve
2	09 : 50 - 10 : 40	☐ Reserve
3	10 : 50 - 11 : 40	×
4	11 : 40 - 12 : 30	×
5	13 : 20 - 14 : 10	☐ Reserve
6	14 : 10 - 15 : 00	☐ Reserve
7	15 : 10 - 16 : 00	☐ Reserve
8	16 : 00 - 16 : 50	×

RESERVE

BACK

Making a counseling reservation

- ① Check the box of the time slot you wish to reserve.
- ② Click the "Reserve" button.
- ③ The counseling reservation will be registered and the counselor/date selection screen will be displayed.

To return to the counselor/date selection screen

- ① Click the "Back" button.
- ② The counselor/date selection screen will be displayed.

3. Main Features

(17) Counseling reservations

Viewing/deleting counseling reservations

View Counseling Reservation/Enter Search Criteria

● Enter search criteria and click the search button

Date of reservation: 2026 year ▼ 9 month ▼ 7 day ▼ – 2026 year ▼ 10 month ▼ 7 day ▼

Counseling group: Don't specify ▼

Counselor: Don't specify ▼

SEARCH **CLEAR**

Searching for counseling reservations

- ① Select the "Date of reservation" and any other criteria.
- ② Click the "Search" button.
- ③ The counseling reservation view screen will be displayed.

To reset the search results

- ① Click the "Clear" button.
- ② The screen will return to its default state.

View Counseling Reservation

● Current reservation status displayed

- Click the "cancel" button to cancel your reservation
- Online cancellation is acceptable by the 1 day before your reserved date. Contact the Student Affairs Division to cancel on the day.

No	Cancel reservation	Counseling date	Counseling group	Counselor
1		2026/09/07(Mon) 15 : 10 - 16 : 00	[学生課]学業推進・学生生活に関する面談	
2	CANCEL	2026/09/08(Tue) 15 : 10 - 16 : 00	[学生課]学業推進・学生生活に関する面談	

BACK

Canceling a counseling reservation

- ① Select the time of the reservation.
- ② Click the "Cancel" button of a reservation to remove it.
- ③ The reservation will be deleted and the page will be refreshed.

Returning to the criteria entry screen.

- ① Click the "Back" button.
- ② The criteria entry screen will be displayed.

3. Main Features

(20) Viewing facility use status

You may review the use status of facilities from this screen.

Filter by affiliation, facility group or building.

Weekly display switch

For day display switch

Navigate dates by week or day.

View Facility Use Status

Affiliation : Don't specify Facility group : Don't specify Building : Don't specify **DISPLAY**

Contact of Reservation

<<Week <Day 2026/08/27(Thu) **DISPLAY** Day> Week>>

	27(Thu)	28(Fri)	29(Sat)	30(Sun)	31(Mon)	1(Tue)	2(Wed)
M1	09:00-10:00 学内会議 11:00-12:00 学外利用 13:00-14:00 学生利用						
M2							
M3							
M4	09:00-11:40 Reserved (on-campus)						
M5	09:00-09:50 HS13 International Relations 09:50-10:40 HS13 International Relations						

View Facility Use Status

Affiliation : Don't specify Facility group : Don't specify Building : Don't specify **DISPLAY**

Contact of Reservation This information is to check availability for each classroom in each period and displaying all open courses is not guaranteed. Please use the "My Schedule/Schedule Management" or the Calendar Export function to check your timetable for taking courses or courses in charge.

<<Week <Day Weekly schedules 2026/08/27(Thu) **DISPLAY** Day> Week>>

	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		1st period	2nd period	3rd period	4th period		5th period	6th period	7th period	8th period	9th period	10th period	11th period		
M1		学内会議		学外利用		学生利用									M1
M2															M2
M3															M3
M4		Reserved (on-campus)													M4
M5															M5
M6		HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	HS13 International Relations	M6

Facility use status may be viewed at the following address without completing login authorization.

url : https://csweb.u-aizu.ac.jp/campusweb/campusquare.do?&_flowId=KHW0001310-flow

3. Main Features

(21) Viewing questionnaire responses and results

You may view the responses and results of questionnaires from this screen.

View Questionnaire Responses and Results / Respondent List

2026Academic Year ▼

[Class Evaluation] To general questionnaires Legend : None→No data, Done→Completed

Title	Questionnaire dates	Status
授業内容に関するアンケート (IT08 Signal Processing and Linear System [IT-SPR] / Tue1 , Tue2 , Tue3 , Tue4 , Fri1 , Fri2 , Fri3 , Fri4)	2026/8/22 - 2026/9/20	ACCEPTING RESPONSES None

[General Questionnaires] To class evaluation Legend : None→No data, Done→Completed

Title	Questionnaire period	Status
生活習慣アンケート	2026/9/1 - 2026/9/2	RESULTS

[Basic Use]

- ① A list of questionnaires for which you are a target respondent will be displayed.
Questionnaires to which you may respond will show a "Accepting responses" button.
The questionnaire response screen will be displayed.
Questionnaires which have already concluded will display a "Results" button.
The questionnaire results screen will be displayed.

View Questionnaire Responses and Results / Respond

Title 授業内容に関するアンケート (IT08 Signal Processing and Linear System [IT-SPR] / Tue 1 , Tue 2 , Tue 3 , Tue 4 , Fri 1 , Fri 2 , Fri 3 , Fri 4)

1: シラバスは分かりやすかったですか。【Select 1 from 3 choices】 (Required)

I. ☐ はい
II. ☐ いいえ
III. ☐ どちらでもない

2: 資料は適切に使用されていましたか。

SEND : Send question
CLEAR : Clear all information
BACK

[Basic Use]

- ① In response to the questionnaire questions, For multiple choice, select the appropriate answer(s).
For free comment questions, write your response in the text box.
* Check for required-entry or length-limited questions.
- ② Click the "Send" button to submit responses.
You are able to submit as many times as you like during the questionnaire response period.

View Questionnaire Responses and Results / Result Screen

Title 生活習慣アンケート

OUTPUT THE FILE Click once.

1: あなたは現在、学内に友達がいいますか。【 Multiple choice : Select 1 from 3 choices 】

Choice no.	Content	Total
1	たくさんいる	0
2	数人いる	0
3	いない	0

2: 大学生活において、きになることがあればご記入ください。【 Free comment: Maximum of 500 characters 】

Choice no. Content
no data found

OUTPUT THE FILE Click
BACK

[Basic Use]

- ① Questionnaire results will be displayed in a list.
- ② Click the "Output the file" button to download the questionnaire results in CSV format.

3. Main Features

(22) Message boards

You may view message boards from this screen.

Message Board

Unread Message List

You have 1 unread messages.

UPDATE

●Click title to see details.

Posted on:	Title	Unread reply	Message category	Affiliation	Name	Posting period
2026/9/7 15:20:37	お呼び出し	-	呼び出しCall	教務課	職員三郎	from 2026/9/7 to 2027/9/7

Category List

●Click "category" to see details.

Category	No. of messages
Notice Message Board	-
お知らせ Announcement	0 (0 unread)
呼び出しCall	2 (1 unread)
緊急連絡 Emergency Contact	0 (0 unread)
授業・試験情報 Class/Exam Info.	0 (0 unread)

There is no genre you can read.

Message Board / Information List

Notice Message Board / Information List

●Click title to see details.

Sort by:

Posting date

CHANGE

Currently showing results 1 to 2 .(Total of 2 results)

Search results << Previous page 1 Next page >>

Category	Title	Unread replies	Posting period	Posting date
呼び出しCall	お呼び出し	-	from 2026/09/07 to 2027/09/07	2026/09/07 15:20:37
呼び出しCall	お呼び出し		from 2026/09/03 to 2027/09/03	2026/09/03 09:34:25

Currently showing results 1 to 2 .(Total of 2 results)

No. of results to be displayed :

300

DISPLAY

[Basic Use]

<Viewing from a list>

- ① Select the desired message board type from the category list.
- ② The message board information list screen will be displayed.

3. Main Features

(23) Message board / personal message board

You may view personal messages addressed to you from this screen. If a personal message is sent with the message board "show reply form" setting enabled, the message sender and recipient will be able to use this form to respond to each other.

Message Board / Information List

Notice Message Board / Information List

●Click title to see details.

Sort by: Posting date CHANGE

Currently showing results 1 to 2 .(Total of 2 results)

Search results << Previous page 1 Next page >>

Category	Title	Unread replies	Posting period	Posting date
呼出しCall	お呼び出し		from 2026/09/07 to 2027/09/07	2026/09/07 15:24:27
呼出しCall	お呼び出し		from 2026/09/03 to 2027/09/03	2026/09/03 09:34:25

Currently showing results 1 to 2 .(Total of 2 results)

No. of results to be displayed : 300 DISPLAY

[Basic Use]

- ① Click the message title.
The detailed message screen will be displayed.
If the reply form is enabled, the response form will be shown.
- ② Enter text using the reply form.
The entered response will be returned to the sender.
- ③ Click the "Confirm" button once you have checked the contents.
Messages from the sender and recipient will be displayed in the "Reply history" area.

* Only the posters may view responses and reply history.

Message Board

お呼び出し [呼出しCall]

お知らせしたいことがありますので、
学生課までお越しください。

教務課/職員三部

Posting date/ 2026/9/3 09:34:25

●Reply

SEND CLEAR

●Reply history