

# 1. Portal Screen Default Display

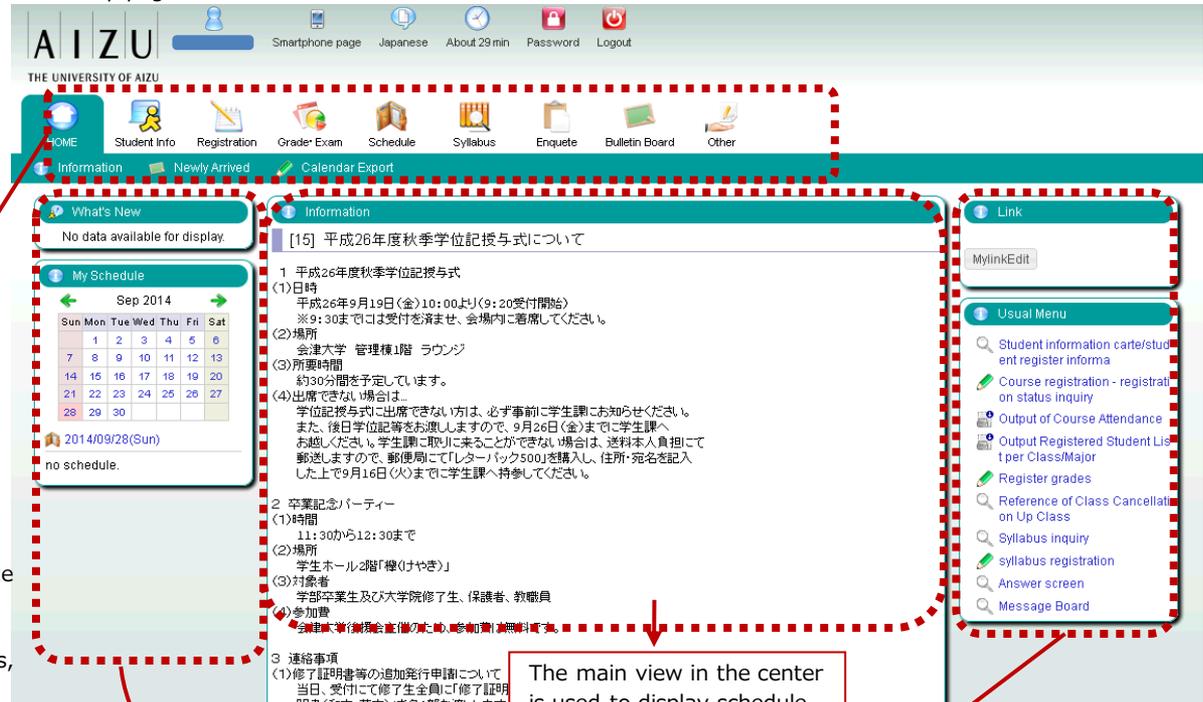
## (2) Portal top screen (after login)

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.

### Login page



### Portal top page



Using the top menu, you may navigate quickly to the desired feature.

The layout uses icons to represent features, making visual identification easy.

The main view in the center is used to display schedule details and other portal system information.

By default, the commonly used menu, What's New and Schedule features are shown to the side, allowing easy access even while using other features.

## 2. Page Regarding Main Features

### (1) Navigation Menu

Following navigation menu will be shown on the portal top page.

By clicking each icon, functions will be displayed on the green bar.



-  HOME  
Information / Newly Arrived / Calendar Export
-  Student Info  
Notice / Student Information
-  Registration  
Curriculum Information / Course registration / Output Registered Student List / Number of students / Output Registered Student List per Class / Major / Output Exam Schedule List per Facility / Graduate Thesis (Create Graduate Thesis Theme / Graduate Thesis Theme List / Finalize Graduate Thesis Theme Assignments / Graduate Thesis Assignment List)
-  Grade Exam  
Grade Entry / Registration inquiry / Exam Schedule Input / View Regular Exam (Instructors View)

-  Schedule  
Schedule Management / Calendar Export / View Class Cancellations and Makeup Classes / View Facility Use Status (Instructors View)
-  Syllabus  
Syllabus inquiry / Syllabus registration
-  Enquete  
View Questionnaire Responses and Results
-  Bulletin Board  
Newly Arrived / Message Board
-  Other  
Web Link Entry Link List / Forum

### 3. Main Features

#### (8) Exam Schedule Input

You may register exam schedule information for your instructed subjects.

Exam Schedule Input / List of Regular Exams

Exam given in: 2014Academic Year前期試験    Instructor name: TeacherOrStaffName 0980243  
Exam classification: Exam

Select a course that you wish to schedule an exam.

Day/period	Registration code	Course name	Students	Exam dates	Entry dates	Exam content	Status
Thu4,Fri1,Fri2	1306001	[C1] F1 Algorithms and Data Structures [SR]	44	2014/6/1 - 2014/9/30	2014/7/23 0:00 - 2014/10/1 0:00	final exams will be held	finalized
Thu4,Fri1,Fri2	1306002	[C2] F1 Algorithms and Data Structures [SR]	45	2014/6/1 - 2014/9/30	2014/7/23 0:00 - 2014/10/1 0:00	final exams will be held	pending

Click course name to go to input screen.  
Past data available from here.

2014    前期試験    Exam    Display

Click the course title link for the exam. Information input page.

Exam Schedule Input

Exam given in: 2014Academic Year前期試験    Instructor name: TeacherOrStaffName 0980243  
Course name: [C2] F1 Algorithms and Data Structures [SR]    Day/period: Thu4,Fri1,Fri2  
Exam classification: Exam  
Input date: 2014/7/23 0:00- 2014/10/1 0:00

Select exam type.

Conduct exam during regular exam period.  
 No exam during regular exam period.  
 Report submission

Enter following items.

Conduct exam during regular exam period.

1. Material allowed in classroom  
· Allow students to bring in material in exam room? (multiple choices possible)  
 Textbooks    Notebooks    Reports    Reference books    Dictionaries  
· Enter additional items/info. here.

2. Other  
· Announcement for students?

Back   Register   Clear

Enter detail information of examination.

You may review past exam information by selecting the desired academic year, semester and exam type.

## (8) Exam Schedule Input

You may register exam information for your instructed subjects.

By paper submission

**Exam Schedule Input**

Exam given in	2014Academic Year前期試験	Instructor name	TeacherOrStaffName 0980243
Course name	[C2] F1 Algorithms and Data Structures [SR]	Day/period	Thu4,Fri1,Fri2
Exam classification	Exam		
Input date	2014/7/23 0:00- 2014/10/1 0:00		

Select exam type.

Conduct exam during regular exam period.  
 No exam during regular exam period.  
 Report submission

Enter following items.

**Conduct exam during regular exam period.**

1. Material allowed in classroom

- Allow students to bring in material in exam room? (multiple choices possible)
  - Textbooks  Notebooks  Reports  Reference books  Dictionaries
  - Enter additional items/info. here.

2. Other

- Announcement for students?

Back Register Clear

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**Exam Schedule Input**

Exam given in	2014Academic Year前期試験	Instructor name	TeacherOrStaffName 0980243
Course name	[C2] F1 Algorithms and Data Structures [SR]	Day/period	Thu4,Fri1,Fri2
Exam classification	Exam		
Input date	2014/7/23 0:00- 2014/10/1 0:00		

Select exam type.

Conduct exam during regular exam period.  
 No exam during regular exam period.  
 Report submission

Enter following items.

**No exam during regular exam period.**

1. Remarks

- Enter remarks here if any.

Back Register Clear

The items to be entered will vary depending on the selected exam type.

**Exam Schedule Input**

Exam given in	2014Academic Year前期試験	Instructor name	TeacherOrStaffName 0980243
Course name	[C2] F1 Algorithms and Data Structures [SR]	Day/period	Thu4,Fri1,Fri2
Exam classification	Exam		
Input date	2014/7/23 0:00- 2014/10/1 0:00		

Select exam type.

Conduct exam during regular exam period.  
 No exam during regular exam period.  
 Report submission

Enter following items.

**Report submission**

1. Details of report

- Wish to post this info?
  - Yes  No
- Enter the report topic.

Select paper size.

Don't specify  page(s)

Specify submission deadline.

提出先を指定して下さい。

Don't specify

Where to submit report?

2. Announcement for students?

Back Register Clear

By not giving exam during regular exam period.

### 3. Main Features

#### (8) Exam Schedule Input

You may register exam schedule information for your instructed subjects.

Exam given in	2014Academic Year前期試験	Instructor name	TeacherOrStaffName 0980243
Course name	[C2] F1 Algorithms and Data Structures [SR]	Day/period	Thu4,Fri1,Fri2
Exam classification	Exam		
Input date	2014/7/23 0:00- 2014/10/1 0:00		

Select exam type.

Conduct exam during regular exam period.  
 No exam during regular exam period.  
 Report submission

Enter following items.

Conduct exam during regular exam period.

1. Material allowed in classroom  
- Allow studnets to bring in material in exam room? (multiple choices possible)  
 Textbooks  Notebooks  Reports  Reference books  Dictionaries  
- Enter additional items/info. here.

2. Other  
- Announcement for students?

Back Register Clear

Enter the details of exam. and click the "Register" button.

Exam given in	2014Academic Year前期試験	Instructor name	TeacherOrStaffName 0980243
Course name	[C2] F1 Algorithms and Data Structures [SR]	Day/period	Thu4,Fri1,Fri2
Exam classification	Exam		
Entry dates	2014/7/23 0:00 - 2014/10/1 0:00		

Register following information

試験実施区分 : Conduct exam during regular exam period.

Items allowed	Textbooks Notebooks
Other	Message to Students :

Tentative Save Fixed Back

Changes will not be saved until either the "Tentative Save" or "Fixed" buttons are clicked.

### 3. Main Features

#### (9) View Regular Exam Schedule (Instructors View)

You may view exam schedules.

After exam schedule details have been released, you may review exam content and proctoring details for your instructed subjects.

View Regular Exam Schedule (Instructors View) / Search Criteria Input

Specify the period.

2014 Academic year 前期試験

Exam classification : Exam

Exam type : All

View criteria :

- Display courses you teach/taught.
- Display exam that you do/did proctoring
- Display all (instructing and exam proctor courses)

Search by timetable : All ←Effective only when you select "display all"

Display Clear

Specify the criteria for the desired exam and click the "Display" button.

View Regular Exam Schedule (Instructors View)

Exam given in	Exam classification	Instructor name
2014/前期試験	Exam	TeacherOrStaffName 0980243

Exams Given during Regular Exam Period

Exam date	Day	Period	Course name	Semester	Coordinator	Material allowed in classroom	Announcements for students	Classroom	Exam proctor
2014/7/30	Wed	1(09:00 - 10:30)	[C1] F1 Algorithms and Data Structures [SR]	First Semester	TeacherOrStaffName 0980243	Material not allowed		M1	TeacherOrStaffName 0980243

Exam by submission of report

Submission deadline	Day	Period	Course name	Semester	Coordinator	Paper size	Submit to	Announcements for students
No data to display								

Other

Course Title	Semester	Coordinator
No data to display		

Not yet announced

Course Title	Semester	Coordinator
No data to display		

### 3. Main Features

#### (10) Grade Entry

You may register grades for your instructed courses.

**Grade Entry / Course List by Instructor**

Academic year / semester	2014年度1st semester/1st·2nd Quarter	Instructor's ID No.	0980243	Instructor affiliation	The School of Computer Science and Engineering	Instructor name	TeacherOrStaffName 0980243
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Select a course to register (or view) grades.

Day/period	AY	Semester	Registration code	Course	No. of students	Grade Registration Period	Status	
Thu 4,Fri 1,Fri 2	2014	First Semester	1306001	[C1] F1 Algorithms and Data Structures [SR]	44(1)		No	Download
Thu 4,Fri 1,Fri 2	2014	First Semester	1306002	[C2] F1 Algorithms and Data Structures [SR]	45(2)		No	Download
Inten	2014	First Semester	1370001	[C4] Courses for the Information Technology Examination	113(5)		No	Download
Thu 5	2014	First Semester	8140301	[C3-030] Visual Programming Language	2(0)		No	Download
Thu 5	2014	First Semester	8140311	[C3-031] Practical programming	16(1)		No	Download
Thu 5	2014	First Semester	8140321	[C3-032] Learning Software Product Development Corporations			No	Download
Thu 5	2014	First Semester	8140381	[C3-038] Competitive programming	10(4)	2014/9/1 00:00 - 2014/9/30 00:00	No	Download

The number of senior students is shown in (parentheses).  
Click registration code, and you will see grade registration screen.

To see grade given in the past, start search from here.

2014 1st semester/1st·2nd Quarter Show

★Grade Registration Status★

Code	Description
No	No data : No grades have been registered.
Saved	Temporary saved: Grades are registered but not finalized.
Final Grades for Graduating Students	Finalized for Graduating Students : Grades for Graduating Students are finalized.
Final Grades	Finalized : Grades registration is finalized.

Instructed courses for the current academic year and semester will be displayed. Click the code of the course for which you would like to enter grades.

**Grade Entry / Student List**

Academic year / semester	2014AYFirst Semester	Course designed for	学部	Day/period	Thu 5
Course	03-030 Visual Programming Language	Registration code	8140301	Grader ID	0980243
Grader name	TeacherOrStaffName 0980243	No. of students	2		

Grade	A	B	C	D	F	dropped
Score	100-80	79-65	64-50	49-35	34-0	放棄 / dropped

Please enter grades. Import CSV data

Student sort by :  No. of results to be displayed:

Showing search results 1 through 2 (total of 2)

Results page : << Previous page 1 Next page >>

No.	Affiliation	Year	Student ID No.	Student name	Score
1	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	3	s1200105	Student Name 0000006210	<input type="text"/>
2	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	2	s1210190	Student Name 0000006572	<input type="text"/>

Showing search results 1 through 2 (total of 2)

Click a student ID No. to see the edit screen.

Select registration method.

[Return to course list](#)

A list of registered students will be displayed. Please enter the relevant scores into the "Score" field. Once the scores are entered, please select the registration method then click the "Batch entry check" button. According to the chosen "Registration method" grade entry may be required as follows.

- \* Temporarily saved: No required grade entry.
- \* Finalized for Graduating Students: Grade entry is required for graduating students only.
- \* Finalized: Grade entry is required for all students.

### 3. Main Features

#### (10) Grade Entry

You may register grades for your instructed courses.

If a problem is found during a check of the entered data the error details will be displayed.

Please correct the entered data then click the "Check again" button.

**Grade Entry / Student List**

Academic year / semester	2014AYFirst Semester	
Course designed for	学部	Day/period Thu 5
Course	O3-030 Visual Programming Language	Registration code 8140301
Grader ID	0980243	Grader name TeacherOrStaffName 0980243
		No. of students 2

Grade	A	B	C	D	F	dropped
Score	100-80	79-65	64-50	49-35	34-0	放棄 / dropped

Please enter grades.

Student sort by :  No. of results to be displayed:

Showing search results 1 through 2 (total of 2)

Results page : << Previous page 1 Next page >>

No.	Affiliation	Year	Student ID No.	Student name	Score
1	The School of Computer Science and Engineering Department of Computer Science and Engineering	3	s1200105	Student Name 0000006210	<input type="text"/>
2	The School of Computer Science and Engineering Department of Computer Science and Engineering	2	s1210190	Student Name 0000006572	<input type="text"/>

Showing search results 1 through 2 (total of 2)

Click a student ID No. to see the edit screen.

Select registration method.

**Grade Entry / Batch Entry Check**

< Error > 1 error(s) found.  
Correct your entries, and click "check again."

No.	Year	Student ID No.	Student name	Score	Grade	Result	Error
1	3	s1200105	Student Name 0000006210	75	B	pass	
2	2	s1210190	Student Name 0000006572	A			you can only enter Grade by grade scores

The entry method is

Grade	A	B	C	D	F	dropped
Score	100-80	79-65	64-50	49-35	34-0	放棄 / dropped

**Grade Entry / Batch Entry Check**

The following grades will be registered.  
If OK, click "batch entry." If you made corrections, click "check again."

No.	Year	Student ID No.	Student name	Score	Grade	Result	Error
1	3	s1200105	Student Name 0000006210	75	B	pass	
2	2	s1210190	Student Name 0000006572	80	A	pass	

The entry method is

Grade	A	B	C	D	F	dropped
Score	100-80	79-65	64-50	49-35	34-0	放棄 / dropped

**Grade Entry / Batch Entry Complete**

Grades have been registered.

Select page : << Previous page 1 Next page >>

Please confirm the entered data, then click the "Batch entry" button.

### 3. Main Features

#### (10) Grade Entry

You may register grades for your instructed courses.

If still within the grade entry period, you will be able to make corrections even after grades are finalized.

Please click the "Student ID No." link.

**Grade Entry / Student List**

Academic year / semester: 2014AYFirst Semester

Course designed for: 学部

Day/period: Thu 5

Course: O3-032 Practical Learning on Software/Hardware Production with Venture Corporations

Registration code: 8140321

Grader ID: 0980243

TeacherOrStaffName: 0980243

No. of students: 5

Grade	A	B	C	D	F	dropped
Score	100-80	79-65	64-50	49-35	34-0	放棄/dropped

Please enter grades.

Student sort by: Student affiliation, Student ID

No. of results to be displayed: 20

Showing search results 1 through 5 (total of 5)

Results page: << Previous page 1 Next page >>

No.	Affiliation	Year	Student ID No.	Student name	Score
1	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	1	s1220008	Student Name 0000006732	78
2	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	1	s1220020	Student Name 0000006750	85
3	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	1	s1220031	Student Name 0000006757	90
4	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	1	s1220102	Student Name 0000006826	66
5	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	1	s1220237	Student Name 0000006961	45

Showing search results 1 through 5 (total of 5)

Return to course list

**Grade Entry / Grade Corrections**

Grades for the student below taking (O3-032 Practical Learning on Software/Hardware Production with Venture Corporations") will be corrected.

Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering
Student ID No.	s1220008
Year	1
Student name	Student Name 0000006732
Score	Current: 78
	New: 80

Correct Clear Back

Grade	A	B	C	D	F	dropped
Score	100-80	79-65	64-50	49-35	34-0	放棄/dropped

Please enter the corrected grade on each student's individual edit screen, then click the "Correct" button.

**Grade Entry / Grade Correction Confirmation**

The corrected grade is show below.

Are you sure you want to register this grade?

Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering
Student ID No.	s1220008
Year	1
Student name	Student Name 0000006732
Score	80
Grade	A
Result	pass

Correct Re-start grade registration

Please click the "Correct" button.  
The changes are finalized.