School Administrative System

- Portal -

CAMPUS SQUARE

Oita NS Solutions

大分NSソリューションズ株式会社

1. Portal Screen Default Display

(1) Portal top screen (before login)

This page is linked from the university top page. You will first see the pre-login portal top page.

The university top page is intended to display information suitable for anyone outside the university. The portal top page displays information intended for current university students, but only that which is also suitable for viewing those outside the university.

Pre-login portal top page

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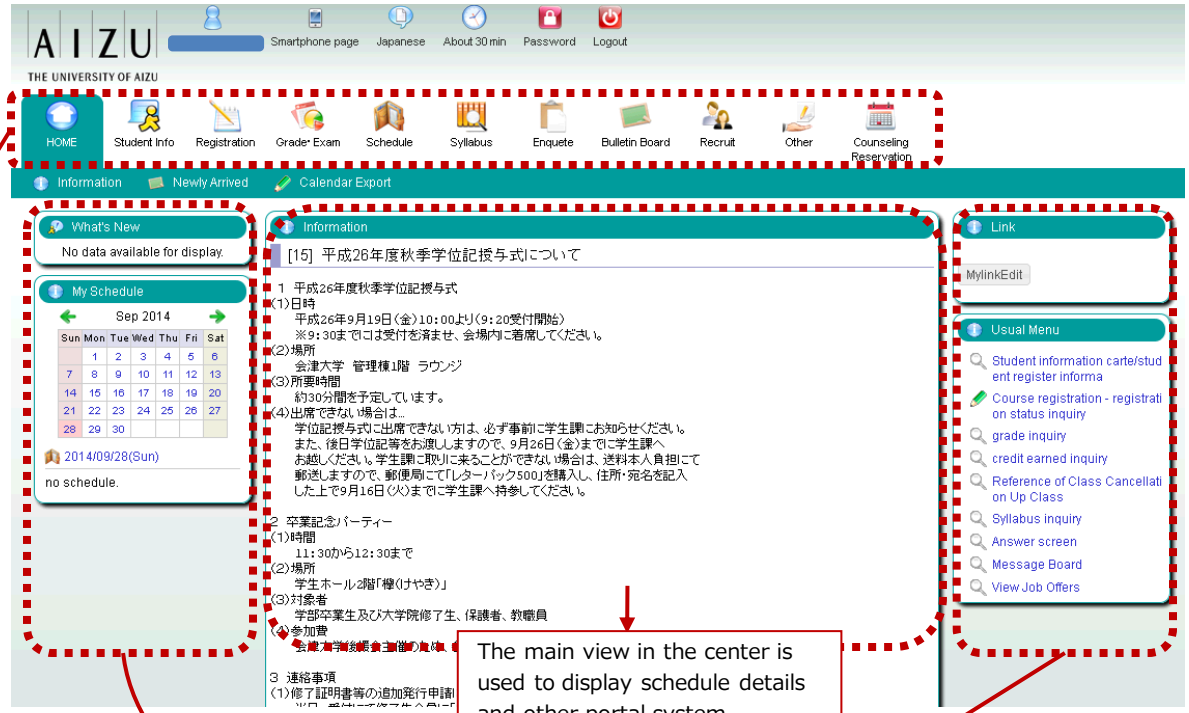
(2) Portal top screen (after login)

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.

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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／Mail Delivery Settings

Registration

Curriculum Information／Evaluation／Qualification Evaluation／Course registration／ Graduate Thesis (Graduate Thesis Theme List／Graduate Thesis Theme Applications／Graduate Thesis Assignment List)

Grade• Exam

View Grades／Credit earned inquiry／View Regular Exam Schedule(Student View)

Schedule

Schedule Management ／Calendar Export ／ View Class Cancellations and Makeup Classes／ View Facility Use Status

Syllabus

Syllabus inquiry

Enquete

View Questionnaire Responses and Results

Bulletin Board

Newly Arrived／Message Board

Recruit

View Companies／View Job Offers／Preferred Career Path Entry／Enter Career Decision／View Graduates／Enter Job-hunting Activities／Guidance Information View/Apply／Request Employment and Education Certificates

Other

Web Link Entry Link List ／Forum

Counseling Reservation

Counseling Reservation／View Counseling Reservation

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2. Page Regarding Main Features

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(2)便利な機能

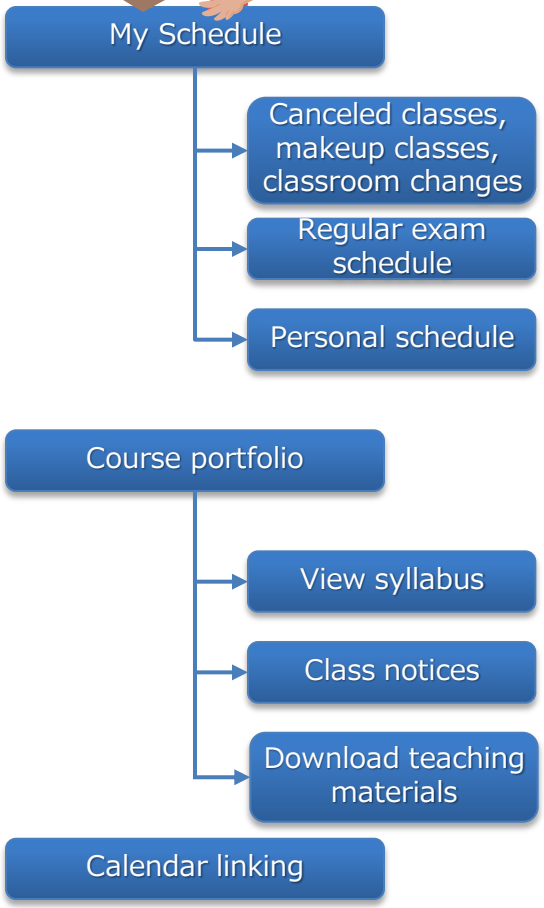
① Checking assignments addressed to you
→ You may review various notices using the "What's new" feature

② Registering and viewing events for class or personal schedule
→ You may use the "My Schedule" feature to review course schedule, class cancellations, makeup classes, classroom change information, regular exam schedule and your personal schedule.

You may specify a URL which external calendar management applications can use to import academic calendar class schedule and regular exam information.

③ Viewing a summary of your subjects
→ The "Course portfolio feature" 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 Registering 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 top menu.



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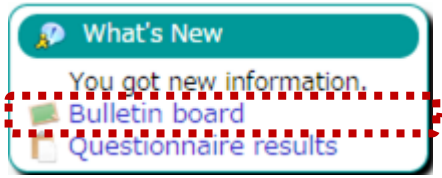
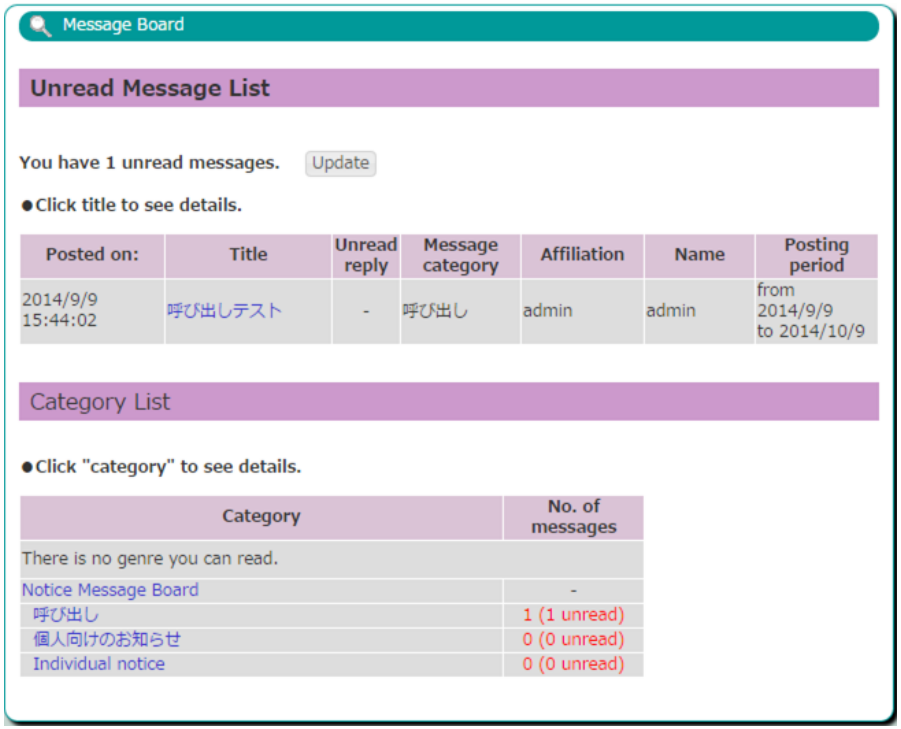
(1) What's new

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.





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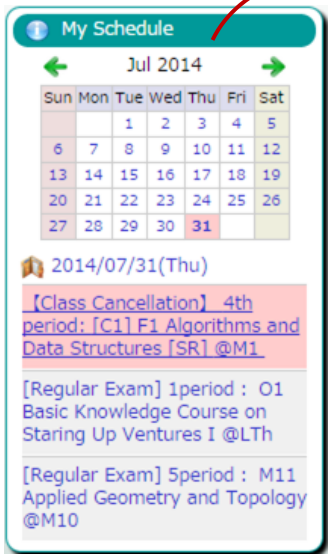
(2) My Schedule

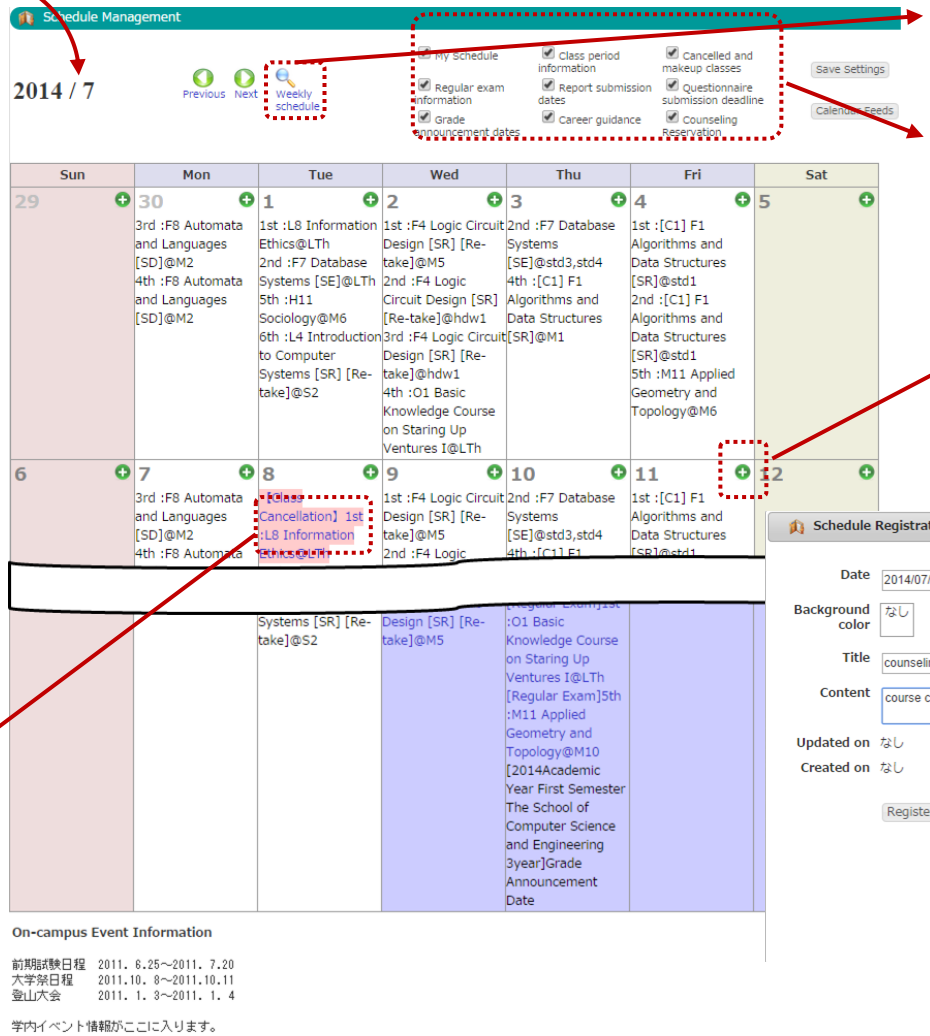
This feature will display the class schedule, canceled classes, makeup classes, classroom changes and regular examinations for your current courses.



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

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

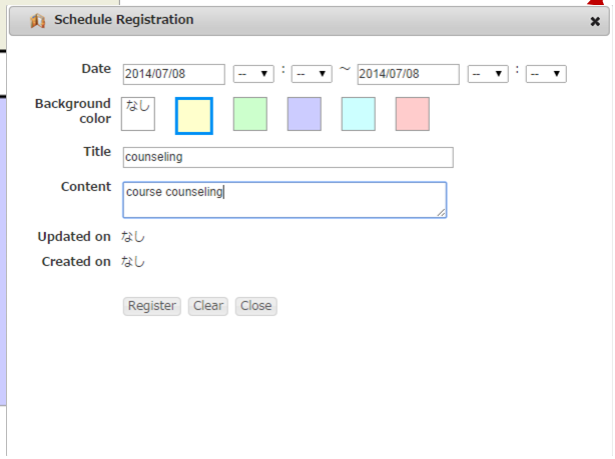
* Items may be assigned tags and colors for easy viewing.



* 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.



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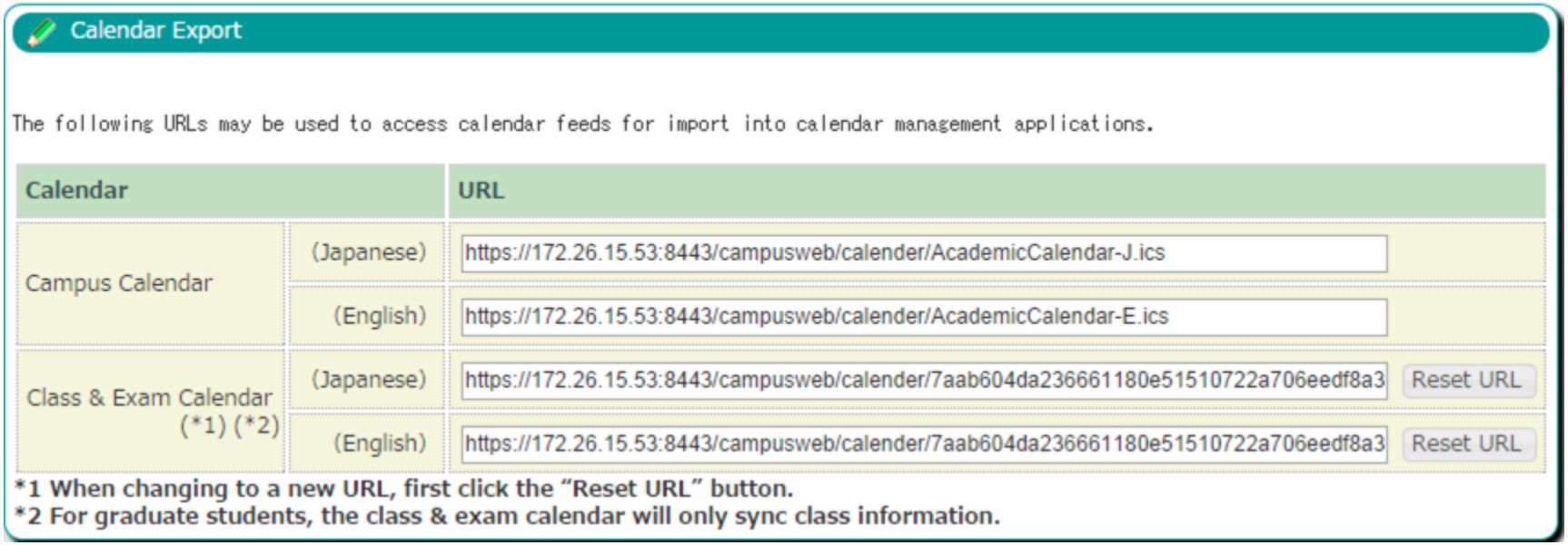
(3) Calendar linking

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.



Calendar Export

The following URLs may be used to access calendar feeds for import into calendar management applications.

Calendar		URL	
Campus Calendar	(Japanese)	https://172.26.15.53:8443/campusweb/calender/AcademicCalendar-J.ics	
	(English)	https://172.26.15.53:8443/campusweb/calender/AcademicCalendar-E.ics	
Class & Exam Calendar (*1) (*2)	(Japanese)	https://172.26.15.53:8443/campusweb/calender/7aab604da236661180e51510722a706eedf8a3	Reset URL
	(English)	https://172.26.15.53:8443/campusweb/calender/7aab604da236661180e51510722a706eedf8a3	Reset URL

*1 When changing to a new URL, first click the "Reset URL" button.
*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.

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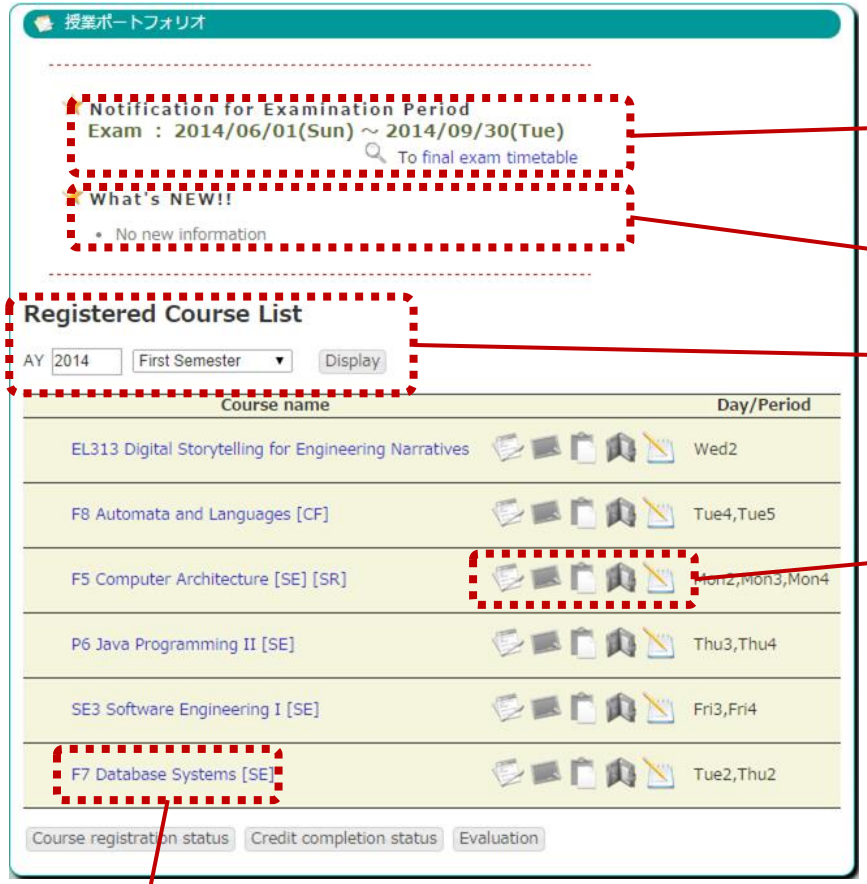
(4) Course Portfolio



* A notice such as this will appear during course registration or regular examination periods.

* Any notices for the currently displayed courses will be displayed here.

* This screen will display information from the current academic year and semester.
* You may also specify a year and semester to view past course portfolio information.

* Each button links to the detailed portfolio page for the respective item.
Relevant information will appear at the top of the screen.

* This page displays a list of subjects registered for the specified year and semester.
* Click a subject name to display the detailed portfolio screen.

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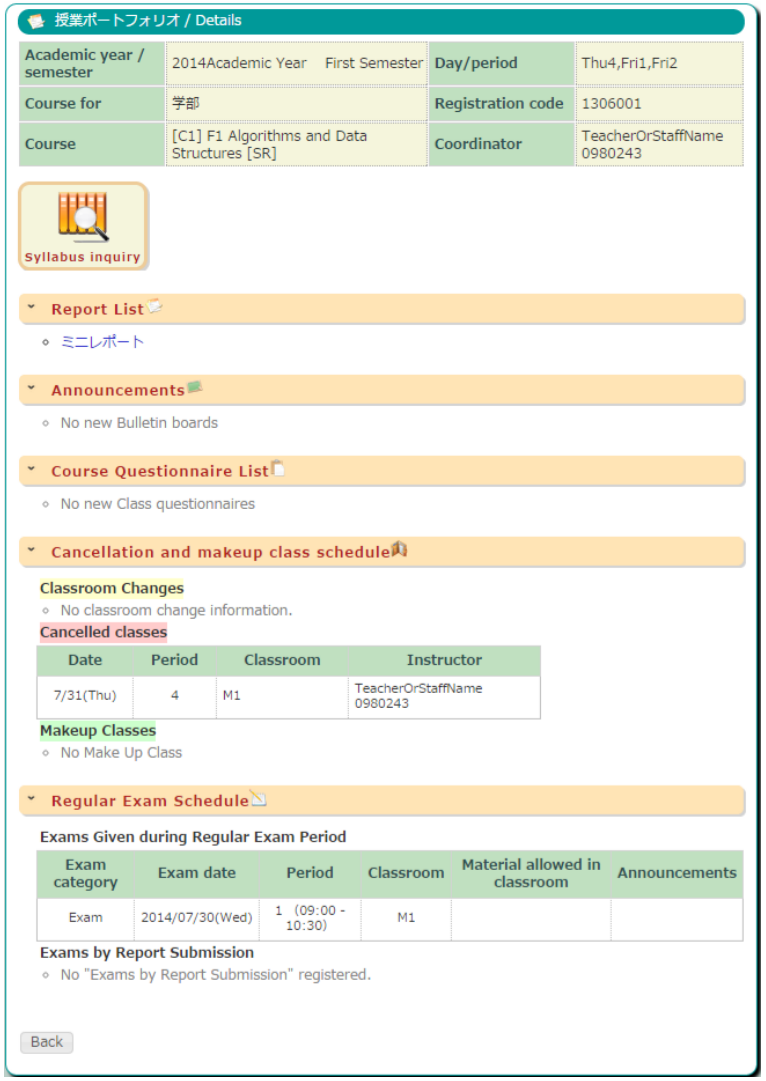
(4) Course Portfolio

This page displays an overview of information related to the selected subject.



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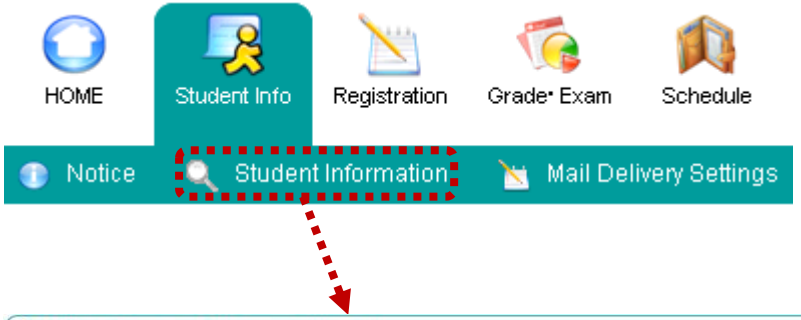
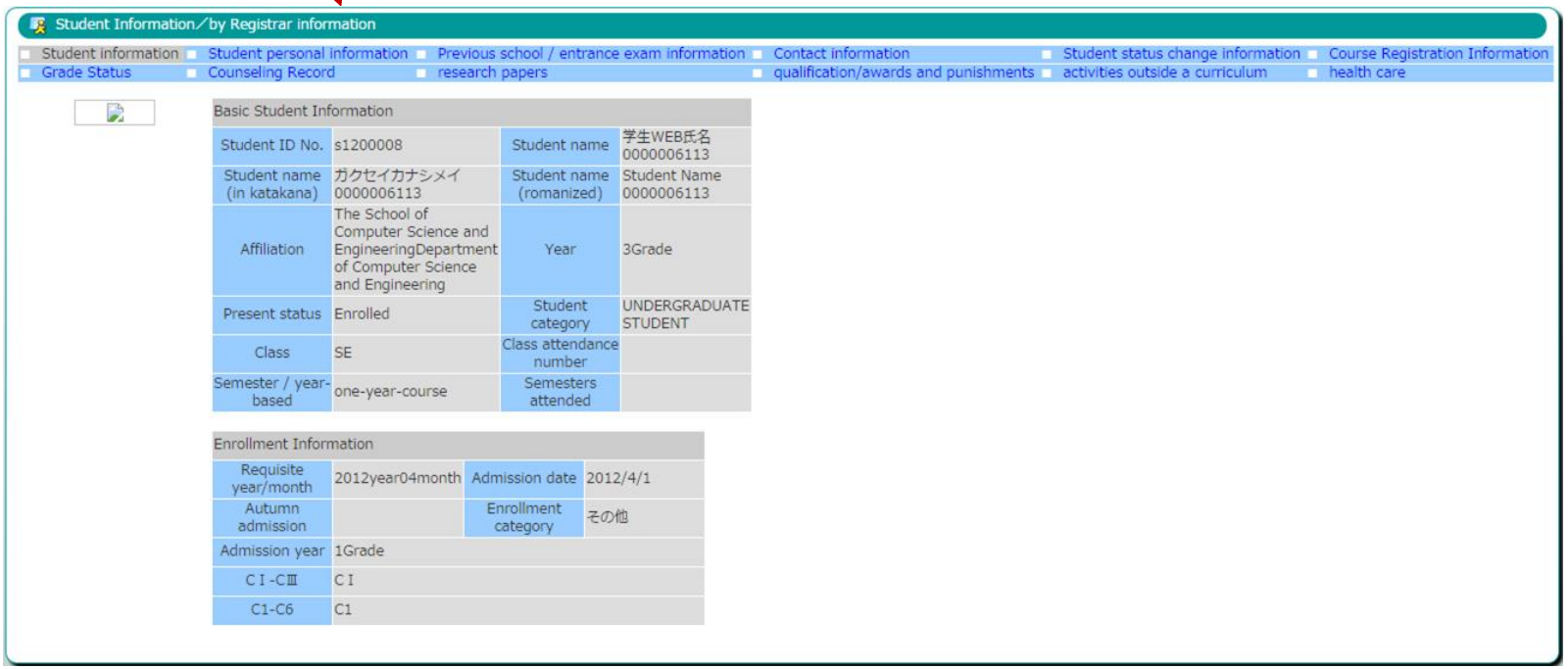
(5) Student Information

Viewing student information

This screen allows a student to view their own student information.



Click the "Student Information" link in the menu. This screen allows a student to view their own student information.



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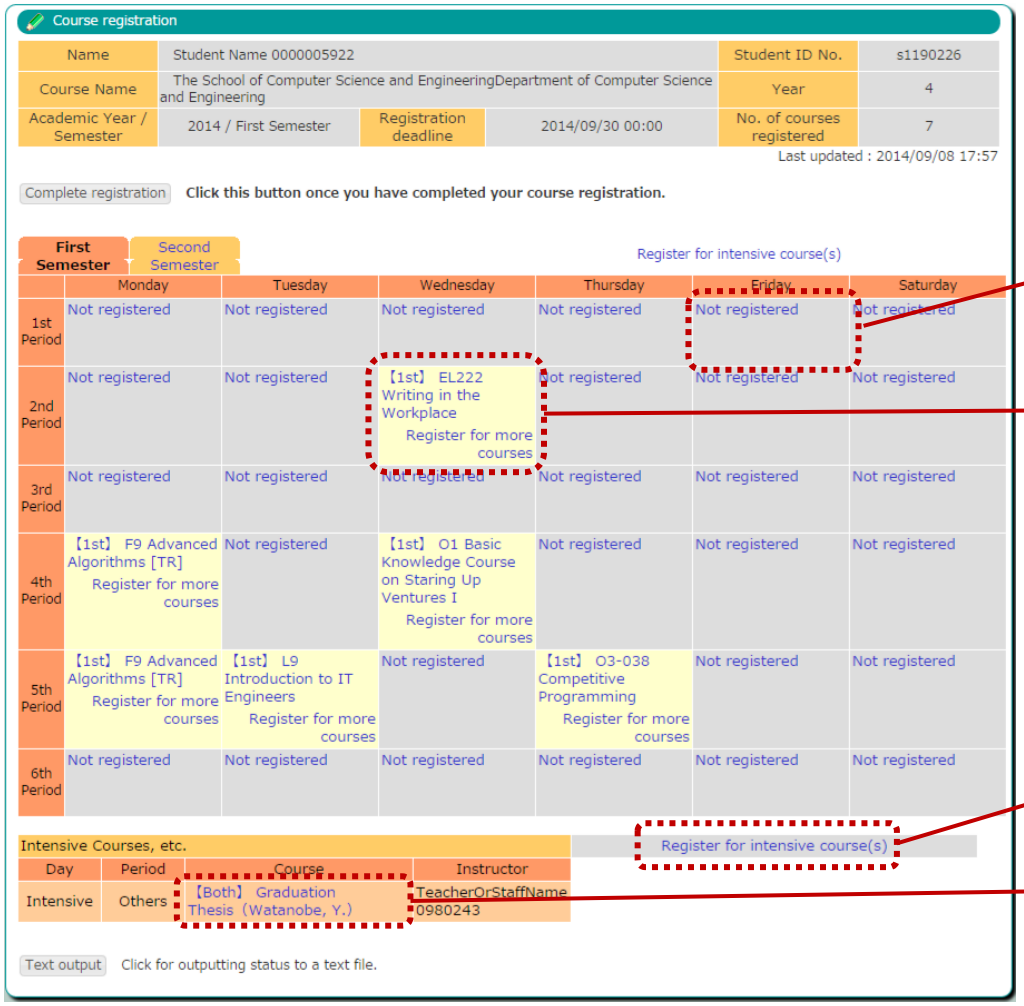
(6) Registering courses and viewing registration status

※For Undergraduate Students, viewing function only.

This screen allows you to register for courses as well as view currently registered courses.

Course registration may only be carried out during the course registration period. Outside of the registration period only viewing is possible.



To register a course in an empty frame, click the "Not registered" link. The course registration screen will be displayed.

Currently registered subjects will be displayed inside these frames.

To delete a course, click on the subject name link.

Up to 2 subjects may be registered for each time slot.

To register the second subject, click the "Register for more courses" link.

To register for intensive courses click the "Register for intensive course(s)" link. The intensive course registration screen will be displayed.

Currently registered intensive courses are displayed here.

To delete a course, click the subject name link.

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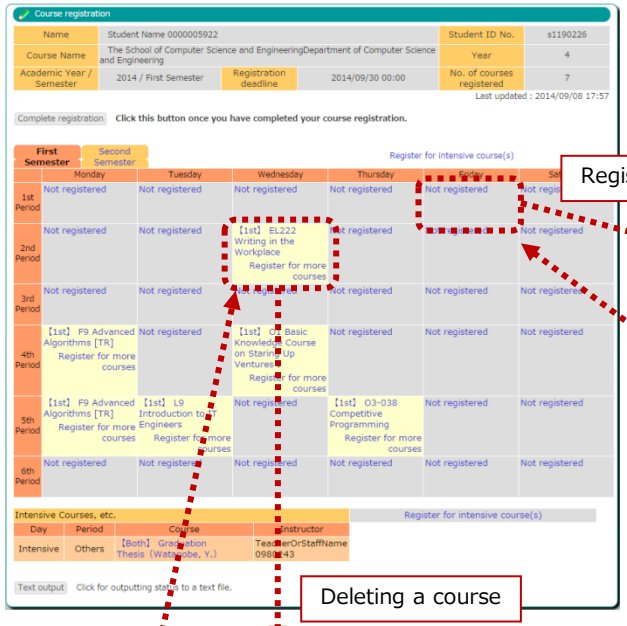
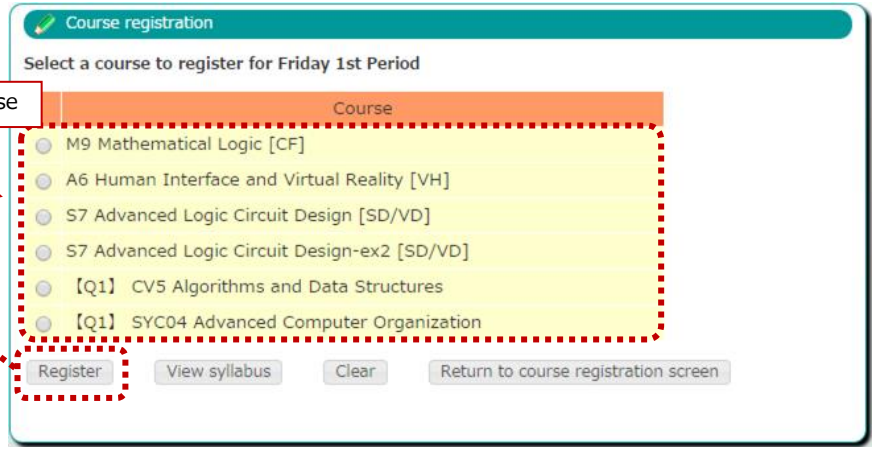
CAMPUSSQUARE

(6) Registering courses and viewing registration status

Choosing a course to register. ※Available only for Graduate Students



Registering a course



Select the course for which you wish to register, then click the "Register" button.

The selected item will be registered.

Deleting a course

Please click the "Delete" button. The registered course will be deleted.

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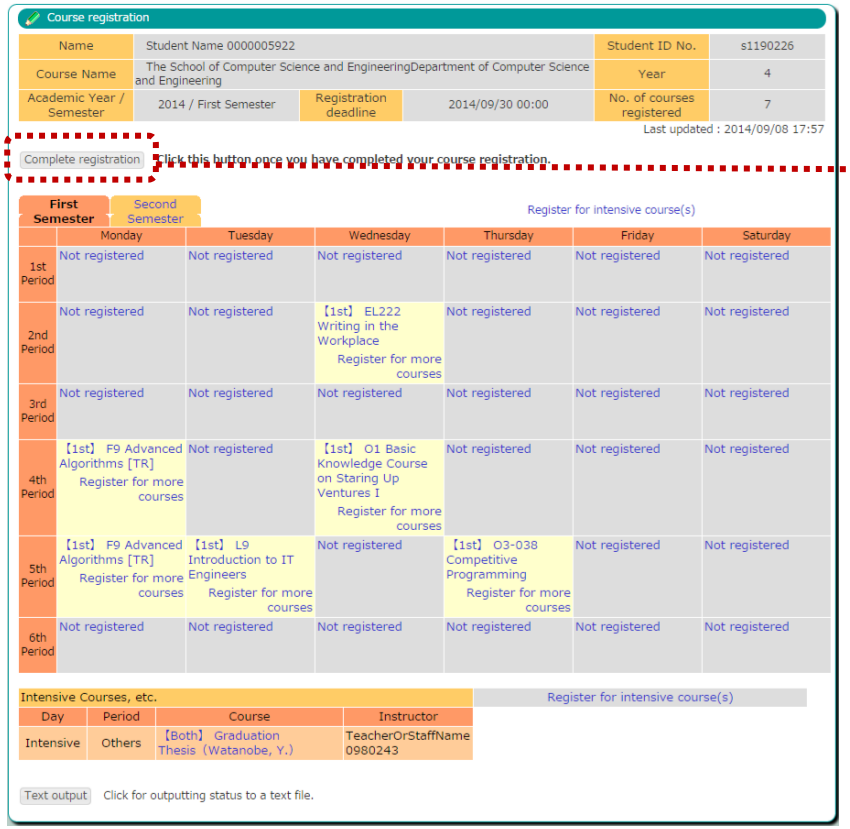
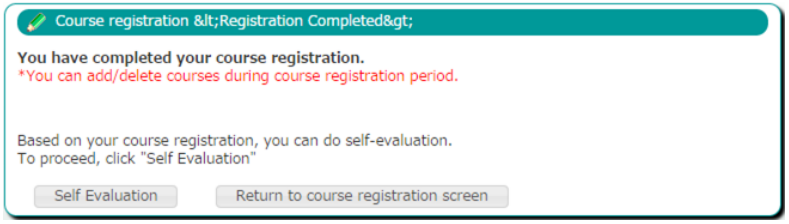
(6) Registering courses and viewing registration status

Choosing a course to register. ※Available only for Graduate Students





Once you are done registering courses, click the "Complete registration" button. This will complete the course registration process.

After completing registration, as long as it is still within the course registration period, you may still register and delete courses, as well as carry out self evaluations as many times as you like.

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(6) Registering courses and viewing registration status

You may output your course schedule in text format in order to confirm your registration.

Click the "Text output" button to download the data in CSV format.

This file may be viewed, edited and printed using spreadsheet applications (such as Microsoft Excel).

	A	B	C	D	E	F	G
1	[Name]	Student Name 0000005922			[Student ID No.]	s1190226	
2	[Course Name]	The School of Computer Science			[Year]	4Grade	
3	[Academic Year・Semester]	2014・First Semester	[Registration deadline]	2014/9/30 0:00	[No. of courses registered]	7	
4							
5				[Last updated: 2014/09/08 17:57]			
6							
7		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	1st Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
9							
10	2nd Period	Not registered	Not registered	【1st】EL222 Writing in the Workplace	Not registered	Not registered	Not registered
11							
12	3rd Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
13							
14	4th Period	【1st】F9 Advanced Algorithms [TR]	Not registered	【1st】O1 Basic Knowledge Course on	Not registered	Not registered	Not registered
15							
16	5th Period	【1st】F9 Advanced Algorithms [TR]	【1st】L9 Introduction to IT	Not registered	【1st】O3-038 Competitive	Not registered	Not registered
17							
18	6th Period	Not registered	Not registered	Not registered	Not registered	Not registered	Not registered
19							
20							
21	[Intensive Courses, etc.]						
22	[Day]	[Period]	[Course]	[Instructor]			
23	Intensive	Others	【Both】Graduation Thesis(Watanobe, Y.)	TeacherOrStaffName 0980243			

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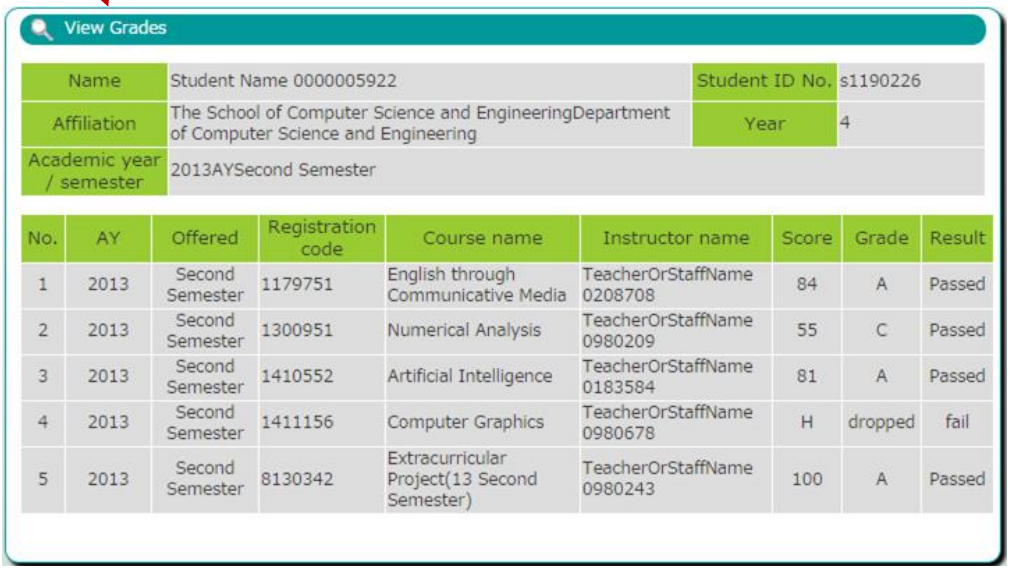
(7) Viewing grades

You may view grades for completed courses from this screen.



Name	Student Name 0000005922	Student ID No.	s1190226
Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	Year	4
Academic year / semester	2013AYSecond Semester		

No.	AY	Offered	Registration code	Course name	Instructor name	Score	Grade	Result
1	2013	Second Semester	1179751	English through Communicative Media	TeacherOrStaffName 0208708	84	A	Passed
2	2013	Second Semester	1300951	Numerical Analysis	TeacherOrStaffName 0980209	55	C	Passed
3	2013	Second Semester	1410552	Artificial Intelligence	TeacherOrStaffName 0183584	81	A	Passed
4	2013	Second Semester	1411156	Computer Graphics	TeacherOrStaffName 0980678	H	dropped	fail
5	2013	Second Semester	8130342	Extracurricular Project(13 Second Semester)	TeacherOrStaffName 0980243	100	A	Passed

Select the desired academic year and semester, then click the "Search" button.

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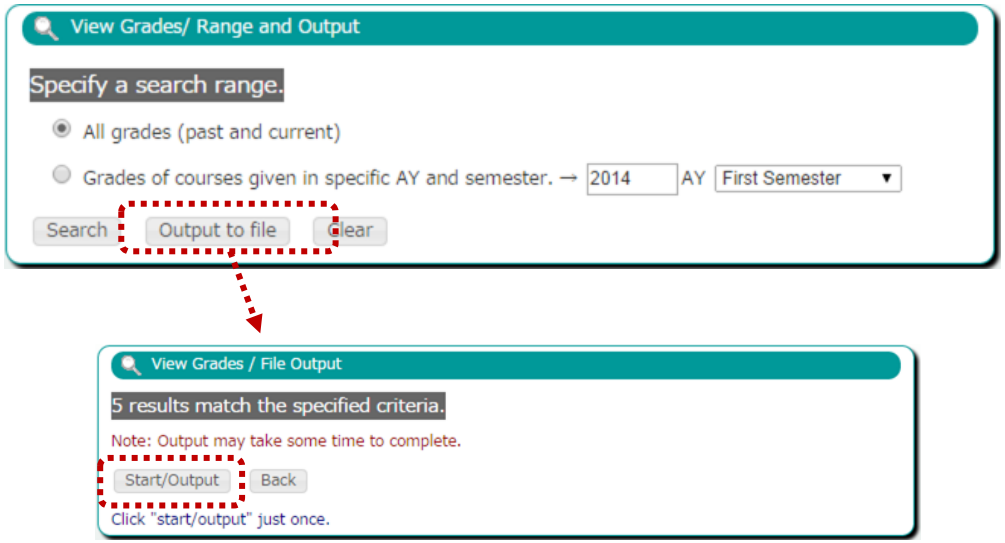
(7) Viewing grades

Grades for the selected subjects may be viewed from this screen.



Click the "Output to file" button to download grade data in a CSV format file.
This file may be viewed, edited and printed using spreadsheet applications (such as Microsoft Excel).

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CAMPUSSQUARE

(8) Viewing credit completion status

You may view grades which have been finalized.

Name	Student Name 0000005922	Student ID No.	s1190226
Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	Year	4
Academic year / semester	2013AY Second Semester	Cumulative GPA	—
Earned credits	9.0 Note: This includes credits from courses not required for graduation.		

●Semester GPA

Academic Year	2013
2nd Semester	2.50

●Status of Earned Credits

No.	Course primary classification	Course secondary classification	Course tertiary classification	Course	Credits	Earned in AY	Semester	Score	Grade	Pass/Fail
1	English Language Courses	/EL3 Adv. Eng. and Tec.		English through Communicative Media	2.0	2013	Second Semester	84	A	Pass
2	Specialized Courses, Specialized Fundamental Courses	Foundations of CSE		Numerical Analysis	3.0	2013	Second Semester	55	C	Pass
3	Specialized Courses, Specialized Courses	Applications		Artificial Intelligence	3.0	2013	Second Semester	81	A	Pass
4	Specialized Courses, Specialized Courses	Applications		Computer Graphics	3.0	2013	Second Semester	H	dropped	Fail
5	Specialized Courses, Specialized Courses	Other Courses		Extracurricular Project(13 Second Semester)	1.0	2013	Second Semester	100	A	Pass

Select the desired academic year and semester, then click the "Search" button.

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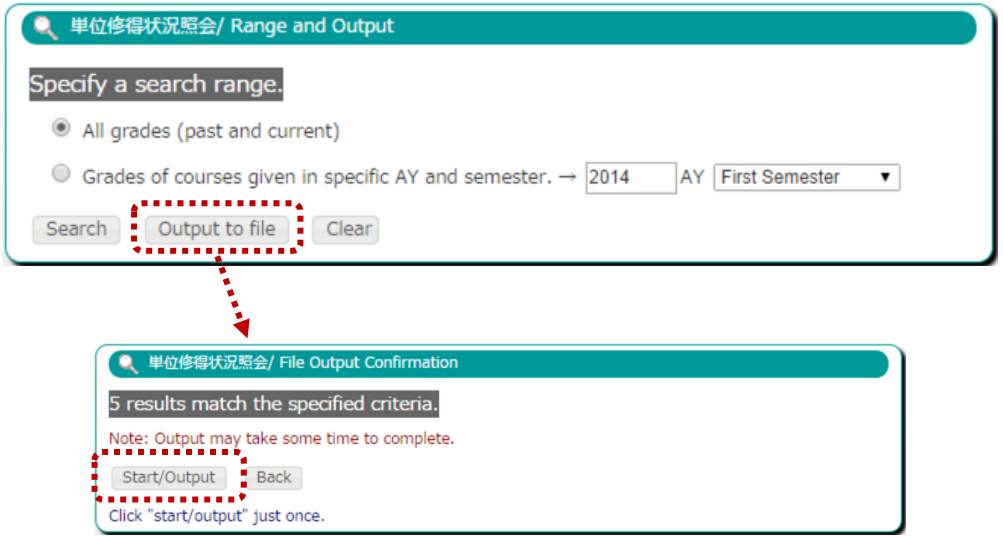
(8) Viewing credit completion status

You may view grades which have been finalized.



Click the "Output to file" button to download grade data in a CSV format file.
This file may be viewed, edited and printed using spreadsheet applications (such as Microsoft Excel).

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(9) Self evaluation

You may review course completion, grades, year advancement and graduation requirement fulfillment information from this screen.

You may also carry out a prospective evaluation for year advancement and graduation requirements.

Evaluation / Criteria Input

Student name	Student Name 0000007030	Student ID No.	s1200252
Student affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	Year	3

Select evaluation criteria.

Evaluation Criteria for:
○ SOTSUHAI
◉ ENG卒業要件判定

Evaluate

Select the evaluation criteria and click the "Evaluate" button.

Evaluation / Results

Student name	Student Name 0000007030	Student ID No.	s1200252
Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	Year	3
Evaluation criteria for	ENG卒業要件判定		

Evaluation results

Category	Minimum no. of credits	Maximum no. of credits	No. of earned credits	Credits of currently-registered courses	Credits used for evaluation	No. of insufficient credits	Evaluation result
卒業要件	128	999	85	18	103	0	Fail
教養科目	10	999	10	0	10	0	Pass
人文・社会	8	999	8	0	8	0	Pass
体育実技	2	999	2	0	2	0	Pass
英語科目	15	999	10	2	12	3	Fail
専門教育科目	95	999	65	16	81	14	Fail
数学関連科目	8	999	12	0	12	0	Pass
自然科学関連科目	4	999	8	0	8	0	Pass
コンピュータ基礎関連科目	11	999	14	2	16	0	Pass
プログラミング関連科目	12	999	12	0	12	0	Pass
コンピュータ理工学基礎関連科目	21	999	17	7	24	0	Pass
コンピュータ・システム関連科目	0	999	0	0	0	0	Pass
コンピュータ・ネットワーク関連科目	0	999	2	0	2	0	Pass
アプリケーション関連科目	0	999	0	2	2	0	Pass
ソフトウェア・エンジニアリング関連科目	0	999	0	3	3	0	Pass
その他の科目	0	999	0	2	2	0	Pass
卒業論文	8	999	0	0	0	8	Fail
教職に関する専門科目	0	0	0	0	0	0	Pass

Evaluate with different criteria

Click a category link to view detailed information divided by subject.

Evaluation / Individual courses

Category	数学関連科目					
Minimum no. of credits	Maximum no. of credits	No. of earned credits	Credits of currently-registered courses	Credits used for evaluation	No. of insufficient credits	Evaluation result
8	999	12	0	12	0	Pass

注意事項： 前期科目は前期成績開示後に修得済単位数に計上します。
通年科目および後期科目は、後期成績開示後に修得済単位数に計上します。

Category	Course name	Credits	Status
数学関連科目	Linear Algebra I	2	Pass
数学関連科目	Linear Algebra II	2	Pass
数学関連科目	Differential and Integral Calculus I	2	Pass
数学関連科目	Differential and Integral Calculus II	2	Pass
数学関連科目	Fourier Analysis	2	Pass
数学関連科目	Complex Analysis	2	
数学関連科目	Probability and Statistics	2	Pass
数学関連科目	Applied Algebra	2	
数学関連科目	Introduction to Topology	2	
数学関連科目	Computational Geometry	2	
数学関連科目	Applied Geometry and Topology	2	
数学関連科目	Mathematical Logic	2	

Close

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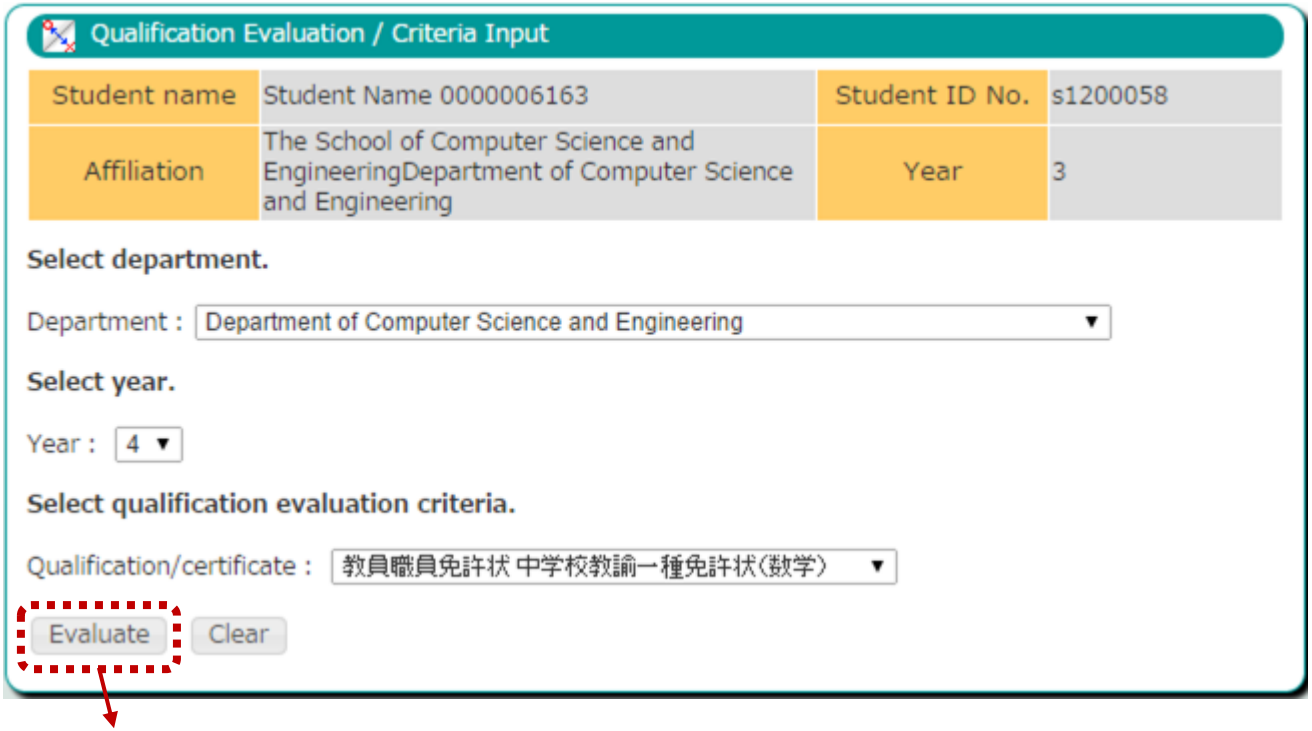
(10) Qualification self evaluation

Using your current current grades, you may carry out a self evaluation for qualifications for which you have already applied.



Select the affiliation, student year and qualification, then click the "Evaluate" button to view the evaluation results for the selected qualification.

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(10) Qualification self evaluation

The evaluation results screen will display the number of applicable credits, evaluation results and qualification requirements in a hierarchical format.

Qualification Evaluation / Results

Student name	Student Name 0000006163	Student ID No.	s1200058
Affiliation	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	Student year	3
Department	Department of Computer Science and Engineering	Year for evaluation	4
Qualification evaluation for:	教員職員免許状 中学校教諭一種免許状（数学）		

Results

No. of applicable credits	56
No. of applicable courses	25
Total no. of credits	140
Total no. of courses	66
Evaluation result	Fail

Evaluation result (detailed)

Caution : Credits of courses in 1st semester will be counted as earned credits after grades of 1st semester are disclosed.
Credits of courses in 2nd semester and year-around will be counted as earned credits after grades of 2nd semester are disclosed.

Category	Minimum no. of credits	Maximum no. of credits	No. of earned credits	Credits of currently-registered courses	Credits used for evaluation	No. of insufficient credits	Evaluation result
合計	59	999	41	11	52	0	Fail
教科に関する科目	20	999	29	3	32	0	Pass
数学	0	999	29	3	32	0	Pass
代数学	0	999	3	3	6	0	Pass
必修							

体育	2	999	2	0	2	0	Pass
外国語コミュニケーション	2	999	0	0	0	2	Fail
情報機器の操作	4	999	0	0	0	4	Fail

Evaluate with different criteria

Click a category link to view a list of related subjects and credit completion status.

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(10) Qualification self evaluation

The detailed subject display screen shows a list of related subjects and credit completion status.

Qualification Evaluation / Individual Courses

Category	教科に関する科目					
Minimum no. of credits	Maximum no. of credits	No. of earned credits	Credits of currently-registered courses	Credits used for evaluation	No. of insufficient credits	Evaluation result
20	999	29	3	32	0	**Pass**

Caution : Credits of courses in 1st semester will be counted as earned credits after grades of 1st semester are disclosed.
Credits of courses in 2nd semester and year-around will be counted as earned credits after grades of 2nd semester are disclosed.

Category	Course name	Credits	Status
必修	Discrete Systems	3	**Pass**
選択	Automata and Languages	3	**Registered**
必修	Introduction to Topology	2	**Pass**
選択	Computational Geometry	2	
選択	Applied Geometry and Topology	2	
必修	Fourier Analysis	2	**Pass**
選択	Complex Analysis	2	**Pass**
必修	Probability and Statistics	2	**Pass**
選択	Information Theory	2	**Pass**
必修	Literacy I	4	**Pass**
必修	Literacy II	3	**Pass**
選択	Introduction to Computer Systems	2	**Pass**
選択	C++ Programming	3	**Pass**
選択	Advanced Algorithms	3	
選択	Operating Systems	4	**Pass**

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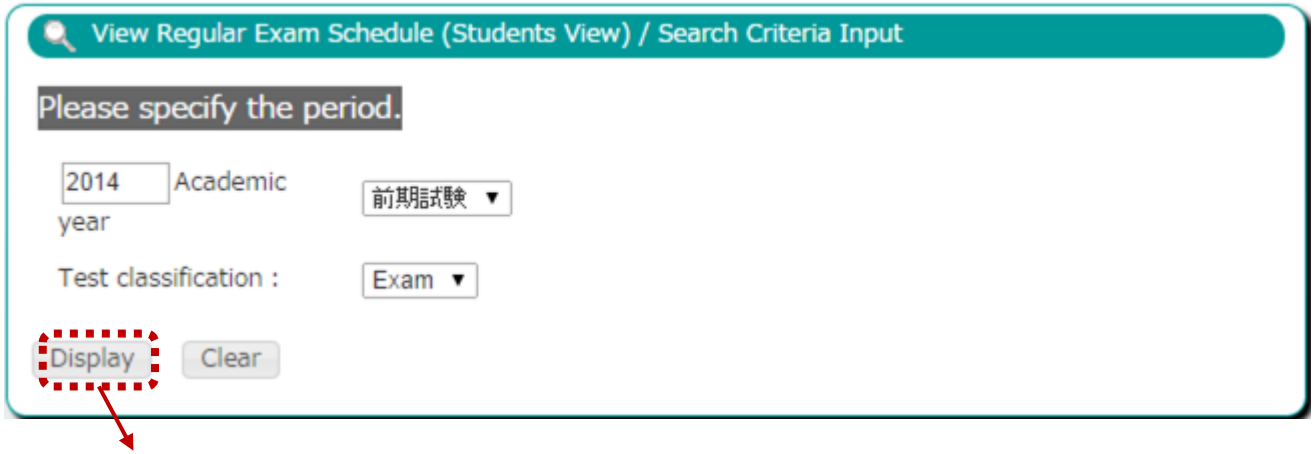
(11) Viewing regular exam schedule (student view)

You may view a list of regular examinations scheduled for currently registered lecture courses.



Select the desired academic year semester and exam type, then click the "Display" button.

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CAMPUSSQUARE

(11) Viewing regular exam schedule (student view)

View Regular Exam Schedule (Students View)

Exam given in	Exam classification	Student affiliation	Student ID No.	Student name	Year
2014/前期試験	Exam	The School of Computer Science and EngineeringDepartment of Computer Science and Engineering	s1200001s	Student Name 0000006106	3

Exams Given during Regular Exam Period

Exam date	Day	Period	Course name	Semester offered	Coordinator	Material allowed in classroom	Classroom	Announcements
2014/8/1	Fri	1(09:00 - 10:30)	[4E6] E6 English for Computer Science:Speaking and Writing 3 (Production level 3) [SR]	First Semester	TeacherOrStaffName 0980992	None	CALL2	
2014/8/1	Fri	3(13:10 - 14:40)	SE3 Software Engineering I [CN]	First Semester	TeacherOrStaffName 0208072	None	M8	
2014/8/4	Mon	1(09:00 - 10:30)	EL142 English Sounds & Prosody	First Semester	TeacherOrStaffName 0980757	None	CALL2	
2014/8/4	Mon	2(10:40 - 12:10)	N2 Communication Networking II [CN]	First Semester	TeacherOrStaffName 0210385	None	M6	
2014/8/4	Mon	3(13:10 - 14:40)	F5 Computer Architecture [CN] [SR]	First Semester	TeacherOrStaffName 0210363	None	M4	
2014/8/6	Wed	2(10:40 - 12:10)	F8 Automata and Languages [CF]	First Semester	TeacherOrStaffName 0201309	None		

Exam by submission of report

Submission deadline	Day	Period	Course name	Semester offered	Coordinator	Paper size	Submit to	Announcements
no data available for display								

Other

Course name	Semester offered	Coordinator
no data available for display		

Not yet announced

Course name	Semester offered	Coordinator
no data available for display		

A list will be displayed including each subject's date, subject name, allowed test materials, test classroom and any other notes.

Subjects which will conduct examination by report or hold an exam outside of the testing period will be displayed at the bottom of the list.

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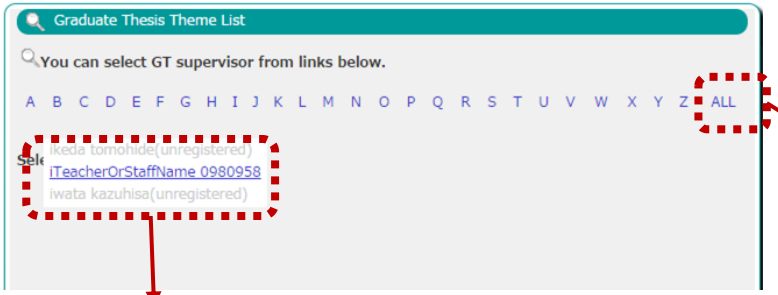
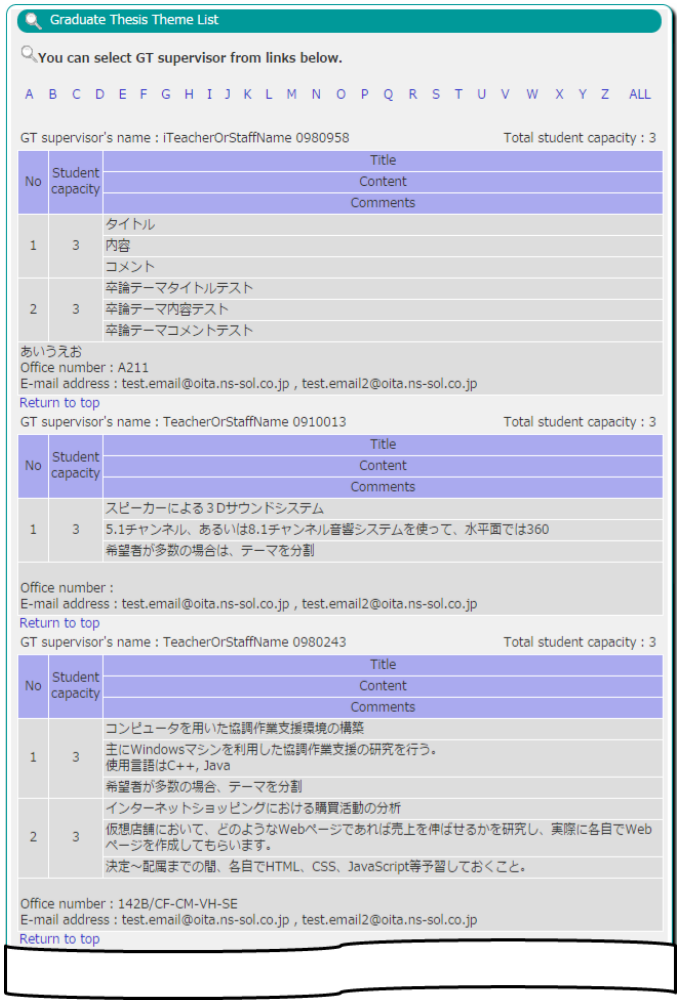
CAMPUSSQUARE

(12) Graduation thesis theme list

You may view a list of graduate thesis themes registered by faculty members.

Hovering the mouse cursor over an alphabet letter will display a faculty member list for that letter.
Click a faculty member's name to view a list of their registered graduate thesis themes.
Clicking ALL will display a list of graduate thesis themes registered by all faculty members.





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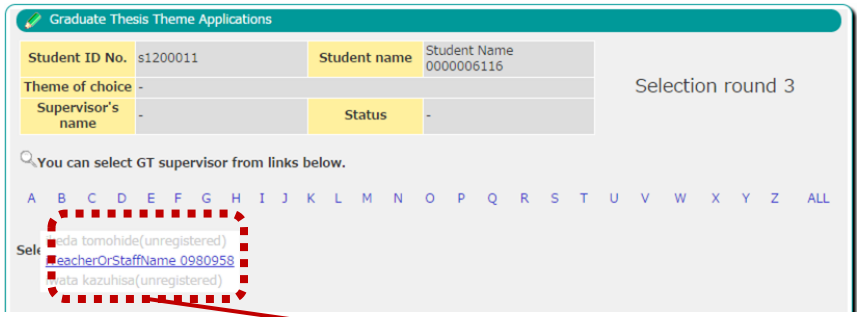
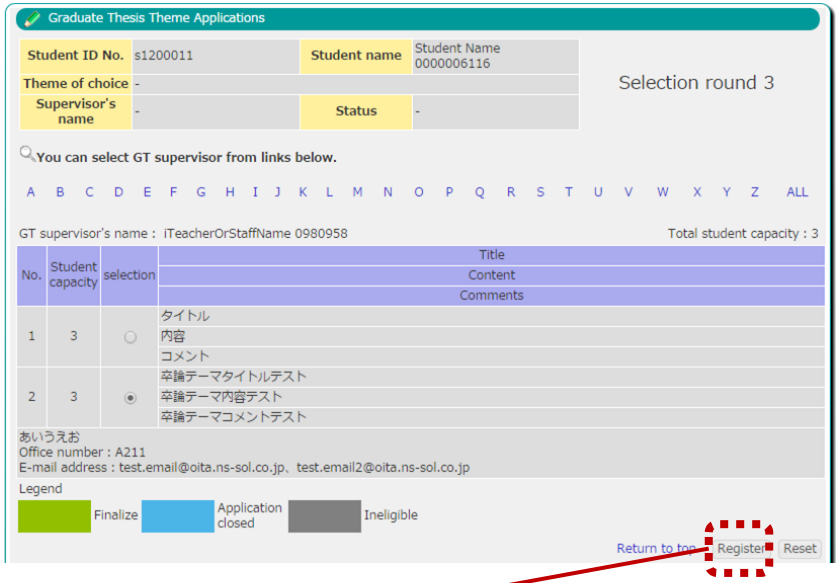
CAMPUSSQUARE

(13) Graduate thesis theme application

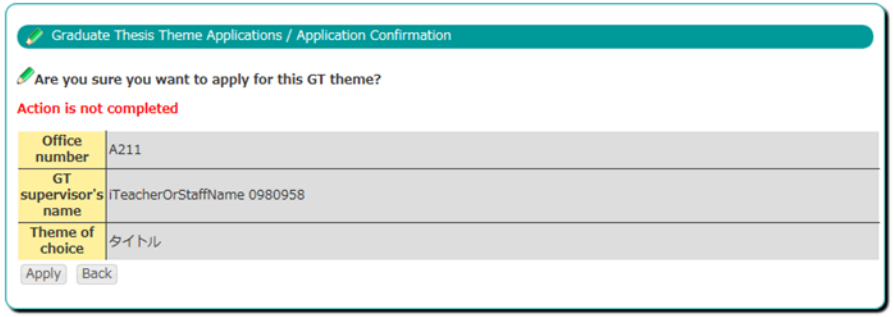
You may apply for a graduate thesis theme from this screen.



Hovering the mouse cursor over an alphabet letter will display a faculty member list for that letter.
Click a faculty member's name to view a list of their registered graduate thesis themes.
Clicking ALL will display a list of graduate thesis themes registered by all faculty members.



Select the theme for which you would like to apply and click the "Register" button to display the graduate thesis theme application confirmation screen.
Click the "Apply" button to apply for the selected graduate thesis theme.



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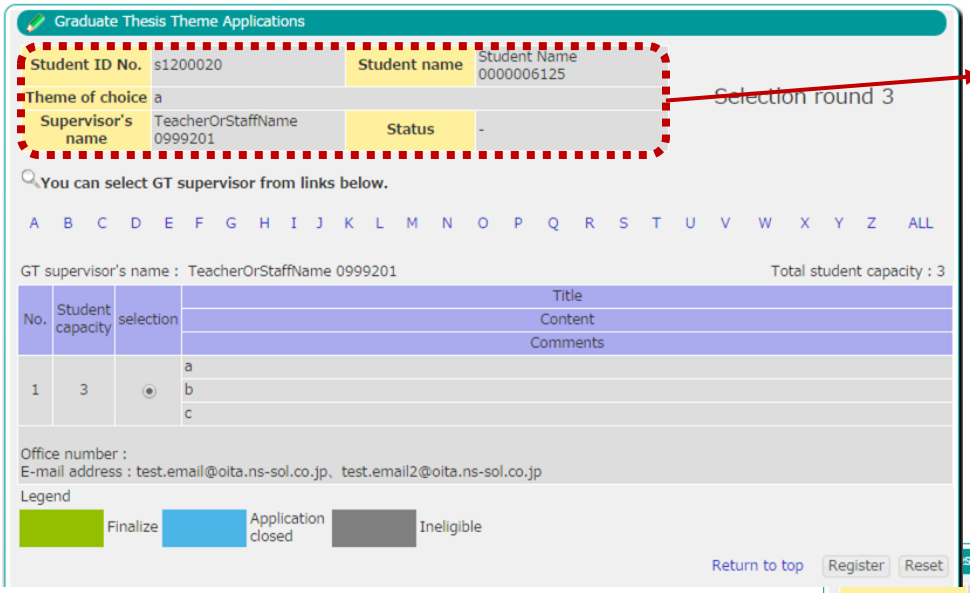
CAMPUSSQUARE

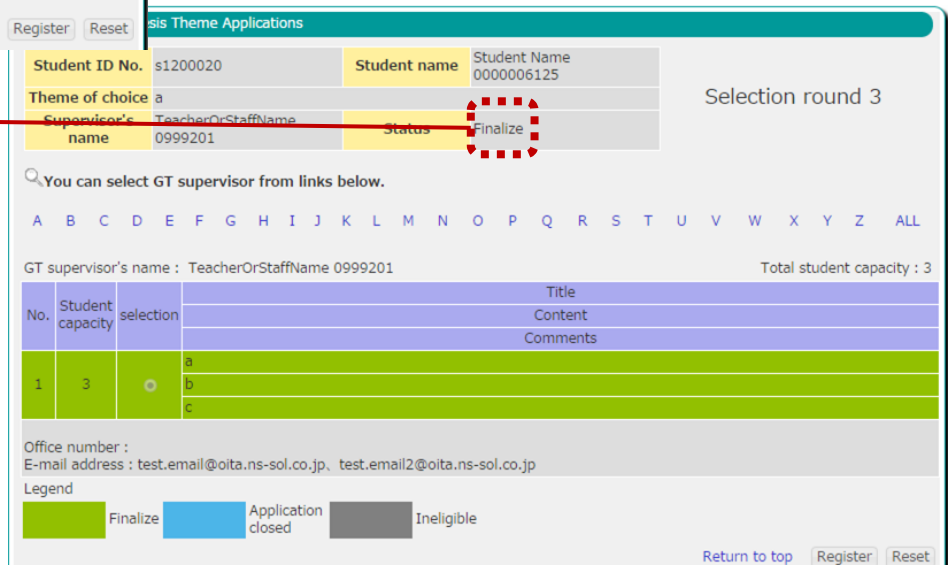
(13) Graduate thesis theme application

If still within the graduate thesis theme application period it is possible to reselect a different theme.



If you have already applied for a graduate thesis theme the supervisor and theme will be displayed.

If you have already applied for a graduate thesis theme and the application is confirmed, you will not be able to select a different theme.



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(14) Graduate thesis assignment list

This screen displays confirmed graduate thesis assignments of students to a supervisor.

Graduate Thesis Assignment List

GT Supervisor	Registered
TeacherOrStaffName 0910013	s1200082 , s1200119
TeacherOrStaffName 0980243	s1200001 , s1200008 , s1200056
iTeacherOrStaffName 0980958	s1200020 , s1200038 , s1200104

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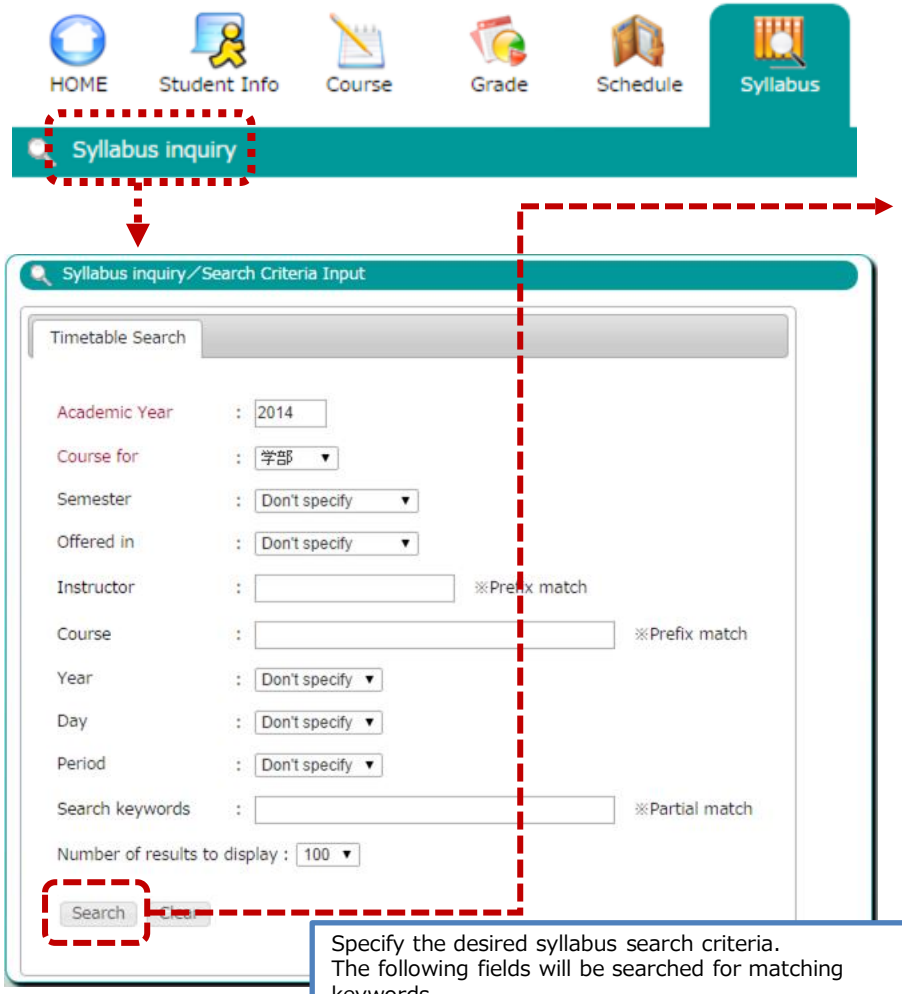
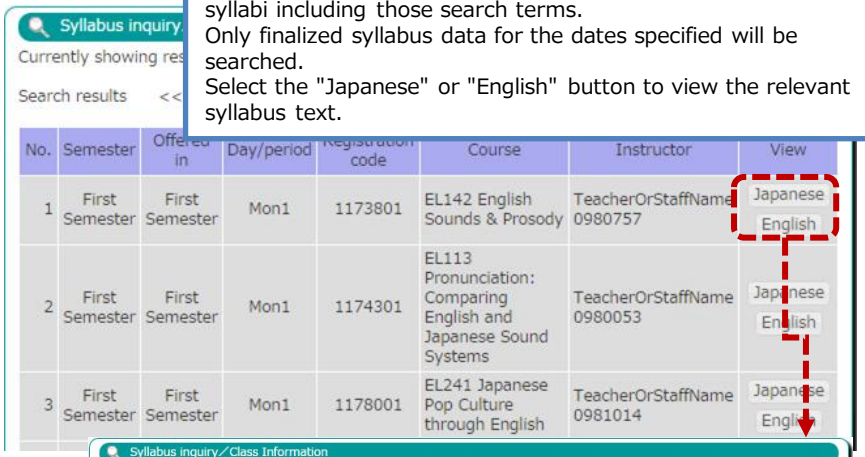
(15) Syllabus inquiry

This screen displays course syllabus information.

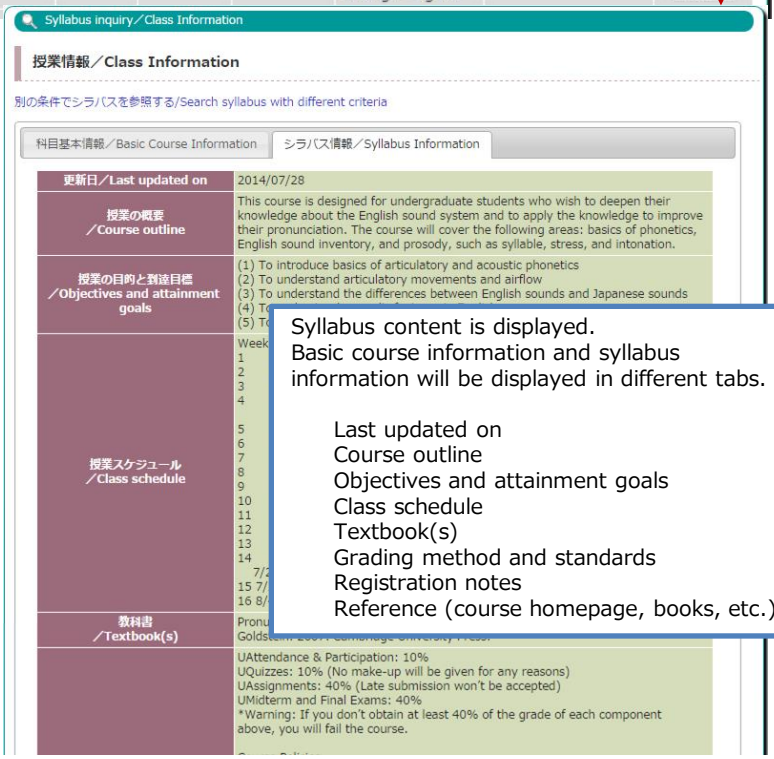


Specify the desired syllabus search criteria.
The following fields will be searched for matching keywords.

"Course outline", "Objectives and attainment goals", "Class schedule", "Textbook(s)", "Grading method and standards", "Registration notes"



Performing an optional keyword search will display a list of only syllabi including those search terms.
Only finalized syllabus data for the dates specified will be searched.
Select the "Japanese" or "English" button to view the relevant syllabus text.



Syllabus content is displayed.
Basic course information and syllabus information will be displayed in different tabs.

- Last updated on
- Course outline
- Objectives and attainment goals
- Class schedule
- Textbook(s)
- Grading method and standards
- Registration notes
- Reference (course homepage, books, etc.)

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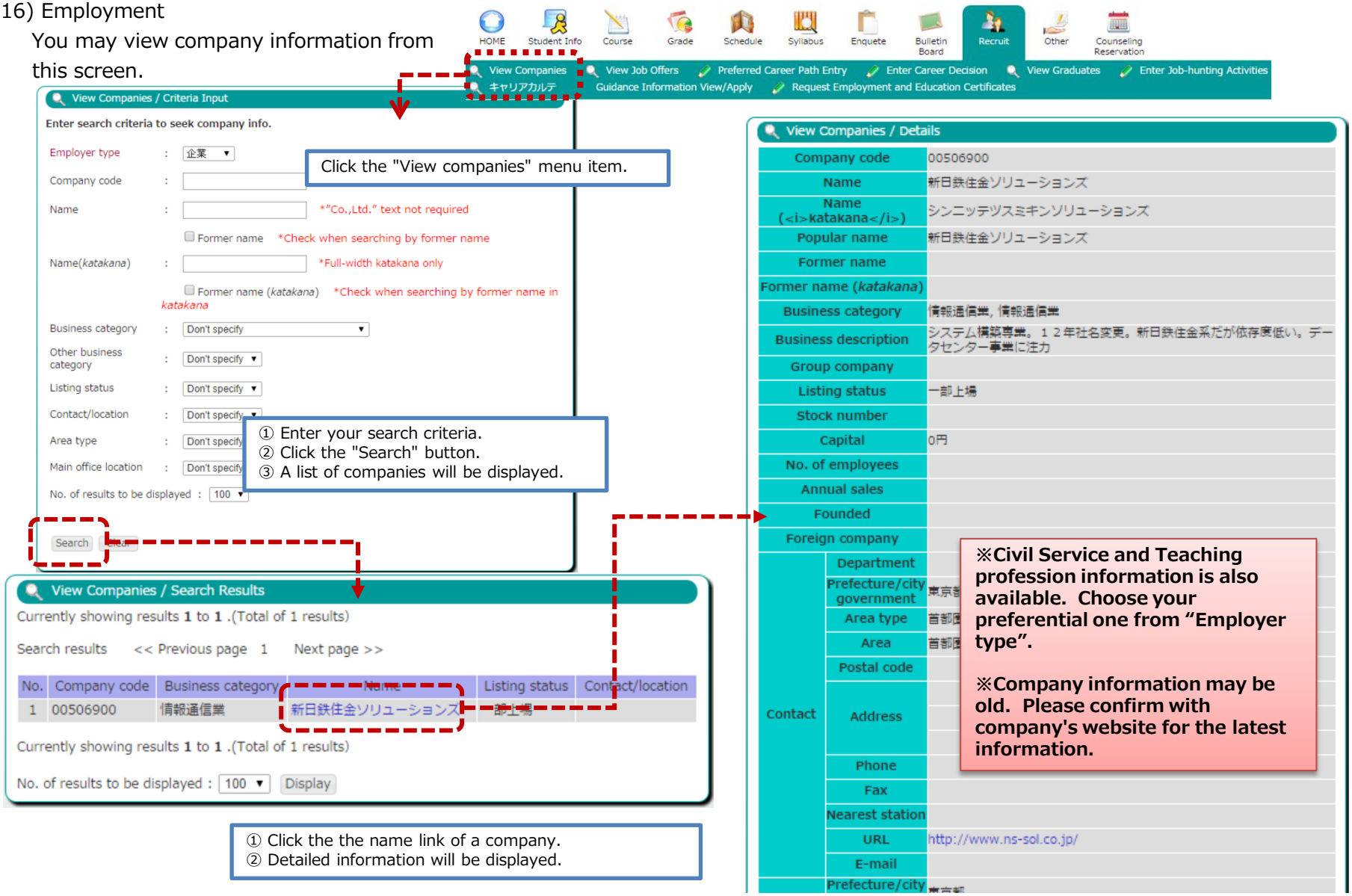
(16) Employment

You may view company information from this screen.



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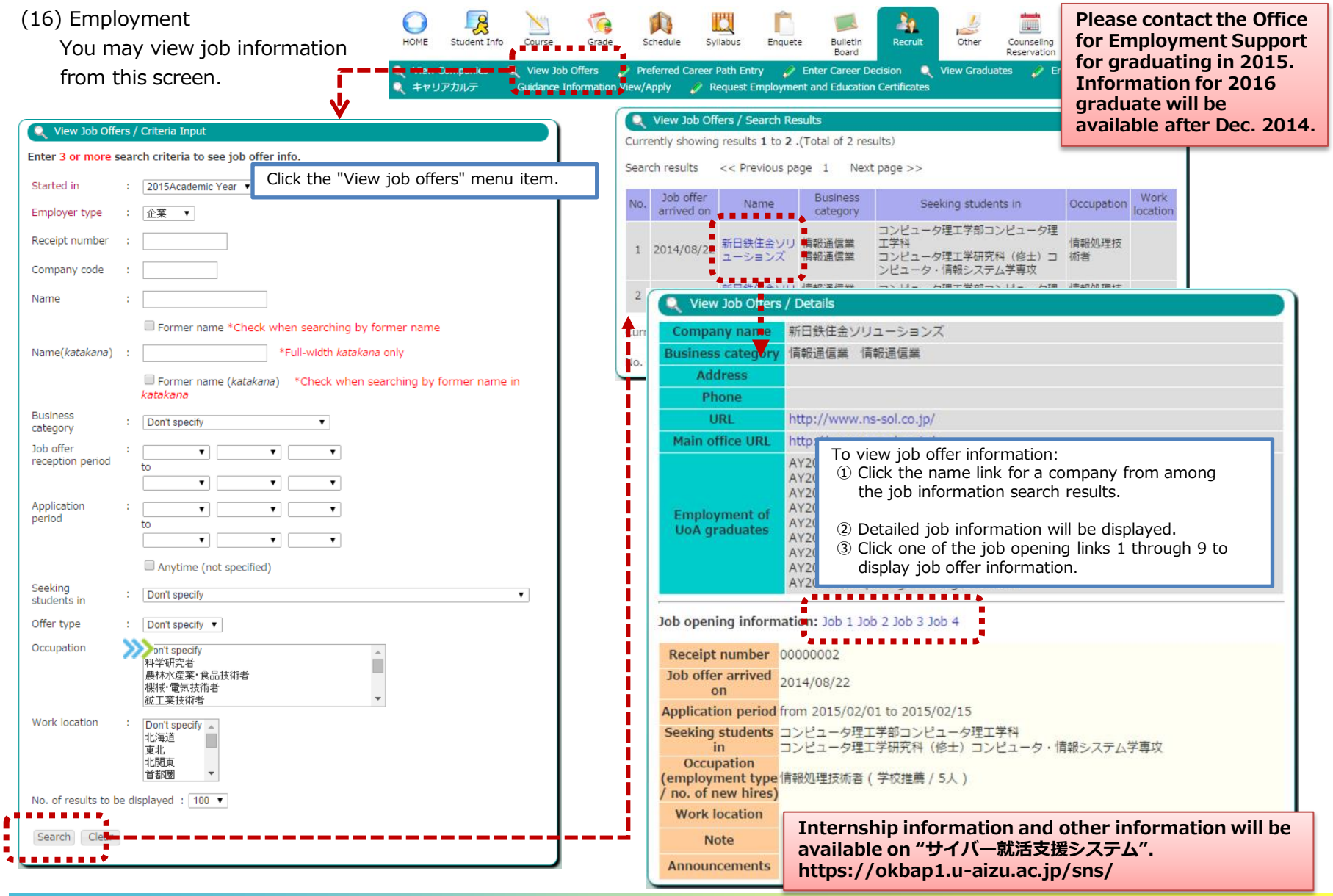
(16) Employment

You may view job information from this screen.



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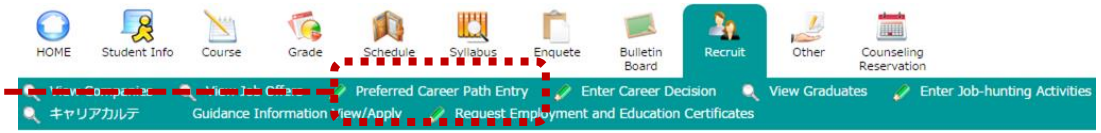
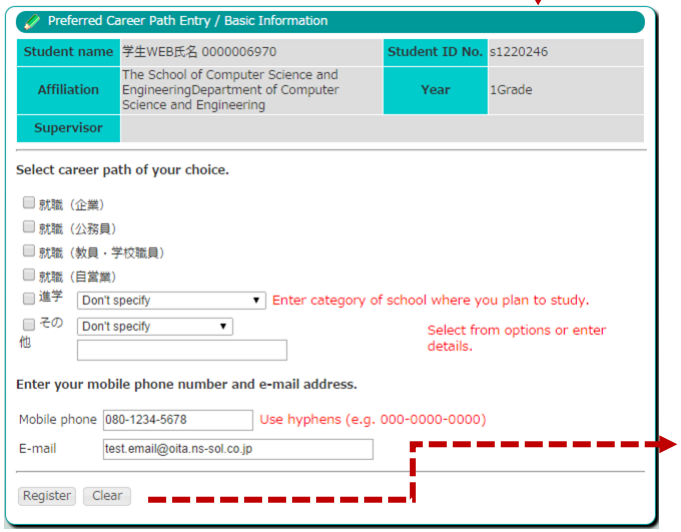
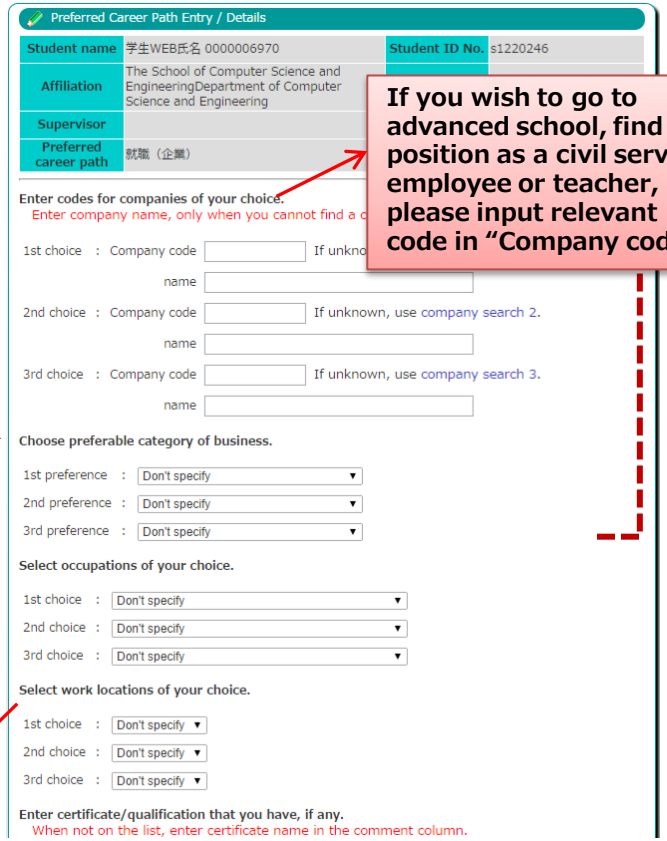
(16) Employment

You may enter your preferred career path from this screen.

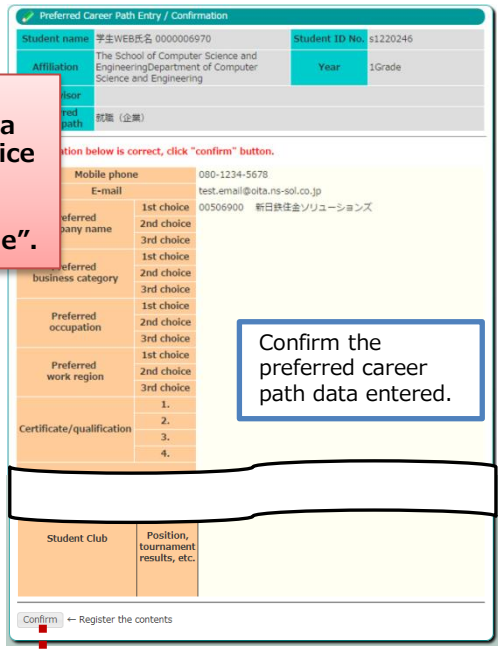


Select the "Preferred career path entry" menu item.

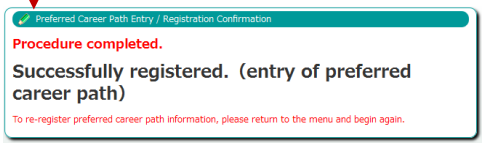




If you wish to go to advanced school, find a position as a civil service employee or teacher, please input relevant code in "Company code".



Confirm the preferred career path data entered.



Select the type of preferred career path.
By default, the mobile phone number and e-mail address from your registered student information will be used.
Please make any corrections if necessary.

※If you wish to find a position at companies, please input your preferable location.
This is important for finding a position as much as close to your preference.

Enter details of your desired company, business category, occupation, self-promotion, hobbies and interests, and special skills.

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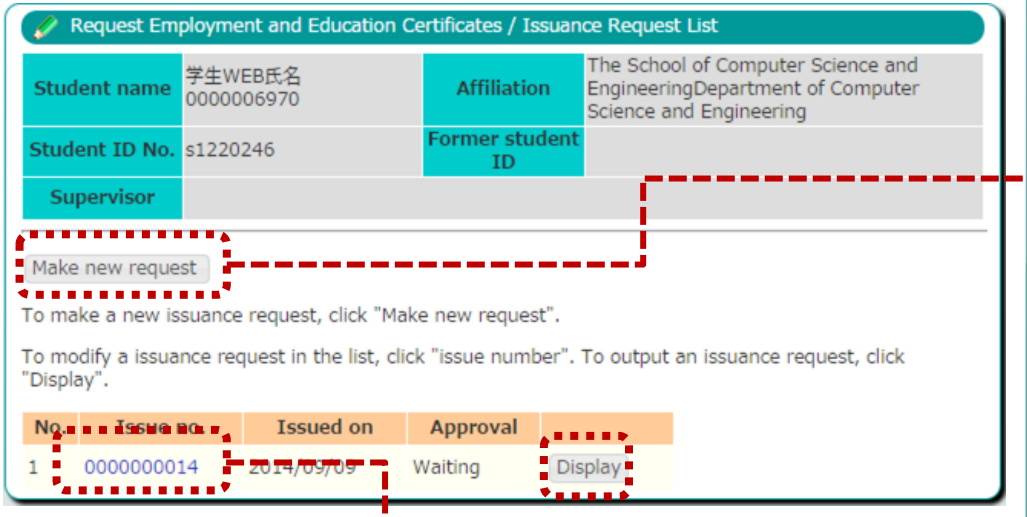
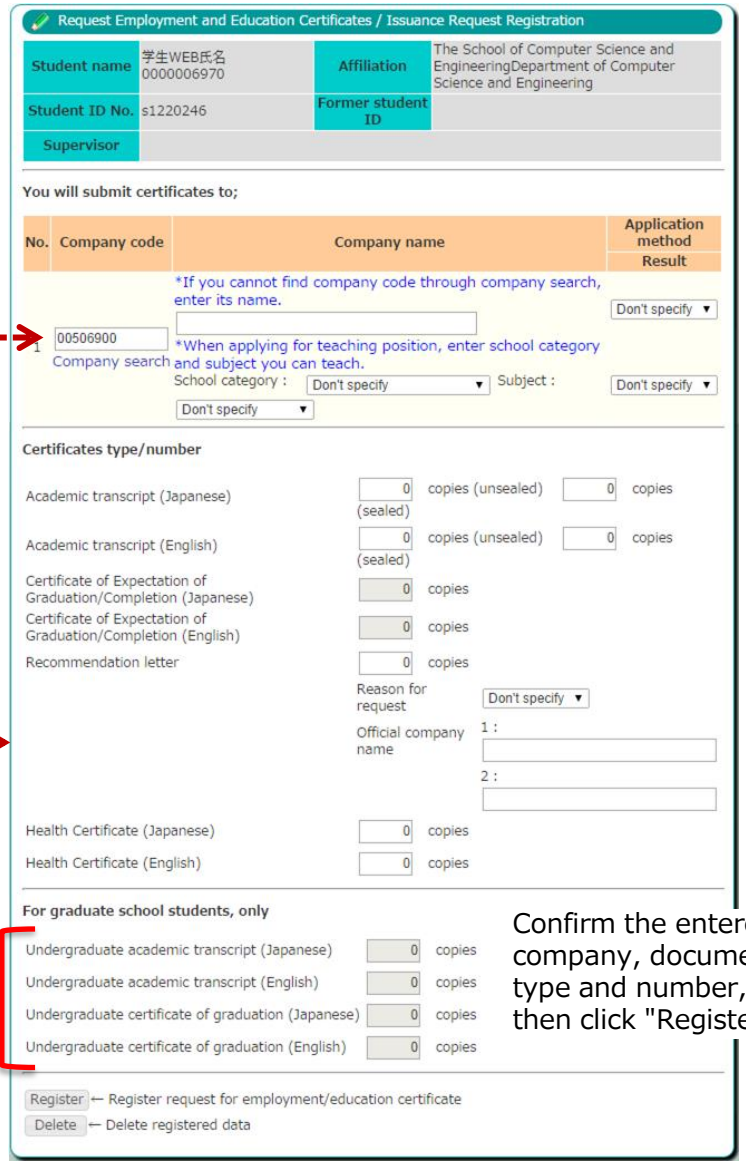
CAMPUSSQUARE

(16) Employment

You may output applications for employment and education certificates.





To register a new application click the "Make new request" button.
A list of currently registered applications will be displayed.
Applications with an Issue no. displayed as a link may still be edited. (no yet approved)
Applications with an Issue no. not displayed as a link may no longer be edited. (approved)

Click the "Display" button to output as a PDF file.

※If you are a student of Doctoral Program, transcript and certificate of Master's Program will be issued.

Confirm the entered company, document type and number, then click "Register".

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CAMPUSSQUARE

(16) Employment

You may output applications for employment and education certificates.

The image to the right shows the layout of employment-related certificate issue request form.

After printing, please submit this document to the office.

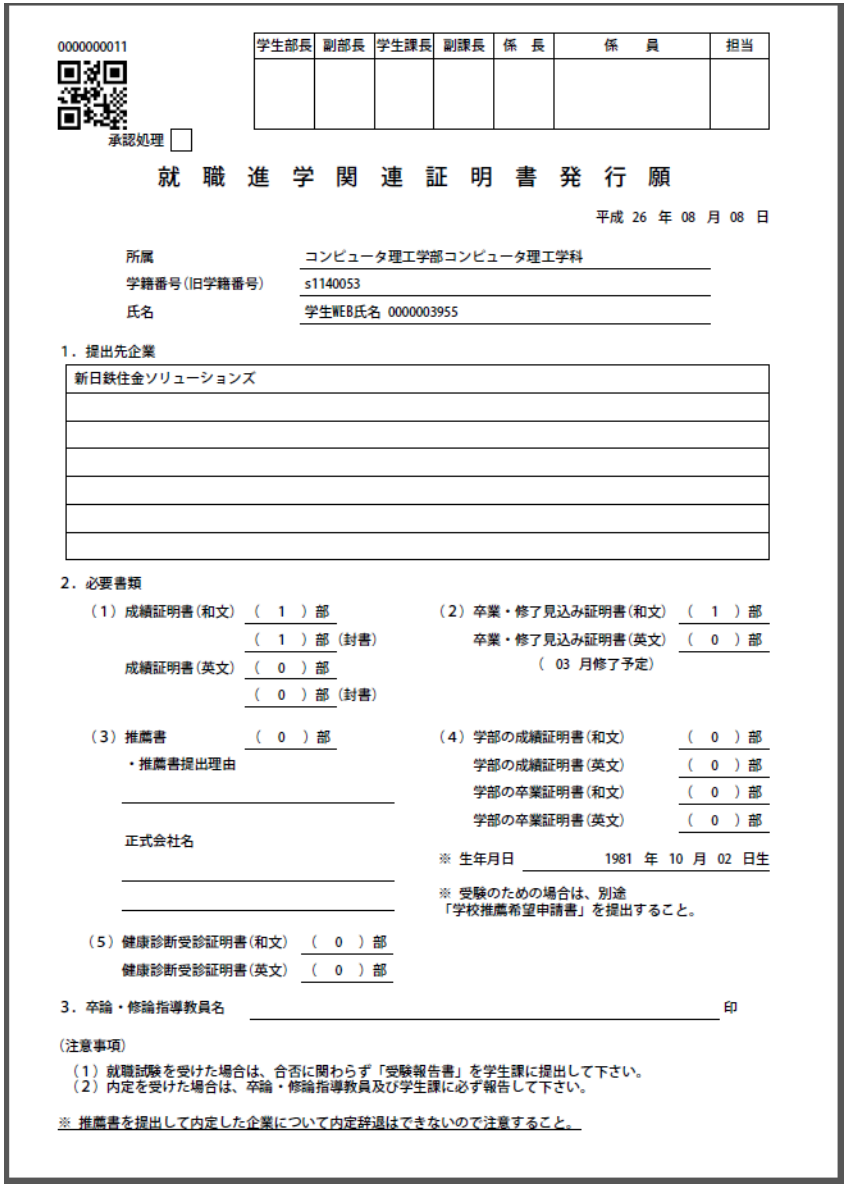
<Flow for certificates related for employment >

① Click “Recruit”, then click “Request Employment and Education Certificates”
② Click “Make new request”
③ Fill necessary information, and click “Register”
From “Issuance Request List”, click “Display” to desired form to print. After you obtained **Research/Graduate Thesis Adviser’s signature and seal in 『3.卒論・修論指導教員』,** submit form to the Student Affairs Division.
④ Approval of request
If “Approval status” is indicated in the “Approval” column, your request is ready to issue. Receive your certificate/transcript at the counter or Certificate Issuing machine.
Please see following notes for different way to certificate/transcript to be issued at;

<Certificate Issuing machine>
Transcript（J・E）、
Certificate of Expected Graduation/Completion（J･E）

<Student Affairs Division counter>
Sealed Transcript（J・E）、Transcript/certificate of graduation for “学部※”（J・E）、Letter of Recommendation by Director General, DSA

学部※ Undergraduate’s transcript and certificate of graduation will be issued for students’ in Master’s Program.
学部※ Master’s Program transcript and certificate of completion will be issued for students’ in Doctoral Program.



0000000011

学生部長	副部長	学生課長	副課長	係　長	係　員	担当

承認処理 □

就 職 進 学 関 連 証 明 書 発 行 願

平成 26 年 08 月 08 日

所属　コンピュータ理工学部コンピュータ理工学科
学籍番号(旧学籍番号)　s1140053
氏名　学生WEB氏名 0000003955

1．提出先企業

新日鉄住金ソリューションズ

2．必要書類

（1）成績証明書(和文)　（ 1 ）部
（ 1 ）部（封書）
成績証明書(英文)　（ 0 ）部
（ 0 ）部（封書）

（2）卒業・修了見込み証明書(和文)　（ 1 ）部
卒業・修了見込み証明書(英文)　（ 0 ）部
（ 03 月修了予定）

（3）推薦書　（ 0 ）部
・推薦書提出理由

正式会社名

（4）学部の成績証明書(和文)　（ 0 ）部
学部の成績証明書(英文)　（ 0 ）部
学部の卒業証明書(和文)　（ 0 ）部
学部の卒業証明書(英文)　（ 0 ）部

※ 生年月日　1981 年 10 月 02 日生

※ 受験のための場合は、別途「学校推薦希望申請書」を提出すること。

（5）健康診断受診証明書(和文)　（ 0 ）部
健康診断受診証明書(英文)　（ 0 ）部

3．卒論・修論指導教員名　　印

(注意事項)
（1）就職試験を受けた場合は、合否に関わらず「受験報告書」を学生課に提出して下さい。
（2）内定を受けた場合は、卒論・修論指導教員及び学生課に必ず報告して下さい。

※ 推薦書を提出して内定した企業について内定辞退はできないので注意すること。

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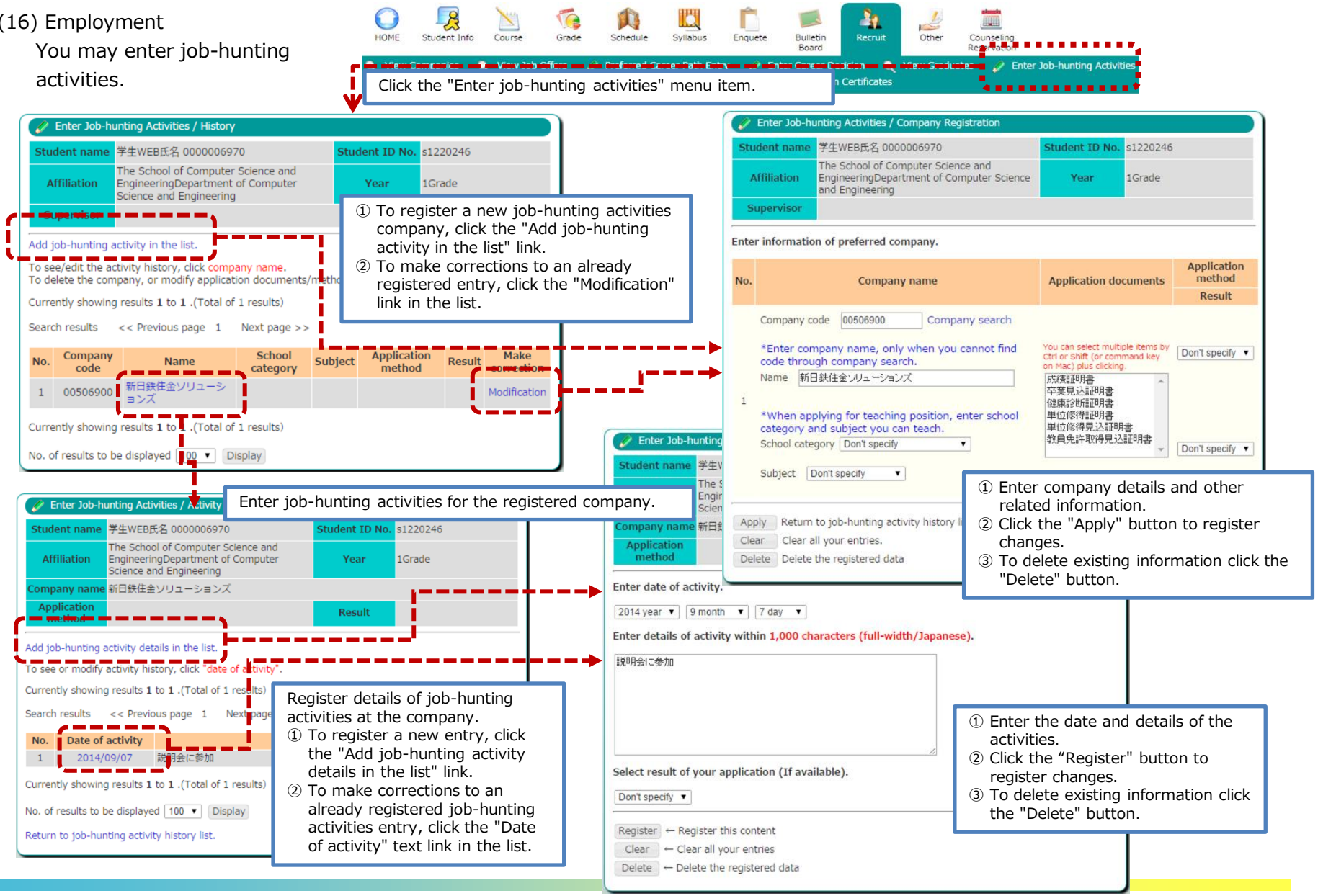
CAMPUSSQUARE

(16) Employment

You may enter job-hunting activities.



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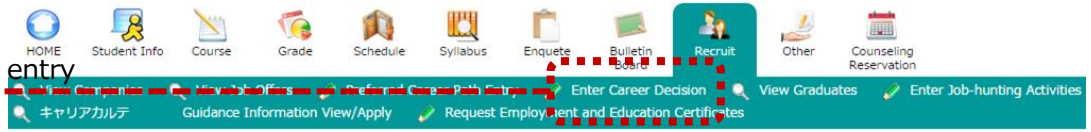
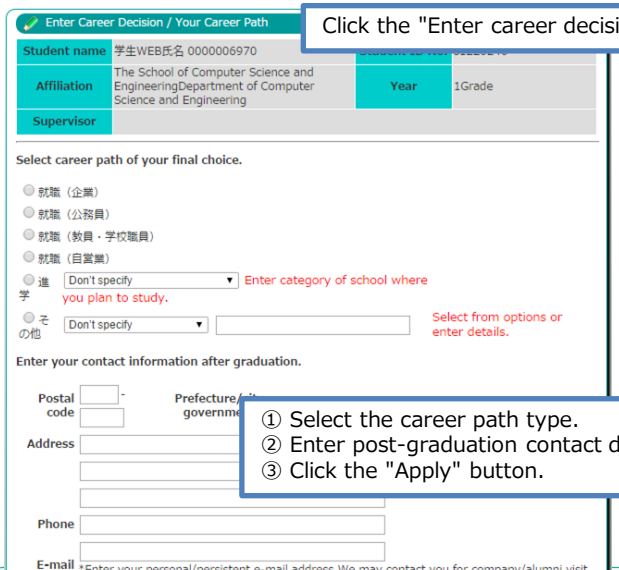
CAMPUSSQUARE

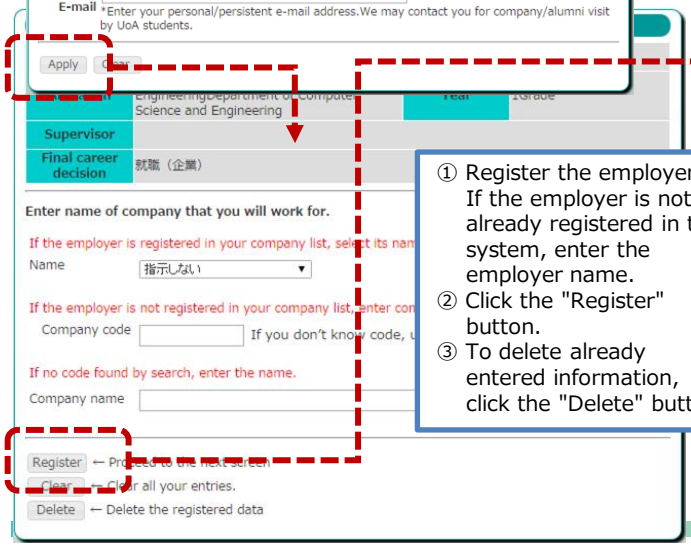
(16) Employment
Career decision information entry



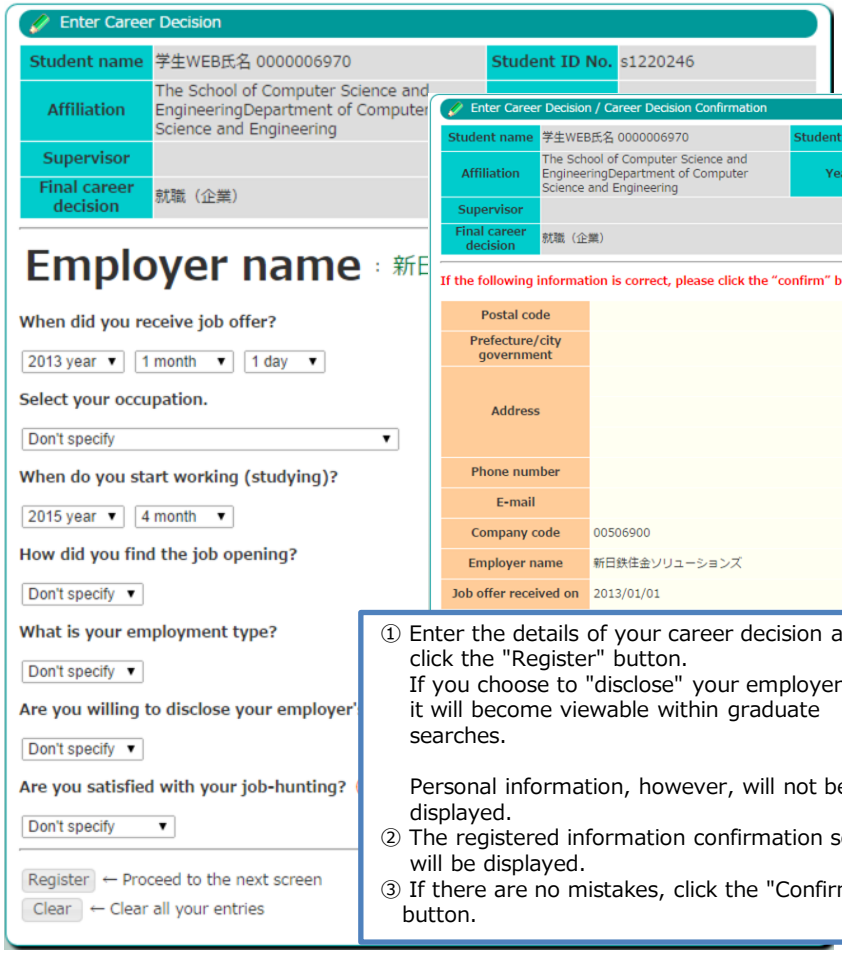
Click the "Enter career decision" menu item.

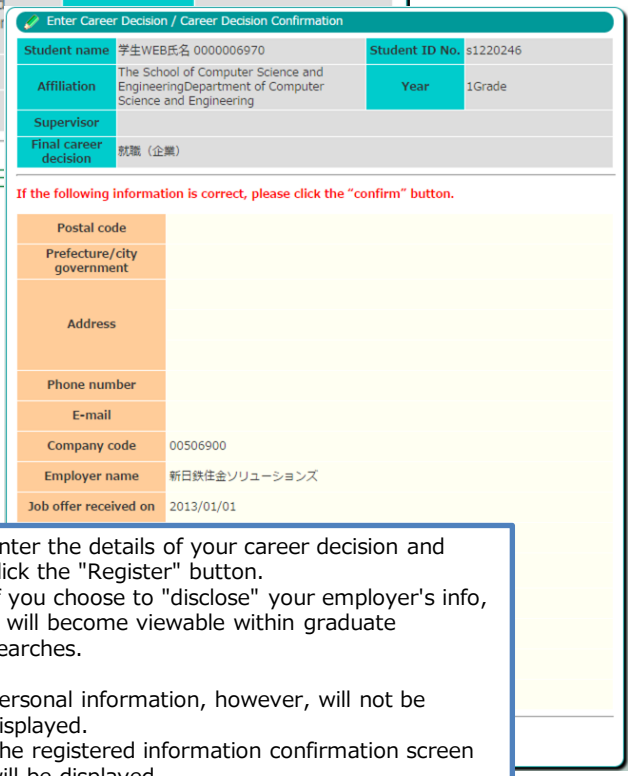


① Select the career path type.
② Enter post-graduation contact details.
③ Click the "Apply" button.



① Register the employer.
If the employer is not already registered in the system, enter the employer name.
② Click the "Register" button.
③ To delete already entered information, click the "Delete" button.





① Enter the details of your career decision and click the "Register" button.
If you choose to "disclose" your employer's info, it will become viewable within graduate searches.

Personal information, however, will not be displayed.
② The registered information confirmation screen will be displayed.
③ If there are no mistakes, click the "Confirm" button.

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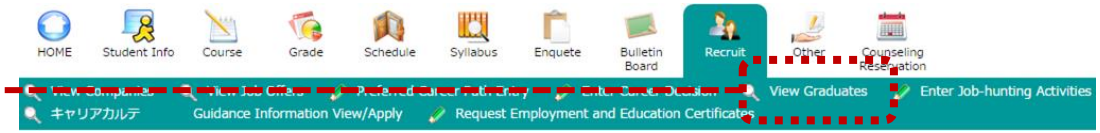
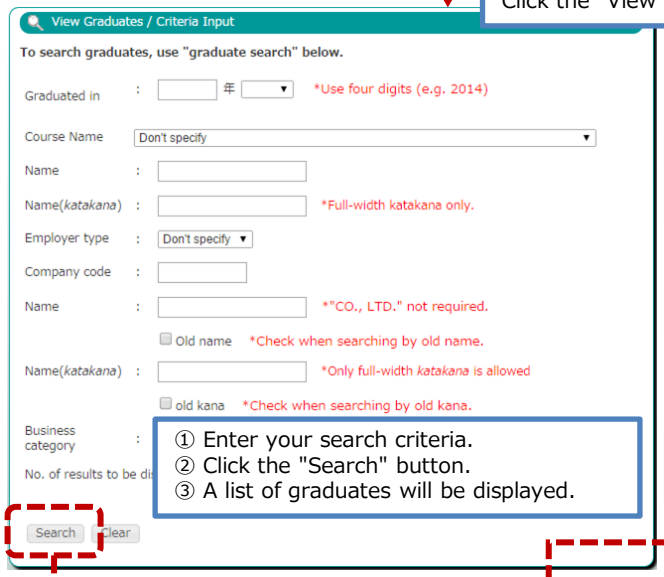
CAMPUSSQUARE

(16) Employment

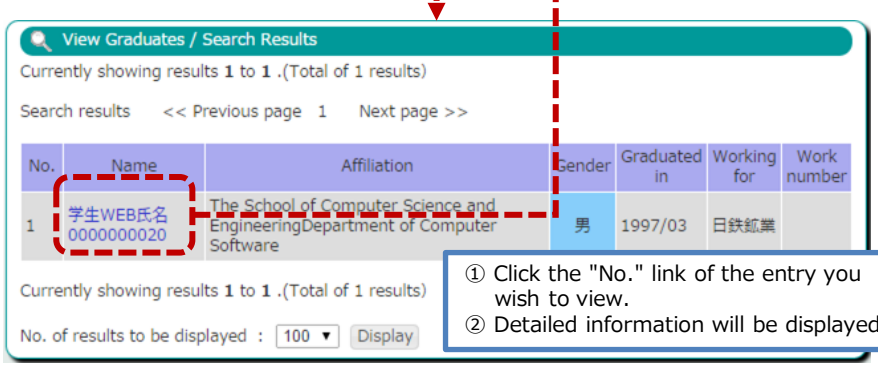
Viewing graduate information



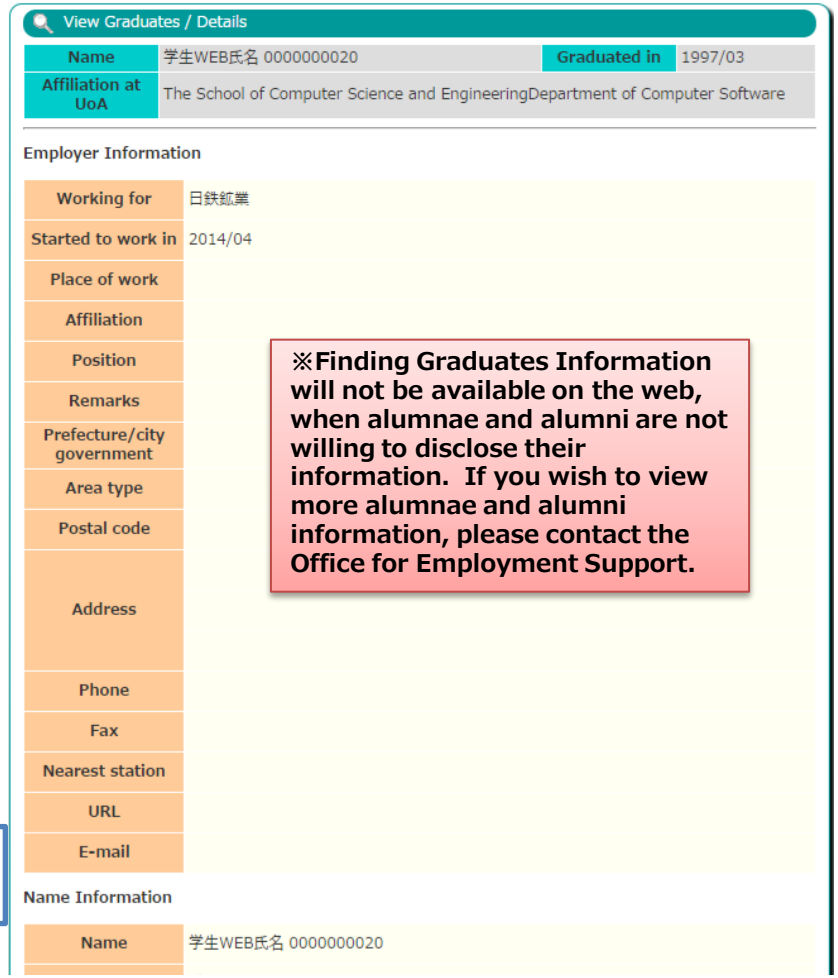
Click the "View graduates" menu item.



① Enter your search criteria.
② Click the "Search" button.
③ A list of graduates will be displayed.



① Click the "No." link of the entry you wish to view.
② Detailed information will be displayed.



※Finding Graduates Information will not be available on the web, when alumnae and alumni are not willing to disclose their information. If you wish to view more alumnae and alumni information, please contact the Office for Employment Support.

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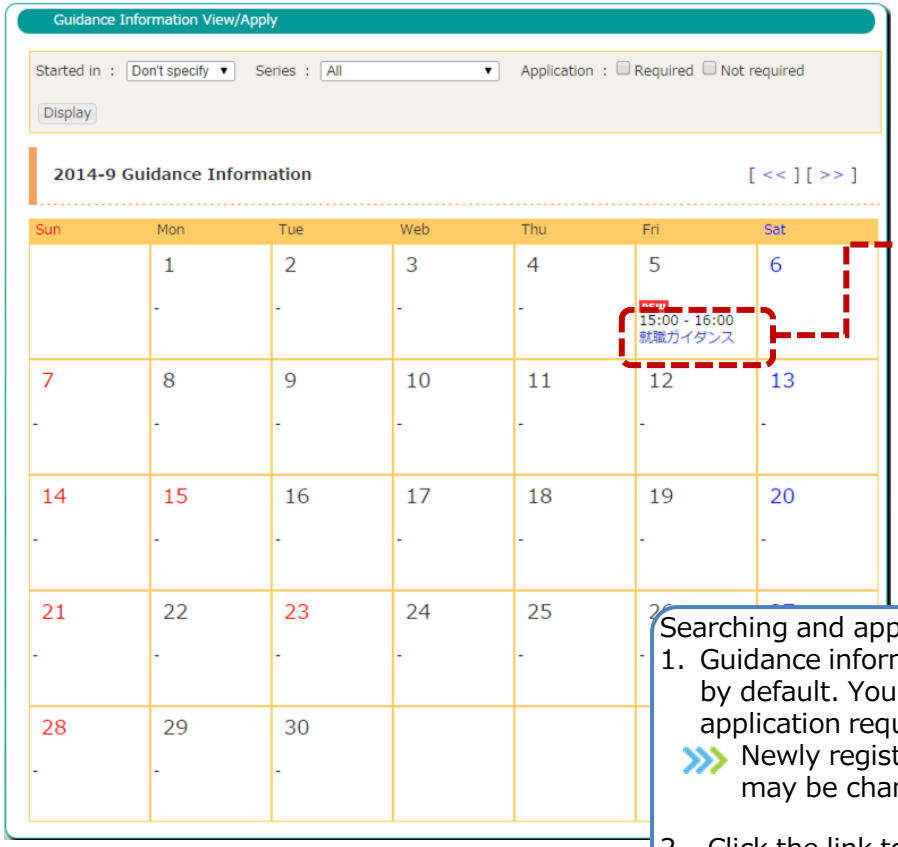
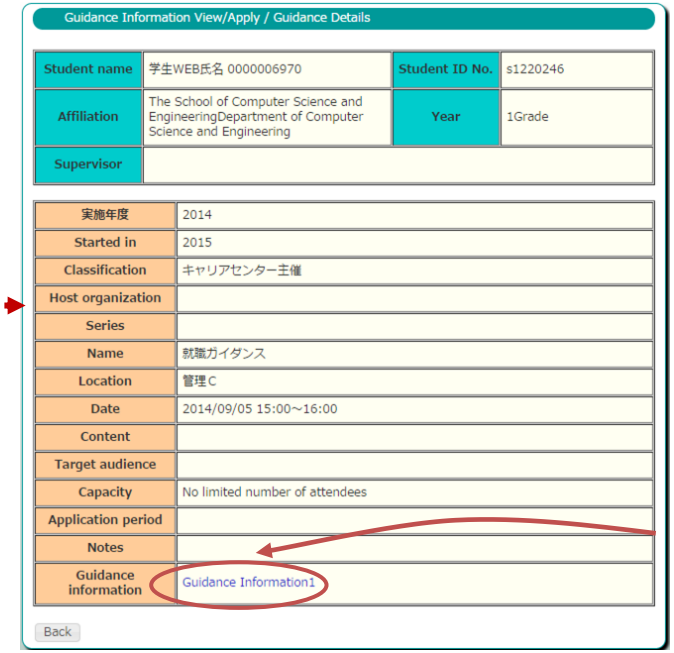
(16) Employment
Guidance session and seminar information/applications





Any files registered with the guidance session will be displayed as a link to allow viewing.

Searching and applying for guidance sessions.

1. Guidance information is displayed in calendar format, with the current month shown by default. You may search by specifying employment year, guidance series and application requirement.
   - Newly registered guidance sessions will show a "new" icon. The dates displayed may be changed with system parameters.

2. Click the link to view details of the guidance session. Guidance sessions allowing applications will show an "Apply" button, which you may click in order to apply. You may apply for sessions if it is still within the application period and capacity has not yet been reached. After applying, a "Delete" button will appear, allowing you to cancel an application. Participation may be canceled up to the day before the scheduled guidance session date.
   - Guidance sessions for which you have applied will appear with a yellow background. This entry will also appear within the portal system's schedule management feature.

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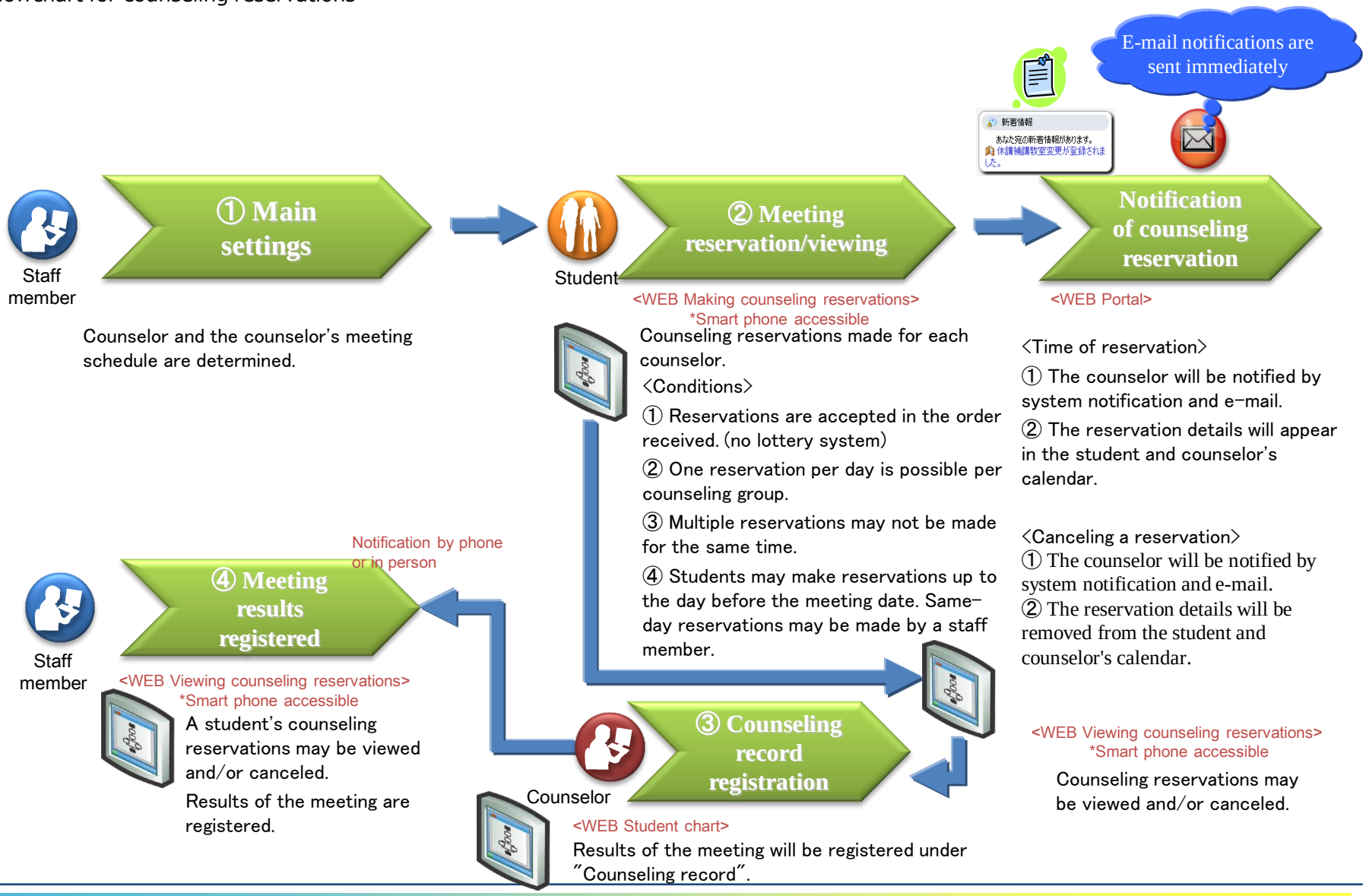
CAMPUSSQUARE

(17) Counseling reservation
Flowchart for counseling reservations



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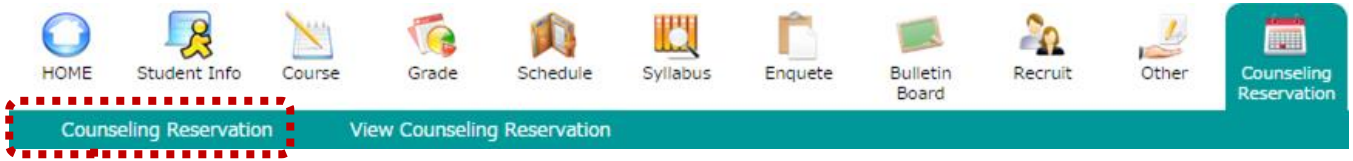
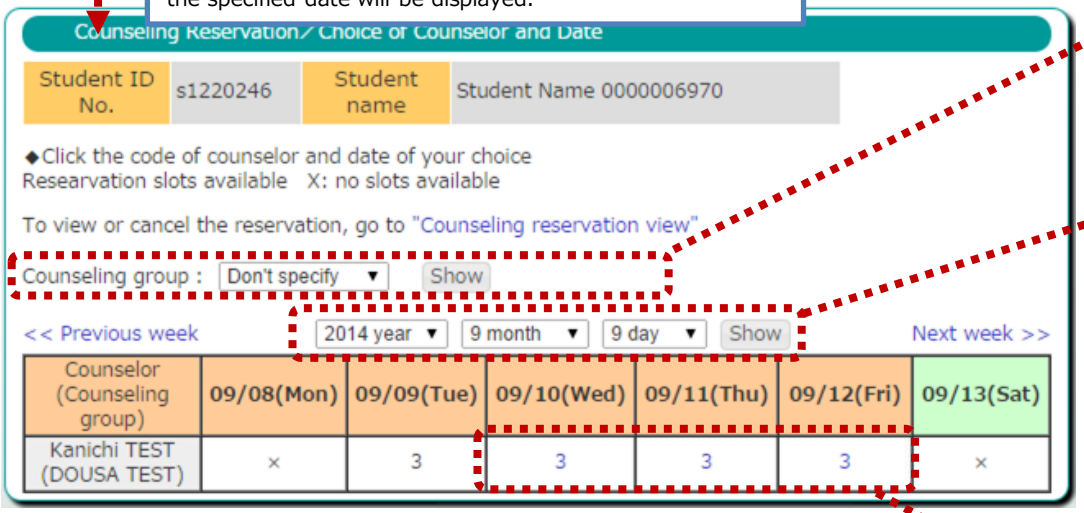
(17) Counseling reservations

Making reservations for counseling.



Click the "Counseling reservation" menu item.

A list of counseling reservations for the week containing the specified date will be displayed.



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.

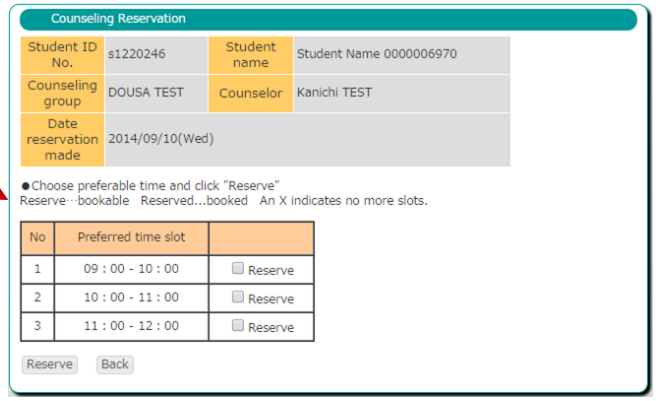
Displaying a specific date

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.



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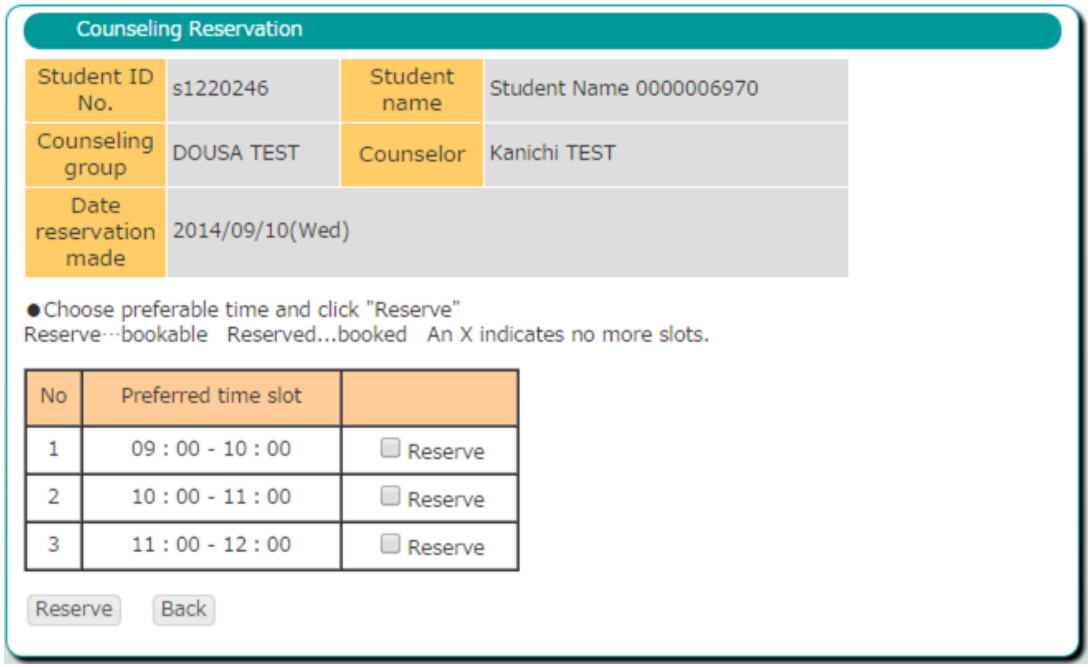
CAMPUSSQUARE

(17) Counseling reservations

Making reservation for counseling



Counseling Reservation

Student ID No.	s1220246	Student name	Student Name 0000006970
Counseling group	DOUSA TEST	Counselor	Kanichi TEST
Date reservation made	2014/09/10(Wed)		

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

No	Preferred time slot	
1	09 : 00 - 10 : 00	☐ Reserve
2	10 : 00 - 11 : 00	☐ Reserve
3	11 : 00 - 12 : 00	☐ Reserve

Reserve Back

Making a counseling reservation
① Check the box of the time slow 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.

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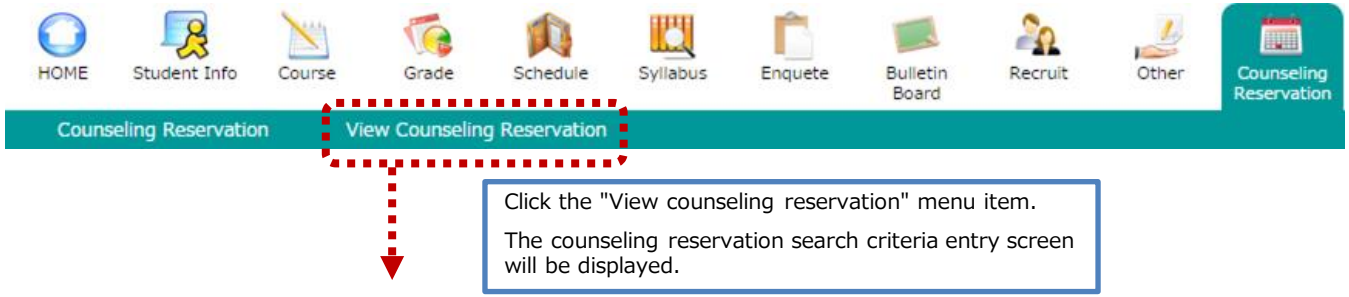
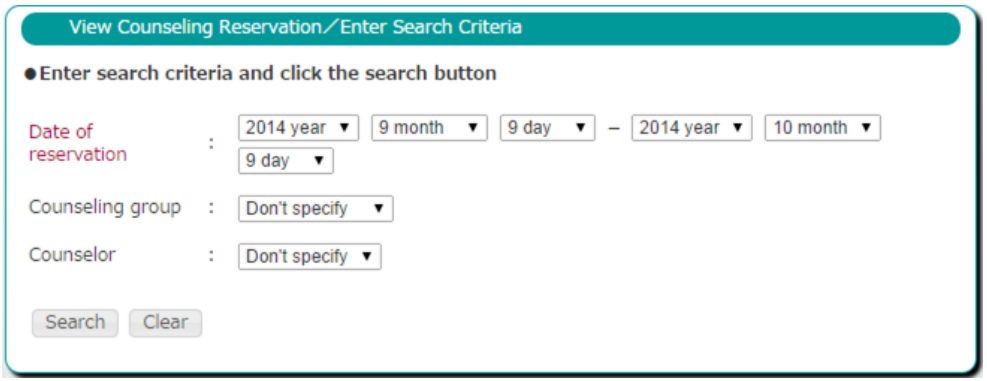
(17) Counseling reservations

Viewing/deleting counseling reservations



Click the "View counseling reservation" menu item.

The counseling reservation search criteria entry screen will be displayed.



Searching for counseling reservations

① Select the "Date of reservation" and any other criteria.

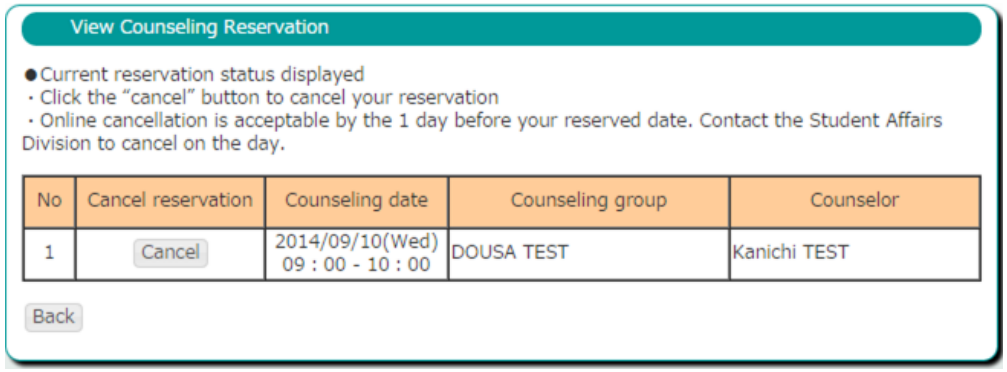
② Click the "Search" button.

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.



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.

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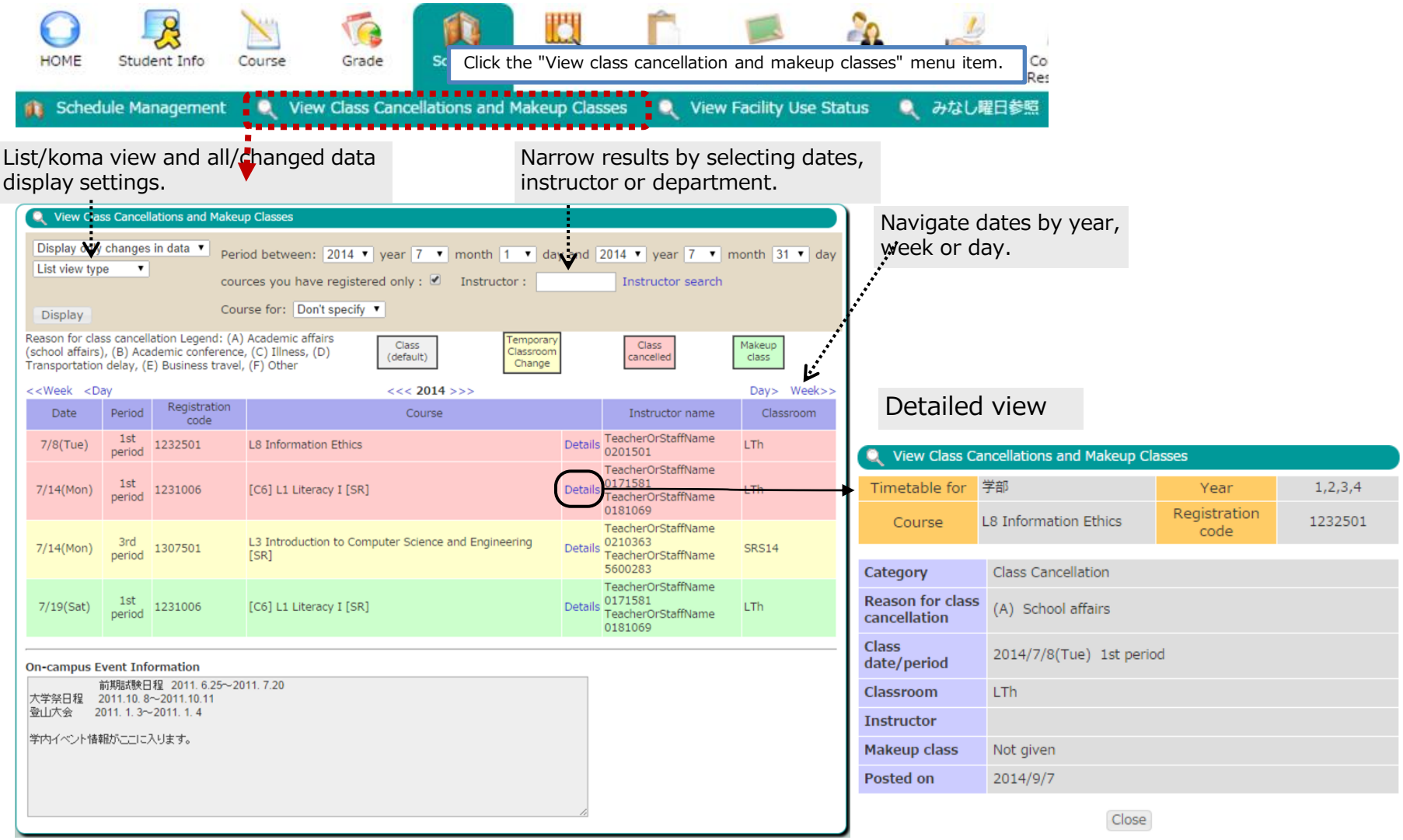
CAMPUSSQUARE

(18) Viewing canceled classes, makeup classes, and classroom changes

You may review canceled class, makeup class and classroom change information from this screen.



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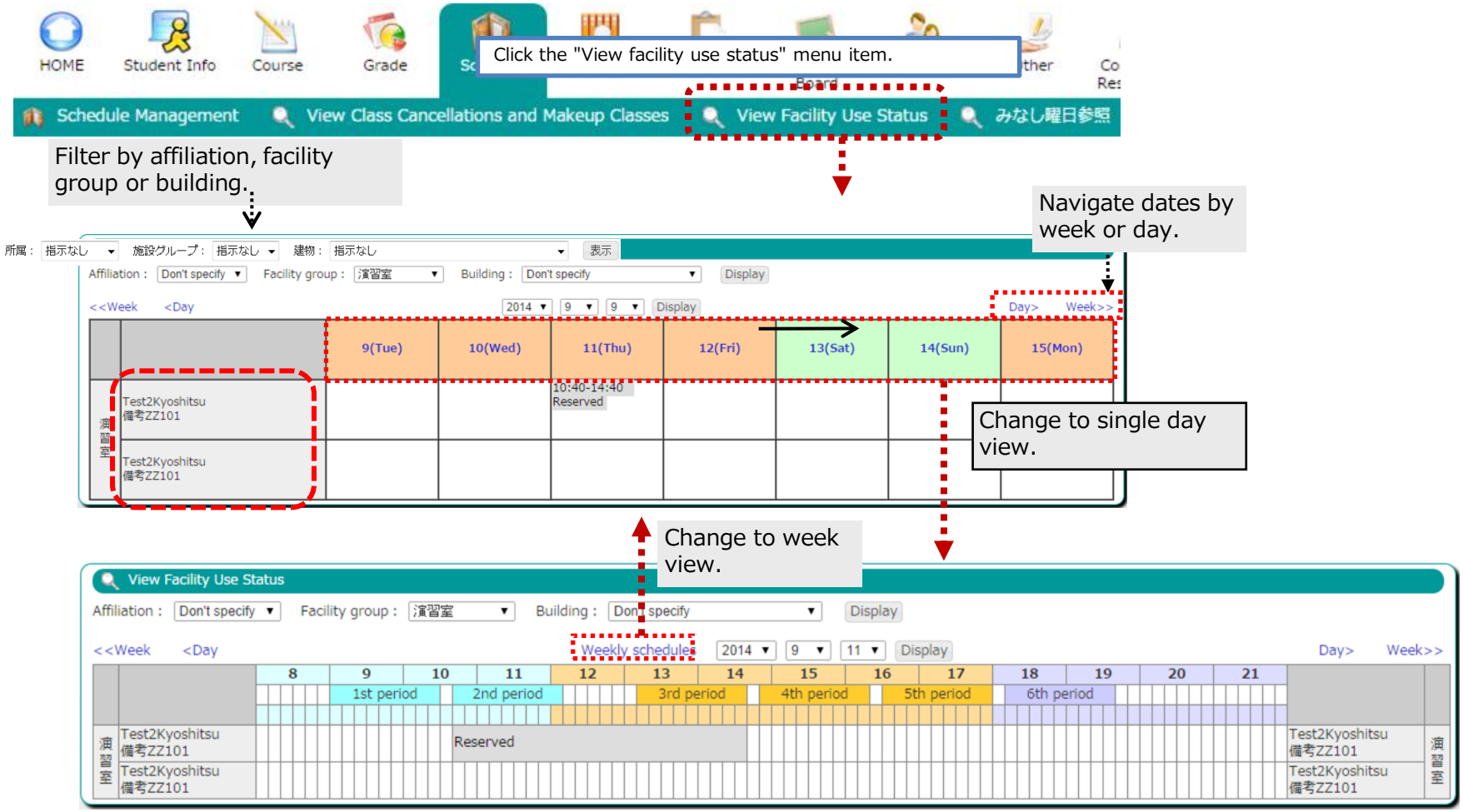
(19) Viewing facility use status

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



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

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

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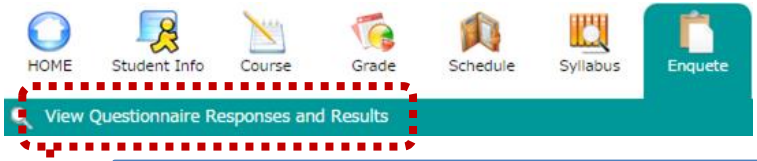
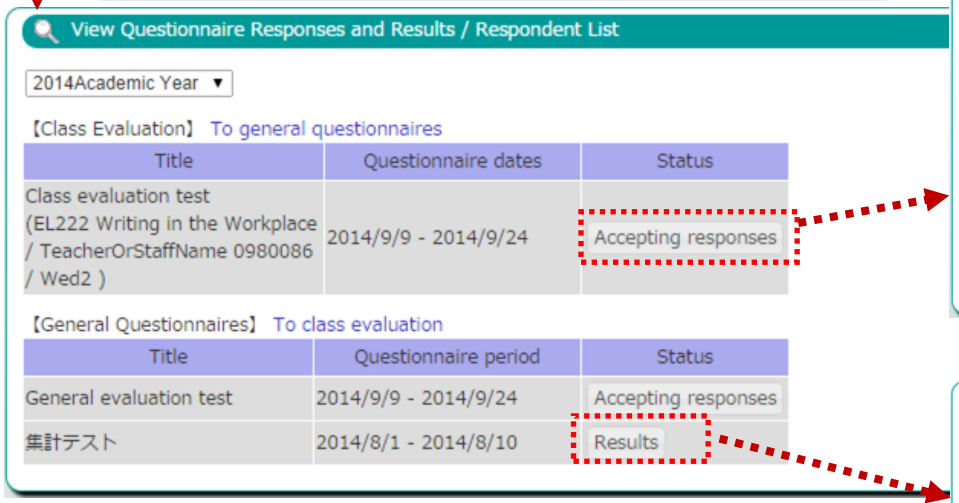
(20) Viewing questionnaire responses and results

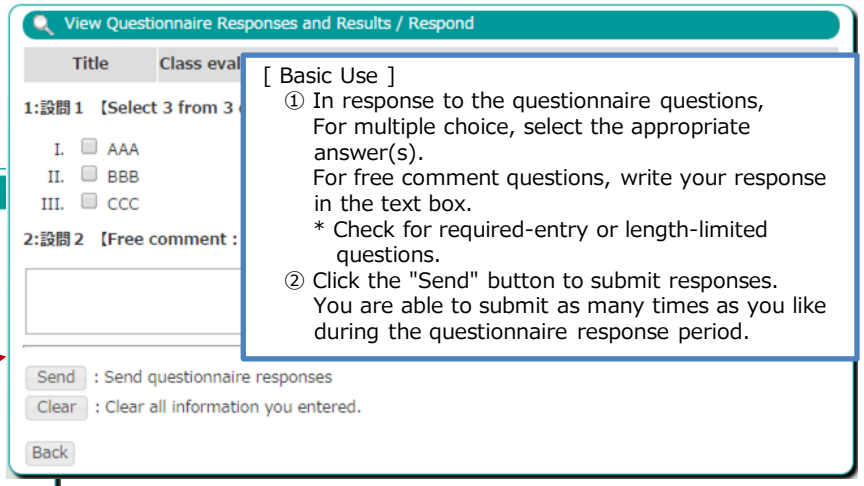
You may view the responses and results of questionnaires from this screen.



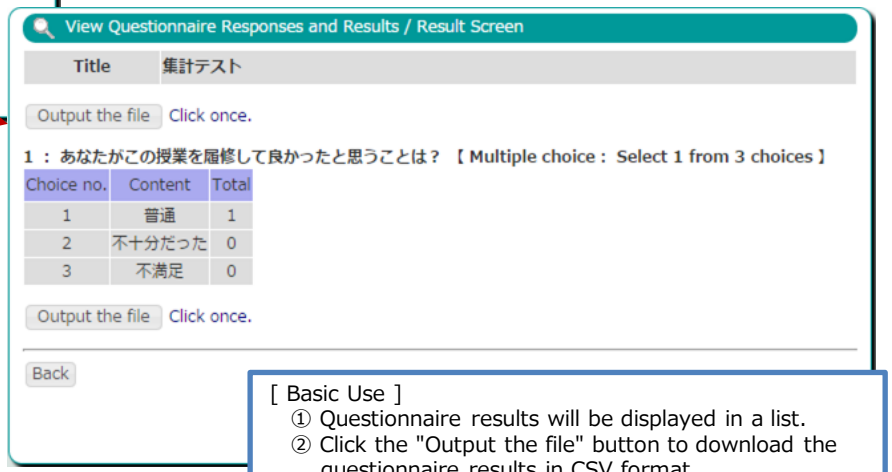
Click the "View questionnaire responses and results" menu item.



[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.



[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.



[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.

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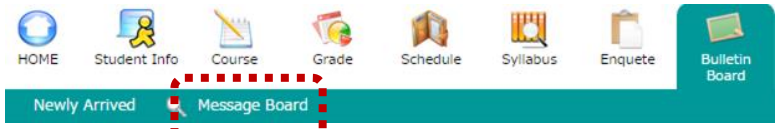
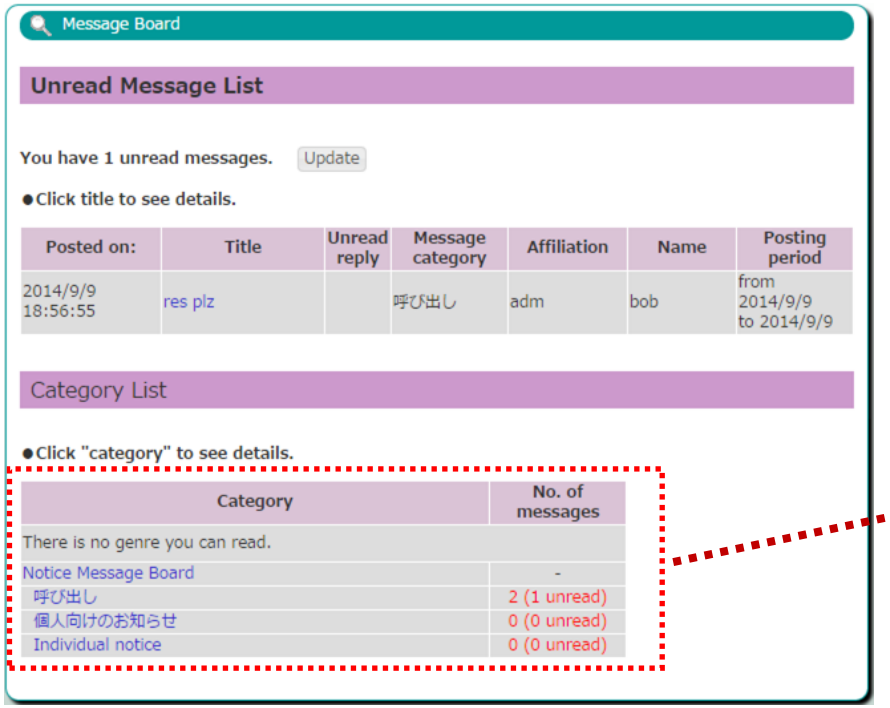
(21) Message boards

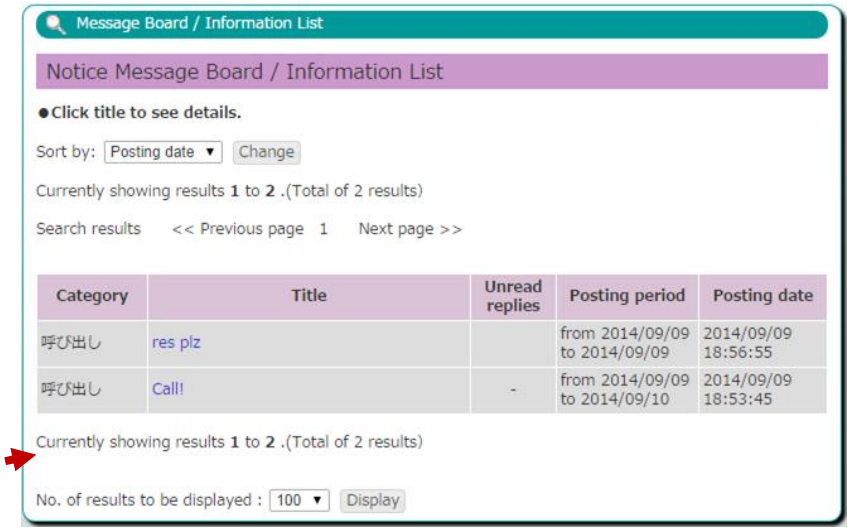
You may view message boards from this screen.



Click the "Messaage board" menu link.

[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.





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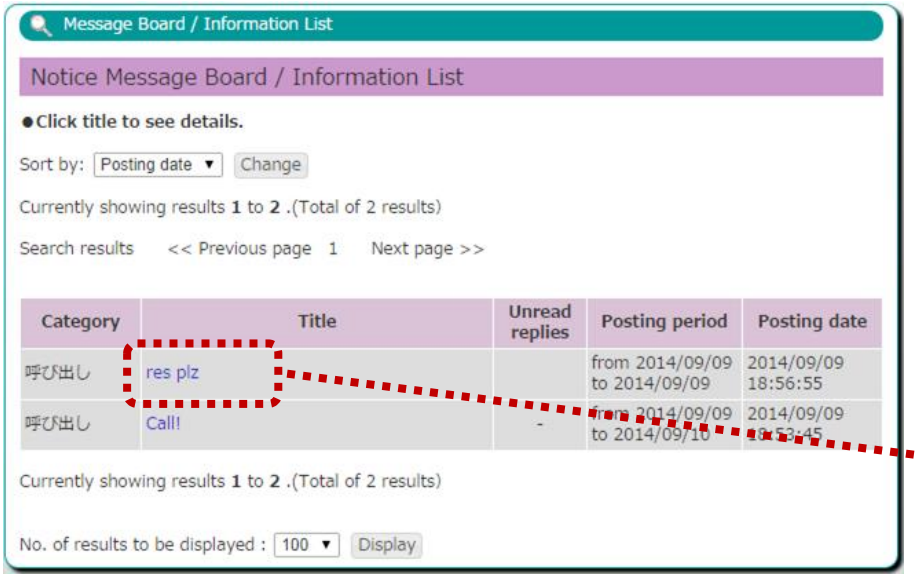
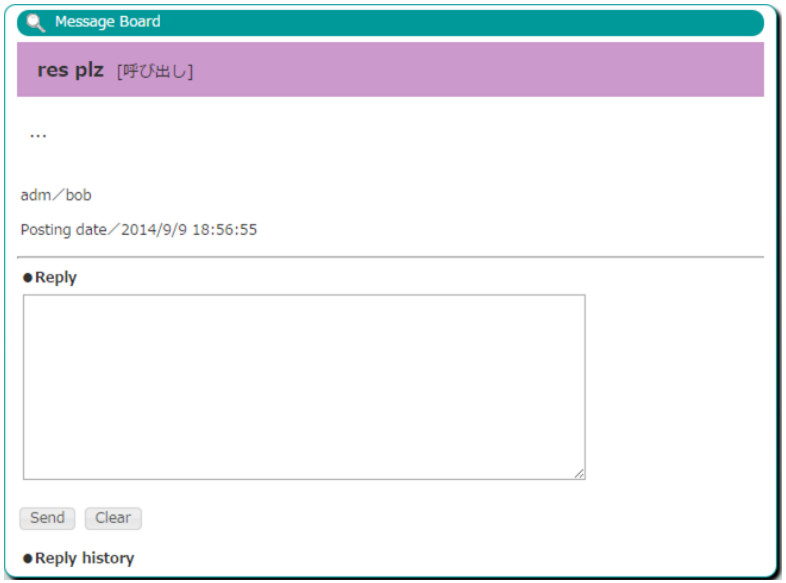
(22) Message board / personal message board

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.





[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.

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