The Course Planning operation manual for Faculty

Feb. 28, 2018
C.S.D Corporation

Overall flow for the Course Planning

1. Login to the Course Planning System

2. Start the Course Planning System
    2-1. Enter the student #

3. Course Registration Planning
    3-1. Filed Selection
    3-2. Year Selection
    3-3. Basic operations
    3-4. Option button Operation
    3-5. Confirm the Prerequisites

4. Save the course planning

Course registration is complete now.
If it's within the period, you can change the course planning following the same procedure.
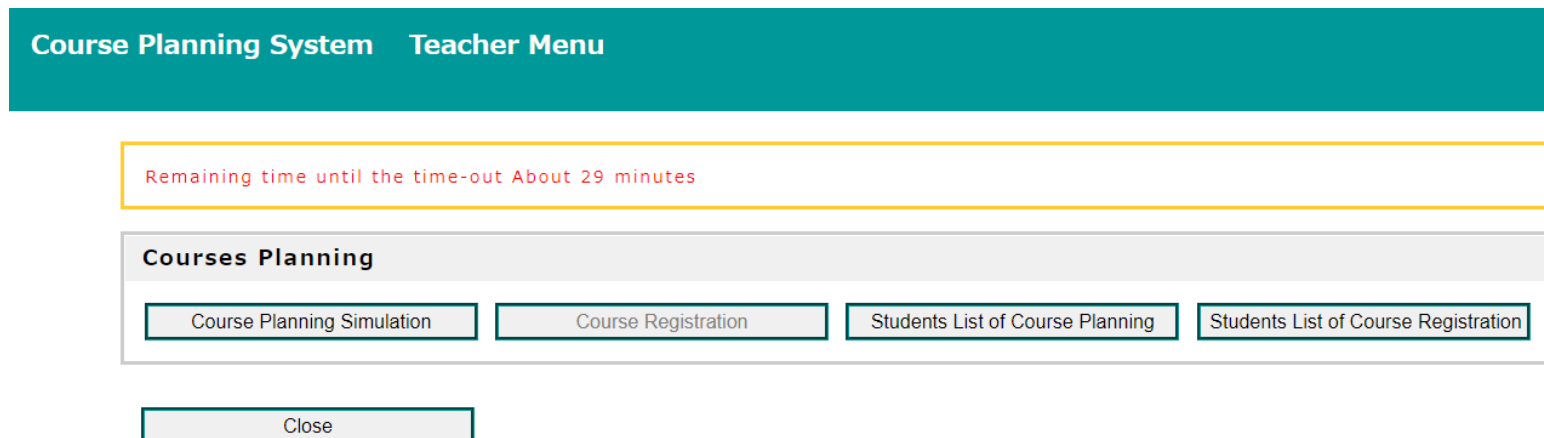
1．Login to the Course Planning System

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

（2）**Enter the login ID and password. Click the login button, you will see course planning menu screen.**
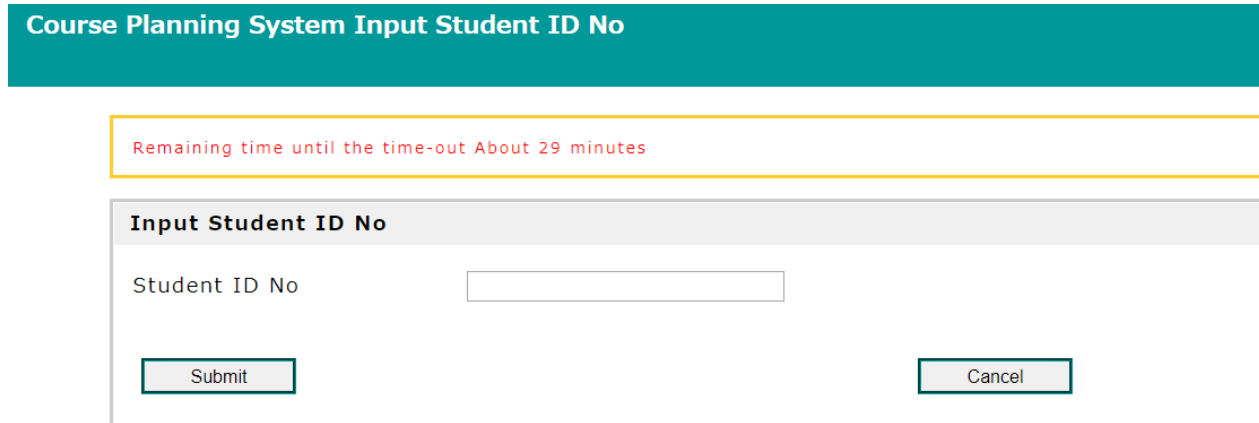
２．Start the Course Planning System #1

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

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

Course Planning System Input Student ID No

Remaining time until the time-out About 29 minutes

Input Student ID No

Student ID No [_____]

[Submit]   [Cancel]

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

２．Start the Course Planning System #2

Click "Students list of Cource Planning" button. The students list screen will be displayed.

（1）Please confirm the student's course planning from the following list.
And, by specifying conditions from the search screen, you can narrow down the target student.

Remaining time until the time-out About 29 minutes

Search Conditions

Search String		Status	(ALL) ▼
Year	(All grades) ▼		
Search			

| 2017/2nd Semester | | | | | | | at 2018/03/02 14:38 |
| Lines per page : 10 ▼ | | << | < | 1 / 1 | > | >> | Total:7 |
Student ID No	Name	UNIV. YEAR	Class	Field	Advisors	Save Status	Operation
		4th	C2／2E3	IT-CMV	Masahide Sugiyama	Unplanned	Browse
		4th	C1／1E1	SY	Masahide Sugiyama	Unplanned	Browse
		4th	C4／4E6	IT-SPR	Masahide Sugiyama	Unplanned	Browse
		4th	C6／6E8	SE-DE	Masahide Sugiyama	Unplanned	Browse
		4th	C6／6E9	IT-CMV	Masahide Sugiyama	Unplanned	Browse
		2nd	C4／4E6		Masahide Sugiyama	Unplanned	Browse
		2nd	C4／4E6		Masahide Sugiyama	Unplanned	Browse

Back

（2）Click the "Browse" button, you will see course planning screen of the target student.
Course planning screen has two screen of "STD.YEARY PLAN"
and "YEARLY PLAN".
Toggle the Course planning screen between "STD. YEARLY PLAN"
and "YEARLY PLAN".

３．Course Registration Planning

（１）Course planning screen of students that teachers are teaching will be displayed.

On "STD. YEALY PLAN" page, each course will be displayed for each standard registration years.
－If standard year is different from course plan year, course plan year will be displayed at course box.
－If standard year and course plan year are the same, "＊" will be displayed at year of the course box.

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

In the "YEARLY PLAN" page, each course will be displayed in the actual plan year.
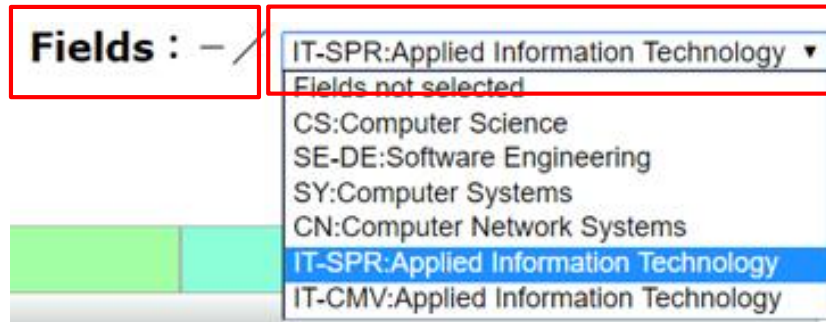
３－１．Filed Selection

（１） **Students with a Field will be displayed at the top of the screen.**
    Students with undetermined Field will be displayed as "Field not selected"

（２）**For course registration planning, Field can be arbitrarily changed.**
    If you change the Field, it will change the FR-courses corresponding to the selected filed.

【Field Selection】
Students fields that have been
decided are selected on your fields.
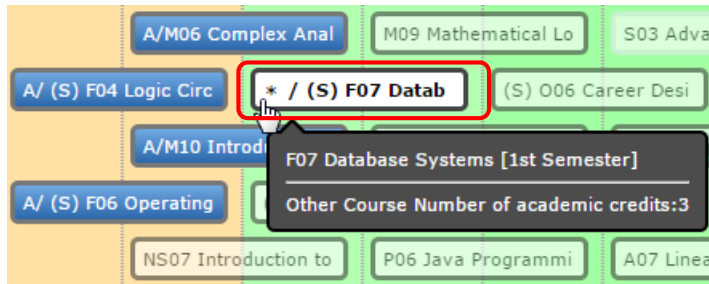
【Field Symbol】
Field Symbol will be displayed for students with determined fileds.
"—/" will be displayed for students with undetermined field.
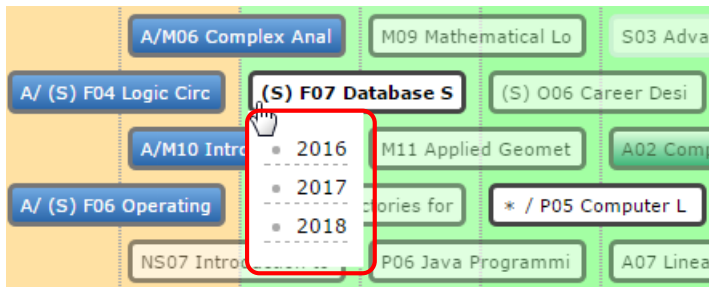
３－２．Year Selection

Three steps to select the courses to perform a course plan
（１）Click highlighted xxx button
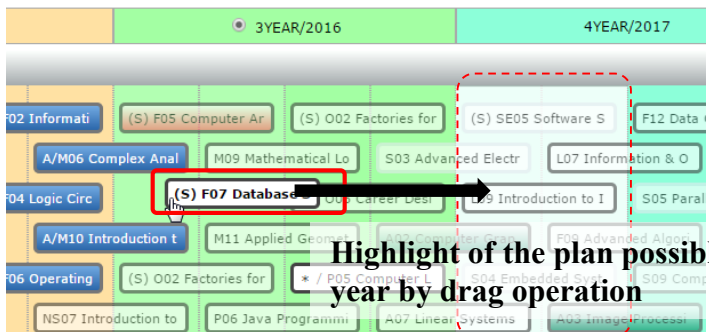

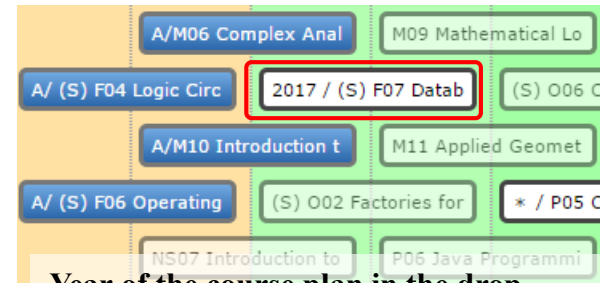If you remove the course plan, click on the course box again.

（２）Press and hold xxx button

（３）Drag & drop

Highlight of the plan possible year by drag operation

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

３－３．Basic operations

（１）【Collectively planning for SR/FR】button
   Plan the SR/FR courses together.
  （FR courses is the FR courses based on the currently selected filed）

（２）【Options】button
   Display of prerequisite state , Confirmation of earned academic
   credits, writing of course planning file and reading the file

（３）【Go back】button
   Return to the previous screen（Please do not forget to save the course plan）

（４）【Saved History】button
   You can read the history data of course plan you saved in the past.
   Also, you can delete the history data of course plan .

（５）【Save as】button
   Save the course plan in the system.

（６）【Teaching Plan Save】button
   Save the plan (draft) of faculty for the Course planning in the system.

（７）【STD.YEARLY PLAN】、【YEARY PLAN】button
   Toggle the course plan screen between "STD YEARLY PLAN"
   and "YEARLY PLAN".

３－４．Option button Operation

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

（１）Courses summarize
   number of required academic credits of courses from each category,
   you can confirm the numbers of earned academic credits and graduation
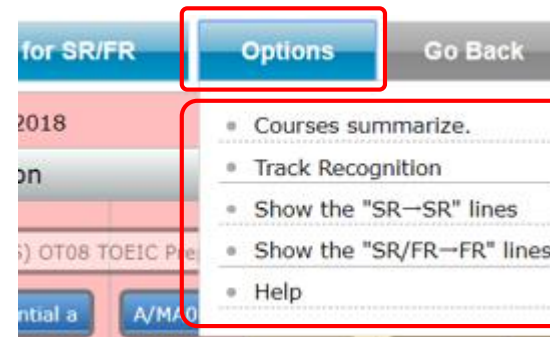   **requirements, etc.**

（２）Track Recognition
   You can confirm the number of required courses of each track and number of
   earned courses. 【Students admitted in AY2017 or earlier】

（３）Show the "SR→FR" lines and Show the "SR/FR→FR" lines
   **Confirm the prerequisites related.**

（４）Help
   You can confirm the supplementary explanation of the items to be displayed
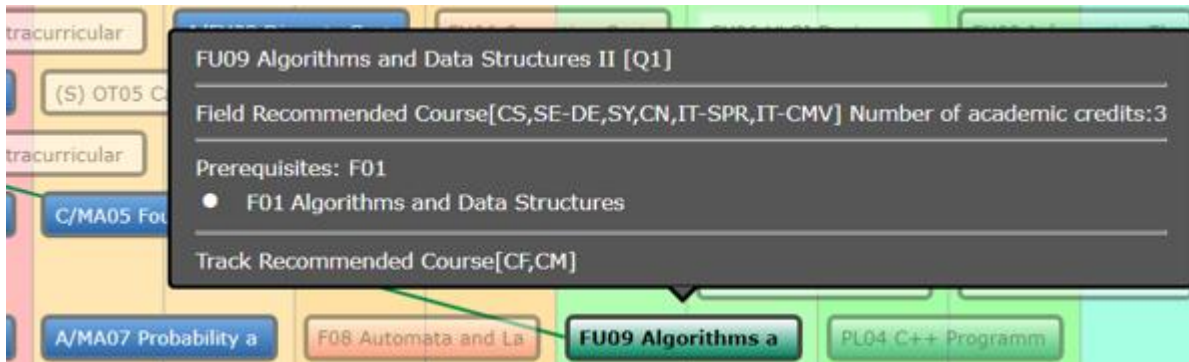   **on the Course planning screen.**

３－５. Confirm the Prerequisites

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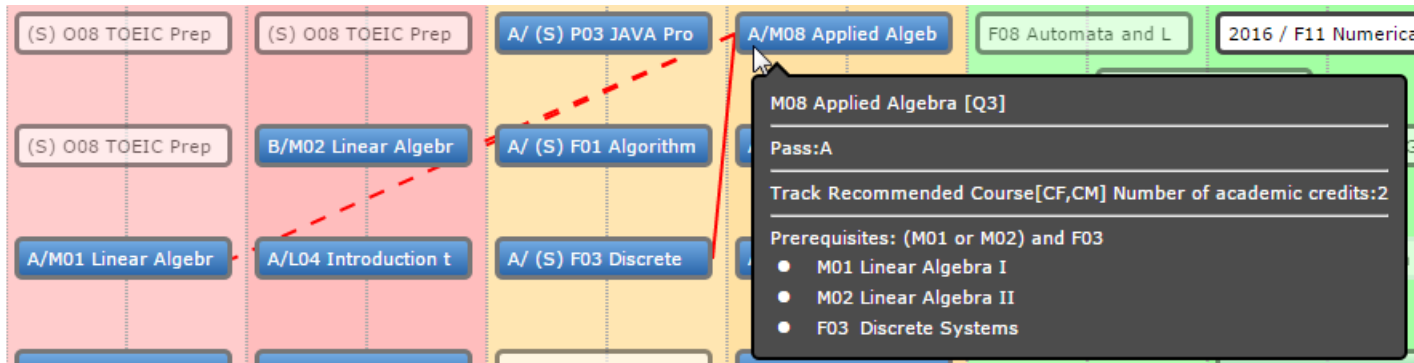
If the course is TR, the connector will be displayed in green.

4．Save the course planning

Please save the plan by clicking the [Save] button. Remember to do so when you change the course plan in the Course Planning System.
If you exit the system or exit the browser without saving the plan, course plan will be lost.

About the generation management of the course plan.

The system will save only one of the course plan.
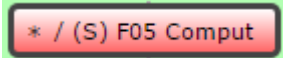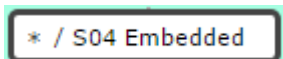
Case ：make some course plan of teaching students.

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

Appendix

1．Course Box

（1）Course Types

Course Types	Overview of Courses Box	Property
Strongly Recommended Courses（SR）	* / (S) F05 Comput	Red gradation
Field Recommended Courses （FR）	* / A08 Digital Sign	Green gradation
Non SR / FR courses	* / S04 Embedded	White background

（2）Prerequisites Connectors

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

（3）Course Status
① Attributes of courses and distinction of period

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

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②Course button Information

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

2．Courses / Credit Summary

（1）**Courses summary Popup**
　Click "Courses summarize" under "Option" menu to confirm number of credits for Prerequisite courses etc..

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

（2）Floating window

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

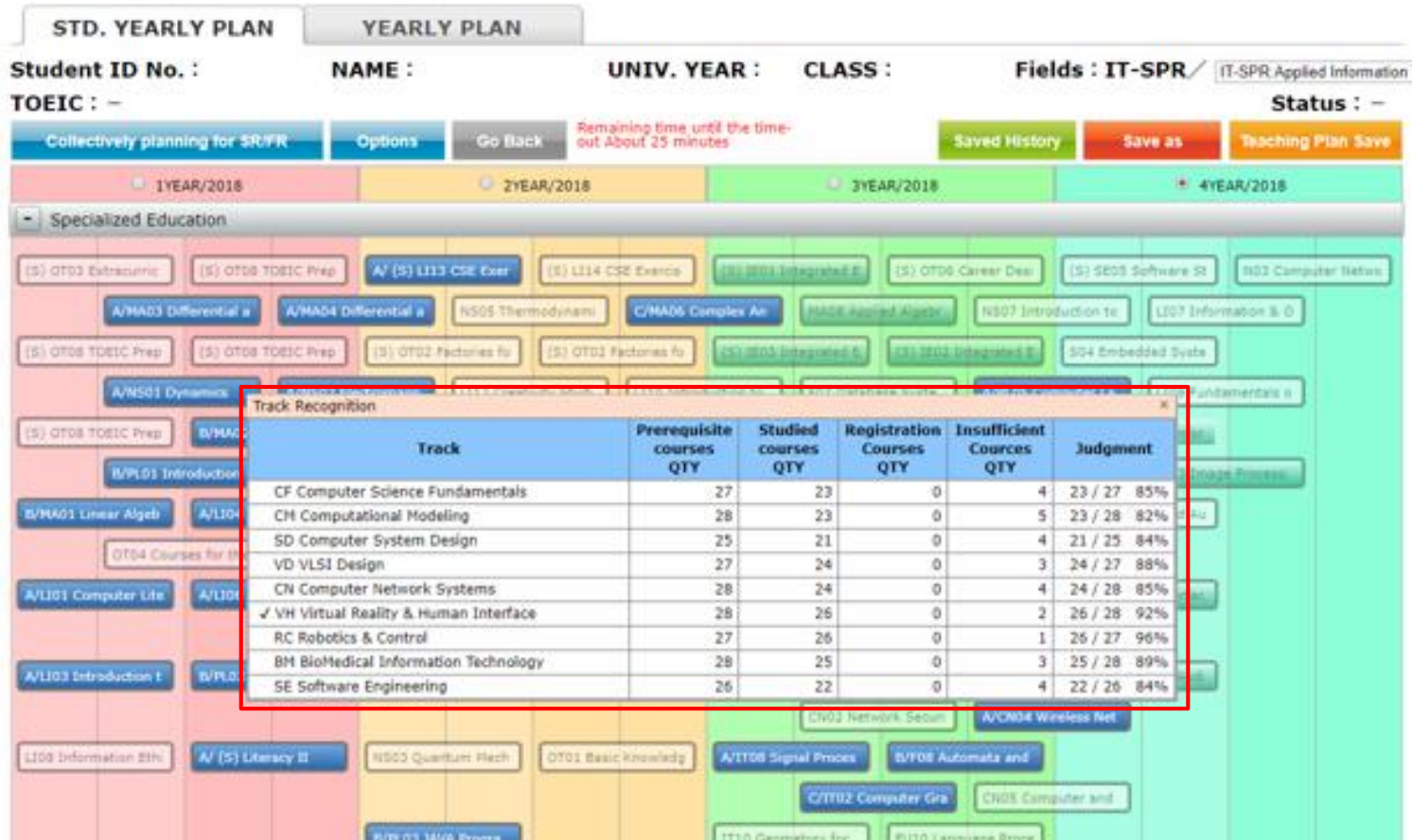**Course planning page is updated real time, you should be able to confirm credit information.**

３．**Track Recognition** 【**Students admitted in AY2017 or earlier**】

（１）Track Recognition Popup

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

Track	Prerequisite courses QTY	Studied courses QTY	Registration Courses QTY	Insufficient Cources QTY	Judgment
CF Computer Science Fundamentals	27	23	0	4	23 / 27 85%
CM Computational Modeling	28	23	0	5	23 / 28 82%
SD Computer System Design	25	21	0	4	21 / 25 84%
VD VLSI Design	27	24	0	3	24 / 27 88%
CN Computer Network Systems	28	24	0	4	24 / 28 85%
✓ VH Virtual Reality & Human Interface	28	26	0	2	26 / 28 92%
RC Robotics & Control	27	26	0	1	26 / 27 96%
BM BioMedical Information Technology	28	25	0	3	25 / 28 89%
SE Software Engineering	26	22	0	4	22 / 26 84%