

**The Course Registration operation manual
for Faculty**

**Feb. 28, 2018
C.S.D Corporation**

Overall flow for Course Registration

1. Login to the Course Planning System

2. Start the Course Registration
(Enter the student # or Selection of the student)

3. Register Courses

3-1. Basic operations for Course Registration

3-2. Option button Operation

3-3. Course selection

3-4. Confirm Course Information

4. Save Course Registration

Course registration is complete now.

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

1. Login to the Course Planning System

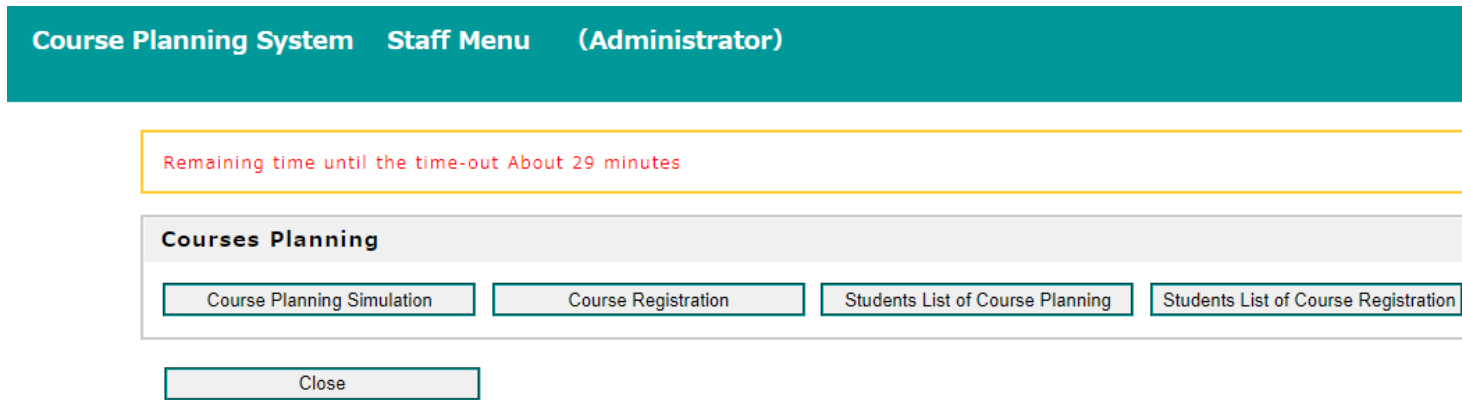
(1) Click on the Course Planning System from “Students and Faculty” from University of Aizu official site.

Login screen of course planning system will be displayed.



The screenshot shows the login interface for the Course Planning System. At the top, the title '履修計画システム' (Course Planning System) is displayed in green, followed by 'Course Planning System' in black. Below the title are three input fields: 'Login ID :', 'Password :', and 'Language :'. The 'Language' field is a dropdown menu currently set to 'English'. Below these fields are two buttons: 'Login' and 'Cancel'. At the bottom, there is a note: '* To use the Course Planning System for course registration, the function of the cookie and Javascript should be enabled.' and a security notice: 'This site has been authenticated by the server certificate. Privacy is preserved by coding the communication within SSL pages.'

(2) Enter the login ID and password. Click the login button, you will see course planning menu screen.

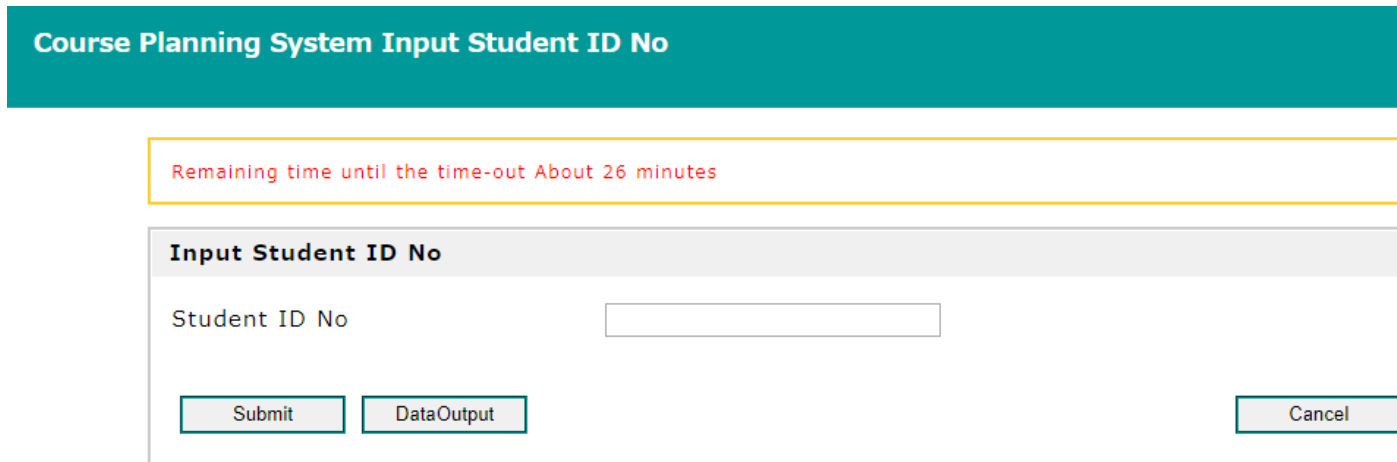


The screenshot shows the main menu of the Course Planning System. At the top, there is a teal header bar with the text 'Course Planning System Staff Menu (Administrator)'. Below the header, a yellow box displays the message 'Remaining time until the time-out About 29 minutes'. The main content area is titled 'Courses Planning' and contains four buttons: 'Course Planning Simulation', 'Course Registration', 'Students List of Course Planning', and 'Students List of Course Registration'. At the bottom, there is a 'Close' button.

2. Start the Course Registration 1

Click Course Registration button. Student # input screen will be displayed.

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



The screenshot shows a web interface for the 'Course Planning System'. At the top is a teal header bar with the text 'Course Planning System Input Student ID No'. Below this is a yellow-bordered box containing a red message: 'Remaining time until the time-out About 26 minutes'. Underneath is a light gray box titled 'Input Student ID No'. Inside this box, there is a label 'Student ID No' followed by a text input field. At the bottom of the gray box are three buttons: 'Submit', 'DataOutput', and 'Cancel'.

- (2) Click the Submit button, you will see course registration screen.
The course registration screen consists of the following three tab screens.
1st Semester: "Course Registration (1st Qtr.)", "Course Registration (2nd Qtr.)"
and "Course Registration (Intensive)".
2nd Semester: "Course Registration (3rd Qtr.)", "Course Registration (4th Qtr.)"
and "Course Registration (Intensive)".
You can switch between three tab screens by clicking.

2. Start the Course Registration 2

Click “Students List of Course Registration” button.

The “Students List of Course Registration” screen will be displayed.

- (1) Specify the search condition from the search screen below ,
please confirm the course registration status of the target students.

Search Conditions

Search String

Status

(ALL)

Year

(All grades)

Search

2017/2nd Semester

at 2018/03/08 17:27

Lines per page : 10

<< < 1 / 1 > >>

Total:3

Student ID No	Name	UNIV. Y EAR	Class	Field	Advisors	Save Stat us	Approval Status	Operation
s12		3rd	C1/1E2	CS		Fixed	Approved	Cancel Browse
s12		3rd	C3/3E5	IT-SPR		Unsaved	-	Browse
s12		3rd	C5/5E7	CS		Unsaved	-	Browse

Back

- (2) Click the Browse button, you will see course registration screen.

The course registration scree consists of the following three tab screens.

1st Semester: "Course Registration (1st Qtr.)", "Course Registration (2nd Qtr.)"
and "Course Registration (Intensive)".

2nd Semester: "Course Registration (3rd Qtr.)", "Course Registration (4th Qtr.)"
and "Course Registration (Intensive)".

You can switch between three tab screens by clicking.

3. Registration Courses

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

Course Registration (1st Qtr.) Course Registration (2nd Qtr.) Course Registration (Intensive)

Student ID No. : NAME : UNIV. YEAR : CLASS : Fields : IT-CMV(Applied Informa Status : -

TOEIC : -

Automatic Arrangement of courses for registration Options Go Back Remaining time until the time-out About 29 minutes Temporary Save Fixed Save Approve Approved Cancel

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

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

	Mon	Tue	Wed
1st period		[L]A04 Biomedical Information	
2nd period		[L]A04 Biomedical Information	
3rd period		[M]A04 Biomedical Information	
4th			
11th period			

Skip

Course(s) left out of Planned Courses.	Course Information
1st Qtr. A04 Biomedical Information Technology FU09 Algorithms and Data Structures II	

Standard schedule will be displayed in blue.

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

3—1. Basic operations for Course Registration

(1)【Auto Arrangement】 button

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

(2)【Options】 button

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

(3)【Go Back】 button

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

(4)【Save as】 (In case of UNIV.Year 1)

Save the course registration in the system.

(5)【Temporary Save】 button (In case of UNIV.Year 2 or higher)

Save the course registration in the system temporary.

(6)【Fixed Save】 button (In case of UNIV.Year 2 or higher)

If the course registration is finalized, please save the screen contents in the system for the receive guidance by faculty.

(7)【Approve】 button

Approve when the course registration finalized.

(8)【Approved Cancel】 button

Cancel approved course registration.

3—1. Basic operations for Course Registration

(9)【Display Standard Schedule】 button

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

(10)【+／—】 icons

Select/Unselect the courses.

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

3-2. Option button Operation

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

(1) Courses summary

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

(2) Track Recognition

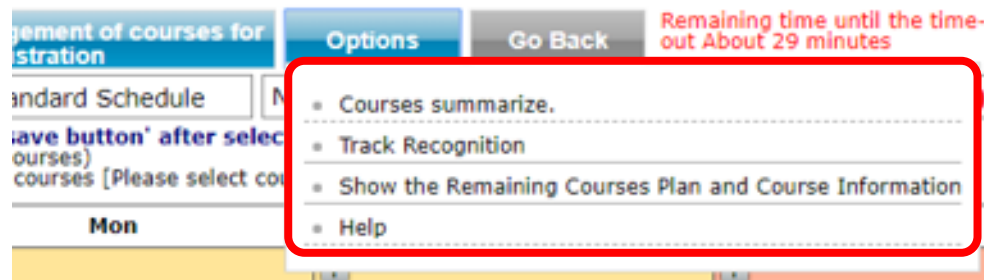
You can confirm the number of required courses of each track and number of earned courses. (Students admitted in and before AY2017)

(3) Open Course Registration plan / Courses information

You can confirm the courses registered in the course plan and the course information and course information that you have not registered.

(4) Help

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



3—3. Course selection

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

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

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

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

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

Quarter/Semester	UNIV. YEAR	Plan for Course Registration	Courses Name
1st Qtr.	4	2018	IT05 Robotics and Automatic Control [IT-CMV]
1st Qtr.	4	2018	IT05 Sound and Audio Processing [IT-SPR]
1st Qtr.	4	2018	S04 Embedded Systems [SY]
2nd Qtr.	3	2017	IT02 Computer Graphics [CS]
2nd Qtr.	3	2017	IT02 Computer Graphics [IT-SPR]

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

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

3—4. Confirm the Course Progress Information

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

The screenshot displays a course progress interface. At the top, a timetable grid shows days of the week (Mon, Tue, Wed, Thu, Fri) and periods (1st to 5th, 11th). A red box labeled '3' points to a pink highlighted area in the Wednesday 2nd-4th period slot, with a callout box stating 'Change the timetable frame color'. A large blue arrow labeled 'Skip' points from this area to the 'Course Information' section. Below the timetable, there are two panels: 'Course(s) left out of Planned Courses.' and 'Course Information'. In the 'Course(s) left out of Planned Courses.' panel, a red box labeled '1' points to 'IE01 Integrated Exercise for Systems I', with a callout box stating 'Click the course you want to confirm.'. In the 'Course Information' panel, a red box labeled '2' points to '1st Sem. [L]:Wed2-4 IE01 Integrated Exercise for Systems I [SY]', with a callout box stating 'Click the lecture you want to confirm.'.

3 Change the timetable frame color

Skip

1 Click the course you want to confirm.

2 Click the lecture you want to confirm.

	Mon	Tue	Wed	Thu	Fri
1st period	+	+	+	+	+
2nd period	+	+	+	+	+
3rd period	+	+	+	+	+
4th period	+	+	+	+	+
5th period	+	+	+	+	+
11th period					

Course(s) left out of Planned Courses.

- 1st Qtr.
 - FU09 Algorithms and Data Structures II
 - IT10 Geometry for Visual Computing
- 2nd Qtr.
 - FU15 Introduction to Data Management
 - IT02 Computer Graphics
- 1st Sem.
 - IE01 Integrated Exercise for Systems I**
 - IEU Integrated Exercise for Software I

Course Information

- 1st Sem. [L]:Wed2-4 IE01 Integrated Exercise for Systems I [SY]**
- 1st Sem. [L]:Wed2-4 IE01 Integrated Exercise for Systems I [CN]
- 1st Sem. [L]:Wed2-4 IE01 Integrated Exercise for Systems I [FR]

4. Save Course Registration

Please save course registration by clicking the [Save as] button or [Fixed Save] button. Remember to do so when you change the course registration in the Course Planning System.

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

【Notes】

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

Appendix

1. Courses / Credit Summary

(1) Courses summary Popup

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

Course Registration (1st Qtr.)

Course Registration (2nd Qtr.)

Course Registration (Intensive)

Student ID No. :
NAME :
UNIV. YEAR :
CLASS :
Fields : IT-CMV(Applied Informa
Status : Approved

Automatic Arrangement of courses for registration
Options
Go Back
Remaining time until the time-out About 30 minutes
Temporary Save
Fixed Save
Approve
Approved Cancel

☐ Display the Standard Schedule
Number of credits acquired from the registered courses 12 / 28 (Optional, teaching program, and intensive courses are excluded)

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

		Courses summarize.						
	Mon	Courses summarize. (Categories)	Number of credits for Prerequisite Courses	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Authorized Courses	Number of credits for Excess and deficiency	Judgment
1st period								
2nd period								
3rd period	[L]FU09 Algorithms	General Education Courses	10	18	0	18	0	
		Humanities and Social Sciences	8	14	0	14	0	
		Physical Activities	2	4	0	4	0	
4th period	[L]FU09 Algorithms	Foreign Language Courses	15	16	0	16	0	
		English Language Courses	-	10	0	10	-	
		/EL1 Adv. Eng. Acq.	-	0	0	0	-	
5th period	[M]FU09 Algorithms	/EL2 Adv. Pro. Eng. App.	-	4	0	4	-	
		/EL3 Adv. Eng. and Tec.	-	2	0	2	-	
		/EG1 Glo.Exp.Get	-	0	0	0	-	
6th period		Specialized Education Courses	95	107	12	119	0	
		Mathematics and Related Courses	8	18	0	18	0	
7th period		Natural Science and Related Courses	4	8	0	8	0	
		Computer Literacy and Related Courses	11	21	0	21	0	
8th period		Programming and Related Courses	12	15	0	15	0	
		Foundations of Computer Science and Engineering and Related Courses	21	35	3	38	0	
9th period		Computer Systems and Related Courses	-	0	0	0	-	
		Computer Network Systems and Related Courses	-	4	0	4	-	
10th period		Applications and Related Courses	-	5	9	14	-	
		Software Engineering and Related Courses	-	0	0	0	-	
11th period		Integrated Exercise	-	0	0	0	-	
		Other Courses	-	1	0	1	-	
		Extracurricular Activity Courses	-	0	0	0	-	
		Graduation Thesis	8	0	0	0	-8	0 / 8 00%
		Graduation Requirement	128	141	12	153	0	

Course(s) left
1st Qtr.
S04 Embedded Systems
2nd Qtr.
IT03 Image Processing

(2) Popup window

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

Course Registration (1st Qtr.) Course Registration (2nd Qtr.) Course Registration (Intensive)

Student ID No. : NAME : UNIV. YEAR : CLASS : Fields : IT-CMV(Applied Information Technology)

TOEIC : - Status : Approved

Automatic Arrangement of courses for registration Options Go Back Remaining time until the time-out About 19 minutes Temporary Save Fixed Save Approve Approved Cancel

☐ Display the Standard Schedule Number of credits acquired from the registered courses 12 / 28 (Optional, teaching program, and intensive courses are excluded)

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

3rd period	[L]FU09 Algorithms	Courses summarize.							Medical Informatic
4th period	[L]FU09 Algorithms	Courses summarize. (Categories)	Number of credits for Prerequisite Courses	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Authorized Courses	Number of credits for Excess and deficiency	Judgment	Robotics and Automal
5th period	[M]FU09 Algorithms	General Education Courses	10	18	0	18	0		Robotics and Automal
6th period		Humanities and Social Sciences	8	14	0	14	0		Robotics and Automal
7th period		Physical Activities	2	4	0	4	0		Robotics and Automal
8th period		Foreign Language Courses	15	16	0	16	0		Robotics and Automal
9th period		English Language Courses	-	10	0	10	-	-	Human Interface and
10th period		/EL1 Adv. Eng. Acq.	-	0	0	0	-	-	Human Interface and
11th period		/EL2 Adv. Pro. Eng. App.	-	4	0	4	-	-	Human Interface and
		/EL3 Adv. Eng. and Tec.	-	2	0	2	-	-	Human Interface and
		/EG1 Glo.Exp.Gat	-	0	0	0	-	-	Human Interface and
		Specialized Education Courses	95	107	12	119	0		Human Interface and
		Mathematics and Related Courses	8	18	0	18	0		Human Interface and
		Natural Science and Related Courses	4	8	0	8	0		Human Interface and
		Computer Literacy and Related Courses	11	21	0	21	0		Human Interface and
		Programming and Related Courses	12	15	0	15	0		Human Interface and
		Foundations of Computer Science and Engineering and Related Courses	21	35	3	38	0		Human Interface and
		Computer Systems and Related Courses	-	0	0	0	-	-	Human Interface and
		Computer Network Systems and Related Courses	-	4	0	4	-	-	Human Interface and
		Applications and Related Courses	-	5	9	14	-	-	Human Interface and
		Software Engineering and Related Courses	-	0	0	0	-	-	Human Interface and
		Integrated Exercise	-	0	0	0	-	-	Human Interface and
		Other Courses	-	1	0	1	-	-	Human Interface and

Course(s) left

1st Qtr. S04 Embedded Systems

2nd Qtr. IT03 Image Processing SE01 Web Engineering

1st Sem. SE05 Software Studio

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

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

(1) Track Recognition Popup

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

Course Registration (1st Qtr.)
Course Registration (2nd Qtr.)
Course Registration (Intensive)

Student ID No. :
NAME :
UNIV. YEAR :
CLASS :
Fields : IT-CMV(Applied Informatics)
Status : Approved

Automatic Arrangement of courses for registration
Options
Go Back
Remaining time until the time-out About 14 minutes
Temporary Save
Fixed Save
Approve
Approved Cancel

☐ Display the Standard Schedule
Number of credits acquired from the registered courses **12 / 28** (Optional, teaching program, and intensive courses are excluded)

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

3rd period	[L]FU09 Algorithms and Data	[M]A04 Biomedical Informatics	[L]FU09 Algorithms and Data	[M]A04 Biomedical Informatics
4th period	[L]FU09 Algorithms and Data			
5th period	[M]FU09 Algorithms and Data			
6th period				
7th period				
8th period				
9th period		[L]IT06 Human Interface and Design		[L]IT06 Human Interface and Design
10th period		[M]IT06 Human Interface and Design		[M]IT06 Human Interface and Design
11th period				

Course(s) left out of Planned Courses.
Course Information

1st Qtr.
S04 Embedded Systems
2nd Qtr.
IT03 Image Processing
SE01 Web Engineering
1st Sem.
SE05 Software Studio