

UTAS User Manual (For Students)

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Course

- **Course registration**

Course registration for Faculties and Graduate schools is from the screen below. Course registration is also available through your “[Bookmark]” in “[Syllabus]” menu.

The screenshot shows the 'Course registration' interface. At the top, there is a header bar with a green checkmark and the text 'Course registration', and a 'Help' button. Below the header is a table with student information:

Name	TODAI Taro			Student ID No.	
Affiliation	Faculty of Engineering Architecture			Year	year 4
Academic year · Term	2017Academic year A1	Course Registration Deadline	Begins : 2017/08/01 00:00 Ends : 2017/09/30 00:00	Number of Notices	4

Below the table, there is a link: 'Course Registration using a list format To Favorites List'. The main part of the interface is a timetable grid. The columns are labeled S1, S2, A1, A2, and W. The rows are labeled Period 1 through Period 6. The cells in the grid are either 'Not registered' or contain course information. For example, Period 2, S2 contains 'FEN-AR2Q01L1 Structural Analysis 1 2.0 Hitoshi Shiohara Add_registration'. At the bottom right of the grid, there is a link: 'Register an intensive course'. Below the grid is a table for intensive courses:

Day	Period	Course Code	Course	Credits	Instructor
Intensive	Other	03-147000	Graduation Defense	0.5	各教員
Intensive	Other	03-149010	Graduation Thesis, Architecture	5.0	各教員
Intensive	Other	03-149030	Architectural Thesis Project	5.0	各教員

At the bottom left of the interface, there is a 'Create PDF' button.

1. Background color of the course registration information

- (1) Orange : Courses registered this term/semester
- (2) Yellow : Courses registered in the previous term/semester

【Timetable Format】

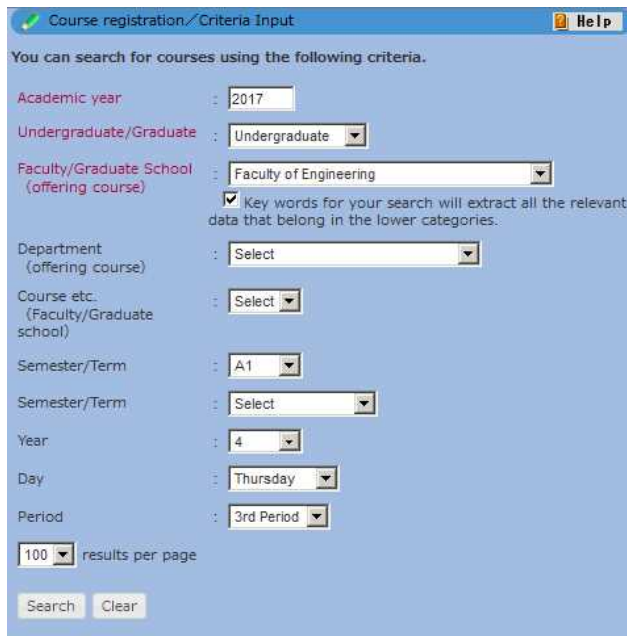
2. Registering for regular courses

- (1) Click “Not registered” or “Add registration” in the timetable, or “Register an intensive course”, then “[Course registration / Course Registration < Input class code >]” screen will appear to search courses.
- (2) Enter the Course Code.



- (3) Click “Register” and the screen will transit back to “Course registration” screen.
- (4) If the Course Code is unknown, click “here” in “You can search [here](#) if the Course Code is unknown”. “[Course registration / Criteria Input]” screen will appear in a separate window.

1) Searching the courses from “[Course registration / Criteria input]”



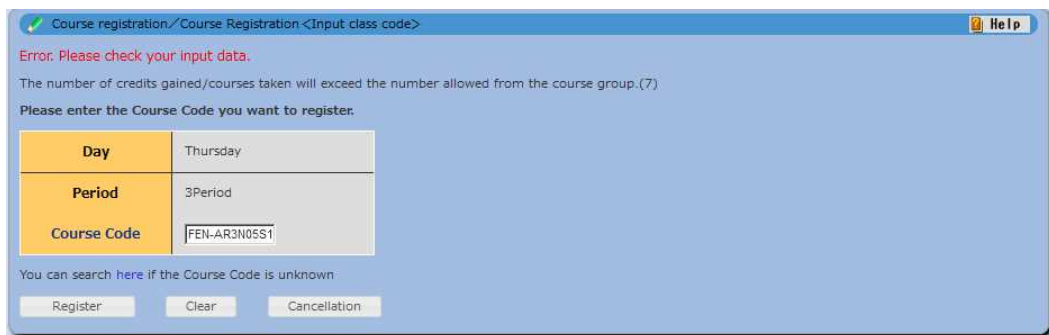
- Enter your search criteria and click “Search”.
- Search results will appear on a list of courses.

No.	Semester/Term	Day	Period	Course Code	Course	Credits	Instructor	Syllabuses
1	A1A2	Thursday Thursday	Period 3, Period 4	FEN-CO2929S1	Exercises in Mathematics and Mechanics I	3.0	江澤 雅彦	Syllabuses
2	A1A2	Tuesday Tuesday Thursday Friday Thursday	Period 3, Period 4, Period 4, Period 3, Period 3	FEN-JL4M16L1	Japanese Intensive Beginning I PM(A1A2)	10.0	古市 由美子	Syllabuses

2) Registering the course from the search results

- Click the course title of the course you wish to take.

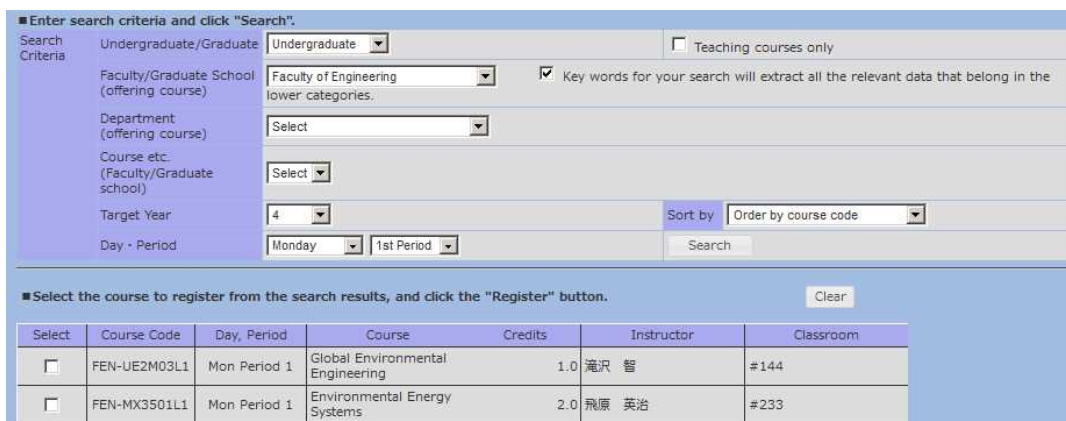
- The course code for the selected course will appear in the “Course Code” section of the “[Course registration/ Course Registration <Input class code>]” screen.
- 3) Displaying syllabus from the search results
 - Click “Syllabus” of the course you want to view and “[Syllabus inquiry/View Class information]” screen will appear.
 - (5) Error message will appear if you choose the course you are not eligible to register for.



【List Format】

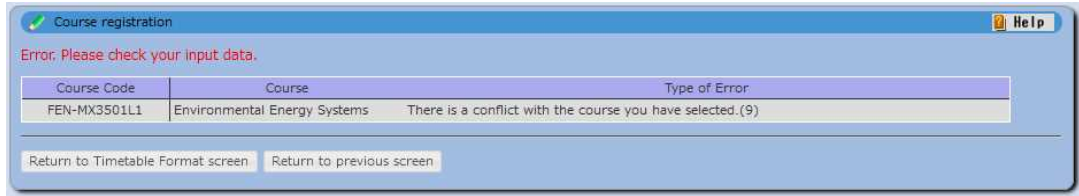
3. Registering courses using a list format
 - (1) Click “Course Registration using a list format”.
 - (2) “[Course registration]” screen in a list format will appear.
4. Searching the course from the course listing
 - (1) Select or input your search parameter from the following and click “Search”.

“Undergraduate/Graduate”, “Faculty/Graduate School (offering course)”, “Department (offering course)”, “Course etc. (Faculty/Graduate school)”, “Target Year”, “Day · Period”, “Teaching courses only”, “Key words for your search will extract all the relevant data that belong in the lower”, “Sort by”.
 - (2) Search results will appear on a list of courses.



5. Registering from the course list
 - (1) Check the boxes of the course you want to register and click “Register”.

- (2) Registration is completed.
- (3) Error message will appear if you choose the course you are not eligible to register for.



6. Registering from your favorite syllabus listing

- (1) Click “To Favorites List”.
- (2) “Course registration/Search results” screen will be displayed.
- (3) Click course title to show the syllabus and then, click “Register” to register the course.

7. Deleting registration details

- (1) Click the “Course Code” you wish to delete.
 - 1) “[Course registration < Course Deletion >]” screen will appear.



- 2) On the “[Course registration < Course Deletion >]” screen, the message “Are you sure you wish to delete the following course?” will appear.
 - ① If you click “Delete”, the course will be deleted from your timetable and the screen will transit to “Course registration” screen.
 - ② Click “Cancel” to cancel the procedure.

8. Registering to take no courses for the term/semester

- (1) Click “No courses registered” and your status will change to registering no courses for the term/semester.

9. Releasing the status of registering no courses for the term/semester

- (1) Click “履修登録なし解除” and your status will be released back to default (registering the courses).

10. Making a copy of your course registration in PDF file

- (1) Click “Create PDF” at the bottom of the page and PDF download dialogue box will appear.
- (2) Download a copy of your course registration in PDF file.

11. Registering from a timetable format (screen transition from the list format)

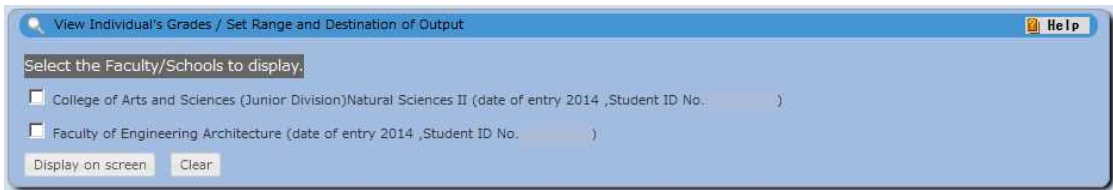
- (1) Click “Course Registration using a timetable format” in the top right side of the list format screen.
- (2) “Course registration” screen in a timetable format will appear.

Grade

- **View Individual's Grades**

Viewing your grade information and GPA. Grades from Junior Division (1st and 2nd year), College of Arts and Sciences to Graduate schools are viewed in one screen.

1. Viewing Individual's Grades



- (1) Check the box(es) of College/Faculty/Graduate Schools in the “[View Individual's Grades / Set Range and Destination of Output]” screen and click “Display on screen”.
- (2) “[View Individual's Grades]” screen is displayed as below.

College of Arts and Sciences (Junior Division)Natural Sciences II (date of entry 2014 ,Student ID No. 00450266)

No.	Course Code	Course	Instructor	Registration academic year	Term	Credits	Grade	pass/fail
1	10012	Basics in Mathematics 1	HASHIDOTO Yasutake	2014	Summer semester	2.0		Passed
2	10086	Topics in Human Beings and the Environment	Kubaruji Togeishi	2014	Summer semester	2.0		Passed
2	10125	Practice of Exercise and Health Sciences I		2014	Summer semester	1.0		Passed
4	10442	Introduction to Statistics	Yasui Onishi	2014	Summer semester	2.0		Passed
5	10436	Chinese Language	AKO Tomoko	2014	Summer semester	2.0		Passed
6	10490	Chemical Thermodynamics B	WAKAGI Katsuki	2014	Summer semester	2.0		Passed
7	10834	English Language	KIKI Steven	2014	Summer semester	2.0		Passed
8	10872	Information	MATSUDA Yoshitatsu	2014	Summer semester	2.0		Passed
9	10971	Seminar	Takashi Imoto	2014	Summer semester	2.0		Passed

Faculty of Engineering Architecture (date of entry 2014 ,Student ID No. ...)

Credits Gained	Applicable Credits	Average GPA	Average Grade Rank Distribution	Avg. Semester/Term (Semester)	GPA (Semester)	Average Grade Rank Distribution	Applicable Credits	Day of Calculation
13.5	2	0	0% - 0%	There's no GPA - Average grade ranking rate (school term) data.				

The range of classes used to determine the GPA etc. have been deemed appropriate for each faculty.

[Explanation of items (applies only to undergraduates Senior Division courses)]

- The number of Credits Gained indicates the total number of credits earned to the date displayed in the upper right-hand section of the screen.
- Applicable Credits indicates the total number of credits from courses which apply towards the calculation of GPA and average grade rank distribution. (Failed courses are included, but courses where exams not taken are not)
- The GPA is the value of the calculated average of course GPA from grades for all courses enrolled for the semester and during the time in the Undergraduate Senior Division, weighted against the number of credits of each course.
- The average grade rank distribution is the averaged value of all grade rank distributions, weighted against the number of credits of each course, for courses taken up to the date displayed on the upper right-hand corner of the screen.
- The Course GP is the grade point value for the course, ranging 5.0 to correspond to "Excellent(A)", 3.0 for "Good(B)", 2.0 for "Fair(C)", and 0 for "Fail(D)".
- The course's grade rank distribution is a value that indicates a rank for all the registered student for the course between the scores of the highest and lowest students.
- The Course GPA is the average value calculated being +3 to correspond to "Excellent(A)", +2 for "Excellent(B)", 2.0 for "Good(B)", 1.0 for "Fair(C)" and 0 for "Fail(D)" given to all the students registered for the course.
- The "" mark in the Course GP field indicates courses that are not included in the number of credits counted towards the GPA. Please note that for faculties/course that determine whether or not the course GP will be counted depending on the number of students taking exams, the "" mark will be displayed until the decision has been made.

No.	Course Code	Course	Instructor	Registration academic year	Term	Credits	Grade	Course category	Course GP	Course Grade Rank Distribution	No. of Students	Pass/Fail	Course GPA
1	03-04000	Engineering and Design	Terada Ruyusaku	2018	A342	1.5			-		17	Pass	-
2	03-140072	Architectural Design Communications 1	Kouchiko Akihiro	2018	A 1	1.0			-		76	Pass	-
3	03-140073	Architectural Design Communications 2	Kouchiko Akihiro	2018	A 2	1.0			-		72	Pass	-
4	03-140112	Outline of Building Materials	Isakura Naotom	2018	A 1	1.0			-		61	Fail	-
5	03-140171	Introduction to Building Structural Engineering	SATO	2018	A 1	1.0			-		50	Fail	-
6	03-140183	Building Materials Planning	Izumi XXXXX	2018	A342	1.5			-		70	Pass	-

Syllabus

● Free Search

Search syllabus by specific keywords.

1. Click “[Free Search]” in “Syllabus” menu and the following screen will appear.

Free Search/Criteria Entry Screen

Free Search

Select Faculty/Graduate School if you want to search in the detailed conditions

Academic year : 2017

Faculty/Graduate School (offering course) : Select Key
words for your search will extract all the relevant data that belong in the sub-categories

Department (offering course) : Select

Course etc. (Faculty/Graduate school) : Select

Term : Select

Semester/Term : Select

Free-form Phrase

Sort by : Select

search results : 100 results

Search Clear

Enter the keyword and click “Search”.

2. “Keyword Search by Item” registered in the selected affiliation will additionally appear when you select “Faculty/Graduate School (offering course)” information.

Free Search/Criteria Entry Screen

Free Search

Select Faculty/Graduate School if you want to search in the detailed conditions

Academic year : 2017

Faculty/Graduate School (offering course) : Faculty of Law Key
words for your search will extract all the relevant data that belong in the sub-categories

Department (offering course) : Department II (Political Science Course)

Course etc. (Faculty/Graduate school) : Select

Term : Select

Semester/Term : Select

Free Search (Search will be carried out on all items below. [Specific keyword based search will be ignored.])

Keyword Search by Item

Subtitle :

Course Objectives/ Overview :

Schedule :

Teaching Methods :

Grade Evaluation :

Textbook :

Reference :

Notes on Taking the Course :

Sort by : Select

search results : 100 results

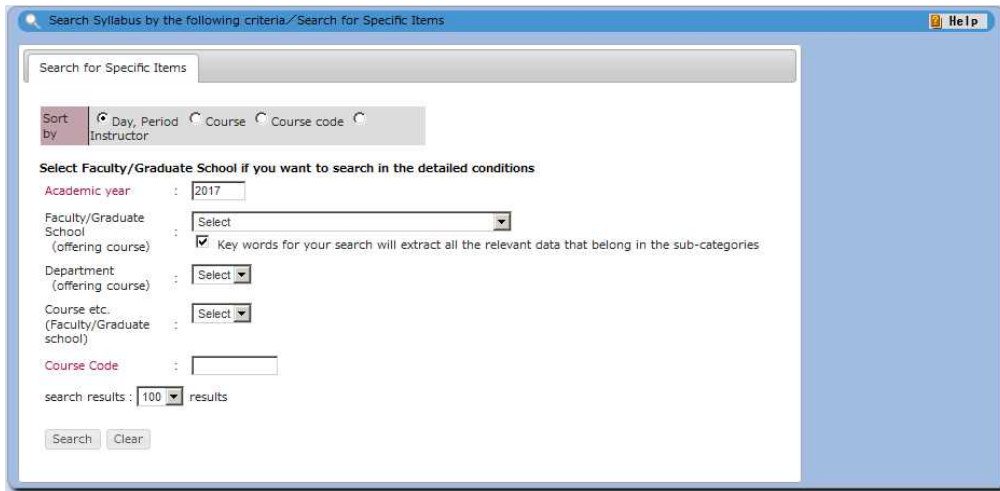
Search Clear

- (1) If searching by “Keyword Search by Item”, enter the specific keywords in each field and click “Search”.
- (2) If searching by “Free Keyword” field, the specific keyword entered in “Keyword Search by Item” is ignored.

● **Search Syllabus by the following criteria**

Searching the syllabus by specifying criteria.

1. Click “[Search Syllabus by the following criteria/Search for Specific Items]” to display the following screen.



- (1) If you know the Course Code, enter the Course Code and click “Search”.
2. Searching criteria registered in the selected affiliation will additionally appears when you select the “Faculty/Graduate School (offering course)” information.

(1) If the Course Code is unknown, select and specify the criteria, and click “Search”.

● **Search Syllabus by Department(Faculty/Graduate school)**

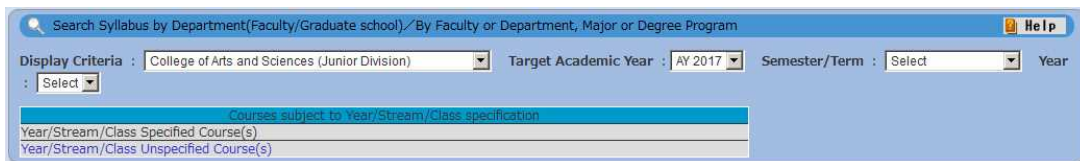
Displaying syllabus listing and syllabus by Departments (Faculty/Graduate School)
 Junior Division syllabus is displayed by Stream/Class.

1. Click “[Searching Syllabus by Department(Faculty/Graduate school)]” and the following screen will appear.



(1) Select the Faculty/Graduate School from “Display Criteria” and “Target Academic Year”, and then click Faculty or Department (Major or Degree Program).

2. For Junior Division courses, the screen will appear as below.



(1) Select “Display Criteria”, “Target Academic Year”, “Semester/Term”, and “Year” (Study of year), and then click “Year/Stream/Class Specified Course(s)” or “Year/Stream/Class Unspecified Course(s)”.

3. If you select “Year/Stream/Class Specified Course(s)”, Stream information appears on the upper part and the list of courses specified to the student’s study of year appears lower part.



- (1) Click the stream to specify.
- (2) If you want to view the syllabus specified to the student's study of year, click the course title.

4. If you select and specify the stream, the below search result will appear.

The screenshot shows a web interface for searching syllabi. At the top, there is a search bar and navigation links. Below it, the current folder path is displayed: "College of Arts and Sciences (Junior Division) > Year/Stream/Class Specified Course(s) > Humanities and Social Sciences I". A "Return to previous screen" button is visible.

The main content area is titled "Lower Classification of Humanities and Social Sciences I" and contains a list of classes from "HS1&2 Class 1" to "HS1&2 Class 28".

Below the class list is a table titled "College of Arts and Sciences (Junior Division) 1year Courses of Humanities and Social Sciences I (Only courses with students and streams specified will be displayed.)".

No.	Semester/Term	Day, Period	Course Offered by	Classroom	Junior Division Registrable	Course Code	Main Course Category	Intermediate Course Category	Course	Instructor
1	S 1	Mon1	College of Arts and Sciences (Junior Division)	Komaba Bldg.1 Room 150		30010	Integrated Courses	L(Language and Communication)	Japanese Language (Intermediate)	USAMI Yo

- (1) Select the Class you want to view.
- (2) Click the course title to see the searched syllabus.

5. If you select "Year/Stream/Class Unspecified Course(s)", the following screen will appear.

The screenshot shows a search result page with a search bar containing "シラバス参照 / 学科・コース・専攻・課程別 / 検索結果". Below the search bar, the current filter is shown: "現在のツリー: 教養学部(前期課程) > 学年・科類・クラス指定のない科目". A "前の画面へ戻る" button is present.

The main content area is titled "学年・科類・クラス指定のない科目の科目中区分" and contains a list of course categories:

- 科目中区分
- 社会科学ゼミナール
- 人文科学ゼミナール
- 自然科学ゼミナール
- 総合科目 L 系列
- 総合科目 A 系列
- 総合科目 B 系列
- 総合科目 C 系列
- 総合科目 D 系列
- 総合科目 E 系列
- 総合科目 F 系列
- 学術フロンティア講義
- 全学自由研究ゼミナール
- 全学体験ゼミナール
- 国際研修

- (1) Select the "Intermediate Course Category" which you want to view.

● **About Syllabus**

1. Select the course by searching syllabus, course registration or from the bookmark, and the syllabus of the course will appear as below.



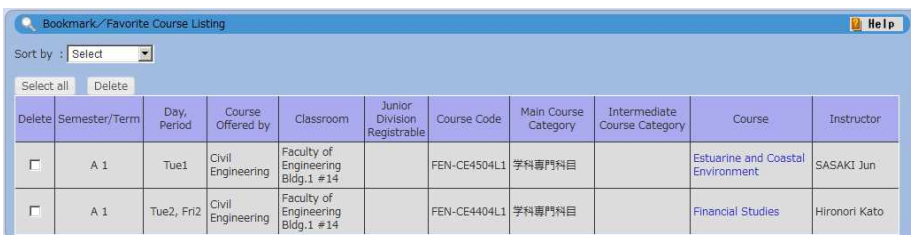
- (1) To register the course, click "Course registration". To add to the "Bookmark/Favorite Course Listing", click "Add to Favorites".
- (2) Registering the courses and adding to the bookmark is available during the course registration period.
- (3) When the course bookmarked, you will be recognized as registered student for that course in the following functions.

["Schedule Management]", "My Schedule", "[View Class Cancellations / Supplementary Classes / Classroom Changes]", "Answer screen ", "Bulletin Board"

● **Bookmark**

Displaying the bookmarked course listing, viewing syllabus and deleting from the bookmark is also available.

1. Select "[Bookmark]" to show the screen below.



- (1) To view the syllabus, click the course title.
- (2) To delete the course from the "Bookmark", check the box(es) in the delete field and click "Delete".

Student Info

- **View University Registry Information**

(1) Select “[View University Registry Information]” from under “[Student Info]” in the main menu.

1. Changing the category displayed

- (1) Click the categories at the upper part (Student Personal Information, Former School Information, etc).
- (2) Information in the selected category will be displayed.

- **Register Address Update, etc**

To enter or update your current address and other personal information, follow the procedure below.

(1) Select “[Register Address Update, etc]” from under “[Student Info]” in the main menu.

Register Address Update, etc Help

Student ID No. 03160101
 Name 東大 太郎
 Name (alphabet) TODAI Taro Year 4
 Class Language Code

* Click on the items in the student's contact details to make any amendments.
 If there are any changes to your parent/guardian's contact information, please contact the Academic Affairs Administrative Office.

Item	Change	Entry
Student Contact Information	Postal Code	<input type="checkbox"/> 1530001 Search for Postal Code
	Prefecture	<input type="checkbox"/> Tokyo
	address	<input type="checkbox"/> 東京都文京区本郷7-3-1
	Phone Number	<input type="checkbox"/> 0358412111
	Mobile Phone Number	<input checked="" type="checkbox"/> 09012345678
	E-MAIL 1	<input type="checkbox"/> aaaaaa@gmail.com
E-MAIL 2	<input checked="" type="checkbox"/> aaaaaa@docomo.ne.jp	
Guardian Contact Information	Name	TODAI Jiro
	Name (Katakana)	トウダイ ジロウ
	Relationship	父
	Occupation	大学教授
	Postal Code	1530001
	Prefecture	Tokyo
	address	東京都文京区本郷7-3-1
Phone Number	0358412111	

Next Clear

(2) Check the box(es) next to the item(s) you wish to change and enter new details in "Entry" field. If no correction is needed, click "Clear".

(3) Click "Next" to move to the confirmation screen.

Register Address Update, etc / Confirmation Help

Student ID No. 03160101
 Name 東大 太郎
 Name (alphabet) TODAI Taro Year 4
 Class Language Code

If there are no mistakes in the information below, please click "Confirm".

Item	Change	Entry
Student Contact Information	Postal Code	1530001
	Prefecture	Tokyo
	address	東京都文京区本郷7-3-1
	Phone Number	0358412111
	Mobile Phone Number	<input type="checkbox"/> 09099999999
	E-MAIL 1	aaaaaa@gmail.com
E-MAIL 2	<input type="checkbox"/> aaaaaa@ezweb.ne.jp	
Guardian Contact Information	Name	TODAI Jiro
	Name (Katakana)	トウダイ ジロウ
	Relationship	父
	Occupation	大学教授
	Postal Code	1530001
	Prefecture	Tokyo
	address	東京都文京区本郷7-3-1
Phone Number	0358412111	

Confirm Correct