

**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

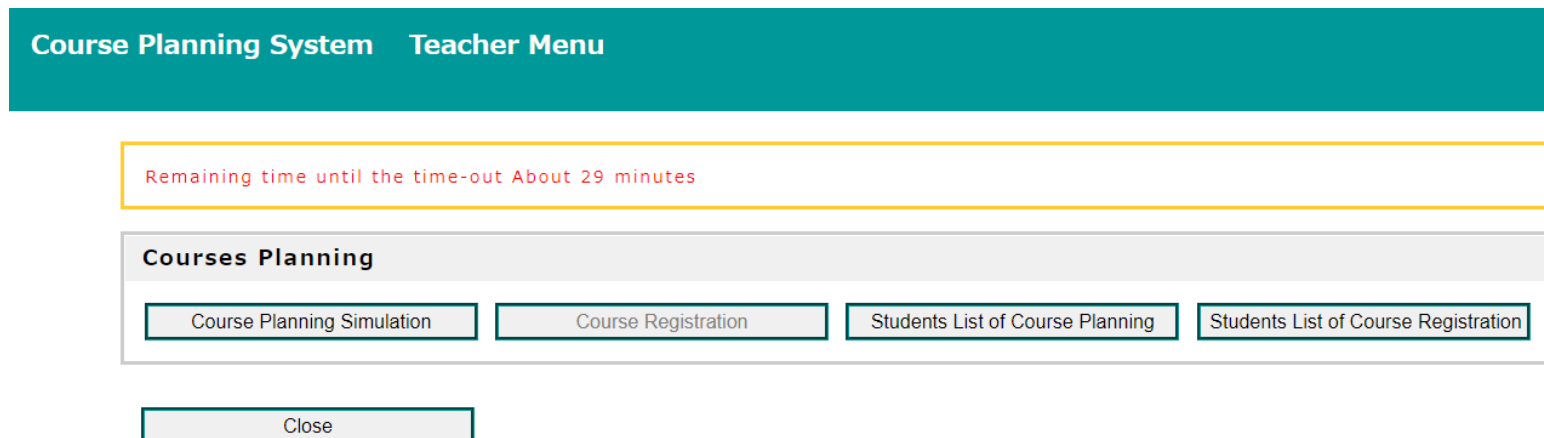
(1) Click on the Course Planning System from “Students and Faculty” from the official site of the University of Aizu.

Login screen of course planning system will be displayed.



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 blue. Below the title are three input fields: 'Login ID :', 'Password :', and 'Language :'. The 'Language' dropdown menu is set to 'English'. There are two buttons, 'Login' and 'Cancel', below the input fields. 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 message: '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.

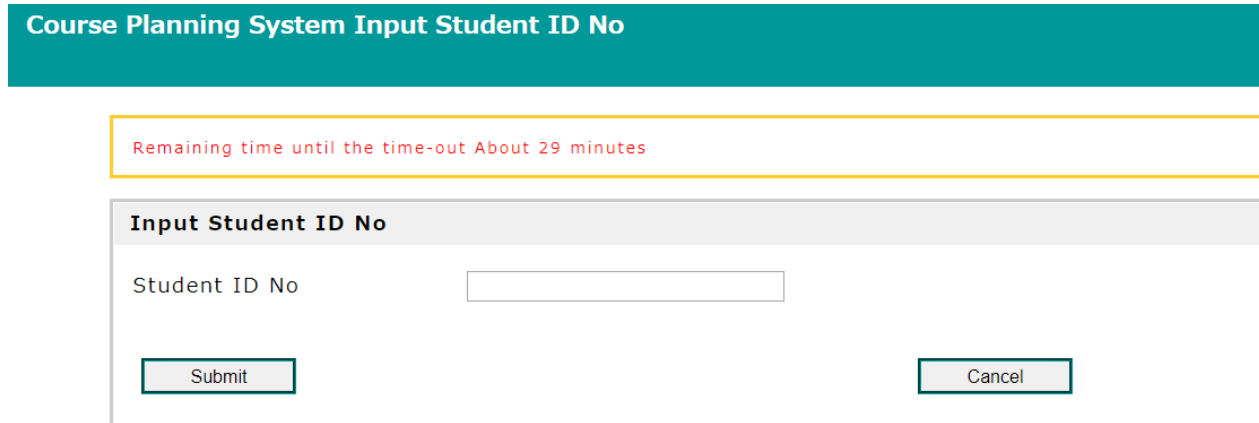


The screenshot shows the 'Course Planning System Teacher Menu' screen. At the top, there is a teal header bar with the text 'Course Planning System Teacher Menu'. Below the header, there is a yellow box with the text 'Remaining time until the time-out About 29 minutes'. Underneath, there is a grey box titled 'Courses Planning'. Inside this box, there are 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 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

- (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 Course 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) ▼

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

- (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.

The screenshot displays the 'STD. YEARLY PLAN' interface for course registration planning. At the top, there are tabs for 'STD. YEARLY PLAN' (highlighted with a red box) and 'YEARLY PLAN'. Below the tabs, there are input fields for 'Student ID No.', 'NAME', 'UNIV. YEAR', and 'CLASS'. To the right, there are fields for 'Fields: IT-SPR' and 'Status: -'. Below these fields, there are buttons for 'Collectively planning for SR/FR', 'Options', 'Go Back', 'Saved History', 'Save as', and 'Teaching Plan Save'. A timer indicates 'Remaining time until the time-out About 29 minutes'. The main area shows a grid of course boxes for different years: 1YEAR/2018, 2YEAR/2018, 3YEAR/2018, and 4YEAR/2018. The 1YEAR/2018 tab is selected. The grid contains various course codes and titles, such as 'A/ (S) LI13 CSE Exam', 'A/MA03 Differential a', 'A/MA04 Differential a', 'NS05 Thermodynam', 'C/MA05 Complex An', 'MA06 Applied Algebra', 'NS07 Introduction to', 'LI07 Information & O', 'A/NS01 Dynamics', 'A/NS02 Electromagn', 'LI12 Creativity Studi', 'LI10 Introduction to', 'PD7 Database Syste', 'A/PL05 Computer La', 'LI09 Fundamentals n', 'B/PL01 Introduction t', 'OT10 Extramolecular', 'C/FO1 Algorithms an', 'A/FU06 Operating Sy', 'FU14 Intro. to Softw', 'A/FU02 Information', 'IT03 Image Process', 'B/MA01 Linear Algebr', 'A/LI04 Introduction t', 'S/OT05 Career Desi', 'S/NS04 Semiconduct', 'A/PL06 Java Program', 'MA09 Mathematical L', 'IT05 Robotics and Au'.

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.

The screenshot displays the 'YEARLY PLAN' web interface. At the top, there are two tabs: 'STD. YEARLY PLAN' and 'YEARLY PLAN', with the latter being selected and highlighted by a red rectangular box. Below the tabs, the header section includes fields for 'Student ID No. :', 'NAME', 'UNIV. YEAR :', 'CLASS :', and 'Fields : IT-SPR/'. A 'Status : -' field is also present. A navigation bar contains buttons for 'Collectively planning for SR/FR', 'Options', 'Go Back', 'Saved History', 'Save as', and 'Teaching Plan Save'. A red text warning states 'Remaining time until the time-out About 30 minutes'. Below this, a timeline shows planning periods: '1YEAR/~2015', '2YEAR/2016', '3YEAR/2017', '4YEAR/2018', and '2019~'. The '3YEAR/2017' period is currently active. The main content area is titled 'Specialized Education' and lists courses under 'M/Mathematics' and 'NS/Natural Science'. The 'M/Mathematics' section includes courses like 'B/MA01 Linear Algebr', 'A/MA03 Differential a', 'A/MA05 Fourier Anal', 'B/MA07 Probability a', 'B/MA02 Linear Algebr', 'A/MA04 Differential a', 'C/MA06 Complex An', 'MA10 Introduction to', 'MA09 Mathematical L', 'MA08 Applied Algebr', and 'MA11 Applied Geome'. The 'NS/Natural Science' section is partially visible at the bottom.

In the "YEARLY PLAN" page, each course will be displayed in the actual plan year.

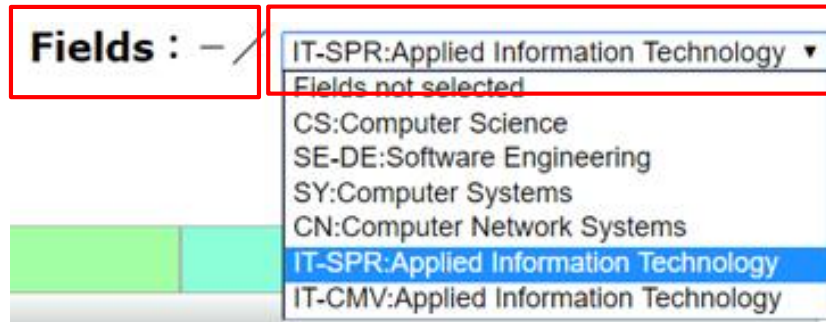
3—1. Filed Selection

(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】

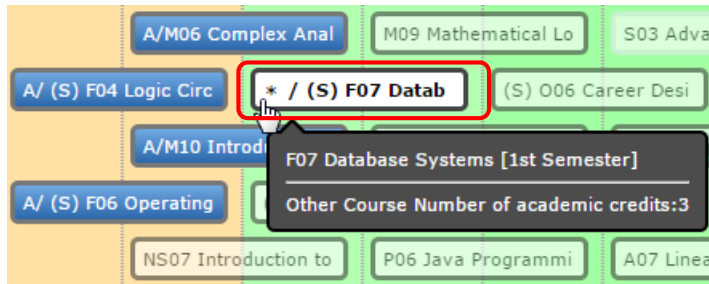
Field Symbol will be displayed for students with determined fields.

“—/“ will be displayed for students with undetermined field.

3-2. Year Selection

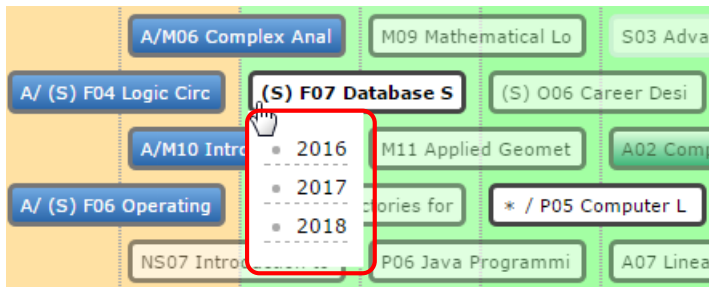
Three steps to select the courses to perform a course plan

(1) Click highlighted xxx button

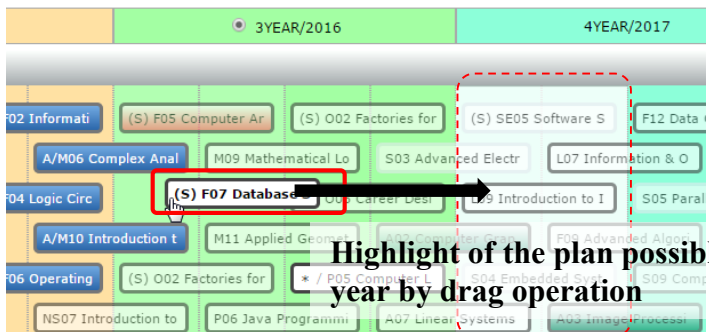


If you remove the course plan, click on the course box again.

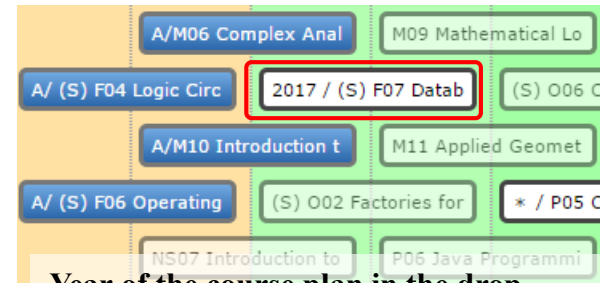
(2) Press and hold xxx button



(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

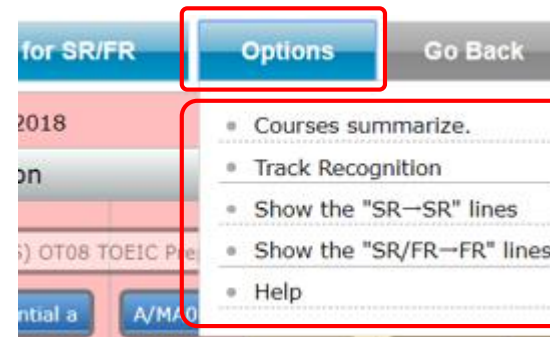
You can confirm the number of required courses of each track and number of earned courses. 【Students admitted in AY2017 or earlier】

(3) Show the “SR→FR” lines and Show the “SR/FR→FR” lines

Confirm the prerequisites related.

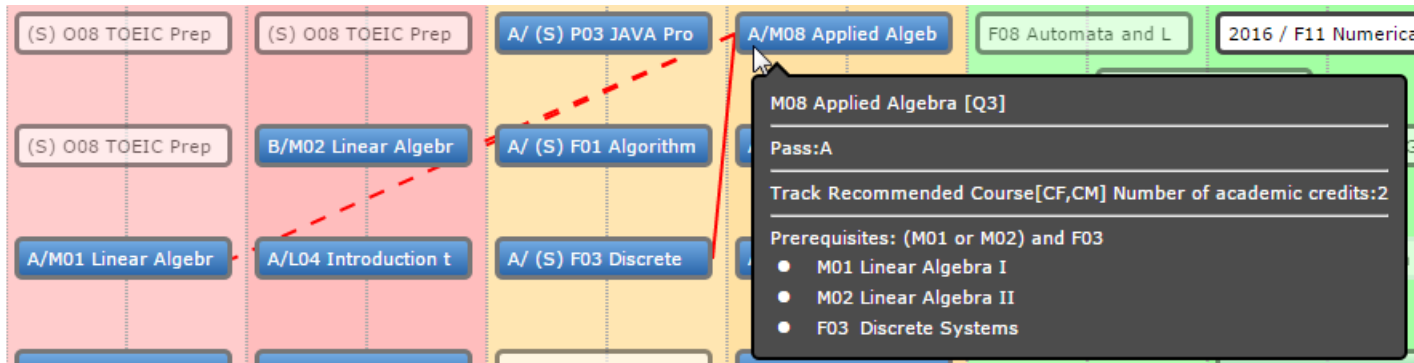
(4) Help

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

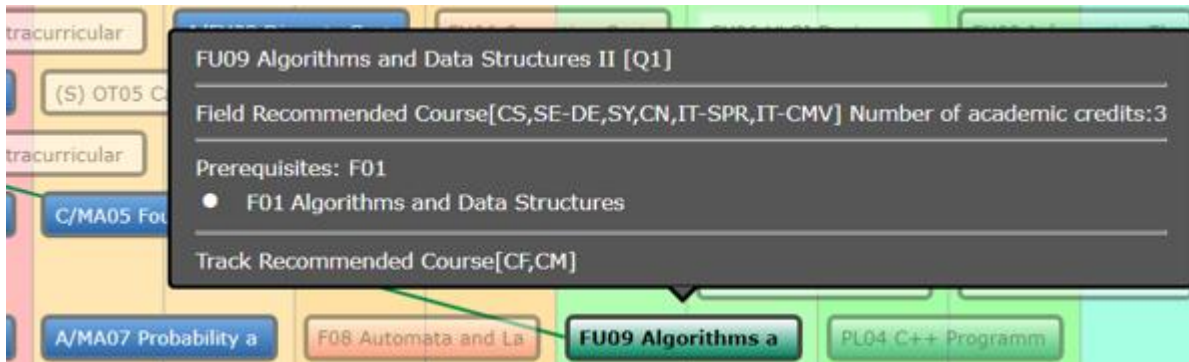


3—5. Confirm the Prerequisites

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.

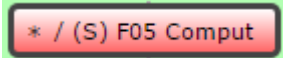

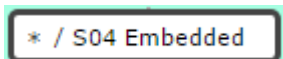
Case :make some course plan of teaching students.

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)		Red gradation
Field Recommended Courses (FR)		Green gradation
Non SR / FR courses		White background

(2) Prerequisites Connectors

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

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 : 1 st 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..

The screenshot shows a software interface with a 'Courses summarize' popup window. The background interface includes tabs for 'STD. YEARLY PLAN' and 'YEARLY PLAN', and fields for 'Student ID No.', 'NAME', 'UNIV. YEAR', 'CLASS', 'Fields: IT-SPR', and 'Status: -'. There are also buttons for 'Collectively planning for SR/FR', 'Options', 'Go Back', 'Saved History', 'Save as', and 'Teaching Plan Save'. The popup window is titled 'Courses summarize.' and contains a table with the following data:

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
General Education Courses	10	10	0	10	0	
Humanities and Social Sciences	8	8	0	8	0	
Physical Activities	2	2	0	2	0	
Foreign Language Courses	15	16	0	16	0	
English Language Courses	-	10	0	10	-	
/EL1 Adv. Eng. Acq.	-	6	0	6	-	
/EL2 Adv. Pro. Eng. App.	-	0	0	0	-	
/EL3 Adv. Eng. and Tec.	-	0	0	0	-	
/EG1 Glo.Exp.Gat	-	0	0	0	-	
Specialized Education Courses	95	95	0	95	0	
Mathematics and Related Courses	8	14	0	14	0	
Natural Science and Related Courses	4	6	0	6	0	
Computer Literacy and Related Courses	11	18	0	18	0	
Programming and Related Courses	12	21	0	21	0	
Foundations of Computer Science and Engineering and Related Courses	21	24	0	24	0	
Computer Systems and Related Courses	-	0	0	0	-	

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.

STD. YEARLY PLAN YEARLY PLAN

Student ID No. : NAME : UNIV. YEAR : CLASS : Fields : IT-SPR / IT-SPR Applied Information Technology - Signal Processing

TOEIC : - Status : -

Collectively planning for SR/FR Options Go Back Remaining time until the time-out About 27 minutes Saved History Save as Teaching Plan Save

1YEAR/2018 2YEAR/2018 3YEAR/2018 4YEAR/2018

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Courses summarize.

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
General Education Courses	10	10	0	10	0	○
Humanities and Social Sciences	8	8	0	8	0	○
Physical Activities	2	2	0	2	0	○
Foreign Language Courses	15	16	0	16	0	○
English Language Courses	-	10	0	10	-	-
/EL1 Adv. Eng. Acq.	-	6	0	6	-	-
/EL2 Adv. Pro. Eng. App.	-	0	0	0	-	-
/EL3 Adv. Eng. and Tec.	-	0	0	0	-	-
/EG1 Glo.Exp.Gat	-	0	0	0	-	-
Specialized Education Courses	95	95	0	95	0	○
Mathematics and Related Courses	8	14	0	14	0	○
Natural Science and Related Courses	4	6	0	6	0	○
Computer Literacy and Related Courses	11	18	0	18	0	○
Programming and Related Courses	12	21	0	21	0	○
Foundations of Computer Science and Engineering and Related Courses	21	24	0	24	0	○

Foreign Language : (The in

B/ENG3 Introductory B/ENG3 Intro

B/ENG2 Introductory

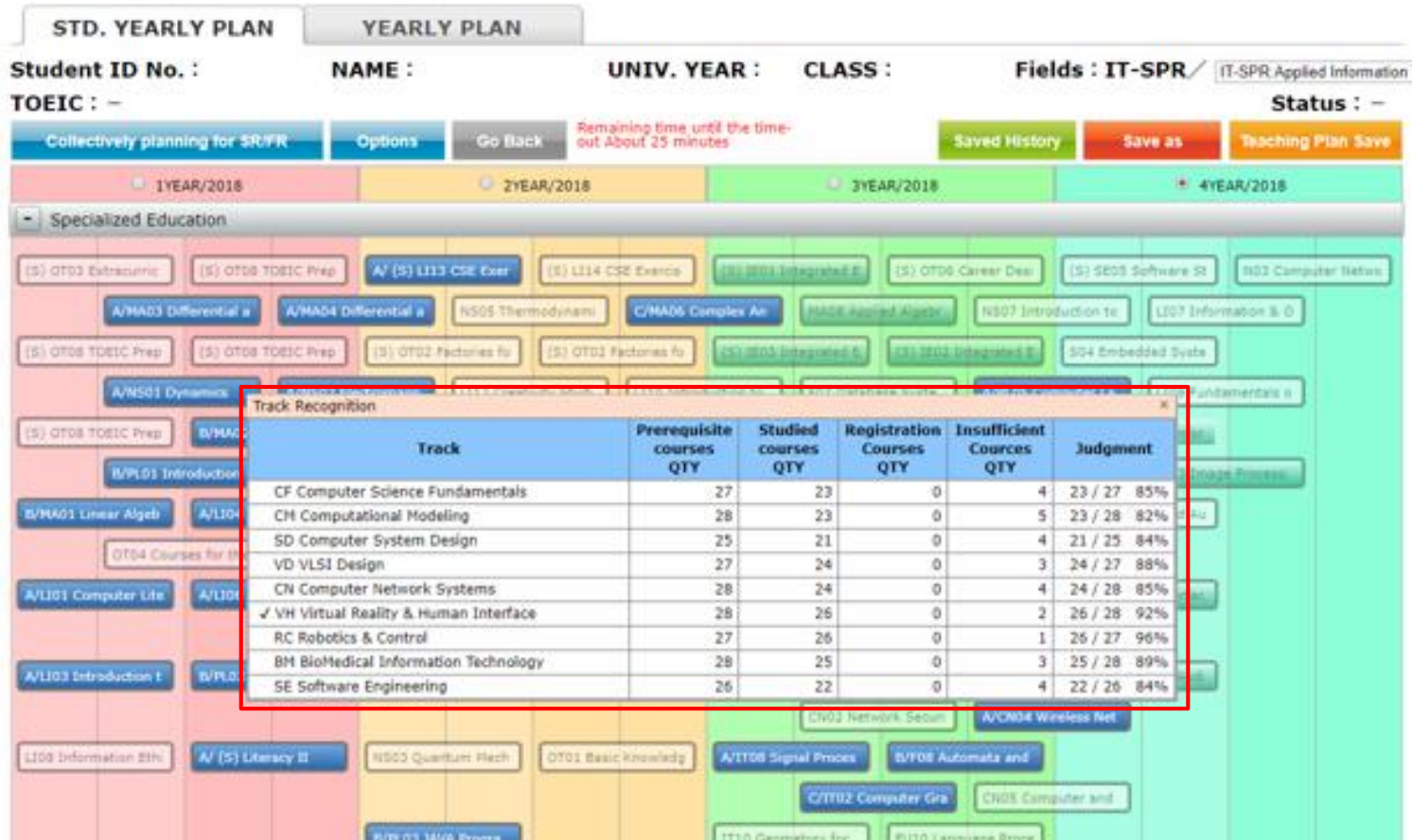
3808 Thesis (Int)

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..



The screenshot shows the 'STD. YEARLY PLAN' interface with a 'Track Recognition' popup window. The popup window contains the following table:

Track	Prerequisite courses QTY	Studied courses QTY	Registration Courses QTY	Insufficient Courses 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%