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The items marked **in purple** are particularly important, so be sure to check them.

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### 1.1 What is the Student Portal System?

The Student Portal System (Campusmate-J) is a web-based system that allows students to check official information from Kyushu University, including notifications, make-up classes, canceled classes, course registration, and grades. Important notices from Kyushu University are also available on this site, such as pandemic countermeasures and emergency notifications in the event of a natural disaster.

Students can check information such as messages and calls from Kyushu University from any computer or mobile device connected to the Internet, whether on or off campus.

You can also manage your schedule, to-do list, and bookmarks.

#### [Main Functions]

- Displaying messages
- Course registration and confirmation
- Checking course results
- Managing schedules
- Managing to-do lists
- Managing bookmarks
- Searching and browsing course syllabuses (lesson plans)

#### <Reminder>

In recent years, there have been several mobile applications and web services that allow users to create time schedules and receive notifications of class cancellations by entering their ID and password. However, these services are all developed by private companies and organizations not affiliated with Kyushu University.

Please note that providing your IDs and passwords to a third party, including your University ID and password, is a dangerous act that can lead to the leakage of personal information. Your ID and password may be misused to send unsolicited emails and cause harm to others. You may be liable for damages under some circumstances. Please be careful.

### 1.2 Usage environment

This Student Portal System supports the following environments.

#### [Web browser]

Internet Explorer (Through June 15, 2022)

Microsoft Edge (Excluding IE mode)

Mozilla Firefox

Google Chrome

Safari

\*You will need to enable JavaScript in your browser settings.

#### [OS]

Windows 8.1 or later, running the above browsers

Mac OS, running the above browsers

### 1.3 Notes on browser operation

Please bear in mind the following points when operating your browser.

#### (1) The [Back] button and the [F5] key

The [Back] button on the browser and the [F5] key on the keyboard cannot be used to display or refresh the screen. Use the buttons or links displayed on the screen. You may not be able to use the system across multiple browser windows or tabs.

#### (2) Session timeout

If no activity (no movement of the screen) is detected for a long time, your session will timeout and result in an authentication failure. Please note that any information already input will not be saved.

### 1.4 Mobile environment for mobile services

This system supports the following mobile environments.

[Web browser]  
iOS: Mobile Safari  
Android: Chrome for Android

## 1.5 Notes on mobile services

Please bear in mind the following points when using mobile services.

- (1) The [Back] button and [Refresh] button  
For mobile devices running Android 4.X, the [Back] button cannot be used to return to the previous screen. For mobile devices running iOS and Android 2.X series, the [Back] button can be used to navigate between screens.  
The [Refresh] button cannot be used to display or refresh screens on all mobile devices.
- (2) Attached files  
Files attached to messages, etc. may not be displayed correctly on mobile devices.
- (3) Session timeout  
If no activity (no movement of the screen) is detected for a long time, your session will timeout and result in an authentication failure. Please note that any information already input will not be saved.
- (4) Syllabus browsing is not available on the services for mobile devices.

## 1.6 Notes when attaching files

Please note that files cannot be attached to messages, etc., if the file name contains any of the following character types.

- (1) Characters that cannot be handled by the system  
“~” (tilde), “//” (parallel), “—” (dash), “-” (minus), “¢” (cent), “£” (pound), “¬” (negation), “∴” because, “≈” (nearly equal), “≡” (congruent), “∫” (integral), “√” (root), “⊥” (perpendicular), “∠” (angle), “∩” (and), “∪” (or)
- (2) Characters that depend on the type of computer and environment (OS)  
Examples: “①,” “kg,” “恍,” “剪,” “|,” etc.



## Chapter 2 Basic Operation

This section explains how to log in to the system and the system's screen layout.

New students can login from the date of enrollment.

### 2.1 Login and Logout

This section explains the procedures for logging in and out of the system.

[Login]

- (1) Access the system page with a web browser.

PC:

<https://ku-portal.kyushu-u.ac.jp/>

Mobile device:

<https://ku-portal.kyushu-u.ac.jp/campusWEB/sptop.do>

(Website for mobile devices)



[Explanation of the screen]

- 1 Information and Events

You can check information and events before logging in.  
For details, see “3. 2 Checking information” and “3. 3 Checking events.”

- 2 Select the display language

You can choose between Japanese and English.  
Select the [Japanese] button to display in Japanese or the [English] button to display in English.

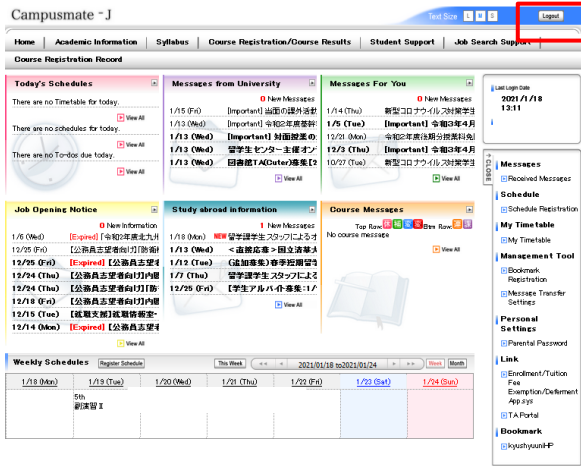
- (2) Click [Login] and enter your SSO-KID and password.  
⇒ The menu screen is displayed.

If you have not activated your account (user registration), please do so.

Please refer to the following URL for information on how to activate your account.

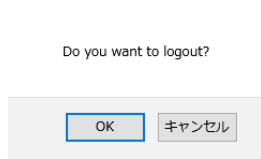
<http://web.sso.kyushu-u.ac.jp/pw/activation/>

※ If you have already authenticated, you will be taken to the menu screen without having to enter your SSO-KID and password.



[Logout]

- (3) Click [Logout] in the upper right corner of the screen.



- (4) A logout confirmation message is displayed.  
Click [OK] to return to the login screen.

## 2.2 Screen layout

This section explains the screen layout.

The screen layout and organization are subject to change depending on the operation so that the actual screen layout may differ from the explanatory material.

**[Tabs]** These provide a summary of each function.

Move the cursor over a tab to display the functions under the tab.

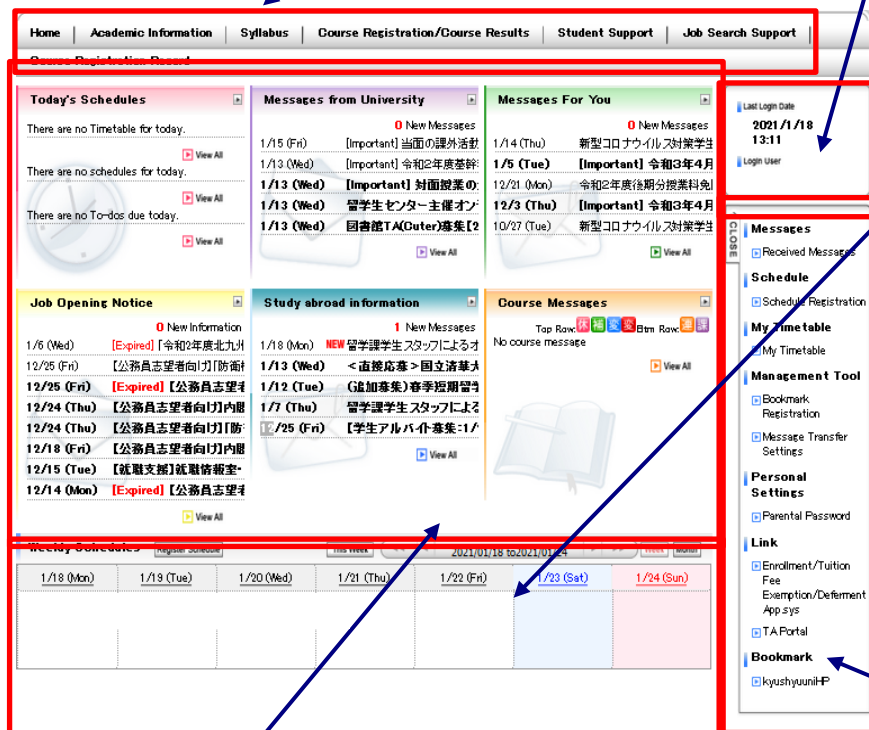
When you click a tab, the side menu switches to the menu of the tab you clicked.

**[User]**

Displays information on the user.

**[Weekly schedule]**

Displays the user's weekly schedule.



**[Portlet]**

Messages, notices, etc., are displayed in each frame.

**[Side menu]**

Displays the various menus.

The menu displayed will correspond to the functions in the tab selected at the top of the screen.

## 2.3 Side menu layout

This section explains the side menu.

By using the side menu, you can move to each function screen.

Note that the configuration of the side menu is subject to change depending on the operation.

↑ CLOSE

### Messages

- ▢ Received Messages

### Schedule

- ▢ Schedule Registration

### My Timetable

- ▢ My Timetable

### Management Tool

- ▢ Bookmark Registration
- ▢ Message Transfer Settings

### Personal Settings

- ▢ Parental Password

### Link

- ▢ Enrollment/Tuition Fee Exemption/Deferment App sys
- ▢ T.A Portal

### Bookmark

- ▢ kyushyuuniHP

- (1) Messages
- Displays notices and other messages from Kyushu University.
- 
- (2) Schedule
- Register your schedule.
- 
- (3) My Timetable
- Displays your time schedule.
- 
- (4) Management Tool
- This can be used to perform auxiliary operations such as
- Bookmark Registration and configuring the Message Transfer
- Settings.
- 
- (5) Link
- Links to the Enrollment/Tuition Fee Exemption/Deferment App
- sys (separate system)
- 
- (6) Bookmark
- Displays sites bookmarked by the user. They will be opened on
- a separate screen (the Kyushu University website is set as a
- default bookmark).
- 
- (7) CLOSE Button
- Minimizes the side menu and user information and increases
- the width of the main screen.

## Chapter 3 Messages

You can display message types including “Information,” “Events,” “Notices,” “Student Calls,” and “Messages.”

You can access Information and Events from the respective portlets on the login screen.

You can check Notices, Student Calls, and Messages from the Message List, displayed after logging in, or from the portlet on the menu screen.

For Notices, Student Calls, and Messages, recipients can post a comment, visible to the sender.

### ■ Message status

Each message has a “status,” which changes depending on the operation.

Statuses include the following.

- Unread Messages that the user has not opened yet
  - ※ In the list screen, the title of the message is displayed in bold.
- Read Messages that the user has checked at least once
  - ※ A message that has been read can be returned to the unread state.

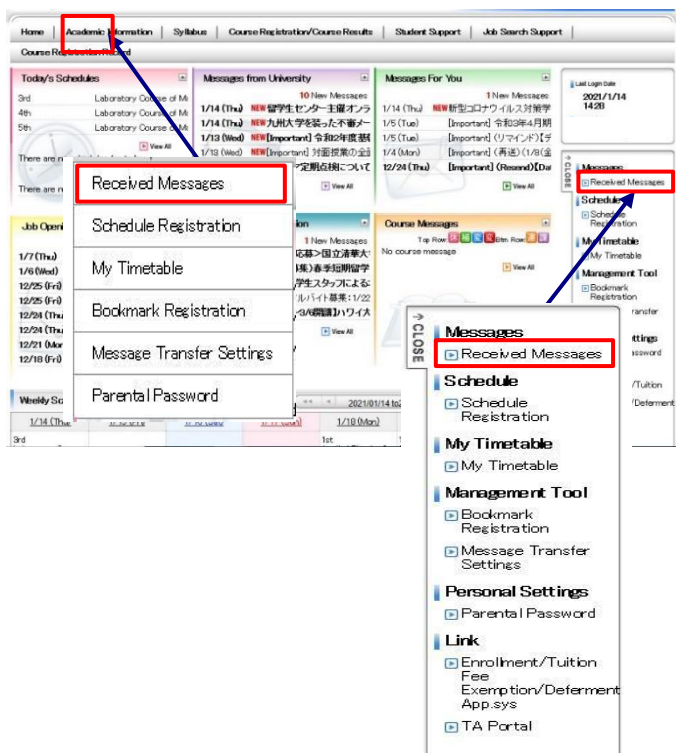
### ■ New messages

The “**NEW**” icon is displayed on the list screen for new messages.

A message that has been posted recently is treated as a new message.

## 3.1 Checking messages from the Message List

This section explains how to post a comment in response to a message from the Message List.



- (1) From the menu screen, click on [Received Messages]. This can be selected from the tabs or side menu.

[Tabs]

HOME → Received Messages

[Side menu]

Messages → Received Messages

**Received Messages**

Message List

<input type="checkbox"/>	Title	Type	Sender	Received on	Read on
<input type="checkbox"/>	新型コロナウイルス対策学生支援委員会による卒業生連絡会(第2期)の実施について	Message for you	大学学務部キャリア・国際学支援課	2021/08/14 12:14	2021/08/16 16:34
<input type="checkbox"/>	Important! 令和2年度卒業教育 後期-生学期目自習室アンケート実施について	Academic Matters	(英特)英語教育支援課	2021/08/13 16:35	
<input type="checkbox"/>	Important! 対面授業の全面停止について(英特教育科目)Suspension of in-person classes(Gikan Education)	Academic Matters	(英特)英語教育支援課	2021/08/13 16:04	
<input type="checkbox"/>	立命館大学・国立清華大学2021 National Tsing Hua University Global Summer School (Online)参加者募集	Study abroad information	国際学部国際学	2021/08/13 10:56	
<input type="checkbox"/>	学生センター主催オンライン国際シンポジウムの開催について	Events	国際学	2021/08/13 10:11	

Checked Message:  Execute

Filter/Search Section:

- Type: ☐ Select All ☐ Cancel All
- Keyword:  (Partial Match)
- Sender:  Prefix Match
- Unread/Read: ☐ Unread ☐ Read
- Message Receipt Date:  to
- Posting Status: ☐ Including Messages with Posting Period Expired
- Canceled: ☐ Including Canceled Messages

Buttons: Clear, Search Messages

- (2) The Message List is displayed.  
Click the [Title] of a message to display detailed information.

- Header checkbox  
You can select all of the messages at once.
- Batch operations  
The following batch actions can be applied to all checked messages at once:
  - Delete
  - Mark as unread
  - Mark as read
- Searching for messages  
Enter the search conditions and click [Search messages] to display the corresponding messages.  
The search result is shown in the Message List at the top of the screen.

**Received Messages**

Return to List

受信日時	2021/10/08 (水) 15:47
Sender	大学学務部教務課
Message Type	伝言
重要度	
Title	忘れ物が届いています。
Body	忘れ物が届いています。 教務課まで取りに来てください。
URL	
転送設定	転送しない
コメント	<div>Register comment</div> <div>Delete Message</div>

Return to List

- The Message Details screen is displayed.  
You can check the details and attachments if there are any.  
※ The items displayed differ depending on the selected message type. The screen on the left is an example of the message type “Notice.”
- Register Comments  
Click [Register Comments/Update Comments] to go to the comment input screen.  
\* Whether or not comments can be posted (updated) depends on the instructions given when the message was sent.
- Delete Message  
If you no longer need to keep a message, click [Delete Message] to remove it from the list.

[Comment input screen]

コメント入力

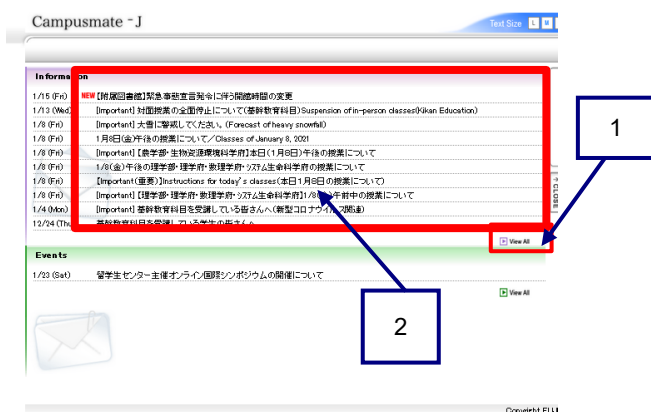
(200文字以内で入力してください。)

Buttons: 閉じる, Register

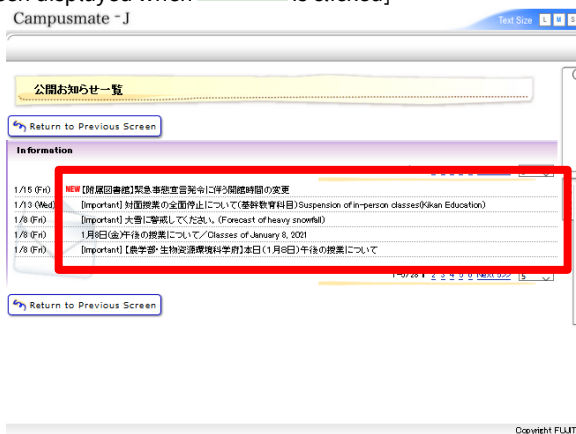
- The comment input screen is displayed.  
After entering comments, click [Register]. After the comment is posted, the Message Details screen is displayed again.

## 3.2 Checking information

This section explains how to check information on the Information portlet (the screen displayed before logging in).



[Screen displayed when View All is clicked]



- From the Information portlet displayed on the login screen, click [View All].

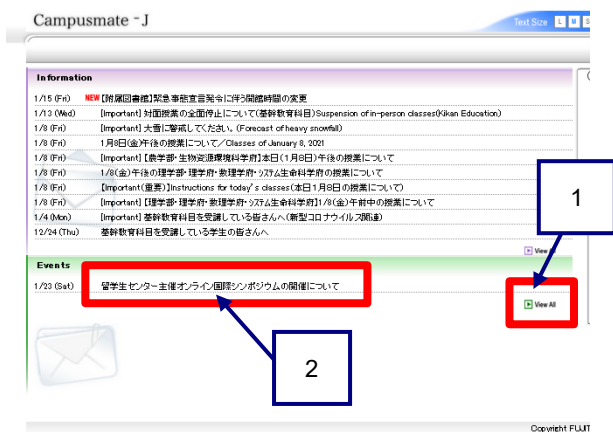
- View All  
The Information portlet will expand to fill the entire screen.
- Title  
By clicking on the title, you can navigate directly to the information details.

- A list of all available information will be displayed. Click the [Title] of the notice you want to check. You can change the number of notifications displayed on the screen.

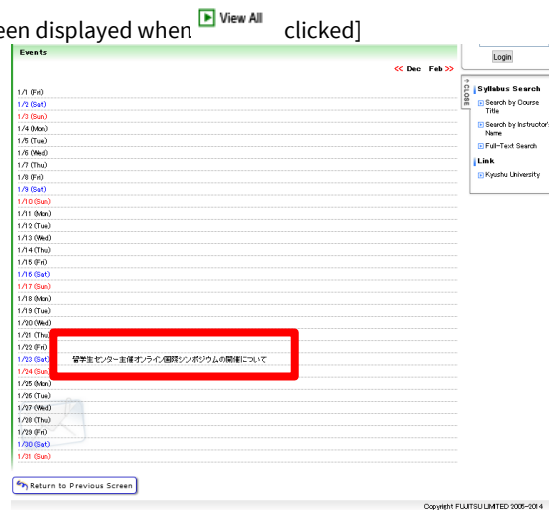
- The information details will appear. After confirming, click [Close].

### 3.3 Checking events

This section explains how to check events on the Events portlet (**the screen displayed before logging in**).



[Screen displayed when **View All** clicked]



- From the events portlet displayed on the login screen, click [View All].
  - View All  
The Events portlet will expand to fill the entire screen.
  - Title  
By clicking the title name, you can navigate to the Event Details screen.
- The Events List screen is displayed.  
The title of the event will be displayed on the day the event is scheduled.  
Click the [Title] of the event you want to check.
- The Event Details screen is displayed.  
After confirming, click [Close].



### 3.4 Checking messages from the Messages For You portlet

This section explains how to check messages on the Messages For You portlet.

Messages of the type “Student Call” and “Message” are listed in the Messages For You portlet.

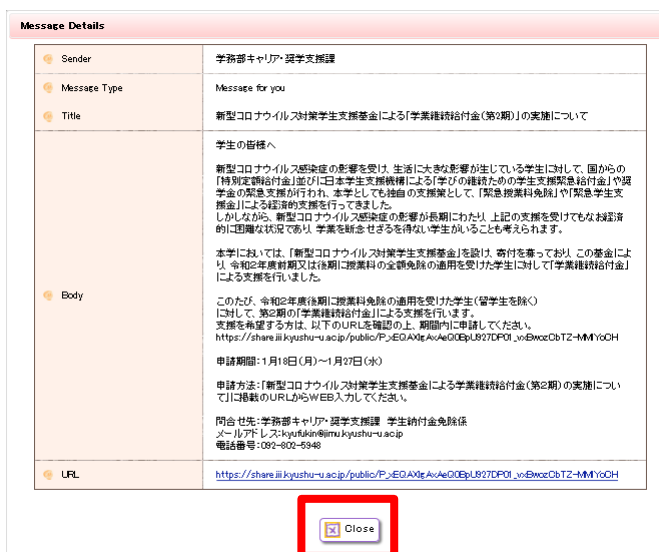
**The results of tuition waiver applications will also be displayed in this portlet.**




[Screen when maximized]



[Screen displayed when View All clicked]



- Click [Title] from the Messages For You portlet that appears on the menu screen.

- Maximize (the  button in the upper right corner of the portlet)  
The Messages For You portlet will expand to fill the entire screen.

- View All (the button in the bottom right of the portlet)  
The Message List screen is displayed.  
For details, see (2) in “3.1 Checking messages from the Message List.”

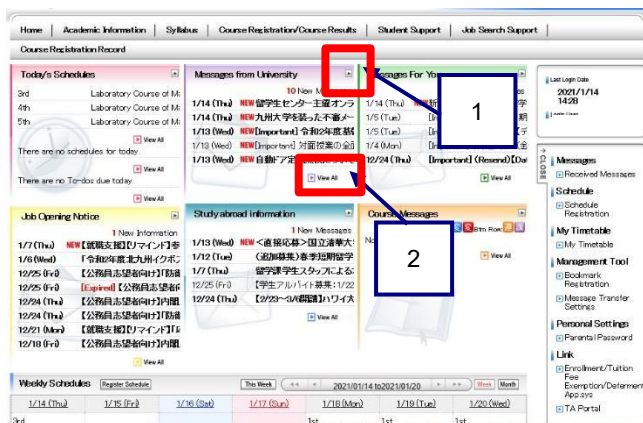
- The Message Details screen is displayed.  
For details, see (3) in “3.1 Checking messages from the Message List.” From this screen, you cannot perform any operations other than posting comments (if you are allowed to post comments) and [Close].

- When a message is registered in the portlet, the title of the message or the number of registered messages is forwarded to the email address designated in advance (Message Transfer Settings).  
For details on message forwarding settings, please refer to “8.3 Configuring the Message Transfer Settings.”

### 3.5 Checking messages on the Messages from the University portlet.

This section explains how to check messages on the Messages from the University portlet.

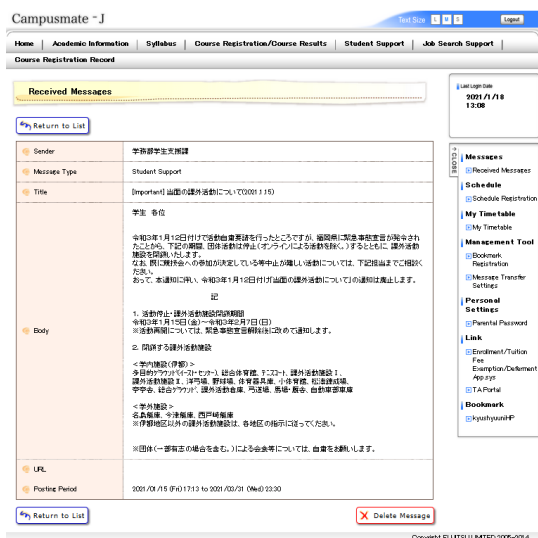
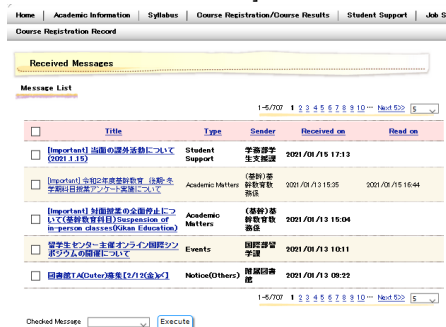
Messages with the message type “notice” are listed in the Messages from the University portlet.



[Screen when maximized]



[Screen displayed when View All is clicked]



- Click [Title] on the Messages from University portlet displayed on the menu screen.

1 Maximized view  
The Messages from the University portlet will expand to fill the entire screen.

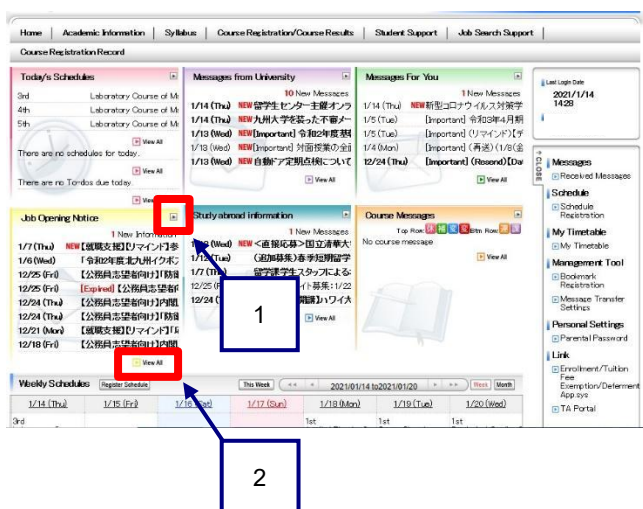
2 View All  
The Message List screen is displayed.  
For details, see (2) in “3. 1 Checking messages from the Message List.”

- Details of the message are displayed.  
For details, see (3) in “3. 1 Checking messages from the Message List.” From this screen, you cannot perform any operations other than posting comments and [Close].

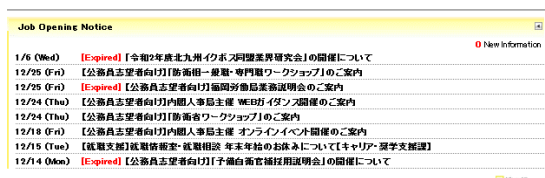
- When a message is registered in the portlet, the title of the message or the number of registered messages is forwarded to the email address designated in advance (Message Transfer Settings).  
For details on message transfer settings, please refer to "8.3 Configuring the Message Transfer Settings.

### 3.6 Checking messages on the Job Opening Notice portlet

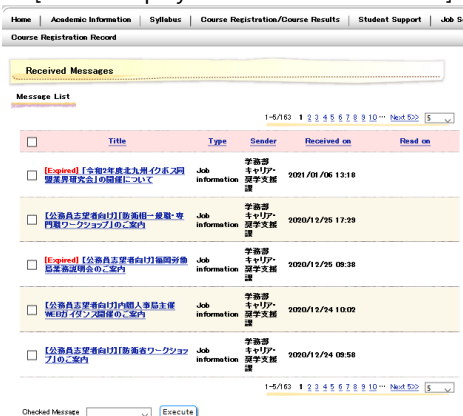
This section explains how to check messages on the Job Opening Notice portlet.  
The Job Opening Notice portlet lists messages of the type “Job Opening Notice.”



[Screen when maximized]



[Screen displayed when View All is clicked]



- (1) Click [Title] from the Job Opening Notice portlet displayed on the menu screen.

1 Maximized view  
Displays the Job Opening Notice portlet maximized to fill the entire screen.

2 View All  
The Message List screen is displayed.  
For details, see (2) in “3. 1 Checking messages from the Message List.”

- (2) The Message Details screen is displayed.  
For details, see (3) in “3. 1 Checking messages from the Message List.” From this screen, you cannot perform any operations other than posting comments and [Close].

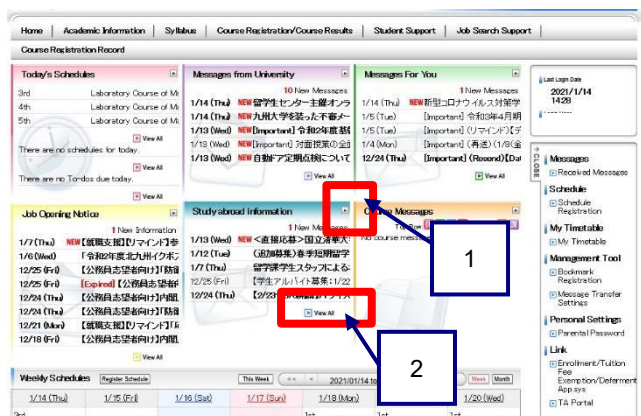
- (3) When a message is registered in the portlet, the title of the message or the number of registered messages is forwarded to the pre-registered email address (Message Transfer Settings).  
For details on message transfer settings, please refer to “8.3 Configuring the Message Transfer Settings.”

### 3.7 Checking messages on the Study Abroad Information Portlet

This section explains how to check messages on the Study Abroad Information portlet.

The Study Abroad Information portlet lists messages of the type “Study Abroad Information.”

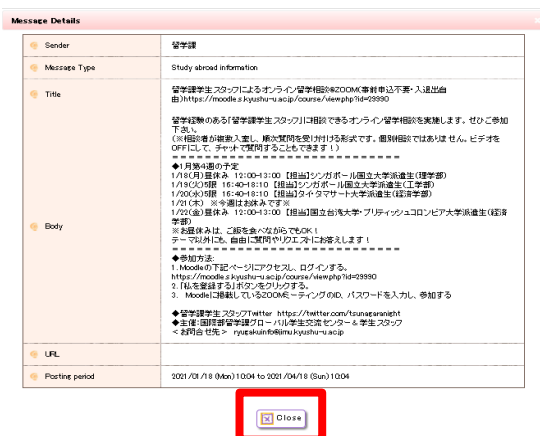
Please note that messages registered in the Study Abroad Information portlet will also be forwarded to the email address registered in the Message Transfer Settings.



[Screen when maximized]



[Screen displayed when View All is clicked]



- Click [Title] on the Study Abroad Information portlet displayed on the menu screen.

1 Maximized view  
The Study Abroad Information portlet will expand to fill the entire screen.

2 View All  
The Message List screen is displayed.  
For details, see (2) in “3.1 Checking messages from the Message List.”

- The Message Details screen is displayed.  
For details, see (3) in “3.1 Checking messages from the Message List.” From this screen, you cannot perform any operations other than posting comments and [Close].
- When a message is registered in the portlet, the title of the message or the number of registered messages is forwarded to the email address designated in advance (Message Transfer Settings).  
For details on message forwarding settings, please refer to “8.3 Configuring the Message Transfer Settings.

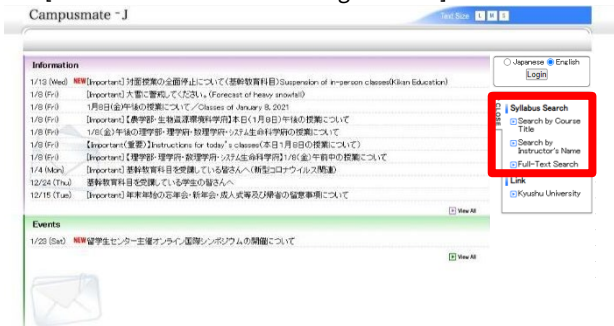
## Chapter 4 Syllabus

You can search and view detailed lesson plans (syllabuses) for each class.

### 4.1 Search menu

This section explains how to display the search menu.

[From the side menu of the login screen]



[From the Syllabus tab menu (after logging in)]



- (1) The search results are displayed from the menu screen according to the search conditions.
- 1 Search by Course Title  
Search by specifying conditions related to the course.
- 2 Search by Instructor's Name  
Search by specifying conditions related to the instructor.
- 3 Full-Text Search  
Search from the full text by specifying the year and keywords.
- 4 Favorite (visible only when logged in)  
You can directly access a syllabus that you have already registered as a favorite.



## 4.2 Search by Course Title

This section explains how to search for a syllabus using the course title.

**Search by Course Title**

**Search conditions**

Select the year for which the syllabus is to be searched, and enter the search conditions to perform the search.

Kyushu University provides reasonable accommodations to students with disabilities who experience disability-related barriers to their participation in class. Reasonable accommodations are determined through constructive dialogue on a case-by-case basis, taking into account both the needs of the student and the goals and essential elements of the class. Please contact the office listed below, or the instructor in charge of the class, with any questions regarding accommodations.

<Office> Center for Health Sciences and Counseling / Support Section for Inclusion  
(80 campus, Center 1, 1st floor)  
(TEL: 092-802-5859 FAX: 092-802-5895 E-mail: inclusion@chc.kyushu-u.ac.jp)

When searching for the course taught by instructors with practical experience using the Full-Text Search function, type "practical-experienced" on Search Keywords, then click "Search Syllabus".

Syllabi for 2015 or before can only be searched by "Department", "Course Title", or "Language".

**Search Syllabus**

Year: 2020

Campus: -- Not selected --

Department:

- ☐ KIKAN Education
- ☐ School of Interdisciplinary Science and Innovation
- ☐ School of Education
- ☐ School of Economics
- ☐ School of Science
- ☐ Department of Medicine, School of Medicine
- ☐ Department of Biomedical Science, School of Medicine
- ☐ Department of Health Science, School of Medicine
- ☐ School of Dentistry
- ☐ School of Pharmaceutical Sciences
- ☐ School of Engineering
- ☐ School of Design
- ☐ School of Agriculture
- ☐ 21st century program
- ☐ Teacher Preparation Program
- ☐ General Education
- ☐ KIKAN Education for Graduate Schools
- ☐ Graduate School of Integrated Sciences for Global Society
- ☐ Graduate School of Human-Environment Studies
- ☐ Graduate School of Economics
- ☐ Graduate School of Science

- Specify the search conditions and click the **Search Syllabus** button.
- ※ Syllabuses from the 2015 academic year and earlier can only be searched by department/graduate school, course title, and language.

**Search by Course Title**

[Rtn to Prev Scrn](#)

**Course list**

Click course name to see syllabus.

1-10/5918 1 2 3 4 5 6 7 8 9 10 ... Next 10 >> 10

No	Course Code	Course Name	Course period, Day of week and period	Instructor
1	20641307	<a href="#">3D Computer Graphics</a>	Second Semester Thursday 3rd	OKADA YOSHIHIRO
2	20892106	<a href="#">Academic Debate</a>	Intensive Classes in the Second Semester other other	HASUMI JIRO INDIE NARAHIKO KUBO KENJI
3	20533249	<a href="#">Academic English A Production</a>	First Semester Wednesday 3rd	TAKAKI RUMI
4	20533251	<a href="#">Academic English A Production</a>	First Semester Wednesday 3rd	SHIMZU TOSHIHIRO
5	20531347	<a href="#">Academic English A Reception</a>	First Semester Monday 4th	SHIMZU TOSHIHIRO
6	20531678	<a href="#">Academic English B Integrated</a>	Second Semester Monday 2nd	NAGAKAWA Tomoko
7	20531766	<a href="#">Academic English B Integrated</a>	Second Semester Monday 3rd	Wobleski Gregory
8	20531846	<a href="#">Academic English B Integrated</a>	Second Semester Monday 4th	Emi Okamoto
9	20531847	<a href="#">Academic English B Integrated</a>	Second Semester Monday 4th	Wobleski Gregory
10	20532668	<a href="#">Academic English B Integrated</a>	Second Semester Tuesday 2nd	TANGUCHI HIDEKO

1-10/5918 1 2 3 4 5 6 7 8 9 10 ... Next 10 >> 10

- Click the name of the relevant course from the search results.

**シラバス参照**

[Rtn to Search Result List](#) [Add to Favorites](#)

Course Code	20641307
Course Title	3D Computer Graphics
Sub Title	なし
Course Categories	
Year	2020
Term	Second Semester
Class Day	Second Semester Thursday 3rd
Required / Elective	選択
Credit	2
Course Instructor	OKADA YOSHIHIRO
Department	Graduate School of Information Science and Electrical Engine

- The relevant syllabus will be displayed.

## 4.3 Search by Instructor's Name

This section explains how to search for a syllabus using the instructor's name.

### Search by Instructor's Name

#### Search Conditions

Select the year of the syllabus to search, and then search instructors.

Kyushu University provides reasonable accommodations to students with disabilities who experience disability-related barriers to their participation in class. Reasonable accommodations are determined through constructive dialogue on a case-by-case basis, taking into account both the needs of the student and the goals and essential elements of the class. Please contact the office listed below, or the instructor in charge of the class, with any questions regarding accommodations.

<Office> Center for Health Sciences and Counseling / Support Section for Inclusion  
(Ito campus, Center 1, 1st floor)  
(TEL:092-602-5859 FAX:092-602-5865 E-mail:inclusion@chc.kyushu-u.ac.jp)

When searching for the course taught by instructors with practical experience using the Full-Text Search function, type "practical-experienced" on Search Keywords, then click "Search Syllabus".

Year	2020
Name	kishi
Instructor department	-- Not selected --
Full-time /Part-time	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

Search Instructor

Search result: 7 records

Select the information to be viewed concerning the relevant instructor.

No	Name	Full-time /Part-time	Instructor department
1	IWAGAKI SHID	Full-time	Faculty of Science

Search Syllabus

### Search by Instructor's Name

Rtn to Prev Scrn

#### Course list

Click course name to see syllabus.

No	Course Code	Course Name	Course period, Day of week and period	Instructor
1	20251724	<a href="#">Chemical Reaction Engineering II</a>	Winter Quarter Monday 3rd Winter Quarter Monday 4th	KISHIDA MASAHIRO
2	20261013	<a href="#">Advanced Chemical Reaction Engineering</a>	First Half of First Semester Wednesday 2nd First Half of First Semester Thursday 2nd	KISHIDA MASAHIRO
3	20261014	<a href="#">Advanced Chemical Reaction Engineering</a>	First Half of First Semester Wednesday 2nd First Half of First Semester Thursday 2nd	KISHIDA MASAHIRO
4	20252129	<a href="#">Chemical Reaction Engineering I</a>	Summer Quarter Tuesday 2nd Summer Quarter Wednesday 2nd	KISHIDA MASAHIRO
5	20530022	<a href="#">Elementary Chemical thermodynamics</a>	First Semester Wednesday 1st	KISHIDA MASAHIRO
6	20261506	<a href="#">Material Chemistry</a>	Full Quarter Wednesday 2nd Full Quarter Thursday 2nd	KISHIDA MASAHIRO

Rtn to Prev Scrn

#### シラバス参照

Rtn to Search Result List

Add to Favorites

Course Code	20251724
Course Title	Chemical Reaction Engineering II
Numbering Code	
Sub Title	反応工学Ⅱ / Chemical Reaction Engineering II
Course Categories	専攻教育科目 / Specialized Courses
Year	2020
Term	Winter Quarter
Class Day	Winter Quarter Monday 3rd Winter Quarter Monday 4th
Required / Elective	コース必修 / Required for Chemical Engineering Course
Credit	2
Course Instructor	KISHIDA MASAHIRO
Department	School of Engineering
Intended School	物質科学工学科(化工) / Department of Materials Science and Engineering
Intended Year	3
Campus	Ito Campus
Teach Language	Japanese
Other language used in class	
Classroom	
Others (Fee)	

- Specify the search conditions and click the [Search Instructor](#) button.

- Click the [Search Syllabus](#) button.

- Click the name of the relevant course from the search results.

- The relevant syllabus will be displayed.

## 4.4 Full-Text Search

This section explains how to search for a syllabus using keywords from the full text.

### Full-Text Search

#### Search conditions

Select year of syllabus to search, enter search keywords, and perform search.

Kyushu University provides reasonable accommodations to students with disabilities who experience disability-related barriers to their participation in class. Reasonable accommodations are determined through constructive dialogue on a case-by-case basis, taking into account both the needs of the student and the basic and essential elements of the class. Please contact the office listed below or the instructor in charge of the class, with any questions regarding accommodations.

<Office> Center for Health Sciences and Counseling / Support Section for Inclusion  
(Ito Campus, Center 1, 1st floor)  
(TEL: 090-800-6869 FAX: 090-800-6896 E-mail: inclusion@cho.kyushu-u.ac.jp)

When searching for the course taught by instructors with practical experience using the Full-Text Search function, type "practical-experiences" on Search Keywords, then click "Search Syllabus".

Year: 2020

Search keyword:

Search Syllabus

### Full-Text Search

Rtn to Prev Scrn

#### Course list

Click course name to see syllabus.

1-10/63 1 2 3 4 5 6 7 Next 10> 10

No	Course Code	Course Name	Course period, Day of week and period	Instructor
1	20669001	<a href="#">Advanced topics on Bioresource and Bioenvironmental sciences</a>	Intensive Classes in the Autumn Semester other other	KITAJKA TAKUYA IDA HROSH
2	20660014	<a href="#">Advanced topics on horticultural science</a>	Full Quarter Tuesday 3rd	OZAKI YUKIO
3	20649384	<a href="#">Basic techniques for data science</a>	Intensive Classes in the Second Semester other other	UCHIDA SEIICHI
4	20673115	<a href="#">Cognitive Neuroscience</a>	Winter Quarter Wednesday 4th	LALUMEREYNS MARIO JOSE JOHAN
5	20371931	<a href="#">Cognitive Science</a>	Full Quarter Monday 5th	LALUMEREYNS MARIO JOSE JOHAN
6	20223043	<a href="#">Computer and Information sciences</a>	Full Quarter Monday 3rd Full Quarter Monday 4th	WATANABE MASAKAZU
7	20853228	<a href="#">Environmental Geoscience I</a>	Spring Quarter Wednesday 3rd	WAKAYAMA TATSUYA
8	20853229	<a href="#">Environmental Geoscience II</a>	Summer Quarter Wednesday 3rd	WAKAYAMA TATSUYA
9	20373621	<a href="#">History and Philosophy of Geoscience and Biology</a>	Full Quarter Wednesday 2nd	KANAYAMA KOJI
10	20375331	<a href="#">History and Philosophy of Geoscience and Biology</a>	Spring Quarter Friday 4th	KANAYAMA KOJI

1-10/63 1 2 3 4 5 6 7 Next 10> 10

### シラバス参照

Rtn to Search Result List

Add to Favorites

Course Code	20669001
Course Title	Advanced topics on Bioresource and Bioenvironmental sciences
Numbering Code	
Sub Title	
Course Categories	コア科目 Core
Year	2020
Term	Intensive Classes in the Autumn Semester
Class Day	Intensive Classes in the Autumn Semester other other
Required / Elective	選択
Credit	1
Course Instructor	KITAJKA TAKUYA IDA HROSH
Department	Graduate School of Bioresource and Bioenvironmental Sciences
Intended School	
Intended Year	
Campus	Ito Campus
Others (Free)	

(1) Specify the search conditions and click the [Search Syllabus](#) button.

(2) Click the name of the relevant course from the search results.

(3) The relevant syllabus will be displayed.



## 4.5 Adding and removing favorites

This section explains how to add or remove a favorite.

Course Code	1069001
Course Title	Advanced topics on Bioscience and Bioenvironmental sciences
Numbering Code	
Sub Title	
Course Categories	コア科目 Core
Year	2020
Term	Intensive Classes in the Autumn Semester
Class Day	Intensive Classes in the Autumn Semester other other
Required / Elective	選択
Credit	1
Course Instructor	KITAHARA TAKUYA IDA HIROSHI
Department	Graduate School of Bioscience and Bioenvironmental Sciences
Intended School	
Intended Year	
Campus	Hiro Campus
Others (Free)	

- (1) From the search results, click on the button.

» Add to Favorites

Today's Schedules

Messages from University

Messages For You

Job Opening Notice

Study abroad information

Course Messages

Weekly Schedules

- (2) You can view your favorites by clicking "Favorite" in the side menu of the Syllabus tab.

Favorite

These are favorite syllabuses.

2020 Year

<input type="checkbox"/>	Course Name	Course period, Day of week and period	Instructor	Additional function
<input type="checkbox"/>	Advanced topics on Bioscience and Bioenvironmental sciences	Intensive Classes in the Autumn Semester other other	KITAHARA TAKUYA IDA HIROSHI	

Delete Imprt from Crse Data

- (3) Clicking on the name of a course you have added to your favorites will take you directly to the syllabus.  
✖ The favorites are recorded by year.

Favorite

These are favorite syllabuses.

2020 Year

<input type="checkbox"/>	Course Name	Course period, Day of week and period	Instructor	Additional function
<input checked="" type="checkbox"/>	Advanced topics on Bioscience and Bioenvironmental sciences	Intensive Classes in the Autumn Semester other other	KITAHARA TAKUYA IDA HIROSHI	

Delete Imprt from Crse Data

- (4) You can remove a course from your favorites by entering ☒ beside the name of the course you want to remove and clicking **Delete**.

✖ No confirmation screen is displayed when removing favorites, so make sure there are no errors before proceeding.

## Chapter 5 Course Registration and Cour Results

Online course registration for undergraduate students is available using the Student Portal System, except for major courses in the Department of Biomedical Science and the Department of Medicine in the School of Medicine.

Registration must be completed within the prescribed period.

Registration for graduate courses is different for each graduate school (department), so please check with the School Affairs (Student Affairs) Section of the relevant graduate school.

For information on how to register for courses in faculties and graduate schools that do not use the Student Portal System, please contact the School Affairs (Student Affairs) Section of the relevant department or graduate school.

1 First registration period (first week of classes)

Students will have about one week to register using the Student Portal System.

2 Second registration period (around the third week of classes)

You will be given two or three days to confirm and correct your registration, and then you can register (and make corrections) using the Student Portal System.

3 Third registration period (around the 4th week of classes) **\*This is the final confirmation period**

You will be given two or three days to confirm and correct your registration, and then you can register (and make corrections) at the School Affairs (Student Affairs) Section of the relevant department or graduate school.

You can register for **KIKAN Education courses** (mainly for first-year undergraduates) at the Academic Affairs Section, Education Support Division.

※ **During the final confirmation period, you will not be able to use the Student Portal System to register for courses.**

**Students must register during the registration period.**

The registration period may vary depending on the academic year and semester. Please be sure to check the bulletin board, the Kyushu University website, or at the School Affairs (Student Affairs) Section.

4 Course registration cancellation system

If you decide that you would like to cancel your registration for a course, because you have found that the content of the lectures is different from what you expected, or that you did not have enough knowledge to follow the lectures, then you may request the cancellation of your course registration.

If you wish to cancel a course, please apply to the School Affairs (Student Affairs) Section of your department.

Courses from which you withdraw without submitting a request to cancel course registration will be included in the calculation of GPA\*.

Registration can only be canceled for elective (optional required) courses. You cannot apply to cancel registration for required or intensive courses. The period during which you can apply for cancellation will be announced separately on the bulletin board and website.

For graduate students, since the GPA system has not been introduced, there is no procedure for course registration cancellation.

\*Please refer to the Kyushu University website for information on GPA.

TOP > Student Life > Course Registration > Registration / Syllabuses > Grading Standards (GPA System)

Additionally, Kyushu University would like your family to be able to keep up with, and support, your academic career. We have therefore set up a system to enable them to check students' course results on the web each semester.



Select Courses

2021 First Semester Tuesday First Period

Choose the desired course.

Select	Subject Number	Course Code	Course Name	Syllabus	Credits	Instructor in Charge	Information
<input checked="" type="checkbox"/>	KED-HSS151.U	21532001	芸術学入門		2	IDE SENOSUKE	
<input type="checkbox"/>	KED-HSS129.U	21532002	地理学入門		2	ONJO AKIO	
<input type="checkbox"/>	KED-HSS151.U	21532003	経済学入門		2	TAKEDA YUKA	
<input type="checkbox"/>	KED-HSS151.U	21532004	社会学入門		2	TAMAMIDOKI	

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1Period		<div>21532003 九大生大 リネア ベーション 学ばSA KANG KUDON</div>					
2Period	<div>21371133 International Relations MATSU YASUHIRO</div>	<div>21372133 Geotechnics and Disaster HAZAKA HEMATA</div>		<div>21532001 芸術学入門 IDE SSWNOSUKE</div>			
3Period							
4Period	<div>21371331 East Asian Area Studies NAGAHAMA HIROKI</div>			<div>21374333 Environment and Energy Kentarou Yoshida</div>			

- (3) On the course selection screen, enter ☒ in the course you wish to register for, and click the [Register] button.

- (4) The icon on the registration screen will change to icon, to indicate that you have selected a lecture for that class period.

- (5) To select an **intensive course**, click on the button.

- (6) Enter ☒ in the course you wish to register for on the intensive course selection screen, and click the [Register] button.

- (7) The selected intensive course is listed at the bottom of the course registration screen.

Unregistered ☐ Registered ☐ No Changes Allowed

※Subject in blue letter is not changeable. 注:Lottery 隔:Biweekly 他:Other Department.

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1Period							
2Period							
3Period							
4Period							

Select Intensive Courses.

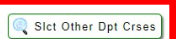
2021 First Semester

Select	Subject Number	Course Code	Course Name	Syllabus	Credits	Instructor in Charge	Information
<input checked="" type="checkbox"/>		21421422	Nursing Research IV		2	FUJITA KIMIE	Intensive Classes for full year
<input type="checkbox"/>		21421410	Public Health Nursing Practice I		1	MAENO YUKARI	
<input type="checkbox"/>		21421411	Public Health Nursing Practice II		4	MAENO YUKARI	
<input type="checkbox"/>		21421412	Public Health		1	MAENO YUKARI	

Intensive Course

Period	Course Code	Course Name	Instructor in Charge
Intensive Classes for full year	21421422	Nursing Research IV	FUJITA KIMIE

	First Semester	Second Semester	Yearly
Upper Limit	-	-	-
Course Credits	-	-	-
Lower Limit	-	-	-

- (8) If you wish to register for **courses in other faculties and graduate schools**, please click the  button.

- (9) Click [Add Courses].

- (10) Enter the search criteria on the [Select Courses of Another Department] screen, and click [Search Courses].

- (11) On the [Select Courses of Another Department] screen, enter ☒ beside the course for which you wish to register, and click [Select Courses].

- (12) When the confirmation screen appears, click the [Register] button.

- (13) The name of the course will be displayed on the registration screen with the 他 icon.

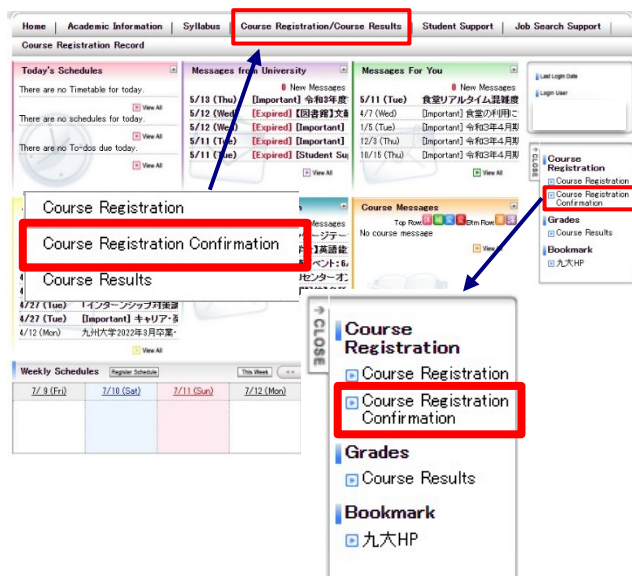
**You may not be able to attend lectures offered by other faculties or graduate schools.**  
**During the course registration confirmation period, please make sure to confirm whether or not you have been approved to take the course.**  
**(If the course is displayed in the list of courses on the [Select Courses of Another Department] screen during the registration confirmation period, then you are allowed to take it.)**





## 5.2 Confirming your course registration

This section explains how to confirm the contents of your course registration during the registration period.



- (1) Click [Course Registration / Course Results] from the menu screen.

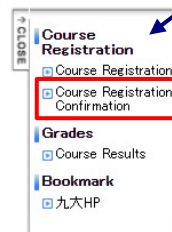
[Tabs]

Course Registration / Course Results  
→ Course Registration Confirmation

[Side menu]

Course Registration  
→ Course Registration Confirmation

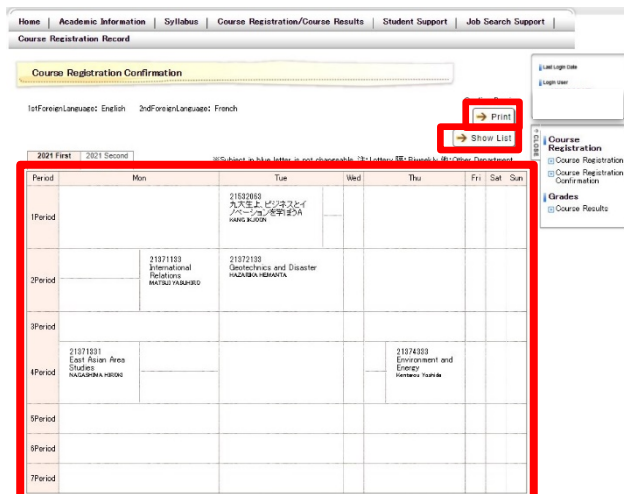
\*During the final confirmation period, the "Course Registration" menu will not be displayed.



- (2) The courses for which you are registered will be displayed in the form of a timetable, so please make sure that the course you have just registered for is displayed in the timetable.

You can print the timetable by clicking the Print button.

\*Please note that intensive courses are not shown in the timetable format. Please click the Show List button to display the courses in the form of a list.



- (3) The courses for which you are registered will be displayed in the form of a list, so please make sure that the course you have just registered for is displayed in the list.

※ Intensive courses are those with the word "Intensive" in the "Class Period" column.

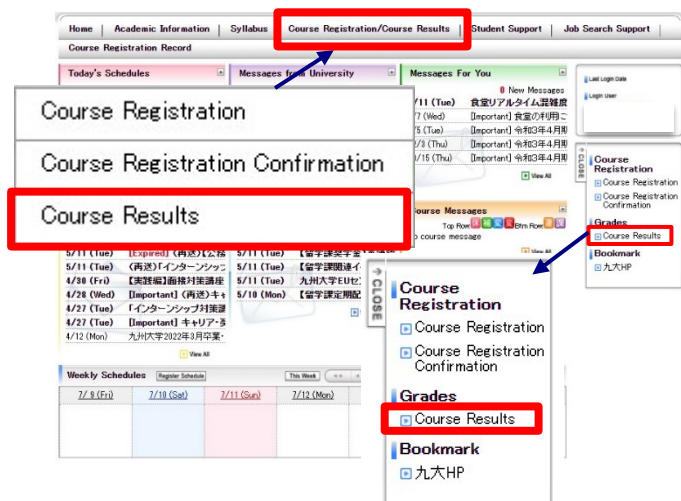
Course Registration Confirmation						
1st Foreign Language: English 2nd Foreign Language: German		Confirm Preview				
		Print				
2021 First Semester 2021 Second Semester		Show Timetable				
Class Period	Subject Number	Course Code	Course Name	Credits	Instructor in Charge	Information
Mon 1st	EDU-TEP1101J	21071003	Studies on Teaching Vocation	2	ITO TOMOKO	
Mon 2nd	EDU-EDN3131J	21071006	Specific Study in Comparative Education II (Seminar)	2	TAKEKUMA HISAO	
Mon 3rd	KED-HSS1411J	21531202	法学入門	2	MINAMINO SHIGERU	
Mon 4th	EDU-EDN3522J	21071011	Psychological Test (Seminar) (Psychological Assessment)	2	SASAKI REIJI	Related (First Semester Mon 5th)
Intensive Course	EDU-TEP3502J	21079003	School Practices I	2	EGUCHI KIYOSHI	Intensive Classes for full year
Intensive Course	EDU-TEP3503J	21079004	School Practices II	2	EGUCHI KIYOSHI	Intensive Classes for full year

**During the final confirmation period, you cannot modify your course registration details using the Student Portal System.**

**If you wish to modify your course registration, for KIKAN education courses, please contact the Academic Affairs Section. For major courses and graduate school courses, please contact the School Affairs (Student Affairs) Section of your department or graduate school.**

## 5.3 Checking your course results

This section explains how to check your course results.




- (1) Click [Course Registration / Course Results] from the menu screen.

[Tabs]

Course Registration / Course Results → Course Results

[Side menu]

Course Results → Course Results

Course Results										
1stForeignLanguage: English				2ndForeignLanguage: German				Confirm Preview		
View Course List		View GPA		 Print						
Field and Category/Course	Credits	Assessment	GP	Year	Period	Subject number	Course Code	Instructor in Charge	Update Day	
教養教育科目										
共通コア科目										
Humanity	2	R	*	2009	Second Semester		09543508	HIRATA NO BUKO	2012/07/04	
lity Social responsibi	2	R	*	2009	Second Semester		09543608	ISHIDA KIY OTAKA		
コアセミナー										
Core seminar	2	A	4.0	2009	First Semester		09547406	SHIRAISHI SUSUMU		
文系コア科目										
Pedagogy	2	B	3.0	2009	First Semester		09541402	NONOMURA TOSHIKO	2013/01/23	
Psychology	2	B	3.0	2009	First Semester		09545404	HAKODA Y UJI		
理系コア科目										
Bioscience II	2	C	2.0	2009	Second Semester		09541904	KUKITA TOSHIO		
少人数セミナー										
Seminar	2	A	4.0	2009	Second Semester		09545905	GOTOH TAKAUFMI		

- (2) Please check your grades.

### About email notification of grade registration

When your grades are registered using this system, you will receive a notification in Messages For You that your grades have been registered.

If you wish to be notified by email, please check the "Messages For You" checkbox in the message type in the Message Transfer Settings.

In the case of courses for which no grades have been submitted, "Assessment" and "Instructor in Charge" are left blank. Also, please note that it may take a few days from the time the instructor submits the grade until the grade is displayed on the "Result Confirmation" screen.

If there is a date in the "Update Day" field, "Assessment" is blank, and "GP" is marked with an asterisk (\*), then the grade is pending.



## 5.4 Setting up a parent account to enable parents or guardians to check student grades.

This section explains how to set up a parental account.

The account ID is composed of the letters “Pa” followed by your student number.

Example: If the student number is 1AB12345X, the ID of the parental account is Pa1AB12345X

The ID will be activated by the student setting a password, and the grades can be checked through the parental account.

After careful consultation with your family members, if you agree to have your grades checked by your parents or others, please set a password and notify your parents or others of your ID and password.

Grades may be checked through the parental account in October for the first semester, and in April for the second semester.



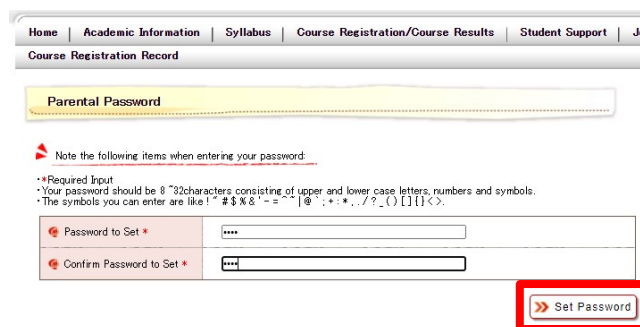
- (1) Click [HOME] from the menu screen.

[Tabs]

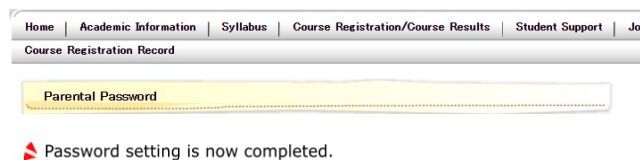
HOME → Parental Password

[Side menu]

Personal Settings → Parental Password



- (2) The Parental Password configuration screen is displayed. Enter a password and click [Set Password].



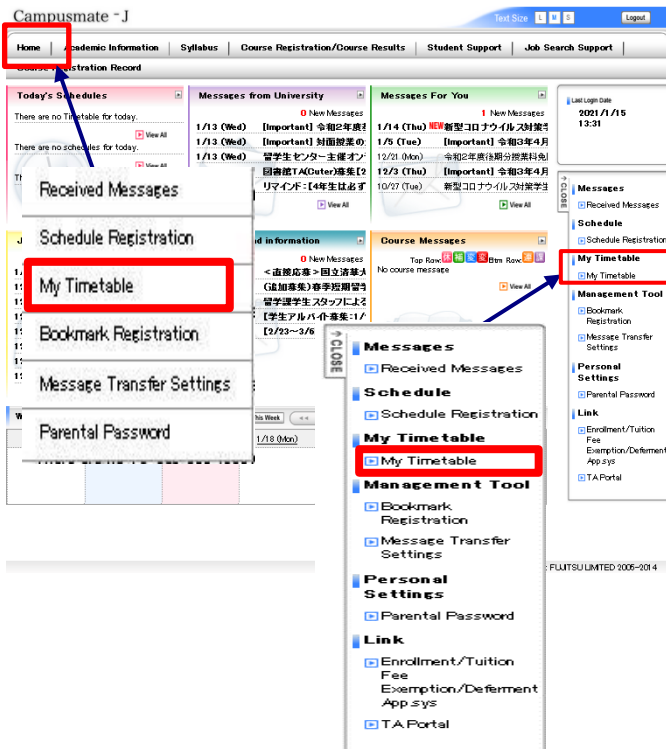
- (3) This will set a parental password.

## Chapter 6 My Timetable

The timetable is displayed for the lectures you have registered for online.

### 6.1 Checking My Timetable

This section explains how to check My Timetable.



- (1) Click [My Timetable] from the menu. This can be selected from the tabs or side menu.

[Tabs]

HOME → My Timetable


[Side menu]

My Timetable → My Timetable



- (2) The "My Timetable" screen is displayed. Click the name of a course in the timetable to check details.

[\*Note]

A  icon in the timetable means that class cancellations have been registered for that course. **Please click on the name of the course to check which day's classes have been canceled, and to check the details.**

- (3) Details will be displayed.

[Reference]

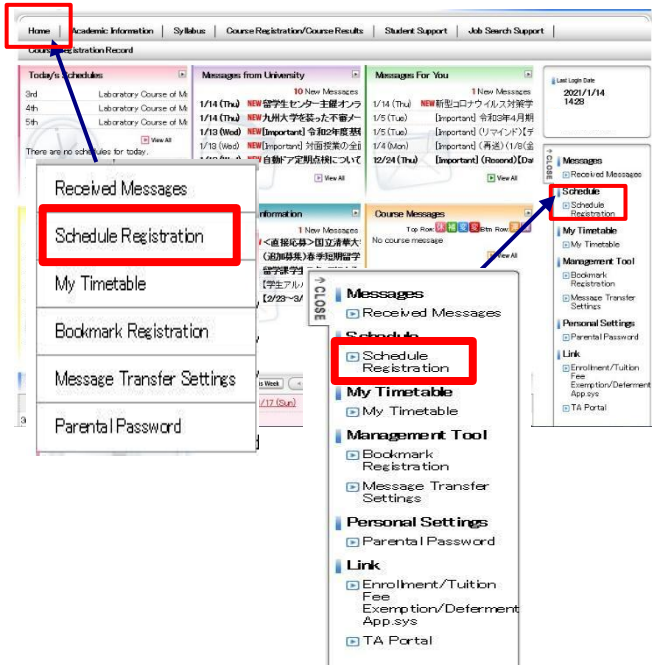
If you refer to the window on the left, you can see the information such as canceled classes inside the red frame.

## Chapter 7 Schedule

You can schedule various items such as on-campus events, exams, guidance, and club activities practice.  
You can manage not only your schedule but also your To-do list.

### 7.1 Schedule Registration

This section explains how to register an item in your schedule.



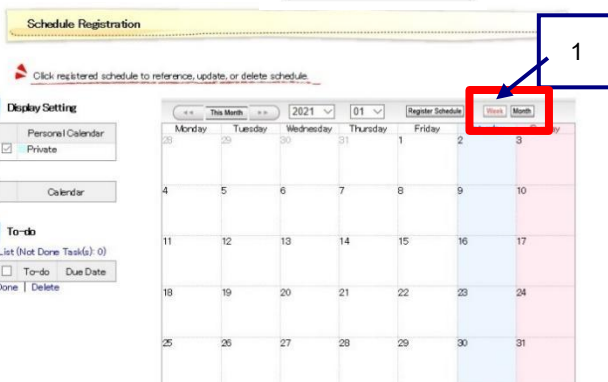
- (1) Click [Schedule Registration] on the menu bar. This can be selected from the tabs or side menu.

[Tabs]

HOME → Schedule Registration

[Side menu]

Schedule → Schedule Registration



- (2) The “My Schedule” screen is displayed.  
Click on the relevant date, or click [Schedule Registration].

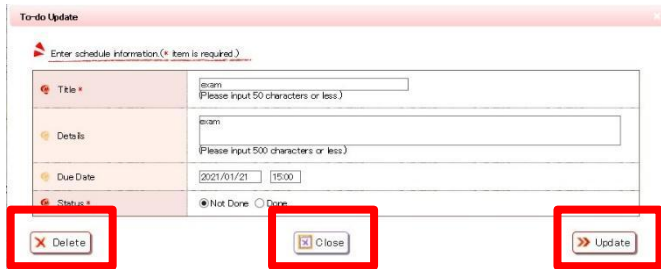
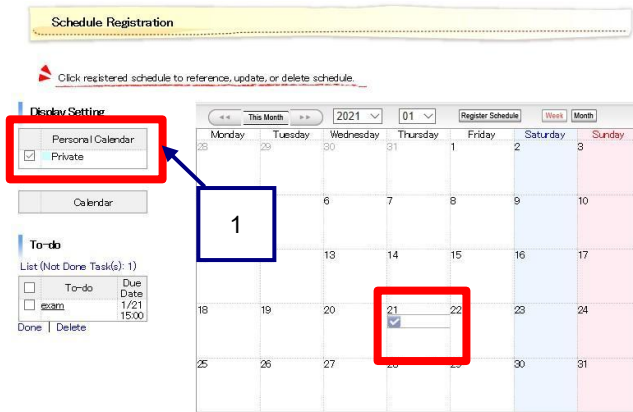
#### 1 Weekly/Monthly

You can switch the schedule display between monthly and weekly. Click [Month] or [Week] to switch between displays.

- (3) The Schedule Registration window is displayed.  
After entering the required information, click [Register]. If the information is registered properly, it returns to the schedule list screen.

## 7.2 Checking, updating, and deleting scheduled items.

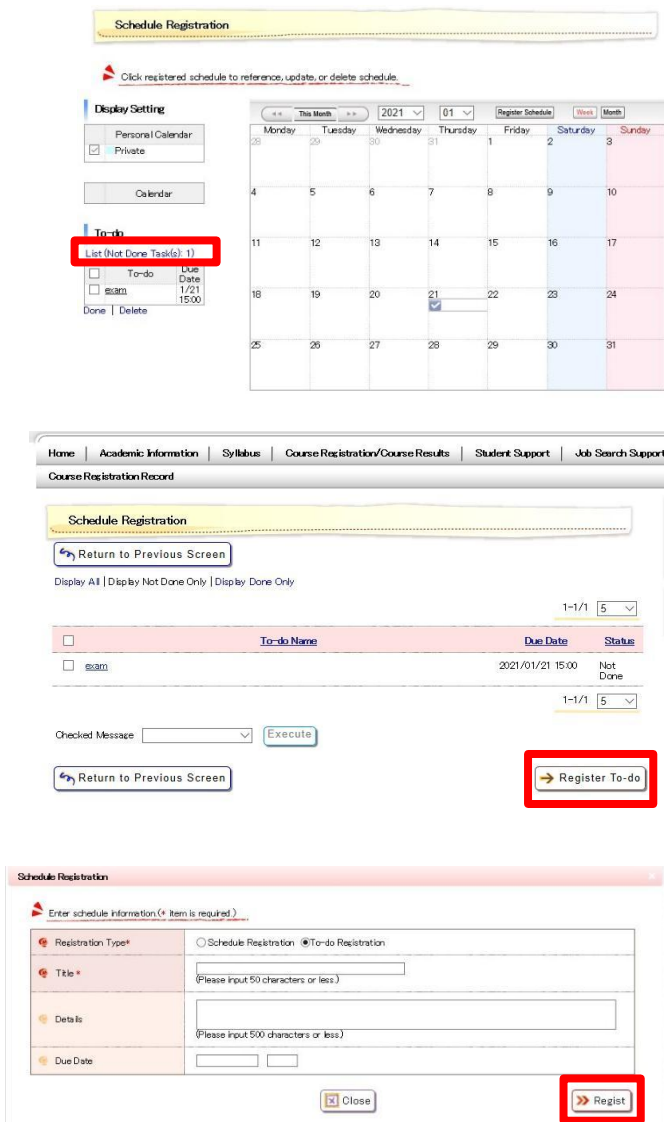
This section explains how to check, update, and delete scheduled items.



- (1) Click [Schedule Registration] from the menu screen. This can be found on the tabs or side menu.  
For details, please refer to (1) of “7.1 Schedule registration.”
- (2) The Schedule Registration window is displayed.  
Click the title of the schedule item you wish to view.
  - 1 Display settings  
You can select which calendar you want to display in your schedule.  
Check the box to display the corresponding calendar, and uncheck the box to hide it.
- (3) The details of the schedule item are displayed.  
  
[To check an item in the schedule]  
Check the details, then click [Close].  
The system will return to the schedule list screen.  
  
[To update an item in the schedule]  
Modify the necessary items, and then click [Update].  
The system will return to the schedule list screen, and display the updated schedule.  
  
[To delete an item from the schedule]  
Confirm that the schedule is safe to delete, and then click [Delete].  
The system will return to the schedule list screen, and display the updated schedule, without the deleted schedule.

## 7.3 Registering To-do tasks

This section explains how to register a new To-do task.



The screenshot shows the 'Schedule Registration' window. On the left, there is a 'Display Setting' section with a 'Personal Calendar' checkbox and a 'Private' checkbox. Below this is a 'Calendar' button. The main area displays a calendar for January 2021. A 'To-do' section is highlighted with a red box, showing a list of tasks. The first task is 'List (Not Done Task(s): 1)'. Below this list, there are checkboxes for 'To-do', 'Due Date', and 'Status'. The 'To-do' checkbox is checked. The 'Due Date' is set to '1/21 15:00'. The 'Status' is 'Not Done'. At the bottom right of the window, there is a 'Register To-do' button highlighted with a red box.

- (1) Click [Schedule Registration] from the menu screen. This can be found on the tabs or side menu.  
For details, please refer to (1) of “7.1 Schedule registration.”
- (2) The Schedule Registration window is displayed.  
Click on [List (Not Done Task(s): xx)] at the top of the To-do list in the lower left-hand corner of the screen.
- (3) A list of To-do tasks is displayed.  
Click [Register To-do].
- (4) The To-do registration screen is displayed.  
After entering the required information, click [Register]. After the To-do task is registered, the system returns to the To-do list screen.

## 7.4 Checking, updating, and deleting To-do tasks

This section explains how to check, update, and delete To-do tasks.

The first screenshot shows the 'Schedule Registration' screen. A red box highlights the 'To-do' link in the left-hand corner, labeled with a blue box containing the number '1'. Another red box highlights the 'List (Not Done Task(s): 1)' link, labeled with a blue box containing the number '2'.

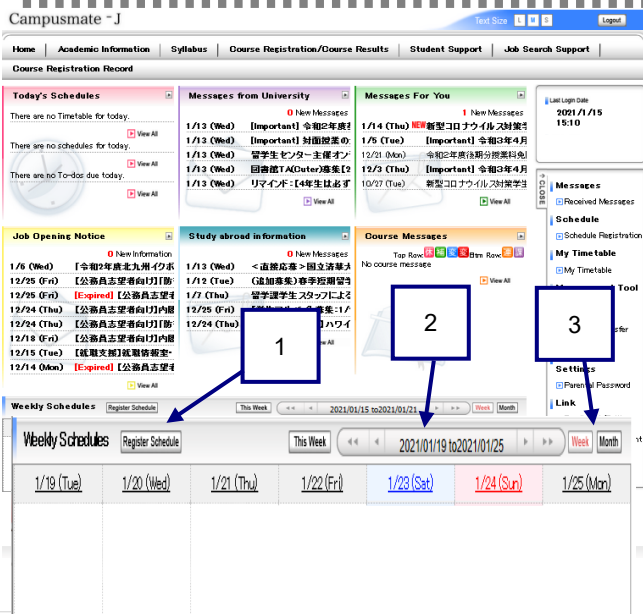
The second screenshot shows the 'Schedule Registration' screen with the 'To-do' link selected. A red box highlights the 'TestToDo' task in the list, which has a due date of 2021/01/16 16:30 and a status of 'Not Done'.

The third screenshot shows the 'To-do Update' screen. A red box highlights the 'Delete' button, another red box highlights the 'Close' button, and a third red box highlights the 'Update' button.

- (1) Click [Schedule Registration] from the menu screen. This can be found on the tabs or side menu.  
For details, please refer to (1) of “7.1 Schedule registration.”
- (2) The schedule list screen is displayed.  
The To-do list is displayed in the lower left-hand corner of the screen. Click on Click [List (Not Done Task(s): xx)].
  - 1 Direct navigation  
You can navigate directly to the To-do Update screen by clicking the To-do link.
  - 2 Batch operations  
You can “Complete” or “Delete” multiple checked To-do tasks at once.
- (3) The To-do list screen is displayed.  
Click the [To-do Name] corresponding to the To-do task you want to check, update, or delete.
- (4) The “Update To-do” screen is displayed.  
  
[To check an item in the schedule]  
Check the details, then click [Close].  
The system will return to the To-do list screen.  
  
[To update a To-do task]  
Modify the necessary items, and then click [Update].  
The system will return to the To-do list screen, and display the updated content.  
  
[To delete a To-do task]  
Confirm that the To-do task is safe to delete, and then click [Delete].  
The system will return to the To-do list screen, and display the updated content, without the deleted To-do task.

## 7.5 Checking your schedule from the Weekly Schedules portlet

This section explains how to check your schedule details from the Weekly Schedules portlet.



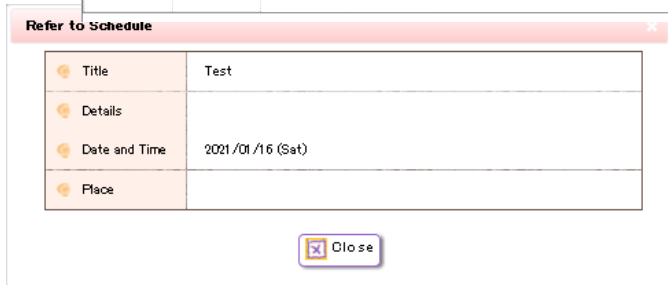
- (1) From the Weekly Schedules portlet displayed on the menu screen, click on the [Title] of the schedule item.

- 1 Register Schedule  
Navigates to the Schedule Registration page.  
For details, please refer to (3) of “7.1 Schedule registration.”

- 2 Date selection  
Change the display period of the weekly schedule.  
You can specify one week before, one day before, one day after, one week after, or a specific date range

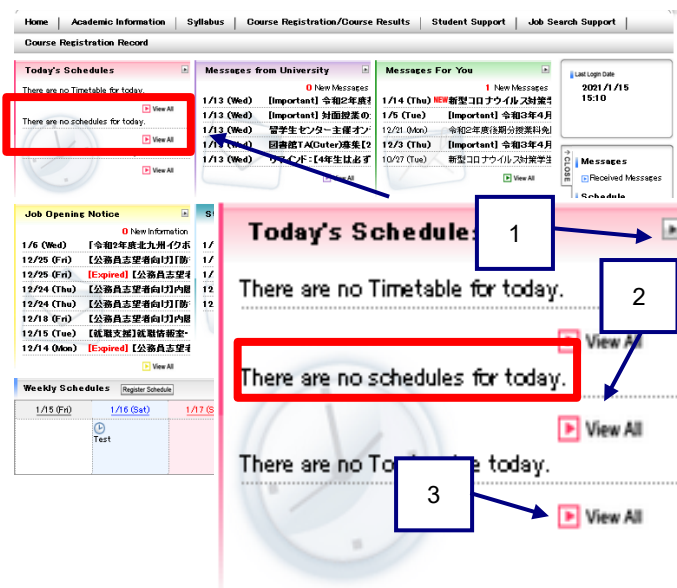
- 3 Weekly/Monthly  
Navigates to the weekly or monthly schedule screen.  
For details, please refer to (2) of “7.1 Schedule registration.”

- (2) The Refer to Schedule window is displayed.  
For details, see (3) of “7.2 Checking, updating and deleting schedule items.” From this screen, you cannot perform any operations other than [Close].



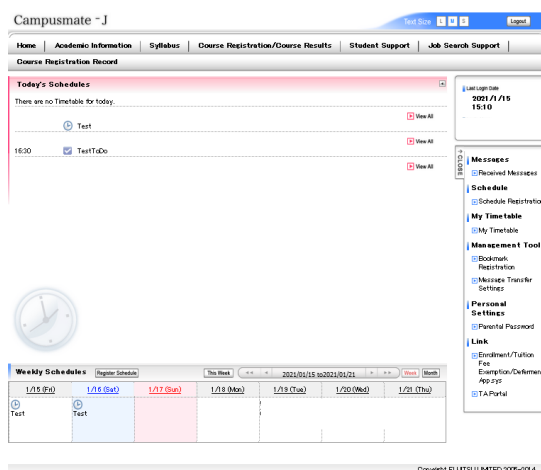
## 7.6 Checking your schedule and To-dos from the Today's Schedules portlet.

This section explains how to check the details of schedule items and To-do tasks from the Today's Schedules portlet.



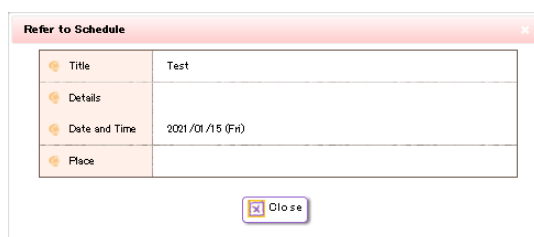
- (1) Click on the [Title] of the schedule item or To-do task from the Today's Schedules portlet displayed on the menu screen.

- 1 Maximized view  
Today's Schedules will expand to fill the entire screen.
- 2 View All (Schedules)  
Navigates to the "My Schedule" screen.  
For details, see (2) of "7.2 Checking, updating and deleting schedule items."
- 3 View All (To-do tasks)  
Navigates to the To-Do list screen.  
For details, see (3) in "7.4 Checking, updating, and deleting To-do tasks."



[When you click the [Title] of the schedule item]

- (2) The Refer to Schedule window is displayed.  
For details, see (3) of "7.2 Checking, updating and deleting schedule items." From this screen, you cannot perform any operations other than [Close].



[When you click the [Title] of a To-do task].

- (3) The Refer to To-do window is displayed.  
For details, see (3) in "7.4 Checking, updating, and deleting To-do tasks." From this screen, you cannot perform any operations other than [Close].





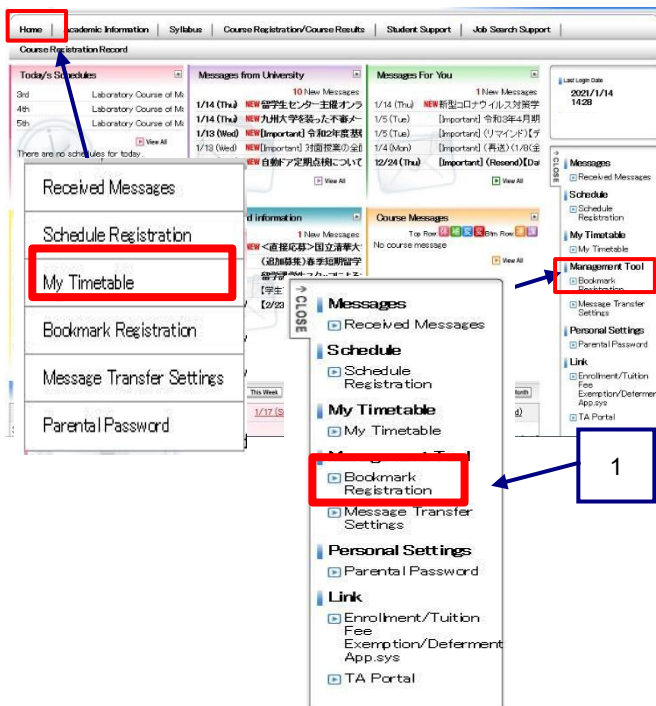
## Chapter 8 Management tools

You can configure the bookmarks to be displayed on the side menu.

You can also set up automatic forwarding of notifications and announcements to a specified email address.

### 8.1 Registering a bookmark

This section explains how to register a bookmark.



- (1) Click [Bookmark Registration] on the menu screen. This can be found on the tabs or side menu.

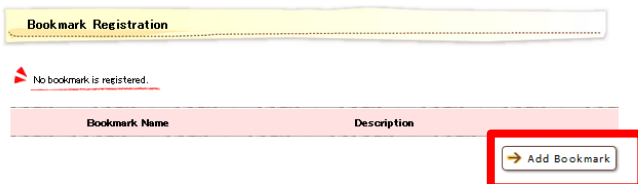
[Tabs]

HOME → Bookmark Registration

[Side menu]

Management Tool → Bookmark Registration

- 1 Displaying (registered) bookmarks  
Registered bookmarks are displayed in the “Bookmarks” window in the side menu.



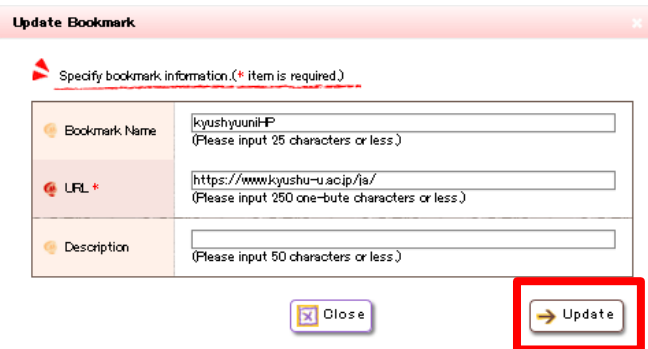
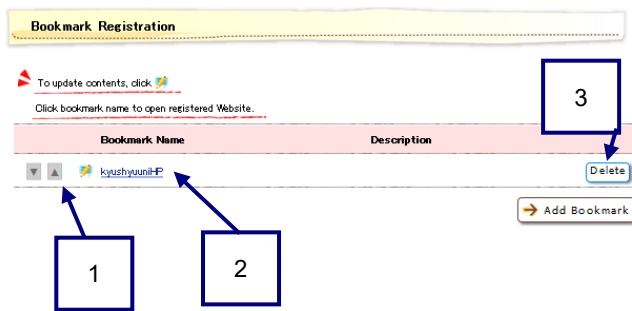
- (2) The Bookmark Registration screen is displayed.  
Click on [Add Bookmark].

A screenshot of the 'Add Bookmark' form. It contains three input fields: 'Bookmark Name' (with a note 'Please input 25 characters or less.'), 'URL \*' (with a note 'Please input 250 one-byte characters or less.'), and 'Description' (with a note 'Please input 50 characters or less.'). At the bottom right, there is a red 'Register' button with a right-pointing arrow, highlighted with a red box. A 'Close' button is also visible at the bottom left.

- (3) The Add Bookmark screen is displayed.  
After entering the required information, click [Register]. After the bookmark is registered, the system will return to the Bookmark Registration screen.

## 8.2 Checking, updating, and deleting bookmarks

This section explains how to check, update, and delete bookmarks.



- (1) Click on [Bookmark Registration] on the menu screen. This can be found on the tabs or side menu.  
For details, please refer to (1) in “8.1 Registering a bookmark.”
- (2) The Bookmark Registration screen is displayed.  
You can register a new bookmark by clicking [Add Bookmark].
  - 1 Changing the order in which bookmarks are displayed  
Click [▼][▲] to change the order of the corresponding bookmark and the bookmarks above and below it.
  - 2 Checking the bookmark link  
By clicking the [Bookmark Name] link, you can open the bookmark information in a separate window.
  - 3 Deleting bookmarks  
Click [Delete] to delete the corresponding bookmark.
- (3) The Update Bookmark screen is displayed.  
After modifying the contents, click [Update]. After the bookmark is updated, the system will then return to the Bookmark Registration screen.

## 8.3 Configuring the Message Transfer Settings

This section explains how to configure the Message Transfer Settings.

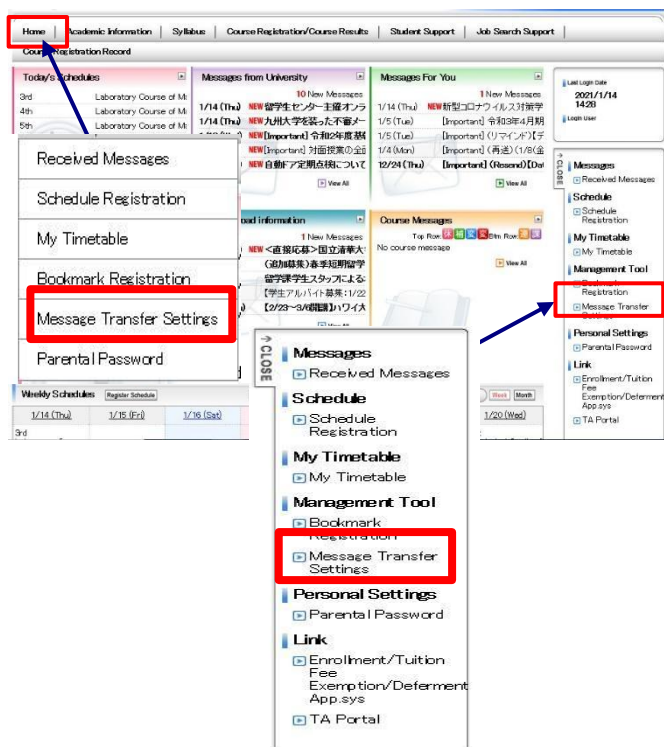
Messages that need to be emailed to all students will be sent to the email address you register here.

Messages can be delivered in two ways: immediate delivery and timed delivery.

Immediate delivery The message will be delivered as soon as it is registered.

Timed delivery The message will be delivered at a designated time.

Depending on the time when the message is registered, it may not always be delivered at the designated time.



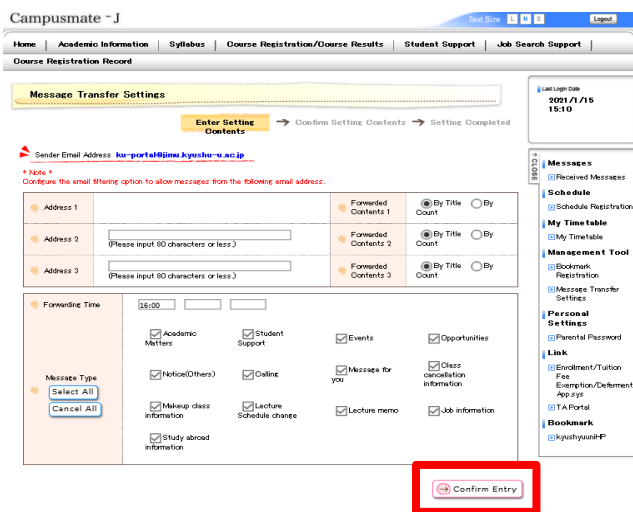
- (1) From the menu screen, click [Message Transfer Settings]. This can be found on the tabs or side menu.

[Tabs]

HOME → Message Transfer Settings

[Side menu]

My Tools → Message Transfer Settings



- (2) The Message Transfer Settings screen is displayed. Enter the required information and click [Confirm Entry].

※ Address 1 displayed on the Message Transfer Settings screen is set to “Kyushu U. Primary Mail Service for Students” (an email address containing your student number) by default.

Emails sent to the address containing your student number will also be delivered to the mailbox of the email containing your name in English.

※ If you have already set up email forwarding to your personal email for the Kyushu U. Primary Mail Service for Students, you do not need to enter the same personal email again in this screen (this will cause the same email to be forwarded twice).

**Message Transfer Settings**

Enter Setting Contents → **Confirm Setting Contents** → Setting Completed

[Back to Entry Screen](#)

Confirm the entry.

Address 1		Forwarded Contents 1	Title
Address 2		Forwarded Contents 2	Title
Address 3		Forwarded Contents 3	Title

Forwarding Time	16:00
Message Type	Academic Matters Student Support Events Opportunities Notice(Others) Calling Message for you Class cancellation information Makeup class information Lecture Schedule change Lecture memo Job information Study abroad information

[Back to Entry Screen](#) **Set This Contents**

- (3) The Message Transfer Settings confirmation screen is displayed.  
After checking the contents, click [Set This Contents].

**Message Transfer Settings**

Enter Setting Contents → Confirm Setting Contents → **Setting Completed**

The following contents are set.

Confirm the email is sent to the specified email address.

Address 1		Forwarded Contents 1	Title
Address 2		Forwarded Contents 2	Title
Address 3		Forwarded Contents 3	Title

Forwarding Time	16:00
Message Type	Academic Matters Student Support Events Opportunities Notice(Others) Calling Message for you Class cancellation information Makeup class information Lecture Schedule change Lecture memo Job information Study abroad information

- (4) The Message Transfer Settings completion screen is displayed.  
Check the information you have entered, and if there are no problems, your Message Transfer Settings are complete.

※ A confirmation email will be sent to the user after the Message Transfer Settings are completed.

## Chapter 9 Academic Information

Here you can check the list of notices regarding canceled classes and make-up classes.

### 9.1 Search menu

This section explains how to display the School Affairs Posting List.

Home Academic Information Syllabus Course Registration/Course Results Student Support Job Search

Course Registration/Record

Notice on Academic Affairs

School Affairs Posting List

School Affairs Information being posted is as follows.  
Use the following search conditions to narrow down posting contents.

No school affairs information is currently being posted.

Message Type  
Select All  
Cancel All

Class cancellation information  
Makeup class information  
Lecture Schedule change  
Lecture memo

Course Name  
Class Period  
Sender  
Target Date  
Posting Day  
Posting Condition  
☒ Display only Timetables Relating to You

Detailed Search Condition Open Search Conditions

Clear Search School Affairs Posting

- The search results are displayed from the menu screen according to the search conditions.

[Tabs]

Academic Information → School Affairs Posting List

Specify the search conditions and click

Search School Affairs Posting

If you want to display only the timetables that are relevant to you, make sure that “Display only Timetables Relating to You” is marked with ☒.

Notice on Academic Affairs

School Affairs Posting List

School Affairs Information being posted is as follows.  
Use the following search conditions to narrow down posting contents.

Type	Course Name	Class Period	Instructor in Charge	Details	Posting Day
Lecture memo	Fieldwork and design seminar	1st	FUJIMAKI KEIYO	Title : 1/24(日)の集中講義の開始時間変更について Attachment File : Not Found	2021/02/15 08:07
Lecture memo	Fieldwork and design seminar	1st	FUJIMAKI KEIYO	Title : 1/24(日)の集中講義の開始時間変更について Attachment File : Not Found	2021/02/15 08:07
Lecture memo	Lecture, Algebra II	1st	YOSHIDA HIROSHI	Title : 最終的期末考(2)Web入力の準備 Attachment File : Not Found	2021/02/14 10:22
Lecture memo	Fieldwork and design seminar	1st	YATABE RUI	Title : 試験について Attachment File : Not Found	2021/02/13 14:36
Lecture memo	Marketing Management	1st	MATSUMOTO KAZUHI	Title : 4月期(2)卒業論文の提出 Attachment File : Not Found	2021/02/13 11:57
Lecture memo	Seminar of Comprehensive Film and Events	1st	FUKUDA MIHARU	Title : 映画鑑賞について Attachment File : Not Found	2021/02/13 08:51
Lecture memo	Design Practicing	1st	OHNO NAOKI	Title : 1/23(土)の集中講義の開始時間変更について Attachment File : Not Found	2021/02/13 08:50
Lecture memo	Design Practicing	1st	KIYOSUMI MASAHITO	Title : デザインコンサルテーションの開始時間変更について Attachment File : Not Found	2021/02/13 13:36
Class cancellation information	Design Practicing	1st	Shindara Kousuke	Target Date : 1/12 (Thu) Reason : Other reasons	2021/02/12 08:22
Lecture memo	Teaching Method of Academic II	1st	MAEDA SHINSHOU	Title : 1/23(土)の集中講義の開始時間変更について Attachment File : Not Found	2021/02/13 08:47

1-10/25 1 2 3 4 Next 1,000 [GO]

- Click the name of the course in the search results to see the details.

School Affairs Information (Course Message Information)

Return to List

Timetable for Course Message

Class Period	Course	Instructor	Classroom	Period
other	Design Consulting	KIYOSUMI MASAHITO	-	Intensive Classes in the Second Semester

Detailed Course Message

Message Type  
Sender  
Title  
Details  
Remarks

Message Type: Lecture memo  
Sender: 芸術工学部学務課  
Title: デザインコンサルテーションの授業日程変更(1/23⇨2/9)について  
Details: 受講者各位  
芸術工学部学務課教務係です。  
欄記の件につきまして、決断案決定からご連絡いたしましたので、以下の通りお知らせいたします。  
【日時】  
1月22日(金)⇨2月18日(金)  
3限 13:00~14:30  
4限 14:30~16:00  
【場所(変更前)】  
福岡市科学館 5階工作室1  
Remarks:

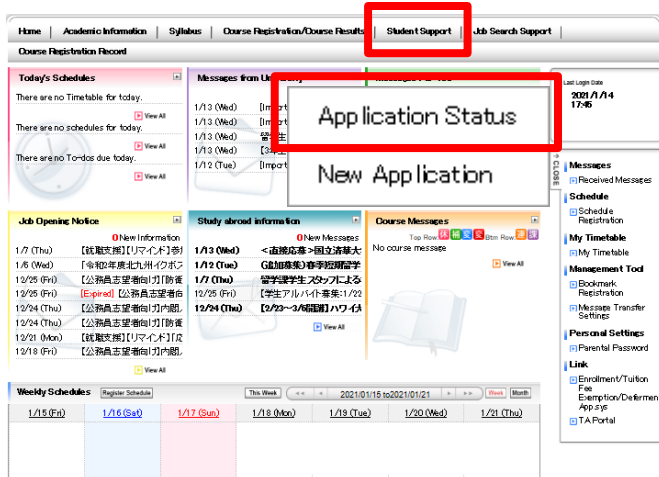
- You can check the details of the posting. To return to the list, click the [Return to List](#) button.

## Chapter 10 Student Support

You can check the status of various applications or submit a new application.

### 10.1 Checking the status of your application

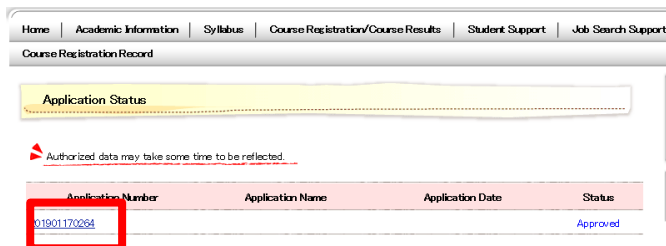
This section explains how to display the Application Status screen.



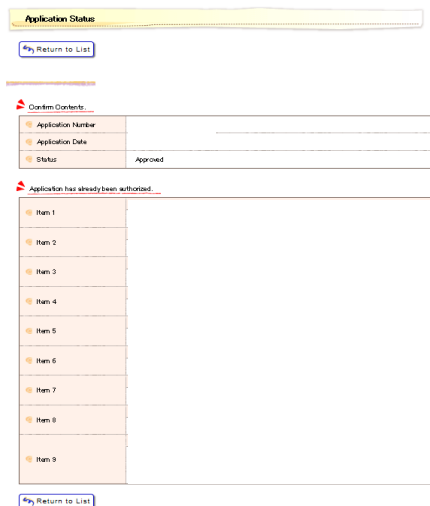
- (1) You can check the status of your application from the menu screen.

[Tabs]

Student Support → Application Status



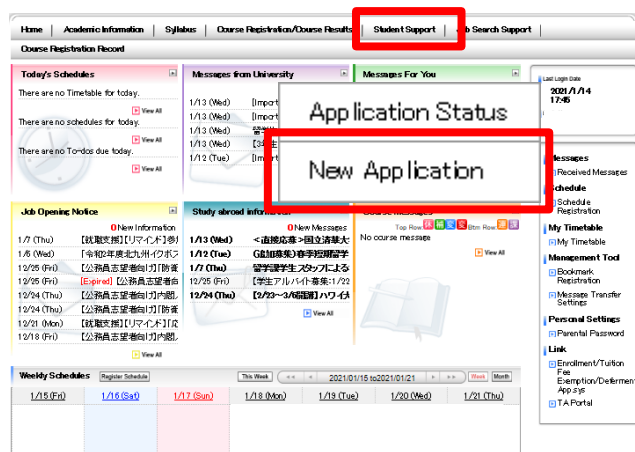
- (2) A list showing the status of each application is displayed. Click on the appropriate application number.



- (3) Details of the application status are displayed.

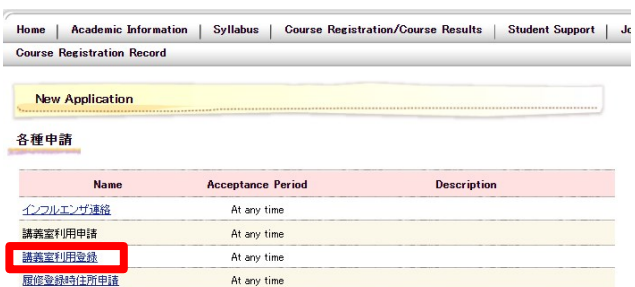
## 10.2 New applications

This section explains how to display a new application.



- (1) You can check the status of your application from the menu screen.

[Tabs]  
Student Support → New Application



- (2) A list of new applications is displayed. Click on the name to see details.

The screenshot shows the 'New Application' page with the 'Application Details Entry' form. The form includes a 'Return to List' button and a 'Enter application details' link. Below the link, there is a section for '講義室利用登録' (Lecture Room Usage Registration) with detailed instructions and a form to enter application details.

**講義室利用登録**

〈要件書〉  
夏学期から対面授業が実施されることに伴い、以下の要件を満たす者の学内教室の利用を認めます。  
利用希望を把握するため、利用を希望する者は、必ず利用登録を行ってください。

・夏学期の対面授業を受講するための移動時間を考慮すると、前後の時間帯のオンライン授業を学内で受講する必要がある者  
・工学部、工学府、システム情報科学府の科目を受講する者

〈注意事項〉  
・登録を行った者は、西講義棟工学部第1～4講義室で受講してください。  
・利用希望を希望する場合は、学内ネットワークに接続します。  
・キャンパス内では学内受講のために必要な最低限の時間の滞在に留めてください。教職員から帰宅等の指示があった場合は従ってください。  
・授業時間に際らず、キャンパス内にいる間はマスクを着用してください。  
・キャンパス内には、感染拡大のリスクを高める環境(①換気の悪い密閉空間、②人が密集している、③近距離での会話や発声)が重なること、少しでも体調不良を感じる等の外出制限を徹底してください。  
・定規的と教職員の巡回します。  
・今後の新型コロナウイルス感染症のさらなる感染拡大等に備えて、遠隔授業を受けるのに必要な自宅での通信環境の整備に努めてください。

Item 1 *	1. 使用日程 ▼
Item 2	2. 使用日時(例: 6月23日(火)3限)
Item 3	3. 使用曜日・時間(例: 火曜3限)
Item 4 *	4. 科目名 ▼

Return to List Save Entry Confirm Entry

- (3) Details will be displayed.

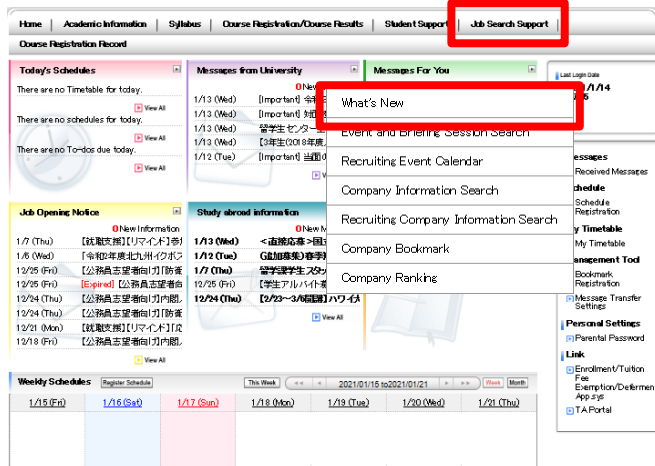


## Chapter 11 Job Search Support

You can search and view information on job search support.

### 11.1 Viewing new notices

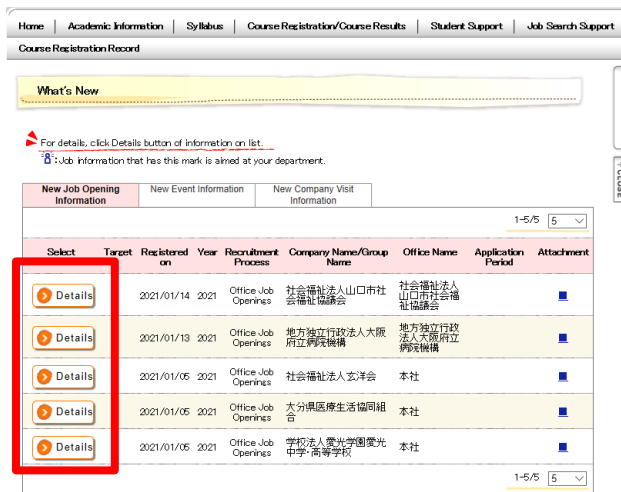
This section explains how to display new job opening notices.



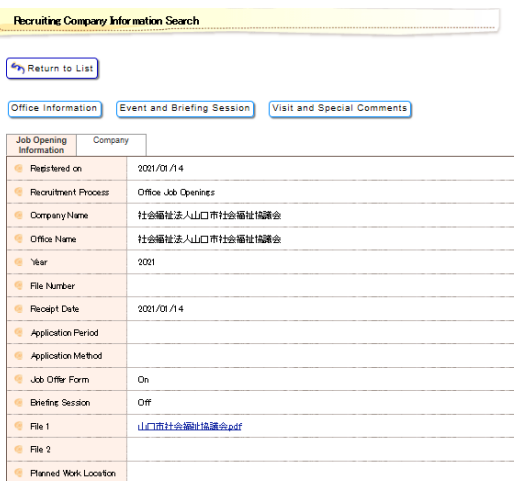
(1) You can view job opening notices from the menu screen.

[Tabs]

Job Search Support → What's New



(2) Click the  button beside a job posting to check details.



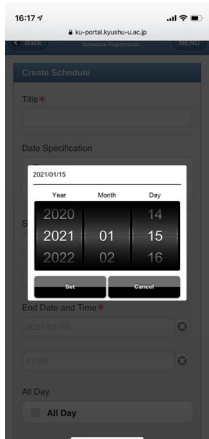
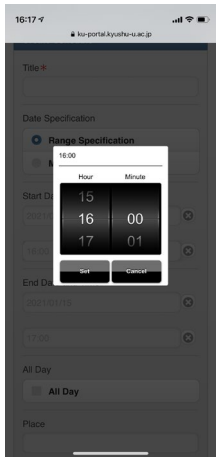
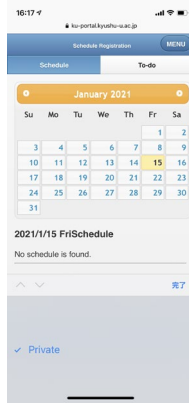
(3) The details of the corresponding job will be displayed.

## Chapter 12 Mobile services

Mobile services include messaging, scheduling, To-do task management, and job search information functions.

### 12.1 Mobile device layout

This section explains how to carry out some common operations on the screen provided for mobile devices.



#### [Selection Menu]

This screen is displayed when you need to select from multiple options, such as calendar selection.

The appearance of the screen depends on the operating system of your mobile device, but the basic operation is the same for all operating systems.

Left: Android 2.X series screen

Center: Android 4.X series screen

Right: iPhone screen

#### [Time input form]

This screen is displayed when you input a time, for example when entering a schedule item. Scroll up or down to specify the hour and minute, and tap [Set].

The screen shown here is an iPhone screen, but the basic operation is the same for any operating system.

#### [Date input form]

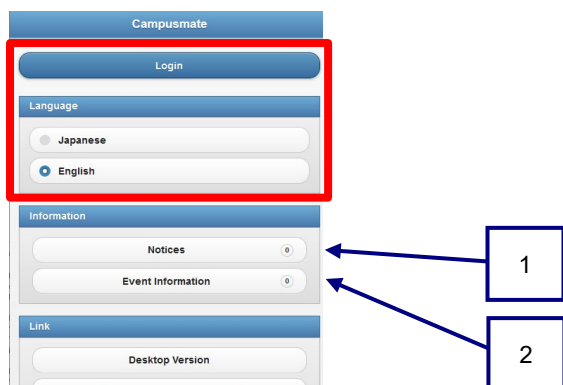
This screen is displayed when you input a date, for example when entering a schedule item. Scroll up or down to specify the year, month and day, and tap [Set].

The screen shown here is an iPhone screen, but the basic operation is the same for any operating system.

## 12.2 Logging in and out on a mobile device

This section explains the login and logout procedures when using the system on a mobile device.  
You can access the mobile login screen by entering the URL designated by the University.

※ The URL of the login screen for mobile devices is different from that of the login screen for PCs.



[Login]

- (1) Using a mobile device, visit the designated URL.  
<https://ku-portal.kyushu-u.ac.jp/campuswe/sptop.do>

(Website for mobile devices)

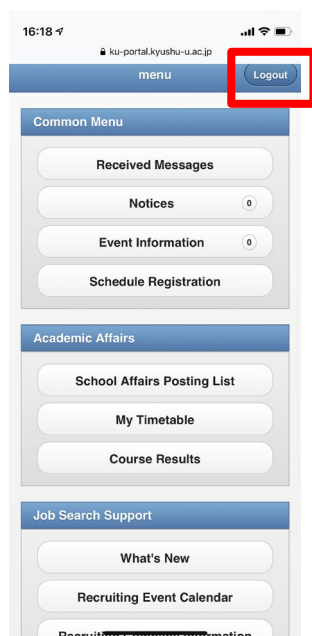


- (2) Tap [Japanese] or [English] and enter your SSO-KID and password.  
The menu screen for mobile devices will be displayed.
  - 1 Information  
You can view new information before logging in.  
Tap [All News & Information] to view the list of news and information.
  - 2 Events  
You can check public events before logging in.  
Tap [Event Information] to confirm the event from the list screen.

[Logout]

- (3) Tap [Logout] in the upper right-hand corner of the screen.

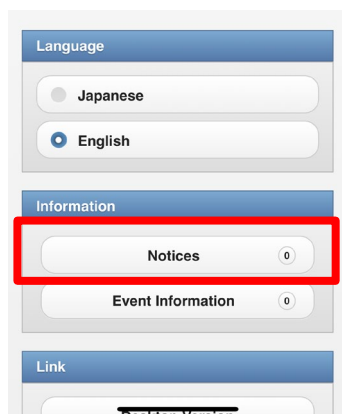
※ A logout confirmation message is displayed.  
Tap [OK] to return to the login screen.



## 12.3 Checking news and information from a mobile device

For an overview of messages, please refer to Chapter 3.

This section explains how to check new information posts from your mobile phone.

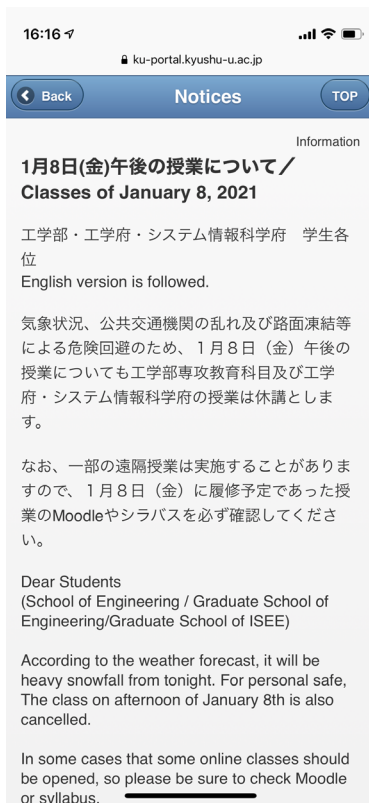


- (1) Tap [Notices] from the login screen.

1 Number displayed  
Shows how many new notifications are available for viewing.



- (2) A list of all available information will be displayed.  
Tap the information you wish to view.

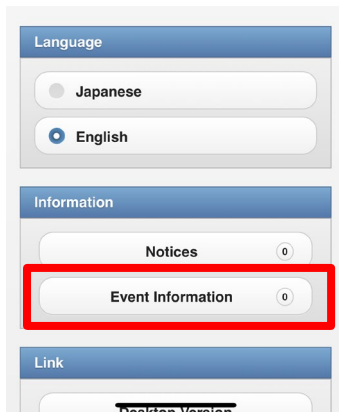


- (3) Information details be displayed.  
Please check the Notice in detail.

## 12.4 Checking events from a mobile device

For an overview of messages, please refer to Chapter 3.

This section explains how to check events on the Event information list from a mobile device.

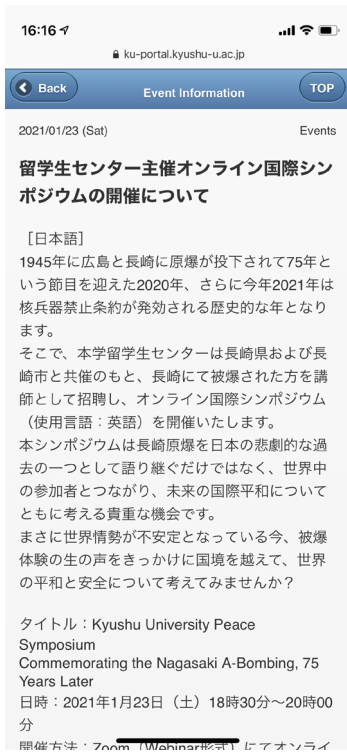


- (1) Tap [Event Information] from the login screen.

1 Number displayed  
Shows how many new notifications are available for viewing.



- (2) The Event Information screen is displayed.  
Tap on the event you wish to view.



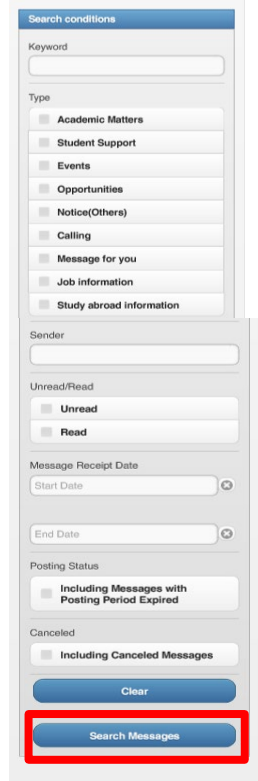
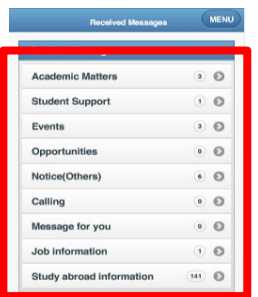
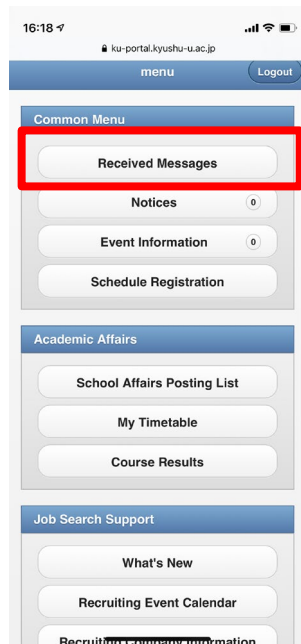
- (3) Details of the event will be displayed.  
Please check the event details.



## 12.5 Checking messages from a mobile device

For an overview of messages, please refer to Chapter 3.

This section explains how to check messages and post comments from a mobile device.



(1) Tap [Received Messages] from the menu screen.

(2) The message search screen is displayed.

[If you already know which type of message you want to check]  
Tap the message type in the Confirm Message field.

[To search for a message]  
Specify the search conditions, and tap [Search Messages].

1 Number unread  
The number of posted, unread messages is displayed for each message type.

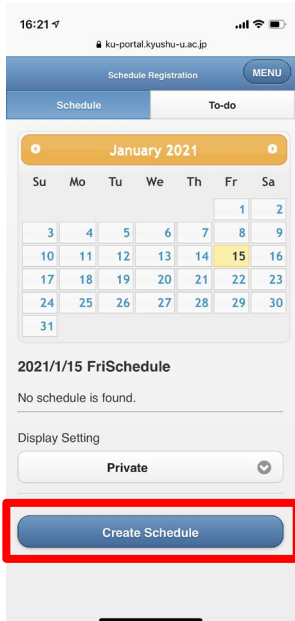
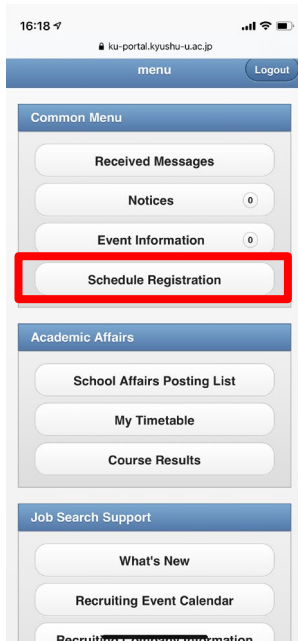


## 12.6 Schedule registration from a mobile device

You can schedule various items such as on-campus events, exams, guidance, and club activities practice.

You can manage not only your schedule but also your To-do list.

This section explains how to register schedule items using a mobile device.



- (1) Tap [Schedule Registration] from the menu screen.

- (2) The Schedule Registration window is displayed. Tap [Create Schedule].

**Create Schedule**

Title \*

Date Specification

Range Specification

Multiple Date Specification

Start Date and Time \*

2021/01/15

16:00

End Date and Time \*

2021/01/15

17:00

All Day

All Day

Place

Details

Create Schedule

Target Date and Time \*

Multiple Dates

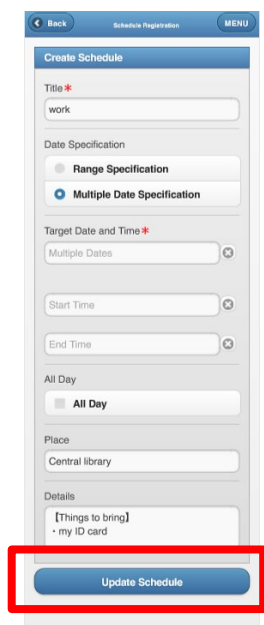
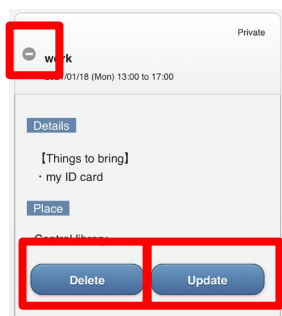
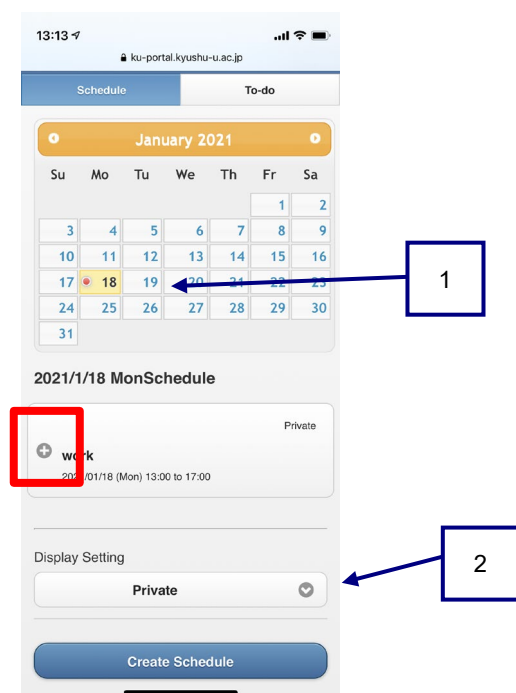
Start Time

End Time

- (3) The Create Schedule screen is displayed.  
Enter a schedule item, and tap [Create Schedule]. Items marked with an asterisk (\*) to the right of the item name are required fields and must be entered.
- 1 Specifying multiple dates  
If you want to enter the same schedule item across multiple dates at once, tap [Multiple Date Specification]. The screen changes, and you can enter multiple dates separated by commas in the Target Date and Time field.
  - 2 Clear  
By tapping [X] on the right side of each item, you can clear the corresponding item.

## 12.7 Checking, updating and deleting scheduled items from a mobile device

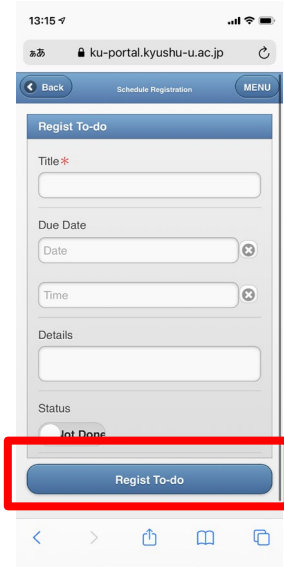
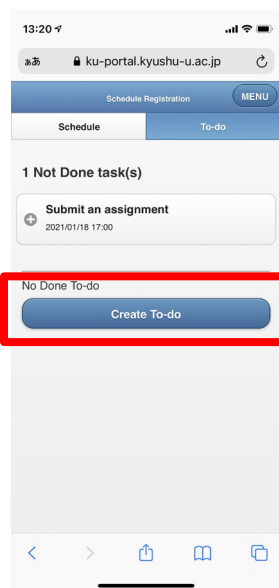
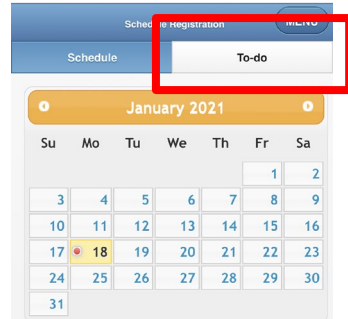
This section explains how to check, update, and delete scheduled items from a mobile device.



- (1) Tap [Create Schedule] from the menu screen.  
For details, please refer to (1) in “12.6 Schedule registration from a mobile device.”
- (2) The schedule list screen is displayed.  
In the initial view, the schedule for the current date is displayed in the form of a list underneath the calendar.  
Tap the [+] button to the left of the schedule item you wish to view.
  - 1 Calendar  
A mark is displayed on dates where schedule items have already been registered.  
By tapping on a date, you can display the schedule items registered for that date.
  - 2 Display settings  
You can change the display of the calendar.
- (3) The schedule details window is displayed.  
  
[To check an item in the schedule]  
Check the details, and tap [-].  
The schedule item will be collapsed.  
  
[To update a To-do task]  
Tap [Update] to proceed to (4).  
  
[To delete a To-do task]  
Make sure that the schedule is safe to delete, and then tap [Delete].  
The system will return to the schedule list screen, and display the updated schedule, without the deleted schedule.
- (4) The Create Schedule window is displayed.  
Update the desired information, and then tap [Update Schedule]. The system will then return to the schedule list screen.

## 12.8 Registering To-do tasks from a mobile device

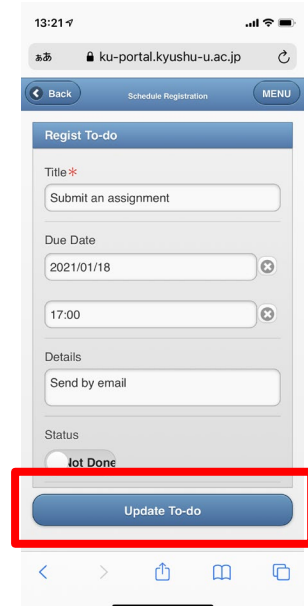
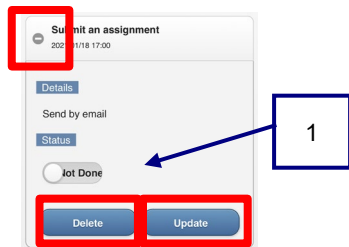
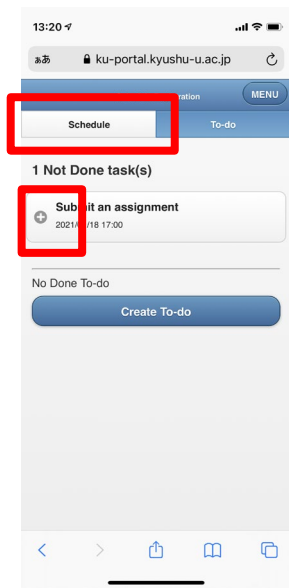
You can use the To-do list to manage important commitments, such as deadlines for submitting reports.  
This section explains how to register a new To-do task on a mobile device.



- (1) Tap [Schedule Registration] from the menu screen  
For details, please refer to (1) in “12.6 Schedule registration from a mobile device.”
- (2) Tap [To-do] on the Schedule Registration screen.
- (3) Tap [Create To-do] on the Schedule Registration screen.
- (4) Enter your information on the Regist To-do screen, and then tap [Regist To-Do]. Items marked with an asterisk (\*) to the right of the item name are required fields and must be entered.

## 12.9 Checking, updating and deleting To-do tasks from a mobile device

This section explains how to check, update, and delete To-do tasks from a mobile device.



- (1) Tap [Schedule Registration] from the menu screen  
For details, please refer to (1) in “12.6 Schedule registration from a mobile device.”
- (2) Tap [To-do] on the schedule list screen.  
For details, see (2) in “12.8 Registering To-do tasks from a mobile device.”
- (3) The To-do list screen is displayed.  
Tap the [+] button to the left of the To-do task you wish to view.

- (4) Details of the To-do task are displayed.

[To check an item in the schedule]  
Check the details, and tap [-].  
The To-do task will be collapsed.

[To update a To-do task]  
Tap [Update] to proceed to (5).

[To delete a To-do task]  
Confirm that the To-do task is safe to delete, and then tap [Delete].

- 1 Status  
You can change the status of a To-do task.  
You can select Done or Not Done.

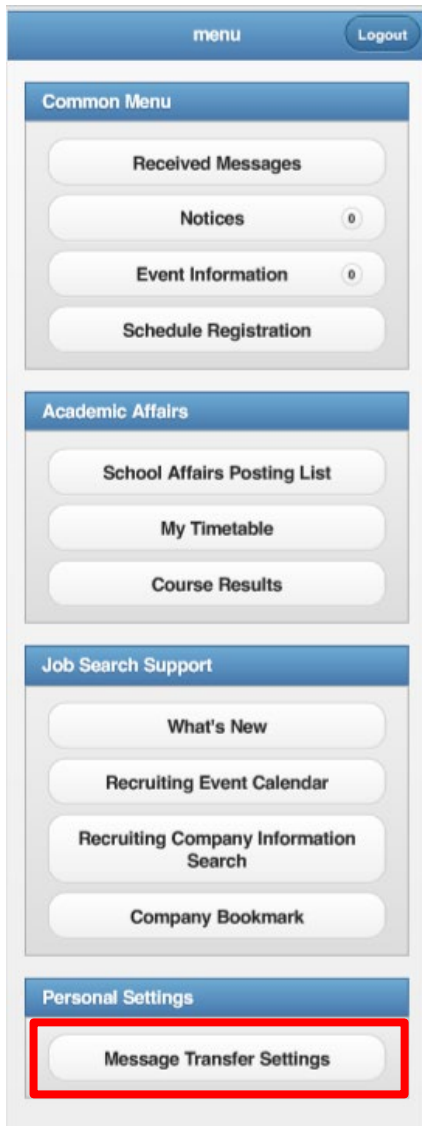
- (5) The Regist To-do screen is displayed.  
Update the contents, and then tap [Update To-do].  
The system will then return to the To-do list screen.



## 12. 10 Configuring Message Transfer Settings from a mobile device

For an overview of message transfer, please refer to Chapter 8.

This section explains how to configure the Message Transfer Settings from a mobile device.



- (1) Click [Message Transfer Settings] on the menu screen

Message Transfer Settings MENU

**\* Note \***  
Configure email filtering option to allow messages from following email address.

Sender Email Address  
ku-portal@jimu.kyushu-u.ac.jp

Address 1

Forwarded Contents 1  
☐ By Title

Address 2  
Email address  
Forwarded Contents 2  
☐ By Title

Address 3  
Email address  
Forwarded Contents 3  
☐ By Title

Forwarding Time  
16:00  
Forwarding Time 2  
Forwarding Time 3

Message Type

- ☒ Academic Matters
- ☒ Student Support
- ☒ Events
- ☒ Opportunities
- ☒ Notice(Others)
- ☒ Calling
- ☒ Message for you
- ☒ Class cancellation information
- ☒ Makeup class information
- ☒ Lecture Schedule change
- ☒ Lecture memo
- ☒ Job information
- ☒ Study abroad information

Confirm Entry

- (2) The Message Transfer Settings screen is displayed.  
Enter the necessary information in the fields, and tap [Confirm Entry] to proceed to the confirmation screen.
- ※ Address 1 displayed on the Message Transfer Settings screen may be set by the staff depending on the operation and cannot be changed in some circumstances.

Back Message Transfer Settings MENU

Confirm the entry.

Address 1

Forwarded Contents 1

Title

Address 2

Forwarded Contents 2

Title

Address 3

Forwarded Contents 3

Title

Forwarding Time

16:00

Message Type

Academic Matters Student Support  
Events Opportunities  
Notice(Others) Calling Message for  
you Class cancellation information  
Makeup class information Lecture  
Schedule change Lecture memo Job  
information Study abroad  
information

Set This Contents

Back Message Transfer Settings MENU

Message forwarding setting is configured.

Confirm the email is sent to the specified email address.

- (3) The Message Transfer Settings confirmation screen is displayed.  
Check the details, and if there is no problem, tap [Set This Contents].

- (4) The Message Transfer Settings completion screen is displayed.  
Message Transfer Settings are complete.  
✕ A confirmation email will be sent to the user after the Message Transfer Settings are completed.

### 13.1 Inquiries

- **Inquiries regarding postings, notices/messages, etc. on the Student Portal System**

Please refer any questions about postings, notices/messages, etc., to the contact provided in the notices/messages.

- **Inquiries about course registration, grades, and syllabus contents**

Please contact the School Affairs (Student Affairs) Section of your department or graduate school.

Please refer to the Kyushu University website for contact information.

TOP > Student Life > Course Registration > Registration / Syllabuses > Registration & Final Grade Confirmation > Inquiries

- **Inquiries about employment and company/job search information**

Job and Career Support Section, Career and Employment Support Section

Tel: 092-802-5897, 5903

Email: gassyokusien@jimu.kyushu-u.ac.jp

- **Inquiries about operating the Student Portal System**

School Affairs and Information Section, Student Affairs Department Student Affairs Planning Division

Tel: 092-802-5939

Email: gapjoho@jimu.kyushu-u.ac.jp