The Course Planning operation manual for Faculty

July 19, 2016
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. Track Selection
    3-2. Year Selection
    3-3. Basic operations
    3-4. Option button Operation
    3-5. Confirm the Prerequisites

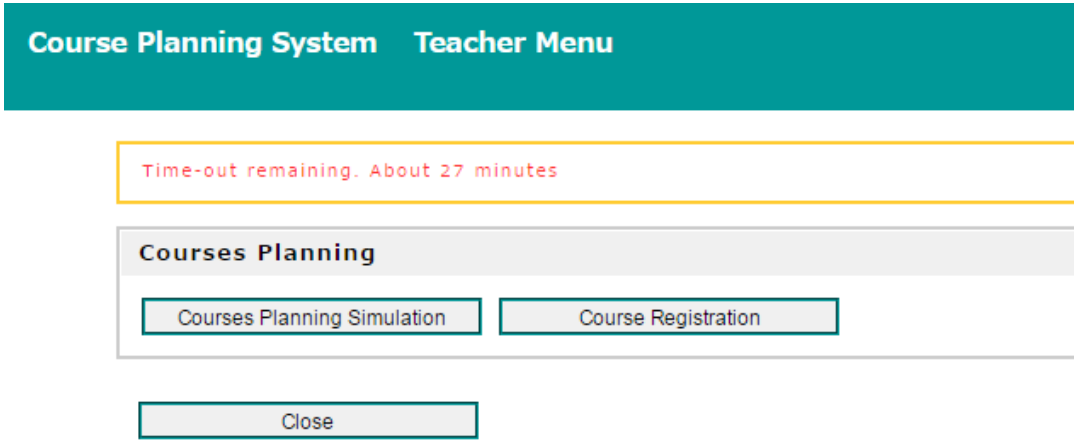
4. Save the course planning

Course registration is complete now.
If it’s within the period, you can change the course planning following the same procedure.

1. Login to the Course Planning System

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

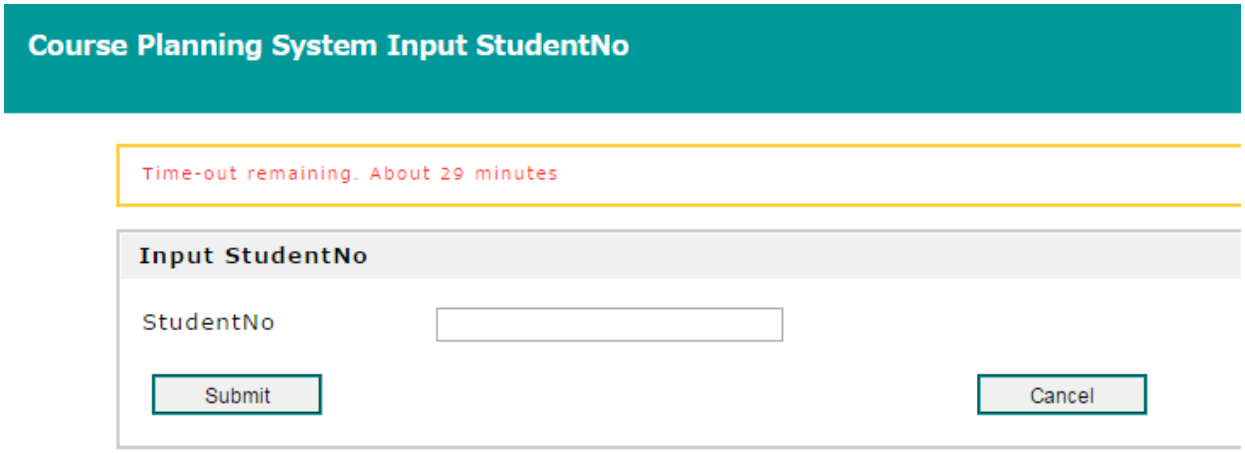
（2）Enter the login ID and password. Click the login button, you will see course planning menu screen.



2. Start the Course Planning System

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

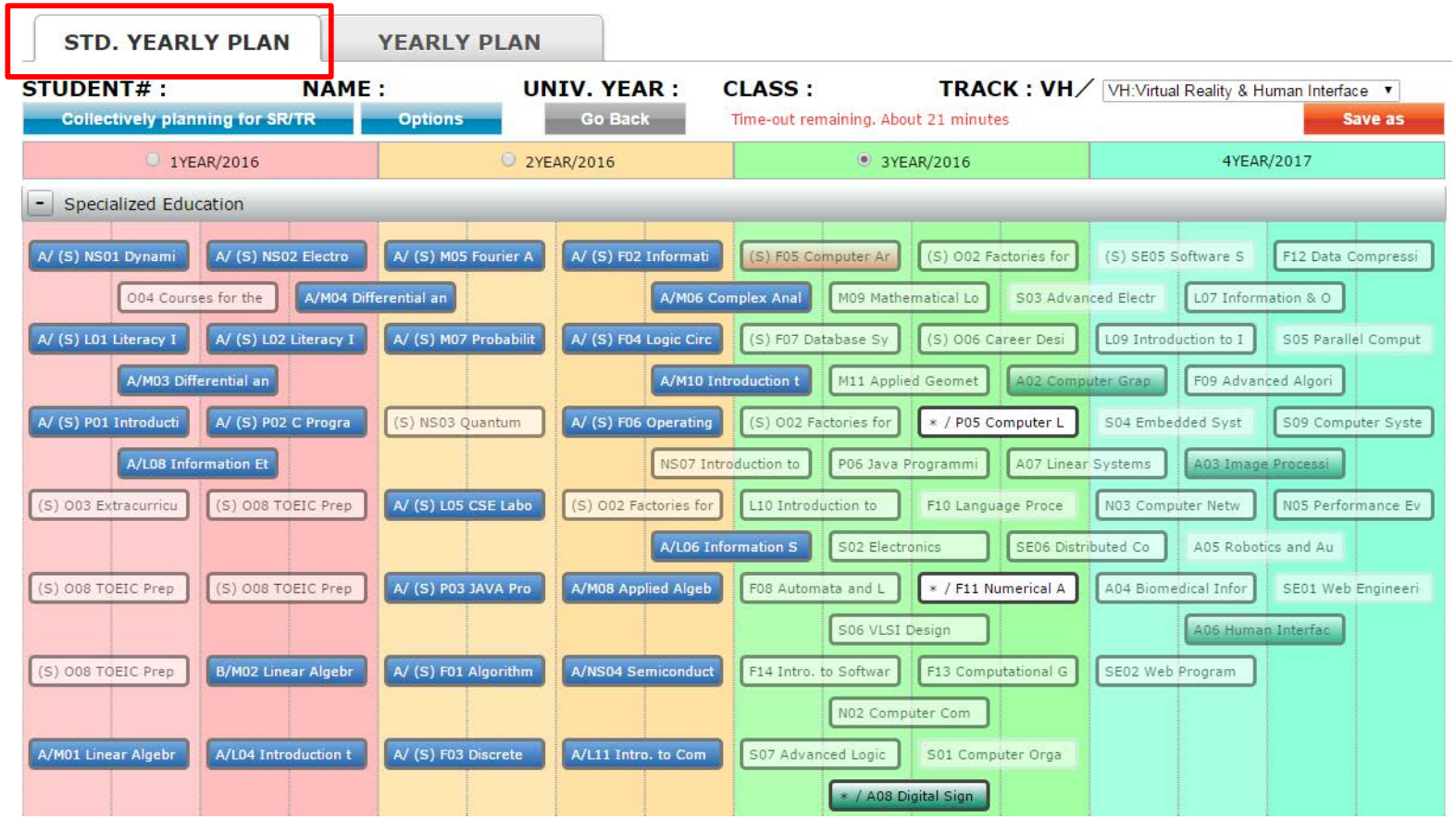
（1）Enter the student # of students that teachers are teaching.
Please add the “s” at the begging of the student #.



（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".

3. Course Registration Planning

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

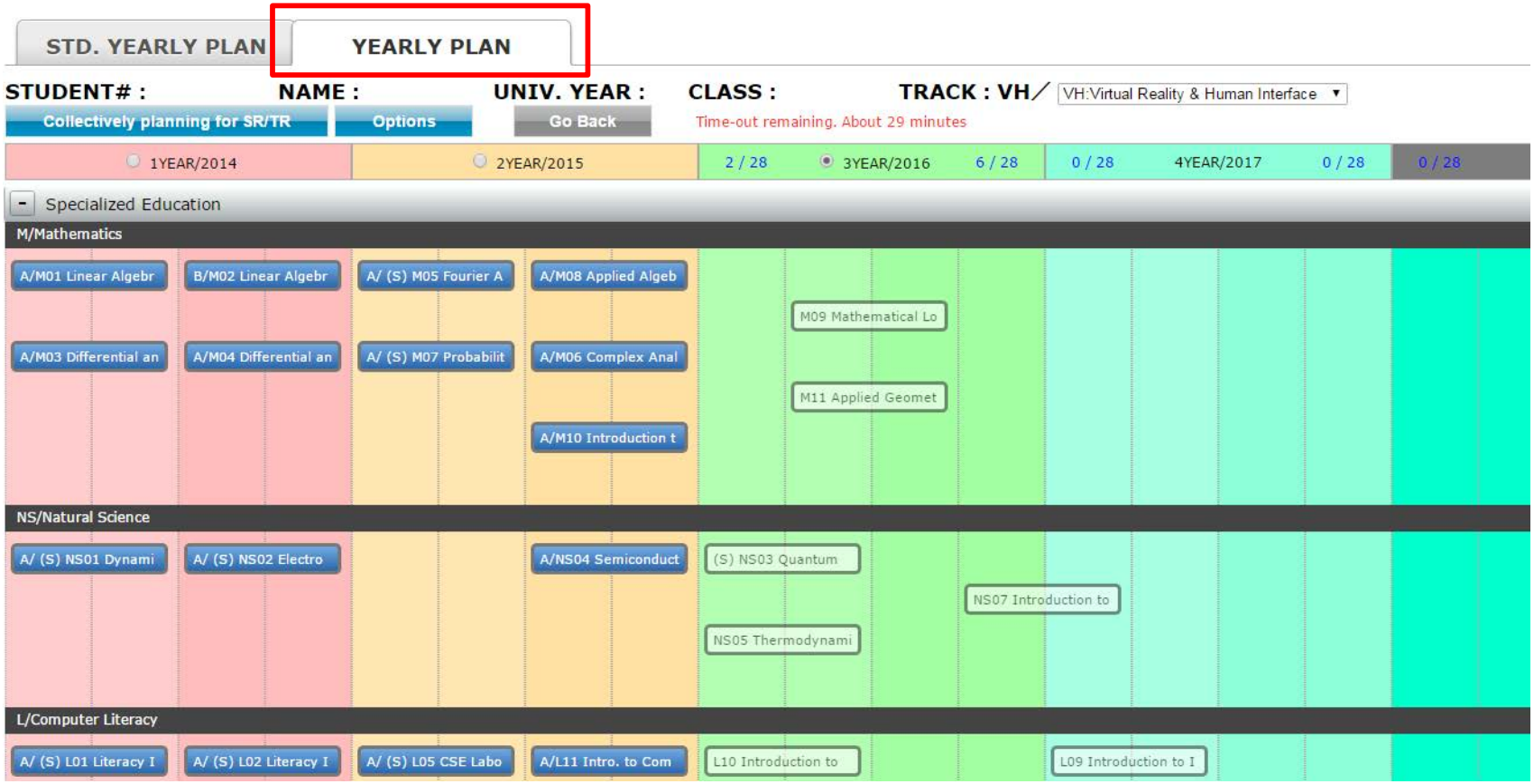


On "STD. YEALY PLAN" page, each course will be displayed for each standard registration years.

－If standard year is different from course plan year, course plan year will be displayed at course box.

－If standard year and course plan year are the same, “＊” will be displayed at year of the course box.

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

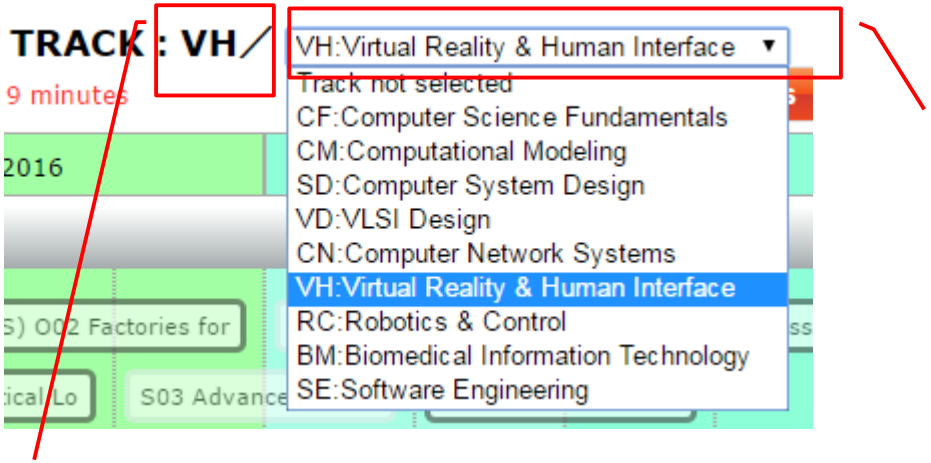


In the "YEARLY PLAN" page, each course will be displayed in the actual plan year.

3－1. Track Selection

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

（2）For course registration planning, Track can be arbitrarily changed.
If you change the Track, it will change the TR-courses corresponding to the selected track.



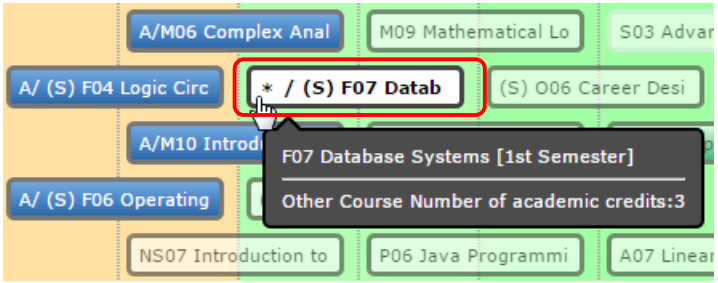
【Track Selection】
Students tracks that have been decided are selected on your tracks.

【Track Symbol】
Track Symbol will be displayed for students with determined tracks.
“－/“ will be displayed for students with undetermined track.

3－2. Year Selection

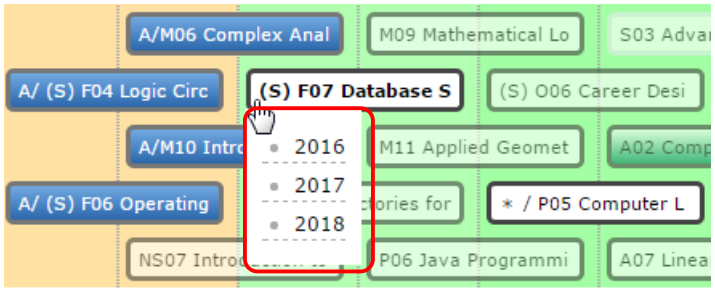
Three steps to select the courses to perform a course plan

（1）Click highlighted xxx button

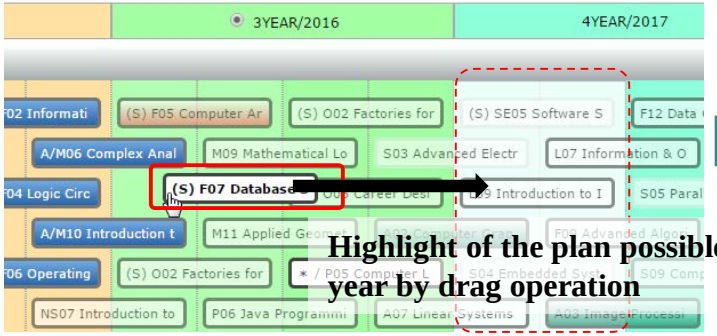


If you remove the course plan, click on the course box again.

（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/TR】button
Plan the SR/TR courses together.
（TR courses is the TR courses based on the currently selected track）

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

（5）【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

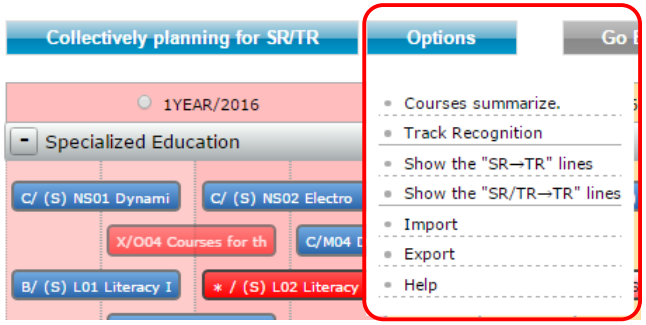
number of required academic credits of courses from each category, you can confirm the numbers of earned academic credits and graduation requirements, etc.

（2）Track Recognition

You can confirm the number of required courses of each track and number of earned courses.

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

Confirm the prerequisites related.



（4）Import

Read the course planning data.

（ If you have made the export of course planning data, you will see a list of exported course plan.）

（5）Export

Save the course planning data.

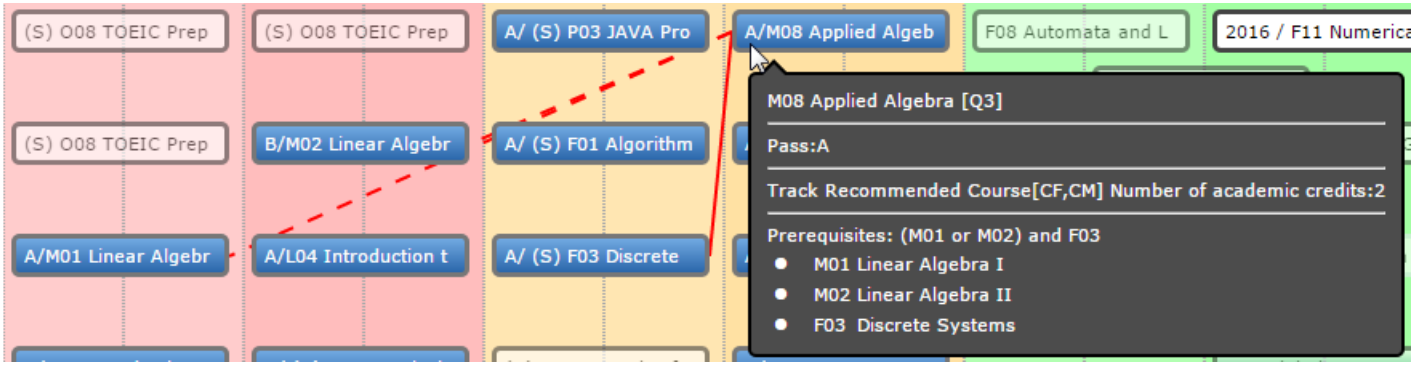
（ Enter any comments, you can register up to 20 maximum. New export only.）

（6）Help

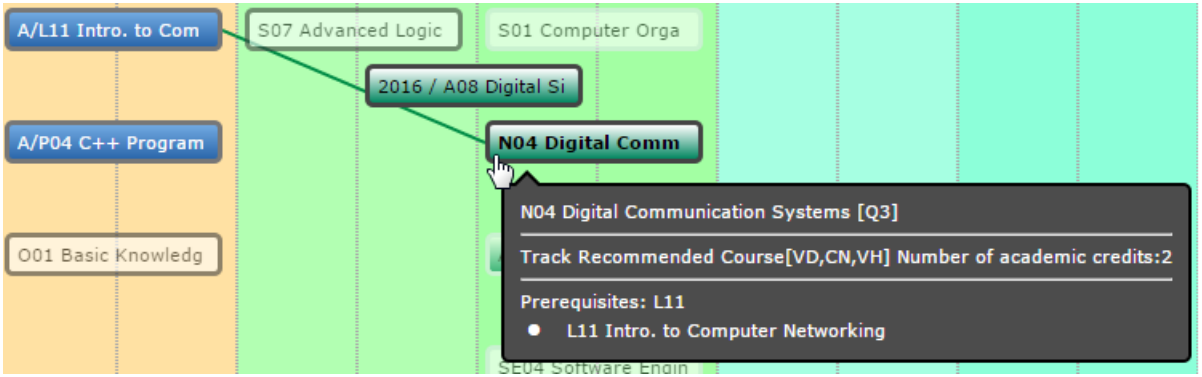
You can confirm the supplementary explanation of the items to be displayed on the Course planning screen.

3－5. Confirm the Prerequisites

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



If the course is TR, the connector will be displayed in green.



4. Save the course planning

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

About the generation management of the course plan.

The system will save only one of the course plan.

Case :make some course plan of teaching students.

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

Appendix

1. Course Box

（1）Course Types

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

（2）Prerequisites Connectors

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

（3）Course Status

①Attributes 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	

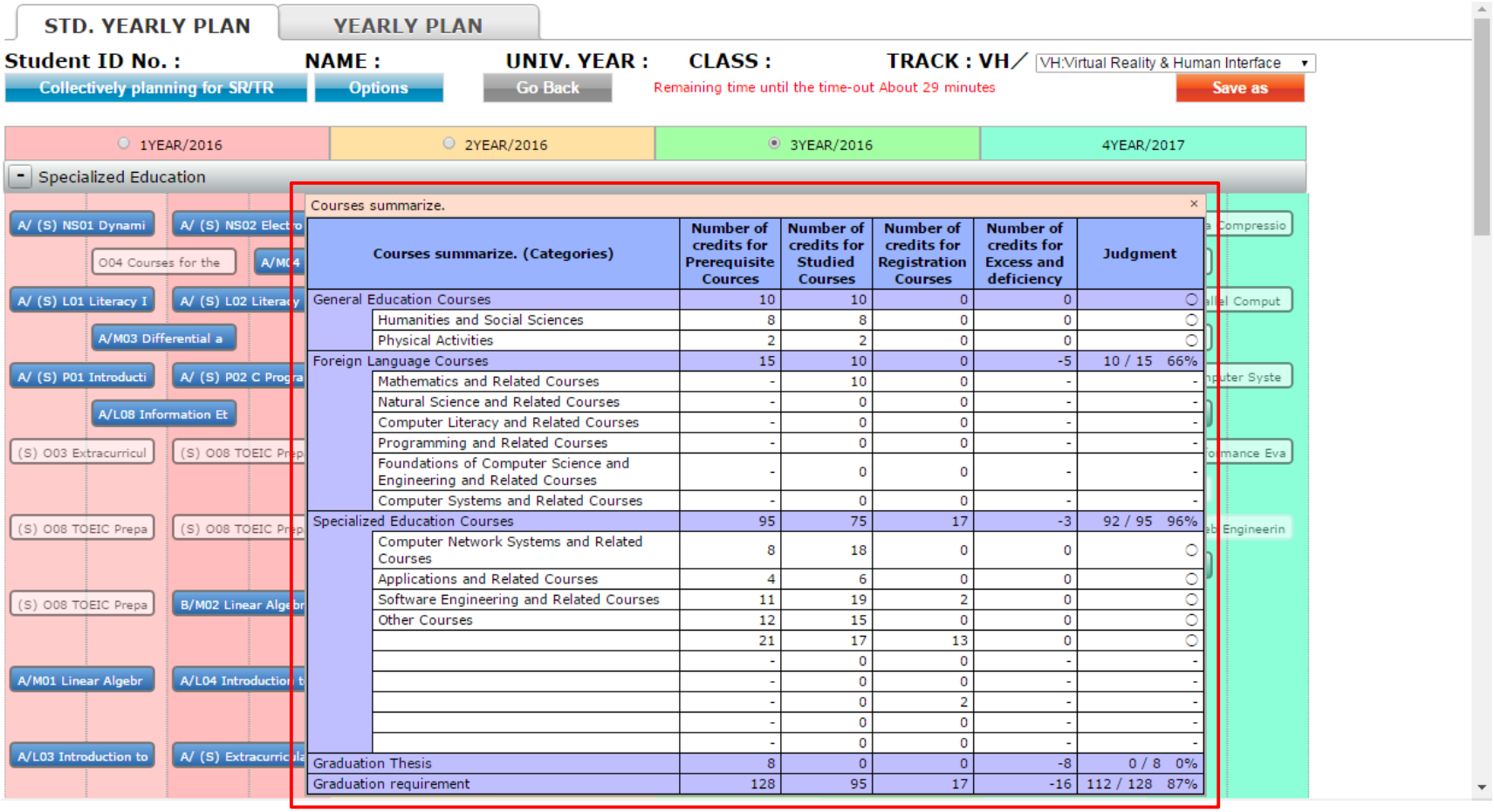
②Course button Information

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: 1st Semester → “S1” will be displayed 2nd Semester → “S2” will be displayed
Semester courses	**"(S)" is added to the left side of the course symbol**

2. Courses / Credit Summary

(1) Courses summary Popup

Click "Courses summarize" under "Option" menu to confirm number of credits for Prerequisite courses etc..

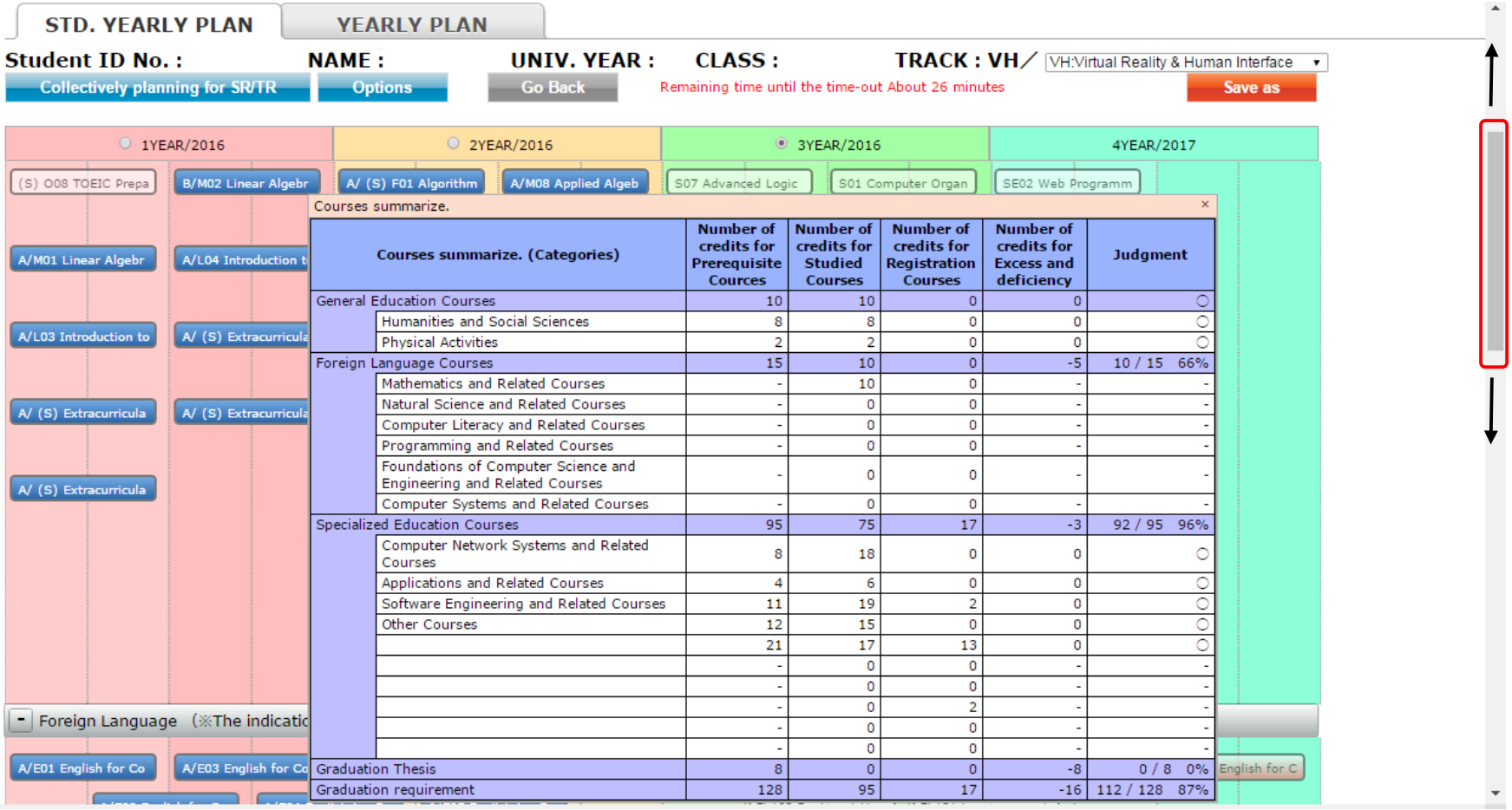


Courses summarize. (Categories)		Number of credits for Prerequisite Cources	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Excess and deficiency	Judgment
General Education Courses		10	10	0	0	
	Humanities and Social Sciences	8	8	0	0	
	Physical Activities	2	2	0	0	
Foreign Language Courses		15	10	0	-5	10 / 15 66%
	Mathematics and Related Courses	-	10	0	-	-
	Natural Science and Related Courses	-	0	0	-	-
	Computer Literacy and Related Courses	-	0	0	-	-
	Programming and Related Courses	-	0	0	-	-
	Foundations of Computer Science and Engineering and Related Courses	-	0	0	-	-
	Computer Systems and Related Courses	-	0	0	-	-
Specialized Education Courses		95	75	17	-3	92 / 95 96%
	Computer Network Systems and Related Courses	8	18	0	0	
	Applications and Related Courses	4	6	0	0	
	Software Engineering and Related Courses	11	19	2	0	
	Other Courses	12	15	0	0	
		21	17	13	0	
		-	0	0	-	-
		-	0	0	-	-
		-	0	2	-	-
		-	0	0	-	-
		-	0	0	-	-
Graduation Thesis		8	0	0	-8	0 / 8 0%
Graduation requirement		128	95	17	-16	112 / 128 87%

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.



Courses summarize.

Courses summarize. (Categories)		Number of credits for Prerequisite Cources	Number of credits for Studied Courses	Number of credits for Registration Courses	Number of credits for Excess and deficiency	Judgment
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	Physical Activities	2	2	0	0	○
Foreign Language Courses		15	10	0	-5	10 / 15 66%
	Mathematics and Related Courses	-	10	0	-	-
	Natural Science and Related Courses	-	0	0	-	-
	Computer Literacy and Related Courses	-	0	0	-	-
	Programming and Related Courses	-	0	0	-	-
	Foundations of Computer Science and Engineering and Related Courses	-	0	0	-	-
	Computer Systems and Related Courses	-	0	0	-	-
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	Other Courses	12	15	0	0	○
		21	17	13	0	○
		-	0	0	-	-
		-	0	0	-	-
		-	0	2	-	-
		-	0	0	-	-
		-	0	0	-	-
Graduation Thesis		8	0	0	-8	0 / 8 0%
Graduation requirement		128	95	17	-16	112 / 128 87%

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

3. Track Recognition

(1) Track Recognition Popup

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