Student Web System

Simplified Manual for International Students

Contents of this simplified manual are excerpted from the complete manual, and are partially created by International Office.

For further information, please read the complete manual posted within the system: 学務情報システム>ダウンロード>操作手順(学生)>学生用マニュアル

* The complete manual is presently available in Japanese only.

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What is Student Web System (Gakumu Joho System)?

Student Web System (*Gakumu Joho = Student Affairs Information*) consists of the following functions.

System / function name	Access URL
Student Web System (PC, smartphone)	https://gakujo.iess.niigata-u.ac.jp/campusweb/
Mail System (Gmail Account)	https://gmail.niigata-u.ac.jp/
Using Gmail (Via mobilephone)	https://mail.google.com/a/mail.cc.niigata-u.ac.jp/
Syllabus search (Syllabus search function only)	http://syllabus.niigata-u.ac.jp/

1 Login

1.1 Enter Student Web System (launch browser and log in)

• If you want to bring your own laptop to the campus and use the Student Web System, connect to the campus wireless LAN access point in advance.

① Start your PC.

⁽²⁾ When you access the Student Web System (<u>https://gakujo.iess.niigata-u.ac.jp/campusweb/</u>),





- ID and Initial Password

The ID is the same as the enrollment number (in lowercase).

The initial password is an 8-digit character string located on the bottom left of the student ID card (or Student Web System Account Information).

③If the following screen is displayed, check the box at the bottom of the screen, and click [利用開始(Start Using)].

	この構成は、新潟大学学習情報システム(以下、ホシステム)の40月に関する事項支定の、情報セキュリティの確保と円貨な情報システムの利用に置することを 目的とする。
	2. 徳田政治 この規約は、教授商業及び学生等、本システムさ利用する者(以下、利用産業)に適用する。
And Dual	3、建学事項 利用金術は、この面白及び年早が規定している個人情報の提問に関する規程や情報セキュリティボリシーを進行しなりればならない。
	 注意準備 利用電荷法 参ジステムのアカウント (10、)(スワード) が利用ご除して、次に描する準備を遵守しなかればならない。 キンステムのアカウントを説明して学外から多システムにアクセスする集合には、定められた毛織に従ってアクセスしながればならない。 自分のクカウントを認知して学外から多システムのアカウントを説明して学外から多システムのようなない。 自分のクカウントを認知して学校のもあったのであった。 キンステムのアカウントによる認識確認やな利用者構成であった。 キンステムのアカウントによる認識確認やな利用者構成であった。 キンステムのアカウントによる認識確認や利用者構成であった。 キシステムのアカウントによる認識確認や利用者構成であった。 キシステムのアカウントによる認識確認や利用者構成であった。 キシステムのアカウントによる認識確認や利用者構成であった。 キシステムのアカウントによる認識確認や可じてはならない。
2-9-8	 第三単項 期目報報告:本システムについてご、加二期であ行為を行ってはならない。 (1) キンステムあび情報について定められた目的以外の中用 (2) 指式目前の主要に入ったあ事業的の創一手相合せる行為。 (4) 遺信の規定を改善する行為。 (5) 宣属以いし、局集を目的としたキシステムの印刷 (6) 遵信が規定を以降者であ行為。 (7) 宣属以いし、局集を目的としたキシステムの印刷
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	 ※ 以上の検がに見意する 料価額的 算る

After logging in, you can switch the display language by clicking the language on the bar.

You can also change it on the login screen.



1.2 Changing Password

Note:

To change the password, you must use the university's network.

Please see the complete manual posted on the Student Web System (available in Japanese).

2 Student Web System (Gakumu Joho System)

- 2.1 Course Registration ~Course Application Period~
- ① Click [Course] \rightarrow [Course registration / Registration status inquiry].

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Confirm changes and click [登録 (Register)].

1

If you do not click [登録 (Register)], registration will not be completed.

②The following screen opens. Click [追加 (Add)] on the day of the week or time period for which you want to register.



3 The following screen opens. Select the course you want to register for and click [Select].

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You can also extract subjects by entering search conditions at the top of the screen.



④You return to the screen below.

Check that the registered subject is displayed on the corresponding day and time.

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< Canceling the course you applied for>

To cancel registered subject, click [削除 Delete] below the subject you want to cancel. A deletion confirmation message will be displayed. Click [OK].



The method of applying for the intensive course registration vary depending on the subject. Please, check the notice of the faculty that is in charge of the subject.

<About time background color>

The course format (length) can be identified by the background color of each class time.

- Yellow One term courses
- Orange Semester courses (Courses offered over multiple terms)
- Blue All year courses

<About the third digit of the starting number>

The course format (length) can be determined from the third digit of the course number.

- Third digit value = 0 Semester courses (Courses offered over multiple terms)
- Third digit value = 1~4 Courses completed in one term(numbers indicate the terms in which subejects are offered)

<About the print button>

It is used to print out the timetable. There are three types of printing format, so please select as appropriate.

- Term batch output Print as it is displayed on the screen (prints information on multiple terms per frame)
- Output by term: horizontal Prints a separate table horizontally for each term.
- Output by term: vertical
 Prints a separate table vertically for each term.

<u>* To print the frame color, set the browser to [Print the background color].</u>



How to find class information

①Click [履修(Course)] icon. A list of courses will be displayed. ②Click [Bulletin Board] icon.

新马大号 学務情報 Nome Bulletin Board Schedule	システム Cancel Up Class Syllabus	ne page Japanese Co Se Grade Mi	Lustomize Report, Survey	Logout 202	Last login : 11/09/29 01:08	Link	Student Info		
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3 The following screen opens. Click the text under Bulletin boards.



2.2 Bulletin Board

In the notifications, you can check messages (common notices) from university and faculty members.

① Click [Bulletin Board] icon from the menu at the top of the home screen. Click [Bulletin Board] from the submenu.



② A list of notices will be displayed.

Click the title or genre of the notice you want to check.

To search for information on notice, click the [連絡通知情報検索 Search Notice Data] button.

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2.3 Submission of Reports

Using this function, you can submit report files or assignment for courses.

 Click [Report, MiniTest, Enquete] icon from the menu at the top of the home screen. From the submenu, click [Report, MiniTest, Enquete Submit].



② The Report, MiniTest, Enquete list (full) will be displayed. Click the [Reports] tab.

Click the [Search] button to search for reports.

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③ To submit a report, click the [Submit] button in the report list.

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④ To submit a report file, first specify the file.

Click the [Browse] button in the [File Attachment] field and specify the location of the file to be submitted. To enter a comment, enter it in the [Comment] field.

🕜 レポート・小テ	Report content (title, etc.)
科目名	J59660J 街並みデザイン演習
タイトル	レポート課題
見出し	学習した内容を1000文字にまとめ、添付ファイルで提出すること。
添付ファイル	添付ファイル1.txt 添付ファイル2.docx
【ファイル添付 最大	3MB] <u>(終須)</u>
削除提出了之	[Delete] (delete file)
前康 提出ノア- 参照 フ ァ ()	[Browse] (specify file location)
[אכאב]	
卒業単位がギリギ 評価よろしくお願い	します。
一時保存確定係	存 クリア 戻る Enter a comment
Temporary	Confirm
save	save

(5) After confirming that the contents are correct, click the [Confirm save] button to submit.
 (Even if it has already been submitted, it can be modified by pressing the [Submit] button again during the submission period.)

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The submission will not be completed unless you click the [Confirm save] button. If an error occurs during submission, specify the file location again.

2.4 Mini Tests

The mini tests allow you to answer quizzes set by the teacher in charge of the course.

 Click [Report, Mini Test, Enquete] icon from the menu at the top of the home screen. From the submenu, click [Report, Mini Test, Enquete Submit].



② Click the [Mini Test] tab and click the [Answer] button from the list. Click the [Browse] button in the question column to specify the file to be submitted. To enter a comment, enter it in the [Comment] field.



③ After confirming that there are no mistakes in the quiz answers, click the "Confirm save" button to answer.

(Even if you have already answered, you can modify the submitted file during the submission period.)



The submission will not be completed unless you click the [Confirm save] button. If an error occurs during submission, specify the file location again.

2.5 Cancel Up Class

In the "Cancel Up Class" you can refer to information on class cancellation, supplementary class, and classroom change.

① Click [Cancel Up Class] icon from the menu at the top of the home screen. From the submenu, click [Cancel Up Class•Classroom].

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2 Lessons for one week will be displayed.

The display can be selected in list format or frame format (the image below is frame format). Only classes that have been canceled, supplementary classes, or classroom changes will be displayed.

	Switch display
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3 Email system (Gmail)

About the Email System (Gmail)

Gmail is used as part of Student Web System. If you have a Student Web System account, you will be given an email address in the form of "******@mail.cc.niigata-u.ac.jp" (here "******" is the ID for the Student Web System account).

Because it is used mainly by current students, it is sometimes called "email service for current students (Gmail)".

To be able to use the email system (Gmail), you need to activate your account (steps are shown below).

- 3.1 Activating Your Account (only for first use)
- ① Log in to the Student Web System (page 1).
- ② From the [HOME] icon submenu, click [Gmail].
- ③ The account setting screen will be displayed only for the first time use. Enter the relevant characters according to the instructions on the screen and click the [I agree] button.

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Once your account has been activated (if completed), an email screen will appear.

POP/IMAP Activation

The following setting needs to be done in order to read email using a mail client software or smartphone.

- ① Login to the Student Web System and click Gmail on the submenu bar across the top page HOME.
- ② Click the gear icon at the top right hand corner of the home screen of Gmail, click "設定 Setting" on the pulldown menu



③ Click the "Forwarding and POP/IMAP" tab.

<When POP is preferred>

• Under POP download "1. Status," click to choose either "Enable POP for all mail" or "Enable POP for mail that arrives from now on."

Settings	
General Labels Inbox Accounts	Filters and Blocked Addresses Forwarding and POPIIMAP Add-ons Chat and Meet Advanced Offline Themes
Forwarding:	Add a forwarding address
	Tip: You can also forward only some of your mail by creating a filter!
POP download:	1. Status: POP is disabled
Low Contraction of the Contracti	 Enable POP for mail that arrives from now on
	2. When messages are accessed with POP keep 在学生向けメールサービス Mail's copy in the Inbox ~
	3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions

· Choose how to treat messages under "2. When messages are accessed with POP".



<When IMAP is preferred>

• Under IMAP access, click to choose "Enable IMAP" to change the status.



④ Click "Save Changes" at the bottom of the setting page to complete.

- POP: Messages will be downloaded and managed on devices. Mail client software installed on the device will be used to sort or search messages as they are saved on devices.
- IMAP: Messages will be kept on the server, and are available for retrieval when viewing is necessary. Multiple folders may be created on the server for management, and functions such as searching for messages are also attached to the server.

• Transfer settings (only when forwarding to another email address)

Set only when you would like to forward email to another email address. Follow the steps below.

- 1 Log in to the email system (page 15).
- ② Click the gear icon at the top right of the email screen and click [Settings] from the pull-down menu.



③ Open the [Email forwarding and POP / IMAP] tab, and click [Add forwarding address].



④ Enter the forwarding email address and click [Next].



Enter the forwarding address correctly using half-width characters.

⑤ When the message [your emails are being forwarded to *******(forwarding email address you entered)] is displayed, confirm that the address is correct and click the [続行 Continue] button. (If the address is incorrect, click the "キャンセル Cancel" button and re-enter the address.)



⁽⁶⁾ When the following screen is displayed, click the [OK] button.



O An email will be sent to the forwarding address. Click the URL in the email text.



If clicking the link does not work, open a new window in your browser and paste the URL.
If you cannot access the link, enter the confirmation code on the transfer setting screen of the mail system (Gmail) and click the confirmation button.

(8) The [Confirmation Completed] screen appears, and the forwarding address is registered.

It may not appear unless the mail system screen is updated or restarted.

 O Check [Forward received mail to [******* (forwarding address)]] and select the process from the pull-down menu below.



^(III) Finally, click the [Save Changes] button at the bottom of the screen.



Notes on Transfer Settings

- To set multiple forwarding addresses, click " $\mathbf{\nabla}$ " next to the search box at the top of the mail screen, specify the conditions, and click [Set filter with these search conditions].
- Do not forward emails from two email addresses to each other's address (The infinite transfer of mail puts a heavy load on the system and may make it unusable).
- Check the filter settings to make sure that emails from addresses that you do not intend to delete are not deleted by the filter. Be careful not to miss important notices from the university and faculties due to the filter being applied.
- [Examples of Email Addresses of the University and Faculties] [system@mail.cc.niigata-u.ac.jp], [g-gakumu@mail.cc.niigata-u.ac.jp] etc.
- For details on transfer settings and filter settings, refer to the help on the mail screen (Gmail).

3.2 How to Use

There are five following methods.

- (1) Via Student Web System
 (2) Direct access to mail system
 (3) Use a mail client software
 (4) Use smartphone email app
 (5) Use mobilephone
- (1) Via Student Web System

Follow the procedures 1-2 described in "3.1 Activating Your Account" (page 15).

- (2) Direct access to mail system
- ① Start a web browser, enter "https://gmail.niigata-u.ac.jp/" in the address field, and press the Enter key.
- 0 Log in with your Student Web System ID and password.



It is "https:" instead of "http:" (with "s" please!)

For instructions for (3) \sim (5), please see the complete manual.

4 Logout

 $\textcircled{\sc lick}$ [Logout] button at the top right of the home screen.

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⁽²⁾When you log out, you will be returned to the login screen.

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Updated by International Office March, 2022