

Operation Manual for SOKENDAI CampusPlan

(For teachers)

Ver. 2024.2

【Attention】

CampusPlan is accessible from Hayama campus, parent institutes (each inter-university research institute where your program is located), and the network outside of the university.

If you cannot access CampusPlan for some reason, please refer the following instructions.

*Syllabus Editing:

Please download the “Syllabus Editing Format (Excel)” from SOKENDAI website (<https://www.soken.ac.jp/en/campuslife/campusplan/>), fill it out, and submit it to the Program Office via email.

*Grade Registration:

Please ask the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) to send you the scorecard (Excel).



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*1 Japanese version only.

*2 Course lecturers, part-time lecturers, visiting lecturers, etc. cannot use these functions.

If you have any questions or problems with CampusPlan, please contact the Educational Affairs Section (campusplan[at]ml.soken.ac.jp).

1. Login to the portal site

Visit to <https://cplan-web.soken.ac.jp/portal/Account/Login> and log in.

【Attention】

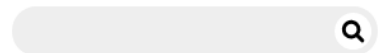
***If you have forgotten your password, click on “Click here if you forgot password” and reset your password.**

*If you make five consecutive password mistakes, your account will be locked and you will not be able to log in for 15 minutes.

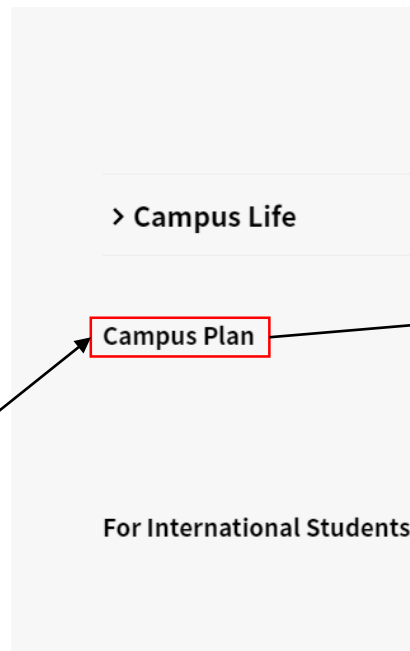
* You will be automatically logged out after 20 minutes of inactivity.



Access 日本語



- HOME
- About SOKENDAI ▶
- Admissions ▶
- Education & Research ▶
- Campus Life** ▶



総合研究大学院大学 The Graduate University for Advanced Studies, SOKENDAI CampusPlan portal

ログインID
Login ID

パスワード
Password

Login >

パスワードを忘れた方はこちら
Click here if you forgot your password

QR code

QRコードの読み取り機能がある端末をお持ちの方は、QRコードを読み取りアクセスしてください。

If you have a terminal that has QR code reading function, please use this function to access the site.

ログインID = Login ID
パスワード = Password

The screenshot shows the login page for the Campus Plan portal. At the top, it says "総合研究大学院大学 The Graduate University for Advanced Studies, SOKENDAI" and "CampusPlan portal". Below this is a large aerial photograph of the university campus. On the right side, there are two main sections: "ログインID" (Login ID) and "パスワード" (Password). Each section has a text input field. Below these fields is a blue "Login >" button. Underneath the button, there is a link: "パスワードを忘れた方はこちら" (Click here if you forgot your password). Below that is a "QR code" section with a QR code and text in Japanese and English explaining that users with QR code reading capabilities can use that function to access the site. At the bottom right, there is a legend: "ログインID = Login ID" and "パスワード = Password".

(1) Login

Enter your login ID and the password on the login screen, then click on “Login.”
After the click on “Login”, it moves to the following screen.

総合研究大学院大学 The Graduate University for Advanced Studies, SOKENDAI Campus Portal

2要素認証 Two-factor authentication

● 認証コードを入力してください。6分以内に入力してください。
Enter the verification code. Enter within 6 minutes.

(****@soken.ac.jp)に認証コードを送信しました。 A verification code has been sent to (****@soken.ac.jp.)

次回から簡易ログインにする。 Simple login from next time.
※同じ端末の同じブラウザでログインした時に、認証コードの入力を一定期間省略します。
※When you login with the same browser on the same device, you can skip entering the verification code for a certain period of time.

Login Cancel

※認証コードが届かない場合 If you do not receive the verification code: 認証コードを再送 Resend a verification code

When you receive the following email to the registered email address, confirm the verification code and enter it on the Two-factor authentication screen. Click “Login” after entering the code.

二要素認証のコード Two-factor authentication code

ポータルサイト上で、ログインリクエストを受け付けました。
以下の認証コードを入力して、速やかにログインしてください。
ログインID: *****
コード:*****

Login requests have been accepted on the portal site.
Please enter the following verification code to log in.

Login ID : *****
Code :*****

*** A verification code is valid for 6 minutes. Please log in by entering the code on Two-factor authentication screen within 6 minutes.
If you could not log in within 6 minutes, close Two-factor authentication screen and visit the login screen again. Enter your login ID and the password, and click on “Login.”**

*** If you check the box “Simple login from the next time”, you will be able to skip entering a verification code for the day you log in, with the same browser on the same device.
Since the browser's cache is referenced, if you delete the cache, it will be required to enter a verification code again even if it is on the same day.**

(2) If you forgot the password;

Click on “Click here if you forgot your password.”

ログインID
パスワード
Login >
パスワードを忘れた方はこちら
Click here if you forgot your password

When the following screen is displayed, enter your login ID and the password, then click on “Send.”

パスワード再設定 Reset password
ログインID Login ID
登録済みメールアドレス Registered email address
※PC用・モバイル用どちらでも可。
※Email address for either of PC or mobile is acceptable.
*****@***.ac.jp
※上記メールアドレスにパスワード再設定用のURLを配信します。
※The URL for resetting the password will be delivered to the above email address.
Cancel Send

Access the URL in the email as follows which has delivered to your registered email address.

パスワード再設定リクエスト Reset password (SOKENDAI CampusPlan Portal)

ポータルサイト上で、パスワード再設定リクエストを受け付けました。
以下のURLにアクセスして、速やかにパスワードを再設定してください。

Your password reset request has been accepted.
Please access the following URL and reset your password as soon as possible.

URL : https://cplan-web.soken.ac.jp/portal/Account/Login?CP_PARAM=T++HddvSFuhFK2V7ISSgRe1Dg4H0unjTYeCbgH16NNF18a++WnNsm4x3Opczi2aXrVvk0KNMRqWHvm5xTQ=

パスワードリセット Password reset Password reset
パスワードを変更してください Please change your password
新しいパスワードを入力 Enter new password :
再度 新しいパスワードを入力 Enter new password again :
Update

Enter a new password (free setting) and click on “Update.”

変更しました。
新しいパスワードが設定されました。
新しいパスワードで改めてログインしてください。
OK

When the message on the left is displayed, the setting for a new password is done. After click on “OK”, the login screen will be displayed.

ログインID
Login ID
パスワード
Password
Login >
パスワードを忘れた方はこちら
Click here if you forgot your password

When the login screen is displayed, enter your login ID and a new password, then click on “Login.”

*Please see “(1) Login” in the previous page for the following steps.

2. Change email address and password

(1) Click on your name.

Home | お知らせ Notice | アンケート Questionnaire | キャビネット Data Cabinet | 履修・成績等 Course Work | Logout

テスト教員 test testさん

前回ログイン : 2021年07月05日(月) 17:06

○ カレンダー Calendar

前 < 2021年7月 5 - 11日 > 次

7/5 (月)	7/6 (火)	7/7 (水)	7/8 (木)	7/9 (金)	7/10 (土)	7/11 (日)

○ 新着お知らせ Latest Notice

- 通常のお知らせ Notice other than about class
現在、新しいお知らせはありません。 There is no new notice.
- 通常のお知らせ Notice other than about course
授業に関するお知らせ NOTICE ABOUT CLASS
現在、新しいお知らせはありません。 There is no new notice.
- 授業に関するお知らせ Notice about course

マイリンク My links

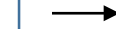
指定リンク Selected links → 総合研究大学院大学 SOKENDAI

【My links】

If you register URLs of the websites, you use frequently in "My Links", the links are displayed on the top page.

【Attention】

By default, Two-factor authentication code will be sent to your PC email address. You can change here if you prefer to receive Two-factor authentication code at your mobile email address.



(2) You can change your registered email address.

***Please be sure to enter (two, if possible) email addresses as these will be used for important notice from SOKENDAI.**

*There is no restriction on the type of address (both for PC and mobile).

○ 個人設定 Personal Settings

● メールアドレス Email address

PC用 (For PC) : 変更 change

モバイル用 (For mobile) : 変更 change

変更 change

● お知らせ配信設定 Email address for receiving notices

変更 change ***Please be sure to check both boxes.**

PC用メールアドレスで受け取る Receive at PC email address

モバイル用メールアドレスで受け取る Receive at mobile email address

変更 Change

(3) You can change login password.

● パスワード変更 Change Password ***Please change your password periodically.**

変更 change

現在のパスワードを入力 Enter your current password :

新しいパスワードを入力 Enter new password :

再度 新しいパスワードを入力 Enter new password again :

変更 Change

(4) You can change Two-factor authentication code reception setting.

● 二要素認証コード受信設定 Two-factor authentication code reception setting

変更する Change

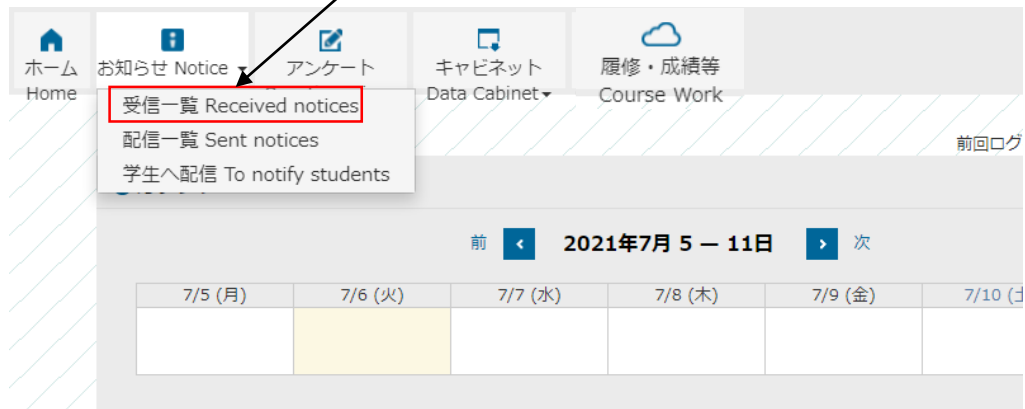
PC用メールアドレスでコードを受信します Receive code at your PC email address.

モバイル用メールアドレスでコードを受信します Receive code at your mobile email address.

変更 Change

3. Notice from university

(1) Click on “お知らせ Notice” > “受信一覧 Received notices”.



(2) Displays a list of the notices from staff.
New notices will also be displayed on the top page.

日時 Date and time	タイトル Title	配信元 Sender	カテゴリ Category
2021年02月02日 09:55	テスト	大学 SOKENDAI	学校より From SOKENDAI
2020年12月11日 13:06	テスト (職員>教員)	大学 SOKENDAI	学校より From SOKENDAI
2020年12月09日 09:26	【緊急 Urgent】 テスト (職員>教員)	大学 SOKENDAI	学校より From SOKENDAI
2020年12月09日 09:00	【重要 Important】 テスト (職員>教員)	大学 SOKENDAI	学校より From SOKENDAI
2020年11月20日 10:32	呼び出し 教務係から教員へのお知らせ	教務係 Educational Affairs Section	呼び出し Summons

配信元で選択 Select by sender

- 大学 SOKENDAI
- 学務支援係 Academic Affairs Section
- 教務係 Educational Affairs Section
- 学生係 Student Affairs Section
- 経理係 Accounting Section
- 研究協力係 Research Coordination Section
- 東京プランテ事務係 Tokyo Branch
- 広報社会連携係 Public Relations Section
- 人事係 Personal Section
- 民博研究協力係 Minpaku
- 日文研究支援係 Nichibunken
- 歴博研究教育係 Rekihaku
- 国文研教育支援係 NIJL
- 岡崎大学院係 NINS_Okazaki
- 天文台大学院係 NAOJ
- 核融研大学院連携係 NIFS
- 宇宙研学生担当 ISAS
- KEK大学院教育係 KEK
- 立川共通事務部大学院係 ROIS_Tachikawa
- 情報研国際・教育支援チーム NII
- 遺伝研大学院担当 NIG
- 先導研事務係 ESB

カテゴリで選択 Select by category

- 学校より From SOKENDAI

キーワード Keyword

条件を入れてください

(4) Click on the title to see the contents of the notice.

(3) You can narrow down your search by sender.

If you want to narrow down by the university headquarters, add a checkbox for “大学 SOKENDAI”.
By default, all available notifications will be displayed.

4. Notice to students (Japanese version only)

- (1) Click on “お知らせ Notice” > “学生へ配信 To notify students”
- (2) Enter the title, body, and destination, and then click "Send".
- (3) The “notice” will be sent to the student's portal site.

Notice cannot be sent during the night (20:00 - 8:00). If you work at night, please set the delivery date and time after 8:00am for the next day.

The screenshot shows the 'Create a new notice for students' form. The form is divided into two main sections: the main content area on the left and the 'Settings' sidebar on the right.

Main Content Area:

- 新規作成(学生向け) Create a new notice for students**
- タイトル Title**: A text input field with the placeholder 'タイトルを入力してください。(100文字まで)'.
- 本文 Body**: A large text area with the placeholder '本文を入力してください。(1000文字程度)'.
- 配信先 (学生0名) Recipients**: A section with a red box around the '学生' (Students) button. Below it are '履修学生' and '指導学生' buttons.
- Buttons at the bottom**: '一時保存' (Save temporarily), '配信する' (Send), and '戻る' (Back to previous page).

Settings Sidebar:

- 配信設定 Settings**
- 配信元 Sender**: テスト教員 (Test teacher)
- カテゴリ Category**: 教員より From a teacher
- 重要度 Importance**: Radio buttons for 通常 (Normal), 緊急 Urgent, and 重要 Important.
- 配信日時 Delivery date and time**: A red box highlights the date and time input field. Below it is a checkbox for '即時配信 Send it immediately'.
- 表示期限 Display deadline**: A date and time input field with a '期限なし No deadline' checkbox.
- メール転送 Forward email**: A red box highlights the 'メール転送' checkbox. Below it are radio buttons for 'する' (Yes) and 'しない' (No).
- 添付ファイル Attached files**: A section for adding files, with a note: '※10MB以下のファイルを5つまで。拡張子: *.pdf, *.zip, *.doc, *.docx, *.xls, *.xlsx, *.ppt, *.pptx'.

Annotations:

- A blue arrow points from the text 'Select the students to be delivered from among “all regular students”, “students enrolled in your courses” or “students you are supervising”.' to the '学生' button in the Recipients section.
- A red box highlights the '学生' button.
- A red box highlights the 'メール転送' checkbox in the Settings sidebar.
- A red box highlights the '配信日時' input field in the Settings sidebar.
- A red arrow points from the text 'Notice cannot be sent during the night (20:00 - 8:00). If you work at night, please set the delivery date and time after 8:00am for the next day.' to the '配信日時' input field.

If you check “する” to click “配信する”, an email with the same contents as the notice will be automatically sent to the registered email address.

* Please note that attached files will not included to the automatic email.

5. Distribution history (Japanese version only)

- (1) Click on “お知らせ Notice” > “配信一覧 Sent Notices”
- (2) A list of the notifications you have sent will be displayed.

- (3) Click on the title to see the contents of the notice.

The screenshot illustrates the process of viewing a notification's details. On the left, the '配信済み' (Sent) section shows a table of notifications. A red box highlights the title 'テスト' (Test) in the first row. An arrow points from this box to the right, where the detailed view of the notification is shown.

配信済み一覧 (Left Panel):

- 作成したお知らせ一覧
- 作成中のお知らせはありません
- 配信済み

配信日時	見出し	配信元	カテゴリ	ステータス
2020年07月17日 11:06	テスト	テスト用 テスト用	教員より From a teacher	配信済

配信済み一覧の検索条件 (Middle Panel):

- 自分が配信したお知らせのみ
- 前以降のお知らせは除く

配信日時: 2020/07/03 00:00 ~ 2020/07/31 23:59

見出し: 条件を入れてください

カテゴリ: 条件を入れてください

条件クリア 再検索

[配信済]お知らせ確認(学生向け) (Right Panel):

- タイトル Title: テスト
- 本文 Body: テスト
- 配信先 (学生1名) Recipients: 学籍番号, 氏名, 所属, 学年, 在学区分, 未読

学籍番号	氏名	所属	学年	在学区分	未読
99999999	テスト用 テスト用	物理・構造・5年1年次	1	在学	未読

Cancel Copy Back to previous page 取り消す コピー 戻る

配信設定 (Far Right Panel):

- 配信者: テスト用 テスト用
- カテゴリ: 教員より From a teacher
- 重要度: 通常
- 配信日時: 2020年07月17日 11:06 (即時配信)
- 表示期限: 期限なし
- メール転送: なし
- 添付ファイル: なし

6. Questionnaire and Data Cabinet

You can answer the questionnaire from the university.

You can download electronic files (such as instructions and application forms) uploaded by the university.

The screenshot shows a university portal interface. At the top, there is a navigation bar with several menu items: 'ホーム Home', 'お知らせ Notice', 'アンケート Questionnaire', 'キャビネット Data Cabinet', and '履修・成績等 Course Work'. The 'アンケート Questionnaire' and 'キャビネット Data Cabinet' items are highlighted with red boxes. Two arrows point from the text above to these boxes. The 'アンケート Questionnaire' box has an arrow pointing to it from the text 'You can answer the questionnaire from the university.' The 'キャビネット Data Cabinet' box has an arrow pointing to it from the text 'You can download electronic files (such as instructions and application forms) uploaded by the university.' To the right of the navigation bar, there is a user profile section showing 'テスト教員 テスト教員 test t'. Below the navigation bar, there is a section for 'カレンダー Calendar' with a date range of '2021年7月 5 - 11日'. Below the calendar, there is a section for '新着お知らせ Latest Notice' with two sub-sections: '通常のお知らせ Notice other than about course' and '授業に関するお知らせ Notice about course'. Both sub-sections indicate that there are no new notices.

ホーム Home

お知らせ Notice

アンケート Questionnaire

キャビネット Data Cabinet

履修・成績等 Course Work

テスト教員 テスト教員 test t

前回ログイン : 2021年07月06日(火) 08:50

○ カレンダー Calendar

前 < 2021年7月 5 - 11日 > 次

7/5 (月)	7/6 (火)	7/7 (水)	7/8 (木)	7/9 (金)	7/10 (土)	7/11 (日)

○ 新着お知らせ Latest Notice

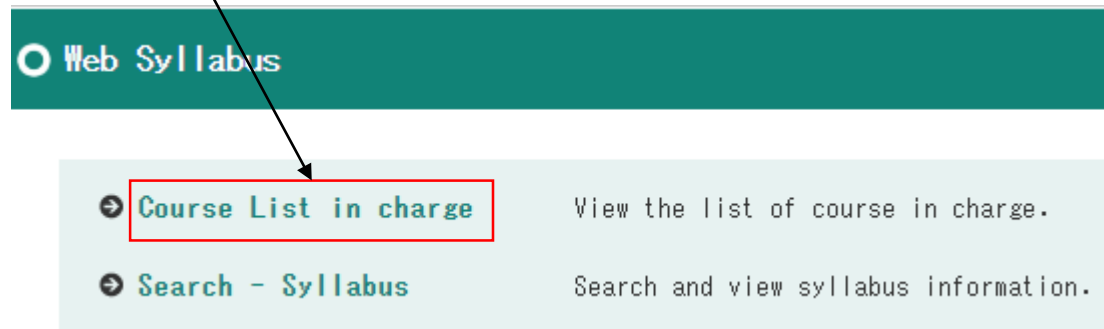
- 通常のお知らせ Notice other than about course
現在、新しいお知らせはありません。 There is no new notice.
- 授業に関するお知らせ Notice about course
現在、新しいお知らせはありません。 There is no new notice.

7. Edit online syllabus

(1) Click on "Course Work".

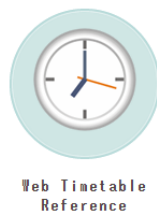
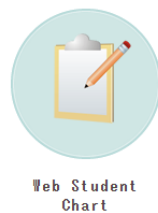
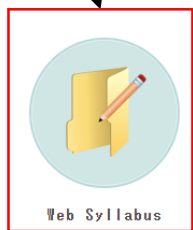
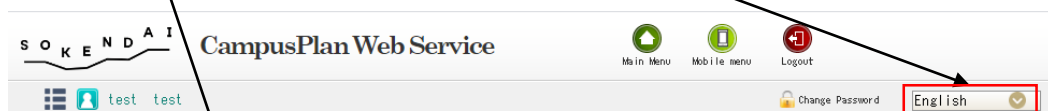


(4) Click on "Course List in charge".



(3) Click on "Web Syllabus."

(2) Select "English."



(5) A list of the courses you are designated as the "instructor" are displayed and you can select the course to edit.

A dark green header bar with the text 'List of course in charge (syllabus)'. Below it, a table displays course information. The 'Select' button in the first column of the table is highlighted with a red rectangular box.

Result: 1 items found. (1-1 item)							
<Prev page 1 Next page>							
	Course code	Course title	Subject name	Term	Day	Period	
Select	999999999	Structural Photo-molecular Science (test)	Structural Photo-Molecular Science	後学期	-	-	Confirm
<Prev page 1 Next page>							

(6) Edit your syllabus.

*Items in red are required.

Edit - Syllabus

*Please note that the syllabus will not be published unless you check the "Input completed" box and register.

*If there are any irregular items in your syllabus, an red error message will be displayed. Please be sure to correct the items so that the error will no longer be displayed.

*If you want to temporarily save the syllabus in the process of entering, please uncheck the "Input completed" box and register.

*The syllabus can be overwritten and updated at any time after the completion or disclosing.

You can check the online view.

Input language Japanese English

Confirm

Course code	XXXXX
Course title	XXXXXXXXX
Term	後期 2nd Half
Credit(s)	2.00
The main day	The main period
成績評価区分 Grading Scale	A, B, C, Dの4段階評価 Four-grade evaluation
レベル Level	研究指導 Dissertation research
力量 Competence	専門力 Academic expertise、 独創性 Creativity、 学際性 Broad perspective、 国際力 Global competence、 倫理性 Research integrity
Program/Department (0 to 100 character)	jpn <input type="text"/> eng <input type="text"/>
Lecturers (0 to 50 character)	jpn <input type="text"/> eng <input type="text"/>

Do not edit "Program/Department."

You may enter the information in Japanese in both the "jpn" and "eng" fields, or you may enter the information in English in both the "jpn" and "eng" fields.

*The Japanese version of the web syllabus will be published with the information entered in the "jpn" field, and the English version will be published with the information entered in the "eng" field.

Select "Items."

Instructor

Full name

* XXXXX

Notes: One of the following before input, please select an input method.

Registration form

You can copy the syllabus from previous years. Please see the next page.

*Syllabus quotation

Syllabus Quotation

Search filters Especially the item without specification is partial match retrieval.

Academic Year: 2021

Course code: Instructor:

Course title: Program/Department:

Subject name: Lecturers:

Term: Not specified Keywords:

Day: Not specified

Period: Not specified

← Search by setting conditions.

Result: 2 items found. (1 - 2 item)

	Course code	Course title	Subject name	Term	Instructor	Program/Department	Lecturers	
<input type="button" value="Select"/>	90DESK050A	Specific Research V	Specific Research V	通年(前期開始) Whole Year	dummy (ESB)	Department of Evolutionary Studies of Rinsuetsu	Main Supervisor	<input type="button" value="Refer"/>

Click on "Select" to copy the data to the current syllabus.

Click on "refer" to view the syllabus.

(7) Check "Input completed" and "Done" boxes and click on "Register."

Please be sure to check "Input Completed" (Japanese and English) and "Done" and click on "Register" before the deadline.

*If you need to save temporarily, uncheck "Input completed" and "Done" boxes and click on "Register."

eng

Input completed: Japanese English

Done

(8) Syllabuses can be updated at any time after completion or online publication.

List of course in charge (syllabus)

Result: 1 items found. (1-1 item)

	Course code	Course title	Subject name	Term	Day	Period	
<input type="button" value="Done"/>	10DESB0501	Integrated Evolutionary Biology	Integrated Evolutionary Biology	後学期 2nd Half	-	-	<input type="button" value="Confirm"/>

Click on "Done" to proceed to the syllabus editing again.

[Important]

○ CampusPlan is accessible from Hayama campus, parent institutes (each inter-university research institute where your program is located) and the network outside of the university.

If you are unable to access CampusPlan during the web syllabus editing period, please download the “Syllabus Editing Format (Excel)” from SOKENDAI website (<https://www.soken.ac.jp/en/campuslife/campusplan/>), fill it out, and submit it to the Program Office via e-mail.

○ Differences between “Main Instructor”, “Instructor” and “Lecturer”

- Instructor can edit the web syllabus.

- Instructor marked with * on the syllabus is called as a main instructor.

- Main Instructor can register the course grade.

***If you want to change the Main Instructor, please contact the Program Office.**

- “Lecturers” is one of the items in the syllabus. Please fill out instructors who will actually conduct the class in this field. You can also fill out “each chief supervisor” etc. in the field. Please use the field “Lecture Plan” to fill out more information since the word limit for the field “Lecturers” is 50 characters.

○ If you want to change the “Term”, “The main day” and “The main period”, please contact the Program Office.

(3) Search by setting conditions and select the student.

Student search

Search filters Especially the item without specification is a prefix search.

Student ID School year ~
(Half-width number)

Full name Semester ~
(Half-width number)

Class of enrollment **Enrolled p** ▾

Affiliation **Search**

Regional Studies
Regional Studies
Regional Studies
Regional Studies

Result: 1 items found. (1-1 item)

	Student ID	Full name	Affiliation	School year	Semester	Class of enrollment
Select	99999999	test gakusei	Structural Molecular Science	1		Enrollment

(4) You can see the course registration of the student.

Timetable - for Student

Student ID	99999999	Full name	test gakusei	sex	male
Affiliation	Structural Molecular Science			Class of enrollment	Enrollment
School year	1	Semester		Class	Attendance number

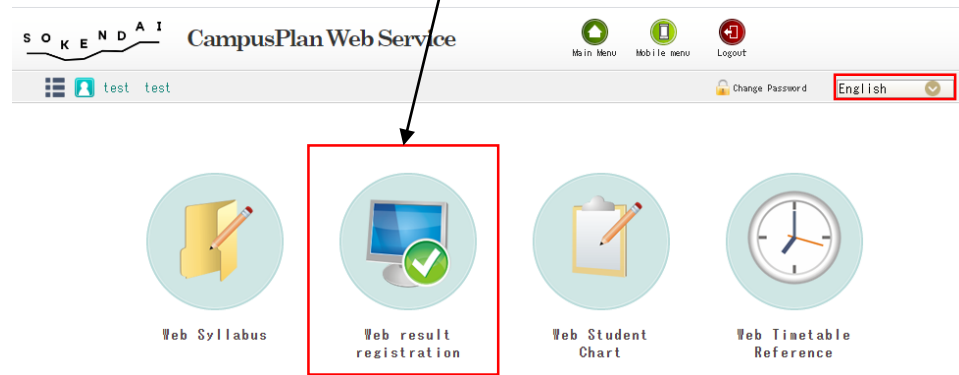
The 1st half

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st period							
2nd period							
3rd period							
4th period							
5th period							
6th period							

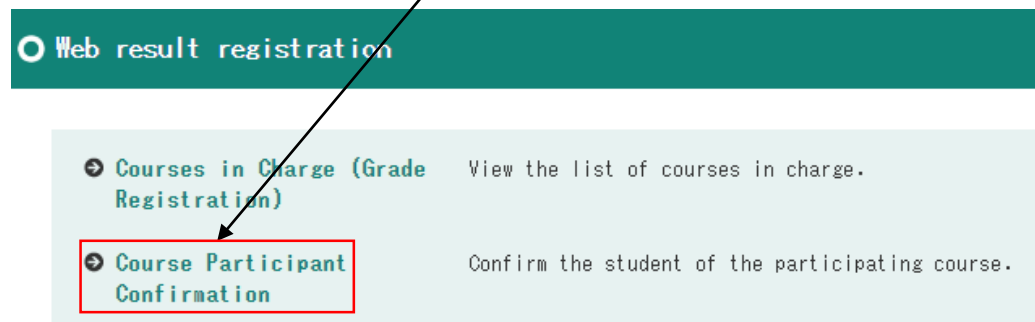
- *Courses with undetermined day and periods are all classified as intensive courses.
- *If you want to check the status of the past credit acquisition, please use the Web Student Chart.

9. Refer to the participants of your course

(1) Click on “Course Work” > “Web result registration”



(2) Click on “Course Participant Confirmation”.



(3) A list of the courses you are designated as the “main instructor” and the “instructor” are displayed and you can select the course to see.

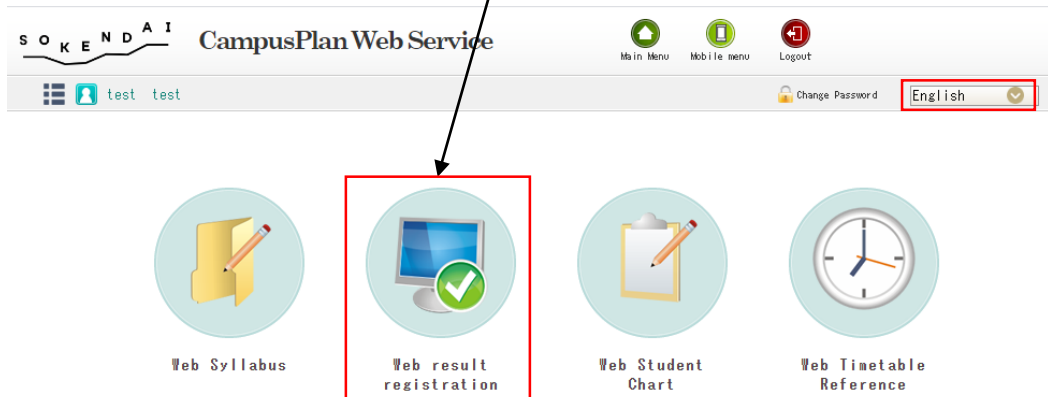
	Course code	Course title	Sub title	Subject name	Term	School sites	Course classification	Day	Period	Number of students
<input type="checkbox"/>	999999999	Structural Photo-molecular Science (test)		Structural Photo-Molecular Science	後期 2nd Half	Structural Molecular Science		-	-	1

(4) See the list of participants.

Course code	999999999		
Course title	Structural Photo-molecular Science (test)		
Sub title			
Responsible department	岡崎 (講義管理用)		
Term	後期 2nd Half		
Day	-		
Period	-		
Number of basic units	2 Credit(s)		
Number of students	1 people	<input type="radio"/> SJIS CUNICODE	<input type="button" value="Course student list CSV"/>
Output student name	<input type="radio"/> Japanese <input checked="" type="radio"/> English		
School year	<input type="text"/>	Semester	<input type="text"/>
Display order	Student ID		

10. Register your course grades

(1) Click on "Course Work" > "Web result registration."



(2) Click on "Courses in Charge (Grade Registration)"



(3) A list of the courses you are designated as the main instructor are displayed and you can select the course to register.

Courses in Charge (Grade Registration)

Result: 1 items found. (1/1 item) Display everything

Register grades	Course code	Course title	Sub title	Subject name	Course period	School sites	Course category	Day	Period	Number of students	Grade check
Select	999999999	Structural Photo-molecular Science (test)		Structural Photo-Molecular Science	後期 2nd Half	Structural Molecular Science		-	-	0	

(4) Select "Evaluation."

Course code: 999999999
 Course title: Structural Photo-molecular Science (test)
 Sub title:
 Responsible department: 岡崎 (講義管理用)
 Term: 後期 2nd Half
 Day:
 Period:
 Number of basic units: 2 Credit(s)
 Number of students: 1 people SJIS UNICODE
 Output student name: Japanese English
 Input grade: Final
 School year:
 Reference grade1: Not specified
 Semester:
 Reference grade2: Not specified

ファイルが選択されていません Accept evaluation

Affiliation	Student ID	Full name	Student category	School year	Semester	Final		Raw score	Evaluation	Raw score	Evaluation
						Raw score	Number of absences				
Structural Molecular Science	9999999	test qakusei	Enrollment	1							

Evaluation already inputted:

*Evaluation Standard is below.

Raw score	Evaluation	Credit
100~80	A	Credited
79~70	B	
69~60	C	
59~0	D	Failed
	P	Credited
	F	Failed

(6) If you need to confirm the grades after completing registration, please check the “Display everything” and click on “Check”.

Courses in Charge (Grade Registration)

Result: 1 items found. (1-1 item) Display everything

Register grades	Course code	Course title	Sub title	Subject name	Course period	School sites	Course category	Day	Period	Number of students	Grade check
	999999999	Structural Photo-molecular Science (test)		Structural Photo-Molecular Science	後期 2nd Half	Structural Molecular Science		-	-	1	<input checked="" type="checkbox"/> Check

(5) Entering all evaluations, click on “Input completed”.

						Final						
Affiliation	Student ID	Full name	Student category	School year	Semester	Raw score	Evaluation	Number of absences	Raw score	Evaluation	Raw score	Evaluation
Structural Molecular Science	99999999	test gakusei	Enrollment	1			00:**					
Evaluation already inputted		Overwrite			Convert Evaluation							
Temporary save												
Input completed												

***Do not complete the input remain as “00:**” in “Evaluation.”**


***Once click on “Input completed”, no modifications will be allowed.
Be sure to complete to input the evaluations for all students.**

*If you want to save temporarily, click on “Temporary save.”

*If you have accidentally completed, contact the Educational Affairs Section (campusplan[at]ml.soken.ac.jp)

Results and Grades Reference

Course code	999999999		
Course title	Structural Photo-molecular Science (test)		
Sub title			
Responsible department	同時 (講義管理用)		
Term	後期 2nd Half		
Day	-		
Period	-		
Number of basic units	2 Credit(s)		
Number of students	1 people	<input checked="" type="radio"/> SJIS <input type="radio"/> UNICODE	Course student list CSV
Output student name	<input type="radio"/> Japanese <input checked="" type="radio"/> English		
Reference grade1	Final	School year	
Reference grade2	Not specified	Semester	
Reference grade3	Not specified		

Click on  to download the “Grade list (PDF)”.

Display

						Final						
Affiliation	Student ID	Full name	Student category	School year	Semester	Raw score	Evaluation	Number of absences	Raw score	Evaluation	Raw score	Evaluation
Structural Molecular Science	99999999	test gakusei	Enrollment	1			**					

[Important]

○ CampusPlan is accessible from Hayama campus, parent institutes (each inter-university research institute where your program is located), and the network outside of the university.

If you are unable to access CampusPlan during the result registration period, please contact the Educational Affairs Section (campusplan[at]ml.soken.ac.jp).



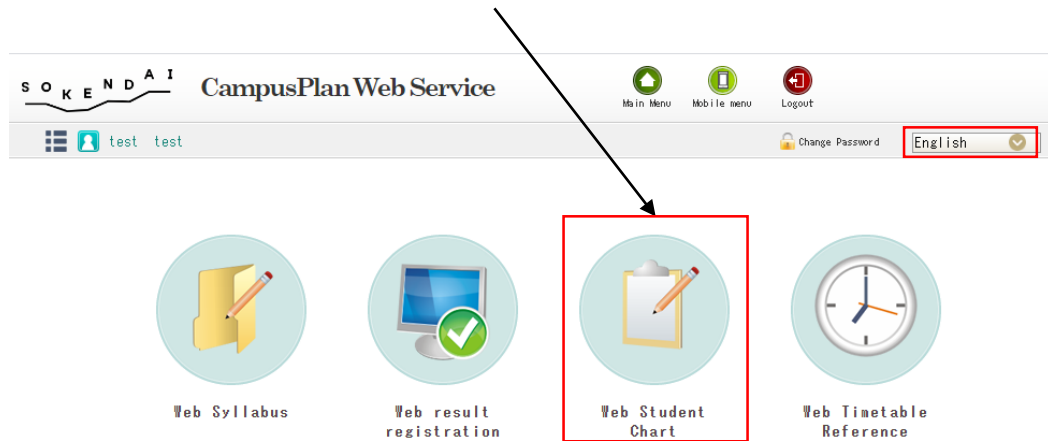
You will receive a scorecard (Excel) from the Educational Affairs Section via email. Please fill out the scorecard and return to the Educational Affairs Section (campusplan[at]ml.soken.ac.jp).



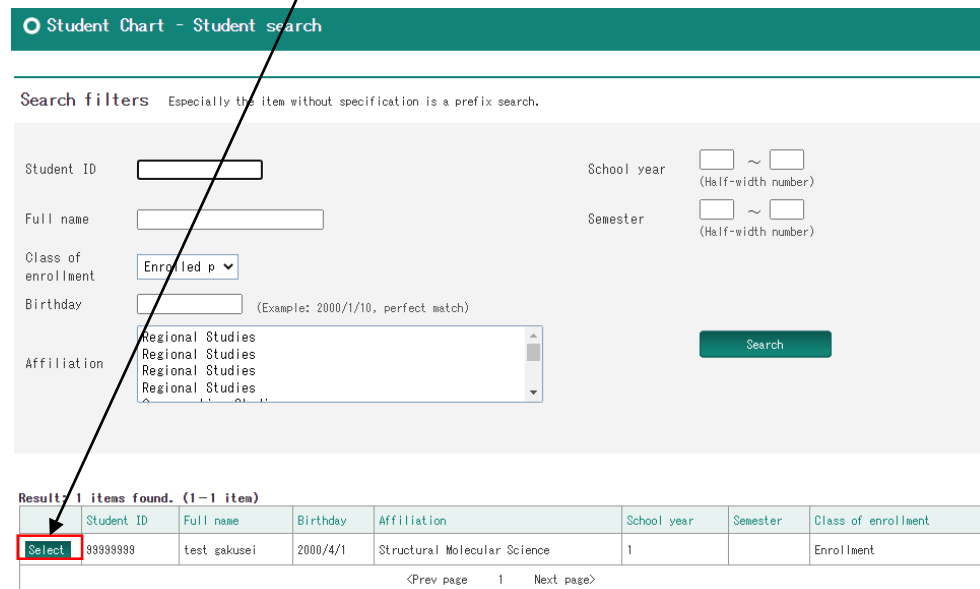
The Educational Affairs Section will register the grades into CampusPlan on your behalf, and send the Grade List to you.

11. Refer to the student's grades

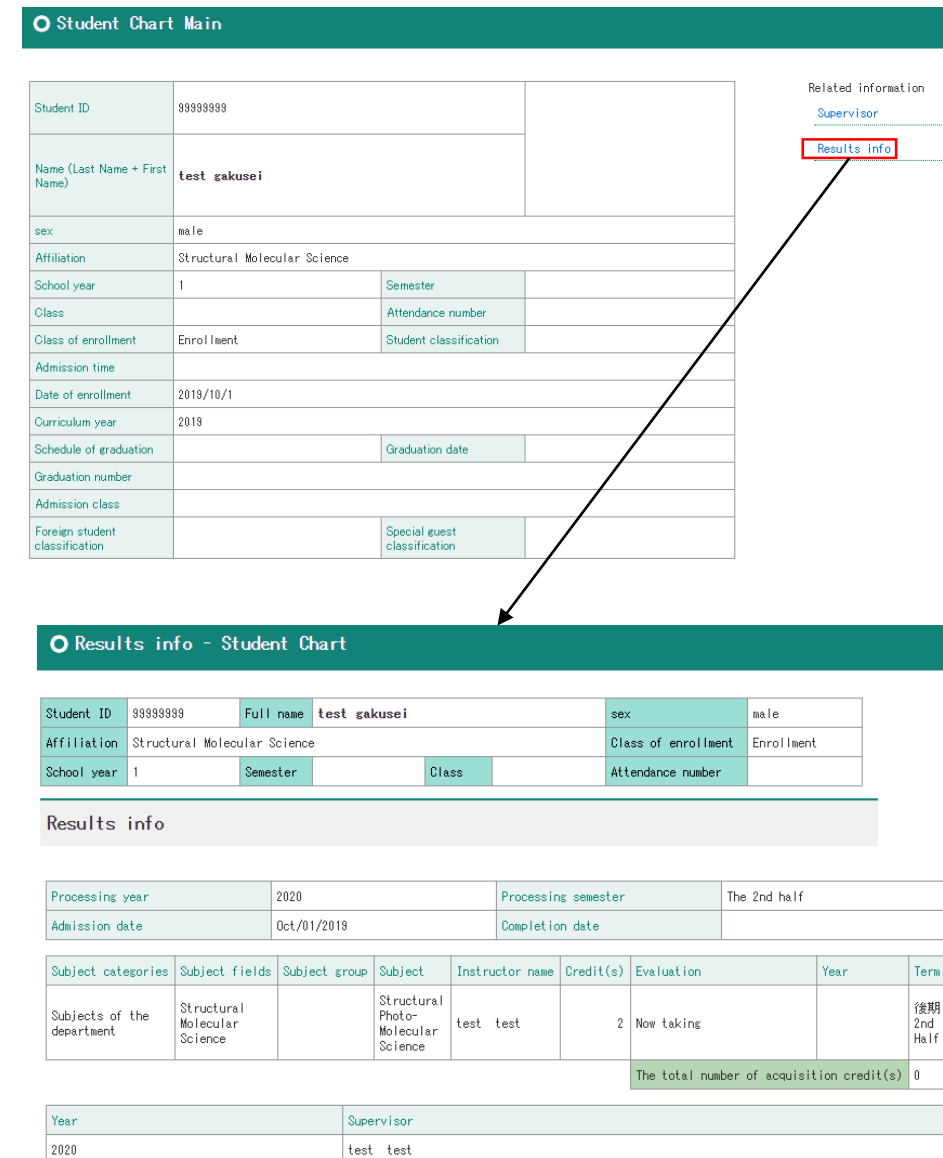
(1) Click on "Course Work" > "Web Student Chart."



(2) Search by setting conditions and select the student.



(3) You can check the student's grades by clicking on "Results info".



12. FAQ

Q1. Unable to access the portal site.

A1. CampusPlan is accessible from Hayama campus, parent institutes (each inter-university research institute where your program is located), and the network outside of the university.

If you cannot access CampusPlan for some reason, please refer the following instructions.

*Syllabus Editing:

Please download the “Syllabus Editing Format (Excel)” from SOKENDAI website (<https://www.soken.ac.jp/en/campuslife/campusplan/>), fill out and submit it to the Program Office via email.

*Grade Registration:

Please ask the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) to send you a scorecard (Excel).

Q2. I forgot my login ID.

A2. Please contact the Educational Affairs Section (campusplan[at]ml.soken.ac.jp).

Q3. I forgot my password.

A3. Please click on “Click here if you forgot your password” in the login screen.

Q4. How to cite the syllabus data from the past?

A4. Refer to the “Syllabus quotation” (P13).

Q5. How to change “Term” “The main day” or “The main period” in the syllabus?

A5. Please contact the Program Office.