

7. Students Registry

- (1) If you click on “Course Registration” in the menu, and then click on “Students Registry” appearing on the screen, the following screen (that displays a list of your classes) will appear.

Class List / Timetable of Classes You Teach							
Name		Instructor code		*****			
Instructors faculty/department		Academic Year - Term		2016Academic Year			
Term	semester offered	Date/Time	Registration Code	Course Title			
1st quarter	1st semester	Other	1Q106	英語科教育法II			
1st quarter	1st semester	Other	1Q223	学習指導論			
3rd quarter	2nd semester	Wed5	2Q102	国語科教育論B			

Show other Academic Year / Term

2016 not specified ▼

Display

- (2) From the list of your classes, choose and click on a class for which you desire to see the register of students. Then, the following screen will appear, asking you to select download conditions. Enter your desired order of display and download form, and click on Download.

Class List / 出力方法選択

表示順、出力先を選択して下さい

student order of display : Arrange by student number ▼

output place : ☒ Screen ☐ Text file ☐ PDF file

Cancelled students : ☒ Exclude cancelled ☐ Include cancelled ☐ Cancelled only

Download

Downloading data in the form of PDF file requires Adobe® Reader™ to be installed in your computer.



If you choose “Screen,” go to section 7-1. If you choose “Text file,” go to section 7-2. If you choose “PDF file,” go to section 7-3.

Attention!

On the screen, you can obtain real-time information on who and how many have registered for your class, but you need to confirm the finalized register by contacting the faculty or graduate school concerned (the department in charge of academic/student affairs) after the registration period ends. Please download the finalized register after such confirmation.

7-1. Downloading a register to view it on the screen

If you choose “Screen” (from the download choices) and click on **Download**, the following screen will appear.

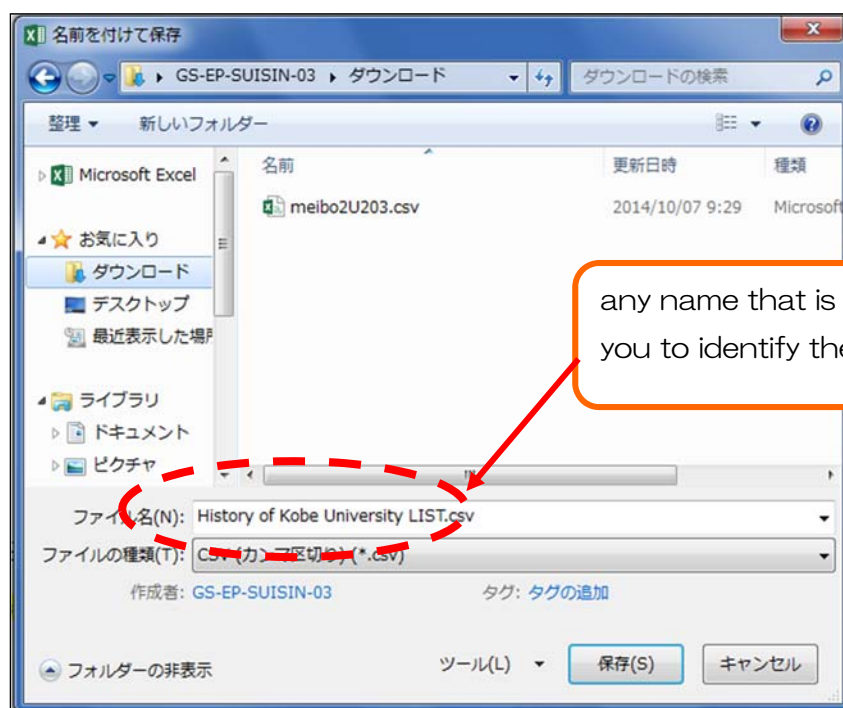
Class List									
Day・Class period	Other	Course title	1Q106 (Q124106) 英語科教育法II		Main Instructor				
単位・期間	2.0・1st quarter		所属学部	0	他学部	25	Number of students	25	
Faculty/Department					Student ID No.	Name	Kana	Student status	
Intercultural StudiesCross-Cultural StudiesHuman Communication and Information Science Division					*****	*****	*****	在学中	
Intercultural StudiesCross-Cultural StudiesIntercultural Communication Division					*****	*****	*****	在学中	
ScienceMathematics					*****	*****	*****	在学中	
LettersHumanitiesEnglish and American Literature					*****	*****	*****	在学中	
LettersHumanitiesEnglish and American Literature					*****	*****	*****	在学中	

7-2. Downloading a register in the form of a text file

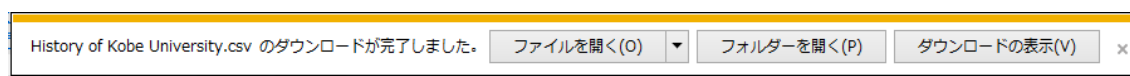
- (1) If you choose “Text file” (from the download choices) and click on **Download**, the following screen will appear. Save the file so that you can edit the file on Excel. (For specific download procedure, see below at (2) and thereafter.)



- (2) Click on **▼** button in the right of **保存** button and **名前を付けて保存(Save as)** appearing on the dialog box.
- (3) The “Save As” screen appears. Designate a directory for saving, give a name to the file (any name that is easy for you to identify the file), and click on **Save**.



- (4) When the following screen appears, it means that the downloaded register has been saved.



- (5) In the directory that you designated, you find the saved file. Click on the file.

The following Excel screen appears. You can edit the Excel file.

	A	B	C	D	E	F	G	H
1	Day: Period	Mon1	Course Name	D131 (D1.J0110) Theory of Image	Main Instructor	NADA Jiro		
2	Credits: Term	2: 1st semester	Affiliated department	39	Other department	6	No. of registrants	45
3			Course cancelled by own faculty	1	Course cancelled by other faculties	0	Total number of cancellation	1
4								
5	Affiliation	Student number	Name	Student status				
6	Human Development Human Expression	08						
7	Business Administration Business Administration	08		on leave of absence				
8	Human Development Human Expression	09						
9	Human Development Human Expression	10						
10	Human Development Human Expression	10		Cancelled course on leave of absence				
11	Clinical NANSU Expression	09						
12	Intercultural Studies Cross-Cultural Studies	10						
13	Contemporary Culture and Society Division							
14	C	D	I	B				
15		1	40	1	4			

7-3. Downloading a register in the form of a PDF file

* Viewing a PDF file requires Adobe® Reader™ (available free of charge) to be installed in your computer. You need to install the program by yourself.

- (1) If you choose “PDF file” (from the download choices) and click on **Download**, the following screen will appear.



- (2) Clicking on **Open with** will start Adobe® Reader™, displaying a list of students who registered for your class.

- (3) Clicking on **Save** will enable you to save the PDF file under a name given by you.

* When your computer is connected to a printer, you can print a file from the Adobe® Reader™ program.