Operation Manual for SOKENDAI CampusPlan

(For teachers)

Ver. 2021.7

【Attention】
CampusPlan is accessible only from Hayama campus and parent institutes (each inter-university research institute where your department is located).
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 Department 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](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.
2. Change email address and password

(1) Click on your name.

(2) You can change registered mail 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).

(3) You can change login password.
*Please change your password periodically.

【My links】
If you register URLs of the websites you use frequently in "My Links", the links are displayed on the top page.
3. Notice from university

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

<table>
<thead>
<tr>
<th>2021年7月 5 → 11日</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/5 (火)</td>
</tr>
<tr>
<td>7/8 (金)</td>
</tr>
</tbody>
</table>

(2) Displays a list of the notices from staff. New notices will also be displayed on the top page.
* Important notices will be sent to the email address registered in the personal settings at the same time as the notice in CampusPlan.

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

![Notice List](image)
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 at night (20:00 - 8:00). If you work at night, please set the delivery date and time to after 8:00am the next day.

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 address registered by the student.

* 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.
You can answer the questionnaire from the university.

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

(1) Click on “外部サービス Online services” > “Webサービス Online services”.

(2) Select “English”.

(3) Click on “Web Syllabus”.

(4) Click on “Course List in Charge”.

(5) A list of the courses you are designated as the “instructor” are displayed and you can select the course to edit.
You can copy the syllabus from previous years.

Select “Items”.

Do not edit “School/Program”, “Department/Program” and “Category”.

Click on "refer" to view the syllabus.

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

*Grading system

Be sure to choose “Four-grade evaluation” or “Two grade evaluation”.

*Syllabus quotation

Search by setting conditions.

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

Syllabus quotation

Select the following filters and search.

10
(7) Check "Input Completed" and "Done" boxes and click on "Register".

*Please note that syllabus without checking “input completed” box cannot be published.

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

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

*Syllabuses can be updated at any time after completion or online publication.
CampusPlan is accessible only from Hayama campus and parent institutes (each inter-university research institute where your department is located). 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 Department Office via e-mail.

Differences between “main instructor”, “instructor” and “lecturer”
> “Instructors” can edit web syllabus.
> “Instructor” marked with * on the syllabus is called “main instructor”.
> “Main instructor” can register the lecture grade.
> If you want to change the “(main) instructor”, please contact the Department Office.
> “Lecturer” is one item in the syllabus (text input).

So, please enter the faculty members who will actually conduct of the class (you can also enter “each chief supervisor,” etc.). There is a limit of 50 characters, so if you are unable to fill in all lecturers, please write them in the “Lecture Plan” column.

If you want to change the “Term”, “The main day” and “The main period”, please contact the Department Office.
8. Refer to the student’s course registration

(1) After the course registration is completed, the student will send the "Course Registration List" to his/her supervisor. Please check it and instruct him/her to revise if necessary.  
*You cannot revise directly.

(2) You can also check it on CampusPlan. Click on “Online services” > “Web services” > “Web Timetable Reference” > “Timetable – for Student”.

*Courses with undetermined day and periods are all classified as intensive courses.

*[Course unregistered error]: This is an error message that appears when no courses are registered.
(3) Search by setting conditions and Select the student.

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

*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 “外部サービス Online services” > “Webサービス Online services” > “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.

(4) Click on “Display” to see the list of participants.

You can also export the list of participants to CSV format.
10. Register your course grades

(1) Click on “外部サービス Online services” > “Webサービス Online services” > “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.

(4) Click on “Display”, and select “Evaluation”.

Not for use.
*Evaluation Standard is as below.

<table>
<thead>
<tr>
<th>Raw score</th>
<th>Evaluation</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100～80</td>
<td>A</td>
<td>Creditted</td>
</tr>
<tr>
<td>79～70</td>
<td>B</td>
<td>Creditted</td>
</tr>
<tr>
<td>69～60</td>
<td>C</td>
<td>Failed</td>
</tr>
<tr>
<td>59～0</td>
<td>D</td>
<td>Failed</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Creditted</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Failed</td>
</tr>
</tbody>
</table>

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

*Do not update with remaining the evaluation as “00:***”.

*Once updated with “Input completed”, no modifications will be allowed. Be sure to input the evaluations of all students before updating.

*If you want to save temporarily, uncheck “Input completed” and click on “Update”.

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

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

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

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

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↓

You will receive a scorecard (Excel) from the Educational Affairs section. Please fill it out and return it.

↓

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 “外部サービス Online services” > “Webサービス Online services” > “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”.

![Image of Student Chart](image-url)
Q1. Unable to access the portal site.
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*Grade Registration:
Please ask the Educational Affairs Section (campusplan[at]ml.soken.ac.jp) to send you the 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 page.

Q4. To cite the syllabus data from the past?
A4. Refer to the “Syllabus quotation” (P10).

Q5. To change “Term”, “The main day” or “The main period” in the syllabus?
A5. Please contact the department office.