Operation Manual for SOKENDAI CampusPlan

(For teachers)

Ver. 2021.1
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*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.
(Your login ID and password will be sent to you by e-mail.)

【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 follow the instructions in this manual.
※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.
※After April 2021, the link will be available from the university website (https://www.soken.ac.jp/en/).
2. Change e-mail address and password

(1) Click on your name.

(2) You can change registered mail address.
*Please be sure to enter (two, if possible) e-mail addresses as these will be used for important notice from SOKENDAI.

Logout button

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

(1) Click on “外部サービス”.

(2) Select “English”.

(3) Click on “Web Syllabus”.

(4) Click on “Course List in Charge”.

(5) A list of your lectures will be displayed. Select the lecture you want to edit.
(6) Edit your syllabus.
* Items in red are required.

You can confirm the online view.

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

Select “Items”.

You can copy the syllabus from previous years.

Syllabus quotation

Search by setting conditions.

- Grading system

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

Click on "refer" to view the syllabus.

Click on "Select" to copy the data to the current syllabus.
(7) Check the "Input Completed" and "Done" boxes and click on "Register".

*Please note that syllabus with the “input completed” box unchecked cannot be published.

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

*The syllabus can be updated at any time after the input is completed or published online.
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.

Difference between “main instructor”, “instructor” and “lecturer”
> “Instructors” can edit web syllabus.
> “Instructor” who are 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.
4. Refer to the student’s course registration
[This function will be available in AY2021.]

(1) You will receive "Course Registration List" from the student you are in charge of after his/her register completion. Please check it and instruct him/her to revise if necessary.
*You can not revise directly.

(2) You can also check it on CampusPlan.
Click on “外部サービス” > “Webサービス” > “Web Timetable Reference” > “Timetable – for Student”.

*Courses that do not have "the main day" and "the main time" are classified as intensive courses.
*The fields below "Desired Qualifications“ are not used, so please ignore them.
(3) Search by setting conditions and Select the student.

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

*All courses that do not have a set "the main day" and "the main time" are classified as intensive courses.
*If you want to check the status of the past credit acquisition, please use the Web Student Chart.
5. Refer to the participants of your course

(1) Click on “Web Result registration” > “Course Participant Confirmation”.

(2) Click on “Course Participant Confirmation”.

(3) A list of the courses you are designated as the “main instructor” are displayed. Select the Lecture.

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

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

(1) Click on “外部サービス” > “Webサービス” > “Web Result registration.”

(2) Click on “Course in Charge (Grade Registration)”

(3) A list of the courses you are designated as the “main instructor” are displayed. Select the Lecture.

(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></td>
</tr>
<tr>
<td>69～60</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>59～0</td>
<td>D</td>
<td>Failed</td>
</tr>
<tr>
<td>P</td>
<td>Creditted</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

*If you need to save temporarily, uncheck “Imput 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 [PDF] to download the “Grade list (PDF)”.

Evaluation Standard is as below.

<table>
<thead>
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</tbody>
</table>
[Important]

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 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. 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 and the Department Office.
7. Refer to the student’s grades
[This function will be available in AY2021.]

(1) Click on “外部サービス” > “Webサービス” > “Web Student Chart.”

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

(3) You can check the student’s grades by clicking on the “Results info”.