【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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12. FAQ (p.22)

*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.
(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.

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.

* 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."

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

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

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

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.

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.
(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).

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

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

【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.
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.

(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.
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.

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.
You can answer the questionnaire from the university.

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

6. Questionnaire and Data Cabinet
7. Edit online syllabus

(1) Click on “Course Work”.

(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.
(6) Edit your syllabus.
* Items in red are required.

You can check the online view.

* Syllabus quotation

Search by setting conditions.

Click on "refer" to view the syllabus.

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

Do not edit "Program/Department".

Select "Items".

You can copy the syllabus from previous years.
(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.

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.
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 can not revise directly.

(2) You can also check it on CampusPlan.
Click on “Course Work” > “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 “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.

(4) See the list of participants.

You can also export the list of participants to CSV format.
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.

(4) Select “Evaluation.”

Not for use.
*Evaluation Standard is 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>Failed</td>
</tr>
<tr>
<td>59～0</td>
<td>D</td>
<td></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, click on “Input completed”.

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

*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)
[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”.

```
<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name (Last Name + First Name)</th>
<th>Enrollment</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000</td>
<td>test student</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School year</th>
<th>Affiliation</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Structural Molecular Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Processing year</th>
<th>Processing semester</th>
<th>Result type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>The 2nd Half</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject code(s)</th>
<th>Subject title(s)</th>
<th>Instructor name(s)</th>
<th>Credit(s)</th>
<th>Evaluation</th>
<th>Year(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C123</td>
<td>Structural Molecular Science</td>
<td>test test</td>
<td>2</td>
<td>New Project</td>
<td></td>
</tr>
</tbody>
</table>

The total number of acquisition credits(s) 3
```
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.
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*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” (P12).

Q5. How to change “Term” “The main day” or “The main period” in the syllabus?
A5. Please contact the Program Office.