Academic Affairs System

Portal site ： https://kyomu.adm.okayama-u.ac.jp/portal/

Checking your transcript ● ● ●

You can check the classes you have registered for, the credits you have earned, and your grades.

- To check with a computer -> go to the next page
- To check with a smartphone or tablet => go to page 8

1. To check your transcripts with a computer

Log in to the Academic Affairs System from the Okayama University page, and click
"Course grades" ≫ "Course grades"

① Details of course grades	Check your registration and credits on the web page.
② Individual course grade sheet	View a printable version of your transcript.
③ Grade tabulation value/GPA	View statistics of your credits, GPA, and registration status.

1-1. Display details of course grades

☐1 Choose a filter and click "Display". The default is "All grades".

View the year and semester/term in the drop-down menu.

☐2 Your academic record is displayed. The first 30 items are shown as a default.

① Subject title	Title line: Shows groupings by subject 【Large】[Medium], 〈Small〉 Itemized line: Course name
② Class schedule code	Registered academic year + 6-digit class code
③ Instructor name	Instructor's name
④ Academic year	Academic year when you earned the credit
⑤ Semester for evaluation	Term/Semester when you earned the credit
⑥ Score	Score
⑦ Grade	Letter grade
⑧ Number of credits	Credits
⑨ GP	Grade point
⑩ Grade distribution	Click the chart icon to display the grade distribution

1-2. Individual course grade sheet Only available in Japanese

1. Click "Display". Currently there is only one option, but other options will be added later.

2. Your grade will be shown in PDF file format.

    * When you download the file, the data may change to ".aspx" file format in some browsers (For example, Google Chrome) and will not be readable by a printer. In this case, save the file as PDF in your printer to print out.

* The "Credits Earned" includes the number of credits to be earned from the courses that are being taken. (The total number of credits earned may decrease depending on the number of credits earned after the academic performance is fixed.)

* "Credits Earned" is not the same as "credits required for a degree"

・Credits Earned	総修得単位数（履修中を含む）	999
・Total Number of Courses Completed	総修得科目数	99
・Total Points Completed	総科目得点数	9999
・Grade Point Average	全科目の平均点（単位加重平均点）	99．99
・Grade Point Average (excluding F)	Ｆを除く全科目の平均点（単位加重	99．99
・Required credits for degree	卒業要件算入単位数	999
・Required faculty approved credits	卒業要件単位数	999
・Overall GPA - Total	全学ＧＰＡ（累積）	9．99
・Overall GPA - Year	全学ＧＰＡ（当該年度）	9．99
・Faculty GPA - Total	学部・研究科ＧＰＡ（累積）	9．99
・Faculty GPA - Year	学部・研究科ＧＰＡ（当該年度）	9．99

1-3. Grade tabulation value/GPA

When you click "Display", the summary of statistics page will be shown.

❶ 2020 4th Term

❷ Earned credits by subject classification

	General Education Courses	All University Guidance	Faculty Guidance	Courses for Developing Intellectual Understanding	Society	Life	Nature	IT Literacy	Language Courses	English (Speaking)	English (Reading)	English (Writing)
Credits required	30	1	2	10	2	2	2	1	10	1	1	1
Credits earned	.5	1		.5			.5	1	8	1	1	1

	English (Listening)	English (4 Skills)	Non-english Foreign Languages (A)	Non-english Foreign Languages (B)	Japanese	General Education Courses for Senior Undergraduate Students	Major Courses	Topics in Humanities	Introductory Seminar	General Study of Human Sciences	Topics on Human Sciences	Practical Seminar
Credits required	1	2				1	94	5	1	6	8	8
Credits earned	1		4					6	1			

	Research Seminar	TOTAL										
Credits required	6											
Credits earned		.5										

❸ Total credits earned by academic year/semester

	2020		2020									Total
	1st Term	2nd Term	3rd Term	4th Term								
Number of subjects with earned credits	11	14	11	10								
Number of credits earned												
Number of subjects with earned credits												48
Number of credits earned												

❹ Total credits earned by academic year 📊

year	A+	A	B	C	Certification	Year total	Total	No, etc.
2020	4.50		10			.50	.50	1

The number of acquisition units

※Graph of the acquisition status of the the number of acquisition units click the graph icon appears.

❺ Overall GPA

Semester for evaluation	School grade	Total GPA	Semester GPA	Year GPA
2020 1st Term	1	.14	.14	.14
2020 2nd Term	1	.20	.25	.20
2020 3rd Term	1	.03	.66	.03
2020 4th Term	1	.02	.99	.02

※Distribution map by clicking the graph icon appears.

※Note

Total GPA	Grades of up to evaluation semester GP × number of units ÷ number of units meter
Semester GPA	Evaluation semester grades of GP × number of units ÷ number of units meter ※ full year courses will be entered into late.
Year GPA	Evaluation year of performance of GP × number of units ÷ number of units meter

❻ Faculty GPA

Semester for evaluation	School grade	Total GPA	Semester GPA	Year GPA
2020 1st Term	1	.14	.14	.14
2020 2nd Term	1	.20	.25	.20
2020 3rd Term	1	.03	.66	.03
2020 4th Term	1	.02	.99	.02

※Distribution map by clicking the graph icon appears.

※Note

Total GPA	Grades of up to evaluation semester GP × number of units ÷ number of units meter
Semester GPA	Evaluation semester grades of GP × number of units ÷ number of units meter ※ full year courses will be entered into late.
Year GPA	Evaluation year of performance of GP × number of units ÷ number of units meter

Top page > Course grades > Course grades > Course grade tabulation

① Term

The latest available grades will be displayed.

  e.g.   As of May 2021, the latest grades available are for Term 4, 2020.

  * The availability of grades is different for each faculty.

② Earned credits by subject classification

Earned credits by subject classification

	General Education Courses	All University Guidance	Faculty Guidance	Courses for Developing Intellectual Understanding	Society	Life	Nature	IT Literacy	Language Courses	English (Speaking)	English (Reading)	English (Writing)
Credits required	30	1	2	10	2	2	2	1	10	1	1	1
Credits earned	.5	1		.5			.5	1	8	1	1	1

	English (Listening)	English (4 Skills)	Non-english Foreign Languages (A)	Non-english Foreign Languages (B)	Japanese	General Education Courses for Senior Undergraduate Students	Major Courses	Topics in Humanities	Introductory Seminar	General Study of Human Sciences	Topics on Human Sciences	Practical Seminar
Credits required	1	2				1	94	5	1	6	8	8
Credits earned	1		4					6	1			

	Research Seminar	TOTAL										
Credits required	6											
Credits earned		.5										

You can view the total number of credits for each subject.

- ▪ Credits required: standard credit needed for graduation
- ▪ Credits earned: your total credits

    * "Credits Earned" is not the same as "credits required for a degree"

If you click the subject name, the grade you received for that course will be displayed.

● All course grades ○ Only passing course grades

Number of items to display [30 items at a time ▾]

Subject title	Class schedule code	Instructor name	Academic year	Term / semester for evaluation	Score	Grade	Number of credits	GP	Category	Grade distribution
(All University Guidance)										
"Introductory Course of Okayama University"	2020910207	KYOIN Shimei	2020	2nd Term	100	A +	0.5	4.5		📊
"Planning for your Career:Basic Steps"	2020910217	KYOIN Shimei	2020	2nd Term	100	A +	0.5	4.5		📊
				This window I Close						

③　Total credits earned by academic year/semester

Total credits earned by academic year/semester

	2020		2020					Total
	1st Term	2nd Term	3rd Term	4th Term				
Number of subjects with earned credits	11	14	11	10				
Number of credits earned								
								Total
Number of subjects with earned credits								48
Number of credits earned								

You can view your total credits by academic year and term/semester.

- Number of subjects with earned credits: the number of subjects you passed
- Number of credits earned: the credits you earned

If you click year/term, your grades for that period will be displayed.

④　Total credits earned by academic year

Total credits earned by academic year

year	The number of acquisition units					Year total	Total	No, etc.
	A+	A	B	C	Certification			
2020	4.50		10			.50	.50	1

※Graph of the acquisition status of the the number of acquisition units click the graph icon appears.

You can view the total number of credits for each academic year.

If you click the year, detailed information will be displayed.

If click the chart icon, a graph of your grades will be displayed.

Number by year acquisition unit table

Total credits accumulated by academic year

This window I Close
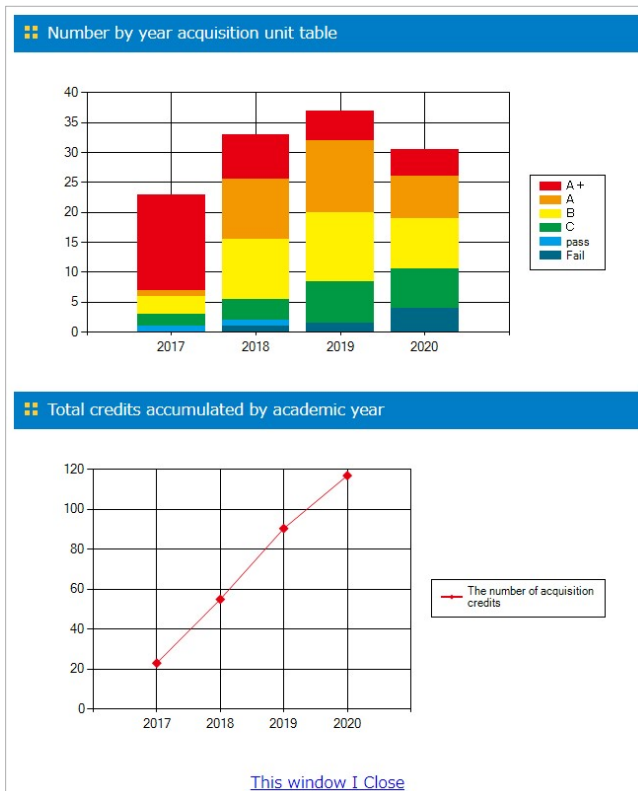
⑤ Overall GPA

Overall GPA

| Semester for evaluation	School grade	Total GPA	Semester GPA	Year GPA
2020 1st Term	1	.1	.14	.14
2020 2nd Term	1	.2	.25	.20
2020 3rd Term	1	.0	.66	.03
2020 4th Term	1	.0	.99	.02

※Distribution map by clicking the graph icon appears.

GPA by term will be displayed.

- Total GPA⋯GPA calculated up to the latest term
- Term GPA⋯GPA during the designated term
- Year GPA⋯GPA in a designated year, calculated up to the latest one.

If you click the chart icon, a distribution chart will be displayed.

Your data are included in the red bar group.
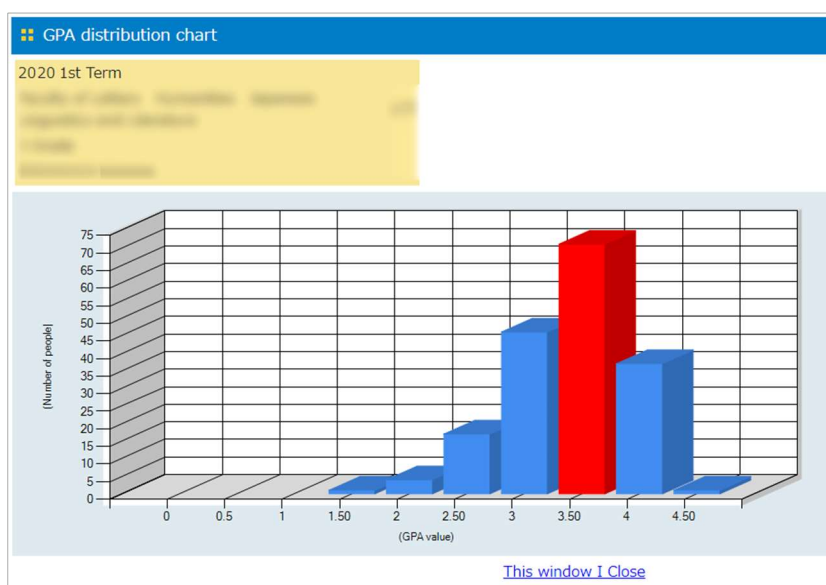
＊ The graph will be different, depending on the GPA distribution.

⑥ Faculty GPA

You can view your GPA within your faculty. If the system hasn't been set up, "Standard GPA" (university wide GPA) will be shown.

2. **To check your records with a smartphone or tablet**

Frequently used items are on the title page. Each item is the same as the computer version.

〔1〕 Menu ☰

Tap here for the menu.

〔2〕 Academic status

Tap here for class registration, credits by subject, academic year, and term.

〔3〕 GPA

Tap here for overall GPA and faculty GPA.