Overview of the Academic Affairs System

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The Academic Affairs System is designed to support various procedures that are vital to your campus life (i.e. academic affairs) such as registering courses, viewing academic performance, and issuing certificates. An Okadai ID is required to use the system. (The Center for Information Technology and Management will assign each student with an ID at the time of admission.)

＊ An Okadai ID is required to access various information services on campus. Please memorize your ID and password and do not share them with anyone else.

＊ Automatic certificate issuing machines are installed at the following locations:
Tsushima Campus: the Building for General Education, Peach Union.
Shikata Campus: on the 1st floor of the Administration building.

Academic Affairs System

- Course schedule
- Syllabus
- Register courses (This page can only be accessed during the registration period.)
- Check the number of credits earned
- Student information
- Receive results of regular medical checkups
- Register/delete information about your extracurricular activity groups

Relevant systems

- Moodle (Learning Management System)
- Lot registration

Supported browsers

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Safari
- Internet Explorer 11.0

Access Hours

Available 24 hours.

(Except for the year-end and New Year holidays and maintenance days)

Certificate issuing machines

- Certificates that can be printed: student discount certificate, enrollment certificate, expected graduation certificate, academic performance certificate, medical checkup certificate, etc.

Use of PCs, etc. on campus

Students can use PCs, printers, and other equipment for educational purposes in the Computer Room (when the room is not being used for classes, etc.). Students can also access the campus network via wireless LAN access points (which are provided at various locations on campus) using devices such as laptops.

For more details, refer to the webpage below:

Website of the Center for Information Technology and Management, Okayama University
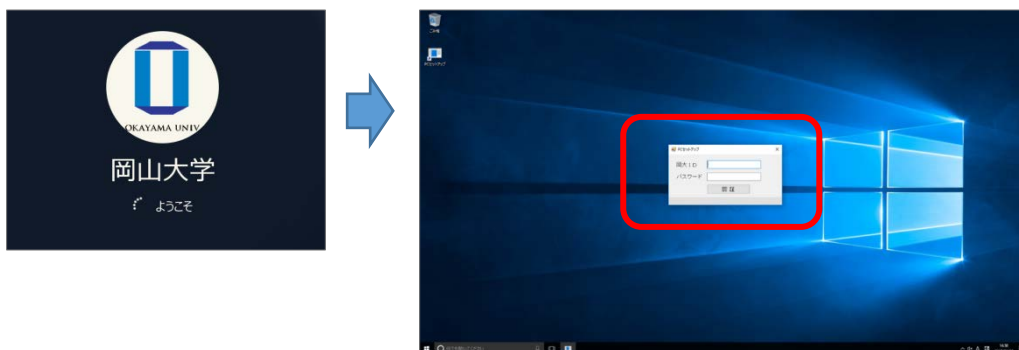Using the Computer Rooms (for students):
http://www.okayama-u.ac.jp/user/citm/limiting/eng/about/using_students.html
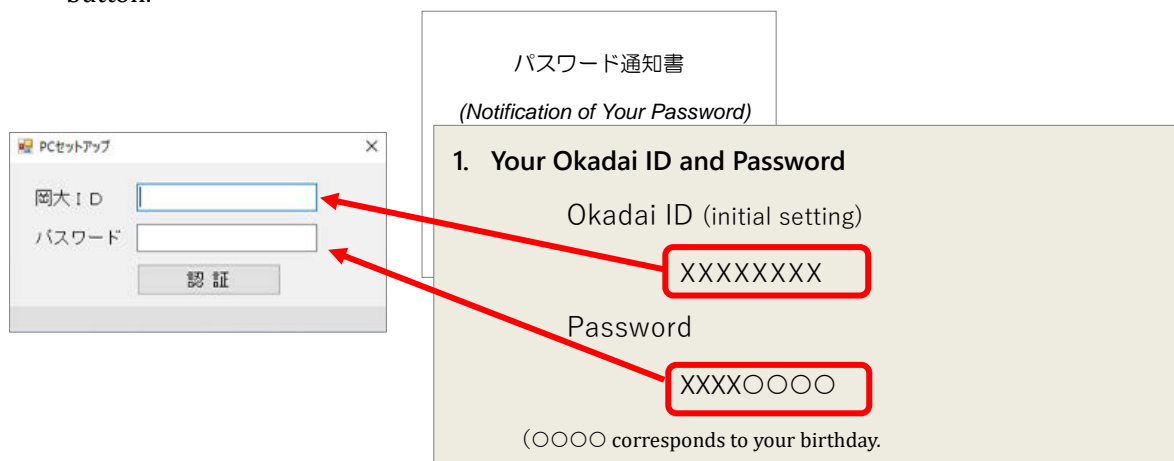
How to Use the Academic Affairs System

1. Log in to a school computer

1　Turn on the PC. After a while, the desktop screen will appear. The "PCセットアップ *(PC setup)*" window pops up automatically.

2　Enter your Okadai ID and password (indicated in the "パスワード通知書 *[Notification of Your Password]*") in the boxes of the popup window, and click the 認 証 *(Confirm)* button.

* A default password (assigned by the university) will be provided in the "パスワード通知書 *(Notification of Your Password)*" for initial setup. However, you must change the password as soon as possible, as the default password will only work for a limited time.
To change the password, follow the steps below.

- How to change the Okadai ID / password

  http://www.okayama-u.ac.jp/user/citm/limiting/eng/service/man_stu_eng.pdf

- Integrated authentication system
  http://www.okayama-u.ac.jp/user/citm/limiting/eng/service/ias-student.html

- For inquiries about the Okadai ID and password, contact:
  User information desk for the Center for Information Technology and Management
  Phone: +81-86-251-7232 or -7236

２．How to access the Academic Affairs System

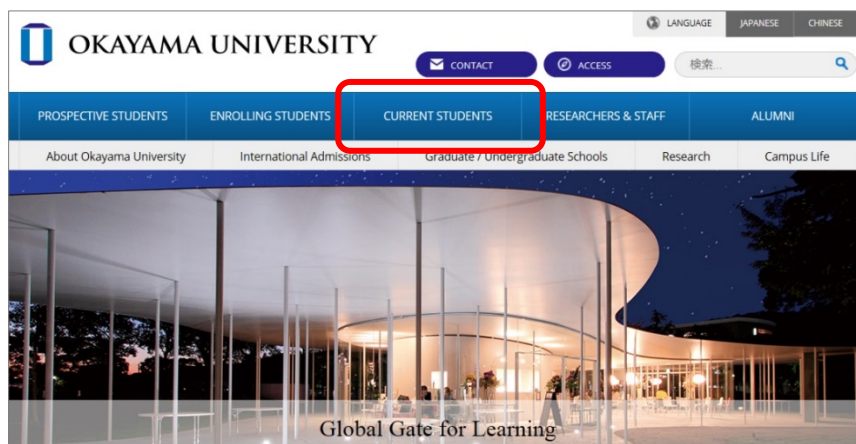## Portal site

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

※ Note that the above link is the same for students, instructors, and administration staff.

How to access the Academic Affairs System from the university's homepage

1 Open the web browser and access the Okayama University official website. Click on "*Current students*", which is displayed on the top menu.

Okayama University official website: https://www.okayama-u.ac.jp/index_e.html

2 From the menu on the right-hand side of the screen, click on "*Academic Affairs System*".
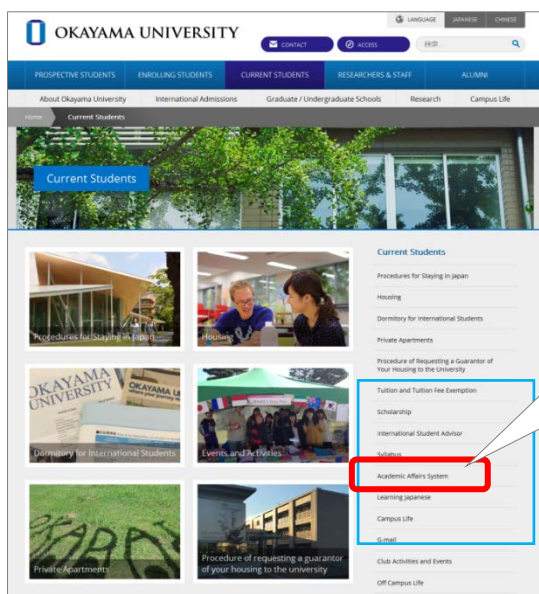
Close-up

| Tuition and Tuition Fee Exemption |
| Scholarship |
| International Student Advisor |
| Syllabus |
| Academic Affairs System |
| Learning Japanese |
| Campus Life |
| G-mail |

3　An integrated authentication system is used to log in to the Academic Affairs System.
To access the system, click on "学務情報システム"when viewing the Japanese version, or refer to the English version and click on *Academic Affairs System*.
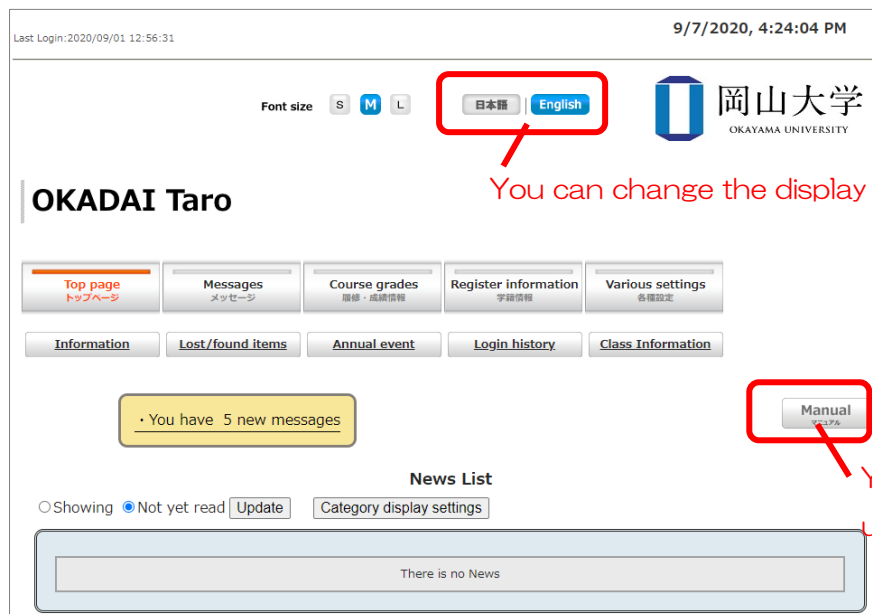

4 Enter your Okadai ID and password and click the 　*Login*　 button.

Enter your Okadai ID and password in the "岡大ＩＤ *(Okadai ID)*" and "パスワード *(Password)*" boxes.

※　When accessing the Academic Affairs System off-campus, you are recommended to use a two-step authentication process with a one-time password. For more information, please refer to the following link from the Center for Information Technology and Management:

http://www.okayama-u.ac.jp/user/citm/limiting/eng/service/ias-student.html

5 After logging in, you should be able to view your personal homepage.

You can change the display language here.

You can access the user manual here.

* Your log-in information will be stored until all the tabs on your browser have been closed.

* When using a public PC that is accessible to multiple users, be sure to close all browsers at the end of your session.

Register for Courses Online

Register for the courses of your choice using the online registration system:

The registration process is divided into two periods; namely the Course Registration Period, where you can add and drop courses, and the Course Modification Period, where you can only drop courses. Details regarding the duration of each period will be announced separately by each department and may differ slightly. Additionally, there may be some courses that students are not able to register for online by themselves, so please pay close attention to the notices displayed on the Academic Affairs System.

1. Course Registration Screen

1 From the top menu, select "*Course Grades*" ≫ "*Course Registration*".

2 The course registration screen will appear.

From the pull-down menu, select the relevant term to display

Term currently being displayed

	Mon	Tue	Wed	Thu	Fri	Sat
1 . 2	Add	Add	Add	Add	Add	Add
	Add	Add	Add	Add	Add	Add

3rd Term

Enter a class schedule format | Enter a list format

Page for printing

Class schedule search | Direct input of code

Click 'Add' to display the schedule list and select a schedule to register it.

↓ Move to the intensive course

2020 3rd Term

Courses with a fixed day and time are displayed here

↑ move to the normal tuition

Intensive, etc.	Add	Add	Add	Add	Add	Add
Intensive, etc.	Add	Add	Add	Add	Add	Add
Intensive, etc.	Add	Add	Add	Add	Add	Add

Courses without a fixed day and time are displayed here

Top page > Course grades > Course registration

２．How to register for courses

There are 3 ways to register for courses.

It does not matter which method you choose.

① Register using the course schedule (click the "*add*" button on the timetable display page)

② Register using the Class Schedule Search

③ Register by directly entering the course code (4 digits for the year + 6 digits for the lecture number)

Select "*list format*" to display the information in table form.

① Register using the course schedule

1 After confirming the day and time of the desired course, click the "*add*" button in the corresponding time period.

2 A new window will open displaying all of the courses offered for that time period (this includes all courses that you are able to register for according to the scope of your curriculum).

  ※ Even if a certain course is not counted towards graduation requirement, it might be displayed.

Click the "*add*" button for the course you wish to register.

You can click on these tabs to change the display

Click on the name of a course to see its syllabus.

①	General education	General education subjects in the curriculum
②	Courses from own department	Specialized education subjects in the curriculum
③	Teaching	Applicable to the education department's teaching course
④	Courses from other departments	Courses that fall outside the curriculum but are open for registration

3 Once registration has been confirmed by the Academic Affairs Department, the course will be displayed in the timetable as follows:

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④ If an error occurs, it will be displayed as follows, so please check the syllabus to confirm registration requirements. If you cannot understand the cause of an error, please send an inquiry to the Academic Affairs Department of your faculty.

Types of errors (example)

Error message	Reason/ Appropriate response
You have reached the maximum credits for this term.	If you exceed the credit cap (this varies according to Faculty), the registered course/timetable must be deleted.
You have already registered for this course.	The course number has already been registered.
Duplicate course registration.	You have already earned credits for this course and it cannot be taken again. The course must be deleted.
You do not meet the prerequisites for this course.	You cannot take the course because registration is restricted to students from certain faculties/departments. Please check the syllabus, etc.
You do not meet the prerequisites for this course.	You have not taken the necessary courses/earned the necessary credits to take the course. Please check the syllabus, etc.
Error not related to the curriculum	Please contact the Academic Affairs Department of your faculty.
Outside of Course Registration Period	It is not currently the registration period for this course/term.

② **Register using the Class Schedule Search**

After clicking on "*Class Schedule Search*", a new window will open displaying the advanced search box shown below. You can search for a class using any of the following fields: Faculty, Department, Day of week, Period, Subject title, and Instructor.

③ Register by directly entering the course code

After clicking on "*direct input of code*", a new window will open, as shown below. In the space provided, enter the relevant course code. (Please note that you should look up the course code in advance.)

Course code: 4 digits for the year + 6 digits for the lecture number
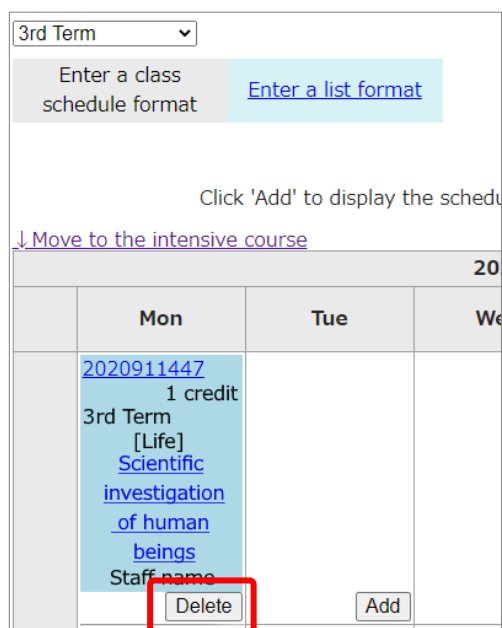

３．How to drop a course

In order to drop a course, click the "*delete*" button displayed on the timetable. In principal, students should be able to drop any course during the Course Registration Period and Course Modification Period; however, there may be some courses that students are not able to drop by themselves. For example, courses registered by instructors or administration staff.
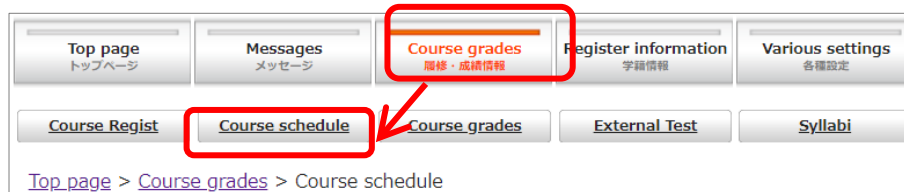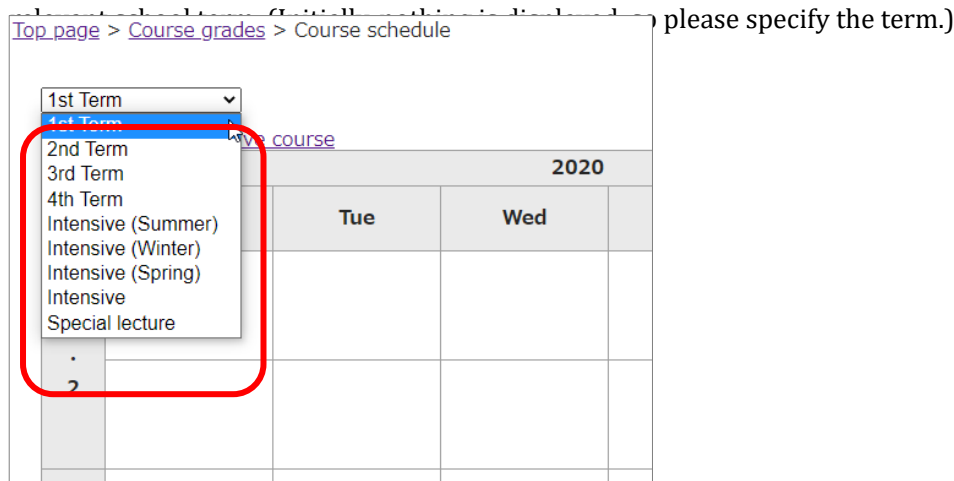
Course Timetable and Schedule

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1. Course Timetable

You can see the registered courses for each term by accessing your course schedule.

1 From the top menu, select "*Course Grades*" ≫ "*Course schedule*".

2 You will be redirected to your course timetable. From the pull-down menu, select the relevant school term. (Initially, nothing is displayed, so please specify the term.)

3 When looking at your timetable, you will notice that the course code as well as the course name for all the courses are highlighted. If you click on the course code, you will be able to view the course syllabus. If you click on the course name, you will be redirected to the Moodle page for that course.

Click on the course code to see the syllabus.

Click on the course name to access the Moodle course page.
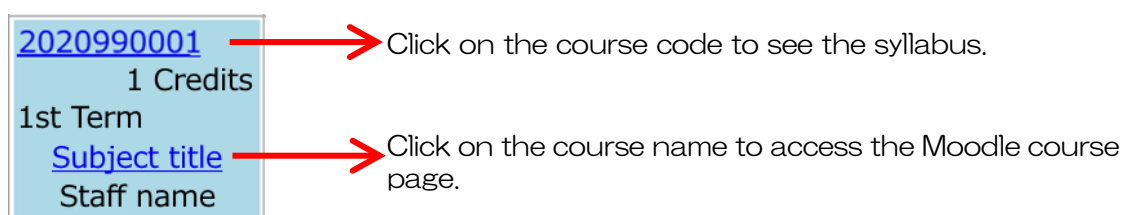
Background colors on the timetable and what they mean:

2020990001 1 Credits 1st Term Subject title Staff name	Pale blue	General Education courses	2020990001 1 Credits 1st Term Subject title Staff name	Yellow	Subjects from different departments and faculties
2020990001 1 Credits 1st Term Subject title Staff name	Yellowish green	Major *(Senmon)* (own department/major)	2020990001 1 Credits 1st Term Subject title Staff name	Light blue	Special permission subjects (the instructor has granted permission for the student to register for this subject)
2020990001 1 Credits 1st Term Subject title Staff name error contents	Red	Registration Error (requires correction)			

２．Schedule

You can see your schedule from the top page.

When you click on the course code of a particular course on the schedule table, you will be able to see the details of that course. Click on the course name to access the Moodle course page.

Click on the course name to access the Moodle course page.

Click on the course code to see the course details.

Gmail

The university provides information to students via notices on physical bulletin boards, the school website, and Moodle. To supplement such information, the university provides information by sending emails to Gmail addresses assigned by the university ("Gmail") about notices (including advance notices) of lecture cancellations due to weather warnings, important matters related to academic affairs, and other emergency notices, etc.

Gmail is used to give the following notices. Please make sure to check your Gmail inbox consistently by auto-forwarding the messages from Gmail to your mobile phone, etc.

Gmail messages provide an outline of notices put up on the bulletin boards, etc. Students must check the full details on the bulletin boards and website.

☆ Main Gmail messages from the university

(1) Notices about course registration, academic performance reports, etc. on the Academic Affairs System

(2) Notices (including advance notices) of lecture cancellations due to weather warnings

(3) Notices about infectious diseases (e.g. influenza) and recommendations to prevent spread of infection

(4) Notices regarding restrictions of access to campus due to entrance examinations, etc.

(5) Notices about seminars and events

(6) Other notices about matters that affect all students

● How to use Okayama University Gmail
http://www.okayama-u.ac.jp/user/citm/limiting/eng/service/gmail_home.html

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Information desks

- Inquiries about the overall system for academic affairs
  Academic Affairs Information System Development Office, Academic Affairs Department
  ddg7059@adm.okayama-u.ac.jp   Phone: +81-86-251-7058, -7059

- Okayama University Moodle
  Moodle support
  moodle@okayama-u.ac.jp

- Application for courses whose students are chosen by lot and lot system
  Staff in charge of liberal arts, Education Support Group, Academic Affairs Planning
  Division, Academic Affairs Department
  dah8433@adm.okayama-u.ac.jp   Phone: +81-86-251-8433, -8434

- Use of the Integrated Authentication System (Okadai ID), Gmail, PCs on campus
  Information desk for users, Center for Information Technology and Management
  ask@okayama-u.ac.jp   Phone: +81-86-251-7232, -7236