



岡山大学 学務部

ACADEMIC AFFAIRS DEPARTMENT,
OKAYAMA UNIVERSITY

Academic Affairs System Manual for Students

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Overview of the Academic Affairs System



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 records, and issuing certificates. An Okayama University ID (hereafter 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 manage your ID and password properly (Do not share them with anyone else.)
- * Automatic certificate issuing machines are installed at the following locations:
 - Tsushima Campus: the Building for General Education (two machines), Peach Union (one).
 - Shikata Campus: on the 1st floor of the Administration building (one).

Academic Affairs System

- View Academic Calendar
- View Syllabus
- Receive web messages (and reply)
- Register for courses (Only during registration period.)
- Register for Lottery courses (Only during registration period.)
- View Course schedule
- External Certification Exams
- Attendance Record
- Check academic transcript
- Check and register student information
- Receive results of regular medical checkups
- Register/delete information about Okayama University clubs and circles on campus

Supported browsers

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Safari

Note: varies depending on version

Hours of access

Available 24 hours a day.
(Except for the year-end and New Year holidays, and maintenance days)

Relevant systems

- Okayama University Moodle system

Certificate issuing machines

- Certificates that can be printed: student discount certificate, enrollment certificate, expected graduation certificate, academic transcript, health certificate, etc.

Use of PCs and other devices on campus

Students can access the campus network via wireless LAN access points, which are provided at various locations on campus using devices such as laptops, smartphones, and tablets.

For more details, refer to the webpage below:

Website of the Center for Information Technology and Management, Okayama University

<http://www.okayama-u.ac.jp/user/citm/limiting/eng/service/index.html>

(This page is available only on campus network)

How to use the Academic Affairs System



Portal site

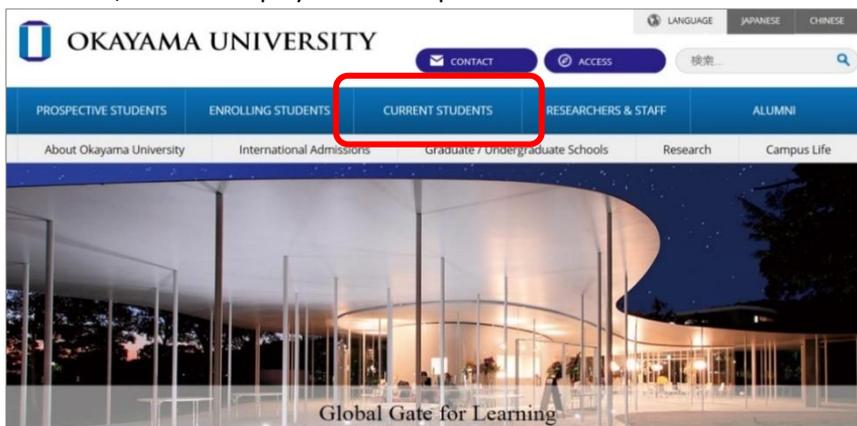
URL: <https://kyomu.adm.okayama-u.ac.jp/portal/>

Note: This link is the same for students and faculty.



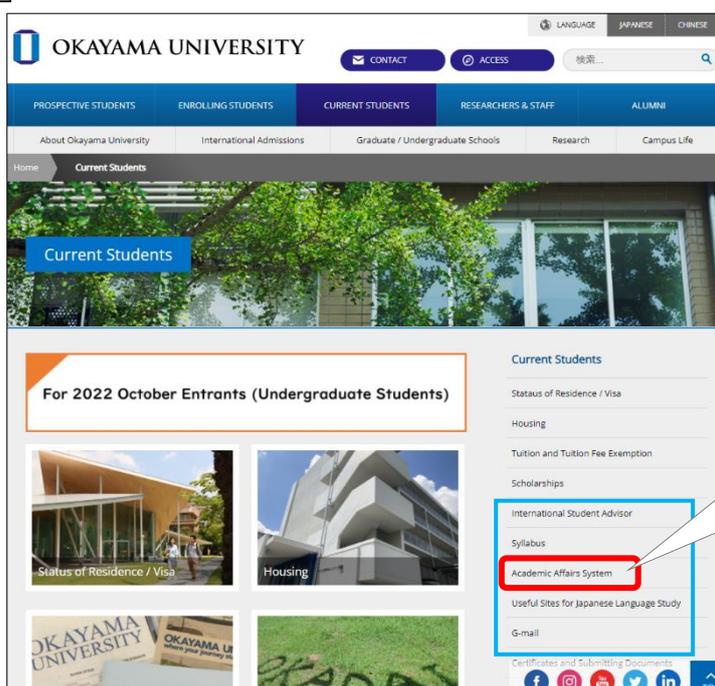
How to access the Academic Affairs System from the university homepage

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

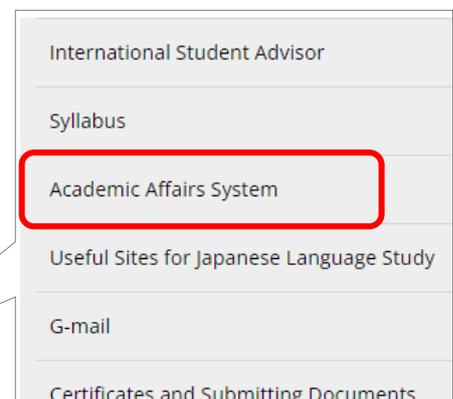


Okayama University official website: https://www.okayama-u.ac.jp/index_e.html

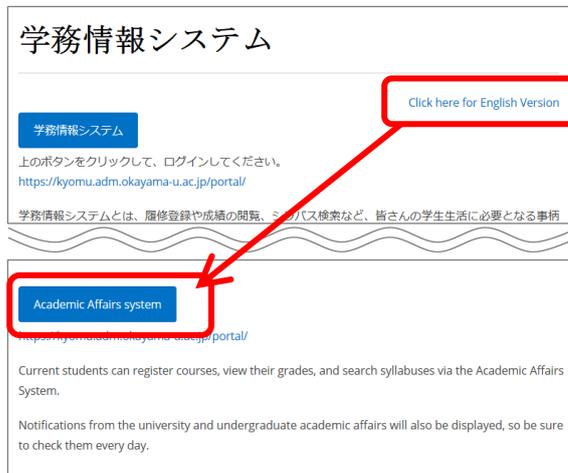
- 2 From the menu on the right-hand side of the screen click on “*Academic Affairs System*”.



Close-up



- 3 To access the English page, click on “Click here for English Version” on the Academic Affairs Page in Japanese and click on “Academic Affairs System” on the English page.



- 4 Log in with your Okadai ID and password



Regarding the Necessary Settings After Enrollment

During the orientation sessions for each school/faculty/program, you will receive a "Password Notification" letter containing your Okayama University ID and password necessary for accessing essential information services.

Please ensure to make the following settings after receiving the "Password Notification" letter:

- ◆ Change the password from the initial one
- ◆ Register a personal email address for verification purposes

Failure to complete these settings will result in the inability to log in to the following services after enrollment:

- ◆ Microsoft 365
- ◆ Okayama University Gmail

For detailed instructions on setting up, please refer to the following pages:

- Guide for Using Okayama University Information Infrastructure Services (for Students)

*Choose a language comfortable for you

<https://www.okayama-u.ac.jp/user/citm/service/guide-student.html>



- Contact Information for Okayama University ID and Password Inquiries

Information Management Center User Consultation Service Inquiry Form

<https://msgs.ccsv.okayama-u.ac.jp/a/>



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

The screenshot shows the personal page of OKADAI Taro. At the top right, there are language selection buttons for '日本語' and 'English', with 'English' highlighted. A red box and arrow point to this area with the text 'Change language here.' The page header includes the university logo and name '岡山大学 OKAYAMA UNIVERSITY'. Below the header, there are navigation tabs: 'Top page', 'Messages', 'Course grades', 'Register information', and 'Various settings'. A yellow box highlights the 'Messages' tab with the text 'Number of unread messages.' and a red arrow pointing to a notification that says 'You have 4 new messages'. To the right, a 'Manual' button is highlighted with a red box and arrow, with the text 'Access the user manual here.' Below the navigation tabs, there is a 'News List' section. A red box and arrow point to the table of news items with the text 'Notice from university and faculties.' and 'System information'. The table has columns for Date, Not yet read, Category, and Subject. The first row shows a medical checkup notice from 3/9/2021. The second row shows a notice about the Higher Education Support System from 3/3/2021. The third row shows a notice about graduation and tuition payment from 2/1/2021. At the bottom, a yellow box contains a notice about course registration in Moodle.

Font size S M L

日本語 English

岡山大学 OKAYAMA UNIVERSITY

OKADAI Taro

Change language here.

Top page トップページ

Messages メッセージ

Course grades 履修・成績情報

Register information 学籍情報

Various settings 各種設定

Information

Lost/found items

Annual event

Login history

Class Information

Manual マニュアル

Access the user manual here.

Number of unread messages.

You have 4 new messages

News List

Showing Not yet read Update Category display settings

Date	Not yet read	Category	Subject
3/9/2021 4:05:22 PM	UNREAD	Medical checkup	2020年度の健康診断書の発行について
3/3/2021 2:40:51 PM	UNREAD	Higher Education Support System	遠隔認定（学業）による給付奨学金の振替について
2/1/2021 11:58:38 AM	UNREAD	Academic affairs	2021年度4学期制の卒業（修了）時期と授業料納入について / The schedule of graduation and tuition payment in 2021

Notice from university and faculties.

System information

Course registration by 11:00 pm will be reflected in "Moodle" after 7:00 the next morning. Please note that it will not be reflected immediately.

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 log out and close all browsers at the end of your session.



Message



The academic information system includes a function for receiving web messages from course instructors and academic administrators. It is important to check this system regularly.

* Please note that communication methods regarding course content may vary between courses and instructors, whether through messages or Moodle.

①	Incoming history	View received messages
②	Outgoing history	View sent messages
③	Received Deleted	View deleted messages from the received history. Deletion from this point is not possible.
④	Sent and deleted	View deleted messages from the sent history. Deletion from this point is not possible.

Messages are primarily for receiving only. However, you can reply to the sender only if the message sender has set it to "Reply Requested". Please note that you cannot determine whether a reply is requested without checking the message content, so please be cautious.

Registering 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 Deletable Period, where you can only drop courses. Details regarding the duration of each period will be announced separately by each faculty 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 drop-down menu, select “Term”.

Term currently being displayed

Courses with a fixed day and time are displayed here

Courses without a fixed day and time are displayed here

Select “list format” to display the course information.

The screenshot shows two states of the interface. In the top state, the 'Enter a class schedule format' button is highlighted, and a blue arrow points to the bottom state where the 'Enter a list format' button is highlighted. The bottom state also displays a table of request subjects.

Request subjects									
	Faculty name	Class schedule code	Subject title	Staff name	Period	Credits	Compulsory subject	Delete	Note
1	General Education courses	2020911447	Scientific investigation of human beings	Staff name	Mon.1, Mon.2	1		Delete	

2. How to register for courses

Choose one of three ways to register for your courses:

- | | |
|---|---|
| ① | Register using the Course schedule (Click the “add” button on the timetable display page) |
| ② | Register using the Course schedule search |
| ③ | Register by directly entering the course code (4 digits for the year + 6 digits for the lecture number) |

2-1. 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.

The screenshot shows a timetable grid for the 3rd Term. The grid has columns for days (Mon, Tue, Wed) and rows for time periods (1, 2). The 'Add' buttons in the first row are highlighted with a red box.

	Mon	Tue	Wed
1	Add	Add	
2			

2 A new window will open displaying all of the courses within your curriculum offered at that time period.

- * Even if a certain course is not counted towards the graduation requirement, it will be displayed if the course is available for you to register.

Click the “add” button for the course you wish to register.

1 General Education		2 Own faculty own course		3 Courses from other courses		4 Other Faculty				
Mon 1 • 2Period										
	Faculty name	Class schedule code	Subject title	Instructor name		Number of credits	Select Section	Capacity	Registrants	Notes
1	General Education courses	2021913001	English (Speaking)-1	Staff name	<input type="button" value="Add"/>	0.50				
2	General Education courses	2021913002	English (Speaking)-1	Staff name	<input type="button" value="Add"/>	0.50				
3	General Education courses	2021913003	English (Speaking)-1	Staff name	<input type="button" value="Add"/>	0.50				
	General									

Click on the course name to view the syllabus.

1	General Education courses	General education subjects in the curriculum
2	Courses from own department and own course	Applicable for education faculty teaching course
3	Courses from other courses	Courses that fall outside the curriculum in your faculty or course, but are open to other students
4	Other Faculty	

3 If there is no problem with the error checking process, the course will be displayed in the timetable as follows:

3rd Term			
Mon	Tue	Wed	Thu
2020911447 1 credit 3rd Term [Life] Scientific investigation of human beings Staff name <input type="button" value="Delete"/>			

2-2. 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 course using any of the following fields: Faculty, Department, Day of Week, Period, Course Title, and Instructor.

Find class schedule. Enter your search criteria and press the Search button.

Faculty	General Education courses[91]
Department	-----
Day of week	Mon.
Period	-----
Subject title	-----
Instructor	-----

Close Search

Partial match search

Timetable List											
	Faculty name	Class schedule (course) code	Subject title	Instructor name		Number of credits	Segment to select	Period	Capacity	Number of registered students	Notes
1	General Education courses	2021910101	Elementary Mathematics 1		Add	1		Mon. 7~8			

2-3. 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

Please enter a timetable code directly.

Class schedule (course) code	2020911025
------------------------------	------------

Close Add

2-4. If an error occurs

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 the error, please inquire at the Academic Support office in the faculty where the course is offered.

General Education	Own faculty own course	Courses from other courses	Other Faculty
<p>時間割番号：2021913001 科目名：English (Speaking)-1 ERROR21:この科目は既に修得済みです/You have already earned credits for this course</p>			

Types of errors (example)

Error code	Error message	Reason /Appropriate response
11	同一曜日・時限に複数の科目が申告されています/Duplicate course registration error	The Course has been registered.
21	この科目は既に修得済みです/You have already earned credits for this course	A course for which you earned credits and which cannot be repeated has been chosen. The course must be deleted.
35	この科目を履修できる年次ではありません/Registration qualification error	You cannot take the course because registration is restricted to students from certain faculties or years. Please check the syllabus.
37	この科目を履修できる所属ではありません/Registration qualification error	
41	この科目は履修できません/Error not related to the curriculum	Please contact the Academic Support office of your faculty.
51	次の科目を履修しないと履修できません/Prerequisite error	You have not earned the necessary credits or have not met the requirements to take the course. Please check the syllabus.
52	次の科目を履修しているため履修できません/Prerequisite error	
62	履修上限を越えています/You have reached the maximum credits for this term	You exceed the credit cap (this varies according to faculty). The registered course must be deleted.
91	休学中は履修申請できません/Leave of Absence	Students on leave of absence, study abroad and suspended cannot register for the course. Please contact the Academic Support office of your faculty.
92	留学中は履修申請できません/Study Abroad	
93	停学中は履修申請できません/Suspended from university	

3. How to drop a course

In order to drop a course, click the “*delete*” button displayed on the timetable.

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 the Academic Support division.

3rd Term ▾

Enter a class schedule format [Enter a list format](#)

Click 'Add' to display the schedule

[↓ Move to the intensive course](#)

	Mon	Tue	We
	2020911447 1 credit 3rd Term [Life] Scientific investigation of human beings Staff name <input type="button" value="Delete"/>	<input type="button" value="Add"/>	



How to register lottery courses



With "General Education Course", some classes in the "Intellectual Understanding", "Art and Practice" and "Versatile Skills" have enrollment limits to ensure effective teaching and smooth class operation. A lottery is used to select applicants for these courses.

Regarding courses whose students are chosen by lot, carefully check the "syllabus" and "Guide and timetable for general education courses (教養教育科目 履修の手引・授業時間表)."

Please note that there are courses other than those mentioned above, which use the lottery.

- * Courses selected by lottery cannot be removed. Before entering the lottery, please check the syllabus carefully and register only for the courses you want to take in the lottery.
Additionally, please be aware that there are courses in other course categories that also undergo a lottery selection process
- * Please check the internal bulletin board and Gmail from the Academic Affairs Planning Division for information regarding the lottery registration period and important notices for the term.
- * If you need to take courses that were not selected in the lottery or drop courses that were selected due to graduation, advancement, or other unavoidable circumstances, please contact the academic affairs office of your affiliated school/faculty/program.

More description:

- Course Registration & Grades: https://www.okayama-u.ac.jp/tp/life/kyomu1_5.html



1. Lottery period

①	Lottery entry period	Registration period for the lottery course you want to take.
②	lottery results posted	The lottery results are indicated on the "course registration" or "course schedule" screen.
③	Post-lottery application period	After the announcement of the lottery results.

2. How to register lottery courses

The procedure for lottery registration is almost the same as "Course registration".

- 1 From the top menu, select "Course grades" >> "Course registration".



- 2 After confirming the day and time of the desired course, click the “add” button in the corresponding time period.

3rd Term

Enter a class schedule format [Enter a list format](#)

Click 'Add' to display the schedule

[Move to the intensive course](#)

	Mon	Tue	We
1			
2	<input type="button" value="Add"/>	<input type="button" value="Add"/>	

- 3 A new window will open displaying all of the courses within your curriculum offered at that time

General Education		Own faculty own course	Courses from other courses	Other Faculty						
Tue 3 · 4Period										
	Faculty name	Class schedule code	Subject title	Instructor name	Number of credits	Select Section	Capacity	Registrants	Notes	
1	General Education courses	2021911004	The world of Narratives in the Heian Period 3		<input type="button" value="Add"/>	1	60	38	By lottery	
2	General Education courses	2021911024	Introduction to Sociology		<input type="button" value="Add"/>	1	46	734	By lottery	

- 4 If there is no problem with the error checking process, the course will be displayed in the timetable as follows:

[Move to the intensive course](#)

	Mon	Tue
		<p>2021911011 0.5Credits 1st Term [Society] Various viewpoints in Japanese STAFF Name Eligible of lottery</p> <p><input type="button" value="Delete"/></p>
		<p>2021911716 1Credits 1st Term [Nature] Introduction to Statistics for Humanities and Social Sciences 1 STAFF Name Eligible of lottery</p> <p><input type="button" value="Add"/></p> <p><input type="button" value="Delete"/></p>
		<input type="button" value="Add"/>

<Add>

If you want to add more courses, repeat steps 2 and

3. You can register for up to 5 courses in the same time frame.

<Delete>

If you want to change your request, click the “Delete” button.

During the Lottery entry period, you can register and delete as many times as you like.

3. How to View Lottery Results

The lottery results are indicated on the “course registration” or “course schedule” screen.

Frame	Message in the bottom	Status	Frame	Message in the bottom	Status
2021911704 1Credits 1st Term [Nature] Invitation to Mathematical Sciences STAFF Name 当選	当選	You have been chosen by lottery and the course is now full.	2021912008 1st Term [Practice] Study in festival management in Okayama STAFF Name 他当選	他当選	You have been chosen for another course.
2021911704 1Credits 1st Term [Nature] Invitation to Mathematical Sciences STAFF Name 空きあり	空きあり	You have been chosen by lottery and there is some space available in the course.	2021911155 1st Term [Society] University and Society STAFF Name 抽選漏れ	抽選もれ	You have not been chosen by lottery.

4. How to submit a post-lottery application and how to drop a course you have been allowed to take by lottery

After the announcement of the lottery results, all the courses that have not reached the quota will accept additional applicants on a first-come-first-served basis via the “course registration”.

If you decide not to take a subject after you have been granted a place by lottery, please drop the subject during the post-lottery application period.

<ADD>

The courses with "Space" status are available for post-lottery application.

General Education		Own faculty own course	Courses from other courses	Other Faculty					
Fri 1・2Period									
	Faculty name	Class schedule code	Subject title	Instructor name	Number of credits	Select Section	Capacity	Registrants	Notes
1	General Education courses	2021911011	Various viewpoints in Japanese	STAFF Name	Add 0.50		40	27	Space
2	General Education courses	2021911052	Japanese Constitution	STAFF Name	Add 2		80	80	No vacant

The registration status is updated every minute.
(You need to reload the screen.)

<Delete>

If you want to drop a course you have been given by lottery, click the “Delete” button.

* During the additional lottery application period only.

Course schedule and calendar



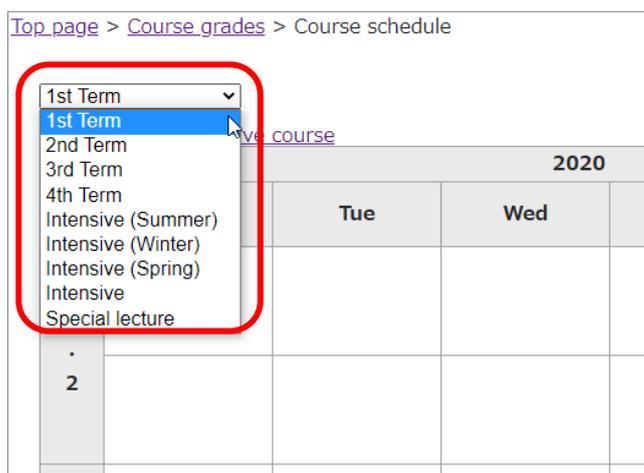
1. Course schedule

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

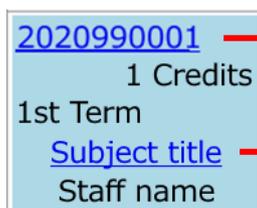
- 1 From the top menu, select “Course grades” >> “Course schedule”.



- 2 You will be redirected to your course schedule page. From the drop-down menu, select the relevant academic term. (Initially, nothing is displayed, so please specify the term.)



- 3 If you click on the course code, you will be forwarded to 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	Yellow green	Major courses (own faculty /major)	2020990001 1 Credits 1st Term Subject title Staff name	Light blue	Specially permitted courses by academic support faculty
2021910601 1Credit 1st Term Basic Studies in Humanities STAFF Name ×既修得エフー	Red	Course registration error (requires correction)			

2. Calendar

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.

Adding a Schedule

Week Month

2020/07/06

Schedule table							
	7/6 (Mon)	7/7 (Tue)	7/8 (Wed)	7/9 (Thr)	7/10 (Fri)	7/11 (Sat)	7/12 (Sun)
08:00							
09:00	2020091211 1 Electronic Circuits		2020091285 1 Thermodynamics I	2020091271 1 Vector and Complex Analyses			
10:00	2020091211 2 Electronic Circuits		2020091285 2 Thermodynamics I	2020091271 2 Vector and Complex Analyses			
11:00	2020091271 3 Vector and Complex Analyses		2020091217 3 Partial Differential Equation	2020091211 3 Electronic Circuits			

Detailed class schedule

Year	Schedule number	Subject title	Chief instructor	Day/Period	Time span	Number of credits
2020	2020091211	Electronic Circuits	KYOIN Shimei	Mon.1,Mon.2,Thr.3,Thr.4	2nd Term	2

No	Date	Period	Hour	Classroom name	Instructor	Class title	Classroom tips	Notes
1	2020/06/15(Mon)	01~01	08:40 ~ 09:40	Faculty of Engineering Lecture Room 3	KYOIN Shimei1, KYOIN Shimei2			
2	2020/06/15(Mon)	02~02	09:50 ~ 10:50	Faculty of Engineering Lecture Room 3	KYOIN Shimei1, KYOIN Shimei2			
3	2020/06/18(Thu)	03~03	11:00 ~	Faculty of Engineering	KYOIN Shimei1, KYOIN			

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

Click on the course code to see the course details.

Syllabus



A syllabus describes the outline, objective, plan, etc. of each course.

Please be sure to confirm it.

1 From the top menu, select “Course grades” >> “Syllabus”.



2 A new window will open displaying the syllabus search.

Faculty / Department

Term/Semester, Day of the week, Period, Course number

Free word search

Numbering code search

3 The search results are listed as shown below.

To show the details, click the “JPN”(Japanese) or “Eng” (English) button.

Number of items to display 30 items at a time								
	Course No.	Jpn	Eng	Course title	Instructor(s)	Term	Day & Period	Numbering code
1	910101	Jpn	Eng	Elementary Mathematics 1		1st Term	Mon.7~8	UGSZ0LAFZ0001N
2	910102	Jpn	Eng	Elementary Mathematics 2		2nd Term	Mon.7~8	UGSZ0LAFZ0002N
3	910103	Jpn	Eng	Elementary Biology 1		1st Term	Mon.7~8	NBBZ0LAFZ0001N
4	910104	Jpn	Eng	Elementary Biology 1		1st Term	Thr.7~8	NBBZ0LAFZ0002N

4 The details of a syllabus are shown.

Please check the contents carefully before registering for the course.

Page for link		For printing	
2021 1st Term		General Education courses	
		Jpn / Eng: English	
初等数学 1 Elementary Mathematics 1			
Course No.	Classification	Term	
910101	General Education Courses	1st Term	
Numbering code		Classroom	
UGSZ0LAFZ0001N		Building for General Education A32	
Required / Elective			
Not Required			
Number of credits		Day & Period	
1		Mon.7~8	
Instructor(s)			
Target students			
All Faculties			
Open to other faculties			
See "Target students" above.			
Contact information			
Please take advantage of office hours.			
Office hours			
It is after the lecture.			

* For details of the “numbering code”, refer to the page below.

Okayama University official website (in Japanese):

ナンバリングとは (What is numbering?)

<https://www.okayama-u.ac.jp/tp/student/numbering.html>



Address and phone number registration

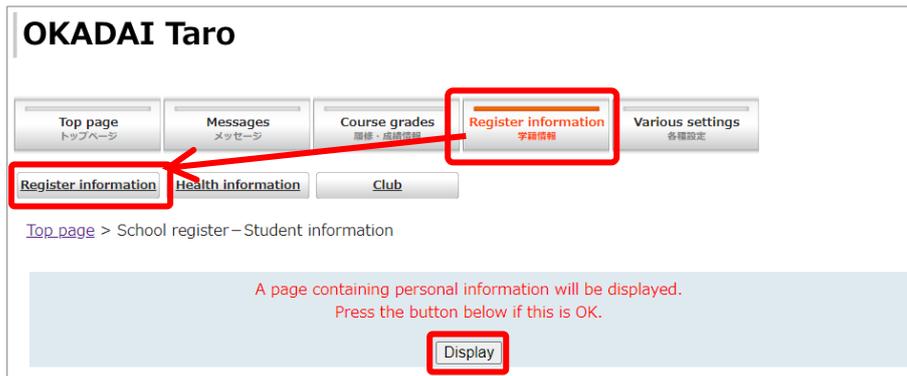


Register your emergency contact and mailing address for tuition.

- ⚠ Correct any incorrect information.
- ⚠ Report any changes to your address for sending tuition invoices to the accounting office in your faculty.

1 Select “Register information” >>”Register information”

The message “This page contains personal information” will appear. Make sure it is safe, and then click “Display”.



2 “School register information” page will be displayed. Check the following three items: “Current address”, “Emergency contact”, “Permanent address”.

School register information												
Basic information	Transfer information	Career information	Current address	Emergency contact	Contact office information	Permanent address	Guarantor information	Degree related info	Family	License	Qualification	Insurance
⚡ School register number	00000000											
⚡ Name	岡大 太郎											
⚡ Katakana reading	オカダイ タロウ											
⚡ Name in English	OKADAI Taro											

- 3 Select “Current address” and click “Edit”.

School register information												
Basic information	Transfer information	Career information	Current address	Emergency contact	Contact office information	Permanent address	Guarantor information	Degree related info	Family License	Qualification	Insurance	
			Postal code	700-8530								
			Address	岡山県岡山市北区津島中								
			Residence classification									
			Phone number	086-252-1111								
			Mobile	080-9999-9999								
			Email Address	g-mail@s.okayama-u.ac.jp								<input checked="" type="checkbox"/> Priority
			PC email address									<input type="checkbox"/> Priority
			Mobile email address	mobile@test.ne.jp								<input type="checkbox"/> Priority
			Payment slip destination	家庭連絡先								
												<input type="button" value="Edit"/>

- * For “PC email address” and “Mobile email address”, input the email address you check often, so that the office can contact you right away, if necessary. Also, check the “priority” box to indicate the email addresses used most often.

- 4 Update information in the text box and click “Confirm”. The change will be reflected on the page.

School register information												
Basic information	Transfer information	Career information	Current address	Emergency contact	Contact office information	Permanent address	Guarantor information	Degree related info	Family License	Qualification	Insurance	
			Postal code	700-8530		<input type="button" value="Find Address"/>						
			Address	岡山県岡山市北区津島中1丁目1-1								
			Residence classification	下宿・アパート等 / Private Apartments								
			Phone number	086-252-1111								
			Mobile	080-9999-9999								
			Email Address	g-mail@s.okayama-u.ac.jp								<input checked="" type="checkbox"/> Priority
			PC email address	pcmail@test.ne.jp								<input type="checkbox"/> Priority
			Mobile email address	mobile@test.com								<input type="checkbox"/> Priority
			Payment slip destination	家庭連絡先								
												<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>

- 5 Update “Emergency contact” and “Permanent address” in the same way as “Current address”.

School register information												
Basic information	Transfer information	Career information	Current address	Emergency contact	Contact office information	Permanent address	Guarantor information	Degree related info	Family License	Qualification	Insurance	
			Place									
			Name									
			Katakana reading									
			Postal code			<input type="button" value="Find Address"/>						
			Address									
			Phone number1									
			Phone number2									
			Note									
												<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>

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 21

1. To check your transcripts with a computer

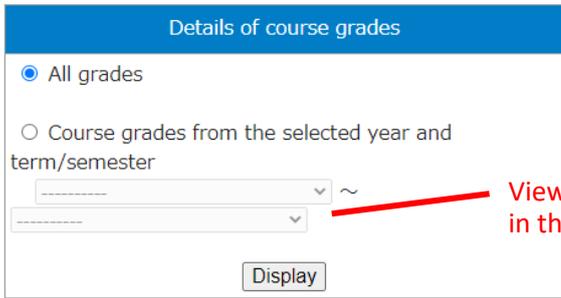
Log in to the Academic Affairs System from the Okayama University page, and click “Course grades” » “Course grades”



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".



Details of course grades

All grades

Course grades from the selected year and term/semester

~

Display

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.

Top page > Course grades > Course grades > Details of course grades

All course grades Only passing course grades

Detail of course grades

Number of items to display 30 items at a time

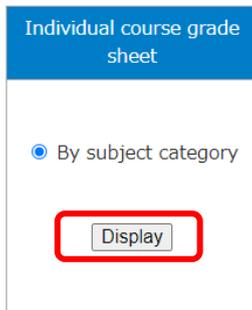
1 Subject title	2 Class schedule code	3 Instructor name	4 Academic year	5 Semester for evaluation	6 Score	7 Grade	8 Number of credits	9 GP	10 Category	Grade distribution
[General Education Courses]										
[Courses for Introductory Education]										
<Guidance>										
(All University Guidance)										
"Introductory Course of Okayama University"	2020910207	KYOIN Simei	2020	2nd Term	100	A +	0.5	4.5		
"Planning for your Career: Basic Steps"	2020910217	KYOIN Simei	2020	2nd Term	100	A +	0.5	4.5		

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.

1 2020 4th Term

2 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	25.5	1		6.5			0.5	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				88	6	1			

	Research Seminar	TOTAL
Credits required	6	
Credits earned		0.5

3 Total credits earned by academic year/semester

	2020				2020				2020				2020				Total
	1st Term	2nd Term	3rd Term	4th Term	1st Term	2nd Term	3rd Term	4th Term	1st Term	2nd Term	3rd Term	4th Term	1st Term	2nd Term	3rd Term	4th Term	
Number of subjects with earned credits	11	14	11	10													46
Number of credits earned	0	0	0	0													0
Number of subjects with earned credits																	46
Number of credits earned																	0

4 Total credits earned by academic year

year	The number of acquisition units							No, etc.
	A+	A	B	C	Certification	Year total	Total	
2020	4.50	0	10	0		15.00	15.00	1

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

5 Overall GPA

Semester for evaluation	School grade	Total GPA	Semester GPA	Year GPA
2020 1st Term	1	1.14	1.14	1.14
2020 2nd Term	1	1.20	1.25	1.20
2020 3rd Term	1	1.03	1.66	1.03
2020 4th Term	1	1.02	1.99	1.02

※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

6 Faculty GPA

Semester for evaluation	School grade	Total GPA	Semester GPA	Year GPA
2020 1st Term	1	1.14	1.14	1.14
2020 2nd Term	1	1.20	1.25	1.20
2020 3rd Term	1	1.03	1.66	1.03
2020 4th Term	1	1.02	1.99	1.02

※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

[gp_page](#) > [Course grades](#) > [Course grades](#) > Course grade tabulation

① Term

2020 4th 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	15	1	0	5	0	0	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				0	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											
	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

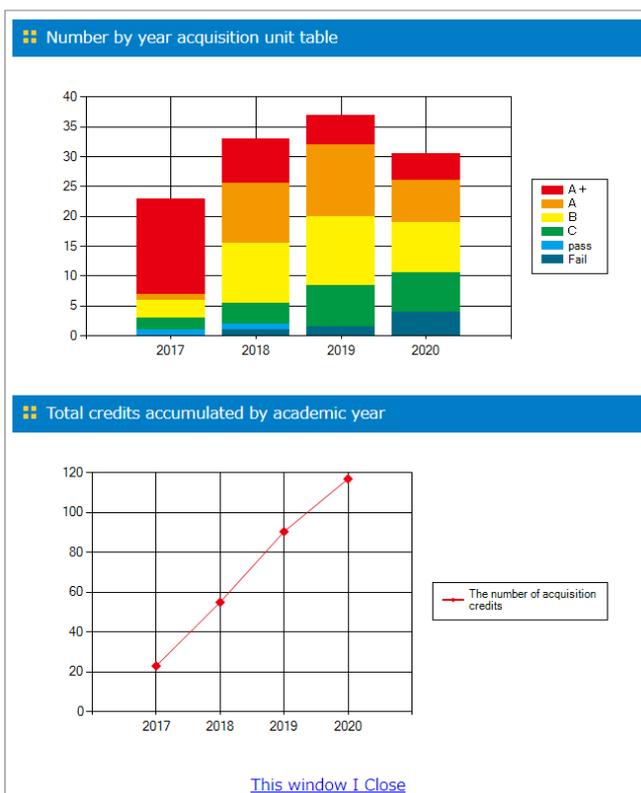
If you click year/term, your grades for that period will be displayed.

④ Total credits earned by academic year

Total credits earned by academic year 								
year	The number of acquisition units				Certification	Year total	Total	No, etc.
	A+	A	B	C				
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.



⑤ Overall GPA

Overall GPA				
Semester for evaluation	School grade	Total GPA	Semester GPA	Year GPA
2020 1st Term	1	3.1	3.14	3.14
2020 2nd Term	1	3.2	3.25	3.20
2020 3rd Term	1	3.0	3.66	3.03
2020 4th Term	1	3.0	3.99	3.02

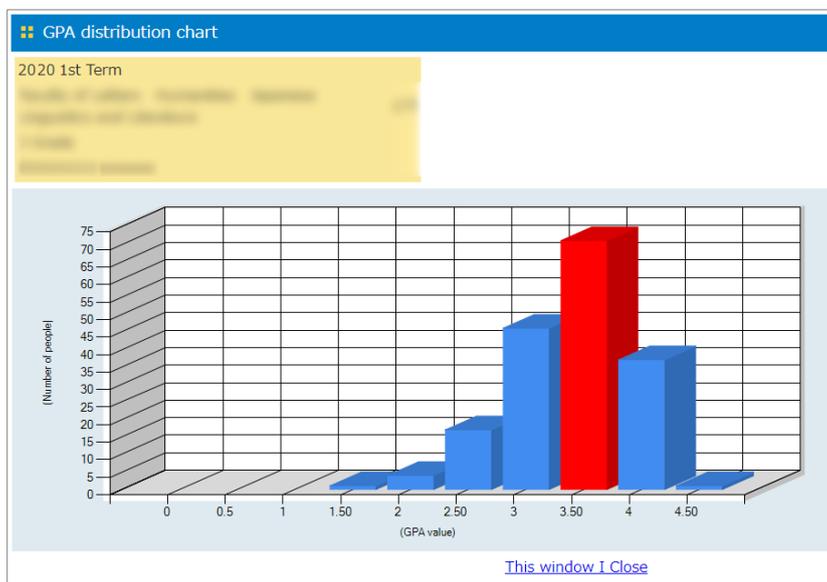
※Distribution map by clicking the graph icon appears.

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.

The main dashboard shows the following layout:

- Top bar:** 岡山大学 (Okayama University) logo and navigation icons.
- Notification:** Course registration by 11:00 pm will be reflected in "Moodle" after 7:00 the next morning. Please note that it will not be reflected immediately.
- Info:** New 2, Unread 3
- Message:** Unread 3
- Board:** Bell icon
- Today Schedule:** Clock icon
- Course Regist:** Document icon
- Academic status:** (2) .5
- GPA:** .04 (3)

Callout (1) points to the menu icon (three horizontal lines) in the top left corner.

Callout (2) points to the Academic status section.

Callout (3) points to the GPA section.

The menu (1) includes the following items:

- Top page
- Information
- Lost/found items
- Annual event
- Login history
- Class Information
- Messages
- Course grades
- Course Registration
- Course schedule
- Course grades
- External test
- Syllabus

The Academic status (2) section shows the following table:

2020 4th Term		
Earned credits by subject classification		
	Credits required	Credits earned
General Education Courses	30	30
All University Guidance	1	1
Faculty Guidance	2	2
Courses for Developing Intellectual Understanding	10	10
Society	2	4
Life	2	2
Nature	2	4
IT Literacy	1	1
Language Courses	10	16
English (Speaking)	1	1
English (Reading)	1	1
English (Writing)	1	1
English (Listening)	1	1
English (4 Skills)	2	2

The GPA (3) section shows the following table:

2020 4th Term				
Overall GPA				
Semester for evaluation	School grade	Total GPA	Semester GPA	Year GPA
2019 1st Term	1	3.00	3.00	
2019 2nd Term	1	2.00	2.00	
2019 3rd Term	1	2.00	2.00	2.00
2019 4th Term	1	2.00	2.00	2.00
2020 1st Term		2.00	3.00	3.00
2020 2nd Term		3.00	3.00	3.00
2020 3rd Term		3.00	3.00	3.00

(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.

External Certification Exams

- 1 From the portal screen, click on “Course grades” >> “External test” in order.
The results of external examinations you have taken will be displayed.

The screenshot shows a navigation menu with buttons for 'Top page', 'Messages', 'Course grades', 'Register information', and 'Various settings'. Below this is a secondary menu with 'Course Registration', 'Course schedule', 'Course grades', 'External test', 'Attend list', and 'Syllabus'. A red box highlights 'Course grades' and 'External test', with a red arrow pointing from 'Course grades' to 'External test'. Below the menu, the breadcrumb path 'Top page > Course grades > External Test' is shown. A table titled 'External Test' is displayed, containing one row of data.

	Exam date	Exam name	L	R	W name	S	Total
1	2023/04/05	TOEIC LR IP	■	■			■

Please note that the results of the English external examination 'Linguaskill' cannot be confirmed through the academic information system. Please follow separate instructions provided for checking the results of linguistic skills.



Regular Examinations

- 1 To display the subjects for regular exams, click on 'Course grades' and then select 'Examinations'.

If it is during the regular examination period, the subjects for regular exams will be displayed.

The screenshot shows a navigation menu with buttons for 'Top page', 'Messages', 'Course grades', 'Register information', and 'Various settings'. Below this is a secondary menu with 'Course Registration', 'Course schedule', 'Course grades', 'External test', 'Attend list', and 'Syllabus'. The 'Course grades' button is highlighted with a red box, and an arrow points to the 'Examinations' button, which is also highlighted with a red box. Below the navigation is a breadcrumb trail: 'Top page > Course grades > List of regular examination subjects'. The main content is a table titled 'List of regular examination subjects' with the following data:

	Year	Semester	Schedule number	Subject title	Chief instructor	Day of week	Category of examination	Time and date of event	Period	
1	2023	th Term	2023			Mon.5	Cancelling	2024/	5	Details
2	2023	th Term	2023			Mon.6	Cancelling	2024/	6	Details
3	2023	th Term	2023			Thr.1	Examination	2024/	1	Details

- 2 Clicking on 'Details' will provide you with more information about the regular examination.

The screenshot shows the 'Details of regular examination' page. The breadcrumb trail is 'Top page > Course grades > List of regular examination subjects > Details of regular examination'. The page contains two tables of information:

Subject title	
Course number	2023
Chief instructor	
Period	Thr.1
Number of students enrolled	268
Time and date of the previous update	2023/12/13 12:31:29

Schedule for the examination week	Examination
Date of examination	2024/02/
Trial timed	1限
Trial classroom	オンライン
Examination time	50 minutes
Materials allowed to bring in	
Communication to students	

At the bottom of the page is a 'Back to list' button.

Attendance Management System



1 To display the attendance results, click on 'Course grades' and then select 'Attend list'.



Click on 'Attendance Details' to confirm the details of the class.

2 The attendance results for each class will be displayed.

Some items such as frequency and attendance rate may not be shown depending on the class.

Class schedule code	Class schedule period	Title of the class	Name of the lecturer	Day/Period	Number of class sessions	Times present	Times tardy	Attendance	
1	2023	3rd Term		Mon.1,Thr.5	16	15	94%	Attendance details	
2	2023	4th term		Mon.1,Thr.5	15	13	87%	Attendance details	
Number of class sessions		Times present		Times tardy		Absences		Attendance percentage	
31		28		3		94%			

Student number	Name	Japanese syllabaries	Faculty, etc.	Department, etc.	Grade

Year	Semester	Faculty name	Schedule number	Subject title	Day/Period
2023	3rd Term		2023		Mon.1,Thr.5

○: present △: tardy ×: absent -: not applicable

	Date	Period (Time)	Attendance	Touch Time
1	2023/10/02	1	○	
2	2023/10/05	5	○	
3	2023/10/12	5	○	
4	2023/10/16	1	○	
5	2023/10/19	5	○	
6	2023/10/23	1	○	
7	2023/10/26	5	○	
8	2023/10/30	1	○	
9	2023/11/02	5	○	
10	2023/11/06	1	○	
11	2023/11/09	5	○	
12	2023/11/13	1	○	
13	2023/11/16	5	○	
14	2023/11/20	1	○	
15	2023/11/27	1	×	
16	2023/11/30	5	○	

Number of class sessions	Times present	Times tardy	Absences	Attendance percentage
16	15		1	94

When your attendance falls below the "Standard Attendance Rate", it will be displayed with a "pink background", and when it exceeds the "Standard Attendance Rate", it will be displayed with a "light blue background".

3 To display the class attendance list for each academic year, follow the steps below.

	Class schedule code	Class schedule period	Title of the class	Name of the lecturer	Day/Period	Number of class sessions	Times present	Times tardy	
1	2023	3rd Term,4th Term			Fri.5~6				<div style="border: 1px solid red; padding: 2px;"> 2023 Fall 2023 Fall 2023 Spring 2022 Fall 2022 Spring </div> <input type="button" value="Attendance details"/>
2	2023040009	3rd Term,4th Term			Tue.5~6				<input type="button" value="Attendance details"/>

[Reference] How to Use the IC Card Reader for Attendance Management

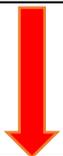
*Please note that Some classes may not use this.

IC Card Reader



Confirm that the screen displays "Reception (受付中)" and then scan your student ID card.

Reception ongoing **: **
Scan your student ID card



Reception ongoing **: **
Okadai Taro
 Reception complete

If the reception is successful, a buzzer will sound, and "reception complete" will be displayed.

Medical examination



You can view the results of your medical checkup online. Please check with the Health Service Center for the posting dates.

- 1 Click on 'Register information' and then select 'Health information'.



- 2 The results of your annual medical checkup will be displayed. Information may be missing depending on the checkup status and year. For more details, please contact the Health Service Center (086-251-7189, Tsushima campus)

[Top page](#) > [School register – Student information](#) > Health information

Inspection Item	Normal reference value	2019年 4月 9日	2018年 4月 16日	2017年 4月 3日
Height		159	157	156
Weight		58	52	57
BMI	18.5-25.0	23.5	21.4	24.4
Fat rate	Obesity Standards: Male >25%; Female >30%			25
Urine	Protein	(-)(+)		-
	Blood	(-)(+)		-
	Sugar	(-)		-
Pressure	High	[Hypertension] > 140 mmHg	1	1
	Low	[Hypertension] > 90 mmHg	0	0
X-ray		異常なし	異常なし	異常なし
Cardio				
Blood	ALT	≤40		
	Tcho	130-219		
	Ua	2.5-7.5		
	Hb	Male >13.5; Female >12.0		
	HBS antigen	(-)		
	LDLcho	70-139		
	HbA1c	4.6-6.2		
	Creatinine	Male 0.6-1.1; Female 0.5-0.8		
Eye	right:			
	left:			
Internal		異常なし	異常なし	異常なし
Note				

[Top page](#) > [School register – Student information](#) > Health information

[Return to top](#)

Club Activities Management

- 1 Click on 'Register information' and then select 'Club'.

The screenshot shows the Okuyama University portal interface. At the top right, there is a logo for 岡山大学 (OKAYAMA UNIVERSITY) and language options for 日本語 and English. Below the header, there is a navigation menu with buttons for 'Top page', 'Messages', 'Course grades', 'Register information', and 'Various settings'. The 'Register information' button is highlighted with a red box, and an arrow points to the 'Club' button in the sub-menu below it. Below the navigation, there is a breadcrumb trail: 'Top page > School register - Student information > Club list'. The main content area is titled 'Circle List' and contains a message: 'There is no circle that is an administrator.'

* If you are a club manager, you can customize various settings and confirm club information.

Email Forwarding Settings

- 1 Click on 'Various settings' and then Select 'Email transfer'.

Customize the details of the email address set as the forwarding destination.

The screenshot shows the 'Email transfer settings' page in the Okuyama University portal. At the top right, there is a logo for 岡山大学 (OKAYAMA UNIVERSITY) and language options for 日本語 and English. Below the header, there is a navigation menu with buttons for 'Top page', 'Messages', 'Course grades', 'Register information', and 'Various settings'. The 'Various settings' button is highlighted with a red box, and an arrow points to the 'Email transfer' button in the sub-menu below it. Below the navigation, there is a breadcrumb trail: 'Top page > Trans Mail'. The main content area is titled 'Email transfer settings' and contains a table with columns for 'Forwarding email address', 'Messages', 'Cancelled classes', 'Makeup classes', 'Classroom changes', 'Class schedules', and 'Class communications'. Each column has a checkbox, and all are checked. There is an 'update' button at the end of the table. Below the table, there is a section for 'Mark transferred messages as read' with a checkbox and an 'Update' button.

Forwarding email address	Messages	Cancelled classes	Makeup classes	Classroom changes	Class schedules	Class communications	
	<input checked="" type="checkbox"/>	update					

Mark transferred messages as read Update

Okayama University Moodle system



Moodle is the name of the Learning Management System (LMS) at Okayama University. It supports your classes and other learning activities online. In the Moodle system, the contents of each course, such as lecture materials, references, quizzes, assignments and class evaluations, are managed.

* You must check with the instructor of each class and follow their instructions regarding Moodle, as it is used differently depending on the course.

1. How to access Moodle

1 Access Moodle through the following URL or QR code.

- Okayama University Moodle

<https://moodle.el.okayama-u.ac.jp/>



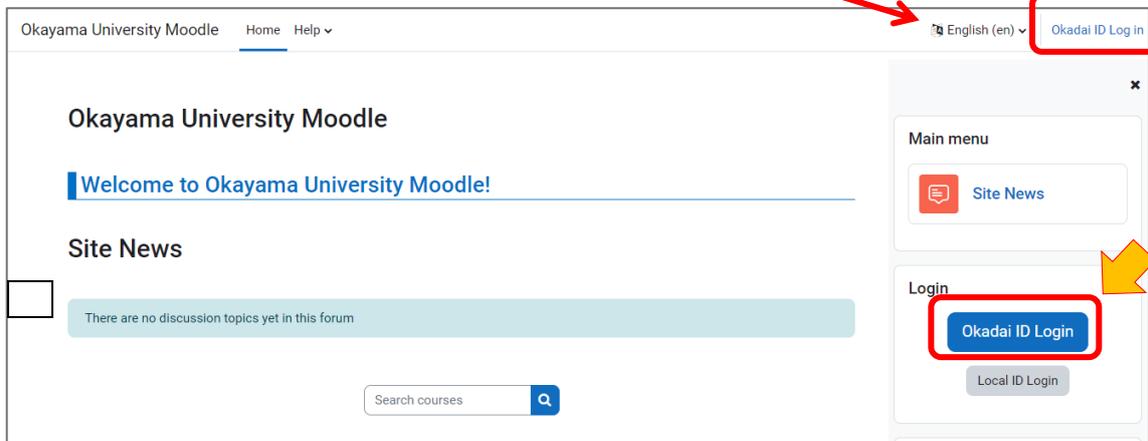
*You can view it from off campus by computer or mobile phone.

To access from the Okayama University official homepage, click [在学生・保護者の方](#) from the menu bar on the top → then click on “Moodle” on the banner.

The screenshot shows the Okayama University homepage. At the top, there is a navigation bar with the university logo and name. Below it, a menu bar contains several items: '受験生の方', '在学生・保護者の方' (highlighted with a red box), '卒業生の方', '企業・研究者の方', and '社会人・地域の方'. Below the menu bar, there is a banner area. The banner features a large photo of students sitting at a table outdoors. Overlaid on the banner are several buttons: '学籍情報システム', 'Moodle' (highlighted with a red box), 'シラバス', and 'Gmail'. To the right of the banner, there is a section titled '在学生・保護者の方' with two dropdown menus: '岡山大学の教育における方針' and '大学におけるルール'.

2 The Moodle top page will be displayed. Click on either button below to log in.

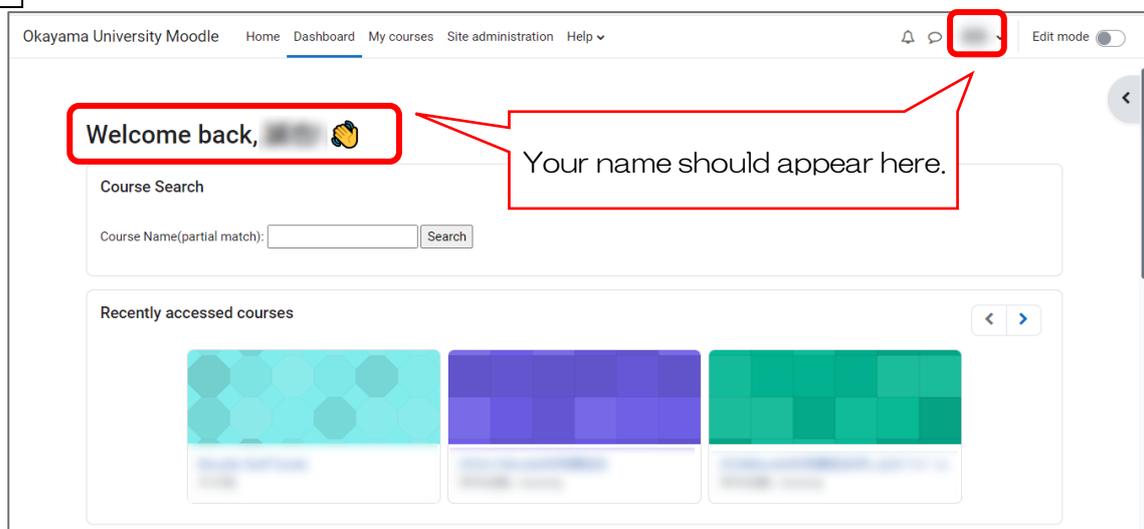
Choose the language for titles and other names. The course content will not be written in English unless the instructor writes in English.



3 Log in with your Okadai ID and password



4 The main “dashboard” page will be displayed after log in. Please make sure your name is on the page.



2. Course overview

All available classes will be in the “My courses”.

If you are not automatically registered for a course, follow the instructor’s instructions to register yourself.

- * Course registered by 23:00 will be confirmed in the morning of the **next day** on the Moodle page.

Types	Registration on Moodle system	Available period	Course name
Currently enrolled course	Automatically registered	During academic year after registration	{Academic year + Course number} & Course title
Course evaluation	Automatically registered	Designated period	(Course evaluation) {Academic year + Course number} & Course title
Others	<ul style="list-style-type: none">• Registered by the instructor• Self-registered	Depends on setting	Various names

3. Course Evaluation

Okayama University conducts course evaluations in order to use students’ opinions to facilitate improvements. It is all conducted in the Moodle system anonymously. Your evaluation will not affect your grades.

- * The evaluation period and other details are posted on the homepage and bulletin boards.
- * You will see the link to the evaluation in the Moodle course during the specified period.

< Screen of the course during evaluation period >



Gmail



Okayama University provides information to students via bulletin boards and the Okayama University official homepage. In addition, important information is sent by email to students' Gmail addresses assigned by Okayama University (hereafter called Gmail), such as notices or advance notices of lecture cancellations due to official weather warnings, important academic matters, and other emergency announcements.

You may receive the following notices via Gmail.

☆ Examples of Gmail messages from the university

- (1) Announcements on course registration, academic performance, etc. from 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 messages to prevent the spread of infection
- (4) Notices regarding restrictions of access to the campus due to entrance examinations, etc.
- (5) Notices about seminars and events
- (6) Other announcements about university-related matters

Please check your Gmail messages regularly by auto-forwarding the messages from your Gmail account to your mobile phone or frequently used email account.

Gmail messages will be summaries of important notices from the university. Please check details on the campus bulletin boards and Okayama University website.

- Okayama Univ. Gmail (This page is available only on campus network.)

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

- Login screen for Okayama University Gmail (in Japanese)

<http://mail.s.okayama-u.ac.jp/>



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Information desks

- Inquiries about the overall system for academic affairs
Office of Academic Affairs Information System, Academic Affairs Department
ddg7059@adm.okayama-u.ac.jp Phone: +81-86-251-7058, -7059
- Okayama University Moodle
Course instructors and academic administrators

X(Twitter) : @OkadaiMoodle 
- Application for Lottery courses
Academic Support Section, Academic Planning Division, Academic Affairs Department
dah8433@adm.okayama-u.ac.jp Phone: +81-86-251-7248
- Use of the Integrated Authentication System (Okadai ID), Gmail, PCs on campus
Information desk, Center for Information Technology and Management
<https://msgs.csv.okayama-u.ac.jp/a/> 