

Web Bulletin Board for Students

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1.Web Bulletin Board

1.1 Outline

The Web Bulletin board is a system with electronically unified authentication specially built for instant information delivery to students.

It enables students to access from outside campus to check information on "Class Cancellations", "Class bulletin board", or "Announcement bulletin board". Moreover, with the section of "My Schedule", it is possible for students to confirm their registered class information as well as to manage their schedule by registering personal events in the system.

Because of its digital content, visually impaired students can check the information with a screen reader. In addition, these digital notices allow students to search their necessary information easily.

In case of announcements or posters that are prepared outside the university and cannot be posted on the Web Bulletin Board, they will be posted on the hallway bulletin board in each area or on digital bulletin boards.

*Once a notice has been posted, the University of Tsukuba considers that students received the information. For this reason, students do not have the right to object later with the reason that they did not see the notice. Therefore, please do not forget to check the Web Bulletin Board at least twice a day (in the morning and evening etc.)

1.2 Basic Function & Structure

- In the initial screen (before log-in), "Notices to Current Students" and "Class Cancellations (for 8 days including the current day)" can be seen.
- After log-in, the notices can be found by accessing through the portlet of "What's New (displaying new announcements from each notice board)", "MY Schedule", "Bulletin Board", "Reference of Class Cancellation and Make-up Class", etc.
- On the page of "Newly Arrived (that can be found in the subcategories of Bulletin Board)", announcements can be searched by keywords. In addition, on the page of "Bulletin Board (with a search icon)", it is possible to search for a specific notice by specifying the genre.
- By using Unified Authentication System, students can confirm their registered

class schedule as well as add their personal events in it.

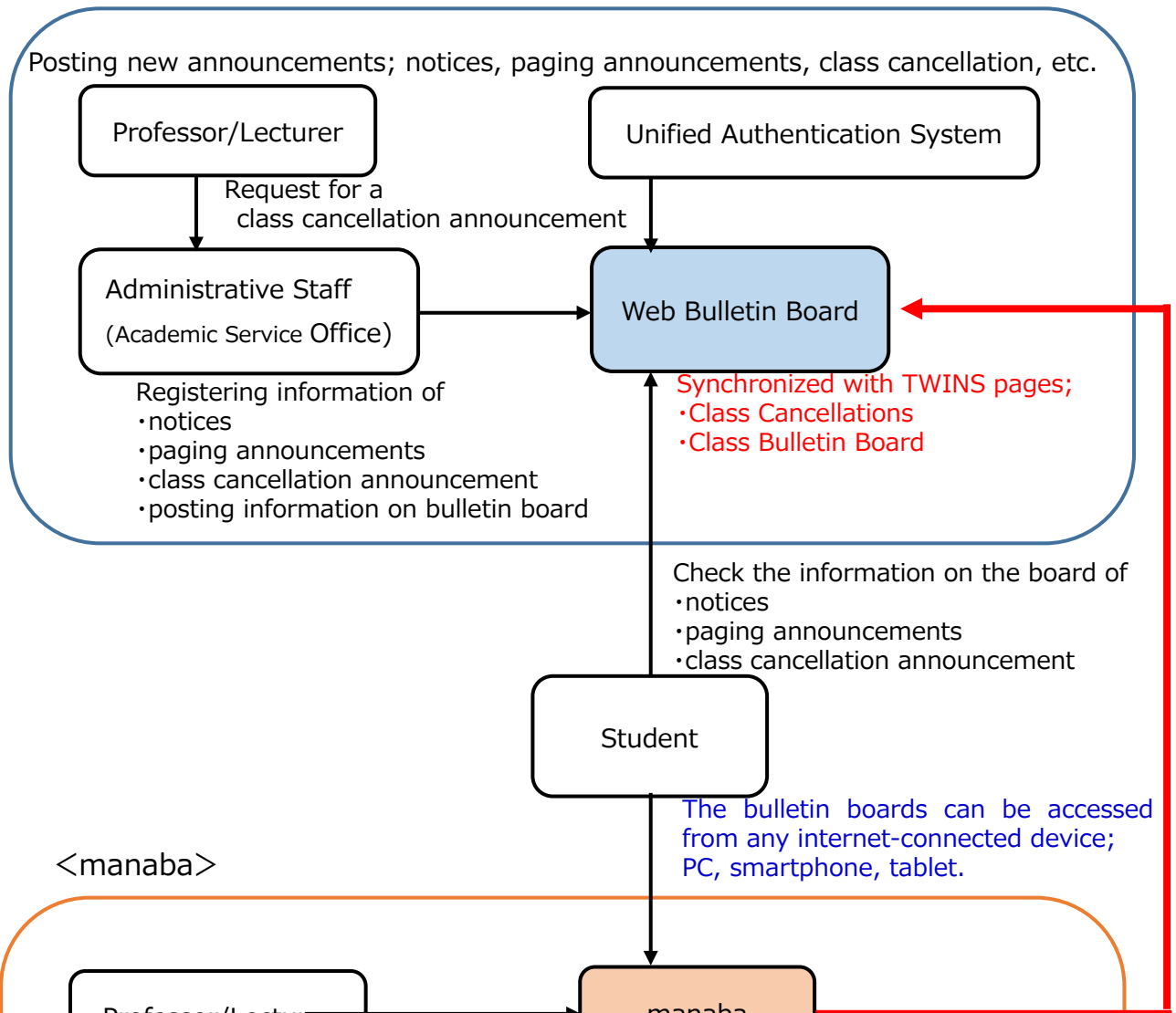
- This system is also connected with “manaba”, thus “Course News (showing cancelled class information, or other notice)” posted on “manaba” can be seen in the pages of the Bulletin Board; “Reference of Class Cancellation and Make-up Class” and “class bulletin board”.

*The information regarding class cancellations can always be seen in the Bulletin Board, however, other notice posted on “manaba” cannot be seen unless the instructors set them to synchronized with TWINS.

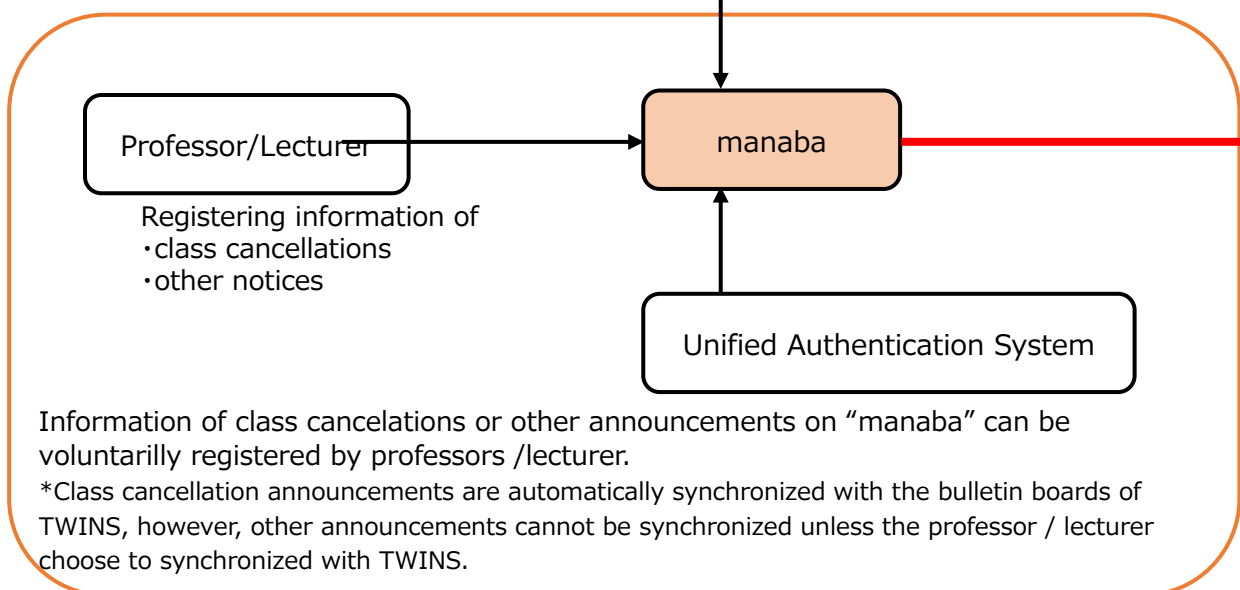
2.System Outline

Image chart of using Web Bulletin Board and “manaba”

<Web Bulletin Board>



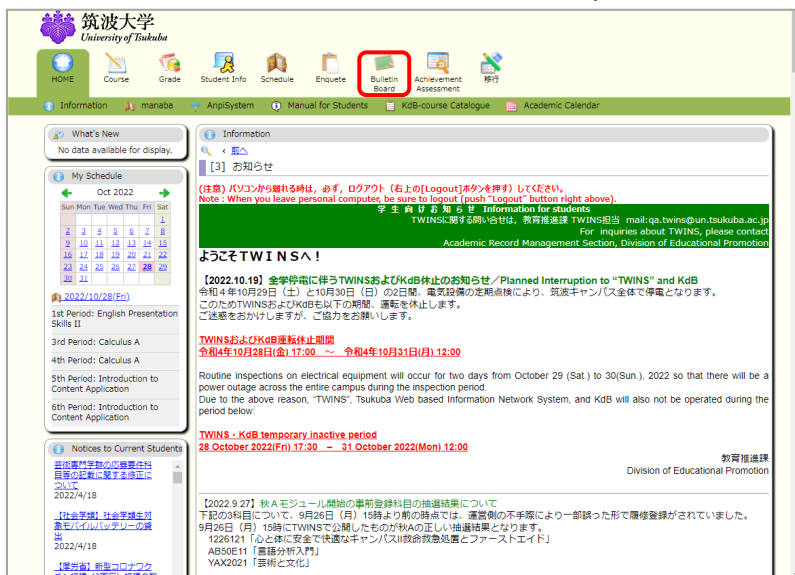
<manaba>



3.How to check WEB & Smartphone ver.

3.1 Screen after Logging into TWINS

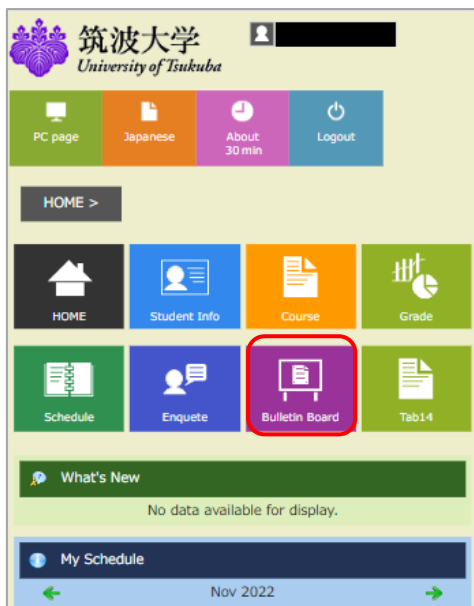
Select the icon “Bulletin Board” on the top bar.



*You can also access from “Campus Web Tools” on the official website of the University of Tsukuba.

(Top page > CAMPUS LIFE > Campus Web Tools > TWINS / Web Bulletin Board)

3.2 TWINS for Mobile Web



4. Available Functions & Screen Guide

4.1 TWINS-Login Screen

The following notices can be also checked on the login screen.

① **"Notices to Current Students"**

*Click information on the left windows to display full details. (①-2)

② **"Class Cancellations"** (8 days' worth of data, including that day)

③ **"Information"** (Information regarding system maintenance will be displayed)

4.2 How to Login to TWINS

Enter your ID number for the username, and for the password enter your password for the Unified Authentication System password, then click on the "Login" button.

If you do not know your password, visit an Academic Computing and Communications Center or the Library, and ask them to reissue it. (Please bring your student ID card.)

After login, go to the Web Bulletin Board clicking "Bulletin Board" on the home screen (*see 3.1 Screen after logging into TWINS)

4.3 Notice Windows (portlet) after Logging-in

Pages after logging into TWINS show the following notices windows;

① What's New

<Bulletin Board>

The messages of "Bulletin Board" are displayed when a new notice is under the genres of Classes, Paging, Notice from Schools and Colleges, News from University (Internal Use Only), News for Current Students.

<Cancellations & Make Up Class>

The messages of "Cancellation & Make Up Class" is displayed when your registered class is cancelled and its information has been posted.

② MY Schedule

Schedule of the current day is displayed.

*This window is not displayed on the page of those who are enrolled in Business Sciences (Tokyo Campus).

③ Notices to Current Students

The same content as that of Notices to Current Students in the initial screen (Log-in screen) will be displayed.

*It is possible to do a keyword search using the search box located on the upper screen (see ④ below). Select type of bulletin board between "Announcement bulletin board" and "Class bulletin board", and enter the keyword in the textbox.

Notices related to the requested condition will be displayed.

4.4 Bulletin Board(Class / Announcement bulletin board)

1. Class bulletin board (Notice on Classes)

- ① Allows you to see notices issued for the classes you registered.
- ② Allows you to see the Course News (Other information) on “manaba” as they share the same data source.

2. Announcement bulletin board (by categories)

① Paging

When the Academic Service Offices need to talk to a particular student(s), a paging notice will be posted and the applicable student(s) can check the content of the message. This message cannot be seen by others.

② Other genres

The notices are classified by its content into each genre and information can be found in the category. If a notice was sent to limited recipients, non-applicable students cannot see the notice.

*New information for each genre of bulletin board is displayed up to 5 cases. The display period of new notices is 7 days including the posted day.

To see past notices, click “READ MORE” displayed on the right side of the screen.

The screenshot shows the University of Tsukuba's Manaba Bulletin Board interface. The top navigation bar includes links for HOME, Course, Grade, Student Info, Schedule, Enquete, Bulletin Board, Achievement Assessment, and 移行. The main content area is titled 'Announcement bulletin board' and lists various categories of notices. A red box highlights the 'Announcement bulletin board' section, and another red box highlights the 'READ MORE' links on the right side of the list. The categories include: 授業 (主としてmanaba (コースニュースからのお知らせ)) /Classes (23), 学生呼び出し/Paging (0), 在学生へのお知らせ/Notices for Current Students (52), 大学から学生へのお知らせ (学内専用) /Internal Notices for Current Students (Internal Use Only) (0), 所属組織からのお知らせ/Notice from Schools and Colleges (4), 学群授業に関するお知らせ/Notice about Undergraduate Courses (61), 大学院授業に関するお知らせ/Notice about Graduate Courses (1), 期末試験、追試、レポート/Final Exam / Make-up Exam / Reports (2), 資格取得に関するお知らせ/Notice about Acquisition of a Qualification (39), 学生支援に関するお知らせ/Notice about Student Support (18), and 外国人留学生へのお知らせ/News for International Students (3).

3. Bulletin Board (with the magnifying glass icon) Screen

- ① The number of notices in each genre of the bulletin board is displayed.
- ② By Clicking a genre of the bulletin board,
- all the notices registered under the selected genre is displayed on a list.

The search box displayed on the upper screen enables users to make a keyword search (see ③ below). Compared to the simple search function, various conditions can be specified in the detailed search.

The search conditions “Only unread”, “Keiji (Bulletin board) type”, “Title”, “New registration”, “Notice Period”, “Posted On” can be selected or specified, and by clicking the search button, the notices that match the requested conditions will be displayed.

The screenshot shows the Bulletin Board interface. On the left, there are navigation tabs: HOME, Course, Grade, Student Info, Schedule, Enquete, Bulletin Board (highlighted with a red box), Achievement Assessment, and 移行. Below these are sections for 'What's New', 'My Schedule' (Oct 2022), and 'Notices to Current Students'. The main area is titled '[Bulletin Board] > Bulletin Board' and contains a search box and a 'List of genres' table.

③ Search notice

● Enter search conditions

Only unread ☐ ※Search for own unread notice only.

Keiji type:

Title:

New registration:

Notice Period: From To

Posted on: From To

Search

① List of genres

● For details, click on genres

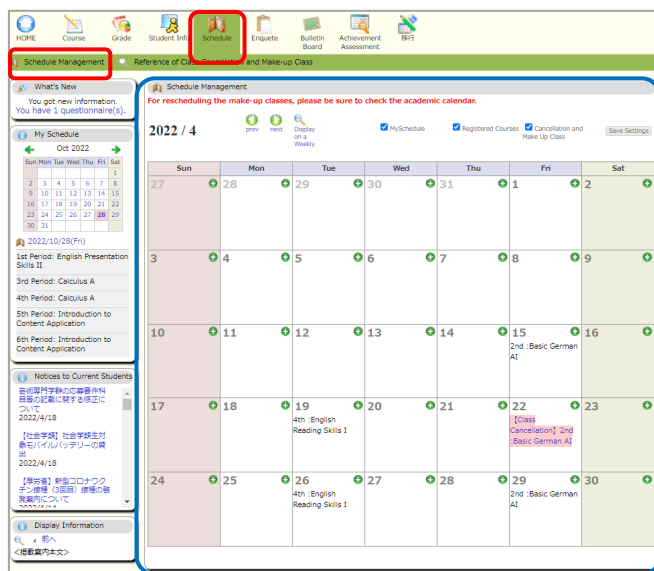
Genre	Number of Notices
Class bulletin board	-
授業 (主としてmanaba (コースニュースからのお知らせ)) /Classes	23
Announcement bulletin board	-
学生呼び出し/Paging	0 (0 unread)
在学生へのお知らせ/Notices for Current Students	52
大学から学生へのお知らせ (学内専用) /Internal Notices for Current Students (Internal Use Only)	9
所属組織からのお知らせ/Notice from Schools and Colleges	4
学群授業に関するお知らせ/Notice about Undergraduate Courses	61
大学院授業に関するお知らせ/Notice about Graduate Courses	1
期末試験、追試、レポート/Final Exam./ Make-up Exam./Reports	2
資格取得に関するお知らせ/Notice about Acquisition of a Qualification	39
学生支援に関するお知らせ/Notice about Student Support	18
外国人留学生へのお知らせ/News for International Students	3
科目等履修生、研究生へのお知らせ/News for Credited Auditors and Research Students	0
落とし物情報/Lost and found	9
事務からのお知らせ/Announcement from Academic Service Office	0

4. Cancelled Classes and Schedule

① Schedule Management

The registered class schedule and canceled class information can be viewed. Also, the schedule registered by users is displayed.

*Students enrolled in Business Sciences (Tokyo Campus) will not see this screen.



② Cancelled and Make-up Classes

The cancelled class information can be viewed in a table or a list format.

Displayed information can be narrowed down to only registered classes or to a certain period. It is also possible to select a specific class by entering the class number and name.

