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Ritsumeikan  
Asia Pacific University

# Manual for Viewing Grade Information Online

Ritsumeikan Asia Pacific University has a system that lets guardians view student grade information\* online. For guardians to view grade information, students must first set up a user ID and password for their guardians and notify them thereof. This manual contains the necessary procedures for both students and guardians, so be sure to read through it carefully before using the grade viewing system.

\*Typically, spring semester grades become available for viewing in late October, while fall semester grades become available for viewing in late April of the following calendar year.

Ritsumeikan Asia Pacific University  
(October 2016 Version)

# Procedures for Students

## **STEP 1: YOU WILL RECEIVE AN E-MAIL NOTIFICATION ABOUT THE GRADE VIEWING SYSTEM.**

Currently enrolled students will receive an e-mail notification about the grade viewing system. (Notifications will be sent as “Action Required” via the Campus Terminal in September for spring enrollees and in April for fall enrollees.)

\*All students admitted before fall 2015 will receive notifications upon the launch of this system (in February 2016).

## **STEP 2: SET UP A LOGIN PASSWORD FOR YOUR GUARDIANS.**

Your guardians will need the following to view your grade information.

### **(1) Guardian user ID: Pa+ your user ID**

(i.e., the portion of your APU e-mail address before the @ symbol.)

Example: If your e-mail address is **aputaro99@apu.ac.jp**, then your guardian's user ID will be **Paaputaro99**.

### **(d) Guardian password: This must be set by the student.**

The procedures for setting up a guardian password are outlined below.

- After logging into Campusmate, click “Guardian Password Settings” to set a password for your guardians.



- CAUTION: Only you will know the password that you set for your guardians. You will not receive an e-mail confirmation, and the university has no way of knowing the password you entered.
- If you have forgotten your password or want to reset it, you will have to follow the initial setup procedures again to set a new password.

### **STEP 3: SHARE THE USER ID AND PASSWORD WITH YOUR GUARDIANS.**

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Please notify your guardians of the user ID and password you set up for them in Step 2. When you do this, be sure to keep the following in mind:

● **Disclosing Personal Information:** By providing this login information to a third party (in this case your guardians or other family members), you are allowing them to view the following personal information about yourself online:

- Grades
- Credits Earned
- GPA

Providing login information to your guardians or other family members means you agree that they can view your personal information online. Please exercise due caution when choosing i) those family members you want to grant access to your information and ii) the method of contact.

● **The university has no way of checking the password you entered, so we cannot notify your guardians or other family members of this password on your behalf. Please make sure you notify them on your own accord.**

# Procedures for Guardians

## STEP 1: OBTAIN THE NECESSARY LOGIN INFORMATION FROM THE STUDENT.

First, you will need to [obtain the following information from the student](#).

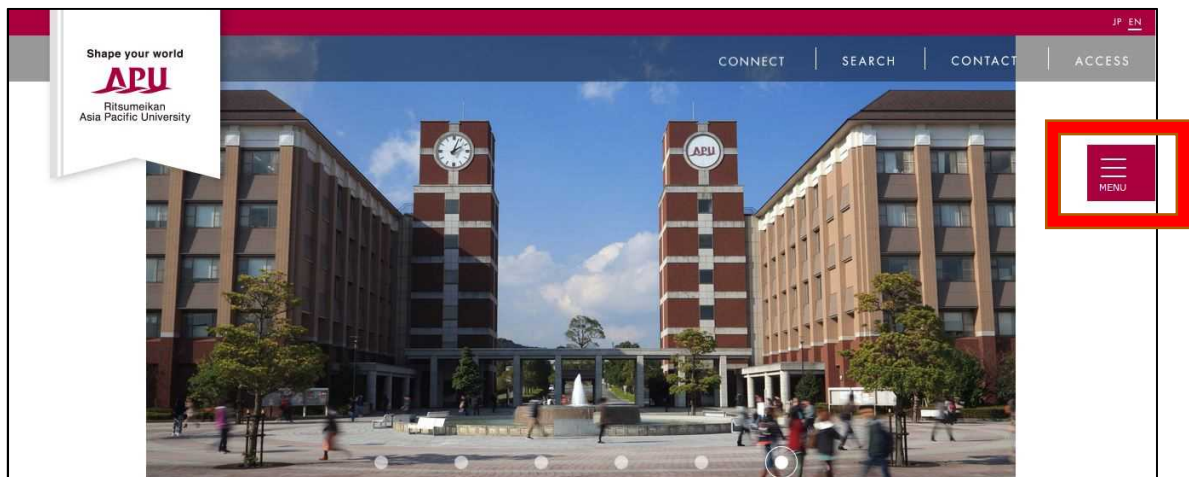
- (1) Guardian user ID                      (2) Guardian password

● **The university has no way of checking the password the student entered, so we cannot notify you of this password on behalf of the student.** Please make sure you obtain the password from the student.

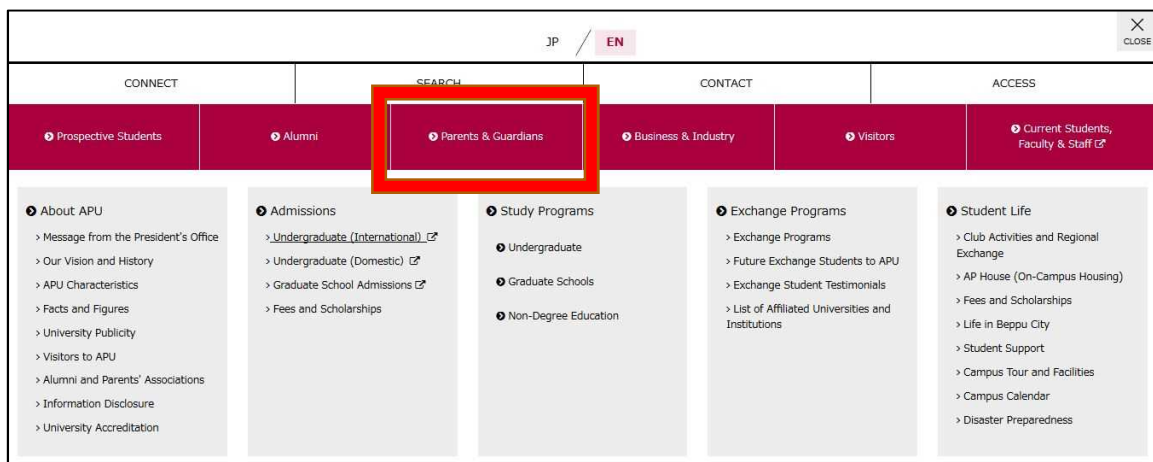
## STEP 2: LOG INTO THE PARENTS & GUARDIANS PAGE FROM THE HOMEPAGE

You can access the Parents & Guardians page as follows:

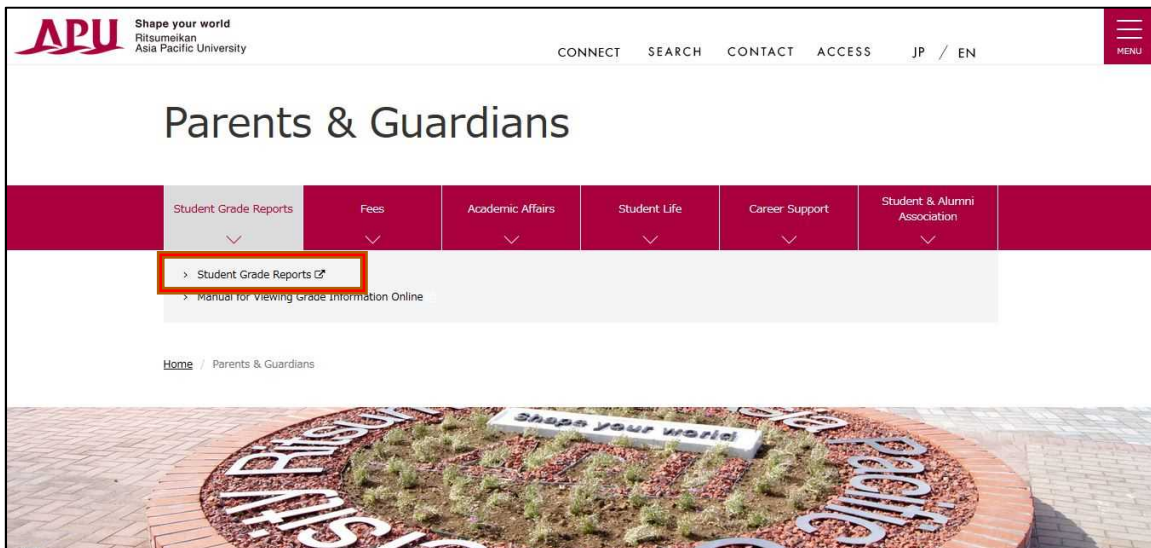
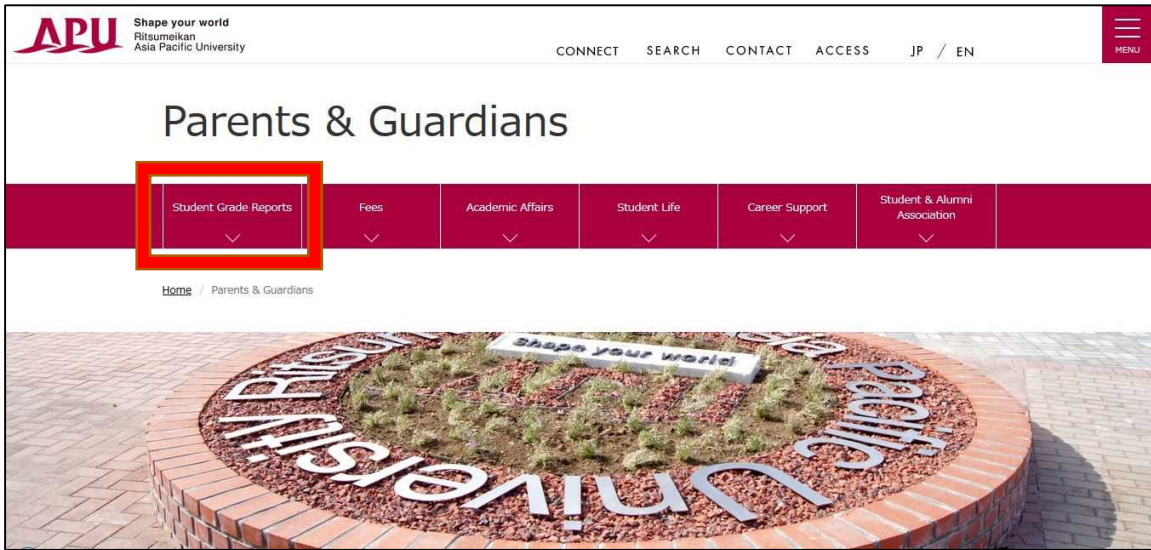
- [1] APU homepage (<http://en.apu.ac.jp/home/>) → “MENU”



- [2] “Parents & Guardians”



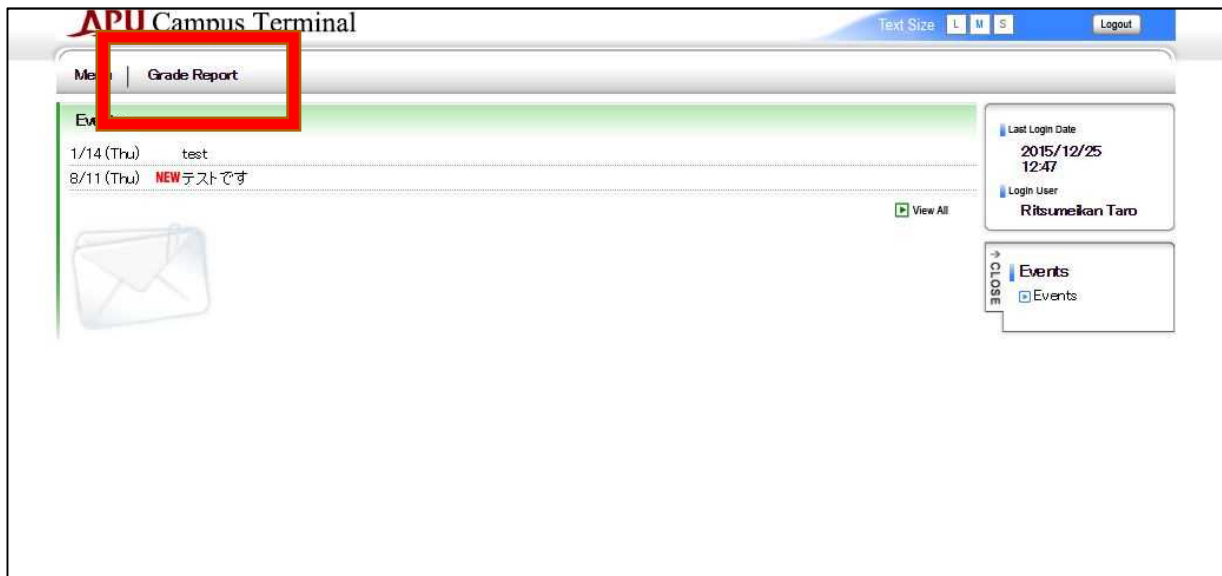
[3] Click “Student Grade Reports” under “Student Grade Reports” bar, then login page will open



[4] Login using the user ID and password you obtained from the student.



[5] Click “Grade Report” at the top of the next screen.



[6] Click on **Grades**, **Credits Earned**, and **GPA** to see the information for each category.

APU Campus Terminal

Menu | Grade Report

Grade Report (for guardians)

Please [click here](#) for information on how to read the Grade Report.

Grades	Credits Earned	GPA	Subject Name	Class	Language	Grading Instructor	Credits	Grade	Year	Term Taken
			01009 Introduction to English	ZZ			4	E	2005	SP
			010180 Chinese I	OE		ZHANG Wenqing	4	B	2007	FA
			011000 Fundamental English I	AA		BERGER Maiko	4	A	2012	SP
			011001 Fundamental English II	AA		BLAKE Gareth	4	A+	2012	SP
			011002 Intermediate English I	AC		EDLIN Curtis James	4	A	2012	FA
			011008 Intermediate English II	AC		ENGBRETSON William	4	B	2012	FA
<b>** Foundation Education Subjects *****</b>										
			020010 Society and Law	JA	J	KOBAYASHI Hiroyuki	2	A	2005	SP
			020022 Introduction to Political Science	JA	J	KIKKAWA Takuro	2	B	2005	SP
			020023 Introduction to International Relations	JA	J	YOSHIMATSU Hidetaka	2	A	2006	SP1
			020026 Introduction to Psychology	EB	E	GHOTBI Nader	2	B	2013	SP2
			020050 Health Science	EA	E	GHOTBI Nader	2	A	2013	SP1

Last Login Date: 2015/12/25 12:47  
Login User: Ritsumeikan Taro

Grade Report  
 Grade Report (for guardians)  
 GPA Data

[7] For instructions on viewing grades, click the phrase “Please click here for information on how to read the Grade Report.” (This link will take you to the Academic Office homepage.)

APU Campus Terminal

Menu | Grade Report

Grade Report (for guardians)

Please [click here](#) for information on how to read the Grade Report.

Grades	Credits Earned	GPA	Subject Name	Class	Language	Grading Instructor	Credits	Grade	Year	Term Taken
<b>** Language Education Subjects *****</b>										
			01009 Introduction to English	ZZ			4	E	2005	SP
			010180 Chinese I	OE		ZHANG Wenqing	4	B	2007	FA
			011000 Fundamental English I	AA		BERGER Maiko	4	A	2012	SP
			011001 Fundamental English II	AA		BLAKE Gareth	4	A+	2012	SP
			011002 Intermediate English I	AC		EDLIN Curtis James	4	A	2012	FA
			011008 Intermediate English II	AC		ENGBRETSON William	4	B	2012	FA
<b>** Foundation Education Subjects *****</b>										
			020010 Society and Law	JA	J	KOBAYASHI Hiroyuki	2	A	2005	SP
			020022 Introduction to Political Science	JA	J	KIKKAWA Takuro	2	B	2005	SP
			020023 Introduction to International Relations	JA	J	YOSHIMATSU Hidetaka	2	A	2006	SP1
			020026 Introduction to Psychology	EB	E	GHOTBI Nader	2	B	2013	SP2
			020050 Health Science	EA	E	GHOTBI Nader	2	A	2013	SP1

Last Login Date: 2015/12/25 12:47  
Login User: Ritsumeikan Taro

Grade Report  
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## Inquiries

Please contact us at the following e-mail if you have any questions about this system or if you would like to speak to someone about grading. Please understand that we cannot answer any inquiries about grades for specific subjects, reasons for passing or failing, or other such matters.

Academic Office Grading Supervisor E-mail: [examteam@apu.ac.jp](mailto:examteam@apu.ac.jp)