

《CampusTerminal》

User Manual (for Students)

Ritsumeikan Asia Pacific University

September 2015

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1. Login Screen

1 – ① New Campus Terminal URL

https://portal2.apu.ac.jp/campus/top.do

1 – ② Announcements

The screenshot shows the APU Campus Terminal interface. At the top left is the APU logo and 'Campus Terminal'. At the top right is a 'Text Size' selector with options L, M, and S. Below the header is a purple announcement box containing three items: '8/31 (Mon) NEW test 積雪による休講/Class Cancellations due to Snow', '7/16 (Thu) 期限内お知らせ', and '7/14 (Tue) webからの公開お知らせ登録'. A 'View All' link is at the bottom right of the announcement box. To the right of the announcements is a login form with radio buttons for 'Japanese' and 'English' (selected), input fields for 'User ID' and 'Password', and a 'Login' button. Below the login form is a 'Menu' section with a 'CLOSE' button and options for 'Smartphone', 'Search syllabus' (with sub-options: 'Search by course', 'Search by instructor', 'Search by keywords'). A red dashed box highlights the announcement box, and a red arrow points from it to a text box below.

The announcements posted on the APU homepage are displayed here. To display older posts, click View All.

1 – ③ Login

This screenshot is identical to the previous one, but with a red box highlighting the language selection and login fields. A red dashed box contains text explaining the login process, and a red arrow points from this box to the highlighted login form.

Select your language, then enter your user ID and password to login. You cannot change the language

2 – ③ Announcements about classes

APU Campus Terminal

HOME | School Affairs Posting

Information | Course Messages

8/24 (Mon) **NEW** 2015年度秋 大分大学
8/4 (Tue) 通常、留学
8/4 (Tue) 設置:立命館アジア太平洋

There is no course message.

Top Row: 休 補 登 Btm Row: 登 登

[View All](#)

Action Required

You have no messages.

0 New Messages

[View All](#)

Current announcements of class cancellations, make-up classes and classroom changes are displayed here.

Information regarding only the classes you are taking is displayed here. You can search information for classes you are not taking and past announcements by clicking either View All or School Affairs Posts.

2 – ④ Action Required messages

APU Campus Terminal

HOME | School Affairs Posting

Information | Course Messages

8/24 (Mon) **NEW** 2015年度秋 大分大学
8/4 (Tue) 通常、留学
8/4 (Tue) 設置:立命館アジア太平洋

There is no course message.

Top Row: 休 補 登 Btm Row: 登 登

[View All](#)

Action Required

You have no messages.

0 New Messages

[View All](#)

Text Size: L M S Logout

Last Login Date
Login User

Menu

- [Messages](#)
- [APU Gmail](#)
- [Mailing List](#)
- [Change Password](#)
- [Bookmark](#)

Link

- [Campusmate Web \(APU\)](#)
- [Academic](#)
- [Research](#)
- [Student Services](#)
- [Career](#)
- [Others\(Student\)](#)

Action Required ("Personal Messages" on the old Campus Terminal) messages are displayed here.

You can search important announcements for you by clicking either View All or Messages.

* See "3—① Message List".

3. Messages

3 – ① Message List

APU Campus Terminal

HOME | School Affairs Posting | Syllabus

Messages

Message List

<input type="checkbox"/>	Title	Type	Sender	Received on	Read on
<input type="checkbox"/>	2015年度秋 大分大学 単位互換プログラム 募集案内 / Application for the Oita University Exchange program for 2015 Fall	Information	メディアセンター	2015/08/24 10:01	
<input type="checkbox"/>	通常、留学	Information	メディアセンター	2015/08/04 17:11	
<input type="checkbox"/>	設置:立命館アジア太平洋大学	Information	メディアセンター	2015/08/04 14:32	2015/09/02 13:57

Checked Message

Search Condition

Type	<input type="checkbox"/> Information <input type="checkbox"/> Action Required
Keyword	<input type="text"/> (Partial Match)
Sender	<input type="text"/> <input type="button" value="Prefix Match"/>
Unread/Read	<input type="checkbox"/> Unread <input type="checkbox"/> Read
Message Receipt Date	<input type="text"/> to <input type="text"/>
Posting Status	<input type="checkbox"/> Including Messages with Expired Posting Period
Canceled	<input type="checkbox"/> Including Canceled Messages

A list of messages based on your search conditions will be displayed. Click on the message title to jump to the details screen.

If you enter your search conditions and click Search Messages, the message list will reappear at the top of the

3 – ② Message details

APU Campus Terminal

HOME | School Affairs Posting | Syllabus

Messages

Return to List

Sender	アカデミック・オフィス
Message Type	Information
Title	2015年度秋 大分大学 単位互換プログラム 募集案内/ Application for the Oita University Exchange program for 2015 Fall
Body	<p>2015年度 秋 semester 受講 大分大学単位互換プログラムの募集を開始します。この制度は、APUに在籍しながら大分大学で開講される科目を履修できる制度です。大分大学で修得した単位はAPUで単位認定することができます。単位認定不可の科目もあります。</p> <p>申請期間: 9月2日(水) - 9月9日(水) 16:30</p> <p>詳細はアカデミック・オフィスのホームページをご覧ください。</p> <p>アカデミック・オフィス</p> <p>This program allows APU students to enroll in lecture subjects offered at Oita University. Credits obtained at Oita University can be transferred to APU. Please check the subject list in detail.</p> <p>Application Period: Sep 2 Wed. - Sep 9 Wed. 16:30</p> <p>Please refer to the Academic Office Website for more information. http://www.apu.ac.jp/academic/page/content0020.html</p> <p>アカデミック・オフィス</p>
URL	大分大学との正課交流プログラムのページ
Posting Period	2015/08/31 (Mon) 17:15 to 2015/09/01 (Tue) 17:15

Return to List

Delete Message

Menu

- Messages
- APU Gmail
- Mailing List
- Change Password
- Bookmark

Link

- Canvasmate Web
- Others(Student)

Message titles are listed in both Japanese and English. (You can no longer switch between Japanese and English.)

You can delete messages with this button. Please note that messages will no longer appear in the message list once you delete them.

If a message has an accompanying URL or attached file,

3 – ③ Message details (Register comments)

The screenshot illustrates the process of registering a comment on a message in the APU Campus Terminal. It is divided into three main sections:

- Message Details:** Shows a message from 'メディア・センター' (Media Center) with the title '面談の日程について' (About Interview Schedule). The body text asks for confirmation of the interview date (October 1st, 10:00-11:00) and requests a comment. A 'Register Comments' button is highlighted with a blue arrow.
- Enter Comments:** A form where the user can enter a comment. It includes a text area with a character limit of 200, a 'Close' button, and a 'Register' button. A red dashed box highlights the 'Register Comments' button from the previous screen and the 'Register' button here, with the text: "If you receive a message that requires you to register a comment, you can do so by clicking the Register Comments button."
- Message Details (After Registration):** Shows the same message, but the comment field now contains the confirmation text: '日程を確認いたしました。よろしくお願致します。' (We have confirmed the schedule. Thank you very much.) and a red timestamp: 'Comments Registration Date: 2015/09/01 (Tue) 15:53'. The 'Update Comments' button is now visible.

Navigation elements include 'Return to List' and 'Delete Message' buttons, and a sidebar menu with options like 'Messages', 'APU Gmail', and 'Mailing List'.

4. School Affairs Posts

4 – ① School affairs posts

APU Campus Terminal

HOME | School Affairs Posting | Syllabus

Text Size L M S Logout

Course Messages

School Affairs Posting List

The School Affairs Information is posted as follows.
Use the following search conditions to narrow down the posting contents.

Type	Course Name	Class Period	Faculty in Charge	Details	Posting Day
Classroom changes	Introduction to EconomicsEB	Mon1		Target Date : 10/12 (Mon) ~ 11/23 (Mon) Change Details : Classroom	2015/08/11 16:36
Class cancellations	Introduction to EconomicsEB	Mon1		Target Date : 10/5 (Mon)	2015/08/11 16:33

Search Conditions

Message Type

Class cancellations Make-up classes Classroom changes

Course Name Partial Match
(Specify any formal, abbreviated, Kana, or English name.)

Class Period Monday

Sender Partial Match

Target Date
(When this condition is specified, course messages and report assignments cannot be searched.)

Posting Day ~

Posting Condition Display only Timetables Relating to You

Detailed Search Condition

You can specify detailed

Detailed Search Condition

Semester	<input type="checkbox"/> Spring <input type="checkbox"/> Fall
Posting Status	<input type="checkbox"/> Including Messages with Expired Posting Period
Canceled	<input type="checkbox"/> Including Canceled Messages
Faculty and Staff ID number	<input type="text"/> Prefix Match
Faculty Name	<input type="text"/> Partial Match (Specify any name, Kana name, or English name.)
Course Code	<input type="text"/> Prefix Match
Campus	<input type="text"/>

Course Messages

Course Messages

My時間割

4 – ② School affairs information details

Class cancellations

APU Campus Terminal

HOME | School Affairs Posting | Syllabus

Text Size L M S Logout

School Affairs Information (Canceled Class Information)

[Return to List](#)

Target Timetable and Canceled Class Date

Class Period	Course	Faculty	Classroom	Period	Canceled Class Date
Mon1	Introduction to EconomicsEB			FA1	10/5 (Mon)

Detailed Canceled Class Information

Message Type	Class cancellations
Sender	メディア・センター
Makeup Class	Undetermined
Remarks	

[Return to List](#) [Check Syllabus Information](#)

Details regarding classes that have been cancelled are

Last Login Date
Login User

← CLOSE
Course Messages
Course Messages
My時間割

Make-up classes

APU Campus Terminal

HOME | School Affairs Posting | Syllabus

Text Size L M S Logout

School Affairs Information (Makeup Class Information)

[Return to List](#)

Target Timetable and Makeup Class Date

Class Period	Course	Faculty	Classroom	Period	Makeup Class Date
Fri4	Japanese Traditional Arts BJB			FA1	10/24 (Sat)

Detailed Makeup Class Information

Message Type	Make-up classes
Sender	アカデミック・オフィス
Makeup Class Period	1 ~ 2
Classroom for Makeup Class	[No Change]
Makeup Class Faculty	[No Change]
Remarks	

[Return to List](#) [Check Syllabus Information](#)

Details regarding make-up classes are displayed here.

Last Login Date
Login User

← CLOSE
Course Messages
Course Messages
My時間割

4 – ② School affairs information details

Classroom changes

APU Campus Terminal

HOME | School Affairs Posting | Syllabus

Size L M S Logout

Details regarding classroom changes are displayed here.

School Affairs Information (Timetable Change Information)

[Return to List](#)

Timetable to be Changed and Timetable Change Date

Class Period	Course	Faculty	Classroom	Period	Timetable Change Date
Tue4	Japanese Traditional Arts BJA			FA1	11/3 (Tue) 11/10 (Tue) 11/17 (Tue) 11/24 (Tue)

Detailed Timetable Change Information

Message Type	Classroom changes
Sender	メディア・センター
Class Period After Change	11/3 (Tue) 1 11/10 (Tue) 1 11/17 (Tue) 1 11/24 (Tue) 1
Classroom After Change	[No Change]
Instructor After Change	[No Change]
Remarks	

[Return to List](#) [Check Syllabus Information](#)

Last Login Date
Login User

← CLOSE
Course Messages
 Course Messages
 My時間割

5. Other

5 – ① Bookmark registration

APU Campus Terminal

HOME | School Affairs Posting

Bookmark

No bookmark is registered.

Bookmark Name	Description
---------------	-------------

[→ Add Bookmark](#)

Logout

Sign Date

User

Menu

- Messages
- APU Gmail
- Mailing List
- Change Password
- Bookmark

Link

- Campusmate Web (APU)
- Academic
- Research
- Student Services
- Career
- Others(Student)

Add Bookmark

Specify the bookmark information. (* item is required.)

Bookmark Name	<input type="text"/> (Specify using up to 25 characters.)
URL *	<input type="text"/> (Specify using up to 250 single-byte characters.)
Description	<input type="text"/> (Specify using up to 50 characters.)

[Close](#) [→ Register](#)