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APU

Ritsumeikan
Asia Pacific University

Manual for Viewing Grade Information Online

Ritsumeikan Asia Pacific University has a system that lets parents/guardians view student grade information* online. For parents/guardians to view grade information, students must first set up a user ID and password, then share the user ID and password with their parents/guardians. This manual contains instructions for both students and guardians. Please read through it carefully before using the grade viewing system.

*Spring semester grades are published online in mid-September, and fall semester grades are made available in mid-March of the following year.

Inquiries

Please contact us at the address below if you have any questions about this system or about grading. Note, we cannot answer any questions about grades for specific subjects, reasons for passing or failing, or other such matters. Thank you for understanding.

Academic Office Grading Team   **E-mail: examteam@apu.ac.jp**

Procedures for Students

Step 1: APU will send you an e-mail about the grade viewing system.

Students who are scheduled to begin their 2nd semester will receive an e-mail notification about the grade viewing system. (Notifications will be sent as "Action Required" messages via the Campus Terminal in September for spring enrollees and in March for fall enrollees.)

Step 2: Set up the login ID and password for your guardians.

Parents/guardians will need the following information view your grade results.

(1) Guardian user ID: Pa＋the student's user ID

   Your user ID is the part 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.

   ● WARNING: 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 parents/guardians.

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

● **Disclosing Personal Information**: By providing this login information to a third party (in this case your parents/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) the 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 Parents/Guardians

Step 1: Obtain the necessary login information from the student.

First, you will need to obtain the following information from your student.
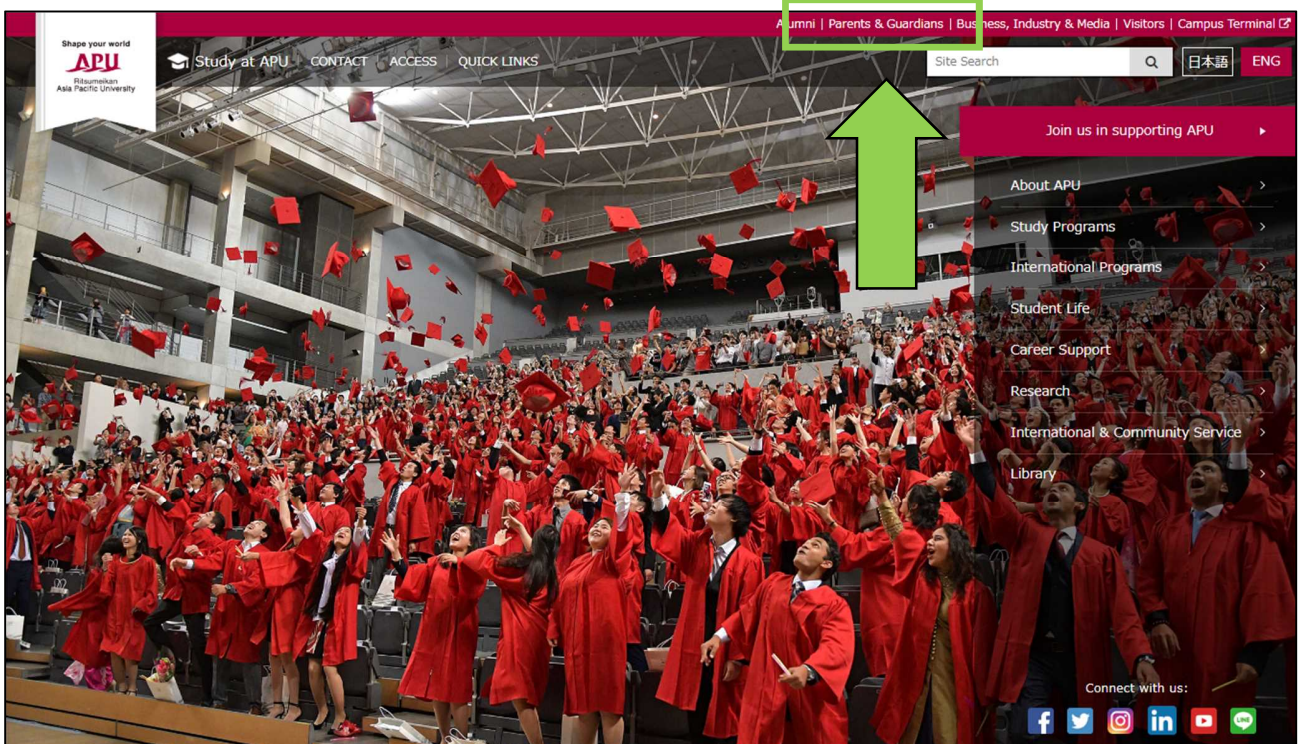
(1) Parent/Guardian user ID　　　(2) Parent/Guardian password

●**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.
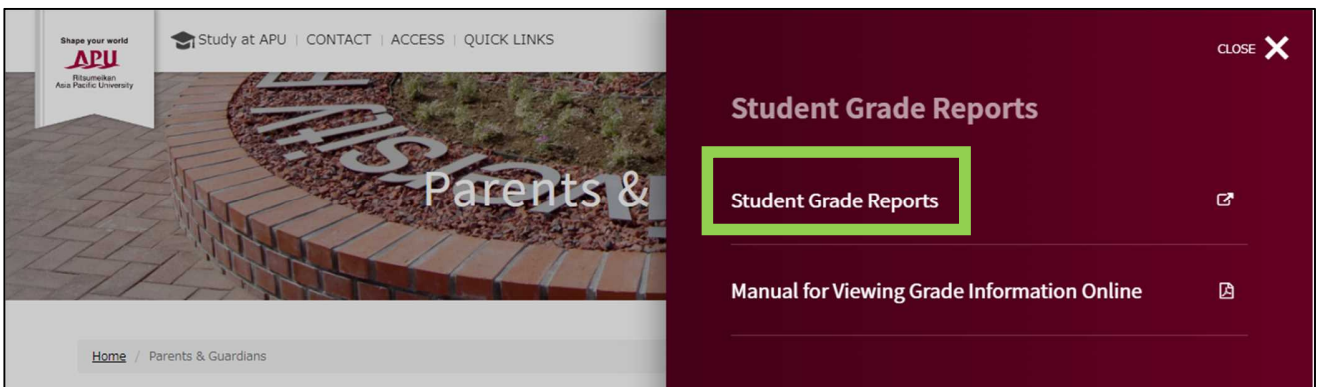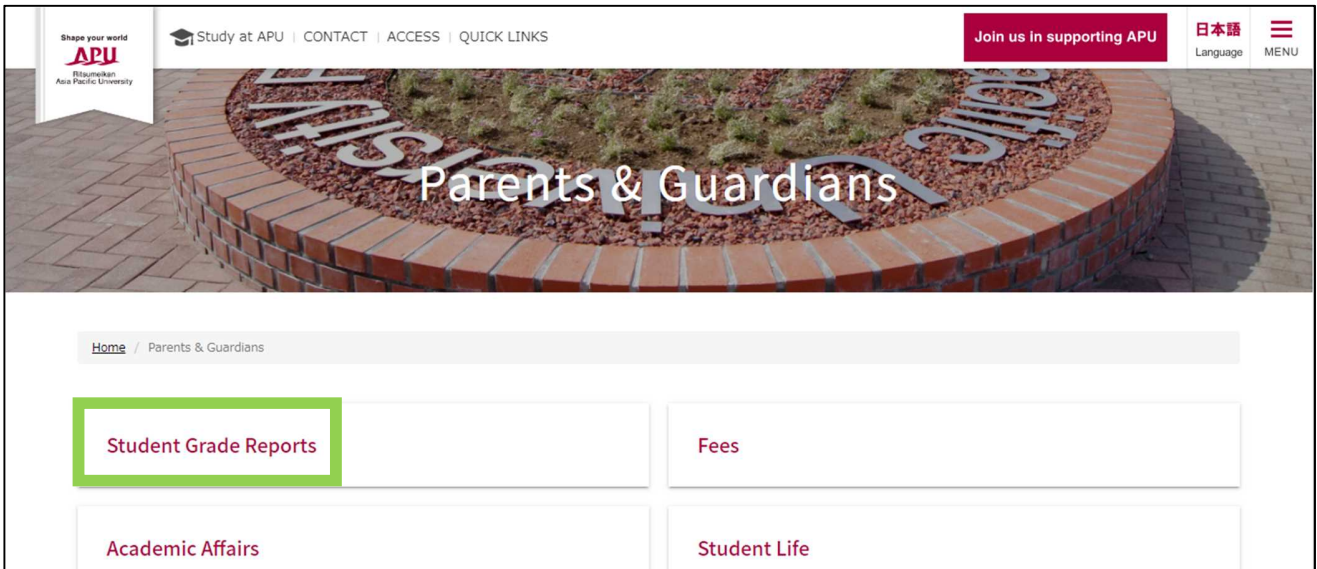
Step 2: Log into the Parents & Guardians page from the homepage

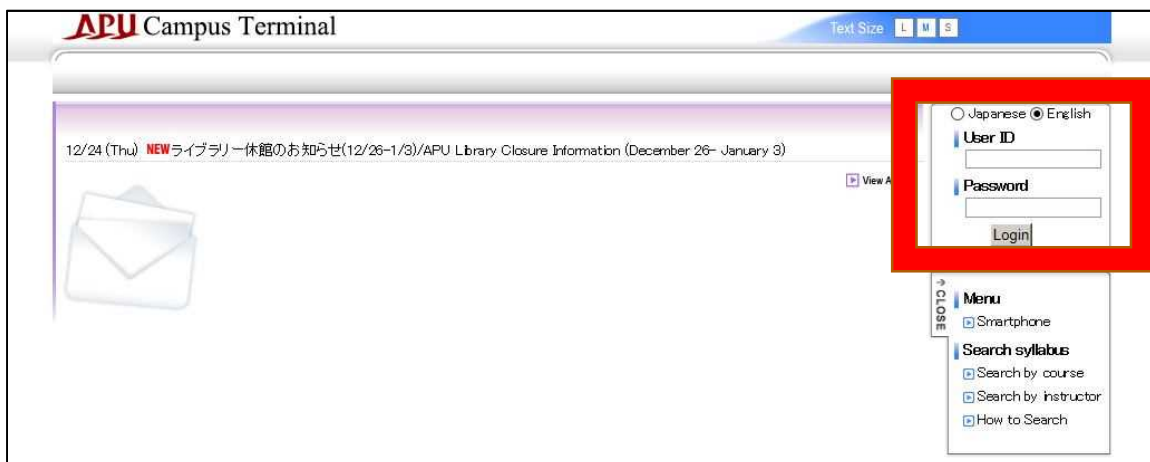You can access the Parents & Guardians page as follows:

[1] APU homepage (http://www.en.apu.ac.jp/home/) → "Parents & Guardians"

[2] Click "Student Grade Reports"

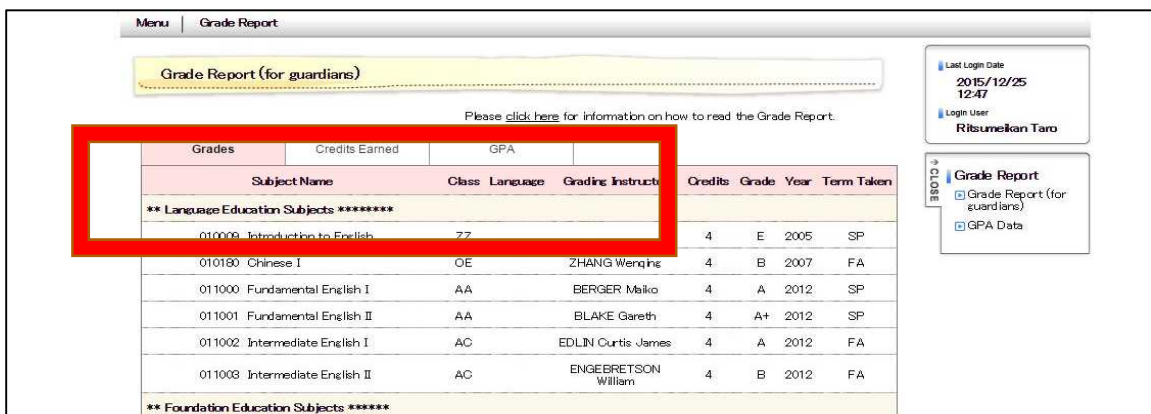
[3] Login using the user ID and password you obtained from the student.

[4] Click "Grade Report" at the top of the next screen.

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

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