

Basic Operation
Method

CAMPUSSQUARE



1. Initial display of portal screen

(1) Portal top screen (after login)

Once logged in, the portal screen is displayed, which consolidates all necessary information. The menu screen is a sliding menu that automatically folds down depending on the browser size. The user name is displayed at the top of the menu, and “Logout” and “Switch to English version” are available.

The image displays three screenshots of the CAMPUSSQUARE portal interface. The leftmost screenshot shows the 'Menu screen' with a sidebar menu containing 'HOME', 'Portal', 'Bulletin Board', 'Student Info', and 'Course'. A yellow box highlights the 'Japanese' language selection option, with a callout box labeled 'Change to language'. The middle screenshot shows the 'Portal screen' on a desktop view, featuring sections for 'What', 'My Schedule' (a calendar for Sep 2024), and a 'Link' sidebar. The 'My Schedule' calendar shows the 6th of September highlighted. The rightmost screenshot shows the 'Portal screen (Smartphone)' with a vertical layout of notification cards for 'New Information', 'Upcoming Events', 'Course Registration', and 'Personal Notifications'. A red arrow points from the 'Course' menu item in the desktop view to the smartphone view.

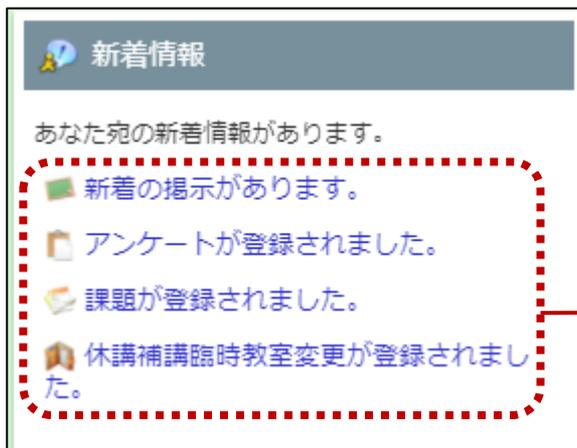
New information, schedule of the day, etc. will be displayed on the top page. Please be sure to check the top page for any announcements from the university.

Course registration and grades can be checked from “Course Related Information”.

1. Initial display of portal screen

(2) New Information

When various new information such as announcements, information on class cancellations and make-up classes, reports, etc., is received by you, you will be notified on the TOP screen of the portal.

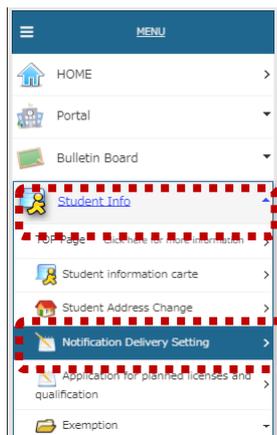


Clicking on each link will take you to a detailed screen where you can check the latest information.



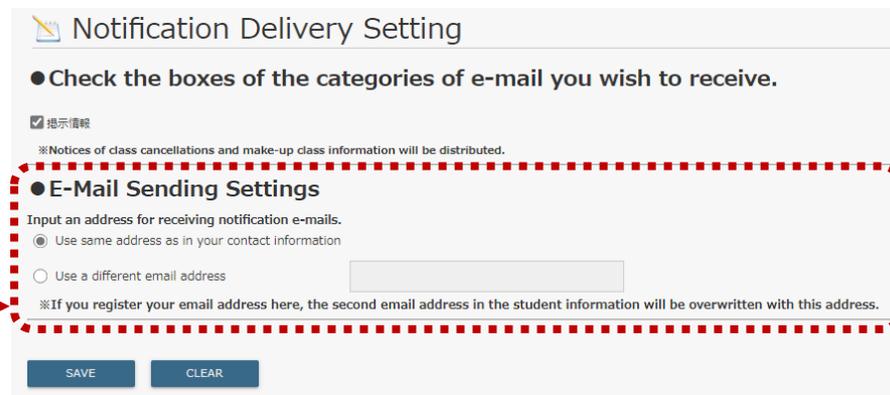
(3) Notification Delivery Settings

If you would like to change your e-mail delivery status for notifications, please change your notification delivery settings. The default setting is for notifications to be sent to your university email address.



You can also change to your regular email address such as Gmail. Please make sure that notifications are sent to the email address you use most often so that you do not miss out on important information.

Go to Menu → Student Info → Notification Delivery Settings.



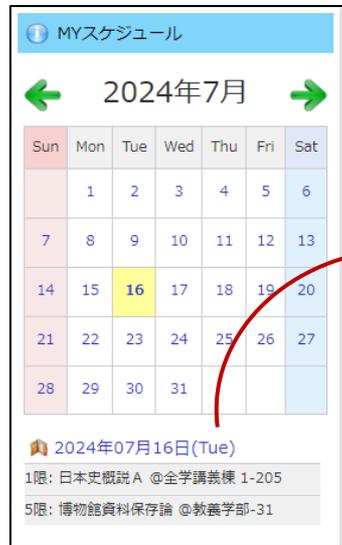
(1) My Schedule

① Each student's schedule automatically displays the information necessary for each student.

Students can view the schedule of classes they are taking, as well as information on cancelled classes, make-up classes, classroom changes, etc.

② When a staff member registers information related to his/her affiliation, it will also be displayed in his/her own schedule.

• For the calendar, you can switch between weekly and monthly views.



• Only certain types of schedules can be selected and displayed on the schedule screen. This allows you to efficiently check only the schedule information you need.

+ Selecting the icon will take you to the schedule registration screen for that day. Please register your own schedule, for example, the deadline for submitting reports.

- Clicking on a number in the calendar will display the schedule for that day at the bottom of the calendar.
- Clicking on a date at the bottom of the calendar will switch to the full view.

• Schedules are tagged and colored by type for easy understanding.



3. How to check notices (postings)

(1) Notification Function

Open “Newly Arrived” from the menu to display Bulletin Board for each type of notice.



- You can check the information of class cancellations and classroom changes.
- In addition to class information, event information, etc., is displayed to the entire campus, as well as to individual students.
- The number of notices displayed can be changed.

•Unread notices are marked [Not Reading].

•If there are more than a certain number of new announcements, clicking the “...Reads more” link will take you to a list screen that displays all the announcements.

3. About Student information carte

The Student Portfolio allows you to view a summary of information about yourself. It can be found by opening the menu item “Student Life” -> “Student information carte”.

Student information carte / Student Register Information

- student register information
- student personal information
- school graduated/entrance exam information
- contact
- student register information
- information of course registration
- information of grades
- interview
- attendance
- qualification/awards and punishments
- PAS and LSR
- tuition
- english external exam

Student ID No. 24KW001 Student Name メリンちゃん

student register information



Student Name in Katakana	サイダイ メリン	Student Name in Alphabet	
Faculty/Department	Faculty of Liberal Arts/Department of Liberal Arts	Year	1Grade
Present Status	Attendance	Student Position	
English Class		Attendance Number	
Semester/ All-year	one-year-course	Number of Semesters	
language (level)			
Requested Month and Date	2024year04month	Date of Entry	2024/4/1
Fall Semester Entry		Entry Status	一般入学 (前期)
Year Entered	1Grade		

4. If you change your address.

If you wish to change your own address, you can do so from the CAMPUSSQUARE. From the menu, open “Student Info” -> “Student Address Change” to make the change. Enter the part to be changed and press the “Change” button at the bottom of the page.

 Student Address Change

Enter the new address, and click the change button.
** indicates optional items.
Confirm your Contact Information of the student portfolio in advance.

▼ Contact Information

Student Affiliation	教養学科	Student ID No	24KW001
Name	メリンちゃん	Year	Year 1
Postal Code	<input type="text"/> - <input type="text"/> (Single-byte Characters)	Prefecture/city	--
City	<input type="text"/>		
District, block, etc.	<input type="text"/>		
Building, room no., etc.	<input type="text"/>		
Phone number	<input type="text"/> (Single-byte Characters) Hyphen Allowed	Type	--
Mobile number	<input type="text"/> *(Single-byte Characters) Hyphen Allowed		
E-MAIL	<input type="text"/> (Single-byte Characters)		

▼ Contact Information of Guardian/s

Name	<input type="text"/>	Relation to student	--
Name (katakana)	<input type="text"/>		
Name (alphabet)	<input type="text"/> *(Single-byte Characters)		
Postal Code	<input type="text"/> - <input type="text"/> (Single-byte Characters)	Prefecture/city	--
City	<input type="text"/>		
District, block, etc.	<input type="text"/>		
Building, room no., etc.	<input type="text"/>		
Phone number	<input type="text"/> (Single-byte Characters) Hyphen Allowed		
Occupation	--		*

If you need to change your guarantor's contact information, name, etc., please contact your faculty section.

5. change the email address to receive notifications

With CAMPUSSQUARE, You can receive notifications of class cancellations, make-up classes, and new arrivals at any email address. You can change it by opening "Student Info" → "Notification Delivery Settings" from the menu.

Notification Delivery Setting

● Check the boxes of the categories of e-mail you wish to receive.

掲示情報

※Notices of class cancellations and make-up class information will be distributed.

● E-Mail Sending Settings

Input an address for receiving notification e-mails.

Use same address as in your contact information: merin.s.987@ms.saitama-u.ac.jp

Use a different email address

※If you register your email address here, the second email address in the student information will be overwritten with this address.

SAVE CLEAR

Finally, click SAVE.

Callouts:

- If you don't need the notification of the posting, uncheck it.
- If you have unchecked the posting information, please check the CAMPUSSQUARE regularly for new postings so that you do not miss out on any important information.
- The default setting is the university email address
- If you want to change it, select here and enter your email address.

Once you have registered your own e-mail address, the registered e-mail address will be displayed in the frame. The second email address registered in the student ID information can be confirmed from the student portfolio (however, the function will be implemented on November 1, 2024).

If you change your email address, please change your registration here as well. Also, don't forget to change your [ANPIC](#) email address.