

How to register attendance on the web

CAMPUSSQUARE



2024.9.24

CampusSquare has a web-based attendance registration feature.

When faculty members use this function to take attendance, they need to access the attendance registration screen from their own computers or smartphones and register their attendance.

If you are a faculty member, please refer to this manual to register your attendance using the web attendance registration (key number registration).

The web attendance registration function will not register as attendance if you fail to enter your attendance within the time limit.

Please be sure to read this manual in advance and be prepared to log in so that you will not be rushed at the beginning of class.



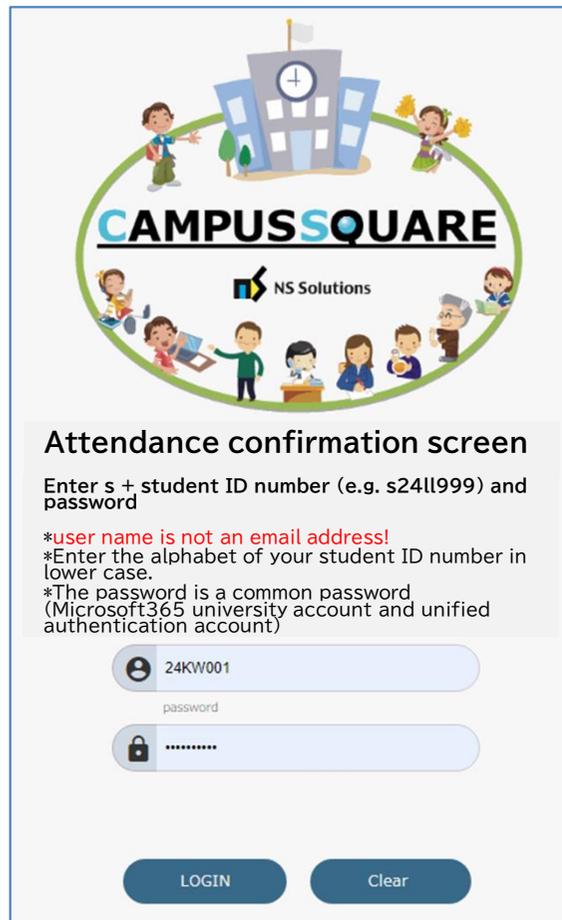
※Not all classes will be registered for attendance by key number.

1. Register attendance using the web attendance registration (key number registration).

(1) To register your attendance, you will need to access [this URL \(https://attendance.risyu.saitama-u.ac.jp/campusaa/?locale=en_US\)](https://attendance.risyu.saitama-u.ac.jp/campusaa/?locale=en_US) and log in with your own account.

*Place a shortcut on the home screen of your smartphone or register a bookmark so that you can access it anytime.

Please note that the login screen (URL) is different from that of CampusSquare for course registration and grade reference.



Attendance confirmation screen

Enter s + student ID number (e.g. s24ll999) and password

*user name is not an email address!
*Enter the alphabet of your student ID number in lower case.
*The password is a common password (Microsoft365 university account and unified authentication account)

24KW001
password

LOGIN Clear

(2) Log in using your Unified authentication account, where the ID is “s + student ID number(s24LL999)” and the password is the Unified Authentication Account password provided in the notification distributed at the time of enrollment (or the password you changed if you changed it yourself).



You can also access the attendance registration site using this QR code.



1. Register attendance using the web attendance registration (key number registration).

(4)After logging in, the Attendance Key Number Registration/Class List screen will open, and click “Report Attendance” for the class for which you wish to register attendance.

※If you have registered for a course, but the corresponding course does not appear, please notify the instructor.

Attendance Key Number Registration/Class List

The system will automatically log you out after a certain amount of time has passed from the screen display. If you do not report your attendance, click the "Logout" button.

Name	橋大 メリン	Student ID No.	24KW001
Faculty/Department	Faculty of Liberal Arts Department of Liberal Arts	Year	1

Class List

No	Class date (day of week) · Class period	Subject name	Instructor	Registration Code	Faculty/Department
1	09/06(Fri) · 4	Academic Skills	Ryosuke Matsubara	F00107	Faculty of Liberal Arts

Attendance Key Number Registration/Class List

The system will automatically log you out after a certain amount of time has passed from the screen display. If you do not report your attendance, click the "Logout" button.

Name	橋大 メリン	Student ID No.	24KW001
Faculty/Department	Faculty of Liberal Arts Department of Liberal Arts	Year	1

Class List

No	Class date (day of week) · Class period	Subject name	Instructor	Registration Code	Faculty/Department
No Data Found					

(5)The Attendance Key Number Registration/Attendance Report screen will open. Select the correct key number and click “REGISTRATION”.

Attendance Key Number Registration/Attendance Declaration

The system will automatically log you out after a certain amount of time has passed from the screen display. If you do not report your attendance, click the "Logout" button.

Academic Year	2024Academic Year	Registration Code	F00107
Faculty/Department	Faculty of Liberal Arts	Instructor	Ryosuke Matsubara
Subject name	Academic Skills	Class date (day of week) · Class period	09/06(Fri) · 4

Declare 09/06(Fri) · 4's attendance.

Select the Key Number provided by the Instructor.

You can only select it once.
If you make a mistake, please report it to the Instructor.

[Key Number List]

- 3
- 7
- 5
- 2
- 4
- 6

REGISTRATION

The correct answer key number and input decision time will be communicated by the instructor for each class. You can only register once, so please be sure not to make a mistake.



1. Register attendance using the web attendance registration (key number registration).

(6) When registration is completed, the Attendance Key Number Registration/Reporting Result screen opens. When the message "Attendance for the following classes has been registered." is displayed, attendance registration is complete.

Attendance Key Number Registration

Attendance for the following classes has been registered.

Academic Year	2024Academic Year
Faculty/Department	Faculty of Liberal Arts
Registration Code	F00107
Subject name	Academic Skills
Instructor	Ryosuke Matsubara
Class date (day of week) · Class period	09/06(Fri) · 4

Logged out.
To register the attendance Key Number again, please login.

Could not register your attendance for the following classes.. is displayed, it means that you have entered an incorrect key number, etc., and attendance registration has not been completed. Please report this to the instructor and receive instructions.

Attendance Key Number Registration

Could not register your attendance for the following classes.

You may have selected the wrong Key Number. It is not allowed to retry. Please report it to the instructor.

Academic Year	2024Academic Year
Faculty/Department	Faculty of Liberal Arts
Registration Code	F00107
Subject name	Academic Skills
Instructor	Ryosuke Matsubara
Class date (day of week) · Class period	09/06(Fri) · 4

Logged out.
To register the attendance Key Number again, please login.

(7) If you want to check if you have registered your attendance, please log in again. If you have already declared, your registration is complete.

Attendance Key Number Registration / Class List

The system will automatically log you out after a certain amount of time has passed from the screen display. If you do not report your attendance, click the "Logout" button.

Name	埼玉 メリン	Student ID No.	24KW001
Faculty/Department	Faculty of Liberal Arts Department of Liberal Arts	Year	1

Class List

No	Class date (day of week) · Class period
1	09/06(Fri) · 4

Attendance Key Number Registration / Attendance Declaration

The system will automatically log you out after a certain amount of time has passed from the screen display. If you do not report your attendance, click the "Logout" button.

Academic Year	2024Academic Year	Registration Code	F00107
Faculty/Department	Faculty of Liberal Arts	Instructor	Ryosuke Matsubara
Subject name	Academic Skills	Class date (day of week) · Class period	09/06(Fri) · 4

The Key Number is already entered.



This is an important notice to inform you of the introduction of the new attendance registration system.

The following actions are considered serious fraud and are strictly prohibited.

- Giving your key number to others.
- Transferring information about the input decision time to others.
- Registering attendance when you are not actually present.
- Using another person's account to register attendance.

It is strictly prohibited to share the information provided in class regarding key numbers and input judgment time with others by any means (LINE, email, SNS, etc.).

Any unauthorized attendance or prohibited information sharing that is discovered will be subject to severe disciplinary action.

Each class offered by Saitama University is prepared for your growth. Missing out on such opportunities by improper attendance is nothing but a betrayal of yourself.

Your university life is a period of preparation for becoming a member of society. Your honest behavior here will help build your credibility in the future.

The new attendance system is designed to accurately track your learning and provide appropriate support.

Please understand these purposes and act appropriately as a university student.