

# Curriculum Scheduling Support System Manual (For Students)

## 1. What is the Curriculum Scheduling Support System

The Curriculum Scheduling Support System (KdB) is a database that manages/publishes information regarding courses offered at the University of Tsukuba. As of now, it has been created in excel by each educational organization every academic year and distributed in print, however we are striving to integrate the databases to enhance the consistency and renewability of the data.

### ● How to access

Please scan the QR code on the left or access the following URL in your web browser.



<https://kdb.tsukuba.ac.jp>

You can also access from the University of Tsukuba website.

Top page > CAMPUS LIFE > Campus Web Tools >

Curriculum Scheduling Support System (KdB: List of courses)



<https://www.tsukuba.ac.jp/campuslife/>

### ● Switching Displayed Languages between Japanese/English

When you first access the website the page will be displayed in Japanese, but you can select “English” from the pull down menu by clicking “English” located on the top right of the screen. (It is to the right of the Login button)

The screenshot shows the search interface of the Curriculum Scheduling Support System (KdB). The 'English' button is highlighted with a red box. The interface includes the following elements:

- Language Selection:** A button labeled 'English' is located in the top right corner, highlighted with a red box.
- Search Fields:**
  - 年度 (Year): 2022
  - 学期 (Semester): 指示なし (No instruction)
  - 曜日 (Day of the week): 指示なし (No instruction)
  - 時限 (Class period): 指示なし (No instruction)
  - 教室 (Classroom): 指示なし (No instruction)
  - コースカタログ (Course catalog): 指示なし (No instruction)
- Free Word Search:** フリーワード (Free word) search field with options for OR and AND.
- Filters:**
  - 概要・シラバス・備考含む (Include summary, syllabus, and notes)
  - 英語で実施 (Conducted in English)
  - 科目等履修生対象 (Targeted for students with subject credits)
  - 短期留学生対象 (Targeted for short-term international students)
  - 当該年度開講しない科目を除く (Exclude subjects not offered in the current year)
- Buttons:** 検索 (Search) and クリア (Clear) buttons are located at the bottom right.

## 2. Course Searches

By specifying the search criteria and clicking the “Search” button, the relevant courses will be displayed. You can refine your search through the following 8 criteria. (Figure 1)

- ① Academic year (specification is required)
- ② Term/Module (partial match; courses that are offered within the specified module will be displayed)
- ③ Day (partial match; courses that are offered within the specified day of the week will be displayed)
- ④ Period (partial match; courses that are offered within the specified time period will be displayed)
- ⑤ Classroom (Courses held in the specified classroom will be displayed)
- ⑥ Course catalogue (Courses belonging to the specified group will be displayed)
- ⑦ Search words (Courses that match with the keyword will be displayed)
- ⑧ Checkbox
  - Include overview, remarks and syllabi (check if you want to display the outline and the syllabus information)
  - Conducted in English (Check if you want to display courses conducted in English)
  - Courses open to auditor (check if you want to display the courses that allows Credited Auditors to apply)
  - Courses open to Exchange student (check if you want to display the courses that allows Credited Exchange student to apply)
  - Except for not hold courses (check if you want to display only the courses that will be opened in the Academic Year.)

If you specify more than one criterion and hit the search button, only the courses that meet all of the specified criteria will be displayed. (Figure 2) To be able to create a timetable at the same time, a timetable tab for each module will be added at the upper middle section of the screen, and on the right side of the screen, an overview timetable will be displayed.

The screenshot shows a search form with the following elements:

- ①** Academic year\*: 2022
- ②** Term: Select Term/Module
- ③** Weekday: Select Day
- ④** Period: Select Period
- ⑤** Classroom: <Undecided>
- ⑥** Course catalogue: <Undecided>
- ⑦** Search words: (empty text box)
- ⑧** Checkboxes:
  - OR  AND
  - Include overview, remarks and syllabi
  - Conducted in English
  - Courses open to auditor
  - Courses open to Exchange student
  - Except for not hold courses

Buttons: Search, Scrub, 日本語

Figure 1 The Search Screen

1. To search for a course held at a given year, place your cursor over the “year” column and enter the year. However, since the initial value in the column will be the current year, usually this step is not necessary. There must be a year in that column and it cannot perform searches across multiple years.
2. Please select other search criteria with the pull-down menu. For instance, if you click on the “semester selection”, a pull-down list will be displayed and you can select the desired module (such as “Spring A”). For the requisite, headings that correspond to the subject list’s table of contents will be displayed hierarchically. If you click on the triangle on the right, the next hierarchy of headings will be displayed. When you want to cancel a search criterion, click on the “Clear” button at the lower right of the screen.
3. Click on the “Search” button.

Academic year\* 2022

Term: Select Term/Module Weekday: Select Day Period: Select Period

Classroom: <Undecided> <Undecided> <Undecided>

Course catalogue: Course Catalog for Undergraduate Students > General Foundation Subjects > Art > <Undecided> <Undecided>

Search words:  OR  AND

Include overview, remarks and syllabi  Conducted in English  Courses open to auditor  Courses open to Exchange student  Except for not hold courses

Search Scrub

Shows search results from 1 to 12 (total of 12 results) Search results page: << previous page 1 next page >>

Course Number	Course Name	Credits	stand and registration year	Term	Meeting Days, Period etc.	Classroom	Instructor	Remarks	Exchange student	Links
4002013	Workshops on Oil Painting	3	1.0	1 - 4	SprAB	Mon4,5	5C303	Fukumitsu Syoshiro	Work Experience faculty, face-to-face	x Syllabus course overview
4004013	Workshops on Japanese-style Painting	3	1.0	1 - 4	SprAB	Mon4,5	practice room of Art & Design1	Hodozuka Toshiaki	Participation is limited to 15 persons. Work Experience faculty, face-to-face	^ Syllabus course overview
4012092	Workshops on Art & Design Produce Studio, 3	2	1.0	1 - 4	FallBC		by appointment	Watarai Kazuyoshi, Hara Tadenobu, Yamada Kiyota, 菅野 圭祐	同演習の1と2も合わせて履修することが望ましい。教室は6A308の他、随時教員の指示により他の教室も使用する。オリエンテーションは、4月第3週の水曜18:15より6A308で行う。6A308で行う。詳しくはmanabaの指示を参照のこと。Hybrid or Others	x Syllabus course overview

Shows search results from 1 to 12 (total of 12 results) Search results page: << previous page 1 next page >>

Course List: by Excel Download Courses list Download Syllabi

Display amount: 100 Transition

Figure 2 Search Results Screen

### 3. Downloading the Course List

You can download the results of the search you set up in “2. Course Searches”.

1. Select either CSV format or EXCEL format (XLSX format of Office Open XML) from the course list from the lower center of the screen. Since the CSV format is stored in a Shift JIS code, there may be times where a person’s name cannot be displayed correctly.
2. Click the “Download Course List” button.
3. The browser will download the course list with the file name “kdb\_yyyymmddhhmmss.xlsx” or “kdb\_yyyymmddhhmmss.csv” (yy…ss being the year, month, day, hour, minute, second). Depending on the browser, it should give you an option to “save” or “open” the file at this point.

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Academic year\*

Term:  Weekday:  Period:

Classroom:  >  >

Course catalogue:  >  >  >

Search words:

OR  AND

Include overview, remarks and syllabi  Conducted in English  Courses open to auditor  Courses open to Exchange student  Except for not hold courses

Shows search results from 1 to 100 (total of 246 results) Search results page : << previous page 1 2 3 next page >>

Course Number	Course Name	Instructor	Credits	standard registration year	Term	Meeting Days, Period etc.	Classroom	Instructor	Remarks	Exchange student	Links
1101102	First Year Seminar		2	1.0	1 SprAB	Fri2		Bando Yosuke	人文1クラス対象 face-to-face	X	Syllabus course overview
1101202	First Year Seminar		2	1.0	1 SprAB	Fri2		Nakano Yasushi	人文2クラス対象 face-to-face	X	Syllabus course overview

Shows search results from 1 to 100 (total of 246 results) Search results page : << previous page 1 2 3 next page >>

Course List:

Display amount:

## 4. Displaying the Syllabus

If the educational organization is using the syllabus function in KdB, you can display the syllabus for each course from the course list

1. Syllabus is linked to the "Syllabus" in the reference column. When Click "Syllabus", open a new tab and display the text of the syllabus. (Figure 3) Additionally, the subject that syllabus has not been created is displayed in gray out and cannot be clicked.
2. The syllabus displayed first is the "latest version" that reflects the changes for the detail of implementation in the middle of the Academic Year. If you click the link "Display the Syllabus Official Version", the official version released at the beginning of the year will be displayed.

The screenshot shows a search interface with a table of results. The table has columns for Course Number, Course Name, Instructor, Credits, and registration, Term, Meeting Days, Period etc., Classroom, Instructor, Remarks, and Links. The search results show one result for course 1A90081.

The detailed syllabus page for course 1A90081 is displayed below. It includes the following information:

- Course Number:** 1A90081
- Course Name:** Food and Forest
- Credits:** 1.0 Credits, 1, 2 Year, FallAB Mon2
- Instructor:** Seung Won Kang
- Overview:** This course introduces crop plants, domestic animals and trees and their products in relation to culture, society, economy and environment.
- Remarks:** Not offered from 2023. Lectures are conducted in English. JTP. Online(Synchronous).
- Course Type:** lectures
- Subject Category, Level, Division:** A
- Relation to Degree Program Competences:** Generic Competences: 2. Ability for critical and creative thinking, 4. Broad Perspective and international character.
- Course Objectives(Learning Outcomes):** Students will be engaged in achieving adaptability and practical power to explore the global problems concerning environment, energy, and food, etc. by learning Food and Forest. In addition, Students will be able to gain ability to take approaches to solve the local and world environmental, energy and foods problems by learning Food and Forest.
- Course Keywords:** Biodiversity, ecosystem, species, genetic, extinction, Global-change, Conservation-Biology
- Class Schedule:** [Notice]

## 5. Downloading the Syllabus

You can download the syllabus of the courses in the search results set up in “2. Course Searches”.

1. Click the “download the syllabus” button.
2. The browser will download all the syllabus for all the courses displayed on the screen with the file name “syllabus\_yyyyymmddhhmmss.pdf” (the yy··ss is year, month, day, hour, minute, second)

\* The syllabus that you can download is the version on the "official website".

日本語

Academic year\*

Term:  Weekday:  Period:

Classroom:  >  >

Course catalogue:  >  >  >

Search words:

OR  AND

Include overview, remarks and syllabi  Conducted in English  Courses open to auditor  Courses open to Exchange student  Except for not hold courses

Shows search results from 1 to 100 (total of 246 results) Search results page : << previous page 1 2 3 next page >>

Course Number	Course Name	Instructor	Credits	standard registration year	Term	Meeting Days, Period etc.	Classroom	Instructor	Remarks	Exchange student	Links
1101102	First Year Seminar		2	1.0	1	SprAB	Fri2	Bando Yosuke	人文1クラス対象 face-to-face	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Syllabus course overview
1101202	First Year Seminar		2	1.0	1	SprAB	Fri2	Nakano Yasushi	人文2クラス対象 face-to-face	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Syllabus course overview
1101102	First Year Seminar		2	1.0	1	SprAB	Fri2	Yosuke	人文1クラス対象 face-to-face	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Syllabus course overview
1101202	First Year Seminar		2	1.0	1	SprAB	Fri2	Nakano Yasushi	人文2クラス対象 face-to-face	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Syllabus course overview
1101302	First Year Seminar		2	1.0	1	SprAB	Fri2	YAZAWA Kakeru	人文3クラス対象 face-to-face	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Syllabus course overview
1101402	First Year Seminar		2	1.0	1	SprAB	Fri2	Sasaki Yoshihito	人文4クラス対象 face-to-face	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Syllabus course overview

### ●Contact(about the KdB system)

For questions about the KdB system, please contact us at the address below.

Division of Educational Promotion(TWINS) : qa.twins@un.tsukuba.ac.jp