

How to check the classrooms to be used for courses

01 How to Check

Download the course list data (Excel) with classroom information in one of the following ways.

- ※ All data published is the same.
- ※ Data is updated regularly, so be sure to download the latest version as appropriate.

Confirmation Method (1)



SharePoint



<https://bit.ly/UT-classroominfo>

Confirmation Method (2)

TWINS for WEB



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

Confirmation Method (3)

manaba



<https://www.ecloud.tsukuba.ac.jp/manaba>

→ See page 3 and onwards for download instructions.

How to check the classrooms to be used for courses

02 Notes

Sharing with Third Parties

Please do not share this information with anyone other than those affiliated with the university (Family, Friends, SNS Followers, etc.).

Posting on Social Networking Services and Bulletin Board Sites

Do not post on public platforms such as X (formerly Twitter), Instagram, or bulletin board sites.

Handling of Screenshots / Photos

Do not share screenshots or photos of your screen with third parties.

Management of Printed Materials

If you receive a paper copy, please be careful not to lose it, and shred it when disposing of it.

※ If you have any questions, please consult with the appropriate Academic Service Office.

How to check the classrooms to be used for courses

Confirmation Method (1)



SharePoint

- (1) Access the following link (SharePoint).
(Sign in to Microsoft 365.)

Link to Site: <https://bit.ly/UT-classroominfo>

- (2) Download the course list in Japanese and
versions English.

The screenshot shows a SharePoint site interface for 'KdB.classroom'. The left sidebar contains navigation options: ホーム, スレッド, ドキュメント (highlighted), 自分たちと共有, ノートブック, ページ, and kdb_2025--En. The main content area shows a file list under the path 'ドキュメント > ClassroomInfo'. The file list has a header '名前' and contains two entries: 'kdb_2025--en.xlsx' and 'kdb_2025--ja.xlsx'. These two entries are enclosed in a red rounded rectangle.

How to check the classrooms to be used for courses

Confirmation Method (2)

TWINS for WEB

Download

Search by open period.
From 2025年02月25日 To 2025年04月25日 [Display](#) [Add Folders](#)

Folder Name	Open Period	Owner	Summary	
ClassroomInfo	5,3,25 - 31,3,26	教育推進課	2025年度の開設授業科目一覧です。	Edit Copy Setting Open Subjects

(1) Log in to TWINS.

(2) Select the “Download” tab.

(3) Download the course list in Japanese and English versions.

How to check the classrooms to be used for courses

Confirmation Method (3)



Please register for the course to download the data using “Self Registration” of manaba.

- (1) Click on “Search and register for courses” in My Page.
- (2) Search for a course, select the course you want to register for, and click “Register”.
- (3) Download the course list in Japanese and English versions in the course contents.

The screenshot shows the 'About Self Registration' section on the left, which includes a red-bordered box around the link '> Search and register for courses'. A red arrow points from this link to the 'Search for Courses' form on the right. The form contains a search bar, a 'Records per page' dropdown set to 10, and three input fields for 'Course Code', 'Course title', and 'Teacher'. A 'Search' button is located at the bottom of the form. To the right of the form, a light blue rounded rectangle contains the course details: 'Course Code: xx25052' and 'Course title: KdB.classroom'.

How to check the classrooms to be used for courses

03 Search Method (Excel File)

How to search in the downloaded Excel file.

- ① Open [Home] → [Find & Select] → [Find]. (Shortcut Key: **Ctrl + F**)
- ② Enter the course number in the search field and click the search button.
- ③ The relevant course will be displayed, so check the classroom information.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Find & Select' dropdown menu is open, and the 'Find' option is highlighted. A search dialog box is open, showing the search criteria and the results of the search. The search criteria is '01AA047', and the results show two rows of course information.

科目番号	科目名	授業単	単位	標準	実施学	曜時	限	教室	担
01AA047	生物科学特講VII	1	1.0	1・2					
01AA048	生物科学特講VII								