

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)



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

→ See page 3 and onwards for download instructions.

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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.

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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.

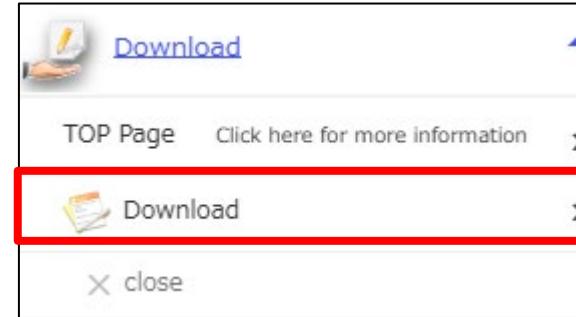


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Confirmation Method (2)

TWINS for WEB

(1) Log in to TWINS.



(2) Select the “Download” tab.

A screenshot of the TWINS for WEB 'Download' tab. The interface includes a header with 'Folder Name', 'Open Period', 'Owner', and 'Summary'. A note on the right side says '2025年度の開設授業科目一覧です。/Course Catalogue in the 2025 academic year.' Below the header is a table with columns for 'File Name', 'Registration Date', and 'Summary'. The table lists several files: '注意事項 Notes.pdf' (3,4,25 12:25:37, 注意事項です), 'kdb_2025--ja.xlsx' (14,1,26 16:29:30), 'kdb_2025--ja_学群.xlsx' (14,1,26 16:29:56), 'kdb_2025--ja_大学院.xlsx' (14,1,26 16:30:11), 'kdb_2025--ja.pdf' (14,1,26 16:30:34), and 'kdb_2025--ja_学群.pdf' (14,1,26 16:30:49). There are buttons for 'ADD FOLDERS', 'ADD FILES', and 'DELETE FILES' at the top of the table.

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

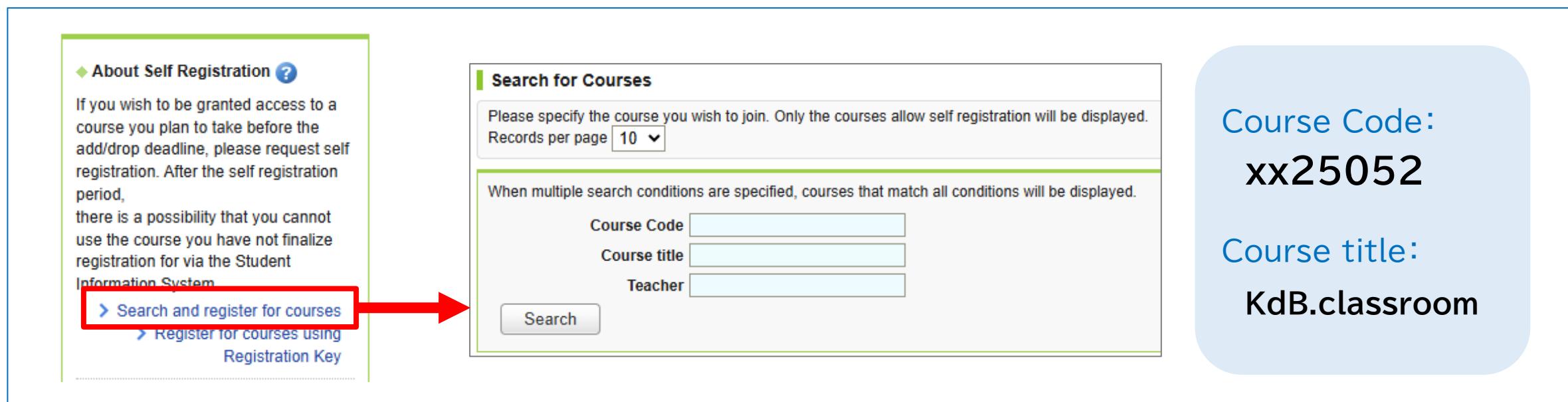
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Confirmation Method (3)



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 image shows a screenshot of the manaba self-registration interface. On the left, a sidebar has a section titled "About Self Registration" with a note about requesting self-registration before the add/drop deadline. Below this are two links: "Search and register for courses" (which is highlighted with a red box and a red arrow pointing to the search form) and "Register for courses using Registration Key". The main area is a "Search for Courses" form with fields for Course Code, Course title, Teacher, and a "Search" button. A note above the form says: "Please specify the course you wish to join. Only the courses allow self registration will be displayed. Records per page 10". On the right, a blue rounded rectangle displays the "Course Code: xx25052" and "Course title: KdB.classroom".

Course Code:
xx25052

Course title:
KdB.classroom

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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.

