

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.

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.

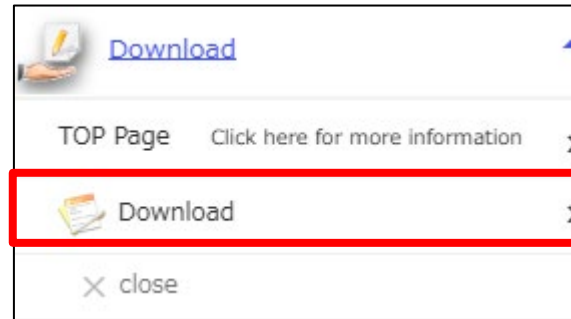


How to check the classrooms to be used for courses

Confirmation Method (2)

TWINS for WEB

(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.

◆ About Self Registration ?

If you wish to be granted access to a course you plan to take before the add/drop deadline, please request self registration. After the self registration period, there is a possibility that you cannot use the course you have not finalize registration for via the Student Information System.

- Search and register for courses
- Register for courses using Registration Key

Search for Courses

Please specify the course you wish to join. Only the courses allow self registration will be displayed.

Records per page 10 ▼

When multiple search conditions are specified, courses that match all conditions will be displayed.

Course Code

Course title

Teacher

Search

Course Code:

xx25052

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.

