Web Bulletin Board for Students

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1. Outline

The Web Bulletin Board is a system with electronically unified authentication specially built for instant information delivery to students. It enables students to access from outside campus to check information on “Class Cancellations”, “Class bulletin board”, or “Announcement bulletin board.” Moreover, with the section of “My Schedule”, it is possible for students to confirm their registered class information as well as to manage their schedule by registering personal events in the system.

Because of its digital content, visually impaired students can check the information with a screen reader. In addition, these digital notices allow students to search their necessary information easily.

In case of announcements or posters that are prepared outside the university and cannot be posted on the Web Bulletin Board, they will be posted on the hallway bulletin board in each area or on digital bulletin boards.

*Once a notice has been posted, the University of Tsukuba considers that students received the information. For this reason, students do not have the right to object later with the reason that they did not see the notice. Therefore, please do not forget to check the Web Bulletin Board at least twice a day (in the morning and evening etc.)*

2. Basic Function & Structure

- In the initial screen (before log-in), “Notices to Current Students” and “Class Cancellations (for 8 days including the current day)” can be seen.

- After log-in, the notices can be found by accessing through the portlet of “What’s New (displaying new announcements from each notice board)”, “MY Schedule”, “Bulletin Board”, “Reference of Class Cancellation and Make-up Class”, etc.

- On the page of “Newly Arrived (that can be found in the subcategories of Bulletin Board)”, announcements can be searched by keywords. In addition, on the page of “Bulletin Board (with a search icon)”, it is possible to search for a specific notice by specifying the genre.

- By using Unified Authentication System, students can confirm their registered class schedule as well as add their personal events in it.

- This system is also connected with “manaba”, thus “Course News (showing cancelled class information, or other notice.) posted on “manaba” can be seen in the pages of the Bulletin Board; “Reference of Class Cancellation and Make-up Class” and “class bulletin board.”

*The information regarding class cancellations can always be seen in the Bulletin Board, however, other notice posted on “manaba” cannot be seen unless the instructor set them to synchronized with TWINS.*
2. System Outline

Image chart of using Web Bulletin Board and “manaba”

**<Web Bulletin Board>**

Posting new announcements; notices, paging announcements, class cancellation, etc.

- Professor / Lecturer
- Unified Authentication System
- Administrative Staff (Academic Service Office)
- Web Bulletin Board

- Request for a class cancellation announcement
- Registering information of notices, paging announcements, class cancellation announcement, posting information on bulletin board
- Synchronized with TWINS pages; Class Cancellations, Class Bulletin Board
- Check the information on the board of notices, paging announcement, class cancellation announcements

**<manaba>**

- Professor / Lecturer
- manaba
- Unified Authentication System

- Registering information of class cancellations, other notices

Information of class cancelations or other announcements on “manaba” can be voluntarily registered by professors / lecturer.

*Class cancellation announcements are automatically synchronized with the bulletin boards of TWINS, however, other announcements cannot be synchronized unless the professor / lecturer choose to synchronize with TWINS.
3. How to Check WBB & Smartphone ver.

3.1. Screen after Logging into TWINS

Select the icon “Bulletin Board” on the top bar.

*You can also access from “Campus Web Tools” on the official website of the University of Tsukuba. (Home Screen > Students > Campus Web Tools > TWINS (Web Bulletin Board))

3.2. TWINS for Mobile Web
4. Available Functions & Screen Guide

4.1. TWINS-Login Screen

The following notices can be also checked on the login screen. (TWINS URL: https://twins.tsukuba.ac.jp/)

(1) "Notices to Current Students"
*Click information on the left window to display full details. ((1)-2)

(2) "Class Cancellations" (8 days’ worth of data, including that day)

(3) "Information" (Information regarding system maintenance will be displayed.)

4.2. How to Login to TWINS

Enter your student ID number on the box of “user name” and the password for Unified Authentication System on the box of “password.” After entering correct ID and password, click on “Login.”

After login, go to the Web Bulletin Board clicking "Bulletin Board" on the home screen (*see 3.1 Screen after logging into TWINS).
4.3. Notices Windows (portlet) after Logging-in

Pages after logging into TWINS show the following notices windows;

(1) **What's New**

*<Bulletin Board>*

The messages of “Bulletin Board” are displayed when a new notice is under the genres of Classes, Paging, Notice from Schools and Colleges, News from University (Internal Use Only), News for Current Students.

*<Cancellation & Make Up Class>*

The messages of “Cancellation & Make Up Class” is displayed when your registered class is cancelled and its information has been posted.

(2) **My Schedule**

Schedule of the current day is displayed.

*This window is not displayed on the page of those who are enrolled in Business Sciences (Tokyo Campus)*

(3) **Notices to Current Students**

The same content as that of Notices to Current Students in the initial screen (Login screen) will be displayed.

*It is possible to do a keyword search using the search box located on the upper screen (see (4) below). Select type of bulletin board between “Announcement bulletin board” and “Class bulletin board”, and enter the keyword in the textbox. Notices related to the requested condition will be displayed.*

Screen after logging-in (*when clicking on “Bulletin Board”*)
4.4. Bulletin Board (Class / Announcement bulletin board)

(1) Class bulletin board (Notice on Classes)

① Allows you to see notices issued for the classes you registered.

② Allows you to see the Course News (Other Information) on “manaba” as they share the same data source.

(2) Announcement bulletin board (by categories)

① Paging

When the Academic Service Offices need to talk to a particular student(s), a paging notice will be posted and the applicable student(s) can check the content of the message. This message cannot be seen by others.

② Other genres

The notices are classified by its content into each genre and information can be found in the category. If a notice was sent to limited recipients, non-applicable students cannot see the notice.

*New information for each genre of bulletin board is displayed up to 5 cases. The display period of new notices is 7 days including the posted day. To see past notices, click “Unread” displayed on the right side of the screen.

Screen of Bulletin Board (Class / Announcement bulletin board)
(3) Bulletin Board (with the magnifying glass icon) Screen

① The number of notices in each genre of the bulletin board is displayed.

② By clicking a genre of the bulletin board, all the notices registered under the selected genre is displayed on a list.

The search box displayed on the upper screen enables users to make a keyword search (see (1) below). Compared to the simple search function, various conditions can be specified in the detailed search.

The search conditions “Only unread”, “Keiji (bulletin board) type”, “Title”, “New registration”, “Notice Period”, “Posted On” can be selected or specified, and by clicking the search button, the notices that match the requested conditions will be displayed.
4. Cancelled Classes and Schedule

*This window is not displayed on the page of those who are enrolled in Business Sciences (Tokyo Campus)*

1. Schedule Management

   The registered class schedule and cancelled class information can be viewed. Also, the schedule registered by users is displayed.

   **Screen of Schedule Management**

2. Cancelled and Make-up Classes

   The cancelled class information can be viewed in a table or a list format. Displayed information can be narrowed down to only registered classes or to a certain period. It is also possible to select a specific class by entering the class number and name.

   **Screen of Reference of Class Cancellation and Make-up Classes**