

Web Bulletin Board for Students

November 1, 2020

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1. Web Bulletin Board (WBB)

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

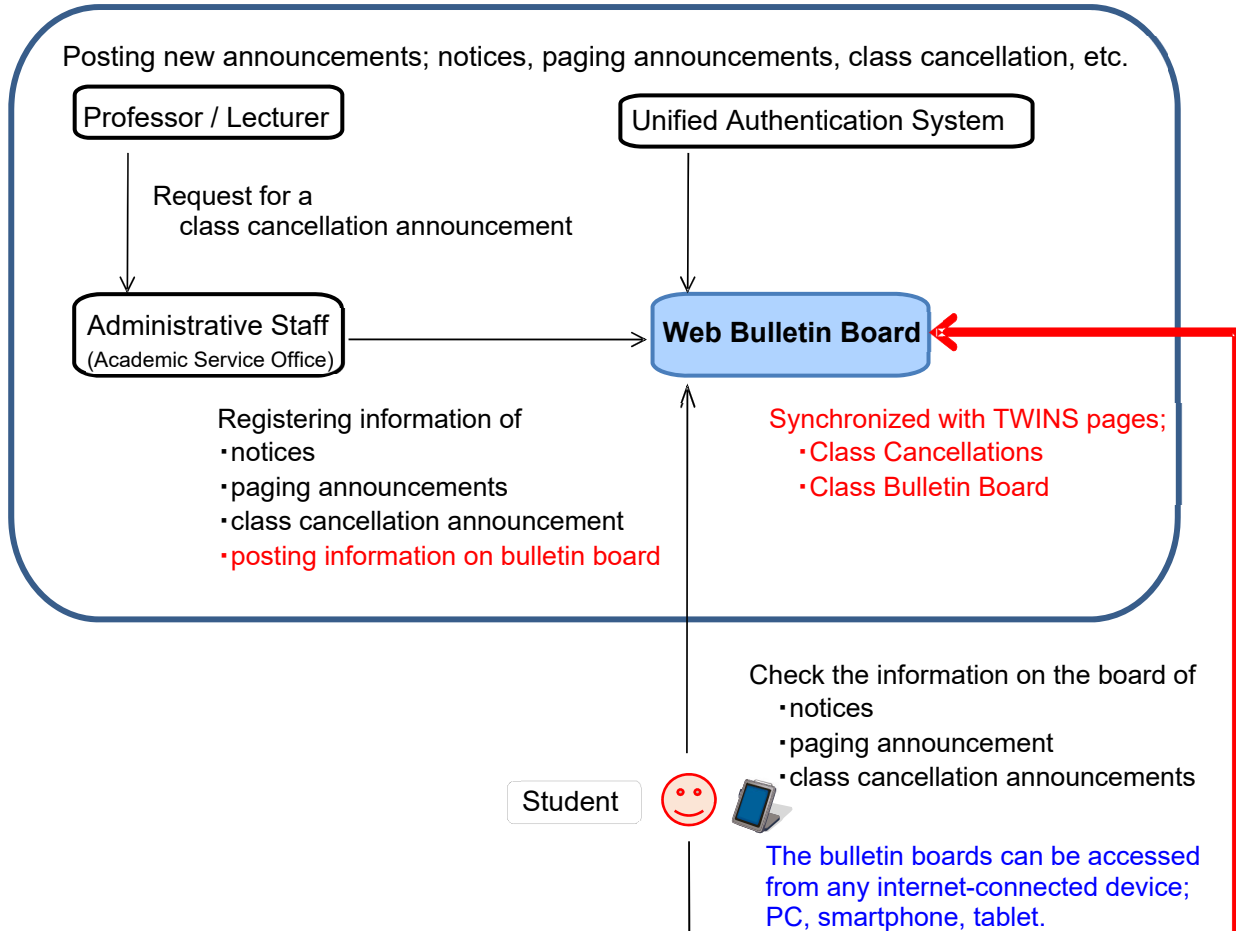
- In the initial screen (before log-in), “Notices to Current Students” and “Class Cancellations (for 8 days including the current day)” can be seen.
- After log-in, the notices can be found by accessing through the portlet of “What’s New (displaying new announcements from each notice board)”, “MY Schedule”, “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.

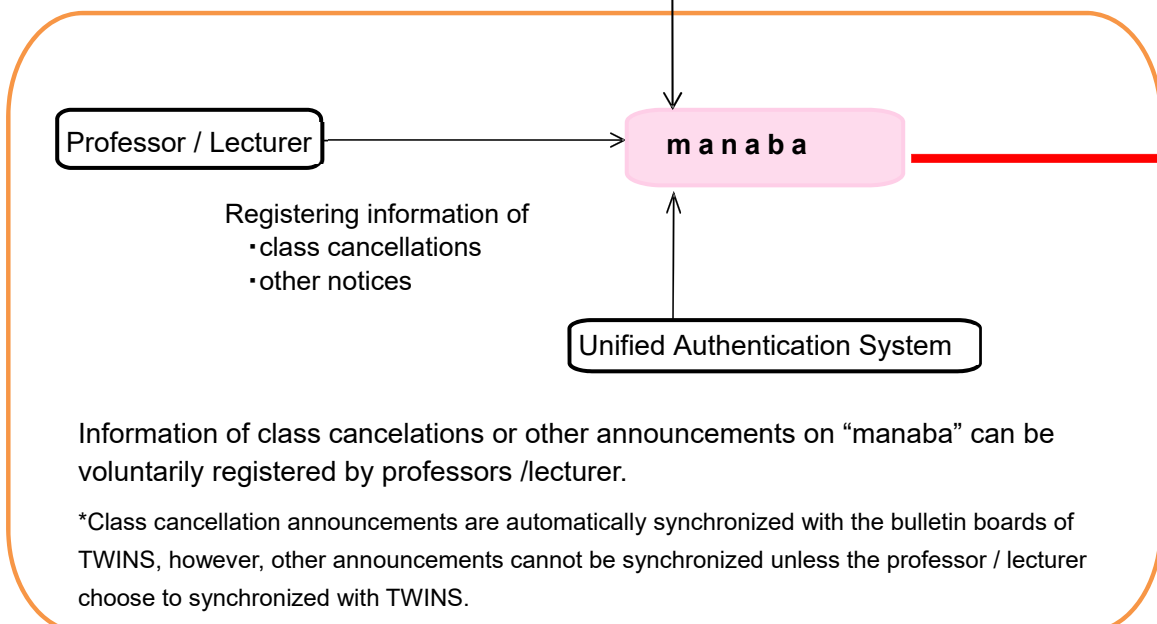
2. System Outline

Image chart of using Web Bulletin Board and “manaba”

<Web Bulletin Board>



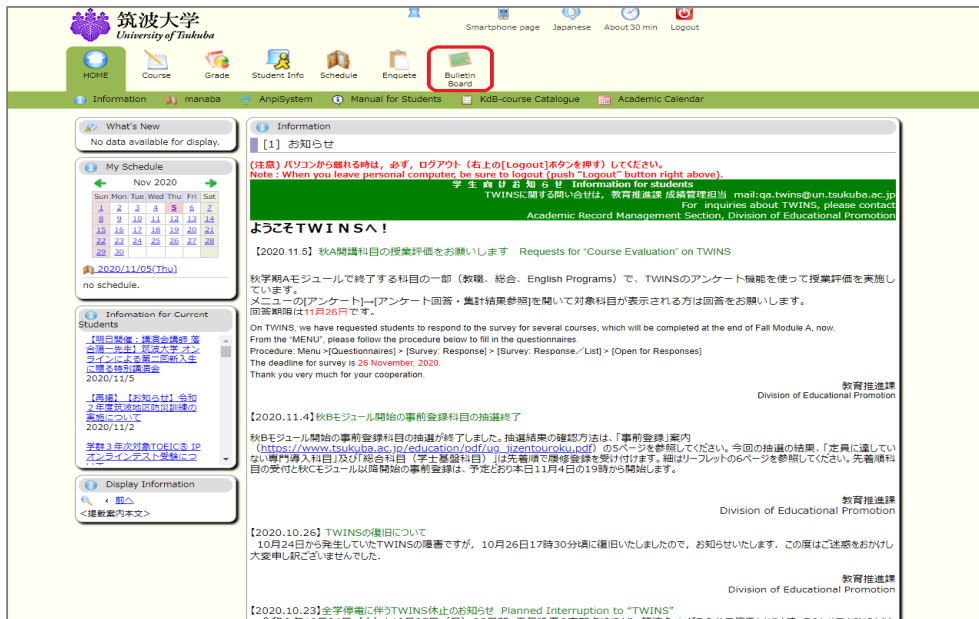
<m a n a b a>



3. How to Check WBB & Smartphone ver.

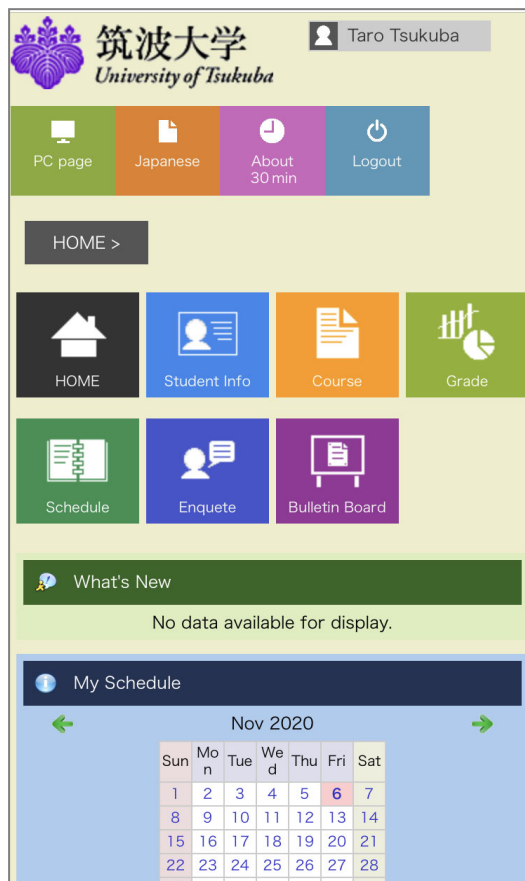
3.1. Screen after Logging into TWINS

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.)

TWINS for WEB

筑波大学
University of Tsukuba

user name password (Login) 日本語 Smartphone page

統一認証システムのパスワードを入力してください。
Please use Unified Authentication System password.

(1) Notices to Current Students
【明日開催】講義会講師 倉田一先生】筑波大学 オンラインによる第二回新入生に贈る特別講演会
2020/11/5
【再掲】 【お知らせ】 令和2年度筑波地区防災訓練の実施について
2020/11/2
【再掲】 令和3年度対象TOEIC® IPオンラインテスト受験について
2020/11/2
【学生宿舎/Student Residence Hall】 学生宿舎入居募集情報について / Information of Residence Hall Application
2020/10/30
【GOTCHAT】 NEW online chat events by Global Commons!
2020/10/29
【Tsukuba-Chat】 NEW online chat events by Global Commons!
2020/10/29
【随席案内】 筑波大学 オンラインによる第二回新入生に贈る特別講演会
2020/10/28
17020 秋季編：NEWオンライン キャンペーンイベント #21

(2) Class Cancellations
AB63H22 Seminar in the Histo

(3) Information
現在、システムメンテナンスに関するお知らせはありません。
Currently, we do not have any announcements regarding the system maintenance.

(1)-2
【学生宿舎/Student Residence Hall】 学生宿舎入居募集情報について / Information of Residence Hall Application
2020/10/30
令和3年度学生宿舎入居募集情報についてお知らせいたします。
詳細は添付ファイルを参照してください。
This is to inform you about AY2021 Residence Hall Application.
Please check attached PDF
添付ファイル
令和3年度学生宿舎入居募集スケジュール.pdf
学生部学生生活課 学生宿舎係 提示期間 2020/10/30 - 2020/12/28

システムの問い合わせ先：教育推進課 TWINS 担当 Contact : Division of Educational Promotion Mail : qa.twins_at_un.tsukuba.ac.jp

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.”

TWINS for WEB

筑波大学
University of Tsukuba

user name password (Login) 日本語 Smartphone page

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 (Log-in 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")

The screenshot shows the University of Tsukuba TWINS portal. The header includes the university logo and navigation icons. The sidebar on the left contains portlets for 'What's New' (1), 'My Schedule' (2), and 'Notices to Current Students' (3). The main content area displays a search bar (4) and a list of notices under the 'Announcement bulletin board' section. The notices include '会社法II 11月5日教材・課題の掲載は...', 'video: splash erosio...', '第6講義資料に関して', '【訂正】来週、再来週の予定', and 'for today: Michel Fo...'. Each notice has an 'Unread' status. There are also sections for '学生呼び出し/Paging (59)', '在学生へのお知らせ/News for Current Students (150)', and '大学から学生へのお知らせ (学内専用) /News from University (Internal Use Only) (48)'.

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)

The screenshot displays the University of Tsukuba's Bulletin Board interface. The top navigation bar includes links for HOME, Course, Grade, Student Info, Schedule, Enquete, and Bulletin Board. The main content area is divided into several sections:

- What's New:** No data available for display.
- My Schedule:** A calendar view for November 2020, showing dates from 1 to 30. The current date is 2020/11/06 (Fri).
- Announcement bulletin board:** A section with a search bar and a list of notices. The first notice is titled "授業（主としてmanaba（コースニュースからのお知らせ））/Classes (32662)" and is marked as "Unread". It is highlighted with a red box and labeled (1).
- 学生呼び出し/Paging (62):** A section with a list of notices. The first notice is titled "卒業論文指導教員の変更についてお知らせ" and is marked as "Unread". It is highlighted with a blue box and labeled (2).
- 在学生へのお知らせ/News for Current Students (152):** A section with a list of notices. The first notice is titled "【お知らせ】筑波大学安否確認システム (ANPIC) について【安否報告訓練実施予定 (11/17)】" and is marked as "Unread". It is highlighted with a yellow box and labeled (3).
- 大学から学生へのお知らせ (学内専用) /News from University (Internal Use Only) (48):** A section with a list of notices. The first notice is titled "学生控室等の開館状況 (11/5 更新)" and is marked as "Unread".

(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.

Screen of Bulletin Board (with the magnifying glass icon)

Search notice

● Enter search conditions

Only unread ☐ ※ Search for own unread notice only.

Keiji type

Title ※ Match partially

New registration ※ Match partially

Notice Period From To

Posted on From To

List of genres

● For details, click on genres

Genre	Number of Notices
Class bulletin board	-
授業 (主としてmanaba (コースニュースからのお知らせ)) /Classes	0
Announcement bulletin board	-
学生呼び出し/Paging	0 (0 unread)
在学生へのお知らせ/News for Current Students	0
大学から学生へのお知らせ (学内専用) /News from University (Internal Use Only)	0
附属館からののお知らせ/Notice from Schools and Colleges	0
学群授業に関するお知らせ/Notice about Undergraduate Courses	0
大学院授業に関するお知らせ/Notice about Graduate Courses	0
期末試験、追試、レポート/Final Exam./ Make-up Exam./Reports	0
資格取得に関するお知らせ/Notice about Acquisition of a Qualification	0
学生支援に関するお知らせ/Notice about Student Support	0
外国人留学生へのお知らせ/News for International Students	0
科目等履修生、研究生へのお知らせ/News for Credited Auditors and Research Students	0
落とし物情報/Lost and found	0
事務局からのお知らせ/Announcement from Academic Service Office	0
学外/External University	0
その他/Miscellaneous	0

Handwritten annotations: (1) in blue near the search section; 4.4 (3)-① and (3)-② in red near the table.

(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

筑波大学
University of Tsukuba

HOME Course Grade Student Info **Schedule** Enquete Bulletin Board

Schedule Management Reference of Class Cancellation and Make-up Class

What's New
No data available for display.

My Schedule
Nov 2020
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30
2020/11/05(Thu)
no schedule.

Notices to Current Students
【明日開催】講義会講師 落合陽一先生 筑波大学 オンラインによる第二回新入生に贈る特別講演会 2020/11/5
【再掲】【お知らせ】令和2年度筑波地区防災訓練の実施について 2020/11/2
学群3年次対象TOEIC® IP オンラインテスト受験につ

Schedule Management
For rescheduling the make-up classes, please be sure to check the academic calendar.

2020 / 11
prev next Display on a Weekly
☒ MySchedule ☒ Registered Courses ☒ Cancellation and Make Up Class Save Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 [Holiday]文化の日/Holiday	4	5	6 [Holiday]休講日/Holiday	7
8	9 [Holiday]休講日/Holiday	10	11	12	13	14
15	16	17	18	19	20	21

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

筑波大学
University of Tsukuba

HOME Course Grade Student Info **Schedule** Enquete Bulletin Board

Schedule Management Reference of Class Cancellation and Make-up Class

What's New
No data available for display.

My Schedule
Nov 2020
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30
2020/11/05(Thu)
no schedule.

Notices to Current Students
【明日開催】講演会講師 落合陽一先生 筑波大学 オンラインによる第二回新入生に贈る特別講演会 2020/11/5
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学群3年次対象TOEIC® IP オンラインテスト受験につ

Reference of Class Cancellation and Make-up Class
List view type by
Display all data
Show results

Reason of Class Cancellation : (A) school affairs, (B) illness, (C) transportation delay, (D) official trip, (E) others

class offered (initial state) classroom change class cancellation make-up class

	11/5 (Thu)	11/6 (Fri)	11/7 (Sat)	11/8 (Sun)	11/9 (Mon)	11/10 (Tue)	11/11 (Wed)	
1st Period								1st Period
2nd Period								2nd Period
3rd Period								3rd Period