Tsukuba Information Portal Site (TIPS) (Students Manual)

December 1, 2017

1．Tsukuba Information Portal Site (TIPS)

1. Outline

TIPS 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 cancelled class information, class bulletin board, or announcement bulletin board, and moreover with its connection with TWINS, 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.

In addition, because of its digital content, students of visually impaired can check the information with a screen reader.

This system allows students to search their necessary information easily.

Notice or posters that are prepared outside the university and cannot be electronically converted into data for the system will be posted on the bulletin board in each area (or on Digital Signage in some areas).

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

2. Basic function / structure

-In initial (before log-in) screen, Notice to Current Students and all Cancelled Class Information (for 8 days including the current day) can be seen.

-After log-in, targeted information can be found by access through portlet of What's New (displaying new notice in Class bulletin board, particular genre inside Announcement bulletin board, Cancelled and Make Up Class Information), MY Schedule, Bulletin board, Cancelled and Make-up Class, etc.

-On Newly Arrived screen, notice can be searched by keywords. In addition, on Bulletin Board screen, after selecting Class bulletin board or Announcement bulletin board in Keiji type field, a detailed search for a notice by specifying genre, title etc. is available.
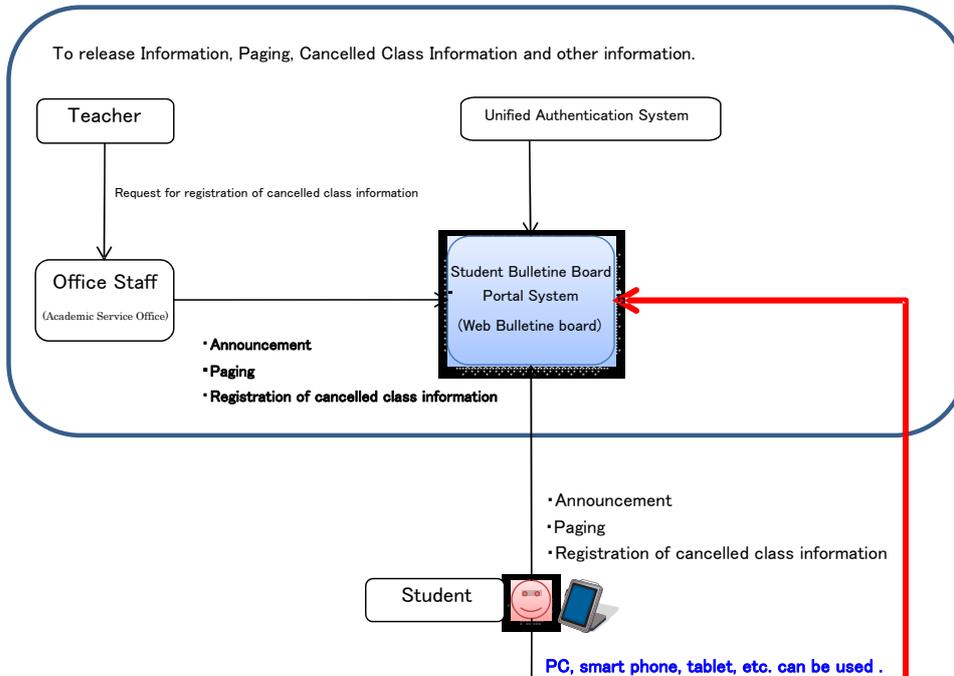
-Since this system is connected with TWINS and accessible by using Unified Authentication System, students can confirm their registered class schedule as well as add their personal events in it.

-This system is also connected with manaba, thus Course News (cancelled class information, other information) registered in manaba can be seen in Cancelled and Make Up Class and Class bulletin board inside TIPS.
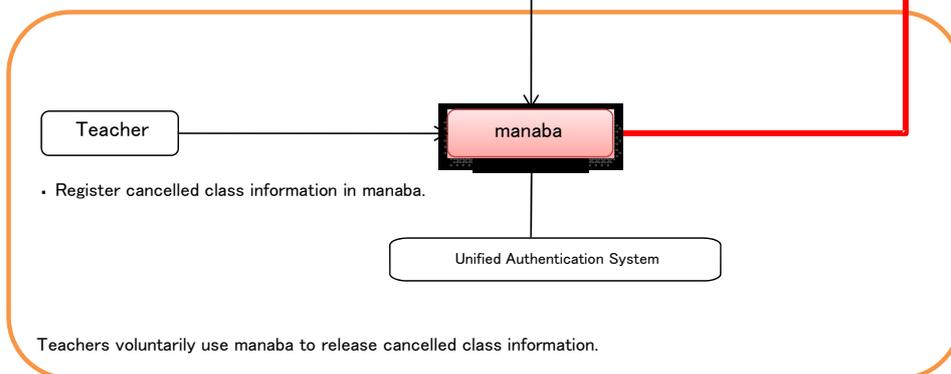
２．Outline

Image chart of using electronic Bulletine Board Portal System（Web Bulletine Board）and manaba

＜Student Bulletine Board Portal System （Web Bulletine Board）＞

To release Information, Paging, Cancelled Class Information and other information.

Teacher

Request for registration of cancelled class information

Office Staff
(Academic Service Office)

Unified Authentication System

Student Bulletine Board
Portal System
(Web Bulletine board)

・Announcement
・Paging
・Registration of cancelled class information

・Announcement
・Paging
・Registration of cancelled class information

Student

PC, smart phone, tablet, etc. can be used .

＜manaba＞

Teacher

・ Register cancelled class information in manaba.

manaba

Unified Authentication System

Teachers voluntarily use manaba to release cancelled class information.

３．How to enter Tsukuba Information Portal Site and connect it to smart phone

3.1. Screen after log-in to TWINS
Enter by clicking【Portal on】button on the top bar with user name.

*You can also access by clicking TIPS inside Campus Web Tools in Current Students after selecting Students page on the university homepage.

3.2. Smart phone screen

4．Available function and screen layout

4.1. Before Log-in
Initial screen（log-in screen）
(1) Information for Current Students（Same content as that of Information for Current Students in University HP）
(2) All Cancelled Class Information (displayed for 8 days including the current day.)

4.2. Displayed Portlet after Log-in
(1) What's New

When a new notice is registered under bulletine board's five specific genres of Classes, Paging, Notice from Schools and Colleges, News from University (Internal Use Only), and News for Current Students, the message "Bulletin board" is displayed.

When your class is cancelled and the information is registered, the message "Cancellation&Make Up Class" is displayed.

(2) MY Schedule

Schedule of the current day is displayed.

(3) Information for Current Students

The same content as that of Information for Current Students in the initial screen (Log-in screen) will be displayed.

4.3. Bulletine Board (Class bulletine board, Announcement bulletine board), Cancelled Classes and Schedule

(1)Class bulletine board（Notice inside class）
① Able to confirm notice about class from the teacher
② Able to see Course News (Other Information) in manaba at Web Bulletin Board System as they share the same data source.

(2)Announcement bulletine board
① Paging

When Academic Service Office needs to talk to a student, a paging notice will be posted and the student can check the content of the message. This message cannot be seen by others.

② Other genres

Notice is classified by its content into each genre and information can be found in the category. If a notice was sent to limited recipients, other students can not see the notice.

(3)Cancelled Classes and Schedule
① Schedule Management

Registered class schedule, cancelled class information can be viewed. Also, schedule registered by users is displayed.

② Cancelled and Make-up Classes

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, or selection of a specific class can be made by entering class numbers and name.

５．Screen Layout

5.1.1
（1）Initial screen（log-in screen）

In this screen, type user name (Unified Authentication System ID) and password (Unified Authentication System Password) to log-in to Web Bulletin Board System.

*By using a keyword search function in a browser, you can narrow the notice down from News for Current Students and Cancelled Class Information.

5.2.1 Screen after log-in（HOME-Information）

4.2 (1)

4.2 (2)

4.2 (3)

Notice about TIPS is displayed in the center.

5.2.2 "Newly Arrived" Screen

4.3 (1)

4.3 (2)

New information for each genre of bulletin board is displayed up to 5 cases.
Displayed period of new notice is 7 days including the posted day.
To see the past notice, click "Reads more" shown on the right side of the screen.

Keyword search in the simple search box located on the upper screen is available.
Select type of bulletin board between Announcement bulletin board and Class
bulletin board, and enter key word in the textbox. Notice applies to the
requested condition is listed on a display as a result.

5.2.3 Bulletin Board Screen

Number of notice in each genre of the bulletin board is displayed. By clicking a genre of the bulletin board, all the notice registered under the selected genre is displayed on a list.

Detailed search box displayed on the upper screen enables users to make a keyword search. Compared to the simple search function, various conditions can be specified in the detailed search.
Search condition of Only unread, Keiji type, Title, New registration, Notice Period, Posted On can be selected or specified, and by clicking Search button, notice applies to the requested condition is listed on a display as a result.

5.2.4 Schedule Management Screen

4.3 (3) ①
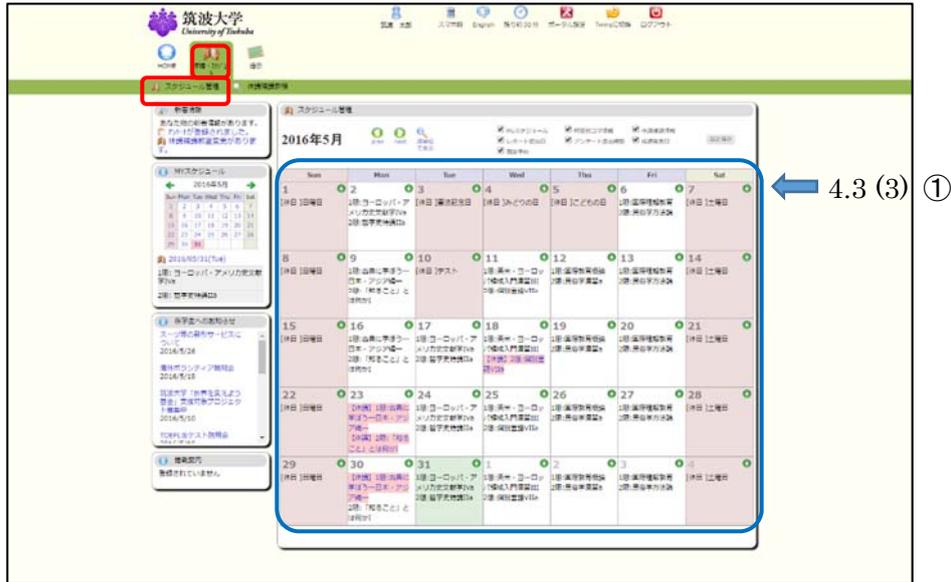
On the Schedule Management screen, registered class schedule information can be viewed. Users can add and delete personal events by clicking 【＋】 button on the calendar.

5.2.5 Cancelled and Make-up Class Screen

4.3 (3) ②
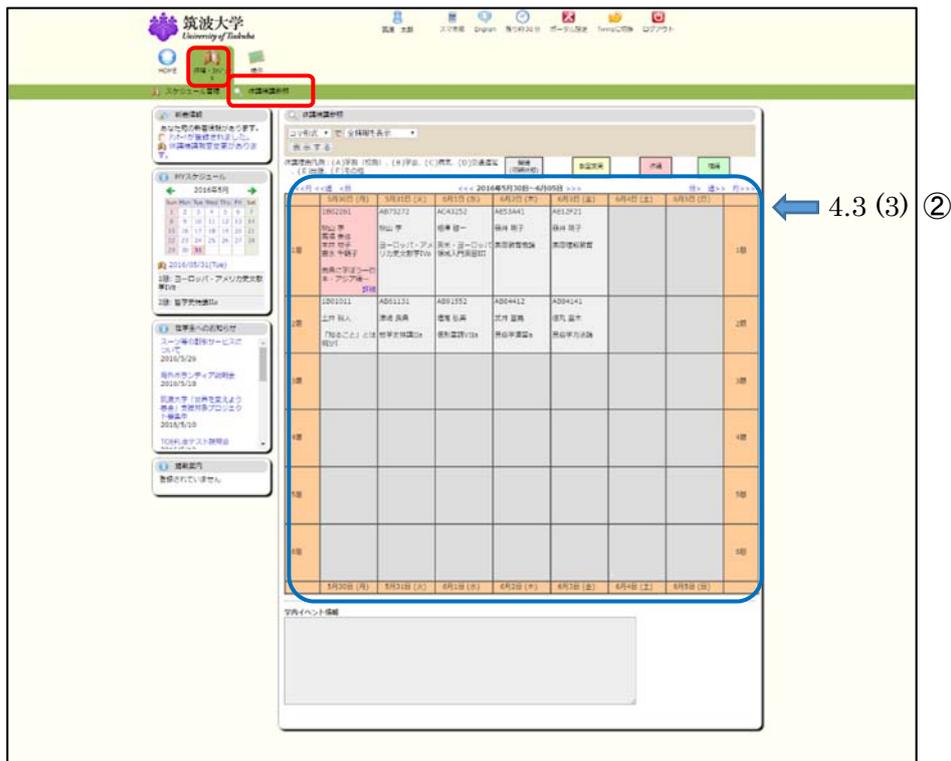
Class schedule information including cancelled class is displayed.