

Searching Subjects by Day, Semester (Fall), and Period

This screenshot shows the Kyoto University Graduate Studies for Informatics/Campus Portal. The top navigation bar includes links for Home, List of announcements, List of cancelled and make-up classes, questionnaire, and cabinet. The main content area displays class information for 'November 28, 2025 17:30' and 'November 28, 2025 17:02'. Below this is a 'Class Information' section with a table for 'Date and Time' and 'title'. The bottom right of the main content area shows 'KCGI OSS'. The 'My Links' sidebar contains a 'Specified Link' section with links to KING-LMS, Microsoft OneDrive, Campus Plan Web Menu (highlighted with a red number 1), and Career NAVI.

This screenshot shows the 'CampusPlan Web Service Login for students' page. It features a background image of three students walking outdoors. A login form is centered, requiring 'User ID' and 'Password', with a 'Login' button highlighted with a red oval. A language selection dropdown 'English' is also visible. The top navigation bar includes the 'kcg.edu' logo and 'Kyoto University Graduate Studies for Informatics/Kyoto Computer Gakuin'.

This screenshot shows the Kyoto University Graduate Studies for Informatics/Campus Portal. The top navigation bar includes the 'kcg.edu' logo and 'Kyoto University Graduate Studies for Informatics/Kyoto Computer Gakuin'. The main content area displays a 'Notice' box with instructions for web course registration and confirmation of grades. Below this are several circular icons representing different services: 'Apply Document', 'Web Syllabus' (highlighted with a red oval), 'Web Student Attendance Registration', and 'Web Student'. The bottom navigation bar includes 'Main Menu' and 'Logout'.

This screenshot shows the 'Search - Syllabus' page of the Kyoto University Graduate Studies for Informatics/Campus Portal. The top navigation bar includes the 'kcg.edu' logo and 'Kyoto University Graduate Studies for Informatics/Kyoto Computer Gakuin'. The main content area features a large green header 'Web Syllabus' and a search bar with the placeholder 'Search - Syllabus' (highlighted with a red rectangle). The bottom navigation bar includes 'Main Menu' and 'Logout'.

Step 1

- Login in Campus Portal → click on Home → Campus Plan Web Menu

Step 2

Use your Student Credential Provided and Login

Step 3

Click on Web Syllabus

Step 4

Click on Search - Syllabus

This screenshot shows the 'Search - Syllabus' page. The top navigation bar includes the 'kcg.edu' logo and 'Kyoto University Graduate Studies for Informatics/Kyoto Computer Gakuin'. The main content area features a search bar with the placeholder 'You can search the syllabus of the lecture to be held.' Below it is a 'Search filters' section with dropdown menus for Academic Year (2025), Course code, Course title, Subtitle, Subject name, Term (highlighted with a red number 1, Fall Semester), Day (highlighted with a red number 2, Wednesday), Period (Not specified), and School sites (Not specified). There are also 'Keywords' and 'Instructor' fields. At the bottom are 'Search' and 'Clear' buttons. A red number 3 is placed near the 'Search' button. The results table at the bottom shows 131 items found, with columns for Course code, Course title, Subtitle, Subject name, Term, School sites, Course Classification, Instructor, and Language. The first row of the table is highlighted with a red border.

Step 4

You can search for subjects using course code, lecture mode (Online or Classroom), instructor name, and teaching language from this page.

You can find subject details using the following methods:

1. Direct Search: Search directly by subject name.
2. Term Filter: Filter subjects by term using Option 1.
3. Day Filter: Filter subjects taught on specific days using Option 2.

All subject details will be displayed in the results. To view evaluation details and topics covered for a subject, click the Select button.

Addition and Withdrawal Step by Step Guide

The screenshot shows the KingLMS interface with the 'Organizations' tab highlighted in red. The sidebar on the left includes links for Institution Page, Activity, Courses, Organizations (with a red notification count of 1), Calendar, Messages, Grades, and Tools. The main content area displays a search bar and a list of organizations under '2025 秋 / Fall'. One item is selected, showing details for '2025N011 教育効果測定テスト (2025年10月入学) / Educational Outcome Assessment Test (2025/10)'.

The screenshot shows the KingLMS interface with the 'Content' tab highlighted in red. The main content area displays a list of course registration materials and application forms. Items 3 and 4 are circled in red. Item 3 is '履修追加Withdraw申請/Addition Withdraw Application' and item 4 is '履修追加Withdraw申請マニュアル/Addition Withdraw Application Manual'.

The screenshot shows the KCGI Students Web withdrawal application manual page. The title is '履修追加Withdraw申請マニュアル/Addition Withdraw Application Manual'. Below the title are two download links: '履修追加・MP-0申請・Withdrawマニュアル_日本語版.pptx' and 'Additional Withdraw Application_English.pptx'. A large red checkmark is drawn over the English version link.

Step 1

Login in KingLMS and click on
Organisations → Kcgi Students Web

Step 2

Search for Addition withdraw Application → Click on
Addition Withdraw Application Manual

Step 3

Click on Addition Withdraw application Presentation file →
Read all the steps provided in PPT and follow the process.

The screenshot shows the KingLMS interface with the 'Content' tab highlighted in red. The main content area displays a list of course registration materials and application forms. Item 3 is circled in red with a red arrow pointing to it.

The screenshot shows a notice from KCGI Students Web. It states: 'このアプリは日本時間の午前05時から午後17時までの利用可能です。This application is only available from 05:00 a.m. to 17:00 p.m. Japan time.' Below the text are two cartoon characters, one holding a sign that says 'NG...' and another with a speech bubble saying 'ごめんね'.

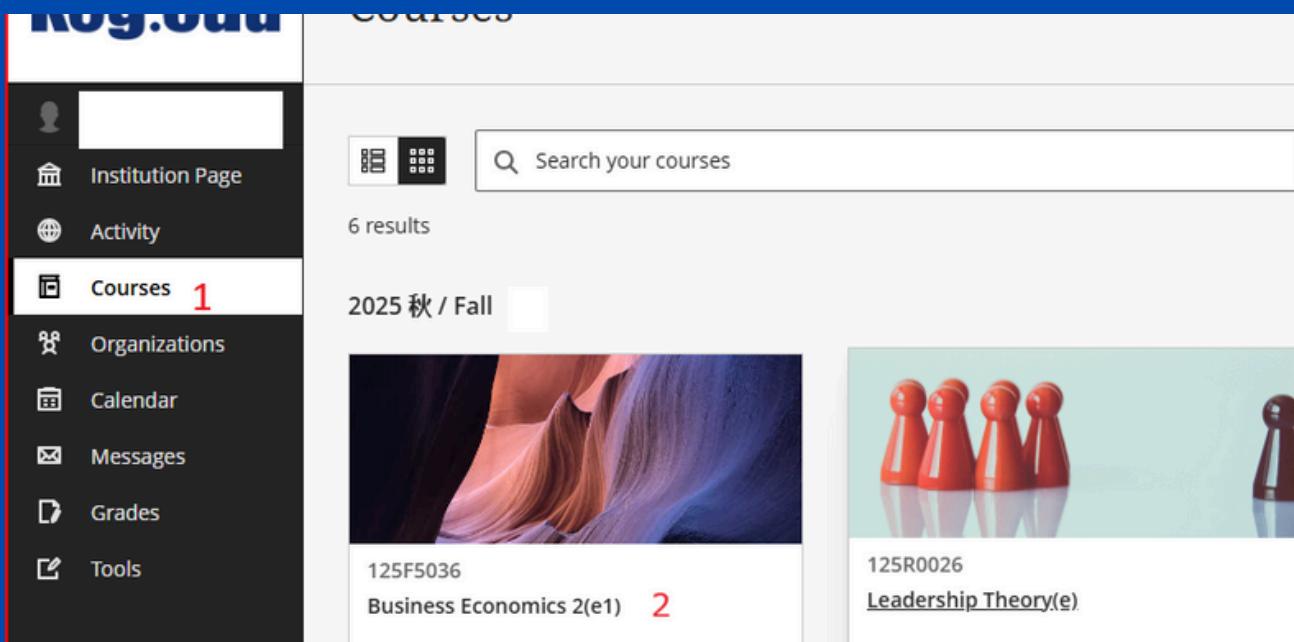
Step 4

Proceed with Addition and Withdraw application from here

Important Notice

Subject addition or withdrawal is allowed only between 5:00 AM and 5:00 PM (Japan Time).

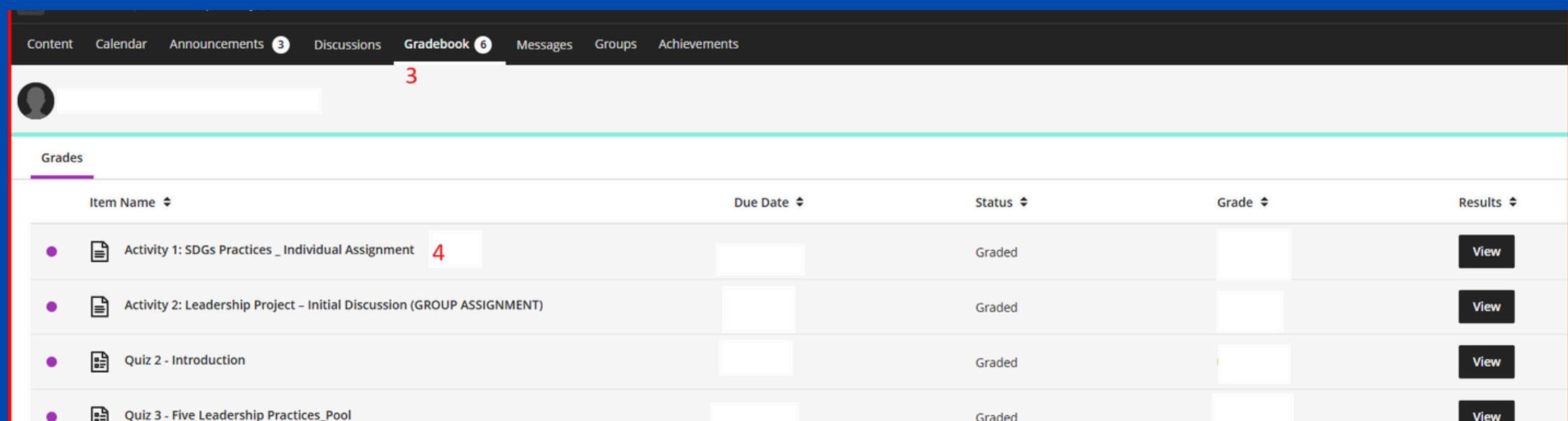
Check Your Assignments



The screenshot shows the KingLMS interface. On the left, a sidebar menu includes 'Institution Page', 'Activity', 'Courses 1' (highlighted in red), 'Organizations', 'Calendar', 'Messages', 'Grades', and 'Tools'. The main area displays course cards for '2025 秋 / Fall'. One card for 'Business Economics 2(e1)' is selected, showing its title 'Leadership Theory(e)' and code '125R0026'. A search bar at the top says 'Search your courses'.

Step 1

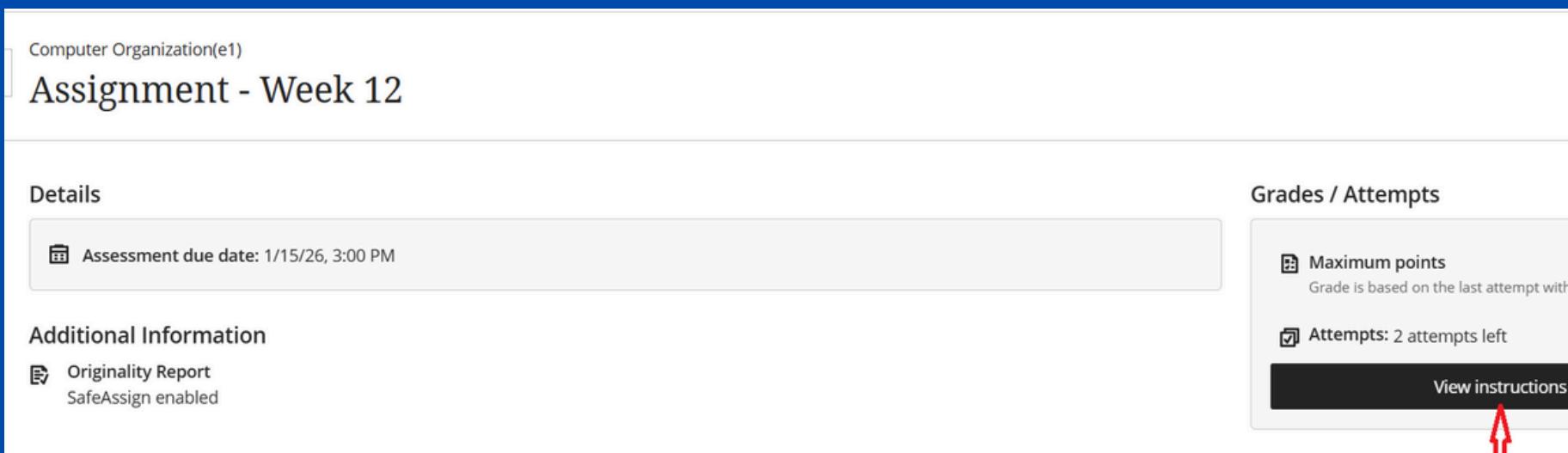
Login in KingLMS → click on Courses→ Select the subject



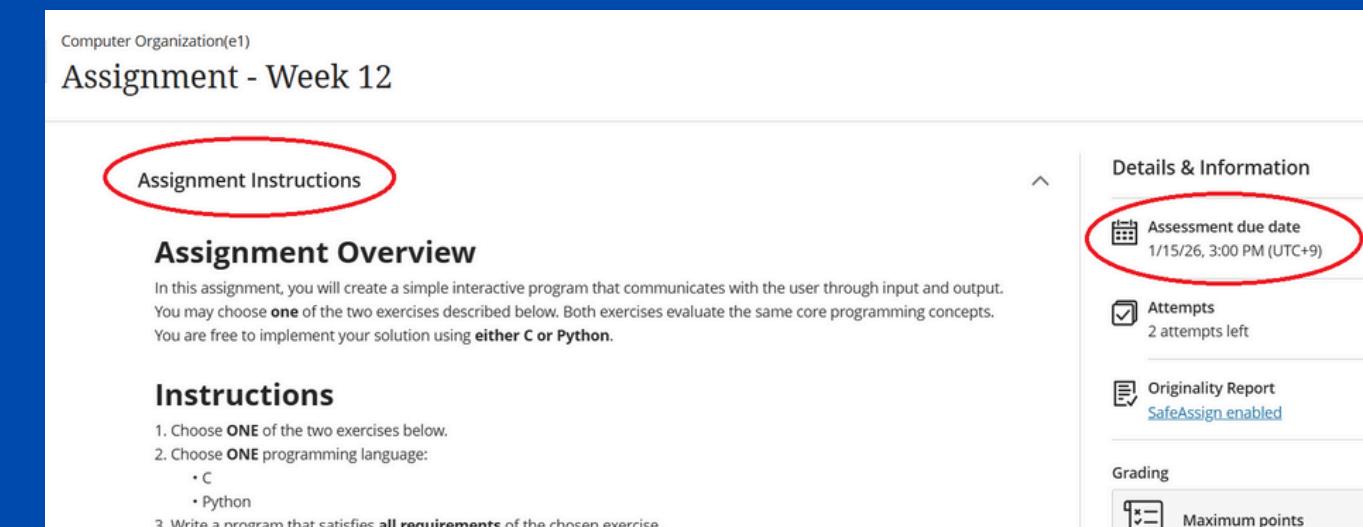
The screenshot shows the KingLMS Gradebook. The top navigation bar includes 'Content', 'Calendar', 'Announcements 3', 'Discussions', 'Gradebook 6' (highlighted in red), 'Messages', 'Groups', and 'Achievements'. The main area is titled 'Grades' and lists assignments: 'Activity 1: SDGs Practices _ Individual Assignment 4', 'Activity 2: Leadership Project – Initial Discussion (GROUP ASSIGNMENT)', 'Quiz 2 - Introduction', and 'Quiz 3 - Five Leadership Practices_Pool'. Each item has a 'View' button to its right. A red number '3' is positioned above the Gradebook tab in the navigation bar.

Step 2

Click on Gradebook → Click on Item Name (Here Activity, Quiz, Assignments are assigned) {4}



The screenshot shows the assignment details for 'Assignment - Week 12' under 'Computer Organization(e1)'. It includes sections for 'Details' (due date: 1/15/26, 3:00 PM), 'Additional Information' (Originality Report, SafeAssign enabled), and 'Grades / Attempts' (Maximum points, Attempts: 2 attempts left). A red arrow points to the 'View instructions' button.



The screenshot shows the 'Assignment Instructions' page for 'Assignment - Week 12'. It features an 'Assignment Overview' section with instructions for creating a simple interactive program, and an 'Instructions' section with steps 1 through 3. To the right, there's a 'Details & Information' sidebar with sections for 'Assessment due date' (circled in red), 'Attempts' (2 attempts left), 'Originality Report' (SafeAssign enabled), and 'Grading'.

Step 3

Click on View Instructions

Step 4

Here Assignment details such as instruction, Due date, Attempts, originality reports etc. can been checked.

Note:- While doing assignment kindly read the instruction thoroughly to avoid grade deduction

How to do Attendance During Lecture

This screenshot shows the 'List of announcements and make-up classes' section of the KCGI campus portal. It displays two entries:

Date	Title	Source	Category
November 28, 2025 17:30	Questionnaire for the JASSO Scholar Recipient 2025	KCGI OSS	School Announcements
November 28, 2025 17:02	Special Lecture by Professor Hiroyuki Ito of Crypton Future Media	KCGI OSS	School Announcements

Below this, there is a 'Class Information' table:

Date and Time	Title	Source	Category
December 17, 2025 09:10	Lecture Cancellation (Web Programming 1(e1))	KCGI AAO	Cancelled/Made Up Classes

The 'My Links' section includes links to KING-LMS, Microsoft OneDrive, Campus Plan Web Menu (highlighted with a red box), and Career NAVI.

Step 1

- Login in Campus Portal → click on Home → Campus Plan Web Menu

This screenshot shows the 'Notice' section of the KCGI campus portal. It contains two bullet points:

- ◆ About Web Course Registration: Please apply by either "Course Registration" or "Course Registration (List)" from "Web Course registration" after confirming "Notice on Web Course Registration".
- ◆ About Confirmation of Your Grade: Please check "Grade Information" in the right column of "Web Student Chart".

Below the notice are four circular icons representing different functions:

- Apply Document
- Web Syllabus
- Web Student Attendance Registration (highlighted with a red box)
- Web Student Chart

Step 2

Click on Web Student Attendance Registration

This screenshot shows the 'Web Student Attendance Registration' page. It features a green header bar with the title 'Web Student Attendance Registration'. Below the header, there is a large button labeled 'Student Attendance Registration' which is also highlighted with a red box.

Step 3

Click on Student Attendance Registration

This screenshot shows the 'Student Attendance Registration' form. It has a dropdown menu labeled 'lecture' containing the value 'OTP'. Below the dropdown are fields for 'date:', 'Period:', 'Instructor:', and 'Registration result:'. The entire form area is highlighted with a red box.

Step 4

In Lectures Dropdown list all the Subject which have to be attended will be listed

- 1) Select the Subject
- 2) Enter the OTP provided during the Lecture
- 3) Save

NOTE:- To check your attendance check Attendance Check guide.

Attendance Check

Home

List of announcements
November 28, 2025 17:30 Questionnaire for the JASSO Scholar Recipient 2025

List of cancelled and make-up classes
November 28, 2025 17:02 Special Lecture by Professor Hiroyuki Ito of Crypton Future Media

Class Information

Date and Time	title
December 17, 2025 09:10	Lecture Cancellation (Web Programming 1(e1))

My Links

- KING-LMS powered by Blackboard
- Microsoft OneDrive
- Campus Plan Web Menu **2**
- Career NAVI

kyoto-u.ac.jp

Kyoto University of Graduate Studies for Informatics

Logout

English

Notice

About Web Course Registration
Please apply by either "Course Registration" or "Course Registration (List)" from "Web Course registration" after confirming "Notice on Web Course Registration".

About Confirmation of Your Grade
Please check "Grade Information" in the right column of "Web Student Chart".

Apply Document

Web Syllabus

Web Student Attendance Registration

Web Student Chart

kcg.edu

Kyoto University

Web Student Chart

Student Chart Reference

Student Chart Main

Related information

- Contact
- Parent's info
- Student Details
- Supervisor
- Alma mater
- Outline of Results
- Results info
- Scholarship
- Attendance**

Student ID			
Name (Last Name + First Name)			
sex			
Affiliation	Web Business Technology Program		
School year	1	Semester	1
Class	MIBE	Attendance number	
Class of enrollment	Enrollment	Student classification	International student
Admission time	Fall		
Date of enrollment	2025/10/1		
Curriculum year	2025		
Graduation Schedule		Graduation date	

Step 1

- Login in Campus Portal → click on Home → Campus Plan Web Menu

Step 2

Click on Web Student Chart

Step 3

Click on Student Chart Reference

Step 4

Click on Attendance

kcg.edu

京都情報大学院大学／京都コンピュータ学院

Attendance - Student Chart

Close window

Student ID	Full name	sex	
Affiliation	Web Business Technology Program	Class of enrollment	Enrollment
School year	1	Semester	1
	Class	MIBE	Attendance number

Attendance

	Term	subject name	Main Instructor	Classroom	Scheduled number of classes	Number of classes hours	Attendance
Reference	Fall Semester	Business Economics 2(e1)	Mayumi Kozo	H203	15 1	13 2	10 3
Reference	Fall Semester	Project Management(e1)	Blakely Michael Christopher	H204	15	13	9

Step 5

Here you can see all your subjects

- 1 Displays No. of Scheduled classes for selected subject
- 2 Displays Number of Classes which has been taken till now
- 3 Displays Your Attendance