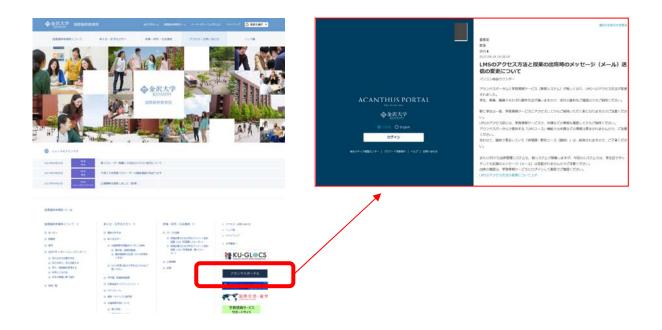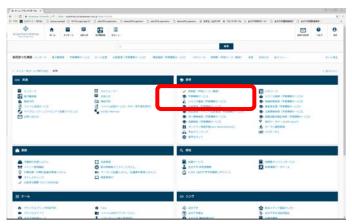# 履修者名簿確認マニュアル

1 How to get your class roster

Login to Acanthus Portal.

URL: https://acanthus.cis.kanazawa-u.ac.jp/

(1) Click on 'Student Information Service' under 'Education & Learning'.

(2) If you have multiple roles ("Faculty", "Part-Time Lecturer", "Emeritus Professor", etc.), you will be asked to choose one. If you are not sure which role is most appropriate, please contact the Gakumu-Kakari.

(3) Click on 'Grades information'.

(4) Click on "English" if it is not selected.

(5) Click on 'List of students'.

(6) Click on the View button of a class of which you want to get the roster.

(7) Click on 'Get roster in Excel format' or 'Get the list in PDF format'.

2　Checking your class roster

Please follow (1) and (2) to check your class roster.

(1) **If your class is one whose students are chosen out of those who submit an enrollment form (Jukôhyô) beforehand,** check if you have received the form from all of the students on the roster.

＊Please keep in mind that for standard EAP and TOEIC Preparation classes, these enrollment forms are not required.＊

➔ If there is a student whose form you have not received, please inform Gakumu-Kakari (email: stgaku@adm.kanazawa-u.ac.jp) of
- ・The name and student ID of the student
- ・The name and period of the class

(2) Take attendance using the roster.

1. If there is a student whose name is not on the roster, please instruct the student to consult with Gakumu-Kakari.

2. If there is a student who is not eligible to enroll in the class, please inform Gakumu-Kakari (email:stgaku@adm.kanazawa-u.ac.jp) of
- ・The name and student ID of the student
- ・The name and period of the class

〇If you have questions, please feel free to contact with Gakumu-kakari (076-264-5936).