

履修者名簿確認マニュアル

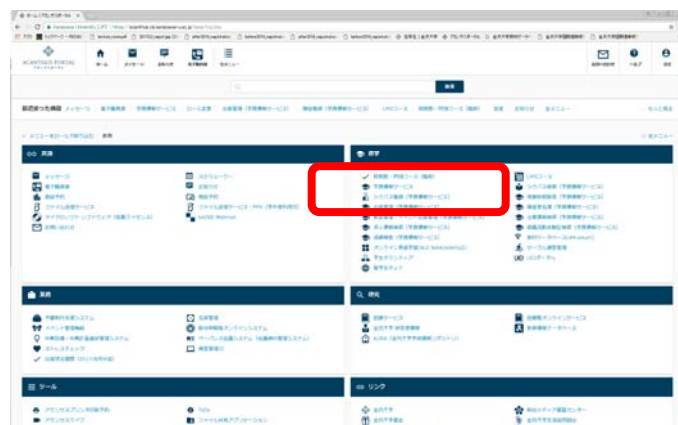
1 How to get your class roster

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'.

The screenshot shows the Kanazawa University website interface. At the top right, the date and time are 2017/9/28 15:46:48. The Kanazawa University logo is visible. Below the navigation bar, there is a search bar and several menu items. A table displays course information for the year 2017, quarter Q1, course name 共通教育, and course number 71810_123. Below the table, there are four download options: 'Excel形式でダウンロード', 'PDF形式でダウンロード', 'Excel形式でダウンロード', and 'PDF形式でダウンロード'. A red box highlights these options. Below the download options, there are filters for '学年' (Year), '学期' (Semester), '入学年度' (Enrollment Year), and '学籍番号' (Student ID). A table at the bottom shows a list of students, with the first row containing the name 高木 大智 (TAKAGI TADZI) and student ID 1751010033.

年度	学期	学号・科目名	担当科目名	担当科目名	担当	単位	履修状況
2017	Q1	共通教育	71810_123	グローバル社会と経済学 Political Economy in the Global Era	933	1	90

学籍番号	氏名	性別	学年	履修
1751010033	高木 大智 TAKAGI TADZI	男	1	履修

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

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