Online Academic and Administrative Service System
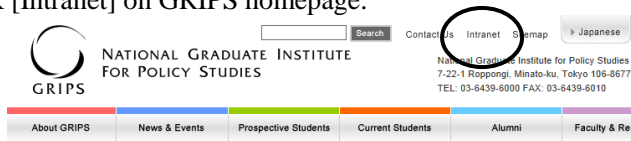
(GRIPS Gateway)

Operation Manual (Student)

Contents

1. Access from GRIPS homepage

Click [Intranet] on GRIPS homepage.

2. Log in to GRIPS Gateway (G-way)

Access G-way (https://gportal.grips.ac.jp/fw/dfw/ASTSV004/).

Enter your GRIPS ID and GRIPS Password on the "G-way Login" screen, and click [Login].
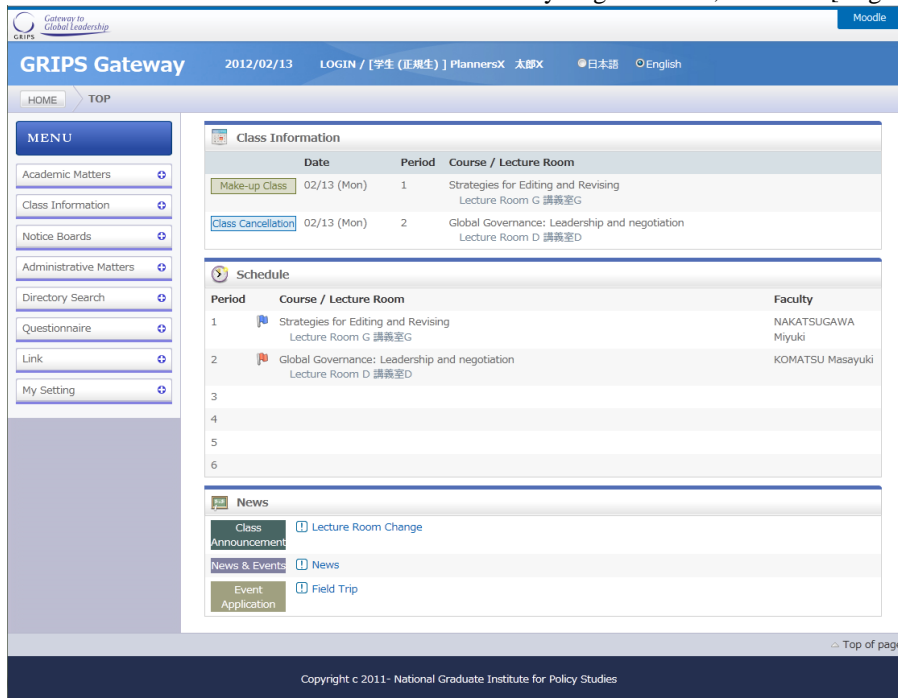
The main screen of G-way displays the following information:

- Class Information: class cancellation, make-up classes, and lecture room changes for the week
- Schedule: your schedule of the day
- Today's Notice: notices addressed to you for the day. To see the content, click the title of the notice.
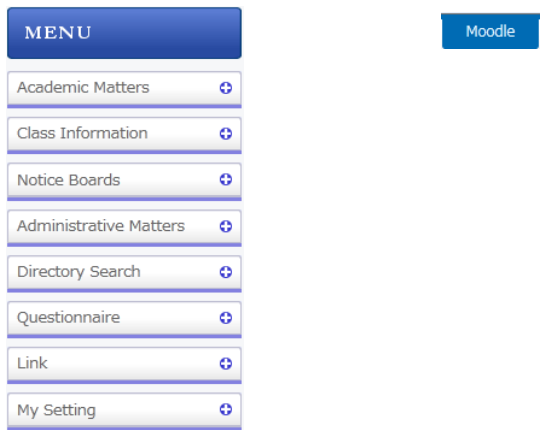
Various services are accessible from the MENU on the left of the screen and the buttons on the upper right.
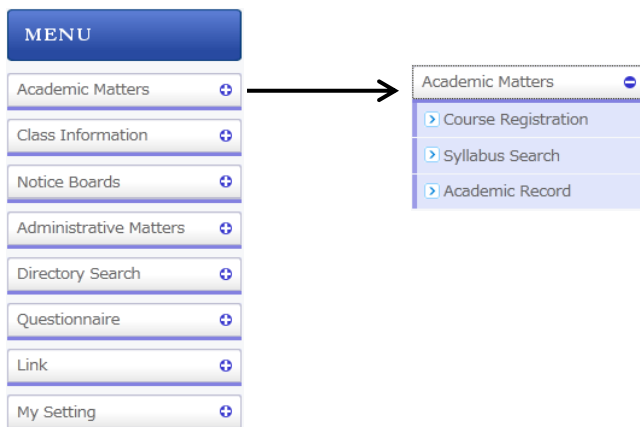
Click [+] shown on the left menu to see the detailed menu.

3. If pop-up blocker appears

In case the following message appears when selecting certain items on the menu, click "Option for this site" and then "Always allow." See "Help" on your browser's menu if your browser shows a different message.
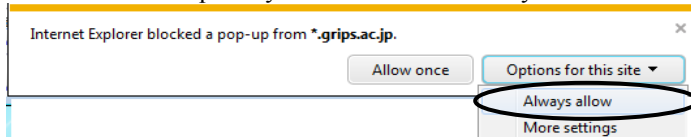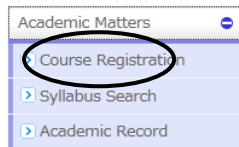

4. Course Registration

1. "Course Registration" on the GRIPS Gateway menu "Academic Matters" allows you to register for, add/drop, and withdraw from courses.
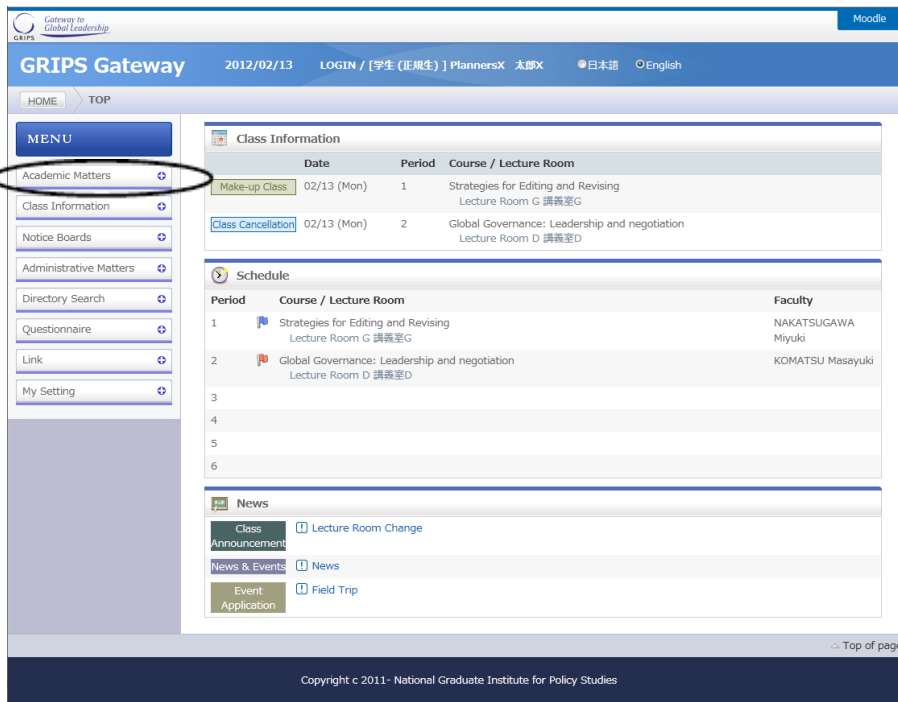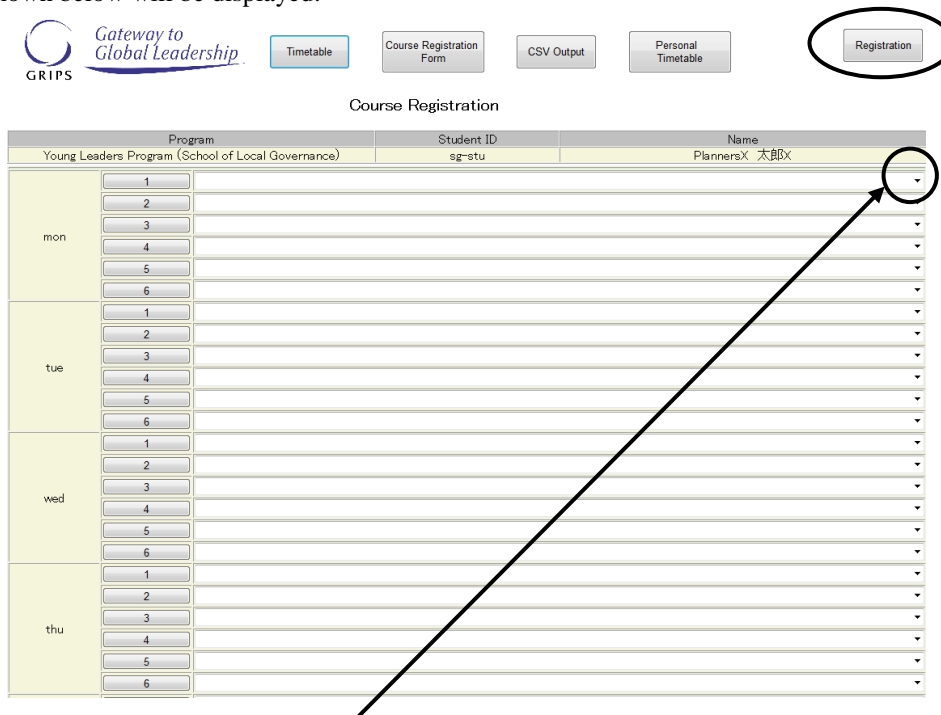
2. Depending on the designated period for each term, Course Registration, Withdrawal, or Student Personal Timetable will be available.


4.1 How to register for courses

1. During the course registration period (initial registration and add/drop periods), the course registration screen as shown below will be displayed.

2. Click the pull-down menu to select a course from the list of courses you can register.
3. For a course that is offered on different days and periods in the week, you can add/drop the course by making a change to only one period. The change you are making will be reflected on other day(s) and period(s).
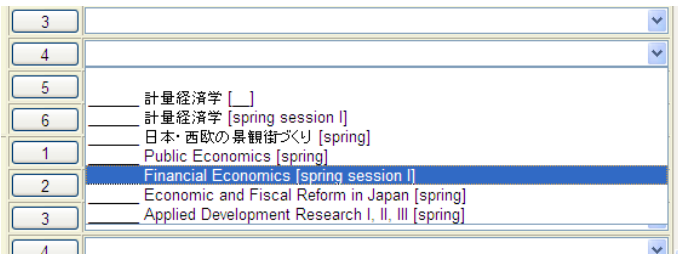
4. A message to indicate the update will be shown on the screen. Click [OK] to confirm the change.
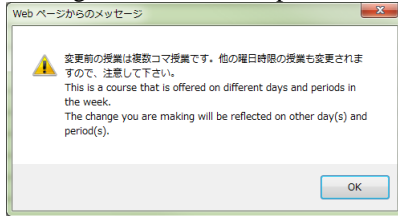
5. Once you have selected the courses you want to register, click [Registration] button. Please note that your course registration is not completed until you click [Registration] button.

6. Once the system validates your selection, your course registration information will be registered on the system. When the registration process is completed, Student Personal Timetable will automatically be displayed.

7. Be sure to check your registration on this screen.

8. If it finds an error during the system validation, it will show you the courses that have not been validated. Click [Back] button to return to the previous page to fix the error and then click [Registration] button again.

9. Registration can be modified any number of times during the course registration period. If you have registered for any courses, they will be shown on your screen. Courses that are registered before the current term or the ones registered by the AST are highlighted in the yellow. You cannot make any changes to those courses.

4.2 Viewing syllabus

1. Click each period button to display a list of courses in that period.

2. Click [View] button of each course to view the syllabus.

4.3 Course Registration Form and timetable

1. If you wish to take a course not shown on the timetable, click [Course Registration Form] button on the Course Registration screen to download the form. Fill out and submit the form to the Academic Support Team (AST) by email (ast@grips.ac.jp).
2. Click [Timetable] on the same screen to view the timetable of the term.

4.4 CSV output

1. [CSV Output] button allows you to download a list of the courses that you have registered as a CSV file. To open the CSV file, click [Open] button. To save the CSV file, click [Save] button.
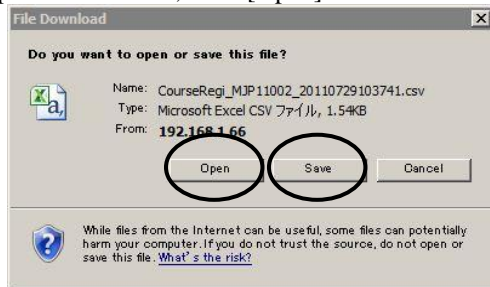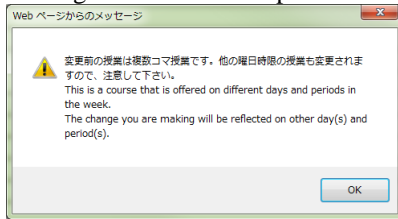

4.5 Withdrawal

1. During the withdrawal period, the withdrawal screen as shown below will be displayed.

2. To withdraw from a course, click and check the Withdrawal box. To cancel your withdrawal, uncheck the Withdrawal box.
   * Note that the courses registered by the AST cannot be withdrawn.
3. For a course that is offered on different days and periods in the week, you can withdraw from the course by making a change to only one period. The change you are making will be reflected on other day(s) and period(s). A message to indicate the update will show on the screen. Click [OK] to confirm the change.

4. Finally, click [Withdrawal] button.

5. Withdrawal can be modified any number of times during the withdrawal period. If you have withdrawn from any courses, they will be shown on your screen.

4.6 Student personal timetable

1. Your personal timetable will appear once the course registration period is over.

2. You may check this timetable when necessary. You can also print or download it as a PDF file.
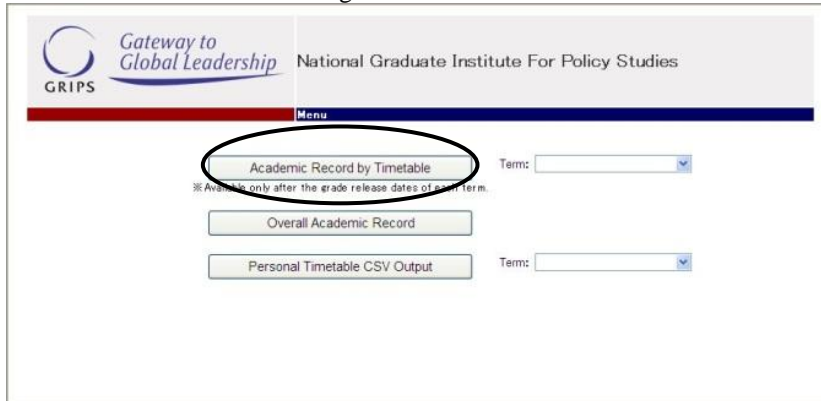
5. Academic Record

1. "Academic Record" on the GRIPS Gateway menu "Academic Matters" allows you to check your overall academic record as well as the ones by timetable. Click [Academic Record] button on the GRIPS Gateway menu "Academic Matters."
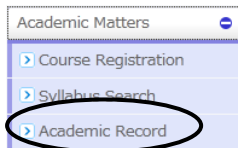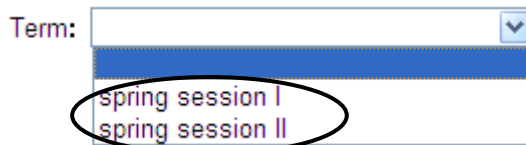
2. The menu screen has the following three buttons.

5.1 Academic Record by Timetable

1. Click the pull-down menu and select a term.

2. Then, click [Academic Record by Timetable] button.

3. Course grades will appear on top of each course.
   "*" indicates that the course is still ongoing.

5.2 Overall Academic Record

1. Click [Overall Academic Record] button. On this page, you can check your academic record by two types of tables.

2. The upper table shows all the courses you have taken to date and their grades. "*" indicates that the course is still ongoing.

3. The lower table shows the credits required for each category as well as the credits earned at the moment.

5.3 Personal Timetable CSV Output

1. Click the pull-down menu and select a term. Then click [Personal Timetable CSV Output] button.
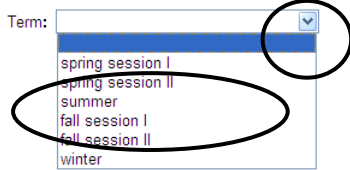
2. The [Personal Timetable CSV Output] button allows you to download a list of the courses that you have registered as a CSV file. To open the CSV file, click [Open] button. To save the CSV file, click [Save] button.
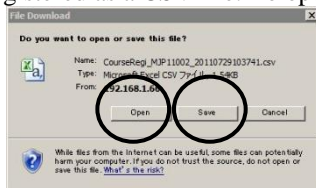
6. Class Announcement

1. "Class Announcement" on the GRIPS Gateway menu "Class Information" allows you to check announcements on a course(s) you are taking, to download course materials, and to submit your report.

6.1 How to check class announcements

1. Click [Class Announcement] to display the announcements.
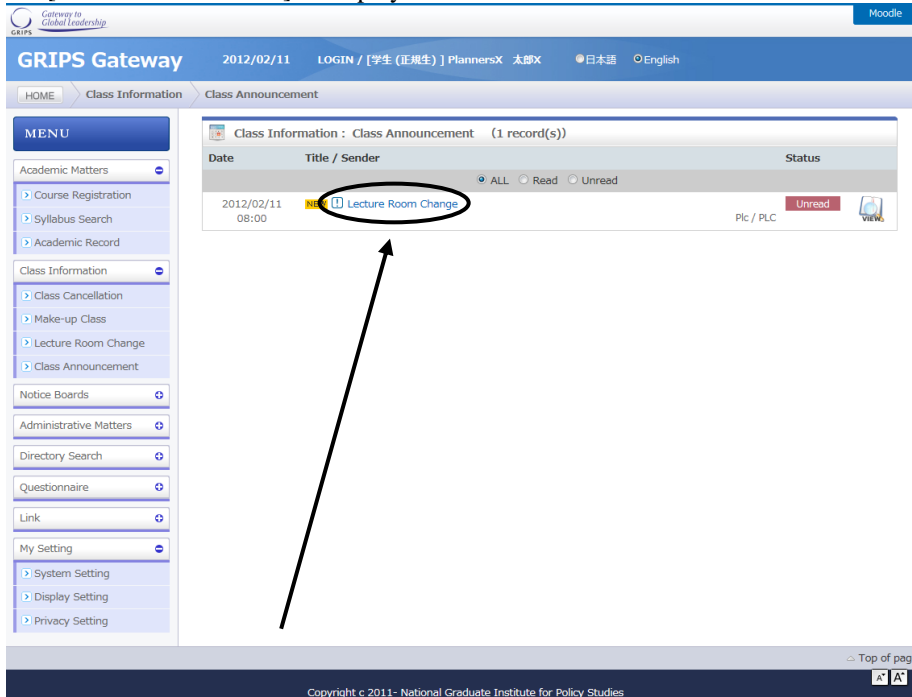
2. Click the title of the announcement to see the details.
3. You can download attached files by clicking the file name.
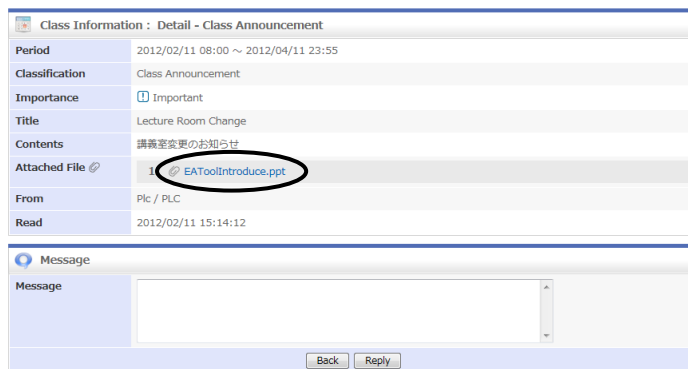
6.2 How to reply

1. An announcement with [Reply] button displayed in "Detail of Class Announcement" indicates that you can send a reply even with a comment and file attachment.
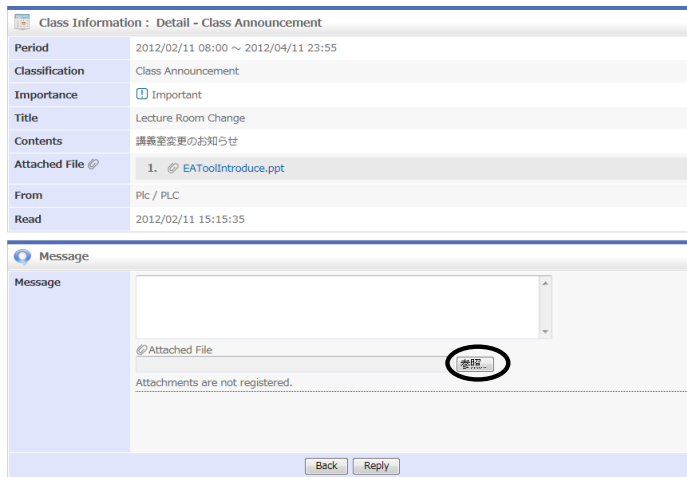
2. To attach a file, click [Browse] button to select the file you created on your computer.
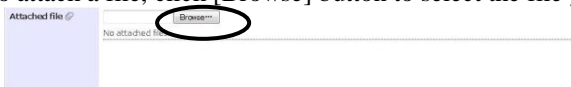
3. Choose the file(s) and click [Open].
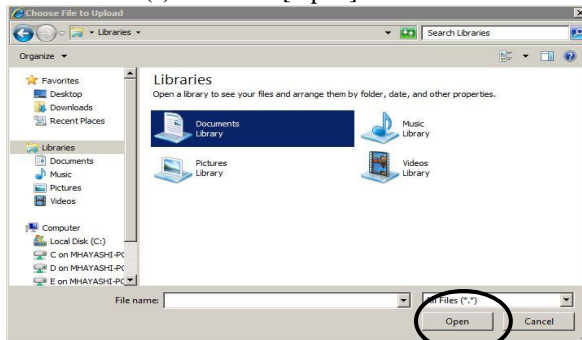
4. You can see the name(s) of the file(s) of your choice.
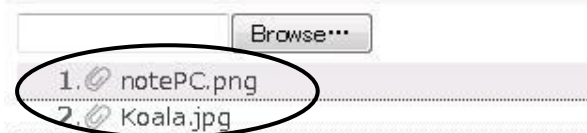
5. If the file(s) are correct, click [Reply].

7. Administrative Matters

1. "Administrative Matters" on the GRIPS Gateway allows you to apply for:
   - Change of Student Status at GRIPS
   - Request for Certificates
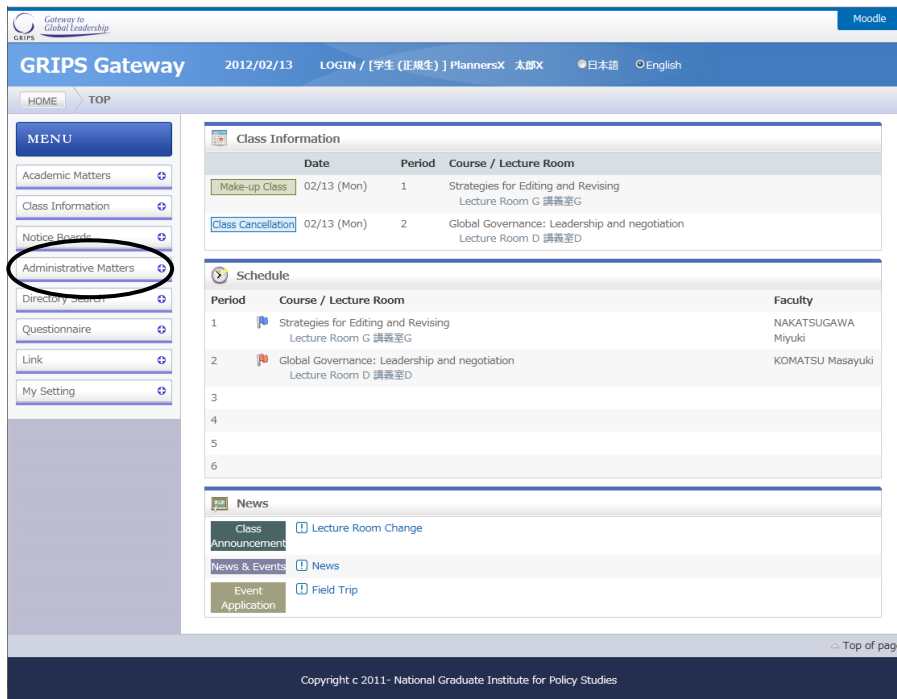
2. Change of Student Status at GRIPS" allows you to apply for permissions such as leave of absence and withdrawal from GRIPS.
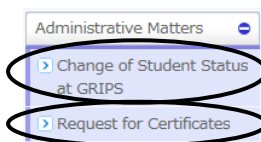
3. "Request for Certificates" allows you to apply for various certificates. You can only apply for one type of certificate at a time.

7.1 Change of Student Status at GRIPS
1. Click [Change of Student Status at GRIPS].
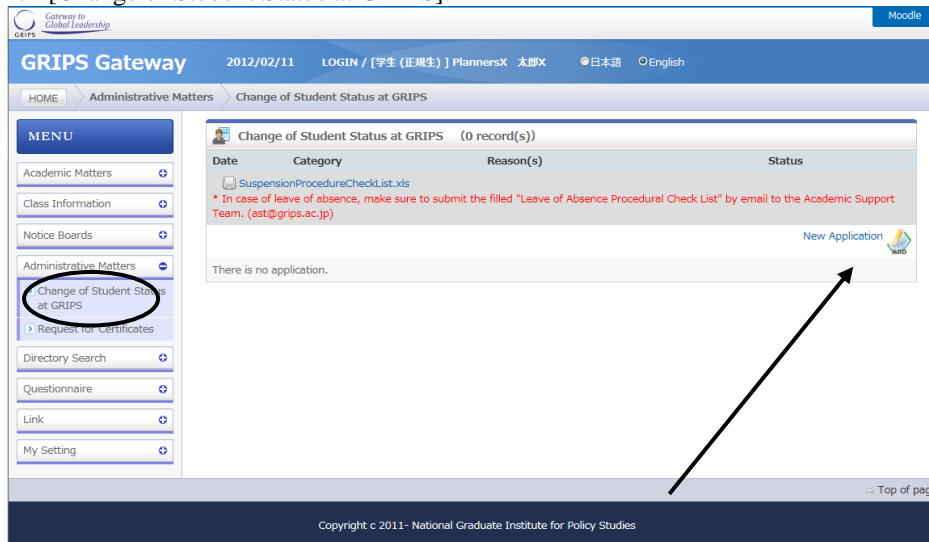
2. Click [New Application] to display the new application screen.
3. Select category to change the student status, fill in the necessary fields, and click [Submit] button.

4. Upon completion of application, it will be shown on the screen.
5. To modify your application, click [Modify]. To delete your application, click [Delete].

* Note that these operations are allowed only when "Status" indicates "Applied," which means that the application is pending.

7.2 Request for Certificates
1. Click [Request for Certificates].

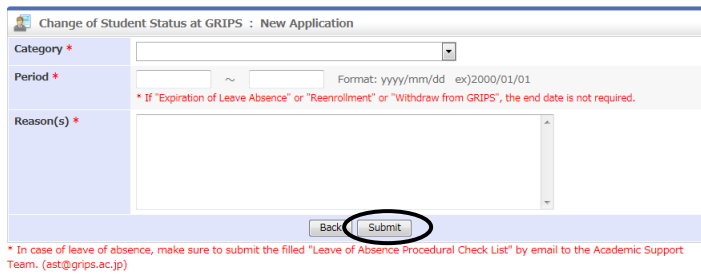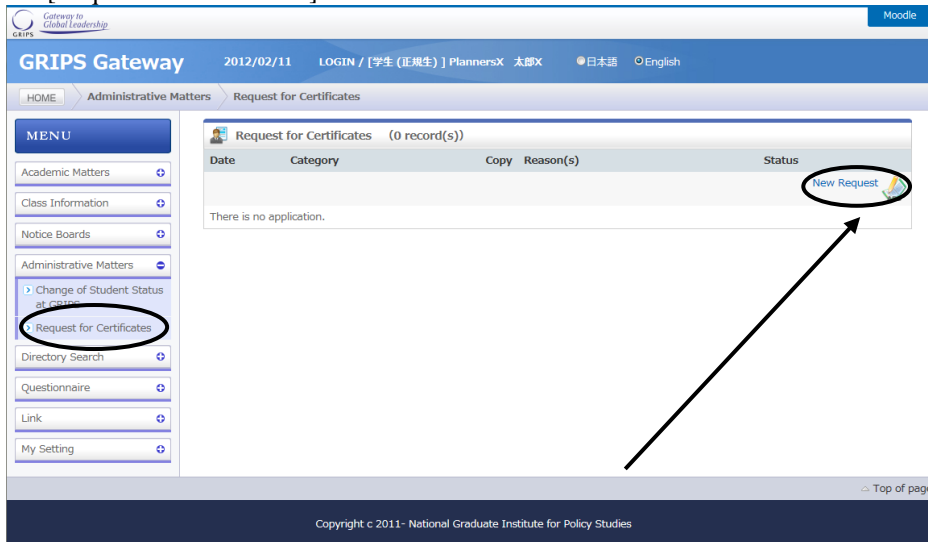2. Click [New Request] to display the new application screen.
3. "Type and Number of Certificates" displays a list of certificates that are available. Select type of certificate and the number of copies. In "Reason(s)," provide a   reason(s) for the application.

4. To submit your application, click [Submit] button.
5. Upon completion of request, your request will be shown on the screen.
6. To modify your request, click [Modify]. To delete your application, click [Delete]
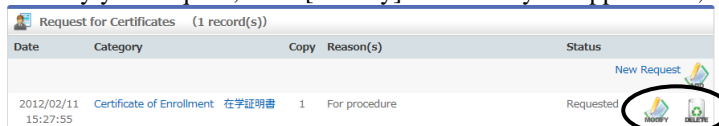
* Note that these operations are allowed only when "Status" indicates "Requested," which means that the request is pending.
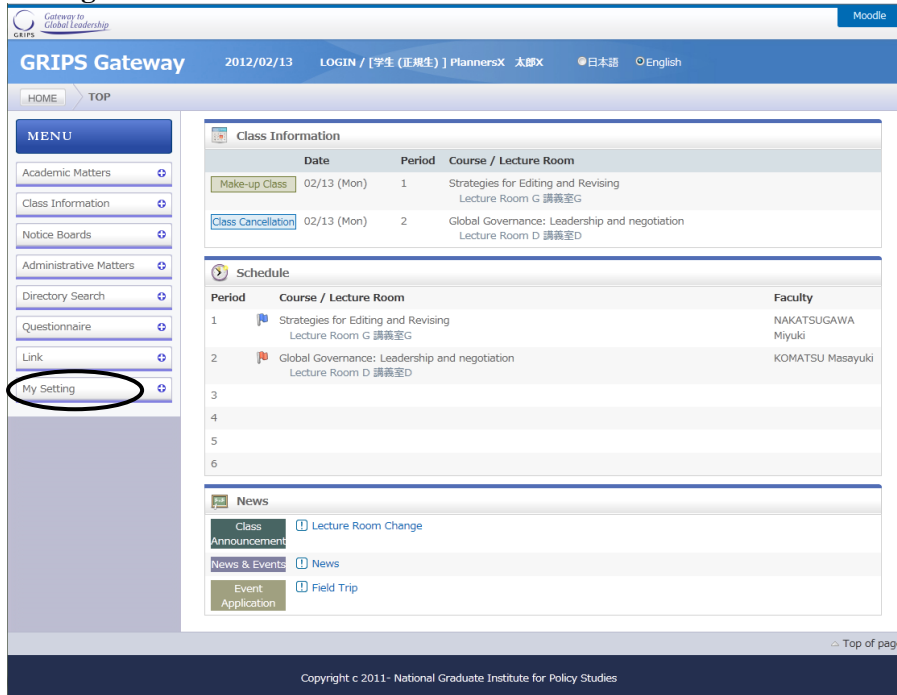
8. My Setting

8.1 System Setting
1. Click [System Setting] from "My Setting" menu to set up a forwarding address to receive announcements from "Notice Boards."
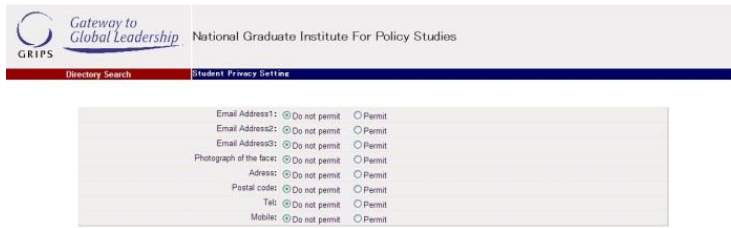

8.2 Privacy Setting
1.   Click [Privacy Setting] from "My Setting" menu to set what information you share through "Directory Search."
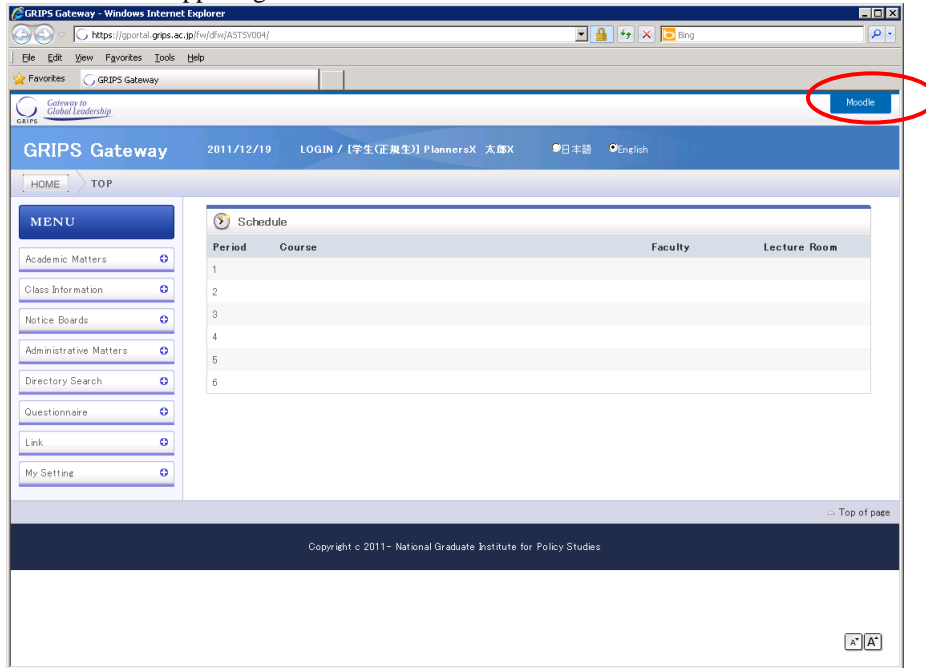
9. Moodle

Click "Moodle" at the upper right of the window.

9.1 Creating Account

When you log in for the first time, the window to create a new account and profile is displayed. Do not change "Email display" from [Allow only other course members to see my email address]. Enter the required items indicated by the red frame and "Preferred Language". If you select "English (en)" in "Preferred Language", the window is displayed in English from next time you log in the system.
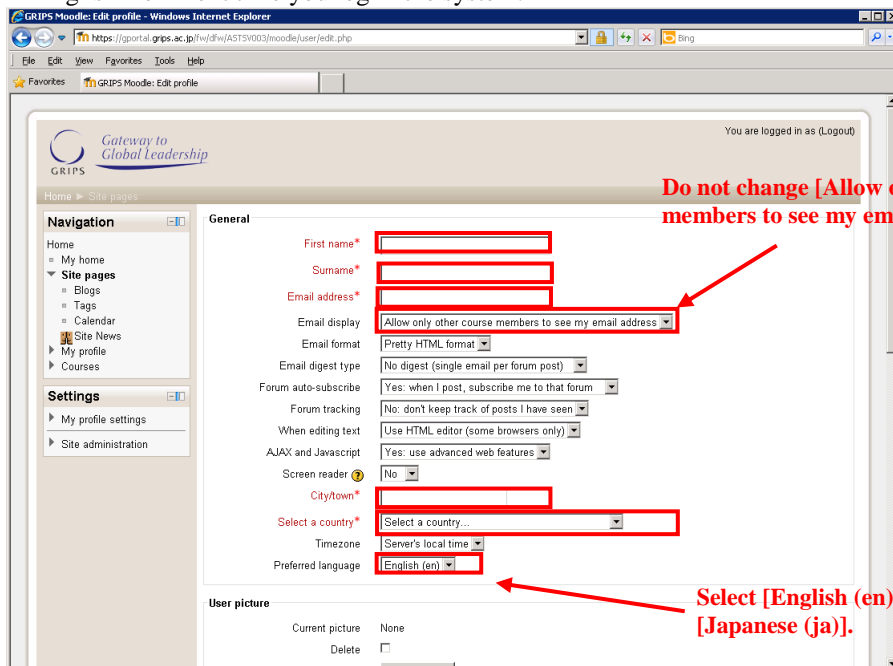
Click "Update profile" at the bottom of the page

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When the following message appears on the window, click "Continue".

A message is sent to the email address that you have registered. Do not reply to this message. Click the URL starting with https:// as you remain logged in.

Subject: Confirmation of email update at GRIPS Moodle
From: Moodle Management GRIPS
Message:
　Dear,

You have requested a change of your email address for your user account at
GRIPS Moodle. Please open the following URL in your browser in order to confirm
this change.

https://gportal.grips.ac.jp/fw/dfw/ASTSV003/moodle/user/emailupdate.php?key=wVoh66YwGyGRiyEJi
Gst&id=161

Click this URL.

When you click the URL given above, the following page is displayed.

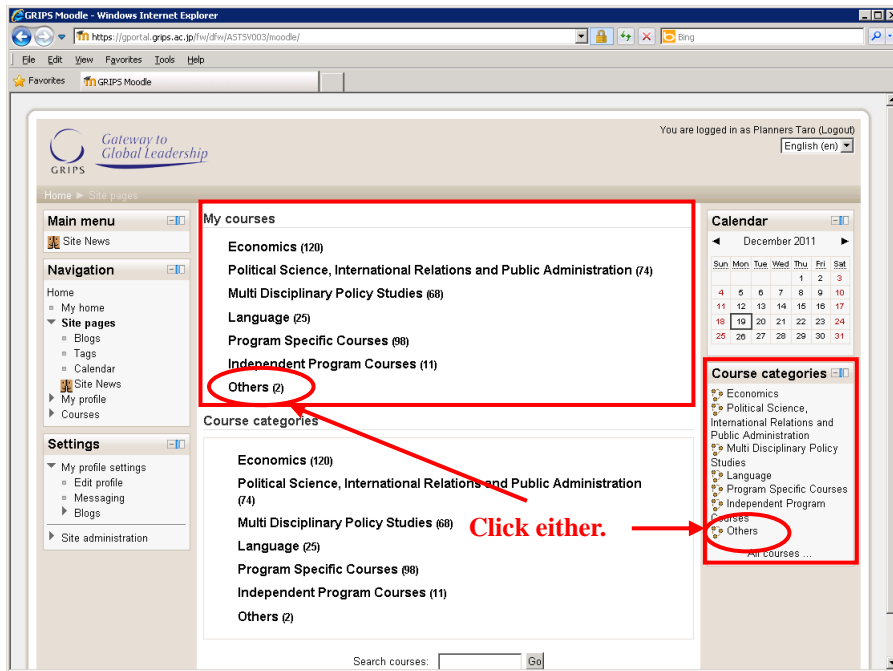If you click "Continue", you can edit the user information.

This is the end of creating of the account.

To modify "Email address" and any other items after creating the account, click "My profile settings" and then "Edit profile" in the Settings pane, and modify the items.
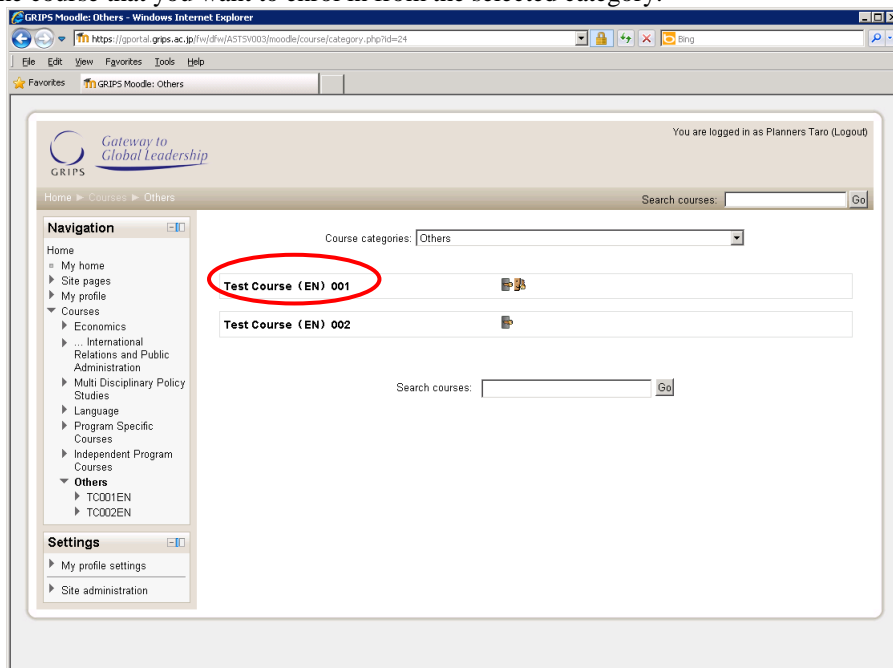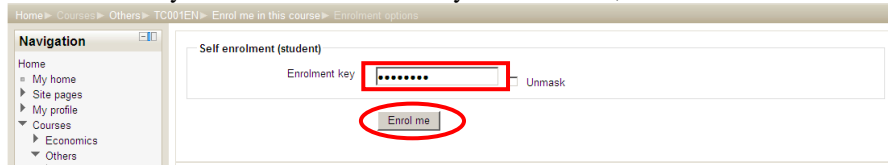
9.2 Enrolling in Courses

Select the course category from My courses or the Course categories pane.

Click the course that you want to enrol in from the selected category.

Enter the enrolment key that has been informed by the instructor, and then click the "Enrol me" button.


You do not need to enter the enrolment key next time you log in the system.
Please note that it might take about 3 minutes to end the enrolment process.
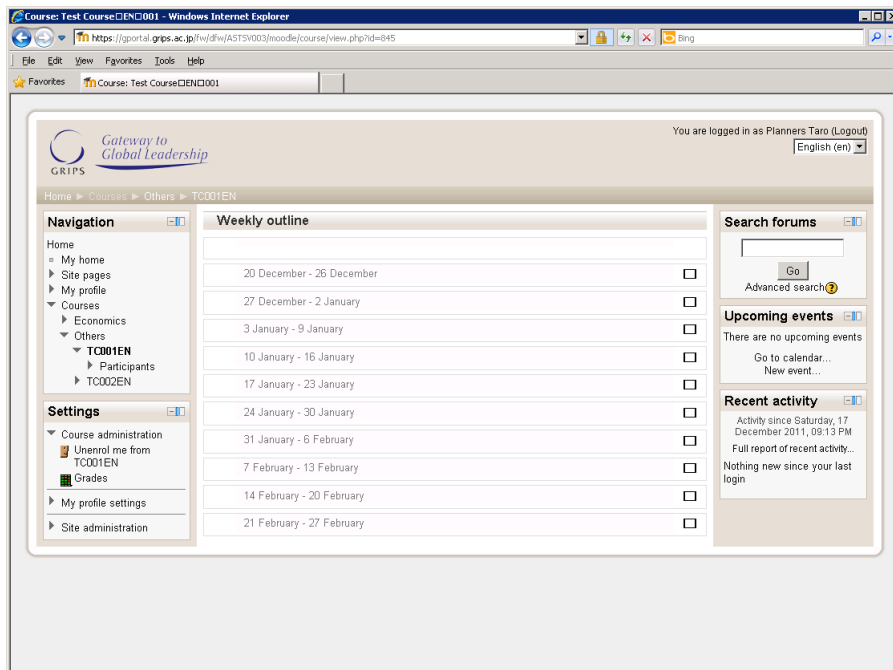
If you enter an incorrect enrolment key, a warning appears as shown below. Enter the correct enrolment key.
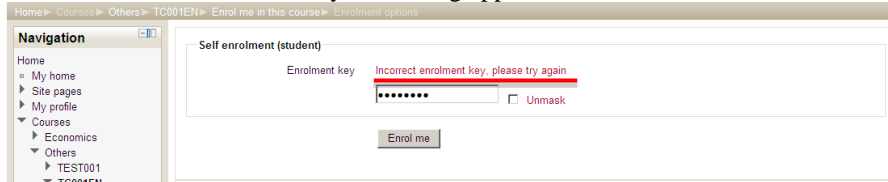
When you finish the course enrolment, only the courses that you have been enrolled in are displayed in the "My courses" section of the initial page which is displayed after you log in.
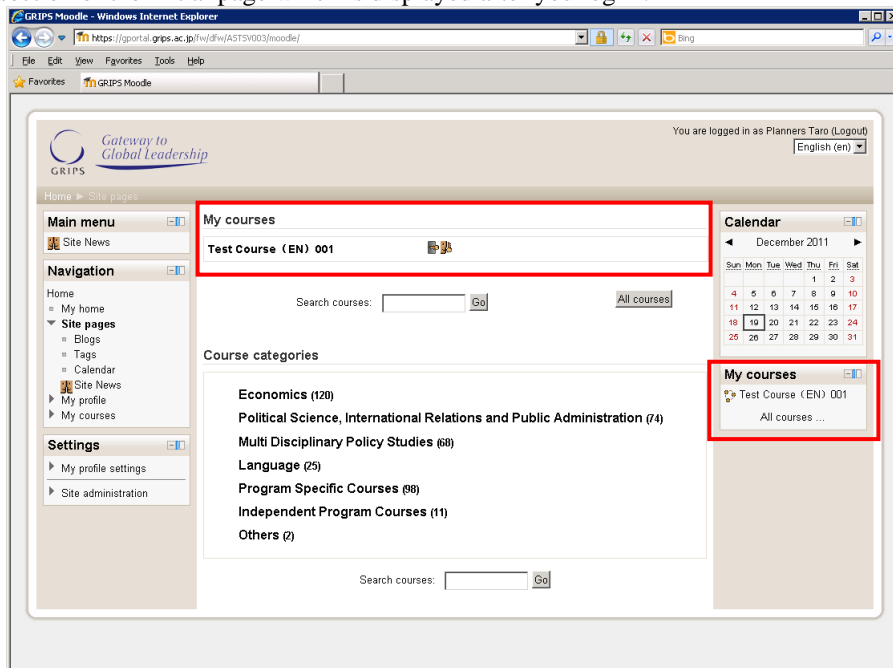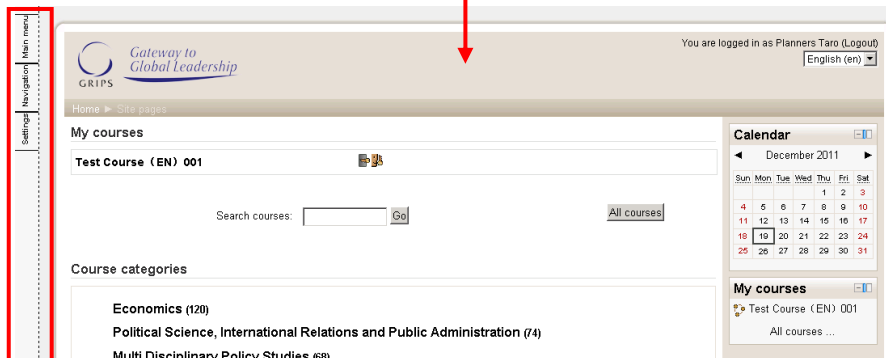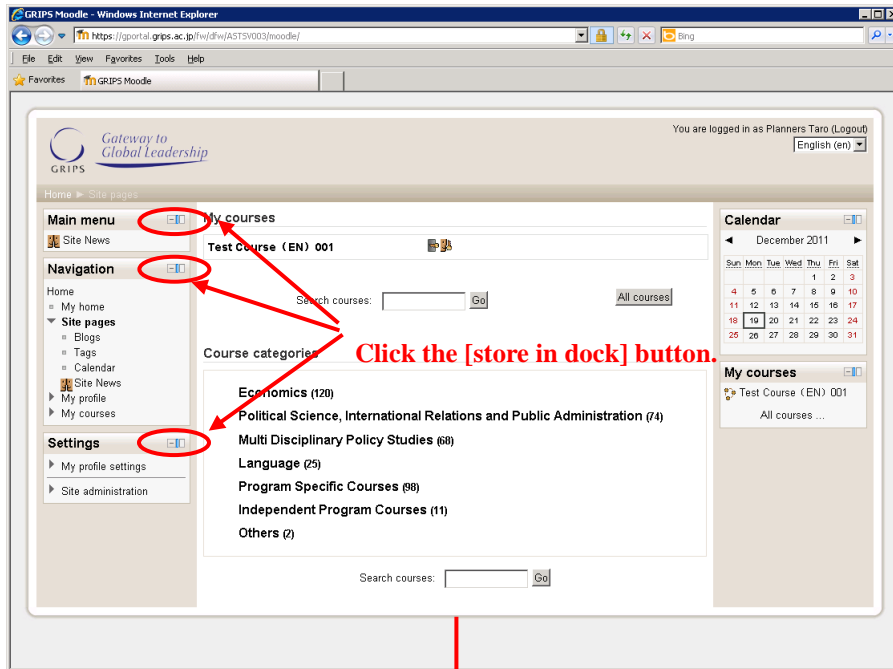

You can browse the uploaded materials in the system by clicking their icons.

Please note that there are cases where you cannot browse the materials correctly depending on the browser, Office, Acrobat, and other PC environment.
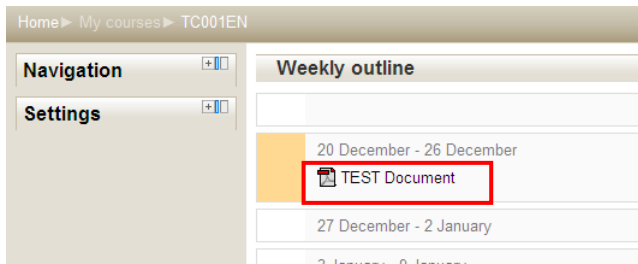
9.3 Page Layout

When you click the button at the upper right of each pane, the pane is stored in the dock at the left side of the page.

You can undock an individual item or all items at a time.