

P. E. Class Selection System
Guidance

2019. 1

1. In the beginning

In this manual, usage of P.E. class selection system is introduced.

2. Log-in

When you access system's top page,

[https:// www.sapc.tsukuba.ac.jp/select](https://www.sapc.tsukuba.ac.jp/select)

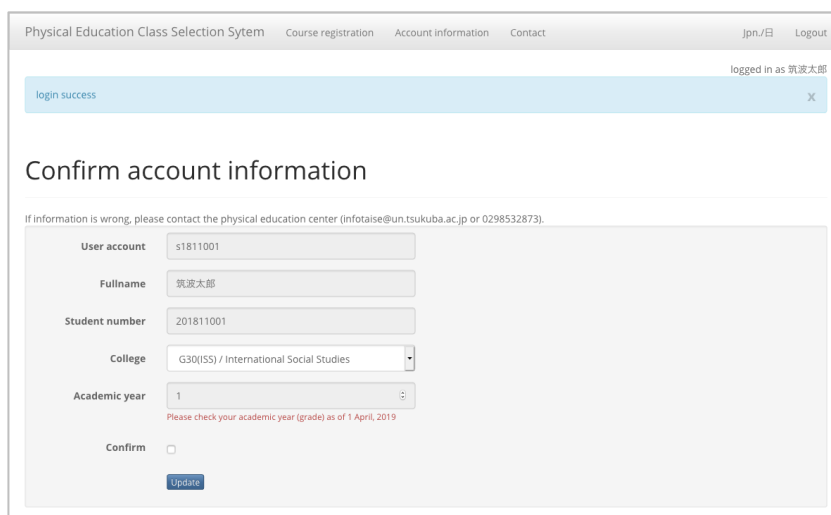
you will be lead to Unified Authentication System.

<https://idp.account.tsukuba.ac.jp/idp/Authn/UserPassword>

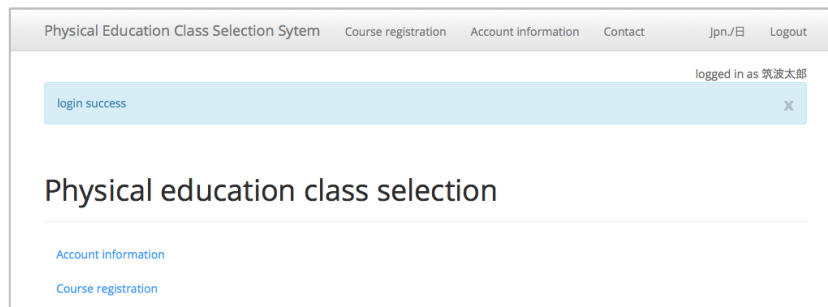


The screenshot shows the login page for the University of Tsukuba's Unified Authentication System. At the top left is the university's logo and name in Japanese (筑波大学) and English (University of Tsukuba). Below this is the title '統一認証システム (Unified Authentication System)'. There are two input fields: 'ユーザーID (user id):' with a placeholder '(UTID-13 or UTID-NAME)' and 'パスワード (password):'. A 'Login' button is positioned below the password field.

You are required to enter your account name ('s' +last 7 digits of student no.). When you access for the first time, the screen will display account information confirmation page. After the second time, the top page for the system is displayed.



The screenshot displays the 'Confirm account information' page. At the top, there is a navigation bar with links for 'Physical Education Class Selection Sytem', 'Course registration', 'Account information', and 'Contact', along with language options 'jpn/日' and 'Logout'. A 'login success' message is shown in a blue box. The main heading is 'Confirm account information'. Below it, a note states: 'If information is wrong, please contact the physical education center (infotaise@un.tsukuba.ac.jp or 0298532873)'. The form contains several fields: 'User account' (s1811001), 'Fullname' (筑波太郎), 'Student number' (201811001), 'College' (G30(ISS) / International Social Studies), and 'Academic year' (1). A red note below the academic year field says 'Please check your academic year (grade) as of 1 April, 2019'. There is a 'Confirm' checkbox and an 'Update' button at the bottom.



Account information : confirm your account information and modify if needed
Course registration : apply for course registration

You can directly access these functions from menu.

【About log out】

You can log out from the system when you click 'Log out' link located on top right of the menu bar. When you leave, you should log out and close the browser.

※ The system uses university unified authentication system and single sign-on. You should close the browser after clicking log out link in order for complete log out.

3. How to confirm and modify your account information

When you log in for the first time, account information confirmation page is displayed. Your account information as it is registered in the system is displayed.

Please check whether your college and grade info. are correct.

※ You can only change your college info. If your name or student number is incorrect please contact Sport and Physical Education Center.

Physical Education Class Selection System Course registration Account information Contact Jpn./日 Logout

logged in as 筑波太郎

login success X

Confirm account information

If information is wrong, please contact the physical education center (infotaise@un.tsukuba.ac.jp or 0298532873).

User account

Fullname

Student number

College

Academic year

Please check your academic year (grade) as of 1 April, 2019

confirm

If the account information is correct, please check "confirm" and click the "update" button.

Please take note that you will not be able to change the information once you have made your confirmation. Please contact Sport and Physical Education Center if you need to make changes.

4. Course Registration

During the course registration period, your courses for application will appear.

Physical Education Class Selection System Course registration Account information Contact Jpn./日 Logout

logged in as 筑波太郎

Course registration

Courses for application

You have not entered your order of priority for 1 courses. X

Year	Semester	Course name	Weekday and period	Grade	College	
2015	通年	応用体育	水3	1	G30(ISS)	Courses for registration <input type="button" value="Apply"/>

By clicking 'Apply' button, you will advance to order of priority page.

Physical Education Class Selection Sytem Course registration Account information Contact Jpn./日 Logout
logged in as 筑波太郎

Register order of priority

2015 通年 水3 応用体育 1Grade
G30(I55)

Students who need to apply for trim exercise

Registration of order of priority is not complete yet.
• select "High" at least for 2 courses

Course name	Order of priority		
	Low	Middle	High
剣道	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
柔道	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ジョグ&ウォーク	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
水泳	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ダンス	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
フィットネストレーニング	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
トラック&フィールド	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ゴルフ	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
サッカー	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ソフトボール	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
テニス	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
バスケットボール	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ハンドボール	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
フラッグフットボール	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

[Register](#)

You are going to enter order of priorities to each course from 1 to 5. After you enter your order of priorities for all courses, you need to click 'Register' button.

Physical Education Class Selection Sytem Course registration Account information Contact Jpn./日 Logout
logged in as 筑波太郎

renewed "Registration period"

Confirmation of order of priority

2015 通年 水3 応用体育 1Grade
G30(I55)

Course name	Order of priority
剣道	5
柔道	4
ジョグ&ウォーク	3
水泳	2
ダンス	1
フィットネストレーニング	2
トラック&フィールド	3
ゴルフ	4
サッカー	5
ソフトボール	4
テニス	3
バスケットボール	2
ハンドボール	1
フラッグフットボール	3

[Modify](#) | [Back](#)

Confirmation page will appear when you complete the registration successfully.

【For those who wish to take trim exercise】

If you wish to take trim exercise, you need to contact the Sport and Physical Education Center . You can not apply trim exercise in this system.

※ If you wish to take a trim movement, please do not apply for registration even if it is for required elective courses. If you register by mistake, please contact Sport and Physical Education Center.

Physical Education Class Selection Sytem Course registration Account information Contact Jpn./日 Logout
logged in as 筑波太郎

Register order of priority

2015 春AB 火1 基礎体育 1Grade
社会、地球、数学、物理、化学、医学、看護、医療

Students who need to apply for trim exercise

Registration of order of priority is not complete yet.
• select "High" at least for 2 courses

Course name	Order of priority		
	Low	Middle	High
Kendo	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Physical Education Class Selection Sytem Course registration Account information Contact Jpn./日 Logout
logged in as 筑波太郎

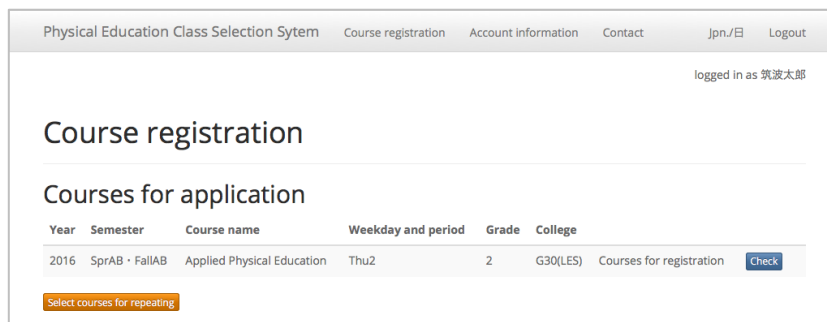
Trim exercise

- Trim exercise is for students who are **unable to attend to P.E. classes** due to physical or psychological reasons.
- The contents of Trim exercise depend on your physical and psychological conditions.
- If you wish to take Trim exercise, you need to come to counselling room at Taiiku Center on one of the following days (**before you register at the system**).
- Counselling Period: Period of P.E. Class Selection System
AM9:00-12:15 PM14:00-17:00
- You can still come to counselling room after the counselling period , though you may need to choose a class from the vacant class list when you are not allowed to take trim exercise.

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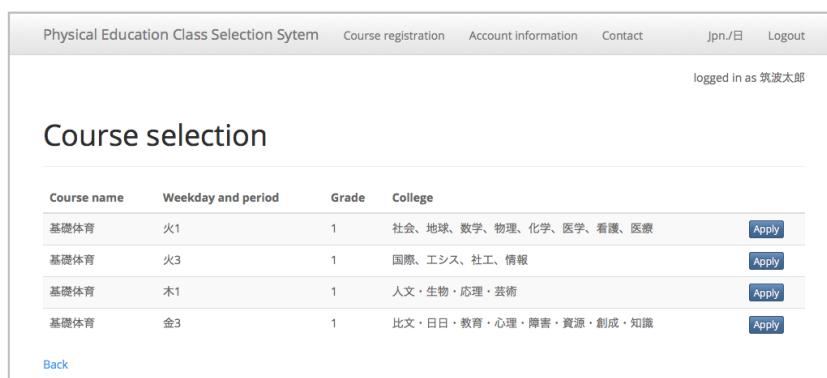
5. For students repeating courses

For students who are above 2nd year and need to repeat courses, you need to follow the instructions below.



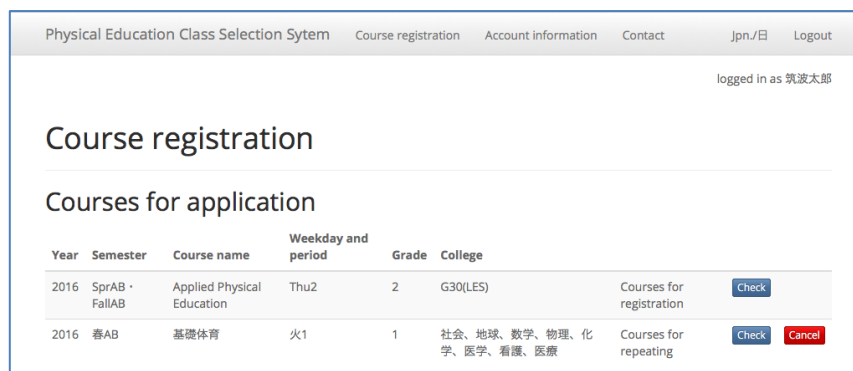
By clicking ‘Select courses for repeating’, you will be guided to the course selection.

※ Please do not apply to courses for repeating if you have no need to take them. It will affect the system’s results.



You should click ‘Apply’ button for your preferred course. You are required to follow the same procedures as normal course registration.

※ If you are choosing courses for repeating, you can only choose one course from any weekdays.



If you unwillingly registered for a course, you can cancel and start the process from the beginning.



You should check the course you are willing to cancel.

Physical Education Class Selection System Course registration Account information Contact Jpn./日 Logout

logged in as 筑波太郎

canceled application by "2016 春AB 火1 基礎体育 1Grade" X

Course registration

Courses for application

Year	Semester	Course name	Weekday and period	Grade	College	
2016	SprAB・FallAB	Applied Physical Education	Thu2	2	G30(LES)	Courses for registration <input type="button" value="Check"/>

- ※ Again, please do not apply to courses for repeating if you have no need to take them. It will affect the system's results.
- ※ Sport and Physical Education Center may contact students who wrongly register a course.

6. Announcement of Results

Physical Education Class Selection System Course registration Account information Contact Jpn./日 Logout

logged in as 筑波太郎

Course registration

Courses for application

No courses for application

Results

Year	Semester	Course name	Weekday and period	Grade	College	Status	Course code	Course name
2016	SprAB · FallAB	Applied Physical Education	Thu2	2	G30(LES)	Application close	-	

Your course and its code will appear at result page.

Physical Education Class Selection System Course registration Account information Contact Jpn./日 Logout

logged in as 筑波太郎

Course registration

Courses for application

No courses for application

Results

Year	Semester	Course name	Weekday and period	Grade	College	Status	Course code	Course name
2016	SprAB · FallAB	Applied Physical Education	Thu2	2	G30(LES)	Release of results	2234243(Spring) 2234253(Fall)	Basketball

You need to apply for TWINS according to these results.

7. Queries

Please contact Sport and Physical Education center if you have any queries.