

APPENDIX A

Steps for filling out the form concerning the exam period

You are asked to report your plan for the exam weeks online (even if you do not have a final exam). You must use your university ID. For teachers without an ID (or for those whose ID has expired), the paper form will be in the envelope provided from the office.

1. Enter the following URL: <https://kymx.ccsv.okayama-u.ac.jp/tyousyo/>

- * There is no link from the university webpage (you must enter the URL).
- * Accessible off campus.

2. Enter your university ID and password



If you do not know your ID, check with the office on the 2nd floor.

3. The General Education courses will be listed for the current semester. Answer all fields. (An error message will appear if all fields are not completed.)

Course Code Nam	Time Period	Your Plan for each Time	Time	[-----Need for a/an*-----] Exam Room / Exam Administrator / Answer Sheets		
時間割コード 授業科目名	曜日 時限	試験期間の予定	試験時間	教室の試験 使用の適否	補助監督	解答用紙に関する事項
918428 総合英語5 913378 英語(検定)	月曜 1時限	2月2日: 授業 2月9日: 試験	未選択	通常: D33 否	要	未選択

* Needed=要 / Not needed=否

Do not forget to fill in the fields concerning your email (メールアドレス) and phone number (電話番号). It is required for full-timers.

Answer for each course, and then click.

回答する

4. After you submit the required information, be sure the data was recorded by confirming the following message appears:

以下の内容でデータを登録しました

※You can make revisions by clicking here:

修正する

Note: revisions cannot be made after the deadline. Please consult the office on the second floor if you must make changes after the deadline.

Contact information:
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