

How to check the classrooms to be used for courses

01 How to Check

Download the course list data (Excel) with classroom information in one of the following ways.

- ※ All data published is the same.
- ※ Data is updated regularly, so be sure to download the latest version as appropriate.

Confirmation Method (1)



SharePoint



<https://bit.ly/UT-classroominfo>

Confirmation Method (2)

TWINS for WEB



<https://twins.tsukuba.ac.jp/>

Confirmation Method (3)

manaba



<https://www.ecloud.tsukuba.ac.jp/manaba>

→ See page 3 and onwards for download instructions.

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02 Notes

Sharing with Third Parties

Please do not share this information with anyone other than those affiliated with the university (Family, Friends, SNS Followers, etc.).

Posting on Social Networking Services and Bulletin Board Sites

Do not post on public platforms such as X (formerly Twitter), Instagram, or bulletin board sites.

Handling of Screenshots / Photos

Do not share screenshots or photos of your screen with third parties.

Management of Printed Materials

If you receive a paper copy, please be careful not to lose it, and shred it when disposing of it.

※ If you have any questions, please consult with the appropriate Academic Service Office.

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Confirmation Method (1)

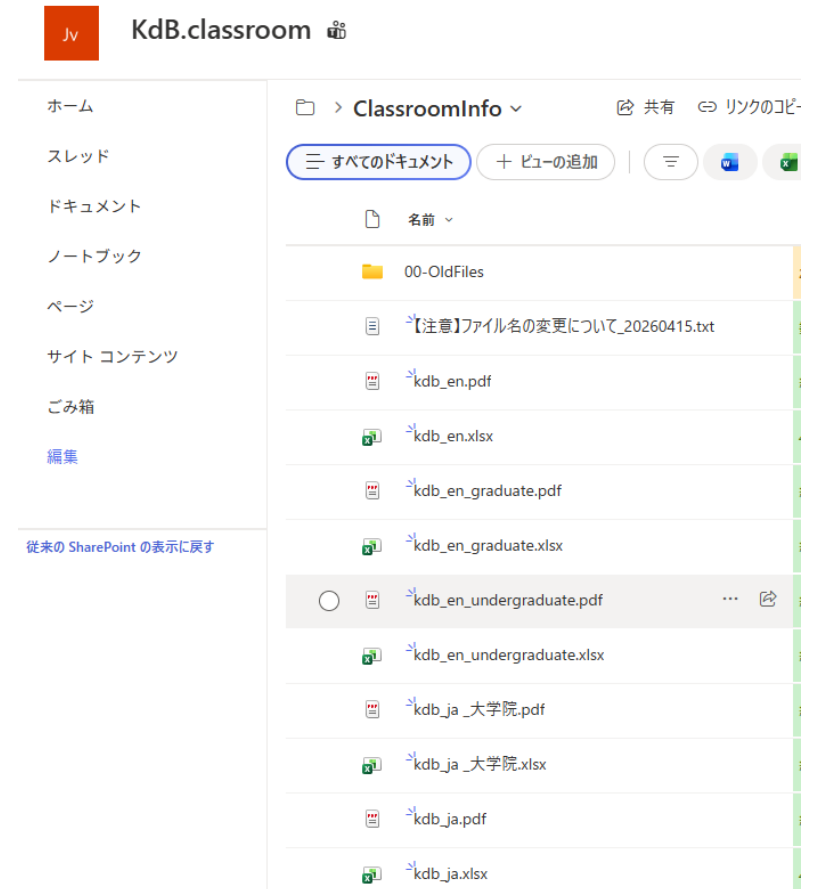


SharePoint

- (1) Access the following link (SharePoint).
(Sign in to Microsoft 365.)

Link to Site: <https://bit.ly/UT-classroominfo>

- (2) Download the course list in Japanese and
versions English.



The screenshot shows a SharePoint interface for a site named 'KdB.classroom'. The left sidebar contains navigation options: ホーム, スレッド, ドキュメント, ノートブック, ページ, サイト コンテンツ, ごみ箱, and 編集. The main content area displays the 'ClassroomInfo' folder with a list of documents. The list includes a folder named '00-OldFiles' and several PDF and Excel files, including '【注意】ファイル名の変更について_20260415.txt', 'kdb_en.pdf', 'kdb_en.xlsx', 'kdb_en_graduate.pdf', 'kdb_en_graduate.xlsx', 'kdb_en_undergraduate.pdf', 'kdb_en_undergraduate.xlsx', 'kdb_ja_大学院.pdf', 'kdb_ja_大学院.xlsx', 'kdb_ja.pdf', and 'kdb_ja.xlsx'. The file 'kdb_en_undergraduate.pdf' is highlighted.

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Confirmation Method (2)

TWINS for WEB

- (1) Log in to TWINS.
- (2) Select the “Download” menu.
- (3) Select the “ClassroomInfo” folder.
- (4) Download the course list in Japanese and English versions.

Download			
Folder Name	Open Period	Owner	Summary
ClassroomInfo	5,3,25 - 31,3,99	教育推進課/Division of Educational Promotion	今年度の開設授業科目一覧です。/Course Catalogue in this academic year.
File Name	Registration Date	Summary	
注意事項 Notes.pdf	3,4,25 12:25:37	注意事項です	
【注意】ファイル名の変更について _20260415.txt	15,4,26 10:16:31	4/15ファイル名の変更に関するお知らせです	
kdb_en.pdf	15,4,26 10:16:43		
kdb_en.xlsx	15,4,26 10:16:54		
kdb_en_graduate.pdf	15,4,26 10:17:02		
kdb_en_graduate.xlsx	15,4,26 10:17:10		
kdb_en_undergraduate.pdf	15,4,26 10:17:20		
kdb_en_undergraduate.xlsx	15,4,26 10:17:30		
kdb_ja_大学院.pdf	15,4,26 10:17:39		
kdb_ja_大学院.xlsx	15,4,26 10:17:47		
kdb_ja.pdf	15,4,26 10:17:55		

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Confirmation Method (3)



Please register for the course to download the data using “Self Registration” of manaba.

- (1) Click on “Search and register for courses” in My Page.
- (2) Search for a course, select the course you want to register for, and click “Register”.
- (3) Download the course list in Japanese and English versions in the course contents.

The screenshot shows the manaba interface. On the left, a sidebar menu titled "About Self Registration" contains a red-bordered button labeled "> Search and register for courses". A red arrow points from this button to the "Search for Courses" section on the right. The "Search for Courses" section includes a header, a note about self-registration, a "Records per page" dropdown set to 10, and three search input fields for "Course Code", "Course title", and "Teacher". A "Search" button is located below these fields. To the right of the search section, a light blue rounded rectangle contains the text: "Course Code: xx25052" and "Course title: KdB.classroom".

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03 Search Method (Excel File)

How to search in the downloaded Excel file.

- ① Open [Home] ➔ [Find & Select] ➔ [Find]. (Shortcut Key: **Ctrl + F**)
- ② Enter the course number in the search field and click the search button.
- ③ The relevant course will be displayed, so check the classroom information.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Find & Select' dropdown menu is open, and the 'Find' option is highlighted. A search dialog box is open over the spreadsheet, with the search criteria '01AA047' entered. The search results show the course '生物科学特講VII' in classroom '22'.

科目番号	科目名	授業単	単位数	標準履	実施学期	曜時限	教室	担
01AA047	生物科学特講VII	1	1.0	1・2			22	
01AA048	生物科学特講VII							