

the Student Life Support Section

OnCampusJobs

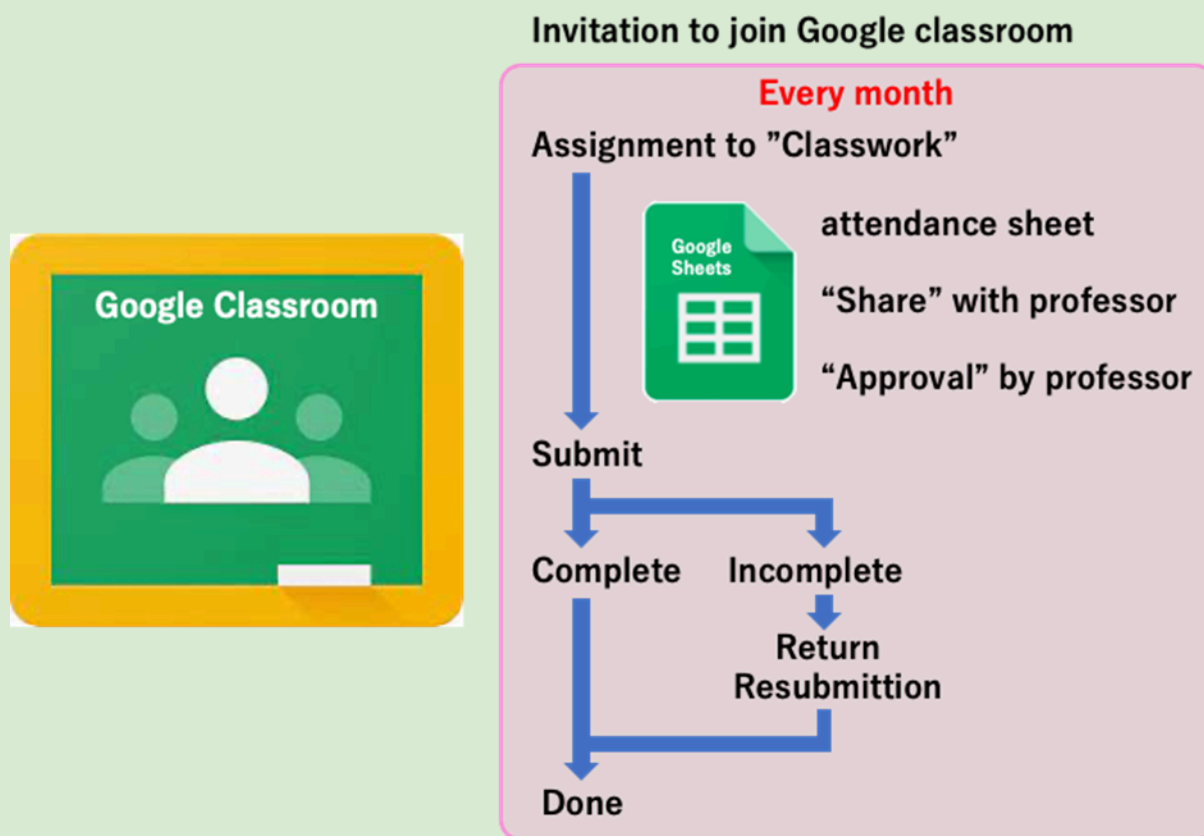
Attendance Sheet Submission Manual



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Introduction

For On-Campus jobsn the Graduate School of Agricultural and Life Sciences, the method of submitting attendance sheets has changed from "submit to Student Life section via email" to "submit a Google Sheet using Google Classroom".

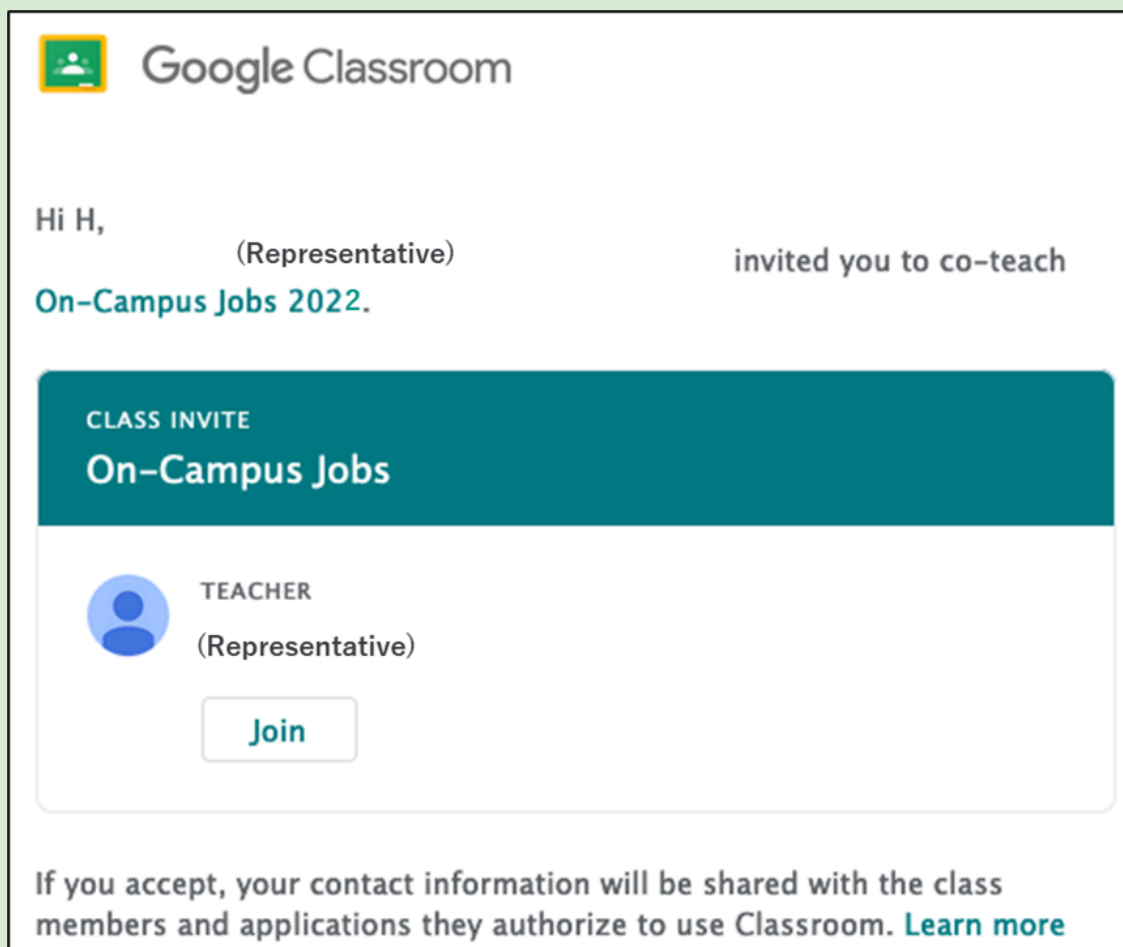


Please read the manual on the following pages carefully and submit your attendance sheet without any mistakes.

Email, Classroom and Google Sheets must all be used with your ECCS Cloud email account (xxxxxxx@g.ecc.u-tokyo.ac.jp). You cannot use any other gmail address.

Invitation to join Google Classroom

Students who are appointed to OnCampus Job will receive an email invitation to join the Classroom class "On-Campus Jobs 2022" from a representative of the Student Life Support Section in the Academic Affairs Division.



(Example of the invitation email. It may look different depending on the software you are using.)

Click the "Join" button in the email to join the "On-Campus Jobs" class.

How to use Classroom


(Here's an example in Google Chrome on a Mac)

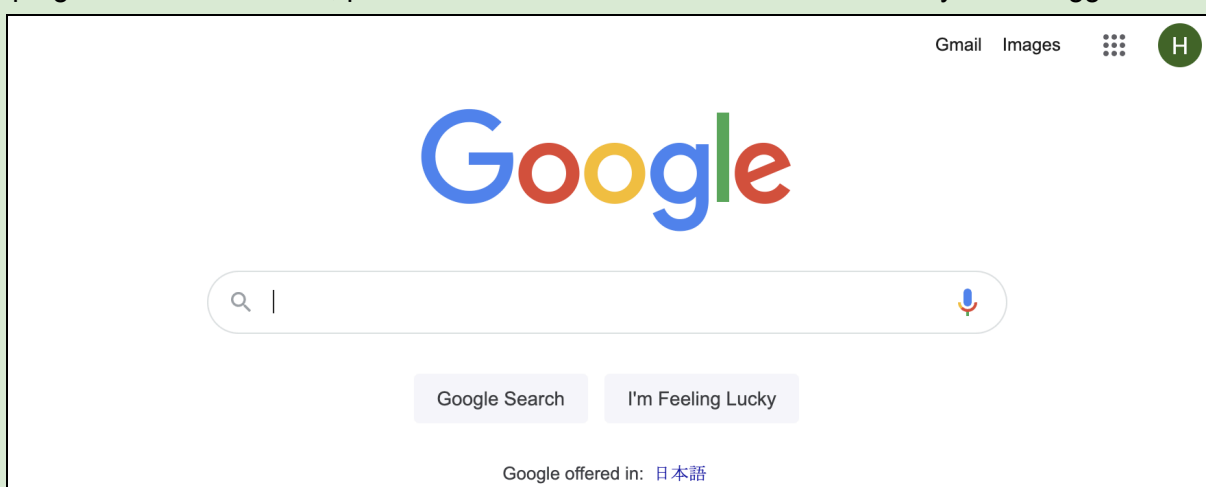
How to open the class


When you press "Join" in the invitation email, the class will be opened (page 6).

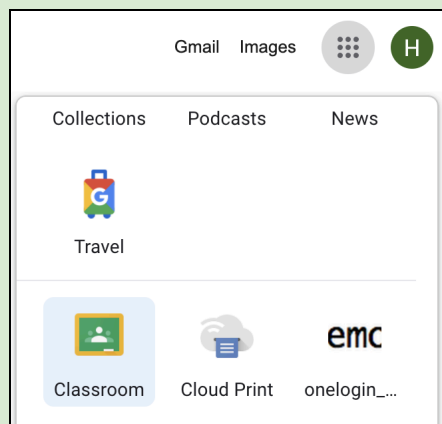
Log in to Google with your ECCS cloud email account (xxxxxxx@g.ecc.u-tokyo.ac.jp).

In the screenshot below, you will see (colours and text will be different for each individual) in the

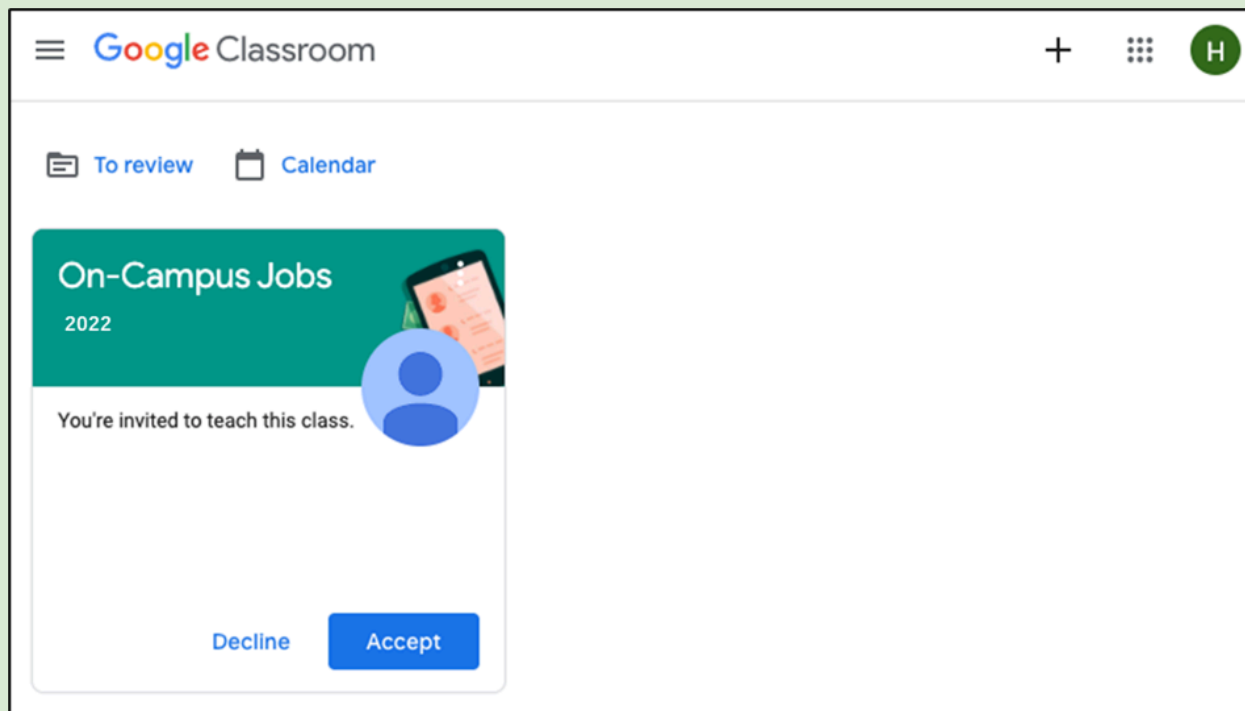
top right hand corner , press this to find out the name of the account you are logged into.



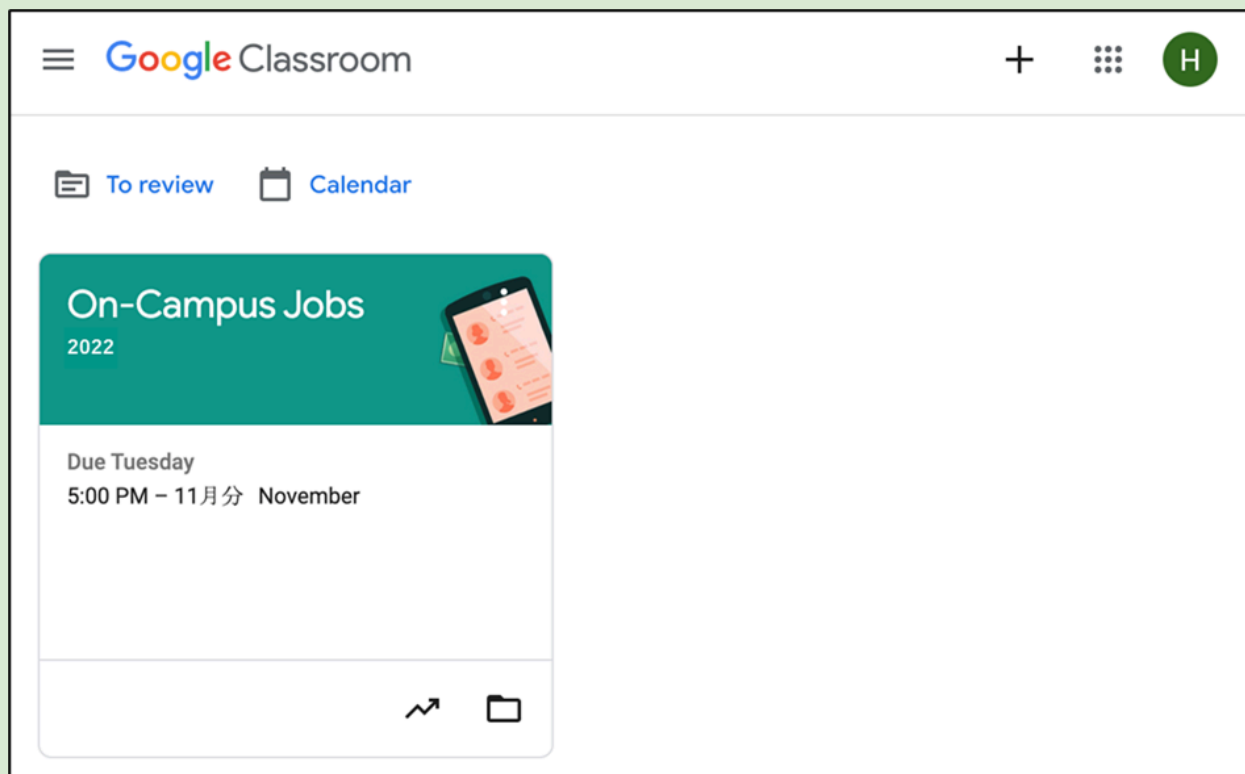
Press  in the top right corner to see a list of available Google applications. Choose Classroom from this list.



You can see a list of all the classes you have attended until now. (You can see only one if you are a first time user.)

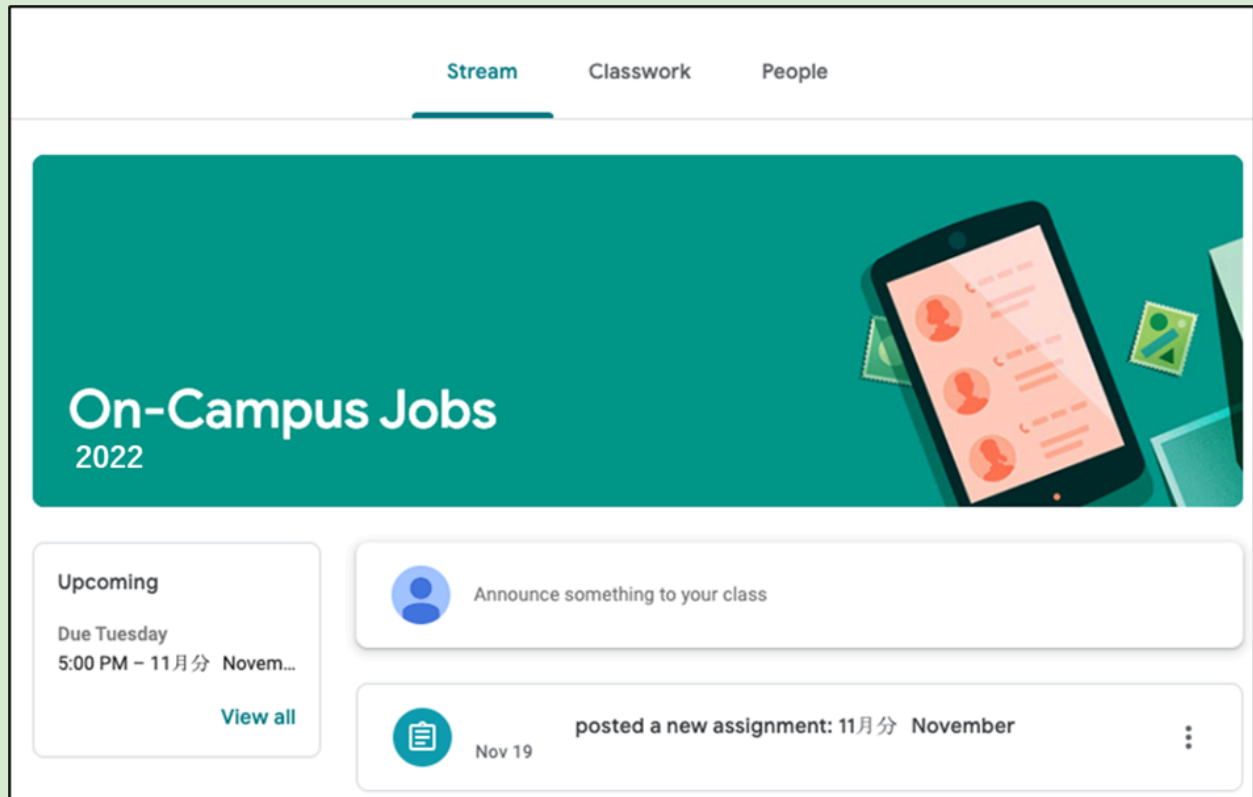


(If you haven't clicked 'Join' on the email invitation, you should click 'Accept' on this screen.)



If you have already joined this Classroom, it is shown in the screen above.

Click on the class " On-Campus Jobs 2022".



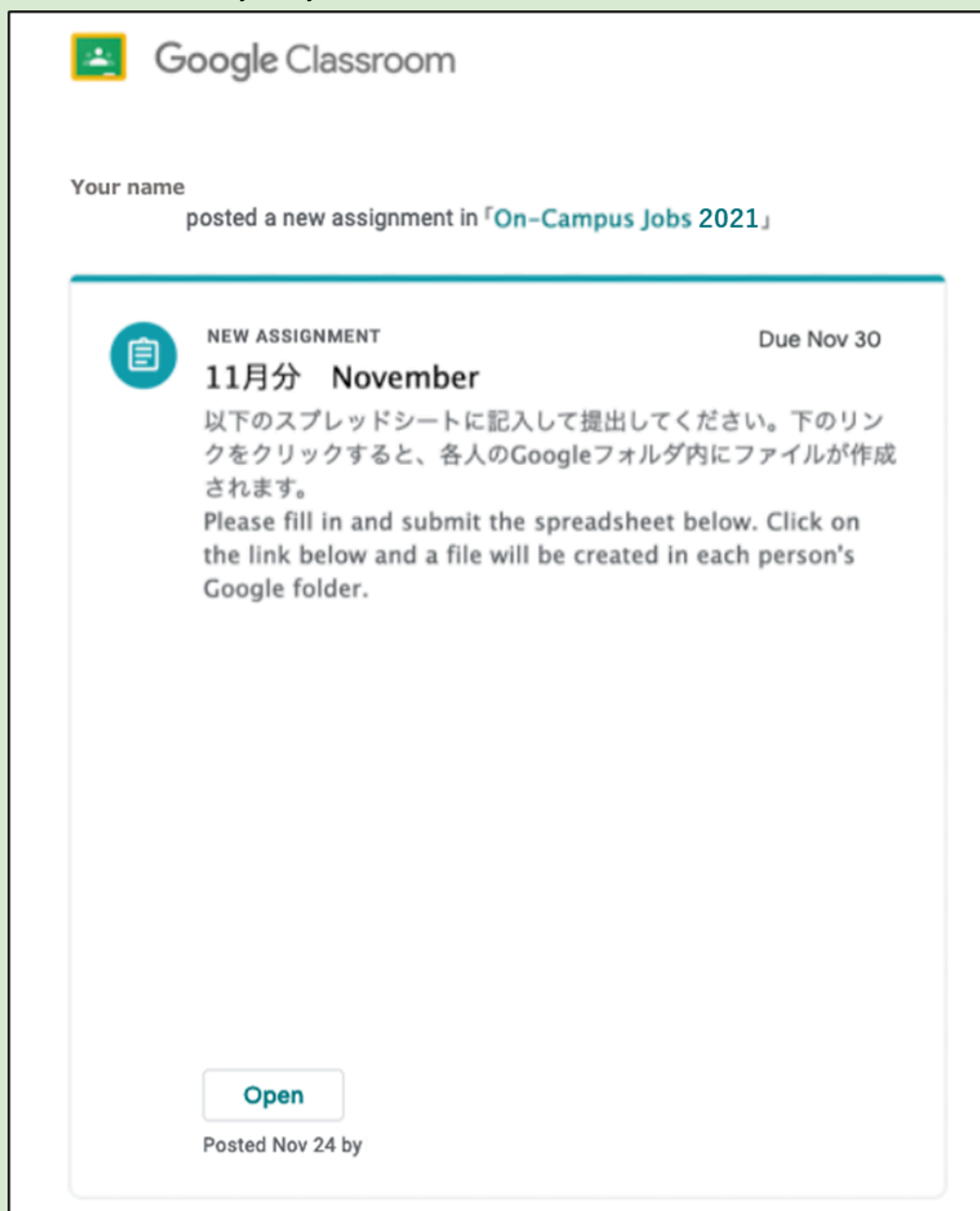
This is the first screen.

If you pressed "Join" in the invitation email, you can start from this screen.

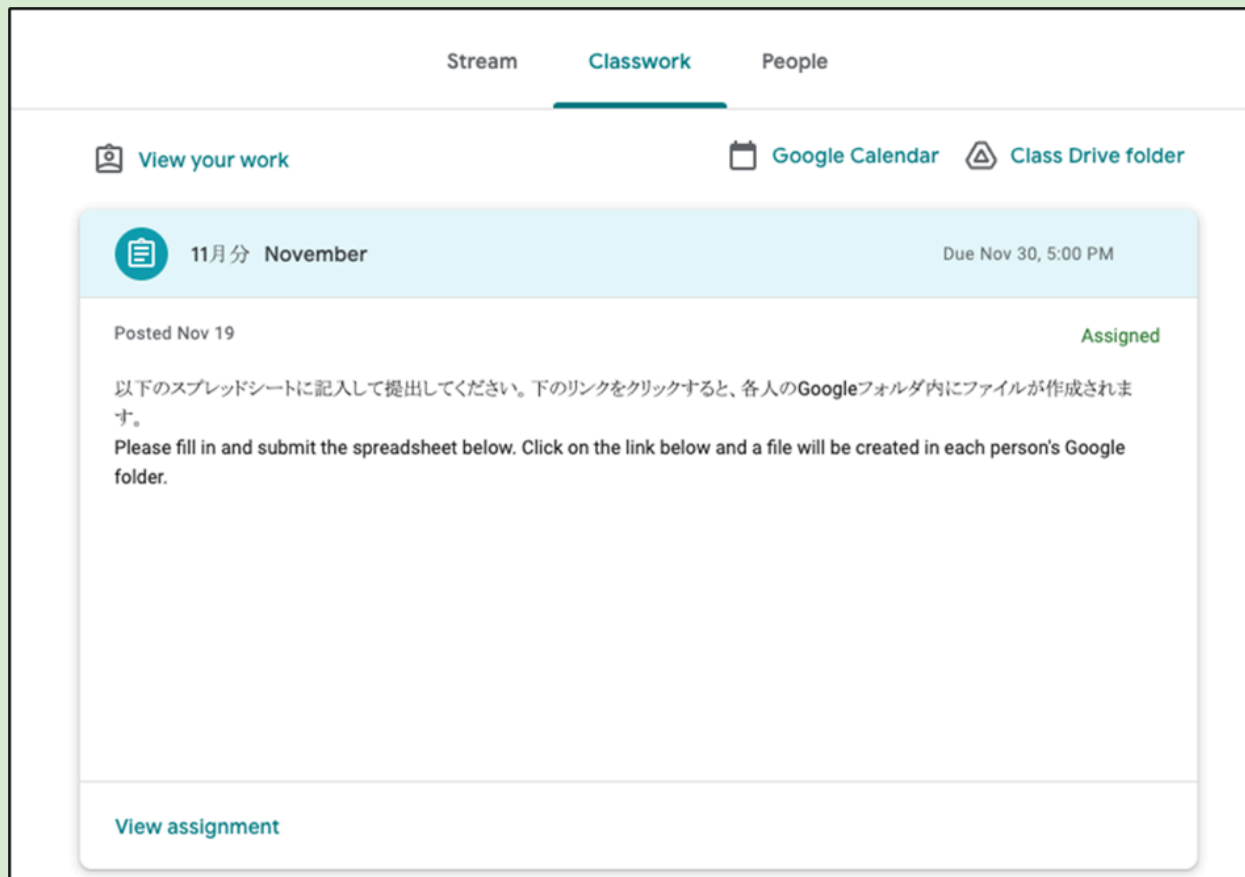
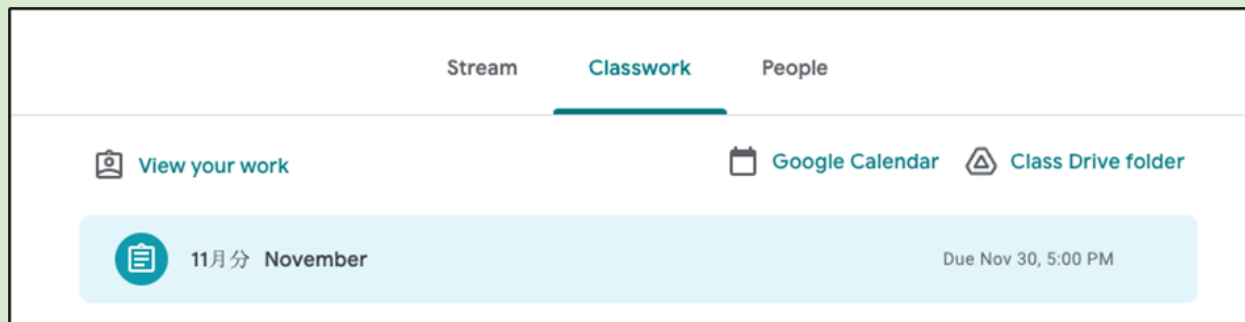
Submitting an attendance sheet

Attendance sheets are submitted by using 'Classwork'.


Once an assignment (example below for November) is created, an announcement of the assignment will be sent to you by email.



Click on the "Open" button in the email and the assignment will appear. (You can see the following picture)



From the Classroom screen, select the 'Classwork' tab, then click on 'View Assignments' (at the bottom of the screen) and you can see the assignments below.



11月分 November

• Nov 19

Due Nov 30, 5:00 PM


以下のスプレッドシートに記入して提出してください。下のリンクをクリックすると、各人の Google フォルダ内にファイルが作成されます。
Please fill in and submit the spreadsheet below. Click on the link below and a file will be created in each person's Google folder.

Your work


Assigned

+ Add or create

Mark as done

 Private comments

Add comment to

 Class comments

Add a class comment

(Assignment screen)

Create an attendance sheet using the specified Google Sheets and obtain approval from the professor in charge of the job. (**How to fill in the attendance sheet by using the Google Sheets** (starting on page 13) and **Approval from the Professor in charge of Job Management** (starting on page 16))

Notice

If you haven't done any work this month, please press the "Mark as done", write "No work" in the private comments and submit.

11月分 November

• Nov 19

Due Nov 30, 5:00 PM

以下のスプレッドシートに記入して提出してください。下のリンクをクリックすると、各人のGoogleフォルダ内にファイルが作成されます。
Please fill in and submit the spreadsheet below. Click on the link below and a file will be created in each person's Google folder.

Class comments

Add a class comment

Your work Assigned

+ Add or create

Google Drive

Link

File

Create new

Docs

Slides

Sheets

Drawings

From "Your work", press "+ Add or create" and select "Google Drive".

Insert files using Google Drive

Search in Drive

RECENT UPLOAD MY DRIVE STARRED

Recent

Today

001YayoiTaro出勤...

1 selected

INSERT

Select the attendance sheet from the list and click "Insert".

The screenshot shows a submission interface for the month of November. At the top, it says '11月分 November' with a calendar icon and a date 'Nov 19'. A due date 'Due Nov 30, 5:00 PM' is shown on the right. Below this, there is a message in Japanese and English: '以下のスプレッドシートに記入して提出してください。下のリンクをクリックすると、各人のGoogleフォルダ内にファイルが作成されます。 Please fill in and submit the spreadsheet below. Click on the link below and a file will be created in each person's Google folder.' On the right side, there is a 'Your work' section with a status 'Assigned'. It shows a file named '001YayoiTaro出勤...' from Google Sheets. Below this are buttons for '+ Add or create' and 'Turn in'. At the bottom left, there is a 'Class comments' section with an 'Add a class comment' link. At the bottom right, there is a 'Private comments' section with an 'Add comment to' link.

If you have more than one job, please add or create more.

Click on "Turn in".

The screenshot shows a confirmation window titled 'Turn in your work?'. It states '1 attachment will be submitted for "11月分 November".' Below this, there is a list of attachments with a green plus icon and the filename '01-00YayoiTaro_NovAttendanceRecord'. At the bottom right, there are two buttons: 'Cancel' and 'Turn in'.

(The submission confirmation window appears.)

Important!!

Uploading a file is not enough to complete the submission. Be sure to click on the "Turn in" button to make Your work "Turned in".

If you need to contact the Student Life Support Section, please fill in the "Private comments" field. (Not visible to other students)

11月分 November
• Nov 19

Due Nov 30, 5:00 PM

以下のスプレッドシートに記入して提出してください。下のリンクをクリックすると、各人のGoogleフォルダ内にファイルが作成されます。
Please fill in and submit the spreadsheet below. Click on the link below and a file will be created in each person's Google folder.

Your work Turned in

001YayoiTaro出勤表 (15...
Google Sheets

[Unsubmit](#)

[Private comments](#)
[Add comment to](#)

[Class comments](#)
[Add a class comment](#)

Once you have submitted the assignment, it is marked as “Turned in”.

Once the assignment has been submitted, the sheet is changed to be owned by the Student Life Support Section, and you can only see an alias (link to the file) in your Google Drive, which can only be opened for reading.

※Resubmission

If your attendance sheet is incomplete, it can be returned to you (you will also receive an email). Please correct the specified parts and then "resubmit" from the assignment in the same way as above.

Your work Returned

modified file ×
Google Sheets

[+ Add or create](#)


[Resubmit](#)

How to fill in the attendance sheet by using the Google Sheets

(Here's an example in Google Chrome on a Mac)

If you have more than one job, you are required to create an attendance sheet for each job.

Click on the link to the (the appropriate) sheet shown in the “Material” or assignment.



11月分 November

• Nov 19

Due Nov 30, 5:00 PM

以下のスプレッドシートに記入して提出してください。下のリンクをクリックすると、各人のGoogleフォルダ内にファイルが作成されます。
Please fill in and submit the spreadsheet below. Click on the link below and a file will be created in each person's Google folder.

<https://docs.google.com/spreadsheets/d/1JTimAVnsoHRZgOVLW1WbEs7lqNZs0svpi02jxi4sm4/edit?usp=sharing>



 Class comments

Add a class comment

Your work
Assigned

+ Add or create

Mark as done


 Private comments

Add comment to


Google Sheets

Copy document

Would you like to make a copy of OCJ出勤表_2022?

Make a copy



Click on "Make a copy".

コピー～OCJ出勤表_2022 ☆ 📄 🔄

ファイル 編集 表示 挿入 表示形式 データ ツール 拡張機能 ヘルプ 最終編集: 数秒前

75% 75% ¥ % .0 .00 123 デフォルト... 11 B I S A 🔄 📄 33 📄 📄 📄

A1:L2 fx

1 On Campus Job

2

3 受給者情報

4 OCJ番号 ジョブ番号

5 専攻名 時給率 (円)

6 学年 連絡先

7 氏名 印 ※電子押印

8 出勤表 (月)

日付	開始時間	終了時間	勤務時間	日付	開始時間	終了時間	勤務時間
1	～	～	O時間	17	～	～	O時間
2	～	～	O時間	18	～	～	O時間
3	～	～	O時間	19	～	～	O時間
4	～	～	O時間	20	～	～	O時間
5	～	～	O時間	21	～	～	O時間
6	～	～	O時間	22	～	～	O時間
7	～	～	O時間	23	～	～	O時間
8	～	～	O時間	24	～	～	O時間
9	～	～	O時間	25	～	～	O時間
10	～	～	O時間	26	～	～	O時間
11	～	～	O時間	27	～	～	O時間
12	～	～	O時間	28	～	～	O時間
13	～	～	O時間	29	～	～	O時間
14	～	～	O時間	30	～	～	O時間
15	～	～	O時間	31	～	～	O時間
16	～	～	O時間		～	～	O時間

+ ☰ OCJ出勤表 ▼

A file is created named "copy of OCJ出勤表_2022".

(The file is created in your Google Drive.)

Please change "copy of OCJ出勤表_2022" to "OCJ Number Name_Month AttendanceRecord".

*The OCJ number can be found on the letter of appointment.

Please refer to the example sheet to fill in the form without any mistakes.

There is no need to "save" the form as it is saved automatically.

We recommend that you keep a record of your attendance for each day you work.

Before submitting the form, please check that the dates and hours of work, the hours worked in the amount of payment column, the hourly rate and the total amount are correct.

On Campus Job

受給者情報								
OC番号	01-00			ジョブ番号	01			
専攻名	Department of **			時給率(円)	1300			
学年	D1			連絡先	xxx@ecc.u.tokyo.ac.jp			
氏名	Yayoi Taro			印	※電子押印			
出勤表 (11 月)								
日付	開始時間	～	終了時間	勤務時間	日付	開始時間	～ 終了時間 勤務時間	
1		～		0時間	17		～	0時間
2		～		0時間	18		～	0時間
3		～		0時間	19		～	0時間
4		～		0時間	20		～	0時間
5		～		0時間	21		～	0時間
6		～		0時間	22		～	0時間
7		～		0時間	23		～	0時間
8		～		0時間	24		～	0時間
9		～		0時間	25		～	0時間
10		～		0時間	26		～	0時間
11		～		0時間	27		～	0時間
12		～		0時間	28		～	0時間
13		～		0時間	29		～	0時間
14		～		0時間	30		～	0時間
15		～		0時間	31		～	0時間
16		～		0時間	計	0時間		
支給額					業務の実施を確認し、上記の通りに格違ありません			
時間給	1300円			管理者情報				
勤務時間	0時間			所属・職				
合計	0円			氏名				
				印	※電子押印可			

(Example of created attendance sheet)

Approval from the Professor of Job Management 1

※You must obtain approval from the Professor in charge of Job Management.※

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	On Campus Job												
2													
3	受給者												
4	番号	001			事業番号	001							
5	専攻名	Dept Global Agric Sci			事業名	XXXXXXXXXX							
6	身分	修士1年			連絡先	xxxxxxx@g.ecc.u-tokyo.ac.jp							
7	氏名	YAYOI Taro			電子印	※電子押印							

Click on "Share" in the top right corner.

Share with people and groups

Add people and groups

Your Name
Your email (g.ecc)
Owner

[Send feedback to Google](#) [Done](#)

Get link

Restricted Only people added can open with this link


Share with 東京大学ECCSクラウドメール [Copy link](#)

Make sure that "Get link" at the bottom is set to "Restricted".

*Tip

You can also get a link to a file from "Copy link" and send it by email.


If 'Get link' is set to 'All ECCS members(東京大学ECCクラウドメール)' or 'Anyone' as shown below, please change it to 'Restricted' from 'Change'.



Get link

東京大学ECCSクラウドメール Anyone in this group with this link can edit


[Change](#) [Copy link](#)




Get link


Anyone on the internet with this link can edit

[Change](#) [Copy link](#)



Share with people and groups






Your Name
Your email (g.ecc)

Owner

[Send feedback to Google](#)

[Done](#)

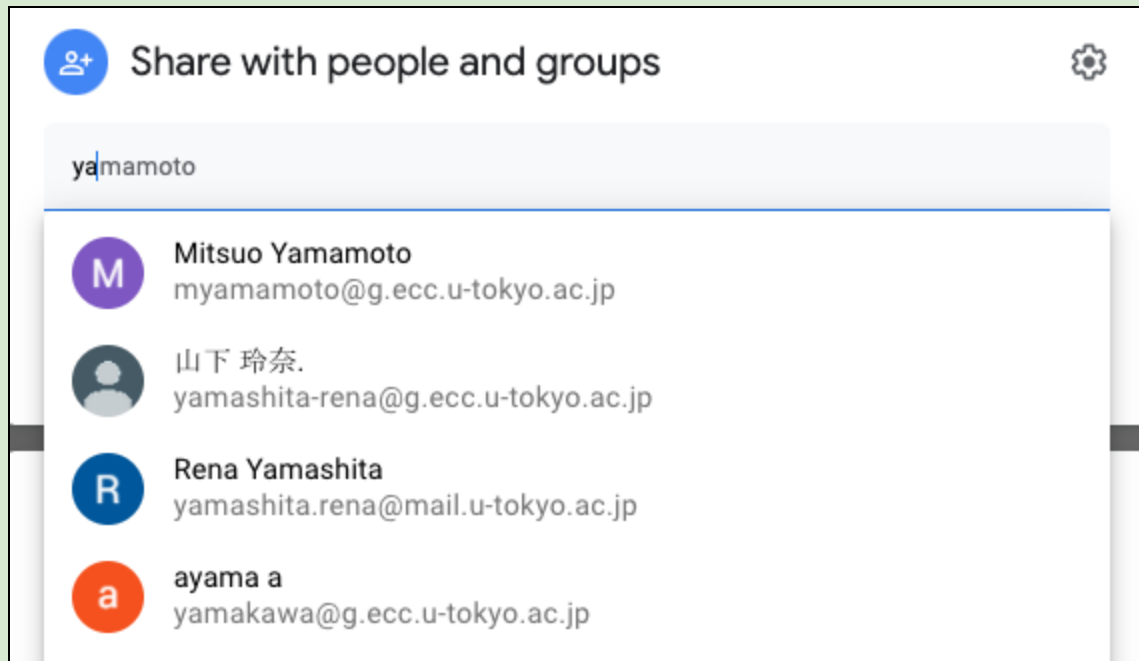


Get link

Restricted Only people added can open with this link

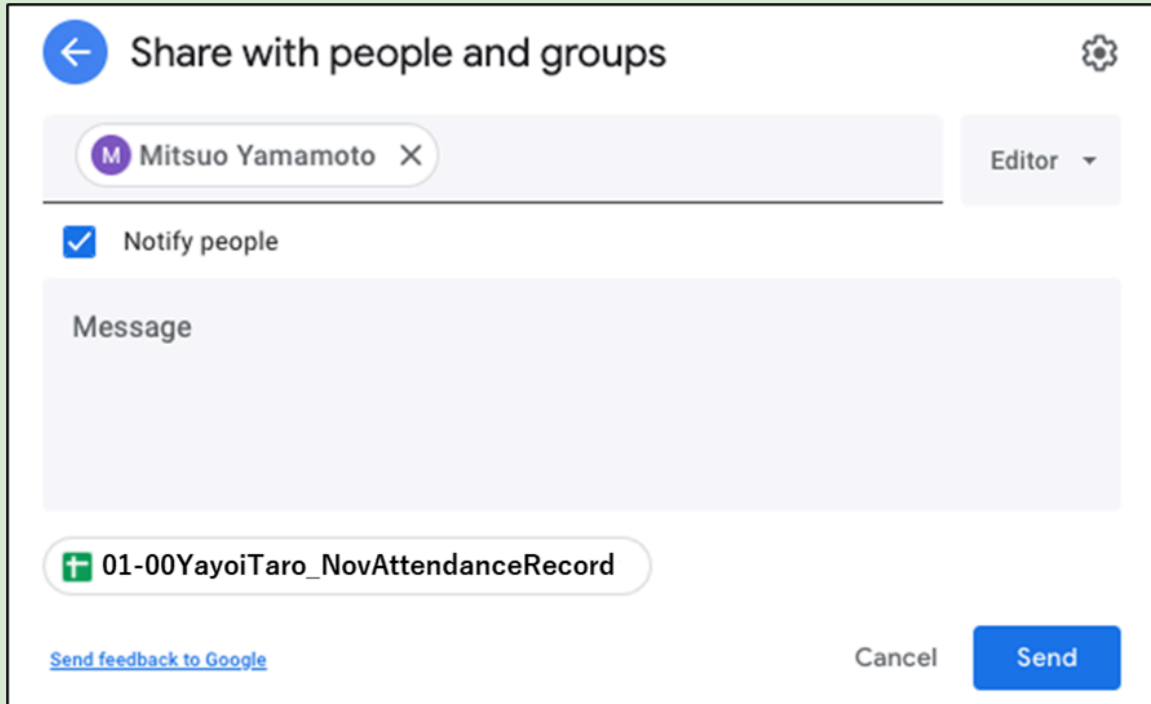
[Share with](#) 東京大学ECCSクラウドメール [Copy link](#)

Enter the name and e-mail address of the professor in charge of job management in "Add people and groups". The candidates will be displayed.



(For example, if you search for Prof. Yamamoto. If you type in "ya", you get the above. The candidates displayed will be different for each person.)

If you find the appropriate professor (Prof. Yamamoto in the example) in the candidates column, please select him/her.



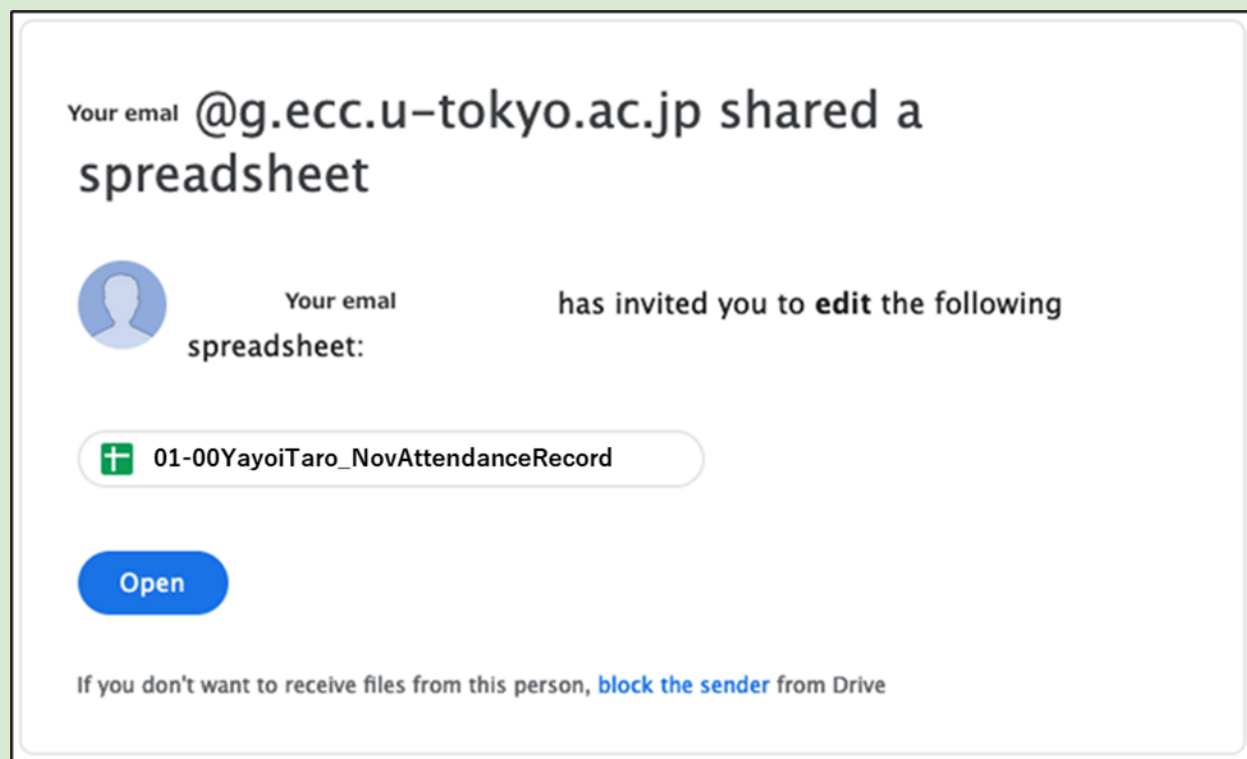
The screenshot shows a 'Share with people and groups' dialog box. At the top, there is a back arrow and the title 'Share with people and groups', followed by a settings gear icon. Below the title bar, there is a search bar containing 'M Mitsuo Yamamoto' with a close 'X' button. To the right of the search bar is an 'Editor' dropdown menu. Below the search bar, there is a checked checkbox labeled 'Notify people'. Underneath this is a large text area labeled 'Message'. At the bottom of the dialog, there is a link icon followed by the text '01-00YayoiTaro_NovAttendanceRecord'. In the bottom left corner, there is a link that says 'Send feedback to Google'. In the bottom right corner, there are two buttons: 'Cancel' and 'Send'.

Please make sure that next to the email address, to the left of the ▼, is "Editor".

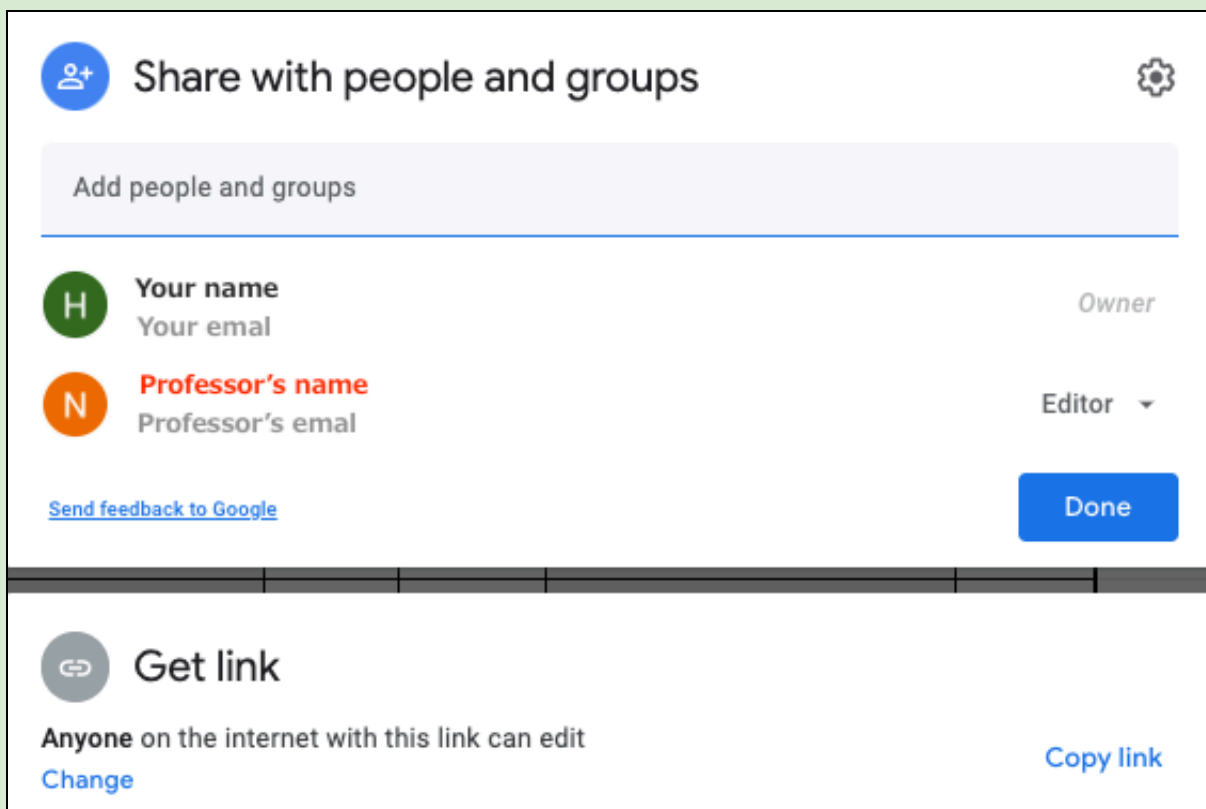
Check the "Notify people" box to send an email to the professor inviting him/her to share the student's attendance sheet.

Click on "Send".

To be sure, you can ask your professor to approve the attendance sheet verbally or by email.



(This is an example of an email sent to a professor)



Go to 'Share' and make sure that the professor is shared as 'Editor'.

Approval from the Professor of Job Management 2

The sheet you shared with the professor can be found in his/her Google drive under 'shared with me (共有アイテム)'.

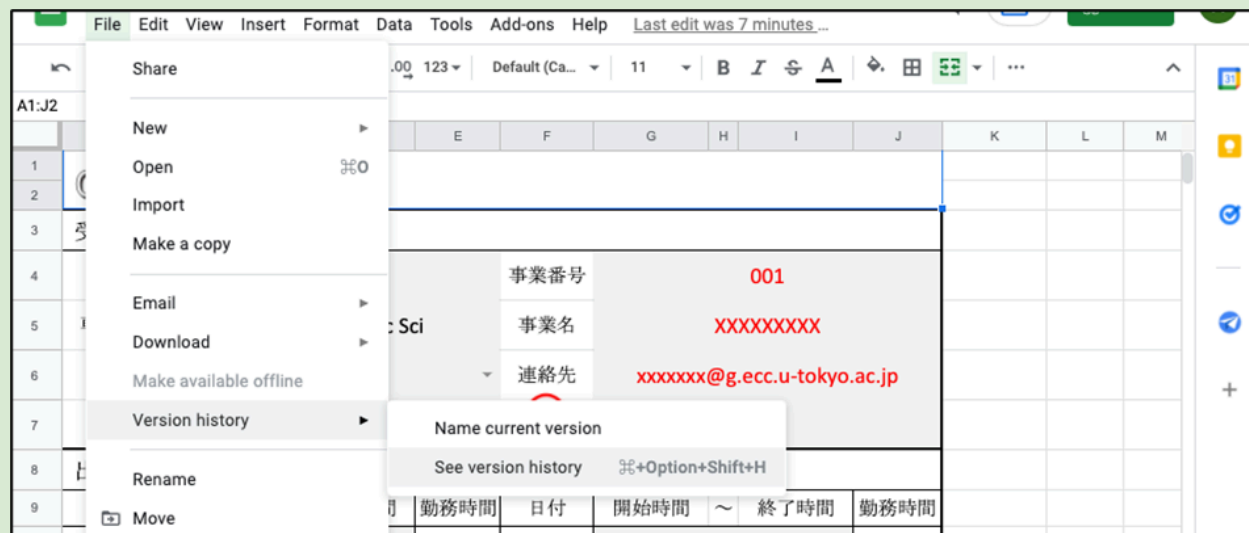
Please ask your professor to confirm the time, amount, etc. and fill in the affiliation, position, and name fields.

(No electronic stamp is required)

38	15	～	0時間	31	～	0時間
39		～			～	
40	16	～	0時間	計	4時間	
41		～				
42	支給額			業務の実施を確認し、上記の通りに相違ありません		
43	時間給	1500円		(管理者)		
44	勤務時間	4時間		所属・職	Global Agric Sci, Associate Professor	
45	合計	6000円		氏名	(Professor's name)	印 ※電子押印可

Note: We do not accept attendance sheets completed by anyone other than the professor in charge of job management. (This will be confirmed in the next section on "Version history")

Checking “Version history” (Confirmation of “approved by the professor”)



Select 'Version history' ► 'See version history' from the File menu.

← Today, 12:12 PM							Version history	
<div> </div> <div>Total: 8 edits</div>							Only show named versions <input type="checkbox"/>	
31	11	~	0時間	27	~	0時間	TODAY	
32	12	13:00 ~ 14:00	1時間	28	~	0時間	November 25, 12:12 PM <i>Current version</i> ● Your name ● Professor's name	
33		~			~			
34	13	~	0時間	29	~	0時間		
35		~			~			
36	14	~	0時間	30	~	0時間	November 25, 11:42 AM	
37		~			~		● Your name	
38	15	~	0時間	31	~	0時間		
39		~			~			
40	16	~	0時間	計	4時間			
41		~						
42	支給額			業務の実施を確認し、上記の通りに相違ありません				
43	時間給		1500円	(管理者)				
44	勤務時間		4時間	所属・職		Global Agric Sci, Professor		
45	合計		6000円	氏名		(Professor's Name)	印	※電子押印可

You can see a history of changes to the file.

Make sure that the Affiliation, Position and Name fields are completed by the professor (In this example, it is shown in purple).

We recognise this as "approved by the professor".

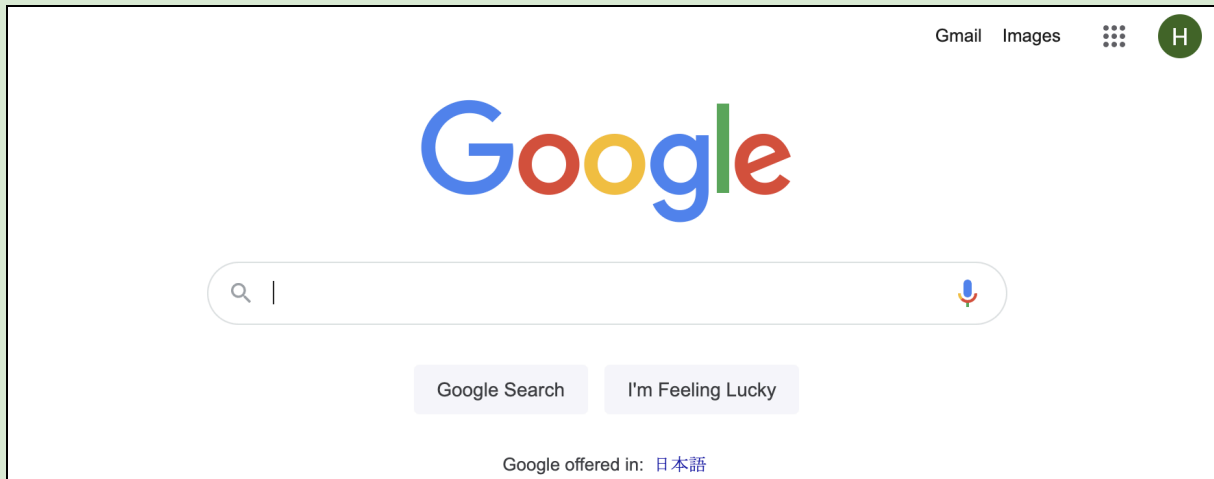
We are unable to accept an attendance sheet that shows changes made by someone other than the professor in charge of job management (yourself or another student).


If you are responsible for more than one job, you must complete an attendance sheet for each job.

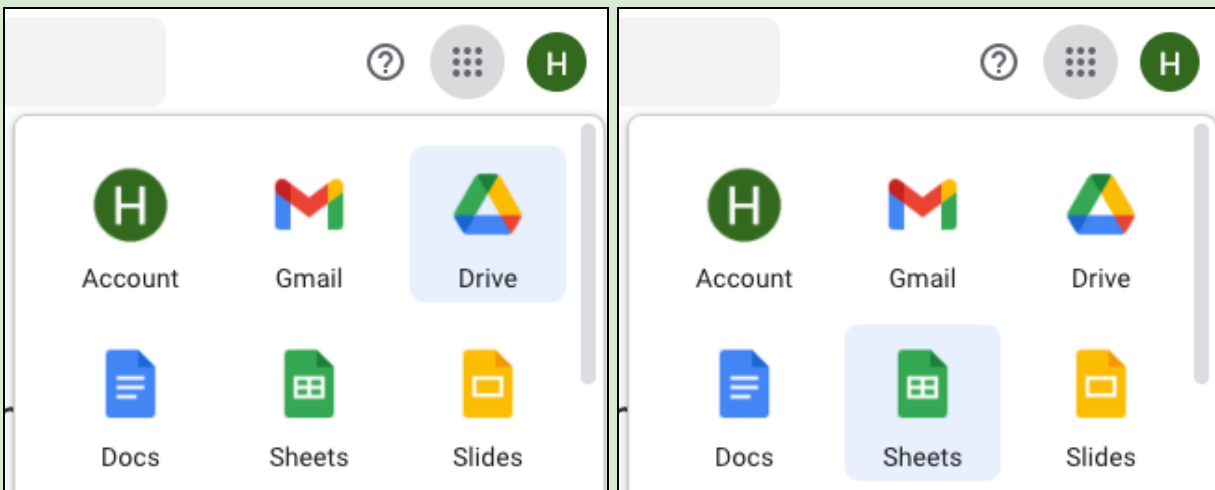
You can then submit your completed attendance sheets from your assignment to complete the process (→page 10).

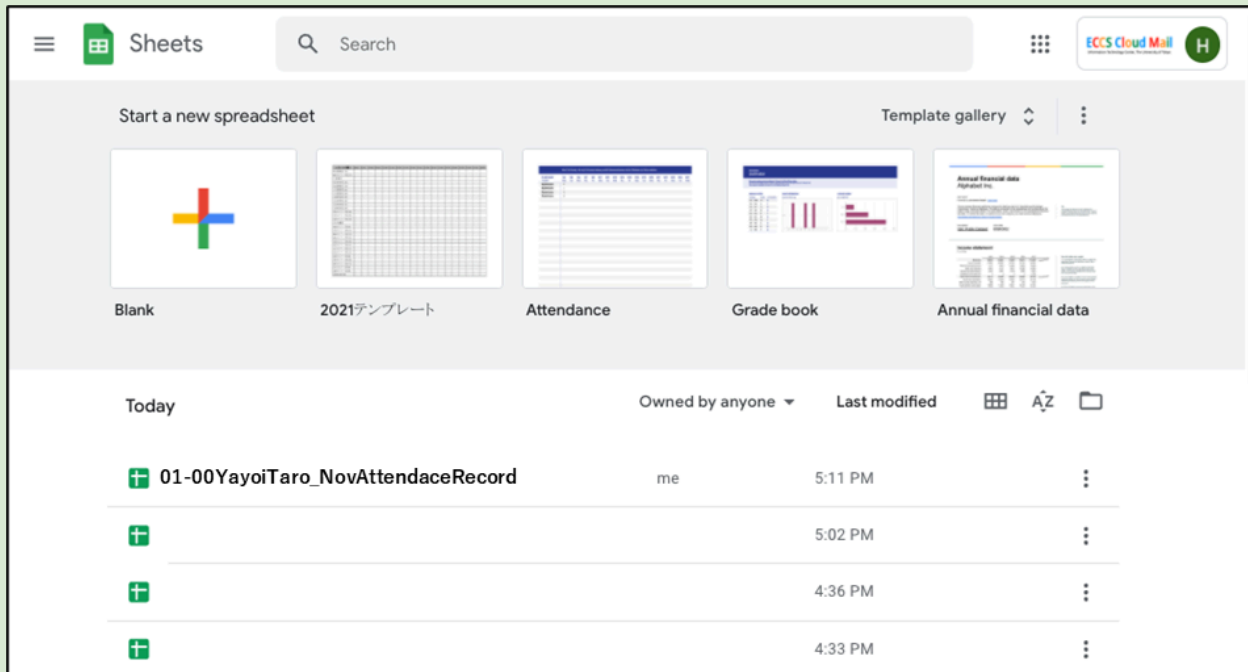
Where to save the sheet

The attendance sheet you are filling in is stored on your personal Google Drive.



Press the  button in the top right corner to see a list of available Google applications. Select 'Drive' or 'Sheets' from this list.





You can find a list of your own files and double click on the sheet file you want to use.