
Instructions on Editing Online Syllabus and Self-assessment

by Teaching Services Section

April 28, 2014

Step 1 : YZU Homepage (<http://www.yzu.edu.tw/index.php/component/lang/en/>) → Click on “Portal”



Traditional Chinese

站內搜尋...



About YZU Admissions Academics Administration Library IT Services Research Center of Excellence Teaching Excellence Official Information

助教提升線上學習討論競賽

使用 Portal & Facebook 互通

訊息雙向

徵求全校助教創意

針對如何有效經營Portal及Facebook討論版面
提升並帶動學生線上學習討論風氣

重要日期

活動報名截止：2014年4月30日 17:00
初賽：即日起至2014年5月30日 17:00
複賽：2014年6月10日 13:30~17:00



Portal



mail



Course Selection



Calendar



Visitors



Current Students



Prospective Students



Faculty Staff



Alumni

Admissions

- 2014 Spring Semester Admission List
4 months ago
- 2013 Fall Semester Admission List
11 months ago
- 2013 Spring Semester Admission List

YZTUBE

Introduction Video

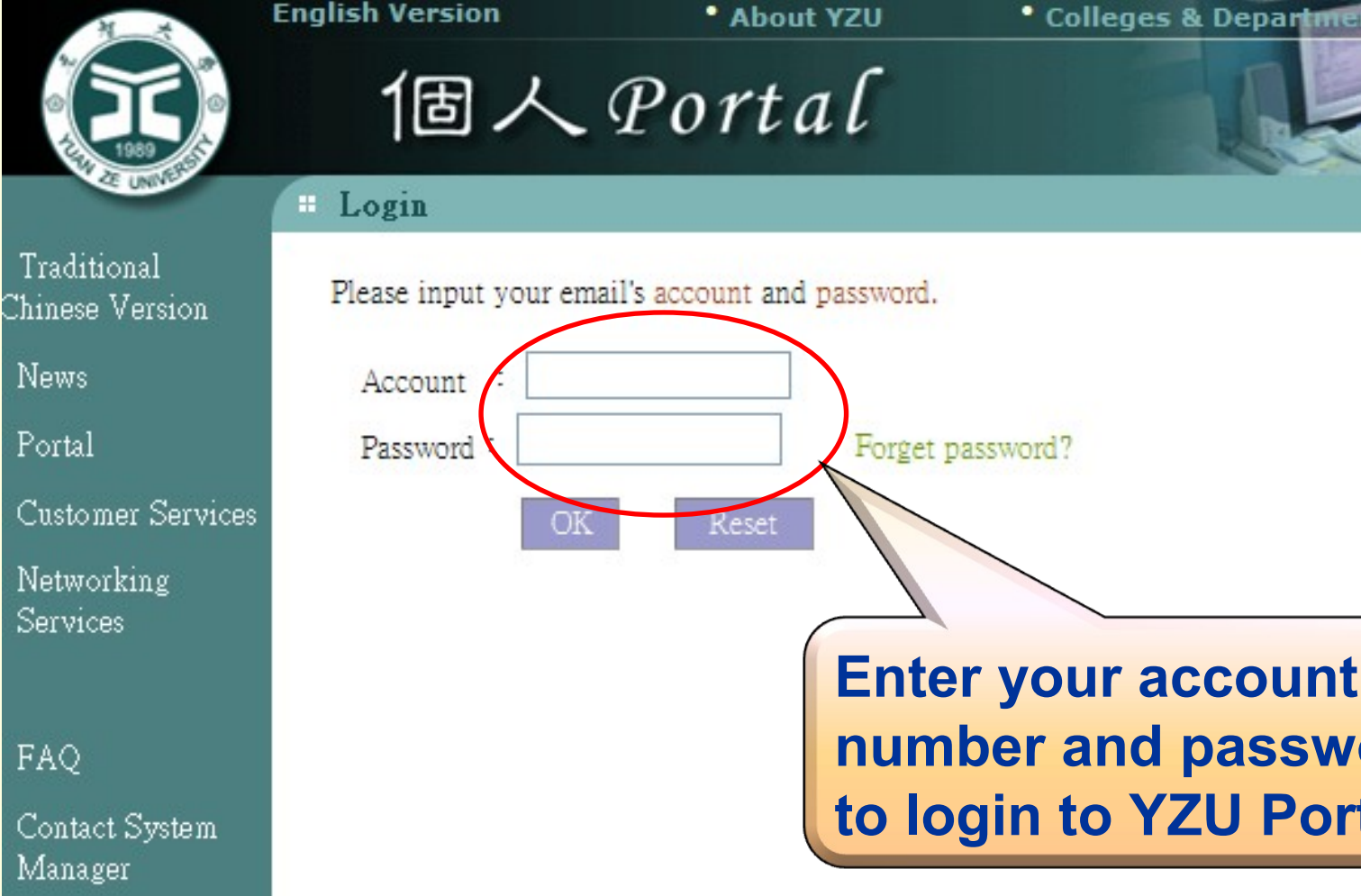


Messages

Announcement Office of Academic Affairs : Course Withdrawal Announcement

Announcement Office of Academic Affairs
6 days ago
[Read more...](#)

Step 2: Enter your **email's account number** and **password** to login to YZU Portal



English Version • About YZU • Colleges & Department

個人 Portal

Traditional Chinese Version

News

Portal

Customer Services

Networking Services

FAQ

Contact System Manager

Login

Please input your email's account and password.

Account :

Password :

[Forget password?](#)

OK Reset

Enter your account number and password to login to YZU Portal.

Step 3 : Click on “Teaching File”



The screenshot shows the 'Personal Portal' of Tianze University. The navigation menu on the left includes 'Teaching File', 'Research & Collaboration', 'Administration', 'Academic Advisement', 'Profile', 'Logout', and 'Change Password'. A red circle highlights the 'Teaching File' link, and a callout box with a white background and orange border contains the text 'Click on “Teaching File”'. The main content area features a 'Portal Description' section with a table of sub-systems.

Sub-systems	Instructions
Teaching File	The “Teaching File” furnishes an environment of Virtual Classroom in which instructor information system and e-learning are integrated with new enhancement to enable knowledge sharing and mutual communication between instructors and students.
	This file includes the following: academic paper enquiry, virtual classroom performances and enquiry of projects in National Science Council (NSC).

Step 4 : Click on “Teaching Archives”

YUAN ZE UNIVERSITY 1989

教學檔案

My Control Panel

- Unread Message(5)
- Course Schedule
- Office Hour
- Teaching Plan Self-evaluation(0)
- Elective Approval(0)
- Loading Reduction Approval(0)
- Program Application(0)

Questionnaire

Logout

Teaching Archives

Classic 50

University curriculum

Calendar

Semest

Click on “Teaching Archives”

Instructor	Office Number
Email	Phone Number
Office Hour	

Note: Set Office Hour, the office hours that you set will appear in the course content of virtual c

Semester 0991

Step 5 : Click on “1031” for the school year and semester



The screenshot shows the 'Teaching Archives' page of Tsinghua University. The page is in English and features a navigation menu on the left with options like 'Questionnaire', 'Logout', 'Teaching Archives', 'Classic 50', 'University curriculum', and 'Calendar'. The main content area is titled 'My Control Panel' and includes a filter for 'By Semester' and 'By Course Name'. A list of teacher IDs is displayed, with '991' circled in red. A callout box points to the circled ID with the text 'Click on “1031”'.

English Version* About

教學檔案

My Control Panel

• By Semester • By Course Name •

Teacher :

- + 991
- + 982
- + 981
- +
- +
- +
- + 961
- + 952
- + 951
- + 942
- + 941
- + 932
- + 931
- + 922
- + 921
- + 912
- + 911
- + 902
- + 901
- + 892
- + 881

Questionnaire

Logout

Teaching Archives

Classic 50

University curriculum

Calendar

Click on “1031”

Step 6 : Click on the course to carry out editing its online teaching plan

Questionnaire

Logout

Teaching Archives

Classic 50

University curriculum

Calendar

教學檔案

My Control Panel

By Semester • By Course Name

Teacher :

991
CC503 A Special Topics in Chinese
CC513 A Graduate Seminar (II)
TC237 A Writings Practical

982
981
972
971
962
961
952
951
942
941
932
931
922
921
912
911
902
901

Click on the course

Step 7 : Click on “Syllabus”



The screenshot shows a web interface for a virtual classroom. At the top left is the logo of Yuan Ze University (1999). The main header area contains the text “虛擬教室” (Virtual Classroom) and a background image of a person at a computer. Below the header is a “News” section with a “New” link. A “System Message” box is present, containing the text “None!”. On the left side, there is a vertical menu with the following items: “991 CC503A Special Topics in Chinese Thoughts”, “News”, “Syllabus”, “Materials”, “Assignme”, “Grades”, “Discussions”, “Schoolmates”, “Attendances”, “Logout”, and “Back to Teaching File”. The “Syllabus” item is circled in red. A callout box with a pointer to the “Syllabus” link contains the text “Click on ‘Syllabus’”.

Step 8 : Click on “Edit Teaching Plan”

YUAN ZE UNIVERSITY 1999

虛擬教室

#Syllabus

- **Edit Teaching Plan** • Edit Schedule • Set Grading • IEET • AACSB •

Department	Course	Credit	Course Name
Department of Chinese Literature 1 degree (中國語文學系碩士班)			Special Topics in Chinese Thoughts (Chinese)

本授課教師未設定 Office hour
This teacher did not setup his/her office hour

Educational goals of the department:

Educational Goals 1.

With relation to the students' core competence of the department:

Step 9 : Edit your teaching plan → Click on “OK” to save the plan



YUAN ZE UNIVERSITY
1989

虛擬教室

課程內容

- Edit Teaching Plan
- Edit Schedule
- Set Grading

Edit Teaching Plan

Department	Course Code	Class	Credit	Course
Department of Chinese Linguistics and Literature 1 degree (中國語文學系碩士班)	CC503	A	3	Special Thought (Chinese)

OK Cancel Load Previous Course Outline Load Previous

※Educational Goals

※Students' core competence of the department:

Back to Teaching File

Click on “OK” to save the teaching plan

Self-assessment of Teaching Plans

Based on the agreement achieved on the 2008 academic affairs meeting , faculty members must conduct the self-assessment of their teaching plans.

Please follow the following steps to complete the online teaching-plan self-evaluation.

Step 1: Enter the “Teaching File” webpage

Method 1: As soon as you complete editing teaching plans, **Click on “Back to Teaching File”**

991 CC503A
Special Topics
in Chinese
Thoughts

News
Syllabus
Materials
Assignments
Grades
Discussions
Schoolmates
Attendances
Logout
Back to Teaching File

課程內容

• Edit Teaching Plan • Edit Schedule • Set Grading •

Edit Teaching Plan

Department	Course Code	Class	Credit	Course
Department of Chinese Linguistics and Literature 1 degree (中國語文學系碩士班)	CC503	A	3	Special Thought (Chine

OK Cancel Load Previous Course Outline Load Previ

※Educ
Educat
Goals

※Students core competence of the department:
Students' 1.1. :

Click on “Back to Teaching File”

Step 1: Enter the “Teaching File” webpage

Method 2:

(1) Login to Portal →

(2) Click on “Teaching File”

English Version • About YZU • Colleges & Department

個人 Portal

Log in

Please input your email's account and password.

Account :

Password : [Forget password?](#)

OK Reset

(1) Login to Portal

Traditional Chinese Version
News
Portal
Customer Services
Networking Services
FAQ
Contact System Manager

English Version • About YZU • Colleges & Departments

個人 Portal

Portal Description

Teaching File

Research & Collaboration

Administration

Academic Advisement

Profile

Logout

Change Password

This System contains the following sub-systems :

Sub-systems	Instructions
Teaching File	The "Teaching File" furnishes an environment of Virtual Classroom in instructor information system and e-learning are integrated with new enhancement to enable knowledge sharing and mutual communication between instructors and students.
	This file includes the following: academic paper enquiry, virtual classroom performances and enquiry of projects in National Science Council (NSC)

(2) Click on "Teaching File"

Step 2 : Click on “Teaching Plan Self-evaluation”

YUAN ZE UNIVERSITY 1989

教學檔案

My Control Panel

- Unread Message(5)
- Course Schedule
- Office Hour
- **Teaching Plan Self-evaluation**
- Elective Approval(0)
- Loading Reduction Approval(0)
- Program Application(0)

Semester 0991

Instructor	
Email	
Office Hour	

Note: Set Office Hour, the office hours that you set will appear in the course content of virtual cl

Semester 0991

Questionnaire

Logout

Teaching Archives

Classic 50

University curriculum

Calendar

Click on “Teaching Plan Self-evaluation”

Step 3 : Select “1031” below for the school year and the semester → Click on the course code

教學檔案

YUAN ZE UNIVERSITY 1989

My Control Panel

- Unread Message(5)
- Elective Approval(0)

1. Teaching plan self-evaluation or dean.

2. Tip: By selecting

Semester:

Note 1: Chinese and English fields: each checking field (Chinese, English) encapsulates the course plan.

Note 2: Chinese and English fields: **None** - all seven items are incomplete, **Incomplete** - incomplete.

Note 3: Self-evaluation field: **O** - completed, **X** - incomplete.

Note 4: Approval field: **N** - failed, the course will not be listed for enrollment, **Y** - approved.

NO	Dept.	Semester	Course Code	Cl	Chinese	English
1	應中系		TC237	A	應用文及習作	O

Step 4: To self-evaluate,

◎ Click on “**○ Completed**” for each field; or

◎ Check on “ **Chinese English all completed**” for batching processing

The screenshot shows the 'Teaching Archives' system interface. At the top left is the logo of Yuan Ze University (1989). The main header is '教學檔案'. Below it is a 'My Control Panel' with links for 'Unread Message(5)', 'Course Schedule', 'Office Hour', 'Teaching Plan Self-evaluation', 'Teaching Plan Approval(0)', 'Application(0)', and '校際選課(0)'. A table lists courses with columns for 'Class', 'Credit', 'Course Name', and 'Instructor'. One course is visible: Class A, Credit 3, Course Name 'Writings Practical (Chinese):應用文及'. Below the table, there is a section for 'Teaching plan self-assessment, corresponding with 97-3 academic affairs meeting: teaching plan'. It contains the text: 'Upon the completion of all the fields in Chinese and English, you may tick the following box'. There are two checkboxes: Chinese and English, both circled in red. To their right is a button labeled 'All completed' and another 'Self-a'. Below this is a table with columns 'Items', 'C/E', and 'Detail'. The first row is for '一、課程目標 Course objective'. It has two entries: one with 'C' and one with 'E'. Each entry has a radio button for 'None', 'Completed', or 'Incompleted'. The 'Completed' radio button for both entries is selected and circled in red.

Check Chinese English for batch processing

Click on “Completed” for each field individually

Step 5 : Click on “Self-assessment completed” to exit

教學檔案

YUAN ZE UNIVERSITY 1989

My Control Panel

- Unread Message(5)
- Course Schedule
- Office Hour
- Teaching Plan Self-evaluation
- Teaching Plan Approval(0)
- Application(0)
- 校際選課(0)

Department	Course Code	Class	Credit	Course Name	Instructor
Department of Applied Chinese Language and Literature 4 degree (應用中國語文學系學士班)				Writings Practical	

Teaching plan self-assessment, complying with 97-3 a
Upon the completion of all the fields in Chinese and English, you may tick the following boxes of Chinese and English to avoid the

Chinese
 English
 All completed
 Self-assessment completed

Items	C/E	Detail	Status
一、課程目標 Course objective	C	1.本課程以建立同學對應用文的基本認識，並透過習作以了解應用文之書寫技巧。2.教導學生設計兒童系統思考教案與專題教案3.教導學生撰寫研究計畫與小型論文	<input type="radio"/> None <input checked="" type="radio"/> Completed <input type="radio"/> Incompleted
	E	1.This course for students to build basic knowledge of writing,Through practical exercises to see the writing skills. 2.Introduction the teaching plan for children by thinking system.	<input type="radio"/> None <input checked="" type="radio"/> Completed

The End

Thank you for participating in the YZU online teaching plan project.