



# **Instructions on Editing Online Syllabus and Self-assessment**

**by Teaching Services Section**

May 7, 2018

# Step 1 : YZU Homepage (<https://www.yzu.edu.tw/index.php/en-us/>)

→ Click on “**Portal**”

The screenshot shows the Yuan Ze University homepage. At the top left is the university's logo and name in Chinese (元智大學) and English (Yuan Ze University). To the right is a search bar and language toggle (繁體中文 | English). Below the header is a navigation bar with links: IT Services, Teaching Excellence, Tuition Fees, Official Information, and Home. A main menu bar contains: About YZU, Admissions, Academics, Administration, and Research Center of Excellence. The central banner features the large text 'Yuan Ze University International Program' and lists several colleges: College of Management EBBA, College of Engineering, College of Interdisciplinary Studies, and Social Sciences IPHSSB. On the right side of the banner is a grid of service buttons: Portal (highlighted with a red circle and a callout), E-mail, Library, Course Selection, Visitors, Current Students, Prospective Students, Faculty/Staff, and Alumni. A yellow callout box with a pointer to the 'Portal' button contains the text: 'Click on “Portal” to go to the login webpage.'

**Click on “Portal” to go to the login webpage.**

**Message**

**1062停修規定、申請時間及流程說明 Course Withdrawal Announcement**

教務處公告 (106)元智教內字第0031號 107.05.02 主旨：1062停修規定、申請時間及流程說明。說明：一、停修規定（依據103/4/9，102學年度第6次教務會議）及申請時間：（一）申請時間：107/05/08（星期二）中午12：00～1

**Headlines**

**YZU holds Parents Day over one thousand people are present**

**YZTUBE**

**Introduction Video**

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



The screenshot shows the YZU Portal login interface. The Yuan Ze University logo and name are in the top left. The word "PORTAL" is centered at the top. Below it, a white login box contains "Account" and "Password" input fields, a "Login" button, and a "\*\*Help" link. A red circle highlights these fields, and a callout box points to them with the text: "Enter your account number and password to login to YZU Portal."

**Yuan Ze University**  
Yuan Ze University

**PORTAL**

Account

Password

 **Login** **\*\*Help**

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

2018.05.06 2018畢業典禮-畢業生致詞代表由你決定!(票選活動)【學務處】

2018.05.04 1070507晚間七點\_60402R 元智EMBA身心快樂講座“正向的人生觀”【管理學院管理碩士在職專班】

2018.05.04 【公告】EMBA暑期先修：乙\_品牌經營與管理 限107新生報名請點選我【管理學院管理碩士在職專班】

2018.05.04 【公告】EMBA暑期先修：甲\_激勵與領導研習 限107新生報名請點選此處(舊生請回校內選課系統)【管理學院管理碩士在職專班】

- Student Affairs
- Academic Affairs
- Library
- International Language and Culture Center (ILCC)
- 藝術中心
- Information Service

## Step 3 : Click on “Teaching Archives”

The image shows a screenshot of a university portal interface. On the left is a sidebar menu with categories: Academic Affairs, 訂閱專頁 (Subscription Special Page), 應用系統 (Application System), 個人檔案 (Personal Profile), 教學檔案 (Teaching Archives), and 校園活動 (Campus Activities). The 'Teaching Archives' item is circled in red. A yellow callout box with a pointer to the red circle contains the text 'Click on “Teaching Archives”'. The main content area on the right displays news items under various categories: 課程 (Courses), 我的單位 (My Unit), 校內公告 (Campus Notice), and 校園活動 (Campus Activities). The 'Academic Affairs' news item is highlighted, showing the date '2018.05.03' and the text '歡迎報名參加教學研討會，邀請國立交通大學資訊工程學系教授...'. Other visible news items include 'Library' (2018.05.03), 'Business Administration Program' (2018.05.07), and 'International Language and Culture Center (ILCC)' (2018.05.30). In the bottom right corner, there is a dark blue box with the text 'Foreign Language Center' and '歡迎報名參加 1062 學期'.

Academic Affairs

more...

訂閱專頁

hot... all...

應用系統

個人檔案

Personal Details

Change Password

Welfare Committee

G Suite

Activity Sign-up

My Library

教學檔案

Teaching Archives

Setup Student Ask for Leave

Ask for Leave Approval

Terminal Learning

Credit Transfer

Graduate Degree Qualifying Examination

micro-credit and self-learning course

課程

更多課程動態...

我的單位

Academic Affairs 2018.05.03 歡迎報名參加教學研討會，邀請國立交通大學資訊工程學系教授...

更多單位動態...

校內公告

Library 2018.05.03 【轉知】國立臺灣師範大學圖書館自本(107)年4月16日，辦理...

4 (六) 新機更換 Portal 暫停使用

校內公告

Business Administration Program 2018.05.07 107/05/07 晚間七點\_60402R 元智EMBA身心快樂講座 “正向的...

International Language and Culture Center (ILCC) 2018.05.30 歡迎報名參加107/5/30 (三) 12:00-13:00 張恆如老師/日語小聚J...

校園活動

Foreign Language Center

歡迎報名參加 1062 學期

# Step 4 : Click on the 1071 course to carry out editing its online teaching plan

我的專頁

Computer Programming

Industrial Engineering

Academic Affairs

more...

訂閱專頁

hot... all...

應用系統

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fare Committee

ite

### Teaching Archives

Year	Smtr	Course ID	Course Class	Course Name	Time(Location)
107	1	CP111	F1	Fundamental Computer Programming(I)	106() 107()
107	1	CP111	F2	Fundamental Computer Programming(I)	108() 109()
106	2	IE215	A	Computer Programming	108(5002) 109(5002) 407(5002)
106	2	IE215	B	Computer Programming	102(5002) 103(5002) 104(5002)
106	1	IE215	A	Computer Programming	402(2603) 403(2603) 404(2603)
105	2	EG201	A	Introduction to Intelligent Production	

Click on the course

## Step 5 : Click on “Syllabus”

The screenshot shows a web interface for course management. On the left is a sidebar with links like 'Engineering', 'Affairs', and 'more...'. The main area has a top navigation bar with tabs: 'Course Info', 'Activity', 'Member', and 'Management'. Under 'Course Info', there are sub-links: 'News', 'Materials', 'Homework', 'Discussion', 'Grades', 'Contact', 'Absent', 'Syllabus', and 'Flipped Classroom'. The 'Syllabus' link is circled in blue. Below this bar is a search box and a checkbox labeled '隱藏已讀動態'. A table with headers 'Publisher', 'Title', 'Rating Avg', 'Time', 'Replies', and 'Views' is partially visible. A yellow callout box with a black border points to the 'Syllabus' link, containing the text 'Click on “Syllabus”'.

Engineering  
Affairs  
more...  
頁  
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word  
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-up

Course Info | Activity | Member | Management

News | Materials | Homework | Discussion | Grades | Contact | Absent | **Syllabus** | Flipped Classroom

☐ 隱藏已讀動態

Publisher Title Rating Avg Time Replies Views

Click on “Syllabus”

# Step 6 : Click on “Edit Teaching Plan”

The screenshot displays a web application interface. On the left is a sidebar with navigation links: Engineering Affairs, 專頁, 系統, details, password, committee, n-up, archives, and Ask for. The main content area has a top navigation bar with tabs: Course Info, Activity, Member, and Management. Below this is a sub-navigation bar with links: News, Materials, Homework, Discussion, Grades, Contact, Absent, Syllabus, and Flipped C. A dropdown menu for '1071學期' is visible. Below the dropdown, a list of links includes 'Edit Teaching Plan' (circled in red), 'Edit Schedule', 'Edit Course Reading', 'Set Grading', 'IEET', and 'AACSB'. A callout box with a pointer to the 'Edit Teaching Plan' link contains the text 'Click on “Edit Teaching Plan”'. Below the links, there is a table with columns: Department, Name, and Instructor. The first row shows '1 degree' under Department and 'This teacher did not setup his/her office hour' under Name. Below the table is a button labeled 'Download(word format)'. At the bottom, there is a section titled 'Educational goals of the department'.

Engineering Affairs

more...

專頁

hot... all...

系統

details

password

committee

n-up

archives

Ask for

Course Info Activity Member Management

News Materials Homework Discussion Grades Contact Absent Syllabus Flipped C

1071學期 班

• Edit Teaching Plan • Edit Schedule • Edit Course Reading • Set Grading • IEET • AACSB •

Department Name Instructor

1 degree

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

Download(word format)

Educational goals of the department

Click on “Edit Teaching Plan”



# Step 7 : Added “Teaching characteristics”

OK

Cancel

Load Previous Course Outline

Load Previous Course Detail

Upload Personal Syllabus File

## 【Teaching characteristics】 ( Completion Instructions)

In order to cooperate with the Ministry of Education's Higher Education Program and to establish the characteristics of the teaching innovation of our school, please identify the following appropriate teaching methods for this course. Notes that all courses should be identified no matter there are any grants or financial supports for this course or not.

- ☐ This course has the following innovative teaching characteristics (multiple choice if apply)
- ☐ Case Method course
  - ☐ Problem-based learning (PBL) course
  - ☐ Entrepreneurship related courses
  - ☐ Innovative/creative thinking course
  - ☐ Maker course
  - ☐ Massive Open Online Courses (MOOCs) course
  - ☐ Flipped classroom course
  - ☐ Topic-oriented practical course/practice-oriented course (not experimental or internship courses)
  - ☐ Digital application course
  - ☐ Computational thinking course (such as programming language courses)
- ☒ This course does not have the above-mentioned innovative teaching characteristics

Added “Teaching characteristics”,  
Please refer to (Completion  
Instructions)

※Educational goals of the department:

Educational



# Step 8 : Edit your teaching plan → Click on “OK” to save the plan

[News](#) | [Materials](#) | [Homework](#) | [Discussion](#) | [Grades](#) | [Contact](#) | [Absent](#) | [Syllabus](#) | [Flipped Classroom](#)

1071學期 1班 ▼

[• Edit Teaching Plan](#) • [Edit Schedule](#) • [Edit Course Reading](#) • [Set Grading](#) • [IET](#) • [AACSB](#) •

### Edit Teaching Plan

Department	Semester	Course Code	Class	Credit	Course Name	Instructor
<span></span> 1 degree	1071	<span></span>	F1	2	<span></span>	

**Click on “OK” to save the teaching plan**

**【Teaching**  
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grants or fin

☐ This cou

☐ Case

☐ Problem-based learning (PBL) course

☐ Entrepreneurship related courses

☐ Innovative/creative thinking course

☐ Maker course

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# Self-assessment of Teaching Plans

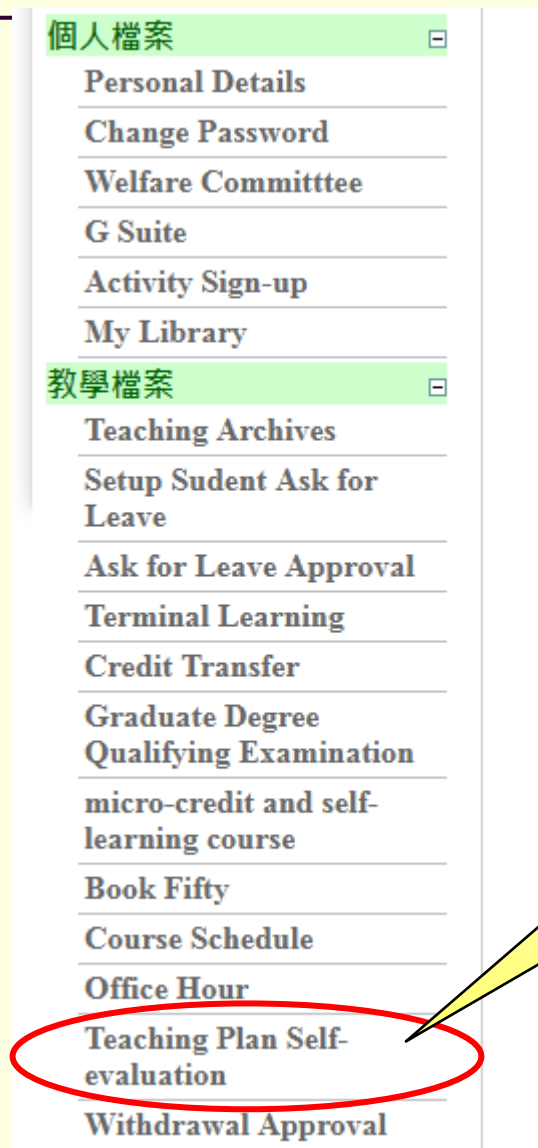
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Based on the agreement achieved on the 2008 academic affairs meeting , faculty members must conduct the self-assessment of their teaching plans.

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

# Step 1 : Click on

## “Teaching Plan Self-evaluation”



Click on “Teaching Plan Self-evaluation”

## Step 2 : Select “1071” below for the school year and the semester → Click on the **course code**

(1) Select “1071” for the school year and the semester

1. Teaching plan self-evaluation: According to 97-3, the teaching plan is self-evaluated by teachers and approved by department head or dean.  
2. Tip: By selecting the following course code, teachers may conduct course plan self-evaluation.

Semester : 1062

Inquiry

Note 1: Chir 1072 h fields: each checking field (Chinese, English) encapsulates seven categories in a teaching plan (14 categories in total)

Note 2: Chir 1071 h fields: **None** - all seven items are incomplete, **Incomplete** - partial completion, **Blank** - completed

Note 3: Self 1066 d: **O** - completed, **X** - incomplete.

Note 4: App 1065 failed, the course will not be listed for enrollment, **Y** - approved.

NO	Dept.	Semester	Course Code	Class	Course Name	Instructor	Self-evaluation	Chinese	English	Grading	Course Schedule	Description	Approval
1	工管系	1071	IE215	A			O			O	O		Y
2	工管系	1071	IE215	B			O			O	O		Y

(2) Click on the **course code**

### Step 3: To self-evaluate,

- ◎ Click on “☒ Completed” for each field; or
- ◎ Check on “☐ Chinese ☐ English all completed” for batching processing

Check ☐ Chinese ☐ English  
for batch processing

Department	Semester	Course Code	Class	Credit	Course Name	Instructor
General Education					Fundamental Computer programming(I) (Chinese):基礎程式設計 (一)	

Teaching plan self-assessment, complying with academic affairs meeting: teaching plans should be self-assessed by instructors and approved by department heads. Upon the completion of all the fields in Chinese and English, you may tick the following boxes of Chinese and English to avoid the inconvenience of checking them one

☐ Chinese

☐ English

All completed

Self-assessment completed

Items	C/E	Detail	Status
一、課程目標 Course objective	C		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted
	E		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted
二、先修課目	C		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted
	E		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted

Click on “Completed” for  
each field individually

# Step 4 : Click on “Self-assessment completed” to exit

Department	Semester	Course Code	Class	Credit	Course Name	Instructor
General Education Center (通識教學部) 1 degree	1071				Fundamental Computer	

Click on “Self-assessment completed” to exit

Teaching plan self-assessment, complying with the requirements of the university and approved by department heads. Upon the completion of all the fields in Chinese and English, you may tick the following box to indicate completion in Chinese and English to avoid the inconvenience of checking them one by one.

☐ Chinese

☐ English

All completed

**Self-assessment completed**

Items	C/E	Detail	Status
一、課程目標 Course objective	C		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted
	E		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted
二、先修課目	C		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted



# The End

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