

Yuan Ze University Instructions on Editing Teaching Plan and Self-Assessment

Teaching Services Section,
Office of Academic Affairs

April 2026





Step 1 : Go to the **YZU Homepage** and click on **“Portal”**

Current Students Prospective Students Faculty/Staff Alumni

E-mail Portal Library Freshmen News Calendar IT

About YZU Admissions Academics Administration ESDG

Multituser
Current Students
Prospective Students
Faculty/Staff
Alumni
Donation

SCHOOL AWARD

- ◆ National Sustainable Development Award.
- ◆ "Gold Award" in the Energy Conservation Benchmark Awards in the education
- ◆ Top 10 Sustainable Model Universities in Taiwan.
- ◆ EMI Bilingual Education Benchmark Project for Colleges and Universities.
- ◆ No.1 private university for obtaining the world's top 2% of scientists per faculty fields in Taiwan

Popular Menu

- Portal
- E-mail
- Library
- News
- IT Services

Main Menu

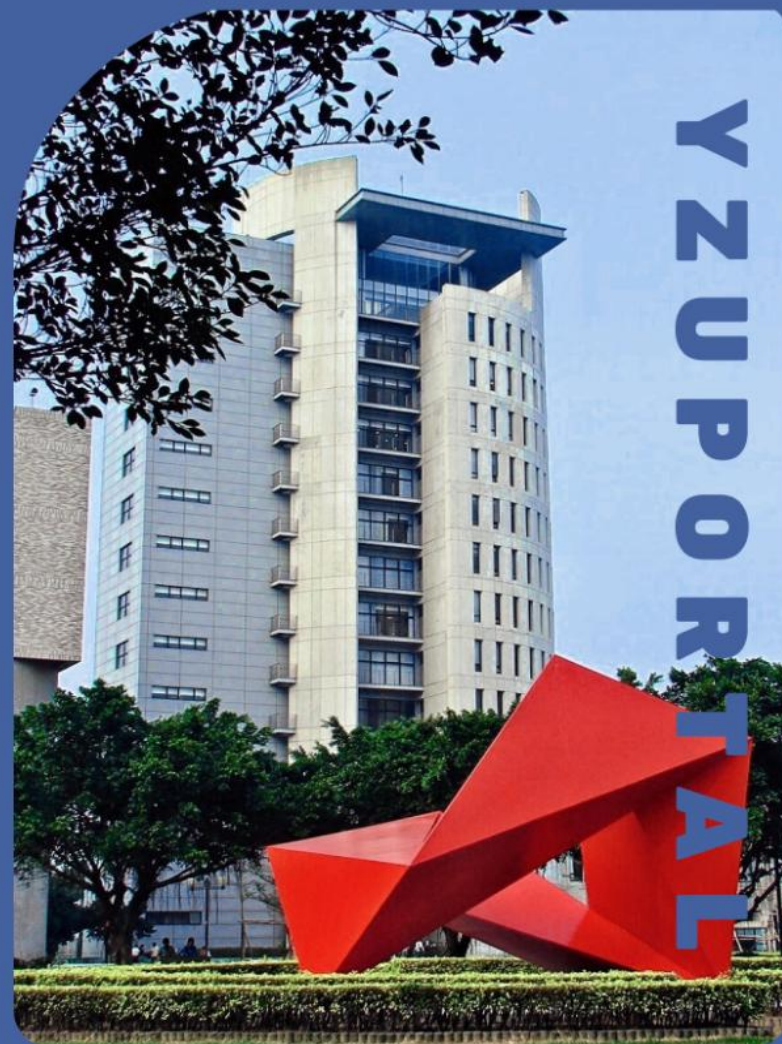
- About YZU
- Admissions
- Academics
- Administration



Step 2 : Log in using your **account** and **password**



For student accounts, please use 'S+ Student ID'.
Forgot your password? Contact Us at Library Service Counter or
Dial 4638800 ext 2321.





Step 3: Under the **Affiliated Pages** section, click **“More...”**, then select **Semester** → **Course Name**

The screenshot shows a web portal interface. At the top left is the 'PORTAL' logo with a '99' notification badge. Below it are 'Quick Links' for 'Budgets & Accounting' and 'University Curriculum'. The 'Affiliated Pages' section is highlighted with a red callout box labeled '1. Click on “ more...” ’ pointing to a 'more...' button. Below this is a 'Subscribed Pages' section with 'hot...' and 'all...' buttons. The main content area is titled 'Course Pages' and lists course numbers from 1141 down to 1062. The course '1141 Computer Programming (I) Programming Lab.(I)' is highlighted with a red callout box labeled '2. Select “ Semester ”'. Another red callout box labeled '3. Select “ Course Name ”' points to the course name.

Quick Links

- Budgets & Accounting
- University Curriculum

Affiliated Pages

Subscribed Pages

Course Pages

- 1141 Computer Programming (I) Programming Lab.(I)
- 1132
- 1131
- 1122
- 1121
- 1112
- 1111
- 1102
- 1101
- 1092
- 1091
- 1082
- 1081
- 1072
- 1071
- 1063
- 1062

1. Click on “ more...” ’

2. Select “ Semester ”

3. Select “ Course Name ”



Step 4 : Click on “ Syllabus ” → “ Edit Teaching Plan ”

PORTAL 99

謝建興

基礎程式設計

Course Updates | Activities | Members | Administration

Latest News | Course Materials | Assignments | Discussion Forum | Grades | Students/Teaching Assistants | Attendance | **Syllabus** | Flipped Classroom

Hide Read Activities.

Publisher Title Rating Avg Time

1. Click on “ Syllabus ”

PORTAL 99

謝建興

基礎程式設計

Course Updates | Activities | Members | Administration

Latest News | Course Materials | Assignments | Discussion Forum | Grades | Students/Teaching Assistants | Attendance | Syllabus | Flipped Classroom

學期EG008 A班

Edit Teaching Plan • Edit Schedule • Edit Course Reading • Set Grading • Set SDGs • IEET • AACSB • Student Self Sign on • Course Make-up

2. Click on “ Edit Teaching Plan ”



Step 5 : Click on “ University : Teaching Plan ”

The screenshot shows a university portal interface. On the left is a sidebar with navigation options: Quick Links (Budgets & Accounting, University Curriculum, Affiliated Pages), Subscribed Pages (hot..., all...), Application Systems, and Personal Profile (Personal Details, Change Password). The main content area has a top navigation bar with 'PORTAL' and a notification icon. Below this is a banner image with the text '基礎程式設計'. A secondary navigation bar includes 'Course Updates', 'Activities', 'Members', and 'Administration'. A third navigation bar lists various course-related links: 'Latest News', 'Course Materials', 'Assignments', 'Discussion Forum', 'Grades', 'Students/Teaching Assistants', 'Attendance', 'Syllabus', and 'Flipped Classroom'. A dropdown menu is set to '1141學期EG008 A班'. Below the dropdown is a list of links: 'Edit Teaching Plan', 'Edit Schedule', 'Edit Course Reading', 'Set Grading', 'Set SDGs', 'IEET', 'AACSB', 'Student Self Sign on', and 'Course Make-up'. The main content area is titled 'IEET 系所教學計畫書編輯說明'. The text reads: 'IEET 系所的授課教師您好，教學計畫書除了學校定義的教學計畫書之外，為輸出本系之IEET相關文件，也請您配合協助完成'. There are two numbered items: '1. 本系：2015年版IEET教學計畫書' and '2. 學校：教學計畫書'. The second item is highlighted with a red box, and a red callout bubble points to it with the text 'Click on “ University : Teaching Plan ”'. Below the list, there is a note: '完成以上步驟，才能將您課程課程綱要表完整呈現，感謝您的配合。' and another note: '若您在編輯過程中,關於編輯的內容或對應問題請洽系所秘書，若發生系統錯誤請洽系統開發組 Ext:2326'.

PORTAL 99

謝建

Quick Links

- Budgets & Accounting
- University Curriculum
- Affiliated Pages

Subscribed Pages

- hot...
- all...

Application Systems

Personal Profile

- Personal Details
- Change Password

Course Updates | Activities | Members | Administration

Latest News | Course Materials | Assignments | Discussion Forum | Grades | Students/Teaching Assistants | Attendance | Syllabus | Flipped Classroom

1141學期EG008 A班 ▾

- Edit Teaching Plan
- Edit Schedule
- Edit Course Reading
- Set Grading
- Set SDGs
- IEET
- AACSB
- Student Self Sign on
- Course Make-up

IEET 系所教學計畫書編輯說明

IEET 系所的授課教師您好，教學計畫書除了學校定義的教學計畫書之外，為輸出本系之IEET相關文件，也請您配合協助完成

1. 本系：2015年版IEET教學計畫書
2. 學校：教學計畫書

Click on “ University : Teaching Plan ”

完成以上步驟，才能將您課程課程綱要表完整呈現，感謝您的配合。

若您在編輯過程中,關於編輯的內容或對應問題請洽系所秘書，若發生系統錯誤請洽系統開發組 Ext:2326



Step 6 : Edit Teaching Plan

PORTAL 99

謝建興 Log

Quick Links

- Budgets & Accounting
- University Curriculum
- Affiliated Pages

Subscribed Pages

Application Systems

Personal Profile

- Personal Details
- Change Password
- Welfare Committee
- G Suite Application
- Activity Sign-up
- My Library

Teaching Profile

- Teaching Archives
- Setup Student Ask for Leave
- Ask for Leave Approval
- Credit Transfer

Course Updates | Activities | Members | Administration

Latest News | Course Materials | Assignments | Discussion Forum | Grades | Students/Teaching Assistants | Attendance | Syllabus | Flipped Classroom

1141學期EG008 A班

- Edit Teaching Plan
- Edit Schedule
- Edit Course Reading
- Set Grading
- Set SDGs
- IEET
- AACSB
- Student Self Sign on
- Course Make-up

※請遵守智慧財產權規定及性別平等意識，不得非法影印他人著作※
※Please comply with intellectual property regulations and gender equality awareness. Unauthorized copying of others' works is prohibited.※

Edit Teaching Plan

Offering Department	Semester	Course Code	Class	Credit	Course Name	Teacher's Name
College of Engineering (工程學院) 1 degree						

Load Previous Course Outline

Load Previous Course Detail

OK Cancel Load Previous Course Outline Load Previous Course Detail Upload Personal Syllabus File

2. Click "OK" to save automatically.

1. Edit Teaching Plan

- Select "Teaching characteristics"
- Check whether to enable student self-check-in
- Select "Course Categories"
- Check whether to enable Teams
- Edit educational goals and students' core competencies of the department (as required by IEET)
- Enter the content in Chinese and English respectively according to the fields, including: Course objective, Pre-requisite, Outline, Teaching Approach, and Handout (http//), etc.



Step 7 : Select “ Teaching characteristics ” & Check whether to enable student self-check-in

PORTAL 99

謝建興 Log

Quick Links

- Budgets & Accounting
- University Curriculum
- Affiliated Pages

Subscribed Pages

Application Systems

Personal Profile

- Personal Details
- Change Password
- Welfare Committee
- G Suite Application
- Activity Sign-up
- My Library

Teaching Profile

- Teaching Archives
- Setup Sudent Ask for Leave
- Ask for Leave Approval
- Credit Transfer

Course Updates | Activities | Members | Administration

Latest News | Course Materials | Assignments | Discussion Forum | Grades | Students/Teaching Assistants | Attendance | Syllabus | Flipped Classroom

1141學期EG008 A班

- Edit Teaching Plan
- Edit Schedule
- Edit Course Reading
- Set Grading
- Set SDGs
- IEET
- AACSB
- Student Self Sign on
- Course Make-up

【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 finical 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)
- Computational thinking course (such as programming language courses)

This course does not have the above-mentioned innovative teaching characteristics

※Please check whether to enable student self-check-in. Yes No

Allowed time for students to self-check-in: minutes before class to minutes after class starts.

Check “Completion Instructions”

Select “Teaching characteristics”

Check whether to enable student self-check-in



Step 8 : Select “ Course Categories ” & Check whether to enable Teams

PORTAL 99

謝建興 Log

Quick Links

- Budgets & Accounting
- University Curriculum
- Affiliated Pages

Subscribed Pages

Application Systems

Personal Profile

- Personal Details
- Change Password
- Welfare Committee
- G Suite Application
- Activity Sign-up
- My Library

Teaching Profile

- Teaching Archives
- Setup Student Ask for Leave
- Ask for Leave Approval
- Credit Transfer

Course Updates | Activities | Members | Administration

Latest News | Course Materials | Assignments | Discussion Forum | Grades | Students/Teaching Assistants | Attendance | Syllabus | Flipped Classroom

1141學期EG008 A班

- Edit Teaching Plan
- Edit Schedule
- Edit Course Reading
- Set Grading
- Set SDGs
- IEET
- AACSB
- Student Self Sign on
- Course Make-up

◆ **Course Categories** For the purpose of data collection required by the Ministry of Education and various accreditation and evaluation processes, please select the applicable course categories based on the course content.(Multiple selections allowed.)

✘ **Course Categories**

- General Courses
- Humanistic Care-Related Courses
- Information Technology-Related Courses
- Social Engagement-Related Courses
- Human Rights Education
- Character Education
- Gender Equality Education
- Environmental Education
- Intellectual Property Education
- Education for Sustainable Development (ESD)
- Comprehensive Sexuality Education (CSE)
- Diversity, Equity, and Inclusion (DEI) Education
- Ethics Education

✘ **Course Categories**

✘ **Microsoft Teams** Yes No

基礎程式設計(一) 謝建興

EC

Select “ Course Categories ”

Check whether to enable Teams



Step 9 : Click on “ Edit Schedule ” to edit the course schedule

PORTAL 99

謝建興

基礎程式設計(一)

Quick Links

- Budgets & Accounting
- University Curriculum
- Affiliated Pages

Course Updates

Activities Members Administration

Latest News Course Materials Assignments Discussion Forum Grades Students/Teaching Assistants Attendance Syllabus Flipped Classroom

1141學期EG008 A班

- Edit Teaching Plan
- Edit Schedule**
- Edit Course Reading
- Set Grading
- Set SDGs
- IEET
- AACSB
- Student Self Sign on
- Course Make-up

Edit Teaching Plan

Offering Department	Semester	Course Code	Class	Credit	Course Name	Teacher's Name
College of Engineering (工程學院) 1 degree						

確定 Cancel Load Previous Course Schedule

Load Previous Course Schedule

Course Schedule Course schedule setup can also be used in homework assignment.

周次	內容
1	<input type="text"/> Edit Sub Title
2	<input type="text"/> Edit Sub Title
3	<input type="text"/> Edit Sub Title

Edit the course schedule to follow the 18-week plan..

Subscribed Pages

Application Systems

Personal Profile

- Personal Details
- Change Password
- Welfare Committee
- G Suite Application
- Activity Sign-up
- My Library

Teaching Profile

- Teaching Archives
- Setup Student Ask for Leave
- Ask for Leave Approval
- Credit Transfer



Step 10 : Click on “ Edit Course Reading ” to add the course textbook or reference materials

PORTAL 99

Quick Links
Budgets & Accounting
University Curriculum
Affiliated Pages
Fundamental Computer Programming (I)

Course Updates | Activities | Members | Administration
Latest News | Course Materials | Assignments | Discussion Forum | Grades | Students/Teaching Assistants | Attendance | Syllabus | Flipped Classroom

1141學期EG008 A班

- Edit Teaching Plan
- Edit Schedule
- Edit Course Reading**
- Set Grading
- Set SDGs
- IEET
- AACSB
- Student Self Sign on
- Course Make-up

General Information for Instructors

- To exploit underused library resources for course learning, the list of course text books and references in the syllabus will be replaced by the form below, and integrated with the Library Catalog System from this semester.
- Instructors are asked to submit the following course reading form before classes begin. Library staff will try to purchase titles not owned by the library and keep the high demand readings for in-library use only.

1. Click on “ Edit ”

Textbook / Reference					
Item No.	Reading Type	Language	Material Type	Title	Library Link
1					

When Library Link is created, editing is prohibited. Please create a new one.

2. Edit the course textbook or reference materials
If the course textbook is undecided, not specified, or none is required, please enter “ None ” or “Custom Handout ” (or similar wording) in the Book Title field. This will allow the system to recognize that this section has been completed.



Step 11 : Click on “ Set Grading ” to edit the grading policy

PORTAL

Quick Links

- Budgets & Accounting
- University Curriculum

Affiliated Pages

Subscribed Pages

Application Systems

Personal Profile

- Personal Details
- Change Password
- Welfare Committee
- G Suite Application
- Activity Sign-up
- My Library

Teaching Profile

- Teaching Archives
- Setup Student Ask for Leave
- Ask for Leave Approval
- Credit Transfer
- Graduate Degree

Course Updates

Activities

Members

Administration

Latest News

Course Materials

Assignments

Discussion Forum

Grades

Students/Teaching Assistants

Attendance

Syllabus

Flipped Classroom

1141學期EG008 A班

- Edit Teaching Plan
- Edit Schedule
- Edit Course Reading
- Set Grading**
- Set SDGs
- IEET
- AACSB
- Student Self Sign on
- Course Make-up

Set Grading

Offering Department	Semester	Course Code	Class	Credit	Course Name	Teacher's Name
College of Engineering (工程學院)	1 degree					

Edit

1. Click on “ Edit ”

Completed

Default Items

Items No.	Items Name	Midterm percentage	Final percentage
1			
2			
3			
4			

Self-defined Items

Item No.	Item Name	Midterm percentage	Final percentage
1			

Total

	100%	100%
--	------	------

Default and self-defined items need to be 100% in total

	Midterm percentage	Final percentage
--	--------------------	------------------

2. Edit the grading policy



Step 12 : Click on “ Set SDGs ”, to select the specific SDG items

Quick Links

Affiliated Pages

Subscribed Pages

Application Systems

Personal Profile

Teaching Profile

Course Updates | Activities | Members | Administration

Latest News | Course Materials | Assignments | Discussion Forum | Grades | Student

• Edit Teaching Plan • Edit Schedule • Edit Course Reading • Set Grading • **Set SDGs**

Offering Department	Semester	Course Code	Class	Credit	Course Name	Teacher's Name
---------------------	----------	-------------	-------	--------	-------------	----------------

SDGs 定義_教育手冊

確定

SDGs(Targets)

- + SDG1 [No Poverty] End poverty in all its forms everywhere.
- + SDG2 [Zero Hunger] End hunger, achieve food security and improved nutrition and promote sustainable agriculture.
- + SDG3 [Good Health and Well-Being] Ensure healthy lives and promote well-being for all at all ages.
- SDG4 [Quality Education] Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. ✓

<input type="checkbox"/> [4.1] By 2030, ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes.
<input type="checkbox"/> [4.2] By 2030, ensure that all girls and boys have access to quality early childhood development, care and pre-primary education so that they are ready for primary education.
<input type="checkbox"/> [4.3] By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university.
<input checked="" type="checkbox"/> [4.4] By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship.
<input type="checkbox"/> [4.5] By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations.
<input type="checkbox"/> [4.6] By 2030, ensure that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy.
<input type="checkbox"/> [4.7] By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.
<input type="checkbox"/> [4.a] Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all.
<input type="checkbox"/> [4.b] By 2020, substantially expand globally the number of scholarships available to developing countries, in particular least developed countries, small island developing States and African countries, for enrolment in higher education, including vocational training and information and communications technology, technical, engineering and scientific programmes, in developed countries and other developing countries.
<input type="checkbox"/> [4.c] By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries and small island developing States.

- ◆ In course design, please ensure alignment with the United Nations Sustainable Development Goals (SDGs) and indicate the corresponding SDG items.
- ◆ Check the SDG-related knowledge and/or skills that students can gain from this course. (multiple selections allowed.)
- ◆ Click the “+” icon in front of SDGs 1–17 to view the detailed targets.
(At least one item must be selected; otherwise, the form cannot be submitted. If none of the items are relevant, please select “Unrelated to all of the above” and specify the reason.)

※In the future, the SDGs associated with each course will be displayed on the YZU – University Curriculum page for students’ reference when selecting courses.



Step 13 : Click on “ Teaching Profile ” → “ Teaching Plan Self-evaluation ”

The screenshot shows a university portal with a sidebar on the left and a main content area on the right. The sidebar contains several sections: 'Quick Links' (Budgets & Accounting, University Curriculum, Affiliated Pages), 'Subscribed Pages' (with 'more...' and 'all...' buttons), 'Application Systems' (with 'hot...' and 'all...' buttons), and 'Personal Profile' (Personal Details, Change Password, Welfare Committee, G Suite Application, Activity Sign-up, My Library). The 'Teaching Profile' link in the 'Personal Profile' section is highlighted with a red box. A red callout bubble points to it with the text '1. Click on “ Teaching Profile ”'. The main content area displays instructions for teaching plan self-evaluation, a dropdown menu for 'Semester' (set to 1141), an 'Inquiry' button, and a table with columns 'NO', 'Dept.', 'Semester', 'Course Code', 'Class', 'Course Name', and 'In'. The table contains three rows of data. To the right of the table is a 'Teaching Profile' section with a list of links: Teaching Archives, Setup Student Ask for Leave, Ask for Leave Approval, Credit Transfer, Graduate Degree Qualifying Examination, micro-credit and self-learning course, Book Fifty, Course Schedule, Office Hour, Teaching Plan Self-evaluation (highlighted with a red box), Withdrawal Approval, Elective Approval, and Exam Schedule. A red callout bubble points to the 'Teaching Plan Self-evaluation' link with the text '2. Click on “ Teaching Plan Self-evaluation ”'. A table with columns 'Course Schedule', 'Description', 'Approval', and 'SDGs' is partially visible on the right side of the page.

1. Click on “ Teaching Profile ”

Teaching Plan Self-evaluation

2. Click on “ Teaching Plan Self-evaluation ”



Step 14 : Select “ Semester ”, Click on “ Course Code ”

PORTAL

Quick Links

1. Select “ Semester ”

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

Semester :

※ Note 1: Self-Evaluation Field Description: **O**: completed; **X**: incomplete.
※ Note 2: Chinese/English Field Description: Check whether both the Chinese and English fields for course objectives, prerequisites, course outline, course reading, teaching approaches, and handout URL have been completely filled in. **None**: all six items are blank; **Incomplete**: some items are blank; **Blank**: completed.
※ Note 3: Grading Method Field Description: **O**: Entered and correct; **X**: Not entered or incorrect.
※ Note 4: Course Schedule (18 weeks) Field Description: **O**: Fully entered; **X**: Not fully entered.
※ Note 5: SDGs Setting Field Description: **O**: SDGs have been set; **X**: SDGs have not been set.
※ Note 6: Chair Review Field Description: **Y**: Approved; **N**: Not approved. Courses marked N will not be included in the course selection list.
※ Number of courses: 3

2. Click on “ Course Code ”

NO	Dept.	Semester	Course Code	Class	Course Name	Instructor	Self-evaluation	Chinese	English	Grading	Course Schedule	SDGs	Description	Approval
							O			O	O	O		Y
2							O			O	O	O		Y
3							O			O	O	O		Y

Office of Academic Affairs

Application Systems

Personal Profile

- Personal Details
- Change Password
- Welfare Committee
- G Suite Application



Step 15 : Teaching Plan Self-assessment

Terminal Learning

International Program in Informatics for Bachelor

Introduction to Computer Science

Counseling

micro-credit and self-learning course

Welfare Committee

Affiliated Pages

Electronic Design Automation

Department of Computer Science and Engineering

College of Informatics

[▶more...](#)

Subscribed Pages

[▶hot...](#) [▶all...](#)

Application Systems

Personal Profile

Offering Department	Semester	Course Code	Class	Credit	Course Name	Teacher's Name
Department of Computer Science and Engineering (資訊工程學系碩士班)						

Teaching plan self-assessment, complying with 97-3 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 by one

Chinese English All completed Self-assessment completed

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

2. Click on " Self-assessment completed "

1-2. Select " Chinese 、 English all completed " once all are completed.

1-1. Select " Status "



Complete the Teaching Plan Editing and Self-Assessment

~ 教務處教學服務組 ~