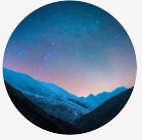


Yuan Ze University

Instructions on Editing Teaching Plan and Self-Assessment

Teaching Services Section,
Office of Academic Affairs
October 2025





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

Current Students

Prospective Students

Faculty/Staff

Alumni

 元智大學
YUAN ZE UNIVERSITY

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

Portal

E-mail

Library

News

IT Services

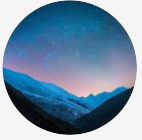
Main Menu

About YZU

Admissions

Academics

Administration



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



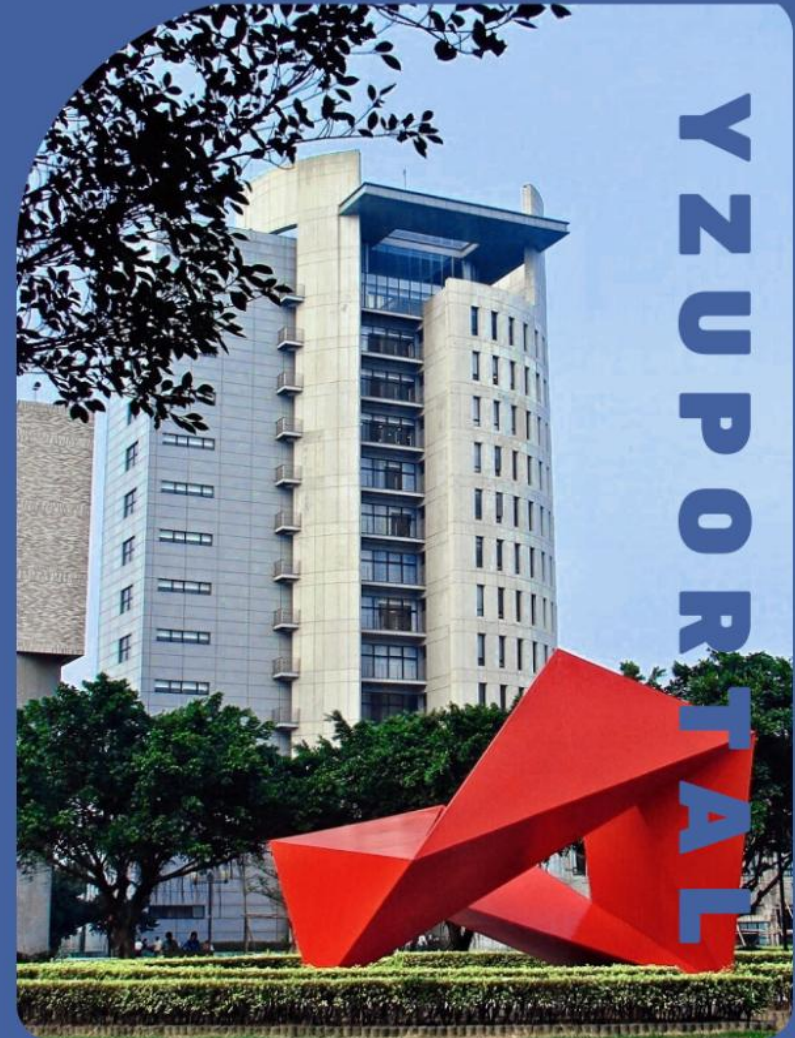
 Account

 Password 

Login

TW | EN

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 the PORTAL website interface. On the left, there is a sidebar with a 'Quick Links' section containing 'Budgets & Accounting' and 'University Curriculum'. Below this is an 'Affiliated Pages' button, which is highlighted by a red callout box labeled '1. Click on “ more...”'. Further down is a 'Subscribed Pages' section with 'hot...' and 'all...' buttons. The main content area has a green header bar labeled 'Course Pages'. Below this is a list of course IDs: 1141, 1132, 1131, 1122, 1121, 1112, 1111, 1102, 1101, 1092, 1091, 1082, 1081, 1072, 1071, 1063, and 1062. A red callout box labeled '2. Select “ Semester ”' points to the course ID 1141. Another red callout box labeled '3. Select “ Course Name ”' points to the course name 'Computer Programming (I) Programming Lab.(I)' which is displayed next to the selected course ID.

PORTAL 99

Quick Links

Budgets & Accounting

University Curriculum

Affiliated Pages

Subscribed Pages

hot... all...

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

Quick Links

- Budgets & Accounting
- University Curriculum

Affiliated Pages

- Fundamental Computer Programming (I)
- Computer Programming Lab.(I)

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

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

1. 課程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 ”



Quick Links

Budgets & Accounting

University Curriculum

Affiliated Pages

Subscribed Pages

▶hot...▶all...

Application Systems

Personal Profile

Personal Details

Change Password



Course UpdatesActivitiesMembersAdministration

Latest NewsCourse MaterialsAssignmentsDiscussion ForumGradesStudents/Teaching AssistantsAttendanceSyllabusFlipped 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

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

Click on “ University : Teaching Plan ”



Step 6 : Select “Teaching characteristics”

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

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
---------------------	----------	-------------	-------	--------	-------------	----------------

[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 courses should be identified no matter there are any grants or financial supports for the course.

☐ This course has the following innovative teaching characteristics (multiple choice)

- ☐ 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)
- ☐ Digital application course
- ☐ Computational thinking course (such as programming language courses)

Check “Completion Instructions”

Select “Teaching characteristics”

- ◆ In line with the Higher Education Sprout Project and to establish the university's innovative teaching features, please select the appropriate “Teaching characteristics” for your course (multiple choice if apply).
- ◆ If the course does not adopt any innovative teaching method, please select “This course does not have the above-mentioned innovative Teaching characteristics”.



Step 7 : Edit Teaching Plan

PORTAL 99

Quick Links

- Budgets & Accounting
- University Curriculum
- Affiliated Pages

Subscribed Pages

- hot
- all

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

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

1. Edit Teaching Plan

- Check whether to enable student self-check-in
- Indicate whether the course is related to humanistic care
- Edit educational goals and students' core competencies of the department (as required by IEET)
- Enter the content in Chinese and English separately in the appropriate fields, including: Course Objective, Pre-requisites, Outline, Teaching Approach, and Handouts (http//), etc.

2. Click "OK" to save automatically.



Step 8 : Click on “ **Edit Schedule** ” to edit the course schedule

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

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

Load Previous Course Schedule

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

周次	內容
1	Edit Sub Title
2	Edit Sub Title
3	Edit Sub Title

Edit the course schedule

- ◆ The course schedule is based on an 18-week plan.



Step 9 : 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](#) • [IET](#) • [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.

[Edit](#)

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. 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.

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



Step 10 : 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

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
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

1. Click on “ Edit ”

2. Edit the grading policy



Step 11 : Click on “ Set SDGs ”, to select the specific SDG items

PORTAL Quick Links: Budgets & Accounting, University Curriculum, Affiliated Pages

Subscribed Pages: hot, all

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 Qualifying Examination, micro-credit and self-learning course, Book Fifty, Course Schedule, Office Hour, Teaching Plan Self

Course Updates: Latest News, Course Materials, Assignments, Discussions, Set SDGs

Table Headers: Offering Department, Semester, Course Code, Class, Credit, Course Name, Teacher's Name

Definition of SDGs

SDGs 定義_教學手冊

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.

SDG5 【Gender Equality】 Achieve gender equality and empower all women and girls.

SDG6 【Clean Water and Sanitation】 Ensure availability and sustainable management of water and sanitation for all.

SDG7 【Affordable and Clean Energy】 Ensure access to affordable, reliable, sustainable and modern energy for all.

SDG8 【Decent Work and Economic Growth】 Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.

SDG9 【Industry, Innovation and Infrastructure】 Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.

SDG10 【Reduced Inequalities】 Reduce inequality within and among countries.

SDG11 【Sustainable Cities and Communities】 Make cities and human settlements inclusive, safe, resilient and sustainable.

SDG12 【Responsible Consumption and Production】 Ensure sustainable consumption and production patterns.

SDG13 【Climate Action】 Take urgent action to combat climate change and its impacts.

SDG14 【Life Below Water】 Conserve and sustainably use the oceans, seas and marine resources for sustainable development.

SDG15 【Life on Land】 Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, conserve and enhance biodiversity.

SDG16 【Peace, Justice and Strong Institutions】 Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

SDG17 【Partnerships for the Goals】 Strengthen means of implementation and revitalize the global partnership for sustainable development.

Definition of SDGs

SDG1 【No Poverty】 End poverty in all its forms everywhere.

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SDG17 【Partnerships for the Goals】 Strengthen means of implementation and revitalize the global partnership for sustainable development.

- ◆ 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. If none of the items are relevant, please select “Unrelated to all of the above” and specify the reason.)



Step 12 : Click on “ Teaching Profile ” → “ Teaching Plan Self-evaluation ”

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 : [Inquiry](#)

Note 1: Chinese and English fields: each checking field
Note 2: Chinese and English fields: **None** - all seven
Note 3: Self-evaluation field: **O** - completed, **X** - in
Note 4: Approval field: **N** - failed, the course will not

NO	Dept.	Semester	Course Code	Class	Course Name	In
1	工學院					
2	工學院					
3	工程英專					

Teaching Profile

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

Off-Hour

Teaching Plan Self-evaluation

Withdrawal Approval

Elective Approval

Exam Schedule

in a teaching plan (14 categories in total)
on, **Blank** -completed

Course Schedule	Description	Approval	SDGs
-----------------	-------------	----------	------

1. Click on “ Teaching Profile ”

2. Click on “ Teaching Plan Self-evaluation ”



Step 13 : Select “ Semester ”, Click on “ Course Code ”

1. Select “ Semester ”

2. Click on “ Course Code ”

PORTAL

Quick Links

Office of Academic Affairs

Application Systems

Personal Profile

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

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: Chinese and English fields: each checking field (Chinese, English) encapsulates seven categories in a teaching plan (14 categories in total)
Note 2: Chinese and English fields: **None** - all seven items are incomplete, **Incomplete** - partial completion, **Blank** - completed
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	Class	Course Name	Instructor	Self-evaluation	Chinese	English	Grading	Course Schedule	Description	Approval	SDGs
1										O	O		Y	O
2										O	O		Y	O
3										O	O		Y	O



Step 14 : 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)	1 degree					

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☒ EnglishAll completedSelf-assessment completed

Items	C/E	Detail	Status
一、課程目標 Course objective	C		☐ None ☒ Completed ☐ Incompleted
	E		☐ None ☒ Completed ☐ 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

~ Teaching Services Section, Office of Academic Affairs ~