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



Teaching Services Section,
Office of Academic Affairs

November 2026

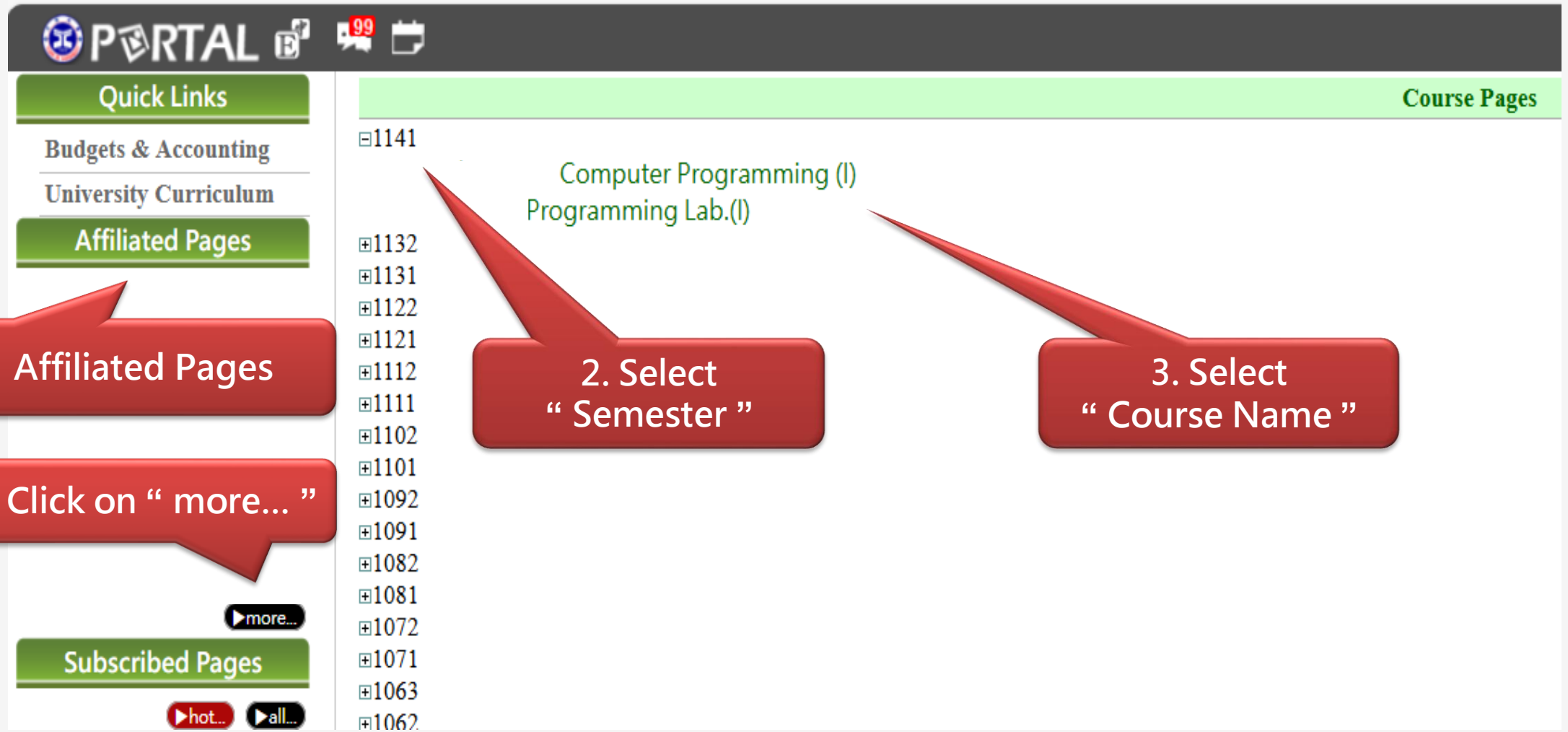
Step 1：Go to the YZU Homepage and click on “Portal”



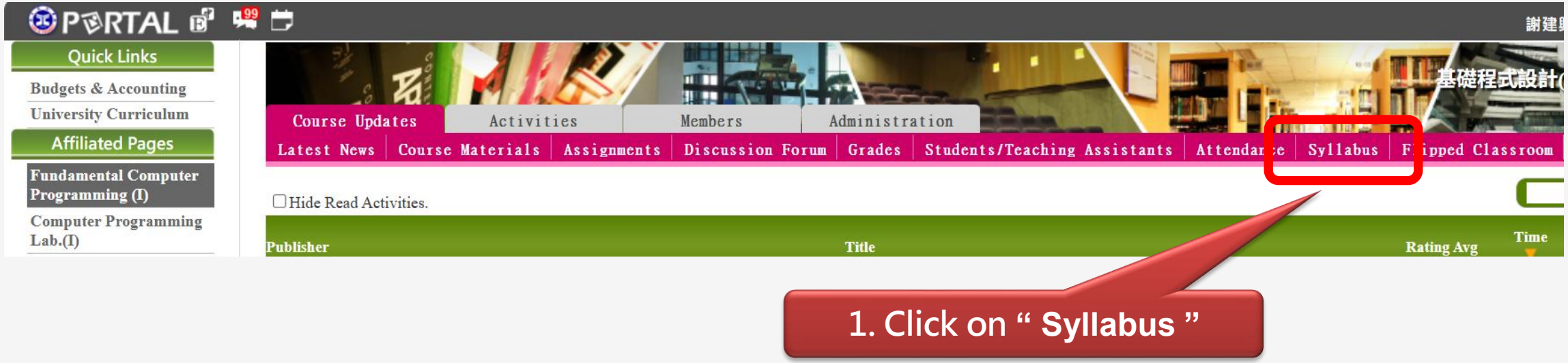
Step 2：Log in using your account and password

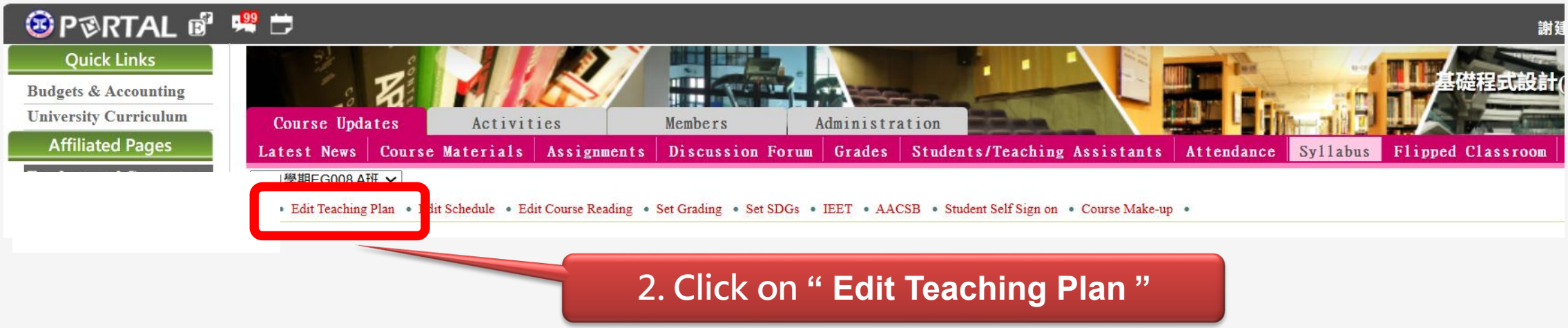


Step 3: Under the Affiliated Pages section, click “More…”, then select Semester → Course Name



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

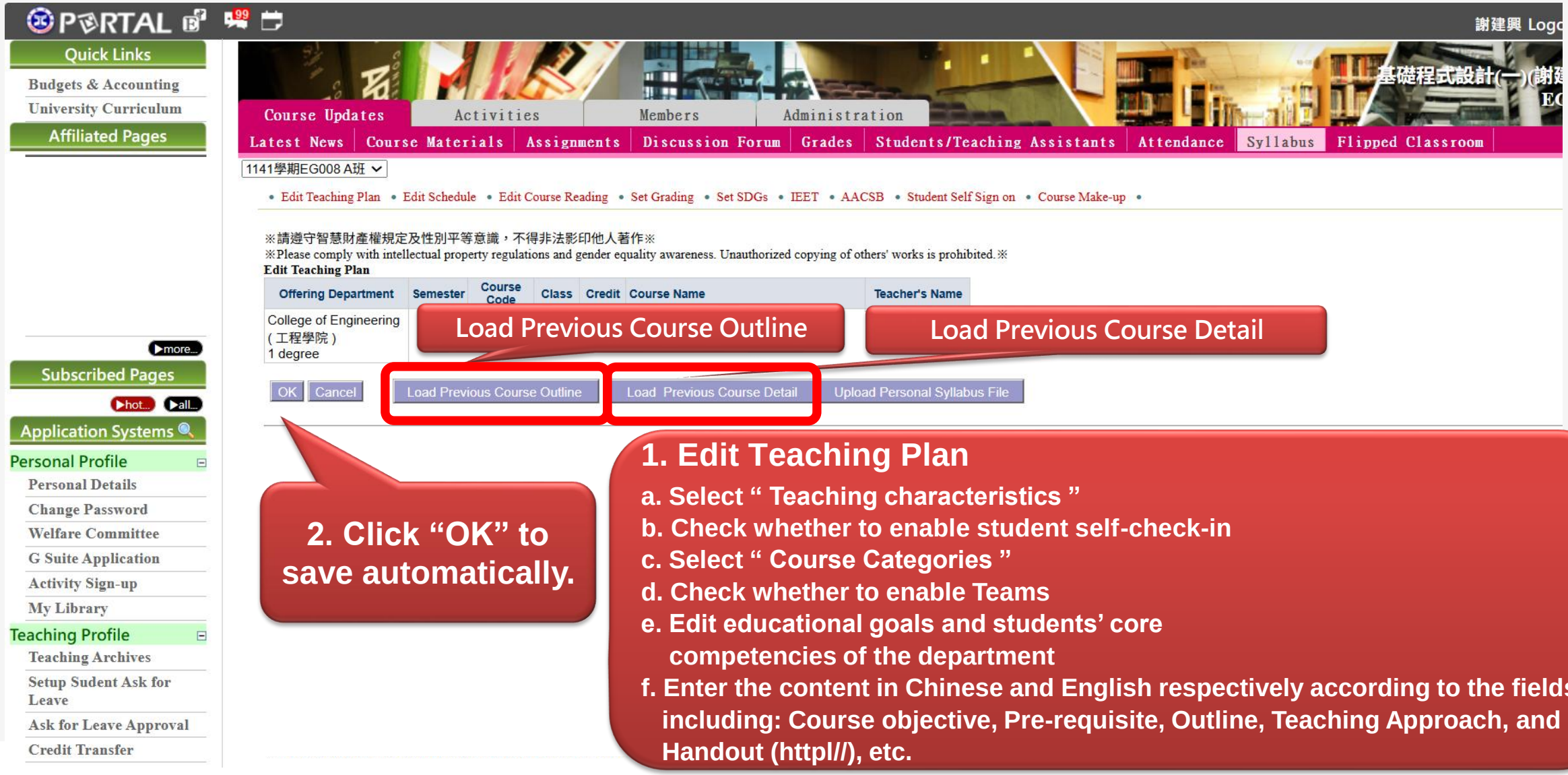




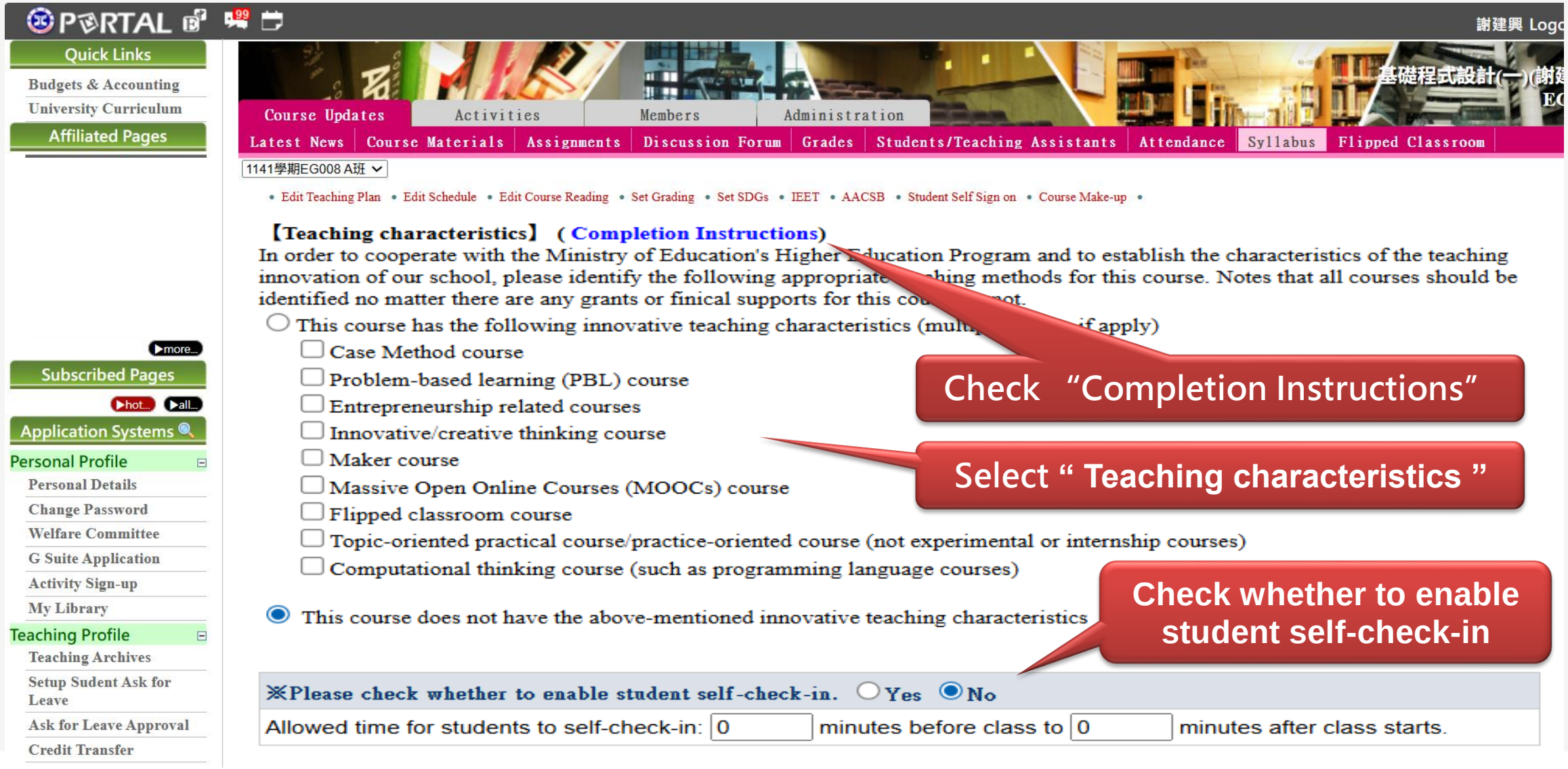
Step 5：Click on “ University：Teaching Plan ”



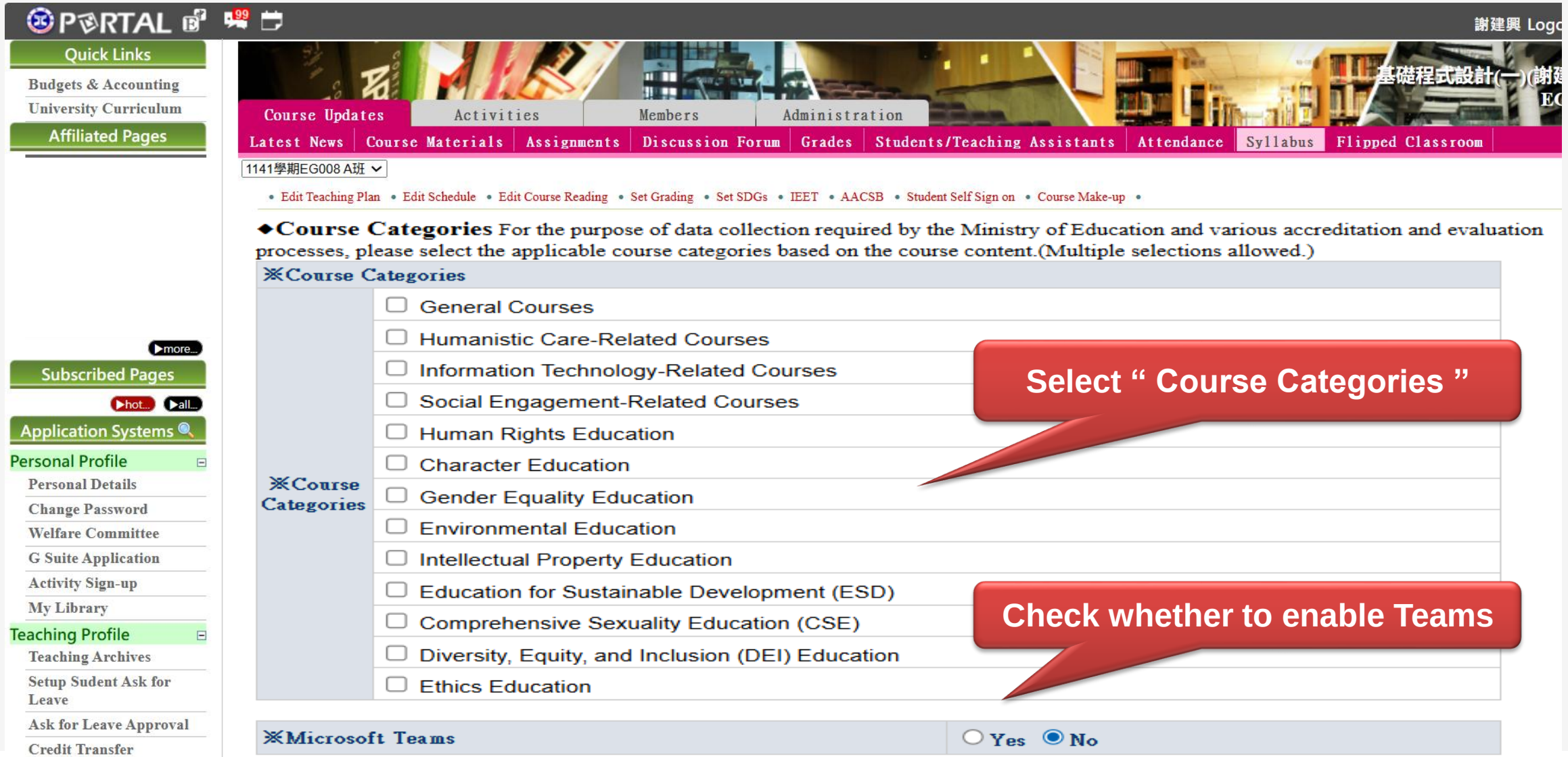
Step 6：Edit Teaching Plan



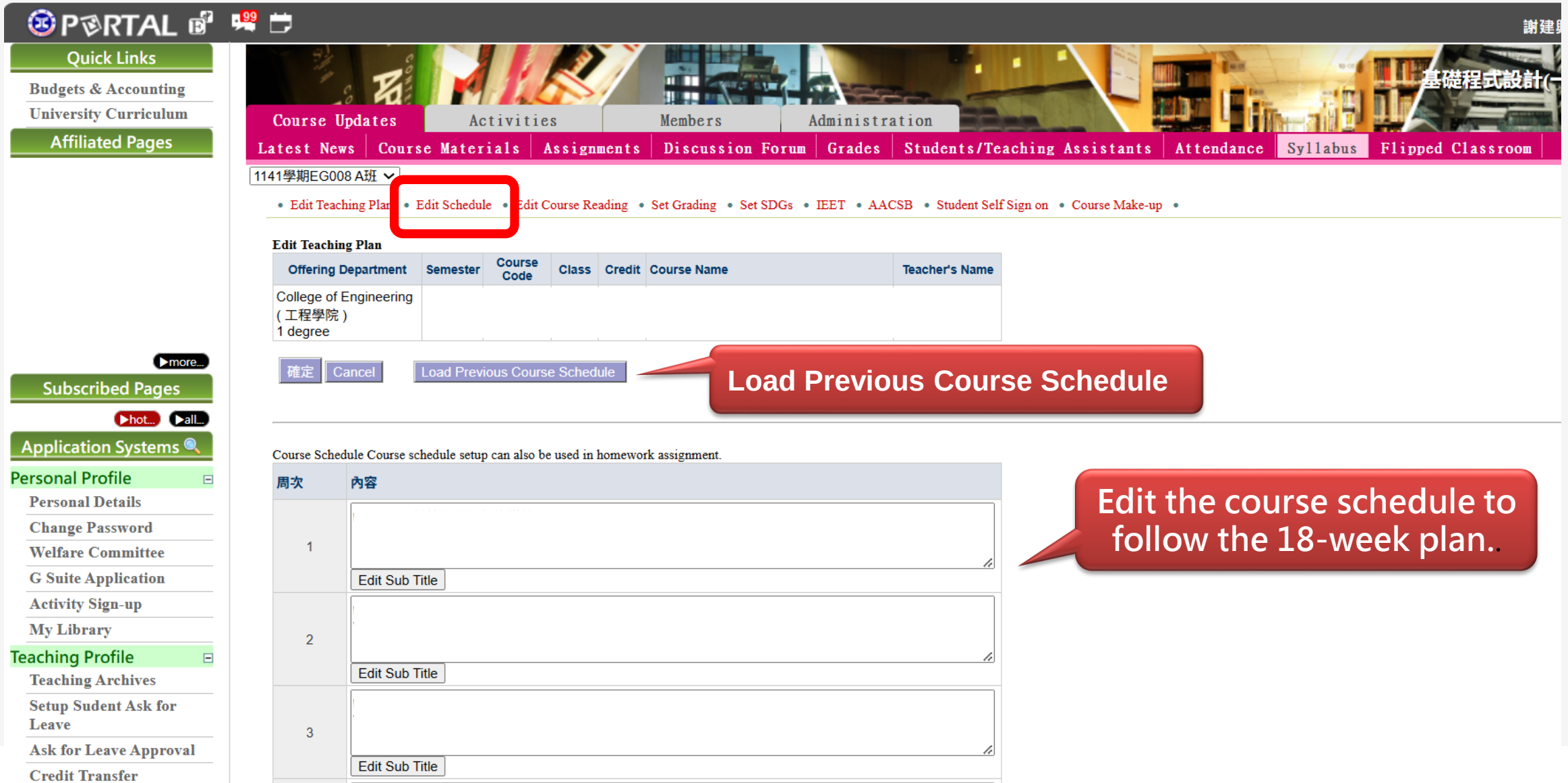
Step 7：Select “ Teaching characteristics ” & Check whether to enable student self-check-in



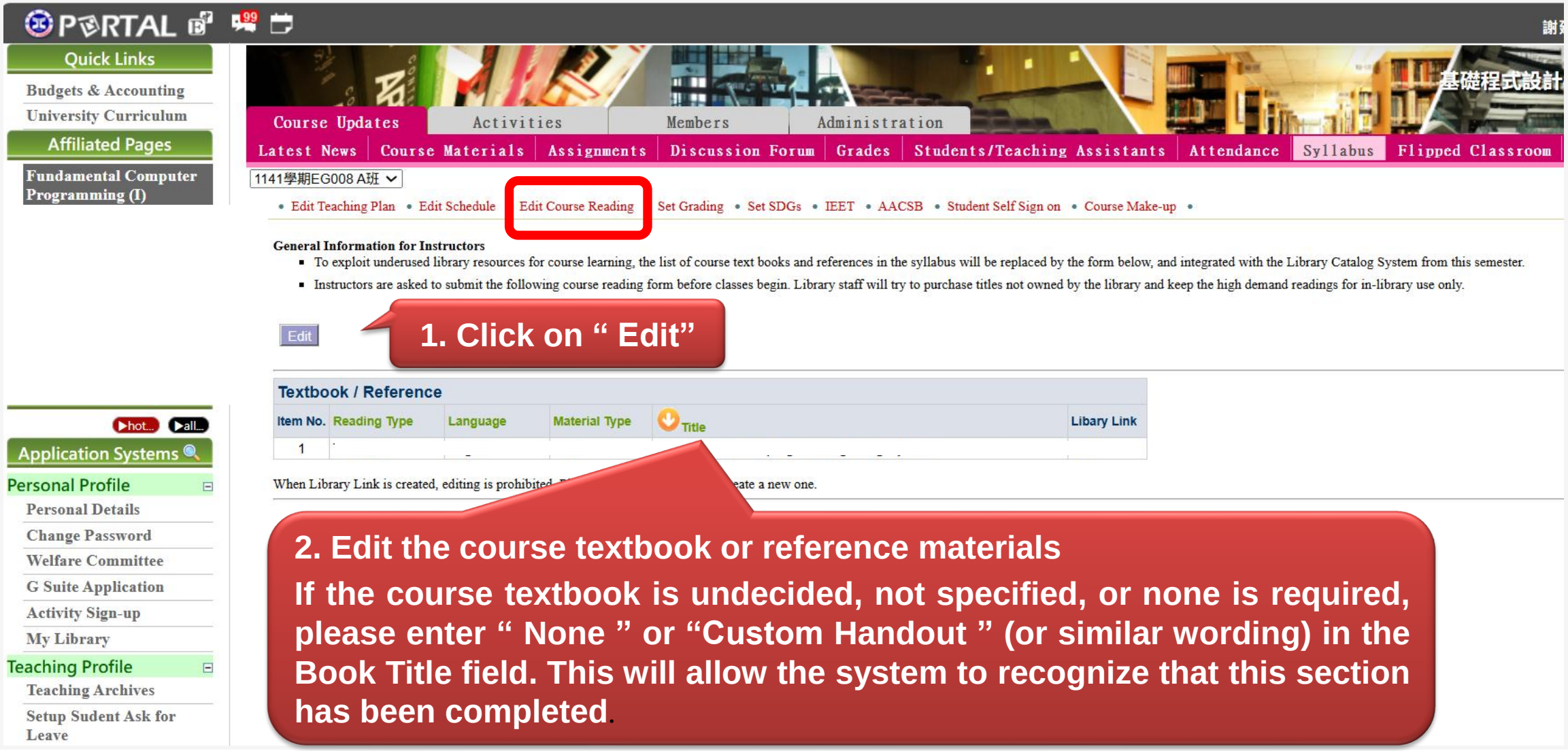
Step 8：Select “ Course Categories ” & Check whether to enable Teams



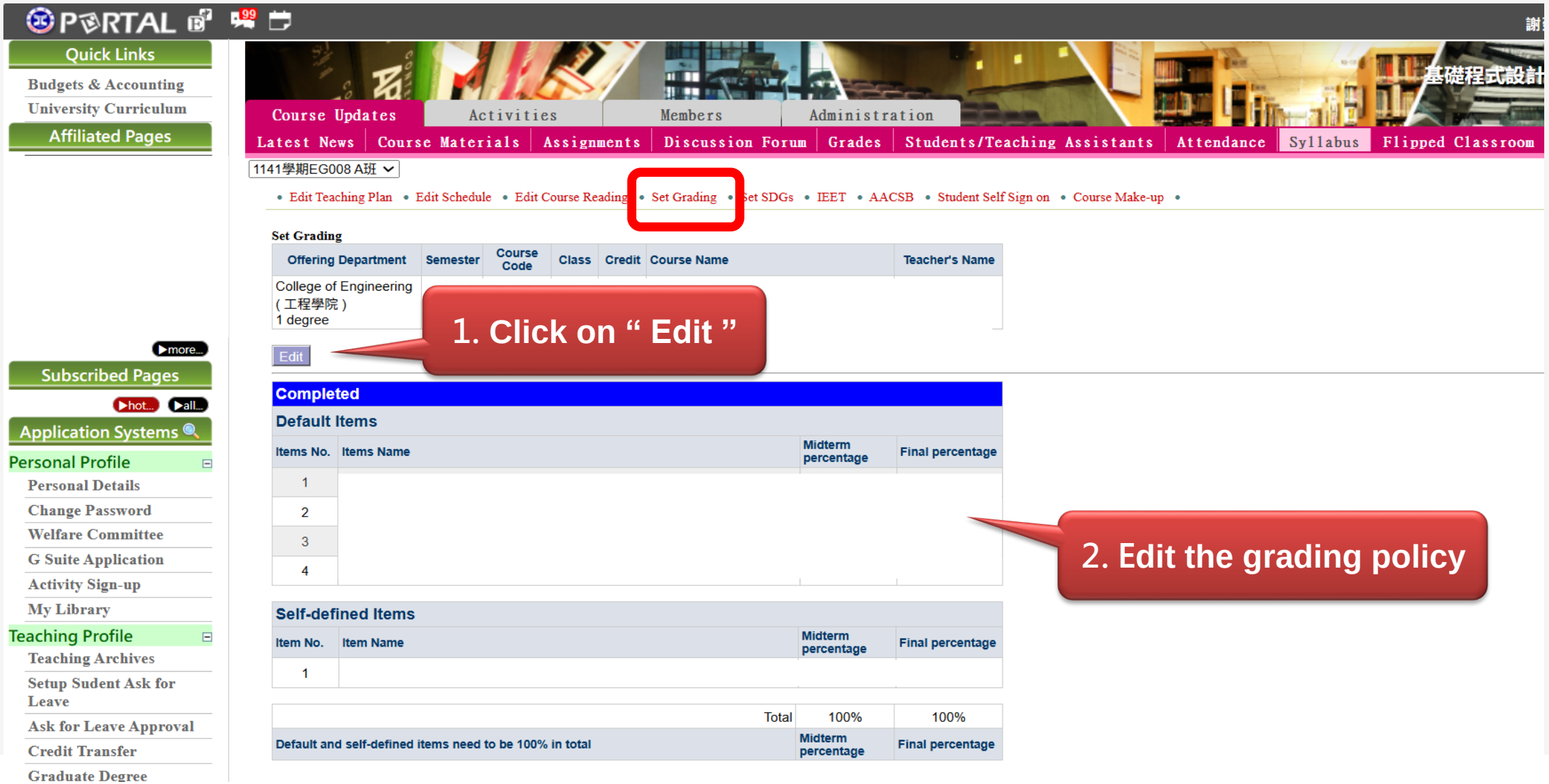
Step 9：Click on “ Edit Schedule ” to edit the course schedule



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



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

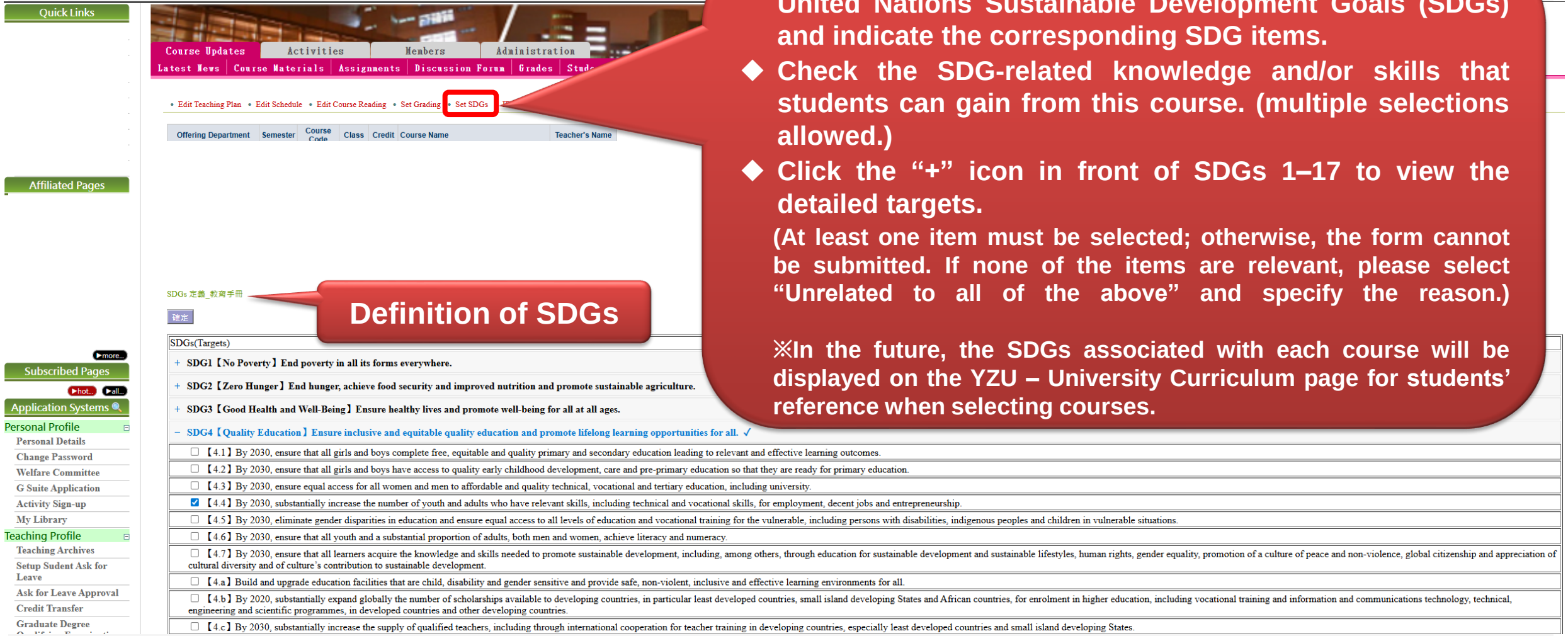


Step 12：Click on “ Set SDGs ”, to select the specific SDG items

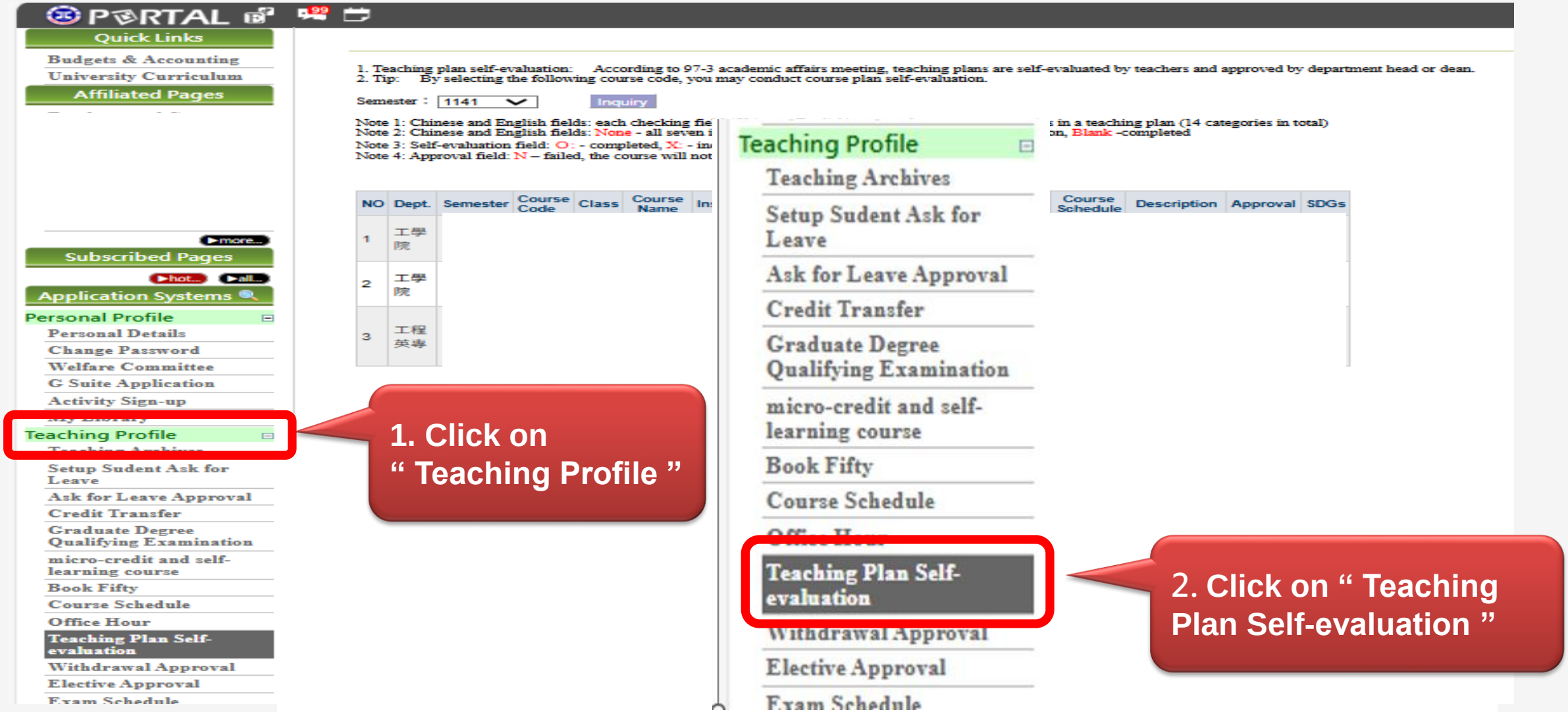
- In course design, please ensure alignment with the United Nations Sustainable Development Goals (SDGs) and indicate the corresponding SDG items.
- Check the SDG-related knowledge and/or skills that students can gain from this course. (multiple selections allowed.)
- Click the “+” icon in front of SDGs 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.)

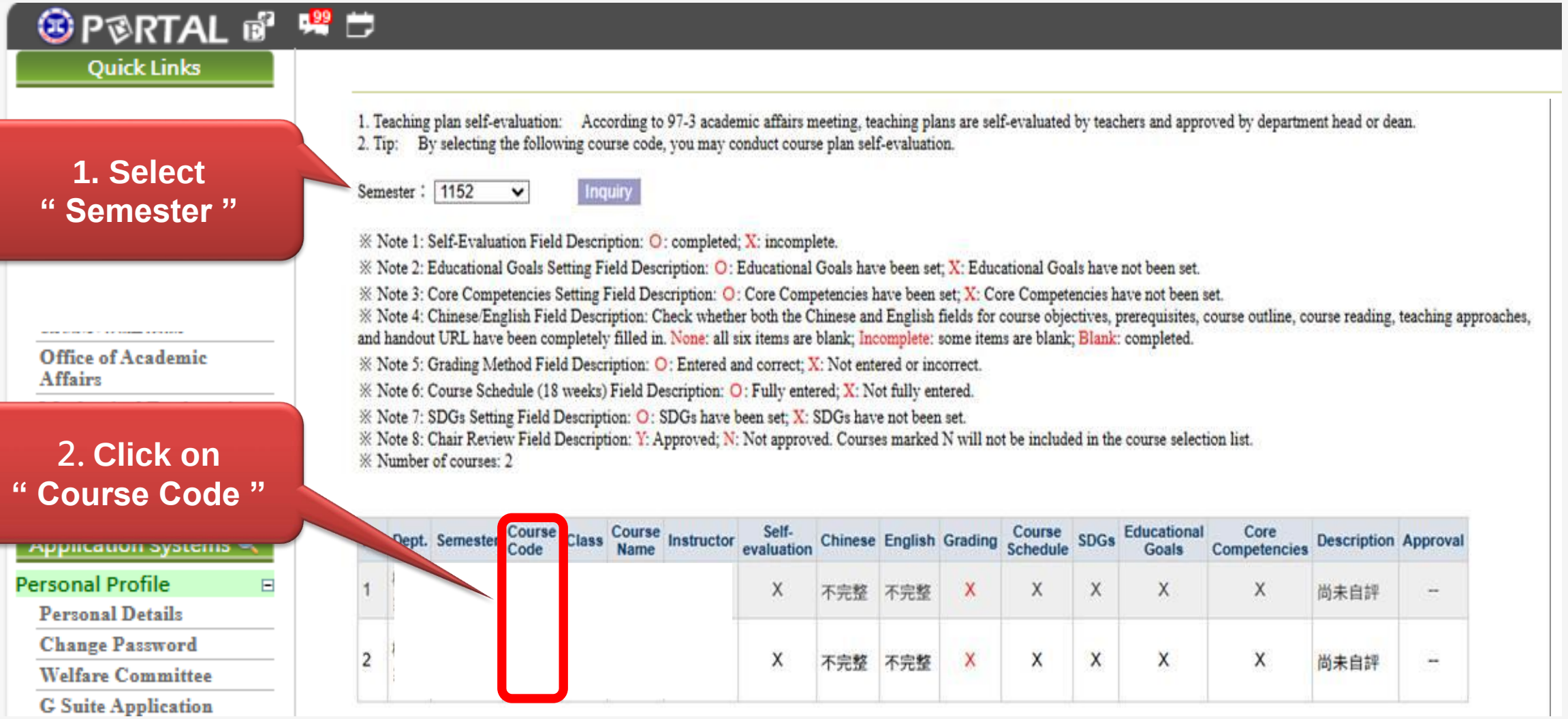
※In the future, the SDGs associated with each course will be displayed on the YZU – University Curriculum page for students’ reference when selecting courses.



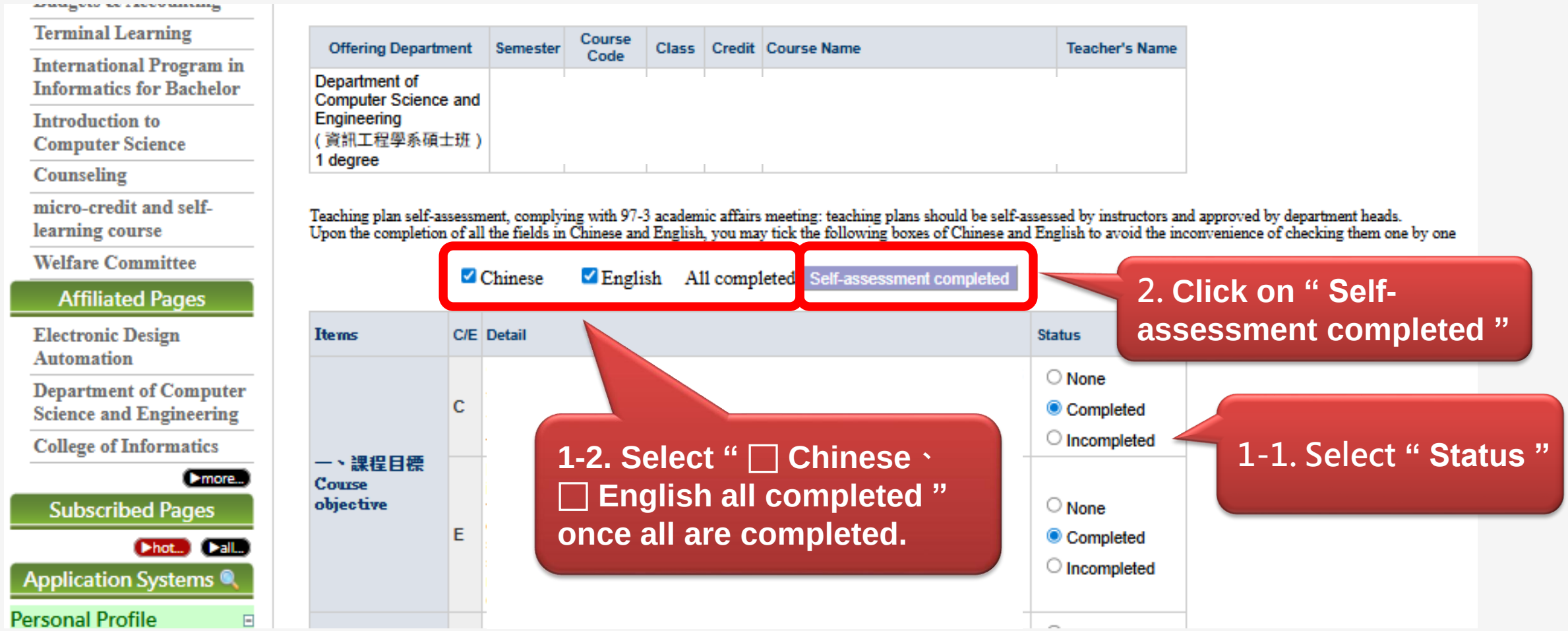
Step 13：Click on “ Teaching Profile ” → “ Teaching Plan Self-evaluation ”



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



Step 15：Teaching Plan Self-assessment











Complete the Teaching Plan Editing and Self-Assessment

~ 教務處教學服務組 ~