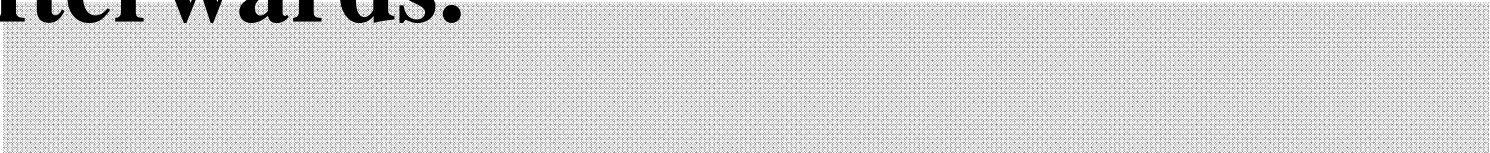


# **Instructions to Approve Faculty Members' Teaching Plans by Chairperson of the Department**

Teaching Service Section  
Office of Academic Affairs  
April 28, 2010

**Based on the agreement achieved at the 2008 Academic Affairs meeting, Faculty members are required to self-evaluate their teaching plans as well as obtain Chairperson's approval afterwards.**



**Step 1:** Enter YZU Homepage

→ Click on **Portal**

☑ YZU Homepage:

[http://web2.yzu.edu.tw/eng\\_2003](http://web2.yzu.edu.tw/eng_2003)



**Step 2:** Enter your e-mail account and password to login to YZU Portal

☑ Should you have problems with your account and password, please contact Information Services.



**Step 3: Click on Teaching File**



**Step 4: Click on Teaching Plan Approval**





**Step 5:** Click on **Semester** 、 **Status**  
→ Click on **Inquiry**



**Step 6:** Click on the **Course Code**  
for approval



**Step 7:** Click on **Pass** or **Fail** to complete the process of teaching plan's approval

**For more courses to verify and approve, please repeat step 3 to Step 7.**



## **Courses Approved**

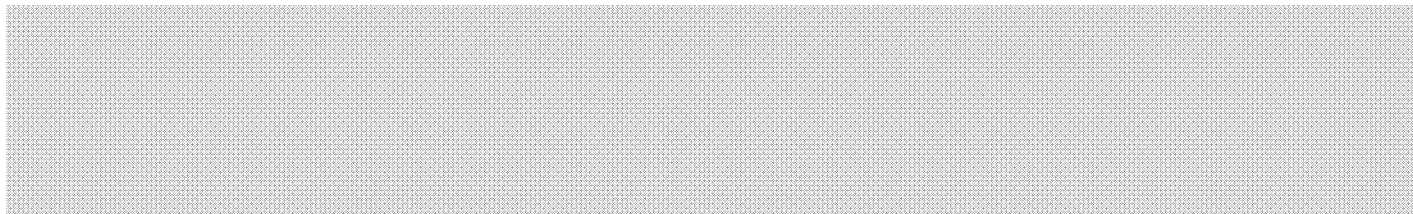
- **Approved courses will be available for the first stage of online course selection.**

## **Courses Unapproved**

- **A Notice will be e-mailed to the course lecturer for completing the process of teaching plans' verification and approval.**

## **☑ Important Note:**

**Courses unapproved will not be available for online course selection.**





**Thank you for your participation  
in the YZU Teaching-Plan project  
to offer YZU students a distinct  
road map for directions towards  
the goals of learning.**

Teaching Service Section  
Office of Academic Affairs