**元智大學遠距教學實施成效教師自評暨評鑑表填寫說明**

**YZU Instructions for Filling in the Teacher’s Self-assessment and Evaluation Form of the Implementation Effect of Distance Learning**

1. 本校「遠距教學實施成效教師自評暨評鑑表」，應依當學期開設之遠距教學課程實際實施狀況填寫。

learning courses offered in the current semester.

1. 備註(佐證資料)說明欄中，請依評鑑指標、評分標準、評鑑重點補充說明，具體敘明實施狀況，並提供相關截圖畫面或連結網址以茲證明。佐證資料應與平臺所呈現的資料一致。佐證資料至少保存五年，以做為教育部進行遠距教學實施成效評鑑或接受訪視時之審閱資料。

In the Description column of the remarks (supporting information), please complete the description according to the evaluation indicator, scoring standard and evaluation focus, specify the implementation status and provide relevant screenshots or link to a website to prove it. The supporting information must be consistent with the information provided by the platform. The supporting data shall be kept for at least five years as review data when the Ministry of Education evaluates the effectiveness of the implementation of distance learning or accepts interviews.

1. 教師依據「遠距教學實施成效教師自評暨評鑑表」於開課當學期期末完成自評，並附佐證資料。

Teachers complete the self- assessment at the end of the semester when the course starts according to the "Teacher's Self- assessment and Evaluation Form of the Implementation Effect of Distance Learning" and attach supporting documents.

1. 開課單位所屬課程委員會應於次一學期依據教師「遠距教學實施成效教師自評暨評鑑表」完成評鑑，再經院、校課程委員會議審議。

The curriculum committee of the course opening unit completes the evaluation in the next semester according to the "Teacher's Self-assessment and Evaluation Form of the Implementation Effect of Distance Learning" and then submits it to the college and school curriculum committee meeting for deliberation.

1. 開課單位所屬課程委員會應於「遠距教學實施成效教師自評暨評鑑表」之「評鑑委員處」完成簽名。

The curriculum committee of the course opening unit shall sign at the” evaluation committee”.

1. 遠距教學之教育部及本校相關規定，請參閱網頁路徑：[元智首頁/學校行政業務/教務處/教師專區/多元教學](https://www.yzu.edu.tw/admin/aa/index.php/tw/2016-02-02-08-25-23/2016-08-07-01-35-52)

For relevant regulations of the Ministry of Education and the University of distance learning, please refer to the website path: Yuan Ze frontpage/Administration/Office of Academic Affairs/Resource for Teachers/ Diversity Instruction

1. 遠距教學平台及軟體操作說明Distance learning platform and software operation instructions：

|  |  |
| --- | --- |
| **可運用的平台軟體(Available platform software)** | **備註(Remark)** |
| Portal：  請老師運用Portal虛擬教室之最新消息/教材/作業/學習討論/成績/出缺勤/翻轉教室等功能，留存課程內容、公告與師生互動等紀錄，供委員進入本校虛擬教室觀看審查。  Teachers are requested to use the News/ Materials/ Homework/ Discussion/ Grades/ Absence record/ Flipped classroom and other functions of the Portal Virtual Classroom to keep records of course content, announcements and teacher-student interaction for members to enter the virtual classroom of the school to watch and review. |  |
| Teams：   1. 上課過程錄製之影片會儲存在交談上，學生點選即可觀看及下載。影片會自動儲存在OneDrive，可參考微軟官方文件→[在TEAMS中錄製會議。](https://support.microsoft.com/zh-tw/office/%E5%9C%A8-teams-%E4%B8%AD%E9%8C%84%E8%A3%BD%E6%9C%83%E8%AD%B0-34dfbe7f-b07d-4a27-b4c6-de62f1348c24)**錄製影片資料請至少保存五年，以做為教育部進行遠距教學實施成效評鑑或接受訪視時之審閱資料。**   The videos recorded during the class will be stored in the conversation, and students can click to watch and download them. The film will be automatically saved in OneDrive. Please refer to the official Microsoft document →record the meeting in TEAMS. The recorded video materials shall be kept for at least five years as the review materials for the Ministry of Education to evaluate the effectiveness of distance learning implementation or receive interviews.   1. 貼文區的互動紀錄，請老師提醒同學勿刪除，俾便供委員審查。   Please remind students not to delete the interaction records in the posting area for members review.   1. 依據教育部之評核細項：學習平臺功能運用之評核指標(1)學習平臺提供教材，線上測驗，作業公告、繳交、批閱、回饋，學習歷程的紀錄與統計、運用等。(2)學習平臺支援行動載具、整合學校相關系統，如成績系統、點名系統、學習歷程系統等。因此課程之教材請同步放至校內Portal虛擬教室之教材區，並請充分利用校內Portal虛擬教室之所有功能，俾便委員進入Portal虛擬教室審核，以符合上述評核指標。   According to the evaluation details of the Ministry of Education: Evaluation indicators for the use of learning platform functions (1) The learning platform provides teaching materials, online tests, homework announcements, submission, review, feedback, records, statistics, and use of learning processes, etc. (2) The learning platform supports mobile vehicles and integrates school-related systems, such as grade system, roll call system, and learning history system. Therefore, please put the teaching materials of the course in the teaching material area of the Portal virtual classroom in the school at the same time, and please make full use of all the functions of the Portal virtual classroom in the school, so that the committee members can enter the Portal virtual classroom for review, so as to meet the above evaluation indicators. | 其他Teams相關問題及平台教學影片已放置於[元智大學首頁/防疫專區/同步學習/Teams操作手冊](https://www.yzu.edu.tw/nCov/)(課程管理)  Other Teams related questions and platform teaching videos have been placed on the homepage of Yuan Ze University/ epidemic prevention area/ synchronous learning/Teams operation manual(course management) |
| 其他：  如有其他互動討論方式，例如e-mail、line等，亦請截圖畫面或聯結網址留存以茲證明，俾便供委員審查。  If there are other interaction discussion methods, such as e-mail, LINE, etc. Please also keep screenshots or link websites for verification so that members can review them. |  |

**元智大學遠距教學實施成效教師自評暨評鑑表**

**YZU Teacher’s Self-assessment and Evaluation Form of the Implementation Effect of Distance Learning**

開課學期(Semester)：

評鑑課程(Evaluation Course)：

開課教師(Teacher)：

評鑑日期(Evaluation Date)：　　年　　月　　日　　　評鑑委員(Evaluation Committee)：

**【評鑑內容說明**】

* 1. 依據[專科以上學校遠距教學實施辦法](https://edu.law.moe.gov.tw/LawContent.aspx?id=FL040400" \l "lawmenu)辦理。

It shall be handled according to the Implementation Regulations Regarding Distance Learning by Universities.

* 1. 請提供自我檢核說明欄的佐證資料，並依備註欄的序號逐一編號，其中備註欄之序號為教育部大專校院遠距教學課程實施成效學校自我檢核表應提供之佐證資料。

Please provide the supporting information in the self-inspection instruction column, and number them one by one according to the serial number in the remark column, where the serial number in the remark’s column is the supporting information that should be provided in the school self-check form for the effectiveness of distance learning courses implemented by colleges and universities of the Ministry of Education.

* 1. 「遠距教學課程」係指每一科目授課時數1/2以上以遠距教學方式進行者。

“Distance learning courses” refer to those courses that are taught in a distance learning way for more than 1/2 of the teaching hours of each subject.

| **評鑑指標**  **Evaluation indicator** | **評分標準** | **評鑑重點補充說明**  **Standard for evaluation** | **自我檢核說明**  **(含佐證資料)**  **Self-censorship description (Including supporting materials)** | **自我檢核分數**  **censorship score** | **委員評鑑結果**  **Committee evaluation results** | **委員評鑑結果說明**  **Description of committee evaluation results** | **備註**  **(佐證資料)**  **Remark**  **(Supporting materials)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. 學校視課程需要，設置助教協助教學(5分)   The school provides teaching assistants to assist teaching according to the needs of the curriculum  (5 points) | 1. 有設置：1~5分。 2. 實施狀況良好：5分。 3. 實施狀況尚可：3~4分。 4. 實施狀況可再加強：1~2分。   Set: 1~5 points   1. Good implementation:5 points 2. The implementation is acceptable: 3~4 points. 3. The implementation can be further strengthened:1~2 points 4. 無設置：0分。(提供助教設置文件及實施狀況(如實際設置助教之數位課程比率))   Provide teaching assistant setting documents and implementation status (such as the ratio of digital courses actually set for teaching assistant | 請提供(please provide)   1. 學期問卷調查表(含助教滿意度)   Term questionnaire  (Including assistant satisfaction)   1. 助教在該特定科目協助面向及相關背景之佐證資料。   The teaching assistant shall assist with supporting materials for the specific subject and relevant background | (填寫相關說明  Fill in relevant instructions) |  | □ 通過 (建議分數達4~5分者)  Passed  (recommended score of 4~5)  □ 待加強  To be strengthened |  | 1.1.2  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為1.1.2OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 1.1.2OOOO. |
| 1. 遠距教學學分課程皆有教學計畫(5分)   All distance learning credit courses have teaching plan  (5 points) | (1)有：1~5分。  a.全部(100%)遠距課程：5分。  b.60%至99%遠距課程：3~4分。  c.59%(含)以下遠距課程：1~2分。   1. All (100%) distance courses: 5 points. 2. 60% to 99% distance courses: 3~4 points. 3. Distance courses below 59% (inclusive): 1~2 points. 4. 無：0分。   None:0 point  (提供近3學年所有遠距教學課程「教學計畫」網頁或檔案之超連結網址且能有效連結閱覽，「教學計畫」格式詳如附表1.2.3)  (Provide hyperlinked websites of “teaching plan” websites or files of all distance learning courses in the past 3 academic years, which can be effectively linked for reading. See Schedule 1.2.3 for the format of “teaching plan”.) | 1. 適用表單： 2. [大專校院遠距教學課程－教學計畫大綱](https://www.yzu.edu.tw/admin/aa/files/Curriculum/table/%E5%A4%A7%E5%B0%88%E6%A0%A1%E9%99%A2%E9%81%A0%E8%B7%9D%E6%95%99%E5%AD%B8%E8%AA%B2%E7%A8%8B%E6%95%99%E5%AD%B8%E8%A8%88%E7%95%AB%E5%A4%A7%E7%B6%B1.docx)，請置於本校Portal/該課程之教材區/綜合，輸入方式請參閱附件一，俾便學生查詢及供評鑑委員審查用。   For the Distance learning courses for colleges and University -syllabus of teaching plan, please place it in the Portal of the university/ the teaching material area/ comprehensive of the course. Please refer to Annex 1 for the input method, so that students can query and the evaluation committee can review it.  (2)[多元教學課程開課申請表](https://www.yzu.edu.tw/admin/aa/files/Curriculum/table/%E5%A4%9A%E5%85%83%E6%95%99%E5%AD%B8%E8%AA%B2%E7%A8%8B_%E9%96%8B%E8%AA%B2%E7%94%B3%E8%AB%8B%E8%A1%A81101101%E7%89%88.doc)  Application form for Multiple Instruction Curriculum   1. 上述表單請於開課前一學期經三級課程委員會議進行實質審查，始得開課。   The above form shall be reviewed by Tier III Curriculum Committee one semester before the course starts. | (填寫相關說明  Fill in relevant instructions) |  | □ 通過 (建議分數達5分者)  Passed  (recommended score of 5)  □ 待加強  To be strengthened |  | 1.2.3  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為1.2.3OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 1.2.3OOOO. |
| C.學校定期評鑑遠距教學課程(5分)  The school regularly evaluates distance learning courses  (5 points) | (1)有：1~5分。  a.全部(100%)遠距課程均有評鑑，且報告至少保存5學年：5分。  b.60%至99%遠距課程有評鑑：3~4分。  c.59%(含)以下遠距課程有評鑑：1~2分。  Yes: 1~5 points.  a. All (100%) distance courses are evaluated, and the reports are kept for at least 5 academic years: 5 points.  b. 60% to 99% of distance courses have evaluation: 3~4 points.  c. 59% (inclusive) of the following distance courses have evaluation: 1~2 points.  (2)無：0分  None: 0 point | 1.提供「本校遠距教學實施成效教師自評暨評鑑表」、會議紀錄或相關文件。  Provide the "Teacher Self-evaluation and Evaluation Form for the Implementation Effect of Distance Teaching in Our School", meeting minutes or related documents.  2.因教育部規定開設課程須有校外相關專業委員審查紀錄，且本校規定各級課程委員會委員，應另邀請1-2位校外學者專家產業界代表，協助課程規劃諮議，因此請各開課單位提供課程委員會組織辦法，有關校外委員之法源依據(節錄相關條文內容)，俾便評鑑委員審核。  Because the Ministry of Education stipulates that courses must be reviewed by relevant professional committees outside the school, and the school stipulates that the members of the curriculum committees at all levels should invite 1-2 representatives from outside the school, experts and industries to assist in the course planning consultation, so please provide the courses. The organizational method of the curriculum committee and the legal basis of the external committee members (relevant provisions are excerpted) are convenient for the evaluation committee to review. | (填寫相關說明  Fill in relevant instructions) |  | □ 通過 (建議分數達5分者)  Passed  (recommended score of 5)  □ 待加強  To be strengthened |  | 1.3.1  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為1.3.1OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 1.3.1OOOO. |
| 1. 學校適當保存遠距教學課程資料(5分)   The school has properly kept the distance learning course materials  (5 points) | (1)保存合宜：1~5分。  a.全部(100%)遠距課程均有保存：5分。  b.60%至99%遠距課程有保存：3~4分。  c.59%(含)以下遠距課程有保存：1~2分。  Proper storage:1-5 points   1. All (100%) distance courses: 5 points 2. 60% to 99% distance courses: 3~4 points 3. Distance courses below 59% (inclusive): 1~2 points. 4. 無：0分。   None: 0 point  (數位學習平臺網址，1至3組學生及教師身份之帳號、密碼，且可查詢近3學年所有開設之遠距教學課程，格式詳如附表1.3.2)  (Provide the website of the digital learning platform (including 1-3 sets of student and teacher accounts and passwords, which must have access to all distance learning courses offered in the past 3 academic years)) | 1. 請參閱本校「遠距教學實施成效教師自評暨評鑑表填寫說明(p.1)第7點」遠距教學平台及軟體操作說明，相關佐證資料至少保存五年。   Please refer to our school’s “Instructions for Filling in the Teacher’s Self-assessment and Evaluation Form of the Implementation Effect of Distance Learning (p.1), point 7”, the distance learning platform and software operation instructions, and the relevant supporting data shall be kept for at least five years.   1. 如放置本校portal資服處會提供帳號、密碼，供評鑑委員審閱。   If it is placed in the portal, the information service office of the university will provide the account number and password for the review of the evaluation members.   1. 如放置Teams系統請提供帳號、密碼及登入步驟或連結方式，供評鑑委員查閱。   課堂教材搜尋步驟範例：登入教學平台→點選「課程名稱」團隊→點選「檔案」→點選「課堂材料」  If the Teams system is installed, please provide the account number, password and login steps or link method for the evaluation members to view. Example of searching steps for classroom materials: log in to the teaching platform → click the “course name” team → click the “file” → click the “classroom materials”   1. 上課影片搜尋步驟範例：登入教學平台→點選「課程名稱」團隊→點選「檔案」→點選「Recordings」   Example of search steps for class videos: Log in to the learning platform → click the “course name” team → click the “file” → click the “classroom materials” | (填寫相關說明  Fill in relevant instructions) |  | □ 通過 (建議分數達5分者)  Passed  (recommended score of 5)  □ 待加強  To be strengthened |  | 1.3.2  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為1.3.2  OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 1.3.2OOOO. |
| E.學校能依據遠距教學課程評鑑報告，有持續改善之作為(5分)  The school can make continuous improvement based on the evaluation report of the distance learning course (5 points) | (1)有評鑑報告，並有持續改善措施：1~5分。  a.全部(100%)遠距課程均有評鑑報告，並有持續改善措施：5分。  b.60%至99%遠距課程有評鑑報告，並有持續改善措施：3~4分。  c.59%(含)以下遠距課程有評鑑報告，並有持續改善措施：1~2分。  There are evaluation reports and continuous improvement measures: 1~5 points.  a. All (100%) distance courses have evaluation reports and continuous improvement measures: 5 points.  b. 60% to 99% of distance courses have evaluation reports and continuous improvement measures: 3~4 points.  c. Less than 59% (inclusive) of distance courses have evaluation reports and continuous improvement measures: 1~2 points.  (2)無：0分。  None: 0 point | 1. 依據遠距教學課程評鑑報告，持續改善作為之佐證，如：會議紀錄或相關文件。   Based on the evaluation report of the distance learning course, evidence of continuous improvement, such as: meeting minutes or related documents.   1. 課程之教材請同步放至校內Portal虛擬教室之教材區，並請充分利用校內Portal虛擬教室之所有功能，俾便委員進入Portal虛擬教室審核，以符合上述評鑑指標。   Please put the teaching materials of the course in the teaching material area of the Portal virtual classroom in the school at the same time, and please make full use of all the functions of the Portal virtual classroom in the school, so that the committee members can enter the Portal virtual classroom for review, so as to meet the above evaluation indicators. | (填寫相關說明  Fill in relevant instructions) |  | □ 通過 (建議分數達5分者)  Passed  (recommended score of 5)  □ 待加強  To be strengthened |  | 1.3.3  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為1.3.3OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 1.3.3OOOO. |
| 1. 學習平臺提供教材，線上測驗，作業公告、繳交、批閱、回饋，學習歷程的紀錄與統計、運用等(6分)   The learning platform provides teaching materials, online quizzes, homework announcements, submission, review, feedback, records and statistics of the learning process, applications, etc.  (6 points) | (1)有支援：1~6分。  a.實施狀況良好：5~6分。  b.實施狀況尚可：3~4分。  c.實施狀況可再加強：1~2分。  With support: 1~6 points.  a. The implementation status is good: 5~6 points.  b. The implementation status is acceptable: 3~4 points.  c. The implementation status can be further strengthened: 1~2 points.  (2)無支援：0分。  None: 0 point | 1. 請充分利用校內Portal虛擬教室之所有功能，俾便委員進入Portal虛擬教室審核，以符合評鑑指標。   Please make full use of all the functions of the Portal virtual classroom in the school, so that the committee members can enter the Portal virtual classroom for review, so as to meet the evaluation indicators | (填寫相關說明  Fill in relevant instructions) |  | □ 通過 (建議分數達6分者)  Passed  (recommended score of 6)  □ 待加強  To be strengthened |  | 2.2.1  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為2.2.1OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 2.2.1OOOO. |
| 1. 學習平臺支援行動載具、整合學校相關系統，如成績系統、點名系統、學習歷程系統等(6分)   The learning platform supports mobile vehicles and integrates school-related systems, such as grade system, roll call system, learning history system, etc.  (6 points) | (1)有支援：1~6分。  a.實施狀況良好：5~6分。  b.實施狀況尚可：3~4分。  c.實施狀況可再加強：1~2分。  With support: 1~6 points.  a. The implementation status is good: 5~6 points.  b. The implementation status is acceptable: 3~4 points.  c. The implementation status can be further strengthened: 1~2 points.  (2)無支援：0分。  None: 0 point | 1. 請充分利用校內Portal虛擬教室之所有功能，俾便委員進入Portal虛擬教室審核，以符合評鑑指標。   Please make full use of all the functions of the Portal virtual classroom in the school, so that the committee members can enter the Portal virtual classroom for review, so as to meet the evaluation indicators | (填寫相關說明  Fill in relevant instructions) |  | □ 通過 (建議分數達6分者)  Passed  (recommended score of 6)  □ 待加強  To be strengthened |  | 2.2.2  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為2.2.2OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 2.2.2OOOO. |
| H.課程適當說明科目宗旨、學分數、單元目標、適用對象、學前能力及評量標準 (6分)  The course properly explains the subject purpose, credits, unit goal, applicable object, preschool ability and evaluation standard  (6 points) | (1)有說明：1~6分。  a.良好：5~6分。  b.尚可：3~4分。  c.可再加強：1~2分。  Description: 1~6 points  a. Moderate: 6 points  b. Slight deficiency: 3~4 points  c. Can be further strengthened: 1~2 points  (2)無：0分。  None: 0 point | 1. 請填報本校「教學計畫書」之項目：課程目標、先修科目、課程大綱(單元主題)、指定/參考用書、教學方式、講義位置、課程進度、成績計算方式等。   Please fill in and submit the items of our school’s “teaching plan”: curriculum objectives, prerequisites subjects, curriculum outline (unit theme), designated/reference books, teaching method, location of handouts, course progress, calculation method of scores, etc.   1. 教學大綱搜尋步驟範例：搜尋「元智大學課程查詢系統」→點選「課程關鍵字」→輸入「該課程名稱」→點選「課程名稱」可查看課程大綱。   Example of the search steps for the syllabus: search the “Yuan Ze University Course Query System” → click “Course Keyword” → enter “Course Name” → click “Course Name” to view the syllabus | (填寫相關說明  Fill in relevant instructions) |  | □ 通過 (建議分數達6分者)  Passed  (recommended score of 6)  □ 待加強  To be strengthened |  | 3.1.1  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為3.1.1OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 3.1.1OOOO. |
| I.教材提供適當的重點提示、事例、練習、反思活動，及補充教材或網路資源(6分)  The teaching materials provides appropriate key hints, examples, exercises, reflective activities and supplementary textbooks or online resources (6 points) | (1)有說明：1~6分。  a.良好：5~6分。  b.尚可：3~4分。  c.可再加強：1~2分。  Provided: 1~6 points  a. Moderate: 5~6 points  b. Slight deficiency: 3~4 points  c. Can be further strengthened: 1~2 points  (2)無：0分。  None: 0 point | 1. 於學習平台上應提供以下四項：   (1)「重點提示」  (2)「事例或練習」  (3)「反思活動」  (4)「補充教材或網路資源」等類別之教材，並列舉在「教材檢核表」。  The following four items shall be provided on the learning platform:  (1)“Key Tips”  (2)“Example or Practice”  (3)“Reflective Activities”  (4)“Supplementary teaching materials or online resources” and other types of teaching materials are listed in the “Teaching Materials Checklist” | 請填妥附件二  「教材檢核表」  Please fill in  Appendix 2 “Material Checklist” |  | □ 通過 (建議分數達6分者)  Passed  (recommended score of 6)  □ 待加強  To be strengthened |  | 3.1.2  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為3.1.2OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 3.1.2OOOO. |
| J.教師實施的同步或非同步教學活動時，師生能針對課程相關議題積極地參與討論(6分)  When teachers implement synchronous or asynchronous teaching activities, teachers and students can actively participate in discussions on curriculum related issues.  (6 points) | (1)有說明：1~6分。  a.良好：5~6分。  b.尚可：3~4分。  c.可再加強：1~2分。  Discussion: 1~6 points  a. Adequate: 5~6 points  b. Slight deficiency: 3~4 points  c. Can be further strengthened: 1~2 points  (2)無：0分。  None: 0 point  (師生能就課程相關議題有合理的討論質量，並留有相關統計資料 (如同步教學活動之師生時數紀錄與非同步教學活動之討論則數紀錄))  (Teachers and students can have reasonable discussion quality on curriculum related issues, and retain relevant statistical data (such as the record of teacher and student hours in synchronous teaching activities and the record of discussion number in asynchronous teaching activities)) | 1. 使用學習平台的討論區功能進行討論。   Use the discussion area function of the learning platform to discuss.   1. 每個議題皆有修課學生發表討論。   Each topic will be discussed by students.   1. 若使用其他社群軟體(如Line)或電子郵件進行討論，請提供截圖畫面或連結網址留存以茲證明，俾便供委員審查。   If other community software (such as Line) or e-mail is used for discussion, please provide screenshots or link websites for proof for review.   1. 本校適用同步遠距教學或同步與非同步混合式遠距教學。   The school applies synchronous distance learning or blending learning | 請填妥附件三「議題討論檢核表」  Please fill in  Appendix 3 “Topic Discussion Checklist” |  | □ 通過 (建議分數達6分者)  Passed  (recommended score of 6)  □ 待加強  To be strengthened |  | 3.1.3  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為3.1.3OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 3.1.3OOOO. |
| K.課程能針對各項學習評量提供評量結果與回饋(6分)  The course can provide evaluation results and feedback for each learning evaluation  (6 points) | (1)有：1~6分。  a.有評量結果及回饋：5~6分。  b.有評量結果，無回饋：3~4分。  c.無評量結果，有回饋：1~2分。  Yes: 1~6 points  a. Evaluation results and feedback:5~6 points  b. Evaluation results and no feedback: 3~4 points  c. No evaluation results but have feedback: 1~2 points  (2)無：0分。  None: 0 point | 1. 如為線上測驗，則於測驗結束後提供測驗解答。   If it is an online test, the test solution will be provided after the test   1. 如為報告繳交，則於批改報告時給予評語，並有提供優良作品觀摩。   If the report is submitted, comments will be given when correcting the report, and excellent works will be provided for observation   1. 請提供「學期問卷調查」。   Please provide the term questionnaire | (填寫相關說明  Fill in relevant instruction) |  | □ 通過 (建議分數達6分者)  Passed  (recommended score of 6)  □ 待加強  To be strengthened |  | 3.1.4  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為3.1.4OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 3.1.4OOOO. |
| L.評量有考量學習者的線上學習歷程和參與度(6分)  The evaluation considers learners’ online learning experience and participation (6 points) | (1)有：1~6分。  a.良好：5~6分。  b.尚可：3~4分。  c.可再加強：1~2分。  Yes: 1~6 points  a. Moderate: 5~6 points  b. Slight deficiency: 3~4 points  c. Can be further strengthened: 1~2 point  (2)無：0分。  None:0 point  (有檢核學習者是否有依課程安排觀看教材、完成作業及評量、進行互動等，且其份量、順序、時間與頻率等是否合理。)  (It is checked whether the learners have watched the textbooks, completed the homework, evaluated and interacted according to the course arrangement, and whether the quantity, order, time and frequency are reasonable) | 請提供(Please provide)   1. 下載教材數量(委員可於Portal查閱)   Number of textbooks downloaded (members can view them on the Portal)   1. 於學期成績計算時，有以學生「線上學習歷程」為計分項目之一，可直接使用平台的成績功能佐證或是提供授課進度表的學習考核佐證。   When calculating the semester results, students’ “online learning experience” is one of the scoring items, which can be directly supported by the platform’s performance function or provided with the learning assessment support of the teaching schedule. | (填寫相關說明範例Fill in examples of relevant instructions)   1. 線上測驗 次   Online test times  線上作業 次Online operation times  或   1. 出席或其他可以反應線上學習歷程和參與度評分項目占成績比重   Attendance or others can reflect the proportion of online learning course and participation scoring items in the score |  | □ 通過 (建議分數達6分者)  Passed  (recommended score of 6)  □ 待加強  To be strengthened |  | 3.1.5  請參考評分標準及評鑑重點補充說明，並掃描成電子檔，檔名為3.1.5OOOO。  Please refer to the standard for evaluation and the Supplemental instruction of evaluation point, and scan them into an electronic file named 3.1.5OOOO. |

[大專校院遠距教學課程－教學計畫大綱](https://www.yzu.edu.tw/admin/aa/files/Curriculum/table/%E5%A4%A7%E5%B0%88%E6%A0%A1%E9%99%A2%E9%81%A0%E8%B7%9D%E6%95%99%E5%AD%B8%E8%AA%B2%E7%A8%8B%E6%95%99%E5%AD%B8%E8%A8%88%E7%95%AB%E5%A4%A7%E7%B6%B1.docx)請置於本校Portal/該課程之教材區/綜合

“Distance learning courses for colleges and University -syllabus of teaching plan” please place in the YZU Portal / teaching material area of the course/ comprehensive

附件一(Appendix 1)



註記(Note)：

請於**大綱說明**欄位：填入「[大專校院遠距教學課程－教學計畫大綱](https://www.yzu.edu.tw/admin/aa/files/Curriculum/table/%E5%A4%A7%E5%B0%88%E6%A0%A1%E9%99%A2%E9%81%A0%E8%B7%9D%E6%95%99%E5%AD%B8%E8%AA%B2%E7%A8%8B%E6%95%99%E5%AD%B8%E8%A8%88%E7%95%AB%E5%A4%A7%E7%B6%B1.docx)」，並於**選擇檔案**欄位：上傳[大專校院遠距教學課程－教學計畫大綱](https://www.yzu.edu.tw/admin/aa/files/Curriculum/table/%E5%A4%A7%E5%B0%88%E6%A0%A1%E9%99%A2%E9%81%A0%E8%B7%9D%E6%95%99%E5%AD%B8%E8%AA%B2%E7%A8%8B%E6%95%99%E5%AD%B8%E8%A8%88%E7%95%AB%E5%A4%A7%E7%B6%B1.docx)檔案，俾便學生查詢及評鑑委員審查用。

Please fill in the outline description field:” Distance learning courses for colleges and University -syllabus of teaching plan”, and upload the Distance learning courses for colleges and University file in the file selection field, so that students can query and the evaluation committee can review it.

附件二(Appendix 2)

**教材檢核表Material Checklist**

課程總週數(Total course weeks)：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (1)重點提示： | | | | |
| 週次  Weeks | 單元名稱  Unit name | 連結網址  Link UR | 佐證畫面  Evidence screen | 備註  Remark |
| 12 | 第五單元：特徵值與特徵向量 | Portal/翻轉教室/授課影片/第五單元/影片檔名  或<https://ooooo> |  | 本資料位在第12週單元五「特徵值與特徵向量」，ooo影片檔中02:52，或投影片頁碼p.4 |
|  |  |  |  |  |

|  |
| --- |
| (2) 事例或練習(Examples or exercises)： |
|  |

|  |
| --- |
| (3) 反思活動(Reflective activities)： |
|  |

|  |
| --- |
| (4) 補充教材或網路資源(Supplementary teaching materials or network resources)： |
|  |

註記(Note)：

1.請將課程內符合上述「重點提示」、「事例或練習」、「反思活動」、「補充教材或網路資源」等類別之教材列舉在表格中，方便評審委員辨識。

Please list the teaching materials that meet the above categories of “key tips”, “examples or exercises”, “reflective activities”, “supplementary teaching materials or network resources” in the form for the convenience of the judges to identify.

2.表格如不敷使用請自行增列。

If the form is insufficient, please add it by yourself.

3.名詞解釋(Glossary)

(1)**重點提示：**指利用各種媒體特性或運用各種方式標示課程內容重點，以幫助學習。

Key Tips: It refers to the use of various media features or the use of various ways to mark the key points of the course content to help learning.

(重點提示的方法：利用各種形式如階層圖(學習地圖)、表格、圖像、文字上不同顏色、字體、字型、粗體字、底線標示、聚焦標亮、箭頭、

彈出視窗或動畫等形式強化重點提示，或是善用數位多媒體，強化教材內容的多元性，以利學習者理解教材及自學。)

Key Tips: use various forms such as hierarchical map (learning map), tables, images, different colors, fonts, font types, bold characters, bottom line marks, focus marks, arrows, pop up windows or animations to strengthen key prompts, or make good use of digital multimedia to strengthen the diversity of teaching materials, to facilitate learners to understand the teaching materials and self-study)

(2)**事例或練習：**指生活實例、個案或練習範例。

Examples or exercises: refer to life examples, cases or practice examples.

(3)**反思活動：**指教師為達成學習目標，運用同步方式或同步與非同步混合教學方式帶領學生所從事的活動，如講述、演示、指定作業分組報告、

同儕互評、議題討論、示範操作等。

Reflective activities: refer to the activities that teachers lead students to engage in by using synchronous or blending learning to achieve learning objectives, such as narration, demonstration, assignment group report, peer review, topic discussion, demonstration operation, etc.

(4)**補充教材或網路資源：**指在課程內容中提供的導引功能，期能幫助學習者有效進行學習。導引功能包括如何閱讀、如何完成作業、測驗、練習，如何參與討論等導引學習者進行自主學習的方式。

Supplementary teaching materials or network resources: refers to the guidance function provided in the course content, which can help learners to learn effectively. The guiding function includes how to read, how to complete homework, tests, exercises, how to participate in discussions and other ways to guide learners to carry out autonomous learning.

附件三(Appendix 3)

**議題討論檢核表Topic Discussion Checklist**

課程名稱(Course Name)： 授課教師(Teacher)：\_\_\_\_\_\_\_\_\_\_\_\_\_ 學生人數(Number of Students)：\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 序號Serial number | 討論議題Discussion topics | 回應數Number of responses |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

註記(Note)：

1.請將課程所有的討論議題列舉在表格中，說明「課程名稱」、「學生人數」、「討論議題」、「回應數」，方便評審委員辨識討論狀況。

Please list all the discussion topics of the course in the table, recording “course name”, “number of students”, “discussion topics” and number of responses”, so that the reviewers can identify the discussion status.

2.如有更多議題討論請自行增列表格。

If there are more topics to discuss, please add your own table.

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