Instructions on Editing Online Syllabus and Self-assessment

by Teaching Services Section

Nov , 2022

Step 1：YZU Homepage (https://www.yzu.edu.tw/index.php/en-us/) → Click on "Portal"
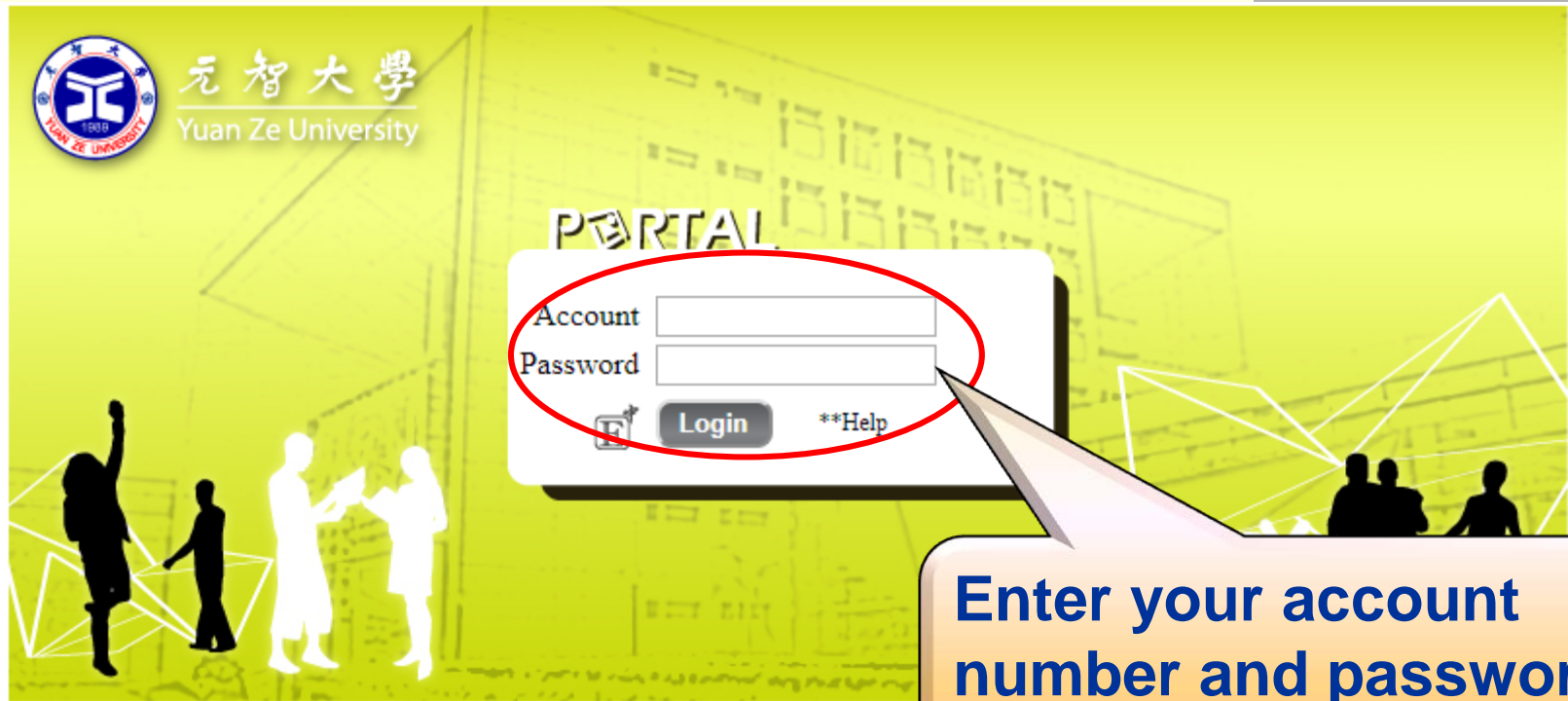
Step 2: Enter your **email's account number and password** to login to YZU Portal

Enter your account number and password to login to YZU Portal.

Step 3：Click on "Teaching Archives"

Academic Affairs
▶more...

訂閱專頁
▶hot... ▶all...

應用系統 🔍

個人檔案 ⊟
Personal Details
Change Password
Welfare Committtee
G Suite
Activity Sign-up
My Library

教學檔案 ⊟
Teaching Archives
Setup Sudent Ask for Leave
Ask for Leave Approval
Terminal Learning
Credit Transfer
Graduate Degree Qualifying Examination
micro-credit and self-learning course

課程
▶更多課程動態...

我的單位
Academic Affairs　2018.05.03　歡迎報名參加教學研討會，邀請國立交通大學資訊工程學系教授
▶更多單位動態...

校內公告
Library　2018.05.03　【轉知】國立臺灣師範大學圖書館自本(107)年4月16日，辦理
4 (六) 新機更換 Portal 暫停使用

Click on "Teaching Archives"

Exe... 2018.05.07　107/0507晚間 L勤_60402R 元智EMBA身心快樂講座 "正向的人
siness Administration Program

Intetnational Language and Culture Center (ILCC)　2018.05.30　歡迎報名參加107/5/30 (三) 12:00-13:00 張恆如老師/日語小聚J

校園活動

Foreign La
歡迎報名參
1062學期

Step 4：Click on the 1112 course to carry out editing its online teaching plan

我的專頁

oduction to Industrial ineering

damental Computer gramming(I)

artment of Industrial ineering and agement

►more...

訂閱專頁

►hot... ►all...

應用系統 🔍

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onal Details

nge Password

fare Committtee

Teaching Archives

Year	Smtr	Course ID	Course Class	Course Name	Time(Location)
111	2	CP113	F1	Fundamental Computer Programming(II)	108(1111) 109(1111)
111	2	CP113	F2	Fundamental Computer Programming(II)	106(1111) 107(1111)
111	2	IE599	A	D	
111	1	CP111	F1	Fundamental Computer Programming(I)	106(60406) 107(60406)
111	1	CP111	F2	Fundamental Computer Programming(I)	108(60406) 109(60406)
111	1	IE101	A1	Introduction to Industrial Engineering	307(70103) 308(70103) 309(70103)
110	1	CP111	F1	Fundamental Computer Programming(I)	106(60406) 107(60406)
110	1	CP111	F2	Fundamental Computer Programming(I)	108(60406) 109(60406)

Click on the course

Step 5：Click on "Syllabus"

Course Info			Activity		Member			Management	
News	Materials	Homework	Discussion	Grades	Contact	Absent	Syllabus	Flipped Classroom

☐ 隱藏已讀動態

Publisher	Title	Rating Avg	Time ▼	Replies	Views

Click on "Syllabus"

Step 6： Click on "Edit Teaching Plan"

Step 7：Added "Teaching characteristics"

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 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)

☐ Digital application course

☐ Computational thinking course (such as programming language courses)

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

Added "Teaching characteristics", Please refer to (Completion Instructions)

※Educational goals of the department:

Educational

Step 7：Added "Set SDGs"

Step 7：Added "Set SDGs"

| News | Materials | Homework | Discussion | Grades | Contact | Absent | Syllabus | Flipped Classroom |

1112學期 [　　]班 ∨

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

Department	Semes[　]			Instructor
	1112			
1 degree				

本授課教師未設定 Office Hour
This teacher did not setup his/her [　　]our

是否啟用學生自主簽到

Learn SDGs For Taiwan Schools

Please check the SDGs knowledge and/or skills that students can acquire in this course (multiple choice/SDGs description), or No.18 None of above

SDGs 定義_教育手冊

確定

☐ 1 消除貧窮
☐ 2 消除飢餓
☐ 3 良好健康和福祉
☐ 4 優質教育
☐ 5 性別平等
☐ 6 乾淨水與衛生

☐ 7 可負擔的潔淨能源
☐ 8 尊嚴就業與經濟發展
☐ 9 產業創新與基礎建設
☐ 10 減少不平等
☐ 11 永續城市與社區
☐ 12 負責任的消費與生產

☐ 13 氣候行動
☐ 14 保育海洋生態
☐ 15 保育陸域生態
☐ 16 和平正義與有力的制度
☐ 17 夥伴關係
18 以上皆無相關

Step 8： Edit your teaching plan →
Click on "OK" to save the plan

News	Materials	Homework	Discussion	Grades	Contact	Absent	Syllabus	Flipped Classroom

1071學期 □□□□1班 ▼

• Edit Teaching Plan • Edit Schedule • Edit Course Reading • Set Grading • IEET • AACSB •

Edit Teaching Plan

Department	Semester	Course Code	Class	Credit	Course Name	Instructor
▓▓▓▓▓▓▓▓ 1 degree	1071	▓▓▓	F1	2	▓▓▓▓▓▓▓▓	

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

Click on "OK" to save the teaching plan

【Teaching
In order to c ─────── ish the characteristics of the teaching innovation of ou
grants or fin

○ This cou

☐ Case

☐ Problem-based learning (PBL) course

☐ Entrepreneurship related courses

☐ Innovative/creative thinking course

☐ Maker course

Self-assessment of Teaching Plans

Based on the agreement achieved on the 2008 academic affairs meeting , faculty members must conduct the self-assessment of their teaching plans.

Please follow the following steps to complete the online teaching-plan self-evaluation.

Step 1：Click on
"Teaching Plan Self-evaluation"

個人檔案
- Personal Details
- Change Password
- Welfare Committtee
- G Suite
- Activity Sign-up
- My Library

教學檔案
- Teaching Archives
- Setup Sudent Ask for Leave
- Ask for Leave Approval
- Terminal Learning
- Credit Transfer
- Graduate Degree Qualifying Examination
- micro-credit and self-learning course
- Book Fifty
- Course Schedule
- Office Hour
- Teaching Plan Self-evaluation
- Withdrawal Approval
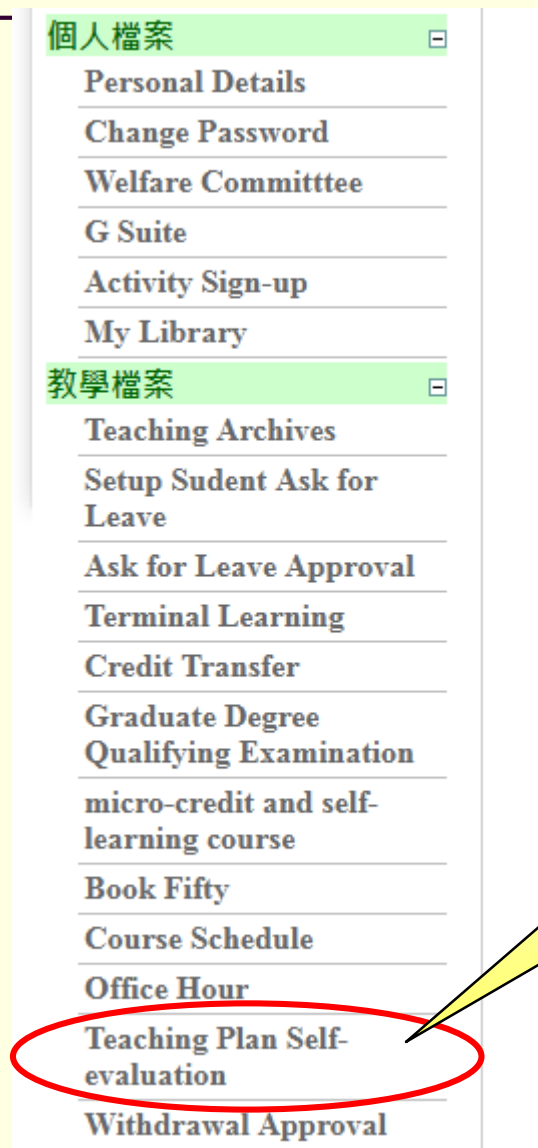
Click on "Teaching Plan Self-evaluation"

Step 2：Select "1112" below for the school year and the semester ➔ Click on the course code

(1)Select "1112" for the school year and the semester

1. Teaching plan self-evaluation: According to 97... achers and approved by department head or dean.
2. Tip: By selecting the following course code, you...

Semester 1111 ▾   Inquiry

1112
1111

Note 1: Chir... 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		1111		A			O			O	O		Y	X
2		1111		B			O			O	O		Y	X
3		1111		A									Y	X

(2) Click on the course code

Step 3: To self-evaluate,
- ⊙ Click on "○ **Completed**" for each field; or
- ⊙ Check on " □**Chinese** □ **English all completed**" for batching processing

Department	Semester	Course Code	Class	Credit	Course Name	Instructor
General Education					...damental Computer ...gramming(I) ...inese):基礎程式設計（一）	

Check □Chinese □ English for batch processing

Teaching plan self-assessment, complying ... ...demic affairs meeting: teaching plans should be self-assessed by instructors and approved by department heads. Upon the completion of all the fields in Chine... ...English, you may tick the following boxes of Chinese and English to avoid the inconvenience of checking them one...

□ Chinese   □ English   All completed   Self-assessment completed

Items	C/E	Detail	Status
一、課程目標 Course objective	C		
	E		⦿ None ○ Completed ○ Incomplete
二、先修課目	C		⦿ None ○ Completed ○ Incomplete

Click on "Completed" for each field individually

Step 4：Click on "Self-assessment completed" to exit

Department	Semester	Course Code	Class	Credit	Course Name	Instructor
General Education Center (通識教學部) 1 degree	1071				Fundamental Computer	

Click on "Self-assessment completed" to exit

Teaching plan self-assessment, complying ~~with~~ ... ~~ctors~~ and approved by department heads.
Upon the completion of all the fields in Chinese and English, you may tick the following bo~~x~~ ...~~nese~~ and English to avoid the inconvenience of checking them one

☐ Chinese   ☐ English   All completed   Self-assessment completed

Items	C/E	Detail	Status
一、課程目標 Course objective	C		⦿ None ○ Completed ○ Incompleted
	E		⦿ None ○ Completed ○ Incompleted
二、先修課目	C		⦿ None ○ Completed ○ Incompleted

The End

Thank you for participating in the YZU online teaching plan project.