



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”



The screenshot shows the Yuan Ze University homepage. At the top left is the university logo and name in Chinese (元智大學) and English (Yuan Ze University). To the right are language options (繁體中文 | English) and a search bar. Below the header is a navigation menu with categories: About YZU, Admissions, Academics, Administration, and Research Center of Excellence. A large red banner features the university name 'Yuan Ze University' and 'International Program' along with various college logos (EBBA, College of Engineering, etc.). On the right side of the banner is a grid of service icons. The 'Portal' icon, represented by a green arrow pointing right, is circled in red. A yellow callout box with a white border and a pointer to the icon contains the text: "Click on 'Portal' to go to the login webpage." Other icons in the grid include E-mail, Library, Course Selection, Visitors, Current Students, Prospective Students, Faculty/Staff, and Alumni.

Message

1062停修規定、申請時間及流程說明 Course Withdrawal Announcement

教務處公告 (106)元智教內字第0031號 107.05.02
主旨：1062停修規定、申請時間及流程說明。
說明：一、停修規定（依據103/4/9，102學年度第6次教務會議）及申請時間：（一）申請時間：107/05/08（星期二）中午12:00~1

Headlines

YZU holds Parents Day over one thousand people are present

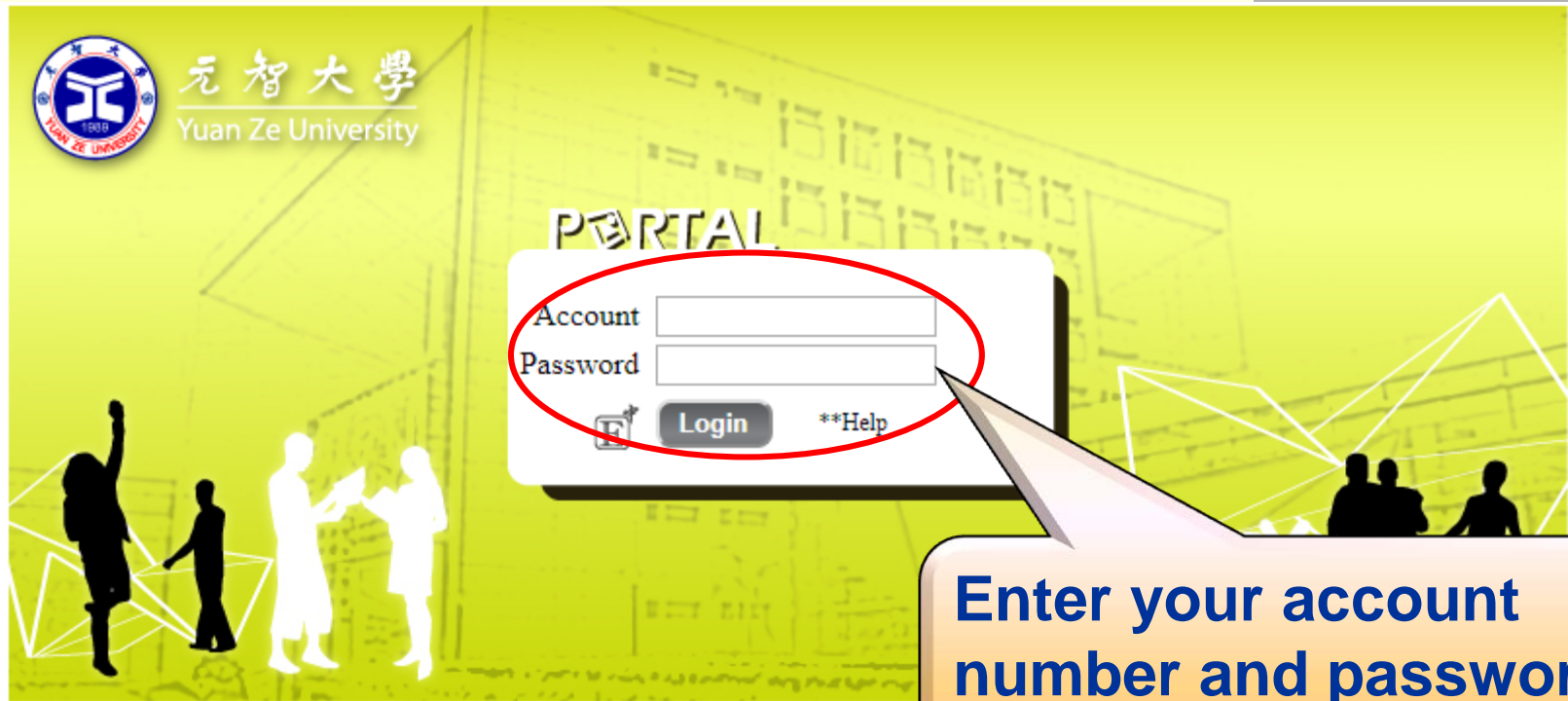


YZTUBE

Introduction Video



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.

- 2018.05.06 2018畢業典禮-畢業生致詞代表由你決定!(票選活動)【學務處】
- 2018.05.04 1070507晚間七點_60402R 元智EMBA身心快樂講座“正向的人生觀”【管理學院管理碩士在職專班】
- 2018.05.04 【公告】EMBA暑期先修：乙_品牌經營與管理 限107新生報名請點選我【管理學院管理碩士在職專班】
- 2018.05.04 【公告】EMBA暑期先修：甲_激勵與領導研習 限107新生報名請點選此處(舊生請回校內選課系統)【管理學院管理碩士在職專班】

- Student Affairs
- Academic Affairs
- Library
- International Language and Culture Center (ILCC)
- 藝術中心
- Information Service

Step 3 : Click on “Teaching Archives”

The image shows a screenshot of a university website's navigation menu. On the left side, there is a sidebar with several categories. The 'Teaching Archives' link is circled in red, and a callout box with a pointer indicates that users should click on it. The callout box contains the text 'Click on “Teaching Archives”'. Other visible links in the sidebar include 'Academic Affairs', '訂閱專頁', '應用系統', '個人檔案', 'Personal Details', 'Change Password', 'Welfare Committee', 'G Suite', 'Activity Sign-up', 'My Library', and '教學檔案'. The '教學檔案' category is expanded, showing 'Teaching Archives' and other options like 'Setup Student Ask for Leave', 'Ask for Leave Approval', 'Terminal Learning', 'Credit Transfer', 'Graduate Degree Qualifying Examination', and 'micro-credit and self-learning course'. The main content area on the right shows various news items under categories like '課程', '我的單位', '校內公告', and '校園活動'. A dark blue box in the bottom right corner contains the text '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

roduction to Industrial Engineering

ndamental Computer Programming(I)

artment of Industrial Engineering and Management

▶more...

訂閱專頁

▶hot... ▶all...

應用系統

案

onal Details

nge Password

fare Committee

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”

The screenshot shows a course management interface with a navigation menu at the top. The menu includes 'Course Info', 'Activity', 'Member', and 'Management'. Under 'Course Info', there are links for 'News', 'Materials', 'Homework', 'Discussion', 'Grades', 'Contact', 'Absent', 'Syllabus', and 'Flipped Classroom'. The 'Syllabus' link is circled in blue. A yellow callout box with a black border points to the 'Syllabus' link, containing the text 'Click on “Syllabus”'. Below the navigation menu, there is a search bar and a table with columns for 'Publisher', 'Title', 'Rating Avg', 'Time', 'Replies', and 'Views'. The 'Time' column has a dropdown arrow. There is also a checkbox labeled '隱藏已讀動態' (Hide Read Status).

Publisher	Title	Rating Avg	Time	Replies	Views

Step 6 : Click on “Edit Teaching Plan”

The screenshot shows a web interface for course management. At the top, there are navigation tabs: "Course Info" (highlighted), "Activity", "Member", and "Management". Below these are sub-tabs: "News", "Materials", "Homework", "Discussion", "Grades", "Contact", "Absent", "Syllabus", and "Flipped C". A dropdown menu shows "1112學期" and "班". A horizontal menu contains several links: "Edit Teaching Plan" (circled in red), "Edit Schedule", "Edit Course Reading", "Set Grading", "IEET", and "AACSB". Below this is a table with columns "Department", "Name", and "Instructor". The first row shows a department name, a name, and an instructor name. Below the table, there is a message: "本授課教師未設定 Office hour" and "This teacher did not setup his/her office hour". A button labeled "Download(word format)" is visible. At the bottom, there is a section titled "Educational goals of the department".

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 financial 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”

Course Info | Activity | Member | Management

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

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※Please abide by the concept of intellectual property rights may not be illegal copying※

Edit Teaching Plan

Department	Semester	Course Code	Class	Credit	Course Name	Instructor
[] 1 degree	1112	[]	[]	2	[]	

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

Added “Set SDGs”

Step 7 : Added “Set SDGs”

Department	Semester	Instructor
1 degree	1112	

本授課教師未設定 Office Hour
This teacher did not setup his/her office hour
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

<input type="checkbox"/> 1 消除貧窮 	<input type="checkbox"/> 2 消除飢餓 	<input type="checkbox"/> 3 良好健康和福祉 	<input type="checkbox"/> 4 優質教育 	<input type="checkbox"/> 5 性別平等 	<input type="checkbox"/> 6 乾淨水與衛生
<input type="checkbox"/> 7 可負擔的潔淨能源 	<input type="checkbox"/> 8 尊嚴就業與經濟發展 	<input type="checkbox"/> 9 產業創新與基礎建設 	<input type="checkbox"/> 10 減少不平等 	<input type="checkbox"/> 11 永續城市與社區 	<input type="checkbox"/> 12 負責任的消費與生產
<input type="checkbox"/> 13 氣候行動 	<input type="checkbox"/> 14 保育海洋生態 	<input type="checkbox"/> 15 保育陸域生態 	<input type="checkbox"/> 16 和平正義與有力的制度 	<input type="checkbox"/> 17 夥伴關係 	<input type="checkbox"/> 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 [redacted] 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
[redacted] 1 degree	1071	[redacted]	F1	2	[redacted]	

Click on “OK” to save the teaching plan

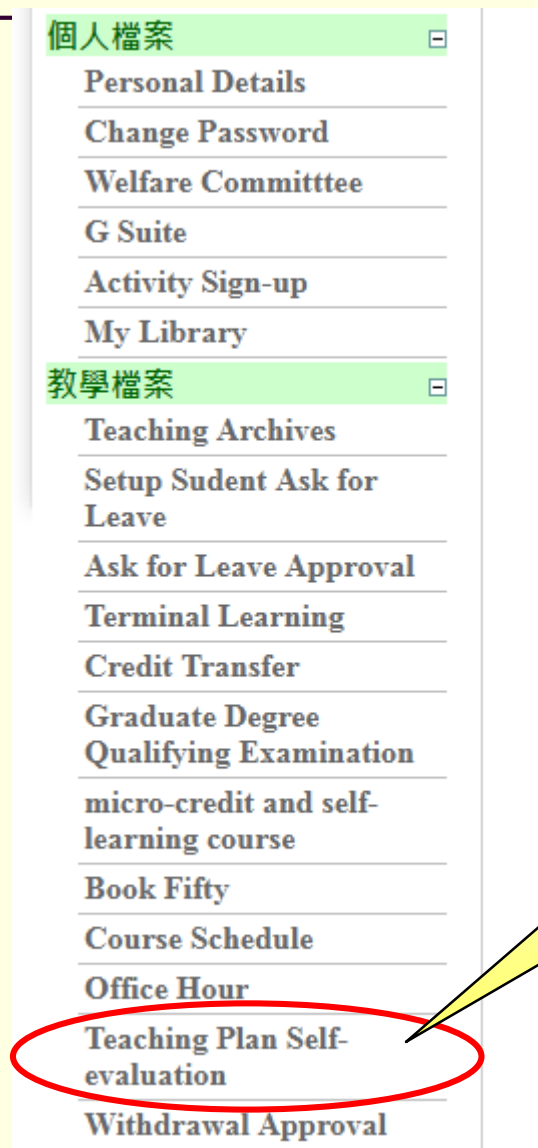
【Teaching Innovation】
In order to complete the teaching plan, please describe the characteristics of the teaching innovation of our course in the following table.
 This course is a teaching innovation course.
 Case study course
 Problem-based learning (PBL) course
 Entrepreneurship related courses
 Innovative/creative 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”



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
2. Tip: By selecting the following course code, you

Semester

1111
1112

Inquiry

- Note 1: Chair 1111 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

Check Chinese English for batch processing

Department	Semester	Course Code	Class	Credit	Course Name	Instructor
General Education					Fundamental Computer Programming(I) (Chinese):基礎程式設計 (一)	

Teaching plan self-assessment, complying with the 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

English

All completed

Self-assessment completed

Items	C/E	Detail	Status
一、課程目標 Course objective	C		<input type="radio"/> None
	E		<input type="radio"/> Completed
二、先修課目	C		<input type="radio"/> None
	E		<input type="radio"/> Completed

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 the requirements of the university, should be completed by the instructors and approved by department heads. Upon the completion of all the fields in Chinese and English, you may tick the following box.

Chinese

English

All completed

Self-assessment completed

Items	C/E	Detail	Status
一、課程目標 Course objective	C		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted
	E		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted
二、先修課目	C		<input checked="" type="radio"/> None <input type="radio"/> Completed <input type="radio"/> Incompleted

The End

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