

國立臺北教育大學教務處註冊與課務組 通知
Division of Registration and Curriculum, Office of Academic Affairs,
National Taipei University of Education
Notice

111 年 12 月 19 日

Dec.19 2022

主旨：有關本校 111 學年度第 2 學期課程大綱上網事宜，請 查照。

Subject: In reference to the information about the 2022 academic year second semester online syllabus.

說明：

Description:

一、依據本校開課實施辦法第 6 條：「每學期開設之課程，應於該學期選課前公佈開課科目、課程大綱、內容、教材及任課教師，供學生選讀。」

1. In accordance with Article 6 of the Course Offering Regulations of the University, “The subject, syllabus, content, teaching materials and instructor for an offered course for each semester must be posted for student information before course selection begins.”

二、111 學年度第 2 學期日間學制課表訂於 111 年 12 月 28 日（星期三）公告，第一階段選課訂於 112 年 1 月 4 日（星期三）開始，請任課教師於**第一階段選課開始日(1 月 4 日)**前完成課程大綱上網俾供學生查詢。

2. The day school syllabus for the second semester of the 2022 academic year is scheduled to be announced on December 28, 2022 (Wednesday), and the first stage of course selection is scheduled to begin on January 4, 2023 (Wednesday). Instructors are required to complete the course syllabus online for students’ reference before the start date of the first stage of course selection (January 4).

三、操作流程：

本校首頁—熱門連結—iNTUE 校務系統(新)—登入個人帳號及密碼後—點選「**教師專區—教學相關—課程教學大綱設定**」—選擇課程名稱後即可登錄課程大綱。

如先前已有開設過相同課程可於中間「選擇複製課程大綱」選擇欲複製的「學年」、「學期」，勾選並「**選取**」課程，即可自動帶入先前之課程大綱，修改後請務必點選「存檔」。

協同課程僅設定登打成績教師可進行課綱維護，非課綱維護者無需進行課綱上傳(但需勾選教學意見調查題目)，如需查詢課程大

網請於 12 月 28 日起至「訪客登入-數位服務-公開課表查詢」。

3. Operation Procedure:

School homepage - Hot links - iNTUE school system (new) - Login with your personal account and password - Click “Teacher Area – Teaching-related Affairs - Course Syllabus Settings” - Select the course name and register the course syllabus.

If you have previously offered the same course, you can select the “Academic Year” or “Semester” you intend to copy from out of the “Choose to Copy Course Syllabus,” check box and “Select” the course to automatically bring in the previous syllabus. Be sure to click “Save” after making your changes.

For collaborative courses, only teachers who have entered grades are allowed to maintain their syllabus. For those who have not maintained their syllabus, there is no need to upload a syllabus (but you must check the teaching opinion survey question). If you wish to search for a course syllabus, please go to “Guest Login - Digital Services - Open class list search” starting from Dec. 28.

四、專任教師課程大綱是否準時上網已為升等、評鑑及獲選教學優良獎之參考；兼任教師依本校聘任要點第四點規定，續聘時亦須檢查上傳授課大綱之情形。為免影響教師權益，敬請準時完成課程大綱上網。

4. Whether or not a full-time teacher's syllabus is uploaded on time has been used in the past as a reference for promotion, evaluation, and excellent teaching awards. Part-time teachers are required to check the uploading of course syllabus upon renewal of appointment in accordance with point 4 of the University's Appointment Guidelines. In order not to affect your rights, teachers are advised to complete the online course syllabus on time.

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This notice is for

各系所（開課單位）

All departments and institutes (course offering units)

各任課教師

All instructors

教務處註冊與課務組 敬啟

Issued by the Division of Registration and Curriculum, Office of Academic Affairs