

MANUAL
FOR ONLINE SYLLABUS
SUBMISSION SYSTEM
IN 2020

Doshisha Women's College of Liberal Arts

1. Login

To use the Web Kyomu System (Grade Report/Syllabus), you first need to login. The login page can be accessed by either:

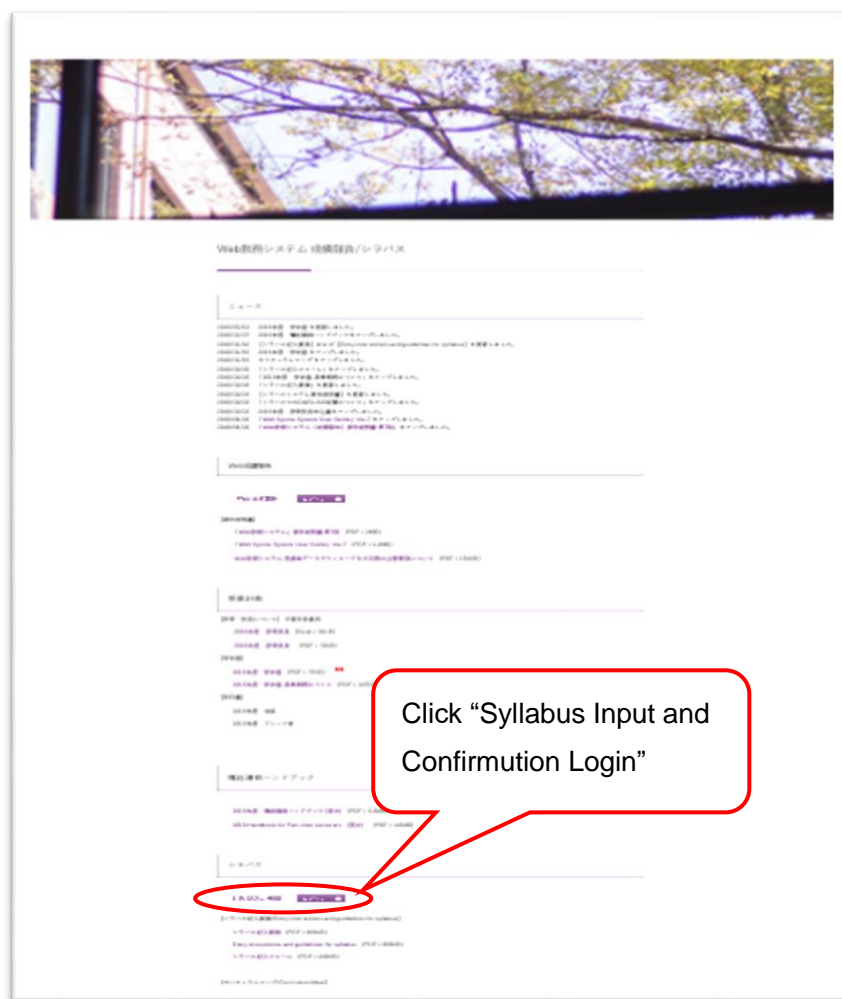
- ① Selecting the 【MENU】、【教職員の方へ】 “Faculty and Staff” page from DWCLA website (Japanese site) <http://www.dwc.doshisha.ac.jp> , then clicking the 【Web 教務システム 成績報告／シラバス】 “Web Kyomu System (Grade Report)” link, and the 【シラバス入力・確認 ログイン】 “Syllabus Input and Confirmation Login” button.

The image shows two screenshots of the DWCLA website with red callouts and arrows indicating the login steps.

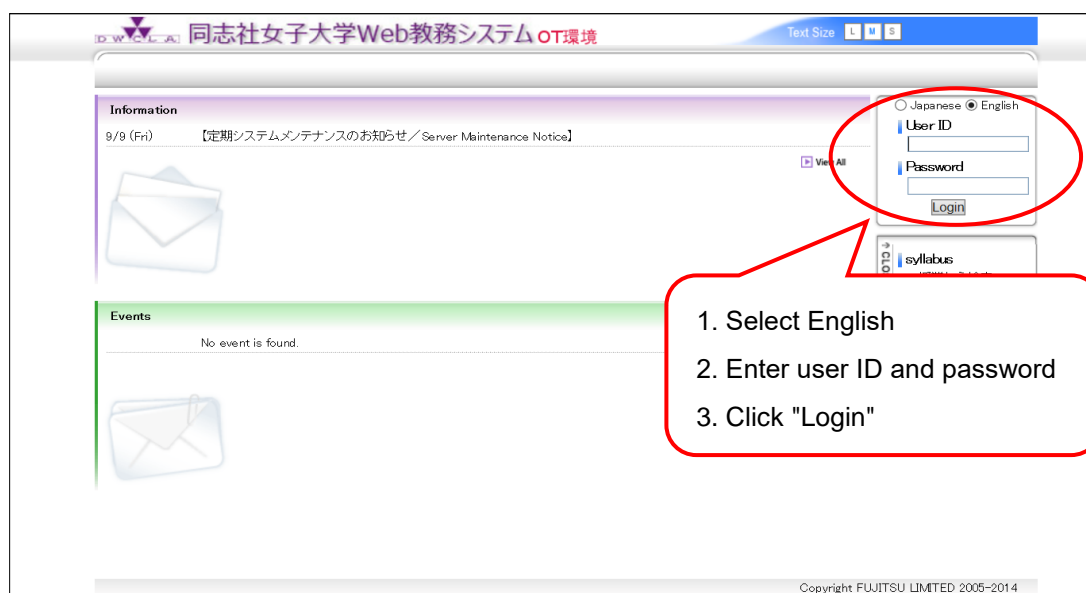
Top Screenshot: The main page of the DWCLA website. A red circle highlights the "MENU" button in the top right corner. A red callout bubble points to it with the text "Click 'MENU'". Another red circle highlights the "教職員の方へ" (For Faculty and Staff) button in the bottom navigation bar. A red callout bubble points to it with the text "Click '教職員の方へ'".

Bottom Screenshot: The "教職員の方へ" (For Faculty and Staff) page. A red circle highlights the "WEB教務システム 成績報告／シラバス" (Web Kyomu System Grade Report/Syllabus) link. A red callout bubble points to it with the text "Click 'Web Kyomu System(Grade Report／syllabus)'".

Large purple arrows indicate the flow from the top screenshot to the bottom screenshot.



②Entering the URL address directly <https://kyomu-web.dwc.doshisha.ac.jp/cam3/> and the Web Kyomu System (Grade Report) Login page (Pic.1) will be appeared.



Pic.1: Login page

« How to Login »

To login to the system, you will need a user ID and password provided by DWCLA.

Full time Teacher: use same ID and password for DWCLA webmail system.

Part time Teacher: use ID and password for Web Kyomu System.

From the login page,

1. Select English.
2. Enter your “User ID” and “Password”.
3. Click the “Login” button, and the Teacher’s Menu Top page (Pic.2) will open.

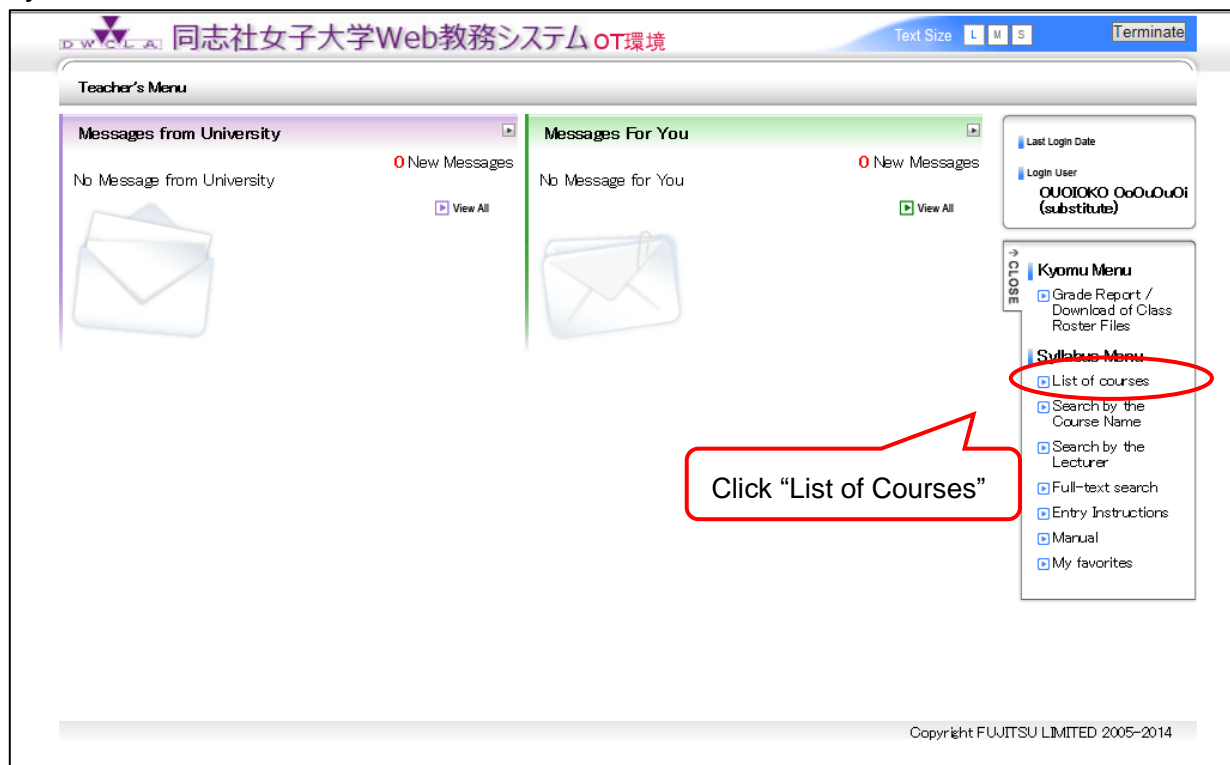
Caution!

Your user ID and password are extremely important. Safe guard them carefully.

If you lose the document on which your user ID and password are printed, contact the Academic Affairs Department (Kyomu-ka). You cannot make inquiries about your password by telephone or e-mail.

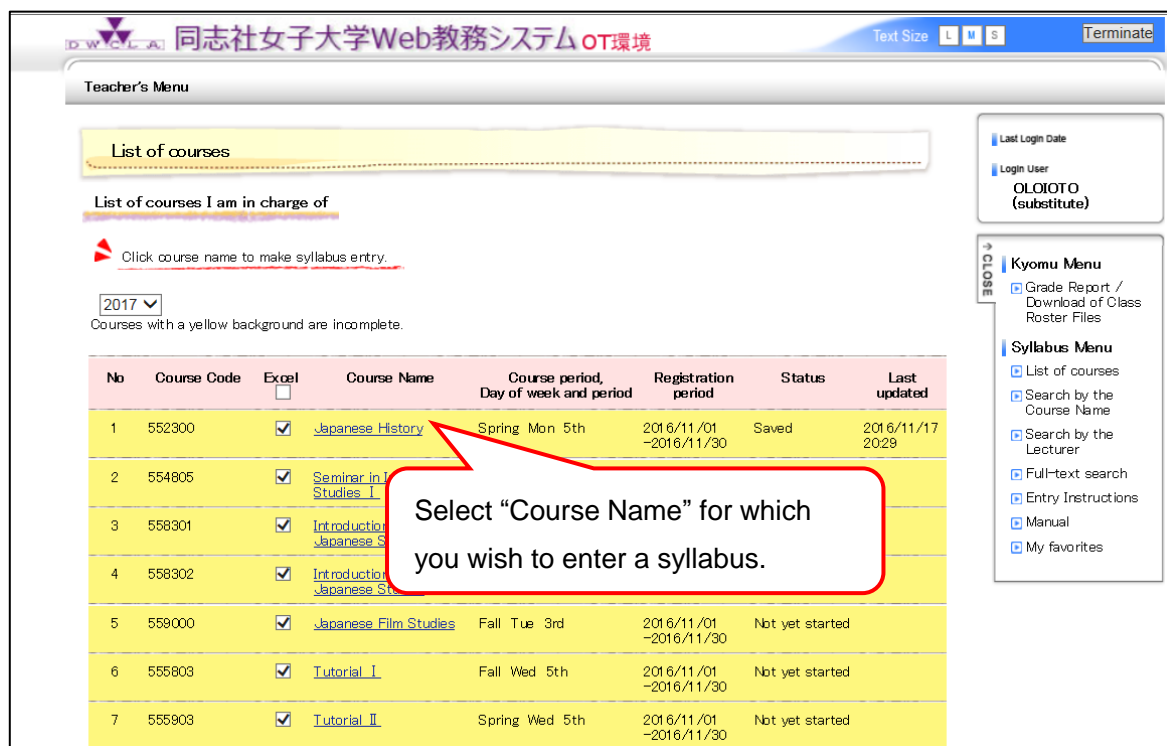
If you teach both spring and fall semester, **you will need this ID and password until you finish the grade report for the fall semester. Please manage them carefully.**

2. Syllabus menu



Pic.2: Teacher's Menu Top page

Click "List of Courses" and then List of Courses page (Pic.3) will be appeared.



Pic.3: List of Courses page

You should write the syllabus for courses highlighted in yellow. You don't have to write the syllabus for those with gray, background color.

3. Submitting Syllabus Entries

同志社女子大学Web教務システム OT環境

Text Size L M S Terminate

Teacher's Menu

シラバス更新

Enter Registration Details → Confirm Registration → Registration Completed

0001010 (Substitute)

← CLOSE

Kyomu Menu

- Grade Report / Download of Class Roster Files

Syllabus Menu

- List of courses
- Search by the Course Name
- Search by the Lecturer
- Full-text search
- Entry Instructions
- Manual
- My favorites

← Rtn to List of Courses

授業コード / Course Code	552300
科目名 / Course Title	Japanese History
担当者 / Instructor	OLOIOTO
キャンパス / Campus	Kyotanabe
開講期 / Term	Spring
時間割 / Day & Period	Spring Mon 5th
FLTナンバー / FLT Number	

授業テーマ / Course Theme

★必ず入力してください / required field

授業の概要 / Course Summary

★必ず入力してください / required field

到達目標 / Learning Objectives

★獲得が期待される基礎的・汎用的能力を一覧から残してください。

Analytical ability/Thinking power/Creative ability

分析力 / Analytical ability, 思考力 / Thinking power, 創造力 / Creative ability, 表現力 / Presentation skill, コミュニケーション力 / Communication skill, リーダーシップ / Leadership, 共感性 / Capacity for compassion, 変化対応力 / Responding to change, 自己管理能力 / Ability of self-realization

★必ず入力してください / required field

教員との連絡方法 / Contact Information

← Rtn to List of Courses

→ Copy From Other Syllabus

→ Confirm Entry

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Pic.4: Edit syllabus page

After entering all required fields, click the “Confirm Entry” button in the lower right of the screen and the Confirmation of Submission page (Pic.5) will be displayed.

同志社女子大学Web教務システム OT環境

Text Size L M S Terminate

Teacher's Menu

シラバス更新

Enter Registration Details → **Confirm Registration Details** → Registration Completed

[Rtn to Syllabus Scrn](#)

Confirm the entry.

授業コード／Course Code	552300
科目名／Course Title	Japanese History
担当者／Instructor	OLOIOTO
キャンパス／Campus	Kyotanabe
開講期／Term	Spring
時間割／Day & Period	Spring Mon 5th
FLTナンバー／FLT Number	

Last Login Date

Login User
OLOIOTO (substitute)

Kyomu Menu

- Grade Report / Download of Class Roster Files

Syllabus Menu

- List of courses
- Search by the Course Name
- Search by the Lecturer
- Full-text search
- Entry Instructions
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- My favorites

授業テーマ／Course Theme	*****						
授業の概要／Course Summary	*****						
到達目標／Course Objectives	*****						
授業方法／Method of Instruction	*****						
	<table border="1"> <tr> <th></th> <th>授業内容／Course Contents</th> <th>準備学習等の内容／Outside Class Work</th> </tr> <tr> <td>1.</td> <td>*****</td> <td>*****</td> </tr> </table>		授業内容／Course Contents	準備学習等の内容／Outside Class Work	1.	*****	*****
	授業内容／Course Contents	準備学習等の内容／Outside Class Work					
1.	*****	*****					

Please give details about the contents and time required for class homework (review and prep.) each week.

成績評価方法、成績評価基準／Assessment Policy and Criteria	評価方法／Methods of Assessment	割合(%)／Ratio	評価基準／Assessment Criteria
	*****	**	*****
教科書／Textbooks			
参考文献等／References			
獲得が期待される基礎的・応用的能力	分析力、思考力、創造力、プレゼンテーション力、コミュニケーション力、リーダーシップ、思いやる力、変化対応力、自己管理能力、自己学習力		

Please be sure to select "Complete" when you submit the syllabus.

Completion status

☐ Save Temporarily ☒ **Complete**
Select Completion Status

On completion, contents can no longer be edited.

[Rtn to Syllabus Scrn](#)

Register Entry

Pic.5: Confirmation of Submission page

After confirming the syllabus, **first please select "Complete" and then click "Register Entry" button** in the lower right of the screen. If you don't select "Complete" and click "Register Entry" button, your syllabus will be just saved temporally. After clicking the "Register Entry" button, the List of Courses page (Pic. 6) will be appeared.

同志社女子大学Web教務システム OT環境

Text Size L M S Terminate

Teacher's Menu

List of courses

List of courses I am in charge of

Click course name to make syllabus entry.

2017 ▼

Courses with a yellow background are incomplete.

No	Course Code	Excel	Course Name	Course period, Day of week and period	Registration period	Status	Last updated
1	552300	<input type="checkbox"/>	Japanese History	Spring Mon 5th	2016/11/01 ~2016/11/30	Completed	2016/11/18 18:41
2	554805	<input checked="" type="checkbox"/>	Seminar in International Studies I	Spring Wed 1st	2016/11/01 ~2016/11/30	Saved	2016/11/21 09:48
3	558301	<input checked="" type="checkbox"/>	Introduction to Japanese Studies	Spring Fri 2nd	2016/11/01 ~2016/11/30	Not yet started	
4	558302	<input checked="" type="checkbox"/>	Introduction to Japanese Studies	Fall Fri 2nd	2016/11/01 ~2016/11/30	Not yet started	
5	559000	<input checked="" type="checkbox"/>	Japanese Film Studies	Fall Tue 3rd	2016/11/01 ~2016/11/30	Not yet started	
6	555803	<input checked="" type="checkbox"/>	Tutorial I	Fall Wed 5th	2016/11/01 ~2016/11/30	Not yet started	
7	555903	<input checked="" type="checkbox"/>	Tutorial II	Spring Wed 5th	2016/11/01 ~2016/11/30	Not yet started	

Last Login Date

Login User

OLOOTO (substitute)

Kyomu Menu

- Grade Report / Download of Class Roster Files

Syllabus Menu

- List of courses
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Pic.6: List of Courses page (After registered)

If you finish submitting the Syllabus, the status of the course which you complete the syllabus for will be **“Completed”** and the background color will be white.

If you save the Syllabus, the status of the course which you wrote the syllabus for will be **“Saved”** and the background color will remain yellow. Please ensure that you finish submitting it.

Caution!

Once you have submitted the syllabus, you cannot change them on the web anymore. Make sure to confirm that the input data are correct before the submission of the syllabus. Please contact us when you need to edit the syllabus which you have completed.