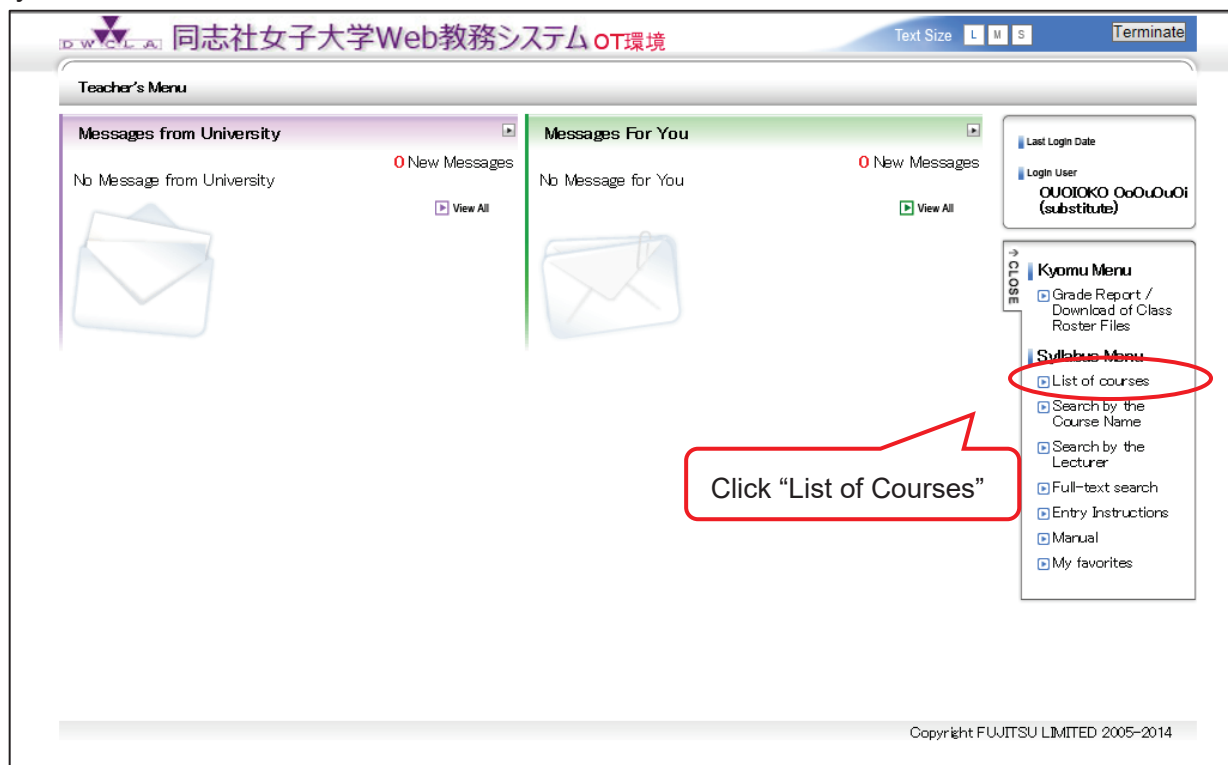# MANUAL

FOR ONLINE SYLLABUS
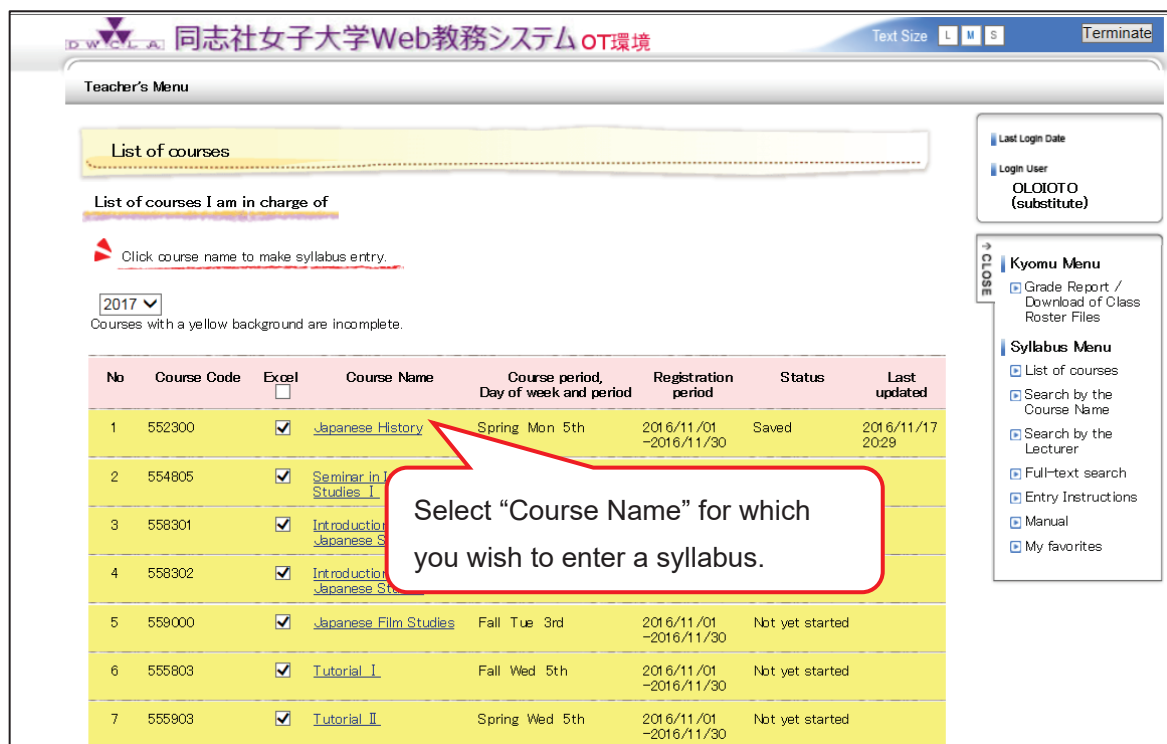
SUBMISSION SYSTEM

IN 2024

Doshisha Women's College of Liberal Arts

1.Syllabus menu

Pic.1: Teacher's Menu Top page

Click "List of Courses" and then List of Courses page (Pic.2) will be appeared.

Pic.2: 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.

2. Submitting Syllabus Entries

Pic.3: 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.4) will be displayed.

Pic.4: 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. 5) will be appeared.

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.