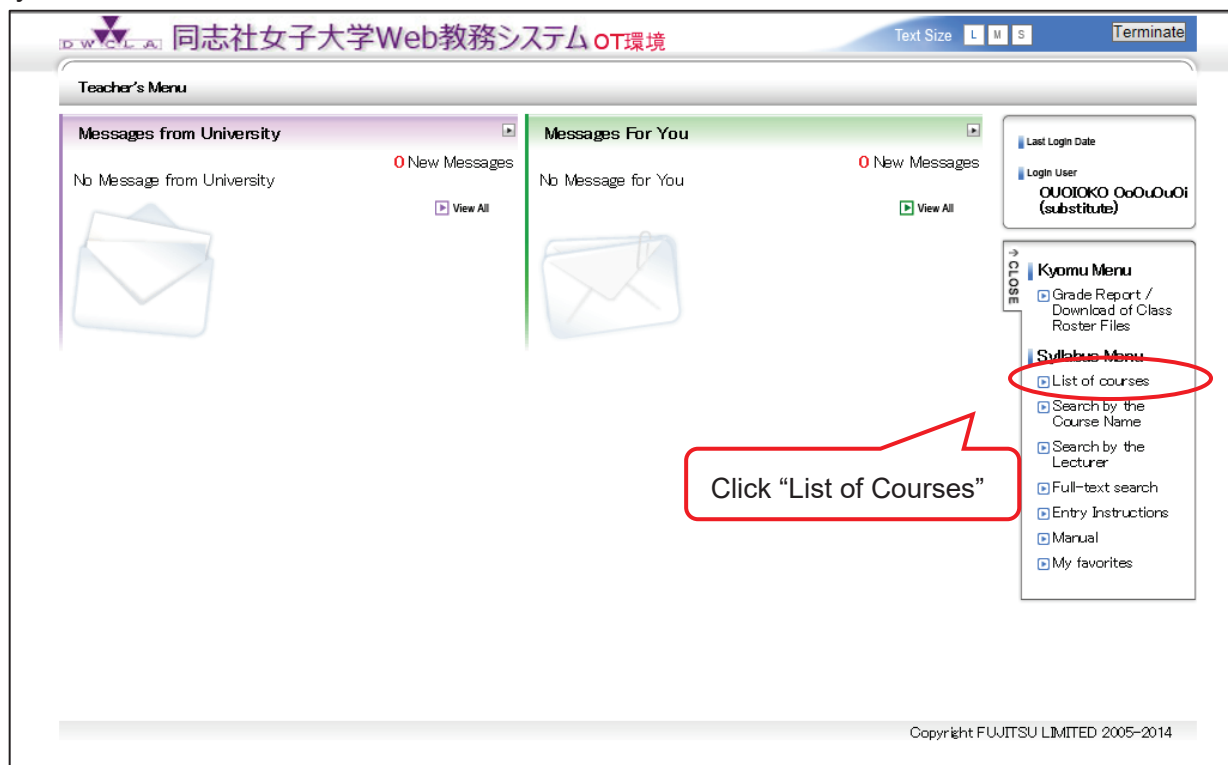


MANUAL
FOR ONLINE SYLLABUS
SUBMISSION SYSTEM
IN 2024

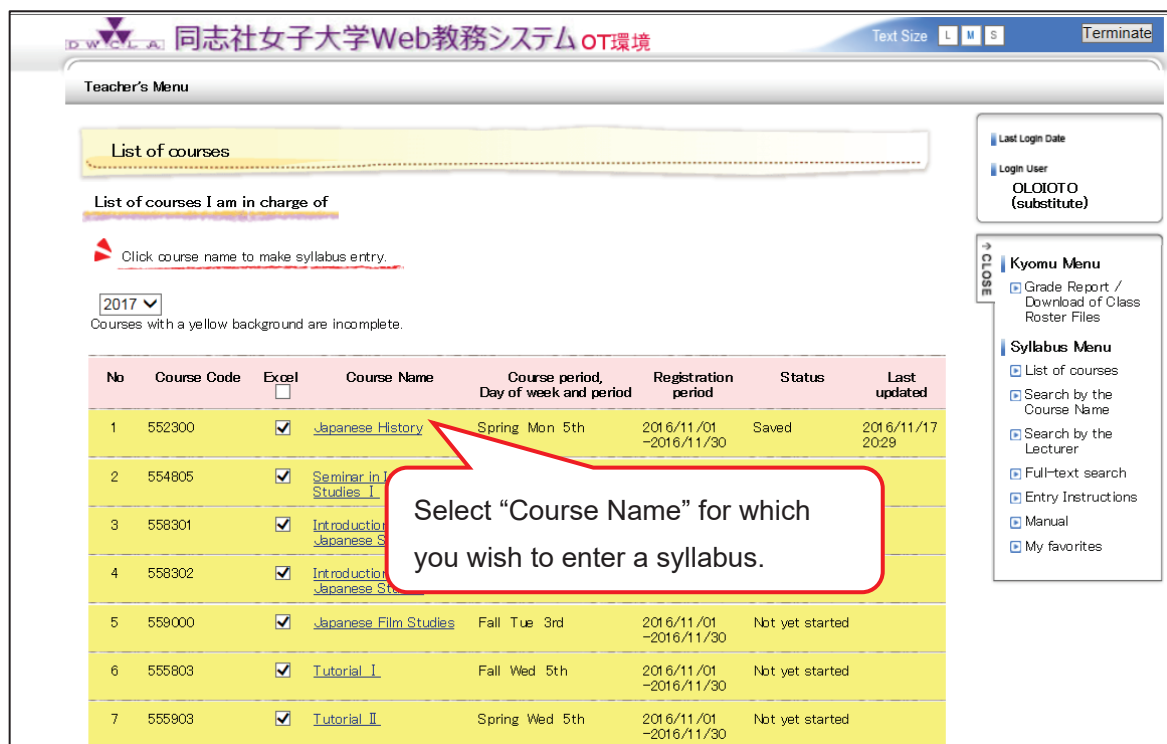
Doshisha Women's College of Liberal Arts

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

Teacher's Menu

シラバス更新

Enter Registration Details → Confirm Registration → Registration Completed

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

★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, 発表力 / 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.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.

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	OLIOITO
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	*****
授業の概要／Course Summary	*****
到達目標／Course Objectives	*****
授業方法／Method of Instruction	*****

	授業内容／Course Contents	準備学習等の内容／Outside Class Work
1.	*****	*****

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／Basic and Applied Abilities Expected to be Acquired	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,

Information

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

On completion, contents can no longer be edited.

[Rtn to Syllabus Scrn](#) **Register Entry**

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

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

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.

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

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.