

國立臺北教育大學教務處課務組 通知
Division of Curriculum, Office of Academic Affairs,
National Taipei University of Education Notice

114 年 4 月 21 日
Apr.21 2025

主旨：【更正開放時間】有關本校 114 學年度第 1 學期課程大綱上網事宜，請查照。

Subject: **【Starting corrected】**In reference to the information about the 2025 academic year 1st 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、114 學年度第 1 學期日間學制課表訂於 114 年 6 月 4 日（三）公告，第一階段選課訂於 114 年 6 月 11 日（三）開始，請任課教師於**第一階段選課開始日前完成課程大綱上網**俾供學生查詢。

2.The day school syllabus for the 1st semester of the 2025 academic year is scheduled to be announced on June 4, 2025 (Wednesday), and the first stage of course selection is scheduled to begin on June 11, 2025 (Wednesday). Instructors are required to complete the course syllabus online for students' reference before the start date of the first stage of course selection .

- 三、iNTUE 校務整合資訊系統自 **114 年 5 月 30 日(五)**起開放教師上傳課綱：

(一)路徑：

本校首頁—公開校務—iNTUE 校務整合資訊系統→

登入個人帳號及密碼→

點選「教師專區→教學相關→課程教學大綱設定」→

選擇「114」學年度「上學期」之課程名稱後點選進行編輯課程大綱。

(二)如先前已有開設過相同課程，可於畫面中間「選擇複製課程大綱」選擇欲複製的「學年」、「學期」，勾選課程後並按「選取」，即可自動帶入先前之課程大綱內容，修改後請務必點選「存檔」。

(三)協同課程僅設定登打成績之教師可進行課綱維護，非登打成績之教師不須上傳課綱。

3. The iNTUE System will be open for teachers to upload course syllabi starting from **May 30, 2025 (Friday)**. Operation Procedure :

School homepage - Campus Life - iNTUE - Login with your personal account and password - Click “Teacher Area – Teaching-related Affairs - Course Syllabus Settings” - Select 「114」 「Autumn semester」 、the course name 、click



and edit 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 “Select syllabus to duplicate ” 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.

- 四、專任教師課程大綱準時上傳為升等及評鑑之參考項目(至遲應於第三階段選課結束前完成上傳)，亦為獲選教學優良獎之條件（應於第一階段選課開始日前上傳)；兼任教師續聘時由教務處提供是否於第3階段選課結束前上傳授課大綱之參考資料送教師評審委員會審議。為免影響專(兼)任教師權益，敬請依限完成。

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 order not to affect your rights, teachers are advised to complete the online course syllabus on time.

此致

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

教務處課務組 敬啟

Issued by the Division of Curriculum, Office of Academic Affairs

