

National Taipei University of Education

"Curriculum Syllabus Setup" (Syllabus Upload) Operating Procedure

System Website: <https://nsa.ntue.edu.tw/>

Enter your account, password, and verification code, then click the **login** button to proceed.

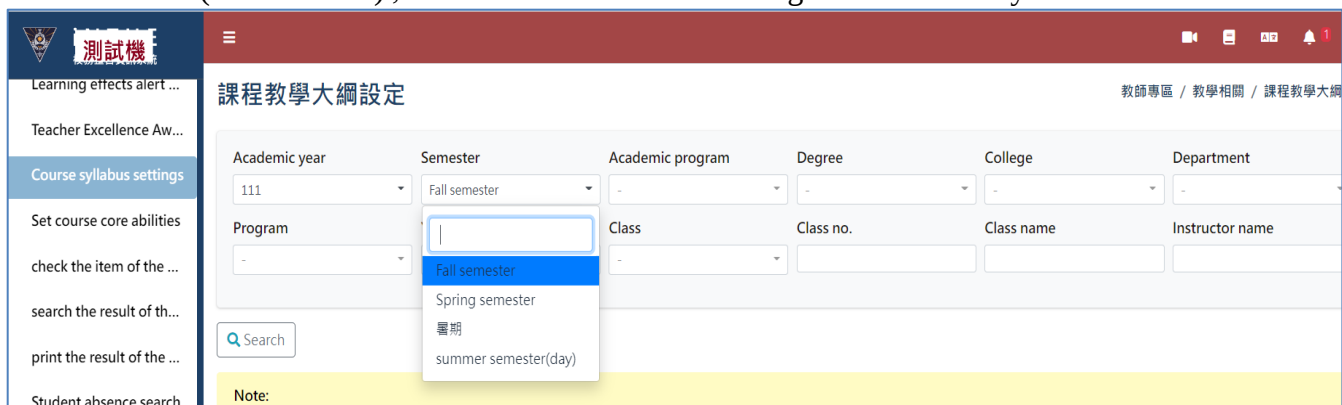


Notes:

For collaborative courses, only the instructor responsible for grading can maintain the syllabus. Those who are not responsible for syllabus maintenance do not need to upload the syllabus but must select the teaching feedback survey questions.

To check the course syllabus, please visit the "Guest Login - Digital Services - Public Course Schedule Inquiry" or "Login - Staff Section - Digital Services - Public Course Schedule Inquiry" starting from June 4, 2025 (Year 114 in the ROC calendar).

1. Click “教師專區 – Teaching-related Affairs - Course Syllabus Settings” - Select the “Academic Year”(114) and “Semester”(Fall semester) , then select course name and register the course syllabus .



2. 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 “**選取**Select” the course to automatically bring in the previous syllabus. Be sure to click “Save” after making your changes.

The screenshot shows the 'Course syllabus settings' form. The 'Academic year' and 'Semester' dropdown menus are highlighted with a red box. The 'Semester' dropdown is currently set to 'Fall semester'. Below the form, the 'Select syllabus to duplicate' button is also highlighted with a red box.

The screenshot shows the 'Select syllabus to duplicate' dialog box. The 'Academic year' is set to '111' and 'Semester' is set to 'Fall semester'. The 'Class unit' is set to '1'. The 'Search' button is highlighted. The 'Show 10 entries' dropdown is also highlighted. The 'Keyword search' field is empty. The 'Select' button is highlighted. The table shows 5 entries, with the first entry selected.

Academic year	Semester	Class no.	Class name	Class unit
111	Fall semester		Human-Computer Interface Design	1
111	Fall semester		Human-Computer Interface Design	1
111	Fall semester		Human-Computer Interface Design	1
111	Fall semester		Human-Computer Interface Design	1
111	Fall semester		Human-Computer Interface Design	1

3. 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). **The iNTUE System will be open for teachers to upload course syllabi starting from May 30, 2025 (Friday).** Instructors are required to complete the course syllabus online for students' reference before the start date of the first stage of course selection .Thank you for your cooperation.