

# Student feedback – For Current Students

Center for Teaching and Learning Development

2023.12.27修



# Student feedback – For Current Students



1. Enter Administration System.

2. Select 「Academic Affairs Module」.

3. Next selection 教務資訊系統(新版) 「Academic Affairs System」.

The screenshot shows the '校務系統' (Administration System) interface. The top navigation bar includes the university logo, the title '校務系統', the date '2023-12-27 (三) 10:57:08', the number of users '線上3人', a '隱藏功能表(Hide function list)' button, and the location '台北校區' with a '登出' (Logout) button.

The main content area is titled '待辦事項' (To-do items). It displays a list of pending tasks:

- 更新時間: 2023/12/27 10:57:05 [重新整理]
- 包括表單、公文、人事、財產、研究案、學生考動、獎懲、就業問卷...
- 目前您的待辦事項種類共有 3 種。
- 但無法連接上人事請假系統, 請自行檢查該系統是否為您的待辦事項!
- 1. 本學期有停修申請紀錄, 請至「SC0106-學生課表查詢」確認課表。(共 1 筆)
- 2. 就學貸款開放申請中(共 1 筆)
- 3. 學雜費減免開放申請中(共 1 筆)

Below the tasks is a login section with fields for '整合密碼 [PASSWORD]' and '請輸入登入時間 [TIM]', and buttons for '功能表「個人項目」的「密碼變更」' and '功能表「個人項目」的「登出時」'.

On the left side, there is a navigation menu with a red box highlighting the 'Academic Affairs Module' (教務資訊模組) and its sub-items: '教務資訊系統' (Academic Affairs System), '學生選課系統' (Student course selection system), '(學生)微學分' (Student micro-credits), '系統手冊-學生篇' (System Manual - Student), and '系統簡報-學生篇' (System Briefing - Student).

On the right side, there is another navigation menu with a red box highlighting the 'Academic Affairs Module' (教務資訊模組) and its sub-items: '教務資訊系統' (Academic Affairs System), '學生選課系統' (Student course selection system), '(學生)微學分' (Student micro-credits), '系統手冊-學生篇' (System Manual - Student), and '系統簡報-學生篇' (System Briefing - Student).

Red arrows and numbers indicate the navigation steps: a red arrow points from the 'Academic Affairs Module' in the left menu to the 'Academic Affairs System' in the right menu, with a red '2' next to it. Another red arrow points from the 'Academic Affairs System' in the right menu to the 'Academic Affairs System' in the main content area, with a red '3' next to it.

# Student feedback – For Current Students



4. Fill out and confirm 'SB0101-新生學籍資料填報 (Student Information for Freshman)'

5. Select 語系切換 (Language) : 'ENG'.

5  
語系切換(Language) : **ENG**

# Student feedback – For Current Students



6. Check Student Information

7. Read and Sign USC Personal Information Collection Policy. And check the box

8. Press the 'Confirm' button.

The screenshot shows the 'SB0101ENG-Student Information for Freshman' page. At the top, there are navigation links: '教務行政資訊系統', '台北校區', 'SB0101-新生學籍資料填報(Student Information for Freshman)', and 'SC0106-學生課表查詢Course schedule'. The page title is 'SB0101ENG-Student Information for Freshman' and the language is set to 'TW'. A red box labeled '8' highlights a 'Confirm' button in the top right. Another red box labeled '8' highlights a 'Confirm' button in the top left of the main form area. A red box labeled '6' highlights the form fields: Department (Inter-University Elective Course), Class ID (Class ID), Class Name (Class Name), Student ID (Student ID), Name (Name), ID Card No. (ID Card No), and Gender (Gender). A red box labeled '7' highlights the 'USC Personal Information Collection Policy' section, which includes a mandatory disclosure and a consent statement. A blue box labeled '7' highlights the consent statement: 'By ticking the box and signing below, I acknowledge and consent that I have read, understood and agree to accept the above statements. After checked, please click "Confirm" in the upper left corner.'

# Student feedback – For Current Students



9. Fill out Basic Information

10. Press the 'Confirm' button.

Fields with \* are required information and must be filled in to be archived.

教務行政資訊系統 台北校區 SB0101-新生學籍資料填報(Student Information for Freshman) SC0106-學生課表查詢Course schedule

SB0101ENG-Student Information for Freshman 語系切換(Language) : TW

Remarks: For the tabs of 【Basic Information】 【Personal Information】 , make sure to click the 【Confirm】 button on each tab after completion, as failing to do so may lead to the loss of entered data. For the tab of 【Family Information】 , please use the add and edit functions to maintain and save the data.

Notice **Basic Information** Personal Information Family Information

**9** Academic Year 112 Semester 1st Semester

Class ID **Class ID** Class Name Student ID **Student ID**

Name **Name** ID Card No. **ID Card No** ★English name (same as passport) **English name** [Reference MOFA web](#)

Birthday **Birthday** Gender **Gender** Year of admission (year,month)

Graduate School Code Graduate School Code Graduate School **Graduate School** Department of Graduate School

◆Emergency contact information :  
( Emergency contact's Telephone(Home) and Mobile No. - required )

◆Other information :

Boarding location: name of landlord  Boarding location: Phone  Boarding location: Address

Foreign student's country of origin: phone number  Foreign student's country of origin: address

Foreign student's country of origin: address

# Student feedback – For Current Students



11. Fill out Personal Information

12. Press the 'Confirm' button.

Fields with \* are required information and must be filled in to be archived.

11

12

SB0101ENGADD2-Personal Information for Freshman

Remarks: For the tabs of 【Basic Information】 【Personal Information】 , make sure to click the 【Confirm】 button on each tab after completion, as failing to do so may lead to the loss of entered data. For the tab of 【Family Information】 , please use the add and edit functions to maintain and save the data.

Notice Basic Information **Personal Information** Family Information

Student ID  Name

Passport No.  Religious belief

National (ethnic) group/national (ethnic)  Nationality/Residence  **Place of birth**  For those who are not of the Republic of China nationality, it is not necessary to fill in the place of birth

Family Income  Economic source  Marital status

**Employment status**  Military service  Military Retired (service) year

Height  CM Weight  KG Waistline  Inch

For the tabs of 【 Personal Information 】 , make sure to click the 【 Confirm 】 button on each tab after completion, as failing to do so may lead to the loss of entered data.

# Student feedback – For Current Students



13. Fill out and confirm Family Information

14. Press the '+Add' button.

-----  
Fields with \* are required information and must be filled in to be archived.

教務行政資訊系統 台北校區 SB0101-新生學籍資料填報(Student Information for Freshman) SC0106-學生課表查詢Course schedule

SB0101ENGADD3-Family Information for Freshman 語系切換(Language) : TW

Confirm

Remarks: For the tabs of 【Basic Information】 【Personal Information】 , make sure to click the 【Confirm】 button on each tab after completion, as failing to do so may lead to the loss of entered data. For the tab of 【Family Information】 , please use the add and edit functions to maintain and save the data.

Notice Basic Information Personal Information **Family Information**

**14** +Add **13**

Student ID. Student ID Name 周延

查詢結果共0筆資料, 每頁顯示 10 筆, 共0頁, 前往第 0 頁

For the tab of 【Family Information】 , please use the add and edit functions to maintain and save the data.

# Student feedback – For Current Students



15. Fill out Family Information

16. Press the 'Save' button.

Fields with \* are required information and must be filled in to be archived.

SB0101ENGADD3-Family Information for Freshman

語系切換(Language) : TW

Confirm

Remarks: For the tabs of [Basic Information] [Personal Information] , make sure to click the [Confirm] button on each tab after completion, as failing to do so may lead to the loss of entered data. For the tab of [Family Information] , please use the add and edit functions to maintain and save the data.

None Basic Information Personal Information Family Information

16 Save Cancel

15

Student ID.	Student ID	Name	Name
*Relative's Name	<input type="text"/>	*Relative Title	<input type="text"/>
*Kinship category	Please select	*Parents: Alive or Deceased	Please select
*Relative's education level	Please select	*Relative's occupation category	Please select
*National (ethnic) group/national (ethnic)	Please select	*National (ethnic) group/national (ethnic) ID	<input type="text"/>
Relative's Telephone(home)	<input type="text"/>	Relative's Telephone(Mobile No.)	<input type="text"/>
		Relative's Telephone(office)	<input type="text"/>
		Relative's year of birth	<input type="text"/> (ROC era)
		*Relative's country of origin	Please select
		Notice	<input type="text"/>

# Student feedback – For Current Students



17. Close the window and log in again to 「Academic Affairs Module」.

Next selection 教務資訊系統(新版) 「Academic Affairs System」.

The screenshot shows a web-based form for entering student information. At the top, there is a navigation bar with the university logo and text: "教務行政資訊系統 台北校區 SB0101-新生學籍資料填報(Student Information for Freshman) SC0106-學生課表查詢Course schedule". Below this, the page title is "SB0101ENG-Student Information for Freshman" and the language is set to "TW".

The form has a "Confirm" button at the top left. A red notice states: "Remarks: For the tabs of [Basic Information] [Personal Information], make sure to click the [Confirm] button on each tab after completion, as failing to do so may lead to the loss of entered data. For the tab of [Family Information], please use the add and edit functions to maintain and save the data." Below the notice are four tabs: "Notice", "Basic Information", "Personal Information", and "Family Information".

The "Personal Information" tab is active and contains the following fields:

Academic Year	112	Semester	1st Semester	Student ID	Student ID
Class ID	Class ID	Class Name		English name	English name
Name	Name	ID Card No.	ID Card No	Year of admission (year,month)	
Birthday	Birthday	Gender	Gender	Department of Graduate School	
Graduate School Code	Graduate School Code	Graduate School	Graduate School		

A "Reference MOFA web" link is located next to the English name field.

# Student feedback – For Current Students



17. Close the window and log in again to 「Academic Affairs Module」.

18. Next selection 教務資訊系統(新版) 「Academic Affairs System」.



# Student feedback – For Current Students

19. Select 「Student feedback system」.

20 Next selection 「GB0101-Student feedback」.

教務行政資訊系統 台北校區

學籍資訊(Enrollment status) 課程資訊(Course Selection) 課程地圖(Learning map) 成績資訊(Grading) 教室借用(Classroom reservation) **學習反應填寫系統(Student feedback system)**

SC0106-個人課表查詢(Course schedule) **SO0101-教學意見即時回饋填寫(Real-time course feedback)**  
GB0101-學習反應與評量(Student feedback)

查詢 查詢選課歷程記錄

查詢條件: 學年[110]、學期[第一學期]、✕

學科名稱前面有○符號,代表該課程要繳交電腦實習費或語言實習費。

A109XCX0000 學系三年甲班 謝曉明 <個人課表清單>

序號	選別	課程簡碼	學科名稱	開課系級/名稱	學分	年別	授課老師	星期節次週別	教室	座位序號(行-列)	備註	課程狀態
1	選				2	半			普通		限修習商放學程學生,審核制課程加選。	
2	選				2	半			普通		限修習商放學程學生,審核制課程加選。	
3	選				2	半			普通		限修習商放學程學生,審核制課程加選。	
4	必				0	半			階梯			
5	必				2	半			電腦			

19

reservation) ▾ **學習反應填寫系統(Student feedback system)** ▾

**GB0101-學習反應與評量(Student feedback)**

SO0101-教學意見即時回饋填寫(Real-time course feedback)

20

# Student feedback – For Current Students



21.Fill in the questionnaire for course opinions.

學籍資訊(Enrollment status) 課程資訊(Course Selection) 課程地圖(Learning map) 成績資訊(Grading) 教室借用(Classroom reservation) 學習反應填寫系統(Student feedback system)

GB0101-學習反應與評量(Student feedback)

序號 No	學年 Setyear	學期 Semester	課程名稱 Course title	課程簡碼 Course NO	課程問卷填寫狀況 Course questionnaire filling status	課程意見填寫問卷 Fill in the questionnaire for course opinions	課程問卷開放填寫日期 Course questionnaire opening date	對教學助理問卷調查填寫狀況 Fill in the questionnaire survey of teaching assistants	對教學助理意見調查填寫問卷 Fill out the questionnaire for the teaching assistant's opinion survey	教學助理問卷開放填寫日期 Questionnaire for the teaching assistant's opening date
1	110	上學期 1st Semester			已填 Completed	填寫 Fill in	2021/12/12 ~ 2022/01/05	免填 Exempted		
2	110	上學期 1st Semester			已填 Completed	填寫 Fill in	2021/12/12 ~ 2022/01/05	免填 Exempted		
3	110	上學期 1st Semester			未填 Blank	填寫 Fill in	2021/12/12 ~ 2022/01/05	免填 Exempted		
4	110	上學期 1st Semester			已填 Completed	填寫 Fill in	2021/12/12 ~ 2022/01/05	免填 Exempted		
5	110	上學期 1st Semester			已填 Completed	填寫 Fill in	2021/12/12 ~ 2022/01/05	免填 Exempted		

實踐大學

未填 Blank  
Means unfinished Teaching Evaluation

已填 Completed  
Means finished Teaching Evaluation

課程意見填寫問卷  
Fill in the questionnaire for course opinions  
填寫 Fill in

# Student feedback – For Current Students

22. Complete the questionnaire for course , please select the button 「✓確認」.

確認 means OK

1101學生學習反應評量A卷(一般課程或通識課程)

課程名稱及代碼 故 St 1

所有選擇題均必須填寫，而且均為單選題，重覆勾選將無法存檔

一. 自我評量(I. Self-evaluation)

1. 我在本科目出席情形。I was \_\_\_\_\_ from class. 從未缺席。 never absent○缺席1,2次。 absent 1 or 2 times○缺席3,4次。 absent 3 or 4 times○缺席5,6次。 absent 5 or 6 times○缺席7次以上。 absent more than 7 times○
2. 我的上課態度。 During the class, I pay attention to the instructor. 聽課與參與非常用心。 All the time.○聽課與參與用心。 Often.○聽課與參與尚用心。 Occasionally.○聽課與參與不太用心。 Not much.○聽課與參與非常不用心。 Rarely.○
3. 我對本科目投入的時間是修課時間的。 I have spent \_\_\_\_\_ than the course hours for the study of this course. 3倍以上。 three times more○2-3倍。 2-3 times more○1-2倍。 1-2 times more○0.5-1倍。 0.5-1 times more○幾乎無。 hardly any○
4. 我認為我已達成該課程所設定的目標與能力。(如基本素養與核心能力等) I think I have achieved course objectives and acquired related abilities. (such as basic literacies and core competencies) 完全達成。 Strongly agree.○大部份達成。 Mostly agree.○部份達成。 Partially agree.○少部份達成。 Slightly agree.○完全未達成。 Strongly disagree.○
5. 我對本科目的興趣？ Are you interested in the course ? 非常有興趣。 Very much.○有興趣。 Ok.○普通。 So so.○沒有興趣。 Not really interested.○完全沒有興趣。 Not interested at all.○
6. 承上題，勾選對本科目「沒有興趣」或「完全沒有興趣」的同學，請回答原因： If you answer (Not really interested.) or (Not interested at all.) in Question 5, please specify causes : 教材太難。 The contents are too difficult.○不適應教師的教法。 I can not adapt to the instructor's teaching style.○對自己將來職業的致用性不高。 This course does not have much application in my future career.○本身缺乏學習動機。 I am not motivated to study for this course.○其它原因。 Others.○此題不用作答。 Please skip this question.○

二. 對本科目教師教學的感受與評價。 我覺得老師... (II. In this course about the instructor. I think...)

1. 能依據教學計畫表的內容、時間及進度授課。 The instructor follows the content, time and progress of the teaching plan. 非常同意。 Strongly agree.○同意。 Agree.○略不同意。 Slightly disagree.○不同意。 Disagree.○

22

