

靜宜大學教務處函

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受文者：本校全體專兼任教師、秘書
發文日期：中華民國 113 年 9 月 30 日
發文字號：靜教綜字第 11300069 號
速別：普通件
密等及解密條件或保密期限：普通
附件：[勸誤表](#)

主旨：本校 113 學年度第 1 學期點名計分單下載及教材上傳相關事宜，請查照。

說明：

1. 本學期各課程『點名計分單』，請教師自行上網下載列印，恕不發放紙稿，敬請配合。操作步驟：進入『靜宜大學首頁』→『e 校園服務網』→『登入系統』→『各類系統功能』→『教務(課程/成績)』→『點名計分單』。
2. **點名計分單所列修習名單，以 9 月 30 日以後資料為準，敬請留意。**如修習學生與所載名單有誤差者，煩請下載『勸誤表』，填妥相關資料後擲回綜合業務組存查。
3. 教師如因前述誤差應回報而未回報『勸誤表』，致使學生期末成績無法登錄者，需依成績更正程序辦理，恕不處理專簽更正。
4. 本校點名計分單附有學生相片、身份顯示功能，教師可依不同需求列印，惟學生身分資料應妥善保管，請勿外流或傳閱。
5. 本校 e 校園服務網『課程點名系統』已啟動，敬請多加利用，各課程每月至少點名二次，如未達成，系統將自動發信提醒，並通報相關主管。
6. 課程屬性如屬專題演講、專題討論、專案實作、書報討論、論文研討、成果展、暑期實習等，請至所屬學系辦公室登記是否上傳教材講義。
7. **請配合教學進度上傳教材，或連結您架設之教學網頁，以利學生下載閱讀；合授課程請指定一名教師負責上傳教材**，教材一經上傳兩位老師均計入教材上傳率(自動轉入老師個人 e-portfolio)。
8. 教材上傳核計至 113 年 12 月 22 日截止，敬請教師自行至 e-portfolio 檢查個人上傳完成率，敬請把握開放時間。
9. **個人資料保護法已實施，學生資料務請妥善保管，避免人格權受侵害。**
10. **自 112 學年度起，本校課程使用講義及教材一律上傳至玩課雲並由玩課雲統計教師上傳紀錄，e-learning 停止使用，敬請配合。**

玩課雲(WowClass)：<https://km.pu.edu.tw/KM/readdocument.aspx?documentId=48992>

●操作諮詢：教學發展中心黃種恩先生，分機：11143

●系統功能諮詢：教學資源中心吳佳衿小姐，分機 11718

11. 教材上傳及編製請尊重智慧財產權，著作使用範圍及資訊，請參閱網址 <https://puripr.pu.edu.tw/>
12. 各學系如有外籍教師，煩請單位秘書轉知本函訊息。

正本：專兼任教師、秘書
副本：教務處、綜合業務組

教務長

鄭志文

Providence University Office of Academic Affairs Announcement

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Case Officer: Chou, Pei-Li
e-mail: plchou@pu.edu.tw
Phone: 886-4-26328001 ext. 11110

To: All fulltime and part-time faculties and department secretaries

Date: September 30, 2024

Ref. No.: Jing-Jiao-Jung No. 11300069

Priority: Regular

Classification: Regular

Attachment: [Errata on Class Enrollment List](#)

Subject: Download of Class Roll Call List and upload of teaching materials for 2024-25AY 1st Semester

Descriptions:

1. For Student Roll Call List of the current semester, please make the printout online; no hardcopies will be distributed. To print: Log on to Providence University Homepage → e-Campus → log in to Systems → Various systems → Academic (Curriculum/Grades) → Roll Call List.
2. **Please note: The enrollment list shown on the Roll Call List is based on the data after September 30.** Should there be any discrepancy between the students present and the list, please fill out the “Errata on Class Enrollment List” and submit it to the Div. of R&C for record.
3. If the faculties failed to report the above discrepancies with the “Errata on Class Enrollment List” and, as a result, the final grades of the students cannot be entered, they must follow the regular procedure for grades correction. No special application for correction will be accepted.
4. The Roll Call List includes students’ photos and identity information. Faculties can print it according to their needs. However, the students’ ID information should be safeguarded and should not be leaked nor circulated.
5. **The “Roll Call System” on e-Campus is activated. Faculties are encouraged to make use of it. Each course must be called on at least twice a month. If it is not complied, the system will automatically send you a reminder and notify the relevant supervisors.**
6. If the courses attributes are lectures, seminars, projects, thesis discussions, exhibitions, summer practicum, etc., the faculties should proceed to the department office to register whether they would have their teaching materials and handouts uploaded.
7. **Please upload your teaching materials according to the teaching progress or link it to the teaching websites you have set up to facilitate students’ download and studying. For the co-teaching courses, please designate one teacher to upload the teaching materials.** Once the upload is completed, both (or all) co-teaching teachers will be included in the Teaching Material Upload Rate (which is automatically transferred to the respective faculty’s e-portfolio.)
8. **The tally of teaching material upload ends on December 22, 2024.** Please check your upload completion rates in your e-portfolio and make best use of the system opening hours.
9. **The Personal Data Protection Law is now enacted. Please keep students’ data properly to avoid infringement of personality rights.**
10. **Starting from the 112th academic year, all course materials at Providence University must be uploaded to Wow Class and teachers’ upload records will be statistically analyzed by the platform. Document uploads are not available on the E-learning system. Thank you for your cooperation.**
WowClass : <https://km.pu.edu.tw/KM/readdocument.aspx?documentId=48992>
 - WowClass: Contact Mr. Huang at Teaching Development Center, ext. 11143;
 - For system consultation, contact Ms. Wu at Teaching & Learning Resource Center, ext. 11718.
11. Please respect the intellectual property rights in teaching materials upload and production. For the scope and information on using others’ publications, please refer to <https://puripr.pu.edu.tw/>
12. If there are foreign faculties in your department, the secretaries are requested to kindly forward the information in this letter.

Original: All fulltime and part-time faculties and department secretaries

Copies: Office of Academic Affairs; Div. of R&C

Dean of Academic Affairs

