How to submit Syllabus online

Your syllabi will be posted on the official web site of Meiji Gakuin University.

1. You can log in to "教務 Web" and upload your syllabi directly. If you have any troubles, please contact to the office in charge.

2. **Start：16th Dec(Mon.) 2024 9:00 am**
   Deadline：10th(Mon.) Feb 2025 9:00 am
   ※You can update information as many times as needed until the submission deadline even after you click on the "提出 (Submit)" button.
   ※There is a **120-minute** time limit for you to submit syllabi. The clock starts when you log in to the "教務 Web." You can click the "一時保存 (save)" button at the end of the page to save your progress. Otherwise, your syllabus will not be saved. Please click the "一時保存 (save)" button within **120 minutes** to maintain your login status.
   ※Once the submission period is closed, you won't be able to update your syllabi on the web page.

3. Contact
   【Undergraduate school】
   　≪Shirokane≫
   　e-mail: kyomu@mguad.meijigakuin.ac.jp
   　TEL :03（5421）5139 FAX:03（5421）5142
   　≪Yokohama≫
   　e-mail: kyomuy@mguad.meijigakuin.ac.jp
   　TEL :045（863）2025 FAX: 045（863）2159

   【Graduate school】
   　e-mail: dgakuin@mguad.meijigakuin.ac.jp
   　TEL :03（5421）5180 FAX:03（5421）5239

Notice
System requirements:
　・OS　　　: Windows　*Mac OS is not supported
　・Browser : Microsoft Edge
　　*You can use computers in Teacher's Lounge.

① Log in "教務 Web"

(ⅰ) Visit the official web site of Meiji Gakuin University.
https://www.meijigakuin.ac.jp/

(ⅱ) Click "教員専用"（For Faculty）in the lower right side.

青報はこちら　　　　　　　　　　　　　各学部学科の最新情報はこちら

Click here！！

明学で学びたい方　　在学生の方　　卒業生の方　　保証人の方　　企業・プレス関係の方

について ｜ ソーシャルメディアについて ｜ 個人情報の取り扱い ｜ 情報公表 ｜ 学校法人明治学院 ｜ 教員専用 ｜ 採用情報

University All rights reserved.

(ⅲ) Click "教務 Web"

オンラインサービス / Online Services

Click here！！

PORT HEPBURN(教員ポータル)　PC版 / スマートフォン版
教務 Web（履修者名簿・成績登録・シラバス/Roll Sheets, Final Grade Reports, Syllabi)
MGメール(Webメール)
MGメール利用マニュアル
Web申請システム

(ⅳ) Click " https://kyomu.meijigakuin.ac.jp/ "（Login page)

教務Web(履修者名簿・成績登録・シラバス/Roll Sheets, Final Grade Reports, Syllabi)

Click here！！

教務Webログイン画面 ("Kyomu" Web Login page)はこちら

※「不正な画面遷移が発生しました。再ログインしてください。」と表示された場合は、こちらをご覧ください。

初めて教務Webを使う場合や、パソコンを交換した場合は初期設定が必要です。ログインの前にこちらを参照の上、必ず設定してください) Before access to the system,you should check this site.

（ⅴ）Enter your ID and password which are in the enclosed letter "About your ID & Password".

Click the button "ログイン"（Login）.

（ⅵ）You will see the page below.

【Notice】
Please note that there is a 120-minute time limit to submit syllabi. Please refer to page1.

② Search your class

（ⅰ）Click the button "シラバス情報保守（編集）（Edit the Syllabus）".
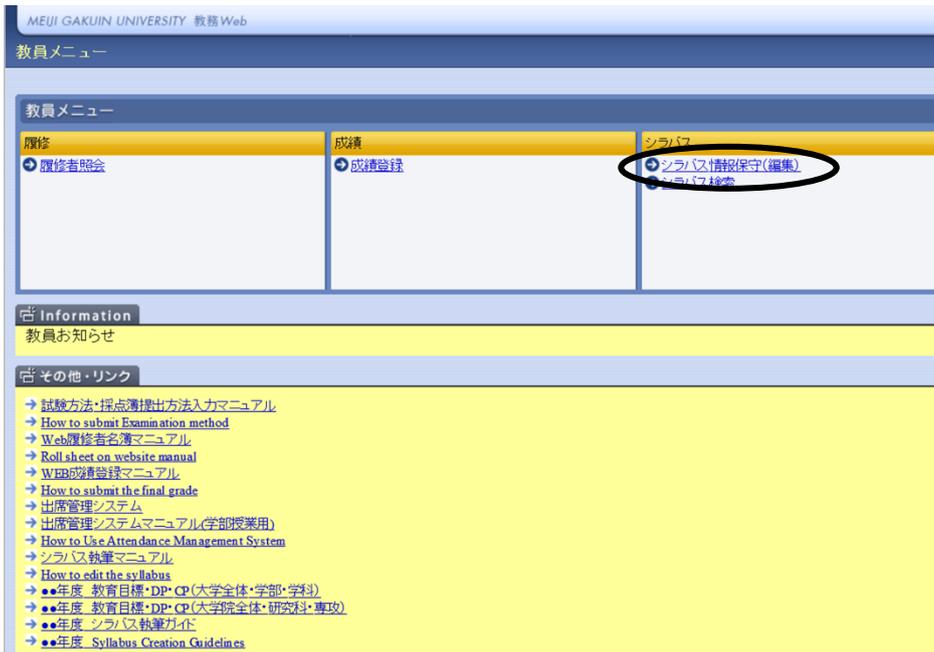
（ⅱ）Click the button "検索(S)（Search)".Do not change Year "2025"～"2025"

（ⅲ）You will see the page "シラバス情報保守（Edit the Syllabus)" below.

Click the button left to your class name to edit.

If the message "該当するデータはありません（No data)"appears, you don't need to write the syllabus.

Please do not click this button.

【Notice of filling out the Syllabus】
(1) Please fill out all of required subjects.
(2) Even if you conduct the full-year course and the half-year course in the same period, the data of these syllabi are separated. Therefore, please fill out both of them.
If you are in charge of both the full-year and the half-year course, first fill out the full year one, then copy them to the semester one and delete unnecessary parts. How to copy the 2024 syllabi, please see page 17.
(3) You don't need to fill in if you find the sentence:"**この授業は、代表者が入力するため、先生が入力する必要はありません。代表者が入力した原稿は、3月以降、教務課でコピー作業を行う予定です。**"
(4) This system corresponds to multiple languages. You can use a special character.
(5) If you copy the 2024 syllabi, please make sure the contents are in line with face-to-face class style.

【Required input・Required selections・Optional input】

Input	Contents	Guidelines for Syllabus Writing [Please see the Syllabus Creation Guidelines]
Required	**Course Description**	The "Course description" section describes the purpose of the course. It answers student questions regarding what they can learn by taking the course. Write content that states "If you take this course, this is what you will learn."
Required	**Class Goals**	The "Class goals" section should explicitly state the objectives presented in the course description. This is important because class goals are associated with evaluation criteria.
Required	**Language**	Please select the language used in the class. "日本語"：Only Japanese "英語"：Only English "フランス語"：Only French "日本語＋英語"：Japanese and English "日本語＋フランス語"：Japanese and French "その他"：Other language[Please specify the language in the blank.]
Required	**Active Learning**	We consider courses that implement at least one of the following educational methods in each class as an active learning-based course: 1) Discovery learning, problem-solving learning, experiential learning, investigatory learning 2) Group discussions, debates, group work, presentations, review

Required	**Daily Class Schedule (divided into each class)**	- Please describe how to proceed with the class, including the number of presentations in the class, off-campus training, and the number of submissions such as reports and reaction papers.
		  Please indicate whether or not and when in-class test will be given, especially if you plan to give it in the on-demand class. (Instructions can also be given in manaba.)
		-**Please write "class contents" for all 15 classes (half-year course) or 30 classes (full-year course).**
		-Please fill in your syllabi as follows.
		  Half-year course: 1st to 15th classes
		  Full-year course and classes conducted twice a week: 1st to 30th classes
		-Please note that you should conduct a 15th or 30th class even if you wrote "Overview" in the 14th or 29th class section.
		The 15th and 30th classes are special study days; please refer to the explanation on pages 12 to 17 of the "Syllabus Creation Guidelines" for the content of the 15th class.
		-There are no special study days in the Graduate School. Please fill out the syllabus for regular classes.
		-As for intensive courses which have a training camp, you can write "As noted above" if it is difficult to subdivide the contents.
		-Relating to those who have face-to-face class and hold the final exam, the exam is going to be held in the exam period.
		
		Please mind following points when you write.
		① In the case where you hold the final exam,
		  Please refer to the final exam not in the daily class schedule but in the evaluation criteria.
		② In the case where you don't hold the final exam.
		  E.g.) performance in class including the in-class test or presentations,
		   Please write "In-class test and follow-up lectures" somewhere in the class schedule to distinguish it clearly from the final exam. Please do not only have a test but sum up the class.
		  E.g.) performance in classes only or assigning a report.
		   When you evaluate only from the performance in classes, please write "class contents" in all the class schedule. The 15th and 30th classes are special study days; please refer to the explanation on pages 12 to 17 of the "Syllabus Creation Guidelines" for the content of the 15th class. Please instruct the details of the report in class.

Required	**Content/Topic, preparation and review (divided into each class)**	-Please provide the instruction about the preparation and review for your class. -Regarding estimated hours, it shows self-directed learning hours per a week in the case of 15 classes for half-year course and 30 classes for full-year course. You can change it by yourself, but please be sure not to exceed the lower limit of needed self-study hour (45 hours per a credit). *Self-directed learning hours will be 15 hours for subject of a credit and 60 hours for subject of two credits. About subject of four credits, it depends on the number of class per a week. If there are two classes, it will be 120 hours. Please refer below in detail.

		① Subject of a credit: 45h×1cr = 45h – 2h (once a week) × 15 times = 15h
		② Subject of two credits: 45h × 2cr = 90h – 2h (once a week) × 15 times = 60h
		③ Subject of four credits: 45h × 4cr = 180h – 4h (twice a week) × 15 times = 120h
		-Please avoid the expression "To be announced".

Required	**Remarks for Class**	-Please provide general information or advice about your class. -Please refer to the precautions regarding video shooting during the class, taking picture of the blackboard, recording of Teams or Zoom, and handling of class contents delivered through manaba. E.g.) Video shooting of the class and taking a photo of the blackboard is prohibited. You can contact me if you need. -If your class is an on-demand class, please indicate that the class is on-demand. In addition, please indicate the schedule for publication of course materials. E.g.) The first update is scheduled for 10:00 a.m. on November 11 Monday, and every Monday at 10:00 a.m. thereafter.
Required	**Texts**	Please list the titles and publishing companies of all required textbooks. Please indicate "handouts" or "prints" if you will distribute course material to your class. If you will not use any textbooks, please indicate with N/A.
Required	**Reference Books**	Please provide the correct bibliographical information. If you will not use reference books, please indicate with N/A.
Required	**Assignment Feedback Timing**	In this inquiry, please select the timing when you give feedback on assignments (exams, reports, etc). "Assignments" in this inquiry includes; the report during class period, the in-class test, final exam, final report dose not include; reaction papers, questionnaire You do not need to feedback on all reports and the in-class tests etc. Please give feedback according to the number of students in your class or the nature of your class. Based on the above, please choose the timing when you give students feedback below. Feedback can also be provided at special study days. ① I will discuss its contents in class. 　e.g. Giving feedback while in class ② I will feedback via manaba outside class hours. 　e.g. Returning report or in-class test with comment 　e.g. Giving feedback on final exam or final report ③ I will discuss its contents in class and feedback via manaba out of class period. 　e.g. In case you give feedback in both ways (①and②) ④ Other (Fill in next inquiry) 《Details of feedback》 The following cases are examples of feedback, however, the concrete way of feedback is entrusted to each instructor. Please give feedback according to the number of students in your class or the nature of your class. What these examples have in common is giving students the trigger to review. Note that you do not need to provide the details of feedback on your syllabi. ・Returning a report or the in-class test with comments. ・Explaining important points or issues on the assignment to whole class. ・Explaining the aim why you gave the assignment to whole class. ・Explaining the points or the tendency highly rated reports commonly have to whole class. ・Posting model answer on manaba. ・Suggesting relevant parts in the text or the reference book where students should review for the question with low (or high) percentage of correct answers in order to prompt students to review.
Optional/ **Required**	**Assignment Feedback Method Content**	Please describe your way of feedback in detail. This inquiry is optional for those who chose ①,② or ③ in the inquiry above. Those who chose "④Other" must fill in this inquiry.
Required	**Evaluation Criteria**	-Please provide the details of your final grade evaluation criteria with specific percentages. -If you evaluate with the in-class test, please write percentages of the evaluation as "In-class test". "Attendance" cannot be used as evaluation criteria. Please use "Class participation". E.g.) Class participation: 20%, two reports during the class period: 30%, the final exam: 50% 　　Class participation: 30%, two reports during the class period: 30%, the in-class test: 40% Please make sure that the total is 100%.
Optional	Related URL	

Optional	Notes	-Courses designated as requiring such instructors are indicated by "This course requires an instructor with practical experience" in this column. -Some instructions for the classes may have added by the academic affairs division as necessary. So please do not edit them.

Sample image

授業コード Course Code	1AA0000000
授業開講年度 Year of Class	2025
授業形態 Course Mode	講義（対面授業）
授業名称 Class Name	Meiji Gakuin A
テーマ Theme	Junior class
科目名 Name of Subject	Meiji Gakuin A
英字科目名 English Name of Subject	Meiji Gakuin A

> This symbol shows the ability to be acquired in this class set by the department.

身につく能力 ◎=科目に最も関連する能力 ○=科目に関連する能力 Ability to be acquired in this class	知識・理解	幅広い教養	◎
	汎用的技能	知識を活用するための技能・応用能力	○
	態度・志向性	他者との強調力・共生力	○

科目単位数 Credit	2
履修期 Term	春学期
教員氏名 Name of Teacher	MEIGAKU Taro
開講キャンパス Campus	白金
曜時 Day and Period	木曜5時限(春学期)
授業概要(必須) Course Description	＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊
到達目標(必須) Class Goals	＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊＊
授業言語(必須) Language	英語
アクティブ・ラーニング(必須) Active Learning	アクティブ・ラーニング対応

授業計画 (必須) Daily Class Schedule	【第 1 回】	授業内容 Content/Topic	You can learn the positi...		目安時間 Hours	2 時間
		予習内容 Preparation for Class	Read the text P.6〜10.			
		復習内容 Review of Class	Read the handout.		目安時間	2 時間
	〜omission〜					
		① ≪ In the case where you hold the final exam.≫				
		【normal class】	授業内容 Content/Topic	Overview		間
			予習内容 Preparation for Class	Review the class contents		
			復習内容 Review of Class	Review the class contents ... the exam.		間
	【第 14 回】	② ≪ In the case where you don't hold the final exam.≫ *1 E.g.) performance in class including the in-class test or presenta... *2 E.g.) assigning a report				
		【The class which the in-class test is scheduled】	授業内容 Content/Topic	*E.g.) In-class test and follow-up lectures		
			予習内容 Preparation for Class	Review the class contents.	目安時間 Hours	2 時間
			復習内容 Review of Class	*E.g.) Refer the posted commentary on the homepage after the test. Review the test.	目安時間 Hours	2 時間
	【第 15 回】 (special study day)	授業内容 Content/Topic	Overview, in-class test, on-demand class or others			
		予習内容 Preparation for Class	Review the class content...			
		復習内容 Review of Class	Refer the posted commentary o... 30th. Review the report.			
授業に関する 注意事項(必須) Remarks for Class	Video shooting of the class and taking a photo of the blackboard...					
教科書(必須) Texts	『Regarding Meiji Gakuin』(2001 Meiji Gakuin Institute) You must purchase.					
参考書(必須) Reference Books	N/A					
課題のフィード バック方法区分 (必須) Assignment Feedback Method	I will discuss its contents in class.					

Fill out each class. You can change 'Hours' but do not go below 45 hours per a credit.

Please write "class contents" of 14th class. Refer to P.6.

Please write "In-class test and follow-up lectures". You can also write "class contents" instead of "follow-up lectures".

Please write "class contents" of 14th class. The 15th and 30th classes are special study days; please refer to the explanation on pages 12 to 17 of the "Syllabus Creation Guidelines" for the content of the 15th class. There are no special study days in the graduate school.

課題のフィードバック方法内容（任意/必須） Assignment Feedback Method Content	
成績評価の基準 Evaluation Criteria	Class participation: 30%, Tests during the class period: 20%, Final report: 50%
関連 URL Related URL	https://www.meijigakuin.jp/
備考 Notes	
更新日時 Date of Update	2025 年 2 月 9 日　14 時 27 分 22 秒

Please make sure that the total is 100%.

The deadline for submission is Monday, February 10th, 2025 at 9:00.

You may submit as many times as you like until the deadline.

How to enter the contents of the class that is conducted twice a week

If you have the class that is conducted twice a week, you need to write 30 lessens, however there are only 15 columns, so please fill in as shown in the following example.

example1

Assign 2 serial numbers (1st to 30th) to each frame

授業計画 * 必須 Daily Class Schedule (Mandatory field)	【第1回】	授業内容 Content/Topic	The 1st: Guidance and grouping. Study the situation of Meiji Gakuin. The 2nd: Review the history of Meiji Gakuin.
		予習内容 Preparation for Class	The 1st: Read textbook P.1-10. The 2nd: Read textbook P.11-15.
		復習内容 Review of Class	The 1st: Review handout distributed during class. The 2nd: Review handout distributed during class.

~Omitted~

	【第15回】	授業内容 Content/Topic	The 29th: Group Presentation. The 30th: Exam and follow-up lectures are given in the class.
		予習内容 Preparation for Class	The 29th: Summarize the contents of the presentation. The 30th: Review the textbook and handouts.
		復習内容 Review of Class	The 29th: Review all materials for preparing your presentation. The 30th: Confirm the explanation of the exam released on the next day of the exam.

example2

Assign 2 days of the week to each frame

授業計画 * 必須 Daily Class Schedule (Mandatory field)	【第1回】	授業内容 Content/Topic	Mon.: Guidance and grouping. Study the situation of Meiji Gakuin. Thu.: Review the history of Meiji Gakuin.
		予習内容 Preparation for Class	Mon.: Read textbook P.1-10. Thu.: Read textbook P.11-15.
		復習内容 Review of Class	Mon.: Review handout distributed during class. Thu.: Review handout distributed during class.

example3

Assign 2 periods to each frame

授業計画 * 必須 Daily Class Schedule (Mandatory field)	【第1回】	授業内容 Content/Topic	4th: Guidance and grouping. Study the situation of Meiji Gakuin. 5th: Review the history of Meiji Gakuin.
		予習内容 Preparation for Class	4th: Read textbook P.1-10. 5th: Read textbook P.11-15.
		復習内容 Review of Class	4th: Review handout distributed during class. 5th: Review handout distributed during class.

③ Make up your syllabus.

You have **2** ways to make up your syllabi…≪A≫≪B≫

≪A≫ Direct input

[1] You can access this page from ” シラバス情報保守”（Edit the Syllabus）. (Refer to P3.)

> You cannot edit this space.
> If you find a mistake, please contact the Academic Affairs Division.

The screenshot shows:

シラバス情報保守(編集) 新規登録画面
▶条件指定画面 ▶結果一覧画面 ▶新規登録画面

シラバス情報
■シラバス情報

授業コード Course Code	███████		
授業開講年度 Year of Class	2025		
授業形態 Course Mode	演習		
授業名称 Class Name	英語学4年次演習		
テーマ Theme			
代表科目名 Name of Representative Subject	英語学4年次演習		
英字科目名 English Name of Subject	Senior Seminar		
身につく能力 Ability to be Acquired in This Class ◎=科目に最も関連する能力 ○=科目に関連する能力	知識・理解	幅広い教養	◎
	知識・理解		
	知識・理解	████	◎
	知識・理解		
	知識・理解		◎
単位数 Credit Credit	2		
履修期 Term	通年		
教員氏名 Name of Teacher	明学 三郎		
開講キャンパス Campus	白金		
曜時 Day and Period	木曜2時限(通年)		
授業概要 *必須 Course Description (Mandatory field)	████████		

！！NOTICE！！

Please click the button "提出（Submit）" or "一時保存（save）" in **120 minutes** to save your syllabus. The time to input is limited to **120 minutes**.

---

[2]Click the button "提出（Submit）", when you finish filling in the form.

※You can preview by clicking the button "プレビュー (preview)".
　You can save your progress by clicking the button "一時保存 (save)".

※When you push the button "提出（Submit）" without filling out required fields, an error message will be displayed. Please correct according to the instructions

[3] Click the button "OK".

※You can update information as many times as needed until the submission deadline even after you click on the "提出（Submit）" button.

[4] Click the button "結果一覧画面へ戻る(X)".

[5] Check the updated date to be sure if it is saved.

シラバス情報保守(編集) 結果一覧画面　　　　　　　　　　　　　　　　　　　　　　(AGA010PLS01) ❓ヘルプ
▸条件指定画面　▸結果一覧画面

◤シラバス情報

| 1/1ページ ← → | ページ 1 GO | 表示件数 100 GO | チェックボックス 全選択 | 全解除 | 反転 |

Check the updated date.

項番 No.	機能 Function	クリア Clear	開講責任学科・部門 Course Management Department	授業開講年度 Year of Class	履修期 Term	曜時 Day and Period	授業コード Course Code	授業名称 Class Name	更新日時 Date of Update	シラバス投稿状況 Posts Status of Syllabus	代表教員番号 Faculty Representative Number	代表教員名 Representative Teacher Name
1	📝	☐	英文学科		通年	火曜3時限(通年)		英語学3年次演習	2018年02月11日 17時30分20秒	投稿完了		明学 三郎
2	📝	☐	英文学科		通年	木曜2時限(通年)						明学 三郎
3	📝	☐	英文学科		春学期	火曜2時限(春学期)						明学 三郎
4	📝	☐	英文学科		春学期	水曜2時限(春学期)						明学 三郎
5	📝	☐	英文学科	2025年度	秋学期	火曜2時限(秋学期)						明学 三郎
6	📝	☐	英文学科		秋学期	水曜2時限(秋学期)						明学 三郎
7	📝	☐	英文学科		春学期集中	集中(春集)						明学 三郎
8	📝	☐	英文学専攻 博士前期課程		春学期	水曜6時限(春学期)						明学 三郎
9	📝	☐	英文学専攻 博士前期課程		秋学期	水曜6時限(秋学期)						明学 三郎
10	📝	☐	英文学専攻 博士後期課程		通年	土曜2時限(通年)						明学 三郎

クリア　　戻る(X)

Make sure the status changed into "投稿完了"

16

≪B≫ Copy the 2024 syllabi and transfer.

（ⅰ）Refer to P.3, and click the subject ✎ which you will write.

（ⅱ）Click the button "シラバス情報コピー （Copy the Syllabus）".
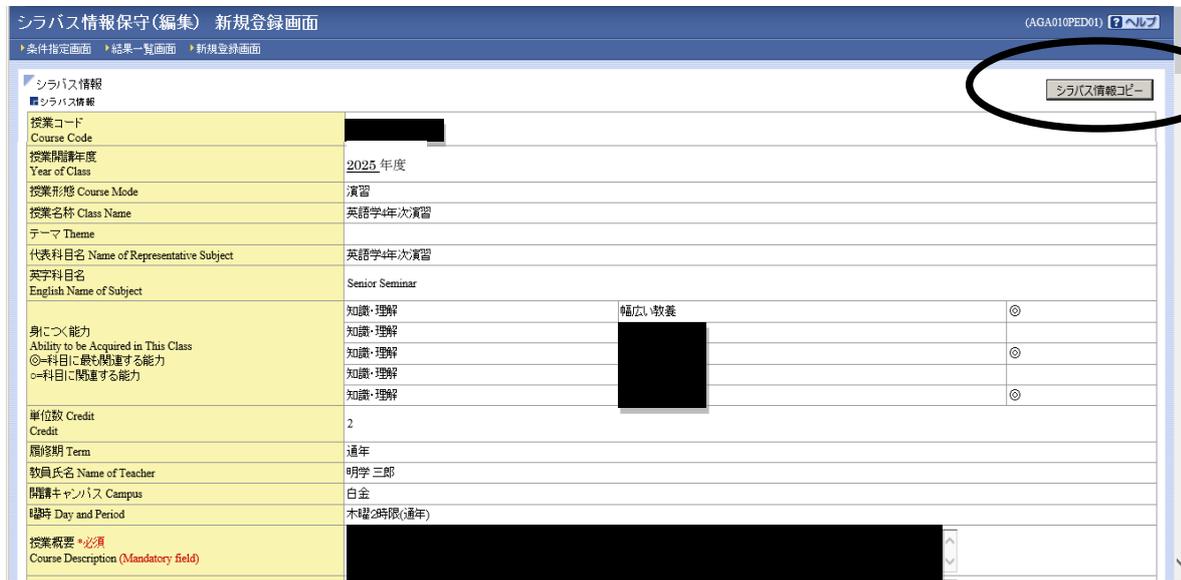
（ⅲ）Search for the syllabus which you will copy.

Select the year("2024"〜"2024") and click the button "検索(S)"（Search）.

(ⅳ) Select the previous syllabus for 2025.
　　　Click the button "選択した授業をコピーする（Copy the selected class）".

教員氏名（カナ） Kana Name of Teacher	
教員氏名（英字） English Name of Teacher	

検索(S)　　リセット(C)　　戻る(X)

シラバス情報

1/ 1ページ ← → ページ 1 GO 表示件数 100 ∨ GO

項番 No.	選択 Select	開講責任学科・部門 Course Management Department	授業コード Course Code	授業開講年度 Year of Class	履修期 Term	曜時 Day and Period	科目コード Subject Code	代表科目名 Name of Representative Subject	代表教員番号 Faculty Representative Number	代表教員名 Representative Teacher Name
1	⦿	明治学院共通科目　中国語			春学期	木曜2時限(春学期)	200410	C1311中国語1A		
2	○	明治学院共通科目　中国語			春学期	火曜2時限(春学期)	200430			
3	○	明治学院共通科目　中国語		2024 年度	春学期	火曜1時限(春学期)	200430			
4	○	明治学院共通科目　中国語			秋学期	木曜2時限(秋学期)	200420			
5	○	明治学院共通科目　中国語			秋学期	火曜2時限(秋学期)	200440			
6	○	明治学院共通科目　中国語			秋学期	火曜1時限(秋学期)	200440			

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