

To: Instructors

Academic Affairs Division (Kyomu-ka)
MEIJI GAKUIN UNIVERSITY

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: 5th (Mon.) Jan 2026 9:00 am**

Deadline: 16th (Mon.) Feb 2026 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.



(iii) Click “教務 Web”

オンラインサービス / Online Services

■ 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 [→](#)

(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)

出席管理システムログイン画面
(Attendance Management System Login page)

授業概要 (シラバス)

※教務web・出席管理システム動作推奨OSはWindows 11、動作推奨ブラウザはMicrosoft Edgeとなります。

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

明治学院大学

ユーザーID
パスワード

ログイン → クリア

※※重要※※
以下の期間は、システムメンテナンスのため、教務WEBシステムが使用できなくなります。
(ログインしていても自動的にシステムが切断されますので、ご注意ください)

2025年9月1日(月) 12:00 ~ 15:00

【Attention】 About system maintenance
This website will be temporarily closed from
12:00 to 15:00 on September 1.
Thank you for your cooperation.

= 諸注意 =
■参照・入力を始めてから画面上の何らかのボタンを押さずに
120分以上経過すると、再ログインする必要があります。
その際、入力途中のデータは消えてしまいますので、
こまめに保存するようお願いいたします。
■当システムの対応ブラウザはMicrosoft Edgeです。

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Click the button “ログイン”(Login).

(vi) You will see the page below.

教員メニュー

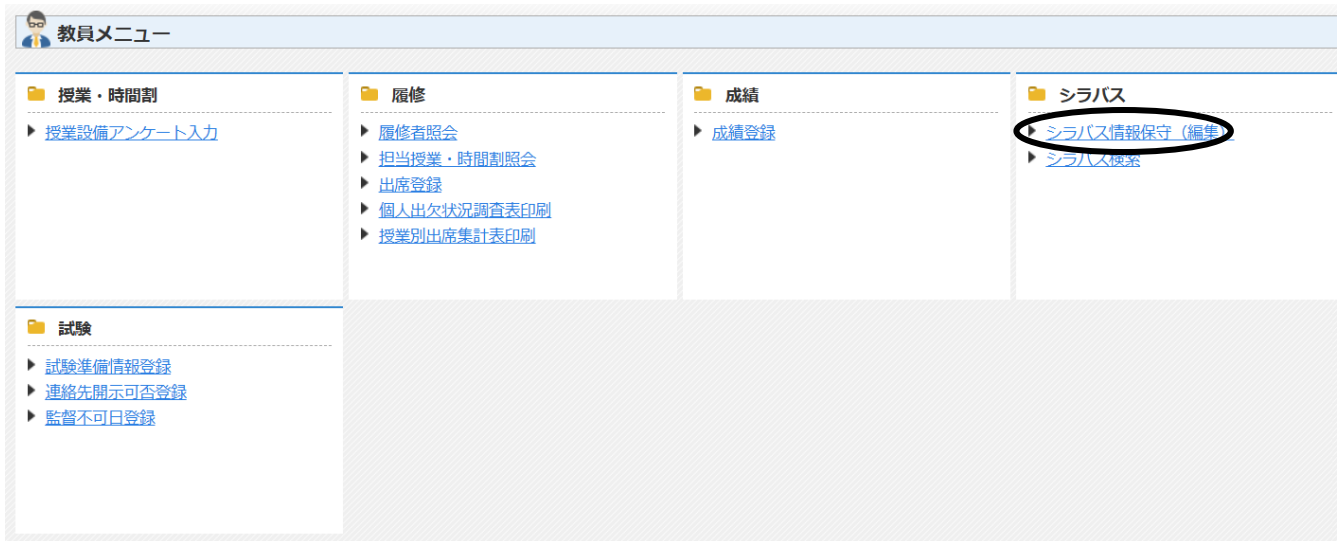
<p>授業・時間割</p> <ul style="list-style-type: none">▶ 授業設備アンケート入力	<p>履修</p> <ul style="list-style-type: none">▶ 履修者照会▶ 担当授業・時間割照会▶ 出席登録▶ 個人出欠状況調査表印刷▶ 授業別出席集計表印刷	<p>成績</p> <ul style="list-style-type: none">▶ 成績登録	<p>シラバス</p> <ul style="list-style-type: none">▶ シラバス情報保守 (編集)▶ シラバス検索
<p>試験</p> <ul style="list-style-type: none">▶ 試験準備情報登録▶ 連絡先開示可否登録▶ 監督不可日登録			

【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)”.




The screenshot shows the 'Faculty Menu' (教員メニュー) interface. It is divided into several sections: 'Lectures & Timetable' (授業・時間割), 'Maintenance' (履修), 'Results' (成績), and 'Syllabus' (シラバス). The 'Syllabus' section is highlighted with a red circle, and the 'Syllabus Information Maintenance (Edit)' (シラバス情報保守(編集)) button is circled in red. Other buttons in the 'Syllabus' section include 'Syllabus Search' (シラバス検索). Below the main sections, there is a 'Examination' (試験) section with buttons for 'Examination Preparation Information Registration' (試験準備情報登録), 'Connectable/Unconnectable Registration' (連絡先開示可否登録), and 'Supervisor Unavailable Registration' (監督不可日登録).

(ii) Click the button “検索(S) (Search)”. Do not change Year “2026”~“2026”



The screenshot shows the 'Syllabus Information Maintenance (Edit) - Condition Specification Screen' (シラバス情報保守(編集) 条件指定画面). The 'Search Conditions' (検索条件) section is highlighted, showing the 'Year of Class' (授業開講年度) set to '2026' ~ '2026'. The '検索(S)' button is circled in red. The 'リセット(C)' button is also visible. The page includes a 'Manual [Japanese]' (マニュアル【和文】) and 'Manual [English]' (Manual【ENGLISH】) link.

(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.



■ シラバス情報保守 (編集) 結果一覧画面 (AGA010PLS01)

>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 表示件数 100 チェックボックス 全選択 全解除 反転

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	曜日 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		<input type="checkbox"/>	明治学院共通科目 AI・データサイエンス	2026年度	春学期	集中(春学期)							
2		<input type="checkbox"/>	明治学院共通科目 AI・データサイエンス		春学期	集中(春学期)							
3		<input type="checkbox"/>	明治学院共通科目 AI・データサイエンス		春学期	集中(春学期)							
4		<input type="checkbox"/>	明治学院共通科目 AI・データサイエンス		春学期	集中(春学期)							
5		<input type="checkbox"/>	明治学院共通科目 AI・データサイエンス		春学期	集中(春学期)							
6		<input type="checkbox"/>	明治学院共通科目 AI・データサイエンス		秋学期	集中(秋学期)							
7		<input type="checkbox"/>	明治学院共通科目 AI・データサイエンス		秋学期	集中(秋学期)							
8		<input type="checkbox"/>	明治学院共通科目 AI・データサイエンス		秋学期	集中(秋学期)							

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 2025 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 2025 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)	<ul style="list-style-type: none"> • Please describe the course structure, including whether presentations are required during class and their frequency, the presence of off-campus training, and the existence and number of assignments such as reports or reaction papers. If you plan to administer quizzes in on-demand classes, please indicate whether they will be held and their schedule. (Instructions via manaba are also acceptable.) • Please provide the “Course Content” for all 14 sessions (or 28 sessions for year-long courses). • Semester courses: Sessions 1–14; Year-long courses: Sessions 1–28; Twice-weekly courses: Sessions 1–28. • The 14th and 28th sessions are designated as special study sessions. Please refer to the explanation on pages 14–17 of the “Syllabus Writing Guide” to set the content for these special study sessions. Graduate schools do not have special study sessions. Please fill in the syllabus for regular classes. • For intensive courses involving retreats, etc., where it is difficult to break down the content, it is acceptable to write “See above” or similar. • For in-person classes conducting regular examinations, these examinations are held during the examination period, not during the class period. Please note the following when filling in each class session: <ul style="list-style-type: none"> ① When conducting a regular exam (written exam during the exam period): Indicate this in the “Grading Criteria” section. Do not include it in the course schedule. ② When not conducting a regular exam (written exam during the exam period): <ul style="list-style-type: none"> ②-1 For ongoing assessments (evaluation via in-class tests, presentations, etc.): Conduct ongoing assessments during the 14th special study session (28th session for year-long courses). ②-2 For regular points (evaluation based solely on participation in lectures, seminars, etc.) or reports: Please include “Course Content” for all 14 sessions (28 sessions for year-long courses). Provide detailed instructions for reports during class.
Required	Content/Topic, preparation and review (divided into each class)	<ul style="list-style-type: none"> • Please provide instructions regarding independent study outside of class. • Since this information serves as a reference for course selection, please avoid using phrases like “instructions given during class” or “instructions given at the start of the course” as much as possible. • For the estimated time, the average weekly independent study time (rounded down to the nearest 10 minutes) for a 14-week term (28 weeks for a full academic year) is pre-entered (e.g., 2 hours for preparation, 2 hours for review). However, this can be adjusted based on the specific lesson plan. • The time allocated for independent study outside of class is based on the total study time required for credit acquisition (e.g., 2 hours for preparation, rounded down to the nearest minute) (2 hours prep, 2 hours review). This can be adjusted

		<p>based on the course plan.</p> <ul style="list-style-type: none">• Out-of-class self-study hours are calculated by subtracting class hours (30 hours) from the total learning hours required for credit. <p>A 1-credit course requires 15 hours; a 2-credit course requires 60 hours.</p> <p>1 credit (45 hours) → 45 hours - 30 hours = 15 hours</p> <p>2 credits (45 hours × 2 = 90 hours) → 90 hours - 30 hours = 60 hours</p> <p>4 credits (45 hours × 4 = 180 hours) → 180 hours - 60 hours = 120 hours</p>
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Required	Remarks for Class	<p>-Please provide general information or advice about your class.</p> <p>-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.</p> <p>E.g.) Video shooting of the class and taking a photo of the blackboard is prohibited. You can contact me if you need.</p> <p>-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.</p> <p>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.</p>
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	<p>In this inquiry, please select the timing when you give feedback on assignments (exams, reports, etc).</p> <p>"Assignments" in this inquiry includes; the report during class period, the in-class test, final exam, final report dose not include; reaction papers, questionnaire</p> <p>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.</p> <p>① I will discuss its contents in class. e.g. Giving feedback while in class</p> <p>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</p> <p>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)</p> <p>④ Other (Fill in next inquiry)</p> <p>《Details of feedback》</p> <p>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.</p> <p>Note that you do not need to provide the details of feedback on your syllabi.</p> <ul style="list-style-type: none"> • 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	<p>-Please provide the details of your final grade evaluation criteria with specific percentages.</p> <p>-If you evaluate with the in-class test, please write percentages of the evaluation as "In-class test".</p> <p>"Attendance" cannot be used as evaluation criteria. Please use "Class participation".</p> <p>E.g.) Class participation: 20%, two reports during the class period: 30%, the final exam: 50%</p> <p>Class participation: 30%, two reports during the class period: 30%, the in-class test: 40%</p> <p>Please make sure that the total is 100%.</p>
Optional	Related URL	

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

授業コード Course Code	1AA0000000		
授業開講年度 Year of Class	2026		
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		
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		
曜日 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		

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

授業計画 (必須) Daily Class Schedule	【第1回】	授業内容 Content/Topic	You can learn the position of the class.	Fill out each class. You can change 'Hours' but do not go below 45 hours per a credit.	目安時間 Hours	2時間	
		予習内容 Preparation for Class	Read the text P.6~10.		目安時間 Hours	2時間	
		復習内容 Review of Class	Read the handout.		目安時間 Hours	2時間	
	～omission～						
	【第13回】	授業内容 Content/Topic	Learning about the future of the class.	Please write "In-class test + Summary/Explanation/Review." The Summary/Explanation/Review section may also include specific lesson content.	目安時間 Hours	2時間	
		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	Review the class contents.		目安時間 Hours	2時間	
	【第14回】 (special study day)	授業内容 Content/Topic	summary or in-class test and summary or remote (simultaneous interactive/on-demand) or in-person	Please outline the content for the 14th class session. The 14th class session is designated as a special study session. If conducting an in-class exam, please schedule it during the special study session. For the content of the 14th class session, please refer to the instructions on pages 14-17 of the "Syllabus Writing Guide" and set it accordingly. Note: Graduate schools do not have special study sessions.	目安時間 Hours	2時間	
		予習内容 Preparation for Class	Review the class contents so far.		目安時間 Hours	2時間	
		復習内容 Review of Class	Refer the posted content. Review the report.		目安時間 Hours	2時間	

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 is prohibited.
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.
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	2026 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 16th, 2026 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 28 lessons, however there are only 14 columns, so please fill in as shown in the following example.

example 1

Assign 2 serial numbers (1st to 28th) to each frame

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

example 2

Assign 2 days of the week to each frame

授業計画* 必須 Daily Class Schedule (Mandatory field)	授業内容 Content/Topic	Mon.: Guidance and grouping. Study the situation of Meiji Gakuin. Thu.: Review the history of Meiji Gakuin.	↑ ↓
	【第1回】 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.	↑ ↓

example 3

Assign 2 periods to each frame

授業計画* 必須 Daily Class Schedule (Mandatory field)	授業内容 Content/Topic	4th: Guidance and grouping. Study the situation of Meiji Gakuin. 5th: Review the history of Meiji Gakuin.	↑ ↓
	【第1回】 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>> <>

<<A>> Direct input

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

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	2026年度		
授業形態 Course Mode	講義(遠隔授業)		
授業名称 Class Name	MGAI101AI-テーマ入門		
テーマ Theme			
科目名 Name of Subject			
英字科目名 English Name of Subject			
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 汎用的技能 態度・志向性 統合的な学習経験と創造的思考力 統合的な学習経験と創造的思考力	現代社会が抱える諸問題を捉えるための幅広い基礎知識 多面的思考・判断力、コミュニケーション力 多様性の尊重、他者貢献、自律的学習態度 課題発見力 解決策提示力、社会参画による他者貢献	◎ ○ ○ ○
科目単位数 Credit	2		
履修期 Term			
教員氏名 Name of Teacher			
開講キャンパス Campus			
曜日 Day and Period			
授業概要 必須 Course Description (Mandatory field)			

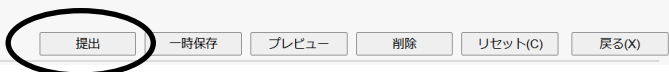
You cannot edit this space.
If you find a mistake, please
contact the Academic Affairs
Division.

!! 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.

※「プレビュー」ボタンを押すとそれまでの入力内容が保存され、プレビュー画面が表示されます。
「一時保存」ボタンを押すとそれまでの入力内容が保存されます。
「提出」ボタンを押すと入力内容を確定します。
※ 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)”.
After filling out the form, click the button “提出 (submit)”.



※ 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”.

k25aswebtst2 の内容

入力したシラバス情報を提出します。よろしいですか？ [UNM013610C]



※ 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)

>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 表示件数 100 チェックボックス 全選択 全解除 反転

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	明治学院共通科目 AI-データサイエンス	2026年度	春学期	集中(春学期)			2025年02月19日 08時50分12秒	投稿完了		
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	明治学院共通科目 AI-データサイエンス		春学期	集中(春学期)						
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	明治学院共通科目 AI-データサイエンス		春学期	集中(春学期)						
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	明治学院共通科目 AI-データサイエンス		春学期	集中(春学期)						
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	明治学院共通科目 AI-データサイエンス		春学期	集中(春学期)						
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	明治学院共通科目 AI-データサイエンス		秋学期	集中(秋学期)						
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	明治学院共通科目 AI-データサイエンス		秋学期	集中(秋学期)						
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	明治学院共通科目 AI-データサイエンス		秋学期	集中(秋学期)						


クリア 戻る(X)

Check the updated date.

Make sure the status changed into “投稿完了”

《B》 Copy the 2025 syllabi and transfer.

Note: Due to the reduction to 14 total sessions starting in the 2026 academic year, copying the 2025 syllabus content will only copy the material for the first 14 sessions. Therefore, please revise the content description for each session so that the 14th session becomes a special study session.

(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 (“2025”～”2025”) and click the button ”検索(S)” (Search).

(iv) Select the previous syllabus for 2026.

Click the button “選択した授業をコピーする (Copy the selected class)”.

教員氏名(か) Kana Name of Teacher	<input type="text"/>
教員氏名(英字) English Name of Teacher	<input type="text"/>

検索(S) リセット(C) 戻る(X)

シラバス情報

1 / 1ページ 検索 表示件数 100 検索

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	<input checked="" type="radio"/>	明治学院共通科目 中国語		2025 年度	春学期	木曜2時限(春学期)	200410	C1311中国語1A		
2	<input type="radio"/>	明治学院共通科目 中国語			春学期	火曜2時限(春学期)	200430			
3	<input type="radio"/>	明治学院共通科目 中国語			春学期	火曜1時限(春学期)	200430			
4	<input type="radio"/>	明治学院共通科目 中国語			秋学期	木曜2時限(秋学期)	200420			
5	<input type="radio"/>	明治学院共通科目 中国語			秋学期	火曜2時限(秋学期)	200440			
6	<input type="radio"/>	明治学院共通科目 中国語			秋学期	火曜1時限(秋学期)	200440			

選択した授業をコピーする

When you copy the syllabus contents before 2018, all of the contents will be copied in【第 1 回】.Then, please copy them into each section.

※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)”.

After filling out the form, click the button “提出 (Submit)”.