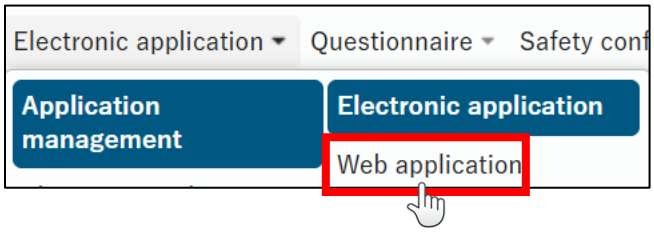
D-pass Operation Manual

【Faculty　Classroom equipment】

(Part-time Lecturer)

Doshisha Women's College of Liberal Arts

Submission of Classroom equipment



1

From the main menu,
click [Web application].



2

The [Application Form Selection] screen will appear.

Click on 「k2001 【嘱託】2026年度　教室・教具について」



3

【Application content entry】screen will appear.

1 The questionnaire items are listed here.
The submission procedures are outlined below, so please be sure to review them carefully.

2 Please enter or select your response for each question.

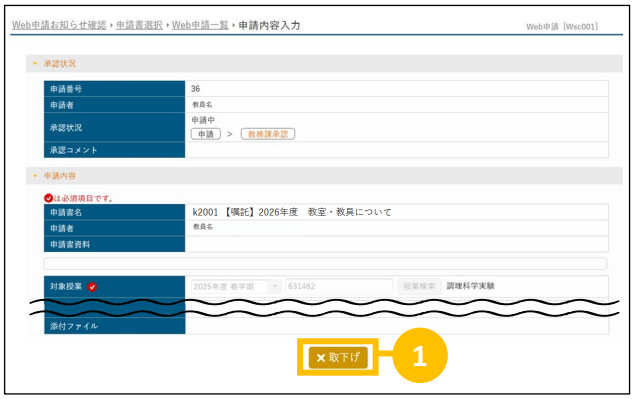
『授業選択』
The current fiscal year is set by default.
Be sure to select the “Fiscal Year” for the next fiscal year and the “Semester” for the subject you are responsible for.

Please search from 授業検索 and select the course you wish to apply for.
※Search results will only display courses where you are the primary instructor.
※Please complete and submit the form for each course you are teaching.

『Classroom Teaching Aids Requests』
※Required Fields
Select either “Leave it to the university” or“Enter your requests below”.
『Classroom Type』
Please select one of the following:“Either is acceptable”, “Lecture hall (fixed desks)”, “Lecture hall (movable desks)”, or “Seminar room”.
『Frequency of Teaching Aids Use』
Please select the percentage (%) of usage frequency as needed.

3 Enter the required information, and if the content is correct,press the 申請 button.

※Please enter and submit for each class you are responsible for.



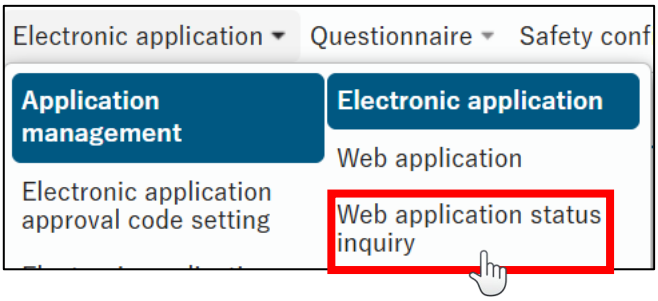
4

Responses regarding classroom equipment will be submitted.

1 Pressing [Send back] will withdraw your submitted responses for classroom equipment , allowing you to edit them.To delete a withdrawn application, press [Clear].

※Since input is required for each class you teach,return to the “2. [Application Form Selection]” screen and enter the next class.

提出状況の確認方法



1

From the main menu,
click [Web application status inquiry].



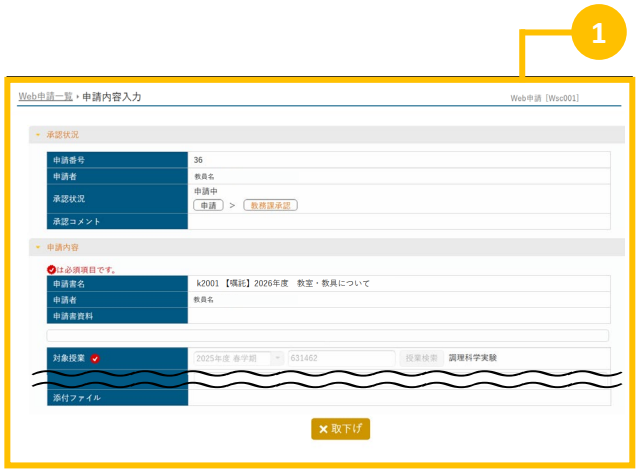
2

The [Web Application list] screen will appear.

1 Clicking the ‘Application Number’ button displays the [Application Details Input] screen, where you can view the response content and approval status.

2The ‘Status’ will display either “Not Applied/Pending Application”.

・“Not Submitted” is displayed when the application form is temporarily saved.
・“Pending Approval” is displayed when the application form is awaiting approval.



3 The ‘Application Form’ displays a [PDF] button when its ‘Status’ is ‘Approved’. Clicking the [PDF] button outputs the response content and approval details as a PDF.

