D-pass Operation Manual

【 Faculty Syllabus Input 】

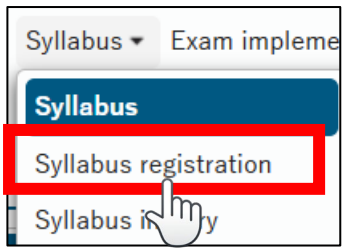
Doshisha Women's College of Liberal Arts

Syllabus Input

・D-pass contains syllabus data from 2022 to 2025.
・Syllabi from 2021 and earlier can be found here.
・You can copy syllabus content from the previous year.
Please refer to the syllabus copy procedure (Page 2, Item ③ “2”) and Points to Note When Copying the Syllabus (Page 3) in the manual.
・After writing the syllabus, pressing the 〇公開待ち button will prevent you from editing the syllabus even within the writing period. To save your work temporarily, press 一時保存 button at the bottom right of the writing screen. Please press the 〇公開待ち button only when the syllabus content is finalized and complete.

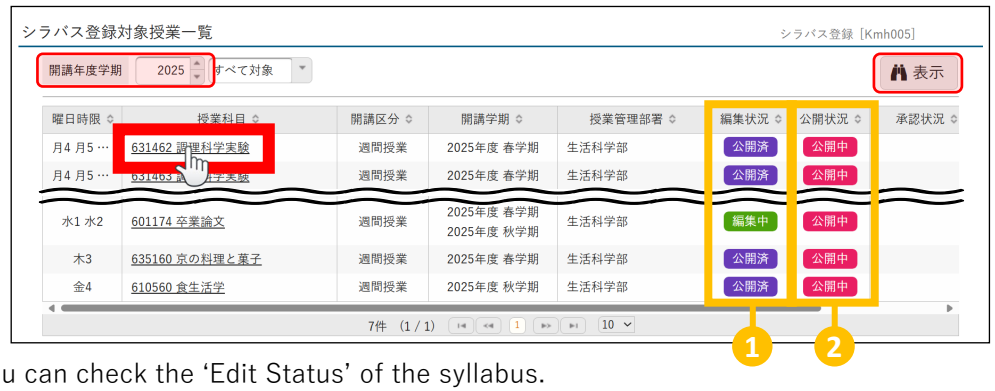
1

From the main menu, click [Syllabus] → [Syllabus registration].



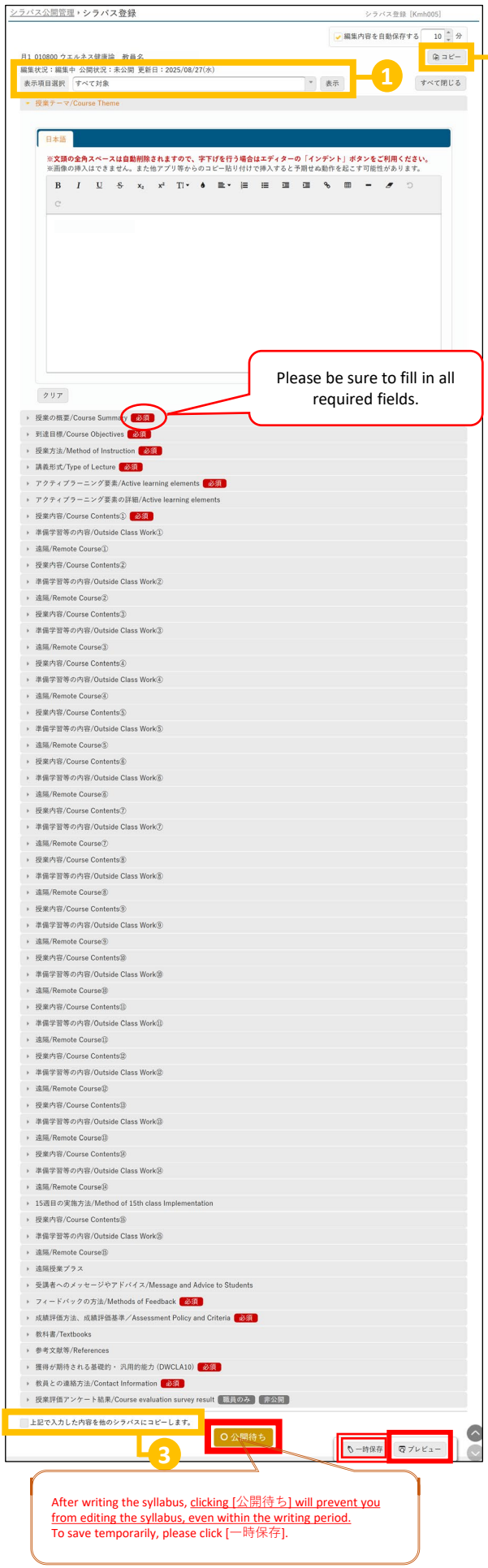
2

The [List of Courses Eligible for Syllabus Registration] screen will appear. Your assigned courses will be displayed in the list.When entering syllabi for the next academic year, set the ‘Academic Year/Semester’ to the next year and press 表示 .Press the [Course Subject] for which you wish to register the syllabus.



1 You can check the ‘Edit Status’ of the syllabus.
‘Not Created’: The syllabus has not been registered.
‘Not Edited’: The syllabus has not been edited.
‘Editing’: The syllabus is currently being edited.
‘Pending Publication’: The [Pending Publication] button has been pressed on the [Syllabus Registration] screen.
‘Published’: The publication procedure has been completed.
2 You can check the ‘Publication Status’ of the syllabus.
“Unpublished”: The syllabus has not been published.
“Published”: The syllabus has been published (Available for viewing in the syllabus inquiry).

3



The [Syllabus Registration] screen will appear.

1 Display

- The ‘Editing Status’ shows the syllabus registration status (Not Created/Not Edited/Editing/Awaiting Publication/ Published).

- The ‘Publication Status’ shows the syllabus publication status (Not Published/ Published).

- Select “Display Items” and press [Display] to move to the display area for the specified item and open the panel.

2 Syllabus Copy

※Please review Points to Note When Copying the Syllabus (3 pages).

Clicking コピー will display the [Syllabus Copy] screen, allowing you to copy an existing syllabus.Select the academic year and semester for the syllabus to copy, enter the course code, and click コピー .

※You can search by subject name, etc., using the “Course Search” function.

【Note】When copying the syllabus, be sure to copy it from the “Public Syllabus”. Do not copy from the “Editable Syllabus”.



3 Copy to other syllabi

Check the box to display a list of courses for which you are designated as the syllabus registration instructor. You can copy this input content to the syllabus for the selected course.



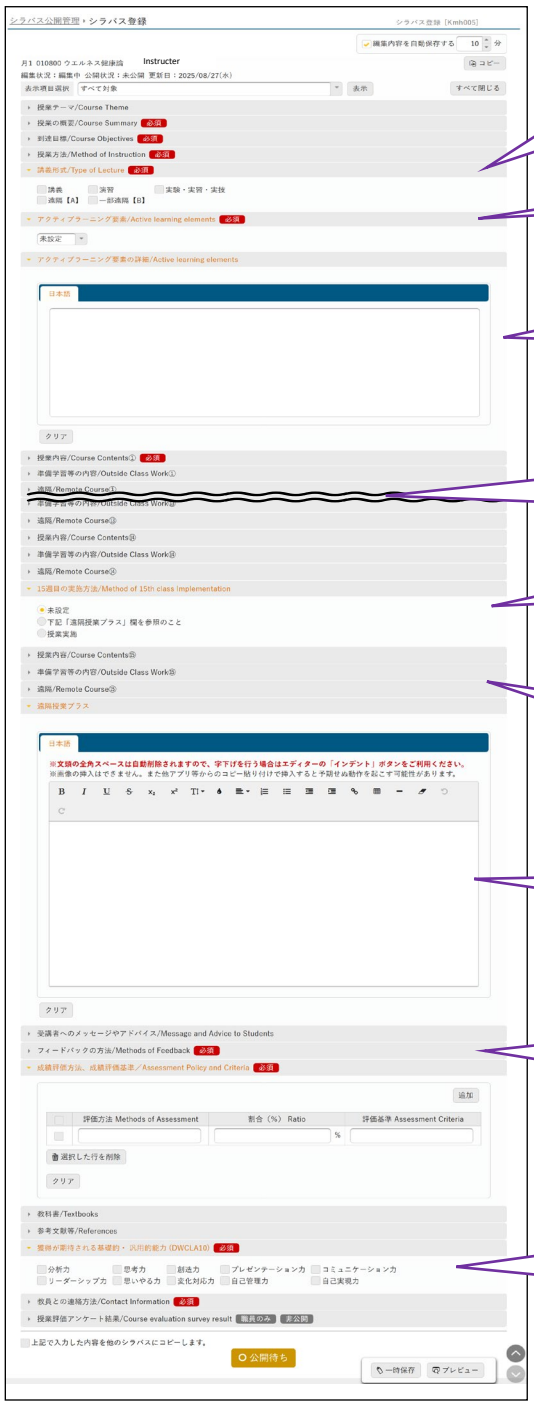
Enter the required information and click プレビュー .

To save temporarily, 一時保存 press the button.

When the syllabus content is finalized and complete, press the 公開待ち button.

Points to Note When Copying the Syllabus

- Due to changes in the syllabus layout, even if you copy content from the previous year, please be sure to check the following items and make any necessary updates or corrections. We apologize for the inconvenience during your busy schedule and appreciate your understanding and cooperation.
- When copying the syllabus, please always copy from the “Public Syllabus” (× not the editing syllabus).
- For details regarding each syllabus item, please refer to the “Syllabus Drafting Guidelines”.



［講義形式／Lecture Format］ ※ Required
Please select the applicable option(s). (Multiple selections allowed)For courses pre-approved for remote instruction, select either “Remote [A]” or “Partially Remote [B]”.

［アクティブラーニング要素／Elements of Active Learning］ ※ Required
Please select either “Yes” or “No” from the dropdown menu.

［アクティブラーニング要素の詳細/Active learning elements］
If the active learning element is ［present］ , please enter it.

［遠隔/Remote Course①～⑮］
If you selected “Remote [A]” or “Partially Remote [B]” in the [Lecture Format] section, please choose either on-demand or interactive online for each session.
※Leave blank if you selected in-person classes.

［15週目の実施方法/Method of 15th class Implementation］
Please select the applicable item.

［授業内容/Course Contents⑮］
［準備学習等の内容/Outside Class Work⑮］
If you selected “Classroom Instruction” as the implementation method for Week 15, please enter the details.

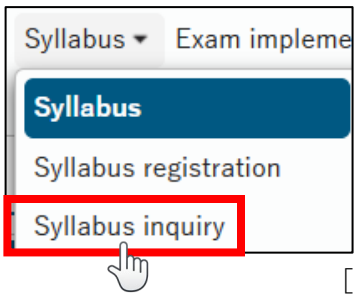
［Distance Learning Plus］
If you selected the implementation method for Week 15 as “Refer to the ‘Distance Learning Plus’ section below,” please enter it here.

［成績評価方法、成績評価基準／Assessment Policy and Criteria］ ※ Required
Please fill in the details and click [Add].

［獲得が期待される基礎的・汎用的能力 (DWCLA10) ］ ※ Required
Please select the applicable items. (Multiple selections allowed)

Syllabus Inquiry

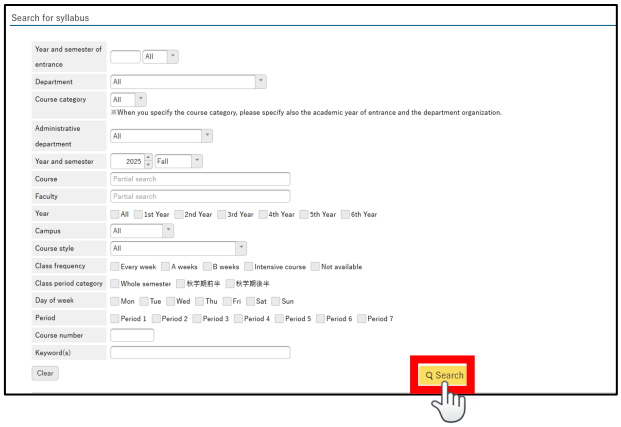
With D-pass, you can view the published syllabi. Syllabi for the following academic year are typically published around mid-March each year.



[top screen]

1

From the main menu,click [Syllabus] → [Syllabus inquiry].



[Syllabus Search/Search Results]

2

The Syllabus Search screen will appear.After entering your search criteria, click [Search], then click the [Subject] of the syllabus you wish to view from the list of search results.





[Syllabus inquiry]

3

The Syllabus Inquiry screen will appear.

*Please note that syllabi from the 2011 academic year and earlier are linked in the link area on the D-pass top screen.