

Process of Teaching Classes

The general flow of classes is as follows. You will typically be notified by your academic affairs section. If you have any questions, please contact them directly.



1 Confirmation of assigned classes

- *Confirm your class assignments based on the communication from your academic affairs section.*

2 Preparation for classes

- *Register your syllabus on the Academic Information System* as instructed by your academic affairs section before the start of the semester. After registration, you can also use Moodle* for course management. For more details, please check with your academic affairs section and refer to below links provided.)*

**Academic Information System https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=OZLRNRDE*

**Moodle <https://la.kyushu-u.ac.jp/en/usage-support/accessing-moodle/>*

3 Classes

- *Download the list of course registrants from the Academic Information System as instructed by your academic affairs section.*
- *If a course evaluation survey is requested from your academic affairs section, it is mandatory to conduct it with your students.*

4 Periodic examinations

- *Conduct the examinations in accordance with the instructions received from your academic affairs section.*

Alternative forms of evaluation, such as reports, are also acceptable. For more details, please consult with your academic affairs section.

5 Grade evaluation

- *Input the grades into the Academic Information System following the grading method and evaluation period provided by your academic affairs section.*