

應用資訊系統

INFORMATION SYSTEM

教室借用申請操作說明

MANUAL FOR CLASSROOM BOOKING APPLICATION

課務組

Curriculum Section

Regulation

- Applicant: only **school employee** can apply.
- Please make application **3 days** in advance before class begin.
- Large Classroom(86-140 persons) Booking is for users more than **70** people.
- If you need to cancel the Classroom Booking, please delete your application in the Information System **5 days** in advance before class begin.
- If your application include several days of use and you only need to cancel some specific days, cancel the booking will delete all data. Please come to **the Curriculum Section** for revision.
- If you need to book the **Multimedia and Language Learning Lab, Amphitheatre Lab, Science & Technology Building 3701 and 3801**, please fill in “**Form for Classroom Booking**” and bring it to the General Affairs Section.

Notice

- You can see **the Course name and Number of Attendees** right after you type in the Course Code (include Chinese Students).
- Classroom No.: you can see the classroom capacity after you select the classroom No..
- Class Session: the same Class Session can not be selected twice.
- Class Session: if you select **1~9**, the Approval unit will be **the Curriculum Section**.
- Class Session: if you select **A~D**, the Approval unit will be **the Curriculum Section of division of Continuing**.
- Purpose: if you select **Student Club Activities**, the Approval unit will be **the Student Activity Section**.
- Purpose: if you select **Exam**, there will be no limitation on the number of attendees.

【 Step 1 】

Queries Classrooms with Multimedia Podiums

義守大學 I SHOU UNIVERSITY 應用資訊系統

與我連絡 義守大學 公告 Web.Mail 行事曆 校車資訊 校內獎助學金 日間部上課時間表 進修部上課時間表 校內獎助學金 教室編號說明 選擇語言(Choose Language): 繁體中文 選擇(Choose)

Queries Classrooms with Multimedia Podiums

---Building---

SN	Building	Classroom No.	Unit-in-charge	Remark	Delete
1	Administration Building	01417	Dept. of Public Policy and Management	Panasonic PT-LC56E(無遙控器)	✕
2	Administration Building	01500	Elective Education Section	ptl735ntu	✕
3	Administration Building	01520	Dept. of Business Administration	SONY VPL-CX11(無遙控器)	✕
4	Administration Building	01618	Dept. of Industrial Engineering and Man	NEC MT-840(有遙控器)	✕
5	Administration Building	01700	Dept. of Accounting		✕
6	Administration Building	01719	Dept. of Finance		✕
7	Administration Building	01802	Dept. of Public Policy and Management		✕
8	Science & Engineering Building	02311	Dept. of Materials Science and Engineer	Philips bSure Sv2(LC3132)(有遙控器)	✕
9	Science & Engineering Building	02313	Dept. of Mechanical and Automation Engineer		✕
10	Science & Engineering Building	02500	Dept. of Chemical Engineering		✕
11	Science & Engineering Building	02522	Dept. of Chemical Engineering		✕
12	Science & Technology Building	03513	Dept. of Electrical Engineering		✕

- 應用資訊系統(wapp)
 - 基本資料
 - 學生證照暨畢業門檻
 - 行政服務
 - 行事曆
 - 學生輔導
 - 成績相關作業
 - 就貸/弱勢/就優
 - 課務--課程
 - 課務--授課計畫
 - 課務--教室借用
 - 教室使用查詢
 - 教室借用申請作業
 - 資訊講桌教室查詢
 - 課務--學生選課/停修
 - 課務--教學意見調查
 - 課務--曠課/期中預警

【 Step 2 】 Classroom Booking Application

義守大學 Information Sys. I SHOU UNIVERSITY

Contact Us ISU HOME Bulletin Web Mail Calendar School Bus Information ISU-provided Scholarships and Grants Timetable of daytime Timetable of nighttime ISU-provided Scholarships and Grants Classroom Availability Choose

(03120)Curriculum Section
Logout(7A333)李建儀

- Specialization Placement
- Absenteeism Input
- Maintain Bulletins
- Class Roll Inquiry
- Course(Syllabus) Maintenance
- Course(Syllabus) Inquiry
- Student Class schedule Inquiry

■ 應用資訊系統(wapp)

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My Calendar

Bulletin

【104學年度第一學期「英語能力」遠距補救教學課程注意事項】 more...

一、104學年度第一學期「英語能力」遠距補救教學課程考試日期104年12月30日。
【2015/09/01 Office of Academic Affairs】

There is more danger from a pretended friend than from an open enemy.
偽裝的朋友比公開的敵人更危險。
More....

System document

You can to click link below to read the system function document

left_logout

Basic information

- 個人基本資料
- Function opening hour
- Maintain Bulletins
- Class cadre Inquiry
- 單位教師擔任導師查詢
- Specialization Inquiry
- Interdisciplinary Program

Information Maintain

Certificates and Requirements for Graduation

- 學生證照資料維護
- 學生證照審查
- 學生證照通過率查詢
- 證照畢業門檻設定

行政服務

- 校內行政服務訊息維護
- 校內行政服務訊息查詢

Calendar

- My Calendar

【 Step 3 】 New Application

Contact Us [ISU HOME](#) [Bulletin](#) [Web Mail](#) [Calendar](#) [School Bus Information](#) [ISU-provided Scholarships and Grants](#) [Timetable of daytime](#) [Timetable of nighttime](#) [ISU-provided Scholarships and Grants](#) [Classroom Availability](#) [Choose](#)

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For Graduating

Others Inquiry

ps.瀏覽器請使用 Chrome、Mozilla Firefox ;若使用 IE，請將「相容性檢視功能」取消！

Availability

Applicant：李建儀

Classroom Booking Application			
Academic Year	104	Semester	I
Applying Unit	Curriculum Section	User	李建儀
Course Code	(若無課程則免填)		
Classroom No.	---Building---	Number of Attendees	
	---Classroom No---		
Date of Use	From 2015/12/29 To 2015/12/29 Tuesday		
Type of Date	<input checked="" type="radio"/> During the period, everyTuesday <input type="radio"/> During the period <input type="radio"/> Whole semester, everyTuesday		
Class Session	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Z <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D		
Purpose	<input type="radio"/> Class <input type="radio"/> Exam <input type="radio"/> Activities organized by the Department <input type="radio"/> Administration Affairs <input type="radio"/> Others <input checked="" type="radio"/> Student Club Activities(Please Contact Curriculum)		
Description			

Save

Reset

【 Step 4 】 Processed

[Classroom Booking Application 130610]_30v1

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Applicant : 李建儀

Serial No.	1041229039
Applying Unit	課務組
User	李建儀
Course Code	A7210600
Course Name	undefined(undefined)
Number of Attendees	31
Date of Use	104/12/29 (Tuesday)
Classroom No.	01417(70)
Class Session	3
原借用資料	undefined
Purpose	Class
Description	

[Submit](#)

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【 Step 5 】 Queries about My Applications



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Serial No.	Applying Unit	Applicant	User	Date of Use	Classroom No.	Class Session	課程代號	Option	Application Status
1041229039	課務組	李滄傑	李滄傑	104/12/29	01417(70)	3	A7210600	Submit Details Cancel	Have Not Processed
1041229032	課務組	李滄傑	李滄傑	104/12/29 ~ 105/01/12	60722(70)	234	A8580503	Submit Details Cancel	Approved
1041229031	課務組	李滄傑	李滄傑	104/12/29 ~ 105/01/12	61022(75)	Z56	A7821200	Submit Details Cancel	Approved
1041228014	課務組	李滄傑	李滄傑	104/12/28 ~ 105/01/11	60722(70)	567	A7812200	Submit Details Cancel	Approved
1041225012	課務組	李滄傑	李滄傑	104/12/25 ~ 105/01/15	60722(70)	234	A7838300	Submit Details Cancel	Approved
1041225011	課務組	李滄傑	李滄傑	104/12/25 ~ 105/01/15	60733(50)	567	A7811100	Submit Details Cancel	Approved
1041225010	課務組	李滄傑	李滄傑	104/12/25 ~ 105/01/15	50506(75)	56	A93A0135	Submit Details Cancel	Approved
.....	104/12/28

【 Step 6 】 Status

[Classroom Booking Application 150610]_01

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Applicant : 李建儀

Classroom Booking Application				
Serial No.	1041229039	Date of Submit	2015/12/24 上午 09:52:10	
Applying Unit	課務組	User	李建儀	
Course Name	undefined(undefined)	Course Code	A7210600	
Date of Use	104/12/29 (Tuesday)			
Classroom No.	01417(70)	Number of Attendees	62	
Class Session	3	Purpose	Class	
原借用資料	undefined			
Description				
Application Record	Application Department	Application Person	Application Remark	Application Time
	課務組			
	營繕組			

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