

銘傳大學導師電子公報(第 047 號)

Ming Chuan University Class Advisor Electronic Bulletin

發文單位：學務處
Student Affairs Division

中華民國 107 年 11 月 16 日
November 16, 2018

適用月份：◎11 月份 ◎12 月份

適用使用對象：◎大學部 ◎ 研究所 ◎ 碩士在職專班

敬愛的導師您好：

Dear class advisors:

又到 107 學年度第 1 學期進行導生互動評量的時間了，因關係到導師成績，所以麻煩您能協助下列事項：It is time to complete “Class Advisor Evaluation” for the first semester of 2018-2019. As this is related to your score, we kindly request your assistance to complete the following:

一、請於班會課轉達班級同學上網做「導生互動評量」。

Please inform your students it is necessary to complete the “Class Advisor Evaluation” online during the normally scheduled class meeting time.

二、時間：107 年 11 月 26 日至 12 月 7 日(第 12 週至 13 週)

Period: November 26 through December 7, 2018 (Week 12 to Week 13).

1. 「導生互動評量」操作步驟：

Procedures for completing the Class Advisor Evaluation are as follows:

(1) 建議進入 Internet Explorer 瀏覽器再進入本校網頁

Recommend to login MCU website via Internet Explorer

(2) 輸入學生帳號及密碼 Enter Student ID number and password to log in

(3) 進入『學生資訊系統』 Enter Student Information System

(4) 進入『學務資料』 Enter “Student Affairs Info“

(5) 進入『導生互動評量』 Enter “Evaluation of Class Advisor “

(6) 進行評量 Complete the evaluation

2. 請同學自行在開放期間內上網做「導生互動評量」。

Students are required to complete the Class Advisor Evaluation online during the above period.

三、「導生互動評量」有效份數為全班學生人數的 50%以上，敬請務必通知班級同學上網做評量。To obtain a valid sample of responses, more than 50% of the total students in the class must complete the evaluation. Please be sure to inform all students to complete the Class Advisor Evaluation online.

敬祝

教安

學務處生輔組 謹識

聯絡人：黃秋燕(分機：2505)

107 年 11 月 16 日

Student Advising Section of Student Affairs Division

Responsible Staff: Huang, Chiu-Yen (Ext: 2505)

November 16, 2018