Importing data from a previous year's syllabus into the form for the syllabus of an upcoming academic year

Step 1: After going to the "course syllabus" section of the "教員事務 WEB" (instructor admin) area of the Aogaku Portal, scroll down to a syllabus that you wish to edit. Then, click on the blue characters that mean "text input."

Step 2: When the blank syllabus form appears for a course that will be taught in the upcoming academic year, click on the button (at the top of the page) for accessing and copying a previous year's syllabus.

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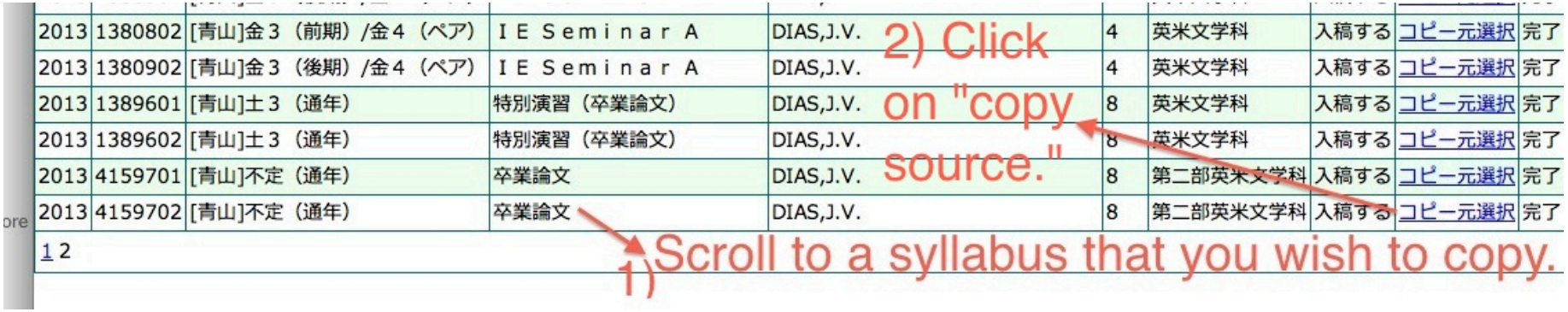
Step 3: Then, scroll down to the course with the syllabus you wish to import into the syllabus form of the upcoming academic year. If your list of courses is long, you may have to navigate to the second page of the listings (see numbers on the lower left side of screen). Click on "copy source."



2013	1380802	[青山]金３（前期）/金４（ペア）	ＩＥ Ｓｅｍｉｎａｒ Ａ	DIAS,J.V.	4	英米文学科	入稿する	コピー元選択 完了
2013	1380902	[青山]金３（後期）/金４（ペア）	ＩＥ Ｓｅｍｉｎａｒ Ａ	DIAS,J.V.	4	英米文学科	入稿する	コピー元選択 完了
2013	1389601	[青山]土３（通年）	特別演習（卒業論文）	DIAS,J.V.	8	英米文学科	入稿する	コピー元選択 完了
2013	1389602	[青山]土３（通年）	特別演習（卒業論文）	DIAS,J.V.	8	英米文学科	入稿する	コピー元選択 完了
2013	4159701	[青山]不定（通年）	卒業論文	DIAS,J.V.	8	第二部英米文学科	入稿する	コピー元選択 完了
2013	4159702	[青山]不定（通年）	卒業論文	DIAS,J.V.	8	第二部英米文学科	入稿する	コピー元選択 完了

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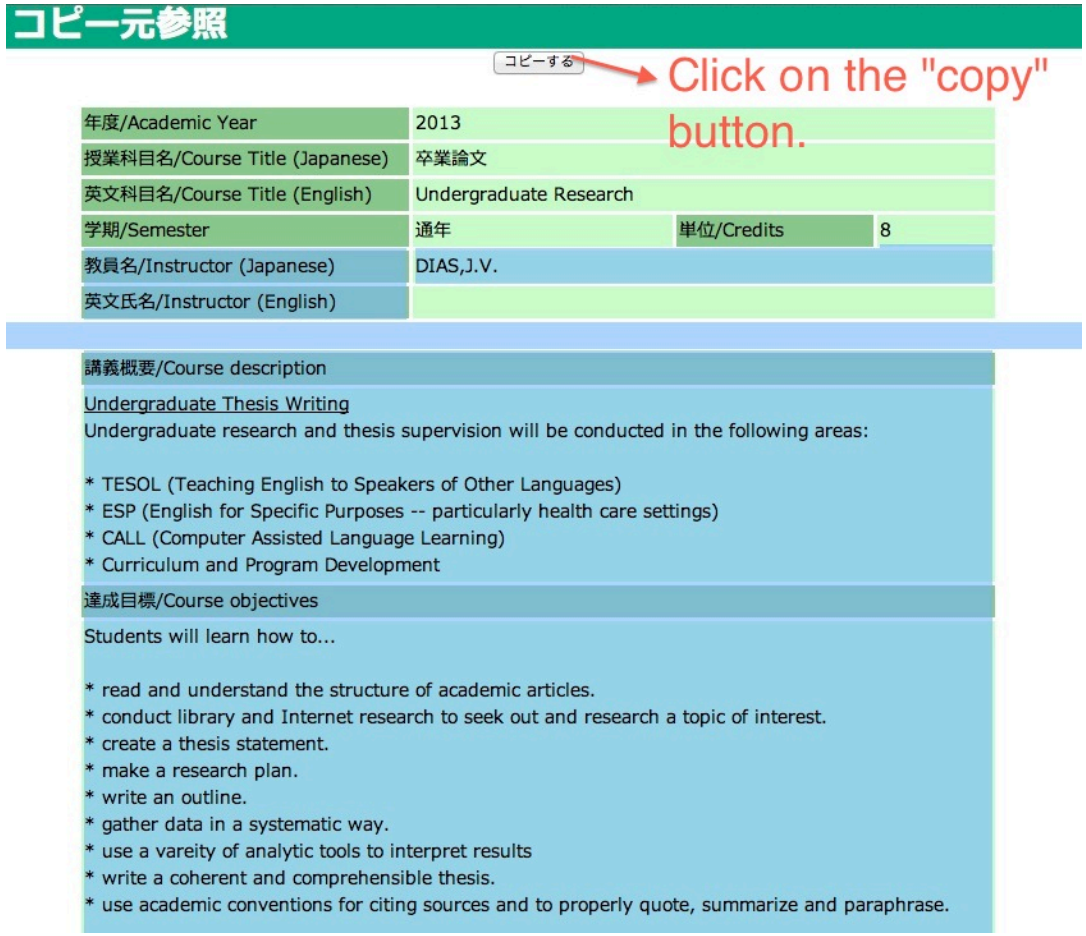
Step 4: When the syllabus to be copied appears on the screen, click on the "copy" button at the top of the page.



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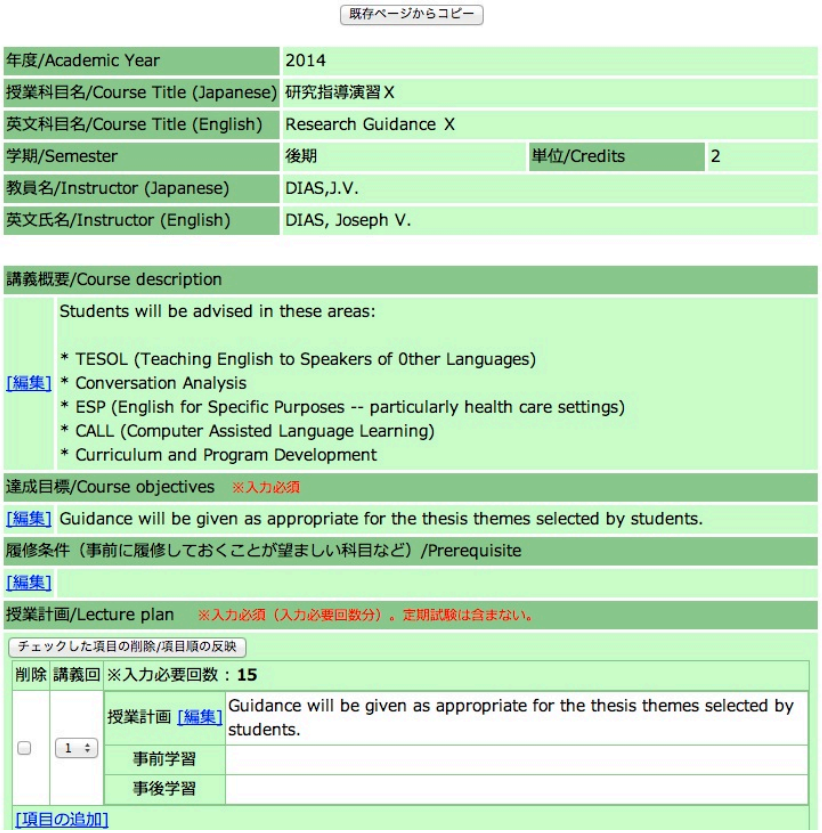
Step 5: After clicking the "copy" button, the content from the previous year's syllabus will automatically be exported to the syllabus form for the upcoming year. It can be edited to reflect any changes you wish to make to it, and then saved.