

## **Instructional Awards System Manual - For Instructors**

### **I. System Login**

Please enter through the University Administrative iPortal. The path is as follows: Application System → Academic Affairs System → **Academic Information System (For Instructors)** → **Course Related** → **Instructional Award Application**

**II. Select **【Apply】** , then choose either “Distinction in Teaching” or “Excellence in Teaching”. The system will review your qualifications. Qualified applicants will be allowed to proceed.**

**III. Click on **【Search】** to complete the application.**

**IV. To provide documentation on instructional excellence, click on **【Add】** and choose from the drop-down menu.**

**V. Add Document. Provide detailed explanations (text) for every item and upload supporting evidence.**

A. Select the document you wish to write about, then select Format.

1. Text: Provide detailed explanations for the item.

2. Attachment: For items with textual explanations, supporting evidence must be uploaded. Only one piece of evidence may be uploaded at a time. You may upload additional pieces of evidence to the same document, and choose the “Format” again for upload. Uploaded files may be zipped files, Word, PDF, PPT, etc.

3. Link: Upload audio-visual support evidence links for the selected item. You may add more evidence links to the same document by selecting “Link” as the format again.

B. Example: Select **【 A3 Digital Instructional Material and Applications of Instructional Media 】** (Text) and provide an explanation for the item. If there is supporting evidence (such as course materials, media info, etc.), you may add the document again, and choose “Format” to upload. Uploaded files may be zipped files, Word, PDF, PPT, etc. For large files such as audio-visual materials, we recommend uploading links instead.

**VI. Revise. To revise, please select the document you want, and click on **【Revise】****

**VII. Delete. Select the document you wish to remove and click **【Delete】** .**

**VIII. Submit. Click on “Instructional Award Application” to return to the home page. Review your application and uploaded files before clicking **【Submit】** to send your application to the next stage.**

**★ Attention: Application may not be revised once it has been submitted. Revision is only allowed if the department/institute or the college grants permission for resubmission.**

**IX. Submit Application**

**X. Once the application has been successfully submitted, the progress of the application will be shown.**

**XI. Resubmission. Revision of documents submitted is not allowed. Changes are only possible through submission of additional materials. Once the application has been submitted, Progress will show where the application is at (Department/Institute/College). If the applicant wishes to submit additional materials, he or she must ask the Department/Institute/College to turn on the Resubmission function through the system.**