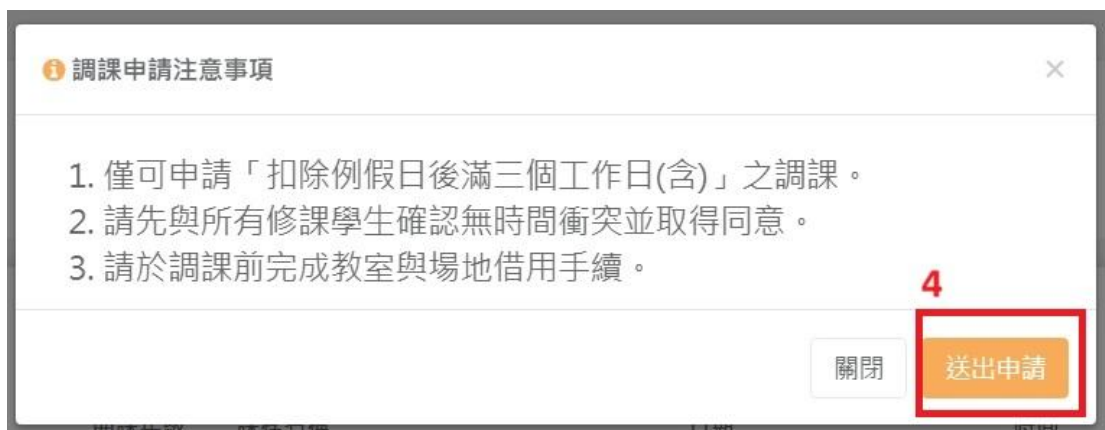
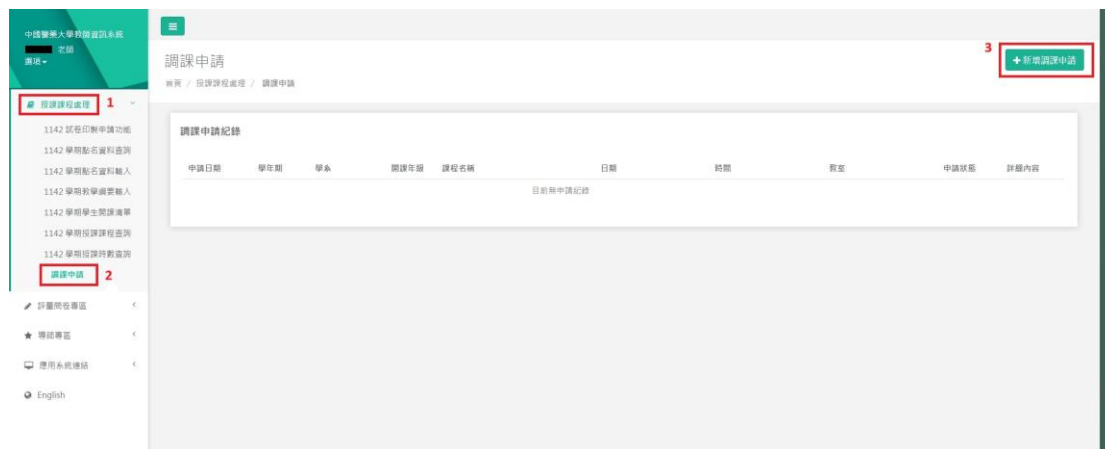


教師調課申請流程：

學校首頁→校園入口網站→應用系統→教師資訊系統→授課課程處理→調課申請→新增調課申請。



The screenshot shows the '新增調課申請' (New Classroom Change Application) form. The form is divided into two main sections: '調課前' (Before Classroom Change) and '調課後' (After Classroom Change). The '調課前' section includes fields for '申請學年期' (Application Semester), '課程名稱' (Course Name), '開課學系' (Department), '開課年級' (Grade), and '開課課號' (Class Number). The '調課後' section includes fields for '上課日期' (Class Date), '上課星期' (Class Day), '上課時間' (Class Time), '上課教室' (Classroom), and '授課教師' (Teacher). The '調課原因' (Reason for Classroom Change) section includes radio buttons for '校方指派參加會議' (Assigned by the school to attend a meeting), '參加主管會議' (Attend a supervisor meeting), '參加學術研討會議' (Attend an academic symposium), '病假' (Sick leave), '產假' (Maternity leave), '與門診、開刀時間衝突' (Conflict with clinic, surgery time), and '其他原因' (Other reasons). The '送出申請' (Submit Application) button is highlighted with a red box and the number 6.

1. 按下「授課課程處理」按鈕
2. 選擇「調課申請」按鈕
3. 按下「新增調課申請」按鈕
4. 請確認調課申請注意事項，
按下「送出申請」按鈕
5. 填寫調課申請資料
6. 按下「送出申請」按鈕，即可將資料送出