

附件 2 2023-2024 学年第一学期通识选修课

开课操作手册

注意:2022-2023 学年第二学期开设过的通识选修课（具体课单详见附件2）无需申请。只需对 2023-2024 学年第一学期要新增的课程进行申请。

1. 登陆教务系统师生端

【教学服务】--【培养方案】--【通选开课申请】--【申请】

The screenshot shows the JWXT system interface for Xinyuan Normal University. The browser address bar displays `jwxt.xjnu.edu.cn/jsxsd/framework/jsMain.jsp#`. The left sidebar menu includes '教学服务' (Teaching Services), '培养方案' (Curriculum Plans), and '通选开课申请' (General Elective Course Application), with red boxes highlighting the navigation path. The main content area shows the '通选开课申请' (General Elective Course Application) page with a table of courses and a red box around the '申请' (Apply) button.

序号	开课学期	开课课程	课程编号
1	2023-2024-1	唐诗宋词经典赏析	0108000006
2	2023-2024-1	唐诗宋词经典赏析	0108000006
3	2023-2024-1	11	0115000006
4	2023-2024-1	11	0115000006
5	2023-2024-1	11	0115000006
6	2022-2023-2	历史中的丝绸之路音乐	0116000006
7	2022-2023-2	唐诗宋词经典赏析	0108000006
8	2022-2023-2	改革开放史	0101000006
9	2022-2023-2	大国兵器[博雅]	000000w8t
10	2022-2023-1	中华弓箭文化	0131000006
11	2022-2023-2	通用规范汉字书写	0101000006
12	2022-2023-2	跆拳道[技能]	000000wjn

2. 填写课程信息

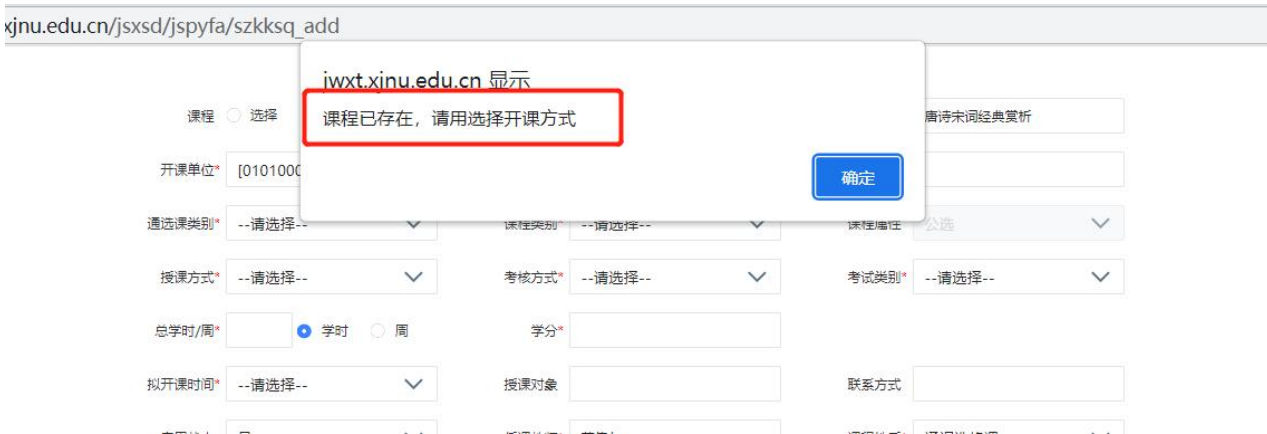
注意：学期为 2023-2024-1。

(1) 点击【新增】具体操作如下图

The screenshot shows a course information form with several fields highlighted by red boxes. The highlighted fields include: the '新增' (Add) button, the '课程编号' (Course ID) field with the value '01010000060' and an '自动生成' (Auto-generate) button, the '课程名称' (Course Name) field with the value '大国兵器', the '开课单位' (Opening Unit) field with the value '[01100000]物理与电子工程', the '通选课类别' (General Course Category) dropdown set to '语言类课程', the '授课方式' (Teaching Method) dropdown set to '面授讲课', the '总学时/周' (Total Hours/Week) field with the value '18' and the '学时' (Hours) radio button selected, the '开课学期' (Opening Semester) dropdown set to '2023-2024-1', the '课程类别' (Course Category) dropdown set to '理论课 (不含实践)', the '考核方式' (Assessment Method) dropdown set to '--请选择--', the '学分' (Credits) field with the value '1', the '考试类别' (Exam Category) dropdown set to '正常考试', the '课程性质' (Course Nature) dropdown set to '通识选修课', the '上课校区' (Classroom Campus) dropdown set to '昆仑校区', the '开班数' (Number of Classes) field with the value '2', and the '每课堂人数' (Students per Class) field with the value '100'. The '学时名称' (Hour Name) table at the bottom has the '18' in the '学时数/周数' column and the '2' in the '周学时' (Weekly Hours) column highlighted with red boxes.

学时名称	学时数/周数	单位	周学时
讲课	18	<input checked="" type="radio"/> 学时 <input type="radio"/> 周 <input type="radio"/> 天	2
实践	0.0	<input checked="" type="radio"/> 学时 <input type="radio"/> 周 <input type="radio"/> 天	0.0
实验	0.0	<input checked="" type="radio"/> 学时 <input type="radio"/> 周 <input type="radio"/> 天	0.0

如提示课程已经存在（如下图），则说明该课程在课程库已经存在，需采用【选择】功能申请开课。



选课范围:按下图操作。（具体选课范围后期由教务处设置）



3. 审核

申请教师送审给教学副院长-----教学副院长送审给教务处于枞蕙老师
-----审核通过则结束/审核不通过则修改后重新送审