

[***MANUAL***]

Document Submission via “Go Global” Portfolio

*NOTE: “Go Global” Portfolio only works correctly via PC. DO NOT use mobile phones.

<REFERENCE>

◆ Documents to be submitted to Doshisha University (OIA HP)



https://international.doshisha.ac.jp/study_abroad_program/program_english_ver/submission_from_eng.html

I. Log-in to “Go Global” Portfolio System (Access QR code below at <https://sso.doshisha.ac.jp>)

UserID / Password: Same UserID / Password as Office365



II. Reminder Settings (Change reminder settings **BEFORE** submitting the documents instructed III.)

My Page | Memos | 2016-01-12 (Tue) | DOSHISHA TARO | **Settings** | Logout | 日本語

My Portfolio | My Course | My Community

Go Global Passport
DOSHISHA TARO | Profile | 国際センター
国際課

Settings

- Change password
- Change items per page
- Change reminder settings**



My Page | Memos | 2016-01-12 (Tue) | DOSHISHA TARO | Settings | Logout | 日本語

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国際課

DOSHISHA TARO

Change reminder settings

Reminders	<input checked="" type="radio"/> Receive <input type="radio"/> Do not receive * Please make sure your email service does not block reminders from the domain(s) listed below: manaba.jp
Email address 1	*****@mail2.doshisha.ac.jp
Email address 2	*****@gmail.com
Individual Settings	If you chose "Do not receive" above, you will not receive reminders, even if these settings are set to "Receive".

1. Reminders: Tick "Receive"
2. Enter Email addresses

2. 3. Tick "Receive" except "Notifications of requests to access collections or communities"

III. How to submit Notification / Report

Click "My Course" and choose the corresponding "Exchange Year" and "Exchange Period" of the submitting Notification / Report.


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DOSHISHA TARO

My Page | Student Exchange Program | Study Abroad Program



Spring Program Korean (Ky...)
Administrator
2018 Term 2

Exchange Report (19-20A/A...)
Administrator
2019

Exchange Report (19-20B/B...)
Administrator
2019

Exchange Report (19-20B/B...)
Administrator
2019

Ex. AY2019-20
Period B/Period B Additional
Exchange Students

My Page | Memos | 2016-01-14 (Thu) | DOSHISHA TARO | Settings | Logout | 日本語

My Portfolio | My Course | My Community

Exchange Program: Report (16-17A/A add.)

Assignments | Forum | Collections

2015-12-17 Exchange Program: Report (16-17A/A add.) を開設しました。

Exchange Report (19-20B/Badd.)

Assignment | Grades | Forum | Collections

Settings

Instructor | Student

Add Assignment | Import

Assignment Administration

To export assignments to your PC, click .
Assignments exported will be saved in MHT format.
Files downloaded in a batch will be saved in ZIP format.

Title	Category & Format	Portfolio	Publish?	Period	Export	Delete
連絡先届 (決定次第 / 変更時) Notification of Contact Information (As soon as decided/changed) Accepting	Exchange Programs (University-level) Form-based	Not added	Y N Reminder not sent	2016-12-26 13:00 ~ 2022-01-01 23:59 Cannot be edited Collect (4) View Status		
写真 (留学中・留学後 : 随時) Pictures (Anytime during/after Exchange Program) Accepting	Exchange Programs (University-level) File-based	Added	Y N Reminder not sent	2016-12-26 13:00 ~ 2021-12-31 23:59 Cannot be edited Collect (1) View Status		



1. Read "Description" on the top of the page BEFORE filling in the Report.

2. Click "Preview (save)" on the bottom of the page AFTER filling in all the "Required field"s.

*To preview your response, all the "Required field"s must be filled in.

*You can edit your response before submission.

To edit your response, click "Back". DO NOT click "Submit".

» Assignments



!!NOTE!!

3. You CANNOT resubmit the Report If it is stated "Do not allow resubmission" on the section of "Allowing resubmission" on the top of the page. Check your response thoroughly BEFORE clicking "Submit".

Back Submit

- ▶ Not submitted. To submit, click "Submit".
- ▶ To edit your response, click "Back".
- ▶ The information you entered will be saved even if you don't submit the assignment and move to a different page.

» Assignments