How to use the GCE Portfolio System

1) Documents to be submitted through the GCE Portfolio System

(Before Departure)
Intercultural Awareness Report
Rubrics (before departure)

[After Return]
GCE Learning Outcome Report
Rubrics (after return)

2) Log in

- 1) Log on the Live Campus
- ② Click on「学習教育支援」button
- ③ Click on「GCEポートフォリオ」button





3) Register for the program you will join

- ① Click on「年度 (year)」 button and select the year
- ② Click on「プログラムを選択してください」box, and select the program you will join
- ③ Click on 「登録」button

4) Submit the rubrics

- 1 Select the program you will join/have joined from the list
- ② Choose「事前(before)」or「事後(after)」
- ③ Assess your level of performance for each item, and click on「進む」button. Then click on「終了」button.



5) Submit Intercultural Awareness Report and GCE Learning Outcome Report

- ① Select the program you will join/have joined from the list
- ② Click on「レポートテンプレートを選択してください」box
- 3 Select the report you are going to submit from the pull-down list
- ④ Click on <u>「新規作成」button</u>, then you can move to the format page of the report Notice: Please be aware that you have to click on 「提出」button to submit the report

