

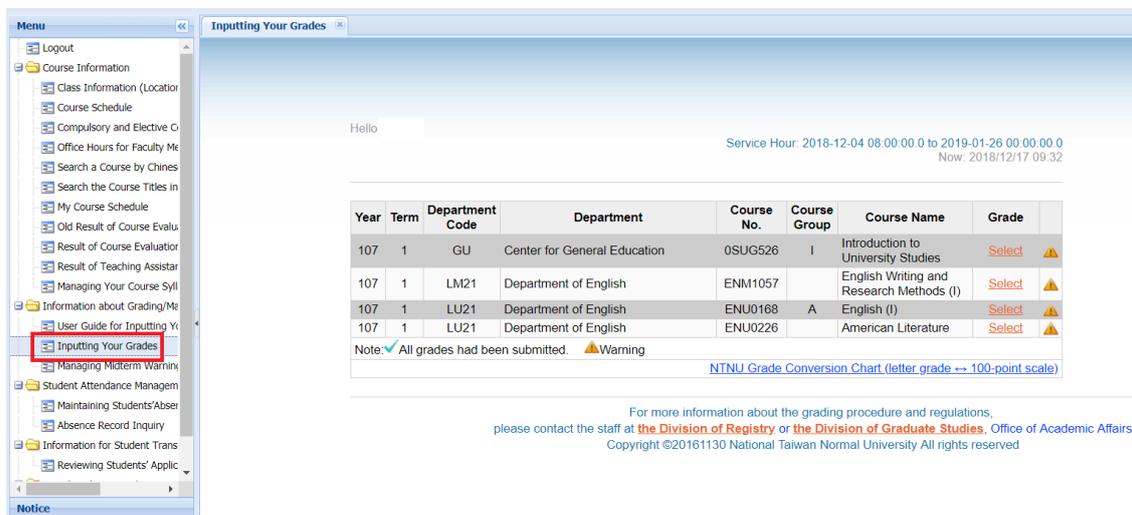
General Degree Program Online Grading System Operating Manual

1. NTNU i-Portal <http://iportal.ntnu.edu.tw/ntnu/>

Please sign in with your NTNU account and password.



Click on Academic Affairs Information Systems > Academic Information System for faculty > Information about Grading/Marking > Inputting Your Grades. And the System will then show all the courses you teach this semester.



2. For more information about the letter grade system, please click on the [NTNU grade conversion chart \(letter grade ↔ 100-point scale\)](#).

Inputting Your Grades

Hello

Service Hour: 2018-12-04 08:00:00.0 to 2019-01-26 00:00:00.0
Now: 2018/12/17 09:32

Year	Term	Department Code	Department	Course No.	Course Group	Course Name	Grade
107	1	GU	Center for General Education	0SUG526	I	Introduction to University Studies	Select ⚠
107	1	LM21	Department of English	ENM1057		English Writing and Research Methods (I)	Select ⚠
107	1	LU21	Department of English	ENU0168	A	English (I)	Select ⚠
107	1	LU21	Department of English	ENU0226		American Literature	Select ⚠

Note: All grades had been submitted. ⚠Warning

[NTNU Grade Conversion Chart \(letter grade ↔ 100-point scale\)](#)

For more information about the grading procedure and regulations, please contact the staff at [the Division of Registry](#) or [the Division of Graduate Studies](#), Office of Academic Affairs
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NTNU Grade Conversion Chart (letter grade ↔ 100-point scale)

Grade	Definition of teaching and learning objectives	100-point Grade Ranges	Grade Point	Corresponding Median Score
A+	All goals achieved beyond expectation	90~100	4.3	95
A	All goals achieved	85~89	4.0	87
A-	All goals achieved, but need some polish	80~84	3.7	82
B+	Some goals well achieved	77~79	3.3	78
	Some goals adequately			

3. Select the subject entry and then you can start to enter the grade.

Inputting Your Grades

Hello

General Degree Quarter-system Program: 2016/09/28 08:00:00 to 2017/01/08 00:00:00
 EMBA Program: 2016/11/07 00:00:00 to 2016/11/30 00:00:00
 Continuing Education Program:
 Summer Program: 2016/08/12 08:00:00 to 2016/08/29 00:00:00
 weekday + weekend track: 2016/08/12 08:00:00 to 2016/08/29 00:00:00
 weekday or weekend track: 2016/11/25 08:00:00 to 2016/12/21 00:00:00
 Now: 2016/12/19 08:58

Year	Term	Department Code	Department	Course No.	Course Name	Grade
105	1	LP21	Department of English	ENP5001	Studies in English Language Teaching	Select

Note: All grades had been submitted. Warning

NTNU Grade Conversion Chart (letter grade ↔ 100-point scale)

For more information about the grading procedure and regulations, please contact the staff at the [Division of Graduate Studies](#), Office of Academic Affairs

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4. For grading, you can enter letter grade, 100-point grade, or I (incomplete). Regardless of your entering choice, the system will show you a conversion table of other types of scores).

Attention: In a course, you can't enter letter grade and 100-point grade at the same time.

Inputting Your Grades

Service Hour: 2016-11-30 00:00:00.0 to 2016-12-20 00:00:00.0
 Now: 2016/12/16 14:41

[Return to the Course List](#)

Year	105	Term	1
Department	[LU26]Department of Taiwan Culture, Languages and Literature		
Number of students enrolled	40	Number of grades entered	40
Course Name	[TCU0012]Introduction to Taiwan Culture()		

Student ID	Name	Grade (letter grade/100-point grade)	Grade Point	
40	3E	95	A+	4.3
40	3E	90	A+	4.3
40	9L	85	A	4.0
40	1L	86	A	4.0
40	2L	77	B+	3.3
40	9L	65	C	2.0
40	8L	55	D	1.0
40	4L	0	X	0
40	5L	45	E	0
40	3L	88	A	4.0
40	7L	68	C+	2.3
40	8L	70	B-	2.7
40	2L			
40	1L			

※ For Pass/Fail courses, please enter "P", "F" and "I" (Incomplete). In other courses, please enter 100-point grades or letter grades.

Inputting Your Grades

Service Hour : 2016-11-30 00:00:00 to 2016-12-20 00:00:00
Now: 2016/12/19 09:28

[Return to the Course List](#)

Year	105	Term	1
Department	[SM43] Department of Life Science		
Number of students enrolled	16	Number of grades entered	16
Course Name	[BIM0123 A] Seminar		

[BIM0123] Student List

Student ID	Name	Grade
60 S	何	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	黃	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	甘	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	丁	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	王	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	李	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	孫	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	黃	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	熊	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	林	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	張	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	許	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	陳	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	張	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	陳	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty
60 S	趙	<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> Incomplete <input type="radio"/> Empty

[CSV File Import](#)
[Print Grade Reports](#)
[Export Grade Reports](#)
[Save](#)
[Submitting Grades](#)
[Return to the Course List](#)

1. Attention: Once the course grades are been submitted, you cannot change them online. If a grade has to be changed, please submit a grade change request form to the Office of Academic Affairs.
2. If you need to edit, or update the grade that has been saved, you can clear it and click on Save again.

6. To obtain an overview of your students' grade distribution, click on Print Grade Reports or Export Grade Reports any time.

(1) Click on Print Grade Reports and the students' grades will be printed.

Inputting Your Grades

[Return to the Course List](#)

Year	107	Term	1
Department	[LM21] Department of English		
Number of students enrolled	8	Number of grades entered	8
Course Name	[ENM1057] English Writing and Research Methods (I)		

[ENM1057] Student List

SEQ.	Student ID	Name	Grade (letter grade/100-point grade)	Grade Point
1	60	張	A+	4.3
2	60	吳	A+	4.3
3	60	曹	C	2.0
4	60	宋	X	0
5	60	王	E	0
6	60	劉	B	3.0
7	60	俞	B+	3.3
8	60	張	X	0

[Import from CSV File](#)
[Import from Moodle](#)
[Print Grade Reports](#)
[Export Grade Reports](#)
[Save](#)
[Submitting Grades](#)
[Return to the Course List](#)

1. Attention: Once the course grades are been submitted, you cannot change them online. If a grade has to be changed, please submit a grade change request form to the Office of Academic Affairs.
2. If you need to edit, or update the grade that has been saved, you can clear it and click on Save again.
3. In a course, you cannot enter letter grade and 100-point grade at the same time.
4. Before exporting the grade report, please click on [Save] to save all the grades you enter earlier. Please note that the grades of students who have graduated, taken leave of absence, or withdrawn from the course/university, and grades of sit-in students are excluded from the grade report.
5. Please save all the grades you enter to see the most accurate and updated grade distribution bar chart and information.

7. After entering grades for the course, you need to click on the “Submitting Grades” button to complete the grade submission. Submission of grades can be performed with some missing scores before the due date. All the scores have to be entered and submitted either before or at the due day. Students can check their grades online after their grades are submitted.

Attention: Once the course grades are submitted, you can't change them online. If a grade has to be changed, please submit a grade change request form to the Office of Academic Affairs.

Inputting Your Grades

[Return to the Course List](#)

Year	107	Term	1
Department	[LM21]Department of English		
Number of students enrolled	8	Number of grades entered	8
Course Name	[ENM1057]English Writing and Research Methods (I)		

[ENM1057]Student List						
SEQ.	Student ID	Name	Grade (letter grade/100-point grade)		Grade Point	
1	60	張	A+	A+	4.3	
2	60	吳	A+	A+	4.3	
3	60	陳	C	C	2.0	
4	60	宋	X	X	0	
5	60	王	E	E	0	
6	60	劉	B	B	3.0	
7	60	俞	B+	B+	3.3	
8	60	張	X	X	0	

[Return to the Course List](#)

1. Attention: Once the course grades are submitted, you cannot change them online. If a grade has to be changed, please submit a grade change request form to the Office of Academic Affairs.
2. If you need to edit, or update the grade that has been saved, you can clear it and click on Save again.
3. In a course, you cannot enter letter grade and 100-point grade at the same time.
4. Before exporting the grade report, please click on [Save] to save all the grades you enter earlier. Please note that the grades of students who have graduated, taken leave of absence, or withdrawn from the course/university, and grades of sit-in students are excluded from the grade report.
5. Please save all the grades you enter to see the most accurate and updated grade distribution bar chart and information.

※If you use Excel to document/record your students' grades, and would like to import the grades into the grading system, you can save the file as “.csv” file, and then click on CSV File Import to upload the grades.

1. Attention: Once the course grades are been submitted, you cannot change them online. If a grade has to be changed, please submit a grade change request form to the Office of Academic Affairs.

2. If you need to edit, or update the grade that has been saved, you can clear it and click on Save again.

3. In a course, you cannot enter letter grade and 100-point grade at the same time.

4. Before exporting the grade report, please click on [Save] to save all the grades you enter earlier. Please note that the grades of students who have graduated, taken leave of absence, or withdrawn from the course/university, and grades of sit-in students are excluded from the grade report.

5. Please save all the grades you enter to see the most accurate and updated grade distribution bar chart and information.

To create an Excel file to be imported into the grading system, the entries of Excel CSV file has to follow the format below:

Year	107
Department	[IM84]Department of Chinese Language and Literature
Number of students enrolled	15
Course Name	[CLM0082]Seminar on Technical Writing

※ General Education Courses

Since fall semester 2018, the regulation of grading for general education courses that the GPA of a general education course has to fall between 2.7 and 3.7, has been officially cancelled.

For more information about the letter grade system, please click on http://iweb.ntnu.edu.tw/aa/gpaweb/pic/FAQ_English%20version.pdf