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

		▲ - 新賀 • 公告 • 周田恒元 • 洪都市済 • 八市草 • 信人社 • 当日 - 新賀 • 公告 • 周田恒元 • 洪都市済 • 八市草 • 信人社 • 全出 •
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★毎日初公園・ ○ 市町事功 、未読書(井の前)	▼ <mark>D 該相關条約</mark> ■ ■ 栗王李斯朱統 ● 雪陽零班暨EMBA教授資訊永統(職員版)	夏多分草堆筑
	• [1]間季軒取数換算出表說(範貫版) • 個人中請樣上書面未統 • 四生生理系統 • 在在職事班招主管理系統	分享名稱"文學院-104年學城研究成果就計報告 分享屬位·研究發展處 分享百篇 20160901
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+81#	<ul> <li>● 穀窖 直図糸底 (軟結販)</li> <li>● 愛訊 認務</li> <li>● 資訊 認務</li> <li>● 測試条底</li> </ul>	中華名職 文學際・100年学術研究成果線計報告(線訂修)
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E Course Schedule											
E Compulsory and Elective C			Hello								
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Contraction for Student Trans						Copyright ©2016	1130 National T	aiwan No	rmal University All rights	reserved	
E Reviewing Students' Applic	<b>.</b>										
Notice											

2. For more information about the letter grade system, please click on the <u>NTNU</u> grade conversion chart (letter grade  $\leftrightarrow$  100-point scale).

g Your Grades	•									
	Hello									
					Service Ho	our: 2018-1	2-04 08:00:00	-0 to 2019 Now: 2	01-26 00:00 2018/12/17	0: <b>00.0</b> 09:32
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	107	1	GU	Center for General Education	0SUG526	I.	Introduction to University Stu	o Idies	<u>Select</u>	
	107	1	LM21	Department of English	ENM1057		English Writin Research Met	g and thods (I)	Select	
	107	1	LU21	Department of English	ENU0168	А	English (I)	(1)	Select	<u> </u>
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3. Select the subject entry and then you can start to enter the grade.

Helio General Degree Quarter-system Program: 2016/09/28 08:00:00 to 2017/01/06 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 + weekend track: 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 - weekend track: 2016/08/12 08:00:00 to 2016/12/19 08:58 <u>Veer Term Department Department Course Towns Course Name Grade</u> Not: ✓All grades had been submited Warning Note: ✓All grades had been submited Warning NTNU Grade Conversion Charl (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 Copyright @20161130 National Taiwan Normal University All rights reserved	and a second sec		
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Year       Term       Department Code       Department       Course No.       Course Name       Grade         105       1       LP21       Department of English       ENP5001       Studies in English Language       Select       A         Note : ✓ All grades had been submitted.       AWarning       NTNU Grade Conversion Chart (letter grade → 100-point scale)       Select       A         For more information about the grading procedure and regulations,         please contact the staff at the Division of Graduate Studies. Office of Academic Affairs         Copyright @20161130 National Taiwan Normal University All rights reserved		weekday or weekend track: 2016/11/25 08:00:00 t	to 2016/12/21 00:00:00
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please contact the staff at <u>the Division of Graduate Studies</u> , Office of Academic Affairs Copyright ©20161130 National Taiwan Normal University All rights reserved		For more information about the grading procedu	dure and regulations,
Copyright ©20161130 National Taiwan Normal University All rights reserved		please contact the staff at the Division of Graduate Stud	dies. Office of Academic Affairs
		Copyright ©20161130 National Taiwan Normal Univ	iversity All rights reserved

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 t	o 2016-12-20 00:00:00.0
						NOW. 2010/12/10 14:41
S R	<u>Return to t</u>	he Course List	105	Torm	1	
Dep	partment		ILU26 10	epartment of Taiwan Culture. Languages a	ind Literature	
Num	mber of st	udents enrolled	40	Number of grades	entered 40	
Cou	irse Name	•	[TCU001	2 ]Introduction to Taiwan Culture(I)		
_						
	Stude	+ ID	Nome	Grade (letter grade/100-point		Crede Deint
	Studer		Name	grade)		Glade Politi
	40	9E	*	95	A+	4.3
	40	BE	宋	90	A+	4.3
	40	9L	林	85	A	4.0
	40	1L	2月	86	A	4.0
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	40	6L	5長	45	E	0
	40	3L	何	88	A	4.0
	40	7L	8	68	C+	2.3
	40	8L	몸	70	В-	2.7
	40	2L	8			
	40	1	28			



5. After entering the grade, you can click on <u>Save</u> any time to save all the information you entered earlier. After saving the grade, the grade distribution bar chart at the bottom of the screen will be refreshed. If you need to edit, or update the grade that has been saved, you may clear it and click on <u>Save</u> again.



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



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

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

	107	Term	1	
Department	[LM21 ]Department of	f English		
Number of students enrolle	d 8	Number of grades entered	d 8	
Course Name	[ENM1057 ]English V	/riting and Research Methods (I)		
	ſ	ENM40571Student List		
SEQ. Student ID	<u>Name</u>	Grade (letter grade/100- point grade)		Grade Point
1 60	張	A+	A+	4.3
2 60	吳	A+	A+	4.3
3 60	雷	С	С	2.0
4 60	宋	X	x	0
5 60	2	E	E	0
			-	3.0
6 60	劉	В	в	5.0
6 60 7 60	劉	B B+	B+	3.3

please submit a grade change request form to the Unice of Academic Attairs. 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.

		:::Oline (	Grade:::Student Lis	t
		Service Hour: 20	116-11-30 00:00:00.0	to 2016-12-20 00:00:00 Now: 2016/12/16 15:
Return to the Course L	ist			
Year	105	Term	1	
Department	[GU ]Center	for General Education		
Number of students enrol	led 61	Number of grades er	ntered 61	
Course Name	loudesse li	introduction to raiwahese Culture		
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(2) Click on Export Grade Reports and an Excel file will be downloaded. 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



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 been 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

roui		107	Ierm	1	
Departmen	t	[LM21 ]Department	of English		
Number of	students enrolled	8	Number of grades enter	ed 8	
Course Na	me	[ENM1057 ]English	Writing and Research Methods (I)		
			[ENM1057]Student List		
<u>SEQ.</u>	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	雷	С	С	2.0
4	60	宋	X	×	0
5	60	2	E	E	0
6	60	<b>劉</b>	В	В	3.0
	60	俞	B+	B+	3.3
7			V	Y	0

Course List
 Course 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.
 If you need to edit, or update the grade that has been saved, you can clear it and click on Save again.
 S. In a course, you cannot enter letter grade and 100-point grade at the same time.
 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 sitin students are excluded from the grade report.
 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 <u>CSV File Import</u> to upload the grades.



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



## \* 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