Continuing Education Program & EMBA Online Grading System Operating Manual

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

Please sign in with your NTNU account and password.

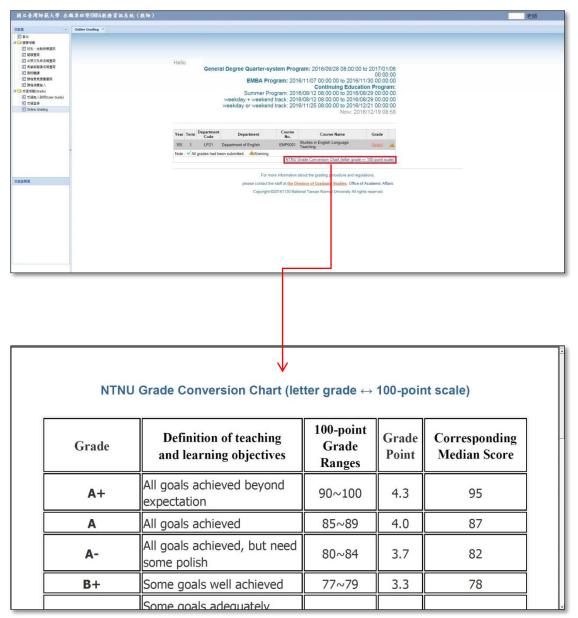


Click on <u>Academic Affairs Information Systems</u> > <u>Academic Information System for</u> <u>the Continuing Education Program & EMBA Faculty Members</u> > <u>Grade</u> > <u>Online</u> <u>Grading</u>. And the System will then show all the courses you teach this semester.





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



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

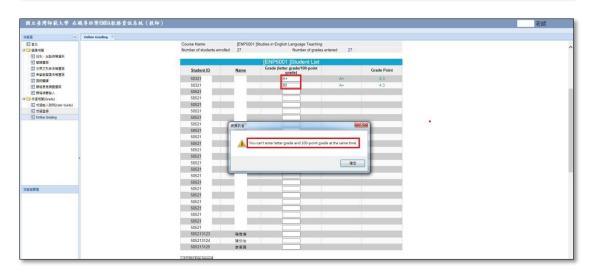
國立臺灣師範大學 在1	战專班暨EMBA鼓勝資訊系統(教師)		老師
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五 各学期間課名局意用		General Degree Quarter-system Program: 2016/09/28 08:00:00 to 2017/01/06	
三 会約開課 三 課程章見講室室房		00:00:00 EMBA Program: 2016/11/07 00:00:00 to 2016/11/30 00:00:00	
图 課程消费缺入 3 或適相關(Grade)		Continuing Education Program:	
気理問題(Grade) 記 応道能人説明(User Guide)		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	
記 広道登録 記 Online Grading		weekday or weekend track: 2016/11/25 08:00:00 to 2016/12/21 00:00:00	
Sel Online Grading		Now: 2016/12/19 08:58	
		Year Term Department Department No. Course Name Grade	
		105 1 LP21 Department of English ENP5001 Studies in English Language Select	
		Note : VAll grades had been submitted. AWarning	
		NTNU Grade Conversion Chart (letter grade 100-point scale)	
		For more information about the grading procedure and regulations,	
建設開選		please contact the staff at the Division of Graduate Studies, Office of Academic Affairs	
		Copyright @20161130 National Taiwan Normal University 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).

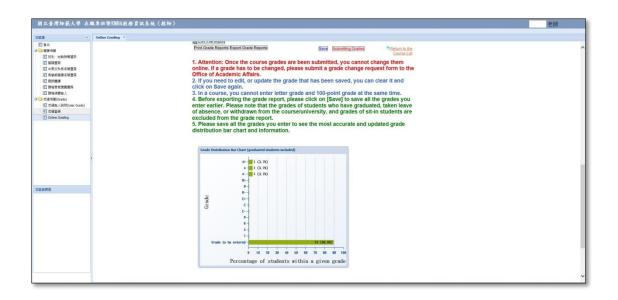
Attention: In a course, you can't enter letter grade and 100-point grade at the same time.

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		Department Course Name	(LP21)Departm (ENP5001)Stu	dies in English Language Teaching			
		Number of students enrolled	27	Number of grades ente	red 27		
				[ENP5001]Student List			
		Student ID	Name	Grade (letter grade/100-point grade)		Grade Point	
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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.

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 () 成语相關(Grade) () 成语論人說明(User Guide) () 成语量格 	 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 	
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	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.	
1	5. Please save all the grades you enter to see the most accurate and updated grade	
	distribution bar chart and information.	
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6. To obtain an overview of your students' grade distribution, click on <u>Print Grade</u> <u>Reports</u> or <u>Export Grade Reports</u> any time.

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

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			[ENP5001]Student List				
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(2) Click on <u>Export Grade Reports</u> 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 report.

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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.

國立臺灣師範大學 在職事班暨EMBA教務資訊系統	(教師)	老師
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% 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.

國立臺灣師範大學 在職專班暨EMBA教務資訊	东统(教師)	老師
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To create an Excel file to be imported into the grading system, the entries of Excel CSV file has to follow the format below:

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Sample Student ID of NTNU / Student ID of Original School (Student ID of NTNU), Grade EX1: Column1:90799001X Column2:A+ EX2: Column1:B03101056(907AA3901) Column2:A+							
Year	107						
Department	[EP00]Department of Education						
Number of students enrolled	21						
Course Name	[EDP5142]Technology and Learning Research						

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