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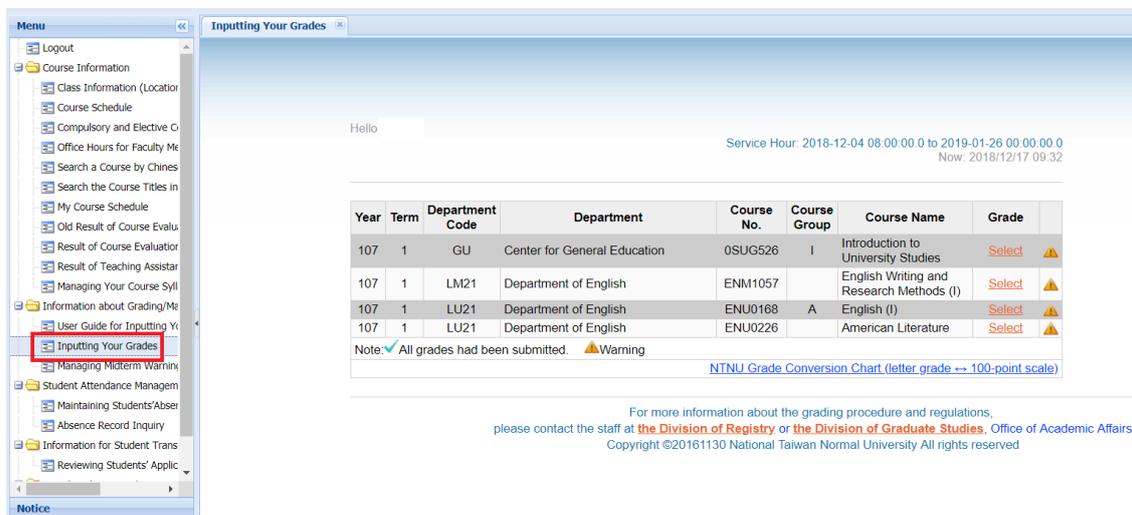
2. For more information about the letter grade system, please click on the NTNU grade conversion chart (letter grade ↔ 100-point scale).

Inputting Your Grades ⊠

Hello

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)

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.

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.

5. After entering the grade, you can click on Save 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 Save 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 Reports or Export Grade Reports any time.

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

(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 report.

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 ⊠			

↩ 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	雷	C	C	2.0
4	60	宋	X	X	0
5	60	孝	E	E	0
6	60	劉	B	B	3.0
7	60	俞	B+	B+	3.3
8	60	張	X	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.

※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.

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