

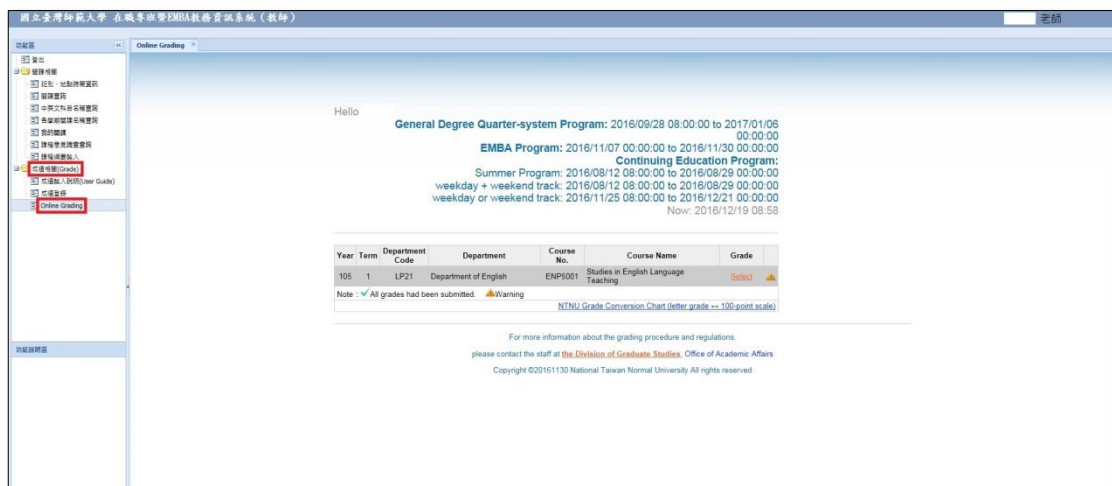
Continuing Education Program & EMBA Online Grading System Operating Manual

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

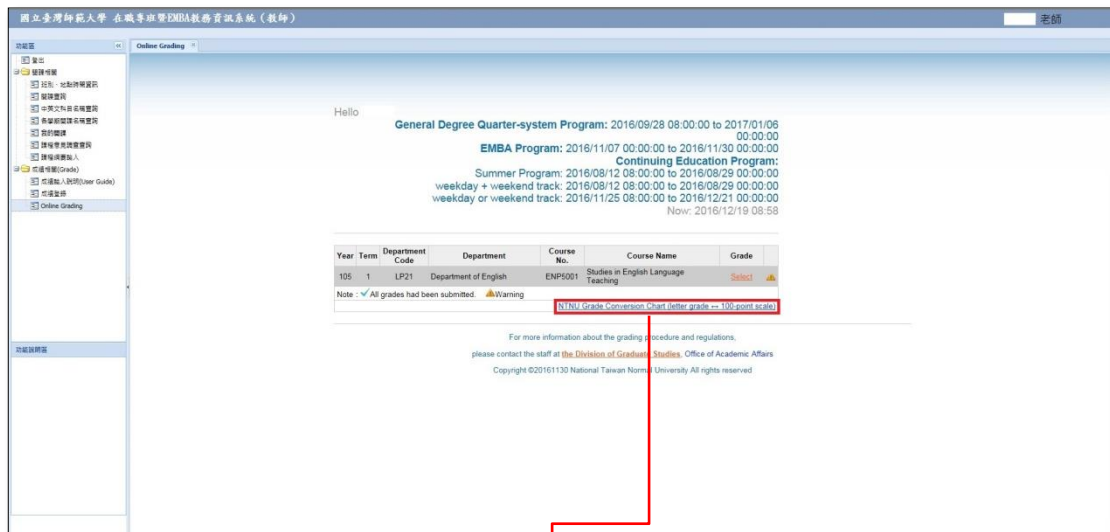
Please sign in with your NTNU account and password.



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



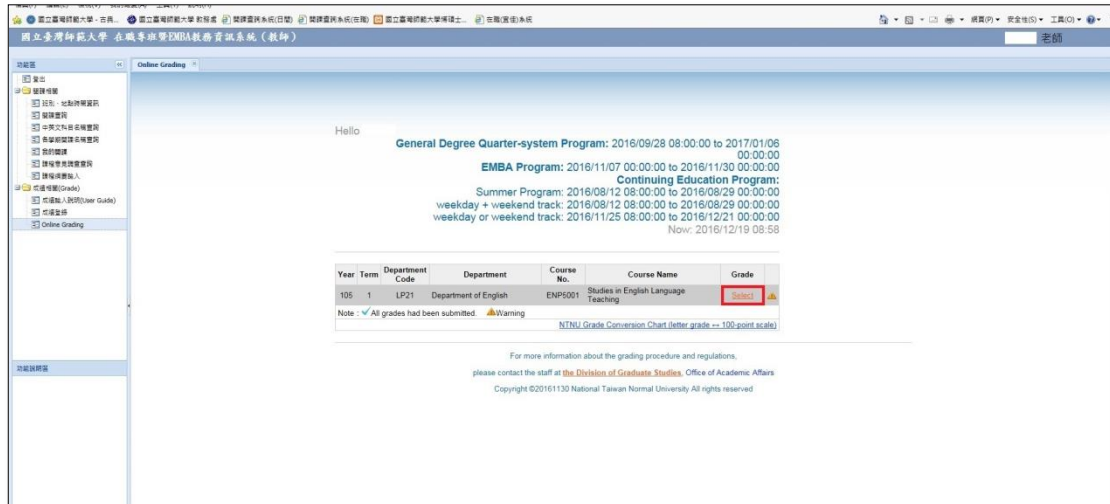
2. For more information about the letter grade system, please click on the [NTNU grade conversion chart \(letter grade ↔ 100-point scale\)](#).



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

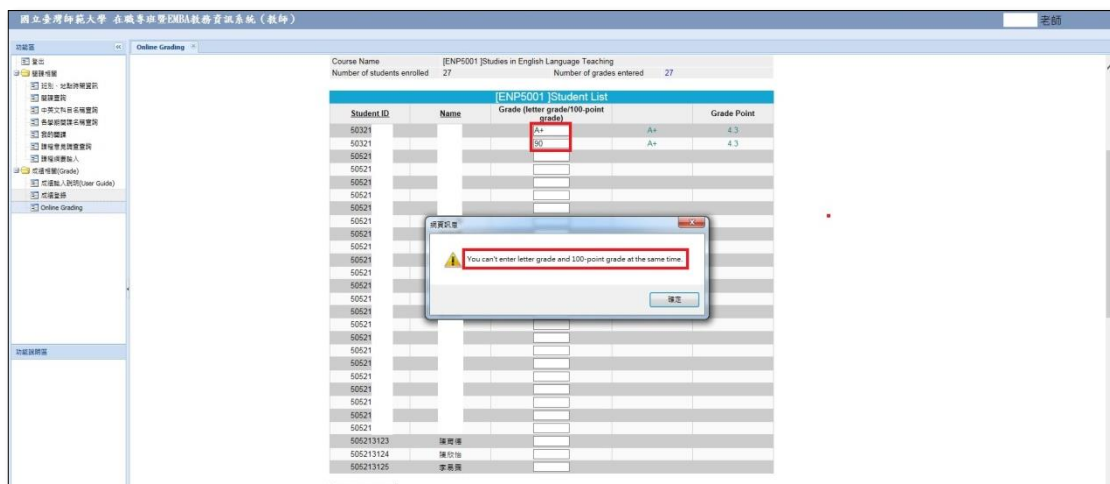
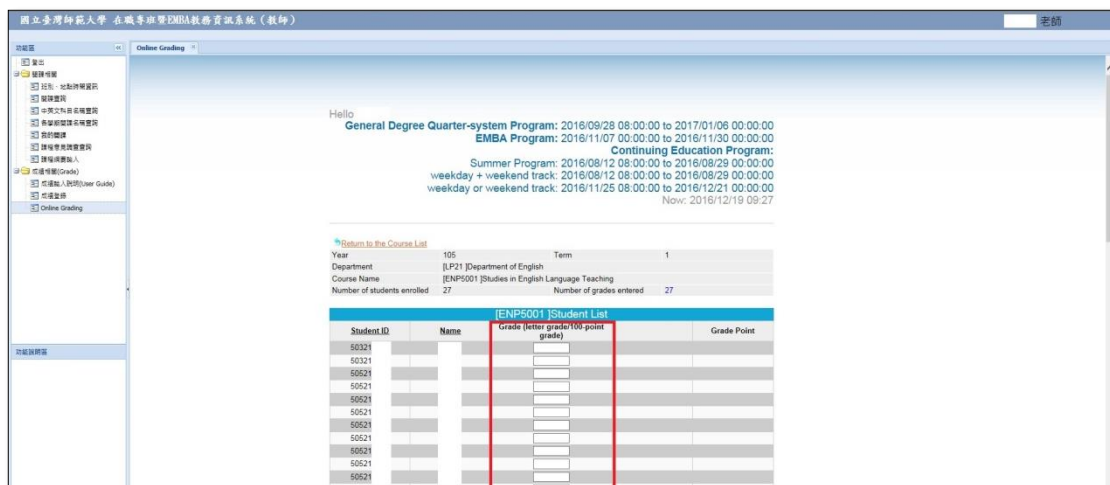
Grade	Definition of teaching and learning objectives	100-point Grade Ranges	Grade Point	Corresponding Median Score
A+	All goals achieved beyond expectation	90~100	4.3	95
A	All goals achieved	85~89	4.0	87
A-	All goals achieved, but need some polish	80~84	3.7	82
B+	Some goals well achieved	77~79	3.3	78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

The screenshot shows the 'Online Grading' interface. At the top, there is a table with columns for course ID (50621) and student grades. Below the table are buttons for 'Print Grade Reports', 'Export Grade Reports', 'Save', 'Submitting Grades', and 'Return to the Course List'. A red box highlights the 'Save' button. Below the buttons, there are five numbered instructions:

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.

At the bottom, there is a 'Grade Distribution Bar Chart (graduated students included)'. The chart shows the percentage of students for each grade level from A+ to I. The x-axis is labeled 'Percentage of students within a given grade' and ranges from 0 to 100. The y-axis is labeled 'Grade'.

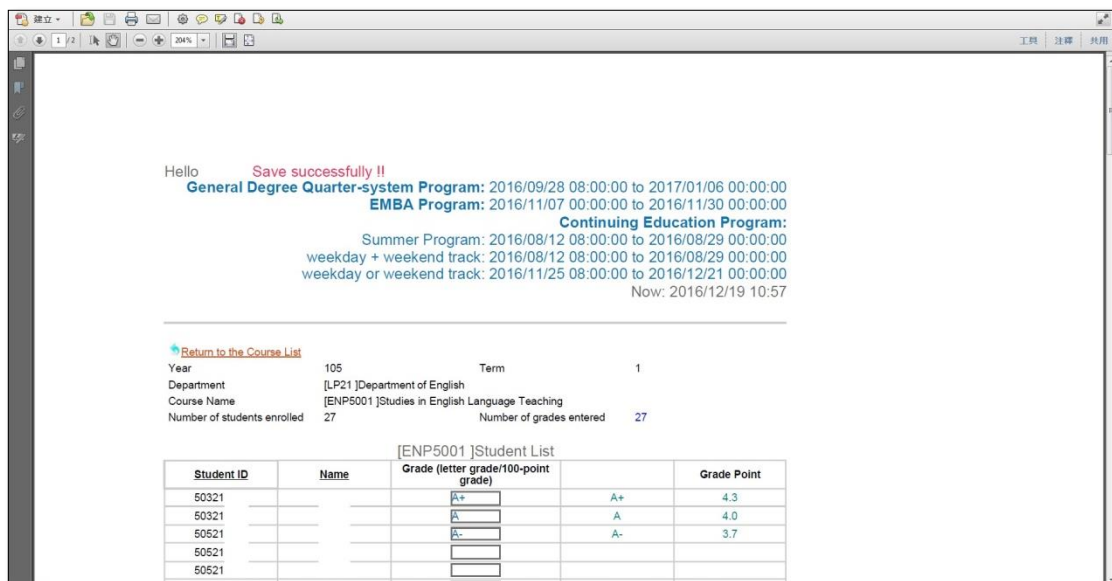
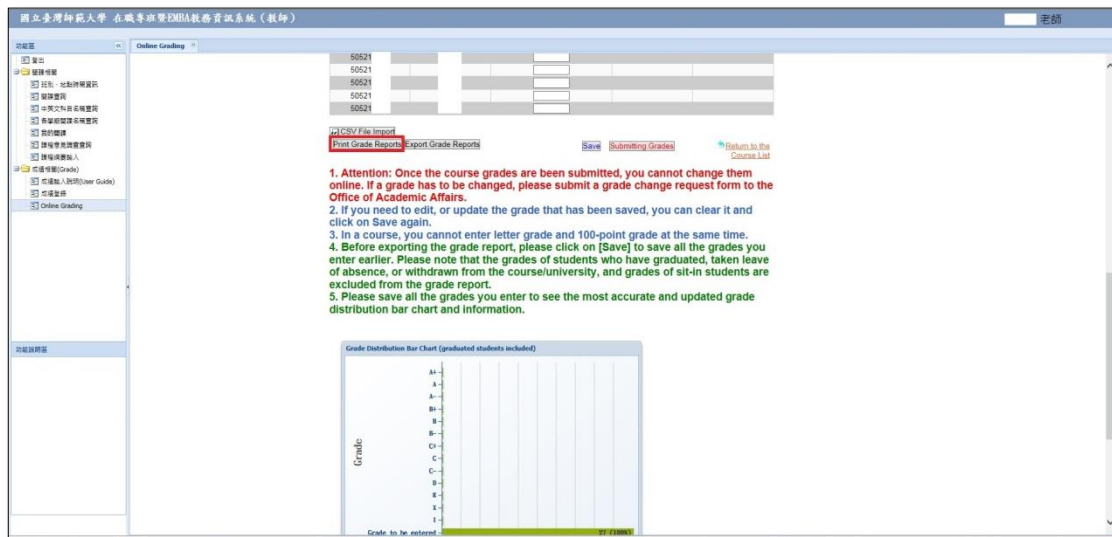
This screenshot is similar to the one above, but the 'Grade Distribution Bar Chart' now displays data for each grade level. The bars are colored and labeled with their respective percentages and cumulative percentages:

- A+ (3.7%)
- A (3.7%)
- A- (3.7%)
- B+ (3.7%)
- B (3.7%)
- B- (3.7%)
- C+ (3.7%)
- C (3.7%)
- C- (3.7%)
- D+ (3.7%)
- D (3.7%)
- D- (3.7%)
- E+ (3.7%)
- E (3.7%)
- E- (3.7%)
- F+ (3.7%)
- F (3.7%)
- F- (3.7%)
- G+ (3.7%)
- G (3.7%)
- G- (3.7%)
- H+ (3.7%)
- H (3.7%)
- H- (3.7%)
- I+ (3.7%)
- I (3.7%)
- I- (3.7%)

The x-axis is labeled 'Percentage of students within a given grade' and ranges from 0 to 100. The y-axis is labeled 'Grade'. The total percentage shown is 74 (98.6%).

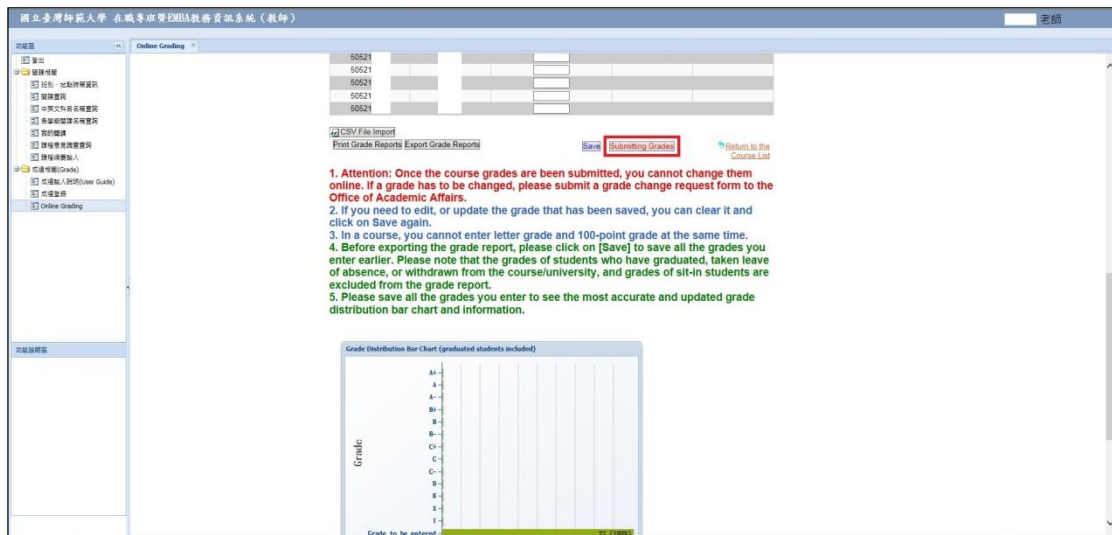
6. To obtain an overview of your students' grade distribution, click on Print Grade Reports or Export Grade Reports any time.

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

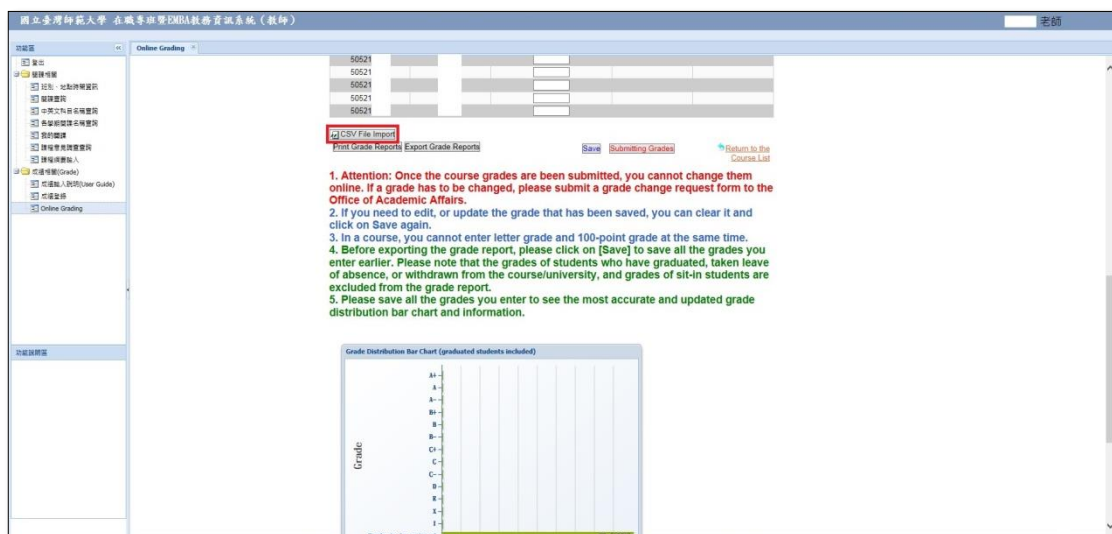


7. After entering grades for the course, you need to click on the “Submitting Grades” button to complete the grade submission. Submission of grades can be performed with some missing scores before the due date. All the scores have to be entered and submitted either before or at the due day. Students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



※ 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:

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 http://iweb.ntnu.edu.tw/aa/gpaweb/pic/FAQ_English%20version.pdf