

# 國立清華大學教師網路輸入成績說明

## Instructions: Entering Grades

**Step 1:** Enter the website of Academic Information Systems.

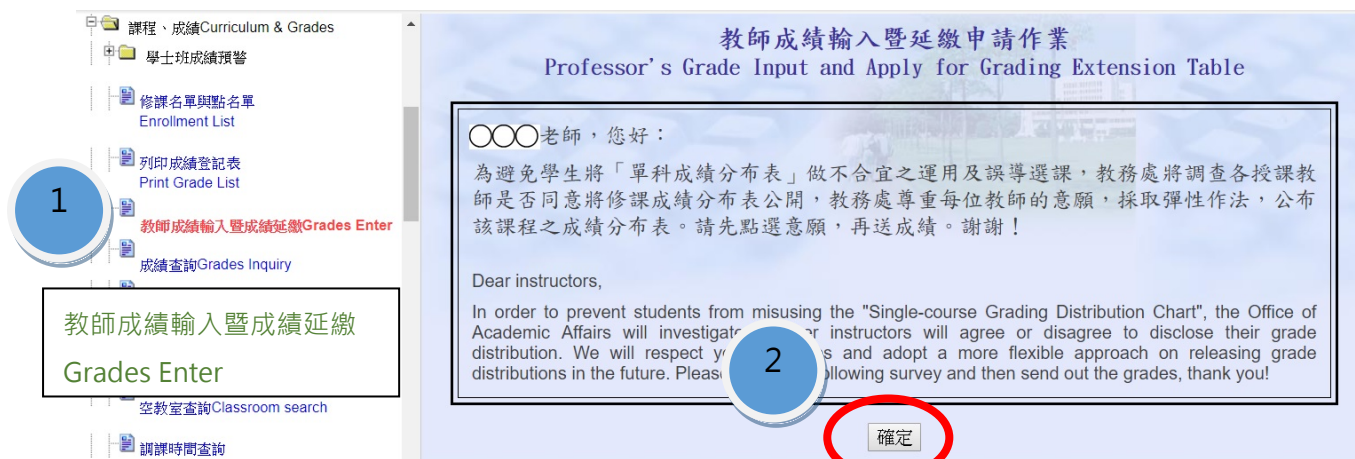
Website address: <https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>

**Step 2:** Log in with your account number and password.

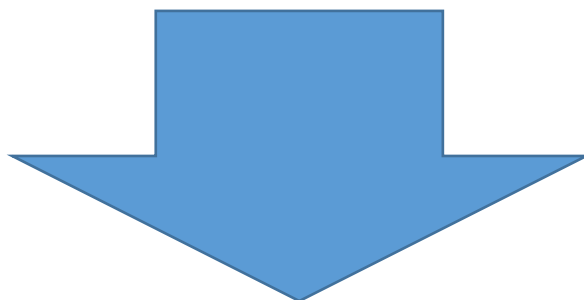
**Account number:** your employee number (ex: A09999).

**Password:** the preinstalled password is your ID number (including the capitalized English letter). After you log in, you can change your password. If you forget your new password, you can contact Mrs. Ku at the Office of Personnel (extension: 31312).

**Step 3:** Click on "Curriculum & Grades", and then choose "Grades Enter." → Read through the notes and then click "yes"



進入成績輸入畫面



#### Step 4: Select course & evaluation method.

1. First, please fill out the willingness survey. If you haven't clicked any choice, you won't be able to go to the next step to send out the grades. Your choices are allowed to be changed or revised repeatedly before Sep.9, 2019.
2. Second, select courses and evaluation methods.
3. Third, enter grades and send them out.

**教師成績輸入暨延繳申請作業**  
**Professor's Grade Input and Apply for Grading Extension Table**

107學年度 第2學期  
Semester 2, Academic Year 2018

1

**一、請點選課程及評分方式：**  
**1. Please Select Course & Evaluation**

科號	科目名稱	成績評分方式	公布單科成績分布表
<input checked="" type="radio"/> 10720KEL 151100	教學媒體與運用 (全部成績未送註冊組) Instructional Media and Application	<input checked="" type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade	<input type="radio"/> 同意 shown <input checked="" type="radio"/> 不同意 not shown
<input type="radio"/> 10720KEL 706500	跨領域STEAM教育專題研究 (全部成績未送註冊組) Study in Interdisciplinary STEAM Education	<input type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade	<input checked="" type="radio"/> 同意 shown <input type="radio"/> 不同意 not shown
<input type="radio"/> 10720KELN502500	跨領域STEAM教育專題研究 (全部成績未送註冊組) Study in Interdisciplinary STEAM Education	<input type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade	<input type="radio"/> 同意 shown <input type="radio"/> 不同意 not shown
<input type="radio"/> 10720KELN505100	未點選同意不同意， 科目是反白狀態	<input type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade	<input type="radio"/> 同意 shown <input type="radio"/> 不同意 not shown
<input type="radio"/> 10720KELN507300		<input type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade	<input type="radio"/> 同意 shown <input type="radio"/> 不同意 not shown
<input type="radio"/> 10720KIPE101100	學習與科技專題探究 (全部成績未送註冊組) Special Topic on Learning and Technology	<input type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade	<input type="radio"/> 同意 shown <input type="radio"/> 不同意 not shown

**請先點選意願↓**

以下為 107 學年度 / 暑期科目 Summer, Academic Year 2018 :  
(暑修之成績請於 9月9日前傳送至註冊組 Please submit Summer Course Grades to the Registrar Division before 9/9.)

<input type="radio"/> 10730KEL 706600	海外研修專題研究 (全部成績未送註冊組) Study in Special Issues for Oversea Learning	<input type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade	<input type="radio"/> 同意 shown <input type="radio"/> 不同意 not shown
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**二、點選成績輸入方式、申請延繳成績或其他查詢：**  
**2. Select Method for Entering Grades, Apply for Grading Extension or Other Services:**

成績輸入方式  
Methods for Entering Grades

[下載操作說明書](#)

方式一 Method 1

網路逐筆輸入成績 Enter Grades Online

方式二 Method 2

上傳成績檔 Upload Grades

3

There are two kinds of evaluation methods—"percentage grade" and "letter grade".

Instructors can choose which method they want to use, but remember to use the same method to grade all the students in the same class. If the instructor chooses "percentage grade" method, after saving the grades, the system will automatically transform them into the "letter grade" (see Table 1 for the correspondence between percentage grade and letter grade.)

**Percentage Grade:** Scores 100 ~ 0; passing standard: Graduates must score at least 70 pts.; Undergraduates must score at least 60 pts.

**Letter Grade:** Grade A+ ~ X; passing standard: Graduates must score at least B- ; Undergraduates must score at least C-.

**Table 1. The correspondence between percentage grade and letter grade**

等級 Letter grade	A+	A	A-	B+	B	B-	C+	C	C-	D	E	X
百分制分數區間 Percentage sector	100~90	89~85	84~80	79~77	76~73	72~70	69~67	66~63	62~60	59~50	49~1	0
積分 Grade Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.0	0	0
百分制分數 Percentage grade*	95	87	82	78	75	71	68	65	61	55	49	0

**Table 2. The definition of Letter Grade**

等級計分法(Letter Grade)	定義 Definition
A+	所有目標皆達成且超越期望(All goals achieved beyond expectation)
A	所有目標皆達成(All goals achieved)
A-	所有目標皆達成，但需一些精進(All goals achieved, but need some polish)
B+	達成部分目標，且品質佳(Some goals well achieved)
B	達成部分目標，但品質普通(Some goals adequately achieved)
B-	達成部分目標，但有些缺失(Some goals achieved with minor flaws)
C+	達成最低目標(Minimum goals achieved)
C	達成最低目標，但有些缺失(Minimum goals achieved with minor flaws)
C-	達成最低目標但有重大缺失(Minimum goals achieved with major flaws)
D	未達成最低目標(Below the passing grade)
E	遠低於最低目標 (Failed)
X	因故不核予成績(Not graded due to unexcused absences or other reasons)

**Step 5: Select method for entering grades.**

There are two methods—「Enter Grades Online」 and 「Upload Grades」  
(The default value "105", means the grade has not been submitted yet.)

(1) The 「Enter Grades Online」 option (You can enter grades at different sittings):

**教師成績輸入暨延繳申請作業**  
**Professor's Grade Input、Apply for Grading Extension Table**

(100學年度 / 上學期)  
(100 Fall Semester)

<b>一、請點選課程及評分方式：</b> <b>1. Please Select Course &amp; Evaluation Method:</b>	
<input type="radio"/> 10010 (全部成績未送註冊組)	<input type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade
<input type="radio"/> 10010 (全部成績未送註冊組)	<input type="radio"/> 百分制 Percentage Grade <input type="radio"/> 等級制 Letter Grade
<b>二、點選成績輸入方式、申請延繳成績或其他查詢：</b> <b>2. Select Method for Entering Grades, Apply for Grading Extension or Other Services:</b>	
<b>成績輸入方式</b> Methods for Entering Grades (下載操作說明) (Download Instructions)	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;"> <b>方式一 Method 1</b> 網路逐筆輸入成績 Enter Grades Online </div> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;"> <b>方式二 Method 2</b> 上傳成績檔 Upload Grades </div> </div>
<b>申請延繳成績</b> Apply for Grading Extension (下載操作說明) (Download Instructions)	<input type="button" value="申請延繳成績 Apply for Grading Extension"/>
<input type="button" value="查詢休學或二退學生 Search for Drop-Outs"/>	

(i) First, choose the student category, and press “Select”, and then enter grades.

**教師成績輸入作業**  
**Professor's Grade Input Table**

請點選學生類別：Please Select Student: ☒ 全部 All ☐ 本校生 NTHU Students Only ☐ 應屆畢業生 Effect Graduating Students ☐ 非應屆畢業生(含在校、校際選課、社會人士) Not Effect Graduating Students ☐ 校際選課 Cross Registrations ☐ 社會人士、交換生 Working Individuals / Exchange students 確定 Select

存檔，下一步確認成績  
Save, Next (Grades Confirmation)

科號組別 Department & Year	科目名稱 Course Name	授課教師 Professor	學分數 Credits	類別 Type	節次 Meeting Time	總人數 Total Enrollment
10020			1	全部 All	W5W6W7W8	44

說明：1. 成績「105」為預設值，表成績未送。  
Instructions: Grades are set to "105" by default. Grades have not yet been submitted.  
2. 等級制：成績請輸入 A+, A, A-, B+, B, B-, C+, C, C-, D, E, X  
Letter Grade: A+, A, A-, B+, B, B-, C+, C, C-, D, E, X

序號 No.	所系班級 Department & Class	學號 Student Number	姓名 Name	教師輸入成績 【等級制】 Please enter Letter Grade	傳送至 註冊組時間 Submit Times	傳送者IP Submit IP	備註 Comments
1							
2							
3							
4							
5							

(ii) After entering grades, click on “Save, Next (Grades Confirmation)”.

At this time, a message box will pop up with a notice: if you need to notify students to confirm their grades, press “Inform Students for Grade Confirmation” button. After the grades are saved, the system will automatically transform them into the appropriate grading format according to students' admission years.

**教師成績輸入作業**  
**Professor's Grade Input Table**

請點選學生類別：Please Select Student: ☒ 全部 All ☐ 本校生 NTHU Students Only ☐ 應屆畢業生 Effect Graduating Students ☐ 非應屆畢業生(含在校、校際選課、社會人士) Not Effect Graduating Students ☐ 校際選課 Cross Registrations ☐ 社會人士、交換生 Working Individuals / Exchange students 確定 Select

存檔，下一步確認成績  
Save, Next (Grades Confirmation)

科號組別 Department & Year	科目名稱 Course Name	授課教師 Professor	學分數 Credits	類別 Type	節次 Meeting Time	總人數 Total Enrollment
10020			1	全部 All		44

說明：1. 成績「105」為預設值，表成績未送。  
Instructions: Grades are set to "105" by default. Grades have not yet been submitted.  
2. 等級制：成績請輸入 A+, A, A-, B+, B, B-, C+, C, C-, D, E, X  
Letter Grade: A+, A, A-, B+, B, B-, C+, C, C-, D, E, X

序號 No.	所系班級 Department & Class	學號 Student Number	姓名 Name	教師輸入成績 【等級制】 Please enter Letter Grade	傳送至 註冊組時間 Submit Times	傳送者IP Submit IP	備註 Comments
1				A			
2							
3							
4							
5							

**網頁訊息**

如須通知學生確認，請點選「通知學生確認成績」按鈕。  
If notifying of students is necessary, please select the “Inform Students for Grade Confirmation” button.

確定



(iii) Finally, you can select the grade you want to submit and click on “Submit to the Division of Registration” to complete the process. Before you submit the grades to the Division of Registration, you can change grades by clicking on “Modify Grades”. Once you submit the grades to the Division of Registration, you are no more allowed to change grades on line.

**教師成績輸入表**  
Professor's Grade Input Table

科號組別 Department & Year	科目名稱 Course Name	授課教師 Professor	學分數 Credits	類別 Type	節次 Meeting Time	總人數 Total Enrollment
10410			3	全部 All		50

修改本科目成績  
Modify Grades

通知學生確認成績  
Inform Students for  
Grade Confirmation

傳送至註冊組  
submit to the Division  
of Registration

結束，選擇其他科目  
Finish, Choose a  
Different Course

本科目預計成績分布表  
Predict the Grade  
Distribution

序號 No.	所系班級 Department & Class	學號 Student Number	姓名 Name	教師輸入成績 Grade 【百分制】 (Percentage Grade)	學生通用成績 Displayed Grades (系統自動轉換) (System will automatically calculate this)	選擇傳送至註冊組之學生成績 Select the grade you want to submit to the Division of Registration <div style="display: flex; justify-content: space-around; font-size: small;"> <input type="checkbox"/> 全選 Select all           <input type="checkbox"/> 取消 Cancel         </div>	傳送至註冊組時間 Submit Times	傳送者IP Submit IP	備註 Comments
1				100	A+	<input checked="" type="checkbox"/>			
2				95	A+	<input checked="" type="checkbox"/>			
3				90	A+	<input checked="" type="checkbox"/>			
4				85	A	<input checked="" type="checkbox"/>			
5				80	A-	<input checked="" type="checkbox"/>			
6				75	B	<input checked="" type="checkbox"/>			
7				70	B-	<input checked="" type="checkbox"/>			
8				65	C	<input checked="" type="checkbox"/>			
9				60	C-	<input checked="" type="checkbox"/>			

成績傳送至註冊組之前，  
可以全選送出全部同學之  
成績，或是單獨勾選送出  
個別(某幾位)同學成績。

(2) The 「Upload Grades」 option:

**教師成績輸入暨延繳申請作業**  
Professor's Grade Input, Apply for Grading Extension Table

(100學年度/上學期)  
(100 Fall Semester)

**一、請點選課程及評分方式：**  
1. Please Select Course & Evaluation Method:

☐ 10010BMES344 (全部成績未送註冊組)

☐ 百分制 Percentage Grade    ☐ 等級制 Letter Grade

☐ 100 (全部成績未送註冊組)

☐ 百分制 Percentage Grade    ☐ 等級制 Letter Grade

**二、點選成績輸入方式、申請延繳成績或其他查詢：**  
2. Select Method for Entering Grades, Apply for Grading Extension or Other Services:

**成績輸入方式**  
Methods for Entering Grades  
(下載操作說明)  
(Download Instructions)

方式一 Method 1

網路逐筆輸入成績 Enter Grades Online

方式二 Method 2

上傳成績檔 Upload Grades

**申請延繳成績**  
Apply for Grading Extension  
(下載操作說明)  
(Download Instructions)

申請延繳成績 Apply for Grading Extension

**其他查詢**  
Other

查詢休學或二退學生 Search for Drop-Outs

查詢預計成績分布表 Predict the Grade Distribution

成績查詢 Grade Lookup

查詢近3年學士班成績分布 Lookup Undergraduate Grade Distribution from the past 3 years

查詢近3年研究生成績分布 Lookup Graduate Grade Distribution from the past 3 years

- (i) Follow the instructions in the Note to create and upload a grade file (more explanations below).

**教師成績輸入表**  
**Professor's Grade Input Table**

科號組別 Course Number	科目名稱 Course Name	授課教師 Professor	學分數 Credits	節次 Meeting Time	總人數 Total Enrollment
10020					44

結束，選擇其他科目  
Finish, Choose a Different Course

**注意事項：**

- 1、上傳成績之Excel檔請存成『檔名.csv(逗號分隔)』格式，欄位1為「學號」、欄位2為「成績」。
- 2、按下『瀏覽』鍵找到已存成『\*\*.csv(逗號分隔)』檔案，再點『上傳成績』鍵，程式會判斷學號或成績輸入格式正確與否。

**Note:**

1. When uploading grades from Excel, please save the file as a ".CSV" (common separated values) file with the first column containing "Student Numbers" and the second column containing the "Grades".
2. Press the "Browse" button and select the appropriate ".CSV" (comma separated values) file, then click the "Upload Grades" button. The program will check if your file follows the correct formatting.

【等級制】Letter Grade

檔案路徑及檔名：

File Name with File Path: Browse Upload Grades

等級制：成績為 A+, A, A-, B+, B, B-, C+, C, C-, D, E, X  
Letter Grade: A+, A, A-, B+, B, B-, C+, C, C-, D, E, X

(ii) Click on "Upload Grades". At this time, a message box will pop up with a notice: if you need to notify students to confirm their grades, press "Inform Students for Grade Confirmation" button. After the grade file is uploaded, the system will automatically transform the grades into the appropriate grading format according to students' admission years.

(iii) Finally, click on "Submit to the Division of Registration" to complete the process. Before you submit the grades to the Division of Registration, you are allowed to modify the grades. To modify grades, you can upload the changed grade file to the system, or use the "Enter Grades Online" option. Once you submit the grades to the Division of Registration, you are no more allowed to modify grades on line.

**教師成績輸入表**  
**Professor's Grade Input Table**

科號組別 Department & Year	科目名稱 Course Name	授課教師 Professor	學分數 Credits	節次 Meeting Time	總人數 Total Enrollment
104101					50

通知學生確認成績  
Inform Students for Grade Confirmation

傳送至註冊組  
submit to the Division of Registration

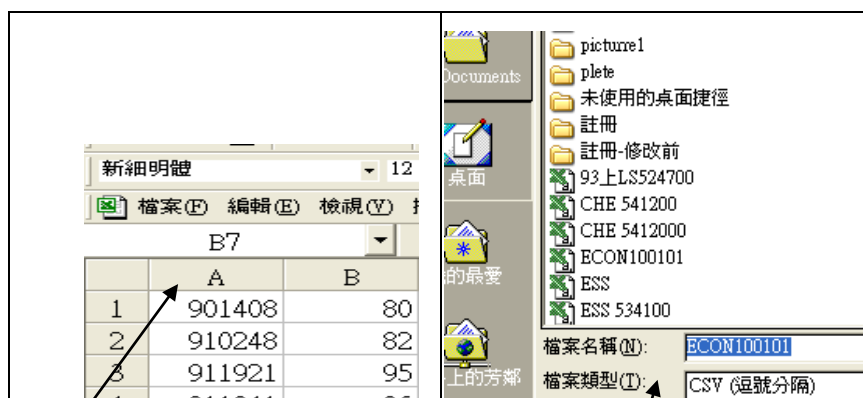
結束，選擇其他科目  
Finish, Choose a Different Course

本科目預計成績分布表  
Predict the Grade Distribution

成績未「傳送至註冊組」前，如欲更改成績，請回到「網路逐筆輸入成績」或回到「上傳成績檔」修改。  
Grades can be modified before submitting to the Division of Registration, please go back to the "enter grades online" or "upload grades" page to modify.

序號 No.	所系班級 Department & Class	學號 Student Number	姓名 Name	教師輸入成績 Grade	學生適用成績 Displayed Grades (系統自動轉換) (System will automatically calculate this)	選擇傳送至註冊組之學生成績 Select the grade you want to submit to the Division of Registration <input type="button" value="全選"/> <input type="button" value="取消"/>	傳送至註冊組時間 Submit Times	傳送者IP Submit IP	備註 Comments
1				99	A+	<input checked="" type="checkbox"/>			
2				89	A	<input checked="" type="checkbox"/>			

## Steps for creating and uploading grade files:



**Step (1)** Use Excel to key in grades. On the spread sheet you need only two columns—"student id number" and "grade". (No need to type in the column names). Be sure to key in only one piece of data in each cell.

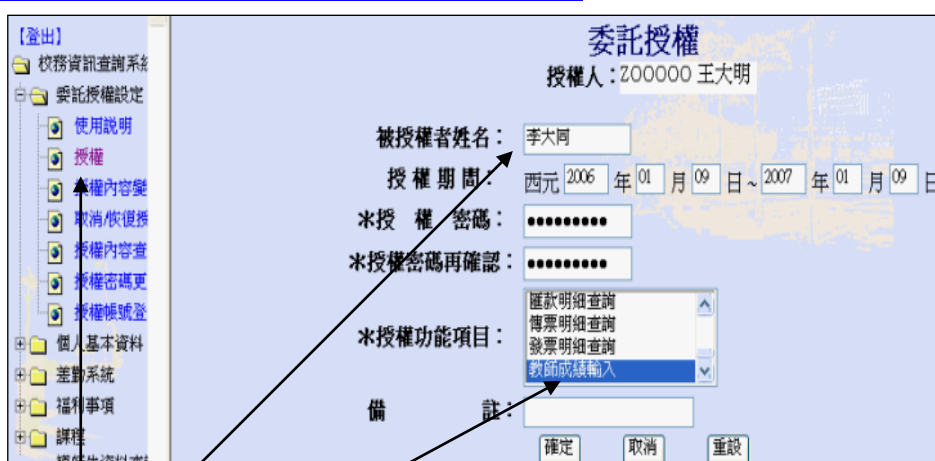
**Step (2)** After finishing keying in grades, click "Save as" and create a file name, and choose the file type "csv(逗號分隔)".

**Step 6:** After you submit grades to the Division of Registration, you will receive an e-mail confirmation. Students will be able to see their grades on the Academic Information Systems simultaneously.

## Steps for authorizing an agent to enter grades

Instructors can authorize an assistant to enter grades. To do so, you need to give the account number and the password to your agent. First, go to the website of Academic Information Systems.

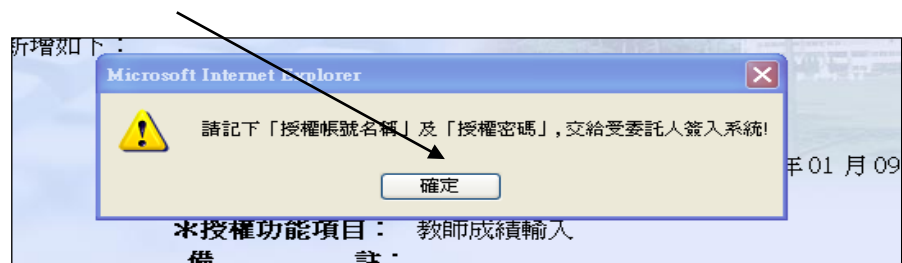
Website address: <https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>



**Step (1):** Click on "授權"(authorization).

**Step (2):** Enter the name of your agent, the authorization period, and create a password.

**Step (3):** Choose "教師成績輸入"(grades enter) and then press "確定"(yes). At this time, a message box will pop up and ask you to write down the account number and the password and give them to your agent. Press "確定"(yes) again on the pop-up window.



## Regulations of rectifying grades

1. According to NTHU Academic Regulation Article 24, if the course instructor intends to rectify grades which had been submitted to the Division of Registration, he or she must file the petition within 1 week after the beginning of the classes next semester. To file the petition for grade rectification, the instructor has to provide an official written statement to the Chair of the department where the course in question is offered. The petition is approved when at least three fourths of the eligible voters who attend the department meeting agree. When the petition is approved, the rectified grades should be sent to the Division of Registration in written form.
2. The petition form for grade rectification can be downloaded from the website of the Division of Registration: <https://registra.site.nthu.edu.tw/p/406-1211-166132,r7855.php?Lang=zh-tw>

If you have any questions regarding entering grades, please contact the Division of Registration (Extension: 31390,31388,31389,31391,31397,31012,33205,72301,72302).