# 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.
<u>Account number</u>: your employee number (ex: A09999).
<u>Password</u>: 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"
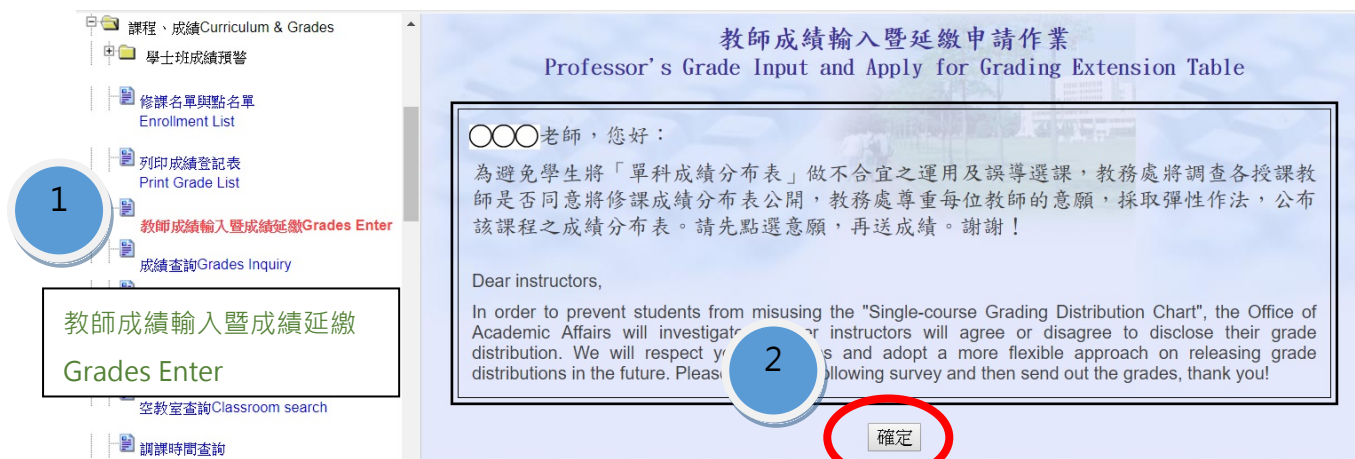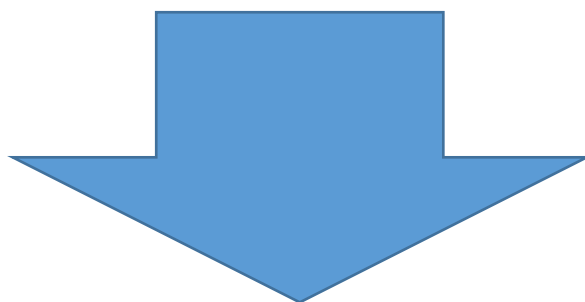
**Step 4:** **Select course & evaluation method.**

1. First, please fill out the willingness survey. If you haven't clicked any choice, you won't 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.



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<br>Letter grade | A+ | A | A- | B+ | B | B- | C+ | C | C- | D | E | X |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 百分制分數區間<br>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<br>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<br>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):

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



**(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

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**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<br>類別：<br>Please Select<br>Student: | ⦿ 全部 All　　○ 本校生 NTHU Students Only　　○ 應屆畢業生 Effect Graduating Students　　○ 非應<br>屆畢業生(含在校生、校際選課、社會人士) Not Effect Graduating Students　　○ 校際選課 Cross Registrations<br>○ 社會人士、交換生 Working Individuals / Exchange students | 確定<br>Select |
|---|---|---|

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

| 科號組別<br>Department & Year | 科目名稱<br>Course Name | 授課教師<br>Professor | 學分數<br>Credits | 類別<br>Type | 節次<br>Meeting Time | 總人數<br>Total Enrollment |
|---|---|---|---|---|---|---|
| 10020 | | | 1 | 全部<br>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<br>號<br>No. | 所系班級<br>Department & Class | 學號<br>Student<br>Number | 姓名<br>Name | 教師輸入成績<br>【等級制】<br>Please enter<br>Letter Grade | 傳送至<br>註冊組時間<br>Submit Times | 傳送者IP<br>Submit IP | 備註<br>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<br>Department & Year | 科目名稱<br>Course Name | 授課教師<br>Professor | 學分數<br>Credits | 類別<br>Type | 節次<br>Meeting Time | 總人數<br>Total Enrollment |
|---|---|---|---|---|---|---|
| 10410 | | | 3 | 全部<br>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<br>No. | 所系班級<br>Department & Class | 學號<br>Student Number | 姓名<br>Name | 教師輸入成績<br>Grade<br>【百分制】<br>(Percentage Grade) | 學生適用成績<br>Displayed Grades<br>(系統自動轉換)<br>(System will automatically calculate this) | 選擇傳送至註冊組之學生成績<br>Select the grade you want to submit to the Division of Registration<br>全選 Select all　取消 Cancel | 傳送至註冊組時間<br>Submit Times | 傳送者IP<br>Submit IP | 備註<br>Comments |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 100 | A+ | ☑ | | | |
| 2 | | | | 95 | A+ | ☑ | | | |
| 3 | | | | 90 | A+ | ☑ | | | |
| 4 | | | | 85 | A | ☑ | | | |
| 5 | | | | 80 | A- | ☑ | | | |
| 6 | | | | 75 | B | ☑ | | | |
| 7 | | | | 70 | B- | ☑ | | | |
| 8 | | | | 65 | C | ☑ | | | |
| 9 | | | | 60 | C- | ☑ | | | |
| 10 | | | | 55 | D | ☑ | | | 不及格 |
| 11 | | | | 50 | D | ☑ | | | 不及格 |

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:**



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

**(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.**

Steps for creating and uploading grade files:
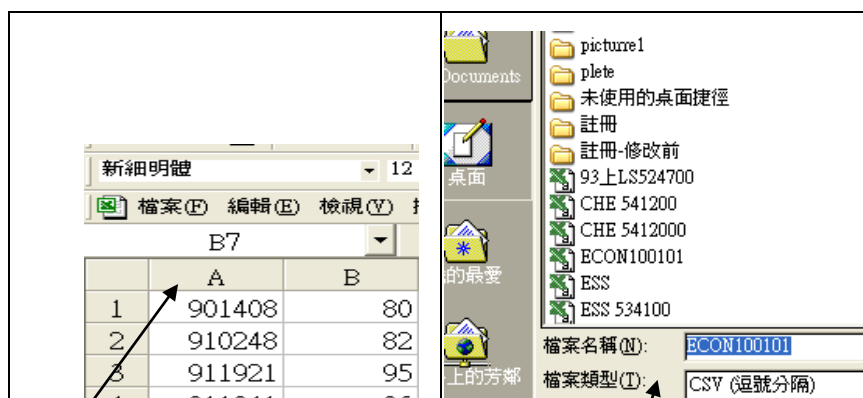


Step (1) Use Excel to key in grades. On the spread sheet you need only two columns—"student id number" and "grade". (No need to type in the column names). Be sure to key in only one piece of data in each cell.

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/
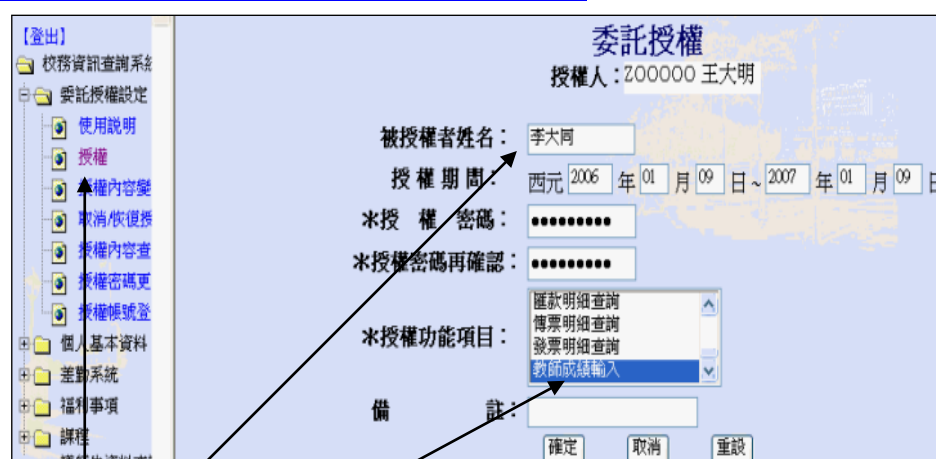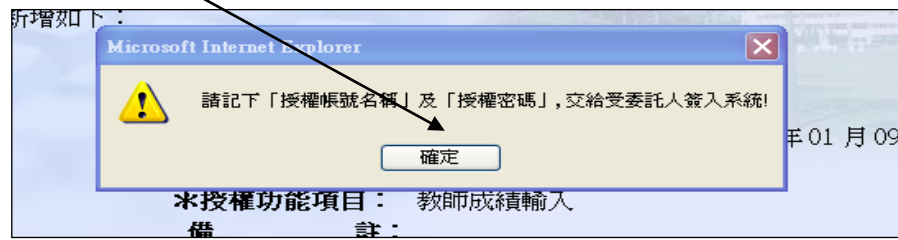


Step (1): Click on "授權"(authorization).
Step (2): Enter the name of your agent, the authorization period, and create a password.
Step (3): Choose "教師成績輸入"(grades enter) and then press "確定"(yes). At this time, a message box will pop up and ask you to write down

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: http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/64/score_modify.doc**

**If you have any questions regarding entering grades, please contact the Division of Registration (Extension: 31390,31388,31389,31391,31397,31012,72301,72302,72304).**