

# Student Grade Management

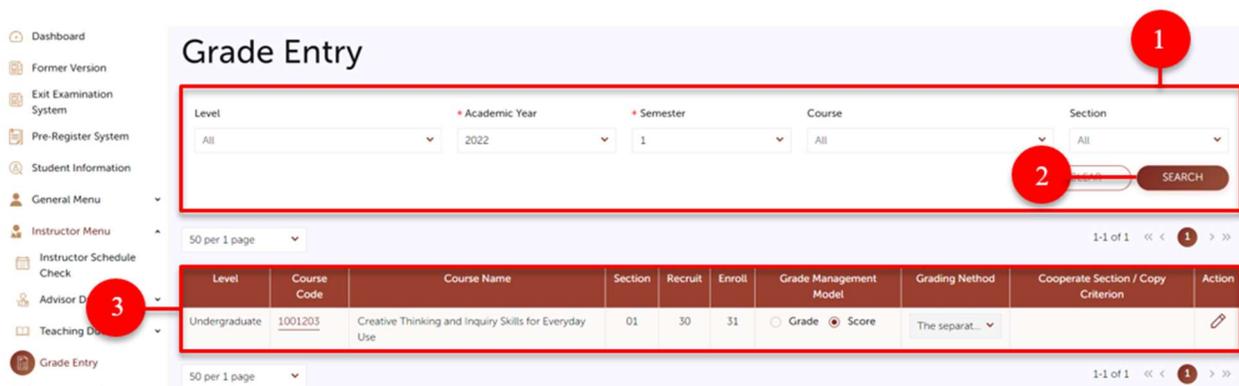
This function is for manage student grades in score or grades and print grade statements.

Steps : Clicking at  then clicking at "Grade Entry"

## 1. Searching Course Information for Grade Entry

### 1.1 Searching for information

Find course information to manage student grades in selected courses



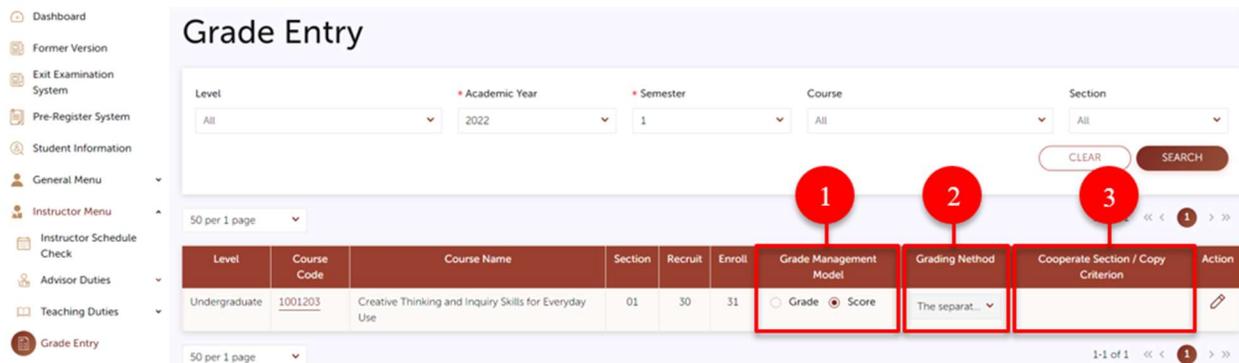
The screenshot shows the 'Grade Entry' interface. At the top, there are search filters for Level, Academic Year, Semester, Course, and Section. A red box highlights these filters, with a red circle '1' pointing to the search input field and a red circle '2' pointing to the 'SEARCH' button. Below the filters, there is a table with columns: Level, Course Code, Course Name, Section, Recruit, Enroll, Grade Management Model, Grading Method, Cooperate Section / Copy Criterion, and Action. A red box highlights the table, with a red circle '3' pointing to the first row. The first row contains: Undergraduate, 1001203, Creative Thinking and Inquiry Skills for Everyday Use, 01, 30, 31, Grade (selected), Score, The separat..., and an edit icon.

*Image of Searching for course information for Grade Entry*

### Steps

- Number 1 Enter keyword to search for more information
- Number 2 Clicking at search
- Number 3 Showing result

## 1.2 “Grade Management Model” and “Grading Method”

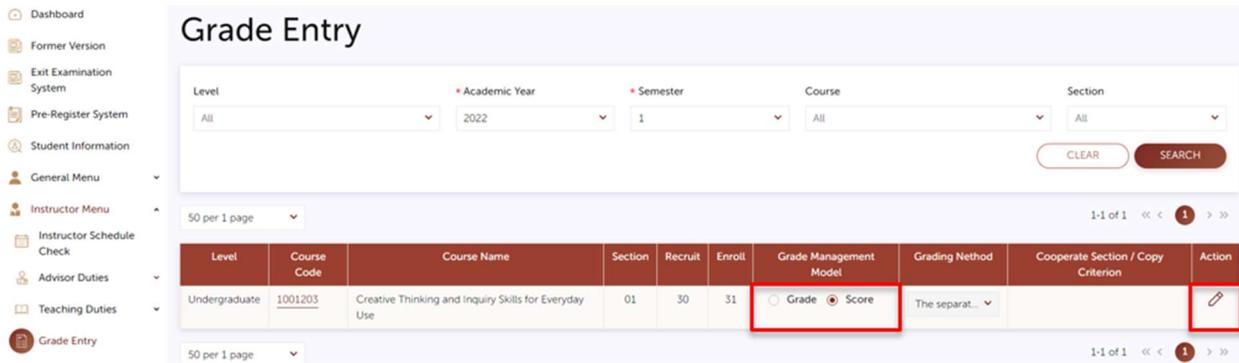


*Image of “Grade Management Model” and “Grading Method”*

### Steps

- Number 1 Change “Grade Management Model”
- Number 2 Change “Grading Method”
- Number 3 Choose Cooperate Section / Copy Criterion , if grading method is co-Section or copy criterion

## 2. Score Record



The screenshot displays the 'Grade Entry' interface. At the top, there are filters for Level (All), Academic Year (2022), Semester (1), Course (All), and Section (All). Below these filters are 'CLEAR' and 'SEARCH' buttons. A table below shows a list of courses. The table has the following columns: Level, Course Code, Course Name, Section, Recruit, Enroll, Grade Management Model, Grading Method, Cooperate Section / Copy Criterion, and Action. The 'Grade Management Model' column for the first row is highlighted with a red box, showing 'Grade' and 'Score' options. The 'Action' column for the first row is also highlighted with a red box, showing a pencil icon. The table data is as follows:

Level	Course Code	Course Name	Section	Recruit	Enroll	Grade Management Model	Grading Method	Cooperate Section / Copy Criterion	Action
Undergraduate	1001203	Creative Thinking and Inquiry Skills for Everyday Use	01	30	31	<input type="radio"/> Grade <input checked="" type="radio"/> Score	The separat...		

*Image of Score Record*

Clicking at  to manage grades accordingly “Grade management model” and “grading method” that are defined

## 2.1 Create / Edit Grade Entry Criterion

In case the course has a grade management format as scores and still has “no grading criteria”, the system will display a page. “Grade Entry Criterion” is the first page

### 2.1.1 Determine How to Grade

1001203 : Creative Thinking and Inquiry Skills for Everyday Use  
การคิดเชิงสร้างสรรค์และทักษะการค้นคว้าในชีวิตประจำวัน  
Section : 01

Level : Undergraduate      Academic Year : 1/2022      Grading Method : Criterion-referenced grading

### Set Grading Criteria

**Determine How to Grade**

- Criterion-referenced grading  
The absolute-scale criteria are set by users.
- Norm-referenced grading  
The grading system will copy the pre-established criteria of the given section and determine the grades. Users are not permitted to edit both the grading format section and the cumulative scoring section.
- Copying criteria  
The grading system will copy the pre-established criteria of the given section and determine the grades. Users are not permitted to edit the grading format section but could edit the cumulative scoring section only if acting as a “responsible instructor”.

*Image of Determine How to Grade*

**Remark :** Precautions when adding information "data import form"

- Criterion-referenced grading

The absolute-scale criteria are set by users

- Norm-referenced grading

The grading system will copy the pre-established criteria of the given section and determine the grades.

Users are not permitted to edit both the grading format section and the cumulative scoring section

- Copying criteria

The grading system will copy the pre-established criteria of the given section and determine the grades.

Users are not permitted to edit the grading format section but could edit the cumulative scoring section only if acting as a “responsible instructor”.

## 2.1.2 Set a Grading Format

**Determine How to Grade**

- Criterion-referenced grading  
The absolute-scale criteria are set by users.
- Norm-referenced grading  
The grading system will copy the pre-established criteria of the given section and determine the grades. Users are not permitted to edit both the grading format section and the cumulative scoring section.
- Copying criteria  
The grading system will copy the pre-established criteria of the given section and determine the grades. Users are not permitted to edit the grading format section but could edit the cumulative scoring section only if acting as a "responsible instructor".

**Set a Grading Format**

\* Grade Format: A, B+, B, C+, C, D+, D, F  
\* Lowest Grade: F  
\* Highest Grade: A

FIX-Rate  
Grading by establishing the absolute scales of measure of the users.

T-Score  
Grading by normalized score which will be calculated by converting the population's values into T-scores. The range of maximum and minimum values will be determined and distributed in a normal curve.

MEAN-SD  
Grading by Mean and Standard Deviation (SD) pattern in which each grade value has a standard deviation of 1. (B+ => 0.5 SD)

Grade	FIX-RATE	T-SCORE	MEAN-SD
A	84.50	0.00	9.66
B+	79.50	9.00	8.98
B	74.50	9.00	8.29
C+	69.50	8.00	7.61
C	64.50	8.00	6.92
D+	59.50	7.00	6.24
D	54.50	6.00	5.55
F	0.00	5.00	4.86

SAVE

*Image of Set a Grading Format*

### Steps

- Number 1 Select a grade format and set the lowest and highest grades
- Number 2 Select press grading format
- Number 3 Press the "Save" button

**Remark :** In case of choosing to press the grading format “FIX-RATE”, it is necessary to specify the standard

## 2.1.3 Set a List of Score



*Image of Set a List of Score*

### Steps

- Number 1 Clicking at  to add List of Score
- Number 2 Add list of score

### Remark :

- “Score” When the score is corrected after recording the score and the new score is less than the original score. The system will delete the original score recorded
  - “Instructor Responsible” affects the recording of the score. The system will be open to edit/import points according to the permissions set for each item
- Number 3 Clicking at  to save data  
Clicking at  to cancel the creation/editing Point Category List

message to student

Staff / Manager Menu

Admin Menu

### Set a List of Score

Remark : Up to 10 data can be added.

No.	List Name	Point	Display Status	Raw Score	Percent	Responsible Instructor	Action
1	Test	80.00	Show	80.00	100.00	Mr. Noppon Tosangad	 
Grand Total		80.00		80.00	100.00	Total Percent Must be 100	

4 

*Image of Set a List of Score*

- Number 4 Clicking at “Next” to go to page “Score Record”

**Remark :**

- Clicking at  for Edit List of Score
- Clicking at  for Delete List of Score
- List of Score All must be sums “percent” equals 100
- List of Score up to 10 data can be added

## 2.2 Score Record

### 2.2.1 Viewing Score Data



\*Remark Every time the score is edited, please press the "TRANSFER" button.

Display Raw Score  Display Calculated Score

Import Score Edit Score TRANSFER Manage Grades Print Grade

No.	Student Code	Name Surname	Section	Grade Mode	Student Status	No.1 Raw 10 10%	No.2 Raw 10 10%	No.3 Raw 30 30%	No.4 Raw 20 20%	No.5 Raw 30 30%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade
1			1	GD	Student Current	1,67	1,23	24,86	20,00	0,00	47,76			F	F

*Image of Raw Score*



\*Remark Every time the score is edited, please press the "TRANSFER" button.

Display Raw Score  Display Calculated Score

Import Score Edit Score TRANSFER Manage Grades Print Grade

No.	Student Code	Name Surname	Section	Grade Mode	Student Status	No.1 Raw 10 10%	No.2 Raw 10 10%	No.3 Raw 30 30%	No.4 Raw 20 20%	No.5 Raw 30 30%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade
1			1	GD	Student Current	1,67	1,23	24,86	20,00	0,00	47,76			F	F

*Image of Calculate Score*

#### Steps

- Number 1 Clicking at "Raw Score" In case of want to amend the score and see the raw score
- Number 2 Clicking at "Calculate Score" If you want to see the calculated score

### 2.2.2 Viewing the list of points collected



\*Remark Every time the score is edited, please press the "TRANSFER" button.

Display Raw Score  Display Calculated Score

Import Score Edit Score TRANSFER Manage Grades Print Grade

No.	Student Code	Name Surname	Section	Grade Mode	Student Status	No.1 Raw 10 10%	No.2 Raw 10 10%	No.3 Raw 30 30%	No.4 Raw 20 20%	No.5 Raw 30 30%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade
1			1	GD	Student Current	1,67	1,23	24,86	20,00	0,00	47,76			F	F

*Image of Viewing the list of points collected*

#### Steps

- Number 1 Can use the mouse to point at the head of the table. In the desired list from No.1 to No.10

## 2.2.3 Score Record for people

\*Remark Every time the score is edited, please press the "TRANSFER" button.

● Display Raw Score ○ Display Calculated Score

No.	Student Code	Name Surname	Section	Grade Mode	Student Status	No.1 Raw 80 100%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade

\*Remark Every time the score is edited, please press the "TRANSFER" button.

● Display Raw Score ○ Display Calculated Score

No.	Student Code	Name Surname	Section	Student Status	No.1 Raw 80 100%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade

\*Remark Every time the score is edited, please press the "TRANSFER" button.

● Display Raw Score ○ Display Calculated Score

No.	Student Code	Name Surname	Section	Grade Mode	Student Status	No.1 Raw 10 10%	No.2 Raw 10 10%	No.3 Raw 30 30%	No.4 Raw 20 20%	No.5 Raw 30 30%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade
1						1,67	1,23	24,86	20,00	0,00	47,76			F	F

*Image of Score Record for people*

### Steps

- Number 1 Clicking at "Edit Score"
- Number 2 Add Score
- Number 3 Clicking "Save"
- Number 4 Clicking at "TRANSFER"

## 2.2.4 Import Score

\*Remark Every time the score is edited, please press the "TRANSFER" button.

Display Raw Score    Display Calculated Score

1 **Import Score**   Edit Score   TRANSFER   Manage Grades   Print Grade

No.	Student Code	Name Surname	Section	Grade Mode	Student Status	No.1 Raw 10 10%	No.2 Raw 10 10%	No.3 Raw 30 30%	No.4 Raw 20 20%	No.5 Raw 30 30%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade
1						1.67	1.23	24.86	20.00	0.00	47.76		F		F

**Import Score**

1. Select "Score list" that want to import data  
All
2. Download the "Import Form" to add the data you want to import grades.  
**Score Import Form**
3. Select the file you want to import data.  
**Select File**
4. Press the "Import Data" button.  
**Import**

\*Remark Every time the score is edited, please press the "TRANSFER" button.

Display Raw Score    Display Calculated Score

**Import Score**   Edit Score   TRANSFER   Manage Grades   Print Grade

No.   Student Code   Name Surname   Section   Grade Mode   Student Status   No.1 Raw 10 10%   Point Total   T-SCORE   Grade Results From Score   Adjust Grade Results   Final Grade

Data not found

*Image of Import Score*

### Steps

- Number 1 Clicking "Import Score"
  - Number 2 Choose "Score List" that want to import data
- Remark :** will be listed by permission responsible teacher
- Number 3 Download "Data Import Form"

Please do not edit !						B	C	D	E	F	G
1	Student Code					1	2	3	4	5	
2						No.1	No.2	No.3	No.4	No.5	
3						Raw 10   10.0%	Raw 10   10.0%	Raw 30   30.0%	Raw 10   10.0%	Raw 40   40.0%	
4	6531006001										4
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											

IMPORT\_SCORE|1001203

**Import Score**

- Select "Score list" that want to import data  
All
- Download the "Import Form" to add the data you want to import grades.  
**Score Import Form**
- Select the file you want to import data.  
**Select File**  
@ Form Import Score- 1001203.xlsx
- Press the "Import Data" button.  
**Import**

*Image of Import Score*

- Number 4 add information in "Data Import Form" File Format Excel (.xlsx)
- Number 5 Select the file you want to import data.
- Number 6 Press the "Import" button.

Score Record

1001127 : Psychology in Daily Life  
จิตวิทยาในชีวิตประจำวัน  
Section : 01

Grading Style : FIX-RATE

Level : Undergraduate Academic Year : 2/2021  
Grading Method : ต่อเนื่องกัน Section : All

AVG : 78.97  
SD : 9.22  
N : 1,500

Grade: F D D+ C C+ B B+ A  
Score: 0.00 54.50 59.50 64.50 69.50 74.50 79.50 84.50  
Number of Students: 48 35 62 106 208 279 350 452

Edit: Grade Entry Criterion

\*Remark Every time the score is edited, please press the 'TRANSFER' button.

Display Raw Score  Display Calculated Score

Import Score **7** TRANSFER Manage Grades Print Grade

No.	Student Code	Name Surname	Section	Grade Mode	Student Status	No.1 Raw 10 10%	No.2 Raw 10 10%	No.3 Raw 30 30%	No.4 Raw 20 20%	No.5 Raw 30 30%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade
1						1.67	1.23	24.86	20.00	0.00	47.76			F	F

*Image of Import Score*

- Number 7 Clicking at “TRANSFER”

**Remark :** Precautions when adding information "data import form"

- Should add score information only the integer numbers or numbers with not over 2 decimal places
- Adding score information should not exceed the initial setting score
- Should not modify name sheet and table header
- Please press “TRANSFER” button when you want to edit/import score

## 2.3 Edit Grade

### 2.3.1 Edit Grade

The screenshots illustrate the steps to edit a grade in the system. The interface includes a navigation menu on the left with 'Staff / Manager Menu' and 'Admin Menu'. A warning message states: '\*Remark Every time the score is edited, please press the "TRANSFER" button.\*' Below this, there are radio buttons for 'Display Raw Score' (selected) and 'Display Calculated Score'. Buttons for 'Import Score', 'Edit Score', 'Manage Grades', and 'Print Grade' are visible. The main table has columns: No., Student Code, Name Surname, Section, Grade Mode, Student Status, No.1 Raw 100 100%, Point Total, T-SCORE, Grade Results From Score, Adjust Grade Results, and Final Grade. In the second screenshot, the 'Adjust Grade Results' column for the first student is highlighted with a red box and the number 3, showing a grade of 'A'. The 'Save' button is highlighted with a red box and the number 4. In the third screenshot, the 'TRANSFER' button is highlighted with a red box and the number 4, and the 'Grade Results From Score' column for the first student is highlighted with a red box and the number 3, showing the word 'Manual'.

*Image of Edit Grade*

#### Steps

- Number 1 Clicking at “Manage Grades”
- Number 2 Choose “Edit Grade”
- Number 3 Edit Grade in Column “Adjust Grade Results”
- Number 4 Clicking at “Save”

**Remark :** In case of successfully correcting the grade, Column “Grade Results From Score” will display the word “Manual”, meaning that don’t use the grade that calculated form the system.

## 2.3.2 Undo Edit Grade

### 1) Undo Edit Grade for People



*Undoing individual grade corrections Image*



*Undoing individual grade corrections Image*

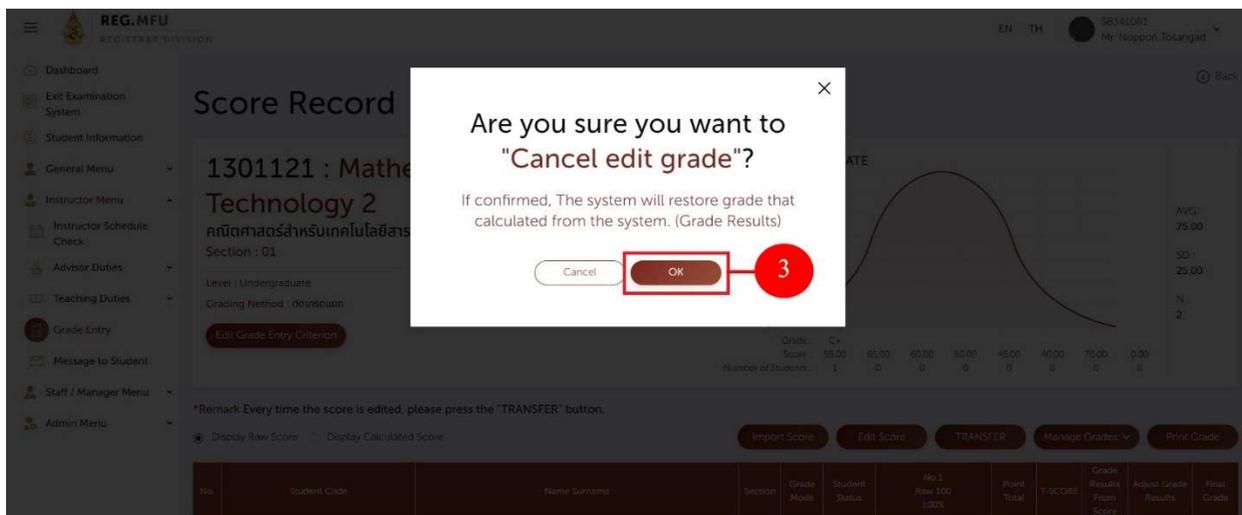
### Steps

- Number 1 Clicking at “Manage Grade”
- Number 2 Choose “Edit Grade”
- Number 3 Press the desired item in the box. “Adjust Grade Results”
- Number 4 Select “Calculated Grade”
- Number 5 Select “Save”

## 2) Undo Edit Grade for all



*Image of Undoing all grade corrections*



*Image of undoing all grade corrections*

### Steps

- Number 1 Press “Manage Grades”
- Number 2 Select “Undo Edit Grade”
- Number 3 Press the “Confirm button”

**Remark :** When “Unedited Grades”, “System Calculated Grades” will be displayed instead.

## 2.4 Print Grade

**Score Record**

1301121 : Mathematics for Information Technology 2  
คณิตศาสตร์สำหรับเทคโนโลยีสารสนเทศ 2  
Section : 01

Level : Undergraduate Academic Year : 3/2021  
Grading Method : ๕๐๖๖๖๖๖๖

Grading Style : FIX-RATE

AVG : 75.00  
SD : 25.00  
N : 2

Grade : C+  
Score : 55.00  
Number of Students : 1

50.00 50.00 45.00 40.00 70.00 0.00

1 2

\*Remark Every time the score is edited, please press the "TRANSFER" button.

Display Raw Score  Display Calculated Score

Import Score Edit Score TRANSFER Manage Grades Print Grade

No.	Student Code	Name Surname	Section	Grade Mode	Student Status	No.1 Raw 100 100%	Point Total	T-SCORE	Grade Results From Score	Adjust Grade Results	Final Grade
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Image of Print Grade

### Steps

- Number 1 Press “TRANSFER”

**Remark :** In the case of “Edit Grade”, it is not necessary to press the “TRANSFER” button before printing the grade statement.

- Number 2 Press “Print Grade”

### 3 Grade Record

Grade Entry

Level: All Academic Year: 2021 Semester: 3 Course: All Section: All

CLEAR SEARCH

50 per 1 page 1-1 of 1

Level	Course Code	Course Name	Section	Recruit	Enroll	Grade Management Model	Grading Method	Cooperate Section / Copy Criterion	Action
Undergraduate	1301121	Mathematics for Information Technology 2	01	2	2	<input checked="" type="radio"/> Grade <input type="radio"/> Score	๓๐๑๑๒๑๑		

50 per 1 page 1-1 of 1

*Image of Grade Record*

Clicking at  to manage grades accordingly “Grade management model” and “grading method” that are defined

### 3.1 Grade Record

#### 3.1.1 Individual grade recording

The screenshots show the 'Student Grade Management' interface for the course '1301121 : Mathematics for Information Technology 2'. The interface includes a sidebar menu on the left with options like 'Exit Examination System', 'Student Information', 'General Menu', 'Instructor Menu', 'Instructor Schedule Check', 'Advisor Duties', 'Teaching Duties', 'Grade Entry', and 'Message to Student'. The main content area displays course details: '1301121 : Mathematics for Information Technology 2', 'คณิตศาสตร์สำหรับเทคโนโลยีสารสนเทศ 2', 'Section : 01', 'Level : Undergraduate', 'Academic Year : 3/2021', and 'Grading Method : ต่อชั้นเรียน'. Below this is a table with columns: 'No.', 'Student Code', 'Student Name', 'Grade Mode', 'Old Grade', 'Adjust Grade Results', and 'Final Grade'. The table contains one row with '1' in the 'No.' column, a student code, a student name, 'GD' in 'Grade Mode', and 'C' in 'Old Grade'. In the first screenshot, the 'Edit Grade' button is highlighted with a red circle and the number 1. In the second screenshot, the 'Save' button is highlighted with a red circle and the number 3, and the 'Old Grade' column is highlighted with a red circle and the number 2.

*Image of Individual grade recording*

#### Steps

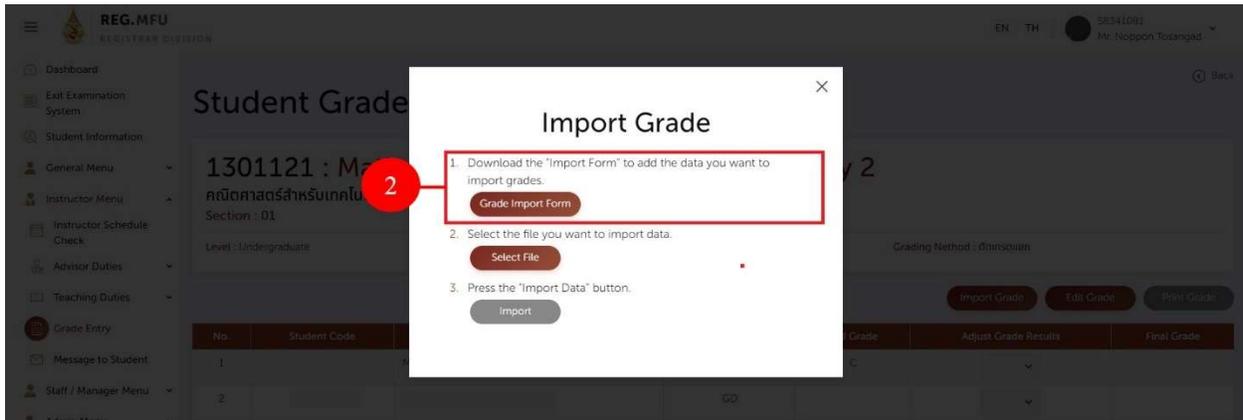
- Number 1 Press the "Edit Grade" button.
- Number 2 Add or edit grades
- Number 3 Press the "Save" button.

**Remark :** Column “Original Grade” shows the grade before the edit.

### 3.1.2 Import Grade



*Image of Import Grade*



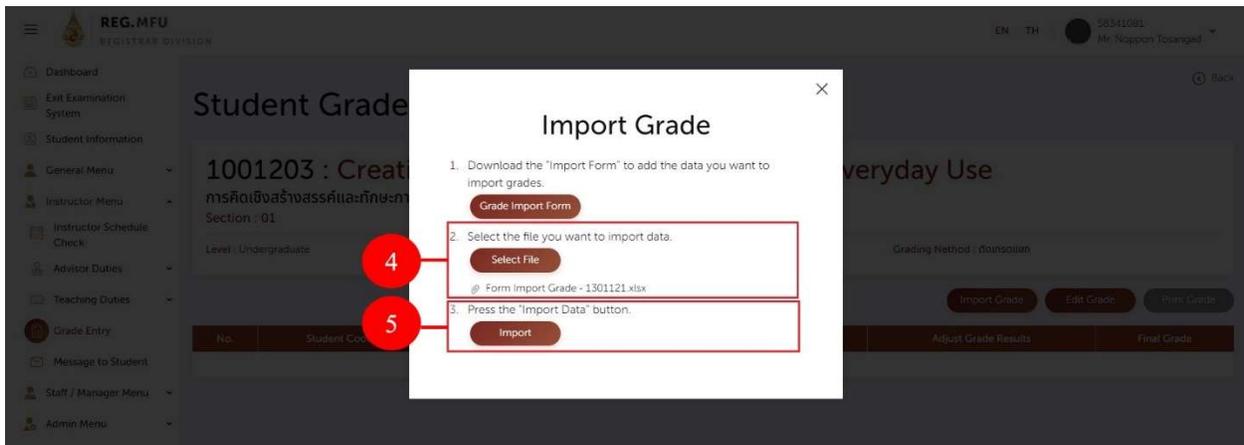
*Import Grade Image*

#### Steps

- Number 1 Press the "Import Grades" button
- Number 2 Data import form download

	Please Do Not Edit !		B	C	D
1	Student Code	Grade			
2	██████████				
3	██████████				
4					
5					
6					
7					
8					
9					
10					
11					
12	Please Do Not Edit !				

IMPORT\_GRADE|1301121



*Import Grade Image*

- Number 3 add information in “Data import form” Excel file format (.xlsx)
- Number 4 Select the file you want to import data.
- Number 5 Press the "Import Data" button.

### 3.2 Print Grade

The screenshot shows the 'Student Grade Management' interface. On the left is a navigation menu with items like 'Exit Examination System', 'Student Information', 'General Menu', 'Instructor Menu', 'Instructor Schedule Check', 'Advisor Duties', 'Teaching Duties', 'Grade Entry', and 'Message to Student'. The main content area displays course information: '1301121 : Mathematics for Information Technology 2', 'คณิตศาสตร์สำหรับเทคโนโลยีสารสนเทศ 2', and 'Section : 01'. Below this, it shows 'Level : Undergraduate', 'Academic Year : 3/2021', and 'Grading Method : ดัชนีสอบ'. There are three buttons: 'Import Grade', 'Edit Grade', and 'Print Grade'. The 'Print Grade' button is highlighted with a red box and a red circle containing the number '1'. Below the buttons is a table with columns: 'No.', 'Student Code', 'Student Name', 'Grade Mode', 'Old Grade', 'Adjust Grade Results', and 'Final Grade'. The first row contains the value '1' in the 'No.' column, a redacted student code, a redacted student name, 'GD' in the 'Grade Mode' column, 'C' in the 'Old Grade' column, a dropdown menu showing 'C+', and an empty 'Final Grade' column.

*Image of Print Grade*

#### Step

- Number 1 Press the “Print Grade Notification” button