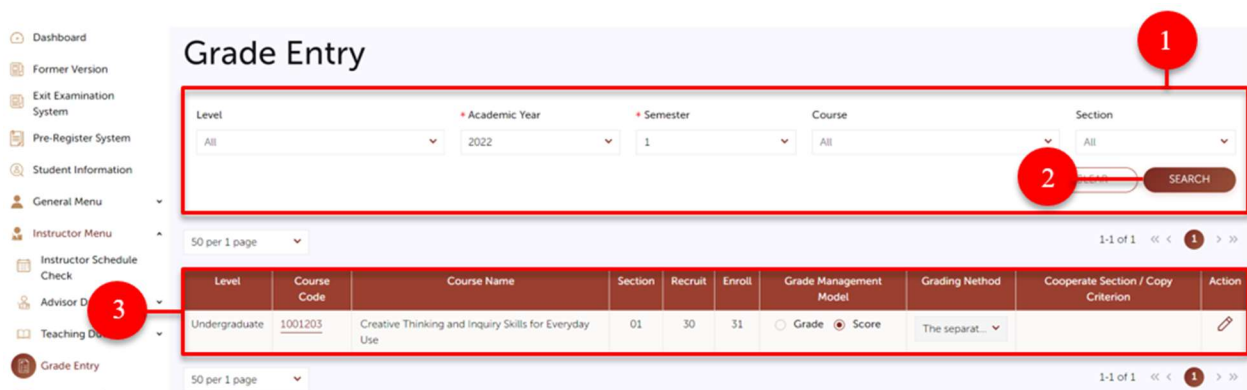# Student Grade Management

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

<u>Steps</u> : 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

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 Managrment 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

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

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

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

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

Image of Raw Score

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

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

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

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

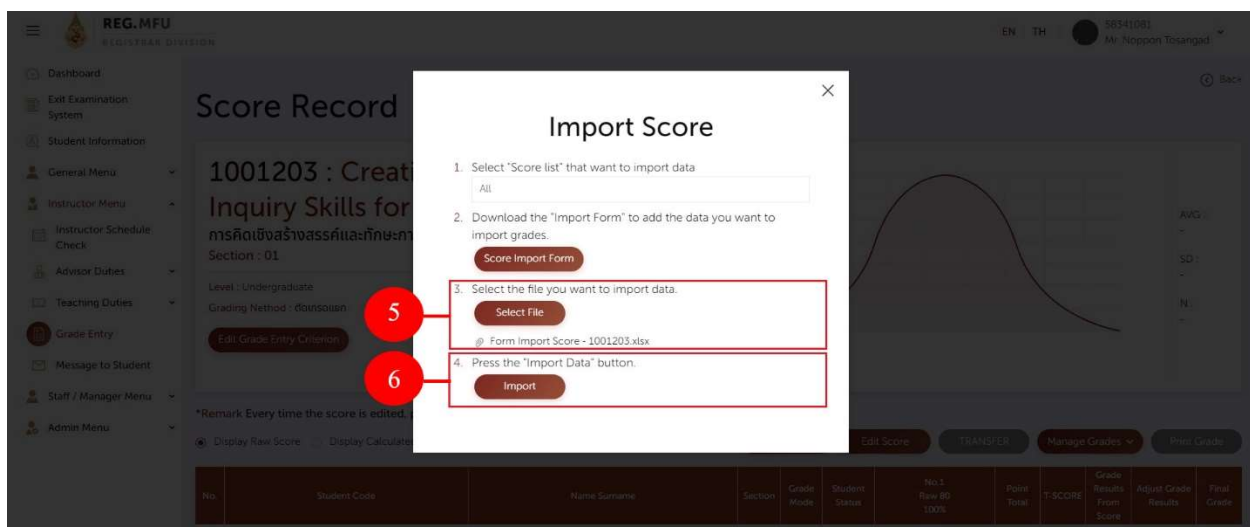- Number 3 Download "Data Import Form"

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.

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

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
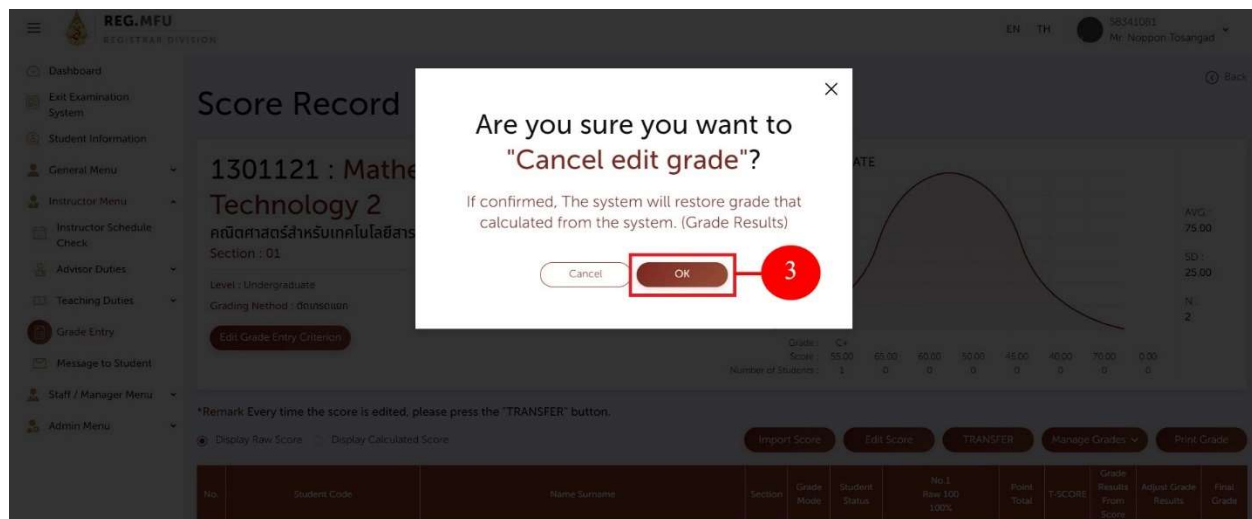

Image of Undoing all grade corrections

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

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

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

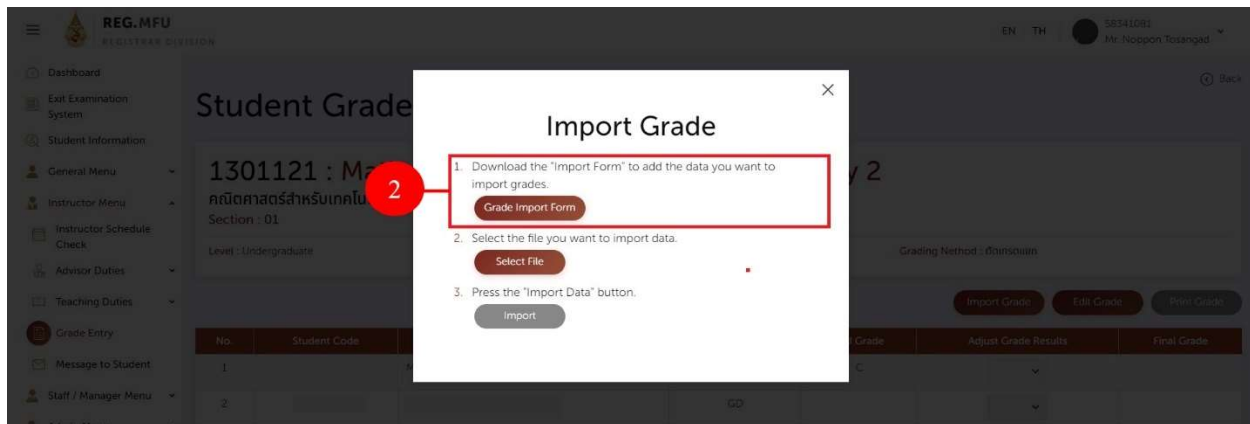*Image of Individual grade recording*

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.
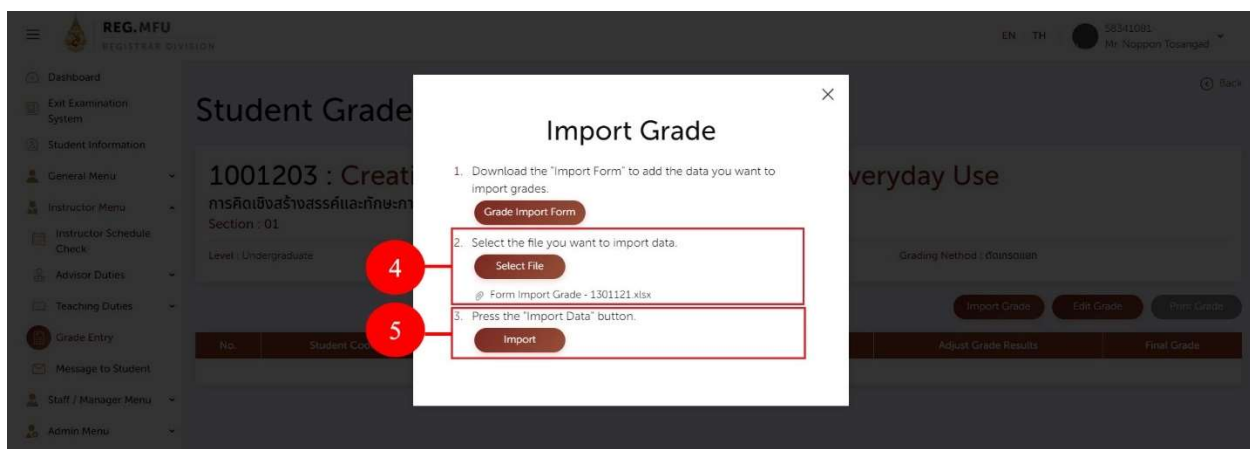
3.1.2 Import Grade

Image of Import Grade

Import Grade Image

Steps

● Number 1 Press the "Import Grades" button

● Number 2 Data import form download

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

Image of Print Grade

Step

☐ Number 1 Press the "Print Grade Notification" button