


Student Grade Management

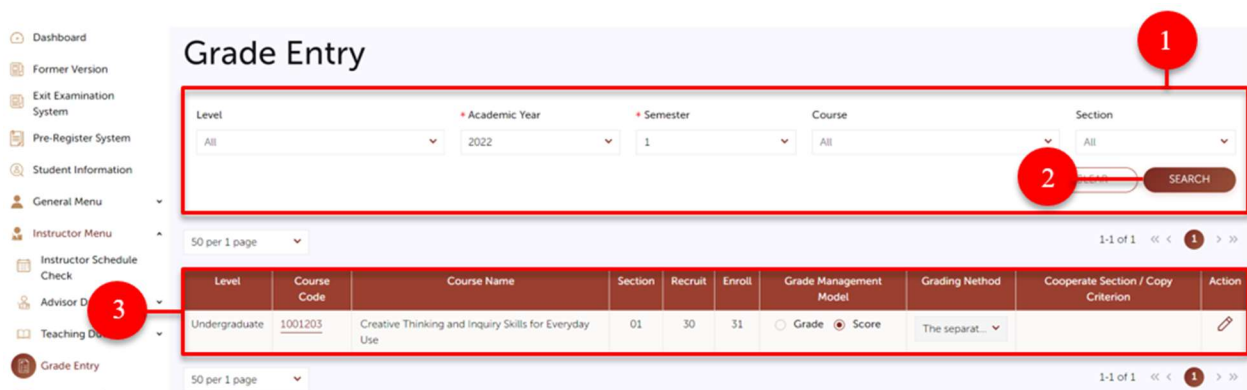
This function is for manage student grades in score or grades and print grade statements.

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. On the left is a sidebar menu with items like Dashboard, Former Version, Exit Examination System, Pre-Register System, Student Information, General Menu, Instructor Menu, Instructor Schedule Check, Advisor D, Teaching D, and Grade Entry. The main area has a search bar with filters for Level (All), Academic Year (2022), Semester (1), Course (All), and Section (All). A red box highlights the search filters, with a red circle '1' pointing to the search bar and a red circle '2' pointing to the 'SEARCH' button. Below the search bar 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 circle '3' points to the 'Advisor D' menu item. The table shows one row for 'Undergraduate' with course code '1001203' and course name 'Creative Thinking and Inquiry Skills for Everyday Use'.


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 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 Managrmnt Model” and “Grading Method”

The screenshot shows 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 are 'CLEAR' and 'SEARCH' buttons. A table lists courses with columns: Level, Course Code, Course Name, Section, Recruit, and Enroll. The first row shows 'Undergraduate', '1001203', 'Creative Thinking and inquiry Skills for Everyday Use', '01', '30', and '31'. To the right of the table are three columns: 'Grade Management Model' (with radio buttons for 'Grade' and 'Score'), 'Grading Method' (with a dropdown menu), and 'Cooperate Section / Copy Criterion' (with a dropdown menu). Three red circles with numbers 1, 2, and 3 are placed above these three columns respectively. The 'Grade Management Model' column is highlighted with a red box. The 'Grading Method' column is highlighted with a red box. The 'Cooperate Section / Copy Criterion' column is highlighted with a red box. The 'Action' column has an edit icon. The bottom of the interface shows '50 per 1 page' and '1-1 of 1'.

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

Grade Entry

Level: All, Academic Year: 2022, Semester: 1, 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	1001203	Creative Thinking and Inquiry Skills for Everyday Use	01	30	31	<input type="radio"/> Grade <input checked="" type="radio"/> Score	The separat...		

50 per 1 page 1-1 of 1

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

The screenshot shows a web application interface for setting a grading format. On the left is a sidebar menu with options like Dashboard, Former Version, Exit Examination System, Pre-Register System, Student Information, General Menu, Instructor Menu, Instructor Schedule Check, Advisor Duties, Teaching Duties, Grade Entry, Message to Student, Staff / Manager Menu, and Admin Menu. The main content area is titled 'Determine How to Grade' and lists three options: Criterion-referenced grading, Norm-referenced grading, and Copying criteria. Below this is the 'Set a Grading Format' section. It contains a dropdown for 'Grade Format' (set to 'A, B+, B, C+, C, D+, D, F'), two dropdowns for 'Lowest Grade' (set to 'F') and 'Highest Grade' (set to 'A'), and three radio buttons for grading methods: 'FIX-Rate' (selected), 'T-Score', and 'MEAN-SD'. To the right of these options is a table showing the mapping of grades to FIX-RATE, T-SCORE, and MEAN-SD values. A 'SAVE' button is located at the bottom right of the form area. Red circles with numbers 1 through 4 highlight specific elements: 1 points to the 'Grade Format' dropdown, 2 points to the 'FIX-Rate' radio button, 3 points to the 'SAVE' button, and 4 points to the 'FIX-RATE' column header in the table.

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

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



No.	List Name	Point	Display Status	Raw Score	Percent	Responsible Instructor	Action
1		0.00	Not show	0.00	0.00	Mr. Noppon Tosangad	<input checked="" type="checkbox"/> <input type="checkbox"/>
Grand Total		0.00		0.00	0.00		

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

Next

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	Student	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

Staff / Manager Menu

Admin Menu

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

☒ Display Raw Score ☐ Display Calculated Score

1 Edit Score TRANSFER Manage Grades Print Grade

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

Admin Menu

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

☒ Display Raw Score ☐ Display Calculated Score

2 3 Save Cancelled

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

Advisor Duties

Teaching Duties

Grade Entry

Message to Student

Staff / Manager Menu

Admin Menu

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

☒ Display Raw Score ☐ Display Calculated Score

Import Score 4 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 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

Score Record

1001203 : C Inquiry Skills for การคิดเชิงสร้างสรรค์และ Section : 01

Level : Undergraduate Grading Method : downstream

Edit Grade Entry Criterion

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

Display Raw Score Display Calculated Score

2 3

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

Import score Edit Score TRANSFER Manage Grades Print Grade

No. Student Code Name Surname Section Grade Mode Student Status No.1 Raw 60 100% 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"

H4	Please do not edit !					
		B	C	D	E	F
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					
5						
6						
7						
8						
9						
10						
11						
12						
13	Please do not edit !					
14	IMPORT_SCORE 1001203					

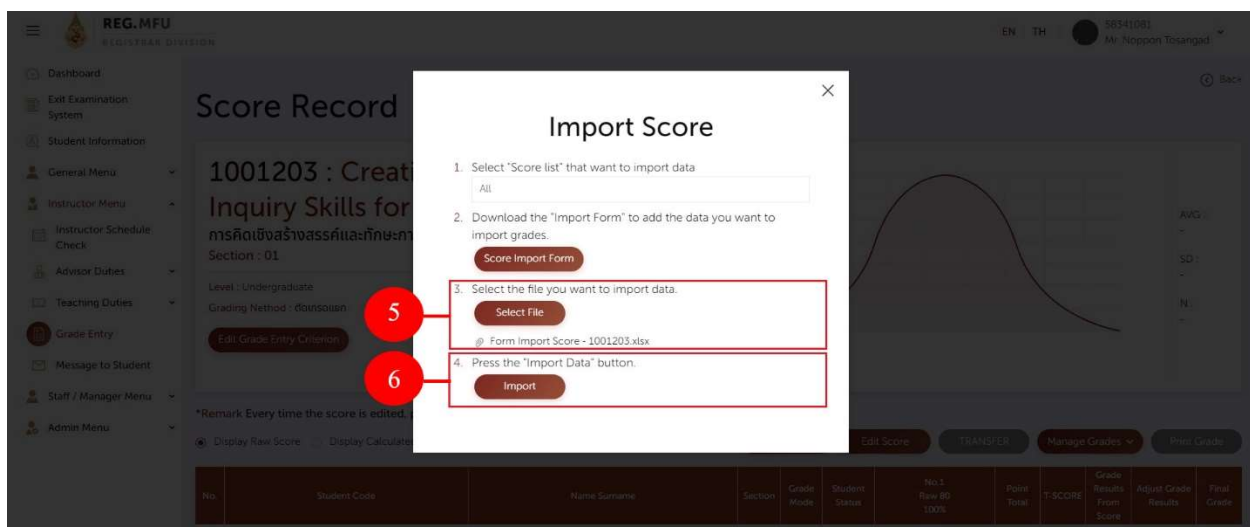


Image of Import Score

- 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.

Exit Examination System
Student Information
General Menu
Instructor Menu
Instructor Schedule Check
Advisor Duties
Teaching Duties
Grade Entry
Message to Student
Staff / Manager Menu
Admin Menu

Score Record

1001127 : Psychology in Daily Life

จิตวิทยาในชีวิตประจำวัน

Section : 01

Level : Undergraduate Academic Year : 2/2021

Grading Method : ดัชนีส่วนเบี่ยงเบนมาตรฐาน Section : All

Edit Grade Entry Criterion

Grading Style : FIX-RATE

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

*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 sidebar with 'Staff / Manager Menu' and 'Admin Menu', and a main area with a table of student grades. The table columns are: 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, and Final Grade. The process involves clicking 'Manage Grades', selecting 'Edit Grade', editing the grade in the 'Adjust Grade Results' column, and finally clicking 'Save'.

Score : 0.00
Number of Students : 0

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

Display Raw Score Display Calculated Score

Import Score Edit Score Manage Grades Print Grade

1

2

3

4

Save Cancelled

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
1			I	GD	Student Current					A	
2			I	GD	Student Current				C+	B	

Score : 0.00
Number of Students : 0

*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 80 100%	Point Total	T.SCORE	Grade Results From Score	Adjust Grade Results	Final Grade
1			I	GD	Student Current				Manual	C	
2			I	GD	Student Current				C+		

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

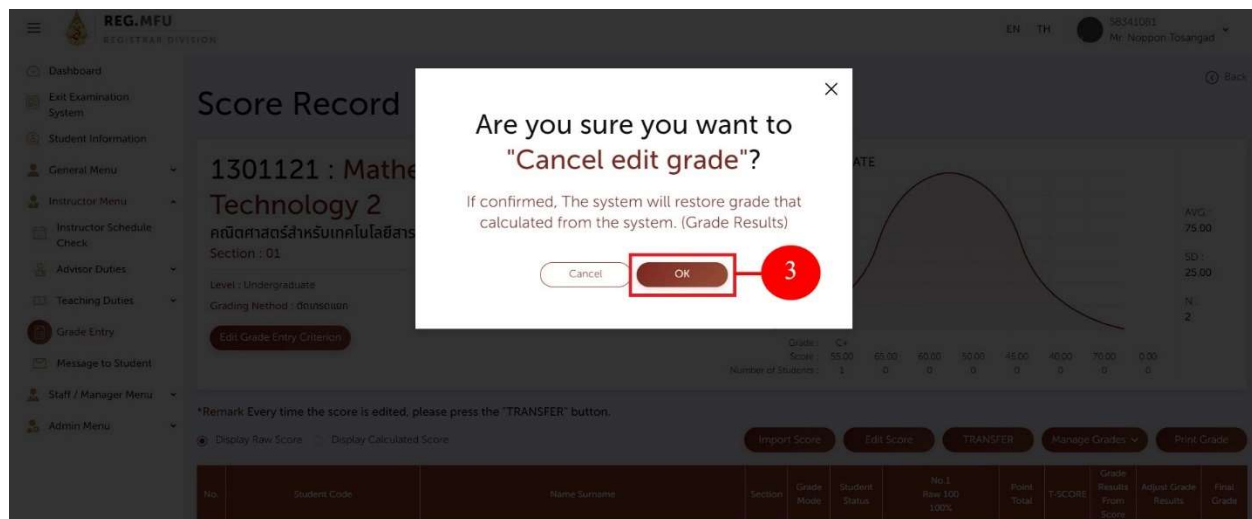


Image of undoing all grade corrections

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 : กรอบคะแนน

Grading Style : FIX-RATE

Score : 55.00
Number of Students : 1

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

60.00 50.00 45.00 40.00 30.00 20.00 10.00 0.00

AVG : 75.00
SD : 25.00
N : 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

The screenshot displays the 'Grade Entry' interface. On the left is a sidebar menu with options: Dashboard, Exit Examination System, Student Information, General Menu, Instructor Menu, Instructor Schedule Check, Advisor Duties, Teaching Duties, Grade Entry (selected), Message to Student, and Staff / Manager Menu. The main area has a title 'Grade Entry' and a filter section with dropdowns for Level (All), Academic Year (2021), Semester (3), Course (All), and Section (All). Below the filters are 'CLEAR' and 'SEARCH' buttons. A table lists course records with columns: Level, Course Code, Course Name, Section, Recruit, Enroll, Grade Management Model, Grading Method, Cooperate Section / Copy Criterion, and Action. The first row shows 'Undergraduate', '1301121', 'Mathematics for Information Technology 2', '01', '2', '2', 'Grade' (selected), 'downsown', and an edit icon. The 'Grade Management Model' and 'Grading Method' columns are highlighted with red boxes. Pagination shows '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	downsown		

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 image shows two screenshots of the 'Student Grade Management' interface. The left screenshot shows the 'Edit Grade' button highlighted with a red circle and the number 1. The right screenshot shows the 'Save' button highlighted with a red circle and the number 3, and the 'Adjust Grade Results' column highlighted with a red circle and the number 2.

Student Grade Management

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

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

Import Grade Edit Grade Print Grade

No.	Student Code	Student Name	Grade Mode	Old Grade	Adjust Grade Results	Final Grade
1			GD	C		

Student Grade Management

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

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

Save Cancelled

No.	Student Code	Student Name	Grade Mode	Old Grade	Adjust Grade Results	Final Grade
1			GD	C		

Image of Individual grade recording

Steps

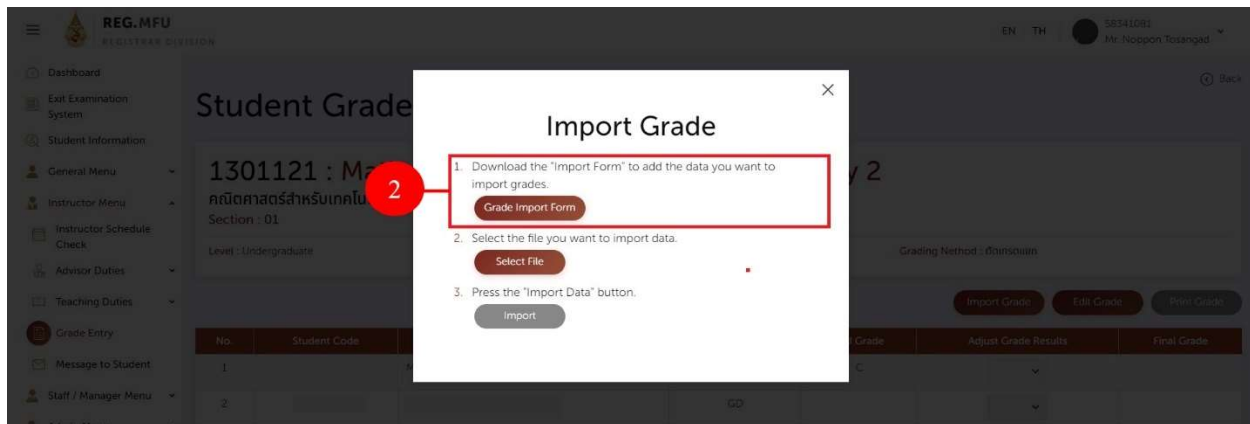
- Number 1 Press the "Edit Grade" button.
- Number 2 Add or edit grades
- Number 3 Press the "Save" button.

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

3.1.2 Import Grade



Image of Import Grade



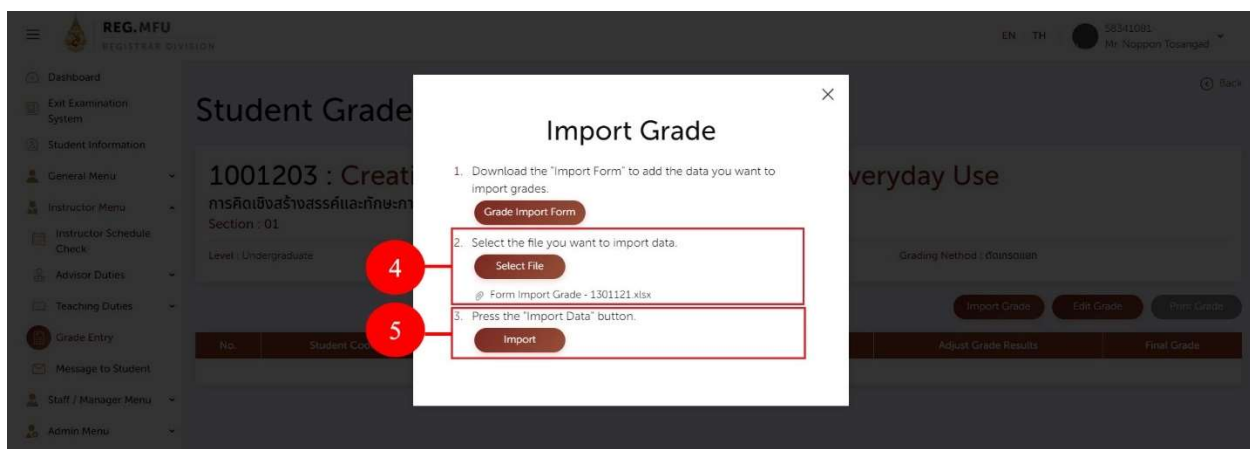
Import Grade Image

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

Student Grade Management

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

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

Import Grade Edit Grade **Print Grade**

No.	Student Code	Student Name	Grade Mode	Old Grade	Adjust Grade Results	Final Grade
1			GD	C	C+ ▼	

Image of Print Grade

Step

- ☐ Number 1 Press the “Print Grade Notification” button