

- 一、系統登錄路徑：教務處網頁\教務資訊系統\教務資訊系統-註冊\成績相關\「教師成績登錄系統」，以教務處註冊組提供之帳號、密碼(以 e-mail 通知)及網頁自動產生的「驗證碼」依序登入系統，登錄後教師可自行更改密碼；教師欲於國外上網登錄系統時，電腦需設有中文作業平台且可連接本校中文網頁，方可上網輸入。
- 二、系統開放期間：**114 年 6 月 9 日(週一)起至 6 月 29 日(週日)止。**
- 三、**畢業生成績輸入期限：當學生姓名欄標註為淺綠色者，為本學期擬畢業生，請盡量於期末考結束後十日內優先登錄，以利應屆畢業生辦理離校手續並盡速取得畢業證書。**
- 四、**成績登錄流程：**
 - (一)點選課程名稱後，按「取出(Get)」後即可直接登錄成績，若學生為休學、退學、逕升博士班、申請復學及停修(W)者，則系統不會讓教師輸入成績；若學生非上述學籍狀態者，請授課教師務必評定成績，不要空白；系統中有 Excel 檔案匯入成績的功能(務必是*.xlsx 檔案)，請多加利用；另系統設有「同意公告暫存成績讓學生查詢」功能(系統預設選項為「否」)，當教師點選「是」及「儲存是否公告」功能鍵後，學生能於教師上傳成績結束前(6 月 29 日)，在教務處首頁\教務資訊系統-註冊\成績相關\「教師成績公告及查詢系統」中即時找到自己成績。
 - (二)本系統成績可用「百分制」/「等第制」/「SUI」輸入，輸入成績後系統將自動儲存成績：
 - 1.百分制成績：請務必輸入整數成績，系統會自動轉換為等第制成績。
 - 2.等第制成績：可自行人工登錄 ABC 成績或在等第欄位按滑鼠左鍵之小鍵盤功能輸入成績。
 - 3.SUI 成績：須先經各系、所、學位學程的課程委員會通過，方能設定為 SUI 方式登錄成績。
 - (三)本系統點選科目後會出現選課學生資料及相片，教師可依個人習慣自行點選「學號」或「系所」排序功能，另教師若停止操作 15 分鐘時系統將自動離線。
 - (四)教師輸入成績後點選「submit 成績」鍵並確定學生名單及成績無誤後，再按下「確認」鍵即可上傳成績，學生成績欄位會自動變為淡藍色，系統將鎖定成績不得再修改。
 - (五)上傳成績後，若需要印出書面檔案留存，可點選「下載 PDF 檔列印」鍵自行列印；若需要另存檔案時，亦可自行點選「匯出 EXCEL」鍵存檔。
- 五、共同開課之成績登錄：屬同一科目代碼的共同開課所有教師都能自行輸入該班學生成績，但同一位學生成績若經一位教師輸入後，系統將自動鎖定，即不能再由其他教師修改其成績。
- 六、未完成成績之補送：若以「I」(Incomplete 未完成)方式評定成績或學生申請考試假獲准者，請教師至遲於下學期開學前(114/9/8)將「補考成績登錄表」(教務處首頁\表單下載)，填妥 ABC 等第成績並簽章後，補交註冊組代為輸入，若學生在本系統關閉前補考完畢，教師可於系統中自由登分。
- 七、更改成績作業提醒：本校「教師繳交及更正成績實施辦法」的相關說明及表單等，請參閱 <https://aa.ndhu.edu.tw/p/406-1004-15284,r5146.php>。
- 八、**註冊組小提醒：**
 - 1、本校成績計算之核算方法，研究生經評定為 B-(含)以上、學士班學生經評定為 C-(含)以上者，即為及格，惟若經評定為 E(<50 分)者，其積分(GP 值)即為 0，影響學期平均甚巨。
 - 2、教師登錄密碼係每學期隨機產生，請教師切勿將密碼告訴他人或將成績交由他人代為輸入。
 - 3、學生成績之評定請盡量常態分配，建議評定「A+、A、A-」者不超過班級人數 30%、評定「B、B+、B-」者不超過班級人數 60%為原則。

教務處註冊組敬啟
03-8906113-6116

The Faculty Grade Entry Guidelines(113-2)

1. The directly access of "The Faculty Grade Entry System" via the following URL:
http://sys.ndhu.edu.tw/AA/REG/score_mnger/login.aspx . Log in using the account and password provided by the Registration Division (sent via email), along with the auto-generated CAPTCHA code. After logging in, teachers may change their password. If a teacher wishes to access the system from abroad, the computer must support a Chinese operating platform and be able to connect to the university's Chinese website in order to input grades online.
2. The grade entry period for the 113-2 semester will be open from June 9 to June 29, 2025.
3. Students whose names are highlighted in light green are expected to graduate this semester. Please prioritize entering their grades within ten days after the final exams to facilitate their school leaving and diploma receiving procedures as soon as possible.
4. Grade Submission Procedure:
 - (1) After selecting the course name, click "Get" to begin entering grades. Please make sure to assign grades for all currently enrolled students; do not leave the grade field blank. The system will automatically exclude students who are deferred, withdrawn, directly admitted to a PhD program, applying for reinstatement, or have withdrawn from the course (W), so no grade input is required for them. The system also supports importing grades via an Excel file (*.xlsx format only); please make good use of this feature. Additionally, there is an option to allow students to view their temporary grades: "Consent to Announce Temporary Grades for Student Viewing" (default is set to "No"). If the instructor selects "Yes" and clicks "Save Announcement Preference", students will be able to view their grades in real time before the submission deadline (June 29th, 2025.) accessible through "The Teacher Grade Announcement and Query System".
(<https://web.ndhu.edu.tw/searchscore/login.aspx>)
 - (2) Grades in this system can be entered using the Percentage Scale, Letter Grade Scale, or S/U/I (Satisfactory/Unsatisfactory/Incomplete) Scale, and the system will automatically save the grades once entered:
 - a. Percentage Grades: Only whole numbers are allowed. The system will automatically convert them into letter grades.
 - b. Letter Grades: You may manually enter ABC letter grades or use the on-screen keypad by left-clicking in the grade field.
 - c. S/U/I Grades: This grading method must be approved in advance by the curriculum committee of the respective department, institute, or degree program before it can be applied in the system.
 - (3) After selecting a course in the system, the enrolled students' information and photos will be displayed. Instructors may sort the list by "Student ID" or "Department" according to their preference. Please note that if there is no activity for 15 minutes, the system will automatically log out.
 - (4) After entering the grades, instructors must click the "Submit Grades" button. Once the student list and grades have been verified for accuracy, click the "Confirm" button to upload the grades. After submission, the students' grade fields will automatically change to light blue, and the system will lock the grades, making further modifications impossible.
 - (5) After uploading the grades, if a printed copy is needed for record-keeping, click the "Download PDF for Printing" button to print the file. If you need to save the file in another format, you can also click the "Export to Excel" button to save the file.
5. For courses with the same course code that are jointly taught, all instructors are able to enter grades for the students in that class. However, once a grade has been entered by one instructor for a particular

- student, the system will automatically lock that grade, and it cannot be modified by other instructors.
6. Submission of Incomplete Grades: If a grade is assigned as "I" (Incomplete) or if a student has been granted an exam leave, instructors must submit the "Makeup Exam Grade Submission Form" (<https://aa.ndhu.edu.tw/p/406-1004-196599,r1067.php>) no later than before the start of the next semester (by September 8, 2025). The form should be completed with ABC letter grades and signed. It must then be submitted to the Registration Division for input. If the student completes the makeup exam before the system closes, the instructor may directly enter the grade in the system.
 7. Reminder for Grade Modification: For details on the university's "Teacher Grade Submission and Correction Guidelines", as well as related forms, please refer to this link(<https://aa.ndhu.edu.tw/p/406-1004-15284,r5146.php>).
 8. Registration Division Reminder:
 - (1) The grading method at our school: Graduate students who are assessed as B- (inclusive) or above, and undergraduate students who are assessed as C- (inclusive) or above, are considered to have passed. However, if a student is assessed as E (<50), their grade points (GP value) will be 0, which significantly impacts their semester average.
 - (2) Teacher login passwords are randomly generated each semester. Teachers are advised not to share their passwords with others or delegate grade input to someone else.
 - (3) When grading students, please aim for a normal distribution. It is recommended that the percentage of students receiving 「A+, A, A-」 not exceed 30% of the class size, and the percentage of students receiving 「B, B+, B-」 not exceed 60% of the class size.

Wishing you a wonderful summer vacation!

Sincerely,

Registration Division, Office of Academic Affairs

June 2nd, 2025.