

# 文 藻 外 語 大 學

## 成績輸入系統操作手冊

### Manual for the Grade-entering System



教務處註冊組

Registration Section Office of Academic Affairs

中華民國 102 年 8 月 August 2013

聯絡電話：07-3426031 分機 2111-2114

Contact number: 07-3426031 ext. 2111-2114

(一) 下載成績輸入軟體至桌面 Download the grade-entering program onto the desktop.



**認識文藻**

**校園資訊**

**學術單位**

**行政單位**

**招生資訊**

**教育部專區**

**對外服務單位**

**教學卓越網**

**學術期刊及學報**

**改大專區**

**HEADLINE NEWS**

**1** 語初戀營 新生挑戰全說英語

大學連續舉辦11年的「四技新生英語初戀營」於本週登場，來自全國各地的一千二百名四技新生分兩梯次參加。文藻外大為了讓今年的四技新生熟悉校園...[\(READ MORE\)](#)

文藻改名外語大學 8月1日正式揭牌

全國第一所外語大學於8月1日正式揭牌！文藻甫於今年6月區選教育部審核通過，改名「文藻外語大學」，並於8月1日

**ANNOUNCEMENT**

探賈公告 | 推廣教育招生訊息 | 歐亞企業經營與經濟發展國際研討會

招生及檢定考試 | 課程資訊 | 學術活動 | 一般活動 | 徵才訊息 | 緊急通知 |

- 研究發展處 推廣教育中心誠徵服務義工(專案班級簽到表管理人員) 2013-08-12
- 研究發展處 <市民學苑經費補助班>英、日、德語只要\$2600喔! 9/4起陸續開課 <基礎商業日語表達能力班>職訓局補助在職勞工80%學費 2013-08-12
- 研究發展處 【志工招募】Need U 歐盟園區志工隊需要熱血的你!! 2013-08-12
- 教務處 102年10月13日大學英檢考試公告 2013-08-12
- 教師發展中心 2013/08/21-08/22美和科技大學舉辦「教育部102年度數位學習跨校... 2013-08-12

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**改大專區**

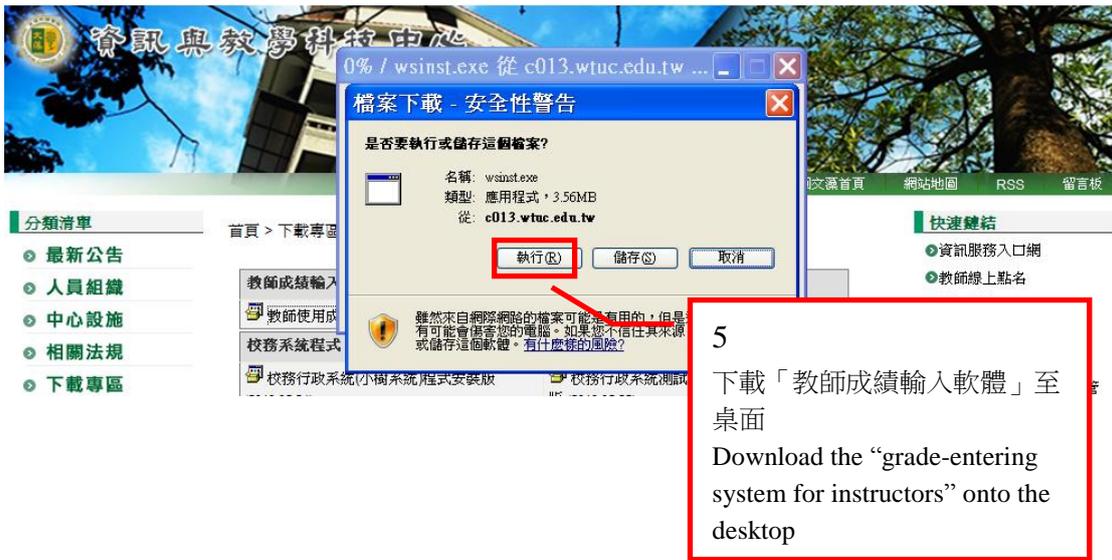
**國際交流專區**

首頁 > 行政單位

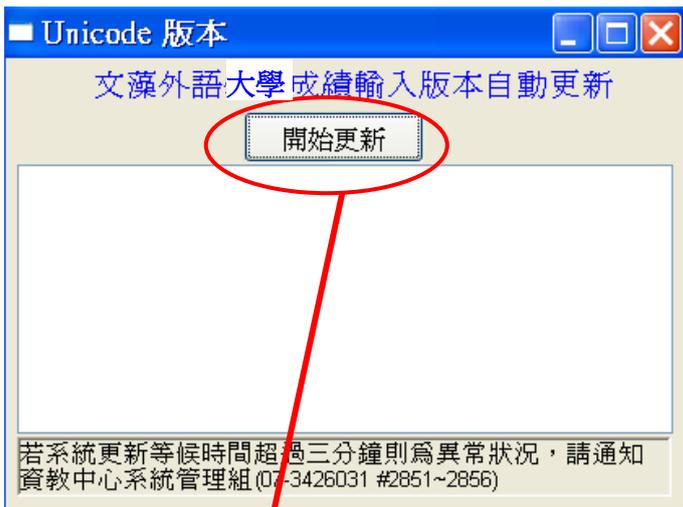
圖片模式 純文字模式

**行政單位**

**2** 工作交流中心



(二) 登入畫面 login screen



※登入畫面前請務必按「開始更新」鈕，以自動更新版本。

Before logging in, make sure to click on the “start update” button to begin the automatic update process.



※ 輸入教師代號及密碼後按〔登入〕鈕

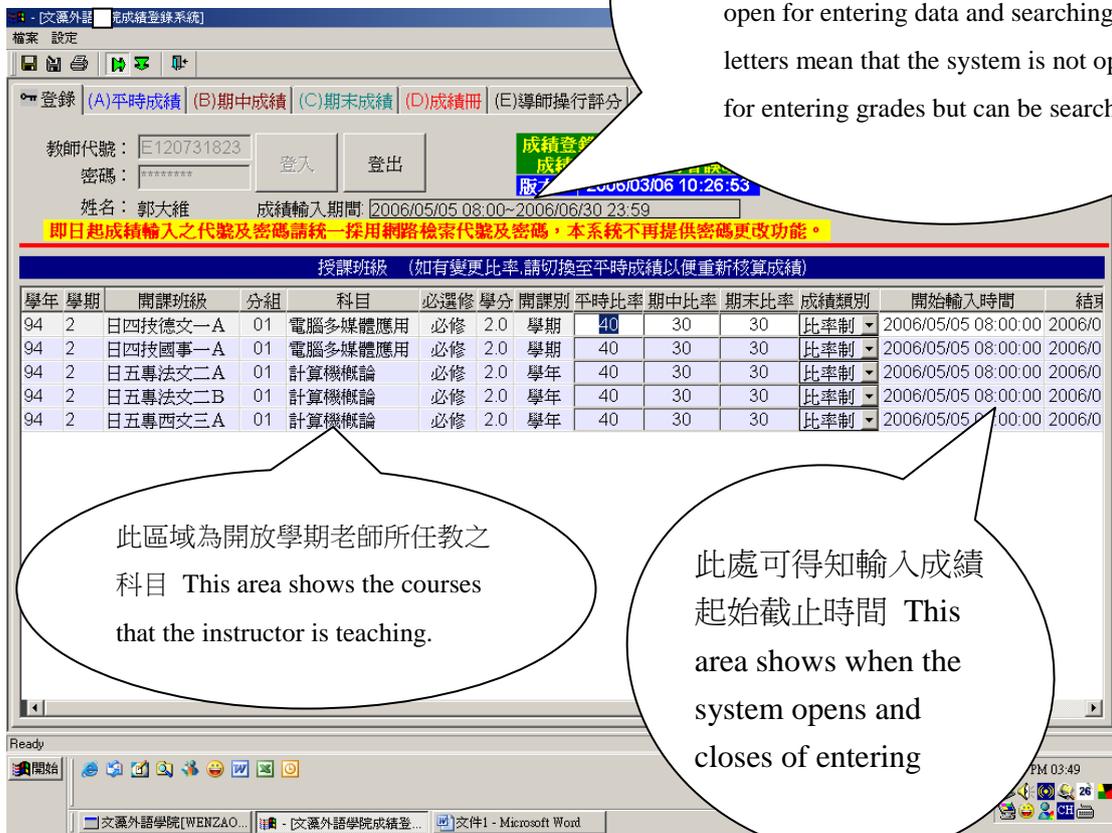
After entering your instructor ID and password, click on the “log in” button.

※【教師代號及密碼與登錄資訊服務入口網之帳號密碼相同，如忘記密碼請至資訊服務入口網登錄畫面查詢】

(Your instructor ID and password are the same as the ones you use to access the school’s information system. If you have forgotten your password, please go to the login page of the college’s information system to find out.)

(三) 授課科目 Courses you are teaching

黑色字體表示已開放登錄並可查詢  
 紅色字體表示未開放登錄但可查詢  
 Black letters mean that the system is open for entering data and searching. Red letters mean that the system is not open for entering grades but can be searched.



此區域為開放學期老師所任教之科目 This area shows the courses that the instructor is teaching.

此處可得知輸入成績起始截止時間 This area shows when the system opens and closes of entering

- ※ 成績輸入前請務必檢查平時比率、期中比率及期末比率是否正確，修正後再輸入成績。

Before entering grades, please make sure that the percentage assigned to each grade is correct. Enter grades only after adjusting the percentages.

**專科部一年級至三年級** 1<sup>st</sup> to 3<sup>rd</sup> grades of junior college

- ※ 外國語文科目平時比率、期中比率及期末比率為 50%、25% 及 25%。

For foreign language courses, the percentages for quizzes, mid-term and final exam are 50%, 25% and 25% respectively.

- ※ 本國語文科目平時比率、期中比率及期末比率為 40%、30% 及 30%。

For Chinese language courses, the percentages for quizzes, mid-term and final exam are 40%, 30% and 30% respectively.

- ※ 欲更改比率者請先至學校網頁-行政單位-務處註冊組-表格下載「文藻外語大學教師更改成績比例申請表」 If you wish to change the percentages, please first complete the Wenzao Ursuline College Grade Percentage Change Application Form that can be found at the Wenzao home page -> administrative unit -> download forms.

**大學部及專科部四、五年級** college and 4<sup>th</sup> and 5<sup>th</sup> grades of junior college

- ※ 由任課老師依據自訂之課程綱要設定之比率設定。

Percentages are set by the instructor and stated in the course syllabus.

- ※ **課程採合格制者（如：服務課程），請向註冊組/教務組申請修正**

For standardized courses such as service courses, request changes at the Registration Section of the Office of Academic Affairs.

- ※ 點選要評分的科目並選擇進入(A)平時成績(B)期中成績(C)期末成績(D)成績冊頁面操作。

Select the course and proceed to enter grades for (A)quizzes, (B)mid-term, (C)final (D)Report of grades

- ※ 如有操行成績登錄則可以選擇(E)導師操行評分(F)系教官延修生操行評(G)操行評分表頁面操作（如有操行成績輸入問題，請洽生輔組）

(If you have problems entering grades for conduct, please contact the Office of Student Life.)

#### (四) 平時成績輸入 Entering grades for quizzes

The screenshot shows a software window titled "[文藻外語] 成績登錄系統". It features a menu bar with "檔案" and "設定", and a toolbar with icons for file operations. The main area contains a form with "整學期核算次數: 2" and a "重新計算" button. Below is a table with columns for student ID, name, course, and multiple quiz scores. Callouts provide instructions: "直式輸入 enter grades vertically" points to the table rows; "橫式輸入 enter grades horizontally" points to the columns; "成績輸入後可按存檔 Once grades are entered, you can save the file." points to the toolbar; "按滑鼠左鍵往右移可分割畫面 The screen can be split by clicking the left mouse button and dragging to the right." points to the window border; "期中考前核算次數 Number of quizzes before the mid-term." points to the "2" in the form; and "整學期核算次數 Total number of quizzes." points to the "重新計算" button.

序	學號	姓名	課程	平時(一)	平時(二)	平時(三)	(09)	(10)	(11)	(12)
1	8910002	傅郁雯	日五專英文三A	86.00	00.00	39.25	89.0	68.0		
2	8910013	陳彩衣	日五專英文三A	86.00	00.00	40.00	78.0	82.0		
3	8910015	黃巧玲	日五專英文三A	86.00	00.00	43.00	86.0	86.0		
4	8910016	郭淑芬	日五專英文三A	94.50	00.00	00.00	89.0	100.0		
5	8910018	陳淑芬	日五專英文三A	87.00	00.00	00.00	89.0	88.0		
6	8910019	陳淑芬	日五專英文三A	86.00	00.00	00.00	89.0	88.0		
19	8810024	林純君	日五專英文三A	86.00	00.00	00.00	89.0	88.0		
20	870043	施君霖	日五專英文三A	86.00	00.00	00.00	89.0	88.0		
21	8910073	柯利姿	日五專英文三B	86.00	00.00	00.00	89.0	88.0		
22	8910074	林家慧	日五專英文三B	86.00	00.00	00.00	89.0	88.0		

※ 鍵入次數 (依所需輸入次數) → 按 [ 重新計算 ] 鈕

Enter the number of times that grades need to be entered and click on the “recalculate” button.

※ 依照(01),(02).....輸入成績，目前只有日五專一、二、三年級分兩段評分。如果期中考成績傳送後期中考前核算之成績則無法更正。

Enter grades into the appropriate columns. At this moment, only the first three years of junior college are evaluated twice every semester. Once the mid-term grades are submitted, grades for quizzes before the mid-term cannot be changed.

※ 整學期核算次數如有更改，成績輸入欄自動會依照增加次數展開。

If the number of quizzes per semester changes, the number of columns for grades will automatically increase accordingly.

※ 核算次數如有更改，請按【重新計算】並存檔。

If the number of calculations change, please click on “recalculate” and then save the file.

(五) 期中考成績輸入 Entering mid-term exam grades

The screenshot shows a software window titled "[文藻外語] 成績登錄系統". It has a menu bar with "檔案" and "設定". Below the menu bar are tabs for "(A)平時成績", "(B)期中成績", "(C)期末成績", "(D)成績冊", "(E)導師操作評分", and "(G)操作評分表". The main area displays a table for "日五專英文三年級-英語聽力與會話". The table has columns for "序", "學號", "姓名", "班級", "平時(一)", "平時(二)", "估學期", "期中", "估學期", and "期末應考". A callout bubble points to the "期中" column, stating: "期中成績輸入區 location for entering mid-term grades". Another callout bubble points to the "傳送註冊組" button, stating: "成績確認無誤後，請務必按傳送鈕 After making sure that the grades are accurate, please click on the 'submit' button." A third callout bubble points to the "保存" button, stating: "期中成績輸入後可按存檔 After entering mid-term exam grades, you can save the file." The taskbar at the bottom shows the system time as 下午 10:27.

※要傳送註冊組請按〔傳送註冊組〕，成績經傳送註冊組後便無法修改。  
按傳送後會依續出現下列3種對話盒，請依實際狀況回答。

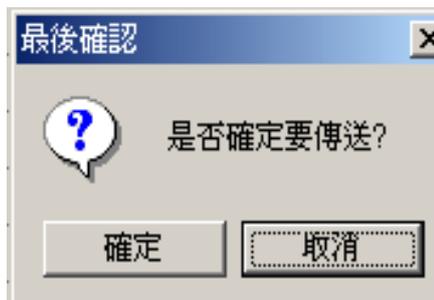
To submit grades, please click on "send to Registration Section." Once the grades are submitted, they cannot be changed.

After submitting the grades, the following three dialog boxes will appear. Please answer the questions accordingly.

A. After submitting the mid-term grades, changes can only be made through the Registration Section. Are you sure you want to send? Yes/ Cancel



B. Are you sure you want to send? Yes/Cancel



C. The mid-term grades were successfully sent to the Registration Section. Please print the grades report, sign it and deliver it to the Registration Section



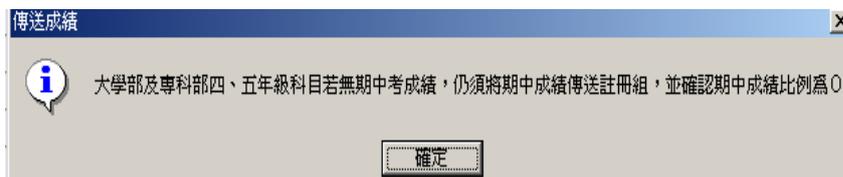
### (六) 期末考成績輸入 Entering final exam grades

序	姓名	學系	期中考成績	期末成績	佔學期	學期成績	名次
1	傅郁雯	日五專		0	25%	61.00	0
2	傅彩衣	日五專		0	0	61.00	0
3	符翎	日五專		0	0	63.00	0
4	符君	日五專		0	0	71.00	0
5	891001	日五專		0	0	65.00	0
6	891002	日五專		25	0	65.00	0
7	891003	日五專		25	0	64.00	0
8	891004	日五專		25	0	55.00	0
9	891005	日五專		20.50	0	62.00	0
10	891006	日五專		81.0	20.25	65.00	0
11	891007	日五專		83.50	0	77.0	19.25
12	891008	日五專		83.00	0	41.50	88.0
13	891009	日五專		81.50	0	40.75	86.0
14	891010	日五專		83.50	0	41.75	86.0
15	891011	日五專		80.00	0	40.00	86.0
16	891012	日五專		62.50	0	31.25	86.0
17	891013	日五專		81.50	0	40.75	86.0
18	891014	日五專		87.00	0	43.50	86.0
19	8910024 林純君	日五專英文三A		94.00	0	47.00	90.0
20	870043 施君霖	日五專英文三A		85.00	0	42.50	92.0
21	8910073 柯利姿	日五專英文三B		79.50	0	39.75	78.0
22	8910074 林家萱	日五專英文三B		82.00	0	41.00	83.0

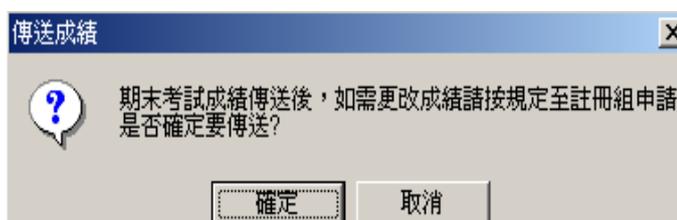
- ※ 要傳送註冊組請按 [ 傳送註冊組 ]，成績經傳送註冊組後便無法修改。  
To submit grades, please click on “send to Registration Section.” Once the grades are submitted, they cannot be changed.
- ※ 傳送期末考成績之前請先將期中考成績傳送註冊組。大學部及專科部四、五年級科目若無期中考成績，仍須將期中考成績傳送註冊組。  
Before sending in grades for the final exam, please send in the grades for the mid-term exam. Even if there are no mid-term grades for college and the fourth and fifth year of junior college, they must still be sent to the Registration Section.
- ※ 按 [ 排名 ] 可依成績進行排名，名次將顯示於名次欄。  
Clicking on “order” will sort the file according to grade. A student’s place in the class will appear in the place column.

按傳送後會依續出現下列 4 種對話盒，請依實際狀況回答

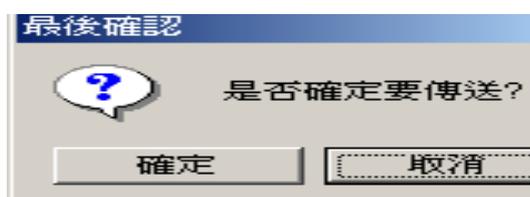
Four dialog boxes appear after sending in the grades. Please answer the questions accordingly.



A. Even if there are no mid-term exam grades for college and the fourth and fifth year of junior college, they need to be sent to the Registration Section. Make sure that the percentage assigned to the mid-term exam is 0.



B. After submitting the final exam grades, changes can only be made through the Registration Section. Are you sure you want to send? Yes/ Cancel



C. Are you sure you want to send? Yes Cancel



D. The final exam grades were successfully sent to the Registration Section. Please print the grades report, sign it and deliver it to the Registration Section.

### (七) 成績冊 Report of grades

按此鈕可列印  
Click on this button  
to print.

學號	姓名	期中	估學期 25%	期末	估學期 25%	學期			
期中成績已傳送									
18911			21.5	.0	.0	61			
28911			21.0	.0	.0	61			
38911			20.3	.0	.0	63			
48911			23.5	.0	.0	71			
58911			21.8	.0	.0	65			
68911			22.3	.0	.0	65			
78911			23.0	.0	.0	64			
88911			45.0	11.3	.0	55			
98911			41.0	82.0	20.5	.0	62		
108911			44.3	81.0	20.3	.0	65		
118911			83.5	0	41.8	77.0	19.3	.0	61
128911			83.0	0	41.5	88.0	22.0	.0	64
138911			81.5	0	40.8	88.0	21.5	.0	62
148911			83.5	0	41.8	87.0	21.8	.0	64
158911			90.0	0	40.0	81.0	20.3	.0	60
168911			62.5	0	31.3	82.0	20.5	.0	52
178911			81.5	0	40.8	72.0	18.0	.0	59
188911			87.0	0	43.5	86.0	21.5	.0	65
198911			94.0	0	47.0	90.0	22.5	.0	70
208701			85.0	0	42.5	92.0	23.0	.0	66
218911			79.5	0	39.8	78.0	19.5	.0	59
228911			82.0	0	41.0	83.0	20.8	.0	62
238911			88.0	0	44.0	86.0	21.5	.0	66
248911			71.5	0	35.8	91.0	22.8	.0	59
258911			90.0	0	45.0	82.0	20.5	.0	66
268911			78.5	0	38.3	75.0	18.8	.0	57

※成績一經傳送即無法更改，故傳送前請務必確認輸入的成績正確性。

Once the grades are sent in, they cannot be changed. Please double-check for accuracy before submitting the grades.

※成績遞送單須於規定期限內列印簽名繳交系上。

A printed copy of the grades must be signed and submitted to the department offices by the due date.

※成績若未傳送，簽核欄將無法辦理顯示，故請務必按傳送鈕，期中、期末成績皆須傳送。

If the grades are not sent in, the signature box does not appear. Therefore, please click on the “send” button to submit the mid-term and final grades.

(七) 列印 printing

選擇列表樹: HP DeskJet 695C  
比率調整: 100%

尺規  預覽  原比率列印

顏色:  黑白  彩色

列印方向:  預設  直印  橫印

雙面列印:  全部  奇數頁  偶數頁

指定範圍:  全部  本頁 (份數: 1)  頁數

範例: 1,3,5-12

正在列印:  取消列印

文藻外語 成績遞送單  
91學年度第1學期 頁次: 1/1  
組別: 01 列印日期: 2002/12/03 22:33:11

學號	姓名	平時(1)	平時(2)	估學期 50%	期中	估學期 25%	期末	估學期 25%	學期
期中成績已傳送		全班平均:		80.7	.0	81.7	.0	.0	60.8
1 891	日五專英文三A	78.5	.0	39.3	86.0	21.5	.0	.0	61
2 891	日五專英文三A	80.0	.0	40.0	84.0	21.0	.0	.0	61
3 891	日五專英文三A	86.0	.0	43.0	81.0	20.3	.0	.0	63
4 891	日五專英文三A	94.5	.0	47.3	94.0	23.5	.0	.0	71
5 891	日五專英文三A	87.0	.0	43.5	87.0	21.8	.0	.0	65
6 891	日五專英文三A	86.0	.0	43.0	89.0	22.3	.0	.0	65
7 891	日五專英文三A	86.0	.0	43.0	85.0	21.3	.0	.0	64
8 891	日五專英文三A	87.0	.0	43.5	45.0	11.3	.0	.0	55
9 891	日五專英文三A	82.0	.0	41.0	82.0	20.5	.0	.0	62
10 891	日五專英文三A	88.5	.0	44.3	81.0	20.3	.0	.0	65
11 891	日五專英文三A	83.5	.0	41.8	77.0	19.3	.0	.0	61
12 891	日五專英文三A	83.0	.0	41.5	88.0	22.0	.0	.0	64
13 891	日五專英文三A	81.5	.0	40.8	86.0	21.5	.0	.0	62
14 891	日五專英文三A	83.5	.0	41.8	87.0	21.8	.0	.0	64
15 891	日五專英文三A	80.0	.0	40.0	81.0	20.3	.0	.0	60
16 891	日五專英文三A	62.5	.0	31.3	82.0	20.5	.0	.0	52
17 891	日五專英文三A	81.5	.0	40.8	72.0	18.0	.0	.0	59
18 891	日五專英文三A	87.0	.0	43.5	86.0	21.5	.0	.0	65
19 891	日五專英文三A	94.0	.0	47.0	90.0	22.5	.0	.0	70
20 870	日五專英文三A	85.0	.0	42.5	92.0	23.0	.0	.0	66
21 891	日五專英文三B	79.5	.0	39.8	78.0	19.5	.0	.0	59
22 891	日五專英文三B	82.0	.0	41.0	83.0	20.8	.0	.0	62
23 891	日五專英文三B	88.0	.0	44.0	86.0	21.5	.0	.0	66
24 891	日五專英文三B	71.5	.0	35.8	91.0	22.8	.0	.0	59
25 891	日五專英文三B	90.0	.0	45.0	82.0	20.5	.0	.0	66
26 891	日五專英文三B	76.5	.0	38.3	75.0	18.8	.0	.0	57
27 891	日五專英文三B	74.5	.0	37.3	82.0	20.5	.0	.0	58

※依照列印設定後，按〔列印〕便可列印出成績單。

After setting the printing preferences, click on “print” and the report of your grades will be printed.

## (八) 另存新檔 Saving as another file

按此鈕可以其他格式存檔 Clicking on this button, allows you to save as a different file.

序	估學期	期中成績	估學期	期末成績	估學期	學期成績	名次			
1	50%		25%	25%						
2	0	39.25	86.0	21.50	.0	0	61.00	0		
3	0	40.00	84.0	21.00	.0	0	61.00	0		
4	0	43.00	81.0	20.25	.0	0	63.00	0		
5	0	47.25	94.0	23.50	.0	0	71.00	0		
6	0		87.0	21.75			65.00	0		
7	0		89.0					0		
8	89	87.00	0	4						
9	89	82.00	0	41.00						
10	89	88.50	0	44.25						
11	89	83.50	0	41.75						
12	89	83.00	0	41.50						
13	89	81.50	0	40.75						
14	89	83.50	0	41.75						
15	89	80.00	0	40.00						
16	89	62.50	0	31.25						
17	89	81.50	0	40.75						
18	89	87.00	0	43.50						
19	88	94.00	0	47.00						
20	87	85.00	0	42.50	92.0			0		
21	89	79.50	0	39.75	78.0	19.50		0		
22	89	82.00	0	41.00	83.0	20.75	.0	0	62.00	0

※ 按另存新檔後，系統會顯示另存新檔畫面，可選擇存檔格式後按〔存檔〕  
After clicking on the “save as” button, the system will present the “save as” screen.  
You can then choose a format and then click on “save.”