

靜宜大學教務處 函

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受文者：本校全體專、兼任教師

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附件：[附件一-成績登錄作業操作說明及注意事項](#)、[附件二-緩送成績申請表及記分單](#)、[附件三-1102 成績平均表](#)

主旨：111 學年度第 1 學期學生成績登錄作業事宜，敬祈 查照。

說明：

一、本學期學生成績登錄期間，敬請教師確實完成，系統開放時間：

自 111 年 12 月 26 日(一)上午 8:00:00 至 112 年 1 月 8 日(日)下午 11:59:59 止。

二、學期成績採線上作業，無需送交紙本，說明如下(詳細操作方式請參閱附件一)：

(一)本學期新增【由玩課雲匯入】之功能：匯入成績後預設在【成績暫存】狀態，需經教師確認該科成績正確無誤後，按「成績確認送出」方完成上傳至學校主機。

(二)【成績暫存】：成績未完全輸入或有待修改資料時，可按「成績暫存」，暫存期間可選擇是否開放「學生查閱」，教師亦可修改成績。惟暫存狀態之成績不予列計實得成績及學分，若遇學生急需該科成績(學分)，請教師酌情提早確認送出成績。

(三)【成績確認送出】：教師如已確認該科成績皆正確無誤，可選擇「成績確認送出」上傳至學校主機，成績經上傳後即無法異動。

(四)**成績登錄截止時系統將關閉成績登錄及異動之功能，處於「成績暫存」狀態之資料將視為正式成績，並由系統自動送校，若在系統關閉前未完成校對而造成日後需異動成績之情形，須依成績更正程序辦理，特請教師留意。**

三、請於規定時間內完成成績輸(匯)入，逾期視同未登錄(遲交)，遲交者須繳交書面成績至綜合業務組人工登錄，並記錄教師逾期繳交成績。

四、【緩送成績】：部份學生因特殊事由諸如校外實習或學習補救等因素，無法於成績登錄截止日前完成，教師得主動向綜合業務組申請緩送成績，惟該班級其餘學生仍應於規定時間內完成上傳。

(一)成績緩送申請表(附件二-1)：請於 112 年 1 月 6 日(五)前送交綜合業務組。

(二)緩送學生之記分單(附件二-2)，請於 112 年 2 月 9 日(四)前送交綜合業務組。

五、【開放學生查詢成績】：為避免學生對成績疑慮，建請教師於輸入整班成績後，可先點選「成績暫存」選項，再設定「開放」學生查詢成績功能。並向學生宣導，成績如有疑義需於教師將該班成績點擊「成績確認送出」前提出，設定方式請參閱附件一。依本校學則第二十八條規定，學期考試試卷及點名記分簿，一律由任課老師保存一年。

六、檢附 110 學年度第 2 學期成績平均表如附件三，敬請卓參。

七、各單位如有外籍教師，敬請秘書轉知相關訊息。

八、成績相關疑問請電洽綜合業務組 11112~11122。

正本：本校全體專、兼任教師

副本：教務處、綜合業務組、校務資訊組、學系(所、學位學程、中心、室)秘書

教務長 

Providence University Office of Academic Affairs Announcement

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To: All full time/parttime faculty

Date: December 6, 2022

Ref. No.: Jing-Jiao-Jung No. 11100083

Attachments:

1. [Instructions and Notes for Grade Entering](#)
2. [Application for Late Submission of Grades and Score Sheet of the Late Submitted Grades](#)
3. [Grade Average Table for 2021-22 2nd Semester](#)

Subject : Grade entering for 2022-23 1st Semester

Descriptions :

1. The grade entering system is open from **8:00:00AM, Monday, December 26, 2022 to 11:59:59PM, Sunday, January 8, 2023**. All faculty members are requested to complete the grade entering before the deadline.
2. The grade submission is processed online only. There is no need to turn in the hardcopy. The instructions are as follows (for detailed operation instructions, please refer to Attachment 1.)
 - (1) A new feature "Import from WOW Cloud" is introduced: After the grades are imported, the default is in the "Temporary Save" state. After the teacher confirms that the results of the subject are correct, click "Send confirmed score" to complete the upload to the University host.
 - (2) **【Temporary Save】** : When the grades are not completely entered or the data awaits to be modified, you can click score "Temporary Save". During this period, the teacher can choose whether to open "Student View" function and continue to modify the grades. However, the temporarily saved scores will not be accounted for in the final grades and credits earned. If the students need the grade (credits) of the subject urgently, the teacher should confirm and send the grades in advance as appropriate.
 - (3) **【Send confirmed score】** : After the teacher confirmed the scores entered, click "Send confirmed score" and upload the data to the University host. Once the scores are uploaded, they cannot be changed any further.
 - (4) **After the score entry deadline, the system will close the functions of score entering and change. The data in the score "Temporary Save" state will be regarded as official and will be automatically sent to the University by the system. ATTENTION! If the proofreading is not completed before the system is closed leading to a "grade change" request later, the teacher must comply with the grade correction procedure.**
3. Please complete the score entering (importing) within the stipulated timeframe. An overdue is considered as not entering (late submission). Those who submit grades late must submit the written scores report to the Div. of R&C for manual entering; this will be entered into the teacher's late submission record.
4. **【Late submission of grades】** : Some students are unable to complete the course before the score entering deadline due to special circumstances, such as off-campus practicum or learning remedial activities, etc. Teachers can take the initiative to apply to the Div. of R&C to postpone the score entering for the subject students, but the score upload for the rest of the students in the class should still be completed within the stipulated timeframe.
 - (1) Application for Late Submission of Grades (Attachment 2-1): Turn in to the Div. of R&C before Friday, January 6, 2023.
 - (2) Score Sheet of the Late Submitted Grades (Attachment 2-2): Turn in to the Div. of R&C before Thursday, February 9, 2023.
5. **【Open for student grade enquiry】** : To clear students' doubt on their grades, teachers are advised to click the "Temporary Save" option after entering the grades of the whole class and then set the "Open" function for students to query their grades. Please inform the students that if there is any doubt about their grades, students should raise their doubt before the teacher clicks "Confirm and send the grade" icon. Please refer to Attachment 1 for the setting methods. According to Article 28 of the *University Academic Regulations*, the Final Exam papers and roll call scorebooks shall be kept by the teacher for one year.
6. Attachment 3 is the Grade Average Table for the 2021-22AY 2nd Semester for your reference.
7. If there are foreign teachers in your unit, the secretaries are requested to forward the relevant information to the foreign faculties.
8. For any questions regarding grades, please contact the Div. of R&C at ext. 11112-11122.

Original: All full time/parttime faculty

Copies: Office of Academic Affairs; Div. of R&C; Div. of Admin. System; Secretaries of all Departments (Institutes, Degree Programs, Centers, Offices)

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