

# 靜宜大學教務處 函

地址：臺中市沙鹿區台灣大道7段200號  
聯絡人：綜合業務組  
聯絡方式：04-26328001 轉 11111~11122  
傳 真：04-26321884

受文者：本校全體專、兼任教師

發文日期：中華民國 115 年 5 月 11 日

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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](#)、[附件三-1141 成績平均表](#)

主旨：114 學年度第 2 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，依「開課班級」系統分別開放時間如下：

(一) **四年級**：自 115/5/25 上午 8:00:00 起，至 5/31 下午 11:59:59 止。

(二) **一~三年級及研究所課程**：自 115/6/8 上午 8:00:00 起，至 6/28 下午 11:59:59 止。

二、成績以「學期總成績」(應含小考、報告及期中、期末等項目綜整計算後之成績)登錄，並採線上作業，共有三種方式請**擇一完成**即可，無需送交紙本，說明如下：

(一) **線上登錄方式**：直接於網頁畫面逐筆登錄成績，確認輸入之成績皆正確無誤後按【成績暫存】或【成績確認送出】。

(二) **下載 EXCEL 檔再匯入方式**：請留意須使用系統匯出之 excel 檔案，且未刪除欄位及未變動格式，方能成功匯入，匯入後請再次檢查成績是否正確無誤，再按【成績暫存】或【成績確認送出】。

(三) **匯入玩課雲成績(玩課雲為外包廠商系統故成績需另匯入本校系統)**：需完成下列 4 個步驟：(1)於玩課雲平台按【送繳最終成績】→ (2)登入 E 校園服務網/成績登錄系統→ (3)點選【玩課雲同步】匯入玩課雲成績→ (4)確認成績正確無誤，按【成績暫存】或【成績確認送出】。

三、「成績暫存」、「成績確認送出」、「開放學生查詢成績」相關說明詳見附件一。

四、成績登錄截止後，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，請教師務必留意。

五、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。

六、**【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)：請依開課年級分別於下列時間前送交：

(1)大四課程：115/5/29(五)前

(2)大一~大三及研究所課程：115/6/25(四)前送交

(二)緩送學生之**記分單**(附件二-2)，請於 115/9/11 (五)前送交綜合業務組。。

七、檢附 114 學年度第 1 學期成績平均表如附件三，敬請卓參。

八、各單位如有外籍教師，敬請秘書轉知相關訊息。

九、成績相關疑問請電洽綜合業務組 11111~11122。

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

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan

Case Officer: Division of Registration and Curriculum

Phone: 886-4-26328001 ext. 11111~11122

**To: All Faculty Members (Fulltime and Part-time)**

Date: May 11, 2026

Ref. No.: Jing-Jiao-Jung-11500032

Attachments: [1. Grade Entry Instructions and Notes](#), [2. Delayed Grade Submission Application Form and Grade Record Sheet](#), [3. 1141 Grade Average Table](#)

**Subject: Final Grade Entry for Students in the 2nd Semester of the 114th Academic Year, For Your Attention and Compliance.**

## Instructions:

- During the student grade entry period this semester, teachers are kindly requested to complete the process. The system will be open at the following times according to the "Classes Offered":
  - Fourth Grade Courses: From 8:00:00 AM on May 25, 2026 to 11:59:59 PM on May 31, 2026.**
  - Year 1-3 and Graduate Courses: From 8:00:00 AM on June 8, 2026 to 11:59:59 PM on June 28, 2026.**
- Grade Type and Submission: Grades should be recorded as the "Semester Final Grade" (which must be an integrated calculation including quizzes, reports, midterm, and final exams, etc.). The submission must be completed online. Please choose one of the following three methods; no hardcopy submission is required. The explanation is as follows:
  - Online Manual Entry:** Directly input grades one by one on the grade entry system screen. After confirming all grades are correct, click [Grade Temporarily Save] or [Grade Confirm and Submit].
  - Download Excel and Re-import:** Please note that you must use the Excel file exported from the system without deleting columns or altering the format to ensure successful import. After importing, please double-check the grades for accuracy before clicking [Grade Temporarily Save] or [Grade Confirm and Submit].
  - Import Grades from WOW Class (Since WOW Class is a third-party vendor system, grades must be separately imported into the school's system).** Please complete the following 4 steps in order; none can be omitted: (1) Click [Submit Final Grade] on the WOW Class. → (2) Log in to the E-Campus / Grade Entry System. → (3) Click [WOW Class Sync] to import grades from WOW Class. → (4) Confirm the grades are correct and click [Grade Temporarily Save] or [Grade Confirm and Submit].
- Regarding "Grade Temporarily Save," "Grade Confirm and Submit," and "Grade Open for Student Inquiry": Please refer to Attachment 1 for detailed explanations.
- Grade Submission Deadline and Finalization: After the grade entry deadline, the system will close the functions for grade entry and modification. Any data in the "Grade Temporarily Save" status will be treated as the official grade and automatically submitted to the school by the system. If failure to complete proofreading before the system closure leads to a need for grade modification later, the grade correction procedure must be followed. Faculty members are strictly advised to be aware of this.**
- Late Submission: Please complete the grade input (or import) within the specified timeframe. Submissions after the deadline will be considered as non-entry (late submission). Late submitters must submit printed grades to the Registration Section for manual entry, and a record of the faculty member's late submission will be noted.
- [Delayed Grade Submission]: For certain students who are unable to complete their course requirements by the grade entry deadline due to special circumstances (such as off-campus internships or remedial learning), the instructor may proactively apply to the Registration Section for delayed grade submission.** However, grades for all other students in the class must still be uploaded within the regulation timeframe.
  - Application Form for Delayed Grade Submission (Attachment 2-1): Submit by the following dates
    - Fourth Grade Courses: Before Friday, May 29, 2026**
    - Year 1-3 and Graduate Courses: Before Thursday, June 25, 2026**
  - Score Sheet for Students with Delayed Grades (Attachment 2-2): Please submit the Div. of R&C by Friday, September 11, 2026.
- Grade Average Table: The grade average table for the 1st semester of the 114th academic year is enclosed as Attachment 3, for your reference.
- Foreign Faculty: Units with foreign faculty members are kindly requested to have their secretaries relay this information to them.
- For any questions regarding grades, please contact the Division of Registration and Curriculum at extension numbers 11111 to 11122.

Original: All Faculty Members (Fulltime and Part-time)

Copies: Office of Study, Div. of R&C, Division of Administration Systems, Secretaries of all departments

Dean of Academic Affairs 