

各位老師好～！

1052 學期期中考即將結束囉！提醒您本週即可輸入各科期中評量評等，最晚需於**106年5月1日（星期一）**前完成。以下相關作業說明，敬供教師參考。

教務處教學服務組 敬上

(業務承辦人：劉聖幸 分機 2256)

期中評量輸入作業說明

1. **期中評量作業**：是由授課教師對大學部課程修課學生提出的一項綜合評量。綜合修課學生從開學上課，到期中考試結束這段時間的學習表現（如課堂出席、作業、報告或考試等）。期中評量的評等非期中考試成績。只要是有上過課，無論是否舉行期中考試，授課教師都要提出期中評量。
2. **期中評量評等**：
 - A (對應的概念性分數為 80 分以上)
 - B (對應的概念性分數為 79-70 分之間)
 - C (對應的概念性分數為 69-60 分之間)
 - D (對應的概念性分數為 59 分以下)
3. **輸入路徑**：元智首頁／個人 Portal／「我的專頁」裡點選〔more...〕／學期及課程名稱／成績／期中評量
4. **輸入日期**：**106年4月17日～5月1日(一)**

注意事項：

- 配合虛擬教室請將期中評量列入成績管理，一旦送入教務處資料庫後，即無法自行修改。建議授課老師或開課單位協辦人員在點選**送教務處前**，先點選「**暫存**」，經確認輸入的評量正確無誤後，再點選「**送教務處**」。
 - 期中評量操作說明如網址：[期中評量輸入介紹\(請點選\)](#)
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Dear YZU Faculty,

Aiming to monitor students' learning progress, instructors are required to conduct a 9-week midterm assessment for undergraduates. The assessment should be based on students' academic performances, which can include assignments, tests, reports, attendance, etc. The midterm assessment is designed to be easily administered online for all faculty members. Please see below for details:

● **ON-LINE MIDTERM ASSESSMENT INSTRUCTIONS:**

Step 1: Enter YZU Homepage and click on "Portal" to login to Portal

Step 2: Click on "**English Version**"

Step 3: Enter account number and password

Step 4: "My Page" Click on "**more...**"

Step 5: Click on the "course code" button

Step 6: Click on "**Grades**"

Step 7: Click on "**Midterm Assessment**"

Step 8: Enter Grade

Step 9: Click on "**Buffering**" → Verify grades before submitting →

Click on "**Send buffering to the Office of Academic Affairs**" to submit

For online instructions, please visit the website at "[ONLINE MID-TERM ASSESSMENT](#)

[INSTRUCTIONS](#) "

Note: All records submitted and saved in the system are not allowed to be revised; therefore, please double check the grades entered online before submitting as described in Step 9.

● **GRADING SYSTEM**

The grading system uses four letter grades as follows:

A= 80 or above

B= 70-79

C= 60-69

D= 59 or below

◆ **MIDTERM ASSESSMENT DEADLINE: May. 1st, 2017.**

For more information on online midterm assessments, please contact Miss. Liu at extension 2256, Teaching Services Section, Office of Academic Affairs.