

April, 2020 Ver.8

The Academic Affairs Department Doshisha Women's College of Liberal Arts



# Contents

1.	About Web Kyomu System (Grade Report/Download of Class Roster H	Files)1
2.	Login	2
3.	Teacher's Menu	4
4.	Download of Class Roster Files	5
5.	Grade Report	7
	5-1. Selection of Reporting	7
	5-2. Grade Report by Direct Data Entry	8
	5-3. Grade Report by Upload	12
	5-4. List of Error Messages	15

## 1. About Web Kyomu System (Grade Report/Download of Class Roster Files)

The Web Kyomu System (Grade Report/Download of Class Roster Files) is designed for teachers to report students' grades on the web and also to download class roster files conveniently.

This guide contains the basic procedures for "Grade Report" and "Download of Class Rosters". Before you read this guide, you need to understand the following basic information.

 $\ll$  Supported Systems  $\gg$ 

The system is supported by IE browser on Windows and with Safari on Mac. You cannot access from a mobile phone or tablet computer.

The system will log you out if you are inactive for over 1 hour.

«Hours of Operation»

The system is available from 5:00am to 4:00am daily during the set period.

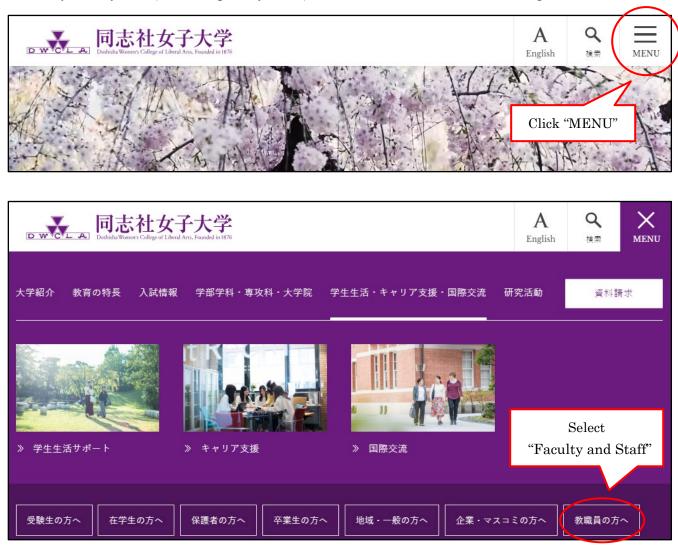
The system will be temporary unavailable due to maintenance for a certain period of time. We will let you know when it is scheduled.

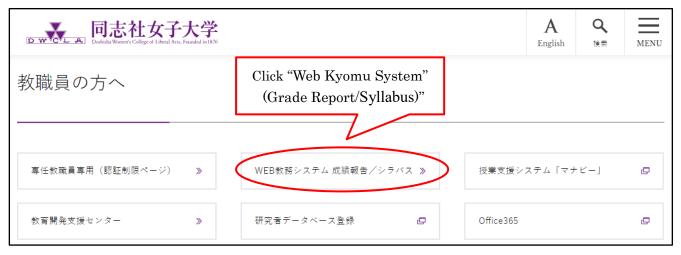
# 2. Login

To use the Web Kyomu System (Grade Report/Download of Class Roster Files), you first need to login.

The login page can be accessed by either:

①Selecting the 【教職員】 "Faculty and Staff" page from DWCLA website (Japanese site) <u>https://www.dwc.doshisha.ac.jp/</u>, then clicking the 【Web 教務システム 成績報告/シラバス】 "Web Kyomu System (Grade Report/Syllabus)" link, and the 【ログイン】 "Login" button.





- 2 -

Dubinha Womer's Callege of Liberal Arts, Founded in 1876	A English	<b>Q、</b> <sub>検索</sub>	MENU
Web成績報告			
Web 成績報告 ログイン A Click "Login"			
【操作説明書】			
<u>「Web教務システム」操作説明書 第7版</u> (PDF:2MB)			

② Entering the URL address directly <u>https://kyomu-web.dwc.doshisha.ac.jp/cam3/</u> and the Web Kyomu System (Grade Report/Download of Class Roster Files) <u>Login page (Pic.1)</u> will appear.

Information	同志社女子大学 Web 教務・キャリア支援シ	ステム 호구サイズ 및 후 🖉
2/2 (金) 1/9 (火) 3/13 (月)	・ [重要]【サーバーメンテナンスのお知らせ/Notification for an Server Mainte キャリア支援システムを導入しました。 【シラバスを閲覧される方へ】	rnence] た見る ユーザD パスワード レリーフ
		1. Select English
		2. Enter user ID and password
Events		3. Click "Login"
	イベントはありません。	

Pic.1: Login page

≪How to Login≫

To login to the system, you will need a user ID and password provided by DWCLA.

Full time Teacher: use ID and password that you use on campus.

Part time Teacher: use ID and password that we have sent in May or October.

From the login page,

- 1. Select English.
- 2. Enter your "User ID" and "Password".
- 3. Click the "Login" button, and the Teacher's Menu Top page (Pic.2) will open.

### **Caution!**

Your user ID and password are extremely important. Safe guard them carefully. If you lose the document on which your user ID and password are printed, contact the Academic Affairs Department (Kyomu-ka). You cannot make inquiries about your password by telephone or e-mail.

If you teach both spring and fall semester, you will need this ID and password until you finish the grade report for the fall semester. Please manage them carefully.

# 3. Teacher's Menu



If your login is successful, the <u>Teacher's Menu Top page (Pic.2)</u> will be displayed.

Pic.2: Teacher's Menu Top page

Choose the menu:

- I Messages from University / Messages For You
  - You can check the message from the Academic Affairs Department (Kyomu-ka) about the grade report or download of class roster files.
- II Kyomu menu (Grade report / Download of Class Roster Files)
  - \*The menu button will be unavailable when the set period expires.
    - Click the "Grade Report / Download of class roster files", then the List of Teaching <u>Classes page (Pic.3)</u> will be displayed.
    - You can download your class roster as an Excel file (See p.5, *4. Download of Class Roster Files* for more details) or report grades of your classes on the web (See p.7, *5. Grade Report* for more details) from that page.

#### III Logout

• You can return to the <u>Login page (Pic.1)</u> using the logout button.

## 4. Download of Class Roster Files

From the <u>Teacher's Menu Top page (Pic.2</u>), click the "Grade Report / Download of class roster files" button. The <u>List of Teaching Classes page (Pic.3</u>) will be displayed.

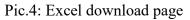
Grade Report	Fall			sen Fal	neste	n sele r (Sp th tab	ring			10: ■ Login L Do	18/2/22 35	
2017 Fall Seme											o <b>mu Menu</b> ∂rade Report / ⊘own load of Class loster Files	
Select	Status	Course Code	Course Name	Timetable	No.of Students	Graduation Year	Upload	Download	Name Check List List		<b>labus Menu</b> Search by the Course Name	
Select	Submitted	010218	Physical Exercise B	Fall Tue 1st	38			۲			earch by the ecturer	
		010218	Physical Exercise B	Fall Tue 1st	0	*				. DL	ull-text search ist of courses	
		010400	Physical Exercise B	Fall Tue 5th	0					• E	記入要領 intry Instructions 操作説明書	
			District	Fall Tue 5th	0	*					業11Fa元の分音 Alanual	
		010400	Physical Exercise B	ran iue otn							A. fouritor	
Select	Saving	010400	Sports Culture	Fall Wed 3rd	78		<b>E</b>			► N	Ay favorites	
<ul><li>Select</li><li>Select</li></ul>	Saving Submitted	011000	Exercise B Sports		78	*	•	•			Ay favorites	■ to the fa
		011000 011000	Exercise B Sports Culture Sports	Fall Wed 3rd		*	The second se				Click	to the fat
Select	Submitted	011000 011000 412000	Exercise B Sports Culture Sports Culture Leisure and	Fall Wed 3rd Fall Wed 3rd Fall Wed 2nd	3			•	ge		Click right o which	

 $\ll$  How to Download Class Roster Files  $\gg$ 

First of all, decide a course to download the class roster file. It is divided into two rows (one for seniors and the other for all other students) for each class.

Click 🖬 to the far right of the course title and the Excel Download page (Pic.4) will be displayed.

				Last	Login Date	
Grade Report ,	/ Download of Class Rost		018/2/22 0:35			
🕎 Return to L	ist			Logir		
)17 Fall Semeste	or			8	yomu Menu Grade Report /	
🤏 Course Code	010218	🤏 Course Name 🛛 Ph	hysical Exercise B		Download of Class Roster Files	
🧐 Timetable	Fall Tue 1st				<b>yllabus Menu</b> Search by the Course Name	
You can downloa	d your class roster can excel	file.		.   -	Search by the Lecturer	
🤏 Download	For Uploading of Gra	ades_2017_010218_Physical Exe	ercise B_Normal_20180222103816.xls		]Full-text search ]List of courses	
Seturn to L	ist				JEntry M Cli 」操作説明書	ck the file nam open the file.



- 1. Click the file name and the Class Roster File (Excel File) page (Pic.5) will open.
- 2. Save the file to a specific folder.

Caution!

3. By clicking the [\Return to List], you can go back to the List of Teaching Classes page (Pic.3).

	В	С	D	Е	F	G	Н	I	J	K
1	ЖA∼K列	は並びを変更したり、3	列を削除し	たりしないでください。						
2										
3	[1]授業 コード	[2]科目名	[3]期間	[4]所属	[5]学年	[6]在籍 状態	[7]学籍番 号	[8]氏名	<b>[9]氏名カナ/英字</b>	[10]総合 成績
4		;	Î							[3]
6	011060	テスト科目	春学期	表象文化学部英語英文学科	2年次	通常	1199001	学生001	ガクセイ001	
7	011060	テスト科目	春学期	表象文化学部英語英文学科	2年次	通常	1199002	学生002	ガクセイ002	
8	011060	テスト科目	春学期	表象文化学部英語英文学科	3年次	通常	1199003	学生003	ガクセイ003	
9	011060	テスト科目	春学期	表象文化学部英語英文学科	2年次	通常	1199004	学生004	ガクセイ004	
10	011060	テスト科目	春学期	表象文化学部英語英文学科	2年次	通常	1199005	学生005	ガクセイ005	
11	011060	テスト科目	春学期	表象文化学部英語英文学科	2年次	通常	1199006	学生006	ガクセイ006	
12	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199007	学生007	ガクセイ007	
13	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199008	学生008	ガクセイ008	
14	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199009	学生009	ガクセイ009	
15	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199010	学生010	ガクセイ010	
16	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199011	学生011	ガクセイ011	
17	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199012	学生012	ガクセイ012	
18	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199013	学生013	ガクセイ013	
19	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199014	学生014	ガクセイ014	
20	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199015	学生015	ガクセイ015	
21	011060	テスト科目	春学期	表象文化学部英語英文学科	1年次	通常	1199016	学生016	ガクセイ016	

Pic.5: Class Roster File (Excel File) page

- 1) You can download class roster files anytime after receiving the final class rosters from the Academic Affairs Department for each semester.
- 2) The Excel file downloaded from here can be used as an upload file for the final grade report at the end of the semester.

To upload the grade report file correctly:

- a. Do not change the order of columns A through K and rows 1 through 5. Also, do not add any column or row between them without an instruction from the Academic Affairs Department. Adding additional sheets is also disallowed.
- b. Do not enter any function or calculation in the 【[10]総合成績】 "Column for final grades", column K.
- c. Save the file as [.xls] extension (for Excel 97-2003), and not as [.xlsx] extension (for after Excel 2007) in principal.
- d. When you save the file, the initial file name will be formatted as follows: "For Uploading of Grades\_year\_course code\_course title\_graduation

division\_time of output (year+month+day+hour+minute+second) .xls"

Example: For Uploading of Grades 2016 555202 Senior Seminar Graduation Year 20160901104631.xls

\*Graduation division: distinguishes the file of senior students

If file name has 'Normal', it is a file for all students except seniors.

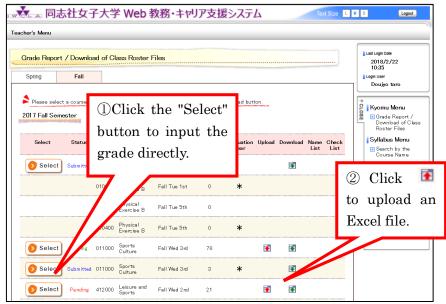
If file name has Graduation Year, it is a file for seniors.

You can change the name of the file, but be careful not to confuse the contents and the file names.

## 5. Grade Report

## 5-1. Selection of Reporting

As p.5, *4. Download of Class Roster Files*, click the "Grade Report / Download of class roster files" button from the <u>Teacher's Menu Top page (Pic.2)</u> and the <u>List of Teaching Classes page (Pic.3)</u> will be displayed.



Pic.3: List of Teaching Classes page

«Two Ways of Reporting»

You can report grades by either:

I Entering the grade data directly on the web.

Click the "Select" button of a course title to report grades and the <u>Grade Report (Direct Data Entry) page (Pic.6)</u> will be displayed. (See p.8, 5-2. *Grade Report by Direct Data Entry* for more details.)

II Upload an Excel file of class roster which has been downloaded and had the grades entered beforehand.

Click the 🚺 button of the Upload column and the <u>Select Upload File page (Pic.11)</u> will be displayed. (See p.12, *5-3. Grade Report by Upload* for more details.)

Once you complete the grade report, you can download the class roster file (Excel file) with the list of students and total scores by tanking a same procedure as of *4*. *Download of Class Roster Files*.

### **Caution!**

- 1) For either method, you have to confirm the grade report for each class individually at the end of the procedure.
  - 2) The "Select" button and the 🚺 button are not appeared on the page if you are in charge of secondary grade reporting of the course.

### 5-2. Grade Report by Direct Data Entry 5-2-1. Enter the Grade Scores

 $\ll$  How to Enter the Scores Directly $\gg$ 

By clicking a "Select" button on the <u>List of Teaching Classes page (Pic.3)</u>, the <u>Grade Report (Direct Data Entry) page (Pic.6)</u> will be displayed and you can see the list of students registered in that course.

r	社女子大学 We	b教務・キャリア支	援システム		Text Size L	MS	Logout		
Teacher's Menu									
Grade Report /	Download of Class Ros	ster Files				Last Login D 2018/			
			Step 1	→ Step	2 🔿 Step 3	In Ye	ou can	select	the
🔦 Return to Lis	;t							of stud	
2017 Fall Semester	_						annoer	or stuu	entis
						in 🖷	dicated	in a page	
🤏 Course Code	412000	🤏 Course Nam	e Leisure and S	ports			7 /		
🥌 Timetable	Fall Wed 2nd		No. of Students	21		Syllah ∎ S	ie ieme		
•	1					ect	ch by the urer		
Please enter a tota	l score for each student.						text search of courses		
Display Name Engl	lish Name 🗸					■ List ■ 記入			
						Entr	/ Instructions		
				1-21	1/21 25 🗸	▶ 操作			
Student Number	Name	Add/Delete Enrollm	ent Classification	Grade	Total Score	⊫ Man ⊫ Myf	ual avorites		
2115006		In	Attendance	3rd	60				
2115055		In	Attendance	3nd	55		<b>D</b>	1	
2115065	_	In	Attendance	3rd	78		Enter	a total	score
2115072		In	Attendance	3rd	34		for eac	ch studer	nt.
2115126		In	Attendance	3 nd	22				

Pic.6: Grade Report (Direct Data Entry) page

You can select the number of the students indicated in a page from 25, 50, 100, 200, or 300.

- Enter a total score for each student directly in the total score box. The score has to be a positive number within a range of 0 ~ 100. In the renewed system, you don't have to convert the score into the letter grade evaluation.
- 2. If you suspend your operation temporarily, make sure to click the "Check Details to Save" button in order not to lose the inputted data and the <u>Confirmation of Save page (Pic.7)</u> will be displayed.

>>>See p.9 for more details.

3. After entering scores for all students in the class, click the "Check Details to Submit" button to report the grades and the <u>Confirmation of Submission page (Pic.9)</u> will be displayed.

>>>See p.10 for more details.

4. Click the "Return to List" button, if you go back to the List of Teaching Classes page (Pic.3) not entering the score.

### **5-2-2.** Save the Grades Temporarily

Grade Re	port / Download of C	Dass Roster File		Step 1 🔿 📑	Step 2	→ Step 3	Last Login Date 2018/2/22 10:35 Login User Doujyo taro
Aeturn 17 Fall Se	n to Data Entry Scre	en					Kyomu Menu Grade Report / Download of Ck Roster Files
🤏 Course	Code 412000		🤏 Course Nam	e Leisure and Sp	orts		Syllabus Menu
🤏 Timetak	e Fall Wed 2nd			No. of Students	21		<ul> <li>Search by the Course Name</li> <li>Search by the Lecturer</li> </ul>
	e grade data, please click student with changes to c Student Number		ent <sup>‴</sup> button after confir Add/Delete	Enrollment	Grade	Total Score	● Full-text search ● List of courses ● 記入要領 ● Entry Instructic ● 操作説明書
				Classification			Manual
	2115006			In Attendance	3 rd	60	🗈 My favorites
0	2115055			In Attendance	3 rd	55	
0				In Attendance	3 rd	78	
	2115065						
0	2115065 2115072			In Attendance	3 rd	34	
() ()				In Attendance In Attendance	3 ml 3 ml	22	

Pic.7: Confirmation of Save page

- $\ll$  How to Save the Grades Temporarily $\gg$ 
  - 1. If there is any error in data entry, you can go back to the <u>Grade Report (Direct Data Entry) page</u> (<u>Pic.6</u>) by clicking the "Return to Data Entry Screen".
  - 2. After confirming the entry data, save the contents by clicking the "Save this Content" button.
  - 3. If the saving is successful, the <u>Completion of Save page (Pic.8)</u> will be displayed.

📩 📖 同志社女子大学	* Web 教	務・キャリア支	援システム		Text Size L	M S Logout
eacher's Menu						
Grade Report / Download of Cla	<mark>ass Roster Fil</mark> e		Step 1 🗲 Step 2 •	→	Step 3	Last Login Date 2018/2/22 10:35 Login User Doujyo taro
Return to List	To submit the gr	ades, please click <sup>«</sup> Retur	n to List <sup>‴</sup> , select the d	course, and the	en click <sup>″</sup> Submit <sup>″</sup>	Grade Report / Downbad of Cl Roster Files
017 Fall Semester						Syllabus Menu Search by the Course Name
Gourse Code 412000		🤏 Course Nam	e Leisure and Sp	orts		Search by the Lecturer
🧐 Timetable Fall Wed 2nd			No. of Students	21		● Full-text search ● List of courses ● 記入要領
) : This is a student with changes to co	ntents.					Entry Instruction
Student Number	Name	Add/Delete	Enrollment Classification	Grade	Total Score	■ 操作説明書 ■ Manual ■ My favorites
2115006			In Attendance	3 ml	60	
2115055			In Attendance	3 rd	55	
2115065			In Attendance	3 rd	78	
2115072			In Attendance	3 rd	34	
2115126	i		In Attendance	3 rd	22	
2115154			In Attendance	3 rd	23	

Pic.8: Completion of Save page

When the saving process is completed, you can go back to the <u>List of Teaching Classes page (Pic.3)</u> by clicking the "Return to List" button. You can resume the operation from that page.

### **5-2-3.** Submit the Grades

cher's Menu								
Grade Report /	Download of (	Dlass Roster Files		Step1 🔿	Ste	p 2	→ Step 3	Last Login Date 2018/2/22 10:35 Login User Doujyo taro
か Return to Da 117 Fall Semester	ata Entry Scre	en						Kyomu Menu Grade Report / Download of Cla Roster Files
🤏 Course Code	412000		🥌 Course Nar	ne Leisu	re and Sports	•		Syllabus Menu
🧐 Timetable	Fall Wed 2nd				o. of tudents	21		<ul> <li>Search by the Course Name</li> <li>Search by the</li> </ul>
To submit the grad		ok the <sup>«</sup> Submit this C	ontent button after c	onfirming the o	details.			Lecturer Full-text search List of courses 記入要領
Stud	lent Number	Name	Add/Delete	Enrollme Classifica		Grade	Total Score	<ul> <li>Entry Instructio</li> <li>操作説明書</li> <li>Manual</li> </ul>
	2115006			In Attenda	ance	3 rd	60	My favorites
	2115055			In Attenda	ince	3 rd	55	
	2115065			In Attenda	ance	3 rd	78	
	2115072			In Attenda	ince	3 rd	34	
	2115126			In Attenda	ince	3 rd	22	
				In Attenda				

Pic.9: Confirmation of Submission page

- $\ll$  How to Complete to Submit the Grades  $\gg$ 
  - 1. If there is any error in data entry, you can go back to the <u>Grade Report (Direct Data Entry) page</u> (<u>Pic.6</u>) by clicking the "Return to Data Entry Screen".
  - 2. After confirming the entry data, submit the contents by clicking the "Submit this Content" button.
  - 3. If the submission is successful, the Completion of Submission page (Pic.10) will be displayed.

A 同志社	±女子大学	学 Web 教務	務・キャリア支持	援シス	<u>ረ</u> ታሪ		Text Size L	M S Logout
cher's Menu								
Grade Report /	Download of C	ass Roster Files						Last Login Date 2018/2/22 10:35
			:	Step 1 🗖	➔ Step 2 ➔	5	Step 3	Login User Doujyo taro
Seturn to Lis		mpleted.						Grade Report / Download of Cl Roster Files
17 Fall Semester								Syllabus Menu
								Search by the Course Name
🧐 Course Code	412000		Course Name Leisure and Sports			:s		Search by the Lecturer
🍯 Timetable	Fall Wed 2nd		No. of Students 21			21		▶ Full-text searc
								<ul> <li>▶ List of courses</li> <li>▶ 記入要領</li> </ul>
) : This is a studen t	with changes to co	ntents.						Entry Instruction
Stud	ent Number	Name	Add/Delete		llment ification	Grade	Total Score	▶ 操作説明書 ▶ Manual
2	2115006			In Att	endance	3 rd	60	▶ My favorites
2	2115055			In Att	endance	3 rd	55	
2	2115065			In Att	endance	3 rd	78	
2	2115072			In Att	endance	3 rd	34	
2	2115126			In Att	endance	3 rd	22	
	2115154			In Att	endance	3 rd	23	

#### Pic.10: Completion of Submission page

When the submission process is completed, you can go back to the <u>List of Teaching Classes page</u> (<u>Pic.3</u>) by clicking the "Return to List" button to continue to report another class's grade.

- 1) Once you have reported the grades, you cannot change them on the web anymore. Make sure to confirm that the input data are correct before the submission of the grades.
- 2) The student who withdrew the course in the middle of the semester for specific reason is not shown on the data entry page or class roster file.
- 3) In the new system, there is no letter grade box any more, and you just need to enter the numeric score in the total score box when you report the grades.
- 4) If you try to submit the grade with the number in the total score box is not a positive number within a range of 0~100, an error message will be displayed and you cannot advance the confirmation process.
- 5) If there is any student whose score has been unreported, an error message will be displayed and you cannot advance the confirmation process.
- 6) For the details of error messages, see p.15, 5-4.List of Error Massages.
- 7) Once you complete the grade report, you can download the class roster file (Excel file) with the list of students and total scores by following the same procedure as of p.5, *4. Download of Class Roster Files*.
- 8) Although you can see the reported grades on the <u>Grade Report (Direct Data Entry)</u> <u>page (Pic.6)</u>, it will be expired at the end of the semester. We strongly recommend you to re-download the class roster file after you complete the grade report, so that you can confirm your grade report any time.

### 5-3. Grade Report by Upload

 $\ll$  How to Upload Excel File for Grade Report $\gg$ 

Before you upload...

Download a class roster file (Excel file) and input students' total scores properly. To download a class roster file, see p.5, *4. Download of Class Roster Files.* To input students' total scores, see p.8, *5-2-1. Enter the Grade Scores.* 

From the List of Teaching Classes page (Pic.3), click the  $\boxed{\mathbf{I}}$  button and the <u>Select Upload File page</u> (Pic.11) will be displayed.

	生女子大学 Web	教務・キャリア	支援システム	Text Size L M	S Logout	
Teacher's Menu						
Grade Report /	Download of Class Roster	Files			Last Login Date 2018/2/22 10:35 Login User Doujyo taro	
Course Code	456602 Fall Fri3rd Graduation Yes		owse" and select a			
File Specificatio				₩	Lecturer P Full-text search P List of courses 印記入要領 P Entry Instructions P 操作説明書 P Manual My favorites	

Pic.11: Select Upload File page

By uploading the total score data as an Excel file, you can submit and report them together.

- 1. Select an Excel file for grade report from the 【参照】 "Browse" button and click the "Upload" button.
- 2. If the upload is successful, the <u>Upload Confirmation with Normal Complete Message page</u> (Pic.12) will be displayed.
- 3. If the upload is in fail, the <u>Upload Confirmation with Error Message page (Pic.13)</u> will be displayed. Check the error message below on the page.

It is not a completion of the grade report yet.

Depending on the message below the course information, see p.13.

♦ With the normal completion message:

💑 👝 同志社	社女子大学 Web	教務・キャリア	で支援システム Text Size	L M S Logout
eacher's Menu				
Grade Report /   Return to Lis 2017 Fall Semester	Last Login Date 2018/2/22 10:35 Login User Doujtyo taro			
🥌 Course Code	456602	🥌 Course Name	Senior Seminar II	Grade Report / Download of Class Roster Files
🧐 Timetable	Fall Fri 3rd Graduation Ye	ar		Syllabus Menu
Uploading terminated normally. Saving course information. Check details and submit.				Search by the Course Name Search by the
Uploading terminate	ed normally. Saving course inform	nation. Check details ai	nd submit.	Lecturer
2018/02/22 13 22:45 [ INFO] Detailed Processing Information====================================				● List of courses ● 記入要領
2018/02/22 13:22:45 [INFO] Processing Name … [Grade Information Table Upload]				Entry Instructions
2018/02/22 13:22:45 [ INFO] ====================================				▶操作説明書 Manual
2018/02/22 13:22:45 [ INFO]				My favorites
2018/02/22 13/22:45 [INFO] Processing starts [Grade Information Table Upload].				
2018/02/22 13 22:45 [INFO]				
2018/02/22 13:22:4				
2018/02/22 13:22:45 [ INFO] Start Data Check				
2018/02/22 13:22:4				

Pic.12: Upload Confirmation with Normal Complete Message page

- 1. Once this page with the message "Uploading terminated normally. Saving course information. Check details and submit." is displayed, click the "Return to List" button and the <u>List of Teaching</u> <u>Classes page (Pic.3)</u> will be displayed.
- 2. Check the uploaded data for each course by clicking the "Select" button for each course title.
- 3. Click the "Check Details to Submit" button to report the grades and the <u>Confirmation of</u> <u>Submission page (pic.9)</u> will be displayed. At last complete grade report by following the same procedure as of p.10, 5-2-3. Submit the Grades.

♦ With the error message:

If the upload is not successful for some reason, the <u>Upload Confirmation with Error Message page</u> (<u>Pic.13</u>) will be displayed.

www.aca 同志社女子大学 Web 教務・キャリア支援システム Text Size 🗉 🖬 🗈 🛛 Lagent					
Teacher's Menu					
Grade Report / Download of Class Roster Files	Last Logn Date 2018/2/22 10.35 Logn User Doujyo taro				
Course Code 456602	Grade Report / Download of Class Roster Files				
🧐 Timetable Fall Fri 3rd Graduation Year	Syllabus Menu				
An error occurred at uploading. Check error dataits.	Course Name Search by the Lecturer Full-text search List of courses				
2018/02/22 13 2024 [INFO] Processing Name *** [Grade Information Table Upload]	▶記入要領 ▶Entry Instructions				
2018/02/22 13:2024 [INFO]	▶ 操作説明書 ▶ Manual				
2018/02/22 13:2024 [ INFO]	My favorites				
2018/02/22 13 2024 [INFO] Processing starts [Grade Information Table Upload].					
2018/02/22 13 20 24 [ INFO]					
2018/02/22 13 20 24 [ INFO] ====================================					
2018/02/22 13 2024 [ INFO] Start Data Check					
2018/02/22 13:2024 [ INFO] , [Processing Details] Line No., Result (O: Normal, A: Skipped, X: Error), Error Item, Error Details					

Pic.13: Upload Confirmation with Error Message page

- 1. Once the page with error message such as "An error occurred at uploading. Check error details." is displayed, refer to the grade processing log on the below of the message. You can check more details about the error messages in p.15, *5-4. List of Error Messages*.
- 2. By clicking the "Return to List" button, you can go back to the List of Teaching Classes page (Pic.3).

## **Caution!**

- 1) Before selecting a file, make sure that input data of the total scores in the Excel file which you have downloaded beforehand as a class roster files is correct.
  - \* Do not enter any function or calculation in the【総合成績欄】 "Column for total scores", column K.
  - \* If necessary, you can enter functions in any column after K in order to calculate the students' total score.

When you paste the value of the students' total score numbers in column K from the function result, you need to be careful about the following.

Even if to the numbers are given as positive numbers in the Excel file, they might be rounded off to the first decimal place. You cannot upload those rounded numbers to the Web Kyomu System, so please correct to the positive number within a range of  $0 \sim 100$  for each student.

For example, if the total score is 59.99999, the Excel file set to round up will indicate the number as 60, but the system will recognize it as 59 when you upload it.

2) Please be aware of changes to the class roster because of student absence or withdrawal from school. For each change, the Academic Affairs Department will send you a sheet of Class Record Revision Notification and you need to add or delete the row of the student concerned in the Excel file. When you add a row for additional student, please enter her information data, such as her name or student ID etc.

### 5-4. List of Error Messages

#### Errors under the uploading of the class roster file with the grades

• Row number,×,[7]学籍番号(Student ID). Entered student number not found in course registration information. (Student number=[0000])

The student exists only in the upload file and not in the Registration System. The student might be absence or withdrew from the university during the semester. Please refer to the row number in the Excel file which you have uploaded.

• Uploaded file is not in specified format. Aborting processing.

You might have changed the category of column A through K and row 1 through 5 or deleted any column or row between them of the uploaded file. You need to refer to the file data again.

• Row number,×,[10]総合成績(total score). This is not a integer.

The number in total score is not integer. Refer to the file again and correct to the positive number within a range of  $0 \sim 100$  in the total score box.

• Row number,×,Data and Key in line number [0]overlap.

The student ID is overlap in the Excel file. Confirm the Excel file and correct data properly.

• Row number,×,[1]講義コード(course code). Course Code does not match the selected on screen and upload data.

The course information of the uploaded file doesn't match the one you have selected in the list of teaching class. You need to reselect the correct upload file.

#### Errors under the submission of the grade

• Score for student number  $[\circ\circ\circ\circ]$  is not an integer.

You cannot report a grade with a decimal. Correct the grade to the integer number in the total score box.

• No score is entered for student number [0000].

The total score box is a blank. Enter the total score from the direct entry page.

• Total Score entered for student number  $[\circ\circ\circ\circ]$  is out of range of Assessment.

The number in the total score box is not suitable. Refer to the total score and enter a positive number within a range of  $0 \sim 100$  in the total score box.