WEB
KYOMU SYSTEM
(Grade Report/Download of Class Roster Files)
USER GUIDE

April, 2020 Ver.8

The Academic Affairs Department

Doshisha Women's College of Liberal Arts

DWCLA

Contents

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.

≪Supported Systems≫
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) https://www.dwc.doshisha.ac.jp/ , 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.

同志社女子大学
DWCLA Doshisha Women's College of Liberal Arts, Founded in 1876

A English　検索　MENU

Web成績報告

Web 成績報告　ログイン　🔒

Click "Login"

【操作説明書】

「Web教務システム」操作説明書 第7版 （PDF：2MB）
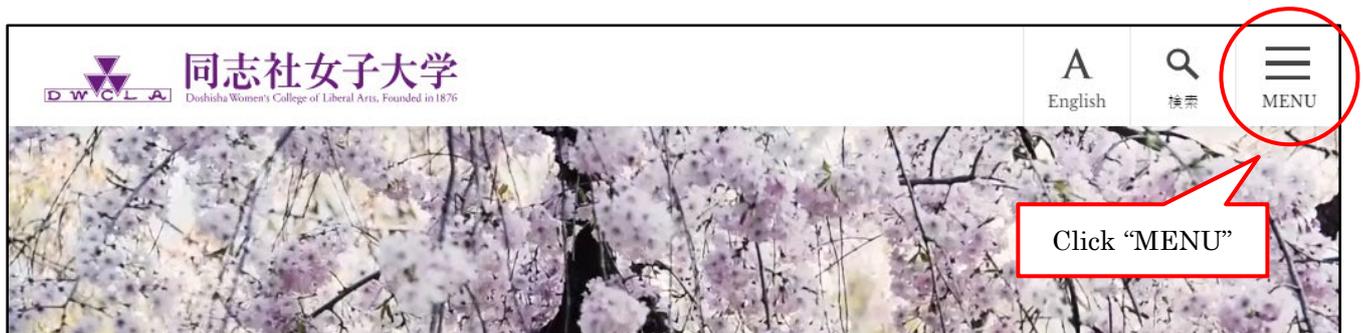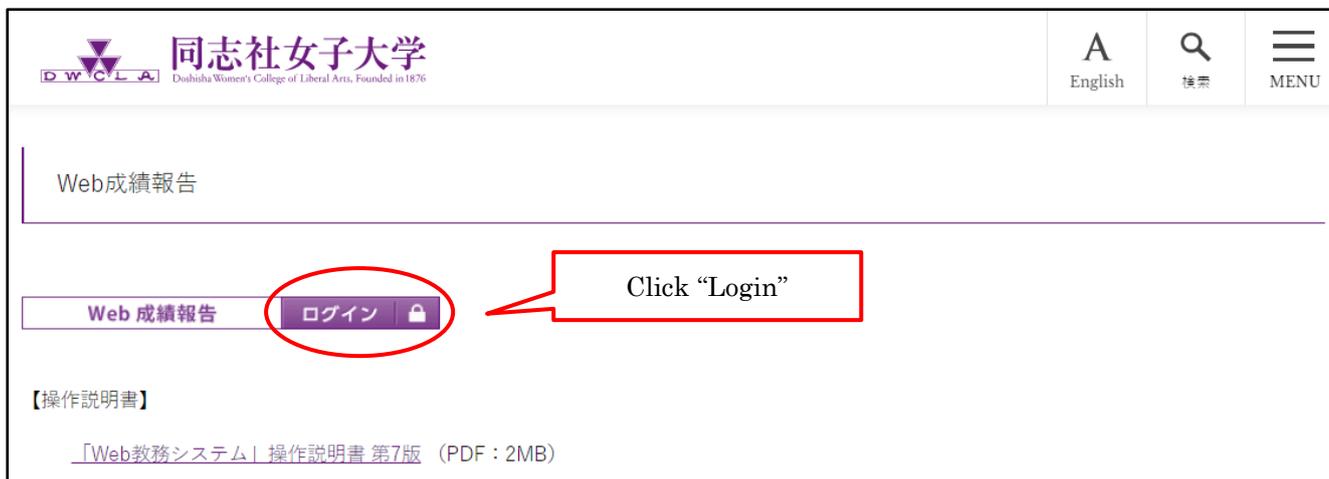
②Entering the URL address directly https://kyomu-web.dwc.doshisha.ac.jp/cam3/ and the Web Kyomu System (Grade Report/Download of Class Roster Files) Login page (Pic.1) will appear.

1. Select English
2. Enter user ID and password
3. Click "Login"
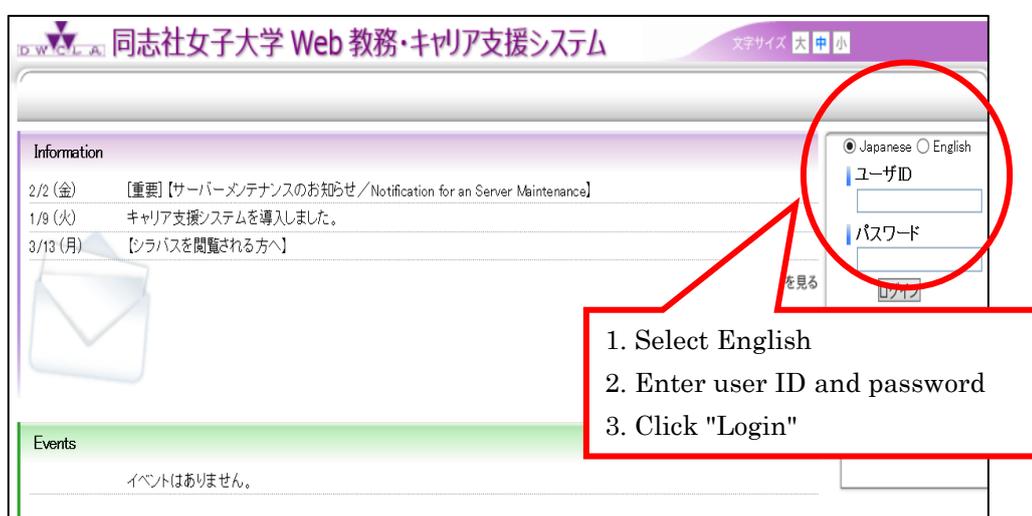
Pic.1: Login page

≪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.
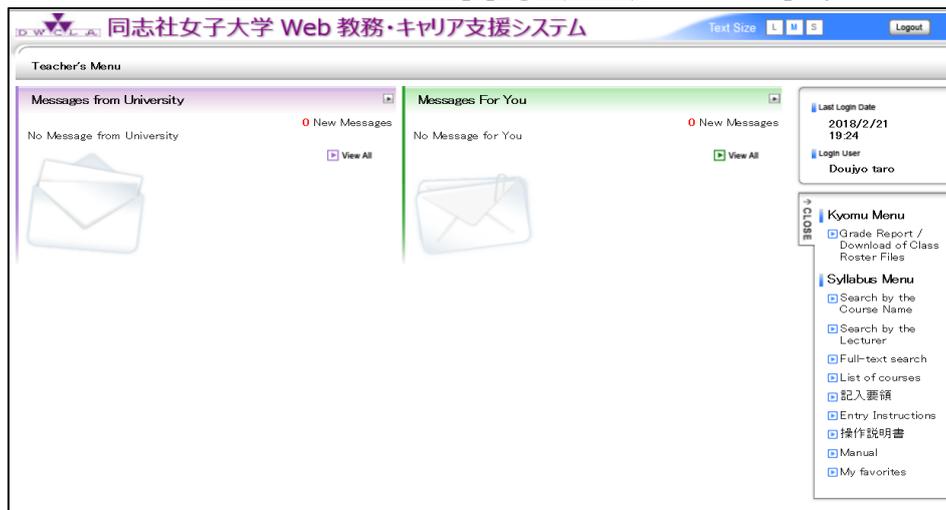
Pic.2: Teacher's Menu Top page

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

Pic.3: List of Teaching Classes page

≪How to Download Class Roster Files≫

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.

Pic.4: Excel download page

1. Click the file name and the <u>Class Roster File (Excel File) page (Pic.5)</u> will open.
2. Save the file to a specific folder.
3. By clicking the [↖Return to List] , you can go back to the <u>List of Teaching Classes page (Pic.3)</u>.

	B	C	D	E	F	G	H	I	J	K
1	※A～K列は並びを変更したり、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	[9]氏名カナ/英字	[10]総合成績
4										[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

Caution!

1) You can download class roster files anytime after receiving the final class rosters from the Academic Affairs Department for each semester.

2) <u>The Excel file downloaded from here can be used as an upload file for the final grade report at the end of the semester.</u>

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.
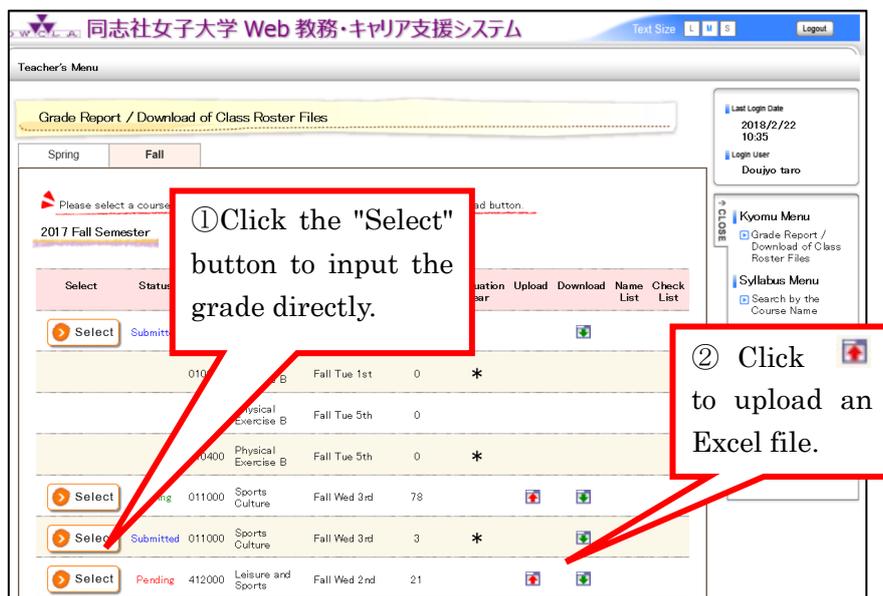
Pic.3: List of Teaching Classes page

≪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 ![icon] 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 ![icon] 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

≪How to Enter the Scores Directly≫

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.

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.

1. 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 <u>List of Teaching Classes page (Pic.3)</u> not entering the score.

5-2-2. Save the Grades Temporarily

Pic.7: Confirmation of Save page

≪How to Save the Grades Temporarily≫

1. If there is any error in data entry, you can go back to the Grade Report (Direct Data Entry) page (Pic.6) 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 Completion of Save page (Pic.8) will be displayed.

Pic.8: Completion of Save page

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

5-2-3. Submit the Grades
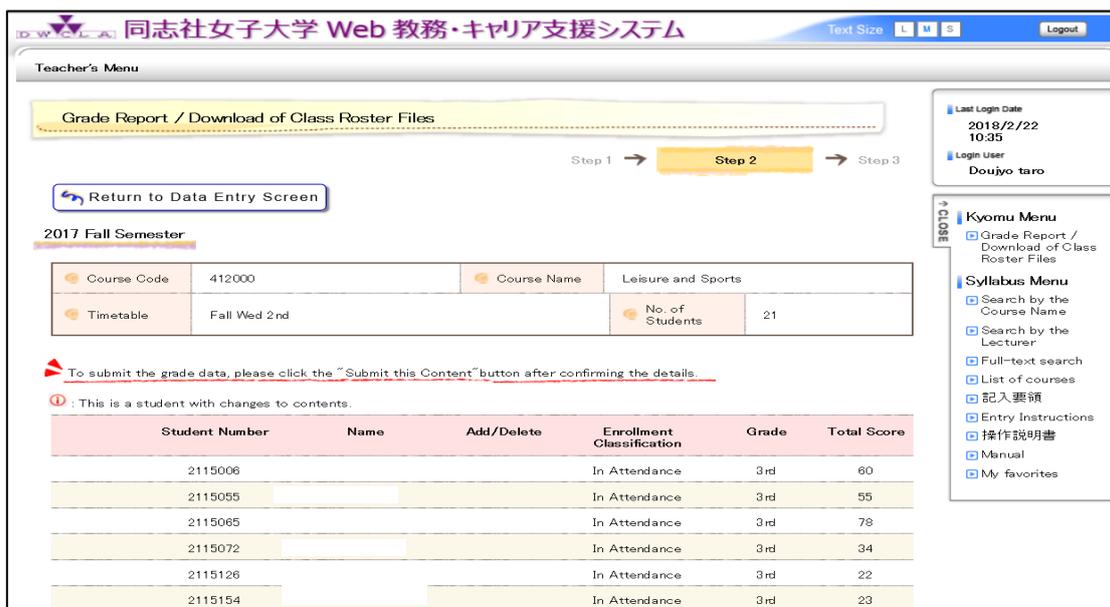
Pic.9: Confirmation of Submission page

≪How to Complete to Submit the Grades≫
   1. If there is any error in data entry, you can go back to the Grade Report (Direct Data Entry) page (Pic.6) 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.
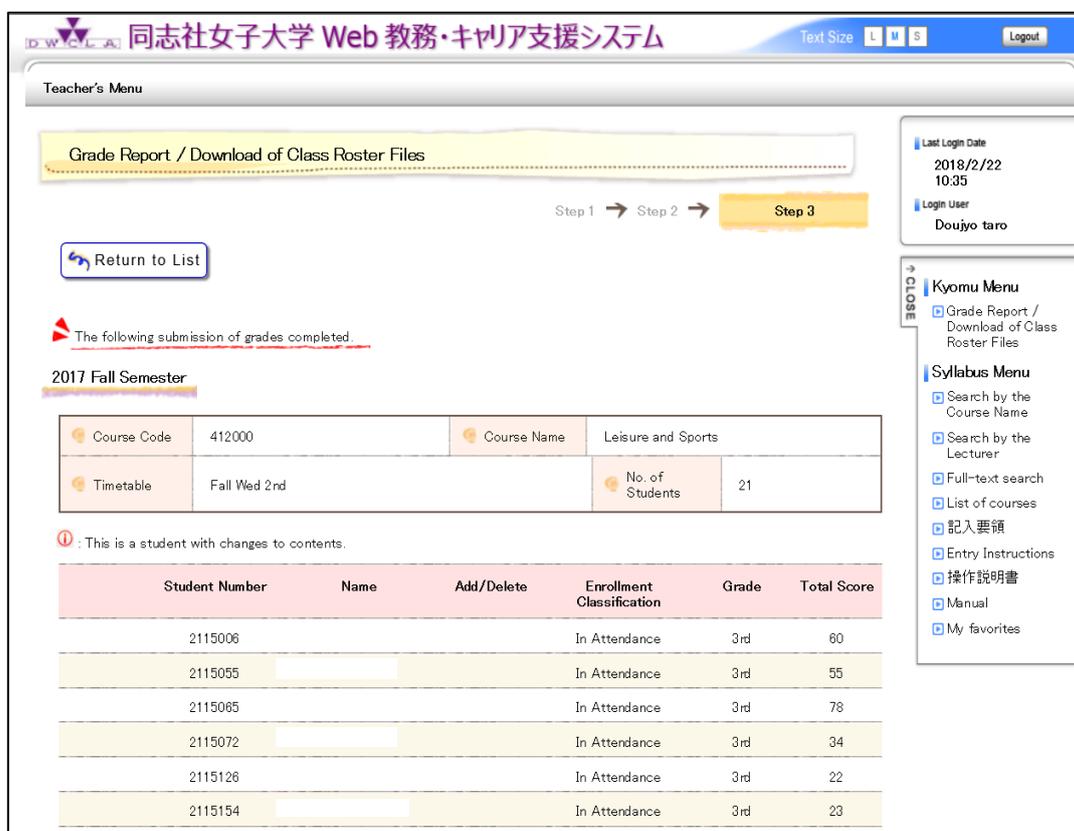
Pic.10: Completion of Submission page

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

Caution!

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) 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

≪How to Upload Excel File for Grade Report≫

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 <u>List of Teaching Classes page (Pic.3)</u>, click the 🔼 button and the <u>Select Upload File page</u> <u>(Pic.11)</u> will be displayed.

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> <u>(Pic.12)</u> 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:
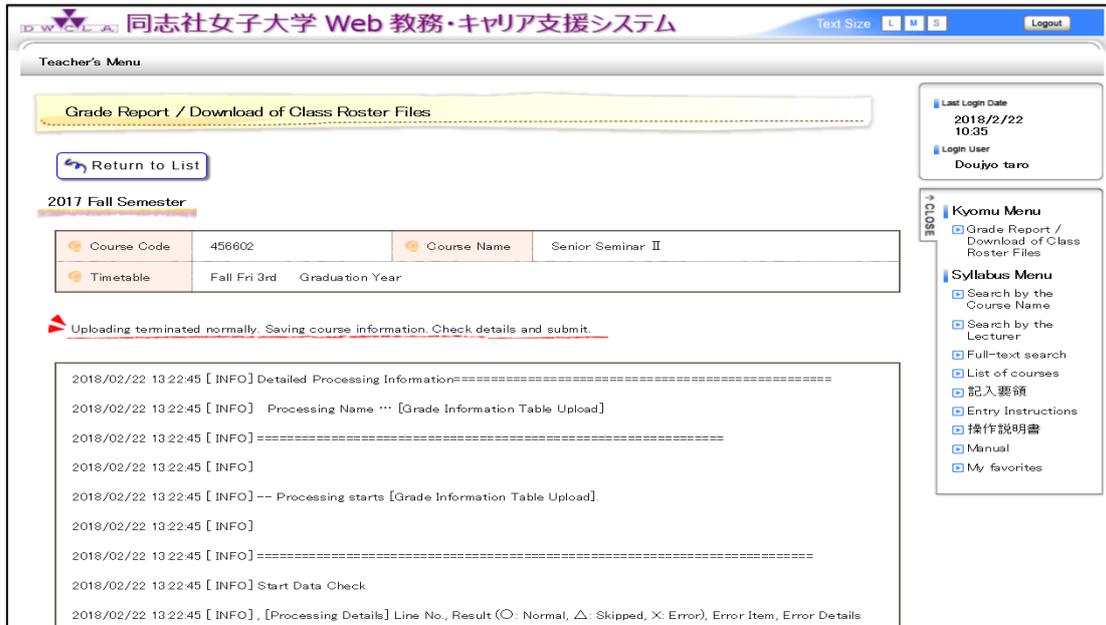
Pic.12: Upload Confirmation with Normal Complete Message page

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 List of Teaching Classes page (Pic.3) 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 Confirmation of Submission page (pic.9) 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 Upload Confirmation with Error Message page (Pic.13) will be displayed.

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 0〜100 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=[○○○○]）

    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 0～100 in the total score box.

- Row number,×,Data and Key in line number [○]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 [○○○○] 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 [○○○○].

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

- Total Score entered for student number [○○○○] 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 0～100 in the total score box.