Grading System User Manual
Via the INTERNET
(NewACIS)

Registrar's Office

King Mongkut's University of Technology Thonburi

**If you have any questions, please contact
Registrar's Office at 02-470-8149-50**

Content

Recording Scores and Grading

The KMUTT Grading Service System is designed to record and grade students' academic achievements. The lecturer can choose to record through the web-based system or export a file to Excel, and then import the file back to the system in order to get approval from the department and the faculty.
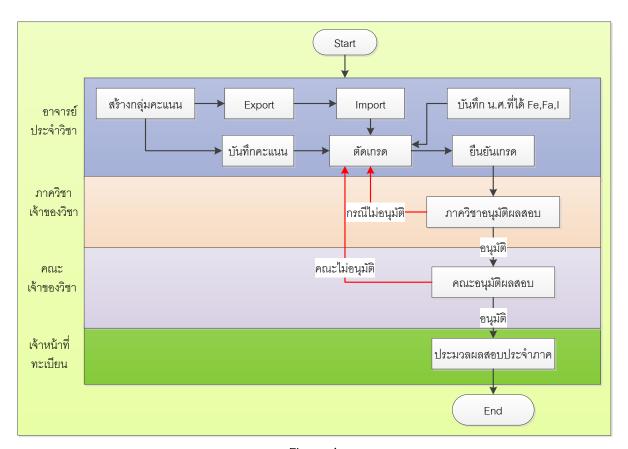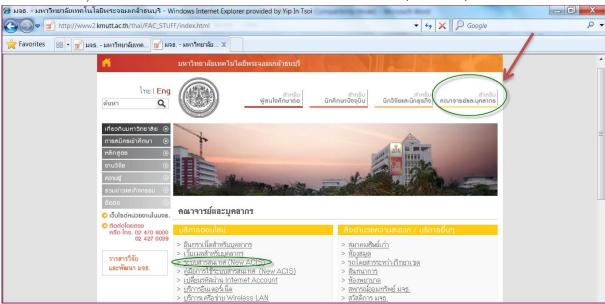
Figure 1

Two methods for Recording Score and Grading are as follows:

1. Recording and Grading through the web-based system.
2. Exporting data from an online database as an Excel file.
   - 2.1.1 Exporting a list of registered students in Excel, entering students' scores, and then importing back to the system.
   - 2.1.2 Exporting a list of registered students, entering scores and grades, and then importing back to the system.

How to access the grading service system:

1. **Direct Access:** Go to URL **http://studentacademic.kmutt.ac.th/NewAcis.jsf** if you are accessing within the university's IP.

2. **Via the KMUTT website:** Go to the KMUTT website, then click on "For Faculty and Staff", and then click on "Student Academic Intranet" (NewACIS).

You will see this page:

Enter your Username and Password, then click 'Enter'.

After you enter the site, you will see your name on the top-right and several tabs based on academic categories e.g. enrollment, processing academic results, class schedule, and exams schedule.

1. Creating a group of scores for grading

> Creating a group of scores is to create a registered student name list in each section as one group to grade them together or separate groups to grade them separately.

Menu: Recording Examination Scores and Grading
If the user is the lecturer of that course, the system will display information of the lecturer namely, name, department, faculty, and the courses that the lecturer teaches, as seen in figure 2.

❖ **Example of creating a single scores group only section**

Figure 2

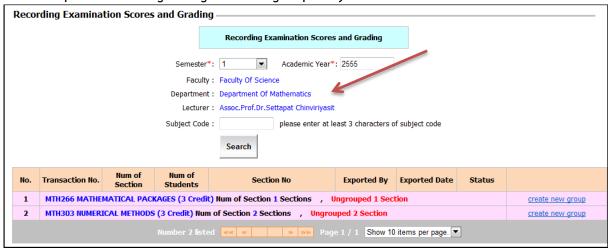- From figure 2, the user can see that the lecturer is currently teaching two courses and has not yet created groups of scores for any of the sections he is teaching.
- To create groups of scores, click on **"create new group"** for the course that the user wants to create groups of scores for, as shown in figure 3.

Recording Examination Scores and Grading

Registration of Semester : 1/2555
Subject : MTH303 NUMERICAL METHODS (3 Credit)

Scoring Criteria	Mid-Term Exam.	Final Exam.	Assignment
%	* 30	* 50	* 20

Select a Lecturer : All   Search

No. of Selected sections : 1   Num of Students : 75

	Section	No Of Student	Lecturer
☑	1	75	Assoc.Prof.Dr.Settapat Chinviriyasit
☐	31	15	Assoc.Prof.Dr.Settapat Chinviriyasit

Number 2 List «« «   » »» Page 1 / 1 Show 10 items per page. ▼

<<Back   Save

Figure 3

- The system will display number of section, number of students, and lecturer name.
- After creating a group of scores, the user must:
  - Enter the Percentage of scoring criteria.
  - Tick the checkbox in the first column on the left of a section to select the section for which you want to create a group of scores.
- Click 'Save', and the system will display the result as in figure 4.

No.	Transaction No.	Num of Section	Num of Students	Section No	Exported By	Exported Date	Status	
1	MTH266 MATHEMATICAL PACKAGES (3 Credit) Num of Section 1 Sections , Ungrouped 1 Section							create new group
2	MTH303 NUMERICAL METHODS (3 Credit) Num of Section 2 Sections , Ungrouped 1 Section							create new group cancel group
	255501-1	1	79	1	settapat.chi	02/12/2555	Filling Scores	select cancel group
	Number 2 listed «« « » »» Page 1 / 1 Show 10 items per page. ▼							

Figure 4

To create groups of scores for the remaining sections, click "create new group", and the system will only display sections that have not been grouped.

Recording Examination Scores and Grading

Registration of Semester : 1/2555
Subject : MTH303 NUMERICAL METHODS (3 Credit)

Scoring Criteria	Mid-Term Exam.	Final Exam.	Assignment
%	* 40	* 40	* 20

Select a Lecturer : All   Search

No. of Selected sections : 1   Num of Students : 15

	Section	No Of Student	Lecturer
☑	31	15	Assoc.Prof.Dr.Settapat Chinviriyasit

Number 1 List «« «   » »» Page 1 / 1 Show 10 items per page. ▼

<<Back   Save

Figure 5

○ Enter the percentage of scoring criteria, and tick the checkbox to select the section for which you want to create a group of scores.

○ Click 'Save', and the system will display the result as in figure 5.

No.	Transaction No.	Num of Section	Num of Students	Section No	Exported By	Exported Date	Status	
1	MTH266 MATHEMATICAL PACKAGES (3 Credit) Num of Section 1 Sections , Ungrouped 1 Section							create new group
2	MTH303 NUMERICAL METHODS (3 Credit) Num of Section 2 Sections							cancel group
	255501-1	1	79	1	settapat.chi	02/12/2555	Filling Scores	select cancel group
	255501-2	1	15	31	settapat.chi	02/12/2555	Filling Scores	select cancel group
Number listed «« « » »» Page 1 / 1 Show 10 items per page.								

Figure 6

As seen in figure 6, there are two sections of MTH303, and each section has been created in two separate groups of scores.

❖ **Example of creating a single group of scores: multiple sections**

Recording Examination Scores and Grading

	Recording Examination Scores and Grading

Semester*: 1 ▼   Academic Year*: 2555

Faculty : Faculty Of Science
Department : Select ▼
Lecturer : Select ▼
Subject Code : chm1   please enter at least 3 characters of subject code

[Search]

No.	Transaction No.	Num of Section	Num of Students	Section No	Exported By	Exported Date	Status	
1	CHM101 GENERAL CHEMISTRY I (3 Credit) Num of Section 1 Sections , Ungrouped 1 Section							create new group
2	CHM103 FUNDAMENTAL CHEMISTRY (3 Credit) Num of Section 8 Sections , Ungrouped 8 Section							create new group
3	CHM107 GENERAL CHEMISTRY (3 Credit) Num of Section 1 Sections , Ungrouped 1 Section							create new group
4	CHM160 CHEMISTRY LABORATORY (1 Credit) Num of Section 25 Sections , Ungrouped 25 Section							create new group
5	CHM161 GENERAL CHEMISTRY LABORATORY I (1 Credit) Num of Section 3 Sections , Ungrouped 3 Section							create new group
Number 5 listed «« « » »» Page 1 / 1 Show 10 items per page.								

Figure 7

For example, for the CHM103 course, there are 8 sections. Click **"create new group",** then select sections for which the user wants to create a group of scores, as shown in figure 8.
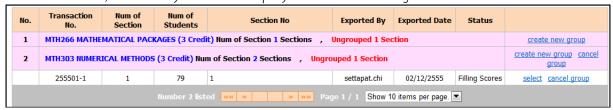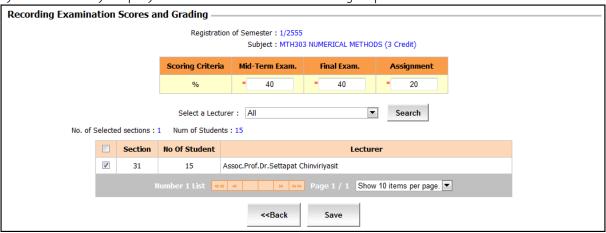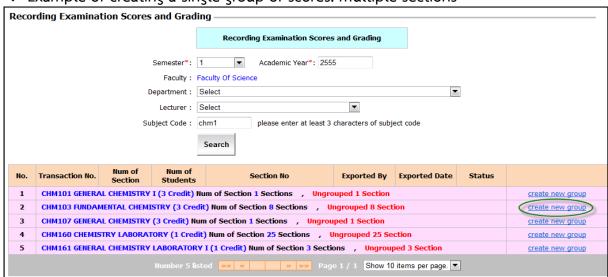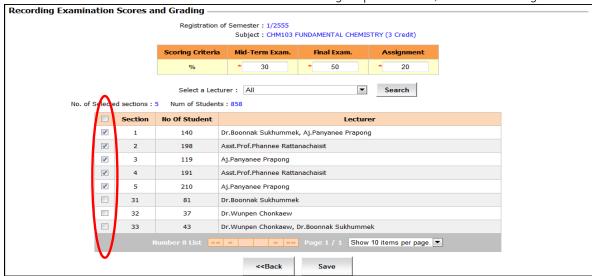
Recording Examination Scores and Grading

Registration of Semester : 1/2555
Subject : CHM103 FUNDAMENTAL CHEMISTRY (3 Credit)

Scoring Criteria	Mid-Term Exam.	Final Exam.	Assignment
%	* 30	* 50	* 20

Select a Lecturer : All ▼   [Search]

No. of Selected sections : 5   Num of Students : 858

	Section	No Of Student	Lecturer
☑	1	140	Dr.Boonnak Sukhummek, Aj.Panyanee Prapong
☑	2	198	Asst.Prof.Phannee Rattanachaisit
☑	3	119	Aj.Panyanee Prapong
☑	4	191	Asst.Prof.Phannee Rattanachaisit
☑	5	210	Aj.Panyanee Prapong
☐	31	81	Dr.Boonnak Sukhummek
☐	32	37	Dr.Wunpen Chonkaew
☐	33	43	Dr.Wunpen Chonkaew, Dr.Boonnak Sukhummek
Number 8 List «« « » »» Page 1 / 1 Show 10 items per page.			

[<<Back]   [Save]

Figure 8

○ Enter percentage of scoring criteria.
○ Tick the checkbox to select the section that you want to include in this group of scores.
○ Click 'Save', and the system should display the page as seen in figure 9.

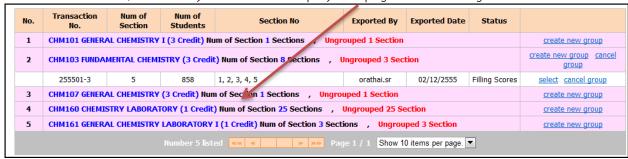| No.	Transaction No.	Num of Section	Num of Students	Section No	Exported By	Exported Date	Status	
1	CHM101 GENERAL CHEMISTRY I (3 Credit) Num of Section 1 Sections , Ungrouped 1 Section							create new group
2	CHM103 FUNDAMENTAL CHEMISTRY (3 Credit) Num of Section 8 Sections , Ungrouped 3 Section							create new group cancel group
	255501-3	5	858	1, 2, 3, 4, 5	orathai.sr	02/12/2555	Filling Scores	select cancel group
3	CHM107 GENERAL CHEMISTRY (3 Credit) Num of Section 1 Sections , Ungrouped 1 Section							create new group
4	CHM160 CHEMISTRY LABORATORY (1 Credit) Num of Section 25 Sections , Ungrouped 25 Section							create new group
5	CHM161 GENERAL CHEMISTRY LABORATORY I (1 Credit) Num of Section 3 Sections , Ungrouped 3 Section							create new group
	Number 5 listed «« « » »» Page 1 / 1 Show 10 items per page.							

Figure 9

• There are three more sections of CHM103 that have not been created in a group of scores.
• To create another group, Click "create new group", and the system will display sections that have not been created in a group of scores, as seen in figure 10.
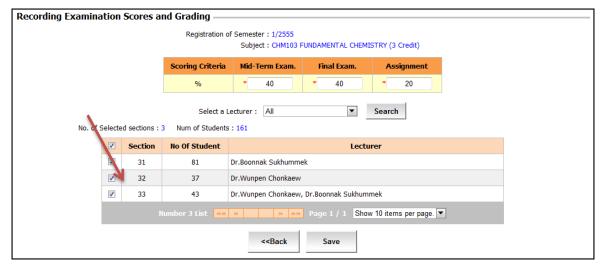

Figure 10

• Tick in the checkbox to select the sections for which you want to create a group of scores. After the group of scores has been created, the user should see the results of grouping as in figure 11. You can see that CHM 103 has two groups of scores.
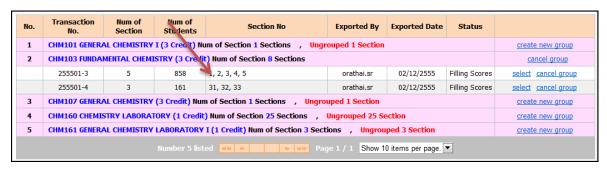
No.	Transaction No.	Num of Section	Num of Students	Section No	Exported By	Exported Date	Status	
1	CHM101 GENERAL CHEMISTRY I (3 Credit) Num of Section 1 Sections , Ungrouped 1 Section							create new group
2	CHM103 FUNDAMENTAL CHEMISTRY (3 Credit) Num of Section 8 Sections							cancel group
	255501-3	5	858	1, 2, 3, 4, 5	orathai.sr	02/12/2555	Filling Scores	select cancel group
	255501-4	3	161	31, 32, 33	orathai.sr	02/12/2555	Filling Scores	select cancel group
3	CHM107 GENERAL CHEMISTRY (3 Credit) Num of Section 1 Sections , Ungrouped 1 Section							create new group
4	CHM160 CHEMISTRY LABORATORY (1 Credit) Num of Section 25 Sections , Ungrouped 25 Section							create new group
5	CHM161 GENERAL CHEMISTRY LABORATORY I (1 Credit) Num of Section 3 Sections , Ungrouped 3 Section							create new group
	Number 5 listed «« « » »» Page 1 / 1 Show 10 items per page.							

Figure 11

As can be seen from figure 11, each group of scores has mutiple sections.

Exporting a list of Registered Students

Menu: Examination and Grading > Export List of Registered Students

- On this page, if there are sections that have not been grouped, the user can create groups of scores. For those sections which have been grouped, they can also be used at this stage.
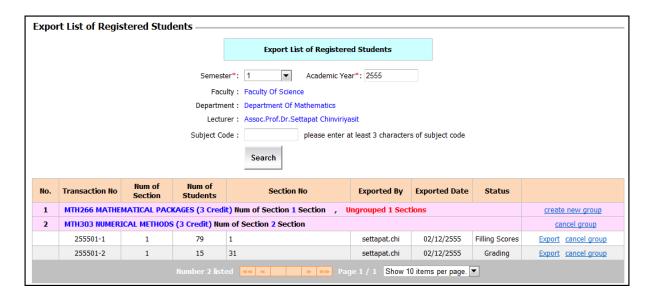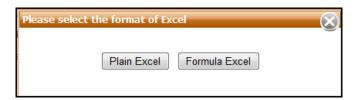

Figure 40

- Creating groups follows the same procedure as the explanation states in the section on 'Creating Groups' on page 4.
- When the user wants to export the student list of each section in order to record scores and grade outside the system, click 'Export' in the sections that have been grouped in a group of scores. The system will display the dialog box for selecting the Excel format that the user wants.

Select the Excel format that you want, and then the 'Do you want to open or save?" dialog box will appear. Click 'Save'.
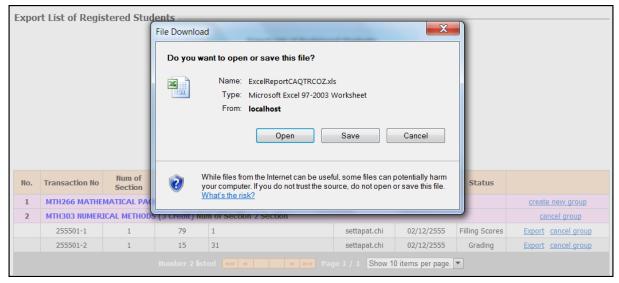
Figure 41

If selecting "Plain Excel", the user will get the format as seen in figure 42.

Figure 42

If selecting "Formula Excel", the user will get the format as seen in figure 43.
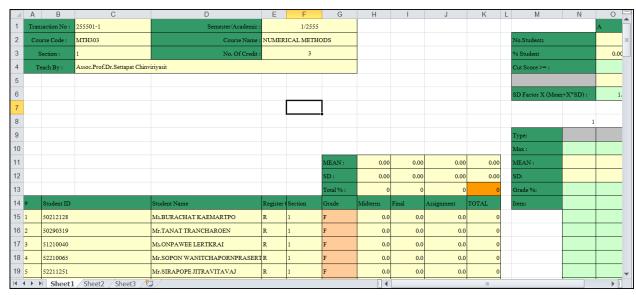

Figure 43

Importing the recorded scores and grades

Importing recorded scores and grades can be done in two ways.

1. importing scores only
2. importing scores and grades

When importing information, the system will display the page as shown in figure 44.

No.	Transaction No	Num of Section	Num of Students	Section No	Exported By	Exported Date	Imported By	Imported Date	Status	
1	MTH266 MATHEMATICAL PACKAGES (3 Credit) Num of Section 1 Section , Ungrouped 1 Sections									
2	MTH303 NUMERICAL METHODS (3 Credit) Num of Section 2 Section									
	255501-1	1	79	1	settapat.chi	02/12/2555			Filling Scores	Import
	255501-2	1	15	31	settapat.chi	02/12/2555			Grading	Import

Import List of Registered Students

Semester*: 1 Academic Year*: 2555
Faculty : Faculty Of Science
Department : Department Of Mathematics
Lecturer : Assoc.Prof.Dr.Settapat Chinviriyasit
Subject Code : ___ please enter at least 3 characters of subject code

Search

Number 2 listed Page 1 / 1 Show 10 items per page.

Figure 44

Select 'Transaction', and then click "Import". The system will display as seen in Figure 45.

Import List of Registered Students

Registration of Semester : 1/2555
Subject : MTH303 NUMERICAL METHODS (3 Credit)
Transaction No. : 255501-1
Num of Sections : 1   Num Of Student : 79

Scoring Criteria	Mid-Term Exam.	Final Exam.	Assignment
%	* 30	* 50	* 20

Data to be Imported*: ● Import only Scores

○ Import Scores and Grades

File Name : C:\Users\orathasr\Desktop\MTH303.xls Browse...

OK

<<Back

Figure 45

- The system will verify the 'Excel File', which has to be the same as the one that was exported.

- In case of wrongly filling in percentage of score, e.g. when creating a group, the user fills in the percentage score as 30-50-20, but in the 'Excel File', the user fills in 40-50-10. When the percentage scores do not match, the system will warn the user 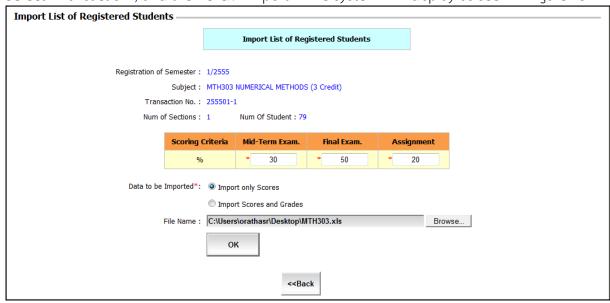with the pop-up as shown in Figure 46. The user must make sure that the percentage scores in the Excel file match with the percentage score when the groups of scores is created.
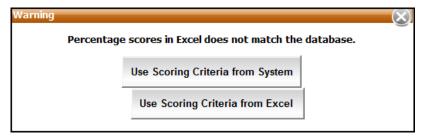

Figure 46

If all data in the imported file are verified, the system will display this page as shown in figure 47.

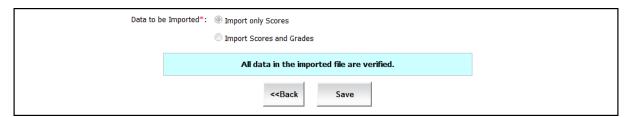❖ **Importing only scores**

Figure 47

❖ Click 'Save', and the system will update the scores of students in that group of scores as in Excel.

❖ The user can check the process of grading from the 'Recording Examination scores and Grading' page.
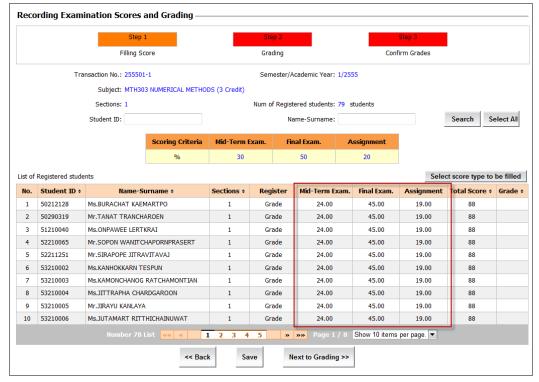
Recording Examination Scores and Grading

Step 1	Step 2	Step 3
Filling Score	Grading	Confirm Grades

Transaction No.: 255501-1   Semester/Academic Year: 1/2555

Subject: MTH303 NUMERICAL METHODS (3 Credit)

Sections: 1   Num of Registered students: 79 students

Student ID: [   ]   Name-Surname: [   ]   Search   Select All

Scoring Criteria	Mid-Term Exam.	Final Exam.	Assignment
%	30	50	20

List of Registered students   Select score type to be filled

No.	Student ID ⬍	Name-Surname ⬍	Sections ⬍	Register	Mid-Term Exam.	Final Exam.	Assignment	Total Score ⬍	Grade ⬍
1	50212128	Ms.BURACHAT KAEMARTPO	1	Grade	24.00	45.00	19.00	88	
2	50290319	Mr.TANAT TRANCHAROEN	1	Grade	24.00	45.00	19.00	88	
3	51210040	Ms.ONPAWEE LERTKRAI	1	Grade	24.00	45.00	19.00	88	
4	52210065	Mr.SOPON WANITCHAPORNPRASERT	1	Grade	24.00	45.00	19.00	88	
5	52211251	Mr.SIRAPOPE JITRAVITAVAJ	1	Grade	24.00	45.00	19.00	88	
6	53210002	Ms.KANHOKKARN TESPUN	1	Grade	24.00	45.00	19.00	88	
7	53210003	Ms.KAMONCHANOG RATCHAMONTIAN	1	Grade	24.00	45.00	19.00	88	
8	53210004	Ms.JITTRAPHA CHARDGAROON	1	Grade	24.00	45.00	19.00	88	
9	53210005	Mr.JIRAYU KANLAYA	1	Grade	24.00	45.00	19.00	88	
10	53210006	Ms.JUTAMART RITTHICHAINUWAT	1	Grade	24.00	45.00	19.00	88	

Number 78 List «« « **1** 2 3 4 5 » »» Page 1 / 8 Show 10 items per page. ▼

<< Back   Save   Next to Grading >>

Figure 48

❖ Importing Scores and Grades

Import List of Registered Students

Import List of Registered Students

Registration of Semester : 1/2555

Subject : MTH303 NUMERICAL METHODS (3 Credit)

Transaction No. : 255501-1

Num of Sections : 1   Num Of Student : 79

Scoring Criteria	Mid-Term Exam.	Final Exam.	Assignment
%	* 30	* 50	* 20

Data to be Imported*: ○ Import only Scores
                        ◉ Import Scores and Grades

Select Default Cut Score*: ◉ Using KMUTT Standard
                            ○ Calculating from Groups of Score

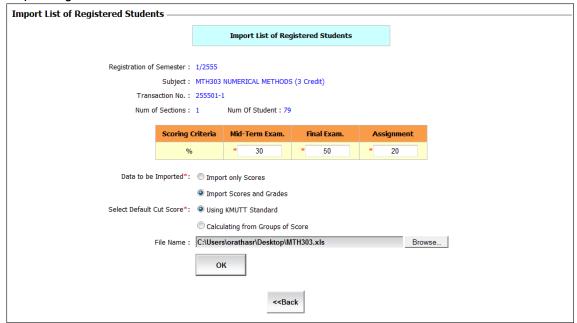File Name : [C:\Users\orathasr\Desktop\MTH303.xls] Browse...

OK

<<Back

Figure 49

❖ To import scores and grades, select '◉ import scores and grades', and then select how to grade, specify the file's name, and click 'OK".

❖ The system will verify the Excel file to make sure that grades are filled.

❖ Students who received Fe, Fa, or I will not be included as their grades must be filled in the system prior to this step.
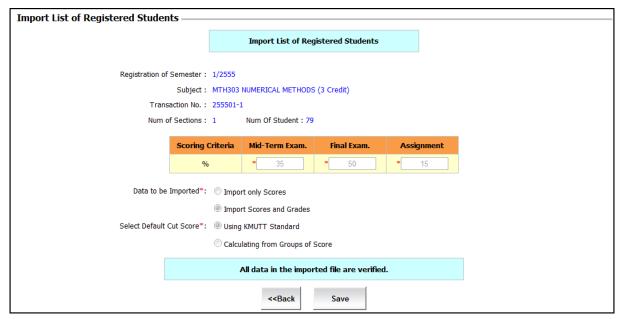
Import List of Registered Students

<div style="text-align:center">Import List of Registered Students</div>

Registration of Semester : 1/2555
Subject : MTH303 NUMERICAL METHODS (3 Credit)
Transaction No. : 255501-1
Num of Sections : 1   Num Of Student : 79

Scoring Criteria	Mid-Term Exam.	Final Exam.	Assignment
%	* 35	* 50	* 15

Data to be Imported*: ○ Import only Scores
                       ● Import Scores and Grades
Select Default Cut Score*: ● Using KMUTT Standard
                            ○ Calculating from Groups of Score

All data in the imported file are verified.

<<Back   Save

Figure 50

- If all data in the Excel file are verified, the system will display the result of the data verification.

- Click 'Save', and then the system will update the scores and grades of students in the groups and display them on the first page.

❖ To check, go back to the 'Recording Examination scores and Grading' page, and then click on the Transaction No. of the imported file. The system should show that the user is at step 2 (orange tab) as seen in Figure 51.
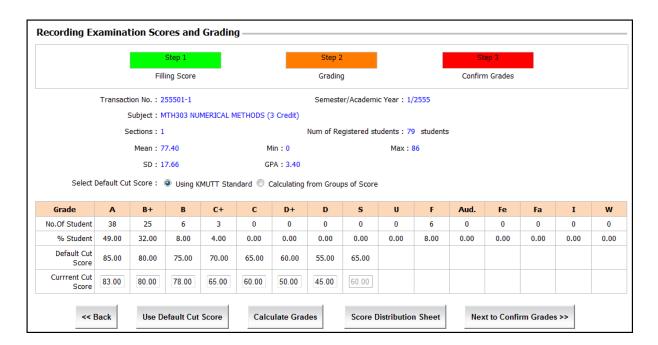
Recording Examination Scores and Grading

Step 1	Step 2	Step 3
Filling Score	Grading	Confirm Grades

Transaction No. : 255501-1   Semester/Academic Year : 1/2555
Subject : MTH303 NUMERICAL METHODS (3 Credit)
Sections : 1   Num of Registered students : 79 students
Mean : 77.40   Min : 0   Max : 86
SD : 17.66   GPA : 3.40

Select Default Cut Score : ● Using KMUTT Standard ○ Calculating from Groups of Score

Grade	A	B+	B	C+	C	D+	D	S	U	F	Aud.	Fe	Fa	I	W
No.Of Student	38	25	6	3	0	0	0	0	0	6	0	0	0	0	0
% Student	49.00	32.00	8.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00
Default Cut Score	85.00	80.00	75.00	70.00	65.00	60.00	55.00	65.00							
Currrent Cut Score	83.00	80.00	78.00	65.00	60.00	50.00	45.00	60.00							

<< Back   Use Default Cut Score   Calculate Grades   Score Distribution Sheet   Next to Confirm Grades >>

Figure 51

Recording Scores and Grading through the system

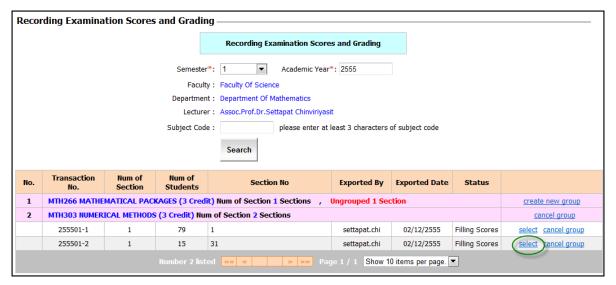**Menu:** Recording Examination Scores and Grading

Figure 12

As an example, groups of scores have been created for MTH303. To record scores, click "Select" in the group for which you want to fill scores. The Filling score page will be displayed as seen in Step 11 (Orange tap). Then, click **"select score type to be filled"**.
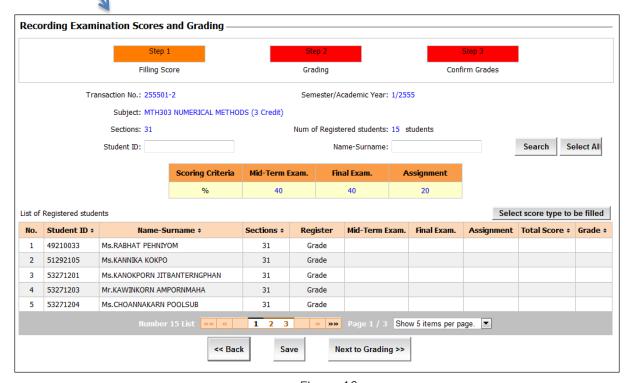

Figure 13

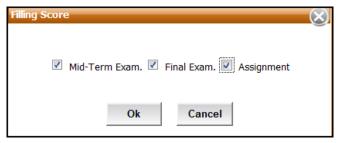There will be a 'dialog box' asking the user to select the type of score, as seen in figure 14.

Figure 14

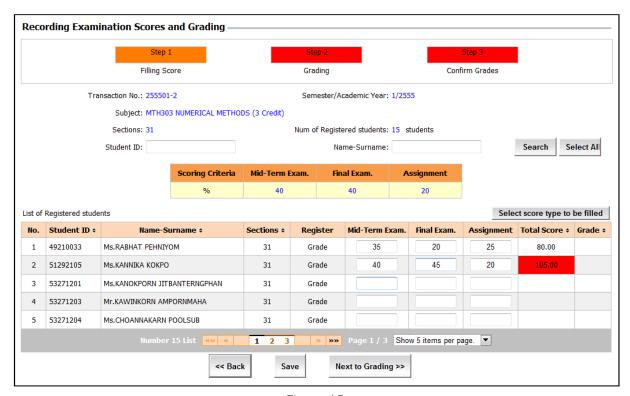Tick in the type of score you want to fill, then click 'OK'.

Figure 15

- Fill in the score from left ➔ right and top➔ bottom by pressing the Tab key on your keyboard to go to the next box.
- If the user fills in the "midterm-final-assignment" boxes incorrectly, the system will have a warning pop-up for you to fill in the score again e.g. **"Please change the score because the assigned score is 20".**
- If the user fills in a score more than the assigned score, the system will warn the user to correct the score. If the user does not correct the score, the 'Total Score' column will in Red color.
- If the user fills in the scores a percentage more than 100, there will be a warning pop-up when the user tries to save the data, and the program will not save it.
- The user does not have to fill in all score types; she can choose to fill in only one type of score, or two, and then 'Save' for grading later.

Recording scores for students who get Fe, Fa, or I

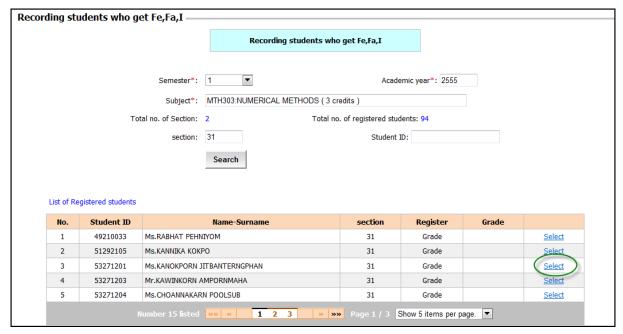Menu: Recording students who get Fe, Fa, or I, as seen in Figure 16.

Figure 16

To record each student grade, click "Select" for the student for whom you want to record a score, and the system will display that student information, as seen in Figure 17.

Figure 17

Click on the radio button ⦿ to select the desired grade (Fe, Fa, I), then click "Save". After that, the selected grade will appear in the grade column of that student, as shown in figure 18.
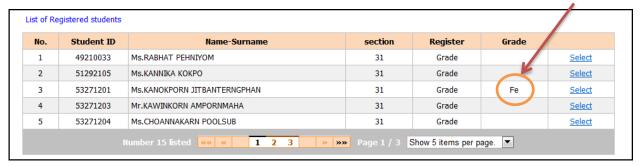
Figure 18

Grading through web-based system

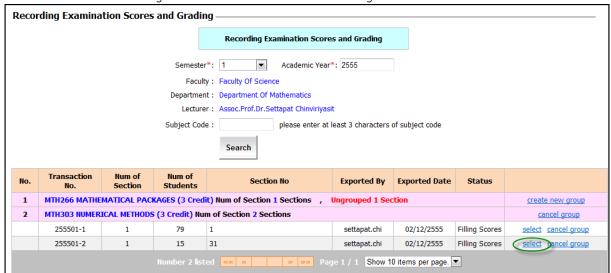**Menu:** Recording Examination Scores and Grading

Figure 19

Click 'Select', the system will display 'Step 1' (Orange tab), and examination scores will be recorded.
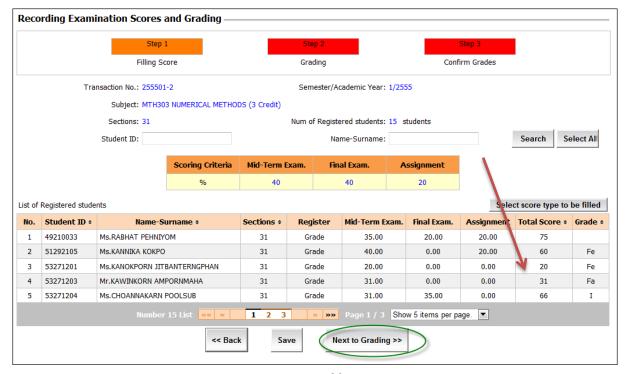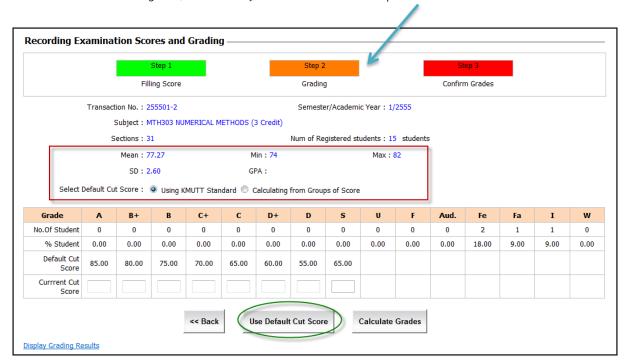
Figure 20

Click "Next to Grading>>", and the system will show "Step" 2.

Figure 21

- At 'Step 2', the system will display: mean, min, max, and SD value.
- The system will also display 'Default Cut Score'.

Two methods of Grading:

1. **Using KMUTT Standard:** the system will apply the default cut score based on the KMUTT standard. The lecturer can adjust the score.

2. **Calculating from groups of scores:** the system will calculate the mean score and standard deviation of each group of scores, and then it will calculate the cut score. However, the lecturer can adjust the scores if they desire.

- If the lecturer wants to use the default cut score, click on "**Use Default Cut Score**", and the system will apply the default cut score to the Current Cut Score.

❖ **Using KMUTT Standard**
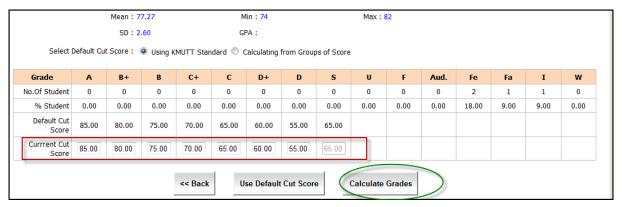
Figure 22

- The user can adjust the score in "Current Cut Score', and then click 'Calculate Grades'. The system will apply the values in the 'Current Cut Score' box as the criteria for calculating grades for students in each group of scores. This is also used to calculate the GPA for this group of scores (except for those students who get Aud., Fe, Fa, I, or W)
- After the system has calculated the grades, it will show 'Grading complete'. It will still be on the 'Step 2' page, so the user can see the 'grading results', as seen in figure 23.
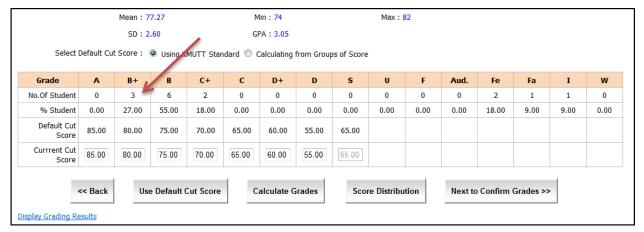

Mean : 77.27   Min : 74   Max : 82

SD : 2.60   GPA : 3.05

Select Default Cut Score : ○ Using KMUTT Standard ○ Calculating from Groups of Score

Grade	A	B+	B	C+	C	D+	D	S	U	F	Aud.	Fe	Fa	I	W
No.Of Student	0	3	6	2	0	0	0	0	0	0	0	2	1	1	0
% Student	0.00	27.00	55.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	9.00	9.00	0.00
Default Cut Score	85.00	80.00	75.00	70.00	65.00	60.00	55.00	65.00							
Currrent Cut Score	85.00	80.00	75.00	70.00	65.00	60.00	55.00	65.00							

[<< Back]   [Use Default Cut Score]   [Calculate Grades]   [Score Distribution]   [Next to Confirm Grades >>]

Display Grading Results

Figure 23

- The user can adjust the score in 'Adjust Score' box, and then click '**Calculate Grades**' to calculate the grades again.

- If the user wants to change from using 'Current Cut Score', to using 'Default Cut Score', simply click on '**Use Default Cut Score**' (the system will re-calculate the score using 'Default Cut Score'), and then click '**Calculate grades**'.

- If the user wants to see grading results, simply click "Display Grade Results" as shown in Figure 23.

Hide Grading Results

No.	Student ID ÷	Name-Surname ÷	Sections ÷	Register	Mid-Term Exam.	Final Exam.	Assignment	Total Score ÷	Grade ÷
1	49210033	Ms.RABHAT PEHNIYOM	31	Grade	35.00	20.00	20.00	75	B
2	51292105	Ms.KANNIKA KOKPO	31	Grade	40.00	0.00	20.00	60	Fe
3	53271201	Ms.KANOKPORN JITBANTERNGPHAN	31	Grade	20.00	0.00	0.00	20	Fe
4	53271203	Mr.KAWINKORN AMPORNMAHA	31	Grade	31.00	0.00	0.00	31	Fa
5	53271204	Ms.CHOANNAKARN POOLSUB	31	Grade	31.00	35.00	0.00	66	I

Number 15 List «« «   1 2 3   » »» Page 1 / 3 Show 5 items per page. ▼
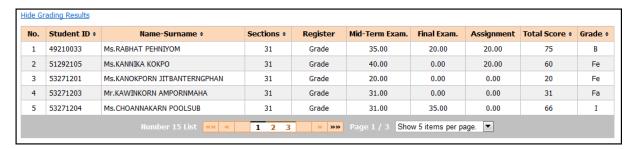
Figure 24

- Users can sort the grading results by clicking on the heading of the column that you want the system to sort.

- Click on '**Hide Grading Results**' if the user does not want to see the grading results.

- If the user wants the see the '**score distribution**', click on 'Score Distribution', and the system will display the 'Score Distribution Sheet' in PDF format.

❖ **Calculating grades from group of scores**

- If the user want to use a group of scores to calculate cutting scores, in 'Step 2', select '**Calculating from groups of scores**'. The system will calculate a cut score of that group, but it will not be used as a 'Current Cut Score' yet.

- If the user wants to use the suggested cut scores, click "Use Default Cut Score", and then click 'Calculate Grades. The system will recalculate the grades and GPA of that group of scores again using group cut scores. However, when the calculation is completed, it will still be on the same page.

Mean : 77.27					Min : 74				Max : 82					
SD : 2.60					GPA : 2.59									

Select Default Cut Score : ○ Using KMUTT Standard ● Calculating from Groups of Score

Grade	A	B+	B	C+	C	D+	D	S	U	F	Aud.	Fe	Fa	I	W
No.Of Student	2	1	1	2	3	2	0	0	0	0	0	2	1	1	0
% Student	18.00	9.00	9.00	18.00	27.00	18.00	0.00	0.00	0.00	0.00	0.00	18.00	9.00	9.00	0.00
Factor	1.28	0.80	0.39	-0.20	-0.84	-1.20	-1.65	-0.84							
Default Cut Score	80.60	79.35	78.28	76.75	75.09	74.15	72.98	75.09							
Current Cut Score	81.00	79.00	78.00	77.00	75.00	74.00	73.00	75.00							

[<< Back] [Use Default Cut Score] [Calculate Grades] [Score Distribution] [Next to Confirm Grades >>]
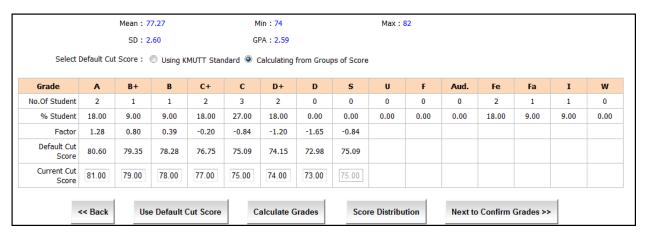
Figure 25

- In this step, the grades will not yet be sent to the department or the faculty, and the lecturer can adjust the score and grade again.
- To send the grades to the department, click "**Next to Confirm Grades >>**"

To Confirm Grading

From the 'Recording and Grading – Step 2' page, the system will display 'Step 3'- Confirm Grades'. Confirming grades can be done in two methods: first-time confirmation and confirming after modifying request. Please note that when you complete each step, the tab color will change to green.

❖ **Method 1: For first-time confirmation of grades, the system will display this page.**
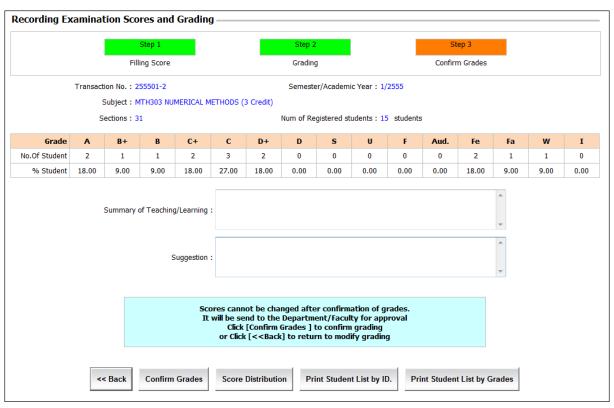
Figure 26

- The lecturer's opinion is divided into two sections, namely (1) summary of teaching/ learning results and (2) suggestions of lecturers. These will be displayed on the 'Score Distribution Sheet'.
- Click '**Confirm Grades**' as shown in figure 27.
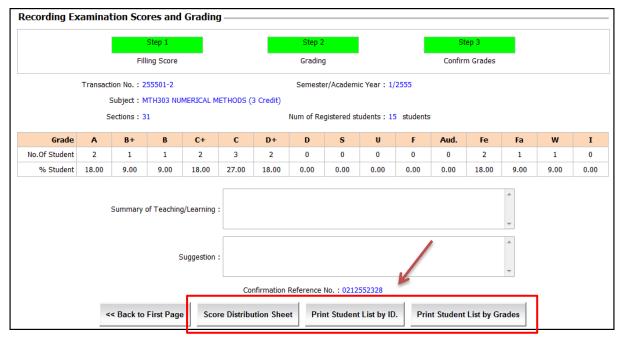
Figure 27

- If the user wants to send a document to the department or the faculty, the lecturer can print the "Score Distribution Sheet" which contains a confirmation reference number to show the latest version of grading. The user can print out a student's list by ID and students list by grades, as seen in figure 28.

Scoring Distribution

Semester/Academic　1/2555

Faculty	Faculty Of Science
Department	Department Of Mathematics

Transaction No.　255501-2　　　　Confirmation Reference No.　0212552328

Subject MTH303 - NUMERICAL METHODS (3 Credit)

Section No.　　　31

Lecturer　　　　Assoc.Prof.Dr.Settapat Chinviriyasit

Total No. of Students　　15

Grading Criteria

Scoring Criteria	Mid-Term Exam.	Final Exam.	Assignment
%	40	40	20

Mean = 77.27　　　　SD = 2.60　　　　GPA = 2.59

A　=　2　　Current >= 81.00　　Default >= 80.60　　X+(1.28+*SD)

B+ =　1　　Current >= 79.00　　Default >= 79.35　　X+(0.80+*SD)

B　=　1　　Current >= 78.00　　Default >= 78.28　　X+(0.39+*SD)

C+ =　2　　Current >= 77.00　　Default >= 76.75　　X+(-0.20+*SD)

C　=　3　　Current >= 75.00　　Default >= 75.09　　X+(-0.84+*SD)

D+ =　2　　Current >= 74.00　　Default >= 74.15　　X+(-1.20+*SD)

D　=　0　　Current >= 73.00　　Default >= 72.98　　X+(-1.65+*SD)

F　=　0　　　Aud.=　0

I　=　1　　　W　=　0　　　　Fe　=　2

S　=　0　　　U　=　0　　　　Fa　=　1

Summary of Teaching/Learning

Suggestion

Figure 28

- If the user wants to go back to the first page, click on '**Back to First Page**', and the system will go back to the first page and show the current status of the group as '**waiting for department approval**', as seen in figure 29.

No.	Transaction No.	Num of Section	Num of Students	Section No	Exported By	Exported Date	Status	
1	MTH266 MATHEMATICAL PACKAGES (3 Credit) Num of Section 1 Sections , Ungrouped 1 Sections							create new group
2	MTH303 NUMERICAL METHODS (3 Credit) Num of Section 2 Sections							cancel group
	255501-1	1	79	1	settapat.chi	02/12/2555	Filling Scores	select cancel group
	255501-2	1	15	31	settapat.chi	02/12/2555	waiting to be faculty approval	select

Number 2 listed «« « » »» Page 1 / 1 Show 10 items per page.

Figure 29

Print out one copy of the 'Score Distribution Sheet' and Students' list by ID, and send to the department and the faculty for approval.

❖ **Method 2:** In case of confirmation of grading after the department or the faculty request for modifying grades, the system will display this page.

Recording Examination Scores and Grading

Step 1	Step 2	Step 3
Filling Score	Grading	Confirm Grades

Transaction No. : 255501-2　　　　　Semester/Academic Year : 1/2555

Subject : MTH303 NUMERICAL METHODS (3 Credit)

Sections : 31　　　　　Num of Registered students : 15 students

Mean : 77.27　　　　Min : 74　　　　　Max : 82

SD : 2.60　　　　GPA : 2.59

Comments from Lecturer

```
Date 02/12/2555 – Confirm Grades
```

Comments from Department

```
Date 02/12/2555 – ให้กลับไปแก้ไข
Grade D+  between 83-85
Grade D   between 80-82
```

Select Default Cut Score : ○ Using KMUTT Standard ● Calculating from Groups of Score

Grade	A	B+	B	C+	C	D+	D	S	U	F	Aud.	Fe	Fa	I	W
No.Of Student	2	1	1	2	3	2	0	0	0	0	0	2	1	1	0
% Student	18.00	9.00	9.00	18.00	27.00	18.00	0.00	0.00	0.00	0.00	0.00	18.00	9.00	9.00	0.00
Factor	1.28	0.80	0.39	-0.20	-0.84	-1.20	-1.65	-0.84							
Default Cut Score	80.60	79.35	78.28	76.75	75.09	74.15	72.98	75.09							
Current Cut Score	81.00	79.00	78.00	77.00	75.00	74.00	73.00	75.00							

<< Back　　Use Default Cut Score　　Calculate Grades　　Score Distribution Sheet　　Next to Confirm Grades >>

Display Grading Results

Figure 30: in case of modifying grades

- In case of modifying grades, the lecturer must indicate the comments why the grades have to be modified by selecting '⦿ Corrected as proposed by the meeting' or 'Confirmed the original grading'.
- In case of selecting '⦿ Confirmed the original grading', please specify reasons of maintaining original grading to be shown in the approval grading page.
- After '**Confirm Grades**' is clicked, the system will update the grading status of the group to 'Confirmed', and it will show a new confirmation reference number as the latest version of grading (same as first-time confirmation).
- In case of modifying grades, printing a 'Score Distribution Sheet" will include the 2nd page, as seen in figure 31.

Figure 31

Department Approval

Menu: Recording and Grading>>Academic Results Approval by the Department
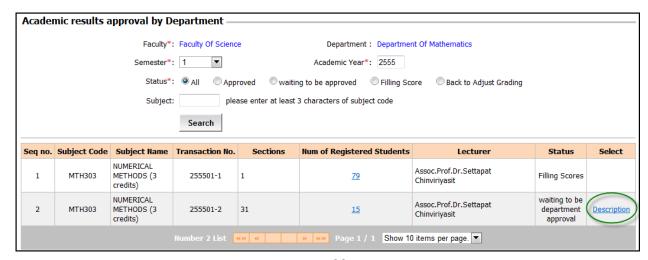
Figure 32

Click 'Description', and then the system will display the page below.

Academic results approval by Department

Faculty : Faculty Of Science
Semester/Academic Year : 1/2555
Subject : MTH303 NUMERICAL METHODS (3 credits)

Transaction No. : 255501-2　　Num of Sections : 1　　Num of Registered Students : 15 students

Lecturer
1. Assoc.Prof.Dr.Settapat Chinviriyasit

Comments from Lecturer
```
Date 03/12/2555 - Corrected as proposed by the meeting
Date 02/12/2555 - Confirm Grades
```

Comments from Department
```
Date 02/12/2555 - ให้กลับไปแก้ไข
Grade D+  between 83-85
Grade D   between 80-82
```

Mean : 77.27　　Min Score : 74　　Max Score : 82
SD : 2.60　　GPA : 2.59

Grade :	A	B+	B	C+	C	D+	D	S	U	F	Aud.	Fe	Fa	W	I
No.Of Student	2	1	1	2	3	2	0	0	0	0	0	2	1	1	0
% Student	18.00	9.00	9.00	18.00	27.00	18.00	0.00	0.00	0.00	0.00	0.00	18.00	9.00	9.00	0.00
Default Cut Score	80.60	79.35	78.28	76.75	75.09	74.15	72.98	75.09							
Current Cut Score	81.00	79.00	78.00	77.00	75.00	74.00	73.00	75.00							

The Score Distribution Sheet　　**View List of Registered Student**

Approve Result : ◉ Approve　　◯ Back to Adjust Grading　　◯ The grading in the meeting
Confirmation Reference No. : 0312550003
Comments at the meeting :

<<Back　　**Save**

Figure 33

- The approval results can be divided into three types: Approved, Back to Adjust Grading, and the grading in the meeting.

❖ **In case of selecting '◉ Approved'**

- The committee in the meeting can make suggestions and submit comments in the 'Comments in the meeting' box.
- Click 'The Score Distribution Sheet', and the user will get the same PDF File as the lecturer.
- Click 'Save', and then the status of this group will show **'waiting for faculty approval'**. If this is a step for 'faculty approval', the status will show as **'Approved'**.
- From the 'Approval page', click '**View list of registered students'.**

Academic results approval by Department

Faculty : Faculty Of Science
Semester/Academic Year : 1/2555
Subject : MTH303 NUMERICAL METHODS (3 credits)
Transaction No. : 255501-2
Num of Sections : 1   Num of Registered Students : 15 students
Section Selected : 31   <<   >>

Sections : 31 Num of Students : 15 students

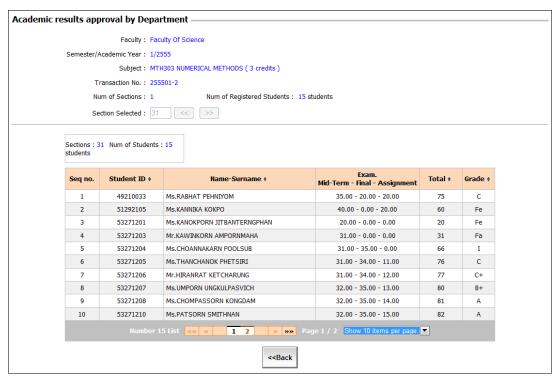| Seq no.	Student ID	Name-Surname	Exam. Mid-Term - Final - Assignment	Total	Grade
1	49210033	Ms.RABHAT PEHNIYOM	35.00 - 20.00 - 20.00	75	C
2	51292105	Ms.KANNIKA KOKPO	40.00 - 0.00 - 20.00	60	Fe
3	53271201	Ms.KANOKPORN JITBANTERNGPHAN	20.00 - 0.00 - 0.00	20	Fe
4	53271203	Mr.KAWINKORN AMPORNMAHA	31.00 - 0.00 - 0.00	31	Fa
5	53271204	Ms.CHOANNAKARN POOLSUB	31.00 - 35.00 - 0.00	66	I
6	53271205	Ms.THANCHANOK PHETSIRI	31.00 - 34.00 - 11.00	76	C
7	53271206	Mr.HIRANRAT KETCHARUNG	31.00 - 34.00 - 12.00	77	C+
8	53271207	Ms.UMPORN UNGKULPASVICH	32.00 - 35.00 - 13.00	80	B+
9	53271208	Ms.CHOMPASSORN KONGDAM	32.00 - 35.00 - 14.00	81	A
10	53271210	Ms.PATSORN SMITHNAN	32.00 - 35.00 - 15.00	82	A

Number 15 List <<< < **1 2** > >>> Page 1 / 2 Show 10 items per page.

<<Back

Figure 34

❖ **In case of selecting '◉ Back to adjust Grading'**

The system will display the 'comments at the meeting' box, as shown in figure 35.

The Score Distribution Sheet   View List of Registered Student

Approve Result : ○ Approve   ◉ Back to Adjust Grading   ○ The grading in the meeting
Confirmation Reference No. : 0312550003
Comments at the meeting :

The proposed new grades are as follows :

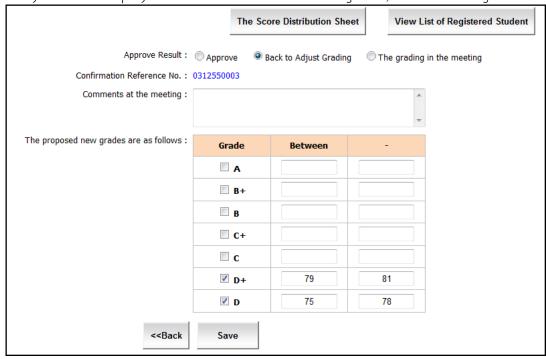| Grade	Between	-
☐ A		
☐ B+		
☐ B		
☐ C+		
☐ C		
☑ D+	79	81
☑ D	75	78

<<Back   Save

Figure 35

- In the "proposed new grade' box, enter the new cut score, so that it can be applied in the new grading.

- The detail will be displayed in the Recording and Grading Step for the lecturer.

- After completely filling in all data, click 'Save', and the status will show as 'waiting for adjusting", as seen in Figure 36.

Figure 36

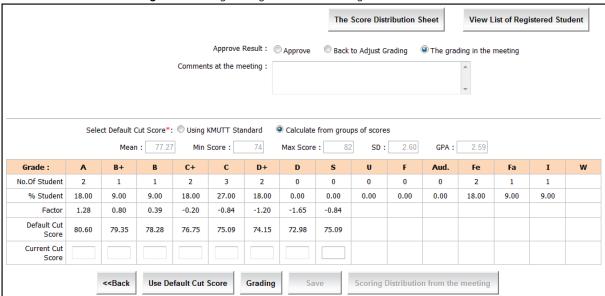- **In case of selecting '⦿ The grading in the meeting'**

Figure 37

- Select the criteria that the user wants to use, and then adjust the 'Current Cut Score'. Then, click 'Grading'.

- The committee in the meeting can view the score distribution by clicking on '**Scoring Distribution from the meeting**', so they can compare the grading between the original grading and the meeting grading.

- To confirm grading, click 'Save' in the 'Do you want to use the new grading?' dialog box.

- The meeting grading will receive the new confirmation reference number and the original confirmation referenced number will be cancelled. Then, click 'Save', and the system will display the page as seen in figure 38.
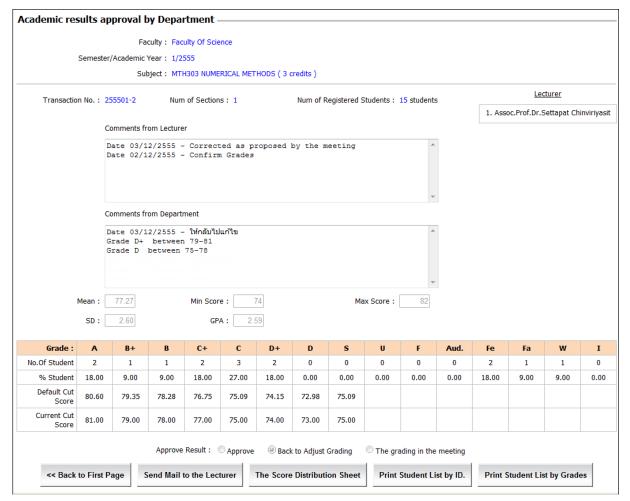
Academic results approval by Department

Faculty : Faculty Of Science

Semester/Academic Year : 1/2555

Subject : MTH303 NUMERICAL METHODS (3 credits)

Transaction No. : 255501-2   Num of Sections : 1   Num of Registered Students : 15 students

Lecturer

1. Assoc.Prof.Dr.Settapat Chinviriyasit

Comments from Lecturer

```
Date 03/12/2555 - Corrected as proposed by the meeting
Date 02/12/2555 - Confirm Grades
```

Comments from Department

```
Date 03/12/2555 - ให้กลับไปแก้ไข
Grade D+  between 79-81
Grade D   between 75-78
```

Mean : 77.27   Min Score : 74   Max Score : 82

SD : 2.60   GPA : 2.59

Grade :	A	B+	B	C+	C	D+	D	S	U	F	Aud.	Fe	Fa	W	I
No.Of Student	2	1	1	2	3	2	0	0	0	0	0	2	1	1	0
% Student	18.00	9.00	9.00	18.00	27.00	18.00	0.00	0.00	0.00	0.00	0.00	18.00	9.00	9.00	0.00
Default Cut Score	80.60	79.35	78.28	76.75	75.09	74.15	72.98	75.09							
Current Cut Score	81.00	79.00	78.00	77.00	75.00	74.00	73.00	75.00							

Approve Result : ○ Approve   ◉ Back to Adjust Grading   ○ The grading in the meeting

[<< Back to First Page]   [Send Mail to the Lecturer]   [The Score Distribution Sheet]   [Print Student List by ID]   [Print Student List by Grades]

Figure 38

- To send the grading to a lecturer, click "**Send Mail to Lecturers**", and the email address dialog box of the lecturer will appear. If the user wants to send it, click 'Confirm'. Otherwise, click 'Cancel'.

Send Mail to the Lecturer   ⊗

Send to : settapat.chi@kmutt.ac.th

[Confirm]   [Cancel]

Figure 39

- Print out one copy of the 'Score Distribution Sheet', Students' list by ID, and Students' list by grades.
- Click "Back to First Page', and the system will go back to the first page and show the current status of that group of scores.

Faculty Approval

   The detailed steps of 'Faculty Approval' is the same as 'Department Approval', and after the grading is approved by the faculty, the grading will be sent to the Registration Office for confirmation, and then the Registration Office will complete the grading process for students.