You must use “Grade Registration System” to register grades of your courses.
Please use this system according to the procedures described below.

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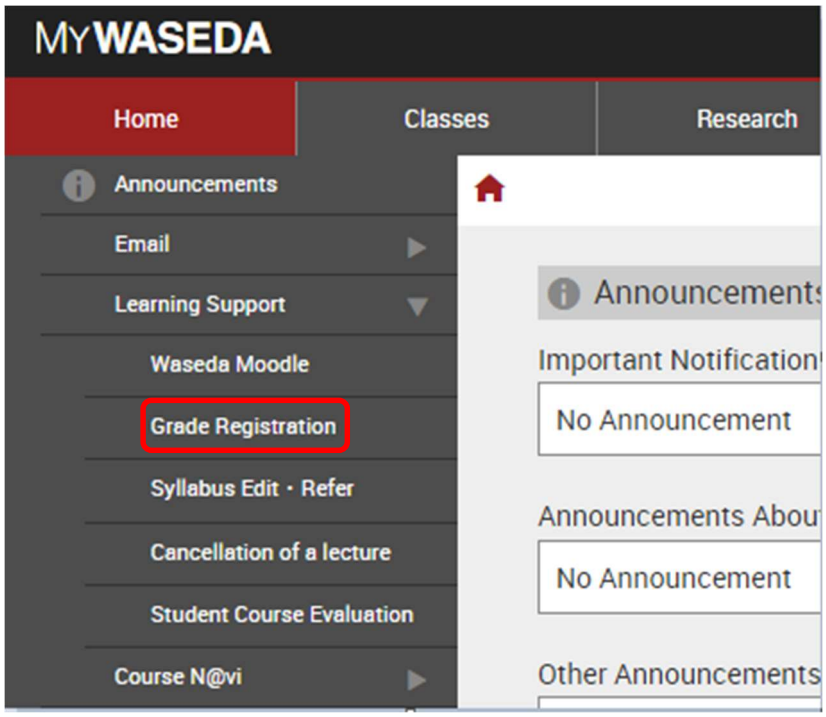
1． How to Access

Log in to MyWaseda and click "Learning Support" → "Grade Registration" from the left menu on the "Home" tab screen.

【Screen of MyWaseda menu】



2． Function List

Function name	Overview
Your Course List	You can check the list of courses in charge and the grade confirmation status.
Enrolled Student List	You can get a list to view enrolled student information based student course registration information.
Input Evals on the WEB	You can input Evals individually on the WEB.
Input Evals from Excel file	You can input Evals in batch by acquiring the student list in in Excel format from the system, inputing the evals and then uploading the Excel file.

3． Your Course List

Click the MyWaseda menu "Grade Registration" to display your course list screen.

【Screen of “Your Courses”】

	Title	Semester	Day/Period	Combined	Course Dept.	Deadline	Confirmed	Student List
View	Course Sample 01	spring semester	01:Thur.3		affi01	2020/03/31	Confirmed (10/10)	Download
View	Course Sample 02	spring semester	01:Thur.2		affi01	2020/03/31	Confirmed (3/3)	Download
View	Course Sample 03	spring semester	01:Fri.2		affi02	2020/03/31	Confirmed (12/12)	Download
View	Course Sample 04	spring semester	01:Wed.2	Combined (1)	affi02	2020/03/31	Confirmed (4/4)	Download
View	Course Sample 05	spring semester	01:Wed.2	Combined (1)	affi01	2020/03/31	Confirmed (38/38)	Download
View	Course Sample 06	full year	01:othersothers		affi01	2020/03/31	Confirmed (2/2)	Download
Input	Course Sample 07	fall semester	01:Tues.2		affi01	2020/03/31	Unconfirmed (2/25)	Download
Input Blocked	Course Sample 08	fall semester	01:othersothers		affi02	2020/03/31	-	Download
View	Course Sample 09	fall semester	01:othersothers		affi02	2020/03/31	-	Download

【Details of “Your Courses”】

1） The course title, the semester, the time schedule(day/period), the school in charge, etc. are displayed.

2） " Combined (n)" displayed in the " Combined " column indicate combined subjects.

※”n” indicates that subjects with the same numerical value will be combined.

3） The button at the left end of the screen and the background color of the line are as follows:

Input	Indicates the evals input period. The background color of the row is white
View	Indicates the evals of all students have been confirmed. The background color of the row is pink.
Input Blocked	Indicates that it is outside the evals input period. The background color of the row is gray.

4） Dates displayed in the “Deadline” column indicate deadlines set by the administrative office of the course to input evals.

5） You can check the grad confirmation status in the “Confirmed” column.

“Confirmed(XX／YY)” in the ”Confirmed” column means as follows:

Confirmed: The evals of all students have been confirmed, otherwise “Unconfirmed”.

XX: Number of students confirmed

YY: Number of studetns registered

６）Student List

Click “Download” to download the enrolled student list in Excel format. A zip file will be downloaded. Save the file to a local folder, enter the password you set when downloading, and decompress the file.

【Screen of Student List (Excel format)】

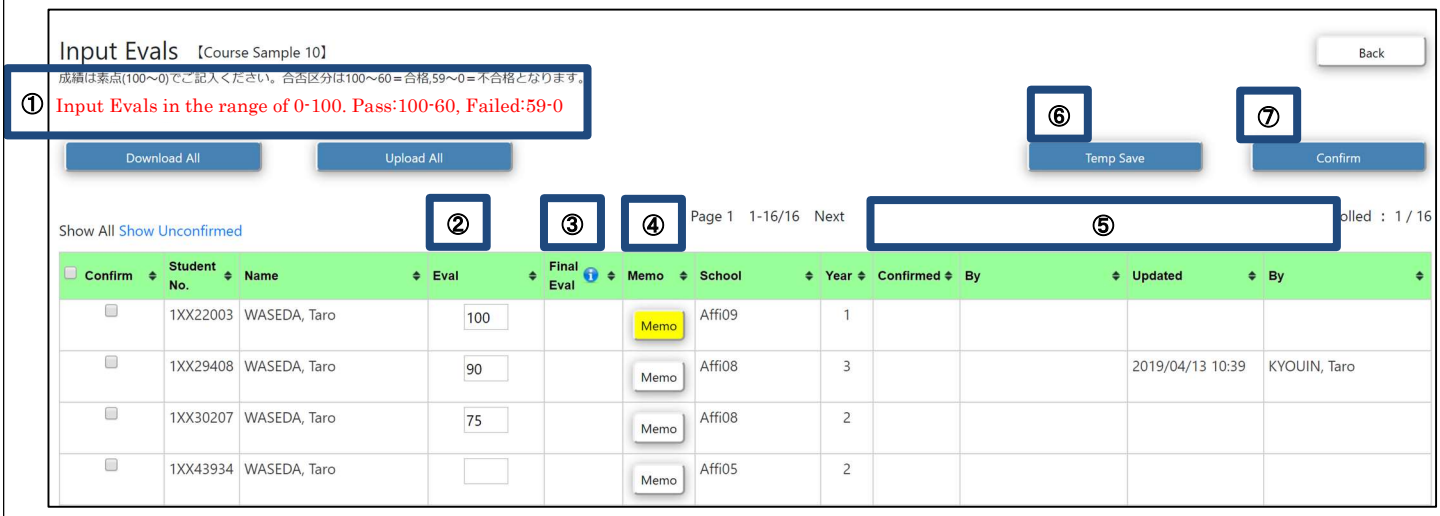
	A	B	C	D	E	F	G	H	I
1	科目名/Course Title	学籍番号/Student ID	氏名/Name	カナ氏名/Kana Name	ローマ字氏名/Roman Name	履修学年/Year	箇所名称/Affiliation	登録日/Registered	取消/Canceled
2	Course Sample 01 (XXXXXXX	1XXX7251	早稲田　太郎	ワセダ　タロウ	WASEDA, Taro	3	箇所０１ / Affi01	2016/03/09	
3	Course Sample 01 (XXXXXXX	1XXX7315	早稲田　太郎	ワセダ　タロウ	WASEDA, Taro	3	箇所０１ / Affi01	2016/03/09	
4	Course Sample 01 (XXXXXXX	1XXX7333	早稲田　太郎	ワセダ　タロウ	WASEDA, Taro	3	箇所０１ / Affi01	2016/03/09	
5	Course Sample 01 (XXXXXXX	1XXX7497	早稲田　太郎	ワセダ　タロウ	WASEDA, Taro	3	箇所０１ / Affi01	2016/03/09	
6	Course Sample 01 (XXXXXXX	1XXX7502	早稲田　太郎	ワセダ　タロウ	WASEDA, Taro	3	箇所０１ / Affi01	2016/03/09	
7	Course Sample 01 (XXXXXXX	1XXX7548	早稲田　太郎	ワセダ　タロウ	WASEDA, Taro	3	箇所０１ / Affi01	2016/03/09	
8	Course Sample 01 (XXXXXXX	1XXX7581	早稲田　太郎	ワセダ　タロウ	WASEDA, Taro	3	箇所０１ / Affi01	2016/03/09	

・After announcement date of course registration results, enrolled students are displayed in the list.
・The dates listed in the “Registered” column indicate the dates each student registered the course.
・Students who have canceled the course will be displayed as "Canceled" in the "Canceled" column.

4. Input Evals on the WEB

Click the "Input" button on the “Your Courses” screen to display “Input Evals” screen. A list of students to be evalutated will be displayed. Please enter the Evals in the “Eval” column according to the prescribed evaluation method (raw score or ABC or PQ).

【Screen of “Input Evals” with raw scores】



【Screen of “Input Evals” with ABCF or PQ】

【Details of “Input Evals”】

① The evaluation method for each school / graduate school is described.

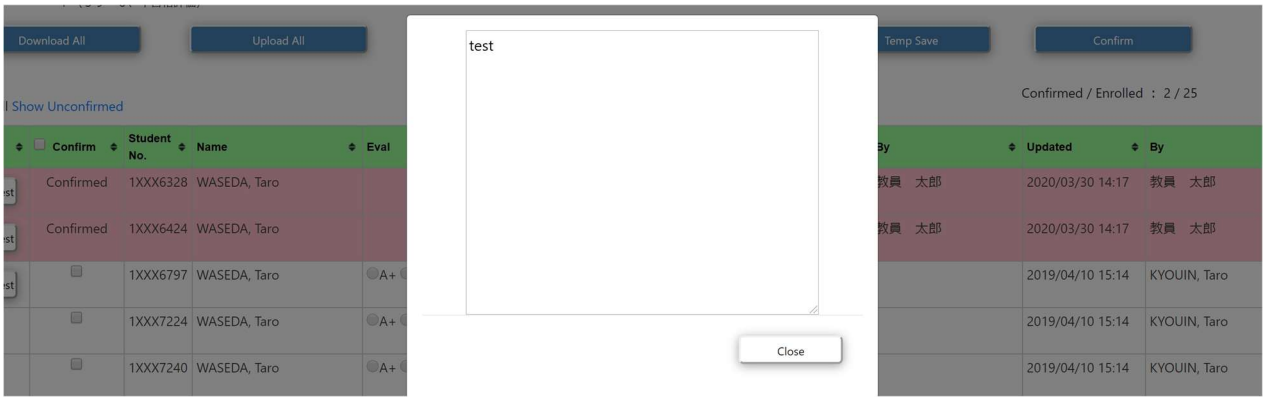
② Input fields to input Evals for each student. Input fields are displayed according to the prescribed evaluation method (raw scores, ABC, PQ, etc.).

③ "Final Eval" is the grade displayed to students after the grade is confirmed. It will be reflected automatically after the grade is confirmed.

④ Click “Memo” to enter a memo you are working on. The "Memo" button turns yellow after entering a memo. The information entered in the memo is saved by clicking the "Temp Save" button. Please note that you must click the "Temp Save" button to save the contents of memo, otherwise it will be lost.

【Screen of “Memo” 】

Click “Memo” and then the screen below will be displayed.

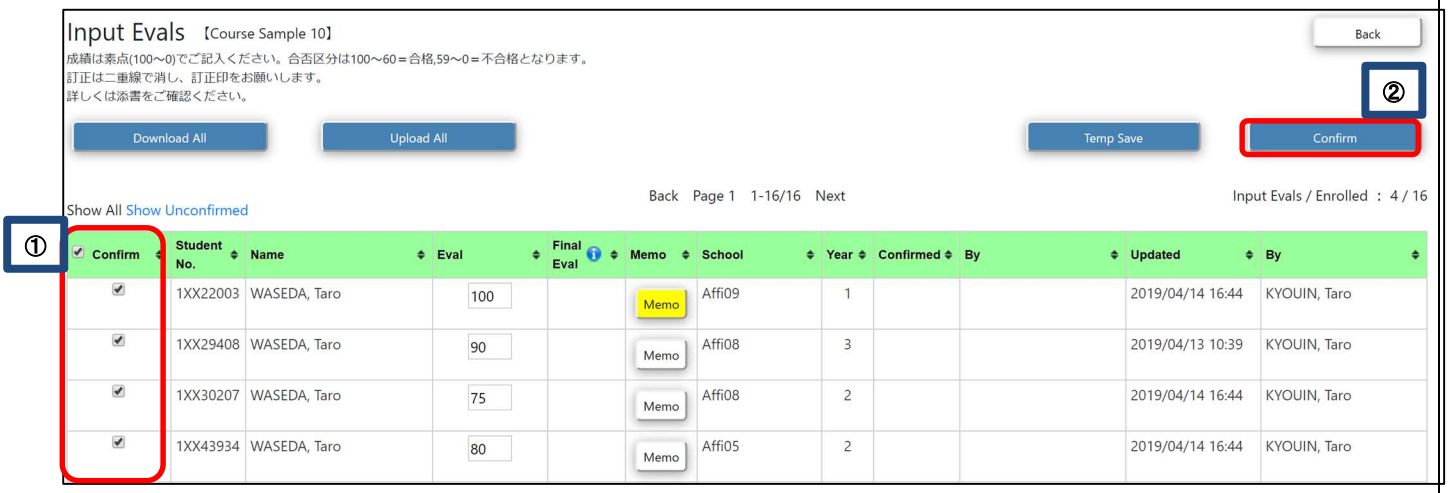


⑤ If you update the grade and click "Temp Save" or "Confirm" button, the “Updated” column will be reflected, and if "Confirmed", the “Confirmed” column will be reflected. If you update only the memo, the update date will not change.

⑥ By clicking “Confirm” and completing the comfirmation process, you will have completed submitting the grades. In principle, you cannot change your Evals after the grade is confirmed. Please check carefully before you confirm the grade. Please refer to the following procedures to confirm the grades.

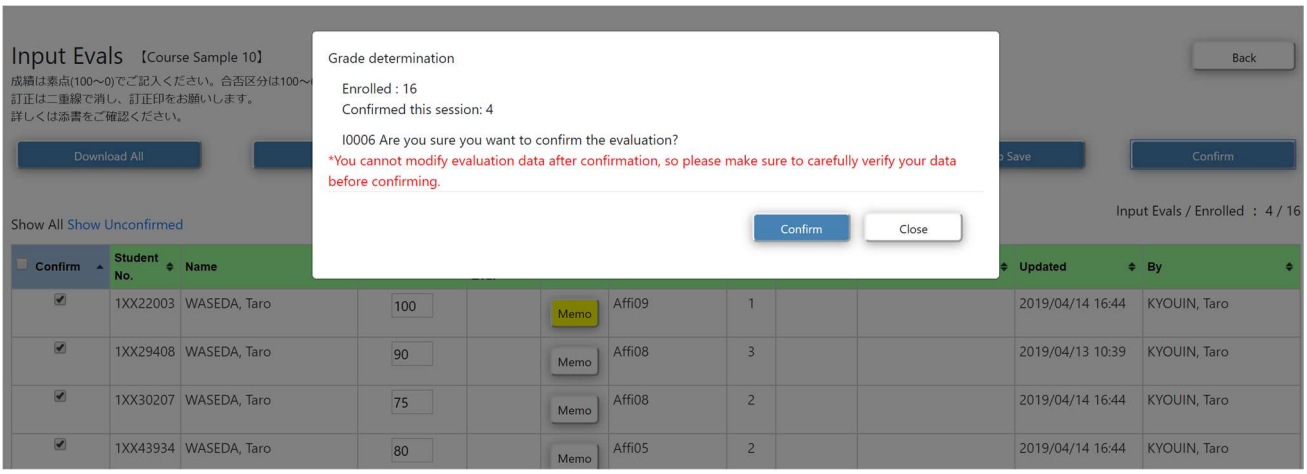
【How to “Confirm”】

1)When you have finished inputting the Evals, put a check the person whose grade is to be confirmed in the "Confirm" column on the left(① in the below figure) and click the "Confirm" button on the right(② in the below figure).

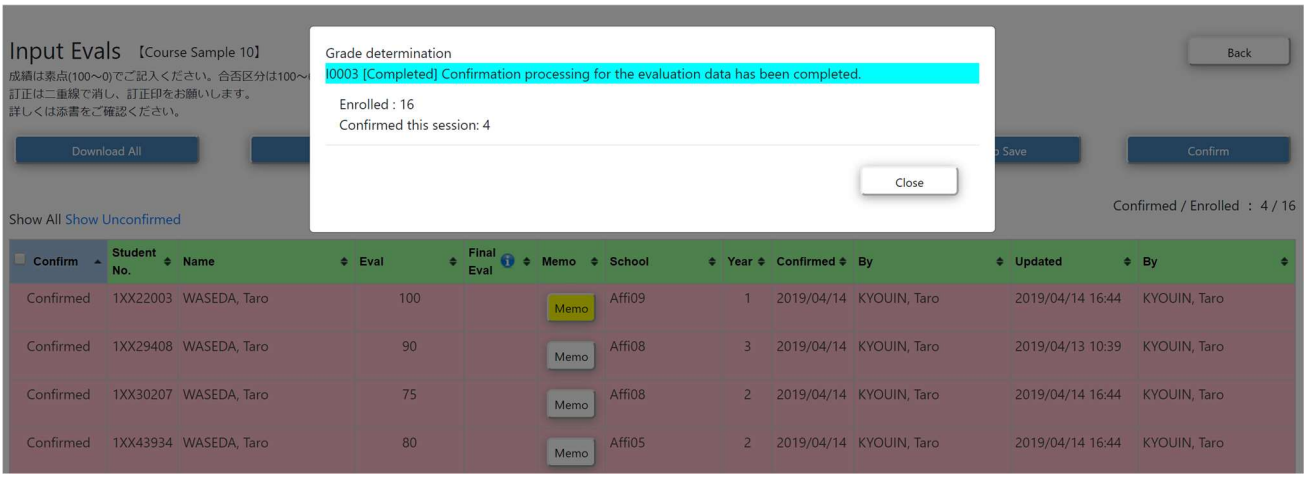


※If you put a check at the leftside of the "Confirm" column name, everyone will be checked.

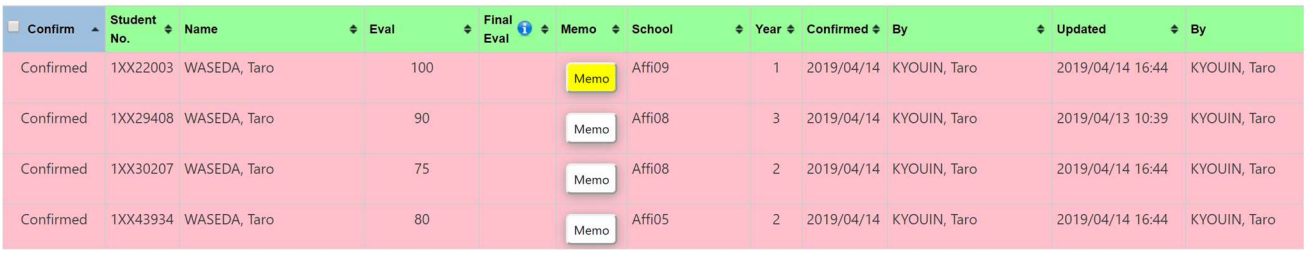
2) Check the information displayed in the message dialog and click "Confirm".



3) When the "Confirm" process is completed normally, the following message will be displayed.



4) When the grade is confirmed, the background color of the line becomes pink.



NOTE）Regarding courses taught by multiple teachers

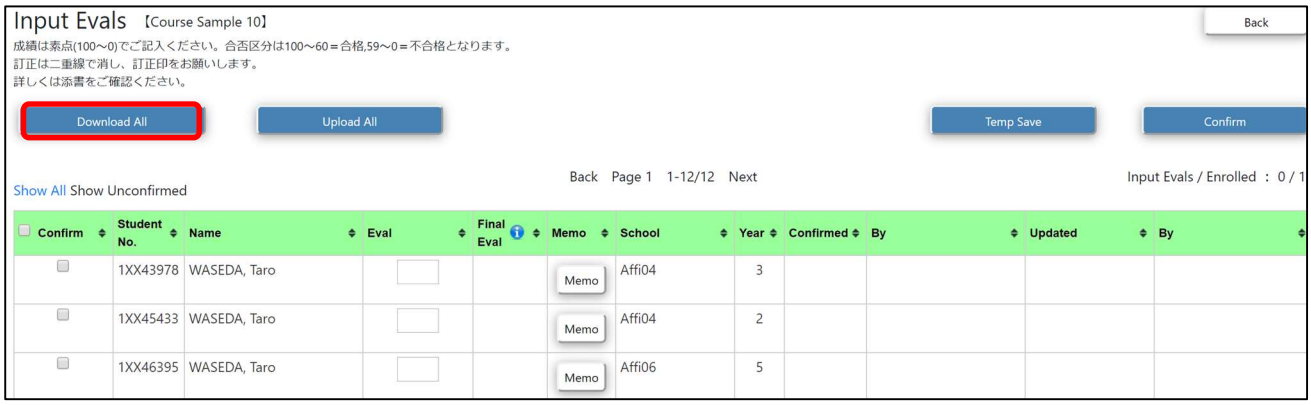
The teacher who can confirm the grade (the "Confirm" button is displayed) is set on the system. For the other teachers, the “Save” button will be displayed and, in this case, it is possible to input and save Evals. The grade can be confirmed by the teacher who can confirm the grades.

5． Input Evals from Excel file

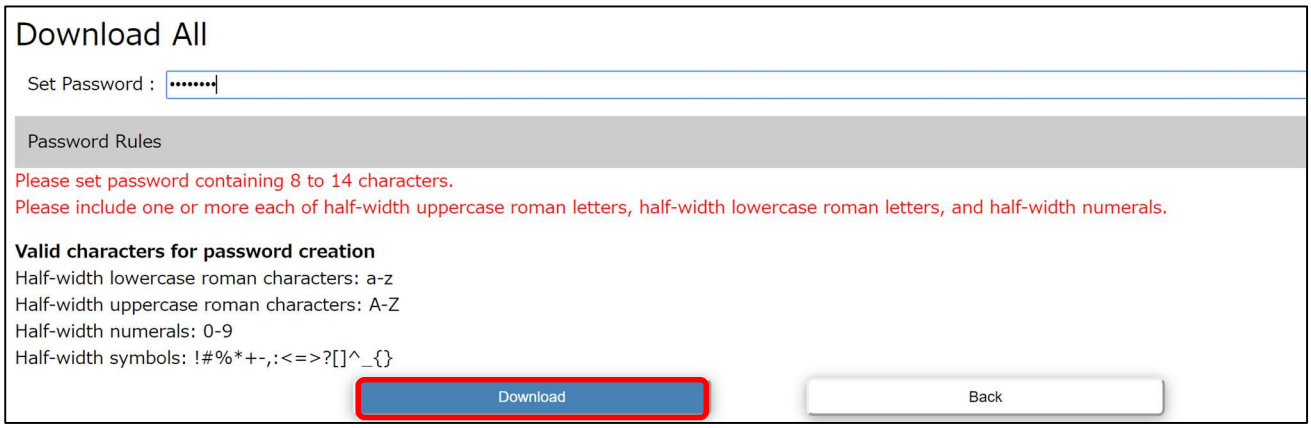
In addition to inputting Evals directly on the WEB, you can input Evals by uploading the Excel file.

【How to upload Excel files 】

1） Click the "Download All" button on the “Input Evals” screen.



2） On the "Download All" screen, set a password and download the file.



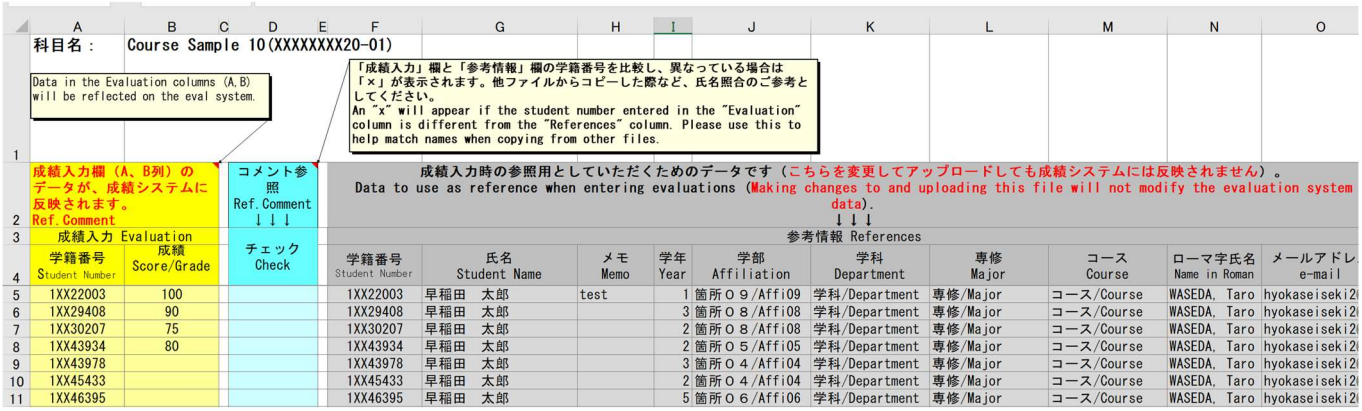
3） A zip file will be downloaded. Save the file to a local folder, enter the password you set when downloading, and decompress the file. The unzipped file will be an Excel file and the default file name will be in the following format.

成績一括入力(素点入力版)_Course Sample 10(XXXXXXXX20-01)_201904141700.xlsx

Fixed name in Japanese_Course Title (Course ID)_Timestamp (YYYYMMDDHHMM)

4）Open the downloaded Excel file and input Evals in the yellow shaded area.

【Screen of the downloaded Excel file】



科目名： Course Sample 10(XXXXXXXX20-01)

Data in the Evaluation columns (A,B) will be reflected on the eval system.

「成績入力」欄と「参考情報」欄の学籍番号を比較し、異なっている場合は「×」が表示されます。他ファイルからコピーした際など、氏名照合のご参考としてください。
An "x" will appear if the student number entered in the "Evaluation" column is different from the "References" column. Please use this to help match names when copying from other files.

成績入力欄（A、B列）のデータが、成績システムに反映されます。
Ref.Comment

コメント参照 Ref.Comment ↓↓↓

成績入力時の参照用としていただくためのデータです（こちらを変更してアップロードしても成績システムには反映されません）。
Data to use as reference when entering evaluations (Making changes to and uploading this file will not modify the evaluation system data).
↓↓↓

	成績入力 Evaluation			参考情報 References										
4	学籍番号 Student Number	成績 Score/Grade	チェック Check	学籍番号 Student Number	氏名 Student Name	メモ Memo	学年 Year	学部 Affiliation	学科 Department	専修 Major	コース Course	ローマ字氏名 Name in Roman	メールアドレ e-mail
5	1XX22003	100		1XX22003	早稲田　太郎	test	1	箇所０９/Affi09	学科/Department	専修/Major	コース/Course	WASEDA, Taro	hyokaseiseki2
6	1XX29408	90		1XX29408	早稲田　太郎		3	箇所０８/Affi08	学科/Department	専修/Major	コース/Course	WASEDA, Taro	hyokaseiseki2
7	1XX30207	75		1XX30207	早稲田　太郎		2	箇所０８/Affi08	学科/Department	専修/Major	コース/Course	WASEDA, Taro	hyokaseiseki2
8	1XX43934	80		1XX43934	早稲田　太郎		2	箇所０５/Affi05	学科/Department	専修/Major	コース/Course	WASEDA, Taro	hyokaseiseki2
9	1XX43978			1XX43978	早稲田　太郎		3	箇所０４/Affi04	学科/Department	専修/Major	コース/Course	WASEDA, Taro	hyokaseiseki2
10	1XX45433			1XX45433	早稲田　太郎		2	箇所０４/Affi04	学科/Department	専修/Major	コース/Course	WASEDA, Taro	hyokaseiseki2
11	1XX46395			1XX46395	早稲田　太郎		5	箇所０６/Affi06	学科/Department	専修/Major	コース/Course	WASEDA, Taro	hyokaseiseki2

※ The “check” column in light blue shades is a match check for the student number in the same row in columns A and F. If there is a mismatch, "X" appears, but it is for confirmation, and you can import even with "X".

※ In the "Memo" column, the contents of the memo entered on the WEB are displayed. Because it is for reference, even if you change the contents of the memo on the Excel file and upload it, it will not be reflected in the system.

※ You can check the distribution of the grades you entered on the sheet「成績評価分布(参照用)」.

※ Please enter student numbers and evaluations in upper case.

(IMPORTANT) About data to be imported when importing files

・The student numbers in column A after the cell "A5" will be imported, and the scores/grades in column B of the relevant row will be imported. Data in other columns or rows will not be imported.

・Excel files in the following formats can be uploaded even if they are not downloaded Excel files from the system.

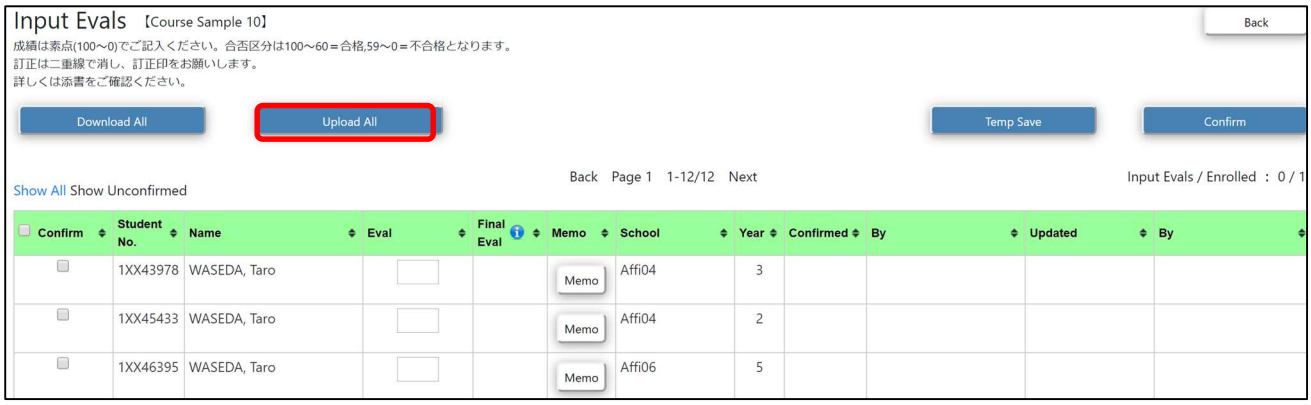
①The Excel sheet name to be imported must be "成績入力シート".

②Enter student numbers in the line after cell "A5" and scores/grades in the line after cell "B5".

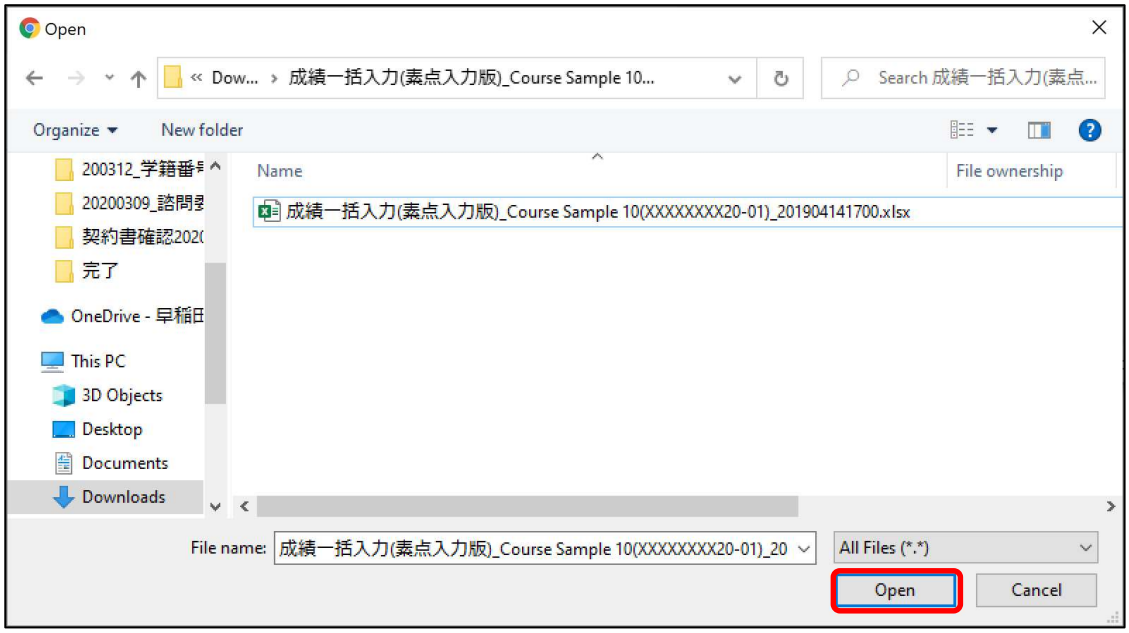
※It will be imported even if there is no item name (such as "student number").

※The student number is 10 digits. Do not include the check digit at the end.

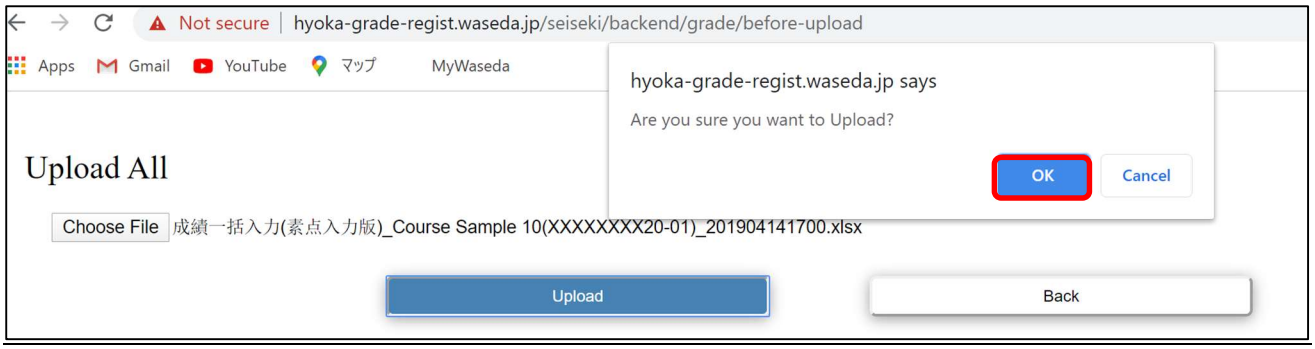
5） Click the "Upload All" button on the “Input Evals” screen.



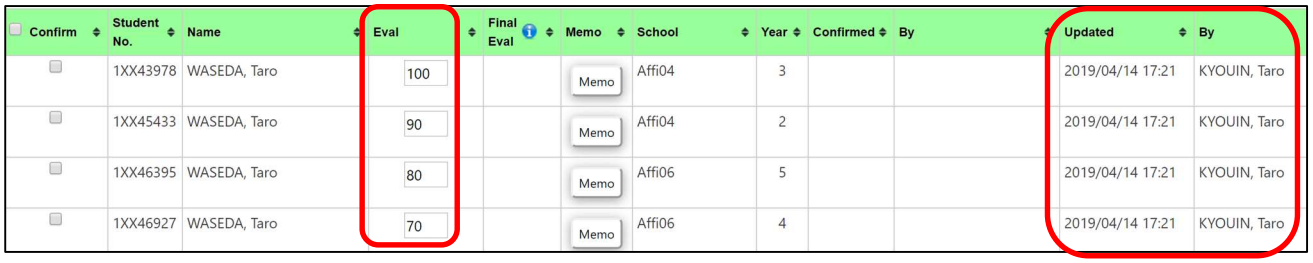
6） On the “Upload All” screen, choose the Excel file with the grades entered and upload it.



After clicking the upload button, the following confirmation dialog will be displayed.
Click OK to import the data.



7）After the upload is completed, please confirm that the grade is reflected on the system. And then, please save it temporarily or proceed to the grade confirmation process. Please refer to page 6 for the grade confirmation process.



Confirm	Student No.	Name	Eval	Final Eval	Memo	School	Year	Confirmed	By	Updated	By
	1XX43978	WASEDA, Taro	100		Memo	Affi04	3			2019/04/14 17:21	KYOUIN, Taro
	1XX45433	WASEDA, Taro	90		Memo	Affi04	2			2019/04/14 17:21	KYOUIN, Taro
	1XX46395	WASEDA, Taro	80		Memo	Affi06	5			2019/04/14 17:21	KYOUIN, Taro
	1XX46927	WASEDA, Taro	70		Memo	Affi06	4			2019/04/14 17:21	KYOUIN, Taro

6． Grade change after confirmation

After the grade is confirmed, the grade cannot be changed only by the operation of the teacher. If you need to change it, please contact the administrative office which coordinate the course.

7. Terms

Under Preparation

8. FAQ

Q.	A specific student is not displayed in the list of enrolled students.
A.	Students will be displayed in the list of students after the announcement of the course registration results. The date of announcement of course registration results may vary depending on the Schools / Graduate schools.

Q.	Students are not displayed on the “Input Evals” screen.
A.	It is displayed after the administrative office who coordinates the course configure the data. The time of preparation varies depending on the Schools / Graduate schools, but it is created from May to June for the spring semester and from October to November for the fall semester.

Q.	I don't see a specific student on the “Input Evals” screen.
A.	Please contact the administrative office which coordinates the course.

Q.	In the “Your Couses” screen, the "View” button will be displayed even though no grade has been input.
A.	Please contact the administrative office which coordinates the course.