

# Faculty Guide to Grade Submission

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Spring 2021

Office of Academic Affairs  
Academic Services Team

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## A. Timelines

- Initial submission & student notification: **June 14 (Mon) – June 28 (Mon)**
- Grade appeals: **June 29 (Tue) –July 01 (Thur)**
- Upload grade evaluation criteria to grade input screen : ~ **July 01 (Thur)**
- Printing hard copies of grade reports (student): After 3pm on **July 07(Wed)**
- **Major changes (Spring 2021)**
  - 1) Online attendance (recorded online lectures, real-time video lectures) and offline attendance will be integrated into LMS HY-ON. Therefore, please check the final attendance input status in the LMS before entering the grades at the end of the semester.  
**※ Once you have finished checking the final attendance input status in the LMS, click [Confirm final attendance].**  
**※ Attendance processing and corrections must be completed before entering grades.**
  - 2) You can transfer the LMS grade data to HY-in portal. Instructors who will use the LMS comprehensive grade data, please refer to grade input manual.
  - 3) Existing grade entry methods (individual input, Excel upload) can be used in the same way as usual.

### \* REMINDER

**※ Beginning with the fall semester of 2019, evaluation criteria will not be submitted for upload. Be sure to check the details on 17 page of the guide.**

**※ If you do not upload the evaluation criteria, you cannot confirm the final score.**

## B. Grade Submission Instructions

All grades must be submitted electronically in HY-in portal. (recommended using Chrome)

### 1. Attendance & Grading Policy

- Attendance

Only students who have attended over 2/3 of the course are eligible to take the final exam and be assigned a final grade.

- Grading policy

The semester grade should be based on the student's performance throughout the semester in addition to a summative assessment of student learning, such as a final exam at the end of the semester. The total score for the final grade should be 100. Courses that assign grades for labs, practical training or other assignments or projects should follow a fair grading criteria accordingly.

## 2. Upload Grade evaluation criteria

- Period: ~ **July 01(Mon)**
- Upload grade evaluation criteria to grade input system
- Faculty members must retain custody of materials used in the academic evaluation of students for at least ten years. These may include examinations, term papers, and written assignments. Should a faculty member retire within three years, the administration team of the faculty must retain the materials.

## 3. Document retention period

Documents	Retention Period	How
Evaluation Criteria	For 10 years	Upload to Grade Input Screen
Electronic Attendance	For 3 years	Face-to-face class: Smart Attendance Check Non-face-to-face class: LMS HY-ON
Report Card	For 10 years	Grade Input Electronic Signature
Test Answer Sheet	For 10 years	Instructors should maintain all copies (Should a faculty member retire within three years, the administration team of the faculty must retain the materials.)
Assignments	For 10 years	
Others	For 10 years	

## 4. Students on Leave of Absence

Students who applied for a leave of absence after April 19, 2021 need to be assigned grades at the end of the semester.

- Mandatory military service*: Students who have successfully attended the class for at least seven weeks since the beginning of the semester are eligible to be assigned grades for their performance.
- Illness and other extenuating circumstances*: At the instructor's discretion, the student qualifies to take a final examination and receive a grade after successfully attending the class for at least 7 weeks since the beginning of the semester.

## C. Important Notes

- ① It is the responsibility of each faculty member to submit final grades on time. New grades cannot be entered during grade appeal period, and tardy submissions can affect your faculty performance evaluation. Grades changes made during grade appeals and change period do not affect your evaluation.
- ② During grade appeal period, instructors must be made available for communication with students. Please check that the department responsible for your courses has your current contact information.
- ③ Without exception, grade changes can only be made during the designated grade appeal and grade change period.
- ④ Grades can be entered online wherever internet is available. When you are finished entering and saving your grades, please be sure to log out to keep your information private.

\* The grade input system is most compatible with **Chrome**.

- ⑤ Grades must be submitted by the instructor of record. The faculty member is responsible to review the *final scores* (by clicking on [[Save](#)]), then proceed to click [[Submit](#)].

\* The instructor also must review the *final scores* then proceed to finally submit when grades have been changed, or when the settings for grading on a curve (click [[Grading on a Curve](#)]) have been modified.

- ⑥ Courses follow different methods of evaluation. [[Curved/Uncurved Evaluation/Score conversion](#)].

\* **REMINDER:** When grading on a curve, different letter grades cannot have the same total scores. A pop-up window will warn you when this happens.

### a) Curved Evaluation

- Grade curve Type 4: During the 2021 Spring semester, two evaluation methods will be used temporarily; absolute evaluation and relative evaluation 4
  - (1) A: 0-40% (Maximum 40%)
  - (2) B, C, D, F ratio is freely distributed

### b) Uncurved Evaluation

- Theory courses with less than 10 students enrolled
- Theory/experiential learning courses with less than 20 students enrolled
- Lab/experiential learning courses(No limit on number of students)
- Courses instructed only in English, and other foreign language

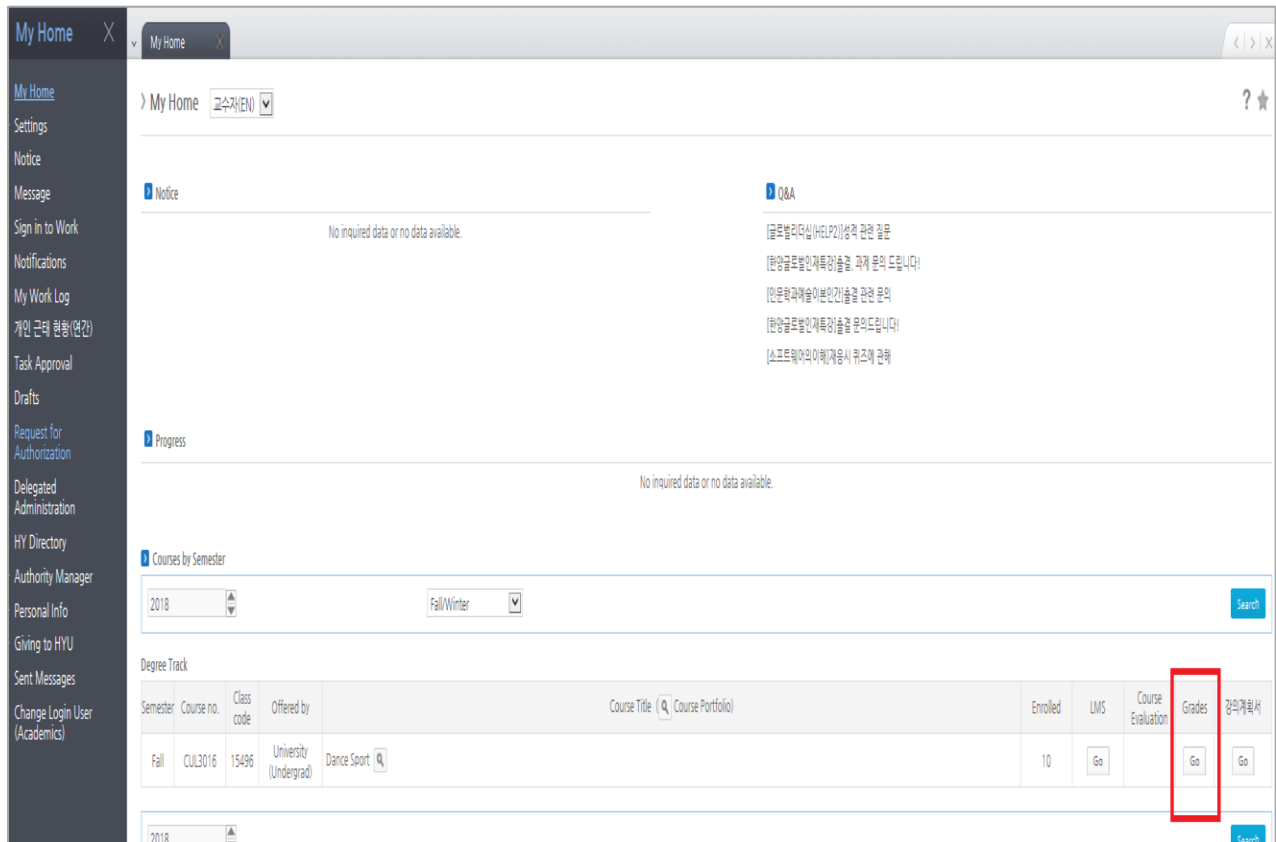
- HY-Live Courses (from the first semester of 2019)
- IC-PBL Courses
- Courses that count toward teaching certification (major courses, required courses, electives)
- Career development, career design courses
- ROTC courses
- Major-related field courses, capstone design, Invited lecture courses, comprehensive design
- Credits from other institutions (e.g. credit exchange programs)

**\* NOTES**

- For courses that allow both undergraduate and graduate students to enroll, the former will be evaluated separately when following a grade curve.
- The list of course classifications and methods of evaluation can be found in the attachment (only available in Korean)

⑦ Please be reminded that clicking on [[Submit](#)] will send students an SMS message.

## D. How to Submit Grades



The screenshot shows the 'My Home' page of the Hanyang University HY-in system. The sidebar on the left contains various navigation links. The main content area is divided into sections: Notice, Q&A, Progress, and Courses by Semester. The 'Courses by Semester' section displays a table of courses for the selected semester (Fall/Winter 2018). The 'Grades' column in the table is highlighted with a red box, and the 'Go' button next to it is also highlighted.

Semester	Course no.	Class code	Offered by	Course Title ( Course Portfolio)	Enrolled	LMS	Course Evaluation	Grades	강의계획서
Fall	CUL3016	15496	University (Undergrad)	Dance Sport	10	Go		Go	Go

Hanyang University HY-in (login)

→ [My Home](#) → Select the school year / semester → Click by [grade] - [\[Go\]](#)

## 1. Overview (🔧)

Course title 2021-Spring F-N1004 (13443) INTRODUCTORY BIOLOGY	Timeline-Grade Input 2021.06.14 00:01 ~ 2021.06.28 23:59	Timeline-Grade changes 2021.06.29 00:00 ~ 2021.07.01 23:59	Save the score 2021-06-16 17:12:11	Assign Letter Grade Incomplete	Confirm&Submit Incomplete
--	--	--	---------------------------------------	-----------------------------------	------------------------------

▶ For a curved evaluation, when the same score is assigned as a letter grade or if a student who retakes the undergraduate course receives an A+, then a grade will not be given.  
▶ ⚙️를 클릭하면 해당 항목의 처음으로 돌아가서 재설정 가능합니다.  
▶ 성적의의신청 열람 및 답변은 해당 학생 학번 옆 돋보기를 클릭하시면 됩니다

(1)  
Curved Evaluation2🔧

(2)  
[Curved evaluation setting]🔧

(3)  
INPUT: Each evaluation criteria🔧

(4)  
[Assign Weights]🔧

(5)  
Compute Achievement Level🔧

(6)  
Input: Individually🔧

(7)  
Save

(8)  
산출근거업로드

(9)  
Confirm&Submit

First save date2021-06-16 16:18:00  
 Last save date2021-06-16 17:08:49

(10)

(11)

(12)

(13)

(14)

(16)

(15)  
Email

SMS

Assign total scores

Attendance

Apply Batch

Vice Administrator

Score Report

Expert to Excel

이의신청내역(0)

<input type="checkbox"/>	No.	Student No.	Name	College	Dept	Yr	Attendance (15%)	Report (20%)	Debate (10%)	Quiz (10%)	Midterm exam (20%)	Final exam (20%)	Study participation (5%)	Sum	Total Score	Letter Grade	Final Score	Achievement Level	Total ClassNote Rank
<input type="checkbox"/>	1	9214020155	Haksa, Test011	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	100 20	100 10	100 10	50 10	50 10	100 5	593.75	74.56			Satisf	5
<input type="checkbox"/>	2	9214120156	Haksa, Test012	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	2	87.5 13.125	100 20	100 10	100 10	100 20	80 16	100 5	667.5	92.63			Good	3
<input type="checkbox"/>	3	9214220157	Haksa, Test013	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	100 20	100 10	100 10	100 20	100 20	100 5	693.75	93.06			Excell	2
<input type="checkbox"/>	4	9214320158	Haksa, Test014	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	100 20	100 10	100 10	100 20	100 20	100 5	693.75	96.56			Excell	1
<input type="checkbox"/>	5	9214420159	Haksa, Test015	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	100 20	100 10	100 10	100 20	70 14	100 5	663.75	86.06			Good	4

■ (1)~(6): After selecting (1), click on the popup and set up the screen. Proceed through to (6) by clicking Next.

※ Want to change (1)~(6) setting: [Click](#) 🔧

- 1) **[Check evaluation type]**: Verify the class's evaluation type (If the course is uncurved, the type can be changed by clicking 「Change Evaluation Method」) Selection option available only for designated courses.
- 2) **[Curved evaluation setting]**: Input your grade curve by inputting the number of students for each grade (Not applicable for uncurved courses).  
Clicking Next will save it automatically.  
 ※ Rating and score confirmation details will be nullified if the number of students in a relative evaluation course is changed.
- 3) **[Input Category]**: Enter the total score (out of 100) or select the maximum grades for each respective subcategory by its evaluation rate.

- 4) **[Set category weighting]**: This will only appear when [Input by evaluation Category] is selected in score weighting (Attendance / Assignment / Midterm / Final) and maximum score setting screen. The default weights are what you have input in your syllabus prior to the semester.
- 5) **[Achievement Level]**: Depending on the course goals or the grade curve in the class, the instructor has the option to modify the default descriptions that are assigned to the letter grades. This is a new addition to the University's evaluation policy and these descriptions will be included in student grade reports soon.
  - **Default setting** : Automatic calculation based on the final score
  - **Individual input** can be made when [Input Achievement Level] is selected
- 6) **[Input Grade]**
  - [Input Individual Data] : Input grade for each student
  - [Upload an Excel file] : Use to transfer grades from an Excel file
    - ① [Excel Form] Download → ② grades on the form → ③ click [Upload an Excel file] → ④ select upload category → ⑤ click Next after confirming the click [Upload an Excel file] → ⑥ select upload category → ⑦ click Next after confirming the data
  - [Import from LMS(LMS 에서 가져오기)] – On the LMS's [Comprehensive grade] menu, You can get the data after pressing the [Final Result Button.]
- 7) **[Save]**: Save the entered [Total Score] and [assign letter grades]. This is NOT the final step in submitting your grades. You still need to walk through( 8) and (9) to complete your grade submission.
  - Assign letter grades : Converts **total points** [**Total Score**] to a [**Final Score**] and a letter grade based on Hanyang University's grading system.
    - a. For curved evaluation, please ensure that students do not have the same final scores across letter grades, or the [**Final Scores**] and **letter grades** will not be assigned.
    - b. Ensure that a student who is retaking the course is not assigned an A+, or the letter grade [**Rating**] will show as -, and the [**Final Scores**] and **letter grades** will not be assigned.

\* **REMINDER:** When you click [**Save**] after clicking on [**Submit**], previously saved scores will be nullified. You would have to re-do these steps again.
- 8) **[Upload evaluation criteria]** : Upload evaluation criteria as a pdf or image file.
- 9) **[Confirm & Submit]** : After confirming the input score, the results will be announced to the students [**Assign Letter Grades**]: Converts **Total Score** to a **Final Score** and assigns a letter grade based on Hanyang University's grading system.
- 10) **[Email, SMS]**: Data can be sent via email and SMS Confirm and **submit** current grades. Students will be notified of your submission.
- 11) **[Apply Batch]**: Data can be automatically applied to target students (add, subtract scores)
- 12) **[Vice Administrator]**: Vice Administrator can be assigned at <Faculty Center-Class Assignments - Enter Grades>
  - Assign Vice Administrator : [portal -MY home] - [Delegated Administration]
- 13) **[Grade Reports]**: [Final confirmation] is required in order to download the transcript
- 14) **[Download Excel file]**: Save grades as an Excel file.
- 15) **[Student Selection]**: Refer to (9) & (10)
- 16) **[Grade Appeals]**: View the list of appeal claims.



17) **[Note]**: Notes or comments on the student's status, e.g. retaking course, leave of absence, graduate student, student athlete.

\* This system assumes that 100 is the maximum total points.

## 2. Checking evaluation method

Course title 2021-Spring F-N1004 (13443) INTRODUCTORY BIOLOGY	Timeline-Grade Input 2021.06.14 00:01 ~ 2021.06.28 23:59	Timeline-Grade changes 2021.06.29 00:00 ~ 2021.07.01 23:59	Save the score 2021-06-16 17:12:11	Assign Letter Grade Incomplete	Confirm&Submit Incomplete
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Evaluation type >> Assign Weights >> Categories to input >> Percentage >> Description according to grade curve >> Input categories >> Inserting grades

Select evaluation method

절대평가, 상대평가 여부를 설정합니다.  
과목은 평가구분을 변경할 수 없습니다.

Next

☒ Curved Evaluation2

Verify the class's evaluation type (If the course is uncurved, the type can be changed by clicking icon )

1) Select **[Curved evaluation]** setting - (2) menu] for curved evaluation

- When converting scores, the score conversion setting button will appear.

※ **[Curved evaluation setting-(2) menu]** is not available for uncurved evaluation.

- Final scores will be confirmed when calculated according to the evaluation method.

2) **[Uncurved evaluation]**: **Total score** and **Final score** are the same.

※ Evaluation method can only be changed for uncurved evaluation: curved evaluation 1, curved evaluation 2, curved evaluation 4, **Converted score**

3) **[Curved evaluation]**: **Final score** will be converted according to the number of students.

4) **[Score conversion]**: Set up your own grade conversion system. When you select this method of evaluation, you should see a new button right next to it: **[Conversion Table]**. Clicking on this enables you to determine the minimum and maximum scores. This method of evaluation allows you to define how students' total scores should be converted to **final scores** by creating a **[Conversion Table]**. The table lets you define two points on your grading scale, and then completes the rest of the scale for you.

1) **[Min]**: Enter the minimum score to be converted.

2) [Max]: Enter the maximum score to be converted.

\*REMINDER: When you change the **method of evaluation** [*Uncurved evaluation/ Curved evaluation /Score conversion*], the **letter grades** and **final scores** also change accordingly. This will cancel your previous confirmation and submission of students' final grades. Click [Save] to reassign letter grades and recalculate final scores. Then click [Submit] again for the new method of evaluation to be saved

i. **Setting student number for curved evaluation** (not applied to uncurved evaluation)

Course title 2021-Spring F-N1004 (13443) INTRODUCTORY BIOLOGY	Timeline-Grade Input 2021.06.14 00:01 ~ 2021.06.28 23:59	Timeline-Grade changes 2021.06.29 00:00 ~ 2021.07.01 23:59	Save the score 2021-06-16 17:27:20	Assign Letter Grade Incomplete	Confirm&Submit Incomplete
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Evaluation type >> Assign Weights >> Categories to input >> Percentage >> Description according to grade curve >> Input categories >> Inserting grades

**Grading on a curve** !

상대평가 등급별 인원을 설정합니다.

Previous
Next

Evaluation object	Number of students	Letter Grade	Max. distribution (cumulative)	Set max. no.	Cumulative no.
undergraduate students	5	A+	2	<input type="text" value="2"/>	
		A0		<input type="text" value="0"/>	
		B+	4	<input type="text" value="2"/>	
		B0		<input type="text" value="0"/>	
		C+	5	<input type="text" value="1"/>	
		C0		<input type="text" value="0"/>	
		D+		<input type="text" value="0"/>	
		D0		<input type="text" value="0"/>	
		F		<input type="text" value="0"/>	

- Setting the number of students for curved evaluation: Instructors can set the number of students for each grade. It will automatically save if you click [Next].  
If you click [Previous] student numbers set will not be saved. In order to save the data you must click [Next].
- **Set max no.:** Assign number of students for each letter grade. A pop-up window will notify you when you enter a number that exceeds the limit.
- \* REMINDER: When any changes are made here, even if you have clicked [Assign Letter Grades], then [Submit] before, they will be nullified. You would have to re-do these steps again.
- **Cumulative no.:** Automatically displays the cumulative number of students you have assigned so far.

- When grading on a curve, the **Total Score** is converted as follows:
  - **Final Score**=Round (MaxG-((FirstG-**Total Score**)\*((MaxG-MinG)/(FirstG-LastG))))
    - i) Highest score for each letter grade: MaxG (A:100, B:89, C:79, D:69)
    - ii) Lowest score for each letter grade: MinG (A:90, B:80, C:70, D:60)

※ However, for classes with both undergraduate and graduate students, instructors can assign rates separately. (If the total number of undergraduate students in the class is fewer than 10, the evaluation type can be changed to uncurved regardless of other conditions, including uncurved evaluation and participation of graduate students.)

\* **REMINDER:** When any changes are made here, even if you have clicked [Save], then [Submit] before, they will be nullified. You would have to re-do these steps again.

[Additional explanations] Formula used in curved Evaluation

- student's best score = Round( MaxG - ( (FirstG - achieved score) \* ((MaxG-MinG) / ( FirstG - LastG ) ) ) )
- Round means "rounding off"
- Maximum score of the grade : MaxG ( A : 100, B:89, C:79, D:69 ) - Minimum score of the grade : MinG( A : 90, B:80, C:70, D:60 )
- Highest score among students in the grade: FirstG - Lowest score among students in the grade : LastG
- Ex) If 10 students are in the A+ group and the best score and the lowest score achieved among them are 95 and 93, the calculation is as follows.
- MaxG : 100 ( highest score among A+'s ) · MinG : 95 (lowest score among A+'s) · FirstG : 95 ( Highest score )
- LastG : 90 ( Lowest score ) · acquired score : 93
- Round( MaxG - ( (FirstG - acquired score) \* ( ( MaxG - MinG ) / ( FirstG - LastG ) ) ) ) = Final score
- $100 - ((95 - 93) * ((100 - 95) / (95 - 90))) = 98$
- Standard grade calculation chart

Letter Grade <sub>s</sub>	Numerical Grade <sub>s</sub>	Grade Point Value <sub>s</sub>
A+ <sub>s</sub>	95 ~ 100 <sub>s</sub>	4.5 <sub>s</sub>
A0 <sub>s</sub>	90 ~ 94 <sub>s</sub>	4.0 <sub>s</sub>
B+ <sub>s</sub>	85 ~ 89 <sub>s</sub>	3.5 <sub>s</sub>
B0 <sub>s</sub>	80 ~ 84 <sub>s</sub>	3.0 <sub>s</sub>
C+ <sub>s</sub>	75 ~ 79 <sub>s</sub>	2.5 <sub>s</sub>
C0 <sub>s</sub>	70 ~ 74 <sub>s</sub>	2.0 <sub>s</sub>
D+ <sub>s</sub>	65 ~ 69 <sub>s</sub>	1.5 <sub>s</sub>
D0 <sub>s</sub>	60 ~ 64 <sub>s</sub>	1.0 <sub>s</sub>
F <sub>s</sub>	0 ~ 59 <sub>s</sub>	0 <sub>s</sub>

### 3. Inserting grades and applying a curve

**Input Category:** either insert the total score (score out of 100) or scores for each section (individual's highest score)

Course title 2021-Spring F-N1004 (13443) INTRODUCTORY BIOLOGY	Timeline-Grade Input 2021.06.14 00:01 ~ 2021.06.28 23:59	Timeline-Grade changes 2021.06.29 00:00 ~ 2021.07.01 23:59	Save the score 2021-06-16 17:44:20	Assign Letter Grade Incomplete	Confirm&Submit Incomplete
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Evaluation type >> Assign Weights >> Categories to input >> Percentage >> Description according to grade curve >> Input categories >> Inserting grades


Score input of each evaluation categories

평가항목별 점수의 반영비율을 설정합니다.  
초기값은 강의계획서의 평가항목 반영비율 기준입니다.  
성적입력시 반영비율을 변경해도 강의계획서에는 반영되지 않습니다.

Previous Next

Categories	Percentage	Highest score
출석 Attendance	15 %	100
과제 Report	20 %	100
토론 Debate	10 %	100
팀프로젝트 Team project	0 %	0
퀴즈 Quiz	10 %	100
중간고사 Midterm exam	20 %	100
기말고사 Final exam	20 %	100
학습참여도 Study participation	5 %	100

※ For uncurved evaluation, the evaluation method can be changed: curved evaluation 1, curved evaluation 2, curved evaluation 4, score conversion.

- 1) **[Input Total Score]**: Input score in [Total Score] section- Input individually or upload excel grade file
  - 2) **[Input Each Evaluation Criteria]**: click the setup button  and change [Input by evaluation Category]
    - : Set percentage: it appears in (3) only when selecting [Input by evaluation Category]
    - Score reflection ratio (Attendance / Assignment / Midterm / Final) and highest score setting screen
    - **Default data** of evaluation: standard is given in the evaluation chart in the course syllabus. If it is weighted 0, it will be marked as unused.
    - **Highest score**: default data is identical to the evaluation ratio (weight). It can be changed to a score based on a scale of 100.
- ※ [note] score conversion:  $(\text{acquired score} \times \text{ratio}(\text{weight})) / \text{perfect score}$
- Please note that any changes in the evaluation ratio will NOT be automatically reflected in the student syllabus.
  - Input grades by each section of evaluation. it cannot exceed the given ratio limit.

3) [Input Setting]: Default - Input Total score

- Input Setting Option - check (6): Input individually or upload excel grade file

▪ [Input individually] Insert score individually by default data

▪ Using [Upload Excel] format

- Click [Excel Form] and download the Excel upload form → Grading

- Excel file upload: Click [Search] and select file → Process [Upload Excel]

- [Upload] Apply processing → Error check through [Upload check]

▪ Using [LMS 에서 가져오기] format

- To use [LMS 에서 가져오기], you must first press the [final grade confirmation] button in the [Total grade book] menu of the LMS

- Click [LMS 에서 가져오기] → Click [Import LMS grades]

\* Previously entered grades are initialized, and if the highest score for each evaluation item is not 100, it is automatically changed to 100.

Course title 2021-Spring F-N1004 (13443) INTRODUCTORY BIOLOGY	Timeline-Grade Input 2021.06.14 00:01 ~ 2021.06.28 23:59	Timeline-Grade changes 2021.06.29 00:00 ~ 2021.07.01 23:59	Save the score 2021-06-16 17:46:24	Assign Letter Grade Incomplete	Confirm&Submit Incomplete
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Evaluation type >> Assign Weights >> Categories to input >> Percentage >> Description according to grade curve >> **Input categories** >> Inserting grades

Setting score input method  
점수입력 방법을 설정합니다.

☐ Individual input
 ☐ Import Excel
 ☒ LMS에서 가져오기

Course title 2021-Spring F-N1004 (13443) INTRODUCTORY BIOLOGY	Timeline-Grade Input 2021.06.14 00:01 ~ 2021.06.28 23:59	Timeline-Grade changes 2021.06.29 00:00 ~ 2021.07.01 23:59	Save the score 2021-06-16 18:33:20	Assign Letter Grade Incomplete	Confirm&Submit Incomplete
--	--	--	---------------------------------------	-----------------------------------	------------------------------

Evaluation type >> Assign Weights >> Categories to input >> Percentage >> Description according to grade curve >> **Input categories** >> Inserting grades

Import LMS grades

Previous

Import LMS grades

List of LMS grades

No.	Student No.	Name
1	9214320158	한양영 일일
2	9214220157	한양영 일일
3	9214420159	한양영 일일
4	9214120156	한양영 일일
5	9214020155	한양영 일일

웹 페이지 메시지

기존에 입력된 성적은 초기화되며 평가항목별 최고점이 100점이 아닌 경우 100점으로 자동 변경됩니다. 진행하시겠습니까?

확인 취소

서울 생활과학대학 식품영양학과

Previously entered grades are initialized, and if the highest score for each evaluation item is not 100, it is automatically changed to 100. Do you want to proceed?

Two ways for importing scores from LMS to HY-in

- 1) Must match all LMS evaluation items to the corresponding HY-in evaluation items except for total score (total score will be automatically calculated)
- 2) OR, retrieve only student ID number and total score from LMS to HY-in

Import LMS grades

Previous

적용

순번	LMS 평가항목	업로드
1	학번	Student No. ▼
2	총점	▼
3	출석	출석 ▼
4	과제	과제 ▼
5	토론	토론 ▼
6	팀프로젝트	팀프로젝트 ▼
7	퀴즈	퀴즈 ▼
8	중간고사	중간고사 ▼
9	기말고사	기말고사 ▼
10	학습참여도	학습참여도 ▼
11	.기타평가1	기타평가1 ▼
12	.기타평가2	기타평가2 ▼

Import LMS grades

Previous

적용

순번	LMS 평가항목	업로드
1	학번	Student No. ▼
2	총점	취득점수 ▼
3	출석	▼
4	과제	▼
5	토론	▼
6	팀프로젝트	▼
7	퀴즈	▼
8	중간고사	▼
9	기말고사	▼
10	학습참여도	▼
11	.기타평가1	▼
12	.기타평가2	▼

#### 4. Achievement Level

Depending on the course goals or the grade curve in the class, the instructor has the option to modify the default descriptions that are assigned to the letter grades. This function should be useful for courses that follow a grade curve. The default description for letter grades are as follows:

Final Score	Descriptions
90-100	Excellent
80-89	Good
70-79	Satisfactory
60-69	Marginal
0-59	Fail

\* **REMINDER:** When any changes are made here, even if you have pressed [[Save](#)], [[Submit](#)] before, they will be nullified. You would have to re-do these steps again.

## 5. Save Grades and Confirm & Submit

Depending on the course goals or the grade curve in the class, the instructor has the option to modify the default descriptions that are assigned to the letter grades. This function should be useful for courses that follow a grade curve.

Course title 2021-Spring F-N1004 (13443) INTRODUCTORY BIOLOGY	Timeline-Grade Input 2021.06.14 00:01 ~ 2021.06.28 23:59	Timeline-Grade changes 2021.06.29 00:00 ~ 2021.07.01 23:59	Save the score 2021-06-16 18:39:03	Assign Letter Grade 2021.06.16 18:39	Confirm&Submit Incomplete
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**!** For a curved evaluation, when the same score is assigned as a letter grade or if a student who retakes the undergraduate course receives an A+, then a grade will not be given.

**!** ★를 클릭하면 해당 항목의 처음으로 돌아가서 재설정 가능합니다.

**!** 성적이의신청 열람 및 답변은 해당 학생 학번 옆 돋보기를 클릭하시면 됩니다

Curved Evaluation2

[Curved evaluation setting]

INPUT: Each evaluation criteria

[Assign Weights]

Compute Achievement Level

Input: Individually

Search

Save

산출근거업로드

Confirm&Submit

First save date: 2021-06-16 18:38:42  
 Last save date: 2021-06-16 18:38:42

Email SMS Assign total scores Attendance Apply Batch Vice Administrator

Score Report Expert to Excel 이의신청내역(0)

<input type="checkbox"/>	No.	Student No.	Name	College	Dept	Yr	Attendance (15%)	Report (20%)	Debate (10%)	Quiz (10%)	Midterm exam (20%)	Final exam (20%)	Study participation (5%)	Sum	Total Score	Letter Grade	Final Score	Achievement Level	T C R
<input type="checkbox"/>	1	9214020155	Haksa, Test011	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	0 0	100 10	100 10	50 10	50 10	100 5	493.75	59.06	C+	79	Satisf	
<input type="checkbox"/>	2	9214120156	Haksa, Test012	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	2	87.5 13.125	0 0	100 10	100 10	100 20	80 16	100 5	567.5	74.13	B+	89	Good	
<input type="checkbox"/>	3	9214220157	Haksa, Test013	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	0 0	100 10	100 10	100 20	100 20	100 5	593.75	79.06	A+	100	Excell	
<input type="checkbox"/>	4	9214320158	Haksa, Test014	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	0 0	100 10	100 10	100 20	100 20	100 5	593.75	79.06	A+	100	Excell	
<input type="checkbox"/>	5	9214420159	Haksa, Test015	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	0 0	100 10	100 10	100 20	70 14	100 5	563.75	73.06	B+	85	Good	

### 1) [Save]: Saves **total score**.

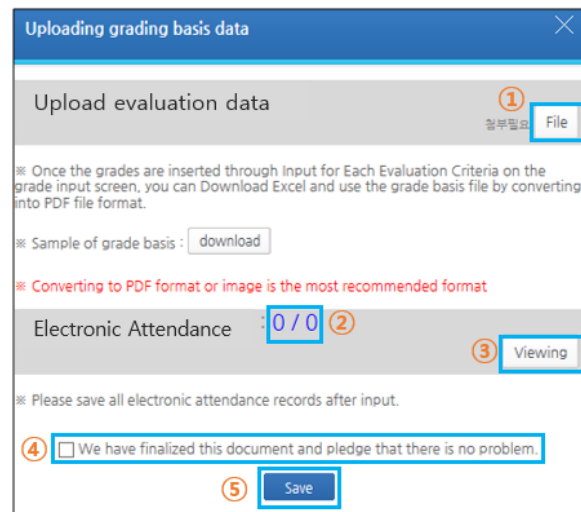
- Save the entered [Total Score] and [assign letter grades]. This is **NOT the final step in submitting** your grades. You still need to walk through [산출근거업로드] and [Confirm&Submit] to complete your grade submission
- Assign letter grades: Converts **total points** [Total Score] to a [Final Score] and a letter grade based on Hanyang University's grading system.
  - a. For curved evaluation, please ensure that students do not have the same final scores across letter grades, or the [Final Scores] and **letter grades** will not be assigned.



- b. Ensure that a student who is retaking the course is not assigned an A+, or the **letter grade** [Rating] will show as -, and the [Final Scores] and **letter grades** will not be assigned.
- 2) [Submit]: **Confirm and submit** current grades. In order to do this, you must have the **final score** and **letter grades** by clicking on [Assign Letter Grades]. Students will be notified after 30 minutes through SMS that you have submitted their grades. If you make changes in any of the grading process after submission, students will see grade changes in progress in their gradebooks. You must click [Submit] again for them to view their grades.
- \* **REMINDER:** When you click [Save] after clicking on [Submit], previously saved scores will be nullified. You would have to re-do these steps again.
- \* **REMINDER :** You have to upload grade evaluation criteria before 'confirm and submit'

## 6. Upload grade evaluation criteria

Upload Grading Basis: Click the following button and the pop-up window to upload the grading basis data will appear



### ① File Upload: Upload grading basis data

- file can be uploaded after being converted to an image file (jpg, png, gif) or PDF file format

※ Converting to PDF format is the most recommended format (Microsoft Excel: File → Save as Adobe PDF)

- Once the grades are inserted through 'Input for Each Evaluation Criteria' on the grade input screen, one can 'Download Excel' and use the grade basis file by converting it into PDF file format (This is unavailable for use when only the total score is inputted)

- By downloading the Grading Basis (Sample), instructors can modify the data accordingly to match each instructor's class.

- ② Electronic Attendance Status: 0 (The number of completed electronic attendances) / 0(The total number of classes) will be updated in real-time. The electronic attendance status can be reviewed through
- ③ Checking Electronic Attendance: The LMS Integrated Attendance System(online+offline checking) will be operated from the spring semester of the 2021.
- ④ Pledging: An instructor's signature that pledges the uploaded data of the grading basis and electronic attendance are done by oneself should be completed.
  - The 'signature' part of the previous hard copy submission method is replaced with this function
- ⑤ Save: When everything is completed, the process is finalized by clicking the 'Save' button
  - After clicking 'Save', the following message below will appear.

*i ) During the Grade Input and Correction Period: The uploaded grading basis data can be revised at any time during this period. However, when the status of the grading basis data is changed to 'Final Confirmation' by the administration office, the data is unable to be modified. In this case, one should contact the administration team for assistance. Also, when a problem arises with the data, one can be requested to make corrections after the administration team checks the information.*

*ii) After the Grade Input and Correction Period: Data cannot be modified. If modification is necessary, it is only possible through the administration teams of each individual college. Therefore, the data input should be completed within the correction period.*

- Read all system messages and click the 'Confirm' button.

## 7. Grade Appeals

[Grade Appeals]: Click the [이의신청내역] button at the top right of the student list to check the list of claims .

## 8. Contacting Students and Batch Processing

- 1) [Email, SMS] ]: You can contact your students through **e-mail** or **SMS** (Recommended).
- 2) [+ Apply Batch]: You can use the batch application to speed up your grading process.
  - Select a category using the drop down box:
    - [Assign total scores]: Assign \*\*points to selected students
    - [Add]: Add \*\*points to selected students
    - [Subtract]: Subtract \*\*points to selected students
    - [Default total scores]: Default total scores of selected students
  - Select target students, enter points and press [+ Apply Batch].

## 9. Explanation of Columns

First save date2021-06-16 16:18:00  
Last save date2021-06-16 17:08:49

EmailSMSAssign total scoresAttendanceApply BatchVice AdministratorScore ReportExport to Excel의신청내역(0)

(1)(2)(3)(4)(5)(6)

<input type="checkbox"/>	No.	Student No.	Name	College	Dept	Yr	Attendance (15%)	Report (20%)	Debate (10%)	Quiz (10%)	Midterm exam (20%)	Final exam (20%)	Study participation (5%)	Sum	Total Score	Letter Grade	Final Score	Achievement Level	Total Class Rank	Note
<input type="checkbox"/>	1	9214020155	Haksa, Test011	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	100 20	100 10	100 10	50 10	50 10	100	593.75	74.56			Satisf	5	
<input type="checkbox"/>	2	9214120156	Haksa, Test012	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	2	87.5 13.125	100 20	100 10	100 10	100 20	80 16	100	667.5	92.63			Good	3	
<input type="checkbox"/>	3	9214220157	Haksa, Test013	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	100 20	100 10	100 10	100 20	100 20	100	693.75	93.06			Excell	2	
<input type="checkbox"/>	4	9214320158	Haksa, Test014	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	100 20	100 10	100 10	100 20	100 20	100	693.75	96.56			Excell	1	
<input type="checkbox"/>	5	9214420159	Haksa, Test015	COLLEGE OF HUMANITIES	DEPARTMENT OF KOREAN LANGUAGE & LITERATURE	1	93.75 14.063	100 20	100 10	100 10	100 20	70 14	100	663.75	86.06			Good	4	

- 1) **Weighting Scheme:** This can be managed under [\[Assign Weights\]](#), where you can check the box to hide this section and choose to input only the **Total Score**.
- 2) **Sum:** Sum of (1) and (2). This section will not be available if you choose to input your **Total Score** directly.
- 3) **Total Score:** Total points that the student has earned. You can directly input scores here by disregarding points under **Sum**. If you want your **Total Score** to default back to the **Sum**, delete the current scores in **Total Score** and save.
- 4) **Final Score:** You can view these by clicking on [\[Assign Letter Grades\]](#), which converts **Total Score** to **Final Score** and assigns letter grades based on Hanyang University's grading system.  
How the **Final Score** is assigned:
  - a. [\[Uncurved evaluation\]](#): **Total score** and **Final score** are the same.
  - b. [\[Curved evaluation\]](#): **Final score** will be converted according to the number of students you designate for each grade in the [\[Grading on a Curve\]](#) setting
  - c. [\[Score conversion\]](#): **Final score** will be converted according to how you set up your [\[Conversion Table\]](#).
- 5) **Class Rank**
- 6) **Notes:** Notes or comments on the student's status, e.g. retaking course, leave of absence, graduate student, student athlete.

## E. Hanyang University's Grading System

Letter Grade	Numerical Grade	Grade Point Value
A+	95 ~ 100	4.5
A0	90 ~ 94	4.0

B+	85 ~ 89	3.5
B0	80 ~ 84	3.0
C+	75 ~ 79	2.5
C0	70 ~ 74	2.0
D+	65 ~ 69	1.5
D0	60 ~ 64	1.0
F	0 ~ 59	0

## F. Students Retaking the Course

Students can opt to retake courses if they have received a *C+* or a lower grade. Since spring 2014, students are eligible to retake courses if they have received an *F*. The highest grade that these students can achieve is an *A*, meaning that the highest final score must be within the appropriate numerical grade range of 90 ~ 94(only A0).

## G. Other Timelines

### 1. Summer Grade Submission Dates

- a) Initial submission: grade changes: **July 13 (Tue) – 17 (Sat)**
- b) Grade appeals: **July 18 (Sun) - 19 (Mon)**
- c) Grades for exchange students: **July 26 (Mon) - 30 (Fri)**
- d) Upload grade evaluation criteria to grade input screen : ~ **July 17(Sat)**
- e) Printing hard copies of grade reports(Student): After 3pm on **July 22(Thu) After 15:00 pm**