

10. Marks/Grade Registry

The marks/grade registration period is designated for each semester. You can carry out online registration of marks/grade through the URIBO-NET only within such designated period.

(* You will be informed of the marks/grade registration period by the academic/student affairs section of the faculty/graduate school concerned.)

The URIBO-NET manages the marks/grade registry by setting the following eight statuses.

★ Registration status (completed) key ★

Code	Details	
N	No inputs	Grade registration has never been performed
S	Temporarily saved	Grades have been registered, but haven't been confirmed
G	Inputs completed only for graduating students	Only the students who will graduate this year have been entered
E	Inputs completed only for non-graduating seniors	Inputs completed only for non-graduating seniors
F	Inputs completed	Grade registration is complete
D	Finalized only for graduating students	Only grades for students graduating this year have been confirmed
R	Finalized only for non-graduating seniors	Only grades for seniors not expecting to graduate this year have been confirmed
C	Finalized	Grade registration has been confirmed

Attention!

Among the above statuses, “Temporarily saved”, “Inputs completed only for graduating students”, “Inputs completed only for non-graduating seniors” and “Inputs completed” are half-way stages, and cannot become official data unless finalized by the academic/student affairs section of the faculty/graduate school concerned. It should be noted that temporarily saved data will be lost once the marks/grade registration period expires.

If your data is in either “Inputs completed”, “Inputs completed only for graduating students”, “Inputs completed only for non-graduating seniors”, “Finalized only for graduating students,” “Finalized only for non-graduating seniors” or “Finalized” status, such data can be accessed through the URIBO-NET but cannot be edited.

On the screen where you register students' marks/grade, do not use the “To Page Top” tab of your web browser.

* It could result in lost data, possibly requiring you to redo all inputs.

10-1. Registering marks/grade on the screen

- (1) If you click on “Grades” in the Menu, and click on “Grade Registration” appearing on the screen, a list of your classes will appear, as shown below.

Choose a class and click on its code.

Register grades/Instructor timetable

年度	2016Year	InstructorInstructor code	
InstructorCourse Name		InstructorName	

Please select the class for which you would like to enter grades.

Date/Time	Academic Year	Term	Registration Code	Course Title	Total number	No. of students	Complete
Other	2016	1st semester	1Q106	*****	25人(3人)		F
Other	2016	1st semester	1Q223	*****	136人(12人)		S
Wed 5	2016	2nd semester	2Q102	*****	0人(0人)		N

The count includes students who have already cancelled
In the No. of students column, the number in parentheses represents the number of students in the previous year.
The input page is displayed when you click the code.

[View your past grades by clicking here.](#)

2016 表示する

The “N” mark means that you have not started the registration of marks/grade yet.

You can register marks/grade only within the period of time specified as “Registration period” on the screen.

- (2) A list of students registered in the class appears. Students are listed in order of student I.D. number.

(You can make faculty/department groups on the screen.)

Enter marks or grade (whichever is designated by the faculty/graduate school concerned) in the “Grade” column.

Register grades/List of Registrants

Year - Semester	2016Year1st quarter	Department		Date/Time	Other
Course Title				Registration Code	
Grades ID				Total number	

学生毎の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評語	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Please enter the student's grades. 成績の一括登録は、頁毎に行ってください
一括登録前に表示方法を変更すると、この画面の変更は反映されません

Student display order: Results Displayed: 人

Shows search results from 1 results to 20 results (total of 140 results)

Search results: << previous page 1 2 3 4 5 6 7 next page >>

No	Faculty/Department	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state
1	SciencePhysics	4年	*****		*****	2012	
2	LettersHumanitiesAsian History	4年	*****		*****	2013	
3	LettersHumanitiesJapanese Literature and Language	4年	*****		*****	2013	
4	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
5	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	



Use the Tab key on your computer keyboard to move to the next person.

The maximum number of 200 persons can be displayed per page. If your class has more than 200 students, you need to move to the next page after saving your inputs for the first 200 students.

- * You can reduce the maximum number of persons per page to 50, but you still need to save your inputs each time you move to the next page.
- * Do not choose “Inputs Completed” before moving to the next page. Otherwise, you will not able to make any input in the next page, with data in the next page being saved as “No input.”

- (3) When you complete inputs on the first page, click on **Verify inputs** at the bottom of the screen. Then, your inputs will be verified.

No	Faculty/Department	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state
1	SciencePhysics	4年	*****		*****	2012	
2	LettersHumanitiesAsian History	4年	*****		*****	2013	
3	LettersHumanitiesJapanese Literature and Language	4年	*****		*****	2013	
4	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
5	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	
6	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
7	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	
8	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
9	EconomicsEconomics	4年	*****		*****	2013	
10	ScienceMathematics	4年	*****		*****	2013	

Search results : << previous page 1 2 3 4 5 6 7 8 9 10 next page >>

Student ID No.をクリックすると修正画面が表示されます
 <操作の前に>
 この画面で成績を変更した場合は「一括登録チェック」ボタンをクリックして下さい。
 一括登録前に表示方法を変更すると、この画面の変更は反映されません。

登録方法を選択して下さい → 一時保存 **一括登録チェック** リア

一覧に戻る

- * Through this verification process, any inappropriate input, such as mistakenly-entered “grades” instead of the required entry of “marks,” is detected.

- (4) If an error message appears, you must correct your inputs and then click on **Verify inputs again**.

If no error message appears, choose one from among “Save temporarily,” “Compete inputs only for graduating students,” “Complete inputs” and “Complete inputs only for graduating repeaters” and then click on **Register all**.

- * If your data has more than two pages, you need to choose “Temporarily saved” not “Inputs completed”.

Register grades/Check all grades

On this page, do not use your browser's return button.
 <エラー> 入力に誤りのある学生が存在します(1件)
 評価を再入力後、「再チェック」ボタンをクリックして下さい

No	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state	grade in words	Pass/Fail	Error
1	4年	*****	100	*****	2012		秀	合	
2	4年	*****	90	*****	2013		秀	合	
3	4年	*****	80	*****	2013		優	合	
4	4年	*****	70	*****	2013		良	合	
5	4年	*****	60	*****	2013		可	合	
6	4年	*****	50	*****	2013		不可	否	
7	4年	*****	40	*****	2013		不可	否	
8	4年	*****	30	*****	2013		不可	否	
9	4年	*****	20	*****	2013		不可	否	
10	4年	*****	S	*****	2013				you can only enter Grade by grade scores

This registration type is: **Temporarily saved** 必ず Verify inputs again Return to list of students

On this page, do not use your browser's return button.

Attention!

If you chose “Temporarily saved” in this process, you must return to this process later to complete your inputs by choosing “Inputs completed” within the designated marks/grade registration term. Once you click on “Complete inputs,” all students in the class will have “Inputs completed” status. (In the case that there are two or more pages, if you click on “Inputs completed” on the first page before moving to the second page, all of your data in all pages will become uneditable, leaving your 2nd-page data (and thereafter as well) in the status of “No inputs.”)

If your data has more than one page, keep using the “Save temporarily” tab up until you reach the final page. Use the “Inputs completed” tab only after you complete inputs for all pages and reach the final page. This way, you can avoid incomplete registration. Alternatively, clicking on the “Inputs completed” tab on the first page would be safe only after you return to the first page following the confirmation of all correct inputs in all pages.

Who are “**graduating students**”?

“Graduating students” mean seniors. We use the term “graduating students” not only in the second semester but also in the first semester, and the term covers all seniors including those expected to stay on.

(5) After you click on [Register all](#), the following screen will appear. If your class has more than 100 registered students and you want to return to the page where you clicked on the “Register all” tab, please click on [Return to the list of registered students](#).



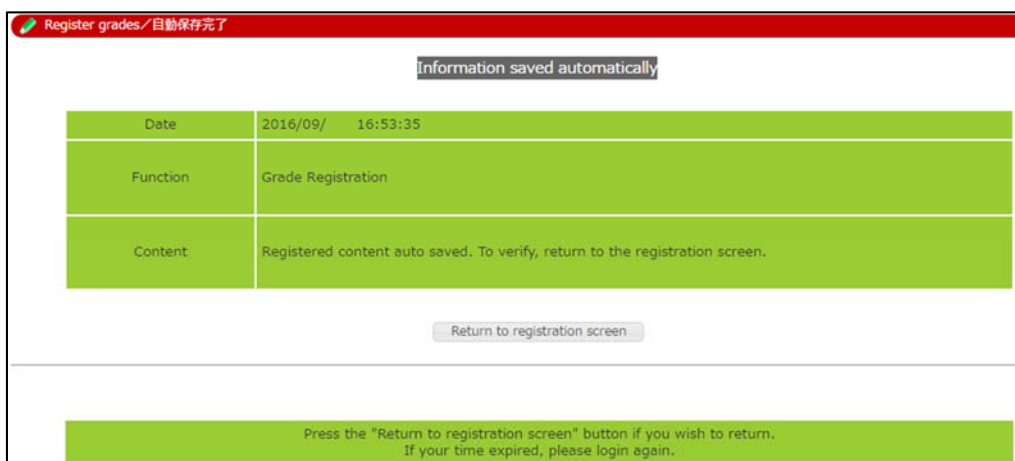
Repeat the above the (1) to (5) procedure for each of your classes.

* You can return to the list of your classes by clicking on [Return to the list of classes](#).

Automatic saving

After a lapse of certain minutes in your session to view a list of registered students or verify all inputs on the “Grade Registration” page, your inputs will be saved automatically.

When the following dialog box appears, it means that your answers have been temporarily saved.

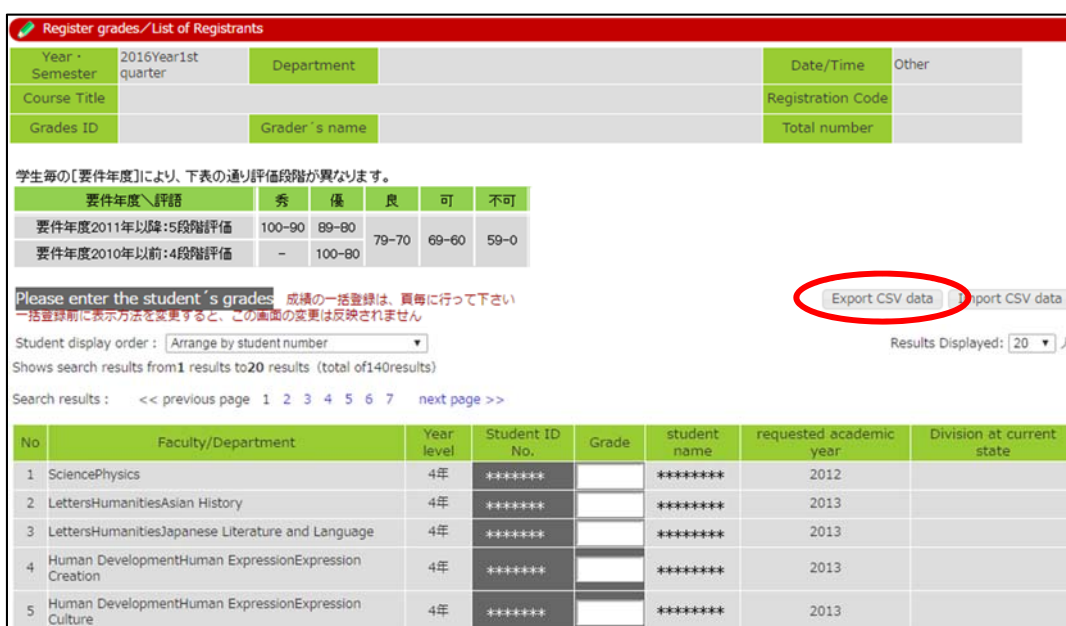


Register grades/自動保存完了	
Information saved automatically	
Date	2016/09/16 16:53:35
Function	Grade Registration
Content	Registered content auto saved. To verify, return to the registration screen.
Return to registration screen	
Press the "Return to registration screen" button if you wish to return. If your time expired, please login again.	

10-2. Registering marks/grade in the form of a CSV file

[Preparing students' evaluation data]

- (1) Go to the list of registered students shown at (2) of 10-1. **Registering marks/grade on the screen.**
- (2) Click on Export CSV data.



学生等の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評価	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Please enter the student's grades. 成績の一括登録は、頁毎に行ってください
一括登録前に表示方法を変更すると、この画面の変更は反映されません

Student display order: Arrange by student number

Shows search results from 1 results to 20 results (total of 140 results)

Search results: << previous page 1 2 3 4 5 6 7 next page >>

No	Faculty/Department	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state
1	SciencePhysics	4年	*****		*****	2012	
2	LettersHumanitiesAsian History	4年	*****		*****	2013	
3	LettersHumanitiesJapanese Literature and Language	4年	*****		*****	2013	
4	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
5	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	

(3) Click on **Save**.

Attention!

Students' evaluation data is personal information. Please ensure information security of files with due care to avoid any loss or leak of information.

* Layout of a CSV file is as follows:

Timetable Slot code / Course name / Student No. + faculty code / Student Name /
Evaluation (marks and grade)

When you prepare evaluation data, you must use the above layout. Failure to do so causes an import error.

[Importing evaluation data]

(4) Go to the list of registered students shown at (2) of 10-1. **Registering marks/grade on the screen.**

(5) Click on **Import CSV data**.

学生等の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評価	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Please enter the student's grades. 成績の一括登録は、頁毎に行って下さい
一括登録前に表示方法を変更すると、この画面の変更は反映されません

Student display order: Arrange by student number

Shows search results from 1 results to 20 results (total of 140 results)

Search results: << previous page 1 2 3 4 5 6 7 next page >>

No	Faculty/Department	Year level	Student ID No.	Grade	student name	requested academic year	Division at current state
1	SciencePhysics	4年	*****		*****	2012	
2	LettersHumanitiesAsian History	4年	*****		*****	2013	
3	LettersHumanitiesJapanese Literature and Language	4年	*****		*****	2013	
4	Human DevelopmentHuman ExpressionExpression Creation	4年	*****		*****	2013	
5	Human DevelopmentHuman ExpressionExpression Culture	4年	*****		*****	2013	

(6) Select the CSV file that you want to import, and click on **Send**.

(7) During the import process, integrity of imported data is verified.

When no error is detected in the data, you will be asked to confirm the data.

The graduation requirement year \ Grading system	S	A	B	C	F
A 5-level grading system applies to students who became freshman on or after AY2011 .	100-90	89-80	79-70	69-60	59-0
A 4-level grading system applies to students who became freshman prior to AY2011 .	-	100-80			

*The graduation requirement is set in the student's freshman year. Even if he/she transfers in from another university, the requirements will be based on the student's freshman year.

Error: There is some data which contains an error on the timetable (1 case).
Return to the CSV import page and, after verifying the file, try importing it again.
Line 3:L120

Return to CSV data page

When any error is detected in the data, you will be asked to correct the data. After completing the correction, you must return to the import screen and attempt the import again.

* When an error is limited to “student I.D. number” that was mistakenly given to an unregistered student, you may continue the import operation by clicking on **Confirm**. You may move to the process to confirm input data.

The graduation requirement year \ Grading system	S	A	B	C	F
A 5-level grading system applies to students who became freshman on or after AY2011 .	100-90	89-80	79-70	69-60	59-0
A 4-level grading system applies to students who became freshman prior to AY2011 .	-	100-80			

*The graduation requirement is set in the student's freshman year. Even if he/she transfers in from another university, the requirements will be based on the student's freshman year.

Error: The file contains data from students who are not taking this course (1 case).
Line 1:116****

Confirm

(8) The following page appears asking you to confirm your inputs. Confirm correctness of all inputs and choose one from among “Save temporarily,” “Complete inputs only for graduating students,” “Complete inputs only for graduating repeaters” and “Complete inputs,” and then click on **Register All**.

Register grades/Check all grades

On this page, do not use your browser's return button.
The following grades will be registered
To view all the grades together, click the Check all grades button, or if you have made any changes, click the Verify inputs again button.

No	Year level	Student No.	Grade	student name	requested academic year	Division at current state	grade in words	Pass/Fail	Error
1	4年	*****	85	*****	2012		優	合	
2	4年	*****	83	*****	2012		優	合	
3	4年	*****	0	*****	2013		不可	否	
4	3年	*****	88	*****	2014		優	合	
5	3年	*****	90	*****	2014		秀	合	

This registration type is **Temporarily saved** **です**

On this page, do not use your browser's return button.
学生毎の[要件年度]により、下表の通り評価段階が異なります。

要件年度\評価	秀	優	良	可	不可
要件年度2011年以降:5段階評価	100-90	89-80	79-70	69-60	59-0
要件年度2010年以前:4段階評価	-	100-80			

Attention!

If you chose “Temporarily saved,” you must return to this process later to complete your inputs within the designated marks/grade registration term.

(9) When the following screen appears, it means that you have completed your marks/grade registration.

Register grades/一括登録完了

Grade registration is complete

Attention!

When you prepare students' evaluation data to be imported, you must use a file (on registered students) downloaded from the URIBO-NET instead of your own file.

10-3. Revising marks/grade

[Within the designated marks/grade registration period]

If your data is in the “Temporarily saved” status...

You may edit students’ marks/grade as frequently as possible through the “List of Registrants (Grade Registration)” page.

If your data is in other status than “No inputs” or “Temporarily saved”...

You may view data but may not edit the data if your data is in either “Inputs completed”, “Inputs completed only for graduating students”, “Inputs completed only for non-graduating seniors”, “Finalized only for graduating students,” “Finalized only for non-graduating seniors” or “Finalized” status.

If you need to edit such data, contact the academic/student affairs section of the faculty/graduate school concerned by submitting an application form attached hereto, titled “Revision (Addition) of Marks/Grade.”

[Outside the designated marks/grade registration period]

You may not edit any data on the screen.

Adding/deleting students to/from a register

If you find that any student is not included in the register downloaded from the URIBO-NET although he/she always showed up and took examinations in your class, it means that this student has not completed the class registration procedure properly.

You cannot make online registration of such student’s marks or grade.

Teachers are not allowed to add or delete students to or from a register on the URIBO-NET, and therefore you must contact the academic/student affairs section of the faculty/graduate school concerned by submitting the attached “Revision (Addition) of Marks/Grade” application form.

Such students who have failed to complete the class registration are not necessarily able to join the registry ultimately, and the registration remedy policy differs among faculties and graduate schools. Contact the academic/student affairs section of the faculty/graduate school concerned to confirm the policy.