

☐ HOW TO REGISTER STUDENTS' ACADEMIC RECORD (성적입력 방법)

As a professor, you should register yours students' academic performances in the university portal during the designated period (usually form the first day of the official mid-term exam period until several days after the end of the official final exam period).

1. Type www.konkuk.ac.kr



2. Click " 학사정보시스템 " to enter the KUIS system of Konkuk University



3. Enter your SID and Password.

ID저장

ID 신청 비밀번호 찾기 OTP 인증메뉴열

LOGIN

4. Click “”

비밀번호 변경

사용자구분 직원 (20010456)

최종 IP : 117.16.142.197

접속시간 : 2021-04-09 17:24

테마변경 WHITE GREEN NAVY

언어변경 KOREAN ENGLISH

5. Click “ENGLISH”

공지사항[학사]

No		등록일자
1	건물 폐쇄 해제 안내	2021-04-08
2	2021-1학기 4주차 이후 대면 수업 운영 및 성적 평가 안내	2021-03-11
3	2021학년도 1학기 수업 운영 가이드라인 안내	2021-02-16
4	2021학년도 1학기 대면 수업 예정 교과목 안내	2021-02-24
5	2021학년도 1학기 취득학점포기 안내	2021-02-08
6	2021학년도 1학기 기초교양 교과목 수강의무 면제 신청안내	2021-03-29
7	교직다전공 신청 안내(2021)	2021-03-26
8	2021,1학기 <사회봉사1> 활동인정기간 안내	2021-01-20

6. Click “학사”

Classes

Grades

성적기본관리

Grades for Current Semester

성적평가방법입력

성적평가방법입력

미배정과목성적입력

계절학기미배정과목성적입력

과목별 성적정정입력

학생별 성적정정입력

정규학기성적마감(등재)처리

계절학기성적마감(등재)처리

예체능특기생성적인정원출력

정규학기성적입력(관리자용)

정규학기성적조회(관리자용)

계절학기성적입력(관리자용)

계절학기성적조회(관리자용)

평점표출력(관리자용)

금학기성적 출력물모음

Grade Posting

정규학기성적입력(운영사용)

드림학기성적입력

성적기간내미입력관리

7. Click “Grades for Current Semester”

공지사항

	등록일자
	2021-04-08
	2021-03-11
	2021-02-16
	2021-02-24
	2021-02-08
	2021-03-29
	2021-03-26
	2021-01-20

종메뉴	메뉴명	출력순서	메뉴이동
정	성적인정학점등록	1	바로가기
적	학생별성적조회(관리자)	2	바로가기

8. Click “Grade Posting”

<For a Class of Absolute Evaluation>

13. Click “저장”

9. Click “ ” to choose the class.

10. Click “Basic Info”

11. Check the value of each box, and update the value of each box if you necessary.

Grading Item	Value 1	Value 2	YES	NO
Final Grade			<input checked="" type="radio"/>	<input type="radio"/>
Attendance	10	10	<input checked="" type="radio"/>	<input type="radio"/>
Midterm	30	100	<input checked="" type="radio"/>	<input type="radio"/>
Final	30	100	<input checked="" type="radio"/>	<input type="radio"/>
Asg	15	90	<input checked="" type="radio"/>	<input type="radio"/>
프로젝트	15	100	<input checked="" type="radio"/>	<input type="radio"/>
퀴즈	0	0	<input type="radio"/>	<input checked="" type="radio"/>
기타3	0	0	<input type="radio"/>	<input checked="" type="radio"/>
기타4	0	0	<input type="radio"/>	<input checked="" type="radio"/>
기타5	0	0	<input type="radio"/>	<input checked="" type="radio"/>
Total	100			

Reason for criterion not in use

12. Yes → the Students will be able to see the result in the portal
 No → the Students will not be able to see the result in the portal

17. Click “저장”

15. Click “Undergrad(Undergraduate te students)”

14. Click “Grade Distn.”

16. Fill out every relevant box for every student.
 Or
 A. Click “Excel Download”.
 B. Fill out every relevant box for every student.
 C. Click “Excel Upload”.
 D. upload excel file(A) which you worked.

F No	College	Major	ID	Name	Attendance	Midterm	Final	Asg																	
					10%/10점	30%/100점	30%/100점	15%/15점																	
1	ENGINEERING	MECHANICAL ENG	201610765	Choi Dongwoo	0	0	0	0																	
2	ENGINEERING	MECHANICAL ENG	201110867	Cho Junhyun	0	0	0	0																	
3	ENGINEERING	MECHANICAL ENG	201510742	Nah Sung Won	0	0	0	0																	
4	ENGINEERING	MECHANICAL ENG	201810761	Choi Ahhyeon	0	0	0	0																	
5	SCIENCES	SCHOOL OF PHYS	201510419	Jang Minseok	0	0	0	0																	
6	KONKUK INSTIT	SMART VEHICLE E	201912286	Sim Sangeun	0	0	0	0																	
7	ENGINEERING	AEROSPACE INFO	201911456	Oh Chang Yong	0	0	0	0																	
8	ENGINEERING	AEROSPACE INFO	201310830	Kim Min Woong	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	ENGINEERING	AEROSPACE INFO	201310843	You Yoeng Jun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	ENGINEERING	AEROSPACE INFO	201610829	Kim Duhyeong	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	ENGINEERING	AEROSPACE INFO	201610830	Kim Minseop	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	ENGINEERING	AEROSPACE INFO	201610839	Sung Hyeontae	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	ENGINEERING	AEROSPACE INFO	201610844	Yoon Taesang	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	ENGINEERING	AEROSPACE INFO	201710773	Kim Geunyeong	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	ENGINEERING	AEROSPACE INFO	201710776	Kim Dong Kyun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	ENGINEERING	AEROSPACE INFO	201710777	Kim Sangil	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	ENGINEERING	AEROSPACE INFO	201710778	Kim Su Wan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	ENGINEERING	AEROSPACE INFO	201710781	Kim Taehyeong	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	ENGINEERING	AEROSPACE INFO	201710784	Mun Bohun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

For more details and technical assistance, please ask the administrative office of your department.