

1. Log in with your LDAP account and password.

mid-term pre-warning/name list/auto exam seating

LDAP   
 (\*Instructor,\*Account for department/institute affairs)

Password

User's manual : [Instructor's manual for the system](#)

Questions on name list please contact Office of Academic Affairs Course Enrollment sector at ext. 3087

Questions on mid-term pre-warning please contact Office of Academic Affairs Registration sector at ext. 3042

2. A list of your teaching courses shows up after logging in.  
 Choose the course that you want to give mid-term pre-warning.

Welcome

course list of the semester

course code	course title	time	room	time	room	time	room			
D-5104-XXXX	XXXXXXXXXXXX							<input type="button" value="name list"/>	<input type="button" value="mid-term pre-warning"/>	<input type="button" value="auto exam seating"/>
D-5113-XXXX	XXXXXXXXXXXX	[A]全週 [2]星期二 D2~D4	SF305					<input type="button" value="name list"/>	<input type="button" value="mid-term pre-warning"/>	<input type="button" value="auto exam seating"/>
D-5123-XXXX	XXXXXXXXXXXX	[A]全週 [1]星期一 D2~D4	SF234					<input type="button" value="name list"/>	<input type="button" value="mid-term pre-warning"/>	<input type="button" value="auto exam seating"/>

User's manual : [Instructor's manual for the system](#)

考試排座位操作說明 : [考試排座位操作手冊](#)

Questions on name list please contact Office of Academic Affairs Course Enrollment sector at ext. 3087

Questions on mid-term pre-warning please contact Office of Academic Affairs Registration sector at ext. 3042

3. Read Instructions of Pre-warning System; click "[Back to course list](#)" to return to see all your teaching courses of the semester.

**Instructions of Pre-warning system**

- Students' status is set by the instructor according to the performance. Students are able to check their own status on-line.
- Class mentor is able to know each student's academic performance via this system.

**【Instructions】**

- Warning to individual student: the instructor can check the item that the student should work on to set up a warning to him/her. Remember to save the change after selecting.
- Cancel warning: when improvement is accepted, the instructor can cancel the warning by uncheck the selected item. Remember to save the change after editing the status.
- No warning to the class: the instructor can check the option -- "No warning to the class" if the performance of the whole class is satisfactory. Remember to save the change after selecting.

D-5104-XXXX-XXXX [Back to course list](#)

No warning to the class (Check this option and save the status if no students should be warned)

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
					<input type="checkbox"/> A11	Low quizzes scores homework, quizzes, lab experiments, works, and others <input type="checkbox"/> A11	Bad attendances late to class, leave early, absences, too many leaves, and other reasons <input type="checkbox"/> A11	Poor in-class performance chatting, napping, not-responding, and other poor attitudes <input type="checkbox"/> A11
D:日間部 XXXX XXXX XX		在學		<input type="button" value="photo"/>	<input type="checkbox"/>	1.Low quizzes scores	2.Bad attendances	3.Poor in-class performance

4. There are 2 types of warning:
- (1) failed on mid-term exam
  - (2) poor performances
  - (3) types: low quizzes scores, bad attendances, poor in-class performance

**Instructions of Pre-warning system**

- Students' status is set by the instructor according to the performance. Students are able to check their own status on-line.
- Class mentor is able to know each student's academic performance via this system.

**《Instructions》**

》 Warning to individual student: the instructor can check the item that the student should work on to set up a warning to him/her. Remember to save the change after selecting.

》 Cancel warning: when improvement is accepted, the instructor can cancel the warning by uncheck the selected item. Remember to save the change after editing the status.

》 No warning to the class: the instructor can check the option -- "No warning to the class" if the performance of the whole class is satisfactory. Remember to save the change after selecting.

D-5104- XXXX-XXXX [Back to course list](#)

No warning to the class (Check this option and save the status if no students should be warned) **Save**

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
					Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes	
D:日間部 XXXX XXXX XX			在學	<input type="text" value="photo"/>	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
				<input type="text" value="photo"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input checked="" type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

5. Click "check" to give warnings to students according to their performances.  
Click "Save" after checking.

D:日間部 XXXX XXXX XX				<input type="text" value="photo"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學	<input type="text" value="photo"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學	<input type="text" value="photo"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學	<input type="text" value="photo"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學	<input type="text" value="photo"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學	<input type="text" value="photo"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學	<input type="text" value="photo"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學	<input type="text" value="photo"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

**Save**

6. Click "save", and the system will ask you to confirm and save the editing.  
Click "Yes" to confirm and complete the editing; Click "No" to cancel and the data remains the same.

D-5104-XXXX-XXXX [Back to course list](#)

No warning to the class (Check this option and save the status if no students should be warned) Save

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
						Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes
D:日間部 XXXX XXXX XX	XXXX XX	在學	photo	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
D:日間部 XXXX XXXX XX	XXXX XX	在學	photo	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX	XXXX XX	在學	photo	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance	<input type="checkbox"/> 3.Poor in-class performance

網頁訊息

save the changes?

確定
取消

7. Click "Yes" to confirm and complete the editing. The system will show update info on the page.

D-5104-XXXX-XXXX [Back to course list](#)

Success! 更新了 1 名學生的期中預警

No warning to the class (Check this option and save the status if no students should be warned) Save

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
						Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes
D:日間部 XXXX XXXX XX	XXXX XX	在學	photo	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
D:日間部 XXXX XXXX XX	XXXX XX	在學	photo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1.Low quizzes scores	<input checked="" type="checkbox"/> 2.Bad attendances	<input checked="" type="checkbox"/> 3.Poor in-class performance	<input checked="" type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX	XXXX XX	在學	photo	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX	XXXX XX	在學	photo	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance	<input type="checkbox"/> 3.Poor in-class performance

8. When click "All", every student in the class will be checked and receive pre-warning message. To cancel the selection, click on the same box to uncheck the selection.

D-5104 -XXXX-XXXX [Back to course list](#)

No warning to the class (Check this option and save the status if no students should be warned) Save

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
					<input type="checkbox"/> All	Low quizzes scores homework, quizzes, lab experiments, works, and others <input type="checkbox"/> All	Bad attendances late to class, leave early, absences, too many leaves, and other reasons <input type="checkbox"/> All	Poor in-class performance chatting, napping, not-responding, and other poor attitudes <input checked="" type="checkbox"/> All
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input checked="" type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input checked="" type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input checked="" type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input checked="" type="checkbox"/> 3.Poor in-class performance

D-5104 -XXXX-XXXX [Back to course list](#)

No warning to the class (Check this option and save the status if no students should be warned) Save

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
					<input type="checkbox"/> All	Low quizzes scores homework, quizzes, lab experiments, works, and others <input type="checkbox"/> All	Bad attendances late to class, leave early, absences, too many leaves, and other reasons <input type="checkbox"/> All	Poor in-class performance chatting, napping, not-responding, and other poor attitudes <input type="checkbox"/> All
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

9. When you see improvement on the pre-warning types, you can cancel the warning message by clicking on the same box where you put a check.

D-5104 -XXXX-XXXX [Back to course list](#)

No warning to the class (Check this option and save the status if no students should be warned) Save

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
					<input type="checkbox"/> All	Low quizzes scores homework, quizzes, lab experiments, works, and others <input type="checkbox"/> All	Bad attendances late to class, leave early, absences, too many leaves, and other reasons <input type="checkbox"/> All	Poor in-class performance chatting, napping, not-responding, and other poor attitudes <input type="checkbox"/> All
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input checked="" type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

10. The box should be empty after you unchecked the box.  
Remember to click "Save" to complete the editing.

D-5104 -XXXX-XXXX [Back to course list](#) **2. Click [Save]**

No warning to the class (Check this option and save the status if no students should be warned) **Save**

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
						Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes
D:日間部 XXXX XXXX XX			在學	photo	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
				photo	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

**1. uncheck the box**

11. If you think no student should get a warning message, choose "No warning to the class."

D-5104 -XXXX-XXXX [Back to course list](#) **Save**

No warning to the class (Check this option and save the status if no students should be warned)

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
						Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes
D:日間部 XXXX XXXX XX			在學	photo	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
				photo	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

12. Click "save", and the system will ask you to confirm and save the editing.  
Click "Yes" to confirm and complete the editing; Click "No" to cancel and the data remains the same.

D-5104 -XXXX-XXXX [Back to course list](#) **1. Click [Save]**

No warning to the class (Check this option and save the status if no students should be warned) **Save**

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
						Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes
D:日間部 XXXX XXXX XX			在學	photo	<input type="checkbox"/>	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
D:日間部 XXXX XXXX XX			在學	photo	<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

**2. confirm the changes**

網頁訊息  
save the changes?  
確定 取消

13. Click "Yes" to confirm and complete the editing. The system will show update info on the page.

D-5104 -XXXX-XXXX [Back to course list](#)

Success!, 更新了 0 名學生的期中預警

No warning to the class (Check this option and save the status if no students should be warned)

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
						Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes
					<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

14. Before you choose "No warning to the class," you need to empty all the checked items.

D-5104 -XXXX-XXXX [Back to course list](#)

No warning to the class (Check this option and save the status if no students should be warned)

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
						Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes
					<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input checked="" type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

網頁訊息

必須請您先將所有學生預警清除,才能選取全班無須預警  
You have to uncheck all the warnings before selecting [No warning to the class.]

15. Click "Back to course list" to return to see all your teaching courses of the semester.

D-5104 -XXXX-XXXX [Back to course list](#)

Success!, 更新了 0 名學生的期中預警

No warning to the class (Check this option and save the status if no students should be warned)

Class	Student ID	Name	enrollment status	photo	failed on mid-term exam	Poor performances		
						Low quizzes scores homework, quizzes, lab experiments, works, and others	Bad attendances late to class, leave early, absences, too many leaves, and other reasons	Poor in-class performance chatting, napping, not-responding, and other poor attitudes
					<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All	<input type="checkbox"/> All
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance
D:日間部 XXXX XXXX XX			在學		<input type="checkbox"/>	<input type="checkbox"/> 1.Low quizzes scores	<input type="checkbox"/> 2.Bad attendances	<input type="checkbox"/> 3.Poor in-class performance

16. Choose other courses that you want to send out mid-term pre-warning messages.

[中文](#) [English](#)  
Welcome

course list of the semester

course code	course title	time	room	time	room	time	room			
D-5104-xxxx	xxxxxxxxxxxxx							<input type="button" value="name list"/>	<input type="button" value="mid-term pre-warning"/>	<input type="button" value="auto exam seating"/>
D-5113-xxxx	xxxxxxxxxxxxx	[A]全週 [2]星期二 D2-D4	SF305					<input type="button" value="name list"/>	<input type="button" value="mid-term pre-warning"/>	<input type="button" value="auto exam seating"/>
D-5123-xxxx	xxxxxxxxxxxxx	[A]全週 [1]星期一 D2-D4	SF234					<input type="button" value="name list"/>	<input type="button" value="mid-term pre-warning"/>	<input type="button" value="auto exam seating"/>

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