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# 001 Creating a Course Website

Log into CEIBA with your Webmail account. After login, you will find a list of courses you are teaching this semester automatically imported by the system. If a course does not have a CEIBA course website, the rightmost button will read Create.

« Courses (Main Instructor)

Semester	Designated for	Course No	Class	Course Title	Syllabus Update	Build
107-1	資工系	CSIE 3512	60	專題研究 Special Research	Enter	Build
107-1	資工所	CSIE 8990	60	專題研究 Special Project	Enter	Build
107-1	資工所	CSIE 7990	60	專題研究 Special Project	Enter	Build
107-1	網媒所	NM 7990	59	專題研究 Special Project	Enter	Build

To create an informal course, please click:  Add

Once a course website has been created, the button will read Manage. By clicking the Manage button, you can manage the course syllabus, TA permissions, student roster, and so on.

Semester	Designated for	Course No	Class	Course Title	TA	Web Assistant	Syllabus Update	Manage
107-1	資工系	CSIE 2910	02	服務學管二 Student Service Education (II) <a href="https://ceiba.ntu.edu.tw/1071sv902_2_02">https://ceiba.ntu.edu.tw/1071sv902_2_02</a>			Enter	Manage

**Complete the following steps to create a course website:**

1. Click Create and you will see the screen below.

## CREATE COURSE WEB PAGES

Please fill in the course information

Basic Information	
Course Title	專題研究 Special Research
Semester	107-1
Designated for	資訊工程學系
Course No	902 37000 / CSIE 3512
Class	60
Credits	2
Required/Elective	必修
Instructor	蔡欣穆
Year/semester	半年
Class Time	
Classroom	

Set Course URL	
Course URL	<input type="text" value="https://ceiba.ntu.edu.tw/1071_CSIE3512_60"/> <small>ⓘ Please use meaningful English phrases or numbers (up to 16 characters). Also, to separate the phrases, be sure to use underscore instead of white space, e.g., ai_1, ics1, ...,etc.</small>

Set Language Preference	
Language Preference	<input checked="" type="radio"/> Chinese <input type="radio"/> English <small>ⓘ You may edit both syllabi. English and Chinese versions, regardless the preference you set</small>

Course Modes	
Mode	<input checked="" type="radio"/> Use the template <input type="radio"/> Duplicate the existing course content <input type="radio"/> Upload my own course pages <input type="radio"/> Link to an external URL

2. Course URL: Optional. CEIBA will automatically enter the course number here as a default.
3. Default language: Please select the default language. The course website will be loaded in the default language. You can still switch between languages, but please note that Chinese and English pages work separately. Both languages are available for the course website and must be edited separately.
4. Select how you would like to create the course website, with four creation modes to choose from:
  - Use the template: In this mode, the CEIBA course website template will be applied. The system will automatically import all information previously submitted to the Curriculum Division. This mode is recommended if you are teaching a new course or using CEIBA for the first time.

- Duplicate an existing course content: Copy all or partial content from an existing course website and transfer to this new course website.
- Upload my own course pages: Select this mode if you are creating pages on your own and just making use of CEIBA' s upload and storage or interactive features such as the forum.
- Link to an external URL: If you already have a course website on another server, you can select this option and fill in the existing URL.

**Please note that once the course website is created, you cannot go back and change the creation mode.**

Click on Next Step to confirm or edit course information.

5. If you choose to use the template for CEIBA course website, all information previously submitted to the Curriculum Division will be imported. Click OK to complete the creation of your course website. You can edit the syllabus and other features afterwards.

Here is a review of the steps to create a course website:



And that is how you create a course website on CEIBA.

## 002 Adding a Teaching Assistant (TA)

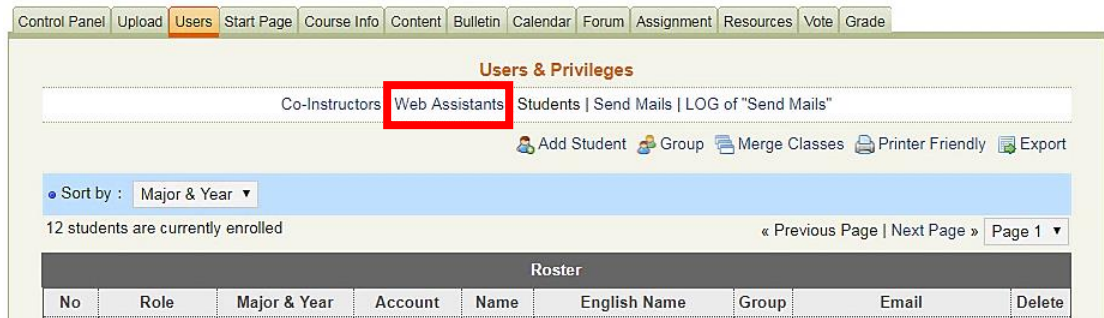
1. Log into CEIBA and click on Manage to see the main menu.

Semester	Designated for	Course No	Class	Course Title	TA	Web Assistant	Syllabus Update	Manage
107-1	資工系	CSIE 2910	02	服務學習二 Student Service Education (II) <a href="https://ceiba.ntu.edu.tw/1071sv902_2_02">https://ceiba.ntu.edu.tw/1071sv902_2_02</a>			Enter	Manage

2. Find User & Privileges in the main menu and click on the Enter button.

Switch	Functions	Enter
<input type="radio"/> All users at NTU <input checked="" type="radio"/> Enrolled students only <input type="radio"/> No login required	User Access	
	File Upload	Enter
	Users & Privileges	Enter
	Templates & Start Page	Enter
Set	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	Enter
	Instructor Information Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	Enter
<input type="radio"/> On <input checked="" type="radio"/> Off	Calendar Preview URL	Enter
<input checked="" type="radio"/> System <input type="radio"/> Manual	Schedule & Content Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Discussion Forum Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Assignments Preview URL	Enter
<input type="radio"/> On <input checked="" type="radio"/> Off	Resources Preview URL	Enter
<input type="radio"/> On <input checked="" type="radio"/> Off	Vote Preview URL	Enter
<input type="radio"/> On <input checked="" type="radio"/> Off	Roster Preview URL	Enter
<input type="radio"/> On <input checked="" type="radio"/> Off	Grades Preview URL	Enter
Set	click on "Set" button to save the changes	

3. Click on Website TA Settings in the submenu.



4. Fill in the TA' s account.

Please note that the TA account always starts with "ta\_" in its username. If your TA does not have an account, you can create one here by simply filling in an alphanumeric username with 5-12 characters.



5. Click on the Confirm the Add button.
6. If you fill in the TA' s existing account, the system will import the TA' s basic information;
7. If you fill in a new username for the TA, please put in the TA' s name, phone number, and email address, respectively.

Control Panel Upload **Users** Start Page Course Info Content Bulletin Calendar Forum Assignment Resources Vote Grade

### Users & Privileges

Co-Instructors | Web Assistants | Students | Send Mails | LOG of "Send Mails"

#### Add a Web Assistant

Account	ta_sylin100424
Password	<span style="color: red;">❗ System Assigned</span>
Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Select All

Function Switches

Users & Privileges (  Web Assistant Management)

Send Mails (NOT include Users & Privileges)

FTP

Templates & Start Page

Course Information

Schedule & Content

Bulletin

Calendar

Discussion Forum

Chatroom

Assignments (  Grade Assignment)

Resources

Vote

Grades

Switch

OK Cancel

8. The system will send TA username and password to the email address provided, so **please make sure you put in the correct address.**
9. In the Function Selection section, check the boxes to set permissions for the TA.
10. The TA' s name will show up on the list of TAs.
11. To manage permissions for a TA, click on the Edit icon; to delete a TA, click on the Delete icon.

# 003 Uploading Course Materials

1. Log into CEIBA course management. Find Schedule & Content in the main menu and click on the Enter button to manage.

## Control Panel

Switch	Functions	Enter
<input type="radio"/> All users at NTU <input checked="" type="radio"/> Enrolled students only <input type="radio"/> No login required	User Access	
	File Upload	<input type="button" value="Enter"/>
	Users & Privileges	<input type="button" value="Enter"/>
	Templates & Start Page	<input type="button" value="Enter"/>
<input type="button" value="Set"/>	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	<input type="button" value="Enter"/>
	Instructor Information Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	<input type="button" value="Enter"/>
<input type="radio"/> On <input checked="" type="radio"/> Off	Calendar Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> System <input type="radio"/> Manual	Schedule & Content Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Discussion Forum Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Assignments Preview URL	<input type="button" value="Enter"/>
<input type="radio"/> On <input checked="" type="radio"/> Off	Resources Preview URL	<input type="button" value="Enter"/>
<input type="radio"/> On <input checked="" type="radio"/> Off	Vote Preview URL	<input type="button" value="Enter"/>
<input type="radio"/> On <input checked="" type="radio"/> Off	Roster Preview URL	<input type="button" value="Enter"/>
<input type="radio"/> On <input checked="" type="radio"/> Off	Grades Preview URL	<input type="button" value="Enter"/>
<input type="button" value="Set"/>	click on "Set" button to save the changes	



2. Click on the Modify icon for the week you wish to upload materials.

Control Panel Upload Users Start Page Course Info **Content** Bulletin Calendar Forum Assignment Resources Vote Grade

**Schedule & Content**

Chinese | English Add Week

Schedule					
Week	Date	Unit Subject / title	Content file(s)	Delete	Modify
第1週	10/10	如何開設課程	001.jpg CEIBA543-第七部-如何開設課程.docx		
第2週		設定助教	CEIBA543-第八部-如何設定助教.docx		
第3週		如何合併課程	新增成績項目.docx		
第4週		輕鬆發布課程講義			
第5週		設定作業	ceiba543_cover_1-01.jpg		
第6週		批改作業	新增成績項目.docx		
第7週		作業觀摩設定	新增成績項目.docx		
第8週		成績設定			
第9週		匯入成績			
第11週		討論區操作說明			
第12週		學期成績結算及匯出至登分網站			
第13週		學生上傳作業			
第14週		討論區-參與討論			

3. Click on Upload File in the Content section.

Control Panel Upload Users Start Page Course Info **Content** Bulletin Calendar Forum Assignment Resources Vote Grade

**Schedule & Content**

**Schedule**

Week	Week <input type="text" value="1-1"/> <small>Use numbers only. If two or more same weeks are added, please use this format: 1-1, 1-2, ...</small>
Date	<input type="text" value="9/11"/> <small>Please use the format of mm/dd (eg, 09/03). If necessary, please also specify the year (eg. 2005/01/03)</small>
Unit Subject / title	<input type="text" value="test0910"/>
Content	<input checked="" type="radio"/> Upload File <input type="radio"/> Edit the content using Web-Edit tool <input type="radio"/> Browse & Upload <input checked="" type="radio"/> Select files from "content" folder <input type="button" value="Select"/>
File Management	<small>Upload Note:</small> 1. Please use English letters or numbers for the file name. Do NOT use Chinese characters, special characters (eg. #, @, &, \, ... etc.), or white space for the file name. 2. There is no limit for the file size; however, when uploading the OVERSIZED file, it is often disconnected due to the limit of the bandwidth or the number of users online concurrently.
Announced Date	2018 ▾ 9 ▾ 10 ▾ (Year / Month / Day)

4. Below in the File Management section, choose Browse & Upload.

The screenshot shows the 'Schedule & Content' interface. The 'Content' section has 'Upload File' selected. In the 'File Management' section, 'Browse & Upload' is selected and highlighted with a red box. Below it, there is a button labeled '選擇檔案' (Select File) and another button labeled '未選擇任何檔案' (No file selected). An 'Upload' button is also present. An 'Upload Note' section contains two instructions: 1. Please use English letters or numbers for the file name. Do NOT use Chinese characters, special characters (eg. #, @, & \, ... etc.), or white space for the file name. 2. There is no limit for the file size; however, when uploading the OVERSIZED file, it is often disconnected due to the limit of the bandwidth or the number of users online concurrently. A table below the notes shows a file named 'CEIBA QA 及修改清單1106-2.docx' with a size of 258.09 KB. At the bottom, there is an 'Announced Date' field set to 2018/9/10 and 'OK' and 'Cancel' buttons.

5. Click on the Select File button. A dialog will pop up for you to locate the file on your computer. Select your file and click on Open.

This screenshot is identical to the one above, but the '選擇檔案' (Select File) button in the 'File Management' section is highlighted with a red box, indicating the next step in the process.

6. The Select File dialog will close itself and you will see the file path in the box next to the button. Click on the Upload button.

Control Panel | Upload | Users | Start Page | Course Info | **Content** | Bulletin | Calendar | Forum | Assignment | Resources | Vote | Grade

**Schedule & Content**

**Schedule**

Week: Week   
Use numbers only. If two or more same weeks are added, please use this format: 1-1, 1-2, ...

Date:   
Please use the format of mm/dd (eg. 09/03). If necessary, please also specify the year (eg. 2005/01/03)

Unit Subject / title:

Content:  Upload File  Edit the content using Web-Edit tool

File Management:  Browse & Upload  Select files from "content" folder

第11週課程設計 (3).docx

**Upload Note:**

- Please use English letters or numbers for the file name. Do NOT use Chinese characters, special characters (eg. #, @, &, \, ... , etc.), or white space for the file name.
- There is no limit for the file size; however, when uploading the OVERSIZED file, it is often disconnected due to the limit of the bandwidth or the number of users online concurrently.

Check	File Name	Size
<input type="checkbox"/>	CEIBA QA 及修改清單1106-2.docx	258.09 KB

Announced Date: 2018 ▾ 9 ▾ 10 ▾ (Year / Month / Day)

7. If the upload is successful, the file name will appear below the upload box. If you need to upload multiple files, please repeat the steps above.

Control Panel | Upload | Users | Start Page | Course Info | **Content** | Bulletin | Calendar | Forum | Assignment | Resources | Vote | Grade

**Schedule & Content**

**Schedule**

Week: Week   
Use numbers only. If two or more same weeks are added, please use this format: 1-1, 1-2, ...

Date:   
Please use the format of mm/dd (eg. 09/03). If necessary, please also specify the year (eg. 2005/01/03)

Unit Subject / title:

Content:  Upload File  Edit the content using Web-Edit tool

File Management:  Browse & Upload  Select files from "content" folder

未選擇任何檔案

**Upload Note:**

- Please use English letters or numbers for the file name. Do NOT use Chinese characters, special characters (eg. #, @, &, \, ... , etc.), or white space for the file name.
- There is no limit for the file size; however, when uploading the OVERSIZED file, it is often disconnected due to the limit of the bandwidth or the number of users online concurrently.

Check	File Name	Size
<input type="checkbox"/>	CEIBA QA 及修改清單1106-2.docx	258.09 KB
<input type="checkbox"/>	第11週課程設計 (3).docx	92.02 KB

Announced Date: 2018 ▾ 9 ▾ 10 ▾ (Year / Month / Day)

8. If you wish to publish the files on a specific date, please set the display date.

Schedule & Content

Schedule

Week: Week 1-1  
Use numbers only. If two or more same weeks are added, please use this format: 1-1, 1-2, ...

Date: 9/11  
Please use the format of mm/dd (eg, 09/03). If necessary, please also specify the year (eg, 2005/01/03)

Unit Subject / title: test0910

Content:  Upload File  Edit the content using Web-Edit tool

File Management:  Browse & Upload  Select files from "content" folder

選擇檔案 未選擇任何檔案 Upload

Upload Note:

- Please use English letters or numbers for the file name. Do NOT use Chinese characters, special characters (eg, #, @, &, \, ... , etc.), or white space for the file name.
- There is no limit for the file size; however, when uploading the OVERSIZED file, it is often disconnected due to the limit of the bandwidth or the number of users online concurrently.

Check	File Name	Size
<input type="checkbox"/>	CEIBA QA 及修改清單1106-2.docx	258.09 KB
<input type="checkbox"/>	第11週課程設計 (3).docx	92.02 KB

Remove

Announced Date: 2018 9 10 (Year / Month / Day)

OK Cancel

9. After checking that all items are correct, click on the OK button at the bottom of the page.
10. A dialog will pop up to confirm that it has been updated. After clicking on OK, you have completed the steps to upload course materials.

# 004 Creating an Assignment

Log into CEIBA course management and find Assignment Management in the main menu.

1. To enable the Assignment section, click on Enable on the left of Assignment Management and then click on Function Setting at the bottom.

## Control Panel

Switch	Functions	Enter
<input type="radio"/> All users at NTU <input type="radio"/> Enrolled students only <input checked="" type="radio"/> No login required	User Access	
	File Upload	<input type="button" value="Enter"/>
	Users & Privileges	<input type="button" value="Enter"/>
	Templates & Start Page	<input type="button" value="Enter"/>
<input type="button" value="Set"/>	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	<input type="button" value="Enter"/>
	Instructor Information Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Calendar Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> System <input type="radio"/> Manual	Schedule & Content Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Discussion Forum Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Assignments Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Resources Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Vote Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Roster Preview URL	<input type="button" value="Enter"/>
<input checked="" type="radio"/> On <input type="radio"/> Off	Grades Preview URL	<input type="button" value="Enter"/>
<input type="button" value="Set"/>	click on "Set" button to save the changes	

2. Click on the Enter button on the right to manage assignments.

- Click on 「New Assignment」 in the upper right corner of the assignment list.

Assigned Items									
No	Title	Type	Submission Method	Percentage	Announced Date	Due Date	Accept late submission after the due date	Delete	Modify
171117	作業二	Individual	Submit Online	25	2014-05-12 14	2014-05-14 14	Yes		
171118	homework	Individual	Submit Online	25	2014-06-13 15	2014-06-30 15	No		

- In the form here, fill in the required information in order:
  - Assignment Title: Please enter the assignment name.
  - Relevant File: Only one attachment file can be uploaded. If you need to upload multiple files, it is recommended to upload a zipped file. File names should be alphanumeric. Please do not use Chinese characters, special symbols (like #,@,&), or spaces in file names to avoid error messages like "File cannot be displayed."
  - Relevant URL: If there is a relevant web page, enter the URL here for viewers to visit.
  - Type: The assignment can be set as an individual or group assignment. (For group assignments, please be sure to group the students first.)
  - Submission Method: In the dropdown menu, select "Submit online" or "Other methods" and enter the specified method in the text box. For example, "email to TA," "email to instructor," "hand in hard copies," and so on.
  - Grade Percentage: Go to the Final Grade Management section to add this assignment as a grade item, or simply put in the percentage here.
  - Grading: Please choose between numerical grades and letter grades.
  - Due Date: The default due date is the date you create the

assignment. Please set a new due date or make the due date indefinite.

- (9) Accept late submission after the due date: If you choose No, late submissions cannot be uploaded; if you choose Yes, students can still submit assignments after the due date, but the submission date will be marked in red as late.
- (10) Announced Date: The default is the date you create the assignment. You can set a different date for it to show up on the course website.

The screenshot shows the 'New Assignment' form in a course management system. The form is titled 'New Assignment' and is part of the 'Assignments' section. It includes the following fields and options:

- Title:** A text input field.
- Description:** A large text area for entering the assignment details.
- Related file:** A button labeled '選擇檔案' (Select File) and a note '未選擇任何檔案' (No file selected).
- Related URL:** A text input field with 'http://' pre-filled.
- Type:** A dropdown menu set to 'Individual'.
- Submission Method:** Radio buttons for 'Submit Online' (selected) and 'Others', followed by a text input field.
- Percentage:** A dropdown menu set to '--' and a percentage input field.
- Grading System:** Radio buttons for 'Letter Grades' (selected) and 'Number Grades'.
- Due Date:** A date and time picker set to '22:00 - 2:00' with a warning message: '22:00 - 2:00 is the rush hour of network traffic, please avoid setting the deadline for homework submitting at that time'. There is also a 'No Due Date' option.
- Accept late submission after the due date:** Radio buttons for 'Yes' (selected) and 'No'.
- Announced Date:** A date and time picker set to '2018-11-19 13:00:00' with a warning message: 'Should be earlier than the Due Date'. This field is highlighted with a red box.

At the bottom of the form, there are buttons for 'OK', 'Clear', and 'Cancel'.

- 5. After checking that all items are correct, click on the OK button.
- 6. A dialog will pop up to confirm that it has been updated. Click OK.
- 7. The new assignment will appear on the assignment list.

# 005 Creating a Group Assignment

Please be sure to group the students first. Follow the steps to group students:

1. Log into CEIBA course management. Find User & Privileges and click on the Enter button.

## Control Panel

Switch	Functions	Enter
<input type="radio"/> All users at NTU <input type="radio"/> Enrolled students only <input checked="" type="radio"/> No login required	User Access	
	File Upload	Enter
	<b>Users &amp; Privileges</b>	<b>Enter</b>
	Templates & Start Page	Enter
<b>Set</b>	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	Enter
	Instructor Information Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Calendar Preview URL	Enter
<input checked="" type="radio"/> System <input type="radio"/> Manual	Schedule & Content Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Discussion Forum Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Assignments Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Resources Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Vote Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Roster Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Grades Preview URL	Enter
<b>Set</b>	click on "Set" button to save the changes	

2. Click on 「Group」 in the upper right corner.



Control Panel | Upload | **Users** | Start Page | Course Info | Content | Bulletin | Calendar | Forum | Assignment | Resources | Vote | Grade

**Users & Privileges**

Co-Instructors | Web Assistants | Students | Send Mails | LOG of "Send Mails"

Add Student | **Group** | Merge Classes | Printer Friendly | Export

Sort by : Major & Year

8 students are currently enrolled

« Previous Page | Next Page » Page 1

Roster								
No	Role	Major & Year	Account	Name	English Name	Group	Email	Delete
1	校外生							
2	校外生							
3	NTU student (Sit-in student)	日文系碩士班_四年級						
4	NTU student (Sit-in student)	化學系_四年級						
5	NTU student (Sit-in student)	地理系碩士班_四年級						
6	NTU student (Sit-in student)	生工系_四年級						
7	NTU student (Sit-in student)	資工系_四年級						
8	NTU student (Sit-in student)	電子所碩士班_四年級						

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The roster is being updated daily. However, if there is any discrepancy, please add or delete any student by yourself.

3. Set up the total number of groups in the course. Click on 「OK」 when you are done.

Control Panel | Upload | **Users** | Start Page | Course Info | Content | Bulletin | Calendar | Forum | Assignment | Resources | Vote | Grade

**Users & Privileges**

Co-Instructors | Web Assistants | Students | Send Mails | LOG of "Send Mails"

Students are divided into 2 groups **OK**

8 students are currently enrolled

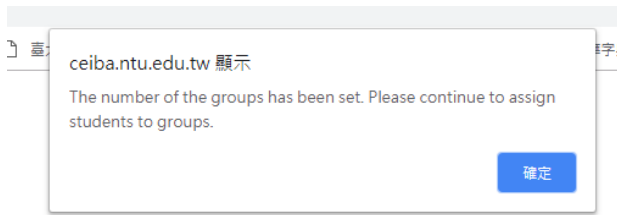
« Previous Page | Next Page » Page 1

Group						
No	Role	Major & Year	Account	Name	English Name	Group
1	校內生	生工系_四年級				---
2	校內生	化學系_四年級				---
3	校內生	資工系_四年級				---
4	校外生					---
5	校外生					---
6	校內生	地理系碩士班_四年級				---
7	校內生	日文系碩士班_四年級				---
8	校內生	電子所碩士班_四年級				---

« Previous Page | Next Page » Page 1

**Save This Page**

4. A dialog will pop up to confirm that “The total number of groups has been set. Please continue grouping students.” Click OK.



5. Use the rightmost dropdown menus to assign each student to a group.

Control Panel | Upload | **Users** | Start Page | Course Info | Content | Bulletin | Calendar | Forum | Assignment | Resources | Vote | Grade

**Users & Privileges**

Co-Instructors | Web Assistants | Students | Send Mails | LOG of "Send Mails"

• Students are divided into 3 groups OK

8 students are currently enrolled « Previous Page | Next Page » Page 1 ▾

Group						
No	Role	Major & Year	Account	Name	English Name	Group
1	校內生	生工系_四年級				--- ▾
2	校內生	化學系_四年級				group 1
3	校內生	資工系_四年級				group 2
4	校外生					group 3
5	校外生					--- ▾
6	校內生	地理系碩士班_四年級				--- ▾
7	校內生	日文系碩士班_四年級				--- ▾
8	校內生	電子所碩士班_四年級				--- ▾

▶ Show All « Previous Page | Next Page » Page 1 ▾

Save This Page

6. After grouping all students on one page, be sure to click on 「Save the Page」 to save your settings.
7. Finally, refer to 「004 Creating an Assignment」 and select the assignment type as group assignment.

# 006 Grading Assignments

1. Log into CEIBA course management. Find Assignment Management in the main menu and click on the Enter button on the right to manage.

## Control Panel

Switch	Functions	Enter
<input type="radio"/> All users at NTU <input type="radio"/> Enrolled students only <input checked="" type="radio"/> No login required	User Access	
	File Upload	Enter
	Users & Privileges	Enter
	Templates & Start Page	Enter
<b>Set</b>	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	Enter
	Instructor Information Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Calendar Preview URL	Enter
<input checked="" type="radio"/> System <input type="radio"/> Manual	Schedule & Content Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Discussion Forum Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	<b>Assignments Preview URL</b>	<b>Enter</b>
<input checked="" type="radio"/> On <input type="radio"/> Off	Resources Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Vote Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Roster Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Grades Preview URL	Enter
<b>Set</b>	click on "Set" button to save the changes	

2. Click on Grade Assignments above the assignment list.

Assignments										
Assignment Index										Grade Assignment
New Assignment										
Assigned Items										
No	Title	Type	Submission Method	Percentage	Announced Date	Due Date	Accept late submission after the due date	Delete	Modify	
171117	作業二	Individual	Submit Online	25	2014-05-12 14	2014-05-14 14	Yes			
171118	homework	Individual	Submit Online	25	2014-06-13 15	2014-06-30 15	No			

3. Find the grade item on the list. On the right of the item, you can set if the grades will be public:

- Show Class: Students will be able to see grades of the entire class.
- Show Individual: Students will be able to see their own grade.
- Not Shown: Grades will not be shown on the website.

No	Title	Type	Percentage	Due Date	Accept late submission after the due date	Grade Assignment	Show Grades	Exhibit
171117	作業二	Individual	25	2014-05-14 14	Yes	Grade	Individual	Set Individually
171118	homework	Individual	25	2014-06-30 15	No	Grade	Individual	Set Individually

4. Click on the Grade Assignment button to grade.

No	Title	Type	Percentage	Due Date	Accept late submission after the due date	Grade Assignment	Show Grades	Exhibit
171117	作業二	Individual	25	2014-05-14 14	Yes	Grade	Individual	Set Individually
171118	homework	Individual	25	2014-06-30 15	No	Grade	No	Set Individually

5. Once a student submits an assignment, there will be a timestamp in the Submission Date column. In the Uploaded File column is a link to the student' s uploaded assignment. Click on the link to open the file, or right click and "Save as" to download the file to your computer. If both columns are blank, it indicates that the student has not uploaded an assignment.

Control Panel Upload Users Start Page Course Info Content Bulletin Calendar Forum **Assignment** Resources Vote Grade

### Assignments

Assignment Index | Grade Assignment

Sort by : Major & Year ▼

8 students are currently enrolled « Previous Page | Next Page » Page 1 ▼

Grade Assignment: test											
Role	Major & Year	Student ID	Name	English Name	Group	Submitted Date	Submitted File	Grades	Comments	Exhibit	Absent
校外生						2017-10-26 08:35:13	Submitted File	▼		<input type="checkbox"/>	<input type="checkbox"/>
校外生								▼		<input type="checkbox"/>	<input type="checkbox"/>
校內生	日文系 碩士班_四年級							A ▼		<input type="checkbox"/>	<input type="checkbox"/>
校內生	化學系_四年級							▼		<input type="checkbox"/>	<input type="checkbox"/>
校內生	地理系 碩士班_四年級					2018-11-20 10:50:29	Submitted File	▼		<input type="checkbox"/>	<input type="checkbox"/>
校內生	生工系_四年級							▼		<input type="checkbox"/>	<input type="checkbox"/>

6. Mark the assignment by giving it a grade. If you have comments, type it in the Comments box.

7. Before leaving or going to the next page, be sure to click on Save the Page.

# 07 Managing Final Grades

1. Log into CEIBA course management. Find Final Grades Management in the main menu.
2. To enable Final Grades Management, click on Enable on the left under Functions, and then click on Function Setting at the bottom.

## Control Panel




Switch	Functions	Enter
<input type="radio"/> All users at NTU <input type="radio"/> Enrolled students only <input checked="" type="radio"/> No login required	User Access	
	File Upload	Enter
	Users & Privileges	Enter
	Templates & Start Page	Enter
Set	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	Enter
	Instructor Information Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Calendar Preview URL	Enter
<input checked="" type="radio"/> System <input type="radio"/> Manual	Schedule & Content Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Discussion Forum Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Assignments Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Resources Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Vote Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Roster Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Grades Preview URL	Enter
Set	click on "Set" button to save the changes	











3. Click on the Enter button on the right to manage.
4. Click on Create an Item in the upper right corner of the item list.


Control Panel Upload Users Start Page Course Info Content Bulletin Calendar Forum Assignment Resources Vote **Grade**


**Grades**

Grades Index | Statistics

Grades Index									
Item	Weight	Sub-item	Grading System	Description	Show Grades	Input	Delete	Modify	
作業	30%	Show	Letter Grades		No	Calculated from the sub-items			
測驗	20%	Show	Letter Grades		No	Calculated from the sub-items			
小組作業	20%	Show	Letter Grades		No	Calculated from the sub-items			
討論	30%	Show	Letter Grades		No	Calculated from the sub-items			
Semester Grade	100%		Letter Grades		No				

 To ensure the final grades are correctly calculated, you must click on RECALCULATED.

 Before sending the grades to the 2D Barcode Grade Registration System, be sure to click the Input button next to the Semester Grade to enter or adjust the final grades.

5. In the form here, fill in the required information in order:

- (1) Category: Main Item, Sub Item, and Attendance. **Please note that to add a sub item, you need to have a main item first.**
- (2) Item Title: Please fill in the title of the grade item, for example "midterm exam" or "quiz scores."
- (3) Grade Percentage: In 0-100 please enter the item's percentage of total, final grades.
- (4) Grading: Please choose between numerical grades and letter grades.
- (5) Show Grades: Grades can be set to Not Shown, Show Individual, or Show Class. The default is Not Shown. The default of sub items is that of the main item.

Control Panel | Upload | Users | Start Page | Course Info | Content | Bulletin | Calendar | Forum | Assignment | Resources | Vote | **Grade**

**Grades**

Grades Index | Statistics

New Grade Item	
Category	<input checked="" type="radio"/> Main Item <input type="radio"/> Sub-item (Included in <span style="border: 1px solid gray; padding: 2px;">Please select</span> ) <input type="radio"/> Attendance
Item	<input type="text"/> <small>ⓘ No more than 30 characters. Do NOT use Chinese characters, special characters (eg. #, @, &amp;, \, ..., etc.)</small>
Weight	<input type="text"/> %
Grading System	<input type="radio"/> Letter Grades <input checked="" type="radio"/> Number Grades
Description	<input type="text"/>
Show Grades	<span style="border: 2px solid red; padding: 2px;">No</span> ▼

OK | Cancel

6. After checking that all items are correct, click on the OK button.
7. A dialog will pop up to confirm that it has been updated. Click on OK.
8. The new grade item will appear on the item list.

**Tips:**

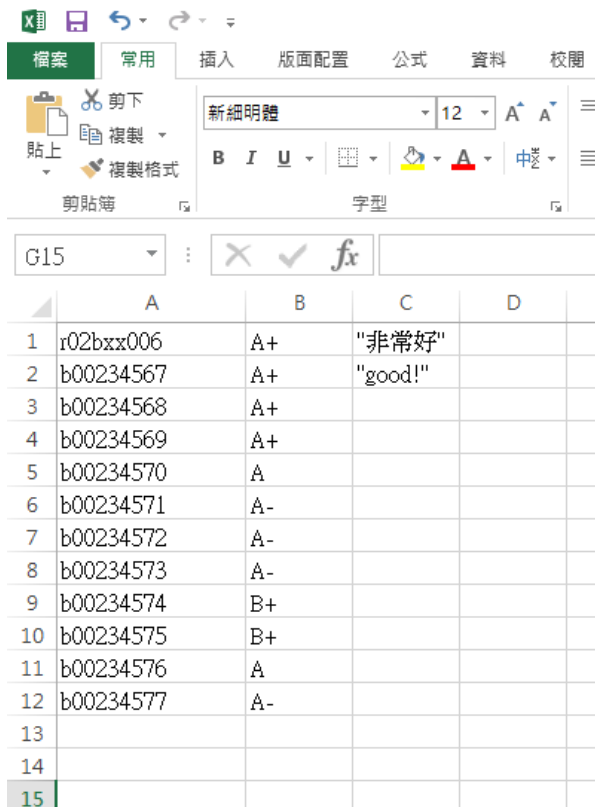
- (1) It is recommended to create all main items first, and then create sub items.
- (2) The total for all sub items under one main item must equal 100%, so that grades of the main item can be calculated correctly.  
For example in the screenshot, the three sub items are 20%, 30%, and 50% respectively, and they make up 100% together.



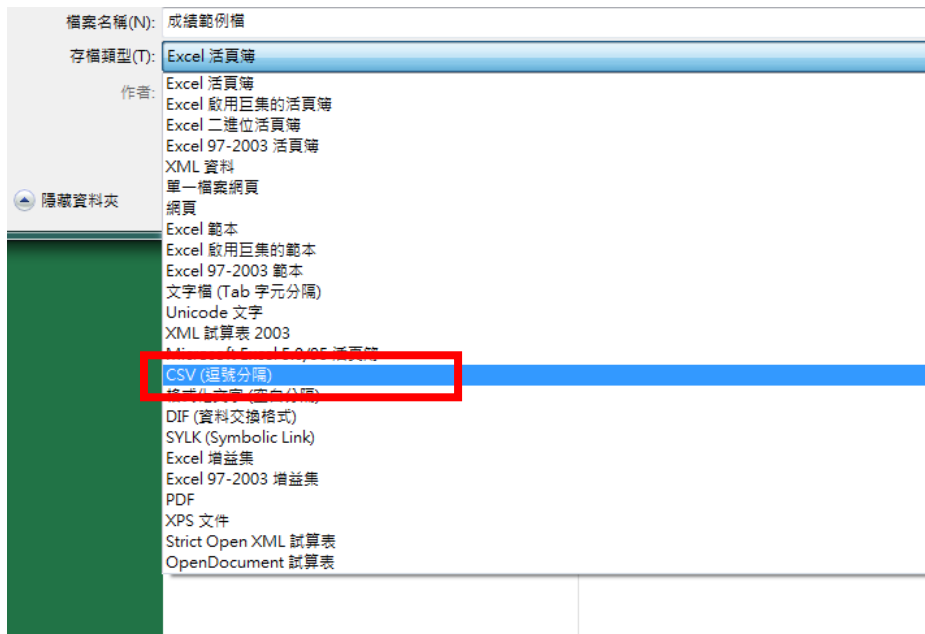
## 008 Importing Final Grades

If you already have the final grades in an Excel spreadsheet, you can import it directly to CEIBA.

1. Delete cells including item titles. The only cells left are student IDs and grades. If you have comments, add double quotes before and after your comment.



2. In Excel, click on File > Save As, and choose to save your Excel file as CSV (Comma delimited).



3. Log into CEIBA course management. Find Final Grade Management in the main menu. Check again that your Final Grade Management is Enabled. Click on Enter on the right to manage.

### Control Panel

Switch	Functions	Enter
<input type="radio"/> All users at NTU <input type="radio"/> Enrolled students only <input checked="" type="radio"/> No login required	User Access	
	File Upload	Enter
	Users & Privileges	Enter
	Templates & Start Page	Enter
Set	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	Enter
	Instructor Information Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Calendar Preview URL	Enter
<input checked="" type="radio"/> System <input type="radio"/> Manual	Schedule & Content Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Discussion Forum Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Assignments Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Resources Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Vote Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Roster Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Grades Preview URL	Enter
Set	click on "Set" button to save the changes	

- Find the grade item you are importing and click on the Enter icon. (If you haven't set up a grade item, please refer to the previous steps to manage final grades.)

Control Panel Upload Users Start Page Course Info Content Bulletin Calendar Forum Assignment Resources Vote **Grade**

**Grades**

Grades Index | Statistics

New Item Generate Grade Report Conversion Mode for Calculated Letter Grade

Grades Index								
Item	Weight	Sub-item	Grading System	Description	Show Grades	Input	Delete	Modify
作業	30%	Show	Letter Grades		No	Calculated from the sub-items		
測驗	20%	None	Letter Grades		No			
小組作業	20%	Show	Letter Grades		No	Calculated from the sub-items		
討論	30%	Show	Letter Grades		No	Calculated from the sub-items		
Semester Grade	100%		Letter Grades		No			

To ensure the final grades are correctly calculated, you must click on RECALCULATED.

Before sending the grades to the 2D Barcode Grade Registration System, be sure to click the Input button next to the Semester Grade to enter or adjust the final grades.

5. Click on Import Grades in the upper right corner.

Control Panel Upload Users Start Page Course Info Content Bulletin Calendar Forum Assignment Resources Vote **Grade**

**Grades**

Grades Index | Statistics

Sort by: Student ID

8 students are currently enrolled

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測驗 ( Semester Grade 20%)						
No	Major & Year	Student ID	Name	Group	Grade	Comments
1	校外生	es_14128	pylee		A+	
2	校外生	es_14128	pylee	1	A+	

6. Select Import in the Options section.

Control Panel Upload Users Start Page Course Info Content Bulletin Calendar Forum Assignment Resources Vote **Grade**

**Grades**

Grades Index | Statistics

測驗: Import

Discussion Participation Grades  
 Assignment Grades  
 Import 選擇檔案 未選擇任何檔案

Only student ID and grades (optional evaluation, if you want to write the evaluation, put quotation marks around it.) are needed and saved in csv format.

Download Example File

Import Cancel

7. Click on the Select File button. Locate the final grades file and click on Open.

8. Click on Import and a dialog will pop up to confirm that grades import

has been successful. Click on the OK button.

Tips:

- (1) There must be no blanks before or after the student ID, the grades, and the comments in the Spreadsheet cells.
- (2) The title of the import file is preferably alphanumeric, with no special symbols or blank spaces, to avoid system errors.
- (3) Please note that grading in the import file should be the same as the setting in the CEIBA system. If it is set to letter grades on CEIBA, then the import grades should also be letter grades.

# 009 Merging Courses

For two classes to merge, it is necessary that:

1. The courses are created by the same main instructor.
2. One of them has a CEIBA course website while the other one does not.

If both courses have set up CEIBA course websites and need to be merged, please back up your data first. Send an email to [ntuceiba@ntu.edu.tw](mailto:ntuceiba@ntu.edu.tw) and someone in charge will help delete your course website from the backend. After one of the course websites is gone, follow the steps below to merge courses:

- (1) Log into CEIBA course management. Find User & Privileges in the main menu.

### Control Panel

Switch	Functions	Enter
<input type="radio"/> All users at NTU <input type="radio"/> Enrolled students only <input checked="" type="radio"/> No login required	User Access	
	File Upload	Enter
	Users & Privileges	Enter
	Templates & Start Page	Enter
<input type="button" value="Set"/>	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	Enter
	Instructor Information Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	Enter

- (2) Click on Merge Classes. The system will list out courses you are teaching this semester that have no course websites.

Control Panel | Upload | **Users** | Start Page | Course Info | Content | Bulletin | Calendar | Forum | Assignment | Resources | Vote | Grade

### Users & Privileges

Co-Instructors | Web Assistants | Students | Send Mails | LOG of "Send Mails"

Sort by : Major & Year

8 students are currently enrolled

« Previous Page | Next Page » Page 1

Roster								
No	Role	Major & Year	Account	Name	English Name	Group	Email	Delete
1	校外生		es_14128	pylee			pylee@ntu.edu.tw	<input type="button" value="Delete"/>
2	校外生		es_14129	lipiyun			lipiyun@gmail.com	<input type="button" value="Delete"/>

- (3) Click on Merge. The system will take students in the course without a website to the current course that has a website.


Control Panel Upload **Users** Start Page Course Info Content Bulletin Calendar Forum Assignment Resources Vote Grade

**Users & Privileges**

Co-Instructors | Web Assistants | Students | Send Mails | LOG of "Send Mails"

Courses Available for Merging					
Semester	Designated for	Course No	Class	Course Title	Merge
107-1	9220	922 D0100 / CSIE 8990	60	專題研究	Merge
107-1	9020	902 37000 / CSIE 3512	60	專題研究	Merge
107-1	9220	922 M0020 / CSIE 7990	60	專題研究	Merge
107-1	9440	944 M0020 / NM 7990	59	專題研究	Merge

Courses Already Merged					
Semester	Designated for	Course No	Class	Course Title	Cancel

 The rosters will be merged.

## 010 Adding auditors

To add auditors, you should know these different account types:

1. NTU auditors: An NTU auditor is also an NTU student, so only the student ID is needed for the system to import student information. On the roster, the student will be marked as an NTU auditor. This type of account works like an NTU student account with access to all functions on CEIBA.
2. Non-NTU students or non-NTU auditors: Put in the student's name and email address, and the system will send an email to the student regarding CEIBA username and password. If the student has applied for an account before, the system will send an email with the same username. There will be no password in the email as it remains the same as before.
3. Auditors (with no access to uploading assignments): Put in the student's name and email address, and the system will send an email to the student regarding CEIBA username and password. If the student has applied for an account before, the system will send an email with the same username. There will be no password in the email as it remains the same as before.



- Log into CEIBA course management. Find User & Privileges in the main menu.

**Control Panel**

Switch	Functions	Enter
<input type="radio"/> All users at NTU <input type="radio"/> Enrolled students only <input checked="" type="radio"/> No login required	User Access	
	File Upload	Enter
	Users & Privileges	Enter
	Templates & Start Page	Enter
<input type="button" value="Set"/>	click on "Set" button to save the changes	
Switch	Functions	Enter
	Course Information Preview URL	Enter
	Instructor Information Preview URL	Enter
<input checked="" type="radio"/> On <input type="radio"/> Off	Bulletin Preview URL	Enter

- Click on Merge Classes. The system will list out courses you are teaching this semester that have no course websites.

Control Panel Upload **Users** Start Page Course Info Content Bulletin Calendar Forum Assignment Resources Vote Grade

**Users & Privileges**

Co-Instructors | Web Assistants | **Students** | Send Mails | LOG of "Send Mails"

Sort by: Major & Year

8 students are currently enrolled

« Previous Page | Next Page » Page 1

No	Role	Major & Year	Account	Name	English Name	Group	Email	Delete
1	校外生		es_14128	pylee			pylee@ntu.edu.tw	<input type="button" value="Delete"/>
2	校外生		es_14129	lipiyun			lipiyun@gmail.com	<input type="button" value="Delete"/>

- Select the auditor type.

**SEMESTER : 108-2**

**COURSE TITLE : 108-2TEST (XXX B2803)**

Control Panel Upload **Users** Start Page Course Info Content Bulletin Calendar Forum Assignment Resources Vote Grade

**Users & Privileges**

Co-Instructors | Web Assistants | **Students** | Send Mails | LOG of "Send Mails"

**Add Student**

Status

NTU auditor  
 External student  
 Auditor (Not allowed to submit assignments)

(4) Enter the student's data.

EMESTER : 108-2  
COURSE TITLE : 108-2TEST (XXX B2803)

Control Panel | Upload | **Users** | Start Page | Course Info | Content | Bulletin | Calendar | Forum | Assignment | Resources | Vote | Grade

**Users & Privileges**

Co-Instructors | Web Assistants | Students | Send Mails | LOG of "Send Mails"

**Add Student**

Status	<input checked="" type="radio"/> NTU auditor <input type="radio"/> External student <input type="radio"/> Auditor (Not allowed to submit assignments)
Student ID	<input checked="" type="radio"/> Single <input type="text" value="b08xxxxxx"/> <input type="radio"/> Multiple (Batch)

OK