

學生獎懲申請—教職員工操作手冊

如何進入獎懲系統：

由首頁“教職員”登錄 → 學務項目 → “學務行政資訊系統”
→ 學務系統 → 獎懲系統 → 獎懲依據 → 新增。



- 1、 選填 “獎懲類別” 、 “獎懲名稱” 、 “獎懲情事” 。
- 2、 選填該學生的獎懲次數。(詳細說明請見下方「獎懲次數說明」)
 〈 ▲請確認學生獎懲次數是否正確〉
- 3、 選擇學生：輸入學號後，按 “增加學生” 。
- 〈也可使用 “開窗增加學生” (3*)查詢並帶入學生。〉
- 4、 如申請學生人數較多，可點選 “選擇檔案” 並 “匯入學生名單”
 〈 ▲匯入名單的檔案格式請參照 “取得範本” ，學生學號須為 大寫字母，並將檔案類型儲存為「Excel 97-2003 活頁簿」，副檔名為.xls〉
- 5、 點選 “選擇檔案” 上傳相關證明文件，並按 “附加” 。

The screenshot shows the SRP1040 award reporting interface. The following elements are highlighted with red boxes and numbered callouts:

- 1:** A red box encloses the '獎懲類別' (Award Category), '獎懲名稱' (Award Name), and '獎懲情事' (Award Details) fields.
- 2:** A blue box highlights the '次數*' (Frequency) dropdown menu, which is currently set to '乙次'.
- 3:** A red box highlights the '學號' (Student ID) and '姓名' (Name) input fields, along with the '增加學生' (Add Student) button.
- 4:** A blue box highlights the '選擇檔案' (Select File) button and the '匯入學生資料' (Import Student Data) button.
- 3*:** A red box highlights the '開窗增加學生' (Open Window to Add Student) button.
- 5:** A red box highlights the '選擇檔案' (Select File) button and the '附加' (Attach) button.

Additional interface details include:

- Page title: SRP1040 提報獎懲作業
- Form title: 【編輯畫面】- 新增
- Navigation buttons: 回查詢頁, 清除, 存檔
- Form fields: 學年期 (第107), 學年第 (1), 學期
- Buttons: 選擇檔案, 取得範本, 匯入學生資料, 全選, 取消全選, 刪除, 開窗增加學生, 附加
- Text: 查無符合資料!!
- Footer: 預覽, 說明

- 6、 選填獎懲事實的發生時間。
- 7、 填入獎懲事由。
- 8、 填妥並確認選填資料無誤後，“存檔”。

▲注意：一筆獎懲申請，只可申請一種獎懲名稱。

The screenshot shows a web form for submitting a merit award application. The form is divided into several sections:

- Attachment Section:** At the top, there is a section for attachments. It includes a dropdown menu for selecting a case (currently showing '未選擇任何檔案'), a text input for a description, and an '附加' (Add) button. Below this is a table with columns for '預覽' (Preview) and '說明' (Description).
- 6:** A red box highlights the '時間*' (Time) input field, which is currently empty.
- 7:** A blue box highlights the '獎懲事實*' (Merit Fact) input field, which is currently empty.
- 8:** A red box highlights the '存檔' (Save) button at the bottom right of the form.

At the bottom of the form, there are fields for '提報日期' (Report Date) with the value '107/10/04' and '提報人員' (Reporter). At the very bottom right, there are three buttons: '回查詢頁' (Return to Query Page), '清除' (Clear), and '存檔' (Save).

獎懲次數說明

先選擇“次數”，再輸入學號。

The screenshot shows the top part of a web form. At the top, there is a dropdown menu labeled '次數 *' with '乙次' selected, highlighted by a red box. Below it are input fields for '學號' (ID number) containing 'B0' and '姓名' (Name) containing '劉'. To the right is a button '增加學生'. Below these are buttons for '選擇檔案' (Select file), '取得範本' (Get template), and '匯入學生資料' (Import student data). A red note says '注意！「增加學生」及「匯入學生」的獎懲項目/次數是目前所選的「獎懲名稱」×「次數」'. At the bottom are buttons for '全選', '取消全選', '刪除', and '開窗增加學生*', and a red message '查無符合資料!!'.

點選“增加學生”後，該生顯示在下方的列表。

This screenshot shows the same form as above, but with the '增加學生' button clicked. The student '劉' with ID 'B0' is now listed in a table. The '獎懲項目/次數' column for this student is '嘉獎 X 乙次', which is highlighted with a red box. The table has columns for '系級', '學號', '姓名', and '獎懲項目/次數'. The '全選' button is now checked.

系級	學號	姓名	獎懲項目/次數
<input type="checkbox"/> 外國語文學系	B0	劉	嘉獎 X 乙次

如該生為嘉獎二次，新增方式亦同。

The first screenshot in this block shows the form with '次數 *' set to '二次' (highlighted in red). The '增加學生' button is clicked, and the student '劉' is added to the list with '嘉獎 X 乙次'. The second screenshot shows the same form with '次數 *' still '二次'. The '增加學生' button is clicked again, and a second student '王' with ID 'B0' is added to the list with '嘉獎 X 二次', which is highlighted with a red box. The table now has two rows.

系級	學號	姓名	獎懲項目/次數
<input type="checkbox"/> 外國語文學系	B0	劉	嘉獎 X 乙次
<input type="checkbox"/> 應用經濟與管理學系	B0	王	嘉獎 X 二次

如為“匯入學生資料”的方式，新增方法亦同。