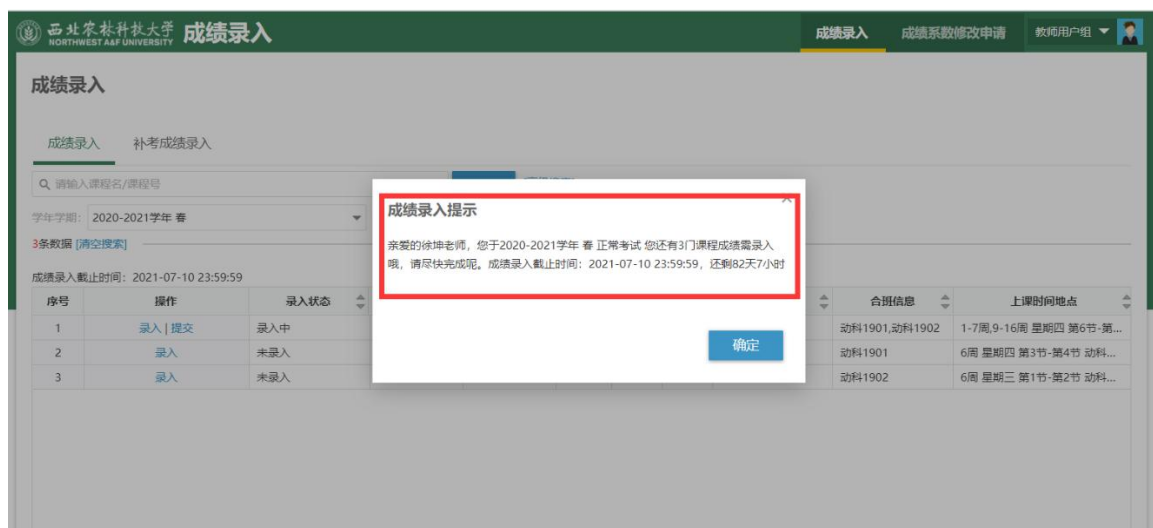


## 第一步：登录教务管理系统，成绩中心—成绩录入



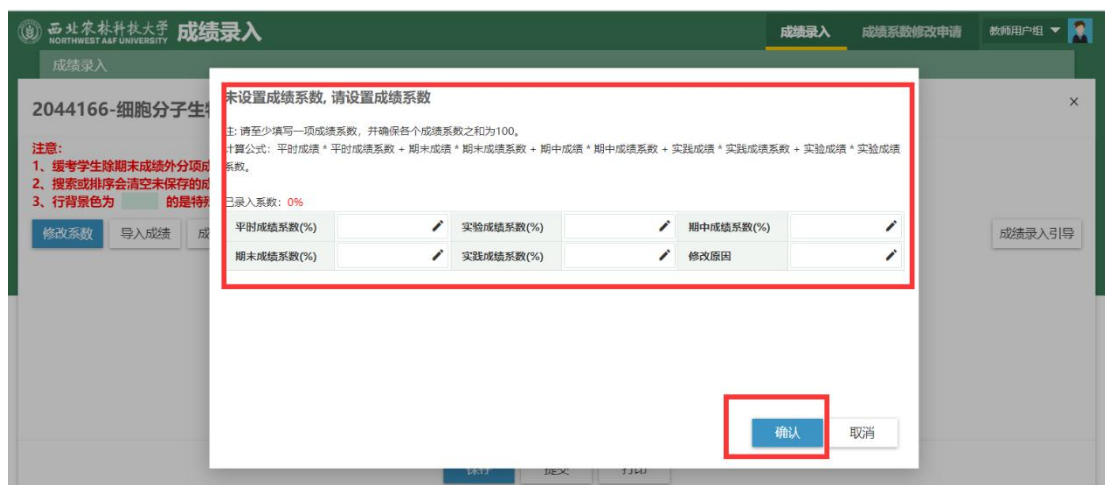
## 第二步：请仔细阅读提示



## 第三步：点击录入



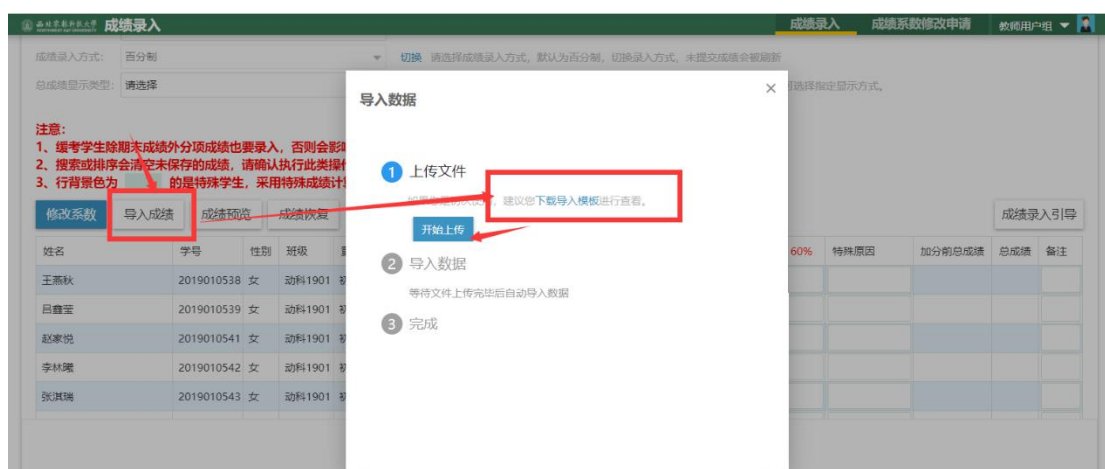
第四步：根据课程需要设置权重，并确认。



如果权重设置有误, 可以在此修改权重。



第五步：成绩可以在界面输入，也可以下载导入模板，在 EXCEL 中填入成绩。分项成绩录入后，自动计算总评成绩。



第六步：成绩录入完成，老师确认无误后，最后请一定点击提交按钮，否则学生将无法查看到成绩。

The screenshot displays a web-based grade entry interface. At the top, there is a navigation bar with the title '成绩录入' (Grade Entry) and several menu items. Below the navigation bar is a table with the following columns: 姓名 (Name), 学号 (Student ID), 性别 (Gender), 班级 (Class), 重修重考 (Retake/Resit), 修读方式 (Study Mode), 考试地点 (Exam Location), 录入状态 (Entry Status), 平时成绩 20% (Regular Grade 20%), 实验成绩 20% (Experiment Grade 20%), 期末成绩 60% (Final Grade 60%), 特殊原因 (Special Reason), 加分前总成绩 (Total Grade Before Bonus), 总成绩 (Total Grade), and 备注 (Remarks). The table contains several rows of data, with one row highlighted in green. Below the table, there is a pagination bar showing '1-10 总记录数 12 跳转至 1 页' and '每页显示 10'. At the bottom of the interface, there are three buttons: '保存' (Save), '提交' (Submit), and '打印' (Print). The '提交' button is highlighted with a red box, and a red arrow points to it from above.