

國立高雄科技大學期末教學意見調查
教師排除名單操作手冊

附件一

NKUST course evaluation system
Teachers' Student Exclusion List Operation Manual

依本校「教學意見調查實施辦法」第五條略以：排除名單由授課教師於期末教學意見調查施作期間提出，以該課程修課人數之十分之一為上限，未達一人者以一人計。

According to Article 5 of the “Regulations Governing Course Evaluation” at the University, The exclusion list shall be provided by teachers during the final course evaluation period. The number of exclusion lists shall be limited to a maximum of one-tenth of the total number of students enrolled in the course. If the number of students on the exclusion list is less than one, it shall be considered one.

教師如欲設定排除名單資料，請於排除原因欄位寫上每位被排除學生的各自原因。本排除資料之設定，攸關您該科「填答率」及統計結果，請審慎評估所進行之設定，在本期間內皆可點選或修改排除名單。若有需要進行教學意見調查排除名單設定的老師，可以依下列步驟進行設定。

If teachers wish to set up an exclusion list, please provide the reasons for each excluded student in the designated reason column. The settings of this exclusion data are crucial as they affect the “response rate” and statistical results of your course. Please carefully assess the settings you choose. You can select or modify the exclusion list at any time during the period of the final course evaluation. Teachers who need to set up an exclusion list for the course evaluation can follow the steps outlined below.

一、 於本校首頁(<http://www.nkust.edu.tw>)右上方處，點選「教師」。

Go to the top right corner of the University's homepage
(<http://www.nkust.edu.tw>) and click on 'Teachers'.



二、網頁右側點選「教學意見調查」。(<https://ceq.nkust.edu.tw/Home/TeaIndex>)
On the right side of the webpage, click on 'The course evaluation system'.
<https://ceq.nkust.edu.tw/Home/TeaIndex>



三、 進入畫面後，點選「系統登入」。
After entering the page, click on 'System Login'.



四、 登入教學意見調查系統(帳號:職員編號，密碼:同校務行政系統密碼)

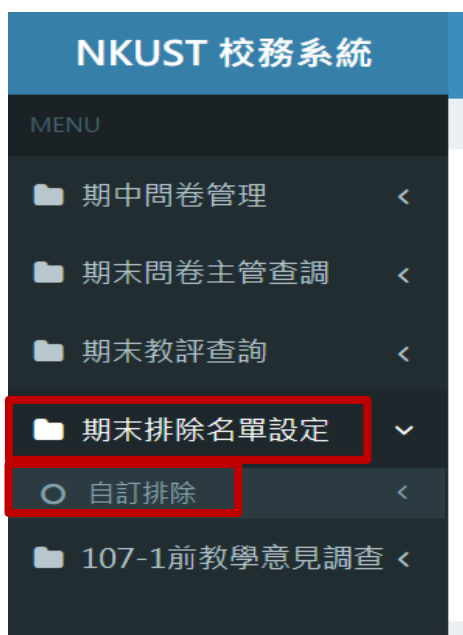
Please log in with the account (staff ID) and password (the one that is used to enter the school affairs platform).



The image shows the login interface of the National Kaohsiung University of Science and Technology (NKUST) Course Evaluation System. At the top, the university's logo and name are displayed. Below this, the title '教學意見調查系統' (Course Evaluation System) is shown. The login section prompts the user to enter their account number (staff ID) and password. The account number field is labeled '帳號: 學號(Student ID)/職員編號(Staff ID)' and the password field is labeled '同校務行政系統密碼-預設為身分證後四碼(Passw)'. A checkbox labeled '請打勾(please check)' is present, with a red box highlighting the '打勾' (check) button. To the right of the checkbox is a reCAPTCHA logo. At the bottom, a blue button labeled '登入(Login)' is highlighted with a red box.

五、 進入畫面後，點選「期末排除名單設定」，再點選「自訂排除」。

Once logged in, click on 'Final Teachers' Student Exclusion List Settings', then select 'Custom Exclusion'.



六、 選擇欲排除課程班級後，點選「產生名單」。

Choose the course for which you want to create an exclusion list and click 'Generate List'.

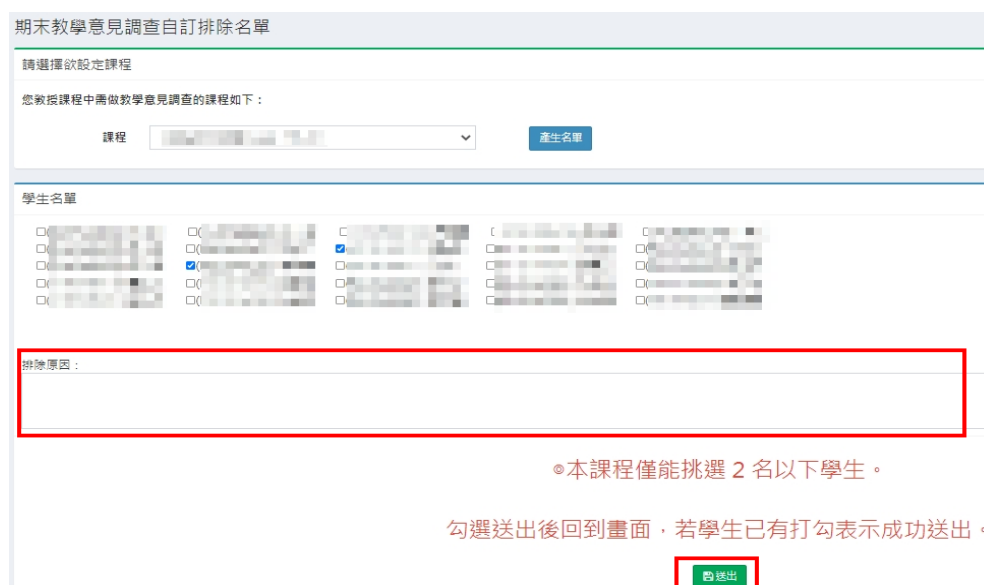


七、 勾選欲排除學生姓名，勾選完畢後，敬請於下方排除原因欄位寫上每位被排除學生的各自原因，完成後點選「送出」。

勾選送出後回到畫面，若學生已有打勾表示成功送出。

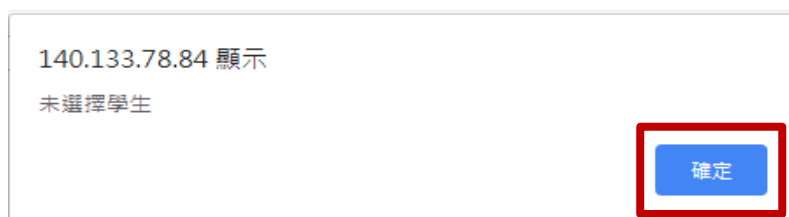
Check the names of the students you wish to exclude. After selecting, please write the reasons for each student's exclusion in the provided field at the bottom of the page. Once completed, click 'Submit'.

A check mark next to a student's name indicates a successful submission.



八、 若看過名單後，確定無學生需要被排除，點選送出後，系統會出現善意提醒視窗告知「未選擇學生」，按「確定」後，會回到原課程畫面。此時可以瀏覽其他課程或準備登出。

If, after reviewing the list, you decide not to exclude any students, click ‘Submit’. A prompt will appear saying ‘No student selected’. Click ‘Confirm’ to return to the course screen. You can then review other courses or prepare to sign out.



九、 各課程瀏覽檢視後，點選畫面右上角之「姓名」後，再按「登出」。

After reviewing each course, click on your ‘Name’ in the top-right corner of the screen, then click ‘Sign out’.

