

FEESIS – Teacher Quick Reference for UG Grade Input

1 Login FEESIS and enter Gradebook

1. Access FEESIS homepage via the link : <https://office.engg.hku.hk>
 - Click “Login FEESIS” on the left-side menu. (You’ll be directed to login page)
 - If you have a HKU portal account, click “HKU Portal User”, you’ll be redirected to HKU portal login page. Type your HKU portal “UID” and “PIN” to login FEESIS.
 - If you don’t have a HKU portal account, click “Non-HKU-Portal User”, you’ll be redirected to FEESIS login page. Type your FEESIS login name and password.
2. After you have login FEESIS, you’ll see “*Student Assessment*” on the left-hand menu. Click “**Student Assessment**”, select “**Gradebook**” to proceed for grade input.

2 Select course and career

1. Select an academic year in the *Academic Year* list box, i.e. “2017-18”.
2. Select a semester in the *Semester* list box, i.e. “Semester 1”.
3. Select a department in the *Department* list box, e.g. “Computer Science”.
4. Select a course in the *Course* list box, e.g. “COMP1117-1A Computer Programming”.
5. Choose and check a *Career* radio button. i.e. click “UG” radio button.
6. Click the “**View**” button. The course information will be shown.

3 Download gradebook from FEESIS

If a gradebook has been uploaded to FEESIS before, you can download it to continue marking or make changes. Otherwise, or if you want to start over, you can create a blank gradebook from FEESIS.

3.1 Download gradebook from FEESIS

To download the latest gradebook (Excel file) of the selected course and career, please follow the steps below:

1. Click the “**Download Excel**” button. This button is shown only if a gradebook has been uploaded to FEESIS before.
2. Follow the instructions on screen to save the file (as different browsers might have different options).
3. Check the location where the file is saved in. The downloaded filename will be the same as the last-uploaded one.

3.2 Create a blank gradebook from FEESIS

To create a blank gradebook (Excel file) for the selected course and career, please follow the steps below:

1. Click the “**Create Blank Excel**” button.
2. Follow the instructions on screen to save the file (as different browsers might have different options).
3. Check the location where the file is saved in. The downloaded file will be named as *[Course Code]_[Year]_[Semester][Subclass]_[Career]_[Timestamp].xlsx*. Existing grades, if any, will not be saved in the downloaded Excel file.

4 Entering marks to gradebook

The Excel gradebook accepts marks of the PW, IA and EX components, and calculate the corresponding grades to be uploaded to FEESIS.

1. Open the gradebook (Excel file).

2. Read the instructions in the “notes” worksheet.
3. Enter the marks of the PW, IA and EX components of each student in the “marksheet” worksheet.
4. If appropriate, adjust the minimum marks of each grade in the “grade_mark” worksheet. The grades of all students in the gradebook will be updated accordingly.
5. Save the file after entering marks.

5 Upload gradebook to FEESIS

1. Login FEESIS, enter Gradebook, select course and career.
2. Click the “**Import from Excel**” button. The “*Gradebook : Import page*” will be loaded.
3. Choose the saved gradebook (Excel file). Click the “**Upload**” button.
4. After the gradebook is uploaded to FEESIS, there will be 2 tables (grade statistics table and student-grade table) will be shown with verification results:
 - Summary statistics of the uploaded gradebook will be shown
 - Warnings/Errors will be shown, if errors are found in the uploaded gradebook.
5. If there are some error(s) found in the imported file, you are still allowed to save the data. However, only valid/warning row(s) will be saved while error row(s) will be skipped. That means the gradebook may not be complete. Please follow the onscreen instructions to correct the error row(s) in gradebook and re-upload again.
6. If there is no error found in imported file or you just want to save valid row(s) only. Click the “**Save**” button, the data will be saved successfully. The uploaded gradebook file will also be stored on FEESIS.

6 Legend of gradebook for UG courses

Column Name	Upload to FEESIS	Description
Student ID	Yes	Student ID
PW Mark		Practical Work mark, rounded to 1 decimal
PW Grade	Yes	Practical Work grade
IA Mark		In-course Assessment mark, rounded to 1 decimal
IA Grade		In-course Assessment grade
EX Mark		Examination mark, rounded to 1 decimal
EX Grade		Examination grade
EA Mark		Combined mark of IA and EX according to the specified weightings, rounded to 1 decimal formula = (IA Mark * IA Weight + EX Mark * EX Weight) / (IA Weight + EX Weight)
EA Grade	Yes	Combined grade of IA and EX
CB Mark		Combined mark of all components according to the specified weightings, rounded to 1 decimal formula = PW Mark * PW Weight + IA Mark * IA Weight + EX Mark * EX Weight
CB Grade	Yes	Combined grade of the course. Please refer to the grade-mark mapping table for details.
Recommendation	Yes	Recommendation for failed students, if any

NOTE: PW Weight + IA Weight + EX Weight = 100%

Grade-Mark Mapping

Grade	Min Mark	Grade Point
A+	85.0*	4.3
A	80.0*	4.0
A-	75.0*	3.7
B+	71.0*	3.3
B	68.0*	3.0
B-	65.0*	2.7
C+	62.0*	2.3
C	59.0*	2.0
C-	56.0*	1.7
D+	53.0*	1.3
D	50.0*	1.0
F	0.0	0.0
F+ ^	48.0	0.0

* the minimum marks are adjustable if appropriate

^ marginally failed for re-assessment/re-examination

F+ minimum mark is 2 marks less than grade D

Special Grade Label(s)

Mark	Symbol	Description
-1.0	FL	Not Examined - Count as Fail
-2.0	N	Absence from examination due to illness
-3.0	NE	Not Examined - NOT count as Fail
-4.0	PE	Pending
-5.0	EX	Exemption Granted
-9.0	P	Pass (for non-graded courses)
-11.0	NV	No Evaluation - Continue next semester/year
-12.0	NC	Not Complete
-13.0	WD	Project Withdrawal
-14.0	DI	Distinction (for non-graded courses)