
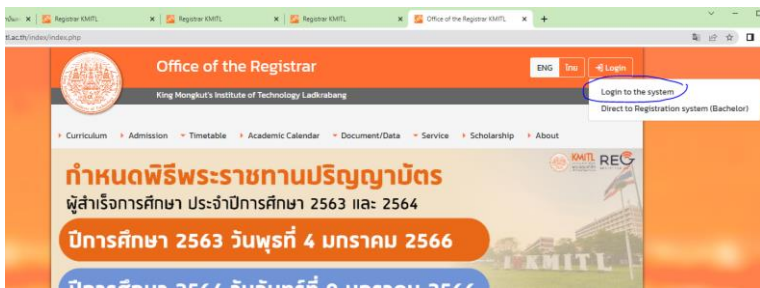
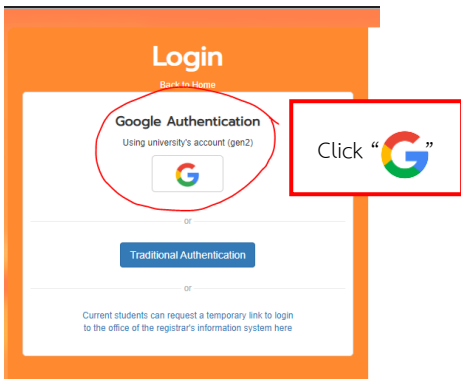


How to access the registration system

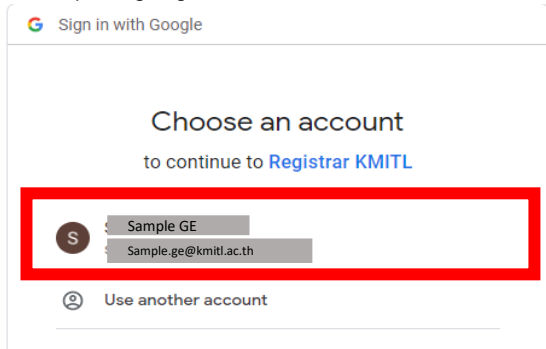
1. Log-in to  and sign in with KMITL-email (@kmitl.ac.th)
2. Click <https://www.reg.kmitl.ac.th/index/index.php>
3. Click : Login >> Login to the system



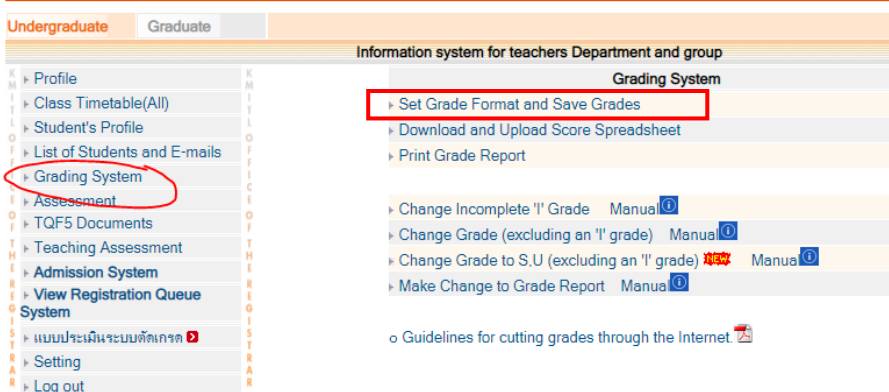
4. Login with Google Authentication Using University's account



5. Choose your google account (@kmitl.ac.th)



6. Choose menu : Grading system
7. Choose "set grade format and save grades"



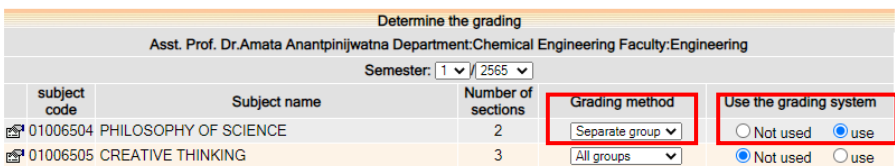
8. Determine the grading

8.1 Select your subject

Grading Method >> Separate group (In the case that you have several sections and need to assign grades for each section separately.)

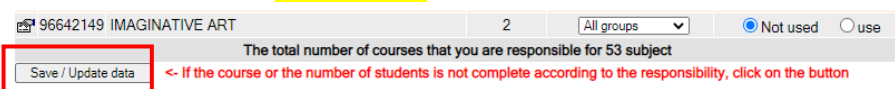
Grading Method >> All group

(In the case that you have several sections and need combine the grades in all.)



8.2 Use the grading system >> click **use**

9. Scroll down >> Click **Save/update**



10. Scroll Down for "Scoring and Cutting Grades"

10.1 Select your subject >> Click "Save Grade"

subject code	Subject name	Section	Number of students	Save Grade	Check grade
01006504	PHILOSOPHY OF SCIENCE	All Group	85	<input type="checkbox"/>	<input type="checkbox"/>
01006505	CREATIVE THINKING	All Group	75	<input type="checkbox"/>	<input type="checkbox"/>
01006508	DIGITAL ECONOMY	All Group	133	<input type="checkbox"/>	<input type="checkbox"/>
01006511	THAI SOCIETY AND CULTURE	All Group	89	<input type="checkbox"/>	<input type="checkbox"/>
01006512	ASIAN STUDY	All Group	126	<input type="checkbox"/>	<input type="checkbox"/>
01006520	LEADERSHIP AND PERSONAL DEVELOPMENT	All Group	43	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01006532	LOGIC AND CRITICAL THINKING	All Group	62	<input type="checkbox"/>	<input type="checkbox"/>

11. Click **Set Grading scale** and customize your score range >> then **Save**

12. Click "Set Score Weight"

The Score Type and Weights page is shown below.

There can be **maximum 4 types of score**, each type must be named.

Each type of score consist of "Full score" of that type and "Weight" of that score type.

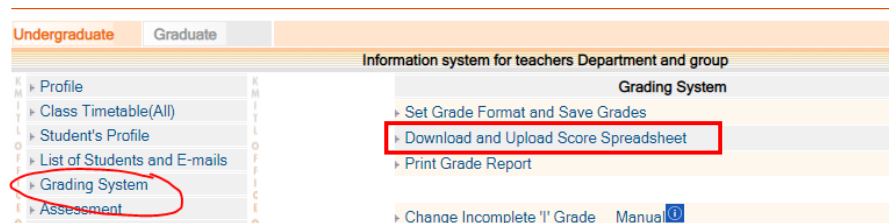
From example below, two types (Midterm and Final) of scores are used.

The Midterm full score was 100, and its weight was 20%; while the Final full score was 100, and weight 80% The "Full score" and "Percentage" can both be changed. Summation of "Percentage" must be 100. Then click **record**

Click "use" if you need this score type

13. Back to front page >> Choose menu "Download and upload score spreadsheet"

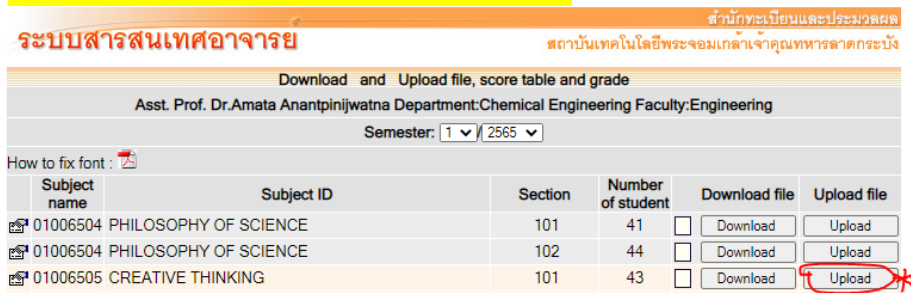
Click "Download" to download Excel score sheet file



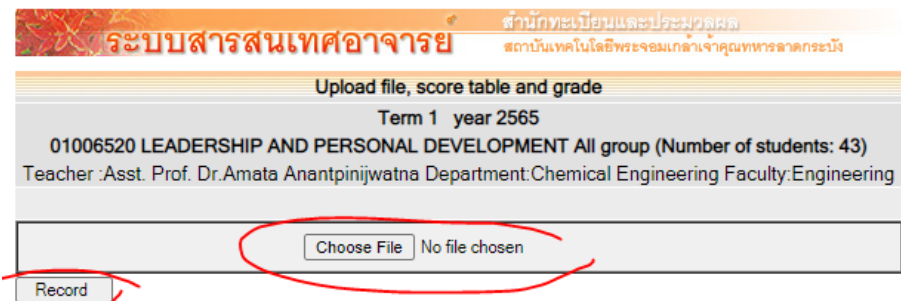
You are required to fill students' scores into the grey boxes only. Four grey column because four type of score has been set via the system.

How to access the registration system

14. Back to front page >> Choose menu "Download and upload score spreadsheet"

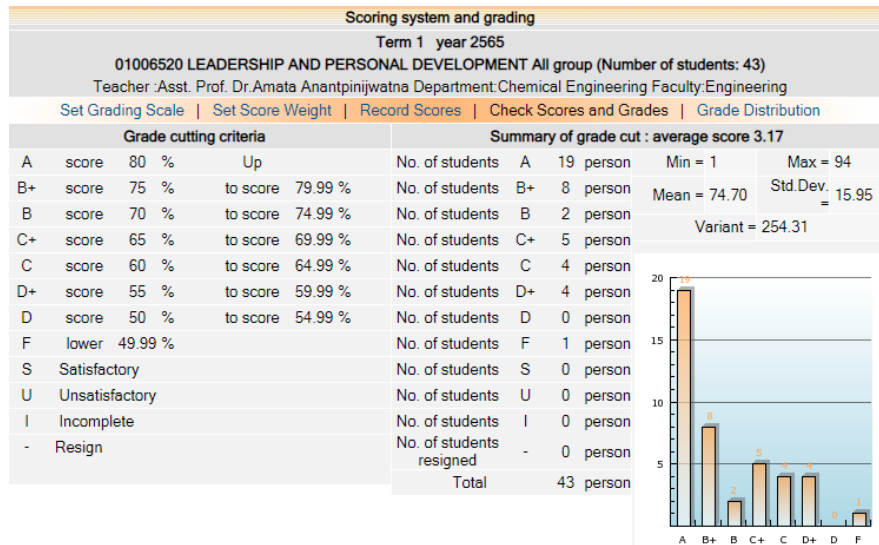


15. Click 'Choose File' to Upload to your Excel score sheet file and click 'record'

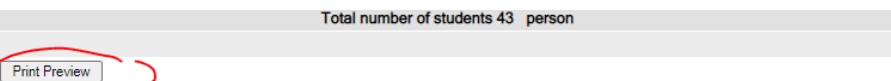


Displays a description of how to upload data files into the scoring system and cut grades.

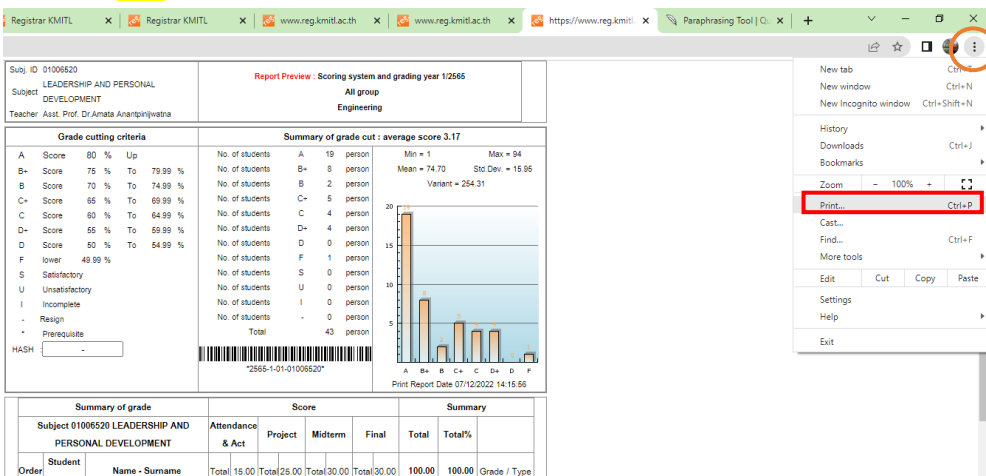
16. The systems will show the draft grade report.



17. Scroll down to bottom of the page >> click "Print preview"

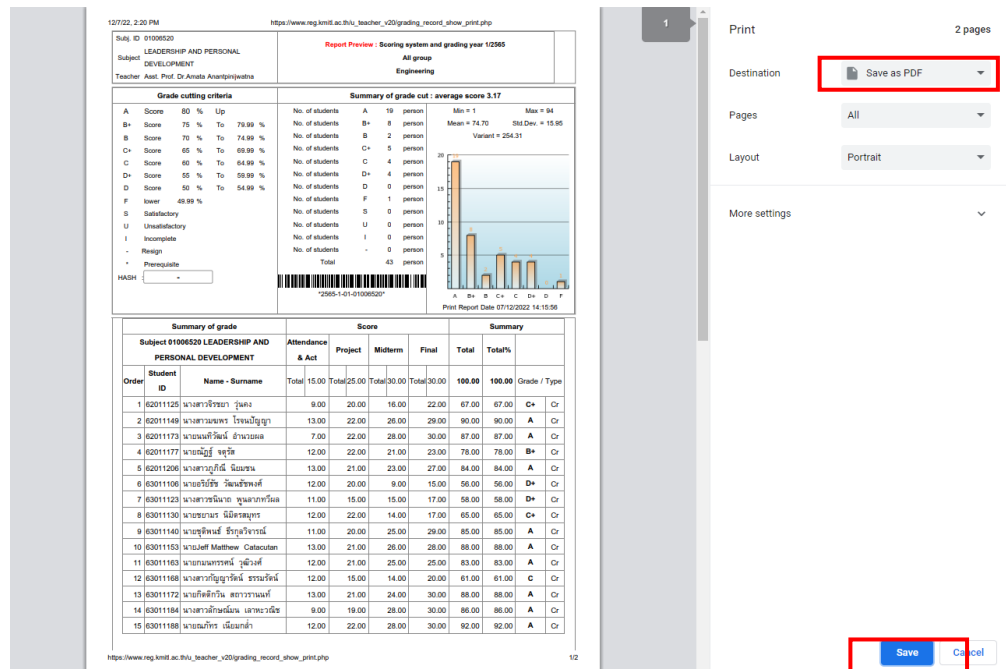


18. click "Print"



19. Destination >> click "Save as PDF"

20. Click >> Save



21. Please review the following details when you receive your draft grade report.

- Course Id
- Course name
- Group
- Student's name list
- Grade and Score
- The number of student
- Average Grade

22. If you draft grade report is correct, please submit the complete grade report at GenEd Office.

* Once the final grade report file has been confirmed, grades cannot be changed.

then please double-check it.

Please submit a memo to further explain if your grade point average (GPA) is less than 1.8 or more than 3.5.

GPA should range between 1.8 to 3.5.

If your GPA is less than 1.8 or greater than 3.5,

Lecturers should also make the following clarifications:

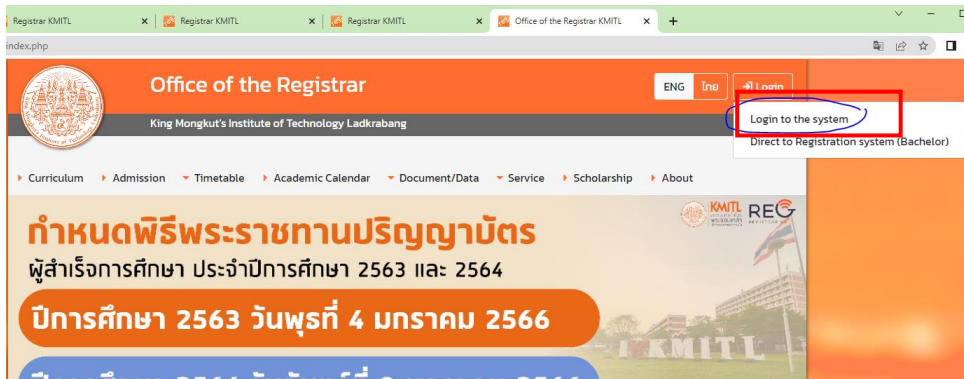
1. grading criteria
2. course outcomes
3. scoring proportion according to course outcomes
4. scoring details
 - Assignments, report, exam that use to determine outcomes
 - Examples for each scoring range
 - Scoring Rubric

How to access the registration system to submit complete grade report and tracking

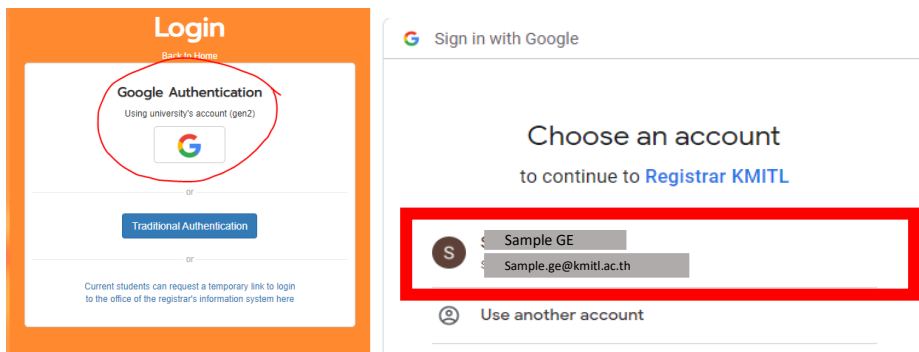
1. Log-in to oogle and sign in with KMITL-email (@kmitl.ac.th)
2. Click <https://www.reg.kmitl.ac.th/index/index.php>
3. Click : Login >> Login to the system

Printing the complete grade report

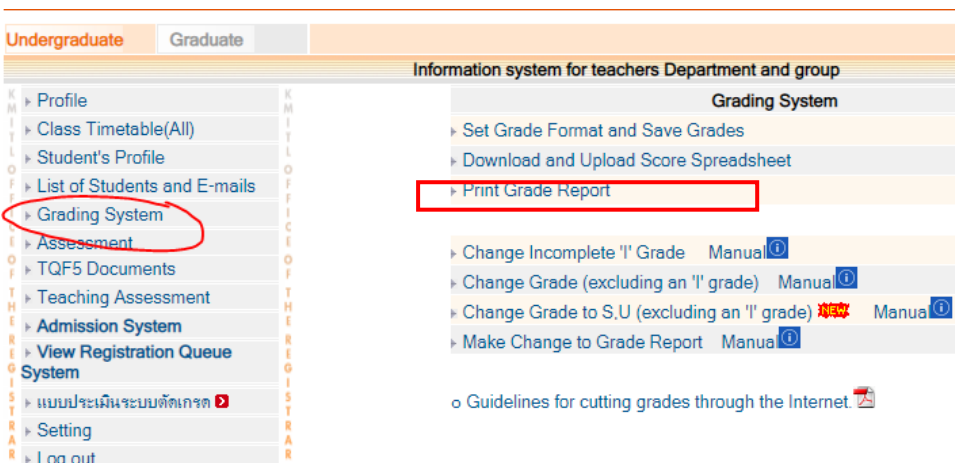
1. Steps for submitting grades
 - 1.1 : For Thai Program: select , General Education office (90XXXXXX)
 - 1.2 For International Program : General Education office, International Program (96XXXXXX)
2. Select “ Office of General Education”
3. Click “**Confirm**” Once the final grade report file has been confirmed, grades cannot be changed. then please double-check it.
4. Please submit a clarification file in PDF format to further explain if your grade point average (GPA) is less than 1.8 or more than 3.5.



4. Login with Google Authentication Using University's account



5. Choose menu : Grading system
6. Choose “Print grade report”



Tracking grades system

ระบบส่งเกรด - Grade Submission System
สำนักทะเบียนและบริหารการศึกษา - KMITL Registration and Education Service Office
King Mongkut's Institute of Technology Ladkrabang



ส่งรายงานฉบับสมบูรณ์ ไปที่ระบบส่งเกรดเรียบร้อยแล้ว / Submit complete report to the grade submission system successfully.

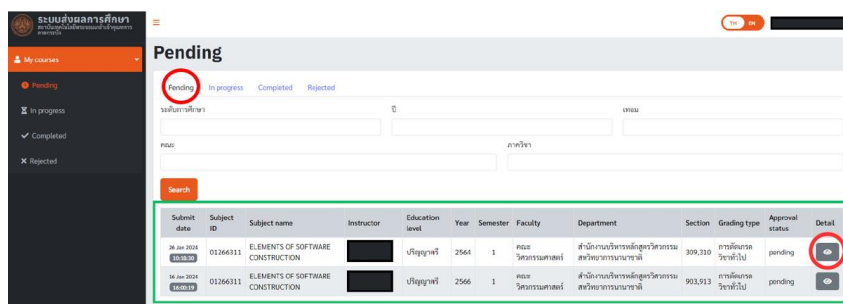
1

หน้าหลักระบบตัดเกรด
Grading System

2

เข้าสู่ระบบส่งเกรด
Grade Submission System

1. Select “Grade Submission System” or <https://grade-submission.reg.kmitl.ac.th/user/login> for tracking.
sign in with KMITL Email



Printing the complete grade report:

* For Guest lecturers:

Teachers are not allowed to print the complete report. Please come to inspect and Print the complete report Only at the General Education Department, 10th floor.

* For Internal Lecturers:

Please follow steps listed below (no need to send via E-office)

ระบบสารสนเทศอาจารย์

รหัสวิชา	ชื่อวิชา	กลุ่ม	จำนวน นศ.	ใบคะแนนและเกรด	สถานะพิมพ์ฉบับสมบูรณ์	ผู้พิมพ์ฉบับสมบูรณ์
01266311	ELEMENTS OF SOFTWARE CONSTRUCTION	ทุกกลุ่ม	20	ส่งแล้ว	ส่งแล้ว	90049
01526106	COMPUTER NETWORKING AND THE INTERNET	ทุกกลุ่ม	20	ส่งรายงานฉบับสมบูรณ์	-	90049
13016219	OBJECT-ORIENTED ANALYSIS AND DESIGN	ทุกกลุ่ม	26	ส่งรายงานฉบับสมบูรณ์	-	90049
13016220	OBJECT-ORIENTED ANALYSIS AND DESIGN LABORATORY	ทุกกลุ่ม	26	ส่งรายงานฉบับสมบูรณ์	-	90049
13016291	SOFTWARE PROJECT 1	ทุกกลุ่ม	30	ส่งรายงานฉบับสมบูรณ์	-	10508

ELEMENTS OF SOFTWARE CONSTRUCTION