

# 学生教学评价操作指引

步骤 1.进入教学管理系统

步骤 2. 请依次点击【教学评价】-【教学评价】-【学生评价】或者点击右上角【常用功能】的【学生评价】，即可进入学生评价查询页面，点击【进入评价】，进入评价列表页面。

The screenshot displays the '个人中心' (Personal Center) page for '学生评价' (Student Evaluation). The interface includes a sidebar with navigation options like '我的成绩' (My Grades), '学籍成绩' (Academic Records), '培养管理' (Cultivation Management), '考试报名' (Exam Registration), '实践环节' (Practical Activities), '教学评价' (Teaching Evaluation), and '学生评价' (Student Evaluation). The main content area features a '欢迎新学期' (Welcome to the New Semester) banner, a '默认评价' (Default Evaluation) section with a calendar for '2021-2022-1' (15th week), and a '常用功能' (Common Functions) section with icons for '学期理论课程' (Semester Theory Course), '课程成绩查询' (Course Grade Query), '学籍卡片' (Academic Card), '考试报名查询' (Exam Registration Query), '学生评价' (Student Evaluation), '报考申请' (Application for Enrollment), '社会考试报名' (Social Exam Registration), and '学生选课中心' (Student Course Selection Center). The '学生评价' icon is circled in red. Below the calendar is a '教学进程' (Teaching Progress) section with a weekly grid for '2021-12' and a legend for '成绩录入' (Grade Entry), '学生评教' (Student Teaching Evaluation), '学生选课' (Student Course Selection), '补考报名' (Retake Registration), '重修报名' (Re-enrollment), '学生报到' (Student Reporting), and '学生注册' (Student Registration). The bottom part of the screenshot shows a table of evaluation records with columns for '序号' (Serial Number), '学年学期' (Academic Year and Semester), '评价分类' (Evaluation Category), '评价批次' (Evaluation Batch), '评价课程名称' (Evaluation Course Name), '开始时间' (Start Time), and '结束时间' (End Time). The first row shows a record for '2021-2022-1' with '学生评教' (Student Teaching Evaluation) as the category. A red circle highlights the '评价' (Evaluate) button in the '操作' (Action) column of this row.

序号	学年学期	评价分类	评价批次	评价课程名称	开始时间	结束时间	操作
1	2021-2022-1	学生评教	2021-2022-1学生评教	学生评教	2021-11-30 01:00:00	2022-12-04 01:00:00	评价

步骤 3. 选择待评价的课程，点击【评价】，进入评价页面，对每项指标评价完后，点击【保存】或【提交】，即可完成学生评价，如下图学生评价页面。（**注意事项：**所有操作都只可在评价时间范围内完成，评价时间可在进入评价前查看，评价完成后点击【保存】按钮可在时间评价范围内进行修改评价结果，点击【提交】按钮不可再进行修改，【保存】和【提交】的数据在评价结果统计中都会生效。）

