

THE CHINESE UNIVERSITY OF HONG KONG
Office of University General Education

General Education Course Proposal and Inventory System (GECPI)

Section 4 “Grade descriptors” - how to input course details for each section of a GE course proposal request?

Twelve Sections to complete:

[1. Basic](#) [2. Relations / Restrictions](#) [3. Description](#) [4. Grade Descriptors](#)
[5. Justifications](#) [6. Learning outcomes](#) [7. Syllabus](#) [8. Readings](#) [9. T & L activities](#)
[10. Additional Information](#) [11. Feedback](#) [12. Remarks](#)

Save

*Please click 'Save' button to save your input before
LOGOUT / CLOSING browser*

Effective from	2019-20	Req. ref.	1900096(1)	Req. type:	New course proposal	Status:	Draft
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- i) In Section 4 “Grade Descriptors”, please indicate the grading basis first, and usually “Graded” should be selected for University GE courses.

Section 4 - Grade Descriptors

Please indicate the grading basis first and then input grade descriptors accordingly, you may refer to the details on [how to input grade descriptors](#).

Grading Basis:

Grade	Input	Descriptor

Previous Next

- Cross Institutional Project
- EED Grades
- Grade for Study Aboard
- Graded**

(continued) Section 4 “Grade descriptors” - How to input course details for each section of a GE course proposal request?

Twelve Sections to complete:

- [1. Basic](#) [2. Relations / Restrictions](#) [3. Description](#) [4. Grade Descriptors](#)
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Effective from	2019-20	Req. ref.	1900085(1)	Req. type:	New course proposal	Status:	Draft
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Section 4 - Grade Descriptors

Please indicate the grading basis first and then input grade descriptors accordingly, you may refer to the details on [how to input grade descriptors](#).

Grading Basis: Graded ▼

Grade	Input	Lang	Descriptor
A	*Required	Eng	<input type="text"/>
		T.Chi	<input type="text"/>
		S.Chi	<input type="text"/>
A-	<input checked="" type="checkbox"/>	Eng	<input type="text"/>
		T.Chi	<input type="text"/>
		S.Chi	<input type="text"/>
B+	<input type="checkbox"/>	Eng	<input type="text"/>
		T.Chi	<input type="text"/>
		S.Chi	<input type="text"/>
B	*Required	Eng	<input type="text"/>
		T.Chi	<input type="text"/>
		S.Chi	<input type="text"/>

ii) A table for inputting grade descriptors as shown on the left will appear. Grade descriptor is required for each grade while input for (sub)grades, such as A- and B+, is optional; if you wish to provide grades descriptors for the latter, please check the box in the “Input” column.

(continued) Section 4 “Grade descriptors” - How to input course details for each section of a GE course proposal request?

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Save

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Section 4 - Grade Descriptors

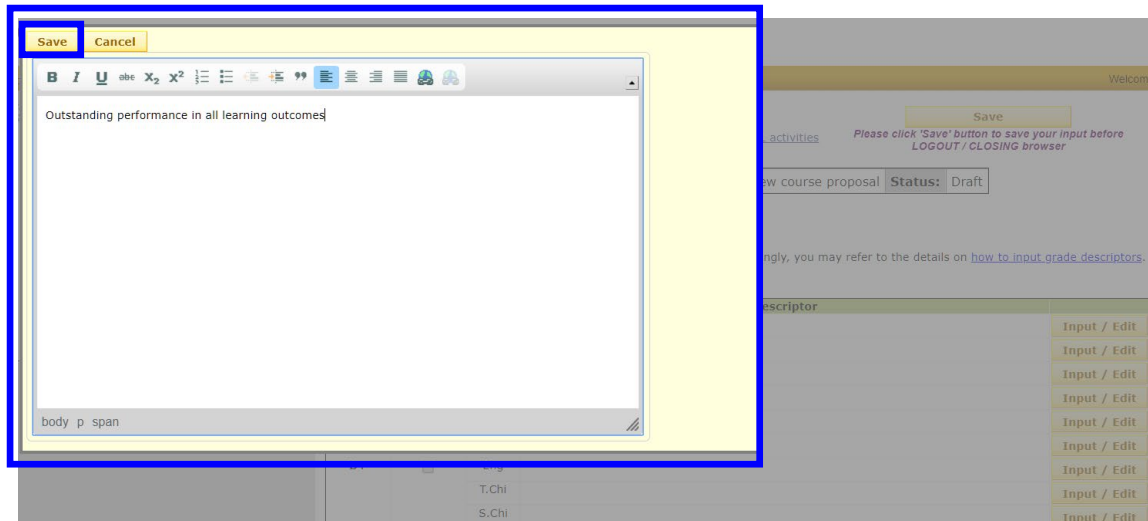
Please indicate the grading basis first and then input grade descriptors accordingly, you may refer to the details on [how to input grade descriptors](#).

Grading Basis: Graded

Grade	Input	Lang	Descriptor
A	*Required	Eng	Input / Edit
		T.Chi	Input / Edit
		S.Chi	Input / Edit
A-	<input type="checkbox"/>	Eng	Input / Edit
		T.Chi	Input / Edit
		S.Chi	Input / Edit
B+	<input type="checkbox"/>	Eng	Input / Edit
		T.Chi	Input / Edit
		S.Chi	Input / Edit
B	*Required	Eng	Input / Edit
		T.Chi	Input / Edit
		S.Chi	Input / Edit

- iii) Input for each grade descriptor has to be made in the rich text box which enables input with the following stylistic refinement:

B	Bold		Decrease indent
<i>I</i>	Italic		Increase indent
<u>U</u>	Underline		Left alignment
x ²	Superscript		Center alignment
x ₂	Subscript		Right alignment
	Numbering		Justify alignment
	Bullet		



- iv) Click “Input / Edit”, input descriptors in the rich text box appeared; and then, click “Save” in the rich text box after input.