

Yuan Ze University Midterm Assessment Instructions

Teaching Services Section,
Office of Academic Affairs
October 2025





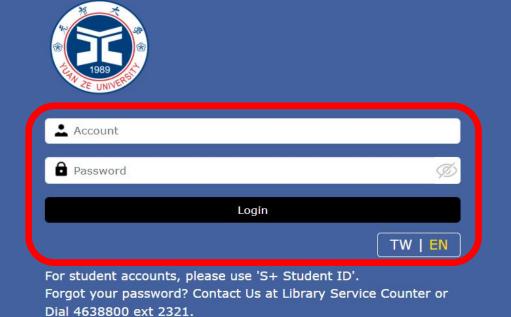


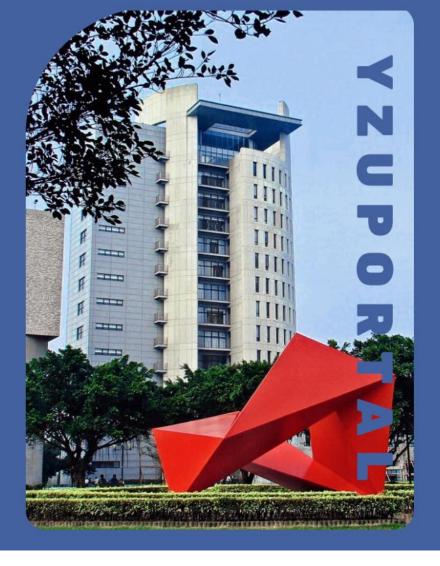
Step 1: Enter YZU Homepage, Click on "Portal"





Step 2: Enter Account and Password

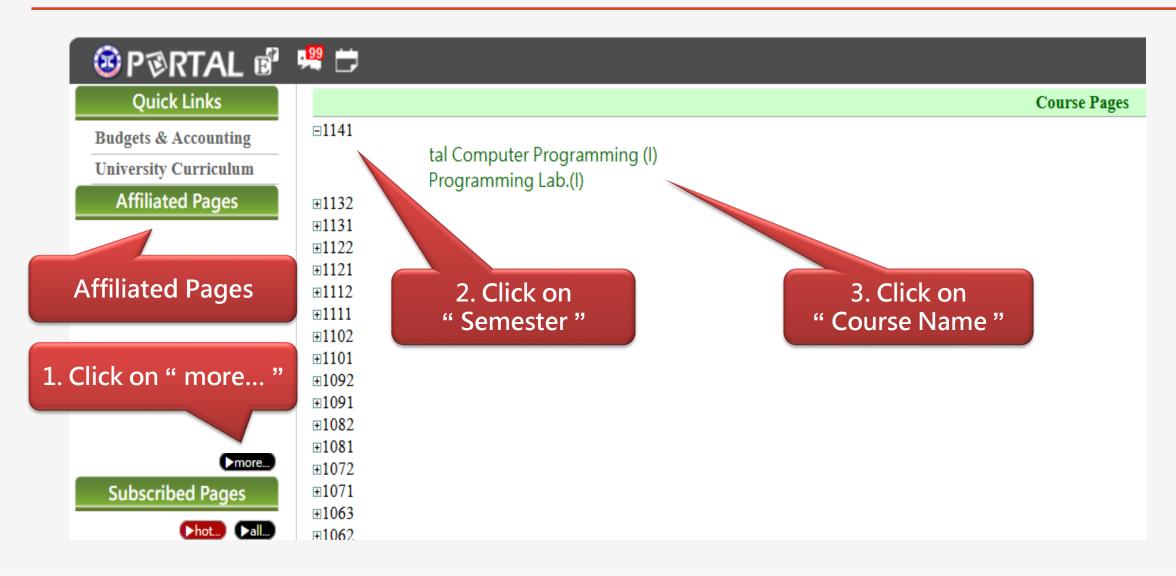






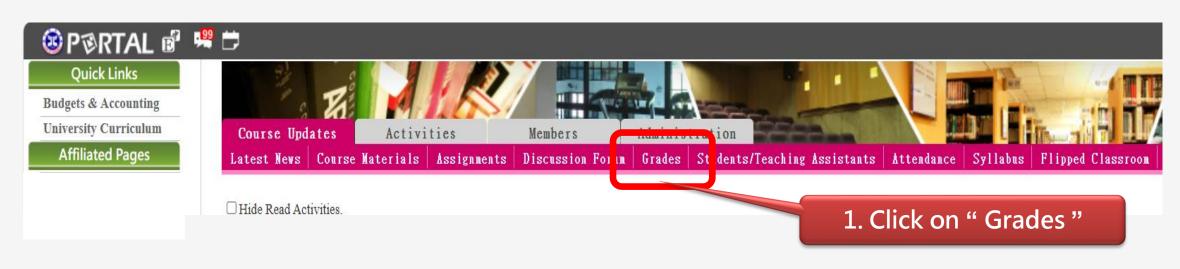


Step 3 : Affiliated Pages Click on "more... → Semester → Course Name"





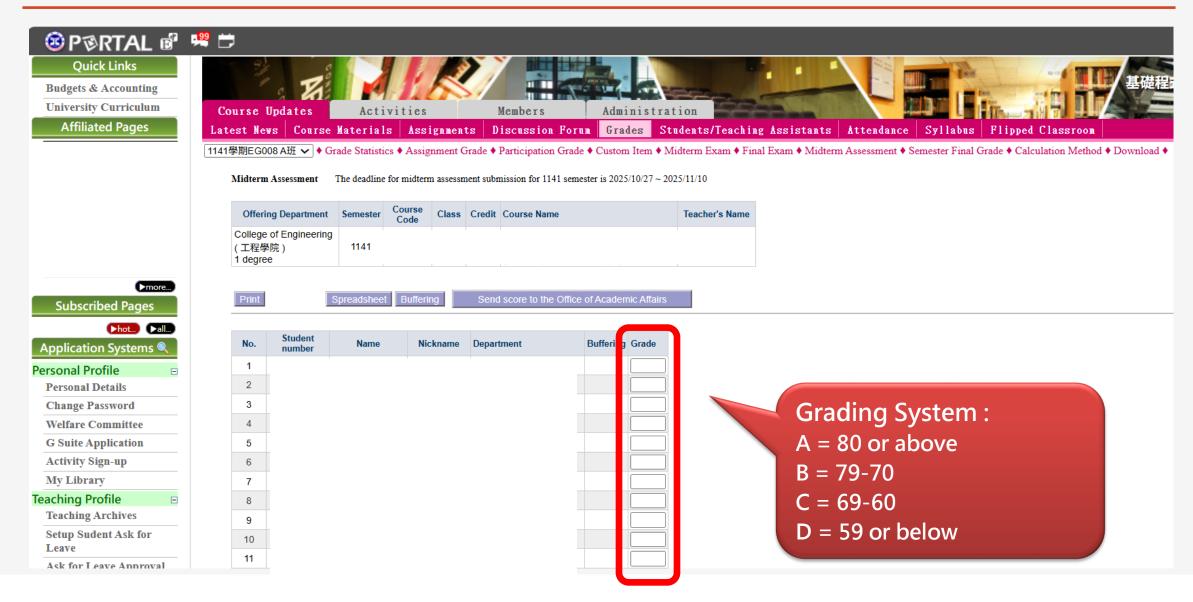
Step 4 : Click on " Grades → Midterm Assessment "





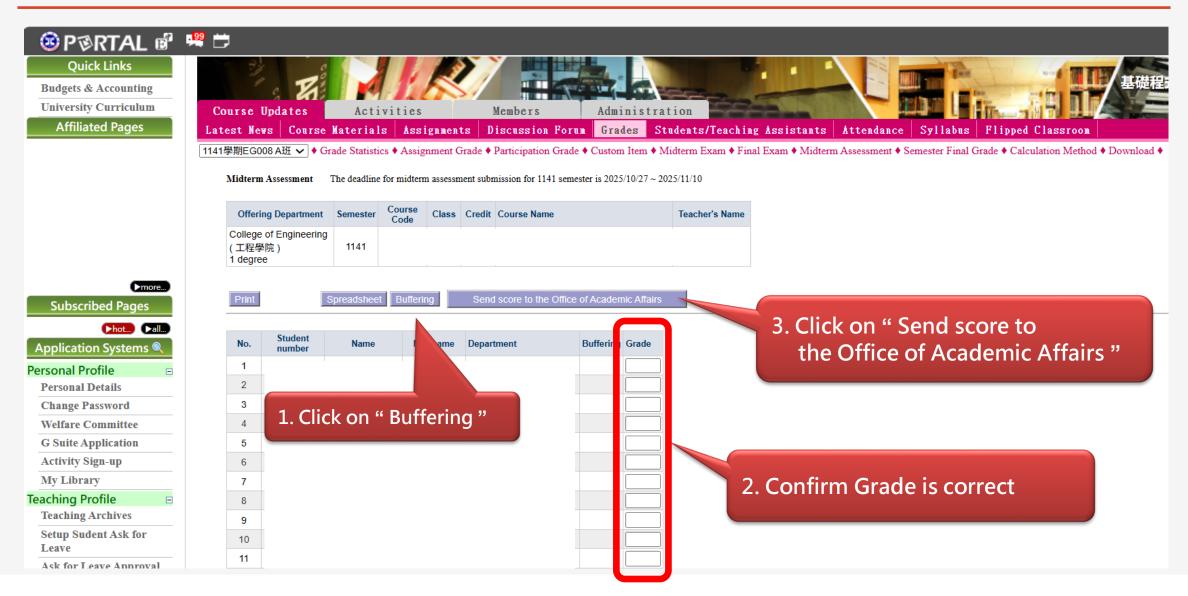


Step 5 : Enter " Grade A to D "





Step 6 : Click on "Buffering " → Confirm Grade is correct → Click on "Send score to the Office of Academic Affairs"











Important Reminder

- o Once the midterm assessment grade is submitted to the office of Academic Affairs, it is not allowed to be revised. It is recommended that instructors or course administrators first click "Buffering" before clicking on "Send score to the Office of Academic Affairs", to confirm grade is correct.
- enter and temporarily save midterm assessment grade. It is not allowed to send it to the Academic Affairs Office.
- o Please complete the midterm assessments for all courses.
- ~ Teaching Services Section, Office of Academic Affairs ~