
UIBE English Teaching Assistant System

Student Manual

Catalog

1 Student Service	2
2 My Desktop	4
2-1 Personal Information	4
3 Academic Records	5
3-1 Academic Records	5
4 Educational Program	6
4-1 My Timetable	6
Course Timetable	6
Courseware Upload	6
4-2 Course Registration	8
Student Course Center	8
Course Selection Result	10
5 Teaching Evaluation	11
5-1 Teaching Evaluation	11
Student Evaluation	11

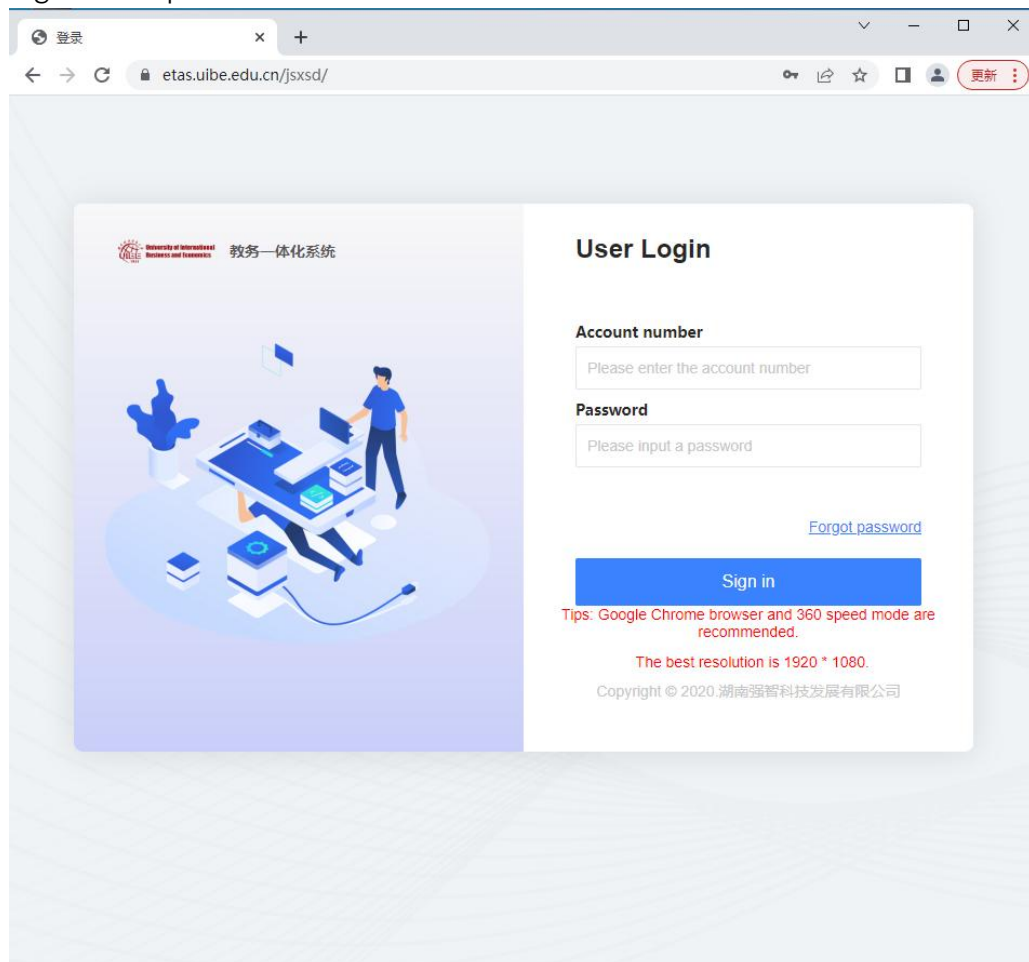
1 Student Service

The UIBE English Teaching Assistant System provides students with various teaching-related services, including academic records inquiry, course timetable inquiry, course selection management, etc.

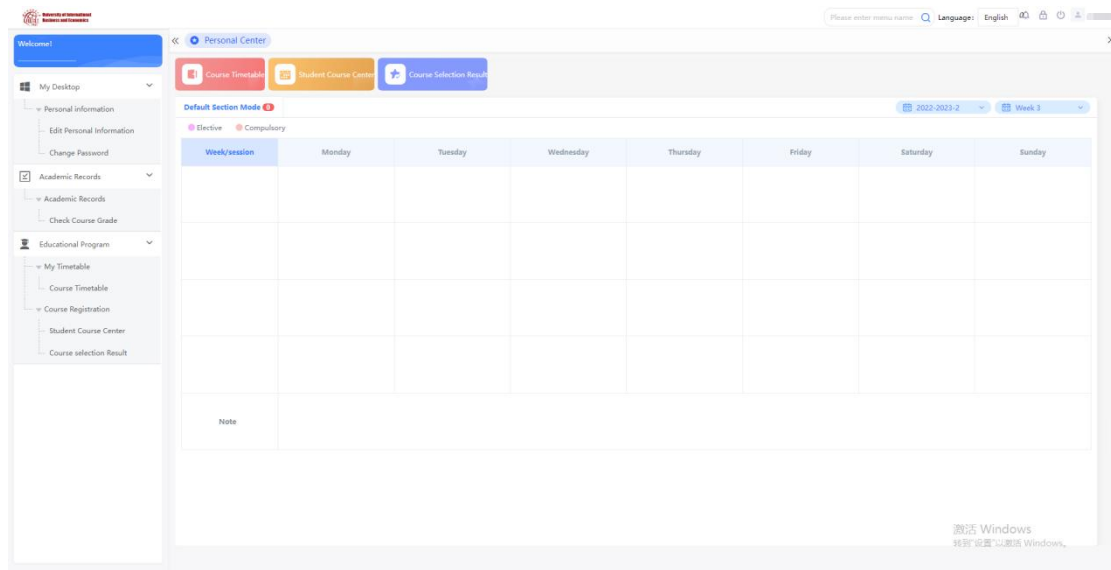
Login URL: <https://etas.uibe.edu.cn/jsxsd/>

Login account number: Student ID

Login initial password: 123456

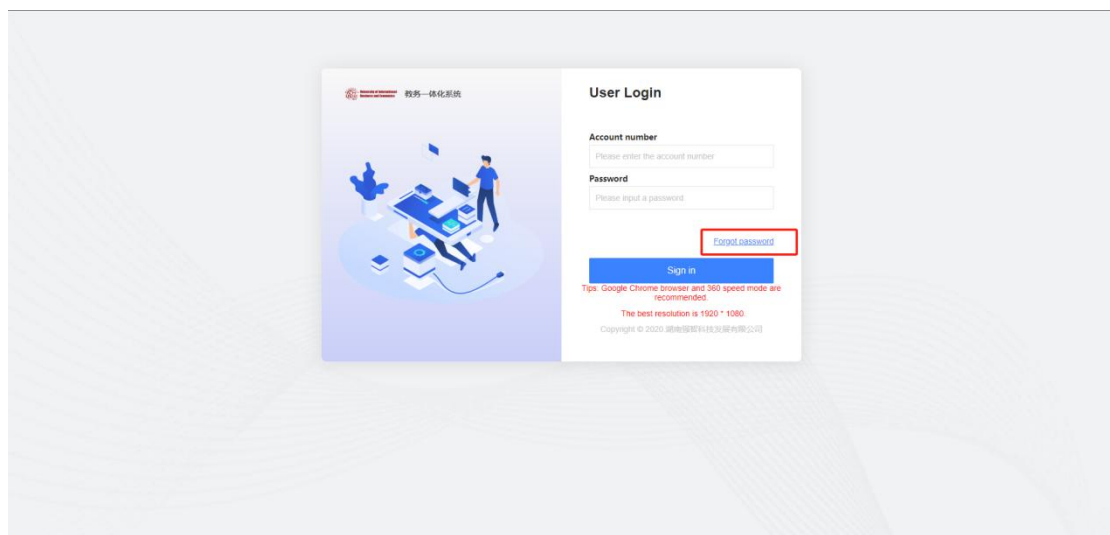


Login interface



System main interface

Students can reset their passwords through email. The reset method is as follows: Click on the "Forgot password" button as shown in the picture, switch to the Mailbox Retrieval page, enter the student ID and the email associated with the account, then reset the password.



Existing account, [Return to login](#)

Combination method recovery **Mailbox retrieval**

Verify account Reset succeeded

验证账号

Login account
Please enter the login account

Reserved mailbox account
Please enter your email account

send out



2 My Desktop

The main functions of [My Desktop] include the setting and modification of personal information, password, and password security questions.

2-1 Personal Information

You can edit your phone number, email address, password security questions, and change your password in the [Personal Information] section.

Edit Personal Information

Please click [My Desktop]-[Edit Personal Information] to open the personal information edit page, enter "Phone Number, Email address, Password security question 1, Answer 1, Password security question 2, Answer 2", and click [Save] button to complete the personal information edit operation, as shown in the picture below.

Personal Center Edit Personal Information

Edit personal information

Login account: 1234567890123456

Year: 2018

College: School of International Trade

Major: International Trade

Name: XIAOYU XIAOYU

Phone number:

Email address:

Password security question 1:

Answer 1:

Password security question 2:

Answer 2:

Reset Save

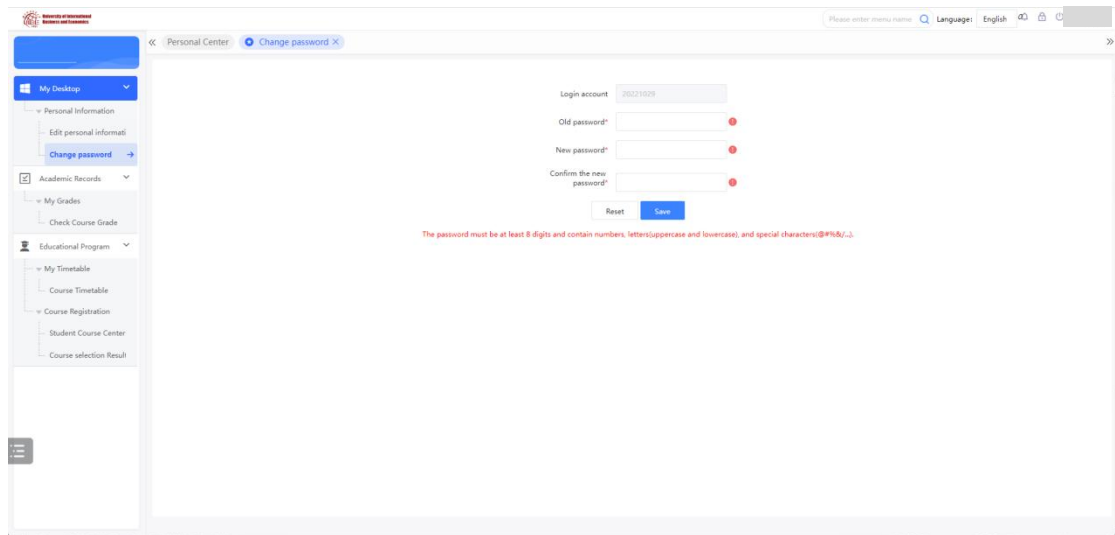
Please check if your Year, Major and College are correct.

Please enter your commonly used Email to receive notification and retrieve password.

Edit Personal Information

Change Password

Please click [My Desktop]-[Change Password] to open the password change page, enter "Old password, New password, Confirm the new password", and click [Save] button to complete the password change operation.



Change Password

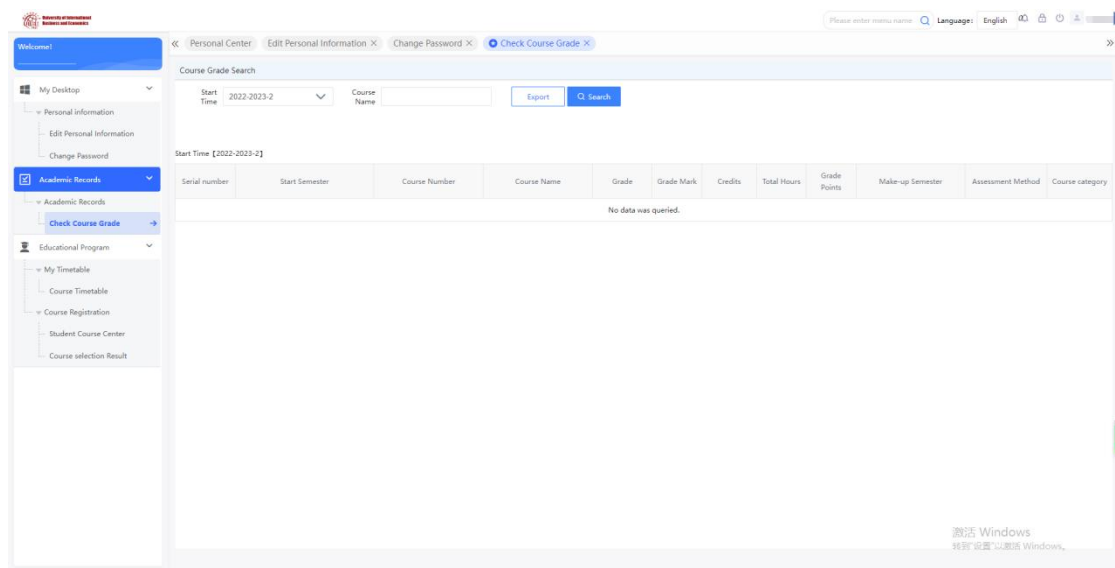
3 Academic Records

3-1 Academic Records

You can check your course grades here. **Since the system was put into use this year, it is possible that the previous results will not be displayed.**

Check Course Grades

Please click [Academic Records]-[Check Course Grades] to open the course grades inquiry page.



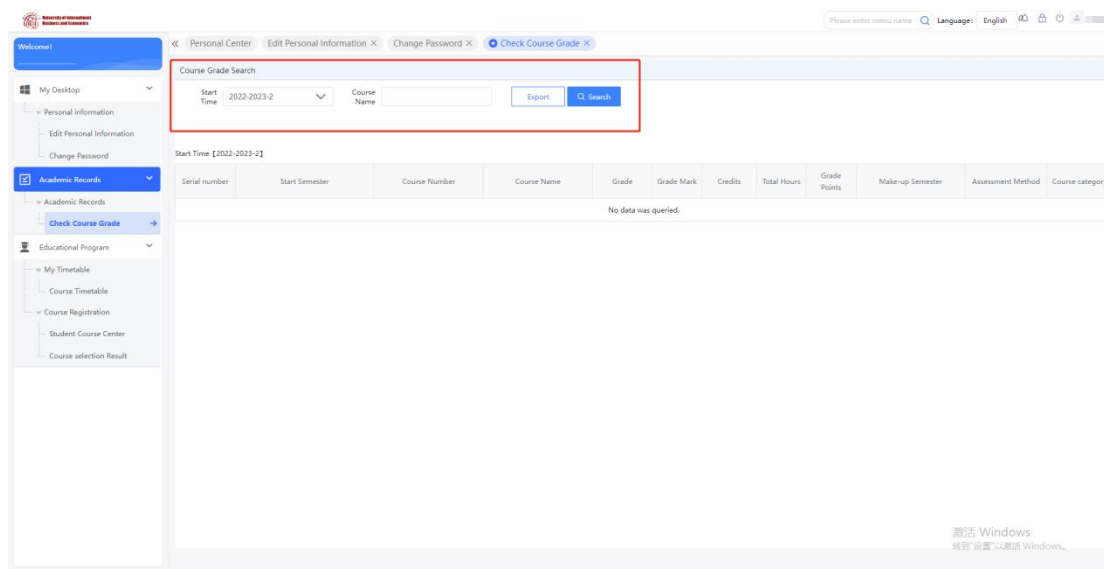
Check Course Grades

Instruction:

[Start time]: Select the academic year and semester of course (when entering the course results query page, the system defaults to the current semester. If you want to query the course results of another semester, you can modify the choice).

[Course Name]: Enter the course name.

On the course results check page, enter the check criteria and click the [Search] button to complete the check operation, as shown in the course results list page below.



Course grades list page

4 Educational Program

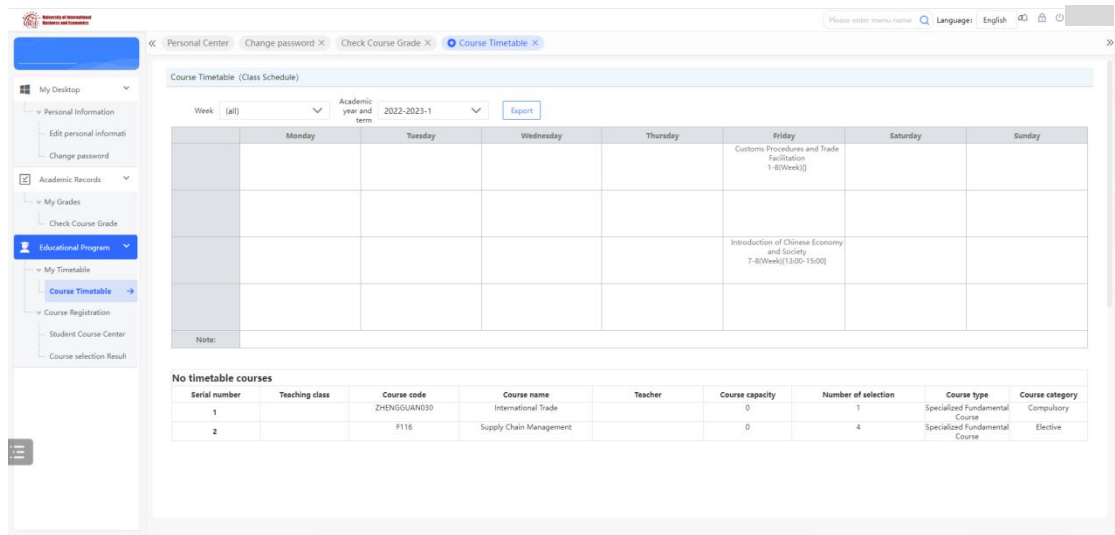
4-1 My Timetable

Course Timetable

Please click [Educational Program]-[My Timetable]-[Course Timetable] to check the class timetable.

Instruction:

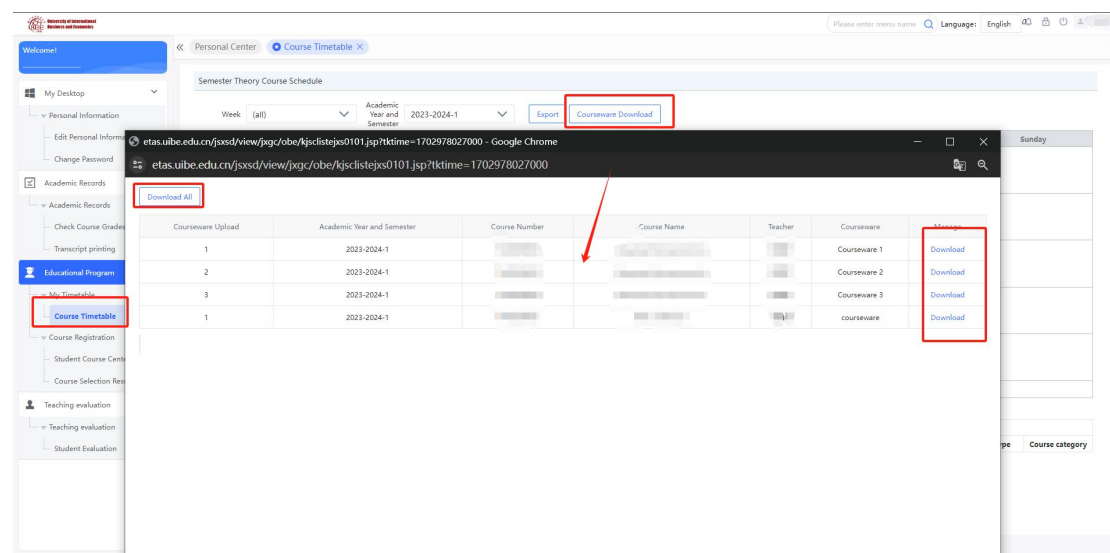
1. The system will automatically display all courses for this semester, you can choose the corresponding week and academic year semester query conditions to query according to your needs.
2. [No Timetable Courses]: Shows courses that you need to study but are not scheduled or have no specific class schedule.



Course Timetable check page

Courseware Download

Click on the "Courseware Download" button to download corresponding courseware. You can choose to download individual files or all files at once. Refer to the screenshots below for specific locations.



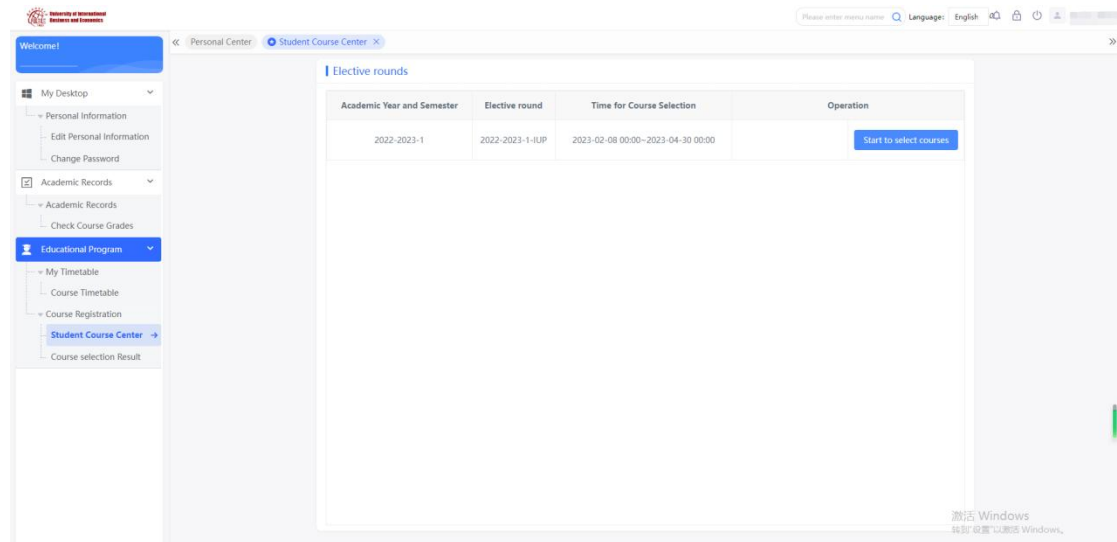
Courseware Download

4-2 Course Registration

You can select courses and check your course selection results through the system during the course selection time.

Student Course Center

Please click [Educational Program]-[Course Registration]-[Student Course Center] to enter the course selection center page.



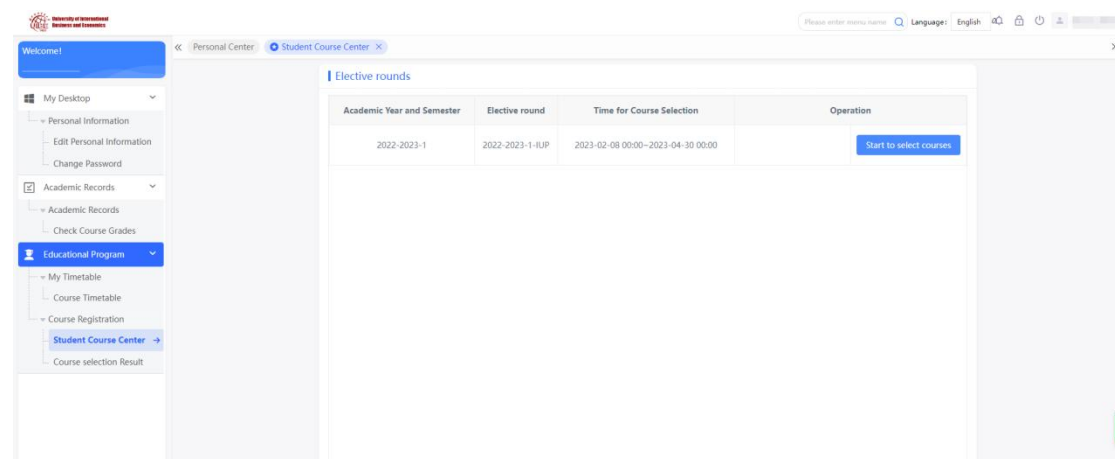
Instruction:

[Academic Year and Semester]: Information about the academic year semester corresponding to the course selection round.

[Elective Round]: The name of the course selection round.

[Time for Course Selection]: This is the time range for the corresponding course selection rounds, and only within that time range you can click [Start to select

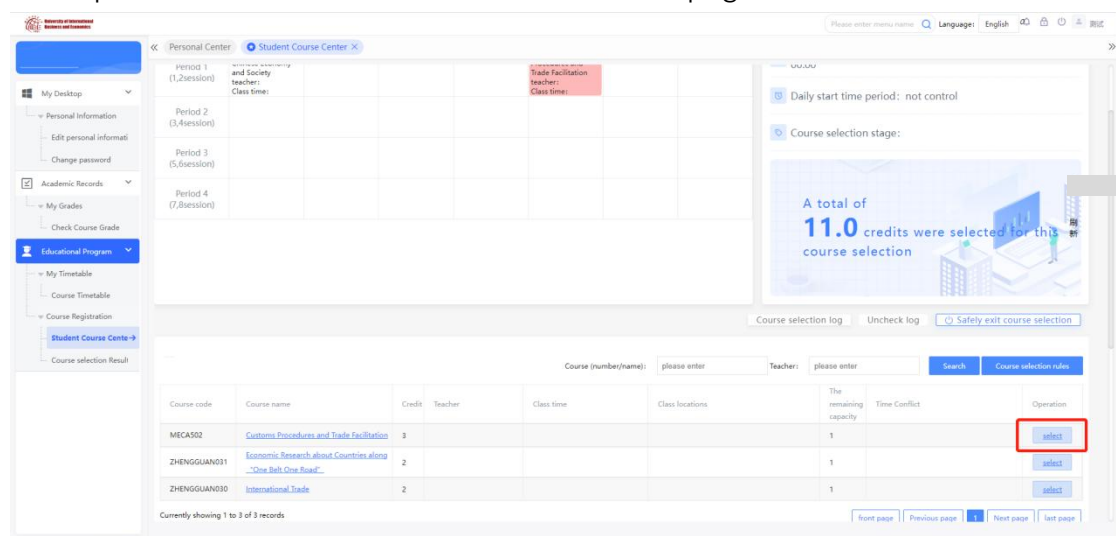
courses] button to select courses.



Student Course Center

Within the specified time, click [Start to select courses] button to enter the course selection page.

Find the course you need to take and click [Select] button to complete the course selection operation, as shown on the course selection page below.



Course Selection

Instruction.

[Withdraw]: For the selected course, if you want to withdraw, click [Withdraw] button to complete the withdraw operation.

Personal Center Course selection Result

Academic year and term: 2022-2023-1

Course selection log Course withdrawal log

Serial number	Course name	Course code	Teacher	Teaching hours	Credit	Course category
1	Introduction of Chinese Economy and Society	F103		39	3	Elective
2	Supply Chain Management	F116		39	3	Elective
3	International Trade	ZHENGGUAN030		96	2	Compulsory
4	Customs Procedures and Trade Facilitation	MECA502		96	3	Compulsory

Course Selection Log Page

Personal Center Course selection Result

Academic year and term: 2022-2023-1

Course selection log Course withdrawal log

Notice number	Course code	Course name	Credit	Course type	Course category	Teacher	Class time	Course selection classification	Type of withdrawal	Withdrawal time	Withdrawal operator	Withdrawal instructions
2022022138	ZHENGGUAN031	Economic Research about Countries along "One Belt One Road"	2	Specialized Fundamental Course	Compulsory				Individual withdrawal	2022-11-10 01:43:03	20221029	
2022022115	ZHENGGUAN030	International Trade	2	Specialized Fundamental Course	Compulsory				Admin opt-out	2022-10-30 21:41:04	系统	111
2022022138	ZHENGGUAN031	Economic Research about Countries along "One Belt One Road"	2	Specialized Fundamental Course	Compulsory				Individual withdrawal	2022-10-30 21:34:52	20221029	

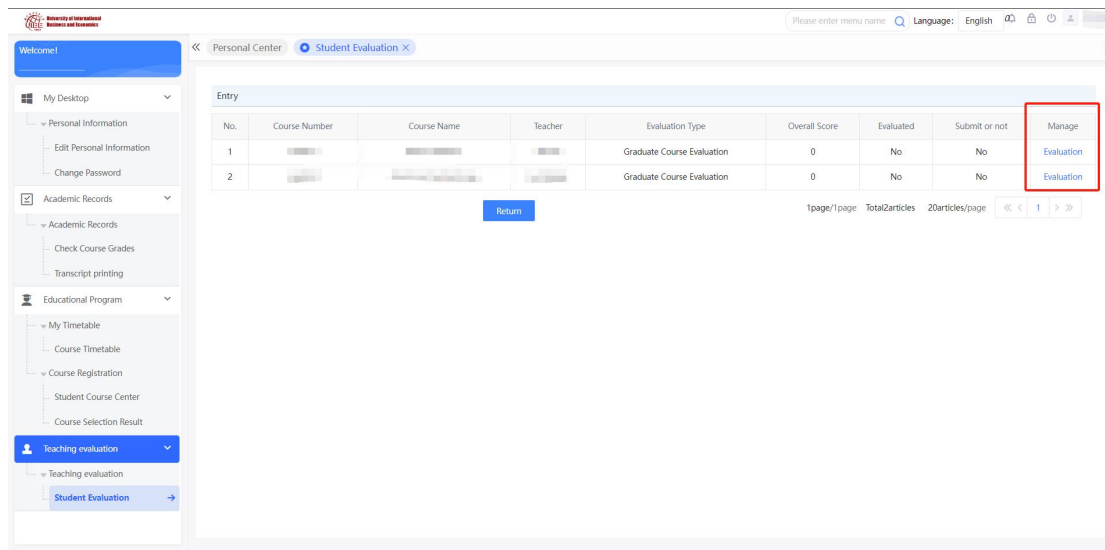
Course Withdrawal Log Page

5 Teaching Evaluation

5-1 Teaching Evaluation

Student Evaluation

After clicking on the evaluation page as shown in the screenshot, select the teacher and the corresponding course you want to evaluate. Then click the "Evaluate" button to start. (Note: Only courses that have been completed can be evaluated.)



Student Evaluation

Step 1: Rate various indicators in the red-marked area as shown in the screenshot to start the evaluation, with a score range from 0 to 100.

Step 2: Check whether there are teaching issues in the course; you can select multiple options or leave it unchecked.

Step 3: Provide an overall score for the course.

Step 4: Fill in suggestions for the teacher and the course.

Step 5: After completing the evaluation, you can either save (for later modification) or submit (cannot be modified later).

The screenshot shows the 'Student evaluation' form. At the top, it displays 'Course Name: Multilateral Organization and International Cooperation' and 'Evaluation of teaching categories: Student Evaluation'. Below this is a table with the following columns: Evaluating Indicator (Weight), Indicator Project Score, Grade And Score Range, and Score (Please Score Directly Within The Score Range Of The Indicator Project). The table contains five rows of indicators, each with a weight in parentheses. The 'Score' column is highlighted with a red box. Below the table are two sections for 'selective questions' with checkboxes for various teaching issues.

