

附件 3

“第二课堂成绩单”学时录入操作指南

一、登陆网址

<https://dekt.zuel.edu.cn/dekt/>

二、登录账号



1. 点击“游客，请登录”进入如下界面

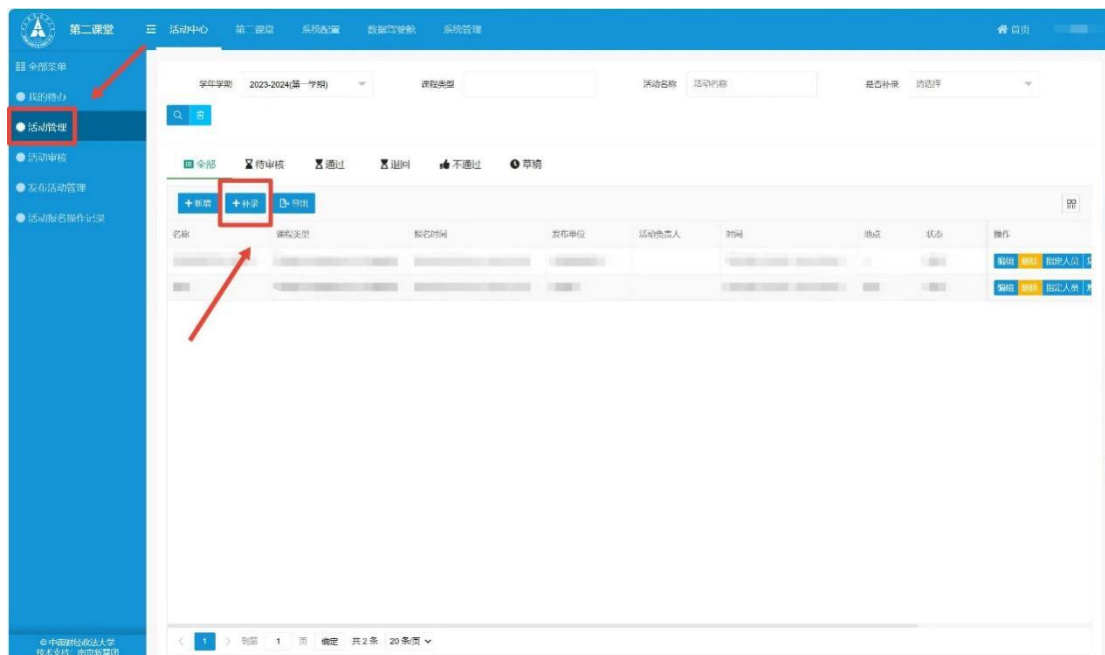


2. 登录进入如下界面，点击“管理后台”进入操作页面



三、学时录入

1. 进入左侧“活动中心——活动管理”板块，点击“+补录”进入操作界面

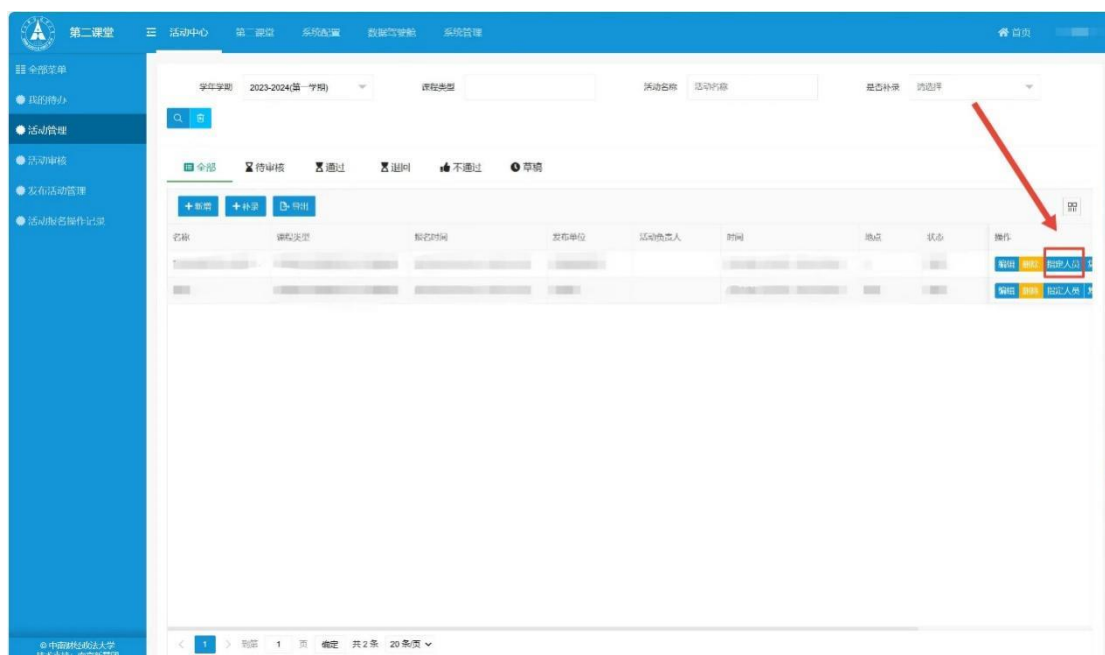


2. 以下界面内容均需如实填写（注：必需选择允许“指定报名人员”）

The screenshot shows the 'Basic Information' (基本信息) form for an activity. The form is titled '补录' (Supplemental Registration) and is for the 'School Department' (校部处). The 'Academic Year' (学年学期) is set to '2023-2024(第一学期)' (2023-2024 (First Semester)). The 'Activity Name' (名称) is '“本员学堂”第十六期分批次一体化青训班素质培训课'. The 'Course Module' (课程模块) is '思想品行' (Ideology and Conduct) and the 'Course Type' (课程类型) is '思想品行(思想政治/生涯教育)' (Ideology and Conduct (Ideological and Political/Educational Guidance)). The 'Activity Start Time' (活动开始时间) and 'Activity End Time' (活动结束时间) are both set to '2023-10-27 14:00:00'. The 'Campus' (校区) is '江宁' (Jiangning). The 'Activity Location' (活动地点) is '江宁校区'. The 'Activity Introduction' (活动简介) is '请输入课程简介'. The 'Activity Description' (活动详细描述) is '请输入课程详细描述'. The 'Activity Status' (活动状态) is '待审核' (Pending Review). The 'Activity Type' (活动类型) is '培训' (Training). The 'Activity Category' (活动类别) is '素质培训' (Quality Training). The 'Activity Sub-category' (活动子类别) is '思想品行' (Ideology and Conduct). The 'Activity Sub-sub-category' (活动子子类别) is '思想品行(思想政治/生涯教育)' (Ideology and Conduct (Ideological and Political/Educational Guidance)).

The screenshot shows the 'Registration' (报名) form. The 'Activity Name' (活动名称) is '“本员学堂”第十六期分批次一体化青训班素质培训课'. The 'Activity Introduction' (活动简介) is '请输入课程简介'. The 'Activity Description' (活动详细描述) is '请输入课程详细描述'. The 'Activity Status' (活动状态) is '待审核' (Pending Review). The 'Activity Type' (活动类型) is '培训' (Training). The 'Activity Category' (活动类别) is '素质培训' (Quality Training). The 'Activity Sub-category' (活动子类别) is '思想品行' (Ideology and Conduct). The 'Activity Sub-sub-category' (活动子子类别) is '思想品行(思想政治/生涯教育)' (Ideology and Conduct (Ideological and Political/Educational Guidance)). The 'Activity Start Time' (活动开始时间) and 'Activity End Time' (活动结束时间) are both set to '2023-10-27 14:00:00'. The 'Campus' (校区) is '江宁' (Jiangning). The 'Activity Location' (活动地点) is '江宁校区'. The 'Activity Introduction' (活动简介) is '请输入课程简介'. The 'Activity Description' (活动详细描述) is '请输入课程详细描述'. The 'Activity Status' (活动状态) is '待审核' (Pending Review). The 'Activity Type' (活动类型) is '培训' (Training). The 'Activity Category' (活动类别) is '素质培训' (Quality Training). The 'Activity Sub-category' (活动子类别) is '思想品行' (Ideology and Conduct). The 'Activity Sub-sub-category' (活动子子类别) is '思想品行(思想政治/生涯教育)' (Ideology and Conduct (Ideological and Political/Educational Guidance)).

3. 填写完毕并提交后显示如下界面，点击右侧“操作——指定人员”进入学员信息录入界面



4. 在此界面点击“导入”，依据网页提示依次下载模板、导入学员信息、提交即可。

