

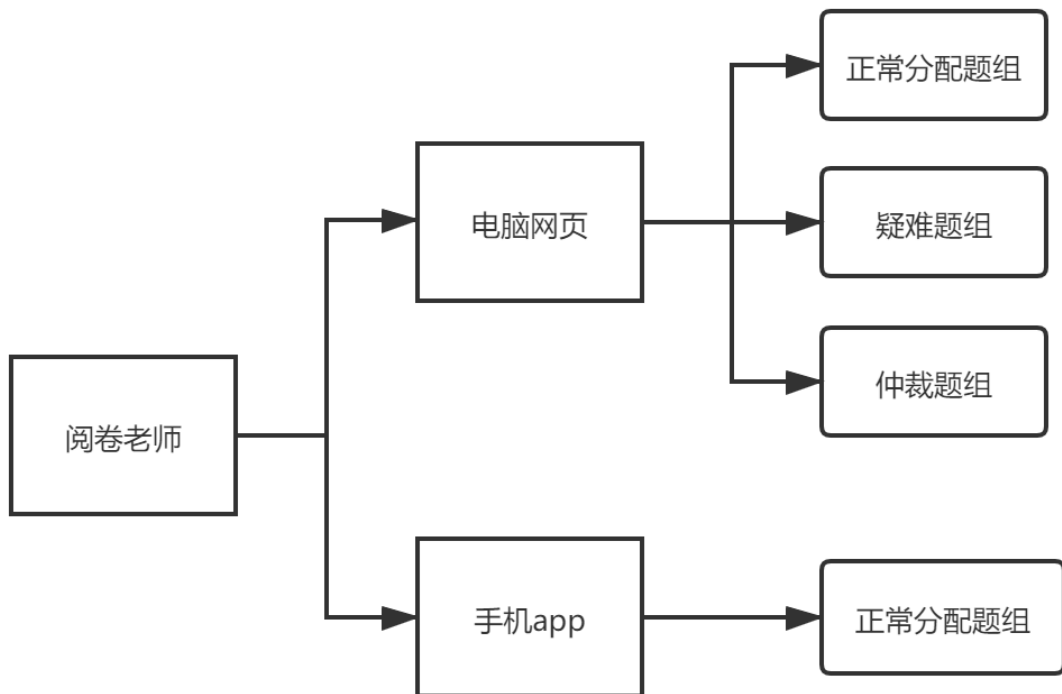


大考考阅平台使用说明 (入校培训篇)

一起中学O2O运营



阅卷指引



整体流程

参与阅卷的老师既可以在电脑上登录网页阅卷，也可以下载手机app进行阅卷

Step 1: 阅卷准备

1. 浏览器



Google Chrome
浏览器



360浏览器-极速模式
*非极速浏览器

Step1: 阅卷准备

2. 登录账号

老师进入一起教育官网: www.17zuoye.com;
点击“登录”, 选择“账号登录”, 使用注册手机号登录:



Step2: 开始阅卷

1. 阅卷入口

进入自己的账号，进入首页，在右侧“待办任务”中找到对应的考试点击开始阅卷按钮



The screenshot displays the '一起' (Together) web interface. The top navigation bar includes '一起', '首页', '出题组卷', '练习批改', '考试阅卷¹⁷', '学情分析', '班级管理', and '教学监管'. The '考试阅卷' menu item is highlighted with a red box. Below the navigation bar, there are four main action buttons: '手工组卷', '制作答题卡', '校本题库', and '上传试卷'. The main content area is divided into two sections. The left section, '最近考试报告', lists three reports: 'daoru' (average score: 10, attendance: 1), '合并给分测试 (英语)' (average score: 50, attendance: 2), and 'test缺页' (average score: 11.7, attendance: 3). Each report has '试卷讲评' and '查看详情' buttons. The right section, '待办任务', lists two tasks: 'XX期中考试' (with a '大考' tag and a '开始阅卷' button highlighted with a red box) and '测试1111' (with a '大考' tag and a '继续阅卷' button). Below this is a '特殊关注学生' section with a '新功能 错题订正' tooltip. The bottom of the page shows '进步最大' and '退步最大' sections, with '暂无数据' (No data) displayed.

进入自己的账号，进入首页，点击上方“考试阅卷”后在阅卷任务中找到对应的阅卷任务后点击开始阅卷按钮

Step2: 开始阅卷

1. 阅卷入口

初中英语Online老师：进入自己的账号，在左侧点击“智能组卷”中任一项，如“学情分析”，进入学情分析列表页面后，点击上方“考试阅卷”后，与其他老师进入方式一致。



一起中学 教学用品中心 老师APP 消息 30

今日任务

练习

- 七年级8班 待推荐
- 七年级7班 待推荐

发布新练习

教学生使用

你的手机号
130****4005

- 第一步：把你的手机号写在黑板上，让学生记下
- 第二步：学生安装app后打开，填写你的手机号即可加入班级完成练习

[不方便公布手机号？](#)

教学生如何使用

一起中学体验师

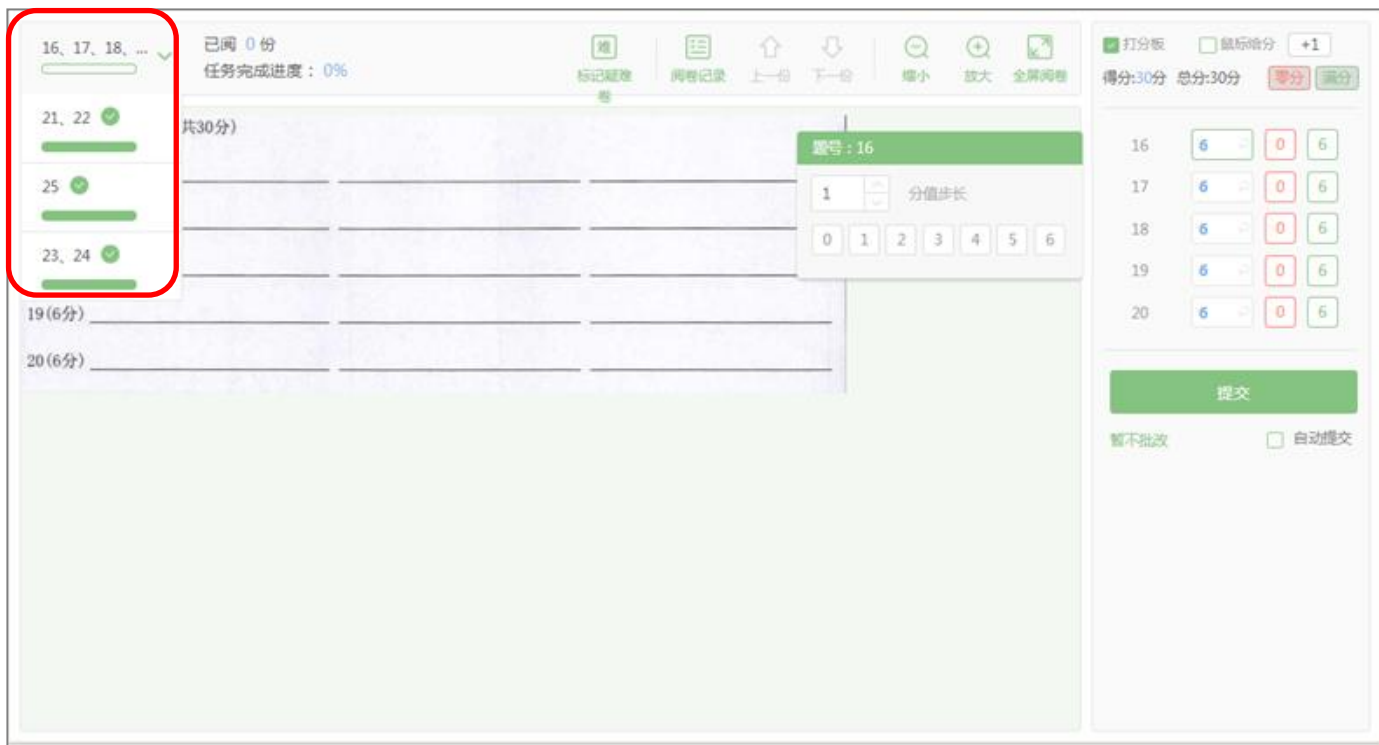
亲爱的老师：

您好！您在使用中遇到的任何问题、意见和建议，欢迎向一起中学提出哦~

反馈建议

Step2: 开始阅卷 — 常规操作

1. 阅卷任务&进度显示



阅卷任务切换:

默认展示当前阅卷任务的题组名和阅卷进度条; 点击左侧下拉框, 点击选中其他阅卷任务完成切换。

Step2: 开始阅卷 — 常规操作

1. 阅卷任务&进度显示

已阅x份, 任务完成进度xx% (任务完成进度与阅卷进度条的进度保持一致)



16、17、18、... ✓

已阅 0 份
任务完成进度: 0%

难 标记疑难卷
阅卷记录
上一份 下一份
缩小 放大 全屏阅卷

三、填空题(共5题, 共30分)

16(6分) _____

Step2: 开始阅卷 — 常规操作

2. 阅卷功能操作区--阅卷记录

点击“阅卷记录”按钮，显示阅卷记录选择弹窗，可查看当前任务中已阅试卷的记录，并可点击跳转到任意一条记录进行重新阅卷。

The screenshot displays the grading interface for question 25. The main area shows a question with the handwritten answer '25'. The interface includes a top navigation bar with '阅卷记录' (Grading Record) button highlighted, and a right-side score panel showing '得分:1分 总分:2分'. A '阅卷记录' popup window is open, displaying a table of grading records:

编号	成绩
1	1
2	2

The second row (ID 2, Score 2) is highlighted with a red box. The popup also shows '题号: 25' and '分值步长' (Score Step) controls.

Step2: 开始阅卷 — 常规操作

2. 阅卷功能操作区--标记疑难卷

点击可将该试卷标记为疑难试卷，由异常处理老师阅卷。点击后，自动加载下一份试卷进行阅卷操作。



The screenshot displays the computer web grading interface. At the top left, it shows the question numbers '16, 17, 18, ...' and a green checkmark. Below this, it indicates '已阅 0 份' (0 papers read) and '任务完成进度: 0%' (Task completion progress: 0%). In the top center, there is a toolbar with several icons: a '难' (Difficult) button highlighted with a red box and labeled '标记疑难卷' (Mark as difficult paper), a '阅卷记录' (Grading record) icon, and navigation buttons for '上一份' (Previous paper) and '下一份' (Next paper). To the right of these are zoom controls for '缩小' (Zoom out), '放大' (Zoom in), and '全屏阅卷' (Full screen grading). On the right side of the interface, there is a '打分板' (Scoring board) section with a '鼠标给分 +1' (Mouse grading +1) option. It shows '得分: 30分' (Score: 30 points) and '总分: 30分' (Total score: 30 points). Below this are buttons for '零分' (Zero points) and '满分' (Full score). The main area contains a list of questions: '三、填空题(共5题, 共30分)' (Three, fill-in-the-blank questions (5 questions, 30 points total)). The questions are numbered 16 through 20, each worth 6 points. A pop-up window for question 16 is visible, showing '题号: 16' (Question number: 16) and a '分值步长' (Score step length) input field with a value of 1 and a numeric keypad below it. At the bottom right, there is a '提交' (Submit) button and options for '暂不批改' (Do not grade temporarily) and '自动提交' (Auto-submit).

Step2: 开始阅卷 — 常规操作

2. 阅卷功能操作区--全屏阅卷

点击“全屏阅卷”立即在当前页进入全屏状态，点击“退出全屏”按钮，恢复正常阅卷页面。

The screenshot displays the online exam interface. At the top, there is a navigation bar with the following elements: a dropdown menu showing '16、17、18、...' with a green checkmark; '已阅 0份' (Read 0 papers) and '任务完成进度: 0%' (Task completion progress: 0%); a toolbar with icons for '标记疑难卷' (Mark difficult papers), '阅卷记录' (Grading record), '上一份' (Previous paper), '下一份' (Next paper), '缩小' (Zoom out), '放大' (Zoom in), and '全屏阅卷' (Full screen grading), which is highlighted with a red box; and a '打分板' (Scoring board) section with '鼠标给分 +1' (Mouse grading +1), '得分:30分' (Score: 30 points), '总分:30分' (Total score: 30 points), and '零分' (Zero points) and '满分' (Full score) buttons.

The main content area is titled '三、填空题(共5题, 共30分)' (Three, fill-in-the-blank questions (5 questions, 30 points total)). It lists questions 16 through 20, each worth 6 points. A pop-up window for question 16 is visible, showing '题号: 16' (Question number: 16), a '分值' (Score) field set to 1, a '分值步长' (Score step) field, and a numeric keypad with buttons for 0, 1, 2, 3, 4, 5, and 6.

On the right side, there is a '提交' (Submit) button and a checkbox for '暂不批改' (Do not grade temporarily) and '自动提交' (Auto-submit).

Step2: 开始阅卷 — 常规操作

2. 阅卷功能操作区--缩小 / 放大&上一页/下一页

针对阅卷内容展示区域，实现缩小与放大内容的功能。当放大到阅卷区域内容超出横向范围时，自动触发鼠标拖动功能，可通过点住鼠标拖动来移动阅卷区域的内容。



上一页/下一页，实现当前阅卷任务的试卷的切换。

Step2: 开始阅卷 — 常规操作

3. 给分操作--打分板

默认选中状态，浮动在给分框右侧，显示当前待打分的小题题号；可通过鼠标点击分值来完成打分，若需要切换0.5分，可通过点击“切换0.5/1.5键盘”进行切换。

The screenshot displays the grading interface with the following components:

- Top Bar:** Includes question numbers (1, 2, 3, 4), a checkmark, and status information: "已阅 0 份" and "任务完成进度: 0%". Navigation icons for "标记疑难卷", "阅卷记录", "上一份", "下一份", "缩小", "放大", and "全屏阅卷" are present.
- Question List:** Shows four questions with handwritten answers:
 - 第1题: 1 60°
 - 第2题: 2 $\sqrt{2}$
 - 第3题: 3 $\frac{1}{2}$
 - 第4题: 4 $+\infty$
- Score Selection Menu:** A floating menu titled "题号: 1" is positioned over the third question. It features radio buttons for scores 0.5, 1 (selected), and 1.5, along with a "切换0.5/1.5键盘" button and a numeric keypad (0-5).
- Grading Board:** Located on the right, it shows a table for grading:

1	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
2	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
3	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
4	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="5"/>

 The board also includes a "提交" button and checkboxes for "暂不批改" and "自动提交".

Step2: 开始阅卷 — 常规操作

3. 给分操作--鼠标给分

勾选后，调整每次鼠标点击的给分步长，来实现对当前待打分小题的给分操作，通过点击给分右上角红色“X”删除该给分



The screenshot displays a grading interface with the following elements:

- Top Bar:** Includes question numbers (1, 2, 3, 4), a progress indicator, and navigation buttons like '标记疑难卷', '阅卷记录', '上一份', '下一份', '缩小', '放大', and '全屏阅卷'.
- Question List:** Shows four questions with handwritten answers: Question 1: 60° ; Question 2: $\sqrt{2}$; Question 3: $\frac{1}{3}$; Question 4: $+\infty$. A green '+2' score is visible next to the first question.
- Scoring Panel (Right):** Features a '打分板' (Scoring Board) with a checked box, a '+2' score input field, and buttons for '得分: 2分', '总分: 20分', '零分', and '满分'. Below this is a table for question scores:

Question	Score	Score	Score
1	2	0	5
2	0	0	5
3	0	0	5
4	0	0	5

Additional controls include a '提交' (Submit) button, '暂不批改' (Do not grade), and '自动提交' (Auto-submit) options. A '题号: 1' (Question Number: 1) dropdown and a '切换0.5/1.5键盘' (Switch 0.5/1.5 keyboard) option are also present.

Step2: 开始阅卷 — 常规操作

3. 给分操作--已得分数&总分

The screenshot displays a computer-based grading interface. At the top left, there are navigation icons and a progress indicator for questions 1, 2, 3, and 4. The status shows '已阅 0 份' (0 papers read) and '任务完成进度: 0%' (task completion progress: 0%). A toolbar contains icons for marking questions as difficult, viewing records, navigating between papers, and zooming. On the right, there are checkboxes for '打分板' (grading board) and '鼠标给分' (mouse grading), along with a '+1' button. A red box highlights the score summary: '得分:10分 总分:20分' (Score: 10 points, Total: 20 points), with buttons for '零分' (0 points) and '满分' (Full score). The main area shows four question input fields with handwritten answers: '60°', '√2', and '100'. A pop-up window for '题号: 2' (Question No: 2) is open, showing radio buttons for scores 0.5, 1, and 1.5, with '1' selected. Below these are buttons for scores 0 through 5 and a '切换0.5/1.5键盘' (Switch 0.5/1.5 keyboard) option. At the bottom right, there is a '提交' (Submit) button and checkboxes for '暂不批改' (Do not grade temporarily) and '自动提交' (Auto-submit).

Step2: 开始阅卷 — 常规操作

3. 给分操作--给分框

全部列出该阅卷任务的全部小题（包含“合并给分”）的题号和给分输入框。

a. 零分 / 满分:

可通过点击“零分” / “满分”来给全部小题零分 / 满分:

b. 单个小题的零分 / 满分:

可通过在单个小题给分输入框后点击“零分” / “满分”来给该小题零分 / 满分:



The screenshot displays a grading interface with the following elements:

- Top Bar:** Question list (1, 2, 3, 4), progress (0%), and navigation tools (mark as difficult, review record, previous/next question, zoom in/out, full screen).
- Main Area:** Four question boxes with handwritten answers: 1. 60° , 2. $\sqrt{2}$, 3. $\frac{1}{2}$, 4. 100.
- Input Box (Question 2):** A floating box titled '题号: 2' with radio buttons for 0.5, 1 (selected), and 1.5, and a '切换0.5/1.5键盘' button.
- Right Sidebar:** '打分板' (Scoring Board) with '鼠标给分 +1' (Mouse grading +1), '得分:10分 总分:20分' (Score: 10/20), and '零分' (0) and '满分' (5) buttons. A '提交' (Submit) button is also present.
- Bottom Right:** '暂不批改' (Do not grade) and '自动提交' (Auto-submit) checkboxes.

c. 键盘输入分数:

通过键盘输入该小题的分数，点击“enter”可直接跳转到下一个小题的给分输入框。

Step2: 开始阅卷 — 常规操作

3. 给分操作--提交方式

a. 提交:

只有当全部给分输入框都填写后, 才点亮该按钮, 点击可跳转到下一份试卷。

b. 暂不批改:

遇到拿不准如何给分的试卷, 通过点击“暂不批改”可跳过该试卷的打分直接进入下一份试卷。

c. 自动提交:

勾选后, 当所有题目分数都被打过之后, 自动提交, 并跳转到下一份试卷。

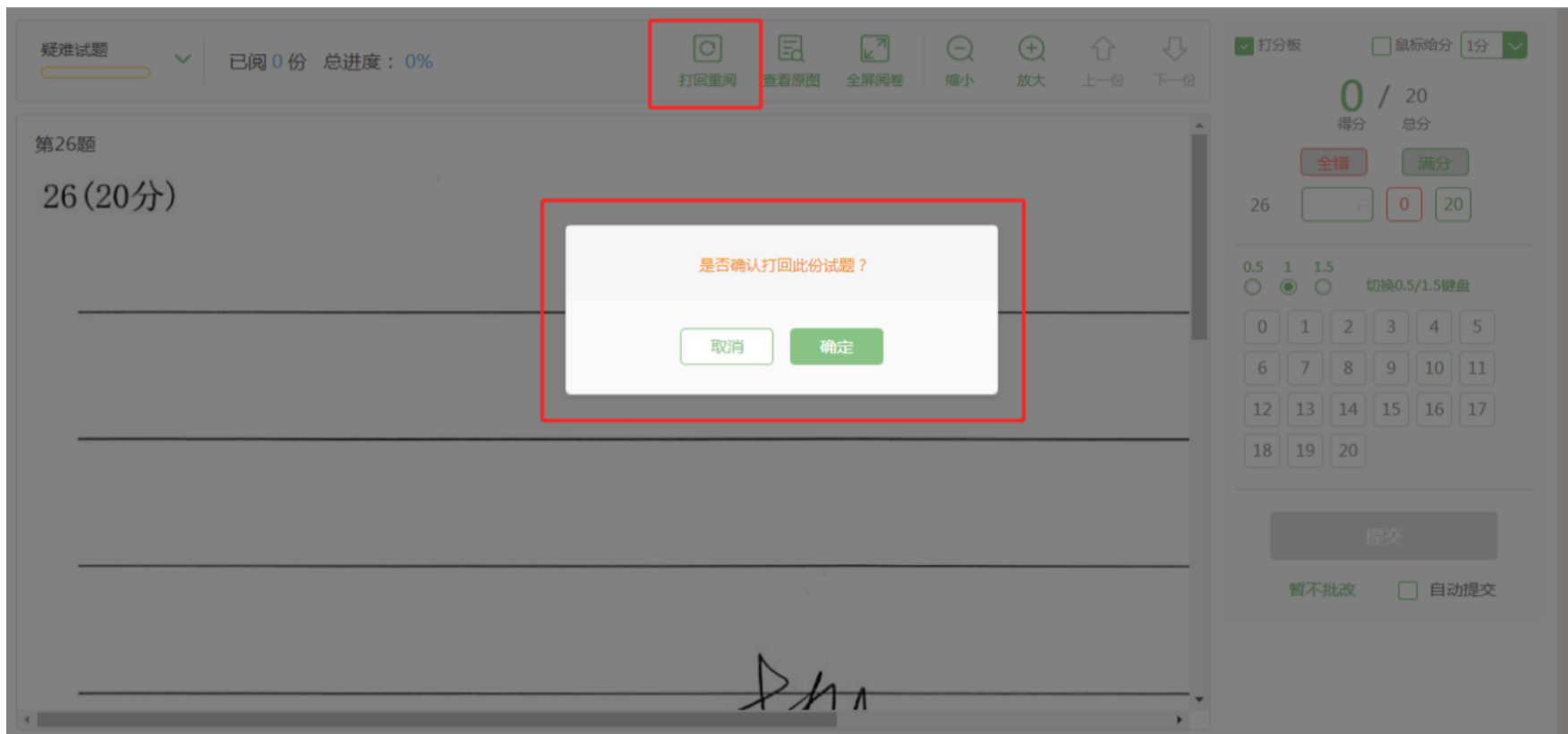


The screenshot displays the online grading interface. At the top, there is a navigation bar with icons for marking as difficult, viewing records, navigating between questions, and zooming. The main area shows four questions with handwritten answers: Question 1: 60° , Question 2: $\sqrt{2}$, Question 3: $\frac{1}{2}$, and Question 4: $+\infty$. A floating score input box for Question 1 is visible, showing a score of 1. On the right, a scoring panel shows a score of 0/20, with buttons for 'Score', 'Full Mark', and 'Submit'. The 'Submit' button is highlighted in grey, and the 'Automatic Submit' checkbox is checked and highlighted with a red box.

Step3: 开始阅卷 – 特殊操作

1. 疑难卷处理

针对异常处理老师，打开疑难卷任务（左上角切换到疑难试卷），可通过查看原图操作，更好的进行试卷的批改。也可打回重阅该份试卷。**(仅能电脑网页操作)**



Step3: 开始阅卷 – 特殊操作

2.仲裁卷处理

针对仲裁老师，阅卷任务中打开仲裁试卷任务，按正常试卷批阅流程进行操作，点击提交即完成仲裁卷的处理。

3.异常卷处理

针对异常处理老师，阅卷任务中打开异常卷任务，按正常试卷批阅流程进行操作，点击提交即完成异常卷的处理。**(仅能电脑网页操作)**



方式2: 手机APP阅卷

Step1: 手机操作系统要求



IOS 10以上



Andriod 6.0以上

Step2: 手机下载APP





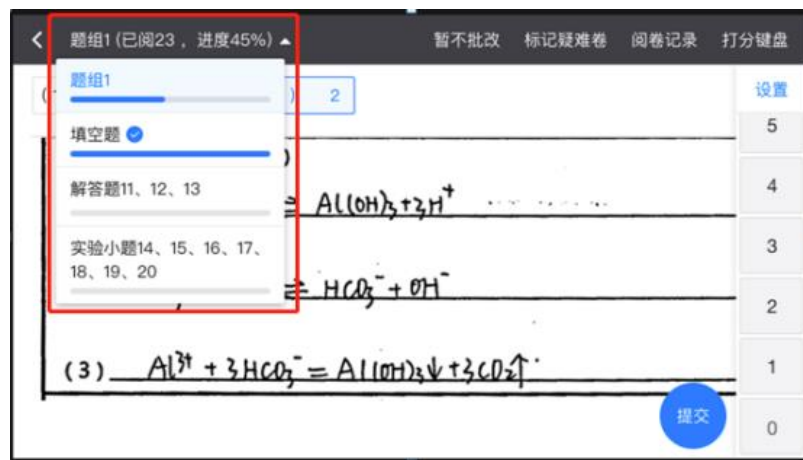
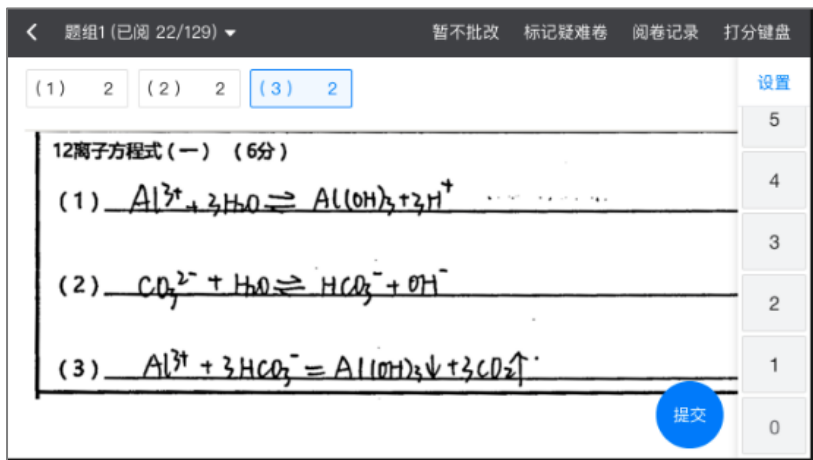
Step3: 登录账号

临时阅卷老师: 打开APP后, 点击临时账号登录

其他老师: 打开app后点击登录, 在下方导航中选择纸质考试—考试阅卷

Step4: 阅卷界面

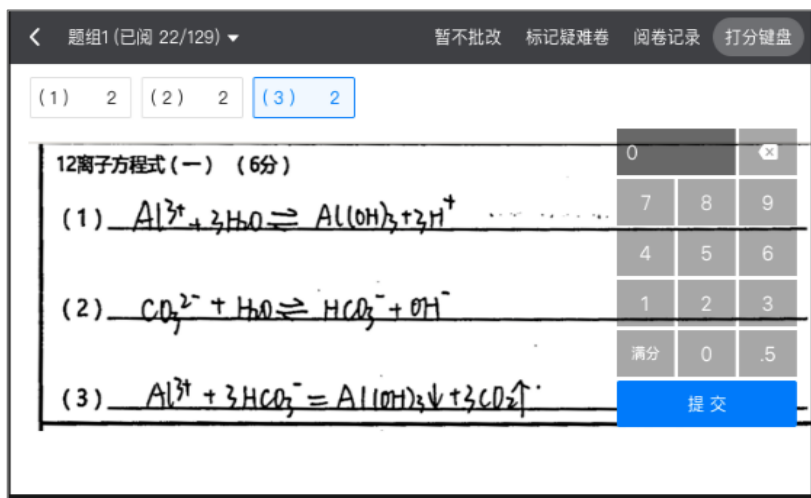
可以点击“设置”按钮设置打分步长，选择对应的题目，点击分值即可给该题目打分，支持设置“暂不批改”，“标记疑难”，支持查看阅卷记录；点击屏幕左侧下拉箭头可以选择题目：



说明：暂时只支持处理普通题组的阅卷任务，疑难试题、异常试题需在电脑网页上阅卷。

Step4: 阅卷界面

点击打分键盘，支持打分输入，自定义给分，支持精确到0.5分，如5.5分，先点击“5”再点击“0.5”：



12离子方程式(一) (6分)

(1) $Al^{3+} + 3H_2O \rightleftharpoons Al(OH)_3 + 3H^+$

(2) $CO_3^{2-} + H_2O \rightleftharpoons HCO_3^- + OH^-$

(3) $Al^{3+} + 3HCO_3^- = Al(OH)_3 \downarrow + 3CO_2 \uparrow$

提交



4 8 5 8

1(10分)

0.2分 |

5.5

提交

FAQ

1.阅卷过程中，上一条阅卷记录分值打错了，还能修改吗？怎么做？

A：可以修改。阅卷老师在阅卷对应题目页面中点击阅卷记录，进入到错误的打分记录页，重新查看作答情况，调整给分栏中的分值后，点击提交即可。

2.该题组已合并给分，并打了几份成绩，现在我想调整成分题打分或分题组打分，还能修改吗，怎么办？

A：可以修改。但是相关题组的已阅的数据会清零。联系考试管理员进行调整即可。



THANKS