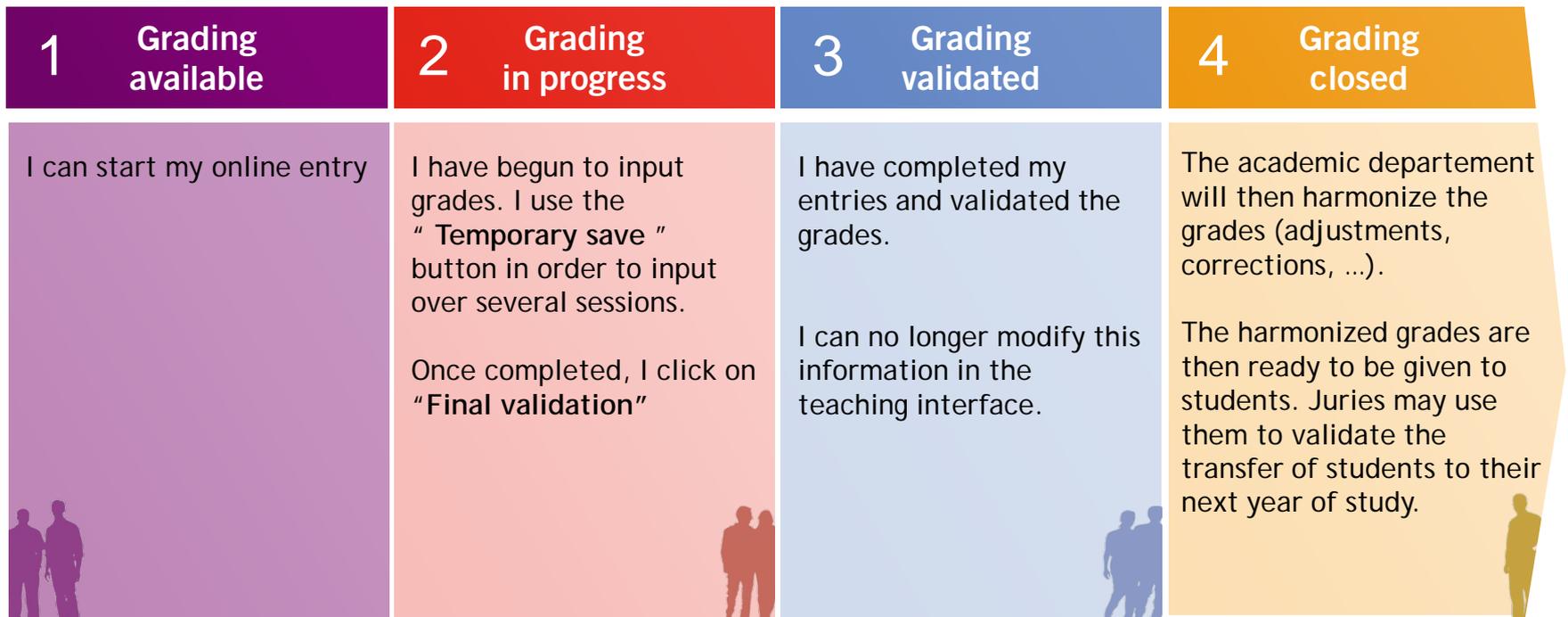# Online student grading guide

Teachers

SciencesPo.

Your online grading tool will enable you to input changes in the language levels and grades of your students, directly on your teaching interface.

Student grading is done in 4 steps. You can input the grades over several sessions. Use the « Temporary save » button :

1 Grading available	2 Grading in progress	3 Grading validated	4 Grading closed
I can start my online entry	I have begun to input grades. I use the " **Temporary save** " button in order to input over several sessions. Once completed, I click on "**Final validation**"	I have completed my entries and validated the grades. I can no longer modify this information in the teaching interface.	The academic departement will then harmonize the grades (adjustments, corrections, …). The harmonized grades are then ready to be given to students. Juries may use them to validate the transfer of students to their next year of study.

1

Login to your Sciences Po interface :
http://scolarite.sciences-po.fr

Your user ID is the number on your teacher card.

User ID: 016069088
PIN: ••••••
Login   Forgot PIN?

Click on the "**Teaching**" tab :

Teaching

2

Restrict the view to : Select ▾   Submit

Attendance | Grading | Assessments | Students

1st semester 2013/2014   📎 Sessions

10706 - Introduction To Contemporary History   List of sessions
11148 - Introduction To Contemporary History   List of sessions

2nd semester 2012/2013   📎 Sessions

Attendance | Grading | Assessments | Students

Attendance | Grading | Assessments | Students

Gradebook   Detail
▦ Available
▦ Available

Attendance | Grading | Assessments | Students
Detail   Summary

Detail

Summary

Attendance

Grading
- Grade entry
- Comment entry

Attendance | Grading | Assessments | **Students**

Student directory   Student list   availability schedule for your students
Student directory   Student list   availability schedule for your students
Student directory   Student list   availability schedule for your students

Student directory   Student list   availability schedule for your students

Your feedback

There are 4 sections :

Your students
- Online directory
- List of students

1

To proceed with student assessments, click on the « **Grading** » tab

- All courses are classified by semester,
- You can display a single course…

| Restrict the view to : | Select ▾ | Submit |

1st semester 2013/2014   Sessions

10706 - Introduction To Contemporary History
11148 - Introduction To Contemporary History

2nd semester 2012/2013   Sessions

…to do so, click on the dropdown menu, choose the semester, then click « **submit** »

2

Click on   ▦ Available   to access the grade entry screen

Click one the icon to entry the grades and assessments for each student.

Course Information
Introduction To Contemporary History - AHIS 1105 G31

CRN:	11024
Students Registered:	21
CRN subject to attendance tracking	Yes Attendance tracking
Highest grade:	15,5
Lowest grade:	9
Average:	12,9

⦿ Sort alphabetically   ○ Sort by ranking

Final Grades

Student	Nber Abs / Late	Assess	Imp. Grade	Final grade	Ranking	Works	Overall assessments
	0 / 1	✎	☐	None			
	0 / 0	✎	☐	None			
	0 / 0	✎	☐	None			
	0 / 0	✎	☐	None			

Follow the same procedure for each student enrolled in the course.

Scorecard

☐ Inability to grade

Final grade   14 ▾

Student's work
1000 characters max

Student's overall assessment
1000 characters max

Ok   Cancel

Select the grade using the dropdown menu. Select « **DF** » if the student has failed the course.

Enter the assessment concerning the student's work

Enter the student's global assessment

To validate the entry, click on « **Ok** »

1

If you do not have sufficient information to grade the student, click one« Inability to grade» box

☑ Inability to grade

☑ Inability to grade
Motivate you inability to grade (500 characters max)

motivate....

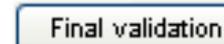➡ Give the reason for the insufficiency, and confirm by clicking « **Ok** » :

Ok   Cancel

2

Save/Validate the grades

	0 / 0	✎	☐	10	18 / 21
	0 / 0	✎	☐	10	18 / 21
	0 / 0	✎	☐	13	10 / 21
	1 / 1	✎	☐	9	21 / 21
	0 / 0	✎	☐	12	16 / 21
	0 / 0	✎	☐	14.5	4 / 21

Temporary save   Final validation   Reset

Temporary save

Reset

Final validation

Click on « **Temporary save** » to store the grades and assessments entered; the entry may be partial / incomplete. Grading and assessments will remain open to modification. Grading will move to :

Grading in process

Click on « **Reset** » to clear all the information entered. You will not be able to reset once the entries have been validated.

Click on « **Final validation** » for the definitive validation of the grades. They will no longer be modifiable. Grading will move to :

Grading validated

To consult the student grades after their harmonization. Click on the ⬛ button
For your information, there is a delay between the moment when you definitively validate the grades and the provision of the PDF reports.

Gradebook	Detail	Summary
📄 Grading closed	📄	📄

Details for each student

Summary for all students enrolled in the course