

SciencesPo.

Online student grading guide Language conferences (English)

Ciences Po - Online student grading guide - Teachers



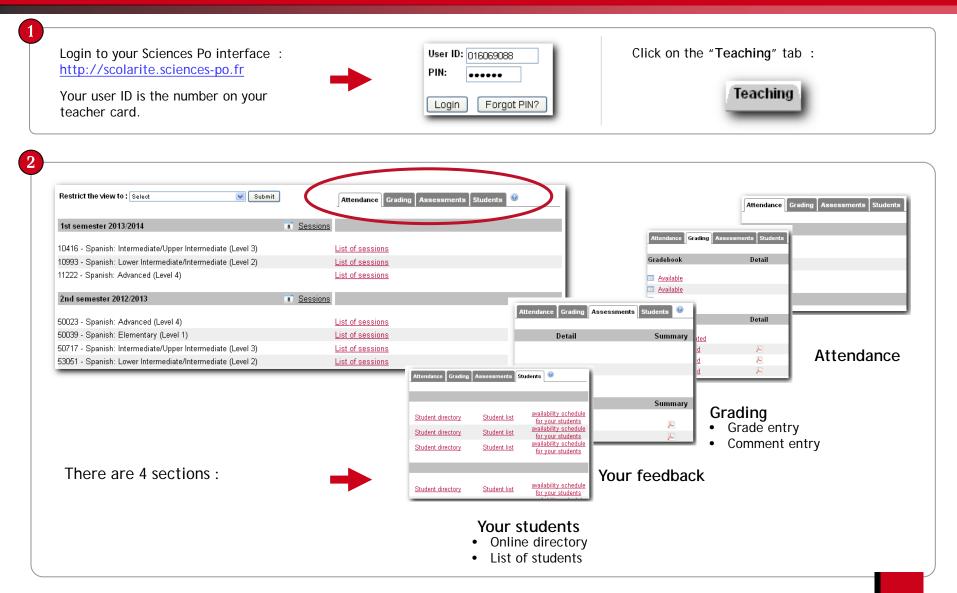
Your online grading tool will enable you to input changes in the language levels and grades of your students, directly on your teaching interface.

Student grading is done in 4 steps. You must have validate any changes in the language levels in order to validate the grading :

1 Grading available	2 Grading in progress	З Grading validated	4 Grading closed
As soon as, the period for changing language levels is open, I can start my online entries :	I have begun to input grades. I use the "Temporary save " button in order to input over several sessions.	I have completed my entries and validated the grades. ("Final validation")	The language departement will then harmonize the grades (adjustments, corrections,).
 1 - input and validation of changes in language levels 2 - grade input 	Once completed, I click on "Final validation"	I can no longer modify this information in the teaching interface.	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.

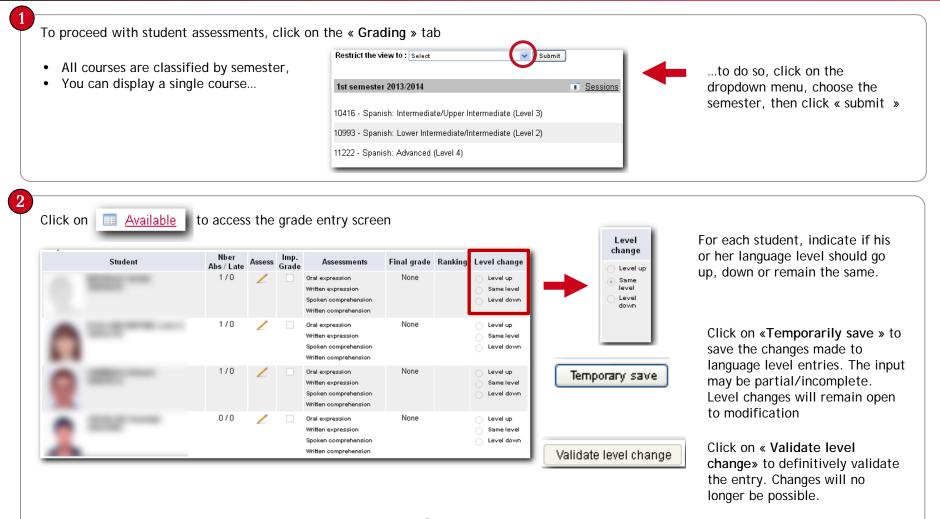


Connecting to the Sciences Po interface





Performing language level changes



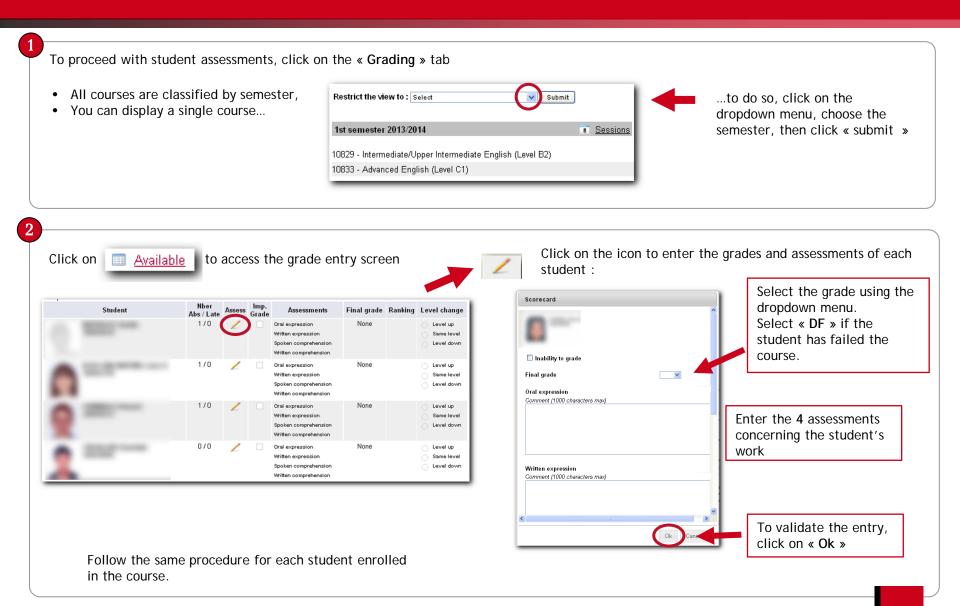
Follow the same procedure for each student enrolled in the course.



You will not be able to validate grades and assessments without changing the levels first.

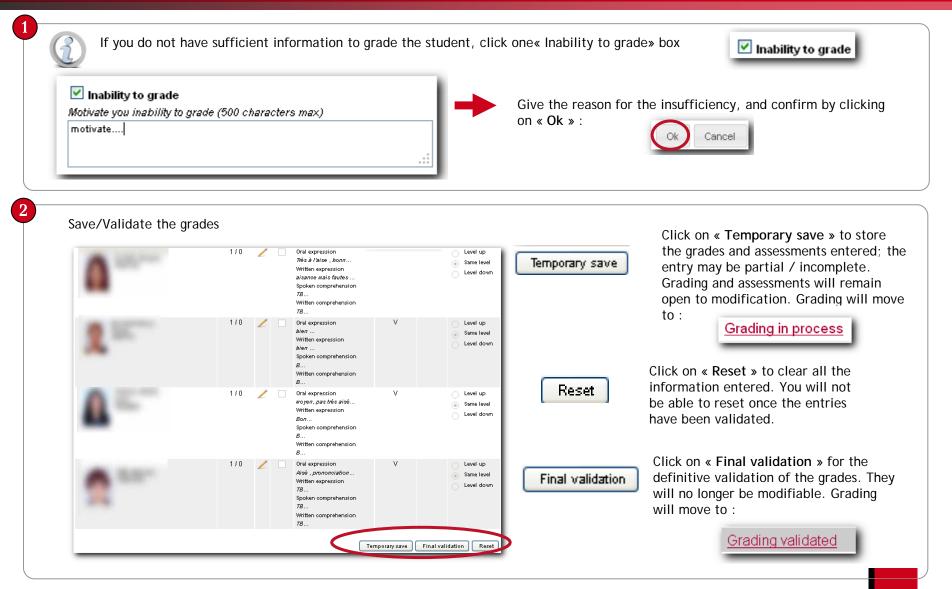


Inputing grades and assessments





Saving student grading





Consulting student grading

	Gradebo	ook	Detail	Summary	1			
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Details	for each stud	dent	×		Summary for all stu	udents enroll	ed in the course	
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