Online student grading guide
Language conferences (English)

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	3 Grading validated	4 Grading closed
As soon as, the period for changing language levels is open, I can start my online entries : **1 –** input and validation of changes in language levels **2 –** grade input	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. ("**Final validation**") I can no longer modify this information in the teaching interface.	The language 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.

▶ Connecting to the Sciences Po interface

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

10416 - Spanish: Intermediate/Upper Intermediate (Level 3)   List of sessions
10993 - Spanish: Lower Intermediate/Intermediate (Level 2)   List of sessions
11222 - Spanish: Advanced (Level 4)   List of sessions

2nd semester 2012/2013   Sessions

50023 - Spanish: Advanced (Level 4)   List of sessions
50039 - Spanish: Elementary (Level 1)   List of sessions
50717 - Spanish: Intermediate/Upper Intermediate (Level 3)   List of sessions
53051 - Spanish: Lower Intermediate/Intermediate (Level 2)   List of sessions

There are 4 sections :

Gradebook | Detail
Available
Available

Attendance

Grading
• Grade entry
• Comment entry

Your feedback

Student directory | Student list | availability schedule for your students

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…

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

2

Click on [Available] to access the grade entry screen

For each student, indicate if his or her language level should go up, down or remain the same.

Click on «**Temporarily save** » to save the changes made to language level entries. The input may be partial/incomplete. Level changes will remain open to modification

Click on « **Validate level change**» to definitively validate the entry. Changes will no longer be possible.

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.

1

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

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

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

2

Click on to access the grade entry screen

Click on the icon to enter the grades and assessments of each student :

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

Enter the **4** assessments concerning the student's work

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

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

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 on « **Ok** » :

Ok   Cancel

2

Save/Validate the grades

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 [PDF] button
For your information, there is a period of delay between the moment where you definitively validate the grades and the provision of the PDF reports.

Gradebook	Detail	Summary
Grading closed	[PDF]	[PDF]

Details for each student

Summary for all students enrolled in the course