



Online student grading guide
Language conferences
(English)







SciencesPo.

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



1

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

Your user ID is the number on your teacher card.



User ID:

PIN:

Click on the "Teaching" tab :



2

Restrict the view to:

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

Attendance Grading Assessments Students

Gradebook Detail

Available Available

Attendance Grading Assessments Students

Detail Summary

Summary

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

Attendance

Grading
• Grade entry
• Comment entry

Your feedback

There are 4 sections :



Your students
• Online directory
• List of students

▶ Performing language level changes

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 :

1st semester 2013/2014

10416 - Spanish: Intermediate/Upper Intermediate (Level 3)

10993 - Spanish: Lower Intermediate/Intermediate (Level 2)

11222 - Spanish: Advanced (Level 4)

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

2 Click on to access the grade entry screen

Student	Nber Abs / Late	Assess	Imp. Grade	Assessments	Final grade	Ranking	Level change
[Student]	1 / 0		<input type="checkbox"/>	Oral expression Written expression Spoken comprehension Written comprehension	None		<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
[Student]	1 / 0		<input type="checkbox"/>	Oral expression Written expression Spoken comprehension Written comprehension	None		<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
[Student]	1 / 0		<input type="checkbox"/>	Oral expression Written expression Spoken comprehension Written comprehension	None		<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
[Student]	0 / 0		<input type="checkbox"/>	Oral expression Written expression Spoken comprehension Written comprehension	None		<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down

Level change

Level up

Same level

Level down

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...

Restrict the view to :

1st semester 2013/2014

10829 - Intermediate/Upper Intermediate English (Level B2)

10833 - Advanced English (Level C1)

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

2 Click on **Available** to access the grade entry screen

Student	Nber Abs / Late	Assess	Imp. Grade	Assessments	Final grade	Ranking	Level change
[Student]	1 / 0		<input type="checkbox"/>	Oral expression Written expression Spoken comprehension Written comprehension	None		<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
[Student]	1 / 0		<input type="checkbox"/>	Oral expression Written expression Spoken comprehension Written comprehension	None		<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
[Student]	1 / 0		<input type="checkbox"/>	Oral expression Written expression Spoken comprehension Written comprehension	None		<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
[Student]	0 / 0		<input type="checkbox"/>	Oral expression Written expression Spoken comprehension Written comprehension	None		<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down



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

Scorecard

Inability to grade

Final grade

Oral expression
Comment (1000 characters max)

Written expression
Comment (1000 characters max)

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
Motivate you inability to grade (500 characters max)
motivate...]



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



2

Save/Validate the grades

	1 / 0		<input type="checkbox"/>	Oral expression <i>Très à l'aise , bon...</i>	<input type="radio"/> Level up <input checked="" type="radio"/> Same level <input type="radio"/> Level down
	1 / 0		<input type="checkbox"/>	Written expression <i>aisance mais fautes...</i>	<input type="radio"/> Level up <input checked="" type="radio"/> Same level <input type="radio"/> Level down
	1 / 0		<input type="checkbox"/>	Spoken comprehension <i>TB...</i>	<input type="radio"/> Level up <input checked="" type="radio"/> Same level <input type="radio"/> Level down
	1 / 0		<input type="checkbox"/>	Written comprehension <i>TB...</i>	<input type="radio"/> Level up <input checked="" type="radio"/> Same level <input type="radio"/> Level down



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 period of delay between the moment where you definitively validate the grades and the provision of the PDF reports.



Details for each student

Direction des études et de la scolarité

FICHE D'ÉVALUATION
 2nd semestre 2011/2012

BLONDEL Olivia (100037023)

Cycle : Collège universitaire
 Année : 02
 Programme : Programme Collège Univ. Sipo
 Enseignement : ASPO 1310 - INTRODUCTION À LA SCIENCE POLITIQUE
 LP : 60712
 Enseignant : GABORIAUX Chloé
 Absence(s) : 0

	Note enseignant	Note finale *
Note finale		13,0
Note la plus haute		10
Note la plus basse		11
Classement LP		

TRAVAUX DE L'ÉTUDIANT

APPRECIATION D'ENSEMBLE

* Note obtenue après harmonisation de la scolarité. En cas de problème, vous pouvez contacter votre responsable pédagogique.

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Summary for all students enrolled in the course

Direction des études et de la scolarité

NOTATION - SYNTHÈSE
 2nd semestre 2011/2012

Cycle : Collège universitaire
 Année : 02
 Programme : Programme Collège Univ. Sipo
 Enseignement : ASPO 1310 - INTRODUCTION À LA SCIENCE POLITIQUE
 LP : 60712
 Enseignant : GABORIAUX Chloé

Nb d'inscrits 21 Nb de notes : 21 Nb de défaillants : 0

	Note enseignant	Note finale *
Note la plus haute		16
Note la plus basse		11
Moyenne		13,1
Moyenne sans DF		13,1

ID	Nom	Absences	Note ens	Note finale	Classement ens	Classement final
100037023	Olivia BLONDEL	0	13,0			
100037427	Shabnam Mylène CATHELAN	0	12,0			
100036571	Geoffrey CHATELLIER	0	12,0			
100036890	Adam CHOUR	0	16,0			
100037390	Maxime CLÉJON DE SEVINCOURT	0	16,0			
100037479	Thibaut FÉLIX	0	16,0			
100030086	Prune GUESNIER	0	12,0			
100036998	Charlotte GUINDY	0	11,5			
100037302	Saki IINO	0	13,0			
100036835	Camille KAEI-BLEN	0	15,0			
100037455	Mathieu L'HOMMÉDÉ	0	14,0			
100036834	Adrien MFO	0	12,0			
100037222	Louis MESSAGER	1	13,5			
100036950	Charlotte MEVIL-BLANCHE	1	11,0			
100037674	Kenza MHAMMEDI	0	14,0			
100037602	Malie MONTMAYEUR	0	12,5			
100037445	Taimou SOUBIRAS	1	14,0			
100036846	Catherine SCIBILLA	0	11,0			
100037060	Bilal TABTI	0	12,0			
100037019	Sandra TRAVERSE	0	13,0			
100037630	Coralie VASSEUR	0	11,5			

* Note obtenue après harmonisation de la scolarité.

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