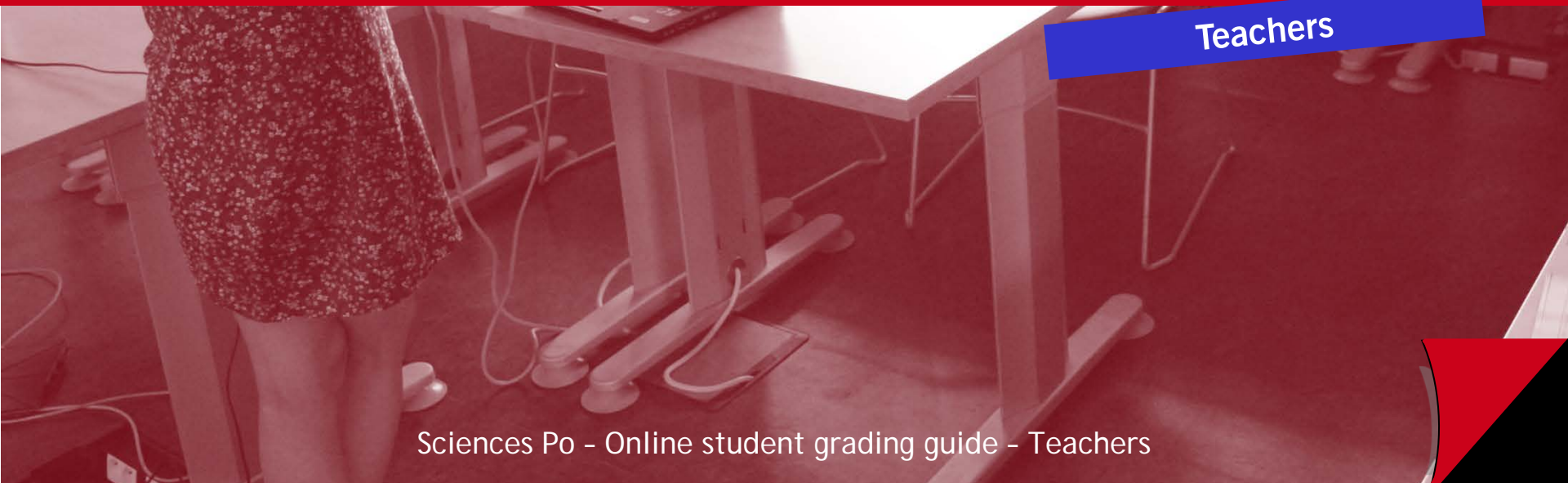




SciencesPo.

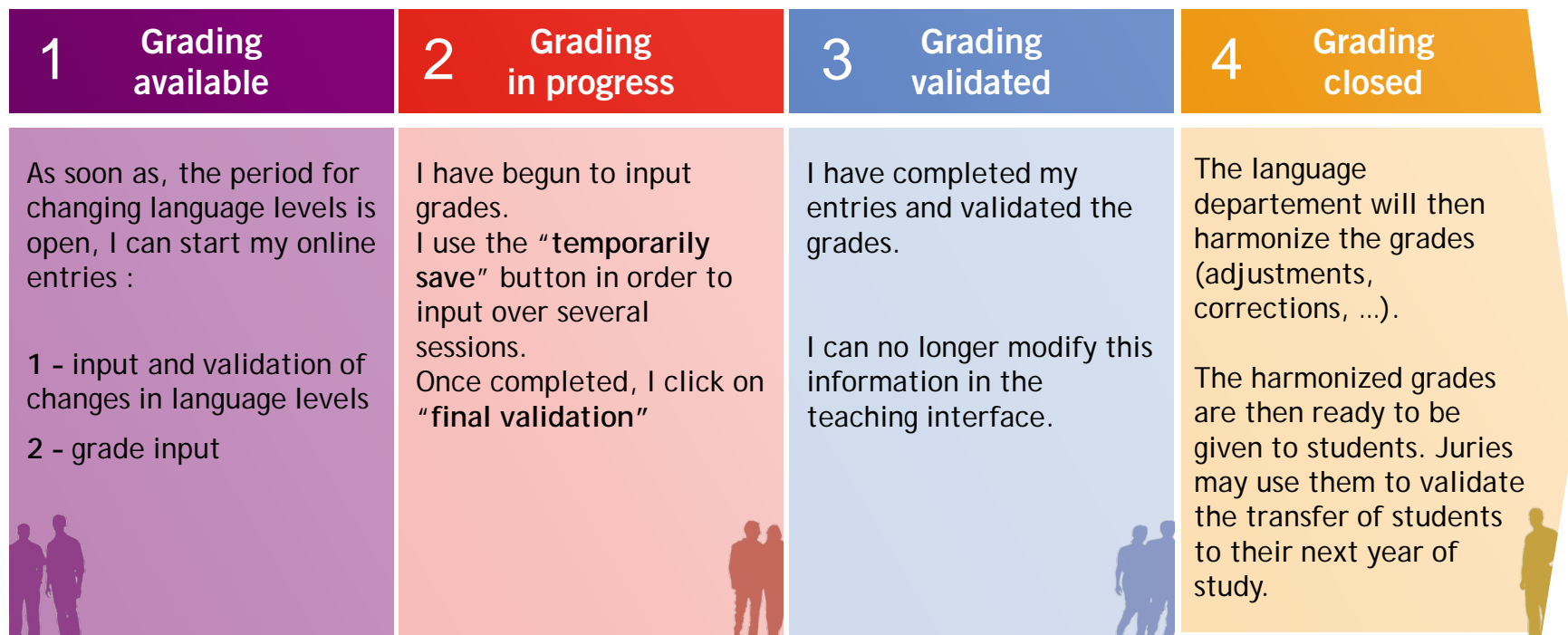
Online student grading guide Language conferences (excluding English)

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

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 :

Teaching

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

There are 4 sections :



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 students

- Online directory
- List of students

Attendance Grading Assessments Students

Gradebook **Detail**

Attendance **Grading** **Assessments** **Students**

Detail **Summary**

Attendance **Grading** **Assessments** **Students**

Detail **Summary**

Attendance

Grading

- Grade entry
- Comment entry

Your feedback

► 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 **Available** to access the grade entry screen

Student	Nbr Abs / Late	Assess	Imp. Grade	Grade per competence	Final grade	Ranking	Overall assessments	Level change
	1 / 0		<input type="checkbox"/>	Oral expression + class participation Written expression + class participation Listening comprehension + class participation Reading comprehension + class participation				<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
	0 / 0		<input type="checkbox"/>	Oral expression + class participation Written expression + class participation Listening comprehension + class participation Reading comprehension + class participation				<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
	1 / 0		<input type="checkbox"/>	Oral expression + class participation Written expression + class participation Listening comprehension + class participation Reading comprehension + class participation				<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
	1 / 0		<input type="checkbox"/>	Oral expression + class participation Written expression + class participation Listening comprehension + class participation Reading comprehension + class participation				<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> 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.

► Inputing grades and assessments

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

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

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

Input the grade and assessments concerning :

- Oral expression and participation
- Written expression and participation
- Oral comprehension and participation
- Written comprehension and participation
- Overall student assessment

To confirm the inputs, click on « Ok »

The student's final grade will be automatically calculated following the validation of the grades.

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 » :

2

Save/Validate the grades

2 / 4	<input type="checkbox"/>	Oral expression - class participation Des efforts en général...	<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
2 / 0	<input type="checkbox"/>	Oral expression - class participation beaucoup d'efforts...	<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
1 / 0	<input type="checkbox"/>	Oral expression - class participation Beaucoup d'efforts, ...	<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down
1 / 1	<input type="checkbox"/>	Oral expression - class participation Bonne participation...	<input type="radio"/> Level up <input type="radio"/> Same level <input type="radio"/> Level down

Temporary save Final validation Reset

Temporary save

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

Reset

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

Final validation

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.



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. Scpo
 Enseignement : ASPO 1310 - INTRODUCTION À LA SCIENCE POLITIQUE
 UP : 60712
 Enseignant : GABORIAUX Chloé

Absence(s) : 0

	Note enseignant	Note finale *
Note finale		13,0
Note la plus haute		16
Note la plus basse		11
Classement UP		

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. Scpo
 Enseignement : ASPO 1310 - INTRODUCTION À LA SCIENCE POLITIQUE
 UP : 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 MYLINE CATHELAIN	0		12,0		
100036571	Geoffrey CHATELIER	0		12,0		
100036895	Adam CHOUR	0		16,0		
100037390	Marine CLONON DE SERVICOURT	0		16,0		
100037479	Thibaut FELIX	0		16,0		
100030086	Prune GUESNIER	0		12,0		
100036998	Charlotte GUINOT	0		11,5		
100037302	Saki IINO	0		13,0		
100036835	Camille KAELELEN	0		15,0		
100037455	Matthieu L'HOUMEDÉ	0		14,0		
100036834	Adrien MEO	0		12,0		
100037222	Louis MESSAGER	1		13,5		
100036950	Charlotte MEVIL-BLANCHE	1		11,0		
100037674	Kenza MHAMMEDI	0		14,0		
100037602	Marie MONTMAYEUR	0		12,5		
100037445	Timothé SOUSPIRAS	1		14,0		
100036846	Catherine SCIBLIA	0		11,0		
100037060	Bilal TABTI	0		12,0		
100037019	Sandra TRAVERSE	0		13,0		
100037630	Coralie VASSIER	0		11,5		

* Note obtenue après harmonisation de la scolarité.

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