

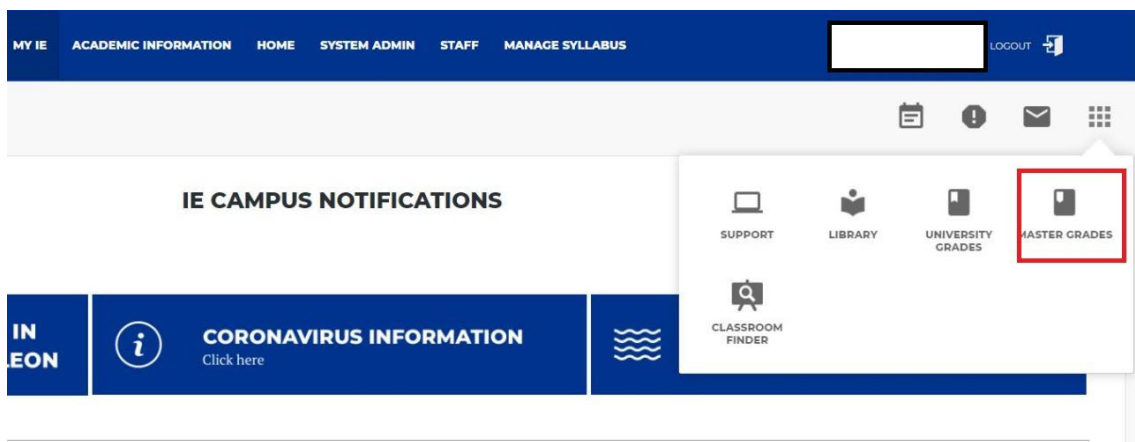
## USER MANUAL – DIGITAL EVALUATION SHEET

The aim of this document is to facilitate the use of the Masters' programs digital evaluation sheet for teachers.

### HOW TO ACCESS THE PLATFORM

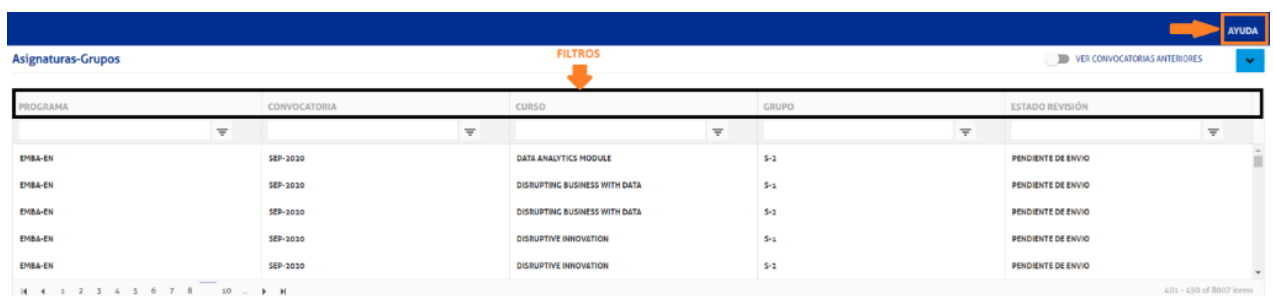
There are two options:

1. Using your teacher credentials at this link: <https://ie-grading.ie.edu>
2. Through Campus:



On the main screen you will find a list of all your courses. You can use the filters to organize your courses by program, intake, or revision state.

In the top right-hand corner of the screen, you will have a Help button which will show you this guide at any moment, should you need it.



The screenshot shows the 'Asignaturas-Grupos' page. At the top right, there is a blue button labeled 'AYUDA' with an orange arrow pointing to it. Below the navigation bar, there is a 'FILTROS' button with a red arrow pointing to it. The main content is a table with the following columns: PROGRAMA, CONVOCATORIA, CURSO, GRUPO, and ESTADO REVISIÓN. The table contains five rows of course data.

PROGRAMA	CONVOCATORIA	CURSO	GRUPO	ESTADO REVISIÓN
EMBA-EN	SEP-2020	DATA ANALYTICS MODULE	S-2	PENDIENTE DE ENVÍO
EMBA-EN	SEP-2020	DISRUPTING BUSINESS WITH DATA	S-1	PENDIENTE DE ENVÍO
EMBA-EN	SEP-2020	DISRUPTING BUSINESS WITH DATA	S-2	PENDIENTE DE ENVÍO
EMBA-EN	SEP-2020	DISRUPTIVE INNOVATION	S-1	PENDIENTE DE ENVÍO
EMBA-EN	SEP-2020	DISRUPTIVE INNOVATION	S-2	PENDIENTE DE ENVÍO

The day of your last session or workshop of any course, you will automatically receive a reminder with the link to access the tool.

## HOW TO FILL IN THE DIGITAL EVALUATION SHEET

Once you have selected the course you need to fill out, a list of all the students will appear alongside a series of action buttons.



\*NB: The buttons 'grade distribution' and 'evaluation criteria' do not appear in workshop evaluation sheets since NGS/NGU are the only accepted grades.

The following steps need to be taken:

### 1) EVALUATION CRITERIA

The evaluation criteria on your syllabus will be automatically shown on your evaluation sheet.

The values allowed are either between 0 and 10 or 0 and 100.

You can also add criteria without giving their weight- for example attendance- if you would like to insert relevant information without it effecting the final grade.

Once you have entered the criteria, you can then go on to evaluating each one of them. If the evaluation criteria are not correct, please send an email to [syllabusopsteam@ie.edu](mailto:syllabusopsteam@ie.edu) requesting the correction of these.

### 2) INSERTING CRITERIA EVALUATION

There are two options:

- Insert the criteria directly on the sheet and add the grades one by one.
- Export the sheet to Excel using the button 'export', work on the sheet offline and then upload it to the platform using the button 'import'.

The downloaded sheet is a standard Excel sheet with all its usual functions. You can work with it however you wish. Once you are ready to upload it, for it to be done correctly, you need to follow these requirements:

- The alphabetical order must be the same as the original one before exporting the file.
- You cannot add new criteria directly to the sheet.
- The 'grade' column does not need to be filled as it is calculated automatically.
- The decimals must have a full stop, not a comma (0.85)

### 3) SAVE CHANGES

Once you have filled in the sheet on the platform or imported it from Excel, you must save it by clicking on 'save changes'. The overall grade is then automatically calculated, and the bell curve is created.

Fail grades are also automatically calculated. The number of students who fail will be deducted from the total number of students in the section and the remaining number is distributed along the curve.

Those students whose grades are under the minimum required by the institution's evaluation\*, will appear in red.

\*minimum required = mean – (standard deviation\*2)

STUDENT	NAME	GRADE	NUMERICAL	PROFICIENCY	PASS	FAIL	
CARLOS	ARFUND	GABRIEL	ENRIQUE	PROFICIENCY	6.8	7	8
DANIEL	SANTOS			FAIL	3.4	3	8
DANIEL	MONTALBETTI	WALLACE		PROFICIENCY	6.88	6.8	7
DEIVA	ROMAN			EXCELLENCE	7.88	7.4	8.3
DELO	STELZER	CARRETTI		PROFICIENCY	6.8	6	8
FERNANDO	FERNANDEZ	SANCHEZ		PASS	6.2	6	8
GABRIEL	HEIN			PROFICIENCY	6.48	7.4	7
LINA	GARCIA	OLIVARES		EXCELLENCE	6.2	6	8
MEL	SCHWARZ	BARRETTA		PROFICIENCY	6.8	6	8
SEBASTIAN	GUZMAN	ALVAREZ		PROFICIENCY	6.24	6.8	6.7
SEBASTIAN	DEAL			PROFICIENCY	6.48	6.2	6.4
SEBASTIAN	LEON			PASS	6	6	8

- Numerical evaluations. You can adjust the grades as many times as you want (on the platform or by exporting the spreadsheet). For the curve to be automatically calculated you need to either click on 'save changes' again or import the Excel and then click on 'save changes'.
- Literal score. You can only modify the number of students who make up a percentage established along the bell curve by one (up or down). The page is programmed to let you know if there is a mistake with the distribution. Fail grades cannot be modified.
- If two students are found on the edge of one of the divisions with the same numerical grade, the system will automatically assign both students the highest score of the division and you will not be able to assign any more students to that division.
- The system will let you know if it detects that various students have the same grade meaning that the maximum number in that division is reached. You will then be able to modify the grades. By clicking on 'grade distribution' you will be able to see the curve and therefore in which division the mistake is in and modify the corresponding grades.
- The system allows you to directly assign a Fail grade (click on "Fail professor" in the drop-down menu) if the student 1. did not take the course, 2. failed due to poor attendance, or 3. failed due to an ethical case.

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- If you would like to keep a copy of the evaluation spreadsheet you can export it and keep it for your records.
- Please make sure to always save your grades on exiting the page or on closing the web browser so the work is not lost.

#### 4) SENDING THE GRADES

Once the grades have been filled out correctly, click on 'send grades'.

You must fill out the box with the date and time for the students' review sessions. If this box is not filled out, you will not be able to send the grades. The review session must take place between 2 and 10 school days after the grade publication.

Fecha inicio revisión: 23/09/2020 00:00   Fecha fin revisión: 25/09/2020 00:00  

Program Management will check the grades and if everything is correct, they will publish them. Once they have been published, the evaluation sheet's status will change from 'pending to send' to 'published'.

PROGRAMA	CONVOCATORIA	CURSO	GRUPO	ESTADO REVISIÓN
COMBA	FEB-2021	CASE METHOD	F-2	PENDIENTE DE ENVIO
COMBA	FEB-2021	LEADING PEOPLE & TEAMS	F-1	PENDIENTE DE ENVIO
COMBA	FEB-2021	LEADING PEOPLE & TEAMS	F-2	PENDIENTE DE ENVIO
COMBA	SEP-2020	CASE METHOD	S-1	PENDIENTE DE ENVIO
COMBA	SEP-2020	CASE METHOD	S-3	PUBLICADO

If Program Management were to spot an error or have a comment about the grade distribution, they can send the evaluation sheet back to you so that you can revise it. You will receive a notification via email with a message from the Program Management. The status of the evaluation sheet will change to 'rejected'.

CURSO	GRUPO	ESTADO REVISIÓN
ADVANCED CORPORATE FINANCE	J-ELECTIVES	RECHAZADO
CORPORATE FINANCE	J-3	PENDIENTE DE ENVIO
CORPORATE FINANCE	J-4	PENDIENTE DE ENVIO
CORPORATE FINANCE	S-1	PENDIENTE DE ENVIO
CORPORATE FINANCE	S-2	PENDIENTE DE ENVIO

Program management will send you an email confirming the publication of grades, along with the date and time of the review session, the link where students will register for it, and the zoom link where it will take place.