USER MANUAL – DIGITAL EVALUATION SHEET

The aim of this document is to facilitate the use of the Masters' programs digital evaluation sheet for teachers.
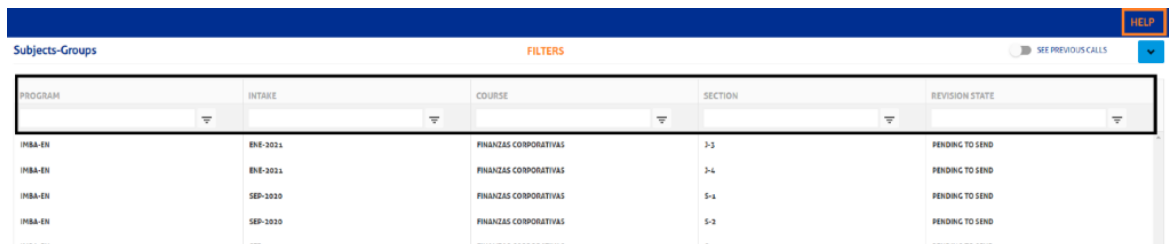
Please bear in mind that this tool has been created for the courses from academic year 2020-2021 onwards. If you have a course in progress from previous academic years, Program Direction will continue to give you an evaluation sheet in Excel format.

How to access the tool

You can access it with your credentials via this link:

https://ie-grading.ie.edu

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.

Workflow

1) REMINDER FOR TEACHERS. The day of their penultimate session or workshop they will automatically receive a reminder with the link to access the tool, instructions on how to fill it in and the deadline for the grade submission.

If the teacher does not send their grades before the deadline, the day after the submission deadline, the teachers will get sent a reminder indicating that the deadline has passed and that they need to send their grades urgently.

2) SUBMISSION OF GRADES

When a teacher has sent their grades, they will receive a notification to their email which will appear in the box 'email para comunicaciones' in Estructuras in Atenea which says that there are grades awaiting validation.

Scores available for validation

IE-PRE <atenea-noreply@ie.edu>
Para ○ ievalidations@plainconcepts.com

Good morning,

The scores of the subject MARKETING MANAGEMENT, group S-1, graded by the teacher TERESA RECIO NARANJO, are available for your validation.

Regards

3) GRADE VALIDATION

Once you access the tool, you will see that the status will have changed from 'pending submission' to 'pending validation'.
By clicking on the course, the evaluation sheet will appear.

- The students will appear in alphabetical order. You can change the order to be by best grade or by weighted grade.
- By clicking on 'export', you can export a copy of the sheet in Excel format to verify the data.

- To make things easier, a button called 'grade distribution' has been made. This button allows you to see, in one column, the distribution calculated by the system, and in another column, the distribution applied by the teacher. Remember, the teacher is allowed to modify the number of students who make up a percentage established along the bell curve by one (up or down). 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.
- In the top left hand corner of the screen you will see the day and time of the revision session which you can share with the students.
- Using the 'score validation' button, you can accept or reject the grades given by the teacher.
  IF YOU REJECT THEM- You have to identify the reason for the rejection for the teacher to be able to see it when he/she receives the notification.
  IF YOU ACCEPT- The teacher will receive a notification of acceptance and the grades will be automatically transferred to the module 'grades' in Atenea. They will then be published on Campus for the students.

Other things to bear in mind

- This system is only for courses and workshops (teachers who deliver complimentary activities do not have access to this platform).

- The teacher will receive an email with specific instructions depending on the type of evaluation (courses with a bell curve or workshops)

- The system will automatically show evaluation criteria and percentages exactly how they have been put in the syllabus. The professor can also add additional criteria without a percentage, as with attendance, if he/she wants to note down relevant information that does not affect the grades

- Students with W (electives) and acknowledgement of grades from studying abroad (CR). These students need to be marked with these special grades as soon as possible so that these students do not appear on the professor's evaluation sheet.

- Fail grades are calculated using the formula given by the system (threshold= average − (standard deviation *2). If the professor desires, he/she can modify the criteria's numerical grades but cannot just mark the grade 'fail' manually.

- The system only allows to modify the number of students who make up a percentage established along the bell curve by one (up or down).). The page is programed to let you know if there is a mistake with the distribution.

- Students who have the same weighted numerical grade cannot be assigned different literal grades. This is a common situation when professors want to change the grade by plus or minus one. If the system realises that 2 students have the same numerical grade, the system won't allow for only one student's grade to be changed

- 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 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
- It is advised that professors are reminded to always save their grades on exiting the page or on closing the web browser so the work is not lost
- The professors have two options for introducing the grades:
  - 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. This means that the professor can copy and paste the data from Grade Centre if he/she so desires. When it's time to import the sheet
    - The alphabetical order has to be the same as the original one, at the time of downloading
    - 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)