



Teachers WebSpace

Connect to your WebSpace from any browser, computer, or tablet. Just click on the link and enter your username and password supplied by your institution. The available features depend on your authorization profile. Some rubrics might have been renamed.

Your homepage

To modify your password, enter your coordinates and indicate that you wish to receive e-mails from the students and SMS from the institution.

The screenshot shows the 'Espace Enseignants' interface for 'Facultés de Droit & Sciences Economiques'. It features a navigation bar with options like 'Cours', 'Notation', 'Enseignements', 'Absences', 'Stages', 'Promotions', 'Etudiants', 'Salles', and 'Plus...'. The main area displays an 'Emploi du temps' (class schedule) for January 16-20. A right-click context menu is open over a class meeting, offering options: 'Prévenir par e-mail', 'Voir la liste des étudiants', 'Voir le détail des séances du service', 'Saisie des notes', and 'Saisie des absences'. Another window titled '39 séances' is open, showing a list of sessions for 'Sociologie Politique' with dates and PDF attachments. A 'Compte' menu is also visible, with options: 'Récupérer mes progressions depuis une sauvegarde...', 'Sauvegarder mes progressions dans un fichier', and 'Se déconnecter'.

A right-click on your class meetings allow you to rapidly contact all the concerned students.

A click on a course displays the details of its class meetings, along with the attached documents.

Save all your entries.

With a click, select all the students to send an e-mail to the class.

To print or edit the page in a PDF format according to the display.

If your colleagues e-mail addresses have been specified they will appear in **Classes > List of interlocutors**.

The screenshot shows the 'E-mail' interface with a dropdown menu set to 'Promotion : L2 DROIT'. It displays a table of student names and email addresses, with checkboxes for selection. The table includes:

Nom	E-mail	
AUERHAN Laëtitia	Laëtitia.AUERHAN@univ-exemple.fr	<input checked="" type="checkbox"/>
AURICOSTE Alan	Alan.AURICOSTE@univ-exemple.fr	<input checked="" type="checkbox"/>
BENBADIS Yoann	Yoann.BENBADIS@univ-exemple.fr	<input checked="" type="checkbox"/>
BERANGER Anatole	Anatole.BERANGER@univ-exemple.fr	<input checked="" type="checkbox"/>
BERCELLES Jérémy	Jérémy.BERCELLES@univ-exemple.fr	<input checked="" type="checkbox"/>
CANEVESE-RIOUX Sandy	Sandy.CANEVESE-RIOUX@univ-exemple.fr	<input checked="" type="checkbox"/>
DEQUIDT Laëtitia	Laëtitia.DEQUIDT@univ-exemple.fr	<input checked="" type="checkbox"/>
DURANT Sébastien	Sébastien.AUDIBERT@univ-exemple.fr	<input checked="" type="checkbox"/>
FICQUET Joseph	Joseph.FICQUET@univ-exemple.fr	<input checked="" type="checkbox"/>
FONDEVIOLE Christophe	Christophe.FONDEVIOLE@univ-exemple.fr	<input checked="" type="checkbox"/>
GIRY Marine	Marine.GIRY@univ-exemple.fr	<input checked="" type="checkbox"/>

Buttons at the bottom: 'Rédiger l'e-mail' and 'Fermer'.

Find the daily features on your Mobile WebSpace.



Grading

► Configure the average calculation

Grading > Modules and grading services

The services are specified per class and period.

In dark gray: the module (or teaching unit).
 In light gray: the grading service.
 In white: the grading sub-services.

Take into account the bonus/penalty: add a column bonus/penalty in the tests and allow the balancing of the average.

The selection of a service displays the configuration of the average calculation.

Matière	Libellé international	Public	Enseign	Modes	Fa	Nb de	Coef	ECTS par module			Périodes actives
								Nb Pts	Note seuil	Note Elim	
Droit Commercial							1,00				
Droit Commercial		L1 DROIT	M. ARNOU	CC			1,00				Toutes
Droit des Affaires							1,00				
Droit des Affaires		L1 DROIT	M. ARNOU	CC			1,00				Toutes
Droit des Affaires		<L1 DRC	M. ARNC	CC			1,00				Toutes
Droit des Affaires		<L1 DRC	M. ARNC	CC			1,00				Toutes
Droit des Affaires		<L1 DRC	M. ARNC	CC			1,00				Toutes

► Create a test

Grading > Entry of the grades

For grades to be entered you must first create a test.

Enter the date from which the grades and commentaries will be published in Students Webspace.

If several evaluation modes are specified, choose which one concerns the test.

Every test can have its own coefficient that will be taken into account in the service average.

Creating a catch-up creates two columns of grades: one for the initial test, the other for the catch-up test with several options for the calculation of the final grade.

► Enter the grades

Grading > Entry of the grades

To copy and paste the list of entered grades in another document (text, spreadsheet, etc.).

Enter the grades and validate the entry by using the key **[Enter]** from the keyboard.

Key in these letters to display an annotation instead of the grade.
A Absent
Z Absent, the test counts as zero
E Exempt
N Not graded
I Inapt
S Not submitted
W Not submitted, the test count as zero

Créer un devoir				01/02
7 étudiants	Moyenne	Moy. brute	Bonus	1
ABABOU-GAVINET Alexia	12,00	12,00		12,00
ACHKAR Mustapha	16,00	16,00	16,00	
SCAILLIEREZ Sophie				
VERGEZ Ludovic				
VERGNES Laure				
VERLET Lucie				
ZYTNIKI Amélie				
Moy. de la promotion :	14,00	14,00		14,00
				2 / 7

The grade table can be printed.

The report cards, gradebooks, ECT summaries, results and multi-annual monitoring can be edited in a PDF format.

Studies

► Communicate the support for the course/assignments

Course > Timetable

The progressions thus formed can be safeguarded to be reused the following year or by another institution if equipped with HYPERPLANNING (via the drop-down menu under your name located on the top right).

This symbol indicates that the assignment has been given during a previous class meeting.

Specify when the contents must be made available in the Students WebSpace.

You can attach files and links to other Web sites.

You can give a MCQ created in **Studies > My MCQ**.

Droit Commercial
DROIT COMM GR2
Salle 105

Prévenir par e-mail
Voir la liste des étudiants
Voir le détail des séances du service
Voir le détail des séances du cours
Voir la fiche cours
Annuler les séances sélectionnées
Supprimer les cours
Oral
Définir la progression du cours
Générer le PDF de la feuille d'appel

Définir la progression du cours

Remplissez directement les séances ou affectez une progression existante ...

Contenu des cours	Travail donné	A faire
1 ^{ère} séance - 10/10/2017 Introduction Droit commercial : domaine + vocabulaire spécifique	Pour la 2 ^{ème} séance - 17/10/2017 Exercice sur la notion de contrat (voir fichier joint) @ la_notion_de_contrat_exo.pdf	
2 ^{ème} séance - 17/10/2017 aucun contenu		
3 ^{ème} séance - 24/10/2017 aucun contenu		
4 ^{ème} séance - 31/10/2017		

Contenu du cours

Titre Introduction

Droit commercial : domaine + vocabulaire spécifique

Publié Dès le début de la séance

Travail à faire

Type Divers QCM

Pour La 2^{ème} séance - Le 17/10/2017 Donné La 1^{ère} séance - Le 10/10/2017

Exercice sur la notion de contrat (voir fichier joint)

@ la_notion_de_contrat_exo.pdf

The progressions can be printed in **Studies > Progressions**, where you will find all the progressions.

► Create the MCQ

Studies > My MCQ

Add your MCQ to the library to allow other teachers to use it.

Define the execution modalities before attaching the MCQ to a test.

Once the results are visible, you can no longer modify the MCQ.

So that the grade does not count in the average, put a coefficient of 0 on your MCQ.

Once your MCQ is saved, associate it with a test. The students will have access to it from their WebSpace.

Mes QCM - QCM Histoire constitution - 3 questions - total de points 3

Libellé	Matière	Propriétaires
Créer un nouveau QCM		
QCM Histoire consti	droit constitutionnel	M. GARCÍA Laurent

Saisie des questions

Modalités d'exécution	Résultats
Question 1 1 pts Révolution ?	
Question 2 1 pts Loi de Broglie	
Question 3 1 pts 1875	

Absences

► Fill in the roll call sheet

Assiduity > Roll call sheet

To indicate a student's absence tick in this column.

To indicate a student's tardiness tick in this column: the by default duration of 5 minutes can be modified and a click on the colored box will allow the indication for the tardiness motive.

Tick **Roll call completed** to notify your administration that the roll call has been conducted.

The absentee statement can be printed.

A blank roll call sheet can be generated in a PDF format.

List of students

Classes > List of students

The number of missed hours is summarized for every student.

To consult the student's timetable.

The information form contains the student's photo and coordinates.

The list of students can be printed.

The students' roster can be generated in a PDF format in **Classes > Students' roster**.

Your courses

► Changing weeks

Course > Timetable in a grid

By default the actual week is selected.

By clicking you can display another week. The week is underlined when it has courses.

The **H** indicates it is a holiday week.

► Conduct a room request

Course > Timetable in a grid

Filter the list of rooms with your criteria.

If you validate without selecting a room, only your criteria will be sent to the person that manages the rooms; your request does not concern a specific room.

Room	Site	Capacity
Amphi Bartin	Principal	180
Amphi Chabrol	Principal	180
Amphi Domet	Principal	120
Amphi Michel de l'Hospital	Principal	400
Amphi Trudaine	Principal	254

► All the commands that are specific to a course

Course > Timetable in a grid

Right-click on a course to display all the commands that are specific to a course.

Inform via e-mail: to send an e-mail to the course's students.
Cancel the selected class meetings: the class meeting will appear bearing the mention **CANCELED**.
Delete the course: the class meeting will be deleted in the grids and tally.
Oral exam: if a course with a single class meeting is selected, you can transform it into an oral exam, meaning generate a sequence order for the course's student.
Define the course's progression: to associate a content and/or assignment with a course, the possibility to attach a file that is downloadable by the students (to be found in **Studies > Progressions**).
Generate the roll call sheet PDF: alternative to the online roll call sheet (see above).

The course summaries as well as the list of canceled courses can be printed.

You timetable can be edited in a PDF or iCal format.