

A Guide to Léa *For Teachers*

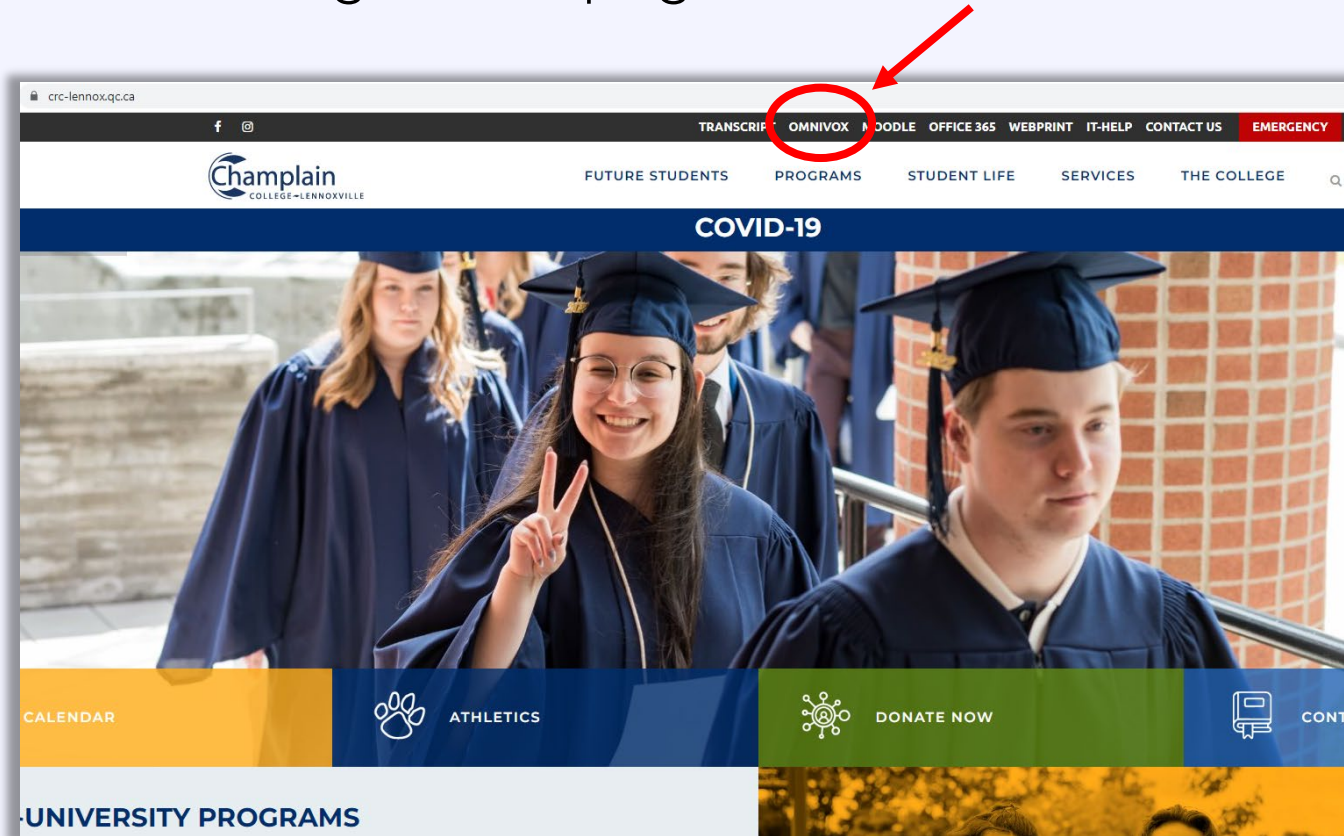
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Fall 2022

1. Logging in and Basic Features

Go to <https://champlaincollege-lennoxville.omnivox.ca>

or navigate to the College home page and select Omnivox at the top.



Make sure that the 'Employees' tab is selected rather than the 'Students' tab.

Enter your Employee ID number and your password. Note that Omnivox requires your ID number and *not* your Champlain user name (e.g., JDoe).

If this is **your first time logging in**, click on 'First use' and follow the prompts.

Omnivox
Champlain College Lennoxville

Students Employees

Employee number
00000

Password

Log In >

First use?
Forgot your password?

This is the Omnivox Home Page. On the top left, select the 'Léa' icon.

This page also contains links to other important information and resources, including Mio (the messaging system that we primarily use with students), faculty information and paystubs, a calendar for College-wide events, news, and other important links.

The image shows a screenshot of the Omnivox Home Page for Champlain College Lennoxville. On the left, a separate box displays the 'Léa' icon, which consists of three green stylized figures inside a circle, with the name 'Léa' below it. A red arrow points from this icon to the 'Léa' icon on the main page's navigation bar. The main page features a header with the Omnivox logo and user information for Jordan Glass. Below the header is a 'Latest News' section with several articles, including 'Mark Review Requests for Winter 2022 Final Grades' and 'Message for Library Users - New Feature'. There is also an 'Events' section with a calendar for August 2022 and a list of upcoming events, including 'New Student Orientation' and 'Liberal Arts Department Meeting'. The left sidebar contains 'My Services' and 'My Omnivox Services' sections with various links like 'Cancelled classes list', 'Carpooling', and 'Common Free Periods'.

This brings us to the **Léa home page**. This is the basic platform through which you should manage your classes. Zoom, Moodle, Teams, and other online resources should be accessible to students through their Léa class.

From here you can see an overview of all of your courses, as well as a calendar that is automatically populated with assignment due dates or other deadlines that you have set up.

The navigation pane on the left shows the current class that you are viewing and allows you to navigate to the announcements, the grade book, distributed documents, and other info.

The screenshot shows the Léa home page interface. On the left is a navigation pane with a 'My classes' section. A red arrow points to the 'Winter 2022' dropdown menu with the label 'Select the semester'. Another red arrow points to the 'Select a class' button with the label 'Select a class'. The main content area displays 'Activity in my classes' for the selected class '345-102-MQ sect. 00002'. A red circle highlights this main content area, with a red arrow pointing to it from the label 'Summary of the classes in a given semester. (This is a summary of one class; the others would be found below.)'. On the right, a 'Calendar' widget shows a calendar for August 2022. A red circle highlights the calendar, with a red arrow pointing to it from the label 'Calendar of class deadlines and events for your classes'. At the bottom right, there is a 'Mio' section for messaging, with a red arrow pointing to it from the same 'Summary of the classes...' label.

Select the semester

Select a class

Calendar of class deadlines and events for your classes

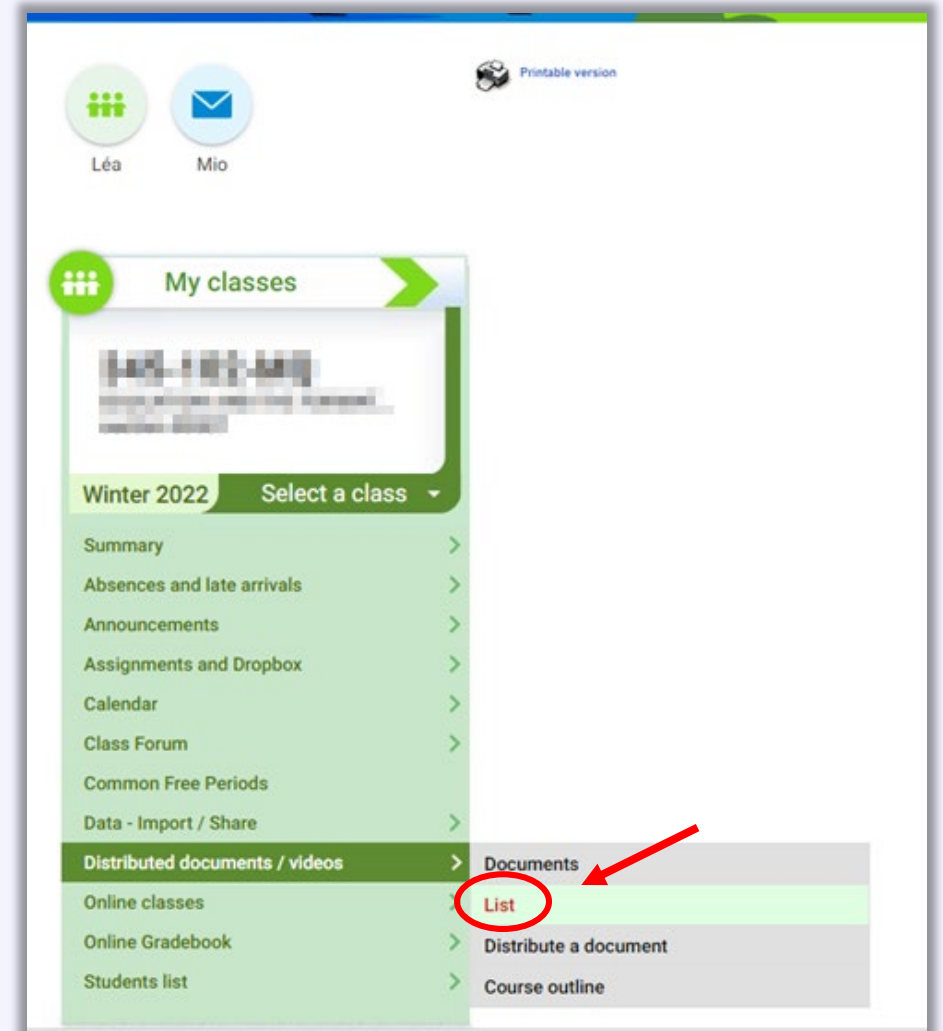
Summary of the classes in a given semester. (This is a summary of one class; the others would be found below.)

2. Uploading and Managing Content

In the navigation pane on the left, place your cursor over 'Distributed documents/videos'.

Select 'Lists' from the drop-down menu. This will show you all the content that you have uploaded in a given course (whichever course you are currently navigating).

(Selecting 'Documents' will show you an overview of the content you have uploaded for all of your courses.)





At the top of this page, there are various options to add content. You can distribute a document or file contained on your computer, post a link to a video (which will play in Omnivox), or post a URL/web link.


To distribute a PDF, Word File, or other content from your computer, click on 'Distribute a file stored on your computer'.

















Distributed Documents and Videos

[Instructions](#)

 **Distribute a file stored on your computer**
Distribute a file stored on your computer (maximum file size 250MB). [Read more.](#)

 **Distribute video content**
Lea allows you to quickly and easily distribute a video hosted on a video streaming site such as YouTube, Vimeo, Dailymotion or Metacafe. [Read more.](#)

 **Distribute a link to web content**
Distribute a link to online content, i.e. a page, a large file hosted on a web site, a newspaper article, etc.

Document	Students having viewed	Distributed	View or download	Modify Delete
Course outline				
	17 / 23	from Jan 14, 2022	 Glass_Education_a... 195 KB	 
Important Dates Calendar				
Important Dates Calendar Google Docs	21 / 23	since Jan 16, 2022		 
Texts				
Sire, "Camel, Kangaroo and Elephant"	22 / 23	since Jan 14, 2022	 Sire_Camel_Kangar... 258 KB	 
Plato, Republic (selections) Must have read this document for January 25, 2022	23 / 23	since Jan 17, 2022	 Student_Selection... 4.8 MB	 
Matheson, "What is Education?" Must have read this document for February 1, 2022	22 / 23	since Jan 18, 2022	 Student_copy_sele...	 

A similar window will appear regardless of what kind of content you are making available to your students.

Title: Enter an appropriate title that will allow students to easily figure out which document is which.

Description: This information appears directly under the item in the list of documents visible to students.

Category: These are helpful for organization. (See next slide.)

Target audience: Is this document for this particular class, for all sections of this course, or for all of your classes?

Distributed: Should the document be visible immediately to students or only during certain dates?

Reading date: Is there a date by which students should have read/viewed this document? Any date selected here will appear under the link to the document that students see, and in the calendars in Léa and Omnivox.

Distributed Documents and Videos

Distribute a document

?

Instructions
This page allows you to distribute a file stored on your computer to your students. The maximum file size is 250MB.

Documents can be distributed in one of the following formats: PDF (Adobe Acrobat), DOC (Word), XLS (Excel), PPT (Powerpoint). You can also distribute other document formats of your choice.

Adding a document is performed in two steps:
1. Fill out the details on the document to be distributed (title, description, etc.)
2. Specify the location of the document on your computer in order to upload it.

If you want to distribute a course outline, please use the [Course Outline](#) module. You can also select the category Course Outline from the dropdown below.

Details

Title

Example: Background notes on the major contemporary writers

Description

Limit of 400 characters. No character used.
Example: Important reading. This document complements the material covered in class during the first 5 weeks.

Category

Not categorized

Select the category to which this document belongs. If the desired category does not appear in the list, you can add a category by selecting "Other" from the list.

Target audience

☐ Students of all the courses that I teach (Winter 2022)

☐ Students of all sections for my course 345-102-MQ - EDUCATION AND THE FORMATION OF WORLDVIEWS

☒ Students of course 345-102-MQ sect.00007

Distributed

☒ As of right now

☐ Not for now (document will be invisible for students)

☐ Between the following dates:

and

Reading date

☒ No recommended reading date

☐ Tell students to have read this document for the following date:

Use the Category drop-down menu to select the category (if any) in which you want to place your document, video, or link.

‘Course outline’ is a default category. Only one document can be uploaded here.

If you want to **add a new category** (e.g., ‘Comprehension Questions’ or ‘Class Slides’), select ‘Other’. The page will reload and an option to name and create a new category will appear.

Limit of 400 characters. No character used.
Example: Important reading. This document complements the material covered in class during the first 5 weeks.

Category	<div>Not categorized ▼ Course outline Texts Comprehension Questions Important Dates Calendar Not categorized Other</div>	document belongs. If the desired category does not appear in the list, "Other" from the list.
Target audience		at I teach (Winter 2022) y course 345-102-MQ - EDUCATION AND THE EWS MQ sect.00007
Distributed	<div><input checked="" type="radio"/> As of right now <input type="radio"/> Not for now (document will be invisible for students) <input type="radio"/> Between the following dates: <div><div>▼</div><div>▼</div><div>▼</div><div>▼</div><div>▼</div><div>▼</div></div></div> <div></div>	

Fill in the required information and follow the prompts to select the file from your computer to be uploaded.

Similar steps are required to post a video or a web link.

Distributed Documents and Videos

Distribute a document

Instructions

This page allows you to distribute a file stored on your computer to your students. The maximum file size is 250MB.

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☐ Students of all the courses that I teach (Winter 2022)

☐ Students of all sections for my course 345-102-MQ - EDUCATION AND THE FORMATION OF WORLDVIEWS

☒ Students of course 345-102-MQ sect.00007

Distributed

☒ As of right now

☐ Not for now (document will be invisible for students)

☐ Between the following dates:

and

Reading date

☒ No recommended reading date

☐ Tell students to have read this document for the following date:

This is an example of the documents page that students will see.

Having well-chosen categories can help keep things organized.

Note the reading deadlines underneath the texts here.

Have students downloaded the readings or consulted materials?

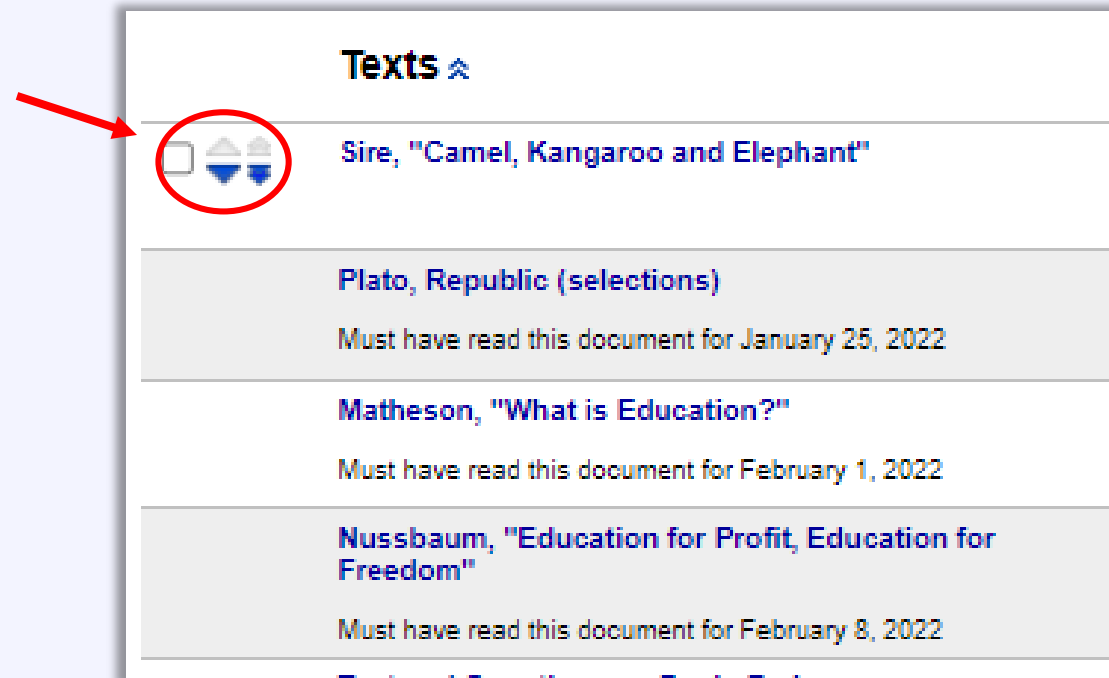
You can see how many students have consulted a document; and by clicking on these numbers, you can see specifically which students have and have not consulted a document.

Document	Students having viewed	Distributed	View or download	Modify Delete
Course outline				
Course outline 345-102-MQ sect. 00007 102, World Views - Course Outline - Education and the Formation of World Views	17 / 23	from Jan 14, 2022	Glass_Education_a... 196 KB	
Important Dates Calendar				
Important Dates Calendar Google Docs	21 / 23	since Jan 16, 2022		
Texts				
Sire, "Camel, Kangaroo and Elephant"	22 / 23	since Jan 14, 2022	Sire_Camel_Kangar... 258 KB	
Plato, Republic (selections) Must have read this document for January 25, 2022	23 / 23	since Jan 17, 2022	Student_Selection... 4.8 MB	
Matheson, "What is Education?" Must have read this document for February 1, 2022	22 / 23	since Jan 18, 2022	Student_copy_sele... 1.1 MB	
Nussbaum, "Education for Profit, Education for Freedom" Must have read this document for February 8, 2022	22 / 23	since Jan 30, 2022	Nussbaum_Educatio... 2.1 MB	
Text and Questions on Paulo Freire Text read in class.	19 / 23	since Feb 17, 2022	Lesson_on_Freire_... 170 KB	
bell hooks, "Class in the Classroom" Must have read this document for March 8, 2022	21 / 23	since Feb 25, 2022	Confronting_Class... 2.4 MB	
Ivan Illich, "Why We Must Disestablish School" Must have read this document for March 22, 2022	20 / 23	since Mar 16, 2022	Illich_Why_we_mus... 56 KB	
"Can Ethics Be Taught?" Must have read this document for March 29, 2022	20 / 23	since Mar 23, 2022	_The_Pros_and_Con... 56 KB	
Noddings and Kunzman on Religion in Public Schools Must have read this document for April 6, 2022	20 / 23	since Mar 30, 2022	Noddings_and_Kunz... 304 KB	
Comprehension Questions				
Sire, Comprehension Questions	20 / 23	since Jan 17, 2022	Questions_on_Sire... 8 KB	
Comprehension Questions/Handout for Plato, Republic	22 / 23	since		

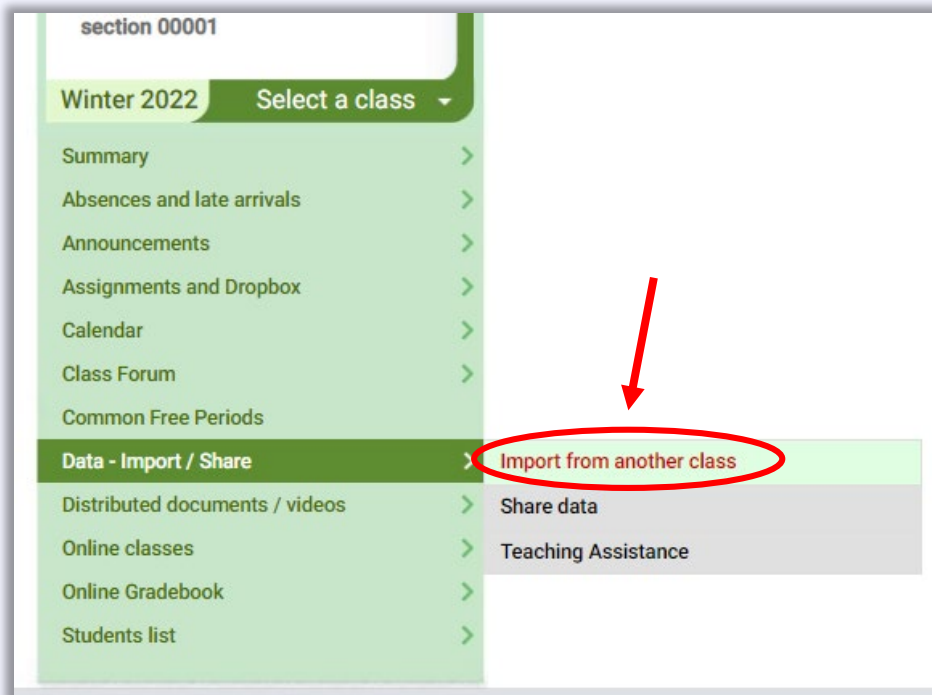
When you put your cursor over an uploaded document or a category, little arrow icons appear allowing you to rearrange your lists.

You can move documents around within a category, and you can move categories around within the broader list.

The large arrow on the left moves an item one spot. The double arrow on the right moves an item to the top or bottom of a list. Use the check box to select multiple items to move simultaneously.



You can also **import documents (one or several at a time) from other classes and previous semesters**. To do this, return to the navigation pane on the left. Select 'Data – Import/Share', and then select 'Import from Another Class' from the drop-down menu. Then you can add documents or assignments that you have used in the past.



Import from another class

345-BET-LE ETHICS AND LINGUISTIC RELATIONS section 00001

This option allows you to quickly set up the content for class 345-BET-LE ETHICS AND LINGUISTIC RELATIONS sect. 00001 by creating it using existing content from other classes. You can import content relating to evaluation grids, distributed documents and assignment instructions.

Using an evaluation grid from another class

If you have already built (for this semester or a previous semester) an evaluation grid similar to the one you will be using here, you can import the evaluation grid from another course section and modify it as you wish to suit the present group. You can also import an evaluation grid created by another teacher who has decided to share it (the course must be in the same discipline).

Importation not available for this class

Use of an evaluation grid from another class is not available because an evaluation grid for course 345-BET-LE sect. 00001 already exists. If you want to base the evaluation grid for this class on that of another class, you must first delete the existing evaluations before proceeding.

Add distributed documents from another class

If you have already used Léa this semester or in a previous semester, you can add documents to be distributed coming from another course section and then modify them to suit the present group. You can also add documents from another course (in the same discipline) that is taught by another teacher who has elected to share them.

Add assignment instructions taken from another class

If you have already used Léa this semester or in a previous semester, you can add assignment instructions from another course section and then modify it to suit the present group. You can also add assignment instructions from another course (in the same discipline) that is taught by another teacher who has elected to share them.

Selecting '**Add distributed documents from another class**' will give you several options to choose from

You can select a previous (or current) semester as well as the class from which you want to take material.

(Although Léa gives you the option to select other teachers' content, this will only be available if other teachers have elected to make their content publicly available.)

You can elect to either retain the document distribution dates or else create new ones (as is usually the appropriate option).

You can select one or more documents to import by checking the relevant boxes.

A similar operation can be done to import Evaluation Charts and assignment instructions.

Import from another class
345-102-MQ EDUCATION AND THE FORMATION OF WORLDVIEWS section 00002

Instructions
This operation allows you to copy, for course 345-102-MQ sect. 00002, distributed documents from a class of your choice.

Add distributed documents from another class

1. Select the semester for the course which contains the desired documents:
Winter 2022

2. I want to import documents:
☒ from a course I am teaching
☐ from a course 345-102-MQ taught by myself or another teacher
☐ from a course in the same discipline 345 taught by myself or another teacher

3. Select the course-section which contains the documents you wish to import
345-102-MQ sect. 00003

4. ☐ Retain the document distribution dates
Note: if you have not selected this option, the documents will be transferred but students will not be able to view them until you have adjusted the distribution date for each using the Distributed documents module.

5. Please select which documents you wish to import.
☒ File External document

Course outline
☒ Course outline 345-102-MQ sect. 00003
102, World Views - Course Outline - Education and the Formation of World Views Glass_Education_a... 196 KB

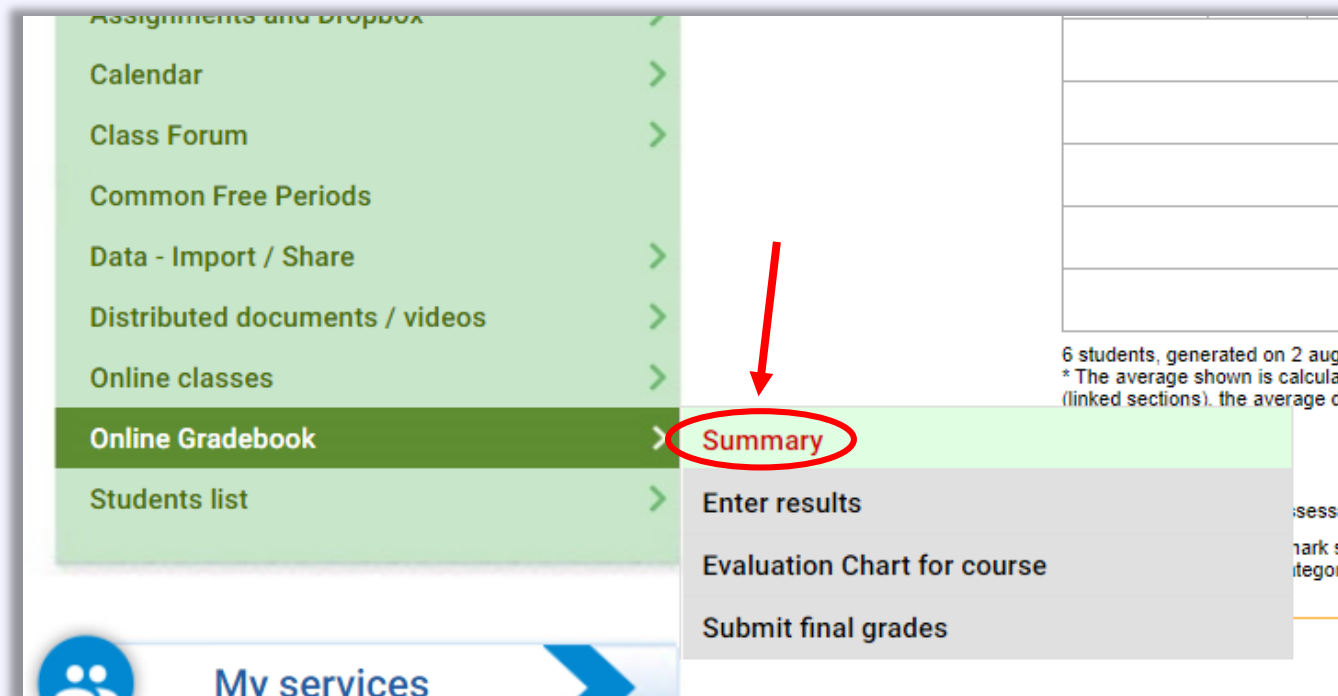
Important Dates Calendar
☒ Important Dates Calendar Google Docs Calendar Important Dates C...

Texts

<input checked="" type="checkbox"/> Sire, "Camel, Kangaroo and Elephant"	Sire_Camel_Kangar... 258 KB
<input checked="" type="checkbox"/> Plato, Republic (selections)	Student_Selection... 4.8 MB
<input checked="" type="checkbox"/> Matheson, "What is Education?"	Student_copy_sele... 1.1 MB
<input checked="" type="checkbox"/> Nussbaum, "Education for Profit, Education for Freedom"	Nussbaum_Educatio... 2.1 MB
<input checked="" type="checkbox"/> Text and Questions on Paulo Freire	Lesson_on_Freire_... 170 KB

3. Setting up Assignments and the Grading Evaluation Chart

If you select 'Online Gradebook', then 'Summary', from the left hand navigation pane, it will bring you to a summary of your class assignments or assessments, as well as a snapshot of students' individual grades and class averages.



The chart summarizes the grades for the assignments that you have previously set up in the Grade Evaluation Chart for the course.

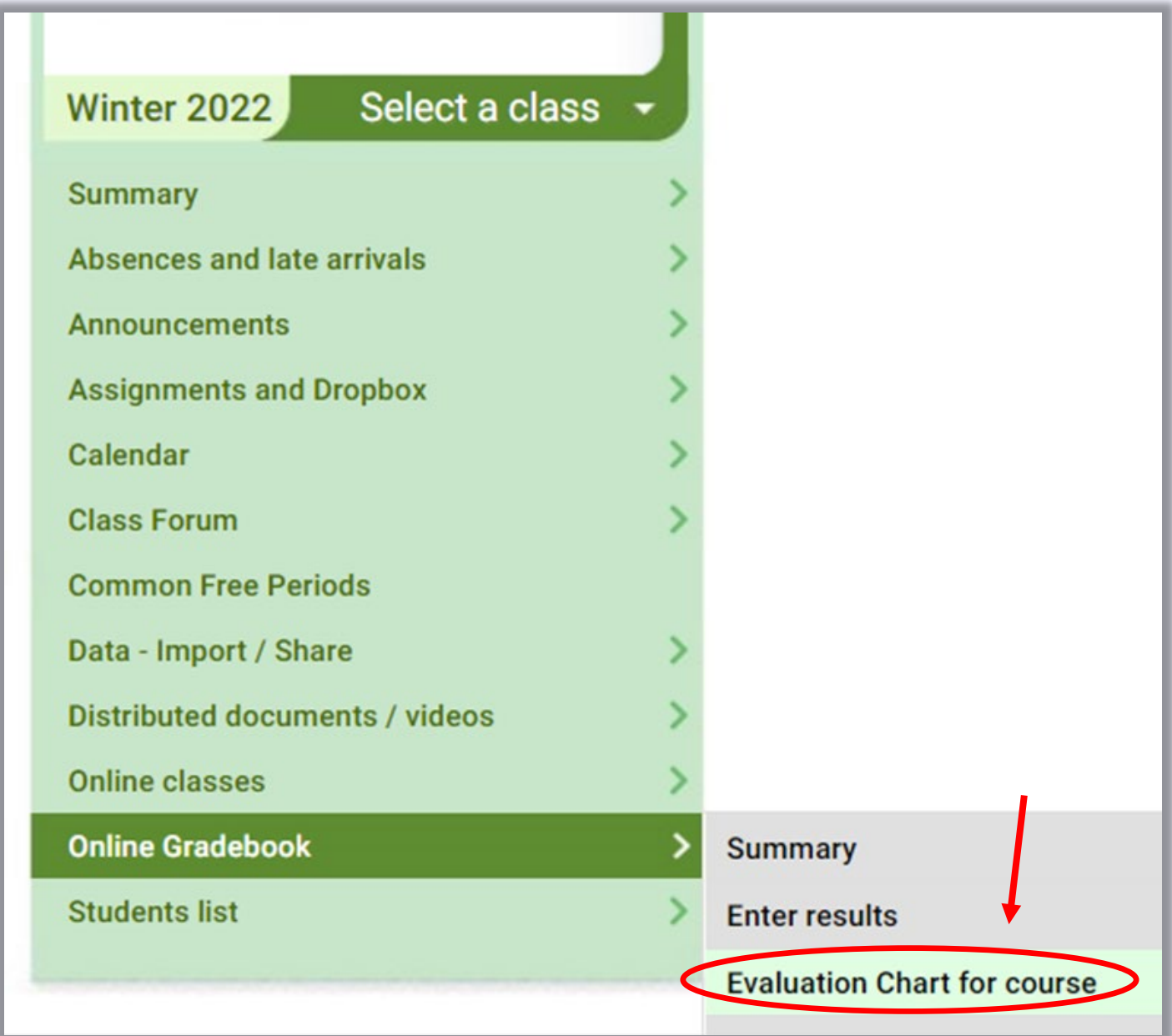
Assessments Legend

1 Quiz 1 (Feb 03)	4 Midterm Reflection (Mar 07)
2 Quiz 2 (Feb 24)	5 Final Essay Abstract/Proposal (Apr 07)
3 Quiz 3 (Apr 21)	6 Final Essay (May 05)

List sorted by: Last name, First name ▼

Student number	Section	Last name, First name	Quizzes (3) (45%)				Uncategorized				Current average	Final grade	Students excluded from calculations
			1 Quiz /20 15%	2 Quiz /20 15%	3 Quiz /26 15%	Avg.	4 Midd /30 15%	5 Fina /10 10%	6 Fina /30 30%	Avg.			
[blurred]	[blurred]	[blurred]	20.0	20.0	26.0	45.0/45 100.0%	26.5	8	29.0	50.3/55 91.4%	95.3/100 95.3%	95	<input type="checkbox"/>
[blurred]	[blurred]	[blurred]	20.0	20.0	23.0	43.3/45 96.2%	24.5	8	25.0	45.3/55 82.3%	88.5/100 88.5%	89	<input type="checkbox"/>
[blurred]	[blurred]	[blurred]	20.0	20.0	26.0	45.0/45 100.0%	25.0	9	29.0	50.5/55 91.8%	95.5/100 95.5%	96	<input type="checkbox"/>
[blurred]	[blurred]	[blurred]	20.0	19.5	24.0	43.47/45 96.6%	24.5	8	27.5	47.8/55 86.8%	91.2/100 91.2%	91	<input type="checkbox"/>
[blurred]	[blurred]	[blurred]	19.0	19.5	24.5	43.0/45 95.6%	0.0	6	16.5	22.5/55 40.9%	65.5/100 65.5%	66	<input type="checkbox"/>
[blurred]	[blurred]	[blurred]	18.5	16.5	22.0	38.9/45 86.5%	24.0	8	24.0	44.0/55 80.0%	82.9/100 82.9%	83	<input type="checkbox"/>
Number of students:			6	6	6	6	6	6	6	6	6	6	---
Average:			19.6	19.3	24.3	95.8%	20.8	7.8	25.2	78.9%	86.5% *		
Median:			20.0	19.8	24.3	96.4%	24.5	8.0	26.3	84.6%	89.9%		
Standard deviation:			0.6	1.3	1.46	4.5%	9.3	0.9	4.3	17.5%	10.3%		
Grades distribution:			1	2	3		4	5	6		Total		

To set up your Gradebook and create assessments, navigate to 'Online Gradebook' and select 'Evaluation Chart for course'.



When you have posted one or more assignments for a course, those will appear here and can be altered. In addition, you will have the option to **add assessments**.

You can add assessment categories (i.e., Quizzes, Homework, Journal Entries, etc.) or individual assessments/assignments.

To add an assessment, select '**Add an assessment**'.

Instructions

Creation of the Evaluation Chart

You can create your own Evaluation chart by adding the assessments according to your course outline.

Categories

Once your assessments are created, you will be able to classify them by categories (optional). You can create your own categories, or use the predefined categories. For example, you could file in the category 'Laboratories' the assessments named 'Lab #1' and 'Lab #2'.

Category with stable weight

When creating a category, you may indicate that it has a fixed weight. In this case, instead of being determined by the sum of the weights of the assessments included in this category, the category's weight will always remain constant (ex.: 30%), whatever the number of assessments. This can be practical if you think the number of assessments may be adjusted along the road and if all assessments in this category have equal weights.


Special rules

For each category, the system allows you to set special rules. For example, you could decide that the lowest result obtained in the category 'Exercices' should not be taken into account when calculating the final grade OR that the student must obtain at least 60% in the category 'Exams' to pass the course.

Display rank

You can modify the display order of assessments and categories by pressing on the arrows on their left.

Distribution of assignment instructions and Submission of the assignment via Léa (optional)

Once your assessment has been created, you can choose to associate it assignment instructions that your students will be able to get via Léa. Your instructions can take the form of a file of your choice (Word, PDF, Excel, etc.). If the assignment requires the submission of a document, you can ask your students to use Léa in order to submit their work in file format. In order to access the menu allowing to distribute instructions associated with an assessment, press on the icon  appearing next to the assessment.

Options

Usage of an existing Evaluation Chart

If you've already built (this semester or from a previous semester) an Evaluation Chart that you wish to reuse here, you can **IMPORT THE EVALUATION CHART FROM ANOTHER CLASS** and then modify it as needed for this class. You can also import an evaluation chart created by another teacher who chose to share it (the course must be in the same discipline).

Share your Evaluation Chart

Once your Evaluation Chart is complete, you may share it with other teachers of the same discipline in your College so that they can use it as a template for their own chart. To do so, checkmark the box below (note: this will not allow them to modify your chart or see your students' results)

☐ Allow other teachers to use this Evaluation Chart as a template to build their own Evaluation Chart

Evaluation Chart

Total weight for all assessments: 0%

No assessment has been created in the Evaluation Chart.

Available categories: [Theory](#) [Laboratories](#) [Homework](#) [Exams](#) [Final examination](#)

Add an assessment

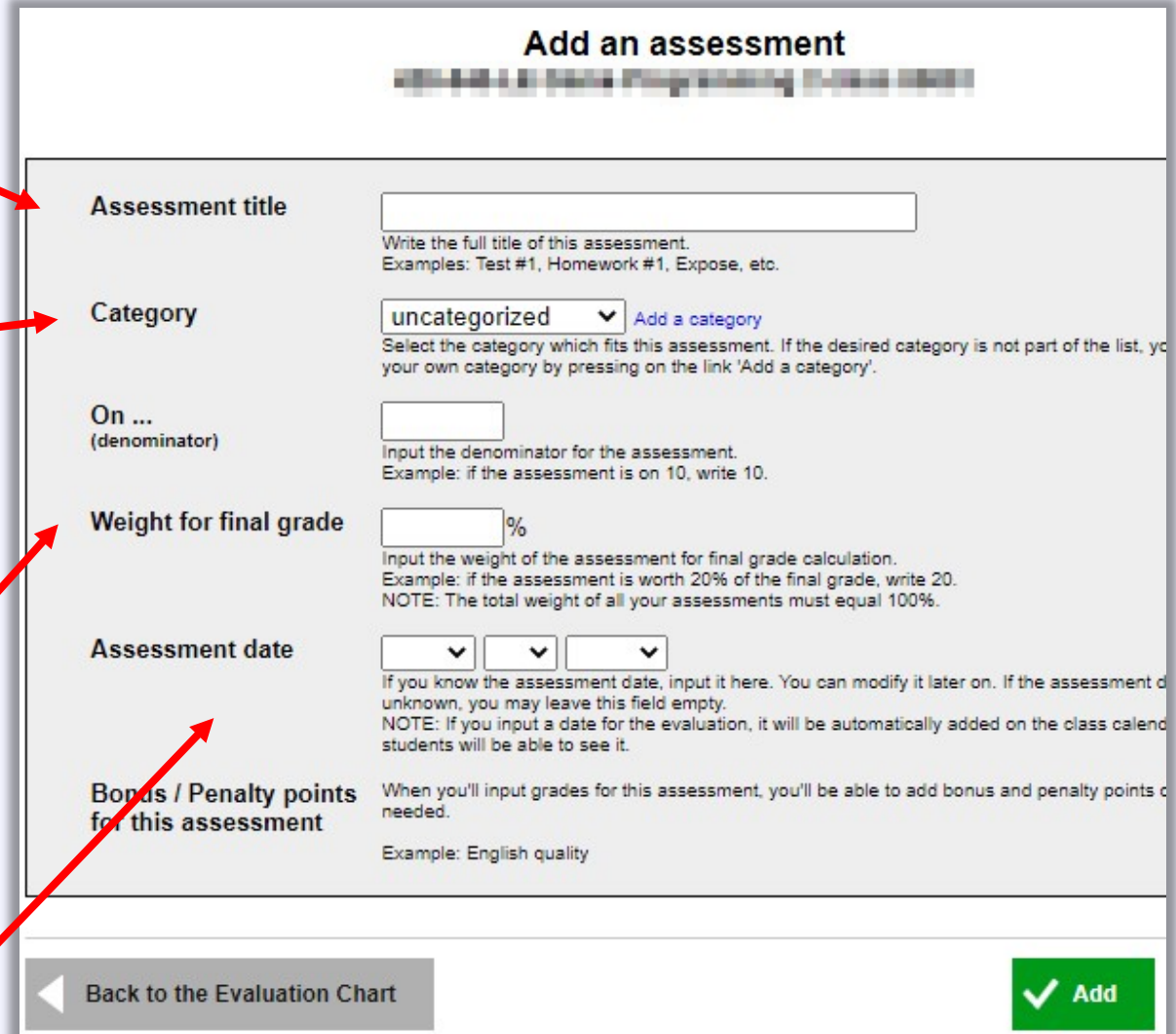
Add a category

Give the assessment item a **title**. This is the title that students will see, so make it informative.

Select an assignment **Category** if needed. You can create a new category by selecting 'Add a category'. The page will refresh and a place will be made for you to enter a Category title.

Put in a **denominator** (i.e., out of how many marks the assessment will be) and the **weight** of the assignment. These values can always be changed later as you build the course.

Select the **assessment date**. This deadline will appear for students in the Léa and Omnivox calendars.



Add an assessment

Assessment title
Write the full title of this assessment.
Examples: Test #1, Homework #1, Expose, etc.

Category [Add a category](#)
Select the category which fits this assessment. If the desired category is not part of the list, you can create your own category by pressing on the link 'Add a category'.

On ... (denominator)
Input the denominator for the assessment.
Example: if the assessment is on 10, write 10.

Weight for final grade %
Input the weight of the assessment for final grade calculation.
Example: if the assessment is worth 20% of the final grade, write 20.
NOTE: The total weight of all your assessments must equal 100%.

Assessment date
If you know the assessment date, input it here. You can modify it later on. If the assessment date is unknown, you may leave this field empty.
NOTE: If you input a date for the evaluation, it will be automatically added on the class calendar and students will be able to see it.

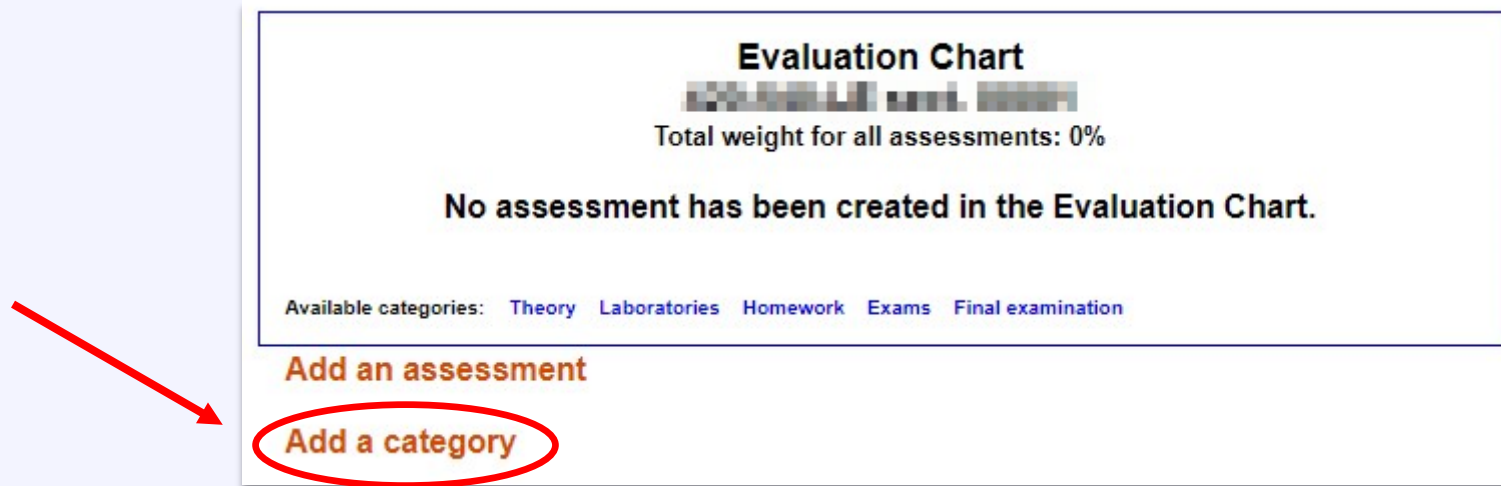
Bonus / Penalty points for this assessment
When you'll input grades for this assessment, you'll be able to add bonus and penalty points if needed.
Example: English quality

[Back to the Evaluation Chart](#) [Add](#)

When you are finished, click **Add**.

Alternatively, you can start by **creating an assessment Category**. The categories are useful if you want to include several small assignments within a broader assessment (e.g., several short quizzes, journal entries, reading responses, etc).

To do this, return to the Evaluation Chart and select **Add a category**.



Here you can set up the category parameters.

If you make the '**weight a function of assessments included in this category**', then the relative weight of this category for the final grade will simply be the sum of the weights of the individual assignments in it.

If you elect to assign a '**fixed weight for this category**', then you can decide, for example, that all the quizzes or homework assignments together will be worth X% of the final grade. *With this setting, all assessments in this category will have the same relative weight (even if they are graded on different denominators).*

Add a category

Category title

Weight for final grade

☒ Weight is function of assessments included in this category

The category's weight will equal the sum of specific weights assigned to each assessment included in this category.

☐ Fixed weight for this category: %

Weights of the assessments included in this category will be automatically calculated by Omnivox so the sum of these weights equals the fixed weight you have defined for this category. Please note that all assessments in the category will have an equal weight.

Example: you decide of a 30% fixed weight for this category and you initially include 10 assessments. Every assessment will therefore be worth 3%. Along the road, you decide to remove an assessment. Each of the remaining 9 assessments will therefore be worth 3.333%.

Specific Rules for this category

☐ If a student does not obtain an average of at least % in this category

☐ The student's final grade will not exceed

☐ The student's final grade will not exceed the average obtained in this category

☐ Discard

the lowest result obtained in this category

IMPORTANT: if you apply this rule, all assessments in this category must have the same weight. In the calculation of averages and final grade, Omnivox will discard the assessment(s) with the lowest result(s). The overall weight of the category for the final grade is therefore calculated by removing the weight of the discarded assessment(s).

EXAMPLE: your category weights 40% on your course outline and contains 6 assessments. You want to discard the 2 lowest results in the category (in other words, you want to retain only the 4 best results). Make sure you configure a weight of 10% for each of the 6 assessments. Therefore, Omnivox will compute the overall weight of the category as being 40%, i.e. $(6-2) \times 10\%$.

Add

Cancel

21

Specific Rules for this category

You can elect, for example, to **discard the lowest one or two results/grades obtained in this category**. This is useful if you have small, frequent assessments but you want to allow students the opportunity to skip one or two, or else have the lowest mark not count for the final grade.

In addition, sometimes students must pass a final summative assessment in order to obtain a %60 passing grade in the course. By putting the final summative assessment(s) in this category, you can automatically set this rule for the calculation of the final grade.

Specific Rules for this category

☐ If a student does not obtain an average of at least % in this category

☐ The student's final grade will not exceed

☐ The student's final grade will not exceed the average obtained in this category

☐ Discard

IMPORTANT: if you apply this rule, all assessments in this category must have the same weight. In the calculation of averages and final grade, OmnivoX will discard the assessment(s) with the lowest result(s). The overall weight of the category for the final grade is therefore calculated by removing the weight of the discarded assessment(s).

EXAMPLE: your category weights 40% on your course outline and contains 6 assessments. You want to discard the 2 lowest results in the category (in other words, you want to retain only the 4 best results). Make sure you configure a weight of 10% for each of the 6 assessments. Therefore, OmnivoX will compute the overall weight of the category as being 40%, i.e. $(6-2) \times 10\%$.

You can also elect to **import your Evaluation Chart** from another one of your classes. This is helpful if you have multiple sections of a course in a given semester or if you are teaching a course that you have taught in the past.

Use the navigation pane to navigate to the 'Evaluation Chart for course' and select '**Import the Evaluation Chart from Another Class**'.

You can also elect to make your evaluation chart available to other instructors.



Options

Usage of an existing Evaluation Chart

If you've already built (this semester or from a previous semester) an Evaluation Chart that you wish to reuse here, you can **IMPORT THE EVALUATION CHART FROM ANOTHER CLASS** and then modify it as needed for this class. You can also import an evaluation chart created by another teacher who chose to share it (the course must be in the same discipline).

Share your Evaluation Chart

Once your Evaluation Chart is complete, you may share it with other teachers of the same discipline in your College so that they can use it as a template for their own chart. To do so, checkmark the box below (note: this will not allow them to modify your chart or see your students' results)

☐ Allow other teachers to use this Evaluation Chart as a template to build their own Evaluation Chart

Select a term, search through your own courses or among the materials made available by other instructors; and then select the particular class from which you want to import the Evaluation Chart.

Select **whether you want to keep the assessment dates** from the other course. Usually you will not want this (especially if you are borrowing an evaluation chart from a previous semester). However, this might be useful in instances in which you have multiple sections of the same course in a given semester and the assessment dates are the same for all of them.

Import from another class

Instructions

This option allows you to reuse an Evaluation Chart of an existing class for your course 420-540-LE sect. 00001. Once the Evaluation Chart is imported, you will be able to modify it as needed.

To proceed with the importation of an Evaluation Chart, please complete the 4 following steps:

Using an evaluation grid from another class

1. Please select the semester during which the class you want to import the evaluation chart was given:

Fall 2022 ▼

2. I want to use an Evaluation Chart from:

☐ a class that I teach

☐ a class taught by me or another teacher

☒ a class from discipline taught by me or another teacher

3. Please select the class from which the Evaluation Chart will be imported.

4. ☐ I want to keep the assessment dates from the imported Evaluation Chart.

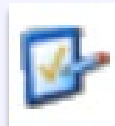
4. Setting up a Léa Dropbox for Student Submissions

When you set up the Evaluation Chart, you are setting up a gradebook that you can use and which your students can see. Some of the assessments in this chart might correspond to in-class work or other assessments that students submit in person, on Moodle, or elsewhere. In that case, you will simply use this Evaluation Chart to keep track of grades.

However, you might want students to submit work for a particular assessment directly on Léa. For that, you can use the **Léa Dropbox**...

The easiest way to **set up a Léa submission Dropbox for an assessment** is to first set up the Evaluation Chart.

Then you can edit specific assignment instructions, including submission instructions. To do this, click on the icon to the right of an assessment item.

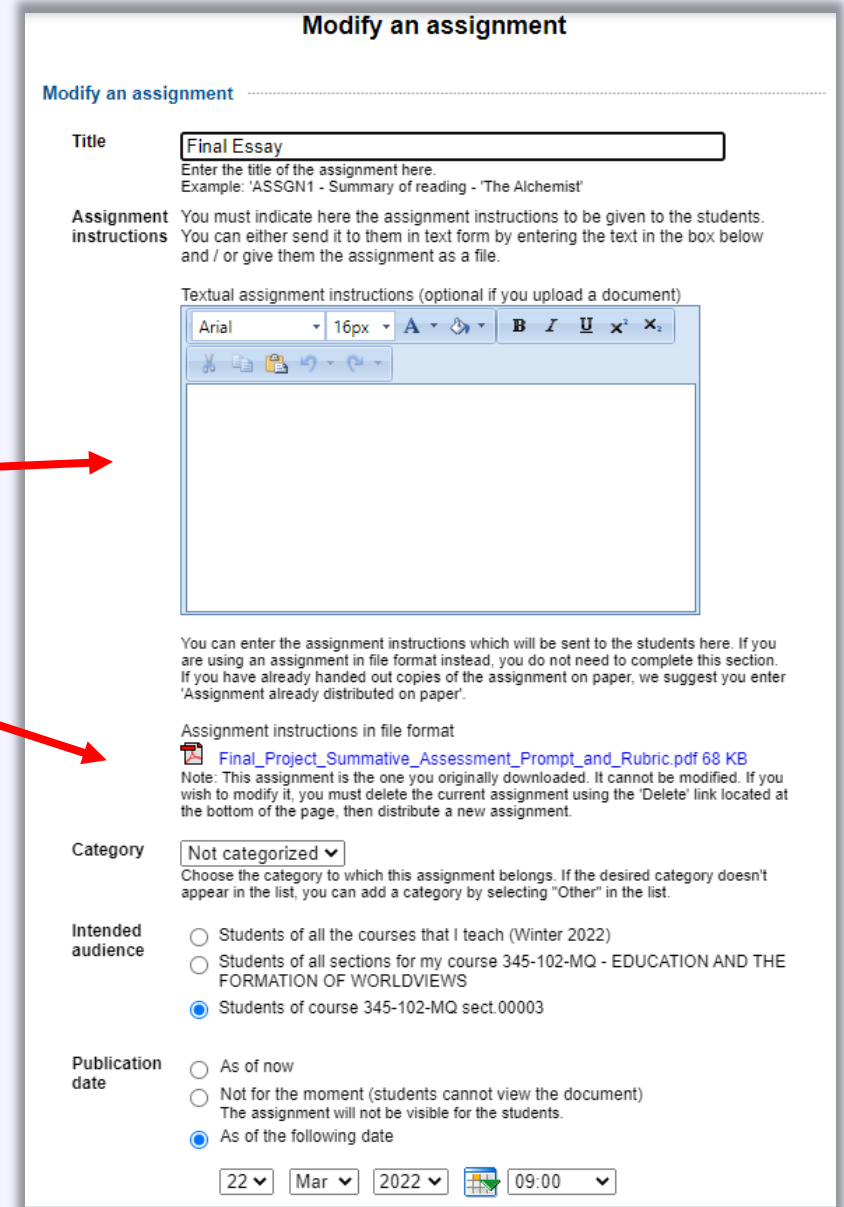


Evaluation Chart					
345-103-MQI sect. 000003					
Total weight for all assessments: 100%					
Quizzes (3)					
fixed weight for this category: 45% of final grade					
Display rank	Assessments	Out of	Weight	Nb of captured marks	Assessment Date
	Quiz 1	16	45% / 3	34	Feb 02, 2022
	Quiz 2	16	45% / 3	34	Feb 23, 2022
	Quiz 3	32	45% / 3	34	Apr 20, 2022
Uncategorized assessments					
weight for this category: 55% of final grade					
Display rank	Assessments	Out of	Weight	Nb of captured marks	Assessment Date
	Midterm Interview (Essay)	30	20%	34	Mar 16, 2022
	Interview Assignment (Peer Review)	5	5%	32	Mar 14, 2022
	Final Essay	30	30%	33	May 09, 2022
Other available categories: Theory Laboratories Homework Exams Final examination					

From this page you can modify some of the assignment/assessment parameters (title, due date, category, etc).

Importantly, you can add **assignment instructions** here, either by entering text or uploading a document that contains the assignment instructions.

To change how the assignment is to be submitted by students, scroll down...



Modify an assignment

Modify an assignment

Title
Enter the title of the assignment here.
Example: 'ASSGN1 - Summary of reading - 'The Alchemist''

Assignment instructions You must indicate here the assignment instructions to be given to the students. You can either send it to them in text form by entering the text in the box below and / or give them the assignment as a file.


Textual assignment instructions (optional if you upload a document)

Arial 16px A B I U x² x₂

[Rich text editor toolbar]

You can enter the assignment instructions which will be sent to the students here. If you are using an assignment in file format instead, you do not need to complete this section. If you have already handed out copies of the assignment on paper, we suggest you enter 'Assignment already distributed on paper'.

Assignment instructions in file format

 [Final_Project_Summative_Assessment_Prompt_and_Rubric.pdf 68 KB](#)

Note: This assignment is the one you originally downloaded. It cannot be modified. If you wish to modify it, you must delete the current assignment using the 'Delete' link located at the bottom of the page, then distribute a new assignment.

Category
Choose the category to which this assignment belongs. If the desired category doesn't appear in the list, you can add a category by selecting "Other" in the list.

Intended audience

☐ Students of all the courses that I teach (Winter 2022)

☐ Students of all sections for my course 345-102-MQ - EDUCATION AND THE FORMATION OF WORLDVIEWS


☒ Students of course 345-102-MQ sect.00003

Publication date

☐ As of now

☐ Not for the moment (students cannot view the document)
The assignment will not be visible for the students.

☒ As of the following date



If you want students to upload their assignment submissions into the Léa Dropbox, select ***The students' assignments are submitted via Léa.***

Set the submission **deadline**. Decide **whether students can submit late assignments** and whether students can submit **several submissions**.

(Students occasionally upload the wrong document, or upload an assignment and then do a last minute-edit before the deadline. In these cases, allowing several submissions will permit the student to replace his/her original submission. You will still be able to view all the documents that each student has uploaded.)

Assignment submission

Submit

☒ The students' assignments are submitted via Léa
With a few steps, each student will be able to upload his assignment into your digital dropbox. You will then be able to either view them or download them onto your computer with ease. You will be informed of the date and time each assignment was submitted. In addition, the system will check to make sure that the files are free of any viruses.

Maximum size by submitted assignment 200 MB

☐ Alternative electronic delivery mode
If the files to be submitted electronically are too large to be delivered through Léa, give instructions for electronic delivery. These instructions will be presented to students.

☐ No electronic submission
The system will not allow students to submit their assignments online.

☐ Assignments will be submitted in class
The assignment must be submitted in class before the deadline you will have specified.

☐ Assignments will be submitted at my office
Students must submit their assignments at your office to the room number you will have specified.

☐ Assignments will be submitted to another location
Students must submit their assignments to the location you will specify below.

Submission deadline 9 May 2022 Time limit Day end

If you have chosen online submission, students will be able to submit their assignment up until that date without it being considered late. If you have not chosen online submission, this date will be indicated for information purposes only.

Lates

☒ Accept late assignments
Any assignment submitted after the deadline date and time will be identified as late on the list of submissions.

☐ Refuse late assignments
Once the deadline date and time have passed, the system will no longer accept submissions for this assignments.

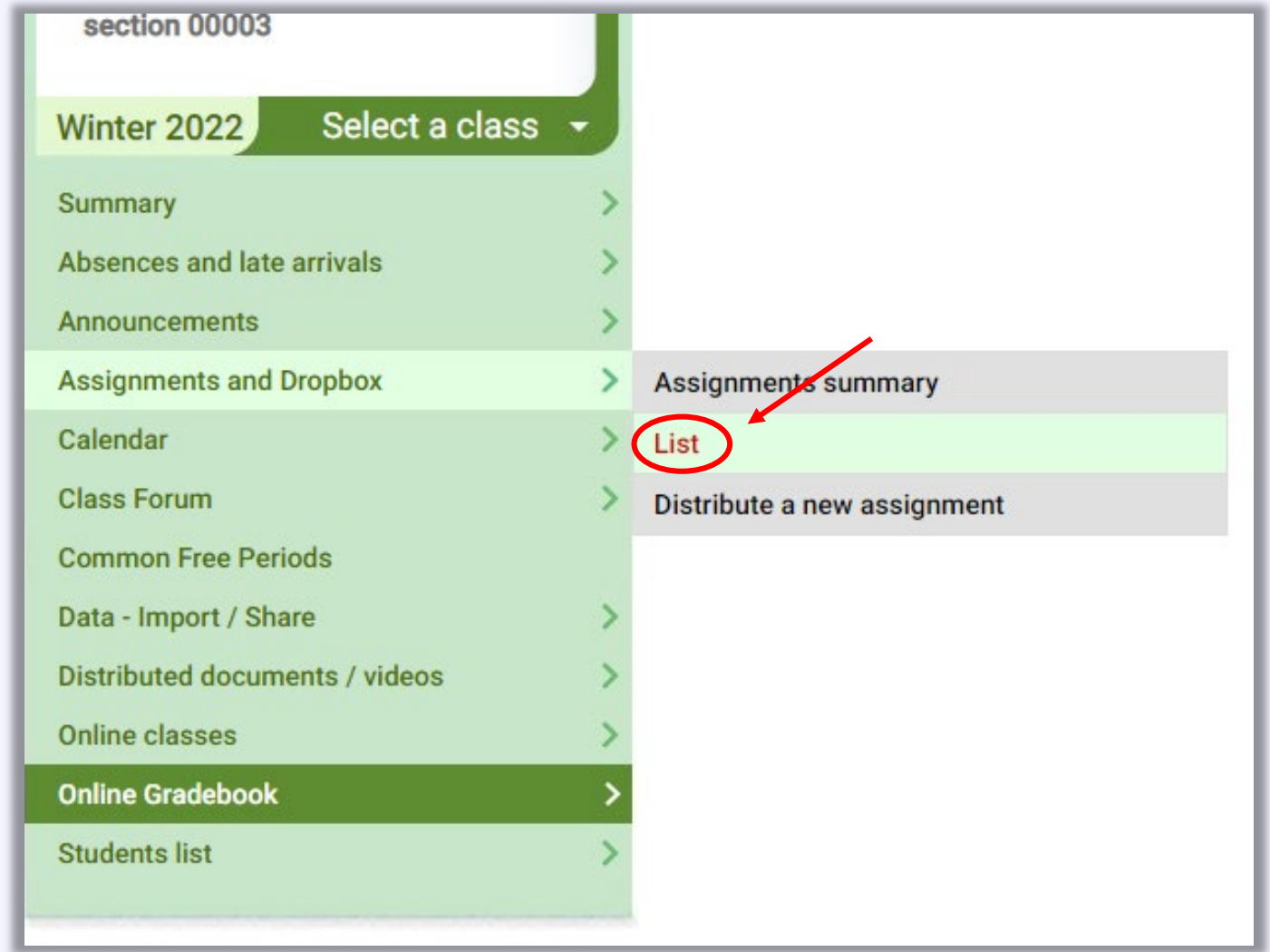
Allow several submissions

☒ Allow students who have already submitted their assignment to hand it in again before the deadline.
It is suggested to activate this option because it allows the student to submit more than one file for his assignment or to submit an additional version of his assignment if he makes a mistake when uploading his file the first time. At all times, you will be able to view all documents uploaded by the student in the "List" section.

Delete Submit Cancel

Once you have set an assignment to be submitted on Léa, a Léa Dropbox link will be created for students.

To view the Léa Dropbox for a class, go to the navigation pane, select 'Assignments and Dropbox', and select 'List'.





The table displays how many students have consulted the assignment instructions and how many have submitted their assignments.

To view the student submissions, click on the blue fraction (*m/n*) under 'Assignments submitted'.


To review the assignment parameters, click on the **blue** assignment item title.

This is an example of the Léa Dropbox page for a particular assessment/assignment.

The table shows submissions that can be downloaded by the instructor by clicking on the blue arrows . You can download submissions individually by clicking on a specific student's submission; or you can elect to download all the submissions at once.

The star  represents a student submission that the instructor has not yet downloaded. (This is handy for when a student submits an assignment late after the instructor has downloaded all the others.)

Unsubmitted and late assignments are indicated in red.

Feedback files uploaded by the instructor can be downloaded again for viewing by clicking on the green arrows .

Submit assignments

Midterm Interview (Essay)

Summary as of August 3, 2022 at 15:24

The deadline to submit this assignment is March 16, 2022.

As of August 3, 2022 at 15:24:43, 30 students out of 34 have submitted this assignment.

Downloading assignments

Individual download

Press the download icon located to the right of the student's name.

Download all of the assignments submitted by your students

To download the sum total of all the assignments submitted by your students, press on the button Download all of the assignments submitted by my students on my work station. Downloading options will then be offered.
































































Download all of the assignments submitted by my students on my work station

WARNING: We suggest you always wait a few minutes after the deadline before downloading the assignments, to ensure that students who have a slower Internet connection have completed their submission.

Return corrected assignments to students

After having loaded the students' assignments and having corrected them, you can send each of your students a corrected copy of their assignment. To do so, press on the 'Read instructions and transfer the corrected copies of the assignments' icon and follow the instructions on your screen.

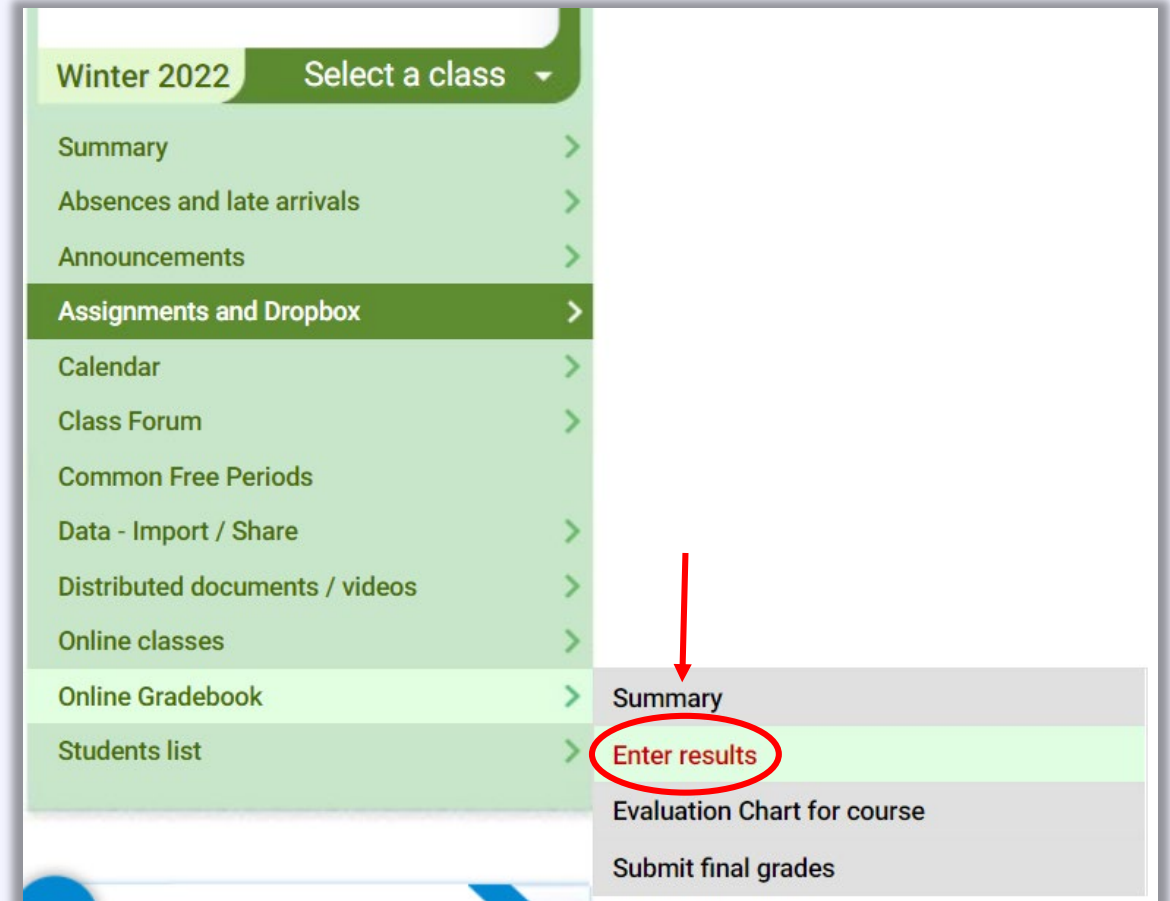
Read instructions and transfer the corrected copies of the assignments

Student number	Last name, first name	Section	Submission date	Download	Student's comment	Corrected copy
00001	André Gauthier	00003	Mar 15, 2022 at 13:48	 	-	 
00002	Christine Gauthier	00003	Mar 14, 2022 at 20:19	 	-	 
00003	Marie Gauthier	00003	Mar 16, 2022 at 12:30	 	-	 
00004	Marie Gauthier	Erian 00003	Mar 16, 2022 at 10:34	 	-	 
00005	Marie Gauthier	00003	Mar 16, 2022 at 18:49	 	-	 
00006	Marie Gauthier	00003	not submitted	-	-	-
00007	Marie Gauthier	00003	not submitted	-	-	-
00008	Marie Gauthier	00003	Mar 15, 2022 at 20:45	 	-	 
00009	Marie Gauthier	00003	Mar 17, 2022 at 00:02	 	-	 
00010	Marie Gauthier	00003	Mar 16, 2022 at 18:21	 	-	 
00011	Marie Gauthier	00003	Mar 15, 2022 at 20:00	 	-	 
00012	Marie Gauthier	00003	Mar 15, 2022 at 22:40	 	-	 
00013	Marie Gauthier	00003	Mar 16, 2022 at 10:28	 	-	 
00014	Marie Gauthier	00003	Mar 16, 2022 at 10:57	 	-	 
00015	Marie Gauthier	00003	Mar 14, 2022 at 23:13	 	-	 
00016	Marie Gauthier	00003	Mar 16, 2022 at 10:18	 	-	 
00017	Marie Gauthier	00003	Apr 3, 2022 at 22:25	  	-	-
00018	Marie Gauthier	00003	Mar 15, 2022 at 23:18	 	-	 



5. Inputting Grades and Uploading Feedback







To input grades for an assessment—grades that students will see and which will be recorded in the Evaluation Chart—go to ‘Online Gradebook’ in the navigation pane and select ‘**Enter results**’.



This brings you to the page in which all the course assignments are listed.

Note that this page looks practically identical to the 'Evaluation Chart' page from which you can change the gradebook itself rather than enter grades!




To submit grades for a particular assignment, simply click on the assignment title in [blue](#).

Assessments list				
JHEU-102-MQ1: Education and the Formation of Worldviews, class 000001				
Please select the assessment for which you want to input, modify or consult the marks or comments.				
Quizzes (3) fixed weight for this category: 45% of final grade				
Assessments	Out of	Weight	Nb of captured marks	Assessment Date
Quiz 1	16	45% / 3	34	Feb 02, 2022 
Quiz 2	16	45% / 3	34	Feb 23, 2022 
Quiz 3	32	45% / 3	34	Apr 20, 2022 
<hr/>				
Uncategorized assessments weight for this category: 55% of final grade				
Assessments	Out of	Weight	Nb of captured marks	Assessment Date
Midterm Interview (Essay)	30	20%	34	Mar 16, 2022 
Interview Assignment (Peer Review)	5	5%	32	Mar 14, 2022 
Final Essay	30	30%	33	May 09, 2022 

Tip: Sometimes it happens that you set up a gradebook at the beginning of the semester, but later when you have created a quiz or assignment, you decide that the grade should be out of, say, 15 marks instead of 10.

Before entering grades, make sure that the denominator (the 'Out of') number is correct.

If it is not, you can update this in the Evaluation Chart. You can do this by going to 'Online Gradebook' in the navigation pane and selecting 'Evaluation Chart for the Course'. Then you can select the assignment in question and change the denominator. (See slide 19).

Quizzes (3)					
fixed weight for this category: 45% of final grade					
Assessments	Out of	Weight	Nb of captured marks	Assessment Date	
Quiz 1	16	45% / 3	34	Feb 02, 2022	
Quiz 2	16	45% / 3	34	Feb 23, 2022	
Quiz 3	32	45% / 3	34	Apr 20, 2022	

To enter grades...

Having gone to the 'Enter Results' page and selected the assignment for which you would like to enter grades, you will have several options.

You **can input grades manually** (from a physical list, for example, if you graded assignments or quizzes by hand). To do this, simply enter the marks in the space provided.

You can also Import marks for a whole class from a spreadsheet.

This feature is useful when you are taking grades from other software or platforms (Moodle, etc.) that produce a spreadsheet of results. If you have to create this spreadsheet manually, then in many cases you might be better off simply inputting the student grades manually into Léa.

To import results from a spreadsheet, click on the 'Import results' icon.

Assessment marks - Quiz 1 (out of 16 pts)

Quick Instructions

- Please input grades (on 16) for every student in the class.
- To move to the next student, you can use the 'TAB' key on your keyboard.

FIELDS LEFT EMPTY
A field left empty is equivalent to giving no grade to the student (it does not equate to zero). You can therefore leave a field empty as long as you do not have a grade for the student's assessment. Once the grade is known, you can simply come back to fill the empty field. At the end of the course, when you'll choose to report final averages to the Final Grades Submission Form, the system will notify you if you still have empty grades so that you can replace them with the actual grade obtained or by zero if such is the case.

Add a Bonus points column to this assessment

Add a Penalty points column to this assessment

Add a comment

List sorted by: Last name, First name

Import results

Student number	Section	Last name, First name	Mark / 16	Comments
000001	0000	John, John	14	
000002	0000	Anderson, Robert (Anderson, Robert)	9.5	
000003	0000	Robert, Robert	13.5	
000004	0000	Robert, Robert (Robert, Robert)	4	
000005	0000	Robert, Robert	16	
000006	0000	Robert, John	15	
000007	0000	Robert, John	9	
000008	0000	Robert, John	16	
000009	0000	Robert, John	12	
000010	0000	Robert, John	15	
000011	0000	Robert, John	10.5	
000012	0000	Robert, John	10.5	
000013	0000	Robert, John	7	
000014	0000	Robert, John	16	
000015	0000	Robert, John	13	
000016	0000	Robert, John	11	

A window will open with instructions.

Open your spreadsheet. Make sure that (1) student ID numbers, (2) student assignment grades, and (3), if desired, a comment corresponding to each grade appear in adjacent columns.

The **grade should be the nominator in the fraction representing the student's results**; so if a student obtained 12/15 on a quiz, then the grade to be assigned is 12. The denominator (15) should have already been set up in the Evaluation Chart. (I.e., *you usually cannot enter results as a percentage.*)

Copy all the necessary rows (corresponding to the number of students in the class) from your spreadsheet, including the ID numbers, grades, and (if desired) comments. Paste these into the 'Results to Import' pane and select to Import the results.

Import results from a spreadsheet

The importation enables you to transfer assessments marks to Omnivox from a spreadsheet such as Ms Excel.

INSTRUCTIONS
Please follow these steps:

1. Open your spreadsheet. The spreadsheet must include a column containing the Student Numbers, a column containing the results to import and a third column containing a comment for the student. The comments column is optional.
2. If the column containing the Student Numbers is not located immediately on the left of the column containing the results to import, copy the contents of these two columns to a new sheet or to empty columns. The Student Numbers column must be immediately on the left of the column containing the results to import.
3. Select your columns (Student Numbers, results and comments if present) and paste the content into the text field.

RESULTS TO IMPORT

Close this window Import the results

You can also **manually enter individual comments for each student** by clicking on the page icon next to the student's mark. (This will be time-consuming, and there will usually be better strategies if you want to leave an individual comment for every student individually.)

And finally, you can **upload a comment for the whole class** by clicking on 'Add a comment'.

Assessment marks - Quiz 1 (out of 16 pts)

Quick Instructions

- Please input grades (on 16) for every student in the class.
- To move to the next student, you can use the 'TAB' key on your keyboard.

FIELDS LEFT EMPTY
A field left empty is equivalent to giving no grade to the student (it does not equate to zero). You can therefore leave a field empty as long as you do not have a grade for the student's assessment. Once the grade is known, you can simply come back to fill the empty field. At the end of the course, when you'll choose to report final averages to the Final Grades Submission Form, the system will notify you if you still have empty grades so that you can replace them with the actual grade obtained or by zero if such is the case.

Add a Bonus points column to this assessment
 Add a Penalty points column to this assessment



Add a comment List sorted by: Last name, First name ▼

Import results

Student number	Section	Last name, First name	Mark / 16	Comments
2019001	0001	Adams, John	14	
2019002	0001	Anderson, Robert	9.5	
2019003	0001	Brown, Jennifer	13.5	
2019004	0001	Chen, David	4	
2019005	0001	Clark, Michael	16	
2019006	0001	Davidson, John	15	
2019007	0001	Evans, Mary	9	
2019008	0001	Evans, David	16	
2019009	0001	Frederick, William	12	
2019010	0001	Garcia, Maria-José	15	
2019011	0001	Green, David	10.5	
2019012	0001	Hall, Stephen	10.5	
2019013	0001	Harris, Charles	7	
2019014	0001	Hill, David	16	
2019015	0001	Hunter, Robert	13	
2019016	0001	Hutchinson, Robert	11	

When you have entered student grades, you can save them.

You can **choose what information will be transmitted to students**: No information, information about their own results, or information about their own results as well as the class average.

[ID]	[Name]	[Grade]	14	[Icon]
[ID]	[Name]	[Grade]	15	[Icon]
[ID]	[Name]	[Grade]	16	[Icon]
[ID]	[Name]	[Grade]	11	[Icon]
[ID]	[Name]	[Grade]	14	[Icon]
[ID]	[Name]	[Grade]	15	[Icon]
Average:			12.1 76%	 Recalculate
Median:			12.5 78%	
Standard deviation:			3.1	
Grades distribution:				

34 students, generated on 3 august 2022, 12:07:52

Please select elements of this assessment that will be available to the class students:

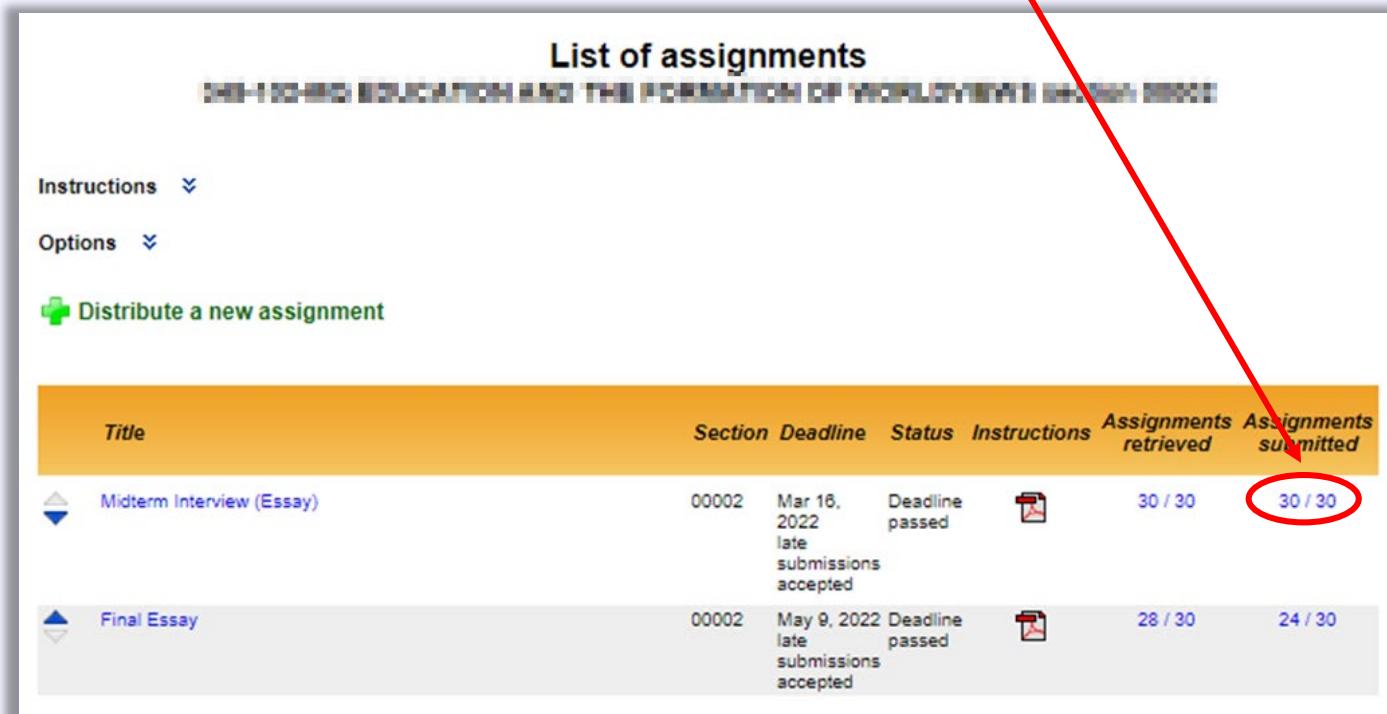
- ☒ Student's mark, comments and class average
- ☐ Student's mark and comments
- ☐ Do not communicate any information about this assessment





Save

How to upload individual feedback files for all students?

What if students have submitted essays or other documents and you want to give them individual feedback files or corrected essays?

Navigate again to the Léa Dropbox and select the individual assessment for which you want to upload feedback files.



Title	Section	Deadline	Status	Instructions	Assignments retrieved	Assignments submitted
 Midterm Interview (Essay)	00002	Mar 16, 2022 late submissions accepted	Deadline passed		30 / 30	30 / 30
 Final Essay	00002	May 9, 2022 late submissions accepted	Deadline passed		28 / 30	24 / 30

From this page, you can do a batch download of all the assignments that have been submitted. This will download all of the assignments into a Zip file.

If these are essays, for example, then you can edit each student's document directly in the file, save it again to your computer (or wherever you want), and then upload all the feedback files at once.

Alternatively, if you downloaded student essays on Turnitin, or if you have generated feedback files in another way, you can still upload a set of corrected feedback files all at once.

To do this, click on 'Read instructions and transfer the corrected copies of the assignments'.

Submit assignments

Midterm Interview (Essay)

Summary as of August 3, 2022 at 12:35
The deadline to submit this assignment is March 16, 2022.
As of August 3, 2022 at 12:35:10, 30 students out of 34 have submitted this assignment.

Downloading assignments

Individual download
Press the download icon located to the right of the student's name.

Downloading of all the assignments submitted by your students
To download the sum total of all the assignments submitted by your students, press on the button *Download all of the assignments submitted by my students on my work station*. Downloading options will then be offered.

Download all of the assignments submitted by my students on my work station

WARNING: We suggest you always wait a few minutes after the deadline before downloading the assignments, to ensure that students who have a slower Internet connection have completed their submission.

Return corrected assignments to students
After having loaded the students' assignments and having corrected them, you can send each of your students a corrected copy of their assignment. To do so, press on the 'Read instructions and transfer the corrected copies of the assignments' icon and follow the instructions on your screen.

Read instructions and transfer the corrected copies of the assignments

Student number	Last name, first name	Section	Submission date	Download	Student's comment	Corrected copy
		00003	Mar 15, 2022 at 13:46		-	
		00003	Mar 14, 2022 at 20:19		-	
		00003	Mar 16, 2022 at 12:30		-	
		00003	Mar 16, 2022 at 10:34		-	
		00003	Mar 16, 2022 at 18:49		-	
		00003	not submitted	-	-	---

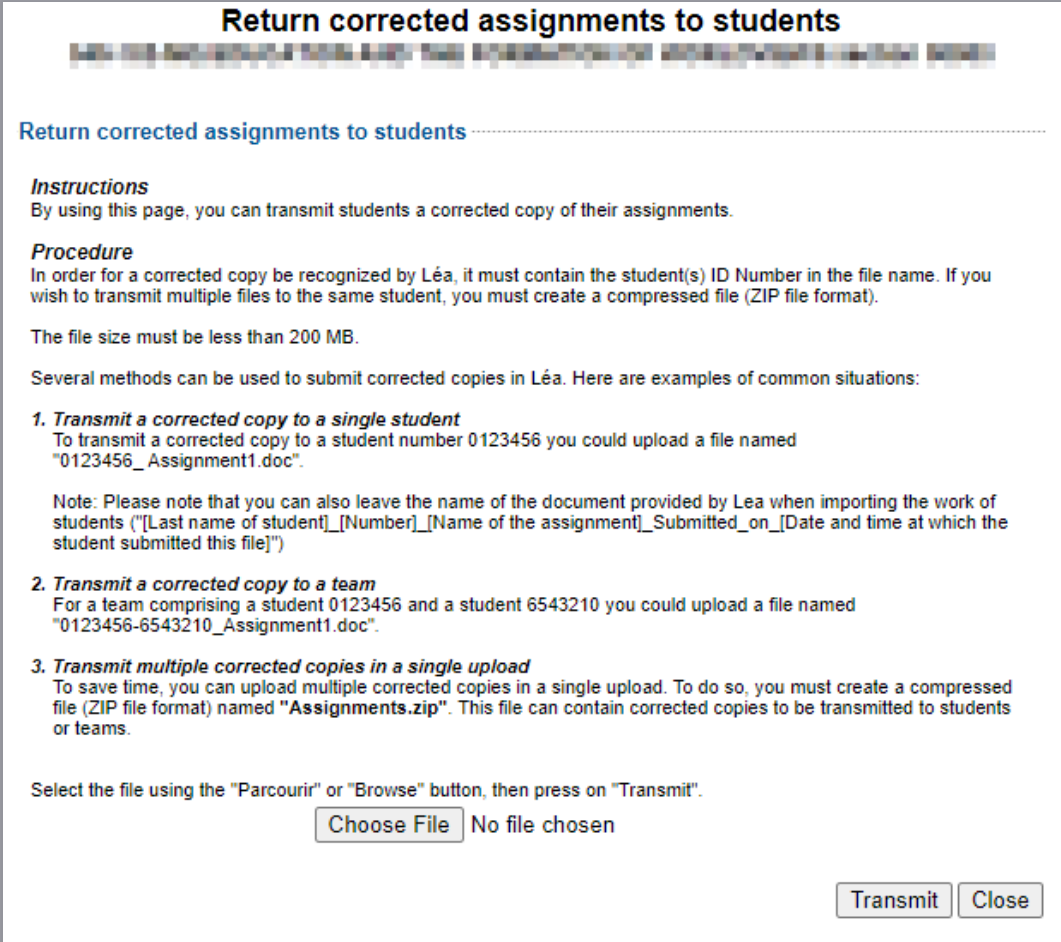
Follow the instructions in the panel that opens.

On your computer, arrange the student files.
A feedback file name must include the student's ID number. This is how Léa will match each file to the correct student.

(Note: If students submitted their assignments in the Léa Dropbox and you downloaded these, then the files will already be labeled with the student ID numbers.)

Create a Zip file or compressed folder containing the feedback files. **Name the file “Assignments.zip”.**

In Léa, select the ‘Choose File’ button, find the correct Zip file on your computer, and select ‘Transmit’ to upload it.



The screenshot shows a web interface titled "Return corrected assignments to students". It includes a header with the title and a sub-header. The main content area contains instructions and a procedure section. The instructions state that users can transmit corrected copies of assignments. The procedure section is divided into three numbered steps: 1. Transmit a corrected copy to a single student, 2. Transmit a corrected copy to a team, and 3. Transmit multiple corrected copies in a single upload. Each step provides specific examples of file naming conventions. At the bottom of the form, there is a "Choose File" button, a "No file chosen" text, and "Transmit" and "Close" buttons.

Return corrected assignments to students

Return corrected assignments to students

Instructions
By using this page, you can transmit students a corrected copy of their assignments.

Procedure
In order for a corrected copy be recognized by Léa, it must contain the student(s) ID Number in the file name. If you wish to transmit multiple files to the same student, you must create a compressed file (ZIP file format).
The file size must be less than 200 MB.
Several methods can be used to submit corrected copies in Léa. Here are examples of common situations:

- 1. Transmit a corrected copy to a single student**
To transmit a corrected copy to a student number 0123456 you could upload a file named "0123456_Assignment1.doc".
Note: Please note that you can also leave the name of the document provided by Léa when importing the work of students ("[Last name of student]_[Number]_[Name of the assignment]_Submitted_on_[Date and time at which the student submitted this file]")
- 2. Transmit a corrected copy to a team**
For a team comprising a student 0123456 and a student 6543210 you could upload a file named "0123456-6543210_Assignment1.doc".
- 3. Transmit multiple corrected copies in a single upload**
To save time, you can upload multiple corrected copies in a single upload. To do so, you must create a compressed file (ZIP file format) named "Assignments.zip". This file can contain corrected copies to be transmitted to students or teams.

Select the file using the "Parcourir" or "Browse" button, then press on "Transmit".

No file chosen

Note: Uploading feedback files in this way does not assign grades in the evaluation chart. If you upload feedback files for an assignment in the Dropbox, you will still have to navigate to the Gradebook, select ‘Enter results’, and then input the numerical grades.

6. Submitting Final Grades

To submit final grades at the end of the term, go to the navigation pane. Place the cursor over 'Online Gradebook', and then select '**Submit final grades**' from the drop-down menu.

Select the class for which you want to submit grades and follow the prompts.

