

Guide for Newly Hired Instructors



2021–2022

TABLE OF CONTENT

QUICK DIRECTORY	3
IMPORTANT LINKS	3
HEC EN LIGNE	4
EMAIL	5
LAPTOP	5
CLASSROOMS	6
OFFICES/KEYS/MAIL/PRINTERS	6
COURSE LOAD	7
APPROVAL OF A LECTURER'S CONTRACT	7
CONSULTING THE COURSE SCHEDULE	7
LEARNING MATERIAL	8
COURSE SYLLABUS	8
BOOKS AND CASE STUDIES	8
REPRODUCTION OF DOCUMENTS	8
DOCUMENTS OR QUIZZES DISTRIBUTED IN CLASS	8
ZONECOURS 2.0	9
TRAINING	9
ADDITION OF DOCUMENTS	9
SAVING AND PUBLISHING	10
ADDING AN ANNOUNCEMENT (MESSAGE TO STUDENTS)	10
SUBMISSION OF ASSIGNMENTS	11
TESTS & QUIZZES	11
COURSE SCHEDULE	12
ACCESS TO THE STUDENT LIST	12
INSTRUCTOR ABSENCE FROM A LECTURE	12
TEACHING EVALUATION BY STUDENTS	12
STUDENT ABSENCE AND SPECIAL CASES	13
STUDENT ABSENCE FROM AN EVALUATION (OTHER THAN AN EXAM)	13
STUDENT ABSENCE FROM A MIDTERM AND/OR A FINAL EXAM	13
DEFERRED EXAM	13
SPECIAL CASE	13
SPECIAL CASE-INTERUNIVERSITY COMPETITIONS INCLUDING SPORTS	13
EXAMS	14
WRITING AN EXAM QUESTIONNAIRE	14
EXAM INVIGILATING	14
GRADING OF EXAMS	14
HANDHELD CALCULATORS ALLOWED	14
EXAM COPIES	15
MIDTERM EXAM	15
FINAL EXAM	15
RESULTS	16
DEFINING INTERMEDIATE RESULTS	16
VERIFY AND/OR MODIFY INTERMEDIATE RESULTS	17
TREATMENT OF FINAL GRADES	17
ENTERING FINAL GRADES	18
COMMUNICATION OF RESULTS AND RETURNING THE EXAM JACKETS	19
REQUEST FOR REVISION OF THE FINAL EXAM RESULTS	19

QUICK DIRECTORY

Department of Applied Economics

Director	Benoit Dostie	514-340-6453
Executive Assistant	Jocelyne Brodeur	514-340-6463
Faculty Activities Assistants	Palma Geraci Mina Soare	514-340-6450 514-340-6464
<u>Coordination of courses</u>		
Microeconomic Analysis	Nathalie Boisvert	514-340-7001
Macroeconomic Analysis	Pascal Bédard	514-340-6459
Economic Problems and Policy Analysis	Nathalie Elgrably	514-340-6361

Other useful phone numbers

Computer assistance (Centre de Services TI)	514-340-6063
Pedagogical Assistance (Learning and Teaching Innovation Center)	daip@hec.ca
HEC Montreal Library	514-340-6220
COOP (bookstore CSC)	514-340-6400
CPE-HEC (kindergarten)	514-340-6666
Security (Côte-Sainte-Catherine and Decelles buildings)	514-340-6611
Audiovisual Service	514-340-6565
Parking	514-340-5683
Zone Info (Office of the Registrar)	514-340-6000

IMPORTANT LINKS

- ◆ [Academic calendar & deadlines](#) (enrolment period, classes begin, holidays and study breaks, deadline date for dropping courses, exams and results, course grade revision time window).
- ◆ [Department of Applied Economics](#)
- ◆ [HEC Montréal](#)
- ◆ [HEC en ligne](#) (list of students, schedule and classrooms, entering results, emailing students)
- ◆ [Plans of the Côte-Sainte-Catherine and Decelles buildings](#)
- ◆ [Course Portal](#) (all courses offered at HEC)
- ◆ [Regulations and Policies](#) (official description of programs, pedagogical regulations, research, ethics, student affairs, administration, foundations)
- ◆ [ZoneCours](#) (course outline, learning material, resources, assignments, tests & quizzes, announcements)

To open your session for the first time:

1. Log on to [HEC en ligne](#)
2. Enter your employee ID number HEC.
3. Enter the default password: **date of birth** in the following format **YYMMDD**.

You then have to change your password:

1. Go to *Information générale*.
2. Choose “*changement de mot de passe*”.
3. Enter:
 - Your employee ID number.
 - Your initial password.
 - Your new password and confirm it.

If you are [experiencing difficulties](#), communicate with le Centre de services TI.

[IT Service Centre](#)

- In person: room 3.820 (Côte-Sainte-Catherine building)
- By phone: **514-340-6063**
- [Web site](#) (click on the appropriate item).



Welcome to the HEC Montréal IT Service Centre.



[Search help](#)

General

Employee



Report an incident

It was working but now it's not



Make a service request

J'ai un nouveau besoin qui requiert votre aide. Pour les demandes audiovisuel veuillez consulter le [site Web de l'audiovisuel](#)



Make a purchase request

I would like to make an IT purchase

EMAIL

Once provided, your HEC email address remains by far the **best way** to communicate with us (firstname.lastname@hec.ca)

There are three ways to access your emails:

- [online](#)
- With an emailing software (e.g.: Outlook);
- [By redirecting your hec.ca emails](#) to an external provider.

At all time you must identify yourself using:

- Your user name (HEC Montréal email address e.g.: john.coltrane@hec.ca).
- Your password (you can [reset](#) it if forgotten).

For more details, consult the [Q&A](#).

LAPTOP

The instructor may borrow a portable computer for the duration of the term or for a specified duration if her computer is out of order. Once their contracts are signed, lecturers can contact the coordinator—procurement and logistics at 514-340-6063, or soutien.ti@hec.ca. To take possession of the computer, go to the Information Technology counter (room 3.820) during [business hours](#).

The request can also be made by accessing the [IT Service Center Portal](#)

CLASSROOMS

Classrooms are designed to support modern, innovating, and original forms of pedagogy. Through this [link](#), you can explore the classrooms as well as the software installed in them.

Technical assistance during the lecture is available if the need arises by contacting the [Audiovisual Service](#).

OFFICES/KEYS/MAIL/PRINTERS

Côte-Sainte-Catherine	Decelles
<p>Room 4.153 (for all AED lecturers)</p>	<p>Room 6.305 (for instructors teaching at Decelles)</p>
<p>Ask the executive assistant for a key.</p> <p>Return the key at the end of the term.</p>	<p>Communicate with your assigned assistant to obtain access (magnetic card). The cards are usually activated for the duration of the semester. Once the card is available, it can be retrieved at Security by showing a photo ID.</p>
<p>Photocopies and mail can be picked up at those rooms.</p>	
<p>Printers</p>	
<p>Room 4.141</p>	<p>Room 6.115</p>
<p>Contact the executive assistant for a microchip. (Provide your employee ID number and the number of the printer to which you want to be connected.)</p>	<p>Use the microchip to activate the photocopier. If you do not have a chip, activate the photocopier by using your HEC email address.</p>
<p>Use the microchip to activate the photocopier. If you do not have a chip, activate the photocopier by using your HEC email address.</p>	<p>Photocopies and mail can be picked up at those rooms.</p>

COURSE LOAD

HEC Montréal's course load policy specifies that a lecturer may not teach more than 15 credits per fiscal year, i.e., from May 1 to April 30 of each year. The accumulation of credits is done by adding up all the credits taught for the sessions in the following order: summer, fall and winter.

Approval of a lecturer's contract

- ◆ You will receive an email informing you that a lecturer's contract is waiting for your approval at [HEC en ligne](#) once the course has been assigned to you.
- ◆ Click **Employé**, then the **Information générale** tab and choose **Mon dossier personnel**. You will see the option for "Contrats de charge de cours" which allows you see the entire history of your contracts.
- ◆ Contracts requiring your approval **are listed in red**.

Les données affichées en rouge sont celles des contrats qui nécessitent votre approbation.

Historique des contrats					
Numéro DAE	Unité	Trimestre	Date Début	N° répertoire	Titre du cours
79164	Direction des programmes de certificat	Hiver 2011	2011-01-05	3295206	Fiscalité II
79157	Direction des programmes de certificat	Hiver 2011	2011-01-05	3295206	Fiscalité II

- ◆ Click on the relevant **numéro de DAE** which will give you access to the details of the contract.
- ◆ Read the contract, check the *Je suis disponible* box and click on the button labelled *enregistrer*.

Approbation

Je suis disponible et j'accepte les termes précisés dans le présent contrat.

Enregistrer

- ◆ Once the contract is saved you will see the following sentence.

Merci, votre contrat a été acheminé au service des ressources humaines pour traitement.

- More help? Click [here!](#)

Consulting the course schedule

- ◆ On [HEC en ligne](#) interface, click on Enseignant.
- ◆ Then choose the semester (the current semester being the default).

The screenshot shows the 'Gestion de cours' interface. At the top, there are tabs for 'gestion de cours', 'ressources', and 'recherche cours'. Below the tabs, there is a 'Navigation rapide' section with a dropdown menu set to 'Automne 2004' and a 'modifier' button. A green arrow points to the 'modifier' button. Below this, there are two tables of courses. The first table is titled 'Votre horaire enseignant > Automne 2004 > HEC Montréal' and the second is 'Vos cours coordonnés > Automne 2004 > HEC Montréal'. Both tables have columns for 'N° cours', 'Titre cours', 'N° répertoire', 'Section', 'Liste étudiants', 'Vérifier préalables', 'Définir résultats intermédiaires', 'Modifier résultats intermédiaires', 'Zone Cours (Publication)', and 'Inscrits'. The course numbers 3364 and 3968 are circled in red in both tables.

- ◆ Finally, click on the course number to retrieve the schedule, the classroom location, and the number of students registered in your section.

LEARNING MATERIAL

Course Syllabus

The course syllabus must be followed and cannot be changed without the approval of the School's Academic Council. Any desired change should first be discussed with the department Director. Course syllabi are available via [Zone cours](#).

If you teach a coordinated course you must:

- Get in touch with the coordinator to be made aware of the course syllabus which you will have to follow.

If you do not teach a coordinated course you must:

- Get in touch with the assistant who is responsible for the preparation of the course syllabus on ZoneCours.
- Confirm the course's pedagogical material.

Books and case studies

If you require the students in your course to obtain a book and/or one (or many) case study, the assistant assigned to that particular course (course assistant) should be made aware of it so that the required documents be ordered at [COOP HEC](#).

Important! The demands to the course assistant assigned to you must be made before [mid-July](#) for the Fall term courses, before [mid-November](#) for the Winter term courses, and before [mid-March](#) for the Summer term courses.

Reproduction of documents

For all reproduction of book chapters, newspaper or periodical articles, you should consult [l'entente Copibec](#). Leave the documents (and their references) to the assistant assigned to the course so that she can prepare an [author's copyright](#) via [SAVIA](#). The document(s) will be scanned and posted in ZoneCours.

For teaching and research purposes, you can reproduce either in paper or electronic:

- 1 entire article from a periodical or a newspaper.
- 1 chapter (in its entirety or not) not exceeding 20% of the book.
- Many chapters not exceeding 15% of the book.

Important! It is not allowed at HEC Montréal to go over the reproduction limit authorized by COPIBEC. This is necessary to control the additional fees charged by COPIBEC.

All documents distributed to students (in paper or digital format) that are not the property of the instructor or for which the instructor has not received the consent of the author to use them, must be declared. Instructors are responsible for ensuring that the declaration is completed for each new document distributed each term. The assistant assigned to the course has access to [SAVIA](#) and can make the statement on behalf of the instructor.

Documents or quizzes distributed in class

For any request for a paper copy to be distributed in class (e.g. exercises or quizzes), the instructor must send the file to the assistant responsible for the course. To recover the copies, allow **about 48 hours** if you teach in Decelles. The copies will be sent to room 6.115 (Decelles) by the course assistant on behalf of the instructor who will find his copies in the pigeonhole of the Department of Applied Economics.

ZONECOURS 2.0

A ZoneCours site is created for each term in which the course is offered. The site allows for the course syllabus to be made available on line, as well as the distribution to registered students of documents, the diffusion of announcements, or online evaluations such as quizzes.

Training

IMPORTANT! The [DAIP](#) offers workshops and training sessions for the ZoneCours platform at the start of every term. Watch your emails or consult with the course assistant.

Help video: <http://confluence.hec.ca/display/syllabuspublic/Aide+-+Capsules>

Addition of documents

Once you have signed in to [ZoneCours2](#):

1. Choose your course site.
2. Click on **Ressources** and upload your file.
3. Go to **Plan de cours**.
4. Choose the place where you want to add the document (ex. Lecture 3).
5. Click on the **Ajouter** button in the menu bar and choose **Document**:



6. Click on **Parcourir** to download the document that you want to add.
7. Specify the rights:
 - a. **Je détiens le copyright** : if you are the author of the document
 - b. **J'ai obtenu les droits d'un tiers** : if the author of the document has given you permission to circulate it.
 - c. **J'ai fait une déclaration SAVIA** : to reproduce work protected by copyrights (consult with the assistant assigned to the course.)

Important! You cannot put a document on ZoneCours2 if you are not the author or you have not obtained the proper authorization.

Your options:

- a. Provide a link to a document available at the HEC Montréal library (either on location or online)
 - b. Add a link to point the users to the document
 - c. Send the document to your assistant for a SAVIA declaration before putting it online on ZoneCours2.
8. Indicate what type of **resource** you are adding (e.g. old exams, slides, etc.).
 9. Click on **Enregistrer**.

Saving and publishing

- ◆ Save your modifications.



- ◆ Click on **Publier**. (To make the changes visible to students, you **must publish** the site after your changes.)



Adding an announcement (message to students)

The **Announces** feature allows the communication of messages to the site's participants. It keeps a record of all the announcements made during the term. It's a quicker way to reach students than by email!

In the course site's vertical menu, click on **Announcements**.

- ◆ In the horizontal menu at the top of the page, click on **Ajouter**.
- ◆ Enter **the title of the announcement** and then **its text**.
- ◆ Choose the display (**Affichage**) mode:

Display the announcement on the course's web site (By default)	Only the site's members will see the announcement
Display publicly	The announcement will be visible to all, including members of other courses' sites
Display for selected teams	Only the members of those teams will see the announcement. Use the check boxes to select the teams which may consult the announcement.

- ◆ Choose the type of **Availability (Disponibilité)**:

Display (Afficher)	Immediately visible
Hide (Cacher)	Non visible for the moment
Specify the dates	Available only during the specified period

- ◆ Attach files if needed (**Fichiers joints**).
- ◆ Choose the email notification option that suits you best:

No notification (by default)	No email alert
Low (Basse): Only those participants who made a request to receive low priority emails	An email is sent only to those participants
High (Élevée): All participants (preferred option)	Email sent to all, which is generally the

- ◆ Click on **Publier**.

Submission of assignments

The tool *Assignments* allows instructors to receive and grade assignments online. The assignments submitted by the students are invisible to the site's other users.

For more information, click on [Remise de travaux](#).

Tests & Quizzes

This tool allows for the creation of online evaluations (such as tests, quizzes, and exam questionnaires). The tool's main objective is to facilitate administering tests to the students.

The tool *Tests & Quiz* also allows you to get some feedbacks related to a course.

For more information, click on [Tests & quiz](#).

COURSE SCHEDULE

Courses consist of twelve three-hour lectures, seven lectures before the midterm exam and five after. Consult the HEC Montréal [Academic calendar & deadlines](#) to know the dates of the holidays, the one-week midterm break, and the exam periods.

Access to the student list









- ◆ In the [HEC en ligne](#) interface, click on **Enseignant**.
- ◆ Choose a semester and click on **Modifier**.
- ◆ Click on the course corresponding to your request in the column labelled **Liste d'étudiants**.

Gestion de cours


[Déléguer options enseignant](#) Navigation rapide Aller à >>

Sél. trimestre: Automne 2004

Votre horaire enseignant > Automne 2004 > HEC Montréal

N° cours	Titre cours	N° répertoire	Section	Liste étudiants	Vérifier prérequis	Définir résultats intermédiaires	Modifier résultats intermédiaires	Zone Cours (Publication)	Inscrits
3364	Anal. & réing. proc. affaires	671001	J01	 ←				ZoneCours	22
3968	Méthodes de recherche en S.I.	8077196	J01	 ←				ZoneCours	8

The page displayed contains the course information (title and course directory number), the I.D. numbers and the names of the enrolled students. That list is regularly updated by the registrar's office to take into account students who have dropped out of the course.

Important! To export the student list to Excel, click on the icon . Save this file to manage and update the results throughout the term. You can then use it to upload the intermediate results to HEC en ligne.

Instructor absence from a lecture

In accepting to give a course, the instructor commits to being present for all the lectures. Exceptionally, he can miss a lecture if an emergency occurs but must let the department Director and the assigned assistant know, as well as the students and the course coordinator if it applies. More precisely,

- **Inform** the course assistant **by email** and indicate the reason for the absence (also indicate your availability for dates to make up the cancelled lecture).
- **Post an announcement** on ZoneCours to inform students that the lecture has been cancelled.

The course assistant will send by email a request for a lecture re-scheduling to the Registrar's office, with the department's Director and the executive assistant in copy. As soon as the proposed rescheduling date has been accepted and confirmed, **the instructor will inform the students** of the time and location of the rescheduled lecture.

Teaching evaluation by students

Students can evaluate the course and the instructor via ZoneCours2 over the last two weeks of the term.

The results will be emailed to the instructor a few weeks after the final results have entered on HEC en ligne. The Director of the department will receive a copy of those evaluations.

STUDENT ABSENCE AND SPECIAL CASES

Student absence from an evaluation (other than an exam)

If the absence is deemed justified by the instructor, he can agree with the student on an alternative evaluation arrangement. The weighting associated with the missed evaluation in the overall grade can be transferred to another one.

Important! Under no circumstances can the instructor change the weighting assigned to the midterm and final exams.

Student absence from a midterm and/or a final exam

The student herself must justify her absence by communicating with the administrative unit in charge of the relevant program by filling out the form [Avis d'absence à un examen](#) and filing it on along with a digitized justificative document on HEC en ligne (under Dépôt de documents > Dossier étudiant > Type fichier joint > Absence motivée) within **five working days following the date of the exam**.

- ◆ If the reason for the absence is accepted by the registrar's office, it will be treated as being **motivated**. The assistant for the course will communicate the list of all motivated absences to the professors affected by them a few weeks after the dates of the midterm and/or final exams.

Justified absence to the midterm exam	The weighting associated to the midterm exam will be transferred to the final exam.
Justified absence to the final exam	The student will re-do the exam in the next term when the course will be offered (see deferred exam).

- ◆ If the reason for the absence is not accepted by the registrar's office, the student will receive a grade of **zero**.

Deferred exam

A [deferred exam](#) is offered to a student whose absence from the final exam was accepted by the registrar's office. The student will be able to resume the final exam at the final exam period of the next semester where the course will be given.

The student's final result will be counted according to the conversion schedule for the semester in which he took his deferred examination. If the course is not offered within the same academic year, the instructor will have to produce a test questionnaire to allow the student to graduate.

The grade obtained at the deferred exam cannot be entered by the instructor on HEC en ligne. The assistant for the course will forward to the instructor **the appropriate form** to be filled out, which will then be sent to the administrative unit responsible for the relevant program.

Special case

Each semester the assistant assigned to the course receives a list of special cases from the registrar's office. These students, for reasons that have been approved, will write their exam(s) at a different time than the one scheduled in the course schedule ([due to a disability](#), a conflict between two exams, etc.). When the date of the exam is different, the instructor can prepare a different exam, if you wish.

Special case-Interuniversity Competitions including sports

The registrar's office will send an email to the instructors and the course assistant concerning students who will be absent at the scheduled date of the final exam and will require a new examination for these students. The exam will be held on a date established by the registrar's office. The instructor will have to produce a new questionnaire.

EXAMS

Writing an exam questionnaire

- ◆ If the course is only offered **to one group**, the professor or the lecturer is responsible for the writing of the exam.
- ◆ If the course is offered **to multiple groups**, writing the exam is the responsibility of the coordinator. The instructors, however, could be called upon to contribute to the writing of the exam (with one or many questions). The exam arrangements ([modalités à l'examen \(R&M\)](#)) should be the same for all the groups (sections) of the course. The instructors must make sure that the topics in the course syllabus are covered.
- ◆ If the course is offered **in both English and French language**, the instructor (or the coordinator) is responsible for the translation of the exam questionnaire.

The instructor forwards the exam questionnaire to the assistant assigned to the course **at least ten work days in advance** relative to the scheduled date for the exam. She will revise the questionnaire, its page format as well as the transmission of the file(s) to the photocopy service for the impression of the copies.

Important! You should be available until the assistant lets you know that the exam has been sent out to be photocopied.

Exam Invigilating

The instructor does not have to invigilate students during their exams unless he wishes to do so. Invigilating is usually managed by the registrar's office.

Evaluations other than the midterm and final exams (e.g. tests or quizzes) are done in the classroom during a regularly scheduled lecture and must be invigilated by the instructor himself.

Grading of exams

The instructor for the course is responsible for:

- a. Grading the copies of all the students.
- b. The revision of the final exam (when such a case occurs)

Handheld calculators allowed

The school recommends two models ([calculator](#)):

- Texas Instruments BA II PLUS (with financial functions)
- Sharp EL-240SAB (basic model)

During the exams in which a calculator is allowed, students must use a calculator with a sticker indicating its conformity. That sticker is put on the calculator at the [COOP](#) (when purchased) or at the counter of [Zone Info](#) (Decelles building).

For more information: [Examinations](#).

Exam copies

To retrieve the exam jacket(s), the instructor has two options:

- Go himself to the counter of the Centre de distribution d'examens (room RJ-310, CSC) with a photo I.D. the day after the exam was taken.
- Arrange for the assistant assigned to the course to retrieve the jacket(s) for him.

Midterm exam

Hand back the graded exam copies to the students in the classroom, preferably at the first lecture after the exam. If that is not possible, **it is important to hand back the copies and/or to enter the results on HEC en ligne before the deadline for dropping courses indicated in the [university calendar](#).**

For certain courses, the graded exam copies are handed back to the students only for consultation and are then retrieved by the instructor (check with the course coordinator).

Final exam

The instructor must grade the copies within **10 work days following the date of the exam.**

The jackets containing the graded final exams should be given to the assistant responsible for the course who will then send them to the registrar's office. Final exams are the property of the school and cannot be, under no circumstances, handed back to the students.

RESULTS

Defining intermediate results

[Help instructions](#)

You must make all student results available via HEC en ligne.

- ◆ On HEC en ligne, click on **Enseignant**.
- ◆ Click on the icon **Définir les résultats intermédiaires** and enter the results.

Définir les résultats intermédiaires

Trimestre:	2043 Automne 2004	N° cours:	3364
Session:	Session normale	Section:	J01
N° répertoire:	671001 Anal. & réing. proc. affaires	Nb étudiants inscrits:	21

Evaluations Rechercher | Afficher tout Premier 1 de 1 Dernier

Après la sauvegarde, le système trie automatiquement les données par numéro de matricule. Si vous devez apporter des corrections, pour éviter les erreurs, recopiez de nouveau la liste des matricules et les résultats correspondant. 1 + -

Statut d'affichage: Actif 2 **Séquence:** 1

Libellé évaluation: 4 **Noté sur:** 3

Date évaluation: 2007-10-14 5

Remarques: 6

Liste des étudiants: 7

Liste des résultats: 8

GESTION DE COURS

Enregistrer 9

- ◆ Click on **Enregistrer**.

Verify and/or modify intermediate results

To verify/modify the grade entries, click on the corresponding box in the column labelled **Modifier les résultats intermédiaires**.

The screenshot shows the HEC en ligne interface for course management. At the top, there are navigation links: Accueil, Aide, and Fin session. Below this, there are buttons for 'gestion de cours', 'ressources', and 'recherche cours'. The main section is titled 'Gestion de cours' and includes a 'Déléguer options enseignant' link, a 'Navigation rapide' dropdown, and a 'Sél. trimestre' dropdown set to 'Automne 2004' with a 'modifier' button. Two tables are displayed: 'Votre horaire enseignant' and 'Vos cours coordonnés'. Both tables have columns for 'N° cours', 'Titre cours', 'N° répertoire', 'Section', 'Liste étudiants', 'Vérifier préalables', 'Définir résultats intermédiaires', 'Modifier résultats intermédiaires', 'Zone Cours (Publication)', and 'Inscrits'. In both tables, the 'Définir résultats intermédiaires' column contains a button with a red circle and a green arrow pointing to it.

- ◆ Modify the results if corrections are needed.
- ◆ Click on **Enregistrer**.

Treatment of final grades

[Aide à la conversion de notes](#)

Determination of the marking scheme after all the results are known.

For one group, the professor or the lecturer refers to the **Guide de notation littérale**.

For **more than one group** for the same course, the same marking scheme must be applied and it is established by the course coordinator.

Reminder for letter grades	
Zero	F
Absence at the final exam and failing grade	E
Mention reserved for the registrar's office; course was dropped within the allowed time period	AB
Mention reserved for the registrar's office; absence at final exam was justified	IN

Entering final grades

- ◆ On [HEC en ligne](#), click on **Enseignant**.
- ◆ Select the current semester
- ◆ In the column labelled **Saisie notes finales**, click on the box corresponding to the course.

gestion de cours | ressources | recherche cours

Gestion de cours

Déléguer options enseignant | Navigation rapide | Aller à [dropdown] [dropdown]

Sél. trimestre: Automne 2006 [modifier]

Votre horaire enseignant > Automne 2006 > HEC Montréal

N° cours	Titre cours	N° répertoire	Section	Liste étudiants	Vérifier préalables	Définir résultats intermédiaires	Modifier résultats intermédiaires	ZoneCours (Publication)	Saisie notes finales	Inscrits
4524	Présentation info comptable	190106	A01	[icon]	[icon]	[icon]	[icon]	ZoneCours	[input]	59

Vos cours coordonnés > Automne 2006 > HEC Montréal

N° cours	Titre cours	N° répertoire	Section	Liste étudiants	Vérifier préalables	Définir résultats intermédiaires	Modifier résultats intermédiaires	ZoneCours (Publication)
3935	Enjeux contemporains et resp.	5400104	S01	[icon]	[icon]	[icon]	[icon]	ZoneCours

Gestion de cours | Ressources | Recherche cours

- ◆ In the dropdown list, indicate the literal note obtained by the student.

HEC en ligne

■ Accueil ■ Aide ■ Fin session

Session de cours

Notes Finales

Données notes finales

Cours: COMPT 190106 Établissement: HEC Montréal
Description: Présentation info comptable Trimestre: Automne 2006
N° cours: 4524 Session: Session normale
Section cours: A01 Cheminement: Baccalauréat
Volet: Exposé

Sommaire des résultats

1 A (50%) 1 D (50%)
Moyenne estimée: 2,50

Matricule	Nom	Note	Valeur note	Note officielle	Cheminement	Programme
1 11084639	Adib, Kristel	[dropdown]			Baccalauréat	Administration des affaires
2 11086973	Agolli, Greta	[dropdown]			Baccalauréat	Administration des affaires
3 11087093	Balthazard, Laurier	[dropdown]			Baccalauréat	Administration des affaires
4 11087259	Beaulieu, Annie-Kim	[dropdown]			Baccalauréat	Administration des affaires

- ◆ When all the results are entered, print the page (**because you will not have access to it afterwards**), check the box **Prêt pour approbation**, click on **Enregistrer**.

GESTION DE COURS

ENREGISTRER

Important! The literal notes are transmitted to the department Director for approval.

Communication of results and returning the exam jackets

As soon as the final grades are entered, the exam jackets must be sent to the registrar's office Registrariat (**room RJ-310**) or to the main office of the department.

Send by email your file containing all the evaluations, the final grades/100, the literal grade, AND the conversion grid to the executive assistant.

Send the conversion grid to your students.

If an error occurred in entering the grades, inform the assistant assigned to the course of the change that needs to be made and indicate the reason for the change (e.g. addition error, bad entry, etc.) She will follow up by communicating with the administrative unit in charge of the program.

Request for revision of the final exam results

Students may, through the registrar's office, ask for a revision ([demande de révision](#)) of their exam copy. The registrar's office will forward the booklet to the department for a revision, indicating the deadline for dealing with the request.

Revise the exam(s) and fill out the form *Révision du résultat d'un examen final*.

Justify all modifications (or justify why no modifications were made), indicating the new exam grade and the literal note (if applicable). **Do not forget to sign and date the form.**

Return the revision request to the assistant in charge of the course, who will then forward it to the Director if there is a grade modification (the Director must also sign the form). The assistant will then forward the document to the registrar's office.