

Help for Onscreen Marking

The Onscreen marking tool consists of three sub sections that are interdependent. Below is a description of each of the three sections.

Executive Summary

To set up the onscreen marking tool you need to do the following:

1. Register for onscreen marking. Do this on myUnisa.
2. Install the router tool. Do this on myUnisa, in the Assignments tool.
3. Define the file types that must be sent to you.
4. Arrange for the installation of Adobe Professional version 9 with helpdesk. Log a call with ICT Self Service and ask for Adobe Professional 9.0 for onscreen marking.
5. Install the marking tools once Adobe Pro 9 has been installed.
 - a. AdobeAIRInstaller_Ver1_5.exe
 - b. Marking Tool v1.5.exe
 - c. Unisa Commenting Tool v1.5.air
6. Decide on a marking strategy and use one of the three on screen marking tools provided.

To use the onscreen marking tool you need to do the following: (assume PDF tools are used)

1. Decide on a marking strategy and use one of the three on screen marking tools provided. Assuming rubrics, comments etc are already in place.
2. Open the assignment using the router tool.
3. Wait for the marking toolset to install, and open commenting tool if comments and/or rubrics are to be used.
4. Click the calculator icon to add scores.
5. Click finalize button to finalize.
6. Save the file by clicking on <File> <Save>

Registration for onscreen marking and installation of the router tool

The steps are as follows:

1. Go to myUnisa, <http://my.unisa.ac.za>
2. Log in with your username and password
3. Go to the My Students site on myUnisa
4. The My Students site opens in the Assignments tool.
5. Just below the heading "Assignments", click on Online Scoring of myUnisa assignments, then fill in the lecturer's staff number, and click enter.
6. Enter the subject codes of the assignments that you want to route online.
7. Click on the link at the bottom of the page, and run the installation program.
8. To initiate assignments to be routed to the lecturer for marking, click on the Formats button, and define the file formats that should be routed online, for example, MS Office or PDF.
9. Click "update", and it's done. You will ONLY receive the file formats you indicated above online via the router. The file formats NOT indicated will go the usual printed route.

The use of the router tool

The following screen shots illustrate (simulate) the use of router tool. The Figure explains what each step of routing is all about. However, the steps to get an assignments to mark in your inbox of the router tool, downloading it and putting it back will be explained later.

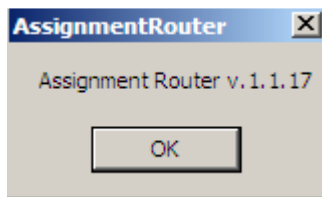


Figure R1

After selecting the router tool by clicking the appropriate icon on the desktop the Assignment Router notice will appear. The version number is important when you report any malfunction to the ICT Self service.

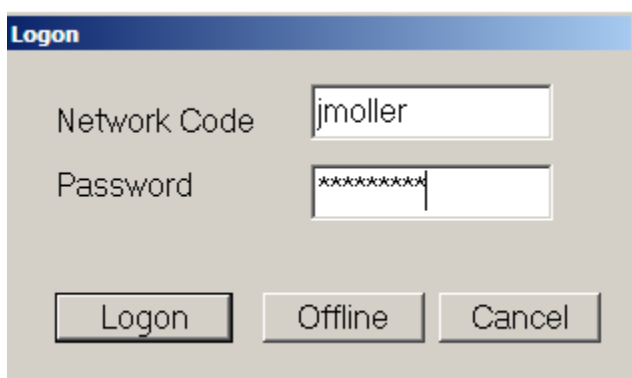


Figure R2

This Figure shows the Router logon screen requesting your username and password. (Normal Unisa username and password is used)



Figure R3

Once you have logged on the small icon/button will install on the bottom navigation bar on your PC. By clicking this button the router will open see Figure R3.

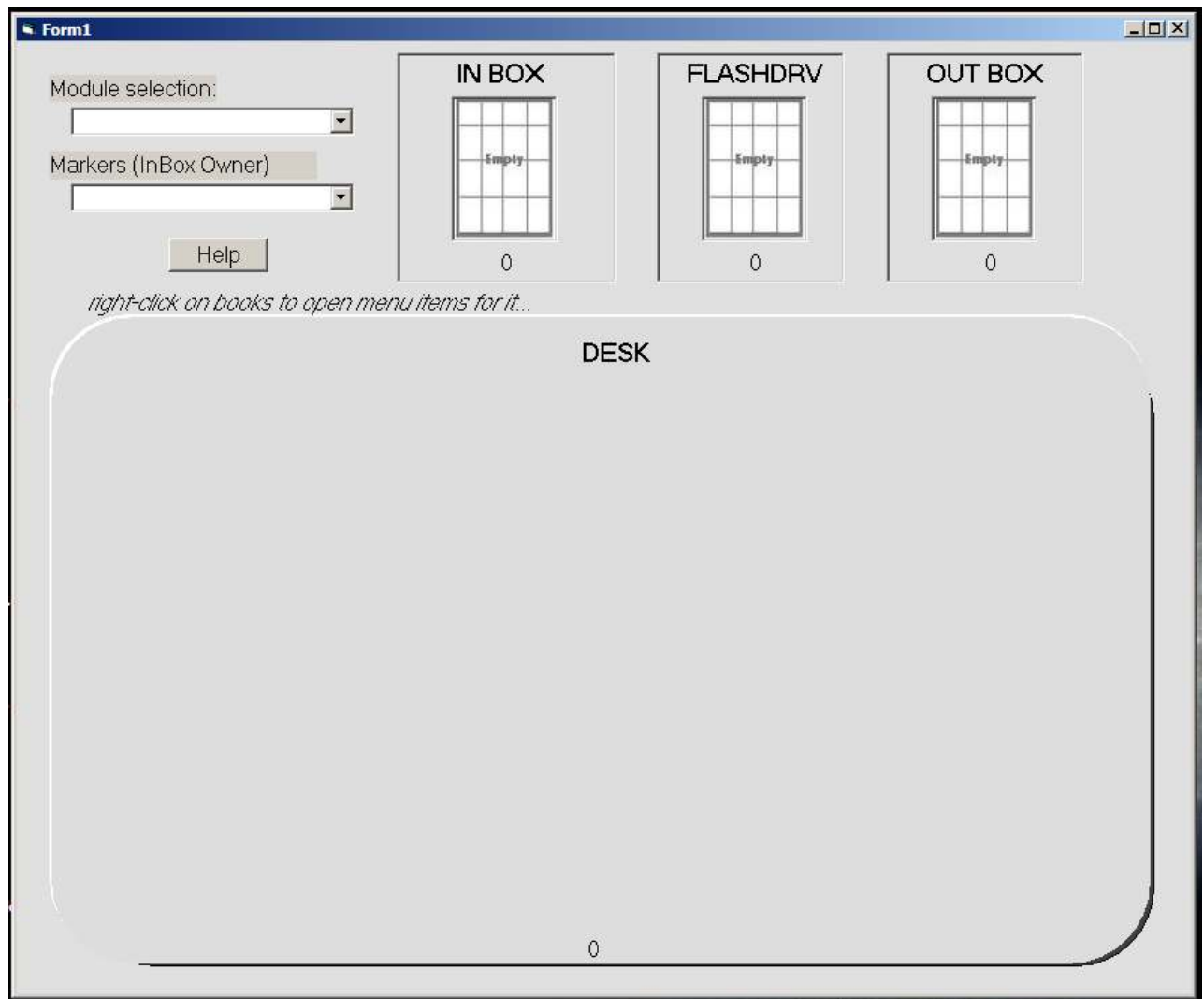


Figure R3

This Figure displays the router tool with no selections made. By clicking on the drop down arrow in the Module selection all the modules you are marking should be displayed there like in Figure R4

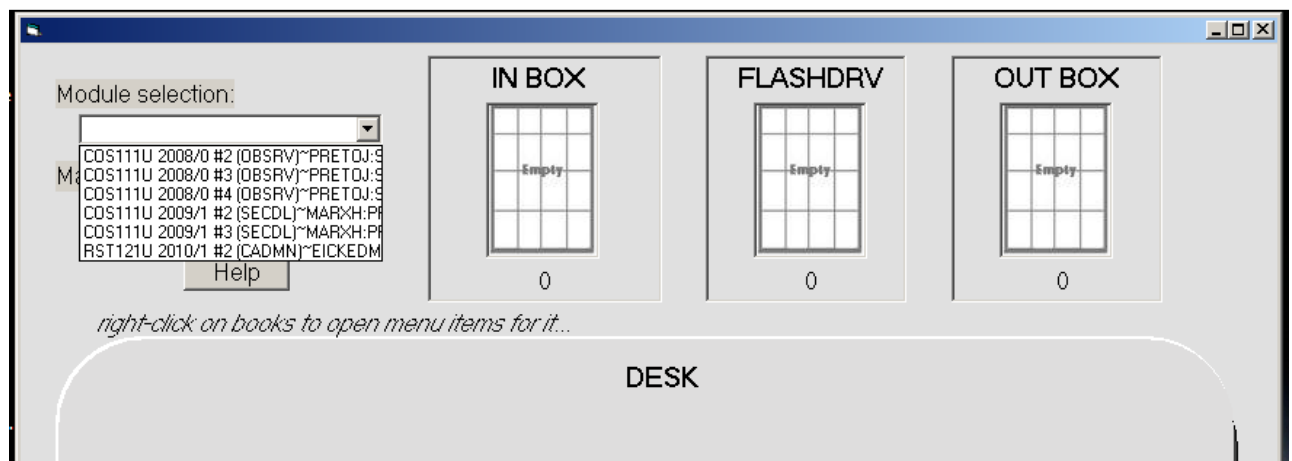


Figure R4

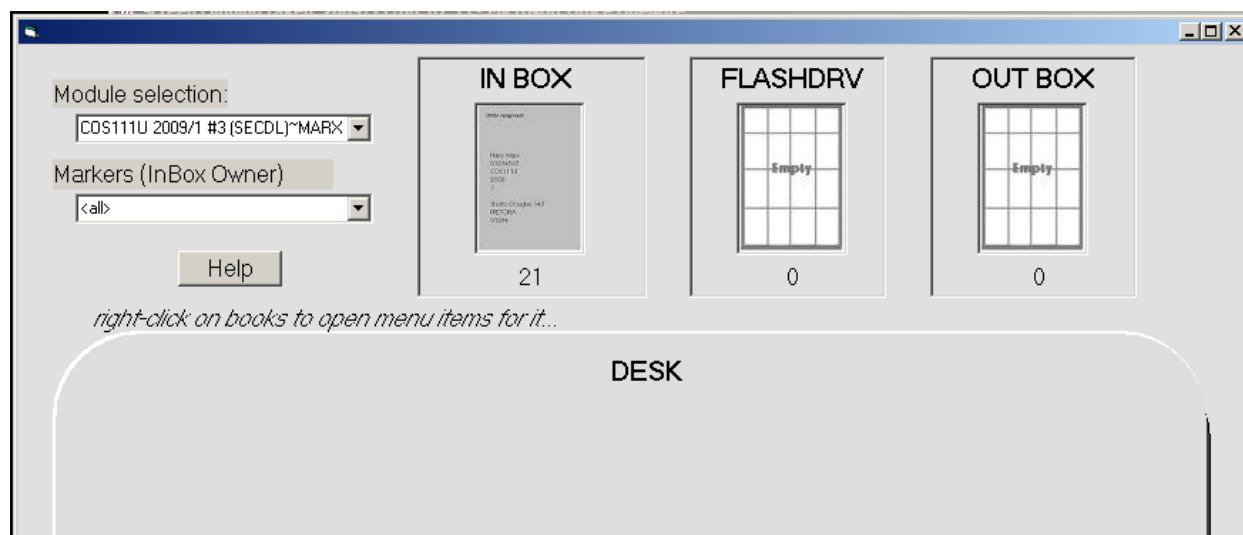


Figure R5

Below the Module selection drop down box is the Markers (Inbox Owner) box. Primary lecturers can see <all>, <markers> and their own name. Once you select the module and the name of the person the assignments allocated to you will appear in the inbox. In this example you will see 21 assignments are ready for marking against all. If assignments are selected from the Inbox belonging to ALL you must first place it on the Desktop belonging to ALL. Then change the user and place the assignments on the desktop into the Inbox of the selected person. Then the selected person can drag the assignments back to his/her own Desktop.

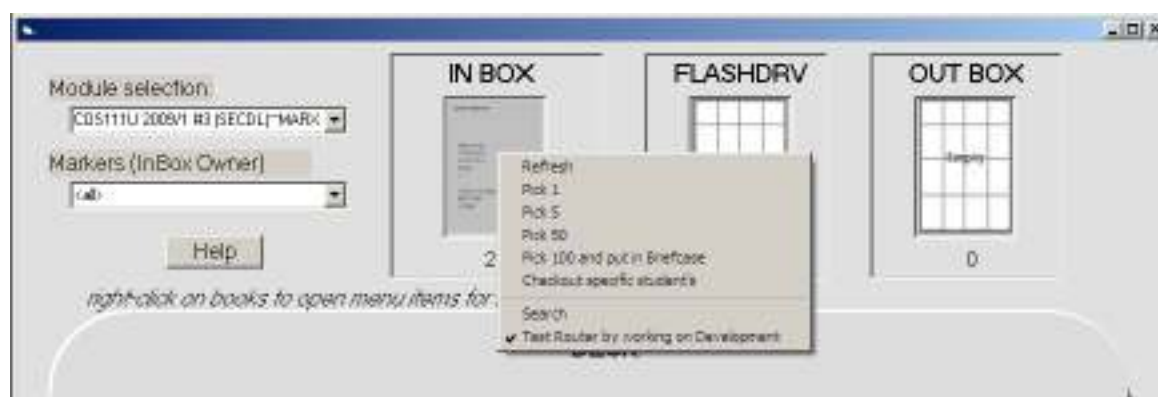


Figure R6

If you right click on the inbox a pop-up box with options will appears.

Refresh: Use refresh to

Figure 1, Figure 5 and Figure 50: Picking assignments from the specific inbox. Here we will be picking assignments from the inbox labelled <ALL>.

Pick 100 and put in briefcase: Putting the assignments into your Flashdrv (Memory stick). Must have a flash drive (memory stick) installed. Remember it will take a while to download to the memory stick.

Checkout specific student's If you want to find a specific students assignment.

Search:

If you are looking for an assignment of a specific student.

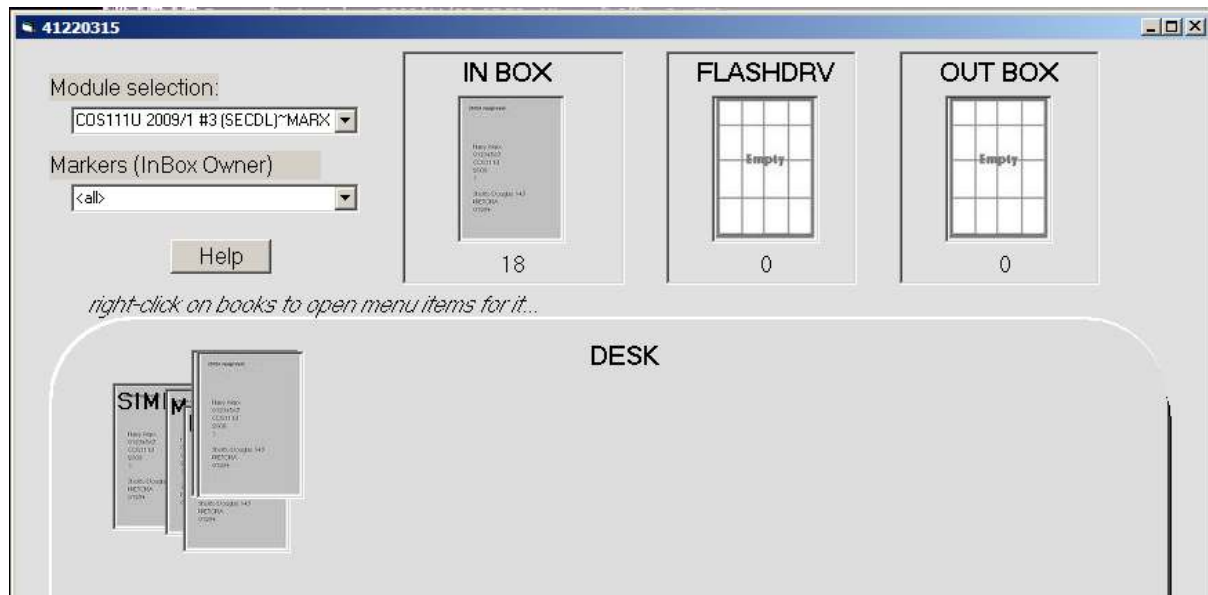


Figure R7

Figure R8 shows the results where a number of assignments are selected and placed on the DESK. If you want to assign assignments from <ALL> to yourself, you will first select these assignments from In box ALL and then select in box <YOURS> and place them into the in box. Then you can select them from the in box belonging to you and place them on YOUR desktop. Figure R 8 show how the user is selecting his own name to move assignments back to his own in box. Figure R9 indicates that 5 assignments are successfully moved back to the in box.



Figure R8

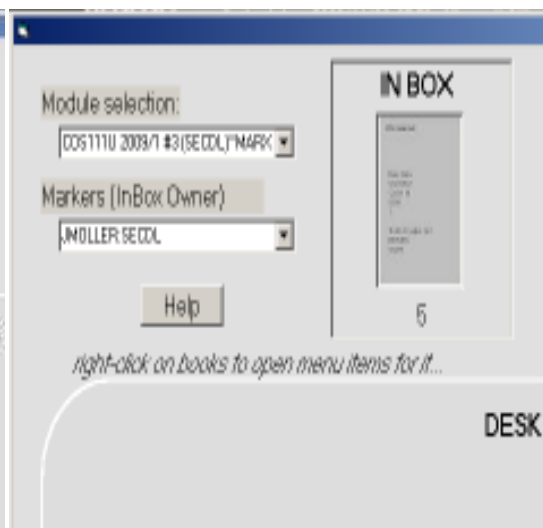


Figure R9

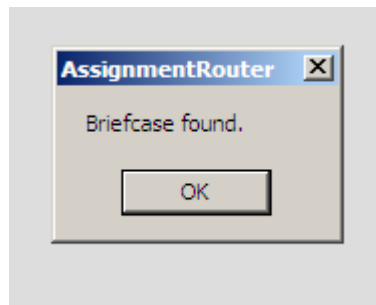


Figure R 10

Once the Memory stick is plugged in and noticed by the computer it will give you the above notification. You may click and drag files from your desktop to the box named FLASHDRV. In doing so the files will be copied to the memory stick which can be taken home for marking it at home. Note that the router tool will be required on the home PC to see the assignments on the memory stick.

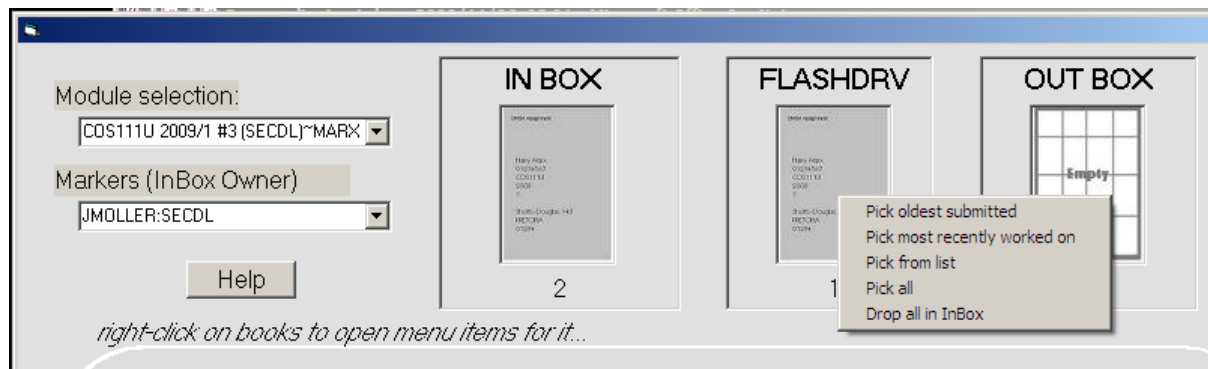


Figure R11

Options by right clicking on the FLASHDRV box

- | | |
|-------------------------------|---|
| Pick oldest submitted: | This option allows you to pick the oldest submitted assignment first. |
| Pick most recently worked on: | This option let you pick an assignment you worked on last |
| Pick from list: | If you want to search for a specific assignment |
| Pick all: | You want to select all the assignments on the memory stick |
| Drop all in InBox: | Moving them all directly to the in box |

Assignment Detail

Student Number: 41220315
 Last modified: 2009/11/06 07:59:55
 Docket No.: 4038854
 Submitted: 3/30/2009
 Sequence No.: 1

Total Mark + *You can just enter mark per total for next question here, and it will be added to the total mark.*

Marker

Comments added to email to Student:

Figure 12

When the router tool is used in collaboration with a tool other than the PDF marking toolset you may use the option of assignment detail to add marks. The use of the PDF marking tool will bypass this function. To activate this you need to right click on the assignment on your desktop. The first option on the pop up screen will provide you with the option to add marks to an assignment.



Figure 13

This Figure shows what a marked assignment will look like. Note the display of the marks given.

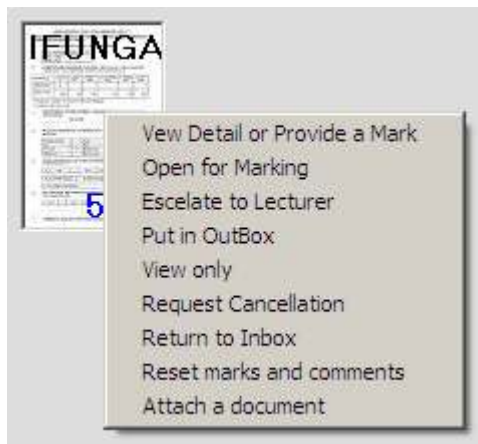


Figure 14

By doing a right click action on an assignment you will have the following options on the pop up box.

View Detail or Provide Mark:	When an assignment is marked in word or anything else than PDF marking tools you can also enter a mark by hand or even add to the marks already available.
Open for Marking:	If you want to open an assignment for marking
Escalate to Lecturer:	Send an assignment back to the Primary lecturer for advice or assistance
Put in OutBox:	Move the assignment to the outbox from where you will later send it to the student.
View only:	Open an assignment to view it.
Request Cancellation:	If you want to cancel a particular assignment.
Return to In box:	Send assignment back to inbox
Reset marks and comments:	Delete the comments and marks already entered.
Attach a document:	Attach a document for example the model answer to the assignment.

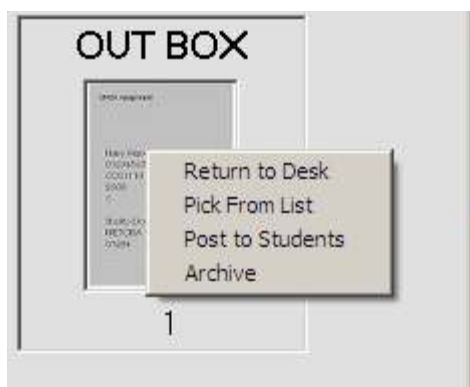


Figure 15

Note, the archive should ONLY be used to access assignments that was marked and returned to students, and never assignments that has not yet been returned.

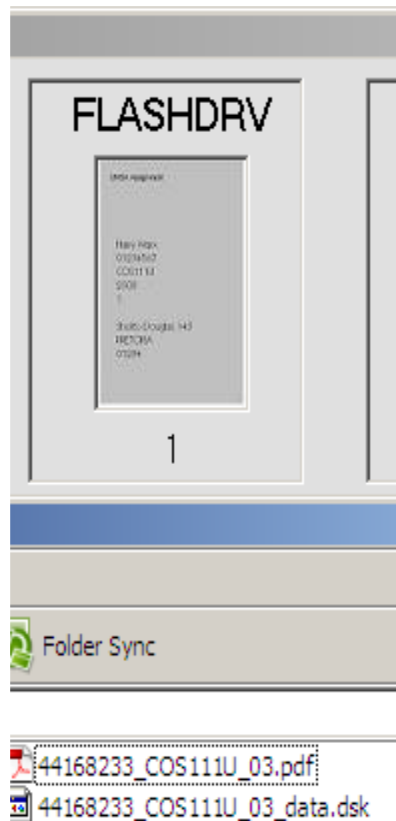


Figure 16

Some users might be concerned about where these assignments go in terms of file storage. I have combined the router Figure and the explorer information indicating the folder COS111U200913 that was created on my memory stick and the left hand side shows the content of that specific folder. Note the PDF assignment.



Figure 17

After an assignment is marked it is placed back on the memory stick. Note the mark of 40% given to this student.

Marking Tool Installation

ONLY assignments in PDF format can be marked with the onscreen marking tool.

Prerequisite: ADOBE Professional 9 must be installed on your computer

1. Contact help desk at x4125 or log a call via ICT Self Service on Staff online requesting “Adobe Professional 9 for Onscreen marking”
2. Request the help desk to install the Onscreen Marking tools

Training in the use of these Marking tools is highly recommended. Please attend at least one of the myUnisa coffee breaks on Wednesday mornings to find out how these marking tools work.

Which tool should you use and when?

How do you know which one to choose?

1. If you mark with ticks and you want the computer to add them up for you to get to a total percentage, just use the Marking Tool that opens up with your Pdf assignment file. Select the Tick and assign a number of marks for each tick. For example, each tick equals one mark and you add them up to get the total.
2. If you mark with set points per question – for example, 11 / 25 marks for Question 1 -- you would want to use the Marking Tool with the circle around N. In this way, you can assign a number value to a question or part of a question. For example, you put 11 and it will put 11 in a small circle. In this example, you can still use a tick symbol to show that you were there, that you read the question, etc, but use the inverted tick or carat (or use the regular tick with 0 marks).

With options 1 and 2 above, you can add other marks from the Adobe toolset – circle the offending grammar structure; put a block around the paragraph that needs to be moved, etc. You can also add comments by using the Commenting tool, but these comments are not involved with calculating the marks.

3. If you are used to using a rubric for marking, you can use the Commenting tool and assign a score to each comment. This can be used with the ticks for additional marks, but remember that all marks will be calculated together.

All of the points for options 1, 2 and 3 will be added up automatically by the program.

4. If you want to design a fool-proof system where each comment is assigned a mark, then you create a more-complicated rubric using the Rubric tool. This Rubric tool, however, can NOT be used in conjunction with any other option. This tool is a bit complicated and you may need additional training.

The marking tools

The onscreen marking tool comprises:

- A Marking Tool
- A Commenting Tool
- An Assignment Rubric

Each of these solution components is described in detail below.

Operating functionality and interaction between the three tools are built in, but each component could function on its own as well.

Marking Tool Bar



When the marking tool is installed, the above toolbox will open approximately 5 to 10 seconds after you have opened a PDF document and install itself in the toolbar ribbon at the top of the page.

The icon functions from left to right:

1. The half a mark tick. To give only $\frac{1}{2}$ a mark per tick. Select this icon by clicking on it. Now click on the assignment wherever you want to give $\frac{1}{2}$ a mark.
2. The variable score tick. Every time when you select this option you must assign a value to the mark. Thereafter every time you click on the document that number of marks will be allocated.
3. The inverted tick is to indicate that you have read the portion but it carries a zero mark value.
4. The cross to indicate something as wrong. Zero value.
5. The arrow icon cancels the current tick in use before selecting a following tick,. Or use it to change the mark value of the second icon on the toolbar.
6. The "N" icon allows you to give an impression score to a section. Typically you will use this with the inverted tick. For example, tick to indicate that you have read a section, the click on the N and enter a mark. You can also name the section you have mark. It can be Section #, Question #, Q#, Page #, etc. The naming of the section or portion is optional and may be left empty.
7. The "C" icon is for calculations, it adds all the marks allocated.
8. The C icon can be used in collaboration with the commenting tool. When you have comments you would like to add to a section or answer with an appropriate score you can use the "C" tool.

Commenting Tool

Opened from an icon on the desktop



Populating the commenting tool with comments

1. Open the commenting tool (It will open and display as a vertical blue bar on the left-hand side of the screen.)
2. To access the commenting tool, click on the blue bar. The commenting page will open.
3. Enter the Course code, assignment number and the assignment total in the relevant text boxes.
4. Add elements. These might be Question #, or Section #, or Page #. Any way you choose to distinguish between different parts of the assignment.
5. Click on the Green plus sign to add comments for a particular section or element.
6. During the adding of different comments for different sections you can indicate a mark value for each remark.

Comments can be personalized once pasted into an assignment.

The completed comment tool, with comments and/or scores, can be distributed amongst markers. The C icon is used to enter that allocated marks.

Using the commenting tool

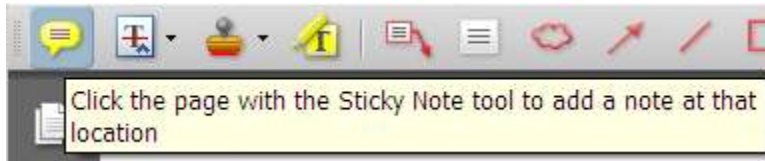
The commenting tool can

- a) add predefined comments to an assignment or
- b) add a comment with a deserving score to an assignment

Adding comments to an assignment

Select the appropriate comment by clicking on it. A red line appears around the comment, indicating its selection status.

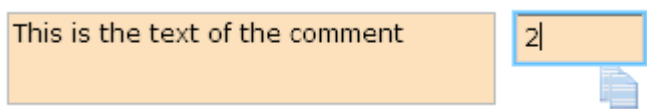
1. Click on the standard Adobe Sticky Note icon in the toolbar ribbon of Adobe and click where you want to add a comment.



2. Right click on the speech bubble and select the paste option to stick the comment in the speech bubble. Remember you may customize and edit the comment further if you wish too.

Adding comments and a score to an assignment

1. To select the appropriate comment, click on the icon to the right of the comment (it looking like a stack of papers below the score box).



2. Select the C icon and click on the assignment where you want the score and comment to be inserted.

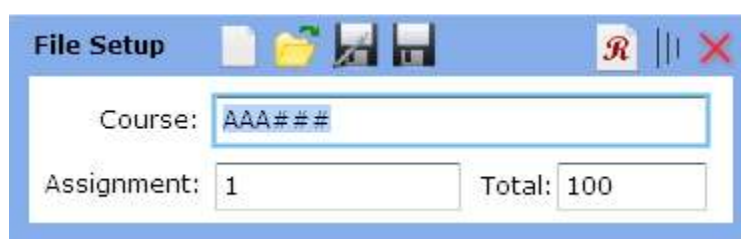
Rubric Tool

The rubric tool is a complex tool requiring detail in execution and prior setting up. I will also strongly recommend that the user create a folder on the PC for the purpose of saving commenting files with extension XML and rubrics with extension PDF. Eg. A folder called “Comments&Rubrics” or “C&R” is ideal.



Create and associate a rubric with the course

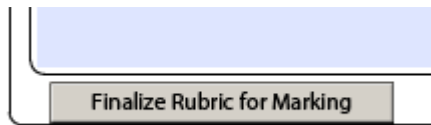
1. Open the commenting tool (It will open and display as a vertical blue bar on the left-hand side of the screen.) Click on the blue line to reveal the tool.
2. Enter the course code, assignment number and total for the assignment.



3. Click on the <Save as> icon on the top line (it looks like a computer disk) to save the file somewhere where you will find it easily. As suggested earlier a folder called Comments&Rubrics is ideal. A XML file will be saved with a name equal to the name you entered into the box for the course name with an underscore and the assignment number.

Eg. AAA###_1.xml

4. Click the red “R” icon on the top right-hand corner of the commenting tool.
5. The Rubric Setup box will open. Click on the blue “M” icon.
6. Click on the save option of the dialogue box that will open. Here it is not important where the file is saved as it is a temporary file.
7. Minimize the commenting tool by clicking on the three vertical lines between the red cross and red R. You should see a window called “UNISA ASSIGNMENT RUBRIC”
8. Complete the fields for Course code and assignment number.
9. Draw up a rubric. A specific section on how to draw up a Rubric and Marking with a Rubric will explain everything you should know to complete the rubric.
10. Scroll down to the last page of the rubric when all the fields, elements etc are completed.
11. Click on the Finalize Rubric for Marking button on the last page of the rubric.



12. Click on the Computer Disk to save the finalized rubric somewhere where you can find it easily. A good place is once again the Comments&Rubrics folder we suggested earlier. The file name will once again be the course code, underscore assignment number.

eg. AAA###_1.pdf

13. Before associating the rubric file, you need to create a duplicate file and name it:

coursecode_rubric_backup

eg. AAA###_1_Rubric_backup.pdf

14. After a rubric is **created and saved** it must be associated with the commenting tool. This is done by clicking the Red R on the yellow folder.



15. Browse for your saved rubric AAA###_1.pdf. Double click the file or associate rubric with a commenting file by dragging it to the appropriate box. When done successfully the Red R will turn green.
16. Save the Comments file again after a Rubric was associated with it. In future you can then simply open the comment.xml file and the rubric will automatically be associated with that specific comment file.

Draw up a rubric

The previous set of instructions did not explain how the rubric itself is to be completed. This is an academic exercise requiring a high level of understanding of the nature of the module as well as the learning outcomes required.

Rubric Logical Explanation

The rubric makes use of 3 levels of logically related information, namely: ELEMENTS, CRITERIA and COMMENTS.

1 ASSIGNMENT RUBRIC can contain 1 to many ELEMENTS

1 ELEMENT can contain 1 to many CRITERIAS

1 CRITERIA can contain 1 to many COMMENTS

Each ELEMENT has a TOTAL field

Each COMMENT has a MARK field

Each one of these 3 levels makes use of alternating colours to easily distinguish what section you are on:

ELEMENT: light green and light red

CRITERIA: light grey and dark grey

COMMENTS: light orange and dark orange

ADD and REMOVE buttons are provided to build your RUBRIC ASSIGNMENT.

The figure below shows all the buttons that will help build an ASSIGNMENT RUBRIC, with ELEMENTS, CRITERIAS and COMMENTS. The MARK and TOTAL fields are also indicated.

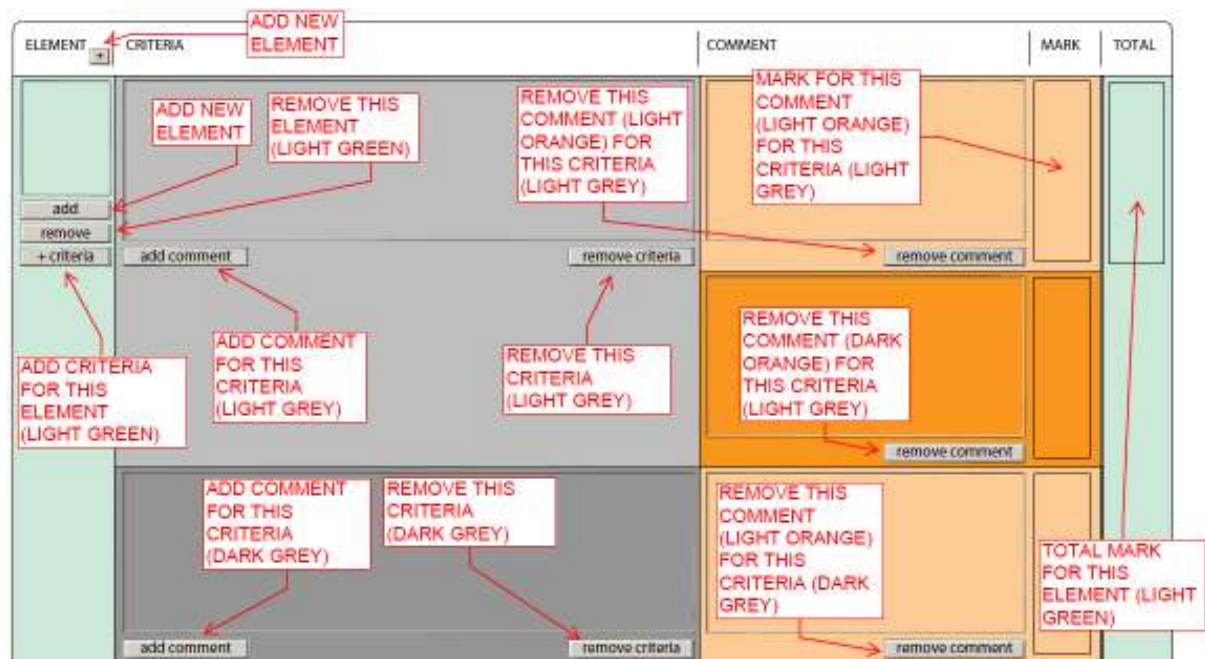


Figure Rubric Buttons and Fields

The following figure below shows a filled in Rubric with text filled in that explains the relationship between an ELEMENT and its CRITERIAS and COMMENTS.

The Lecturer will setup the rubric using the add and remove buttons and adding the necessary text. The LECTURER must fill in the ELEMENT, CRITERIA and TOTAL fields.

(ELEMENT) Question 1 <input type="button" value="add"/> <input type="button" value="remove"/> <input type="button" value="+ criteria"/>	Question 1's CRITERIA 1 Put your element's criteria in here	Question 1's Criteria 1's COMMENT 1 Put your element's criteria's comment in here	20	50
	<input type="button" value="add comment"/> <input type="button" value="remove criteria"/>	<input type="button" value="remove comment"/>		
		Question 1's Criteria 1's COMMENT 2 Put your element's criteria's comment in here	0	
		<input type="button" value="remove comment"/>		
	Question 1's CRITERIA 2 Put your element's criteria in here	Question 1's Criteria 2's COMMENT 1 Put your element's criteria's comment in here	25	
	<input type="button" value="add comment"/> <input type="button" value="remove criteria"/>	<input type="button" value="remove comment"/>		
		Question 1's Criteria 2's COMMENT 2 Put your element's criteria's comment in here	5	
		<input type="button" value="remove comment"/>		

The figure below shows a filled in Rubric ready for a marker.

The marker can edit/modify COMMENTS and MARK fields setup/advised by the lecturer.

Should the marker wish to add his own COMMENTS, he/she can simply click the ADD COMMENT button.

By clicking the KEEP checkbox under a COMMENT box, allocates the associated COMMENT and MARK to the final Assignment Rubric destined for the Student.

Each CRITERION must have at least 1 KEEP check box checked.

If a KEEP checkbox is checked, it's associated COMMENT and MARK fields must be filled in.

ELEMENT	CRITERIA	COMMENT	MARK	TOTAL
Question 1	Example Criteria: Look for the writing style Neatness Layout	Example Comment: You have understood and have answered the topic very well. You understanding is what is required. Ask your lecturer for the advance further reading section.	25	50
	<input type="button" value="add comment"/>	KEEP <input type="checkbox"/>		
		Example Comment: Please see page 45 figure 4.3 of the prescribed textbook. Also work on your 3rd dimension understanding of the cube - see Chapter 14 and the slides provided in class.	35	
		KEEP <input type="checkbox"/>		
	Example Criteria: Look for the following information Content Sentence Structure Knowledge of the topic chosen	Example Comment: A membrane is a layer of material which serves as a selective barrier between two phases and remains impermeable to specific particles, molecules, or substances when exposed to the action of a driving force.	25	
	<input type="button" value="add comment"/>	KEEP <input type="checkbox"/>		

Rubric in MARKER MODE

The figure below shows a filled in Rubric ready for student presentation.

All fields are non-editable and no buttons are visible. This is a read only report for the student.

ELEMENT	CRITERIA	COMMENT	MARK	TOTAL
Question 1	Example Criteria: Look for the writing style Neatness Layout	Example Comment: You have understood and have answered the topic very well. Your understanding is what is required. Ask your lecturer for the advance further reading section.	18.5	50
	Example Criteria: Look for the following Information: Content: Sentence Structure: Knowledge of the topic chosen	Example Comment: A membrane is a layer of material which serves as a selective barrier between two phases and remains impermeable to specific particles, molecules, or substances when exposed to the action of a driving force.	20	

The figure below shows a filled Rubric header.

The LECTURER must fill in the Course Code and Assignment No. fields.

The MARKER must fill in the Student Number and Marker fields.

The Date Marked and Rubric Created (not currently visible) fields are automatically populated.

The Progress section shows who has interacted with the Rubric and what status the rubric is in.

UNISA ASSIGNMENT RUBRIC				
Course Code	EXAMPLE_COURSE	Assignment No.	Assignment 3	Version 1.5
Student Number	0 1 2 3 4 5 6 7	Marker	EXAMPLE_MARKER	Date Marked
UNISA's assignment rubric allows Lecturer, Markers and Students to have the same view, thus enhancing student feedback and transparency on marking criteria & requirements.				Progress: <input checked="" type="checkbox"/> LECTURER <input checked="" type="checkbox"/> MARKER <input type="checkbox"/> STUDENT

The figure below shows a filled in Rubric's result footer.

The General Comments is a free text / communication section for the Lecturer / Marker.

The RESULT fields are automatically calculated, based on the sum of the ELEMENT TOTALS and number of COMMENTS who have their KEEP checkboxes checked.

The PERCENTAGE is automatically calculated, based on the result fields.

UNISA ASSIGNMENT RUBRIC

Version 1.5

General Comments:

- 1) General comments/communication by the Lecturer can be put in this box for communication to the Marker.
- 2) General comments/communication by the Marker can be put in this box for communication to the Student.

RESULT:

38.5

50

PERCENTAGE:

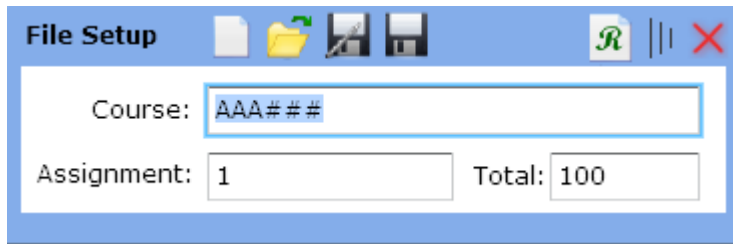
77%

Marking with a rubric

Assuming the rubric was saved, associated and opened once the assignment is ready for marking. Use a double monitor system or Alt TAB between the two windows on the screen or open both windows on the same screen next to each other.

Marking:

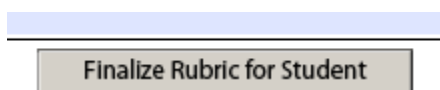
1. Open the commenting tool (It will open and display as a vertical blue bar on the left-hand side of the screen.) Click on the blue line to reveal the tool.
2. Use the yellow folder option and open the relevant XML file.



3. Because you already associated a rubric with this commenting tool the R will be green.
4. Close the comments tool by clicking the three vertical lines between the red cross and the green R.
5. Open the PDF assignment file. Normally from the desktop of the router tool.
6. Click on the Open Rubric button at the bottom left corner of the first PDF page of the opened assignment.



7. The rubric page will open with the browser. Note it will work even if you are not connected. The PDF rubric must open in the browser so that the Adobe professional marking tools can still be active on the assignment PDF document.
8. Enter the student number, and marker name in the spaces provided.
9. Select the appropriate comments by clicking in the check boxes.
10. When done click on the finalize rubric for Student button on rubric tool itself.



11. Click on <File> and then <Save>.
12. Go back to the Assignment and make at least one tick or inverted tick on a page.
13. Select the Calculator tool and say yes to the question that will pop up asking whether the assignment has a rubric attached.
14. Click on the Finalize button on the last page of the assignment, and answer the questions in the pop-up box. Normally a Yes are required.



15. Click on <File> and then <Save> and exit document.

Attachment A – Router System Specifications

This facility allows a lecturer to mark assignments submitted on myUnisa, and returning the assignment and marks to the student, immediately.

Typically students would submit assignments using the prescribed application (see formats later on for more detail). Lecturers need to frequently access the router web-site and download assignment to their computer. Assignments can then be marked by the responsible lecturer or forwarded it to markers (if applicable). (Markers can download the assignments directly from the web, if given access to the system and module.) After marking the assignments with comments and awarded marks are uploaded back to the router. The system automatically notify the student indicating the assignment result and providing a link where the marked assignment and comments can be download.

The advantages of this system include:

1. Speed: the whole process is electronic. It only involves the student at one end, and the lecturer at the other.
2. Feedback: the lecturer can provide detailed feedback, not bound by space or medium as is typical for the paper based process. Feedback can be copied and pasted into the students assignment and adapted (if needed) to personalise the feedback. Formats: this system allow for, for example audio, video, multiple files, etc. to be attached to an assignment. It also allows the lecturer to accept assignments done in other applications than myUNISA's standard printable formats. Of course current myUNISA formats can still be used.

Steps to start the process:

1. Log on to myUNISA
2. Select Assignments
3. Select Online Scoring
4. Select a Study Unit
5. Define formats that you would like to mark online.

These steps only takes a few minutes, and your students will see the new electronically routed formats.

Here are a few details to note:

- An assignment, once returned, cannot be downloaded, marked and returned again.
- Comments can be added to an assignment, as per application (using for ex. Red text in word, track changes in word or the Adobe Tools with Adobe documents).
- Once the assignment is on the desktop it is opened by the lecturer by clicking on it. The file extension will dictate what application will start up be it Word. Excel or Adobe. It is therefore crucial that students are told to hand assignments in, in the format you prefer. For Adobe tool set to work all assignments should be PDF documents.
- An assignment must be saved on the hard drive of a PC (ex. on C:), from within the application, before being marked.
- Upon returning the assignment, the student will be informed automatically via email of the result (except for portfolios). Notes can also be added to this email.
- Alternatively, a request for cancelling the assignment can be forwarded to the Assignments Division, in which case, instructions and reasons must be included.
- Upon receiving this email the student can, download the marked assignment (A link to it is included in the email).
- All assignments routed via myUnisa - are logged on an audit trail.

- Cover Dockets for assignments received per post, can also be returned electronically. (Press View Cover Docket and enter marks. Any changes to already submitted cover dockets must be done via the Assignments Section.)

The normal process is as follows:

1. Log on to Lecturer's Online, select Assessment, and then Online Scoring
2. Select the course code
3. List the assignments
4. Download the assignments. Please do not change the file's name - the system can extract the information therein and save you time if you don't.
5. Mark them
6. Return the assignment and marks