



NANYANG  
TECHNOLOGICAL  
UNIVERSITY  
SINGAPORE

# GradeWay: User Guide for Students



# GradeWay e-Guide: **Introduction**

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- GradeWay (<https://gradeway.ntu.edu.sg/webapp>) supports rubrics-based peer evaluation and assessment.
  - Developed based on eUreka features
- For introduction and login: [GradeWay Demo](#)

# GradeWay e-Guide: **Viewing Grades**

In this guide, you will learn how to view your grades for an assessment in GradeWay.

The image shows two screenshots from the GradeWay system. The left screenshot is the login page, featuring a 'GRADEWAY' logo, fields for 'Username' and 'Password', a 'Submit' button, and '+' and '?' icons at the bottom. A red circle with the number '1' points to this login form. The right screenshot is the '21S2-Kanesh-Testing' course page. It has tabs for 'Course Info', 'Assessment', and 'Peer Evaluation'. The 'Assessment' tab is highlighted with a red box, and a red circle with the number '2' points to it. Below the tabs, there are sections for 'Description', 'Start Date: 01 Jan 2022 - End Date: 31 Jul 2022', 'Attachment', 'Announcements', and 'Course Code: 21S2-TK-Tesing'. On the right side, there is a 'Team Members' table.

No	Role	Name	Email
1	Leader	Instructor3	instructor3@abc.aa
2	Student	NBS_student1	test@ntu.edu.sg
3	Student	NBS_student2	test@ntu.edu.sg

## Steps

1. Log in to GradeWay at <https://gradeway.ntu.edu.sg/> with your NTU credentials.
2. On the course page, click **Assessment**.

# GradeWay e-Guide: Viewing Grades

In this guide, you will learn how to view your grades for an assessment in GradeWay.

21S2-Kanesh-Testing > Assessment

Assessment

Show 10 entries

	Assessment Name & Description	Criteria	Scored Criteria	Grade	Comment	Upload	Instructor Upload
1	Assessment with no rubric (30 Sep 2022)			A		Submit file	
2	Assessment with rubrics	View	View	B-			
3	Assessment - Group	View	View			Submit file	
4	Assessment - no group	View	View			Submit file	
5	Final Quiz - part C Q4	View	View			Submit file	
6	Assessment 2	View	View				
7	Teamwork	View	View				

21S2-Kanesh-Testing > Assessment > View Grade

View Grade

Assessment: Assessment with no rubric (30 Sep 2022)

Student: NBS\_student2

Grade : A

Comment :

Legend

☐ Not Selected ☒ Selected

## Steps

- Click the grade for the assessment to view the grade detail.

# GradeWay e-Guide: **Completing Peer Evaluation**

In this guide, you will learn how to evaluate your peers for a group assessment.

**1**

**2**

**3**

**21S2-Kanesh-Testing**

Course Info | Assessment | **Peer Evaluation**

Description: testing

Start Date: 01 Jan 2022 | End Date: 31 Jul 2022

Attachment :

Announcements :

Course Code: 21S2-TK-Testing

No	Role	Name	Email
1	Leader	<a href="#">Instructor3</a>	<a href="mailto:instructor3@abc.aa">instructor3@abc.aa</a>
2	Student	<a href="#">NBS_student1</a>	<a href="mailto:test@ntu.edu.sg">test@ntu.edu.sg</a>
3	Student	<a href="#">NBS_student2</a>	<a href="mailto:test@ntu.edu.sg">test@ntu.edu.sg</a>

## Steps

1. Log in to GradeWay at <https://gradeway.ntu.edu.sg/> with your NTU credentials.
2. On the home page, click **Manage My Courses**, followed by the course in which you wish to complete the peer evaluation.
3. On the course page, click **Peer Evaluation**.

# GradeWay e-Guide: Completing Peer Evaluation

In this guide, you will learn how to evaluate your peers for a group assessment.

21S2-Kanesh-Testing

Evaluation

Show 10 entries

Evaluation Name	End Date	Group	Status	Rubric	My Grade
Class Participation	31 Aug 2023	Group1	Not attempted (Submission Closed)	View Rubric	
PE test on 26th Sept	05 Oct 2022	Group1	Not attempted (Submission Closed)	View Rubric	View
PE1	28 Oct 2022		Not attempted (Submission Closed)	View Rubric	
Team Peer Evaluation (Group)	07 Oct 2023	Group1	Not Attempted	View Rubric	

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21S2-Kanesh-Testing > Peer Evaluation > Show Evaluation

Show Evaluation

Evaluation:	Team Peer Evaluation (Group)	
Status:	Not Attempted	Re-select Student to Evaluate

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		Teamwork & Interpersonal Skills Rubric (For Peer Rating)					Qualitative Feedback			Total
No	Member	Roles and Responsibility (20%) Behaves professionally by upholding responsibility and assuming accountability for self and others in progressing towards the team's goal.	Communication (20%) Identifies appropriate mechanisms to coordinate and correspond with team members.	Conflict Resolution (20%) Resolves conflicts using a variety of approaches.	Contributions (20%) Contributes positive input for the team; effectively utilizes one's knowledge and expertise.	Relationship (20%) Maintains cooperative interaction with other team members regardless of individual/cultural differences and respects diverse perspectives.				
		Weightage: 20.0	Weightage: 20.0	Weightage: 20.0	Weightage: 20.0	Weightage: 20.0	Strength	Areas to Improve	Other	

## Steps

- Click on **Not Attempted** under the Status column to begin the evaluation.
- Click **Re-select Student to Evaluate** to evaluate peers.



# GradeWay e-Guide: Completing Peer Evaluation

In this guide, you will learn how to evaluate your peers for a group assessment.

21S2-Kanesh-Testing

Evaluation

Show 10 entries

Evaluation Name	End Date	Group	Status	Rubric	My Grade
Class Participation	31 Aug 2023	Group1	Not attempted (Submission Closed)	<a href="#">View Rubric</a>	
PE test on 26th Sept	05 Oct 2022	Group1	Not attempted (Submission Closed)	<a href="#">View Rubric</a>	<a href="#">View</a>
PE1	28 Oct 2022		Not attempted (Submission Closed)	<a href="#">View Rubric</a>	
Team Peer Evaluation (Group)	22 Sep 2023	Group1	Submitted	<a href="#">View Rubric</a>	A+

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21S2-Kanesh-Testing > Peer Evaluation > View Grade Detail By Individual

VIEW GRADE DETAIL BY INDIVIDUAL

Name: Team Peer Evaluation (Group)

Evaluatee: NBS\_student2

Group: Group1

Evaluators	Teamwork & Interpersonal Skills Rubric (For Peer Rating)					Qualitative Feedback		
	Roles and Responsibility (20%) Behaves professionally by upholding responsibility and assuming accountability for self and others in progressing towards the team's goal.	Communication (20%) Identifies appropriate mechanisms to coordinate and correspond with team members.	Conflict Resolution (20%) Resolves conflicts using a variety of approaches.	Contributions (20%) Contributes positive input for the team; effectively utilizes one's knowledge and expertise.	Relationship (20%) Maintains cooperative interaction with other team members regardless of individual /cultural differences and respects diverse perspectives.	Strength	Areas to Improve	Other
	Weightage: 20.0 1-10	Weightage: 20.0 1-10	Weightage: 20.0 1-10	Weightage: 20.0 1-10	Weightage: 20.0 1-10			
NBS_student1	7.0	10.0	7.0	9.0	10.0			
NBS_student2 (SELF)	10.00	10.00	10.00	9.00	9.00			

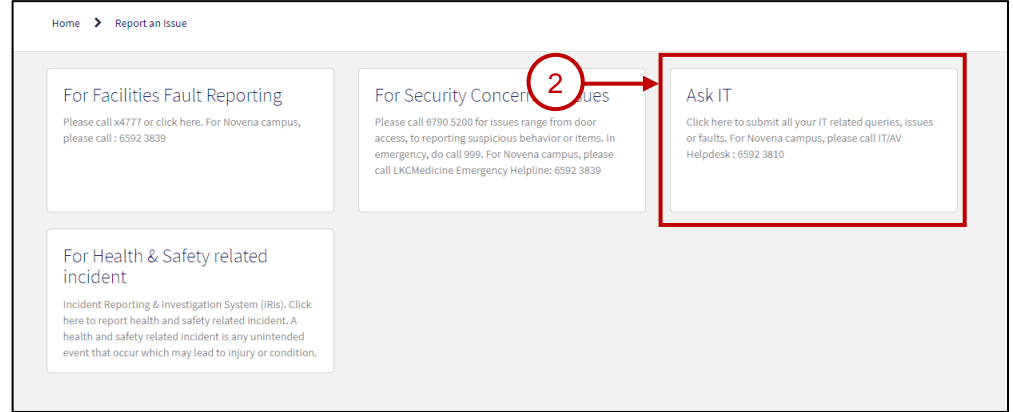
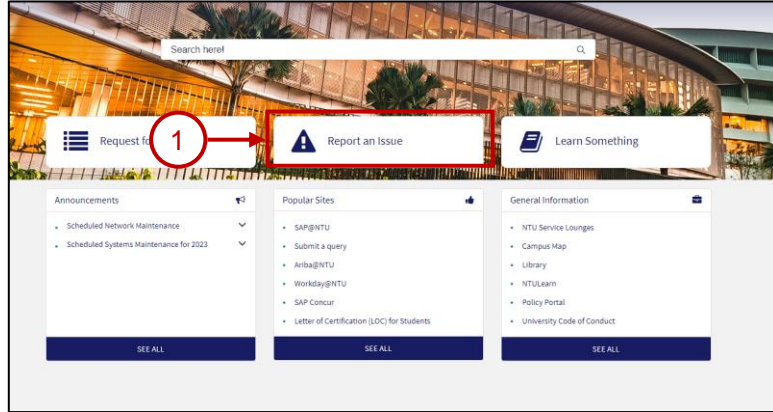
## Steps

- Back on the Evaluation page, the status is now updated to Submitted.
- Click on the grade to view the submitted detail.



# GradeWay e-Guide: Submitting a Ticket

In this guide, you will learn how to submit a ticket related to GradeWay on ServiceNow.



## Steps

1. Log in to ServiceNow and select **Report an Issue**.
2. Select **Ask IT**.

# GradeWay e-Guide: Submitting a Ticket

In this guide, you will learn how to submit a ticket related to GradeWay on ServiceNow.

The screenshot shows a ServiceNow ticket submission form. It includes a dropdown for 'Opened By' (Junior Chang Jia Le), an 'Urgency' section with a definition and a dropdown set to '3 - Low' (callout 3), a 'Category' section with a dropdown set to 'Learning Systems' (callout 4), and a text area for describing the issue (callout 5). To the right, a separate box shows an 'Add to Favourite' button and a 'Submit' button (callout 6).

## Steps

3. Select level of urgency (i.e., low/medium/high).
4. Select **Learning Systems** under Category.
5. Describe the issue you are facing.
6. Click **Submit** to proceed.