# How to use ExamineR

This is a shiny app written in R Markdown which you can access at <https://jonmay.shinyapps.io/ExamineR/>

## Mark Entry

Enter the marks from each question into a separate file, with the SRN in column A and the letter grade or percentage mark in Column B. Call these Q1, Q2 or E1Q1, E2Q1, etc.

## Gradebook files for AAs from DLE

If you have students sitting online assessments, enter the grades directly into the DLE and then download the gradebooks. Call these AAQ1, AAQ2 etc.

## Gradebook files to return Question marks

For each questions, there needs to be an assignment on the DLE (No dates, no File Submission, Anonymous: No; Hide grader: Yes).

Download these gradebook files.

## Gradebook files to return combined exam mark

To return final marks to UnitE, there needs to be a Hidden assignment on the DLE (No dates, no File Submission, Anonymous: No; Hide grader: Yes) which is linked to the assessment element (In Course Settings).

Download this gradebook file.

## S4 enrolment report

The DLE gradebook files do not contain SRNs, but do contain emails.

You need to download the S4 enrolment report which contains both so that we can match SRNs to students for uploading.

In S4, find the module page, and click the number shown at the top left under Enrolments. Then click Enrolment Report, and Export, and save Details Only as CSV format.

## Details file

## Using the app

1. Drag the files to the appropriate slots on the first page of ExamineR. If you do not have any online grades, leave those empty.
2. UG and MSc modules use different class labels and pass marks, so be sure to select the correct type of module.
3. The app will generate a details file if one is not provided. The app makes certain default assumptions that may not be correct. On the Details tab you can download this file, edit it, and upload it. Once you have edited it, you can reupload it on future runs.
4. Work through the tabs, checking for errors. If you need to re-upload any files, do all of the files for that slot at once, not just the edited file.
5. Once the errors have been dealt with, save the output files and send them to the module leader for checking.
6. If any moderation is to be applied, edit the appropriate column in the Details file and repeat the analysis.
7. Once everything is approved, the populated gradebook files for return of question marks and final exam marks can be uploaded to the DLE, and these assignments released to students (and unhidden if necessary).