



CELFS Website

User Manual

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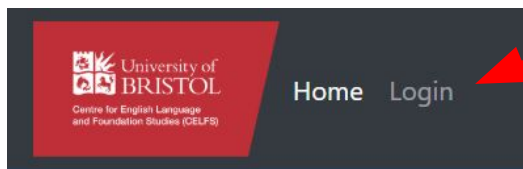
1.1: The website

For our second year software product engineering project, we have created the website that can be found in this link: <https://celfs.spe.cs.bris.ac.uk/> The website was designed to facilitate the marking process and reduce the necessary admin. This guide will explain the use of the various components of the website for both teachers and admins and illustrate all possible use cases.

1.2: Logging in

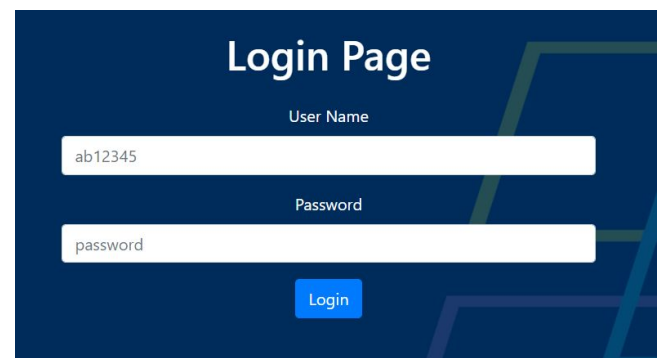
Upon visiting the link, you will be directed to our landing page. As indicated on the top right corner, you are not yet logged in.

Please log in.



To do so, you will want to look at the top left, and click on the login tab of the navigation bar.

You will then be directed to our login page, where you need to enter your username and password and then click the “Login” button.



If this message is displayed, you have entered incorrect details. Please try again and, if unsuccessful, contact the system administrator.

User Name/Password combination incorrect. Please try again.

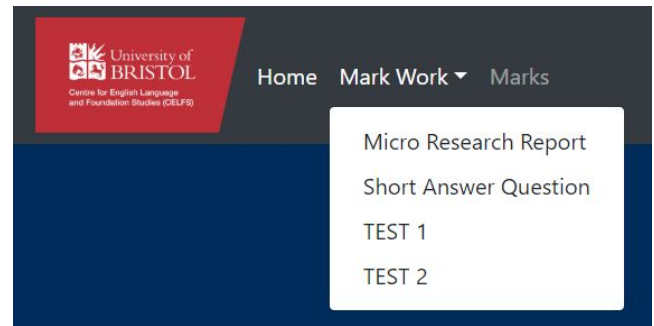
Upon successfully logging in, you will be able to see your username at the top right corner, as well as the “Logout” button.

Logged in as teacher1.

Logout

2.1 Marking an essay

To get to the marking page, you first need to click on “Mark work” in the navigation bar. Upon doing so, a menu will appear.



Mark a Micro Research Report

Please input a band for each criterion.

Student ID

Student ID

Task Fulfilment and Content

Language Use and Style

Text Organisation

Overall Comment

Review

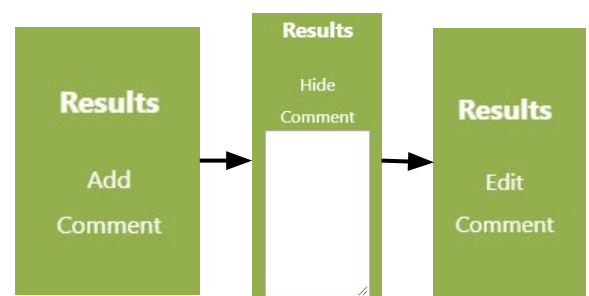
After clicking on the type of work you want to mark, you are directed to the relevant page. After filling in the Student ID field, you begin marking by clicking on one of the three categories. They can be expanded or minimized at any time by simply clicking on them.

Task Fulfilment and Content								
Response	Rigorous, lucid, creative & original response	Complete, relevant, fairly sophisticated response to task with noticeable quality of ideas	No major omissions and mostly relevant response to task but may lack sophistication	No major omissions with some successful attempts to communicate main ideas but some repetition, irrelevance	Minimal response to task, with only one major omission (missing one IMRD section, missing source, no reference list, no visual summary)	Inadequate response to task which misses more than one major element of task	Fails to address the general scope of the task	No attempt at task; evidence of cheating
Add Comment								

Each category has a set of rows, each row representing a criterion, and each cell containing the description for that band, for that criterion. You can select a band by clicking on the respective box, which will then change color. You can change your selection later.

Task Fulfilment and Content								
Response	Rigorous, lucid, creative & original response	Complete, relevant, fairly sophisticated response to task with noticeable quality of ideas	No major omissions and mostly relevant response to task but may lack sophistication	No major omissions with some successful attempts to communicate main ideas but some repetition, irrelevance	Minimal response to task, with only one major omission (missing one IMRD section, missing source, no reference list, no visual summary)	Inadequate response to task which misses more than one major element of task	Fails to address the general scope of the task	No attempt at task; evidence of cheating
Add Comment								

You can add a comment for that criterion by clicking on “Add comment”, this will be visible to Admin but will not be released to the student. You can then hide the comment box by clicking on “Hide comment”



You can also input an overall comment at the bottom of the page.

Overall Comment

Hovering over a keyword (colored and underlined) will bring up a definition for that word in this context.

Over-reliance on borrowing, so <u>voice</u> often missing	Significant borrowing from sources, <u>voice</u> is missing	Sources used wholly inappropriately	Sources not used	task; evidence of
This is the ultimate goal of an academic writer and is hard to achieve. Hence, it only features in the exceptional and very good bands. According to Alexander & Argent (forthcoming), having a clear writer's voice involves: <ul style="list-style-type: none">• Taking a nuanced stance,• Selecting and reporting evidence (data or sources) critically,• Interpreting evidence to support your stance,• Choosing a persuasive structure for your argument,• Integrating the evidence into your argument, with the appropriate signals,• Using your own words.				
Some successful attempts to build a basic line of reasoning	Few successful attempts to build a line of	Any attempt to build a line of	attempt to build a line	task; evidence

Once you are done you need to click on the "Review" button to be taken to the Review page.

Review

2.2 Reviewing marks

The review page shows the name of each criterion, the band the student was awarded for that criterion, and the comment, if any.

Presentation

Very Good

Example comment

It will also display the grade the student received for each category of criteria, on average.

Text Organisation Mark: 75

Overall Comment:

Example overall comment

You can also find the overall comment at the bottom of the review page

Edit

Submit

If you are happy with the marks and comments, you can click submit, if not, click edit and you will be taken back to the previous page and be able to edit your selections.

Successfully submitting the marks will take you to this page where you can see the student's final mark.

Result Page

Thank you for submitting your marks.

Student ab12348 got 65.0.

You can also visit the Marks page through the navigation bar, where you can see all marks you have submitted along with some relevant details. You can also search by student number or type of work.

Show Marks

These are the marks:

<All Works>

Search

Micro Research Report

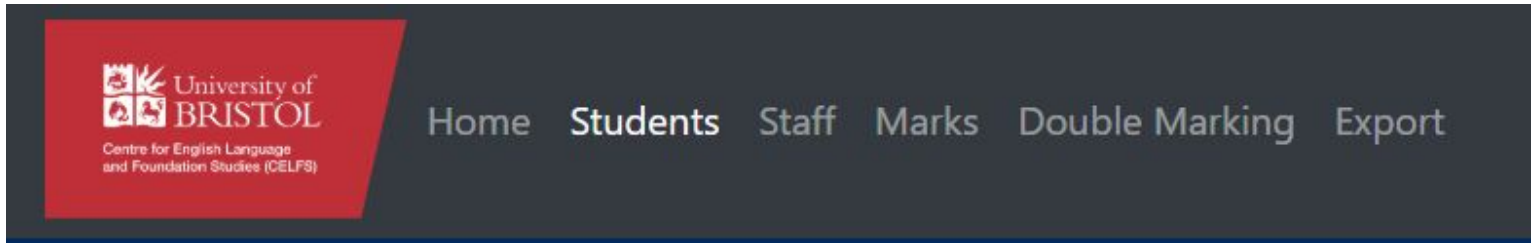
Student ID	Teacher ID	Task Fulfilment and Content	Language Use and Style	Text Organisation	Mark	Comment
ab12348	teacher4	65	65	65	65.0	

If a student has been double-marked, the information will appear in red. Double marking can be resolved by admins.

ab12345	teacher1	68	55	55	60.2	
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3.1 Student information

Admin users can view the information of registered students by visiting the “Students” tab of the navigation bar.



You can also add student by inputting their information and clicking the “Add student” button.

A screenshot of the 'Edit Students' form. It has a dark blue background with white text. The title 'Edit Students' is at the top. Below it are three input fields: 'Student ID' with the value 'ab12345', 'Seat' with the value 'Seat 01', and 'Student Class' with the value 'Micro Research Report'. At the bottom right is a blue button labeled 'Add Student'.

3.2 Staff information

A screenshot of the 'Edit Staff' form. It has a dark blue background with white text. The title 'Edit Staff' is at the top. Below it are two input fields: 'Username' with the value 'teacher1' and 'Password' (empty). At the bottom left are two radio buttons labeled 'Teacher' and 'Admin', with 'Teacher' selected. At the bottom right is a blue button labeled 'Add User'.

Similarly, you can view staff information on the staff tab, as well as add new users by submitting a username and password for them and selecting whether they are a teacher or admin.

3.3 The marks page

The “Marks” page doesn’t only allow you to view the marks teachers have inputted, but also change (for example due to late submission) or delete them. To do so, change the number of the final mark (to a negative number, if you want to delete the entry) and press the update button near the top.

ab12348	teacher1	65	65	65	65.0	overall comment
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Update

A row in red indicates that work for that student has been double mark and needs to be resolved.

ab12345	teacher1	68	55	55	60.2	
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3.4 Resolving double marks

To resolve double marks, visit the “Double Marking” page. There, you can see the student ID, coursework type, overall score from the first marker, and overall score from the second marker.

Student ID	Coursework Type	Overall Score #1	Overall Score #2	Resolve
ab12345	Micro Research Report	61.0 (teacher2)	60.2 (teacher1)	Resolve Marks

Clicking the “Resolve Marks” button will take you to a page similar to the regular marking page (see 2.1) where you will be able to see the selections of each marker for each criterion, and make a final selection.

Response <small>Add Comment</small>	Rigorous, lucid, creative & original response	Complete, relevant, fairly sophisticated response to task with noticeable quality of ideas	No major omissions and mostly relevant response to task but may lack sophistication	No major omissions with some successful attempts to communicate main ideas but some repetition, irrelevance	Minimal response to task, with only one major omission (missing one IMRD section, missing source, no reference list, no visual summary)	Inadequate response to task which misses more than one major element of task	Fails to address the general scope of the task	No attempt at task; evidence of cheating

↓

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After making a selection for each criterion, you can review and submit the marks, resolving the double marking

3.5 Exporting marks

To export and download the marks for all students as an Excel file you need to visit the “Export” page and click the “Export Database” button.



Export Database

This cannot be done if there are double marks to resolve.