User Guide: AI Assignment Grading System

Overview

This guide walks you through using the AI Grading System to create, manage, grade, and review assignments. The system streamlines the grading process by mapping bibliography documents to assessment criteria and learning objectives.
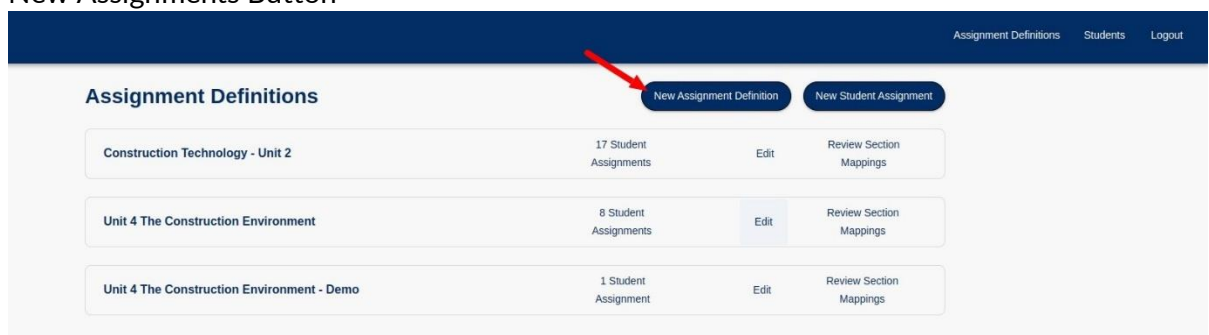
Getting Started

Accessing the System

1. Navigate to the application URL in your web browser
2. Enter the username and password
3. Click "Login"

Dashboard Navigation

After logging in, you'll see the main dashboard with these key sections:

- Assignment Definitions
- New Assignment Definition Button
- Students Button
- New Assignments Button

Creating Assignment Definitions

Step 1: Basic Information

1. From the dashboard, click the **New Assignment Definition** button
2. Complete the required fields:
   a. **Title**: Enter a descriptive name (e.g., "Construction Environment")

b. **Unit Number**: Input the course unit identifier (e.g., "3")
  c. **Academic Year**: Input the applicable year
  d. **Description**: Provide assignment instructions and expectations

3. Click **Save** to proceed

Step 2: Defining Parts

1. Navigate to the **Parts** tab
2. Click **Add Part**

3. For each part:
   a. Provide a **Part Name** (e.g., "Part 1")
   b. Write a clear **Description** of requirements
4. Add additional parts as needed by clicking **Add Part** again

Step 3: Setting Learning Objectives

1. Select the **Learning Objectives** tab
2. Click **Add Learning Objective**
3. For each objective:
   a. Enter an **Objective Name (e.g., "LO1")**
   b. Provide a detailed **Description**
4. Click **Save** after each objective

Create Learning Objective

Name

LO1

Description

Explore the development of the construction industry through the roles and relationships of the professionals involved.

CANCEL   SAVE

No learning objectives defined yet

5. Link learning objectives to parts
   a. Select the parts tab
   b. For each part click the "link" icon to link objectives to parts
   c. Select the learning objectives associated with the part and click save

Assignment Definition

Edit Assignment Definition

Title *
Unit 3 Construction Environment

Unit Number *
3

Academic Year *
2025

Description *
The submission is in the form of an individual illustrated written report. This should be written in a concise, formal style using single spacing and font size 12. The report should be word processed, and professionally presented. You are required to make use of headings, paragraphs and subsections as appropriate and all work must be supported with research and referenced using the Harvard referencing system.
Review the Unit Content from the Unit Specification along with the Learning Outcomes and Assessment Criteria shown below thoroughly. This

PARTS   LEARNING OBJECTIVES   CRITERIA   BIBLIOGRAPHY DOCUMENTS

Parts   + ADD PART

Part 1

SAVE   CANCEL

link learning objective to part

Step 4: Establishing Assessment Criteria

1. Go to the **Criteria** tab

PARTS   LEARNING OBJECTIVES   CRITERIA ●   BIBLIOGRAPHY DOCUMENTS

Criteria   + ADD CRITERIA

No criteria defined yet

SAVE   CANCEL

2. Click **Add Criteria**
3. For each criterion:
   a. Enter a clear **Criteria Name**
   b. Write a **Description** with scoring guidelines

c. Click **Save** after each criterion entry

4. Select the **Learning Objective(s)** tab
   a. Click the link icon on each learning objective

   b. Select the relevant criteria link to that learning objective

   c. Click **save**

Step 5: Bibliography Document Management

1. Select the **Bibliography Documents** tab
2. Click **Upload Document**
3. Click **Upload**

*Note: To upload **bibliography documents**:*
- *All learning objectives must be linked to their respective part*
- *All criteria must be linked to learning objectives*
- *You must add at least one part, learning objective and criteria*

Step 6: Reviewing Section Mappings

1. Wait for the "Review Section Mappings" button to activate (this may take 2-5 minutes)
2. Click the button when enabled

3. In the mapping review panel:
   a. View how document sections align with criteria
   b. Use the filter dropdown to select different bibliography documents

c. Click any section to preview its content

d. Select **Edit Criteria button** to reassign sections to different criteria

Managing Students

Adding Students

1. Click **Students** in the main navigation
2. Select **Create New Student**
3. Enter required information:

a. Full Name
4. Click **Save**

Managing Assignments

Creating New Assignments and Submit for Grading

1. Click **Assignments** in the main navigation
2. Select **New Assignment**
3. Complete the form:
   a. Select **Student** from dropdown
   b. Choose Assignment Definition
   c. Upload student work document
4. Click **the Submit button**

5. The grading process will start in the background
   Note: The AI grading process typically takes 3-10 minutes depending on document length. Assignment status will be marked "Pending"

Reviewing Graded Assignments

1. Once grading is complete, assignments Status will be marked "AI Graded"
2. Click **AI Review button**
3. The review interface has two panels:
   a. **Criteria Scores**: Shows scores by criteria with AI justification
   b. **Document View**: Shows the student document with highlighted sections

Editing AI Feedback

1. In the Review interface, Expand the Learning objective section
2. Select any criteria
3. **Click on the criteria feedback text box to modify Feedback**

4. Select **Update**

Downloading Feedback Documents

1. From the Review interface, click **Download** in the top right
2. The Word document will be download to your computer