Individual assessment feedback (INDAF)

User guide (short)

App Version 1.0.2.0

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# 1   Minimum input required to mark and produce feedback reports

Users…

1. Add student ID numbers

2. Define number of questions for the assessment

3. Define number of subcategories into which these questions can be grouped

4. Allocate the questions to the subcategories

5. Mark assessment

6. Print individual feedback reports (pdf) for each student. This can be done in bulk once all marking is done.

2   Navigation through INDAF

2.1   Dashboard and Archive

1. Switch between Dashboard and Archive using the top tabs.

2. View user guides.

3. Current assessments, as well as their current marking progress, are shown in the Dashboard.

4. INDAF files (file name ending in '.indaf') located on the computer, or received via e-mail, can be added to the dashboard (drag and drop).

5. Current assessments no longer needed can be added to the Archive (drag and drop).

6. Clicking on assessment opens action menu.

7. 'New assessment' moves the user to Tab 1: Setup (chapter 2.2).
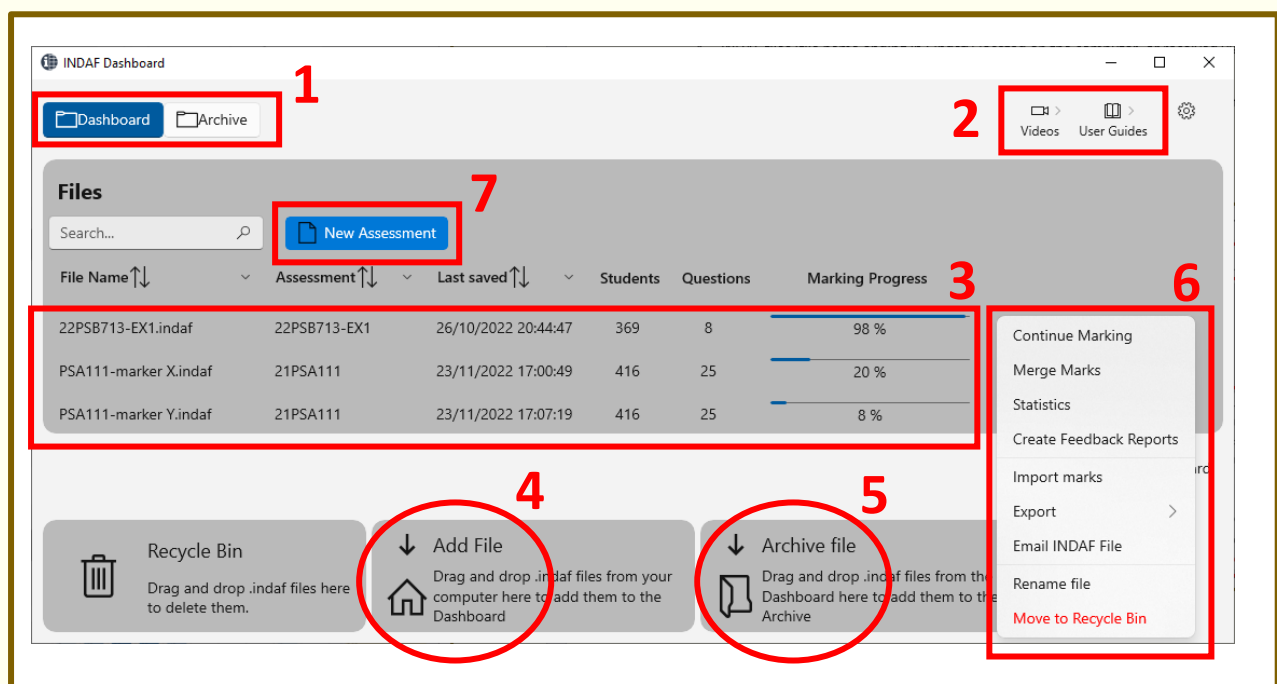
1. Within the Archive, files can be organised within folders (create 'New Folder' if required). Once, created, drag/drop files into folders.

2. To edit an Assessment, click on it and return it to the Dashboard. Most options to edit or process assessments (see action menu in step 6 above) are only available in the Dashboard.
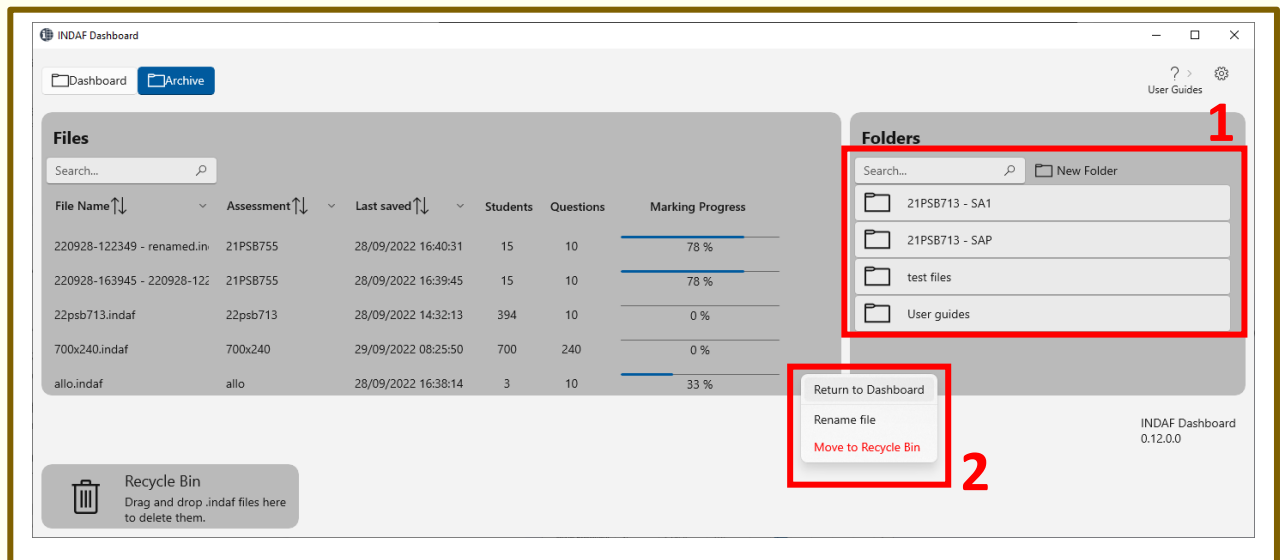
2.2   Setup

1.   Home icon. This returns the user to the dashboard from anywhere within INDAF.

2.   Current assessment always shown in top right corner.

3.   Navigation within the assessment.

4.   Hover over input fields to reveal further information.

5.   Download ID numbers from Learn (Click information icon for further detail). Alternatively, manually insert student IDs in the input box below. This can be done in bulk, e.g., copy cells from an Excel spreadsheet and paste them into the field 'Manually add student IDs'.

6.   Students are sorted by ID by default. If they were imported from Learn via the .csv file, it is also possible to sort them by student name. Whilst student names are not shown (anonymity!), they are stored in the background. Sorting IDs by student name may be helpful if exam scripts are returned in that order (as is often the case for exam hall assessments). This order will be retained in the marking table, which means the order within the INDAF file matches the order of the scripts received.

2.3   Subcategory allocation

1. Input maximum marks awarded per question. Right clicking into any 'Max. mark' field allows to allocate the same Max. Mark to all questions.

2. If an assessment has optional questions (causing the assessment Total Max. Mark to be lower than the sum of all questions), the 'Total Max. Mark' must be adjusted manually. See User guide (long) for more detailed explanations.

3. Amend question titles (optional); e.g., change' Q1' to '1a'.

4. Amend subcategory titles; e.g., change' Subcategory 1' to 'Physiology'.

5. Allocate questions to subcategories using the tick boxes.

6. Select/unselect all tick boxes for a subcategory.

7. If, at any point during the marking process, any of the specifics in this Tab need changing, users can return and update (includes adding/removing subcategories).

2.4   Marking table

Marks can be entered either in cohort view or in student view

1. Swap between student and cohort view (use any according to personal preference)

2. Input marks. For assessments that contain optional questions, type in 'n' for those questions that were not attempted.

3. Optional: Complete Overall (qualitative) feedback, which is individual to each student (most likely not appropriate for large cohorts!).

4. Qualitative comments often used can be saved and re-used.

5. Once a student is completely marked, the 'Preview Report' Option appears (may be useful to inform any overall feedback to the student).

Cohort view

Student view

2.5   Feedback report

1. The report title appears as first line on the report.

2. Grade boundaries are pre-set for an Undergraduate Assessment, they can be manually changed if required.

3. Choose sections to be included in report, preview sample report to check the report layout.

4. If all ID numbers are selected, INDAF only creates reports for those students that have been marked ('Zero-mark reports' are <u>not</u> created).

5. 'Create Learn Upload Zip' creates a Zip file that allows the direct upload of all PDF reports onto the respective student profiles on Learn. An assignment activity on Learn needs creating first for this. For more detailed information, see information icon within INDAF.

3   Questions and feedback

Any questions or suggestions for further improvement, please contact indaf@mailbox.lboro.ac.uk

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