

Individual assessment feedback (INDAF)

User guide (short)

App Version 2.3.2.0

Upon starting up INDAF, please check the bottom right corner of the Dashboard. This shows the version number. If this is not 2.3.2.0 or later, please download and install the latest INDAF version from the Software Center.

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1 Minimum input required to mark and produce feedback reports

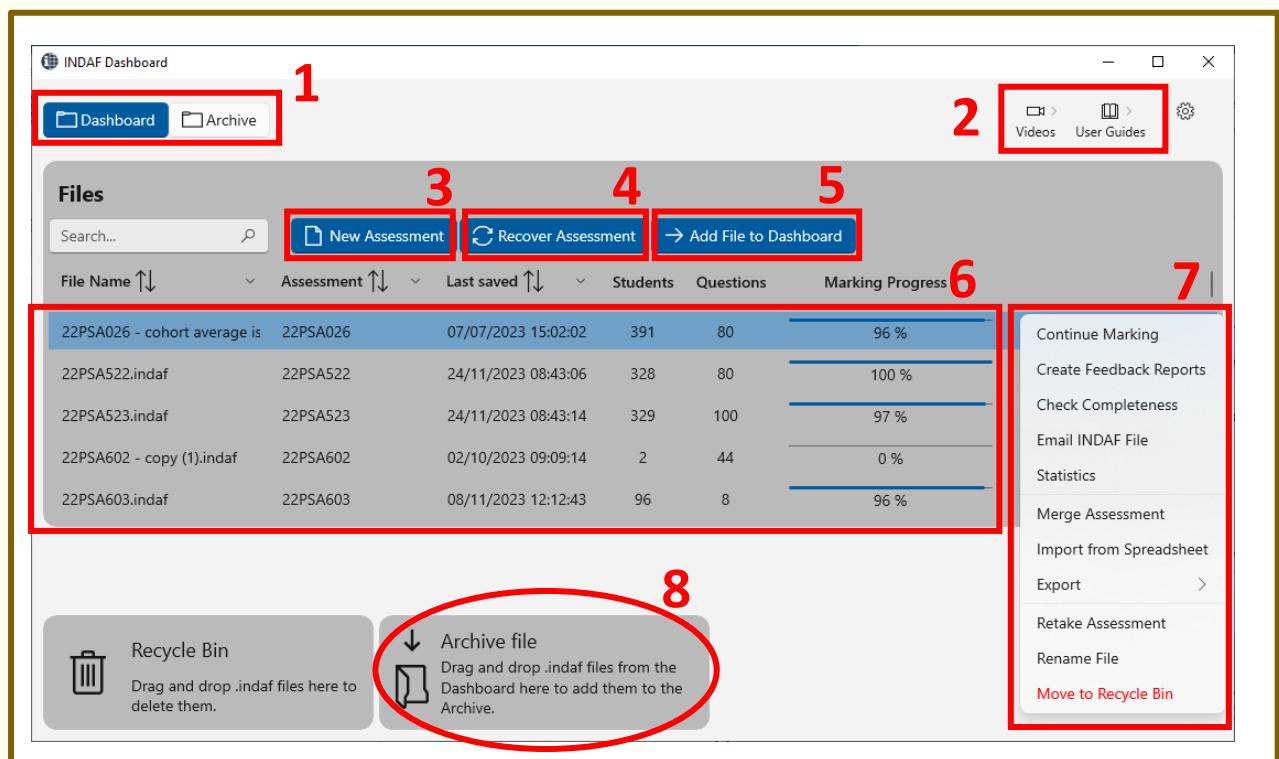
Users...

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. ‘New Assessment’ moves the user to Tab 1: Setup (chapter 2.2).
4. INDAF files are auto-saved every 6 minutes for the preceding 2 hours and can be recovered.
5. INDAF files located on the computer, or received via e-mail, can be added to the Dashboard.
6. Current assessments, as well as their current marking progress, are shown in the Dashboard.
7. Clicking on assessment opens action menu.
8. Current assessments no longer needed can be added to the Archive (drag and drop).



9. Within the Archive, files can be organised within folders (create 'New Folder' if required). Once, created, drag/drop files into folders.

The screenshot shows the INDAF Dashboard interface. On the left, there's a 'Files' section listing various INDAF files with columns for File Name, Assessment, Last saved, Students, Questions, and Marking Progress. On the right, there's a 'Folders' section listing several folders, each with a small icon and a folder name. A red box highlights the 'Folders' section, and the number '9' is placed above it.

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.

The screenshot shows the INDAF User Guide setup page. At the top, there are navigation buttons: 'Dashboard' (highlighted with a red box), 'Save', and 'Save As'. Below that is a breadcrumb trail: 'Setup' (highlighted with a red box), 'Category Allocation', 'Marking Table', and 'Feedback Report'. To the right of the breadcrumb trail are 'Back' and 'Next' buttons. The main area contains several input fields and dropdown menus:

- Module/Assessment Code:** A dropdown menu containing '21PSB713-EX2' (highlighted with a red box).
- Number of Questions to mark:** An input field containing '8' (highlighted with a red box).
- Number of Categories:** An input field containing '4' (highlighted with a red box).
- Student IDs:** A section with two options: 'Load Learn course ID .csv file' (with an information icon) and 'Manually add student IDs' (highlighted with a red box).
- ID Numbers:** A list of student IDs: B111111, B111112, B111113, and B111114. There is a dropdown menu next to the list labeled 'Order: ↑ ID' (highlighted with a red box).

 The number '1' is at the top left, '3' is at the top right, '4' is in the middle left, '5' is at the bottom center, and '6' is in the bottom right.

2.3 Category allocation

1. Input maximum marks awarded per question.
2. If an assessment has optional questions (causing the assessment 'Total awarded' mark to be lower than the sum of all questions), 'Total awarded' 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 Category titles; e.g., change 'Category 1' to 'Physiology'.
5. Allocate questions to Categories using the tick boxes.
6. Select/unselect all tick boxes for a Category.
7. If, at any point during the marking process, any specifics in this Tab need changing, users can return and update (including adding/removing Categories).

The screenshot shows the 'Category Allocation' tab of the INDAF software. At the top right, the assessment code '21PSB713-EX2' is displayed. Below it, there are buttons for 'Back' and 'Next'. On the left, there's a sidebar with 'Dashboard', 'Save', and 'Save As' buttons, and tabs for 'Setup', 'Category Allocation' (which is selected and highlighted in blue), 'Marking Table', and 'Feedback Report'. The main area contains a table for 'Question Title' and 'Maximum Mark' across eight questions (Q1-Q8). A 'Total awarded' field shows '80' with an 'Adjust total' checkbox. To the left of the table is a list of 'Category' names: Physiology, Anatomy, Research methods, and Calculations, each with a green checkmark and a delete icon. A red box labeled '4' highlights the category list. A large red box labeled '5' highlights the main grid area where questions are allocated to categories. A red box labeled '6' highlights the 'New Category...' button. A red box labeled '1' highlights the 'Total awarded' field. A red box labeled '2' highlights the 'Adjust total' checkbox. A red box labeled '3' highlights the question title table. A red box labeled '7' highlights the 'New Category...' button.

2.4 Marking table

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 (so it is most likely not appropriate for large cohorts). Alternatively, overall feedback can be generated using AI (see next section for details).
4. Qualitative comments often used can be saved and re-used. They can also be imported in bulk.
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

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 (so it is most likely not appropriate for large cohorts). Alternatively, overall feedback can be generated using AI (see next section for details).

4. Qualitative comments often used can be saved and re-used. They can also be imported in bulk.

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

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 (so it is most likely not appropriate for large cohorts). Alternatively, overall feedback can be generated using AI (see next section for details).

4. Qualitative comments often used can be saved and re-used. They can also be imported in bulk.

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

6. Filter options (cohort view only): Data within the marking table can be filtered and display IDs with the following attributes:
 1. 1. $n < \text{Expected}$ (for exams with optional questions – this indicates not enough questions that were left out have been defined)
 2. $n > \text{Expected}$ (for exams with optional questions – this indicates too many questions that were left out have been defined)
 3. Marking Incomplete
 4. Marking Complete
 5. Unmarked
7. Direct access to Statistics from Marking Table: This allows the user to check cohort, question and category statistics during marking.
8. *AI-powered feedback: This feature is not available to standard users.*
9. *AI powered feedback: This feature is not available to standard users.*

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.
4. Preview sample report to check the report layout.
5. Check whether all mandatory actions to create feedback reports have been completed.
6. ‘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.
7. If all ID numbers are selected, INDAF only creates reports for those students that have been marked. Reports are not created for student IDs that contain no data.
8. Include cohort statistics into the Generic Feedback.

The screenshot shows the INDAF software interface for creating a feedback report. The window title is "INDAF - User guide (unsaved changes)". The top menu bar includes "Dashboard", "Save", "Save As", "Setup", "Category Allocation", "Marking Table", and "Feedback Report". The right side of the window displays the student ID "21PSB713-EX2".

Report Title: "Physiology of Exercise and Training" (marked with 1)

Grade boundaries: "Area for development (less than)" (marked with 2) and "Excellent (greater than)" (marked with 3). Both fields contain numerical values: 39.5 and 69.5 respectively.

Report Options: A group of checkboxes for "Include Category Overview", "Include Question Overview", and "Include Individual Overall Feedback" (marked with 4).

ID Numbers: A list of student IDs with checkboxes. The list includes:
B111111
B111112
B111113
B111114 (marking incomplete)
B111115 (no data)
B111116 (no data)
B111117 (no data) (marked with 7)

Generic Feedback: A rich text editor toolbar (marked with 8) and a checkbox for "Include cohort statistics".

Text at the bottom: "Below is generic group feedback which represents a summary of students' performance on the above examination. Reflect on the general areas of strength and areas for attention and consider the extent to which they apply to you/your performance. Take note of the general advice for future assessments."

3 Questions and feedback

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

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