

Individual assessment feedback (INDAF)

User guide (short)

App Version 0.12.0.0

Supporting videos (may have to be accessed outside user guide)

- General introduction (xx min)
- Questions with sub-questions ('1a, 1b, 1c, ...') (x min)
- Optional questions ('answer 10 out of 15') (x min)
- Essay based exams (x min)
- Multiple markers: Merge marks (x min)
- Exporting data (x min)
- Importing data (x min)

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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

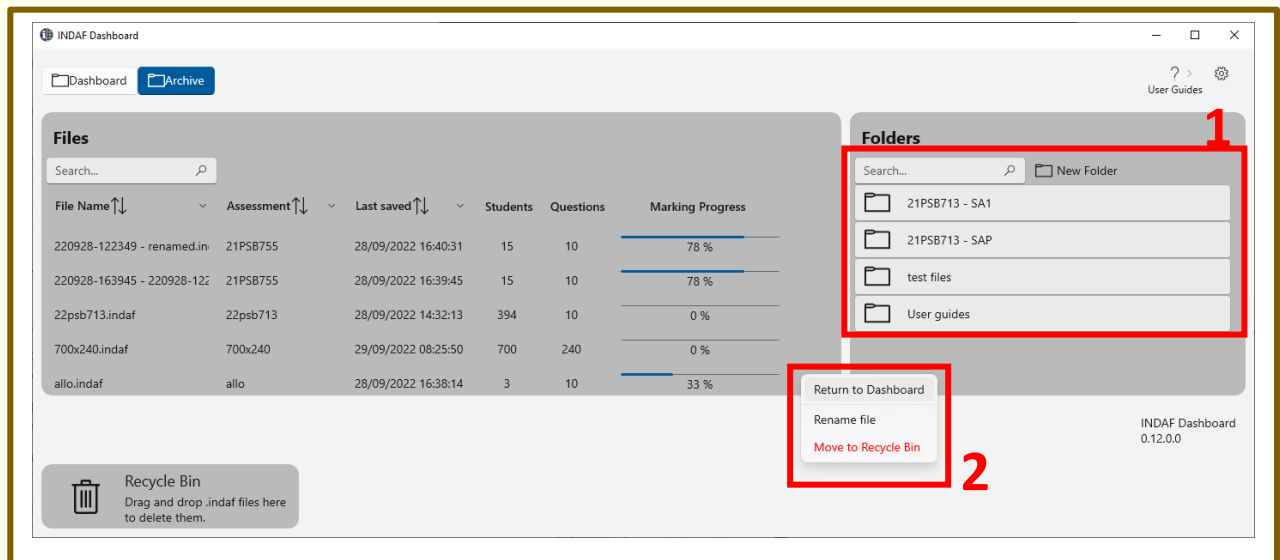
2.1 Dashboard and Archive

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 0).

The screenshot shows the INDaf Dashboard interface. At the top, there are tabs for 'Dashboard' (1) and 'Archive'. A 'User Guides' link (2) is in the top right. The main section is titled 'Files' and contains a search bar and a 'New Assessment' button (7). Below this is a table of assessments with columns: File Name, Assessment, Last saved, Students, Questions, and Marking Progress (3). The table lists three assessments: 21PSB713.indaf (100% progress), 21PSC123 - marker XY.indaf (20% progress), and PSA111 - marker CLindaf (0% progress). At the bottom, there are three sections: 'Recycle Bin', 'Add File' (4), and 'Archive file' (5). An action menu (6) is open on the right, showing options like 'Continue Marking', 'Merge Marks', 'Statistics', 'Create Feedback Reports', 'Import marks', 'Export', 'Email Marking Table', 'Rename file', and 'Move to Recycle Bin'.

File Name	Assessment	Last saved	Students	Questions	Marking Progress
21PSB713.indaf	21PSB713-EX2	30/09/2022 09:45:30	272	8	100 %
21PSC123 - marker XY.indaf	21PSC123-EX1	30/09/2022 09:45:12	2	5	20 %
PSA111 - marker CLindaf	21PSA111	30/09/2022 09:44:13	416	25	0 %

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.

The screenshot shows the 'Setup' screen for the assessment 'INDAF - 21PSB713'. The interface includes a top navigation bar with a home icon (1), 'Save', 'Save As', and 'Undo' buttons, and the current assessment code '21PSB713-EX2' (2). Below the navigation bar are tabs for 'Setup', 'Subcategory Allocation', 'Marking Table', and 'Feedback Report', with 'Setup' being the active tab (3). The main content area is divided into two columns. The left column contains four setup options, each with a green checkmark: 'Module/Assessment Code' (21PSB713-EX2), 'Number of Questions to mark' (8), 'Number of Subcategories' (4), and 'Student IDs'. The 'Student IDs' section is highlighted with a red box (4) and contains two input fields: 'Load Learn course ID .csv file' (with an information icon 5) and 'Manually add student IDs'. The right column is titled 'ID Number' and features a 'Sort by: ID' dropdown menu (6) with an up/down arrow icon. Below this is a list of student IDs (B111111 to B111117) with checkboxes next to them. At the bottom of the list are 'Clear Selected' and 'Clear All' buttons, and a status indicator '272 IDs Loaded'.

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 Chapter 2.5 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. 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).

INDAF - 21PSB713

Save Save As Undo

21PSB713-EX2

Setup Subcategory Allocation Marking Table Feedback Report

←Back Next→

Question Title	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total Max. Mark	Adjust Max. Mark
Max. Mark	10	10	10	10	10	10	10	10	80	<input type="checkbox"/>
Physiology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Anatomy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Research methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

New Subcat... +

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. Optional: Complete Overall (qualitative) feedback, which is individual to each student (most likely not appropriate for large cohorts!).
3. Qualitative comments often used can be saved and re-used (**feature currently only available in Student view**).
4. Once a student is completely marked, the 'Preview Report' Option appears (may be useful to inform any overall feedback to the student).

Cohort view

	Total	Grade (%)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Overall Feedback
Max. Mark	80	100	10	10	10	10	10	10	10	10	
Preview Report B111111	39	49	3	1	7	7	0	4	7	10	
Preview Report B111112	37	46	3	2	6	7	2	4	4	9	no so well done
Preview Report B111113	60	75	8	9	5	10	7	7	6	8	well done
B111114	11	14	4	2	5						
B111115	0	0									
B111116	0	0									
B111117	0	0									

Student view

Total	Max. Mark	Mark (Grade)
Q1	10	8
Q2	10	9
Q3	10	5
Q4	10	10
Q5	10	7

Overall Feedback
Re-use feedback
well done

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 not 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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