

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

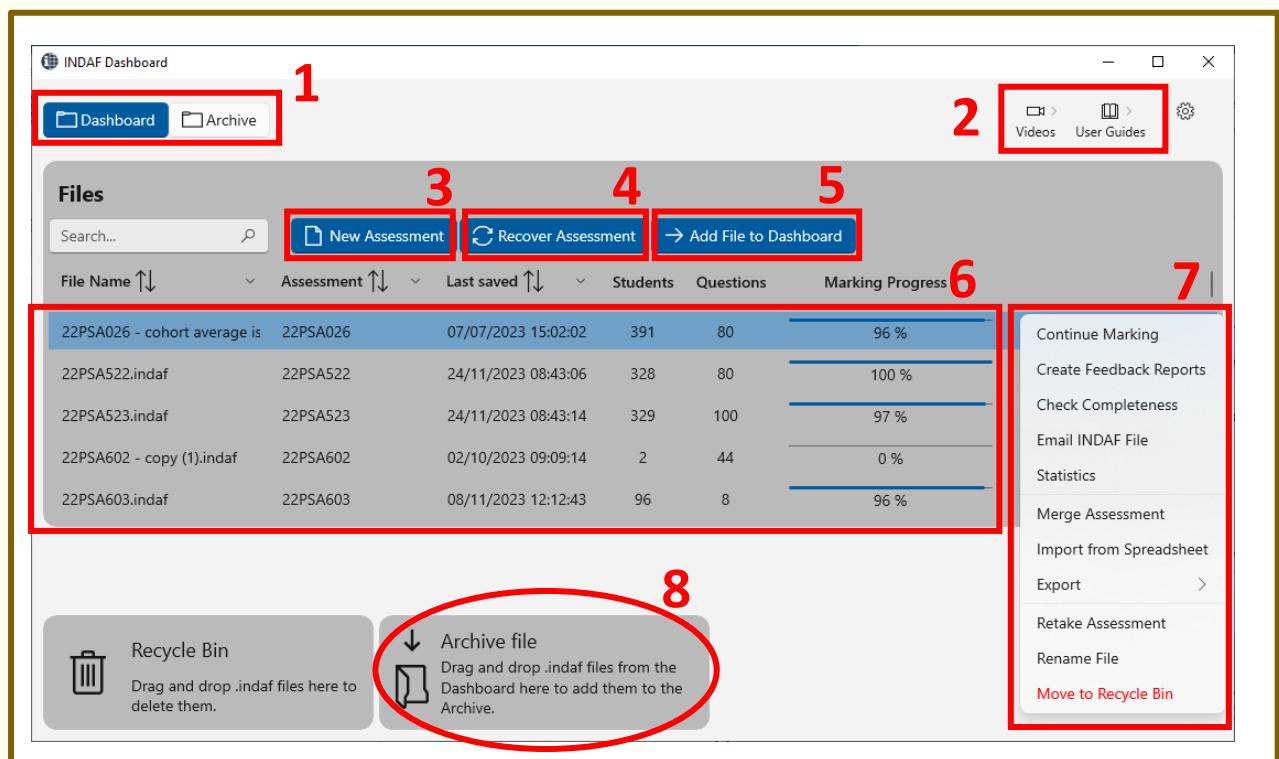
Users...

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 for Dashboard, Save, and Save As. Below that, a main menu has 'Setup' selected. The page contains several input fields and dropdown menus. A red box labeled '1' highlights the 'Dashboard' button. A red box labeled '3' highlights the '21PSB713-EX2' entry in a dropdown menu. A red box labeled '4' highlights a group of input fields: 'Module/Assessment Code' (21PSB713-EX2), 'Number of Questions to mark' (8), 'Number of Categories' (4), and 'Student IDs'. A red box labeled '5' highlights the 'Manually add student IDs' button. A red box labeled '6' highlights the 'ID Numbers' section, which includes a dropdown menu set to 'Order: ↑ ID' and a list of student IDs (B111111, B111112, B111113, B111114) each preceded by a checkbox. Buttons for 'Clear Selected' and 'Clear All' are also visible. The status bar at the bottom right shows '272 IDs Loaded'.

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 INDAF software interface for 'Category Allocation'. The window title is 'INDAF - User guide (unsaved changes)' and the document ID is '21PSB713-EX2'. The 'Category Allocation' tab is selected. On the left, there's a 'Category' list with four items: Physiology, Anatomy, Research methods, and Calculations. Each item has a green checkmark, a delete icon, and a checkbox. Below this is a 'New Category...' button and a '+' button. In the center, there's a 'Question Title' table with columns Q1-Q8 and a 'Maximum Mark' table with values 10 for each column. To the right, there's a 'Total awarded' field set to 80, with an 'Adjust total' checkbox. A red box labeled '1' covers the 'Total awarded' field. A red box labeled '2' covers the 'Adjust total' checkbox. A red box labeled '3' covers the question title table. A red box labeled '4' covers the category list. A red box labeled '5' covers the question mark table. A red box labeled '6' covers the category checkboxes. A red box labeled '7' covers 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

INDAF - User guide (unsaved changes)

21PSB713-EX2

Cohort View

Student View Statistics AI Feedback

Whole assessment Grade (%) Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Overall Feedback

| | 80 | 100 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
|---------|----|-----|----|----|----|----|----|----|----|----|
| B111111 | 39 | 49 | 3 | 1 | 7 | 7 | 0 | 4 | 7 | 10 |
| B111112 | 37 | 46 | 3 | 2 | 6 | 7 | 2 | 4 | 4 | 9 |
| B111113 | 60 | 75 | 8 | 9 | 5 | 10 | 7 | 7 | 6 | 8 |
| B111114 | 19 | 24 | 4 | 2 | 5 | 8 | | | | |
| B111115 | 0 | 0 | | | | | | | | |
| B111116 | 0 | 0 | | | | | | | | |

Import

Preview Report

Preview Report

Preview Report

Marking Incomplete

Filter

IDs Awarded

Overall Feedback

Import

Student view

INDAF - User guide (unsaved changes)

21PSB713-EX2

Student View

Cohort View Statistics AI Feedback

Preview Report B111113 Search ID... Order: ↑ ID

Whole assessment Awarded Mark (Grade)

| Whole assessment | Awarded | Mark (Grade) |
|------------------|----------|--------------|
| 80 | 60 (75%) | 8 |
| Q1 | 10 | 9 |
| Q2 | 10 | 5 |
| Q3 | 10 | 10 |
| Q4 | 10 | |

Cohort Average

Overall Feedback

Re-use feedback Save for re-use Import

I B U X² X₂ ☰ ↻ ↺ ↻ ↺ ↻ ↺

well done

Rewrite (AI-assisted)

Import

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 red box 1)

Grade boundaries: "Area for development (less than)" (marked with red box 2) and "Excellent (greater than)" (marked with red box 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 red box 4).

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

Generic Feedback: A rich text editor toolbar and a checkbox for "Include cohort statistics" (marked with red box 8). Below the editor is a summary text about generic group feedback.

3 Questions and feedback

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

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