

# 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

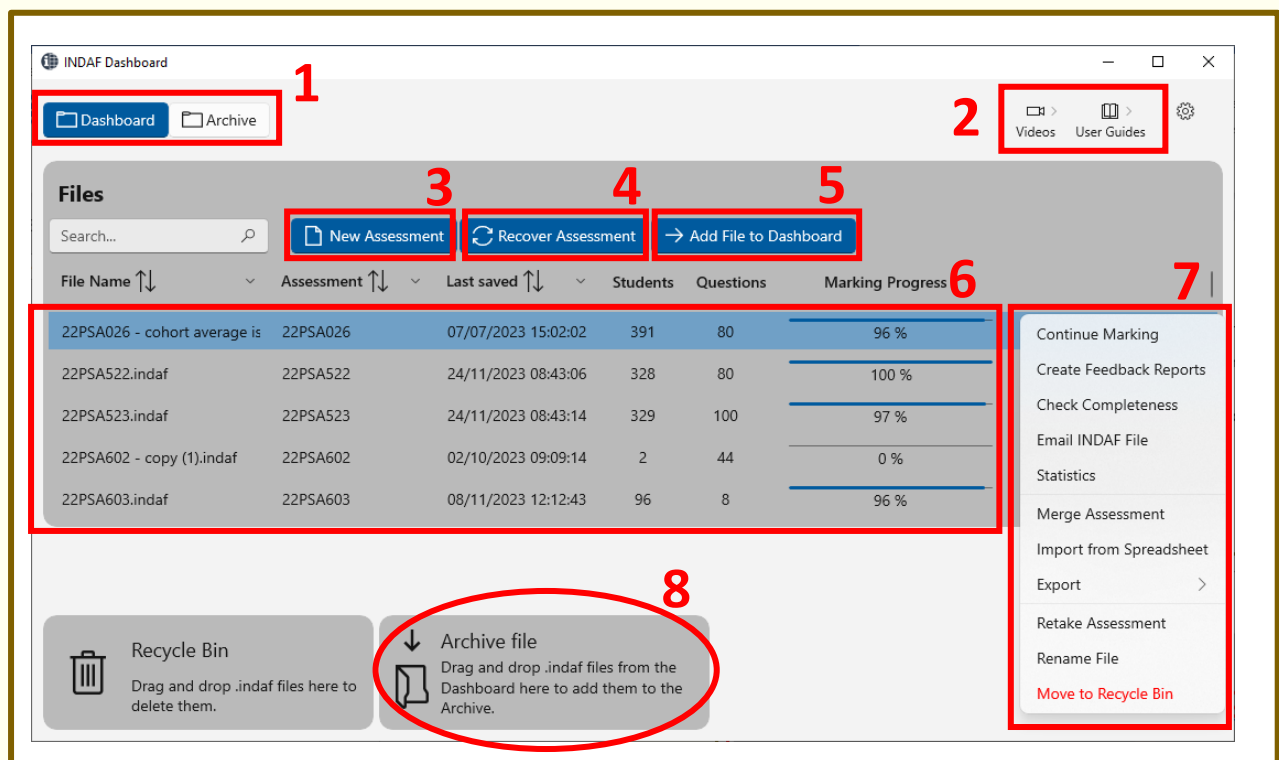
Users...

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.

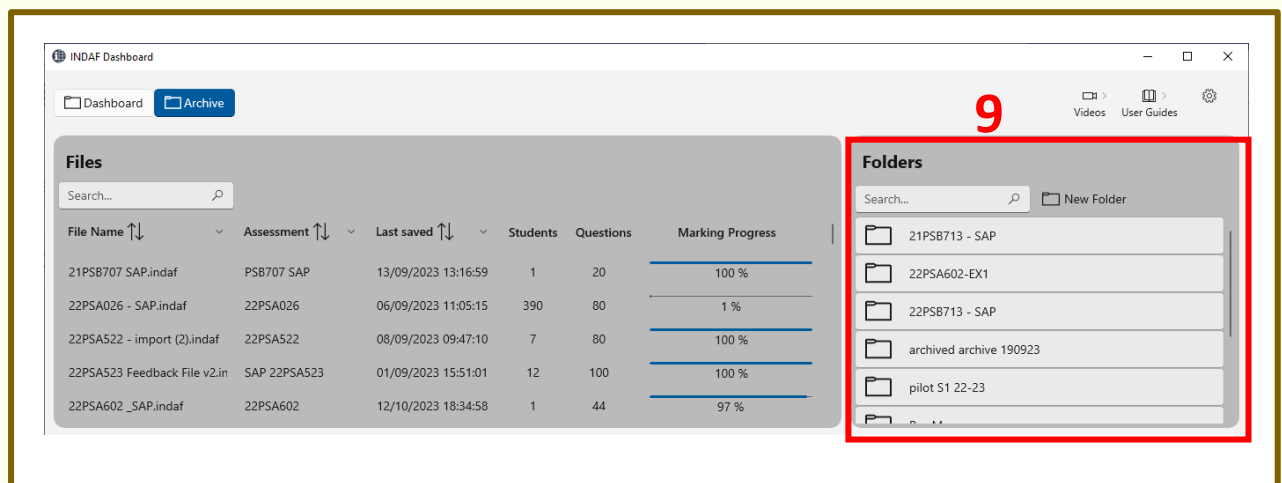
## 2 Navigation through INDaf

### 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).

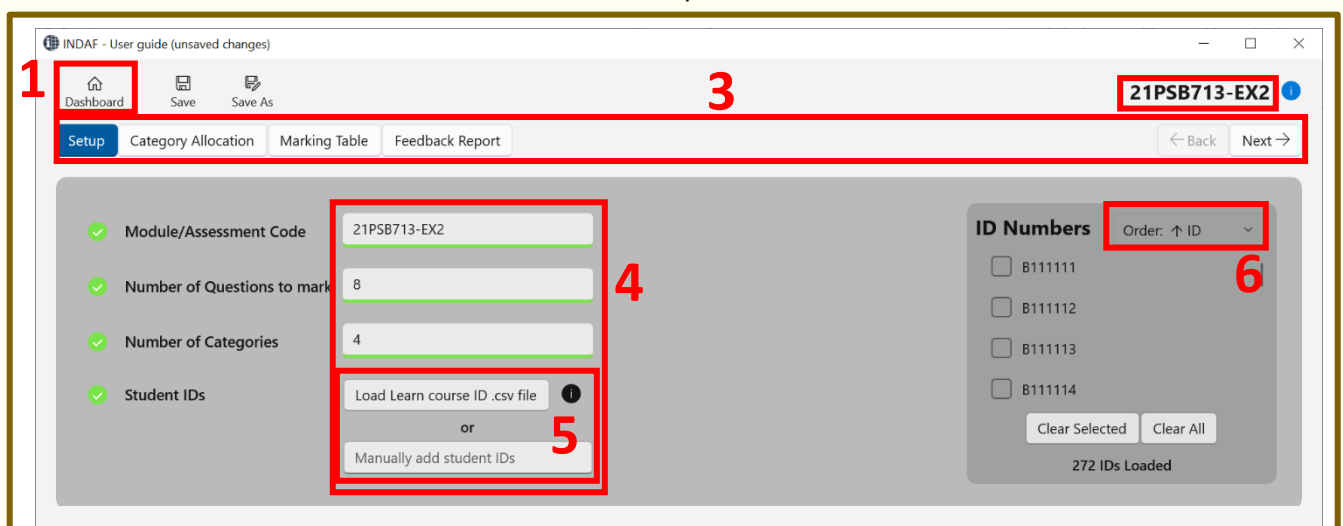


- Within the Archive, files can be organised within folders (create 'New Folder' if required). Once, created, drag/drop files into folders.



## 2.2 Setup

- Home icon. This returns the user to the dashboard from anywhere within INDADF.
- Current assessment always shown in top right corner.
- Navigation within the assessment.
- Hover over input fields to reveal further information.
- 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'.
- 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 INDADF file matches the order of the scripts received.



## 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).

INDAF - User guide (unsaved changes)

Dashboard Save Save As

Setup **Category Allocation** Marking Table Feedback Report

21PSB713-EX2

← Back Next →

Question Title	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Maximum Mark	10	10	10	10	10	10	10	10

Total awarded 80 ☐ Adjust total

Category

- Physiology
- Anatomy
- Research methods
- Calculations

New Category... +

1. Maximum Mark column

2. Total awarded and Adjust total controls

3. Question Title column

4. Category list

5. Allocation grid

6. Select/unselect all checkboxes

7. 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

INDAP - User guide (unsaved changes)

21PSB713-EX2

Setup Category Allocation **Marking Table** Feedback Report

Cohort View <=> Student View Statistics AI Feedback

Search ID... Filter Order: ↑ ID

	Whole assessment	Grade (%)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Overall Feedback
Preview Report B111111	80	100	10	10	10	10	10	10	10	10	Import
Preview Report B111112	39	49	3	1	7	7	0	4	7	10	no so well done
Preview Report B111113	37	46	3	2	6	7	2	4	4	9	well done
Preview Report B111114	60	75	8	9	5	10	7	7	6	8	
Marking Incomplete B111115	19	24	4	2	5	8					
B111116	0	0									
B111117	0	0									

### Student view

INDAP - User guide (unsaved changes)

21PSB713-EX2

Setup Category Allocation **Marking Table** Feedback Report

Student View <=> Cohort View Statistics AI Feedback

Preview Report B111113 Search ID... Order: ↑ ID Student 3 of 272

Whole assessment	Awarded	Mark (Grade)
Q1	10	8
Q2	10	9
Q3	10	5
Q4	10	10

Overall Feedback

Re-use feedback Save for re-use Import

well done

Rewrite (AI-assisted)

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.

INDaf - User guide (unsaved changes)

Dashboard Save Save As

Setup Category Allocation Marking Table **Feedback Report** Back Next

21PSB713-EX2

Report Title: Physiology of Exercise and Training

Area for development (less than): 39.5

Excellent (greater than): 69.5

Include Category Overview

Include Question Overview

Include Individual Overall Feedback

Folder to save Reports to: C:\Users\psca\Desktop\feedback reports\PSB713

Generic Feedback

Include cohort statistics

ID Numbers

Fully Marked: 268 Selected: 272

Select All

Search ID...

B111111

B111112

B111113

B111114 (marking incomplete)

B111115 (no data)

B111116 (no data)

B111117 (no data)

Create PDF Reports

## 3 Questions and feedback

Any questions or suggestions for further improvement, please contact [indaf@mailbox.lboro.ac.uk](mailto:indaf@mailbox.lboro.ac.uk)

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