

Individual assessment feedback (INDAF)

User guide (short)

App Version 0.21.1.0

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1 Minimum input required to mark and produce feedback reports

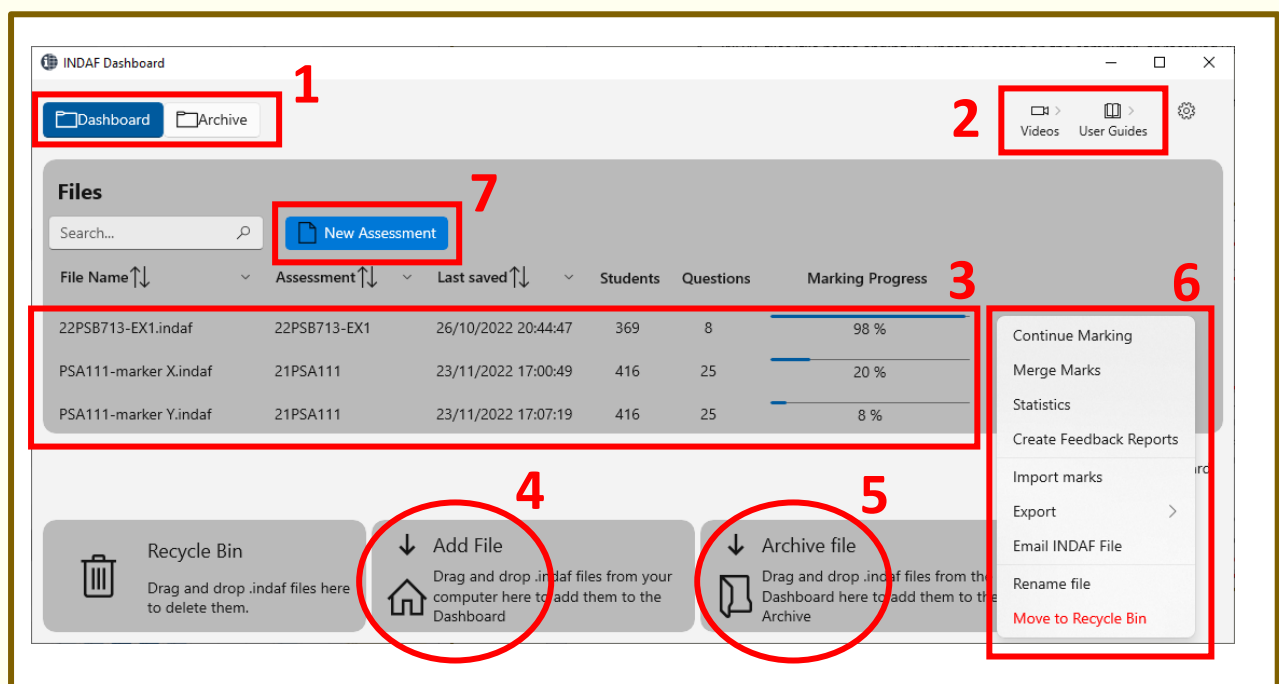
Users...

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.

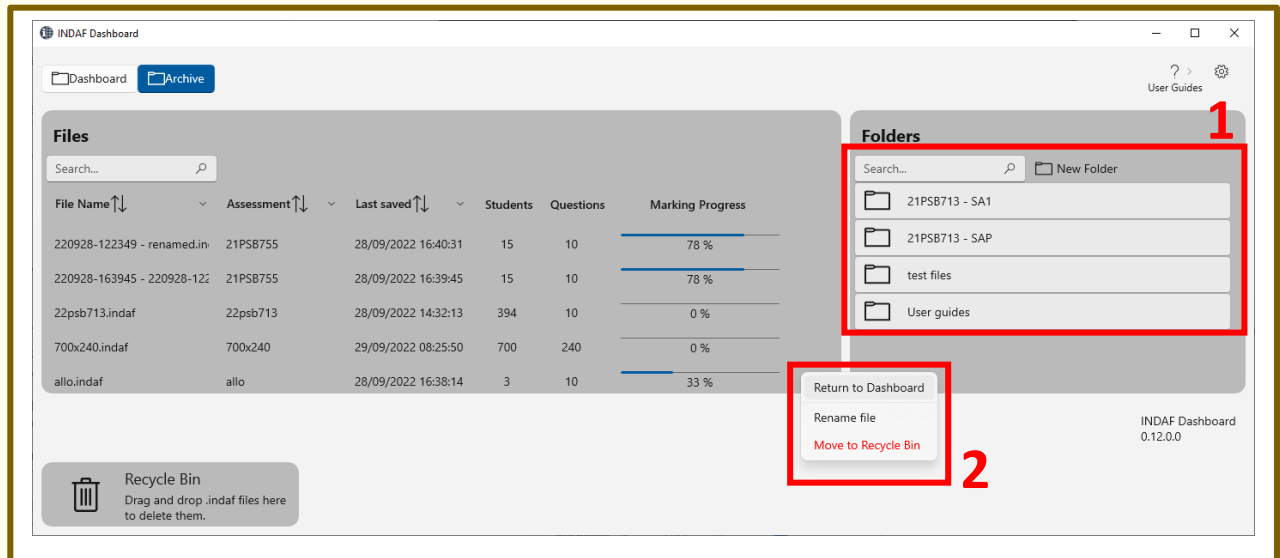
2 Navigation through INDAF

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.

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) (4), 'Number of Questions to mark' (8), 'Number of Subcategories' (4) (5), and 'Student IDs'. The 'Student IDs' section has two options: 'Load Learn course ID .csv file' (with an information icon) and 'Manually add student IDs'. The right column is titled 'ID Numbers' 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. At the bottom of the list are 'Clear Selected' and 'Clear All' buttons, and a status message '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
Max. Mark	10	10	10	10	10	10	10	10	80
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"/>	<input type="checkbox"/> Adjust Max. Mark
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.
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	not 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)	Cohort Average
	80	60 (75%)	<input type="checkbox"/>
Q1	10	8	
Q2	10	9	
Q3	10	5	
Q4	10	10	
Q5	10	7	
Q6	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.

The screenshot shows the 'Feedback Report' interface for 'INDAF - 21PSB713'. The interface includes a top navigation bar with 'Save', 'Save As', and 'Undo' buttons. Below this is a tabbed menu with 'Setup', 'Subcategory Allocation', 'Marking Table', and 'Feedback Report'. The main content area is divided into several sections:

- Report Title:** A text field containing 'Physiology of Exercise and Training' (annotated with a red box and the number 1).
- Area for development (less than):** A text field containing '39.5' (annotated with a red box and the number 2).
- Excellent (greater than):** A text field containing '69.5' (annotated with a red box and the number 2).
- Include Subcategory Overview:** A checkbox that is checked (annotated with a red box and the number 3).
- Include Question Overview:** A checkbox that is checked (annotated with a red box and the number 3).
- Include Individual Overall Feedback:** A checkbox that is checked (annotated with a red box and the number 3).
- Folder to save Reports to:** A text field containing 'C:\Users\psca\Desktop\feedback reports\PSB713' (annotated with a red box and the number 5).
- Generic Feedback:** A section with a red warning icon and the text 'Include General Feedback' (annotated with a red box and the number 5).
- ID Numbers:** A section titled 'ID Numbers' with 'Fully Marked: 268' (annotated with a red box and the number 4). It contains a list of student IDs with checkboxes: B111111, B111112, B111113, B111114 (missing data), and B111115 (no data). All checkboxes are checked. Below the list are buttons for 'Create PDF Reports' and 'Create Learn Upload Zip' (annotated with a red box and the number 5).

3 Questions and feedback

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

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