# Grading Team Induction Module

➢ Get access to:

1. Microsoft Teams – *Request Network Team*
2. Outlook – *Request Network Team*
3. To-Do Sheet – *Request Grading Team (Suchitra)*
4. Grading Team WhatsApp Group – *Request Grading Team (Nayan)*
5. Grading Team Email Group (MGT) – *Request Grading Team (Suchitra)*
6. One Drive – *Request Grading Team (Pallavi) (Google doc. Folder & Read-only access to Plagiarism Cases File)*
7. Induction Module – *Request Grading Team (Nayan) (Read-only access to Induction Module & relevant PPT's)*
8. Canvas and Courses – *Request Delivery Team (Venicia OR Lenard)*
9. Wrike – *Request Pallavi / Glen*
10. Grammarly Premium Version – *Request Network Team with Manager's approval*

➢ Microsoft Teams Channel:

1. Grading Team Channel & Other Groups (Diploma / OCT) – *Any message or conversation to be shared with multiple members can be shared here.*
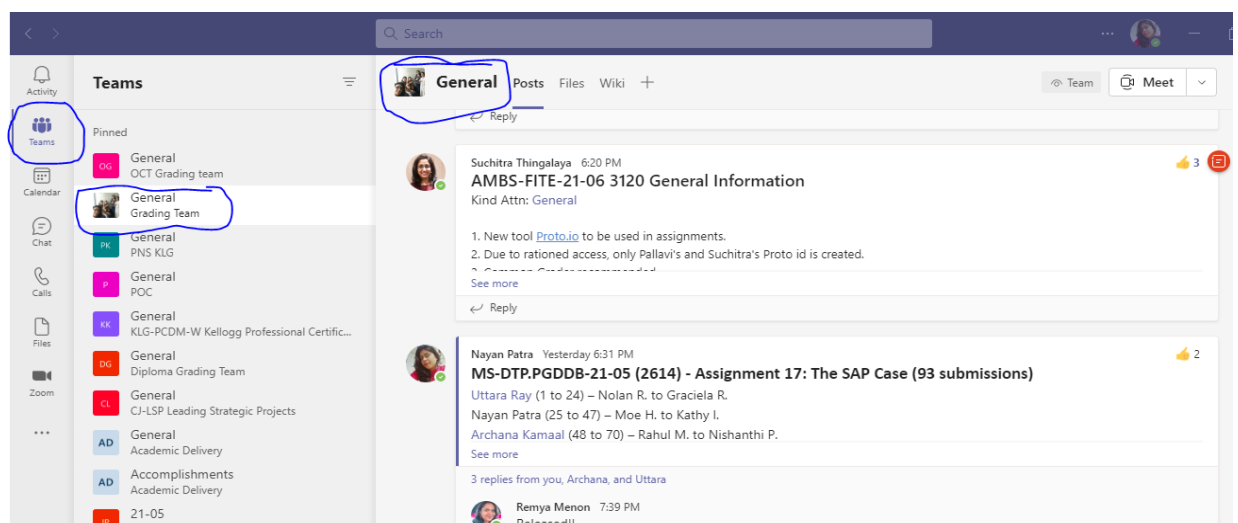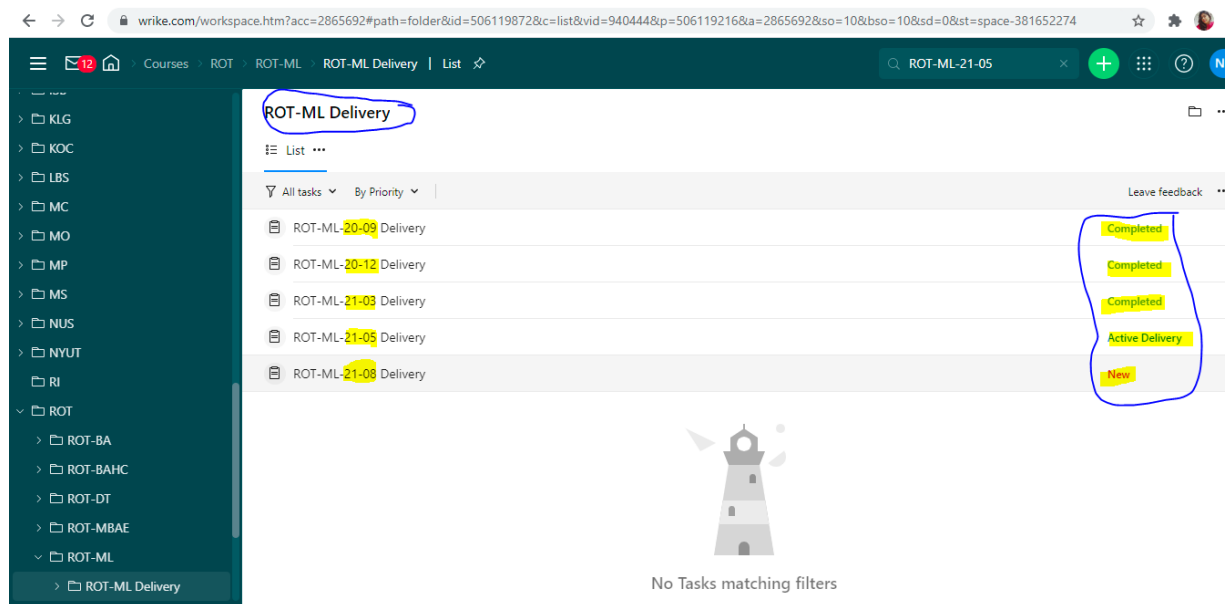
2. Personal Chat – *Can search by name to find a person within Emeritus and have a conversation for any query resolution/follow up/to inform.*
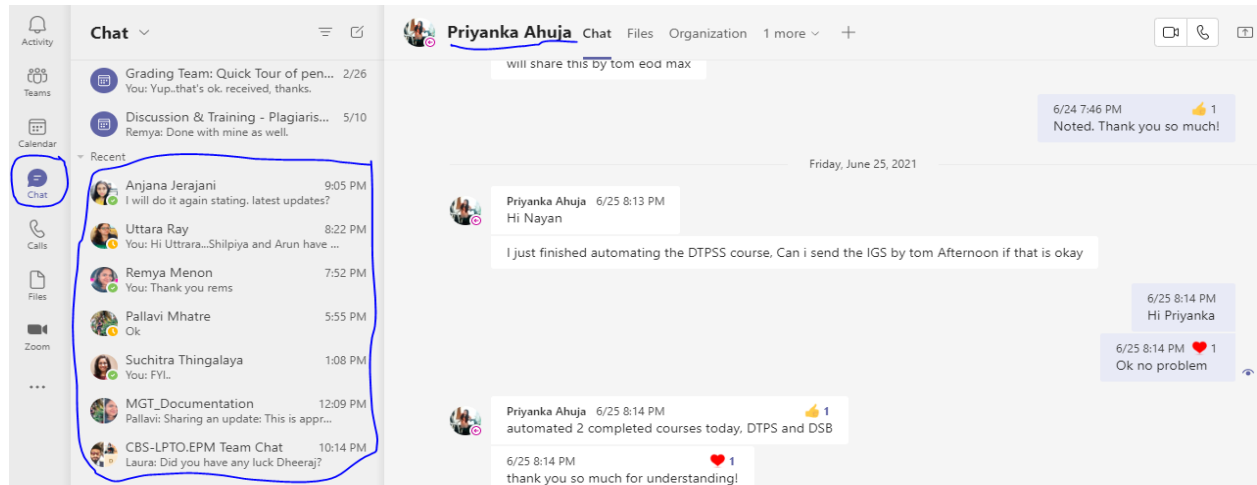
➢ **Wrike**

1. Details of various Courses – *You will find the updates of all the courses and runs (previous/current/upcoming) on Wrike. The details are filled in during the kick-off calls for multiple runs of various courses.*

2. Wrike Code – *This code varies from course to course and runs.*
   For eg – ROT-ML-21-05
   ROT – School name (University of Toronto's Rotman School of Management)
   ML – Course (Machine Learning in Business)
   21 – Year (2021)

05 – Month (May)

➢ To – Do Sheet

1. To–Do List – *Check the details of the tasks assigned and the details of any upcoming events (kick-off calls, meetings, etc.)*

2. Create Filter View and Name the same – *Check the PPT on 'Filter View Training Session'.*

3. Late Submissions Ready Reference (LSRR) – *Check for the relevant late submissions in the LSRR tab on daily basis and grade it. Post grading update the count (no. of assignments graded) and change the status from 'Pending' to Graded'.*
    Here, **IA** – *Internal Alert is the LS alerted within the Grading team.*
   **DA** – *Delivery Alert is the LS alerted by the Delivery team. This needs to be graded on priority basis.*

4. Holiday & Leave data – *Check the list of annual holidays for Emeritus. Add the dates of leaves taken or planned.*

TODO 2021 — File Edit View Insert Format Data Tools Add-ons Help — Last edit was made 4 minutes ago by Suchitra Thingalaya

A1:B1 — Holiday

Holiday	Date	Day	Mumbai
Bakri Id (Id-Ul-Zuha)	21-Jul-21	Wednesday	^
Moharum	19-Aug-21	Thursday	^
Janmashtami	31-Aug-21	Tuesday	ü
Nativity of the Blessed Virgin Mary	8-Sep-21	Wednesday	^	Archana
Ganesh Chaturthi	10-Sep-21	Friday	ü
Dussehra/Vijaya Dashami	15-Oct-21	Friday	ü
Id-Ae-Milad	19-Oct-21	Tuesday	ü
				Suchitra, Uttara, Remya, Nayan, Pallavi, Archana
Diwali - Dhanteras	2/11/2021	Tuesday	^
Diwali - Laxmi Pujan	4/11/2021	Thursday	ü
Diwali - Bali Pratipada	5/11/2021	Friday	ü
Year end holidays	27-Dec-21 - 31-Dec-21	Monday-Frida	ü

Jan'21 - Dec'21	Pallavi Kiran Mhatre Senior Manager - Academic Grading		Suchitra Satish Thingalaya Assistant Manager - Academic Grading		Nayan Rajiv Patra Assistant Manager - Academic Grading		Uttara Ray Assistant Manager - Academic Grading		Remya Sachin Menon Senior Associate - Academic Grading		Archana Kamaal Associate - Academic Grading		Sumi Ayinikat Associate - Academic Grading	Mona Mehta Associate - Academic Grading	Vidya Rao Associate - Academic Grading	Anjana Associate - Academic Grading	Kusuma Associate - Academic Grading	Lara Associate - Academic Grading
Leave data	PL	CL/SL	PL	CL/SL	PL	CL/SL	PL	CL/SL	PL	CL/SL	PL	CL/SL						
Carried Forward	18		18		17		22		18.5		3							
Allotted for the year	18	8	18	8	18	8	18	8	18	8	18	8						
Total	36	8	36	8	35	8	40	8	36.5	8	21	8	PL	PL	PL	PL	PL	PL
Taken	3	8	4	5	6	3	8	2	2	6		2						
Pending	33	0	32	3	29	5	32	6	34.5	2	21	6	0	0	9	0	1	2
	7/6/2021	25/1	3-5-21	29-1-21	12-3-21	18-6-21	25-01-21	19-02-21	13-01-21	29-01-21		05-02-21			14-Jan-2021		05.02.2021	30.03.2021
	21/6/21	8/2	4-5-21	1-3-21	15-3-21	28-6-21	12-02-21	07-05-21	14-01-21	19-02-21		12-05-21			15-February			31.03.2021
	5/7/21	16/2	13-5-21	2-3-21	16-3-21	29-6-21	21-04-21			18-03-21					18-May-202			
		23/02/2021	17-5-21	22-3-21	17-3-21		20-05-21			14-04-21					19-May-202			
		1/3/2021		30-3-21	18-3-21		21-05-21			16-06-21					20-May-202			
		15/4/21			19-3-21		28-05-21			23/06					21-May-202			

Tabs: TODO | LSRR | **Holiday & Leave Data** | Instructions | POC | Coursewise POC List | Consultant's Bill Format

5. POC (Point of Contact) – Check for the point of contact from various teams (Grading team/Delivery team/Design team/Academic Delivery Manager) for a particular course/run.

TODO 2021 — File Edit View Insert Format Data Tools Add-ons Help — Last edit was made 14 minutes ago by Suchitra Thingalaya

Name: Nayan   Range: A15:AB45   Status

Status	MIS Report Required Yes/No	Course Closure Date	Course/Program Name	Wrike Code	Canvas Code	Course Type	Grading POC	ADM	Delivery POC	Design POC	Post course survey details
c	Yes	1-Dec-20	NEGO Sept 2020	MS-NEGO-20-09	1856	Certificate	Nayan	Alma Castro	Hariharan / Pankaj / Vinay / Asif / Herman / Othniel Cc: Varun	Elaine	
c	Yes	3-Dec-20	PGDDB Aug 2020 DSB	Part 1 CBS-DSB.PGDDB-20-08	1674	Diploma	Nayan / Uttara	Jenna Stewart	Sabeena - Diploma Team	Shilpiya, Arun Soneji	
C	No	15-Dec-20	PGDMLAI Mar 2020 Capstone	Part 3 EM-CAP.PGDMLAI-20-10	1226	Diploma	Suchitra	Adriana	Sabeena/Prem - Diploma Team	Ankur Vikamshi	
C	No	15-Dec-20	CJ LSP (Steering Complex Projects) Sept 2020	CJ-LSP-20-09	1898	Certificate	Suchitra / Pallavi	Laura Gifford	Chintan	Lars Sorenson (Boston Designer) and Shilpa Marwaha (Mumbai Designer)	
C	No	16-Dec-20	ROT ML Sept 2020	ROT-ML-20-09	1867	Certificate	Suchitra / Pallavi	Adriana Heredi	Aaron Dcunha - Sarita Lobo, Priya Creado, Abhishresth Srivastava, Seemab Ansari	Akshita, Simran	
c	Yes	22-Dec-20	CE AIB Sept 2020	CE-AIB-20-09	1943	Certificate	Suchitra / Pallavi	Adriana Heredia	Shradha Sadarangani / (in her absence Lancelot Kinny)	Ashpreet and Shilpa Marwaha	https://www.surveymonkey.com/results/SM-57F9S9VZ7/
	No	24-Dec-20	PGDL Sep 2020 LEAD PTO	Part 2 CBS-LPTO.PGDL-20-10	1822	Diploma	Nayan / Remya	Deepraj Fernandes	Prem - Diploma Team	Ankur	
	No	24-Dec-20	PGDDB June'20 DMS	Part 3 CBS-DMS.PGDDB-20-10	1540	Diploma	Nayan / Uttara	Jenna Stewart	Sabeena, Diploma Team	Shilpiya / Arun Soneji	
c	Yes	3-Jan-21	CE-AIB Nov 20	CE-AIB-20-11	2048	Certificate	Suchitra / Pallavi	Adriana Heredia	Shradha Sadarangani, nisha, priya, seemab, Sudhir, Christopher	Ashpreet and Shilpa Marwaha (Traci)	Only pre-course survey link is available
c	No	14-Jan-21	CPM Sept 2020	CE-CPM-20-09	1851	Certificate	Uttara/Pallavi	Deepraj Fernandes	Dipti	Vaishnavi Bodhale	
	No	20-Jan-21	DTP Oct 2020	MS-DTP-20-10	1663	Certificate	Uttara	Kenneth Dsouza/Jenna Stewart	Chintan Dave	Shilpiya	
c	Yes	21-Jan-21	DSB Oct 2020	CBS-DSB-20-10	1822	Certificate	Nayan / Archana	Jenna Stewart	Chintan, Dipti (Only when Chintan is not available/on leave)	Shilpiya, Arun Soneji	https://www.surveymonkey.com/results/SM-N78QXMZ7/
	No	4-Feb-21	PGDDB Aug 2020 DTPSS	MS-DTP.PGDDB-20-11	1675	Diploma	Nayan / Uttara	Jenna Stewart	Sabeena - Diploma Team	Shilpiya / Arun	
											https://www.surveymonkey.com/results/S

Tabs: TODO | LSRR | Holiday & Leave Data | Instructions | **POC** | Coursewise POC List | Consultant's Bill Format

➢ Outlook

1. Login ID (email id) and Reset Password

2. *Add signature – Click New Email and then follow the steps as shown below in the screenshot.*
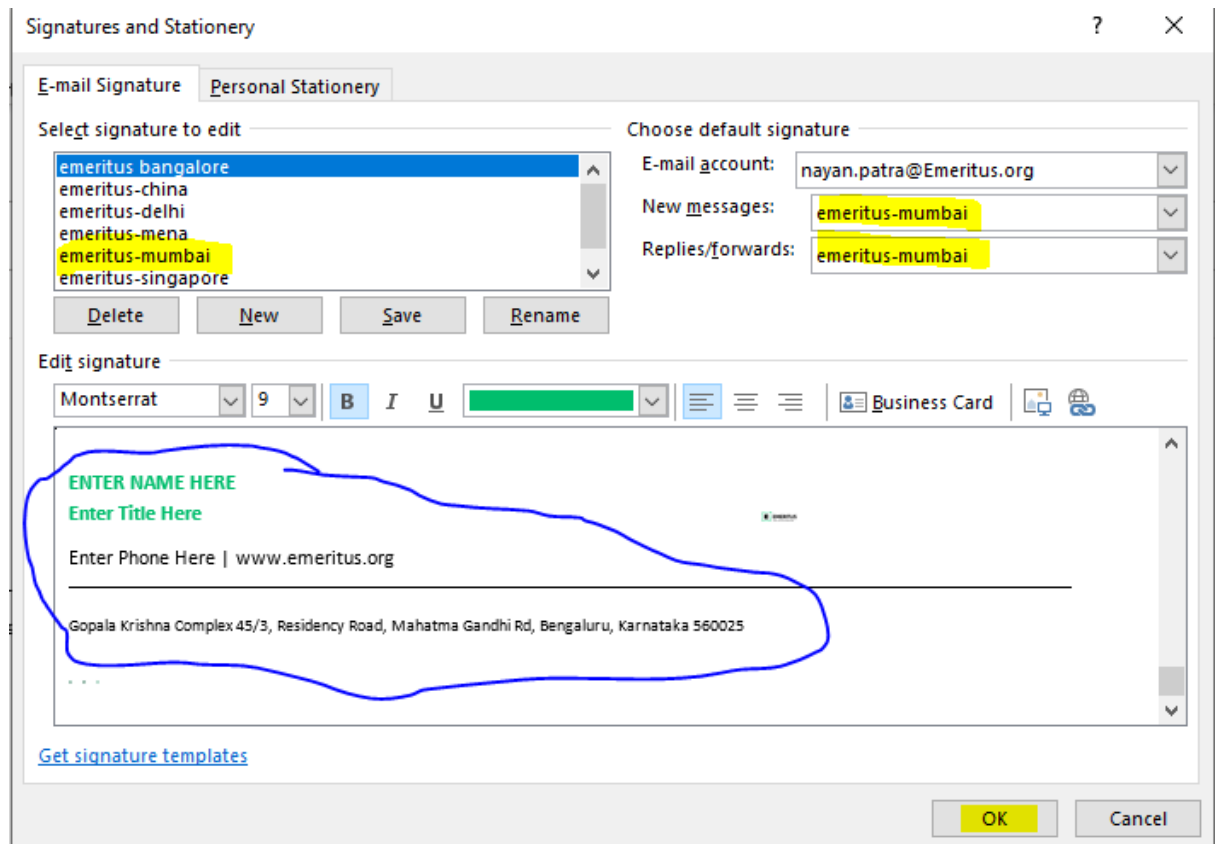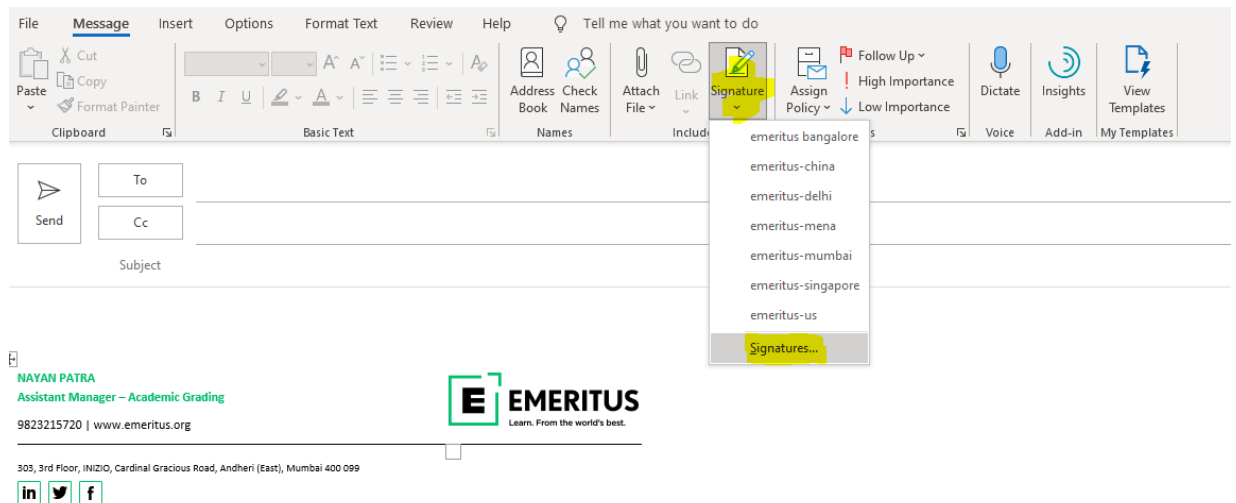
3. Create Submission Comment Folder (Running Rule) - *Check the PPT on 'How to create Submission Comment Folder in Outlook'.*

4. Check inbox for important emails on regular basis.

5. Track relevant submission comments frequently.

➢ Canvas (Learning Channel)

1. Canvas Access– *Once you are added to the Canvas channel, you will receive an email from Canvas and a link to click and access. Login id will be your outlook email id and then you can reset your password.*

2. Create Profile - *Add photo and biography as shown in the screenshot below.*

3. Set relevant notifications – *This needs to be done only once.*

Account Notification Settings

Notifications

Profile

Files

Settings

ePortfolios

Shared Content

Accredible

QR for Mobile Login

Global Announcements

> *Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.*

☒ Show name of observed students in notifications

Course Activities	Email nayan.patra@emeritus.org
Due Date	🗓
Grading Policies	🔔̸
Course Content	🔔̸
Files	🔔̸
Announcement	🔔̸

Announcement Created By You	🔔̸
Grading ☒ Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	🔔
Invitation	🔔
All Submissions	🔔̸
Late Grading	🔔̸
Submission Comment	🔔
Blueprint Sync	🗓

Discussions

Discussion	🔔̸
Discussion Post	🔔̸
Discussion Mention	🔔

Conversations

Added To Conversation	🔔
Conversation Message	🔔
Conversations Created By Me	⊘

Scheduling

Student Appointment Signups	⊘
Appointment Signups	⊘
Appointment Cancellations	⊘
Appointment Availability	⊘
Calendar	⊘

Groups

Membership Update	⊘

Conferences

Recording Ready	⊘

Alerts

Administrative Notifications	⊘
Content Link Error	📅
Global Announcements	🔔

4. Course access – *Ask for the relevant course access via email to the respective Delivery SPOC.*

5. Dashboard – *When you are added to a particular course, you will get the invite that can be seen in the dashboard. Once accepted, you can see that course/run in your dashboard.*
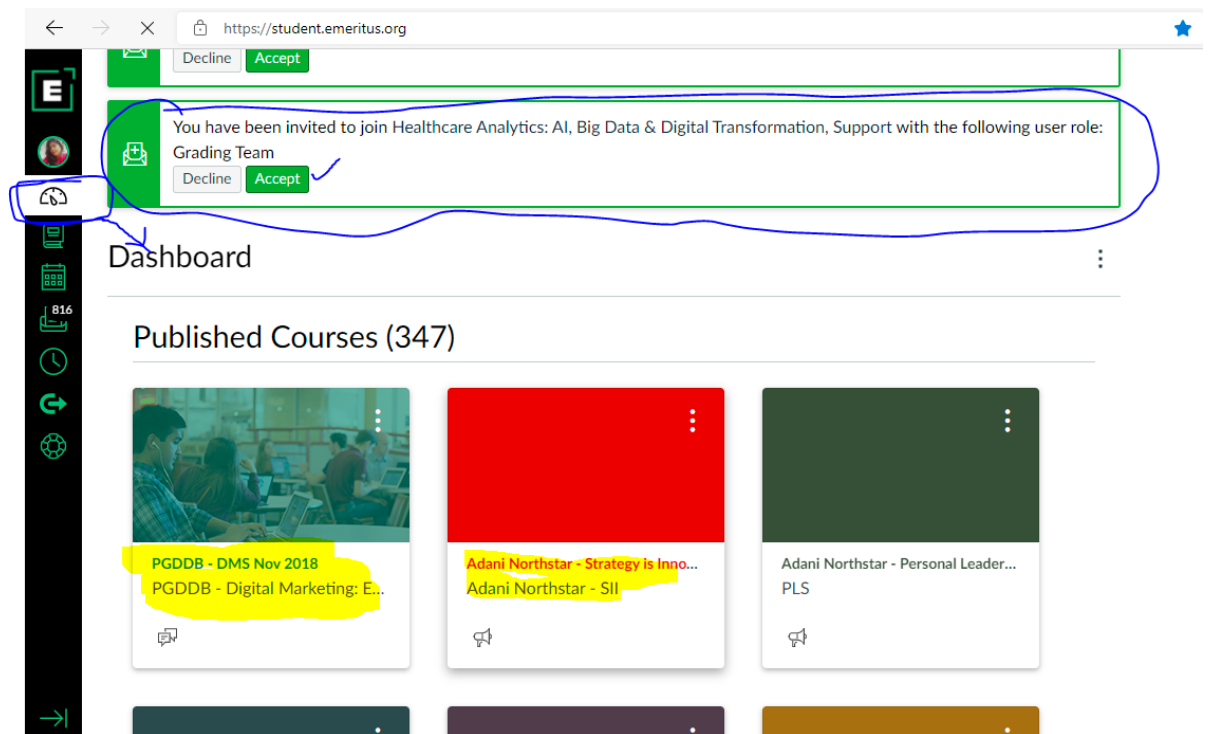
6. Modules – *Check for the assigned assignment and the relevant videos/transcripts pertaining to your assignment.*
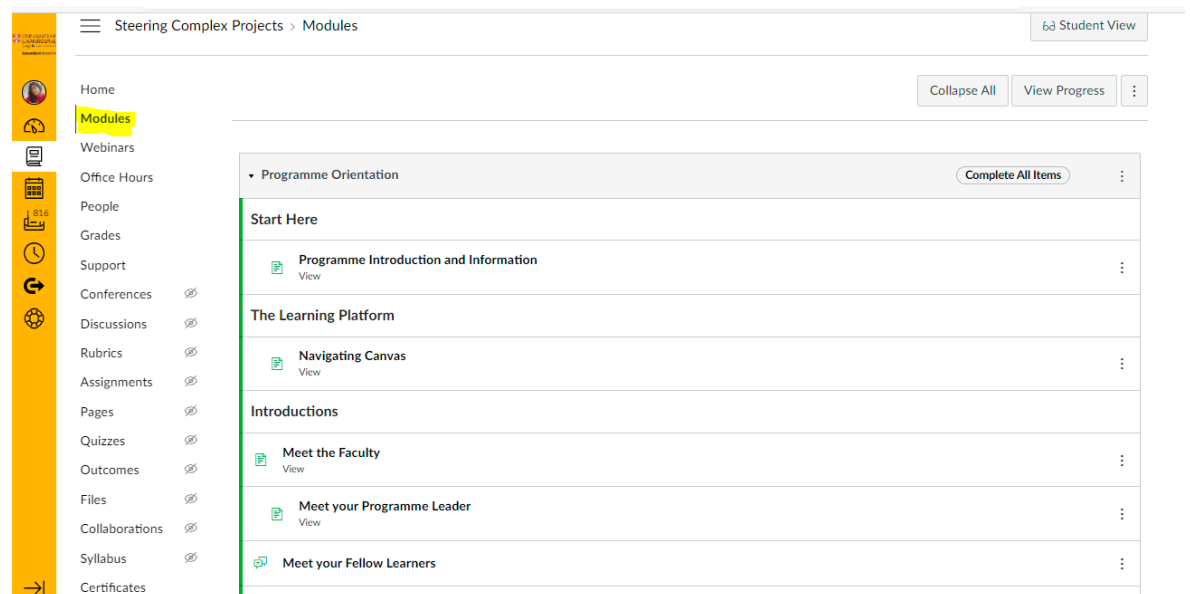
7. Speed grader – *In the assignment instruction page, click speed grader to proceed with the grading.*

8. Setting Status – *Before grading a particular assignment, ensure you have muted that assignment. Please go through the PPT on 'Tutorial_muting_only_the assignment being graded.pptx (sharepoint.com)' to understand muting and unmuting the assignments in canvas:*

9. Settings in speed grader – *Click the settings icon as shown in below screen shot. You will get these three options, please select the option – 'the date they submitted the assignment' and then save.*
    a. *By student name (alphabetically)*
    b. ***The date they submitted the assignment***
    c. *By submission status (needs grading, not submitted, etc)*

    When this setting is saved for one of the assignments, it remains intact for all the assignments/courses. No need to do it again and again each time when you grade.

click here
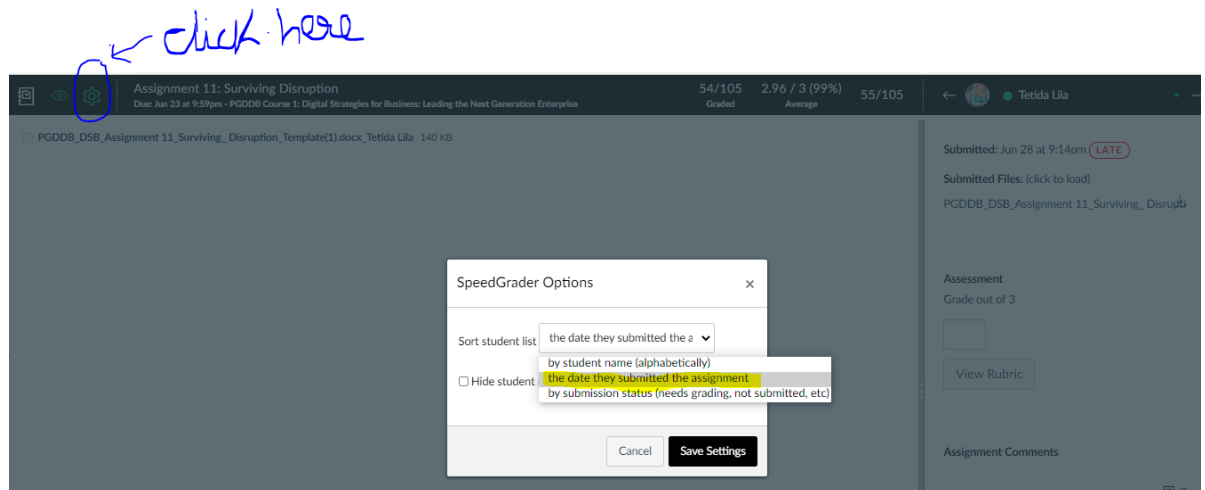
10. Selecting Section – *This is required only for grading assignments where few submissions to be graded as C/IC and few on rubrics e.g. please see below screen shot:*

20-May-20	26-May-20	Tue	Vidya	PGDL Mar 2020 LEAD PTO	1288	83	L2 without comments	2.1: Rational Decision Making [Total 3 section - 2 B2B & 1 Diploma] [B2B participants to be graded as Complete / Incomplete]

➢ **Grading**

1. Types of Assignment / Levels of Grading – *There are three levels of Grading.*

   Level1 – *Graded by* **Delivery Team**

   Level 2 – *Graded by* **Mumbai Grading Team**

   i.   *C/IC (with/without feedback)*
   ii. *L2 without feedback (with rubrics)*
   iii. *L2 with feedback (with rubrics)*

*Level 3 – Graded by **Course Leaders / Program Leaders / Learning Facilitators** (Mumbai Grading Team grades only Late submissions, which are passed to us by the Delivery Team and individual submissions of group assignments for few courses).*

Level 1 Grading

❑ Level1 – Graded by **Delivery Team/Automated Grading**

❑ L1 assignments are marked complete by program coordinators. If a participant has submitted the assignment, they mark it as complete.

❑ ***There is no check for completeness.***

Level 1

Done by services delivery team
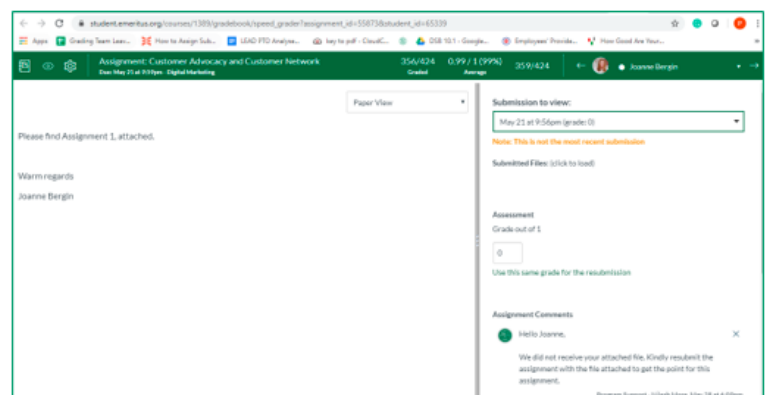
Level 1

Automated Grading (Canvas)
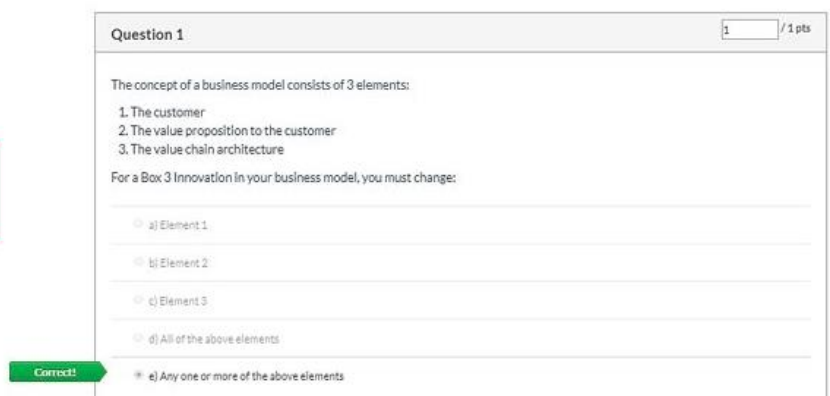
Level 2 Grading

❑ **Complete / Incomplete (with/without feedback)** – Check for completeness

❑ **Grading on rubrics WITHOUT additional feedback** – Scope of differential grading

❑ **Grading on rubrics WITH feedback** – Additional grading feedback and deep dive into the assignment submissions

For all Level 2 assignments there is vigilance for cases of plagiarism

Level 2
Exclusively done by Mumbai Grading Team

Complete/Incomplete (with/without feedback)

Grading on Rubrics:
❑ **L2 without feedback**
❑ **L2 with feedback**

Complete/Incomplete (without feedback)

Reflection based assignments

Assessment
Grade (5 / 5)

Complete ▾

Assignment Comments

Add a Comment

Level 2

Complete/Incomplete (without feedback)

Canvas feature, cannot be eliminated for assignments that are graded WITHOUT feedback ➡

Complete/Incomplete
(with feedback)

Reflection based assignments

Level 2

Complete/Incomplete

(with feedback)

E

Assessment

Grade (5 / 5)

[Complete ▼]

Assignment Comments

Yes - inventing is important. Thank you for sharing the reflections Jacob!
Now that you have identified inventing as a key skill to work on in your organization, how exactly can you go about doing that? I would encourage you to think about some clear action steps that will help you make progress.
Jacob, as a step forward, do think through the visioning skill as well.
Visioning is connected to inventing in ways that As Prof Van Maanen has suggested, if the vision is strong enough, compelling enough, people will help invent ways to achieve it.
You may wish to check out this video about Steve Jobs. https://www.youtube.com/watch?v=dVLERJ5IdrA He was widely respected for his vision - perhaps it will give you some ideas.
Thanks and best wishes!

Pallavi Mhatre, Mar 30, 2019 at 11:25am

L2 Without Feedback

Level 2

Grading on Rubrics

Grading

Application Exercise 2.1 & 2.2 – Statement of Strategic Intent				
Criteria	Ratings			Pts
Create a Statement of Strategic Intent. Evaluate Strategic Intent Statement. _view longer description_	5 pts A) Provided a Statement of Strategic Intent about either your company or a client's company. B) Evaluated the Statement on criteria of: Direction, Motivation, and Challenge. C) Statement shows an understanding of the course material and a genuine attempt to apply the concepts.	2 pts Provided a Statement of Strategic Intent about either your company or a client's company. Statement shows an understanding of the course material and a genuine attempt to apply the concepts.	0 pts Failed to submit the assignment	5 / 5 pts
			Total Points: 5 out of 5	

[Save] [Cancel]

Canvas feature, cannot be eliminated for assignments that are graded WITHOUT feedback ➡

E

Assignment Comments

Add a Comment

Grading Levels

Grade out of 5

3.5

View Rubric

Assignment 1: Digital "SWOT" of Industry

Criteria	Ratings
Identified strengths	Provided a description of the strengths of the chosen industry in adapting its strategy to the digital era but did not provide any examples. **Comments** Provided a description of the strengths of the chosen industry in adapting its strategy to the digital era but did not provide any examples. 1 / 2 pts
Identified weaknesses	Provided a description of the weaknesses plaguing the chosen industry in adapting its strategy to the digital era but did not provide any examples. **Comments** Provided a description of the weaknesses plaguing the chosen industry in adapting its strategy to the digital era but did not provide any examples. 0.5 / 1 pts
Identified opportunities	Provided a detailed description of the opportunities available to the chosen industry in adapting its strategy to the digital era with relevant examples. 1 / 1 pts
Identified threats	Provided a detailed description of the threats the chosen industry faces in adapting its strategy to the digital era with relevant examples. 1 / 1 pts

Total Points: 3.5

L2 With Feedback

Level 2

Grading on Rubrics

Additional grading feedback on Canvas ➡

Assignment Comments

Hi Athena! Good attempt on digital SWOT analysis of online education.

As you have stated it is an exciting time for technology and education. Online learning is indeed becoming more effective and engaging, thanks to digital technology.

The analysis of strengths could have been explicit, highlighting the specific domain/s as an expectation of the question. For instance, is it in the domain of customers that the industry is moving quickly to adapt its strategy for digital era? or is it in the domain of competition? data? innovation? value?... that the industry is moving quickly?

Even for weaknesses, the strategic domain is not prominently mentioned.

It would be worthwhile to include original thoughts in your own words as part of the submission. Also, you should have referenced the sources of the information.

Please be mindful of this for future assignments.

Suchitra Thingalaya, Dec 23, 2019 at 3:55pm

Level 3 Grading

❑ Graded by **Course Leaders / Program Leaders / Learning Facilitators**

❑ **Grading Team** grades only Late submissions, when alerted by Services Delivery Team *(Usually post the Course end)*

❑ **Grading Team** grades Individual submissions for Group assignments in few courses

➢ **Preparation for Grading**

1. *Check To-Do for task assigned (Look for assignments to be graded).*

2. *Get access of previous run from the respective Delivery Team SPOC.*

3. *Go through the videos and transcript in the relevant module.*

4. *Check the pattern of grading in the previous run [Go through the challenging cases where assignments are marked as Incomplete or marked down (less than full)]*

5. **Post preparations mute the assignment and start grading. (Note this is very important)**

6. *Access One Drive / Google Doc / Specific Course for posting relevant comments.*

7. *Once all the assignments are graded have a re-look, just before grade release, at all assignments marked as Incomplete or marked down (less than full) helps develop conviction or re-ascertain the grading status.*

8. *In sheet named ['NEW_Query sheet-Consultant_POC'](#) create a tab in your name and copy the format from other tabs to proceed posting your queries pertaining to your assignment. Post queries in the sheet and ping on teams to the concerned Grader whose help you would want to seek:*

9. *Release the grades by unmuting the assignment.*

10. *Lastly, update the column A & L in the To-Do for relevant assignments.*

11. *Identify exemplary submissions for badges to be awarded (these assignments are generally graded by full timers).*

12. **For Grading Late submissions, there is no need to mute assignment again.**

13. *While grading assignments, if you come across any plagiarism cases (copied from fellow participant / content borrowed from the internet) then you (consultants) will be sharing a mail directly to POC with MGT and Pallavi in cc. You will be sending the details in the template shared in the Plagiarism cases File for recording the comments and course of action taken.*

First screenshot (E-mail Format sheet):

	D	E	F	G	H
4	Course:				
5	Assignment:				
6					
7	Participant/s Name	Canvas Link	Plagiarism Report Link	Plagiarism %	Remark
8					Type: First/ Repeat; Copied from Internet/ Fellow Participant
9					Understanding Level: Good/ Fair/ Bad
10					Logical: Yes/ No
11					Source: Mentioned/ Not mentioned
12					Conclusion:
13					
14					
15	Course of Action:				
16	Comment:				

Sheets: Summary, Cases, Legends, Instructions, Canvas Comments, Sheet1, **E-mail Format**

Second screenshot (Canvas Comments sheet):

F2: Sourced directly from internet

C	D	E	F
Marked 0 with a comment allowing resubmission	Marked 0 with no chance to resubmit	Marked Complete/ Full Benefit of doubt	Recurring Plagiarism Cases
Thank you for the submission.\n\nThis assignment helps students to structure their logic and enhance learning through the application of their own thoughts.\n\nWhile going through your submission, we could gauge some similarity with other submissions. Please note that if an individual assignment has been discussed as a group or with someone, one is yet expected to submit original individual submission only. Thus, it would be worthwhile to include only original thoughts as your submission.\n\nRequest you to re-submit the captioned assignment to be considered for re-grading.	Hi Amandeep, I appreciate the efforts undertaken for this submission.\n\nThe assignment expects that you assess a 'real-world' business decision.\n\nIt has come to my attention that the content has been sourced from the internet. As a result, we are unable to award you any points for the assignment. Re-submission will not be accepted for revised grading. Please note that it would have been worthwhile to include only original thoughts as your submission. You were also expected to cite the sources you used for ideas.\n\nYou are encouraged to go through the Student	Hi Abhishek!\nThank you for the submission. This assignment helps students to structure their logic and enhance learning through the application of their own thoughts. While going through your submission, we could gauge some similarities with other submissions. Please note that since this is an individual submission, it would be worthwhile to include only original thoughts as your submission. You are encouraged to go through the Student Code of Conduct and Plagiarism Quiz for a better understanding of the expected norms.\nhttps://student.emeritus.org/courses/1701/quizzes/28483/take?preview\nhttps://student.emeritus.org/courses/1701/quizzes/28479	Sourced directly from internet\n\nHi XYZ,\n\nWe take this opportunity to reinforce the practice of maintaining academic standards.\n\nIt has come to our notice that your work has violated academic integrity more than once. As a result, we are unable to award you any points for the assignment. We would have appreciated authorial credibility and solely original thoughts for the submission. You are encouraged to effectively use relevant sources with appropriate citation to avoid verbatim.

Sheets: Summary, Cases, Legends, Instructions, **Canvas Comments**, Sheet1, E-mail Format

14. While grading assignments, if you come across any **insights** that may be helpful to our stakeholders, that should be shared via email with the concerned person/team **post discussion with Pallavi**.

★ **Address to**: (The recipient of the email will change from case-to-case basis.)
Amit Nahata, Debajit Das - **Product Team**
Vikram Vyas, Bhavesh Mirgnani – **Outreach Team**
Ruchira Roy, Sneha Kamble – **Marketing Team**
Harsha Dronamraju - **Tech Engineering & Product**

(the following names were added by Amit / Ruchira / Vikram as a revert to the mail sent)

Lilit Margaryan, Paras Joshi, Karthick P, Khansa Pathan, Stefan Boyer, Nasheman Pirani, Brunell Dsa.

★ ***Cc***: *Glen Mohr, Pallavi Mhatre*

★ ***Bcc***: *MGT*

★ ***Mail content***: *Can be around this:*

Hi all,

I am from the grading team, and I take this opportunity to connect with you.

While grading an assignment from the PCDM – March 2020, I came across few submissions which covered useful insights and have been directed to share them with you.

In this assignment, learners reflect on their experience throughout this program – takeaways from the program and their plans to utilize these certifications in the digital marketing career.

These participants along with the takeaways, also shared their further expectations from this course as well as new courses.
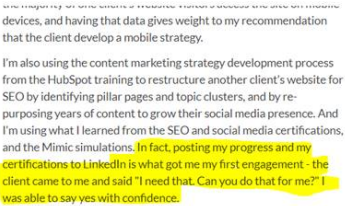
I hope they are helpful to you.

Thanks and regards,

Below screen shot for your reference:

➢ Invoice Procedure

1. *Maintain a file in the format provided by your POC and update the grading details month wise. (Google link to be shared between Consultant, POC and Pallavi)*

2. *Resubmission grading is not considered while calculating the graded assignments.*

3. *Two different entries to be made for assignments where few submissions are graded as C/IC and few on rubrics. For e.g. (1) L2 without feedback (2) Complete / Incomplete.*

4. *End of every month, consultants should update and finalize the invoice sheet. Once done, should alert the respective POC on teams for random check.*

5. *After confirmation from POC, consultants should send the bill to Deepika; CC: Pallavi and respective POC.*

6. *Pallavi will top this email with her message to process payment.*

**********Happy Grading**********