Module Convener User Manual

# Step-by-step guide to tasks

## Create new account for convenor

If you do not have an account, you can create one.

1. Access login page
2. Click “Create Account” button
3. Enter your desired unique username, password and repeat password for confirmation
4. After creating the account, login with the details you just entered

## Create new module

A new convenor will not have any modules in the system, so you can add modules to your account.

1. After logging in, go to the “Modules” page
2. On the “Modules” page, click the button that says “ADD MODULE”
3. When the pop-up box shows, enter the name of the Module you want to convene.
4. On the next pop-up, it prompts you for the module weighting. If you want to give the module a custom weighting, then enter it here. If left blank, it will automatically set with the default weighting for a module. You can change this later if you want.
5. The last box will show confirm the module you have created, along with the weighting given to it.
6. You can now see on the Modules page the module you have just created.
7. Please note that when a Module is created, it is automatically set to have a due date of 6 months forward of the day of creation. This can be altered later.

## Change the weighting of a module

In the situation when you convene a module that has a higher or lower weighting than usual, you can alter it in if you did not change it at module creation.

1. Navigate to the “Modules” page in the system
2. Click the button that says “CHANGE WEIGHTING”
3. Enter the value of the weighting for the module you wish the change.
4. Click the button that says “SAVE CHANGES” (it will be in the space that “CHANGE WEIGHTING” used to be in)
5. The weighting will now be saved as the altered value.

## Alter the date the module will end

This date is to signify when the peer assessments will cut off and students will not be able to enter new assessments.

1. Navigate to the “Modules” page in the system
2. Select the module that you wish to alter the dates for
3. Click the button that says “ALTER DATE”
4. Firstly, enter the year you want it to end and then click “Ok”.
5. Then enter the month you wish it to end, either as a digit 1-12 or as the name of the month, so January, February, March, etc.
6. Finally enter the day you want it to end in that month.
7. You will get a confirmation message when that tells you that the module has changed.

## Delete the module

Once the module is over and done with, you can easily delete the module from the system.

1. Navigate to the “Modules” page in the system
2. Select the module you wish to delete
3. Click the button that says “DELETE MODULE”
4. A box should pop-up to ask for confirmation that you want to delete the module (Note: this cannot be reversed!)
5. If confirmed, then you shall see in the modules page that the module has gone.

## Add groups to a module

Note: You must first create the groups in the module and then add the students to the groups to get them on the module.

1. After logging in, navigate to the “Modules” page in the system. On that page, select the module you wish to add groups to, and then click the button called “VIEW GROUPS”
2. Now on the “Groups” page, you can see existing groups that you have created.
3. To add a group, click the button that says “ADD GROUP”
4. On the pop-up prompt, type in the group name that you want to add, and click Ok.
5. You should now see the newly created group in the groups page.

## Add students to a group

Once the group has been created, you can add students to the group.

1. Navigate to the “Groups” page in the system (Homepage -> Modules -> Groups)
2. Select the group you want to add students to.
3. This will take you to a page displaying all students currently in the system. You can select students from here or you can choose to add students not already in the system.
   1. If you want to select students already in the system, then select the check box next to their name and click the “ADD STUDENTS” button.
   2. If you want to import students, simply click “IMPORT” and then select the .csv file you wish to import from. The students in the file will be added to the existing list of students in the system – you will then have the opportunity to select the check box next to each student you want to add in this group and then click the “ADD STUDENTS” button.
4. The students should have been added to the group.

## Add a group mark for a group

Once a group has handed in all their work, you can input their group mark into the system. Upon completion of all of the peer assessments, it should also show each student’s individual mark.

1. Navigate to the “Groups” page in the system (Homepage -> Modules -> Groups)
2. Click the button called “ADD GROUP MARK”
3. Type the mark into the associated text box that will have shown next to the group.
4. Click on the button called “SAVE CHANGES” (it will be located where “ADD GROUP MARK” was)
5. The mark should now be displayed for that group

## Deleting a group

For one reason or another, a group may need deletion such as creating the group incorrectly. You can easily delete a group:

1. Navigate to the “Groups” page in the system (Homepage -> Modules -> Groups)
2. Select the group you want to delete
3. Click the button called “DELETE GROUP”
4. A pop-up box should ask you to confirm the delete
5. Once confirmed, the group should not display again.

## Hiding completed groups in the list of groups

This is a toggle that can hide the groups that have finished all their peer assessments, so can be used to spot which groups have not completed their peer assessments.

1. Navigate to the “Groups” page in the system (Homepage -> Modules -> Groups)
2. Use the “HIDE COMPLETED” button as a toggle to show and hide the groups that have completed all peer assessments.

## Adjust the PA of a student

In the situation where you need to allow a student to re-assess one of their group members, such as if they all have given each other perfect marks, you can change their assessment through the convenor side.

1. Navigate to the “Groups” page in the system (Homepage -> Modules -> Groups)
2. Expand the group containing the student you wish to alter
3. Click on the button called “ADJUST PA’s” next to them.
4. It will then bring you to a page showing all of the assessments he has completed. You can then click the “EDIT” button to edit that person’s assessment.
5. You will then be shown the results of the current assessment. To edit, click the “EDIT” button on the right hand side.
6. This will allow you to edit the assessment values as well as change the comment for the assessment.
7. When complete, click the “SUBMIT” button where “EDIT” used to be. The changes should now be saved. You can then navigate away using “PREVIOUS”.

## Show graphs for all groups in a module

To display the graphical representation for the marks for each group, as well as a line showing the average marks for groups in that module.

1. From the homepage, click on the “GRAPHS” icon.
2. Next, click on the button that says the Module code and then “GROUPS” so for example, “G52RAF GROUPS”.
3. This will now show you the group marks for each group in that module, along with a line showing the average for all groups.

## Show graphs for all students in a group

To display the graphical representation for the marks for each student, as well as a line showing the average marks for students in that group.

1. From the homepage, click on the “GRAPHS” icon.
2. Next, expand the module containing the group desired. (NOTE: Do not click the button under “Mark Graphs” for the module, this will show the group marks in the module)
3. Then you can find the group you wish to investigate and then click the button under “Mark Graphs” called “<group name here> MEMBERS”.
4. This will now show you the graph with all the members in that group and their individual marks, along with a line showing the average mark for the group.