

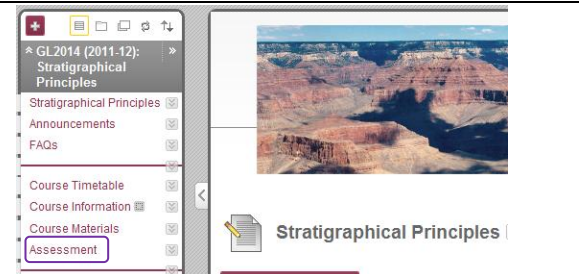
# Electronic submission and on-line marking using MyAberdeen

## How to....

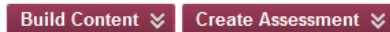
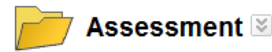
### 1. Create the assignment

In Blackboard-speak, up-loading an item to be assessed is classed as an **Assignment** and marking it is **Grading**.

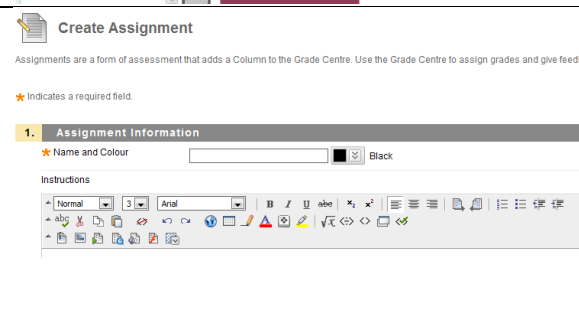
#### Setting-up an assignment



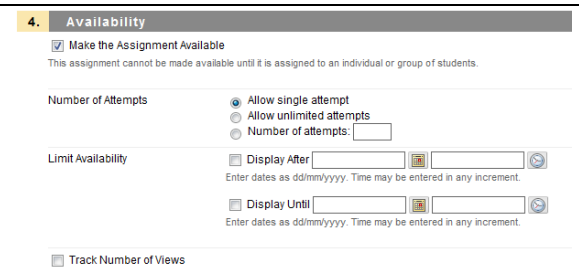
On the course home-page select **Assessment** from the left-hand menu



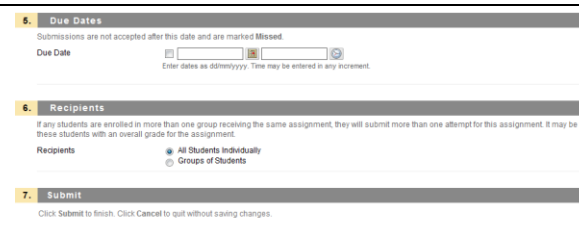
Select the **Create Assessment** drop-down and select **Assignment**



You will see the familiar MyAberdeen content box. Give the assignment a name and include instructions if you wish. **Include a due-by date at this stage**. Also, make sure the students use some form of file-naming protocol otherwise you will have many, many "myassessment.docx" &c. A PDF is probably the best format for uploading. In, **2. Assignment Files**, there is the usual facility to add an attachment and in **3 Grading**, type "20" in the box.



**4. Availability**. This is mostly self-explanatory except that the Display Until date is not the same as the deadline for submission.

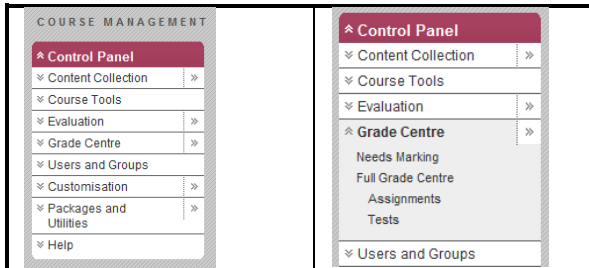


**5. Due date**. Enter date and time. This does not prevent a student uploading an assignment after the due date, but does flag the upload as "missed". **6. Recipients** – all students individually, then submit.

The students will now be able to access the up-loader through their own assessment menu. They will also be notified of its existence **BUT NOT THE DUE DATE** (this is a glitch at the moment).

## 2. On-line marking and accessing uploaded files.

All file access, and the facility for on-line marking and recording marks is done *via* the **Grade Centre**

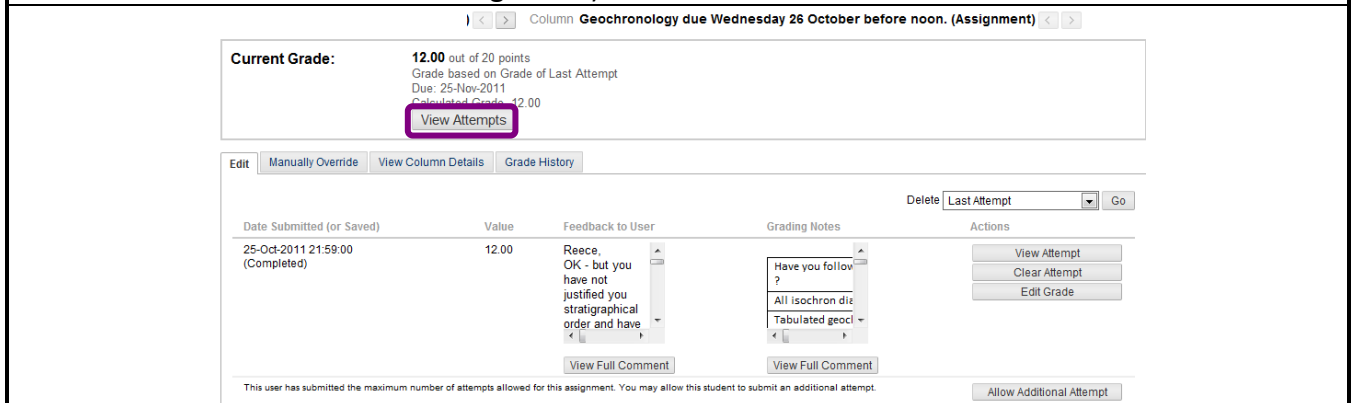


The **Grade Centre** is accessed from the **COURSE MANAGEMENT** menu on the bottom left-hand side of the home page. Select **Assignments** from the **Grade Centre** drop-down.

Last Name	First Name	Username	Student ID	Last Access	Availability	Geochronology
		l4ra0	51011449	09 December 2011	Available	12.00
		l3ta0	51010771	01 December 2011	Available	12.00
		l1mja7	07330232	05 December 2011	Available	7.00
		l1cea0	51011152	09 December 2011	Available	16.00
		l3sa0	51013082	09 December 2011	Available	15.00
		l3ia7	07481643	08 December 2011	Available	--
		l4aa0	51014106	15 November 2011	Available	12.00
		l7hb0	51013081	09 December 2011	Available	12.00
		l9lb0	51013115	09 December 2011	Available	14.00
		l6sb0	51013038	09 December 2011	Available	10.00

This is an example of a completed grade book. For newly uploaded assignments, a green box appears in the Assignment name column (in this case Geochronology) saying **Needs Marking**.

Mouse over the **Needs Marking** tab for any student and you will get a double drop-down arrow icon. Click on this and go to **View Grade Details**. You will get something like this (please bear in mind that this is for a marked assignment):



Column: **Geochronology due Wednesday 28 October before noon. (Assignment)**

**Current Grade:** 12.00 out of 20 points  
Grade based on Grade of Last Attempt  
Due: 25-Nov-2011  
Calculated Grade: 12.00

[View Attempts](#)

Edit | **Manually Override** | View Column Details | Grade History

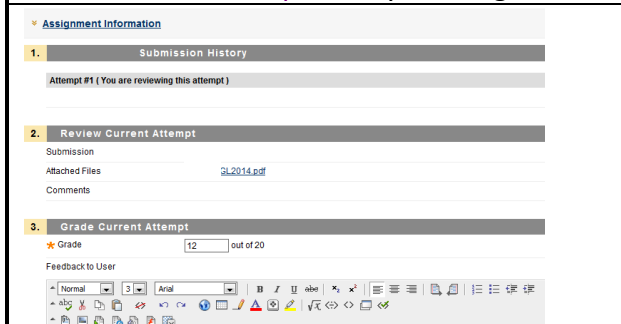
Delete: Last Attempt [Go]

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
25-Oct-2011 21:59:00 (Completed)	12.00	Reece, OK - but you have not justified you stratigraphical order and have	Have you follow? All isochron die Tabulated geocl	View Attempt Clear Attempt Edit Grade

[View Full Comment](#) [View Full Comment](#)

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. [Allow Additional Attempt](#)

Click on **View Attempts** and you will get this:



**Assignment Information**

1. Submission History

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission

Attached Files: [GL2014.pdf](#)

Comments

3. Grade Current Attempt

Grade: 12 out of 20

Feedback to User

Rich text editor toolbar with options for Normal, Arial, Bold, Italic, Underline, etc.

Clicking on the **Assignment Information** drop-down gives you the details that YOU entered in the **Assignment Information** dialogue box in step 1 above. You now have two main choices;

1. you can simply download the file from **2. Review Current Attempt**, in this case **Surname-initials-GL2014.pdf**, save it locally and mark it on paper as any other assessment. The filename is whatever the student makes it, so tell them to use a sensible protocol.
2. You can view and mark the assessment on-line.

## Marking assignments on-line and returning on-line feedback.

The **3. Grade Current Attempt** box is a free-format text editor. You can enter your comments on the students work in this box. I have found the best way to do this is to set-up a table in MSWord (on your desktop, not on-line), or use an existing marking sheet to enter your comments &c. You can then paste that information straight into the dialogue box.

3. Grade Current Attempt

★ Grade 12 out of 20

Feedback to User

Text Editor is: ON

OK - but you have not justified your stratigraphical order and have some significant errors in it. Details below.

Have you followed the instructions ?	Y	N
All isochron diagrams present	x	
Tabulated geochronology data	x	
2 side A4 report	x	
On time	x	

Grades A-E (Excellent – Eappalling or omitted) . These are an indication of quality of that section of your work. You cannot directly work-out your final mark from these grades.

	A	B	C	D	E	Comments
Are isochron diagrams correctly plotted and scaled?	x					Include minerals as different symbols on min-WR isochrons.
Does table state WHAT SPECIFICALLY is being dated ?			x			The instructions ask you to include a table with "details of technique(s) applied and details of precisely what event is being dated (e.g. garnet Sm-Nd &c)"
						If you put all the komatiite data on one isochron it yields 1900 Ma and all the data fall on a straight line. Because komatiite has a magmatic blocking temperature for Sm-Nd isotopes then this is a crystallization age. The komatiites are likely to have flowed as you

The table here was created in Word and pasted in to the dialogue box. Because students often make the same errors, you will find that you are repeating the same comments – that is where the cut-and-paste becomes very useful. After marking about ten assignments you will find you will have a stock of comments to work with.

Once you have completed marking each assignment it is best to click on **Save as Draft**. This means you can return to moderate marks &c after you have completed all the marking. Do not forget to enter the mark in the **★Grade** box. You can now move on to the next assignment.

## Returning the feedback to students

Once you are happy with the complete set of marking, return to the **Grade Centre: Assignments** window, mouse-over the named assignment column for the first student and in the drop-down select **View Grade Details ⇒ View Attempts**. This time, at the bottom of the page click on **Save and Next** and repeat this for each student. This will automatically make the mark and feedback appear in the students' **My Grades** menu on their course Home page. What they actually see when they go to their grades box is a pop-up box with the feedback and the overall mark ↓

Grading Notes

Have you followed the instructions ?	Y	N
All isochron diagrams present	x	
Tabulated geochronology data	x	
2 side A4 report	x	
On time	x	

Grades A-E (Excellent – Eappalling or omitted) . These are an indication of quality of that section of your work. You cannot directly work-out your final mark from these grades.

	A	B	C	D	E	Comments
Are isochron diagrams correctly plotted and scaled?	x					Include minerals as different symbols on all min-WR isochrons.
Does table state WHAT SPECIFICALLY is being dated ?			x			Intercept data is reported as five figures for Rb-Sr and six for Sm-Nd
Tectonic setting of cratonic rocks			x			OK
						If you put all the komatiite data on one isochron it yields 1900 Ma and all the data

Sometimes the grade does not get submitted correctly when using **Save and Next** so it is always important to check that all the students have a grade in the grade centre. Go back to the grade centre to check – if a grade has failed to materialize just resubmit it. The feedback is instant and the student receives an alert (if they have enabled alerts...).

## Downloading the marks to your PC.

In the top right-hand side of the **Full Grade Centre**, click on **Work Offline**. Follow the instructions which allow you to export the full Grade Centre as a csv or txt file. Note that students with a C7 are invisible in the Grade Centre.