Blackboard Learn 9.1: External Examiner access to course content, activity and assessments

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Background

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Background

This guide is intended for External Examiners at The University of Manchester. It explains how External Examiners gain access to course content, activity and assessed work in the UoM's Blackboard environment. If you have any questions on specific pieces of content within a course unit on Blackboard, please speak with a School/course administrator.

This guide explains how External Examiners do the following:

- Access Blackboard course content including assessment activity in a safe manner;
- Access Turnitin/Grademark (the online submission and marking tool) where it is used.

1. Accessing Blackboard course content and assessment in a safe manner

⚠ This guide makes recommendations for a safe navigation through Blackboard courses. Please follow the steps given and if in doubt always cancel or return to previous page using the back button. Actions such as save, edit, submit should always be avoided.

1.1: Gaining an overview of course content

To gain an overview of course content in a safe manner you should ensure that, as soon as you enter the home page, the view mode button at the top-right hand of your screen is set to 'OFF', as shown below.
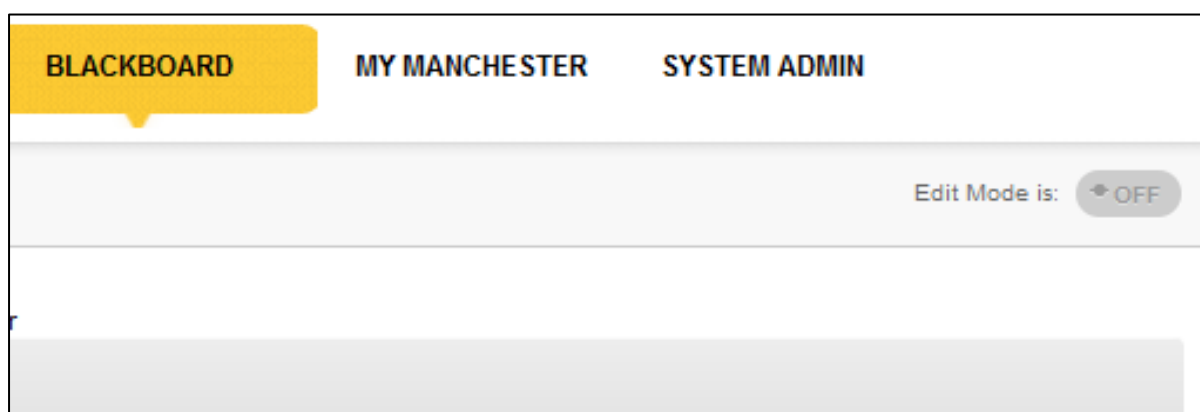
⚠ If the view mode is set to 'Edit mode: On', click on the button to change it to 'Off' mode. In the 'Edit mode: Off' mode you are able to see what students see when they are going through the course, e.g. course materials and resources, presentation of tasks to students, assignment briefs and instructions.

1.2: Gaining an overview of assessment activity

The 'Assessment' area in the course menu area is where assessment information and activities are commonly placed and therefore gives you an overview of assessment activity for a given course.

1.3: Viewing or moderating summative assessments

If you have been asked to view or moderate formative or summative assessments you should bear the following in mind:

> 1. Assessment delivered through journals, wikis, blogs, or discussion boards can be accessed via the Control Panel area (see point 1.4 below).

> 2. Assessment delivered through the Blackboard Assignment tool or the Tests tools (i.e. quizzes) can be accessed via the Grade Centre (see points 1.5 and 1.6 below).

If you are unsure of the form of assessment used in the course, the BB tool used, and/or its location, you should confirm the exact details with the School administrator or course director.

1.4: Moderating formative or summative work delivered through built-in Blackboard tools

If you have been asked to moderate formative or summative student work that is delivered using built-in Blackboard tools (e.g. journals, wikis, blogs or discussion boards), scroll down the course menu, on the left, to the Control Panel area and click on 'Course Tools' (or 'Organisation Tools' if you are reviewing an organisation space) to reveal the various tools that may have been used by the course director.

You can then click on any of the tools used for assessment to view student activity and staff input.

To navigate safely, you must ensure that your view mode continues to be set to 'Edit mode: Off'. To prevent any unintentional changes please avoid actions such as 'edit', 'save' or 'submit', which have the potential to change content.
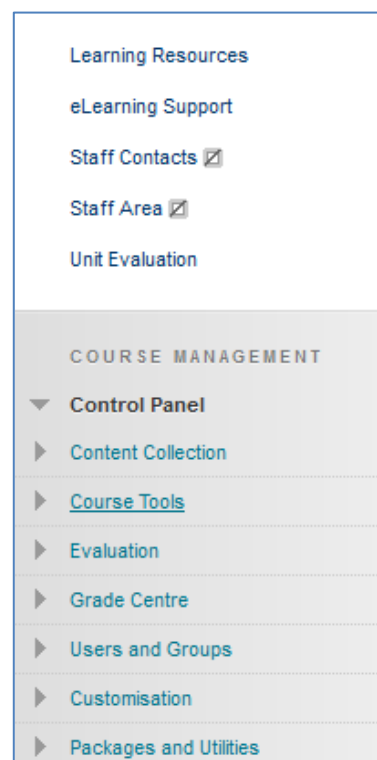
If you would like to see an overview of grades across a whole class, you can access the 'Grade Centre' area under the 'Course Tools' heading in the Control Panel. Select 'Full Grade Centre' for an overview of all online assessed activity within the course.

⚠ **Please note that the Grade Centre offers a list of students enrolled on the course as well as a number of columns corresponding to different categories - including either formative or summative student activities. However, to prevent any unintentional changes, we advise you to view student work and academic marking via the Course Tools area rather than the Grade Centre area.**
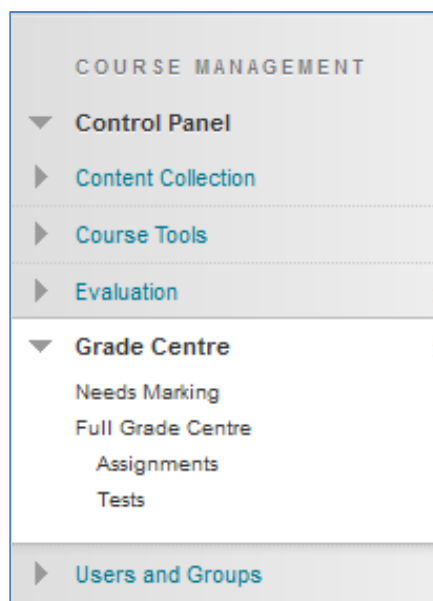
1.5: Moderating formative or summative work delivered through the Blackboard Assignment tool

If you have been asked to moderate formative or summative student work delivered through the Blackboard Assignment tool, student work and staff input must be accessed from the 'Grade Centre' area under the Control Panel as shown below.

Select the 'Assignments' item under the Full Grade Centre to see an overview of students enrolled on the course and their grades in corresponding columns of assignments.

If you wish to view a student submission and tutor marking, hover through a grade cell. When you see an arrow pointing downwards, click it for more options. Within the drop down options choose the last item 'Attempt xxxx' where 'xxxx' is a calendar date.

The 'Attempt' screen displays the student submission as well as the grade and feedback provided by the course tutor.

⚠️ **Please do not make any changes or enter any comments on Blackboard. Follow School guidelines on how, and the format in which, to express your views on assessment activity in the course you are externally moderating.**

1.6: Moderating formative or summative student work delivered through the use of test tools

If you have been asked to moderate formative or summative student work delivered through the use of test tools such as quizzes, you will need to access the students' attempts in the same way that you would do for assignments.

To do this, go to the Control Panel area in the Blackboard course. Select the Grade Centre area to expand its contents. Within Full Grade Centre choose the 'Tests' item. The Grade Centre Tests area provides an overview of students enrolled on the course and their grades in corresponding columns of Test.

To view a student submission and any tutor feedback, hover through a grade cell to view an arrow pointing downwards and click it for more options. Within the drop down options choose the last item 'Attempt xxxx' where 'xxxx' is a calendar date.

	Sort Columns By:	Layout Position ⌄	Order:	▲Ascending ⌄
				Last Saved:23 July 2013 15:54

Year 3 - Langua ⌄	Year 3 - Langua ⌄	Year 3 - Langua ⌄	Year 3 - Langua ⌄	Year 3 - Langua ⌄
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--	--	--	--	--
103.58622	155.00	87.47223	--	--
--	--	--	--	--
2.33333	📝	87.30556	7.25	--
--	--	--		
--	--	--		
--	--	--		
--	--	--		
--	--	--		

- View Grade Details
- Quick Comment
- Exempt Grade
- Attempt 27/02/13 87.30556

Icon Legend

2. Accessing Turnitin/Grademark (the online submission and marking tool)

2.1: Moderating student work submitted through Turnitin

If you have been asked to moderate student work that has been submitted through Turnitin, you can access it from the Control Panel on the bottom left-side of the page.

Click on 'Course Tools' and the Turnitin tools will appear towards the bottom of the list. Depending on the instructions you have received from the School, select either 'Turnitin Assignments' or 'Turnitin Assignments by Group'.

Choose 'Turnitin UK Assignments' to access the assignment inbox (or inboxes if students submitted more than one assignment towards the course).
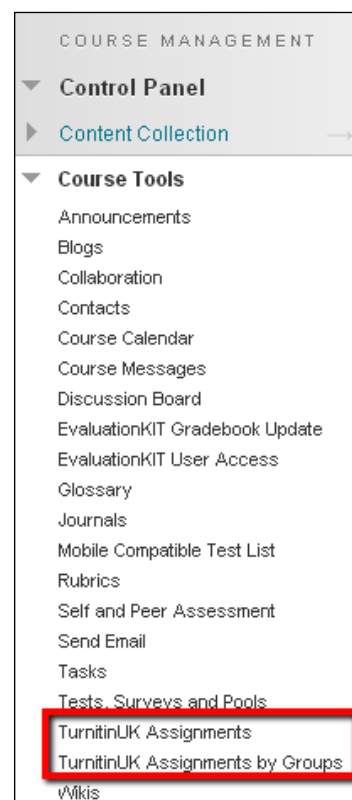
2.2: Selecting inboxes

Select the inbox (or inboxes) you are required to moderate by clicking on the title of the relevant inbox. This will take you to the Turnitin assignment inbox as shown below.

2.3: Selecting a sample

Follow School guidelines in relation to the sampling procedures (e.g. select the 'Marked papers' folder within Turnitin as shown above) or identify the student sample from the overall class inbox.

### *2.4: Viewing a student submission and staff feedback*

To view a student submission and staff feedback, find the 'Grade' column within the 'Assignment' inbox and click on a given grade to view the paper submission and the feedback provided.

The student paper opens in a new resizable window with feedback overlaid on the student text in four possible ways:

- Inline typed or dotted comments around the student paper that are viewable by hovering over the icon with the mouse and scrolling down the submissions

- General comments accessible by clicking on the second icon appearing on the bottom right hand side of the screen.

- Formative audio feedback also accessible from the same area and located immediately above the General Comments area.
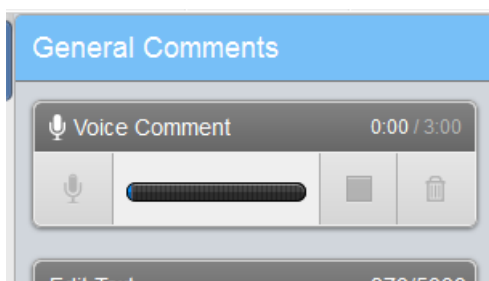
- Feedback in relation to School or discipline assessment criteria viewable by selecting the right most icon on the Grademark