

## External Examiner (EE) access to Blackboard

### Guidance for Academic and PSS Colleagues in Schools

Please note that this guidance is a general overview with suggested approaches. Your School may wish to adapt the wording of sections 3 to 5 to suit local methods.

#### 1. IT access for External Examiners

The Teaching and Learning Support Office (TLSO) will coordinate the set up of SPOT IDs (i.e. 7-digit University ID number) and IT accounts for External Examiners (EEs). TLSO will provide the SPOT ID information to the EEs, along with instructions on how to complete IT sign up process (NB: IT sign up must be completed by the External Examiner so that they can activate their account and establish a password). Further details on the setup process for EE access to BB is available in Appendix 1.

#### 2. 'External Examiner' role in Campus Solutions

As soon as TLSO has established a SPOT ID for an EE (the SPOT ID will be added to the External Examiner's record in the EE database once created), School PSS colleagues can then assign EEs access to individual course units in Campus Solutions using the newly created 'External Examiner' role.

The External Examiner role in CS is automatically mapped to the External Examiner role in Blackboard. This role allows EEs to access all parts of the course. It also allows them editing rights to a number of areas in the course. It is, therefore, very important that EEs are given clear directions as to where to locate the assessed work and how to access the grades and feedback, and advised to be careful not to make any changes while evaluating a course unit.

*Please note, eLearning teams do not arrange access to Blackboard for EEs, or to individual courses. However, they will enable access to Organisations where required, once an EE has gone through the process outlined above.*

- *The TLSO has produced a guide for External Examiners which explains how to complete the IT signup process and gain access to course units within UoM's Blackboard environment.*
- *The Humanities eLearning team have produced a guide for External Examiners which gives generic advice on safely accessing content in Blackboard 9.*
- *The eLearning Team have also produced a form (Appendix 2: External Examiner Assessed Coursework Location form) for PSS or Academic staff to complete detailing the exact whereabouts of the assessed work. Specific guidance on how to use this form is included in the form itself.*
- *These documents will be made available on the Knowledge Base.*

If you would like more detail about what the External Examiner role is able to do, please get in touch with [eLearning@manchester.ac.uk](mailto:eLearning@manchester.ac.uk) and we can provide a full list and answer any specific queries.

*In the case of External Examiners, it is important that the Primary Instructor role **not** be used to associate EEs with course units. EEs should be assigned the External Examiner role in CS. Improper use of the Primary Instructor role has the following implications:*

- From a support perspective, it is difficult to determine who is the 'genuine' owner(s) of the course. This lack of clarity can delay support staffs' ability to deal pre-emptively with issues and provide appropriate levels of support.
- The staff listed in the Primary Instructor role are automatically added to the online version of the Unit Survey; thus, students will be prompted to evaluate staff (e.g. External Examiners) that have not been teaching on the course.
- And most importantly, all staff roles in Campus Solutions have access to the student data stored in the system. The External Examiner role in CS has been specifically designed so that an individual assigned this role will not have access to student data. **Please do not compromise the University's data security!**

### 3. Setting up your Blackboard course for External Examiners

You might like to include an area for EEs in your Bb9 site, so that it's immediately to hand when they access your course, with the following information:

- The completed **External Examiner Assessed Coursework Location form** as an attachment (i.e. uploaded to the Content Collection and then linked to from an item);
- A link to the **External Examiner Guide** on the Knowledge Base and any other related articles;
- Any other specific information for that course.

The area could look like this:

The screenshot shows a Blackboard course page for External Examiners. On the left is a navigation menu with the following items: Home Page, Embed Video, Video course, Contacts, Calendar, Induction, and External Examiners (which is checked). The main content area has a header 'External Examiners' with a dropdown arrow. Below the header are three tabs: 'Build Content', 'Assessments', and 'Tools'. The first section is titled 'Guidance for External Examiners' and contains a document icon, a welcome message, and a list of links: 'External Examiner Guide' and 'External Examiner Assessed Coursework Location form'. A note below the links says: 'Note that you can download the form, save it locally, and then edit it if you wish. For example, you could use it to record which coursework has been marked, or to make other notes.' The second section is titled 'External Examiner Discussion Forum' and contains a document icon and the text: 'Please use this area for any questions or feedback you may have.'

Or you could just use the simple **Create File** option for the Assessed Coursework Location form.

We'd recommend having the link to the area at the bottom of the main navigation menu, keeping it hidden, and using adaptive release to make it available for the EE(s).

You could also set up a Discussion Forum.

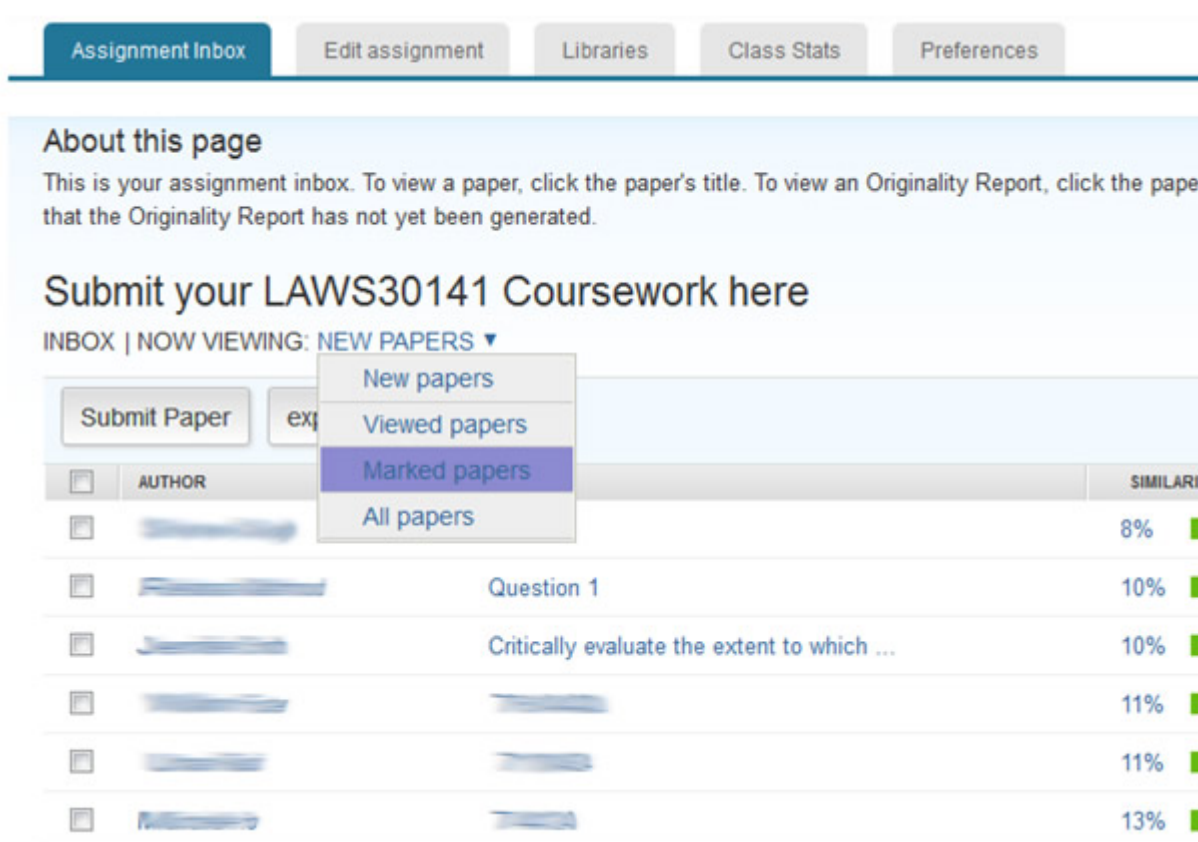
### 4. Setting up Tii for External Examiners

It is up to each course to decide how to present information about sample assignments to EEs. The External Examiner Assessed Coursework Location form enables you to provide clear instructions.

One suggested way of making access to the sample assignments easier would be to use the separate Marked Papers area for the sample assignments and direct the EE there. This could be particularly helpful in a very large course. The EE would still be able to see the rest of the assignments, for contextual and comparison reasons, but would not need to sift through and search long lists to locate the samples.

To do this:

1. **Select** the sample assignments from the Tii inbox by ticking the corresponding checkboxes to the left
2. Click the **Move To** button to the top right of the assignment inbox
3. Select **Marked Papers** from the drop-down list under **destination folder**
4. Select **this assignment** from **destination assignments**
5. Click **submit**
6. View the **Marked Papers** area by going to the drop-down menu next to **INBOX | NOW VIEWING:** (see below)



## 5. Contacting External Examiners

Include:

- List of course code(s) and title(s)
- Location of External Examiner area on your course(s) – if used
- Completed External Examiner Assessed Coursework Location form as attachment (if not available in the course itself)
- Link to External Examiner guide on the Knowledge Base

## Appendix 1

### Workflow for External Examiner access to Blackboard

Number	Task	Owner	Notes
1.	Following the standard procedure for the approval of an External Examiner (EE) and set up in EE database, determine if a CRM record already exists or a new one needs to be created.	TLSO	
1a.	If a new account is required, input necessary data including: <ul style="list-style-type: none"> <li>• Add start/end dates (pull information from EE database);</li> <li>• Assign EXT_ELEARNING_ASSOC role;</li> <li>• Add associated Faculty.</li> </ul>	TLSO	The SPOT ID (aka University ID Number) will be automatically generated as part of the account set up in CRM.
1b.	If record already exists in CRM, the following will be verified: <ul style="list-style-type: none"> <li>• User has EXT_ELEARNING_ASSOC status;</li> <li>• User has been associated with a Faculty.</li> </ul>	TLSO	
2.	Associate SPOT ID with EE record in database.	TLSO	
3.	Send out communication to EE providing SPOT ID information (aka University ID Number) and instructions on how to access Blackboard.	TLSO	As per current practice, School Administrators are encouraged to check the EE database to determine when a SPOT ID has been assigned.
4.	Carry out IT sign-up process (to obtain username and password).	External Examiner	
5.	Assign External Examiner to the External Examiner role in Campus Solutions against any course units to which he/she should have access via CS Schedule of classes.	School administrator	The EE does not need to have completed the IT Signup process in order for an administrator to add them to Campus Solutions Schedule of Classes.

## External Examiner: Directions to Assessed Work on Blackboard or Online

If you are an **External Examiner**: please read this form carefully. It provides details of where to find assessed work to examine and, where appropriate, which specific submissions.

(You can edit this form to track your progress if you wish, for example, by prepending a \* to completed items.)

If you are a **PSS Colleague**: please read the *Notes for PSS Staff* at the end of this document.

Academic Year	Course Discipline and Catalogue Number
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Tools used for assessed work in this course:

Turnitin UK assignment(s)	Blackboard test(s)
Blackboard assignment(s)	Other Blackboard tool(s)
Other online method(s)	

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(Turnitin UK assignments are found through Blackboard Control Panel > TurnitinUK Assignments)

Turnitin UK assignments

Specific Turnitin UK submissions

Blackboard tests

Specific Blackboard test submissions

Blackboard assignments

Specific Blackboard assignment submissions

Other Blackboard tools  
(Discussions, Blogs, Journals, Wikis...)

Specific other Blackboard tool submissions

Other online method(s)

Specific other online submissions

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## Notes for PSS Colleagues

1. You should be viewing this form in **Adobe Reader**. If you are not, please close this and reopen using **Adobe Reader**. With Adobe Reader installed, you can force it to open this file by right clicking the file, left clicking "Open with..." and choosing **Adobe Reader**.

2. Make a copy of this file and rename it with a title that includes the academic year and correct course code e.g. *UoM\_ExternalExaminer\_AssessedWorkLocationsForm\_[UCOL10101].pdf*  
Open *that* file now, instead of this one, and continue to step 3.

3. Please fill in the sections of this form carefully, detailing the locations, titles and (if required) specific student submissions of assessed work to be inspected by the **External Examiner**. For specific student submissions, provide whichever is most appropriate of:

- \* the title of the work
- \* the students' id numbers
- \* the students' names

If the **Marked Papers** area in a **Turnitin UK** assignment has been used, indicate this clearly.

If the submissions are in more than one assignment inbox, clearly group them and indicate which submissions will be found in which assignment inbox.

4. Assuming you are using Adobe Reader, click the Save button (top left) or press Ctrl + S.

5. Upload this file to the correct Blackboard course, placing it in the most appropriate location according to the existing structure of the course (such as in "Assessment"), or use/create a Content Area named "External Examiner". Bear in mind, External Examiners may not be familiar with Blackboard or our specific use of it, so an intuitive and obvious location is best.

The simplest way to upload the file:

- a. Enter the course
- b. Switch Edit Mode to On if it isn't already
- c. Mouse over "Build Content", then click on File
- d. Click "Browse My Computer" and select this file
- e. Set "Open in New Window" to "Yes"
- f. Copy the filename and paste it into the "Name" field
- e. Click "Submit"

4. If appropriate within your School's procedures, attach this file to an email along with any other information for the External Examiner of this course.

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