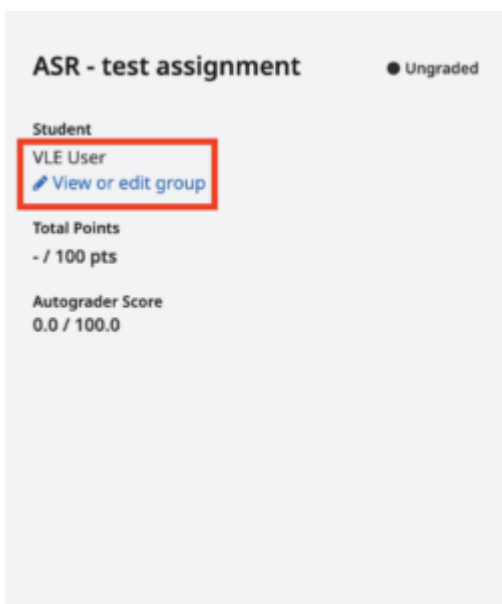


# Gradescope Group Assignments: adding a fellow group member

If your instructor has allowed you and other students to submit as a group, you can (and should) add group members to your submission.

To add group members to an assignment submission:

- On your submission page, either select Group Members in the action bar (along the bottom of the screen) or select 'View or Edit Group' in the outline area of the submission (in the right hand panel).



- In the Group Members modal, enter a name to add other students, and then select **Add**.

**Group Members**

Add or remove group members for this submission.

Your instructor has allowed you to submit as a group of up to **2 people**. You can change the group below. Students added or removed will be notified via email.

Student	Remove
VLE User (Submitter)	x

**Add Student**

Search students by name or email...

Close Add

Note: If you cannot see your group member(s) listed in Gradescope, please contact the Course Secretary to ask them to re-sync the Gradescope roster with Learn.

---

# Learn Ultra basics for Instructors

All teaching staff will need to interact with Learn Ultra, even if the course materials are hosted on Drupal. We have compiled links to instructions on the most common tasks you will need to perform in Learn below. If you do not see what you need below, please check out the following page, which has additional instructions and guidance materials on a range of other aspects of Learn Ultra: [Using Learn as an Instructor.](#)

[Introduction to Learn Ultra](#): a series of short videos providing an overview of Ultra and how to navigate the site.

## Adding and organising content:

- [Types of Course Content](#) – start here to get a definition of the terminology used for content types in Ultra

- [Learning Modules and Folders](#)
- [Adding Documents](#)
- [Web and course links](#)\*
- [Copying content in Learn Ultra](#)
- [Add a video to your course](#)

\*If you want to share a link with students to a file you have uploaded to the Content Collection for a course, you will need to adjust the permission settings in the Content Collection folder following [these instructions from Blackboard](#).

### **Assessment and marking:**

Please remember that the Course Secretary is now in charge of setting up most assignment submissions (other than things like CodeGrade or authoring quiz questions), so please contact the IT0 about the creation of assignment submission boxes. Below we have provided links for guidance on accessing student submissions and how to give marks and feedback.

For Learn Assignments:

- [Marks and Gradebook, Feedback, additional information on marking and the Gradebook](#)
- [Uploading marks \(and feedback\) to Learn Ultra](#)
- [Creating and managing tests](#)

For Turnitin assignments:

- See the Marking, Feedback and Grading section [here](#)

For Gradescope assignments:

- See our blog post [Marking an exam or homework assignment in Gradescope](#)

### **Tools:**

- [Communicating with your students](#) (incl. Announcements and how to email a Group in Learn)
- [Managing Groups](#) and [Group Import and Export](#)

- If you don't use Piazza for your course, you can set up a discussion board in Learn. This can be linked to Groups, so that students can talk to their group members: [Create and manage Discussions](#)
- Adding tools to your Learn course (e.g. Zoom, CodeGrade, Noteable): [Adding Tools via Content Market](#); for more on Zoom, see [Adding a Zoom session to your Learn Ultra course](#)

Note: All students, the Course Organiser, and Course Secretary will be automatically enrolled on the Learn course via a feed from EUCLID. All other teaching staff (i.e. additional lecturers and teaching support staff) will be enrolled via a feed from the School's own databases; teaching support staff will only be enrolled in Learn once their contract is confirmed in PiP.

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## Allowing students extra time on quizzes

If students are permitted extra time on timed pieces of coursework as part of their extended time adjustments, then you will need to set this up for any timed quizzes/tests on your course.

If you are a member of teaching staff, **please ensure that you talk to the ITO** about this before enabling it for any student on your course, as there are different types of extra time adjustments that a student may have and they will help clarify for your course how these need to be applied.

Below are links for how to add these extended time adjustments in the two commonly used coursework quiz/test platforms. For

both Gradescope and Learn tests, you can set up an adjustment for a student that extends across a whole course and any timed assignments within that course or grant an adjustment just for one or more individual assignments.

Gradescope: [Extending assignment release dates, due dates, and time limits](#)

Learn: [Accommodations and Exceptions in Blackboard Ultra](#) (with thanks to Teeside University for writing much better instructions on this than Blackboard itself provides)

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## Uploading marks (and feedback) to Learn Ultra

Note: Due to an ongoing bug in Learn Ultra, if you upload feedback to submission box in Learn, it will not be visible to students. If you want to upload feedback for an assignment that students submitted to via Learn, follow the instructions below to create a new “item” directly within the Gradebook itself, which (for some reason!) allows students to view the feedback you upload. **Update: This bug appears to have been fixed, but let us know if you encounter any problems with the visibility of feedback for students.**

1. Go to the Gradebook in the course Learn page.
2. Add a new Item to the Gradebook by hovering over where you want to add it in the list and clicking on the purple (+) when it appears and then select “Add Item”.

Content Calendar Announcements Discussions **Gradebook** Messages Analytics Groups Student Preview

Item Name	Submitted	Mark	Category	Due Date	Status	Options
0 of 3 submitted	0 of 3 submitted	Nothing to mark				⌵ ...
Week 1 Quiz	0 of 3 submitted	Nothing to mark				⌵ ...
Week 2 Quiz	0 of 3 submitted	Nothing to mark				⌵ ...
Week 5 Quiz	0 of 3 submitted	Nothing to mark				⌵ ...
Getting started quiz	0 of 3 submitted	Nothing to mark				⌵ ...
Installation tests	0 of 3 submitted	Nothing to mark				⌵ ...
Installation tests(1)	0 of 3 submitted	Nothing to mark				⌵ ...
ILTS Blog instructions for Turnitin pages / posts	1 of 3 submitted	1 to mark		30/03/2023, 13:43		⌵ ...
Dummy assignment 1	1 of 3 submitted	Complete		22/07/2023, 00:00	Complete	⌵ ...
Test from question banks	1 of 3 submitted	Complete		14/10/2023, 00:00	Complete	⌵ ...
New Test 13/10/2023	0 of 3 submitted	Nothing to mark		14/10/2023, 00:00		⌵ ...
New Test 13/10/2023	0 of 3 submitted	Nothing to mark		14/10/2023, 00:00		⌵ ...
Dummy assignment 2	1 of 3 submitted	1 to mark		18/10/2023, 00:00		⌵ ...
Upload marks and feedback		Complete		18/10/2023, 16:27	Complete	⌵ ...
Dummy assignment 3	1 of 3 submitted	1 to mark		18/10/2023, 00:00		⌵ ...


**Set up the overall mark!**  
The overall mark helps students keep track of their performance on your course.
**Set it up**

Then make the following adjustments when the item settings window opens:

- It will give the item the default name of “New Item and the current date”; change this to the actual assignment’s name to ensure that students can locate it easily.
- We recommend keeping this item hidden from student view for now.
- The due date doesn’t really matter for this, so you can leave it as the default of the current time.
- Set the marking as required (points, percentage, etc.) and, if points, the maximum number possible for this assignment.
- For “Mark category”, choose Assignment.
- Add a description if you want, but it’s not required.
- Press Save.



## GitHub assignment

Hidden from students

### Due date

19/10/2023



15:25



### Marking

#### Mark using

Points

#### \* Maximum points

50

#### Mark category

Assignment

Type a description

Cancel

Save

3. Download the Gradebook, selecting just the new item that you created. Make sure to tick the option to include Feedback (unless you just want to upload marks, in which case, leave it unticked). Choose to save it as an xlsx file and save it to your computer.

zp\_mcorey\_ILTS\_ultra\_playground\_INF

Course Settings

# ILTS Ultra Course Playground

Content Calendar Announcements Discussions **Gradebook** Messages Analytics Groups

Student Preview

Download Gradebook

Markable Items Students

Item	Due Date	Marking Status	Post
------	----------	----------------	------

## Download Marks

### Download Options

#### Mark Records

- Full Gradebook  
All marks in the Gradebook
- Mark History  
History of changes made to marks

---

#### Record Details

Choose which assignments, assessments or items to include in your download

- Select All Items
- Dummy assignment 2
- Upload marks and feedback
- Dummy assignment 3
- GitHub assignment

Include feedback for the selected item

---

#### File Type

Depending on your computer, the file format opens with different spreadsheet software

- Tab-separated File (.xls)
- Comma Separated Values (.csv)

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#### Save Location

- My Device
- Content Collection

Cancel Download

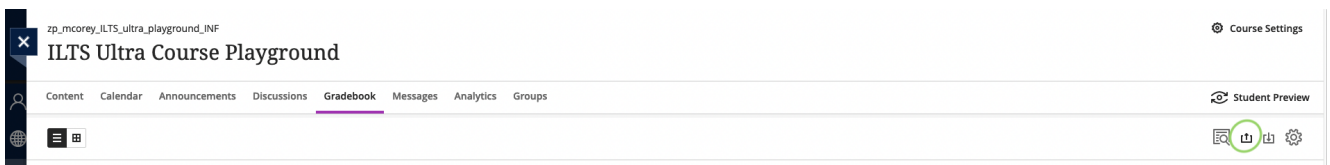
4. Open the file on your device.



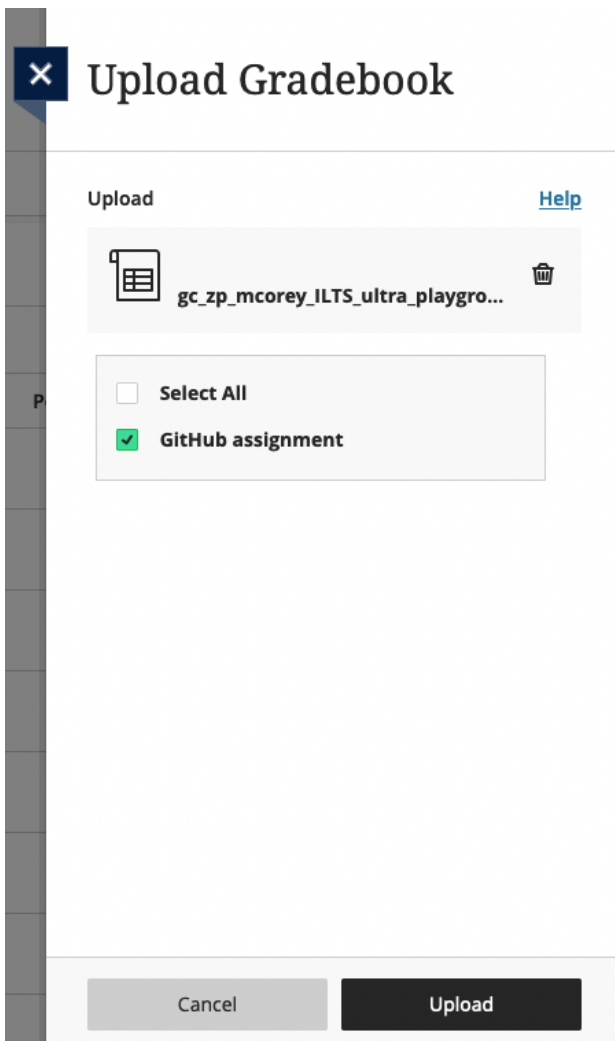
5. Make sure that the header for Column G is the assignment you want to be uploading marks for (i.e. the item you just created in the Gradebook).
6. Input the marks in Column G.
7. Input the feedback in Column J, if you need to share this with students.

Note: Make sure you do **not** change the header of any of the columns or Learn may not be able to read the file properly when you upload the marks. If you need to copy and paste data from another spreadsheet, make sure that it aligns with the columns as laid out in the file you downloaded from Learn.

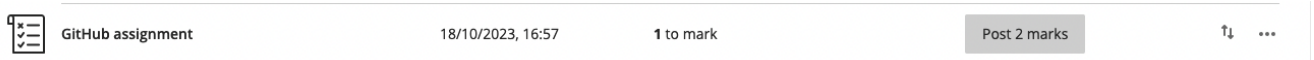
8. Save the file.
9. Return to the Gradebook in Learn and now select “Upload Gradebook”.



10. Choose “Upload Local File” and select the spreadsheet you have just saved. Once it has loaded, **untick** the option for “Select All” and just leave the assignment you want to upload marks for ticked. Click “Upload”.



11. Once Learn has uploaded the document, you will see how many students there are not marks for (i.e. those who did not submit the assignment) and also the option to post the marks that you just uploaded.



12. Before you post the marks, it's worth quickly checking that your upload worked. Click on the assignment name and you will be taken through to a list of all the students on the course. You can then check the a few of their marks and feedback in Learn with your spreadsheet to make sure that the upload worked properly.

Note: If you only want to post marks to certain students, you can do that from this view. Just click the "Post" button next to the name(s) of the student(s) whose marks you are to post.

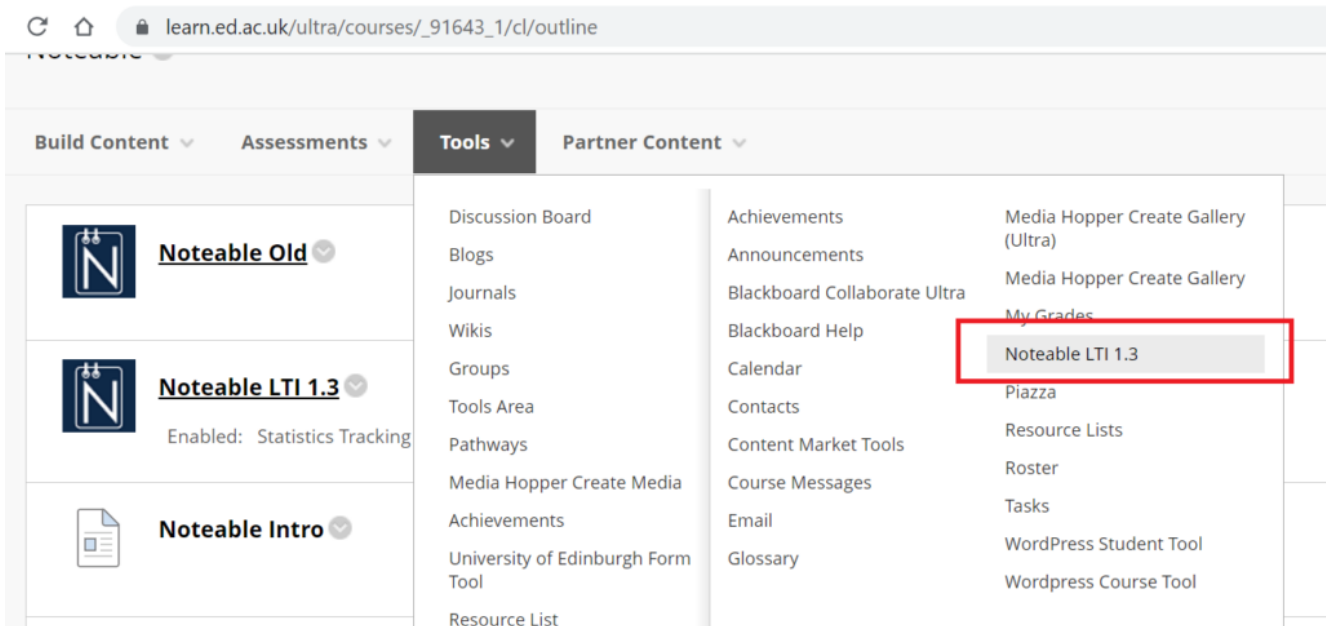
13. Once you are ready to share the marks with the students, Click to Post the marks. And then “Post All Marks” when the dialogue box opens.
  14. Go back in to the Edit view of the assignment (by clicking the three dots ... at the end of the row for it) and from the drop-down menu choose to make it “Visible to students”. Press Save. The students will now be able to view their marks and feedback for this assignment.
- 

## Noteable 1.3

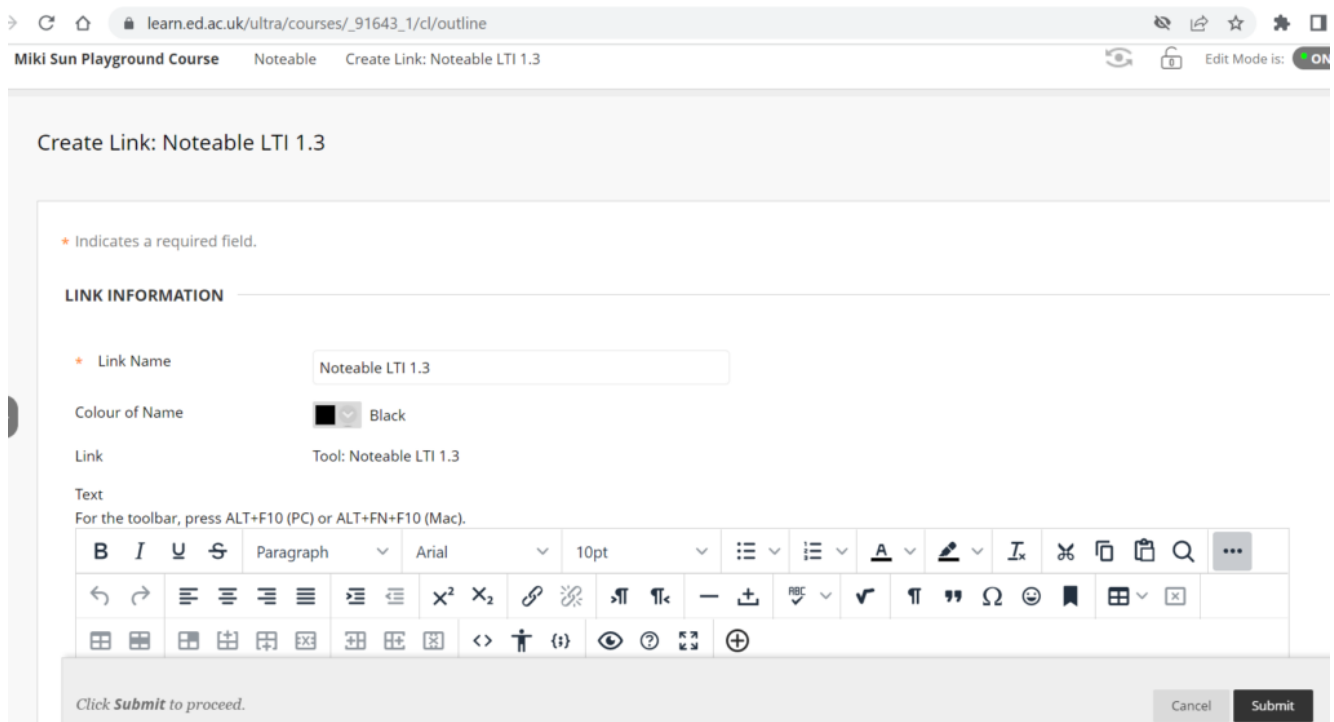
With the new release of Noteable in August 2022, ISG have configured a new way to connect your Learn course to Noteable – Noteable LTI 1.3.

The Noteable LTI 1.3 integration has been successfully set up in Learn and Learn Ultra and the old connection method for Noteable will be **switched off by 16th September**. If there are any old links in any of your courses, they will break. Please simply delete them and add the new Noteable LTI 1.3 instead. Instructions below.

Step 1. Select the Noteable LTI 1.3 link from the Tools menu.



Step 2. Check the settings and then click on Submit.



Step 3. The Noteable link will appear in the Learn course page. Click on it, it will launch on a new tab.



## The University of Edinburgh

Please select a personal notebook server

Standard Notebook (Python 3) ▼

Start

### What does a *Collaborative Session* notebook do?

“Collaborative Session” notebooks allow for two or more people to edit the same document by sharing a link.

Collaborative Sessions launch in the newer JupyterLab interface.

See our [documentation](#) for more information.

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# Reporting on submission times in Gradescope

There are many times when you may need to check submission dates and times for coursework or exam hand-ins. The way you do so will depend on the mechanism used to submit.

The following instructions are for when a student has submitted via the Gradescope link within Learn.

Go to the course in Learn and find and select the link to Gradescope.



## Submit via Gradescope

Availability: Item is available, but some students or groups may not have access.

Enabled: Adaptive Release

Select the assignment name within Gradescope to open. Select Review Grades.



< INFR090192020-1SV1SEM1

### INFR09019 - Mock ...

- Edit Outline
- Manage Submissions
- Grade Submissions
- Review Grades

Sort by the Time column header to see which submissions were made after the deadline.

⇅ FIRST & LAST NAME <small>⇄ Swap</small>	⇅ EMAIL	⇅ SCORE/75.0	⇅ GRADED?	⇅ VIEWED?	⇅ BLACKBOARD	▼ TIME (GMT)
Anonymous Student	[REDACTED]	0.0	✓	👁	🔗	Dec 10 at 12:46PM
Anonymous Student	[REDACTED]	0.0	✓	👁	🔗	Dec 10 at 9:03AM
Anonymous Student	[REDACTED]	0.0	✓	👁	🔗	Dec 10 at 8:46AM
Anonymous Student	[REDACTED]	0.0	✓	👁	🔗	Dec 10 at 6:46AM
Anonymous Student	[REDACTED]	0.0	✓	👁	🔗	Dec 09 at 9:32PM
Anonymous Student	[REDACTED]	0.0	✓	👁	🔗	Dec 09 at 9:00PM
Anonymous Student	[REDACTED]	0.0	✓	👁	🔗	Dec 09 at 8:24PM

## Associated links

[Reporting on submission times in Learn](#)

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# Gradescope: guidance for students

This blog post is aimed at all students sitting an exam or submitting coursework using Gradescope Homework assignment.

## Submitting your PDF to Gradescope

- Navigate to the appropriate area in your Learn course (this will be the “Exam” content area for taking an exam, or the “Assessment” area if submitting coursework)
- Open Gradescope by clicking “Submit via Gradescope”
  - Gradescope will open in a new tab
  - You will be taken directly to the corresponding course area in Gradescope
- Open the submission area for the question
- Select the file you wish to upload for your answer – this can be uploaded directly from your device. Upload your file – note that Gradescope does not provide a progress bar, and so it will look like nothing is happening while your file submits. Please be patient and do not click Back or Submit again while you wait.
- You will be shown a preview of your submission. You can rearrange pages if required.
- You will be required to tag which pages from your document correspond to the question part being answered. If your answer to a particular section spans multiple pages please tag each corresponding page. Please also

make sure you have labelled each page with a note of which question you are answering. This tagging process takes place after the submission and can be done after the submission deadline without affecting your timestamp for submitting your response.

- Check all pages have been tagged correctly, and confirm your submission by clicking Submit.

**Video Demonstration of the PDF Upload & tag process**

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# Marking an exam or homework assignment in Gradescope

Gradescope is now the School of Informatics' default platform for marking exams and some coursework assignments.

The technology takes a much more innovative approach to marking which better aligns to the standard practices for marking paper-based exams, with some added benefits over traditional marking.

- Horizontal marking (i.e. Mark papers by question) by default
- Rubric based marking, with the option of dynamic edits which recalculate previously marked papers
- Inline annotation / notes for markers

The exam spaces and initial setup is now managed by the IT0 team.

## Marking Submissions

You'll find detailed help and guidance from the [Gradescope](#)



[Help section](#), but some key elements and videos have been highlighted in this article.

## Horizontal Marking

The preferred marking workflow is to mark each question across all submissions, rather than marking a whole paper one submission at a time. The interface for marking is set up this way to apply your mark to the question and then proceed to the next ungraded question.

## Rubric Marking

The points per question will be setup prior to the exam. The rubrics will use positive marking by default. Ahead of the exam, course organisers will have a chance to discuss with ILTS how they want their rubric initially setup for all questions. One of the key features for Gradescope is that the rubric can change and be adapted throughout the marking process with the changes being reflected in papers that have already been marked.

Making changes to the rubric can be done by any marker and could be for the following reasons:

- Tagging responses marked in a certain way
- Tagging responses for additional review
- Awarding partial points based on certain criteria
- Realising the original rubric design needed altered

[Grading a Simple Question](#)

## Some tips

**Students map their questions to the pages**

## **submitted**

As part of the submission process students are asked to map which questions have been answered on which page of their PDFs. Some question components may be answered across multiple pages. You can check to see if there is an additional page by using the next arrow or using the “K” keyboard shortcut.

## **Rubric components can be scored the same and culminative**

You can use rubric components for identifying features of how a question has been answered. You can award a rubric item the same points as any other rubric element. This allows you to allocate marks while identifying features of how the question was answered. You can then report on the marking breakdown by each rubric component to get a detailed understanding of how each question was answered across the cohort.

You can select more than one rubric element for each question and the score can build a running total. These settings can be customised and configured as required.

## **Moderation during the marking process**

A suggested workflow for moderation during the marking process is as follows:

- CO marks first sample of questions to confirm the rubric fits well
- Markers continue to mark remaining questions
- CO reviews rubric changes and areas for attention in stages throughout the marking process
- Papers can be filtered based on the rubric criteria to look for anomalies
- Standard moderation after marking can still take place

# Keyboard Shortcuts

To help speed up marking Gradescope uses a number of keyboard shortcuts to apply the rubric components using the number keys, and you can traverse your stack of marking using a number of keyboard shortcuts.

An overview is available via the video below:

[Grading Even Faster with Keyboard Shortcuts](#)

## Practice exam

Finally, we would like to stress the importance of running a practice exam, using Gradescope accessed via Learn. As with the real exams, the ILTS team will set these up, but you should identify a suitable timescale to run these, and ensure all students have completed this process prior to the date of their real exam.

## Feature requests?

If you are interested in the development of Gradescope, you can view and contribute towards their roadmap here:

- <https://trello.com/b/36UN761q/gradescope-roadmap>

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## CodeGrade

Following a successful pilot in 2019-20, pre-honours Informatics students will have access to [CodeGrade](#) for select courses. Please get in touch to see if there is a budget to cover a CodeGrade license for your course.

You can find helpful videos covering all aspects of your interaction with CodeGrade on their YouTube channel here: <https://www.youtube.com/channel/UCedAzCujQ7aT2pFbnzLMc80/playlists>.

If you do not have access to YouTube, or prefer your guidance in text format, you can find extensive documentation on using CodeGrade here: <https://docs.codegra.de>.

## For Students

- [Guidance for students using CodeGrade](#)

## For Markers

- [Assignment Setup](#)
- [Grading Workflow](#)
- [Automatic Grading in CodeGrade](#)

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# Teaching and assessing online

This is a reminder of the tools and services available to you in the event of disruption to campus based activities, such as the current COVID-19 epidemic.

## If your \*students\* can't access campus

- If students can't come to lectures, they can access the lecture recordings via the Lecture Recordings link in [Learn](#). Please note: this is only for those lectures delivered in a [centrally supported room](#).
- Any room which supports lecture recording, also supports Live Streaming. Please [get in touch](#) if you would like to

enable live streaming of your lectures.

- For those courses requiring to use submit, students can download and install [Virtual DICE](#) or remote access to normal DICE machines via [XRDP](#) or SSH. Please log a call with [computing help](#) for further information.
- For those courses which don't require to use submit, remember that Learn has an [assignment tool](#) which will more than likely meet your needs. The Informatics Learning Technology Service can help with this – please [get in touch](#).

## If **\*you\*** can't access campus

- The same product used for lecture recording at scale across campus (Echo360) has an application users can download from the website. Please note: the application is only available for Mac and PC. If you require a loan device, please [get in touch](#).
- The Echo360 application – called Universal Capture – allows you to capture audio, screen + video. You can then publish direct to your course via the recording interface. This means students will access your recording in the same place as recordings of campus based lectures. See the bottom of the page for links to video and written guidance.
- The Echo360 player (the interface students use to watch lecture recordings) also has a nice feature where they can ask questions at specific points in the presentation. The lecturer can then review these and answer questions in the appropriate context. See [Media Hopper Replay: Q&A discussions, flagging confusing content, and bookmarking](#) for further guidance.
- You may want to deliver smaller, tutorial sized classes via [Blackboard Collaborate](#). Collaborate sessions can be scheduled via MyEd or Learn. All sessions run in the browser (Chrome is recommended) and so there's no need to worry about user devices.

## **Further Help**

In addition to local help via the Informatics Learning Technology service, Blackboard are running sessions on **Tuesday 10 March** called "Preparing to scale online teaching and learning during Coronavirus". This webinar is for anyone involved in administering or delivering teaching and learning, including but not limited to system administrators, eLearning technologists, IT managers, Heads of Teaching and Learning, faculty and academic staff. Register here: <http://bit.ly/COVID-19EURUG>

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### **Media Hopper Replay's universal capture tool – video instructions**

#### **Media Hopper Replay's Universal Capture tool – Mac**

[http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3873\\_v2.pdf](http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3873_v2.pdf)

#### **Media Hopper Replay's Universal Capture tool – Windows**

[http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3872\\_v2.pdf](http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3872_v2.pdf)

#### **Media Hopper Replay: Q&A Discussions, flagging confusing content and bookmarking**

<http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3887.pdf>

#### **An Instructor's guide to Media Hopper Replay: Viewing course and student analytics**

[https://media.ed.ac.uk/media/An+Instructor%27s+guide+to+Media+Hopper+ReplayA+Viewing+course+and+student+analytics/1\\_rs96etgi](https://media.ed.ac.uk/media/An+Instructor%27s+guide+to+Media+Hopper+ReplayA+Viewing+course+and+student+analytics/1_rs96etgi)