Teaching Hour — How to use your teaching support budget to best effect

The Teaching Hour, in the School of Informatics, on February 24th 2022, focussed on "How to use your teaching support budget to best effect".

Abstract from the event: "In Informatics course organisers have a budget to spend on employing staff and students as teaching support: tutors, demonstrators, teaching assistants, markers and any other roles help to support teaching and learning on courses. In this session colleagues detailed what the various teaching support roles are and who can take them on. They then illustrated and discussed different choices of learning activities in examples of Informatics courses".

The recording from the session can be viewed, via Media Hopper Create, at this link [here](). And the slides used during the session can be viewed, via Sharepoint, at this link [here]().

Informatics Teaching Festival 2021: Sharing experience and planning for online and hybrid teaching

The Informatics Teaching Festival is back for a second consecutive year.

Join us for the opportunity to:

- hear interesting presentations around lessons learned in the past year and good practice in online/hybrid teaching from colleagues and inspiring speakers from other schools
- listen to the feedback provided by student representatives regarding their experience with studying in an online/hybrid context
- listen to the feedback provided by teaching support and administrative staff as to their experience with teaching and administration this past year
- learn about new approaches to teaching and educational software
- share your own experience with teaching delivery, student support and course administration during workshops and informal GatherTown meetings
- reflect and come up with ideas together for improving our delivery of online and hybrid teaching, both as a school and in our different courses.

If you'd like to attend any of the following sessions, and are not a member of the School of Informatics, please [register your interest here](), and a Collaborate link will be emailed to you in advance of the session(s).

Schedule

Topic and links to recordings	Date/Time	Resources
[Opening/Welcome]()	Monday 7 June, 10-10.30am	[Björn Franke]()
[Keynote: Experience with online/hybrid teaching in 2 other schools]()	Monday 7 June, 10.30-11.30am	[Charlotte Desvages]() [Brian Rabern]()

Coffee break & GatherTown meet and greet	Monday 7 June, 11.30am-12pm	n/a
[Student experience with online/hybrid teaching in 2020-21; Suggestions for the future](#)	Monday 7 June, 12-1pm	n/a
[Personal Tutoring and Student Support: Sharing best practice and providing views on upcoming changes](#)	Monday 7 June, 2-3pm	n/a
[Lectures in an online/hybrid context](#)	Tuesday 8 June, 10-11.15am	[Iain Murray](#) [Mary Cryan](#) [Fiona McNeill](#)
Coffee break & GatherTown meet and greet	Tuesday 8 June, 11.15-11.45am	n/a
[Teaching support staff experience with online/hybrid teaching in 2020-21; Suggestions for the future](#)	Tuesday 8 June, 11.45am-12.45pm	n/a
[Practical sessions (tutorials, labs, workshops, etc.) in an online/hybrid context](#)	Wednesday 9 June, 10-11.15am	[Fiona McNeill](#) [Pawel Orzechowski](#) [Tim Drysdale](#) [Sharon Goldwater](#)
Coffee break & GatherTown meet and greet	Wednesday 9 June, 11.15-11.45am	n/a
[Case study: practical sessions in IRR and IPP](#)	Wednesday 9 June, 11.45am-12.45pm	[IRR/IPP](#)

[Case study: Teaching Ethics in Computing](#)	Wednesday 9 June, 3-4pm	[David Sterratt](#) email James for Shannon's paper
Assignments in an online/hybrid context	Thursday 10 June, 10-11.15am	[Padlet](#)
Coffee break & GatherTown meet and greet	Thursday 10 June, 11.15-11.45am	n/a
Exams in an online/hybrid teaching context	Thursday 10 June, 11.45am-12.45pm	[Padlet](#)
[Learn Foundations: UX (Emma Horrell)](#)	Thursday 10 June, 2-3pm	[Emma Horrell](#)
[Equality and Inclusion](#) (Decolonizing the curriculum and Congressive Teaching methods)	Friday 11 June, 10-11.15am	[Decolonizing the curriculum](#)
Coffee break & GatherTown meet and greet	Friday 11 June, 11.15-11.45am	n/a
[Final reflection, Informatics Awards Ceremony](#)	Friday 11 June, 12-1pm	will be uploaded after the session

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 depending on the mechanism used to submit.

The following instructions are for when a student has submitted via the Gradescope link within Learn.
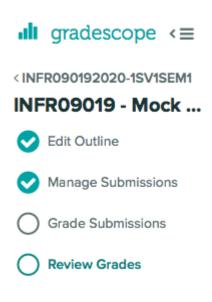
Go to the course in Learn and find and select the link to Gradescope.

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

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

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

Associated links

[Reporting on submission times in Learn](#)

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 no 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

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 ITO 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