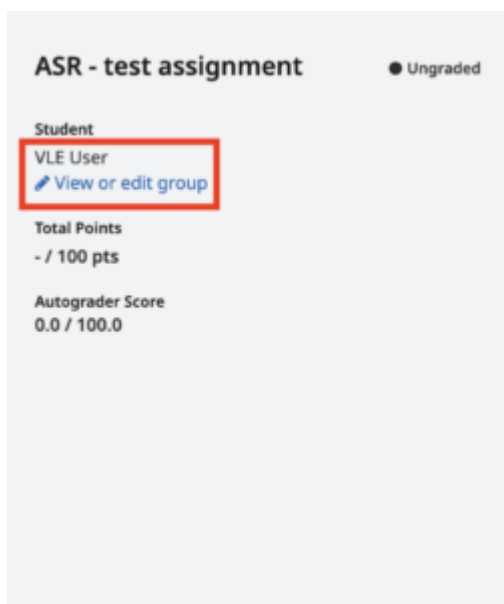


Gradescope Group Assignments: adding a fellow group member

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.

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)


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	Marking	Feedback
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	Assignment	22/07/2023, 00:00		
Test from question banks	1 of 3 submitted	Complete	Test	14/10/2023, 00:00		
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	Assignment	18/10/2023, 00:00		
Upload marks and feedback		Complete		18/10/2023, 16:27		
Dummy assignment 3	1 of 3 submitted	1 to mark	Assignment	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
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ILTS Ultra Course Playground

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)

Save Location

- My Device
- Content Collection

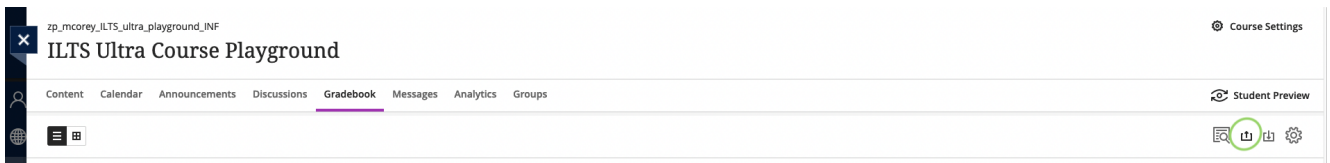
Cancel Download

4. Open the file on your device.

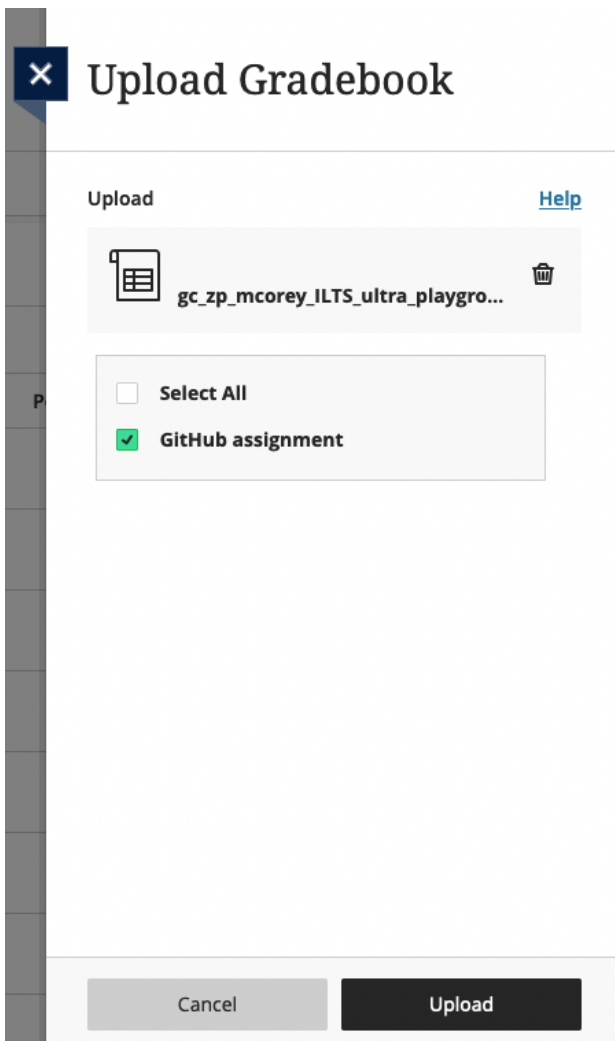
5. Make sure that the header for Column G is the assignment you want to be uploading marks for (i.e. the item you just created in the Gradebook).
6. Input the marks in Column G.
7. Input the feedback in Column J, if you need to share this with students.

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.

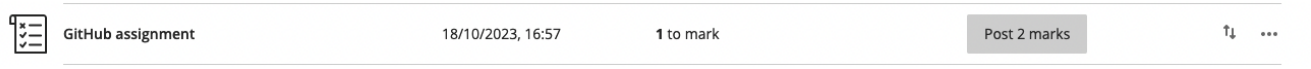
8. Save the file.
9. Return to the Gradebook in Learn and now select “Upload Gradebook”.



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.
-

Assignment hand-ins for Learn: guidance for students

Please read through the following guidance well in advance of any submission deadline you have.

Check file type

The Learn assignment tool will accept any file types but check the instructions for your course to see which file types are required for your individual assignment.

Check file size

If you are submitting very large files, this will affect the time it takes to upload..

Internet Connection

... We therefore strongly advise that you submit your assignment using a reliable and fast internet connection.

Check Browser

Wherever possible, use a computer and browser you are familiar with, or a computer in the public access labs, when submitting an assignment. You can check your browser compatibility from

the Browser information box on the My Institution page inside Learn.

Submission Deadlines

Do not submit the assignment minutes before the deadline, because then you will have very limited time to change computers or report a problem if there is one.

Troubleshooting

If you do have a problem submitting your assignment try these troubleshooting steps:

- If it will not upload, try logging out of Learn / MyEd completely and closing your browser. If possible try using a different browser.
- If you do not receive the expected confirmation of submission, try submitting again.
- If you cannot resubmit, contact your tutor by email attaching your assignment, and if possible a screenshot of any error message which you may have. (see below).
- If you have a technical problem, contact the IS helpline (is.helpline@ed.ac.uk). Note the course name, type of computer, browser and connection you are using, and where possible take a screenshot of any error message you have.

Always allow yourself time to contact helpline / your tutors if you have a problem submitting your assignment.

Further information can be found on the IS support pages here: <https://www.ed.ac.uk/information-services/learning-technology/virtual-environments/learn/assignments-marks-feedback/assignments>