Ultra Assignment - Delegated Marking

This guide covers use of Ultra Assignment's **Delegated Marking** features with a focus on managing summative assessments (and as such is mainly targeted at administrative staff). There is however a short section on use of delegated marking with formative assessment (which may be of use to academic staff). This guide covers the following for both anonymous and non-anonymous use of Ultra Assignment:

- Setting up Delegated Marking
- Delegated Marking for handling *Spelling and Grammar* flagging
- Delegated Marking for managing *Extensions*
- Setting up **Exceptions** for a student

Note that while Ultra Assignment supports direct assignation of an exception (extension) to a student for an assessment (which works both anonymously and non-anonymously) to provide the student with a deadline specific to them (unlike TurnItIn); the Ultra Assignment marking interface currently (like TurnItIn) does not filter out submissions from students whose individual deadline has yet to pass.

Also (like TurnItIn), Ultra Assignment has no way of knowing whether a student should not be penalised for spelling and grammar.

You cannot use Ultra Assignment's delegated marking feature when marking Group submissions.

Overview

What kinds of submission are supported by Ultra Assignment

Ultra Assignment submission points will accept:

- Files of any type
  - PDF, Word (DOC/DOCX) and PowerPoint (PPT/PPTX) submissions are displayed directly in the Ultra marking interface and can be annotated (wholly online)
  - Common audio and video formats can be played directly in the submission/marking interface (a player is automatically provided for such files)
  - Files the VLE cannot display/render can be downloaded
    - Bulk download of all submissions is currently not possible when a submission point is configured for Group submissions (bulk downloads are however possible for submission points set up to receive individual submissions)
- More than one file as a single submission (a multi-file submission from a student does not have to be submitted in an archive format such as ZIP)
  - For example, if the submission is an audio file, PDF and PowerPoint file then all three files will be displayed/playable directly in the marking interface. Files that can't be displayed can be downloaded
- A submission of up to 2.5 Gigabytes in size
- Text typed directly into the submission interface
  - The text entry field is a 'rich' text editor (supports text formatting and image embeds for example)
  - The field can include web-links
- Supports submissions from students working in Groups
  - When set up to receive Group submissions delegated marking is however disabled

A note regarding larger file submissions

The experience for students uploading very large files is not always ideal.

If you are expecting submissions of five hundred megabytes or larger, students will need to be aware that they need to start making their submissions well in advance of the deadline and to be on a suitably stable connection when doing so.

They should also do nothing to interrupt what will likely be a lengthy upload process (such as use the same browser to do other tasks during the upload process). Interruptions/breaks in the upload process will almost certainly require the entire upload to be started again (uploads cannot typically be resumed when interrupted).

Basic workflow for an Ultra Assignment with delegated marking (Summative)

Administrator:

- Create a **Group Set** with as many Groups as necessary for marking. If there is one marker then you might create Groups as follows:
  - To Mark
  - To Mark - Flagged
  - Extensions
  - Extensions - Flagged
- Insert an Ultra Assignment submission point with general settings and Due Date and Time appropriate to the needs of the assessment
- Access the **Delegated Marking** options for the submission point and assign the marker (or markers) to the required marking Groups
  - A marker should only be assigned to one marking group at a time where the Groups require different considerations when marking i.e. flagged or non-flagged (this for reasons covered in the main body of this guide)
  - Note that the Groups don't need to be populated with students for you to be able to assign markers to them
- Optionally set individual extensions for students who have extensions
  - While this doesn't help with marking at all, it will result in students seeing deadlines appropriate to their specific extension
- Consider un-checking the Gradebook's ***Assign automatic zeros for overdue work*** feature
  - If left on a student is immediately assigned zero marks for the assessment and this is likely to be automatically posted (i.e. visible to a student)
    - If exceptions aren't entered for students then a student with an extension will initially receive zero and likely see this if the feature isn't un-checked

Students:

- Submit their work by the Due Date and Time

Marker:

- View the submissions assigned to them via the VLE site's Gradebook or via the submission point
  - Provide feedback/annotation and a mark online
- Where the submissions cannot be displayed in the marking interface, download them for viewing offline
  - Provide feedback and a mark by whatever means has been departmentally agreed (this could still be via the Ultra marking interface)

Note that markers can also insert files they have generated (as feedback) into the Ultra marking interface if needed.

Marker or Administrator:

- Adjusts the marking delegation to mark further subsets of submissions as needed, for example, to switch a marker from *To Mark* to *To Mark - Flagged*

Marker

- Finishes all marking noting that delegation settings may need to be adjusted again if necessary

Administrator:

- When marking is complete, *Post* feedback and marks entered in to the VLE
  - Posting makes marks and feedback visible to the students (assuming the submission point is available to students)
- When marking is complete, the marks can be downloaded from the Gradebook for eventual upload to E:Vision (the Assessment Tracker can take an Activity Report from Ultra Assignment to help with populating a mark upload template)

Students

- If feedback and/or annotation has been provided via the Ultra marking interface then students can view this via the VLE site's Gradebook or by re-entering the submission point

How Delegated Marking differs from using Groups to allow markers to filter a TurnItIn Assignment Inbox

Marker

A marker will ONLY be able see submissions for the students explicitly in the Groups the marker has been assigned to mark. The marker doesn't select the group they wish to view in the Ultra Assignment Inbox as they do with TurnItIn. Submissions from students who aren't members of the Groups they are assigned to mark are not shown (unless the Delegated Marking settings are changed).

Administrator

Once Delegated Marking has been set-up, viewing the assignment Inbox abides by the Delegated Marking configuration. This applies to administrators too. If you are an administrator, and want to see all submissions when viewing the assignment Inbox, you will need to assign yourself as a marker to all the Groups in the set-up as well.

Spelling and Grammar Flagging

While a marker can be assigned to mark multiple groups, submissions from students in all those groups are displayed without their group membership being apparent to the marker.

This unfortunately means a marker has no way of knowing when a submission needs to be marked using different criteria, for example if a submission should not be penalised for spelling and grammar.

Where spelling and grammar flagged submissions need to be differentiated, the Delegated Marking groups will thus need re-allocating at some point during the marking process (in order to switch a marker's view to displaying submissions that should be marked with the differing considerations in mind). This is a task that could be undertaken by an administrator or a marker.

Extensions

Extensions can be managed exactly as they are managed when using the centrally outlined TurnItIn work-flow i.e. you just need to move a student from an **Extensions** group into a **To Mark** group (using the VLE site's Groups features) when their extension deadline has elapsed.

Moderators

As more than one marker can be assigned per group when setting up Delegated Marking, moderators can be assigned to Groups as needed. As for those with an administrative role, a moderator won't see any submissions in a Delegated Marking set-up if they aren't assigned to a Group (or Groups).

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1. Create groups

Before you can set-up **Delegated Marking** you will need to set-up an appropriate **Group Set** within the VLE site. We have the following guides on creating Groups:

- [Guide to setting up Groups](#) (Guides Support SIte) - A guide on how to set Groups up using the VLE's interface or CSV spreadsheet imports

Group creation guides biassed towards supporting a summative workflow using TurnItIn:

- [Group creation via the Ultra interface](#) (Google Doc)
- [Group creation via CSV spreadsheet upload](#) (Google Doc)
- [Set up marking groups (with the Assessment Tracker)](#) (Google Doc)

Multiple first markers

In terms of Group creation, setting up groups for multiple first markers can work exactly as it does for the standard TurnItIn workflow. Create as many groups as necessary to cover all markers. For example:

- Aragorn - To Mark
- Aragorn - To Mark - Flagged
- Aragorn - Extensions
- Aragorn - Extensions - Flagged
- Galadriel - To Mark
- Galadriel - To Mark - Flagged
- Galadriel - Extensions

- Galadriel - Extensions - Flagged

…and so forth.

Note: Even though an assessment is not being handled with TurnItIn, you can still use an Assessment Tracker to aid with Group Set creation when using Ultra Assignment. Similarly a Tracker can be used to populate an e:Vision mark upload template for an Ultra Assignment (as long as the data from the activity report is not anonymous/no longer anonymised).

Groups visibility

The Group Set does not need to be visible to students (as it would for an assessment where students submit as a Group). Generally speaking, where the Group Set is mainly used for managing marking, it will be better to have it hidden from students.

2. Configuring the Assignment for Delegated Marking

As this guide is focused on **Delegated Marking**, If you are unfamiliar with the basics of setting up an Ultra Assignment, please refer to our existing guidance on setting up an Ultra Assignment submission point:

- [Assignment: set up](#) (Guides Support SIte)

Anonymity
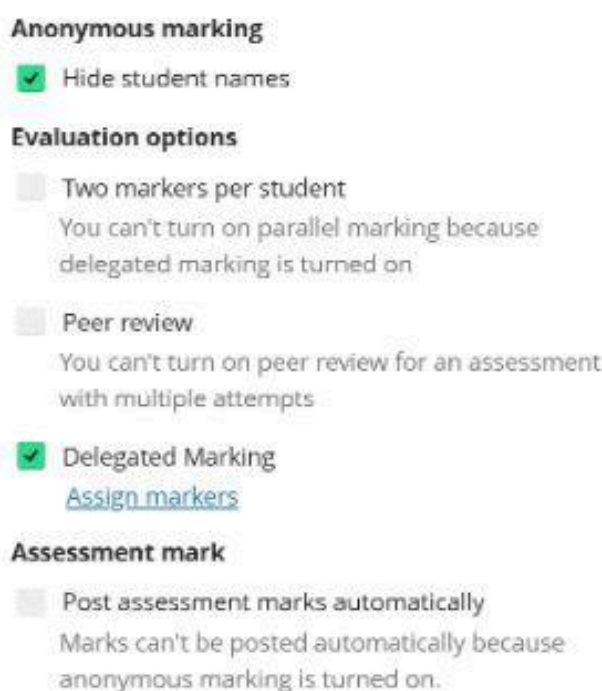
The basic Ultra Assignment set-up guidance (linked above) assumes use of Ultra Assignment will be for formative or non-anonymous submissions. You can however, if necessary, use Ultra Assignment for anonymous summative submissions.

Delegated Marking offers a way of filtering submissions for markers while anonymity is still in place.

A scenario where using Ultra Assignment for an anonymous assessment might be required is if student submissions are going to be over 100MB in size (and thus can't be submitted to TurnItIn for example).

How to set up Delegated Marking

- If not already in the submission point, access it by clicking on its name in the **Content** area of the site
  - If you access the submission point via the site's **Gradebook**, click on the **Content and Settings** sub-tab when the submission point has launched
- Click the **Settings** cog towards the upper right (or at the top right on the coloured strip if the page is in its narrowed view) to expose the submission point's full set of configurable options
- Scroll down until you find the **Evaluation options** sub-section of the *Settings* and tick the box for **Delegated Marking**

Note that if the following options are selected or configured for an Ultra Assignment, you can't use the **Delegated Marking** feature (it will be greyed out):

- ○ Two markers per student (Ultra's double-blind marking set-up and what Ultra calls Parallel marking)
- ○ Peer review
- ○ The submission point has Groups assigned for submission by students working in Groups
- Click on the **Assign markers** link (underneath the **Delegated Marking** text)
  - ○ The *Delegated Marking* marker assignation page is displayed

- To assign a marker to a Group, click in the search field below a Group name and select the marker from the pop-up list that appears
  - ○ Alternatively, if there are a lot of staff enrolled on a VLE site, you can start typing a marker's name In the search field beneath a group's name and, when the name appears in the pop-up list, click on it to select it

IMPORTANT NOTE: At least one person needs to be assigned to every Group before you can **Save** and exit the set-up. As noted, if you are an administrator and wish to see all the submissions, you will need to be assigned to all the Groups as well.

- When all the Groups have at least one person assigned to them, click **Save**
- Click **Save** on the *Settings* panel to complete the configuration

The submission point is now set up with Delegated Marking.

Use of Delegated Marking for formative assessments

If you are a member of academic staff, there is no reason you can't set up Delegated Marking (as described above) if it makes sense to use Ultra Assignment (rather than TurnItIn) for a formative assessment that you need to manage (noting that administrative staff are typically only involved with summative assessment handling - not formative).

You might wish to use Delegated Marking for a formative assessment that has a high student count and is marked by GTA's for example.

See <u>further above</u> for some notes on why you might consider using Ultra Assignment rather than TurnItIn for some assessments.
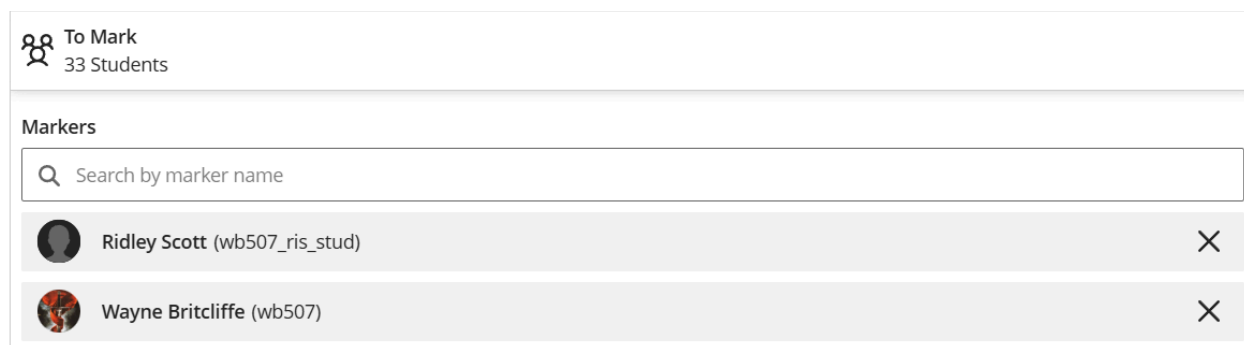
3. Adjusting Delegated Marking settings during marking

Spelling and grammar flagging

As previously noted, the marking interface doesn't currently indicate which Group a student is the member of. As a consequence of this, particularly when anonymity is in place, Delegated Marking assignation will need to be adjusted during marking where a sub-set (Group) of students should not be penalised for spelling and grammar.

Delegated Marking assignations can be changed as needed and is achieved via the same means as the initial set-up, as follows:

- Access the submission point
- Click the **Settings** cog towards the upper right of the ***Content and Settings*** sub-tab to expose the submission point's full set of configurable options
- Scroll down until you find the ***Evaluation options*** sub-section of the Settings and tick the box for ***Delegated Marking***
- Click on the **Assign markers** link (underneath the **Delegated Marking** text)
- If a marker is already assigned to a group, click the **X** at the right edge of the rectangle displaying their name under that Group's title
    - This will remove their assignment to mark that group

- To assign the marker to a different Group, click in the search field below a Group name or start typing the marker's name In to it and then click on their name when it appears
- Make any other marker assignation adjustments as needed and then click **Save**
- Click **Save** on *Settings* panel

This is a task that an administrator or a marker could undertake.

Extensions

As previously noted, Extensions can be managed exactly as they are managed when using the (centrally outlined) TurnItIn work-flow i.e. you just move a student from an **Extensions** group into a **To Mark** group (using the VLE site's Groups features) when their extension deadline has elapsed.

What a marker sees in the Ultra Assignment Inbox will adjust to add/remove submissions from display based on the Group membership of the Group they are assigned to mark.

Marker considerations for extensions and spelling and grammar (communications)

Because the Delegated Marking settings may need to be adjusted at some point during the marking (for example, to facilitate spelling and grammar flagging, particularly for a summative anonymous assessment), it's worth considering how changes are going to be communicated with markers to avoid markers missing marking some submissions. This is especially the case if an administrator is making settings changes rather than marking staff.

Similarly some thought will need putting into how and when markers should communicate marking status with administrative staff.

Example where an administrator is adjusting settings for an anonymous summative Ultra Assignment handled assessment (*you* in the following scenario):

- Marker starts marking the day after the submission deadline
- By the tenth day since the due date and time have elapsed the marker finishes their un-flagged marking and lets you know this
- You change the Delegated Marking configuration so that the marker is now assigned to a *To Mark - Flagged* group. You let the marker know you have done this
  - Now when the marker views the Inbox they are only seeing flagged submissions that are ready to be marked
- The marker finishes marking on the thirteenth day.
- On the fourteenth day after the deadline, you move a number of students who had fourteen day extensions into the *To Mark* group and one or two into the *To Mark - Flagged* group

At this point the marker does not know, and can't see, that there are additional unflagged students to be marked and will only know there are additional flagged students to mark if they keep checking the assignment Inbox.

In this scenario, it would thus make sense to let the marker know there are now additional flagged students to mark and for them to let you know when they have done this so you can change the Delegated Marking to assign the *To Mark* (unflagged) group to the marker (so the marking can be completed).

There are other ways such considerations could be managed, the important thing is to make sure that all those involved are familiar with the procedures you do put in place.

4. Setting exceptions for students in an Ultra Assignment

It's important to note that, at present, the main use of this feature is to provide a student with an accurate deadline (and notifications) for an Ultra Assignment. The exceptions feature unfortunately doesn't help with the marking workflow because submissions from students whose extended deadline has yet to elapse are not currently omitted from the Ultra marking interface. This makes it possible for a marker to mark a submission that could be superseded where a student has made a submission before their extended deadline has elapsed but after the base deadline has elapsed (hence the need for Delegated Marking, as described above, to manage extensions visibility with groups).

How to enter a Due Date and Time exception for a student so that they see their correct extended deadline

IMPORTANT NOTE: This feature is not available for TurnItIn submission points.

- Access the VLE site the assignment is inserted into
- Click on the site's **Gradebook** tab
- Click on the **Students** sub-tab of the Gradebook
- Locate the student you need to set an extension for from the list of students shown and click on the student's name
- Locate the Ultra Assignment you need to add the exception for from the list of Assignments and Tests displayed and click on the three dot menu at the far right side of the entry. Select **Add or edit exceptions** from the pop-up menu that appears
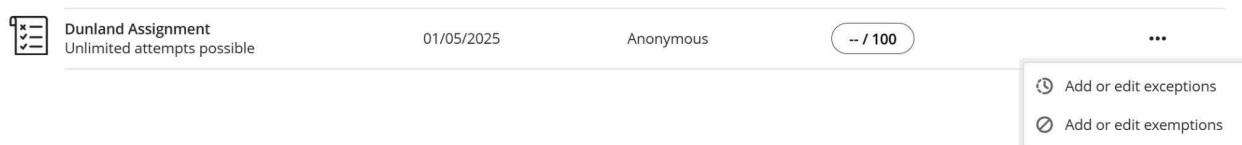
- Set the adjusted due date and time for the selected student on the ensuing panel that appears (under the heading **Assessment due date**)


- Click **Save** on the panel to complete setting the exception
- Repeat this process for any other students that you need to add a deadline exception for

Note that setting exceptions for students can currently only be achieved as described above. There are no bulk editing or data-import processes that might help speed up this process.

If you have set an exception for the student, you will see a clock icon next to the assignment title when viewing that student's list of assignments.
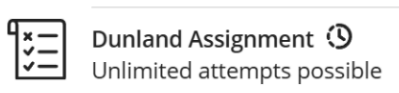
When anonymity is in place for an Ultra Assignment there is no other place the existence of the exception is manifest.

5. Marking

The process of marking (with the Delegated Marking feature enabled) is no different to marking with Ultra Assignment when Delegated Marking isn't enabled. The only change is which submissions are visible to a marker.

- [Assignment Marking guidance](#) (Guides Support Site)

Further Help

- [Ultra Assignment guides hub page](#) (Guides website)
- [TurnItIn Feedback Studio (TFS) guides hub page](#) (Guides website)
- See [our Help Pages](#)
- [Contact Us, the Digital Education Team](#).