

Cadmus Documentation

1. About this Document

1.1 Purpose

The Documentation describes the Services, the user instructions for the Services, and the Service Standards, as of **14th of August, 2023**.

2. Description of the Services

2.1 What is Cadmus?

Cadmus is an online assessment platform accessed through the LMS. It enables teachers to create written assessment tasks for students to complete. Cadmus is designed to simplify the process of delivering high-quality assessment experiences to students while helping them learn and develop academic skills.

Cadmus is made up of two environments accessed through the LMS:

- [Cadmus Teacher Environment](#)
- [Cadmus Student Environment](#)

2.1.1 Cadmus Teacher Environment

In the [Teacher Environment](#), you can:

- create and release assessment instructions to students through the web-based text editor
- attach files and web links as resources for assessments
- manage draft and final submissions, view similarity scores, and access marking through the in-built class list
- use Turnitin Feedback Studio or Canvas SpeedGrader to provide feedback
- automatically sync grades to the LMS Grade Centre

2.1.2 Cadmus Student Environment

In the [Student Environment](#), students can:

- access assessment instructions and resources released by teachers
- take notes and plan assessments in a designated space

- write their submission in the web-based text editor
- access context-specific academic skills information and curated university guides as they work
- benefit from educative scaffolds and behavioural nudges to encourage academic best practices (e.g. paraphrasing and citing)
- submit drafts and finals
- review similarity reports through the Cadmus-Turnitin integration
- access grades and feedback in Turnitin Feedback Studio once marking is completed

The university will have access to detailed reporting, enabling more oversight of assessment practices across the university. This includes:

- Learning Analytics and Reporting (unit-, school-, faculty- and university-level)

2.2 Technical Requirements

Cadmus is a **web application**, meaning it can only run within a **web browser** environment.

2.2.1 Supported Browsers

Cadmus isn't supported on every browser. Some browsers, particularly older ones, only support some of the functionality required for Cadmus.

For peace of mind, we recommend switching to one of the supported browsers listed below and updating to the latest version:

- [Chrome](#)
- [Firefox](#)
- [Safari](#)
- [Microsoft Edge](#)

For the best experience, we recommend using [Chrome](#).

2.2.2 Mobile Browsers

Cadmus was designed for computers and hasn't been thoroughly tested on mobile devices (phones, tablets, iPads etc.) yet. Please stick to accessing Cadmus from a laptop or desktop.

3. Integrating Cadmus in a University

Cadmus integrates as an external learning tool into a University's Learning Management System. Integration Guides for Universities' Learning Management Systems via the [Learning Tools Interoperability - LTI](#):

1. [Integrating Cadmus + Canvas](#)
2. [Integrating Cadmus + Blackboard](#)
3. [Integrating Cadmus + Moodle](#)
4. [Integrating Cadmus + D2L Brightspace](#)

4. Teacher Guide

4.1 Introduction

[*Cadmus Help Docs - Teachers - Introduction*](#)

- [What is Cadmus?](#)
- [Accessing Cadmus](#)
- [Intro to the Cadmus Teacher Environment](#)
- [Intro to the Cadmus Student Environment](#)
- [Accessibility in Cadmus](#)

4.2 Setting up Assessments

[*Cadmus Help Docs - Teachers - Setting up assessments*](#)

- [Setting up a Cadmus link in the LMS](#)
- [Setting assignment requirements \(Canvas\)](#)
- [Setting assignment requirements \(Blackboard, Moodle, D2L\)](#)
- [Writing assessment instructions](#)
- [Using templates](#)
- [Reusing past assessments](#)
- [Adding resources](#)
- [Releasing assessment](#)
- [Updating assessment](#)
- [Staged assessments](#)
- [Preview your assessment as a student](#)
- [Sample assessment descriptions](#)
- [Formatting text](#)
- [Indenting text](#)
- [Adding links](#)
- [Adding images, graphs and diagrams](#)
- [Adding tables](#)
- [Adding equations](#)

- [Adding code](#)
- [Keyboard shortcuts](#)
- [Creating accessible content in Cadmus](#)

4.3 Managing Your Class

[Cadmus Help Docs - Teachers - Managing your class](#)

- [Intro to My Class](#)
- [Syncing the LMS class roster](#)
- [Managing extensions](#)
- [Setting up marking groups](#)
- [Filtering and sorting the class list](#)
- [Tagging submissions](#)
- [Contacting students](#)
- [Syncing Canvas sections as marking groups](#)
- [Import Blackboard groups into Cadmus](#)
- [Uploading groups from a spreadsheet](#)

4.4 Turnitin + Cadmus

[Cadmus Help Docs - Teachers - Turnitin + Cadmus](#)

- [Controlling how students view similarity information](#)
- [Advanced Turnitin options](#)

4.5 Marking + Feedback

[Cadmus Help Docs - Teachers - Marking + Feedback](#)

- [Marking with Turnitin Feedback Studio](#)
- [Marking with Canvas SpeedGrader](#)
- [Releasing grades and feedback](#)
- [Using Turnitin rubrics and grading forms](#)
- [Using Canvas SpeedGrader rubrics](#)
- [Anonymous marking](#)
- [Uploading grades to the LMS](#)
- [Cadmus + Blackboard Grade Centre](#)

4.6 Exams

[Cadmus Help Docs - Teachers - Exams](#)

- [Setting up exams \(Canvas\)](#)
- [Setting up exams \(Blackboard, Moodle, D2L\)](#)

- [Completing exams](#)
- [Managing special considerations](#)
- [Force submitting exams](#)
- [Assigning different questions to groups of students](#)

4.7 Drafts

[Cadmus Help Docs - Teachers - Drafts](#)

- [Adding drafting to an assessment](#)
- [Providing draft feedback](#)

4.8 Students working in Cadmus

[Cadmus Help Docs - Teachers - Student Working in Cadmus](#)

- [Introducing students to Cadmus](#)
- [Submitting in Cadmus](#)
- [Submission rules](#)
- [Viewing similarity reports](#)
- [Accessing grades and feedback](#)
- [Accessing draft feedback](#)

4.9 Insights

[Cadmus Help Docs - Teachers - Insights](#)

- [Understanding Cadmus Insights](#)
- [Learning analytics reports](#)
- [Insights email updates](#)

4.10 FAQs and Troubleshooting

[Cadmus Help Docs - Teachers - FAQs + Troubleshooting](#)

- [Why am I being redirected to the wrong submission in Canvas Speedgrader?](#)
- [How do I turn on Enable Evaluation/Enable Student Tracking in Blackboard?](#)
- [How do I enable Cadmus in Blackboard?](#)

5. Student Guide

5.1 Introduction

[Cadmus Help Docs - Students - Introduction](#)

- [What is Cadmus?](#)
- [Intro to the Cadmus Student Environment](#)
- [Accessing your Cadmus Assessment](#)
- [Completing Exams](#)
- [Accessibility in Cadmus](#)

5.2 Working in Cadmus

[Cadmus Help Docs - Students - Working in Cadmus](#)

- [Working in multiple tabs or windows](#)
- [Saving in Cadmus](#)
- [Pasting in Cadmus](#)
- [Formatting text](#)

5.3 Submitting

[Cadmus Help Docs - Students - Submitting](#)

- [Submitting your assessment](#)
- [Resubmitting your assessment](#)
- [Submitting Late](#)
- [Submission declaration](#)

5.4 Grades + Feedback

[Cadmus Help Docs - Students - Grades + Feedback](#)

- [Accessing grades and feedback](#)

5.5 Drafts

[Cadmus Help Docs - Students - Drafts](#)

- [Submitting drafts](#)
- [Accessing draft feedback](#)

5.6 FAQs + Troubleshooting

[Cadmus Help Docs - Students - FAQs + Troubleshooting](#)

- [LTI Request Error](#)
- [Why can't I see my similarity score?](#)

- [Unable to submit](#)
- [I'm having trouble editing my work](#)

6. Support

- [Cadmus Support](#)
- [Privacy Policy Australia](#)
- [Privacy Policy UK](#)
- [Privacy Policy USA](#)
- [Accessibility Compliance Statement](#)