Charles Sturt University

Engage

Assess

All Teaching Staff

December, 2023

Good morning and welcome to our drop-in session!

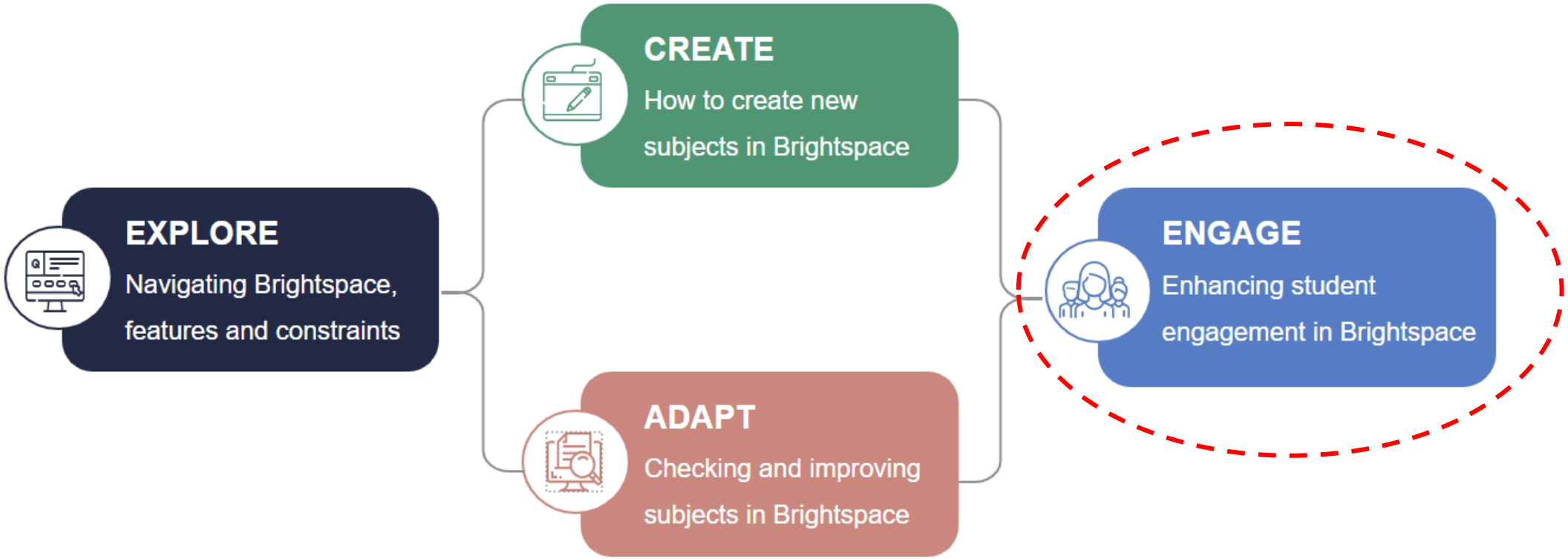
Please take a moment to **note your attendance** here:

Attendance form

Acknowledgement of Country

I would like to acknowledge the Wiradjuri, Ngunawal, Gundungarra and Biripai peoples of Australia, who are the traditional owners and custodians of the lands on which Charles Sturt's campuses are located, and pay respect to their Elders both past and present.

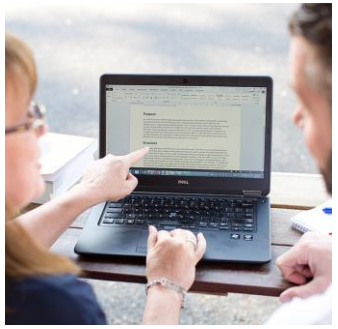
LMS Training Progression



LMS Design Principles

01

Subject sites are **welcoming**



02

Subject sites are **clearly, consistently and logically organised**

03

Subject site design is **accessible and inclusive**

04

Subject sites **foster communication and collaboration**

05

Subject sites **allow students and staff to access appropriate data**

https://www.csu.edu.au/division/learning-teaching/strategic-projects/lms-transition/lms-design-principles

Engage (assess): learning outcomes

Learners will:

- Be introduced to a range of Brightspace tools and processes used for assessment
- Explore the workflows in Brightspace required to accomplish their session-based assessment requirements
- Develop an evolving understanding of the affordances and limitations of the Brightspace assessment toolset
- Consider the implications of these new tools and processes, as part of preparing for session-based delivery in 2024.

Engage (Assess): terminology

Session subject site

Subject home page

Navigation bar (nav)

Minibar

Sections (cohorts)

Gradebook (GB)

'Linking' (assessment shells to GB)

Assessment shells

Evaluate (begin marking)

Publish (feedback & grades)

Quick Eval (tool)

Multi-course Quick Eval

Assignment dashboard

Turnitin Similarity

Assignment preview window

Quiz

Category

'Completed' (submitted)

'Evaluated' (marked)

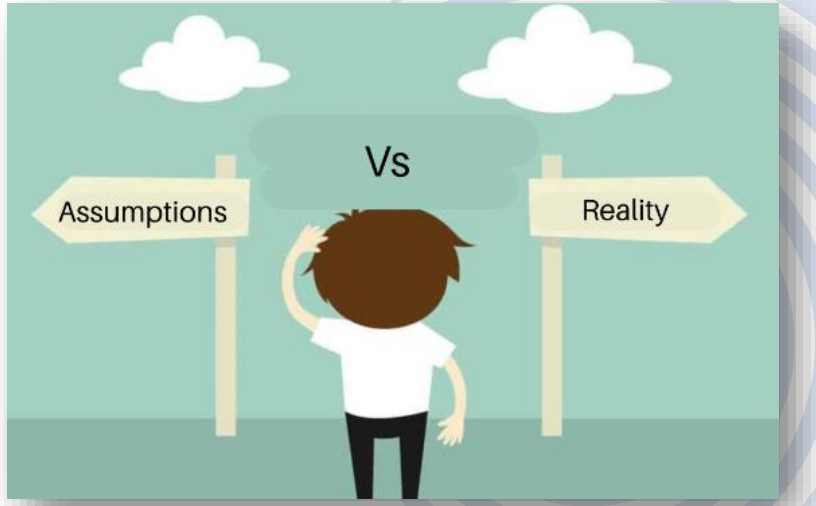
'Published' (released)

Groups

Menti Word Cloud 'what are we missing?' (voting link)

Results (word cloud link)

Assumptions



Session Subject site checklist:

- Learning Materials (Content) are fit for purpose → provisioned from the Master site
- Assessment 'shells' are available, but may not have been 'deployed' yet
- Students are being enrolled into the subject site (Course Admin → Classlist), sections (cohorts) will be in place
- Discussion structure may have been established – if so, no prior student posts
- That you have been added to the subject site (or have access to a sandbox)

Note. Staff can request a Brightspace Sandbox via

Cherwell (service request ticket → Brightspace → Sandbox)

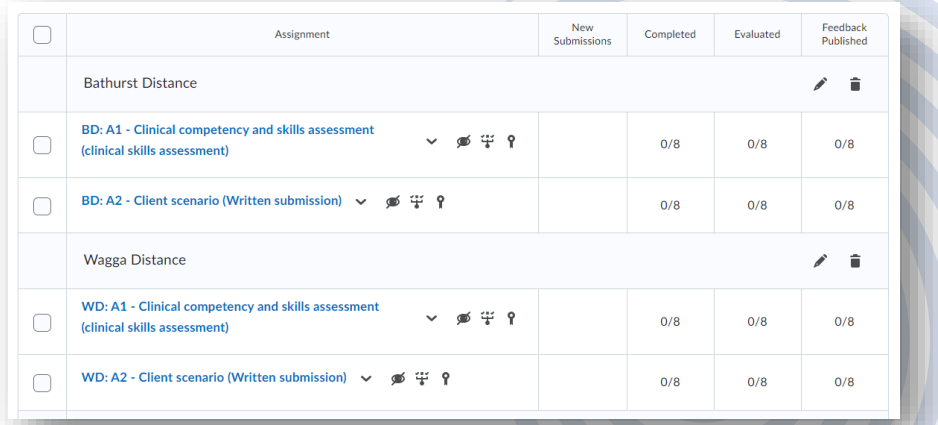
Assessment

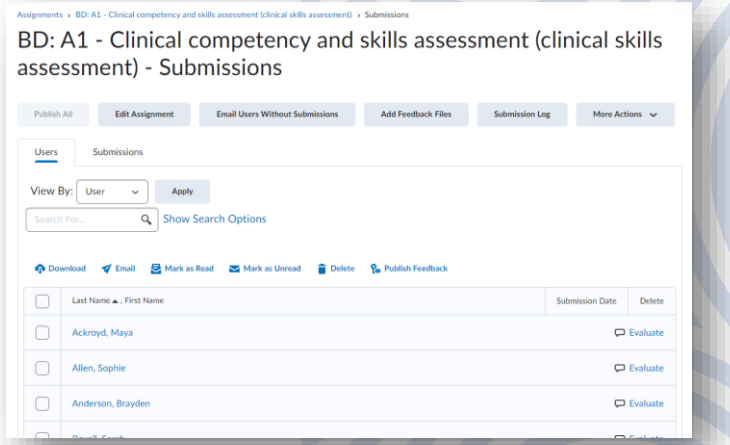
Tools and workflows within Brightspace

Assignments Tool

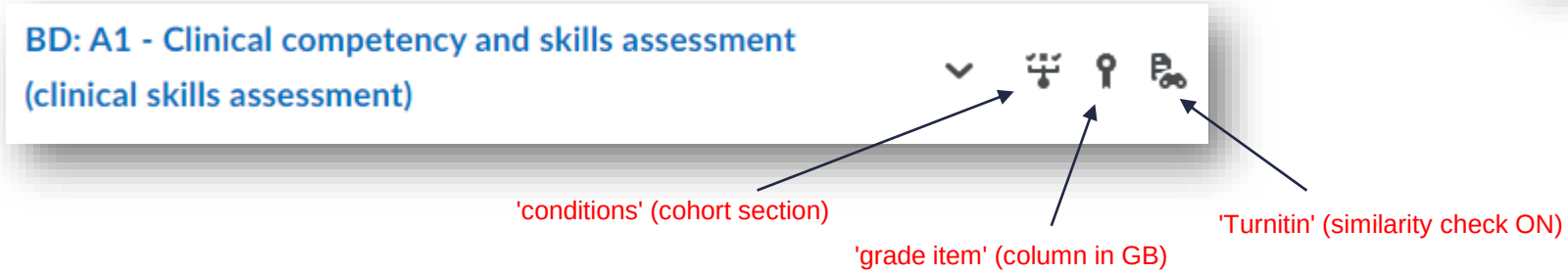
Provides staff with a view of all assignments in the subject site,

(whether 'visible' or not).



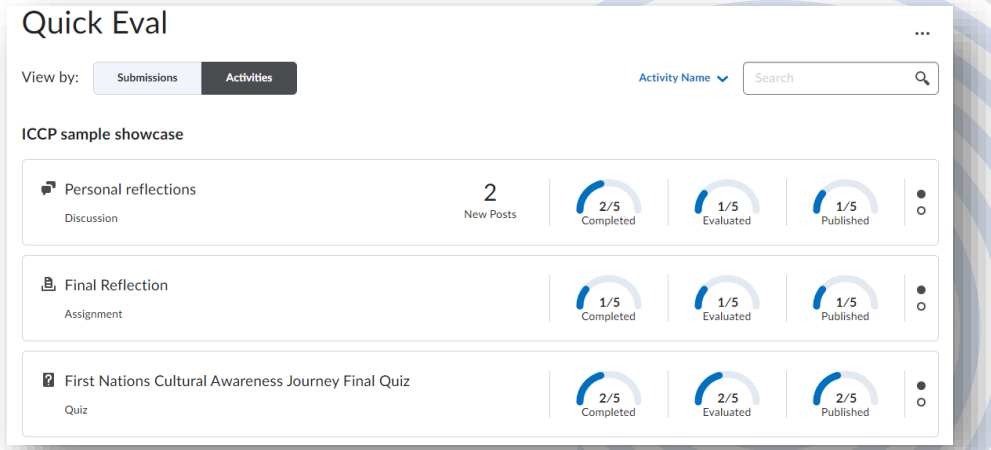


- Individual assignment list - viewable by 'Users' or 'Submissions'
- Potential starting point for evaluating (marking)
- Sorting via 'category' (if set up) - not to be confused with 'sections'
- Icons against each assignment valuable for checking setup



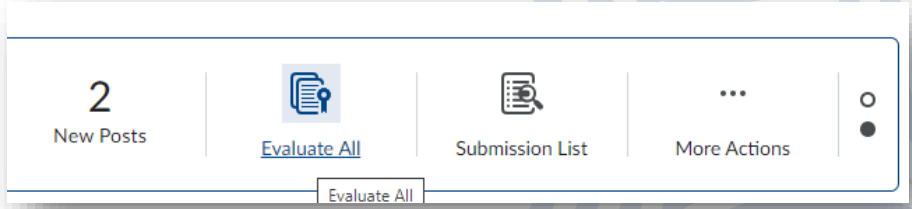
Quick Eval | Multi-course Quick Eval

A logical place to begin marking assessment



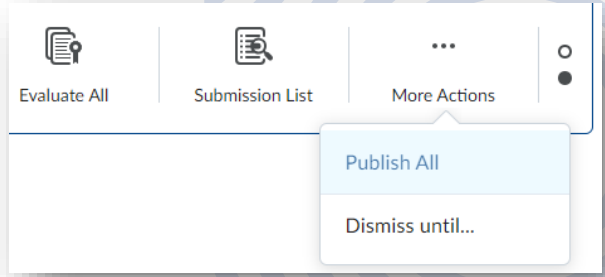
Quick Eval:

- Located within 'Course Admin' → 'Assessment' → 'Quick Eval'
- Dashboard view of all 'gradable' assessment submissions / activity
- Launch point for evaluating (grading) each assessment item
- Ability to 'Publish All' via 'More Actions' (release grades & feedback)



Multi-course Quick Eval

- Located in Brightspace Home 'Nav' bar
- Single launch point for marking across multiple subjects



Assignments: submission

For the most common submission types, students will go straight to the Assignments Tool, select the task and submit their assignment.

In the Assignments tool students will see:

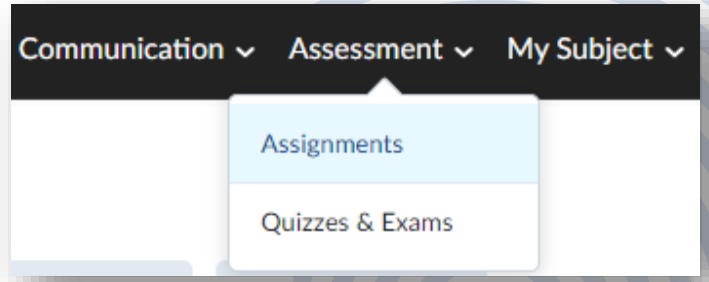
- assignment links for their cohort (section)
- individual task 'Score' (weighting)

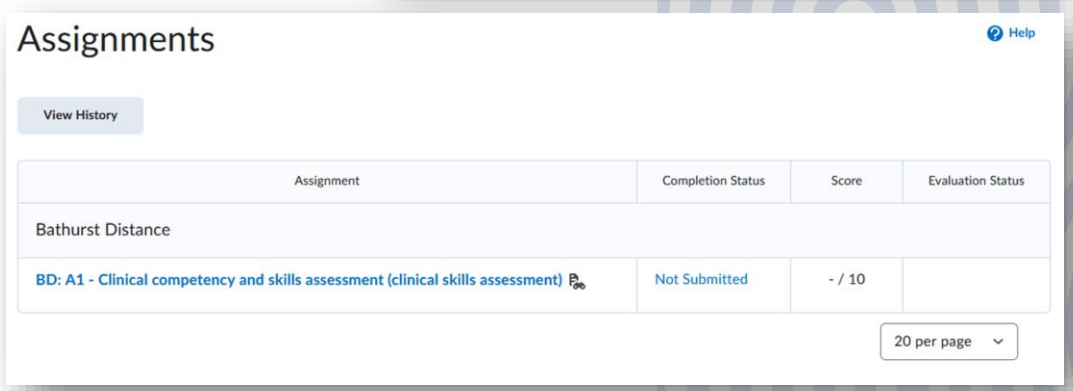
Selecting the task, students will see:

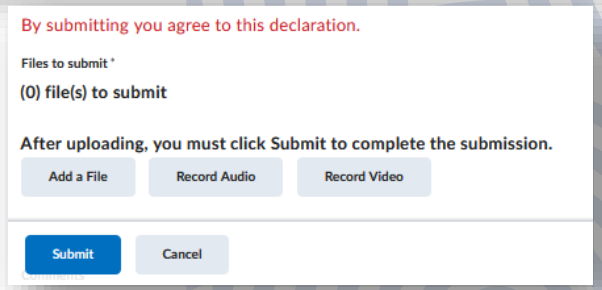
- student declaration text
- options to attach files, input text (comments) and record audio / video

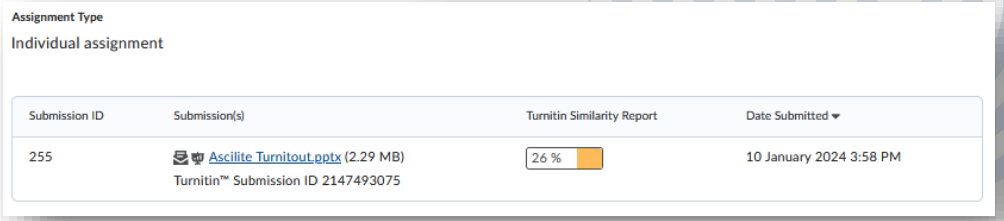
Post-submission:

- Email confirmation to the student
- Turnitin similarity report available via submission list







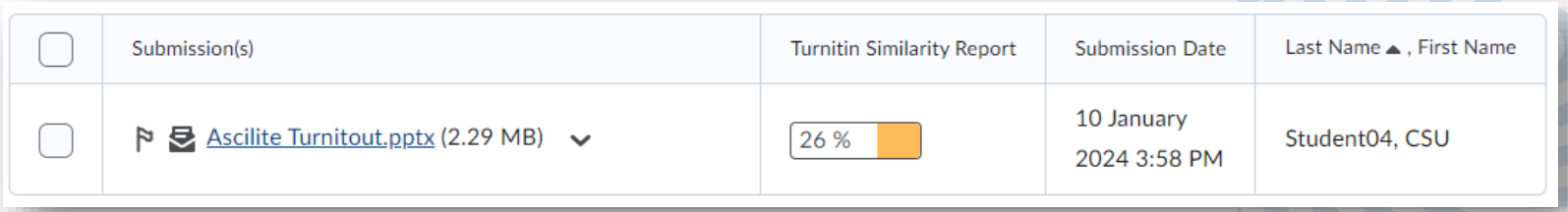


Assignments: Turnitin Similarity

The Turnitin similarity check is built into the individual assignment list, allowing both student and staff view of the report from the Assignments tool.

Considerations:

- Turnitin must be set up for each assignment shell in the Master site (i.e. before the session site is deployed)
- Similarity report scores are visible to the student when looking at their submission
- Staff can see similarity report scores from the assignment list, then open the full report by clicking the score itself
- Similarity check does NOT include any provision for either grading or feedback (these are done within Brightspace)



Evaluate: grading assignments

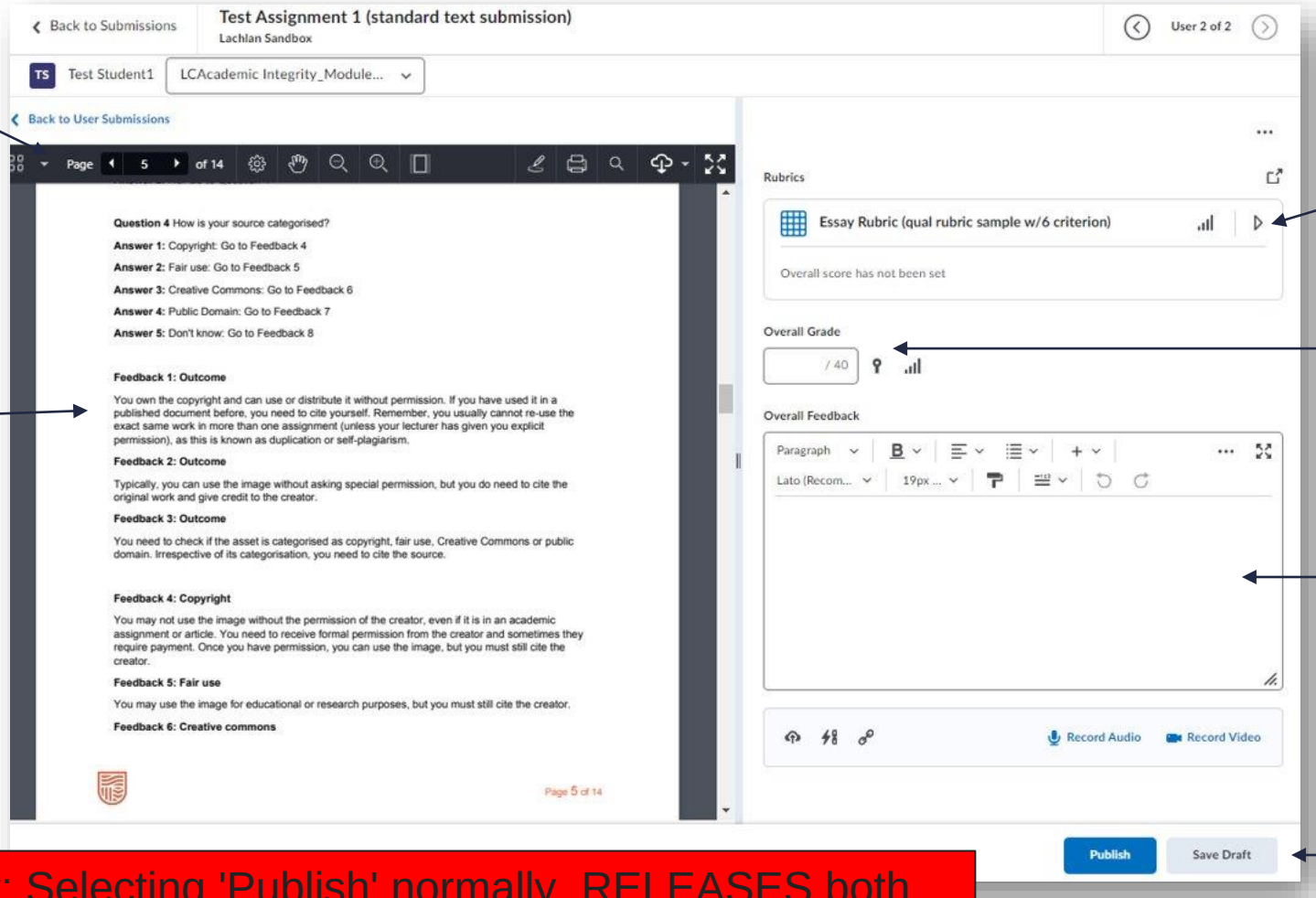
Using either Quick Eval or the Assignments tool, instructors can commence their 'draft' marking, using a variety of feedback mechanisms:

- Fully annotatable document 'preview', with navigation by outline/thumbnail, text and graphics
- Rubric tool (quantitative / qualitative) → allows criterion-level commentary adjusted for the student
- Overall Feedback section includes the full WYSIWYG (editor), images, math notation, code
- In-situ audio / video feedback tools (e.g. webcam / headset)
- File attachments for feedback

Finished marking: Draft or Publish?

- Given the bulk publish tools available elsewhere, moderation etc. → SELECT DRAFT IN MOST INSTANCES
- Specific publishers can be assigned by the subject convenor / co-ordinator

Assignment grading & feedback (cont.)



Annotation toolbar

Annotatable document preview

Task rubric (quant / qual - collapsible)

Task Grade

Task 'overall' feedback:
- full WYSIWYG (editor)
- allows for file attachments
- audio / video feedback

Draft or Publish feedback

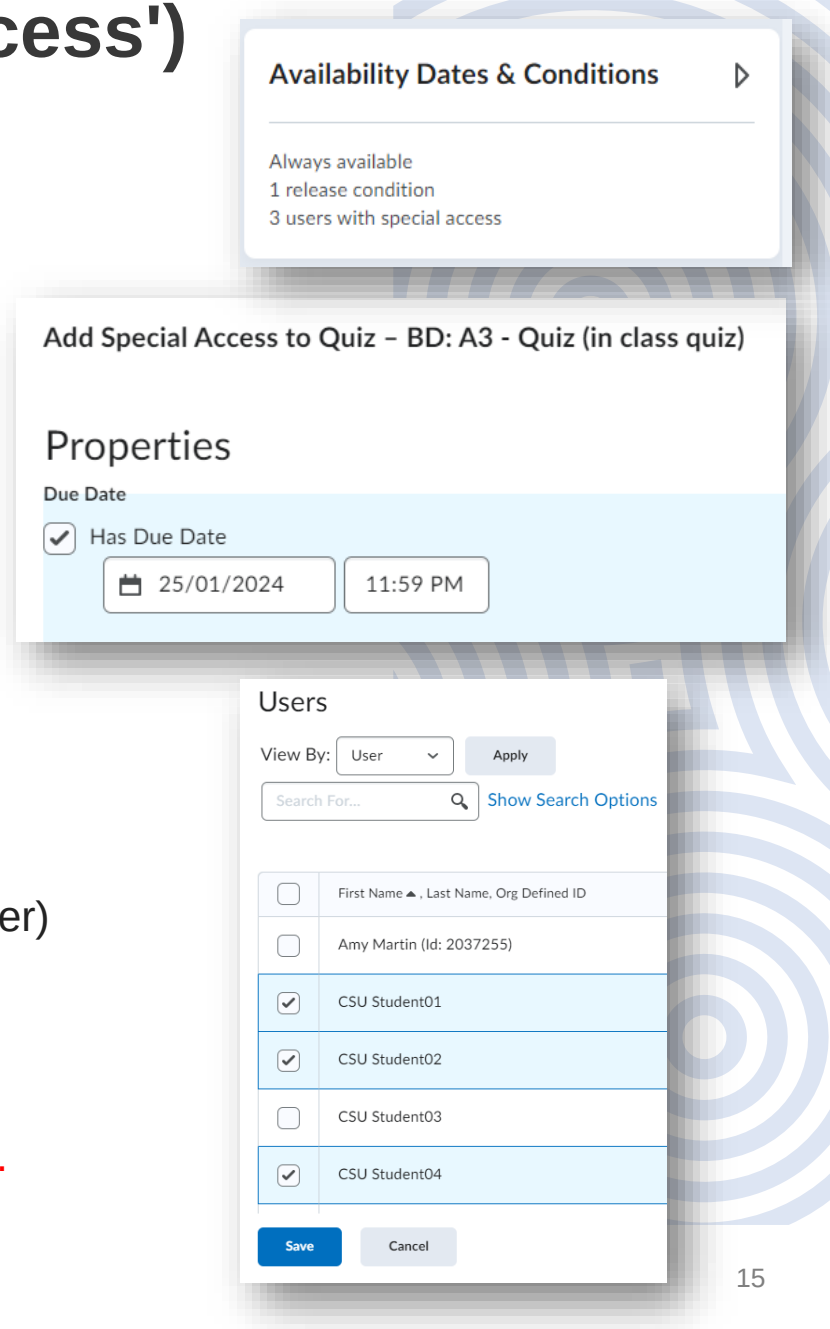
Important: Selecting 'Publish' normally RELEASES both grade and feedback to the student

Cohort management: extensions ('Special Access')

To adjust the assessment due date for either individual OR groups of students:

- Navigate to the individual assignment / quiz settings
- Open 'Availability Dates & Conditions' → select 'Manage Special Access'
- Select 'Add Users to Special Access'
- Adjust 'Has Due Date' field to the new date
- Scroll down to 'Users' → add either individual / multiple students (search and filter)
- Click 'Save'

Note. A summary of all students with 'Special Access' will then be visible in this area.



Quiz Management

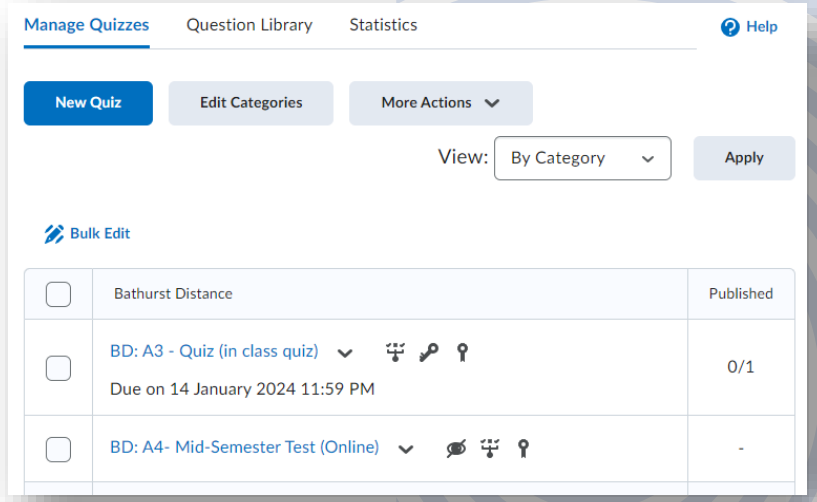
The Quiz tool is a one stop shop for monitoring, editing & grading quizzes

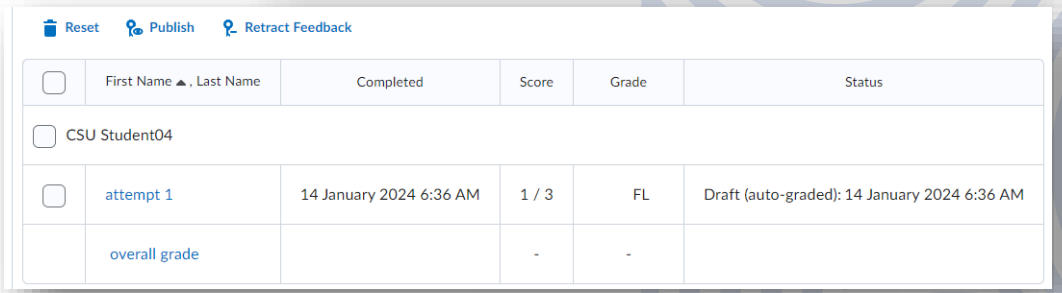
Assessment → Quizzes & Exams

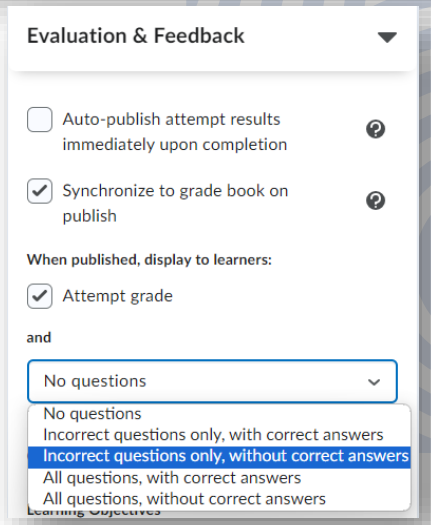
- Drop-down next to each quiz item → 'Grade'
- Extensions (special access) → 'Availability Dates & Conditions'
- Grade option will display by class list, attempt or question
- Feedback: overall and @ question level

Quick Eval

- Instructors can commence quiz grading here (hover → 'evaluate all')





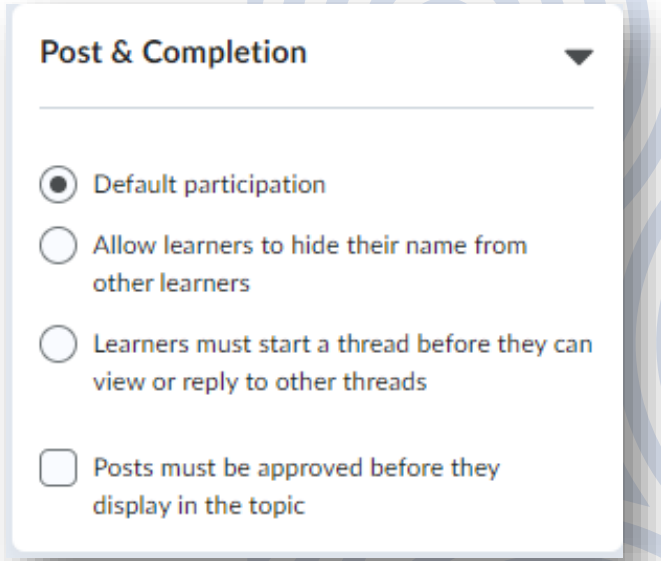


Note: Evaluation & Feedback settings to be scrutinised @ setup (prepare)

Discussions: assessable topics

Organised within topics, discussion-level assessment involves students creating their own gradable threads on the discussion board.

Communication → Discussions (or via 'Course Admin')



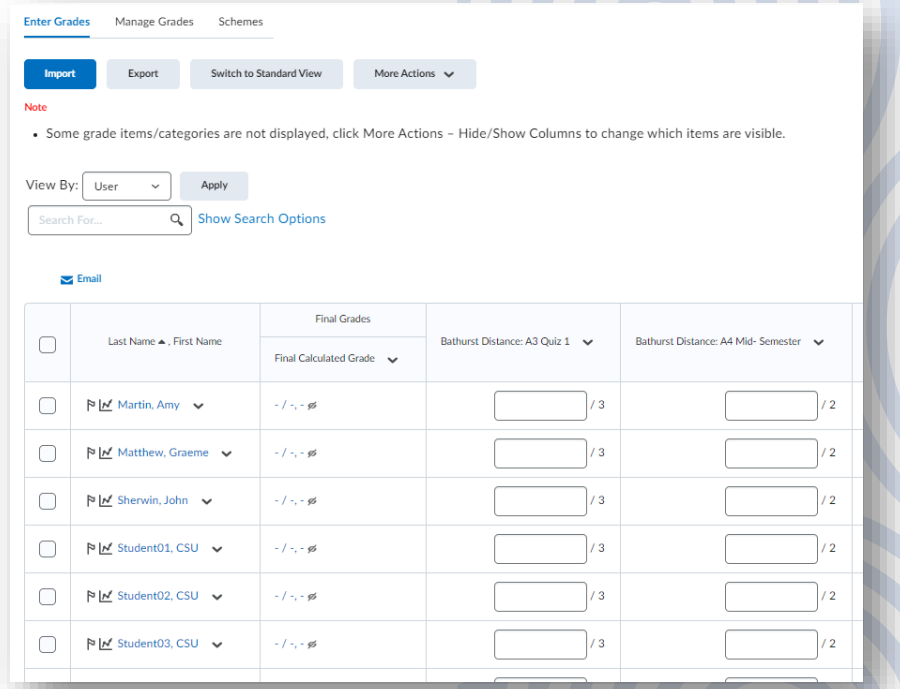
- Subject to the same setup requirements as assignments and quizzes (e.g. sections + linking)
- Various options re. post visibility (incl. post moderation)
- Single grade (all posts) or individual scores for every post informing total

My Grades

Entering an assessment grade directly into My Grades will normally PUBLISH (release) that mark and feedback to the student – most marking should be happening within the individual assessment tools.

'My Subject' → 'My Grades' (or via Course Admin)

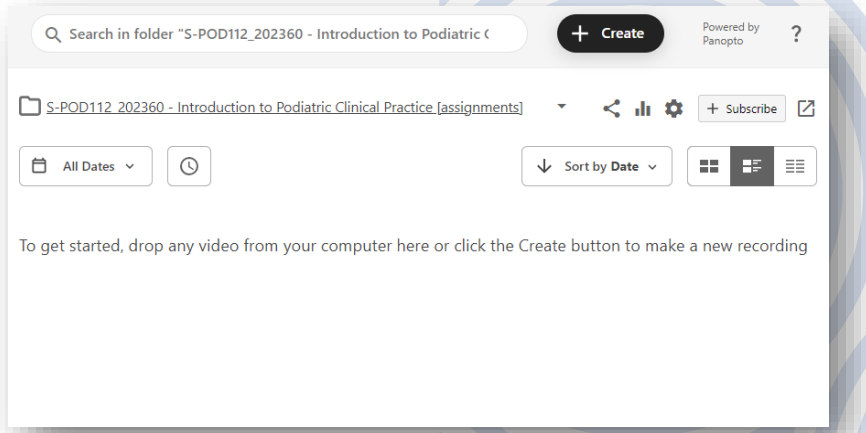
- 'Spreadsheet' (direct edit) vs 'Standard' view
- Column labels (including cohort) populated from subject outlines (filterable)
- Categories can be created for easy management
- Submissions 'icon' view available via 'Standard View'
- Individual student progress (links to Class Progress tool)
- 'Manage Grades' feature → column organisation
- Additional items: **'Manage Grades' → 'New' → 'Item'**



Video Submissions: Panopto assignments

1) Student AV artifact creation / storage via CSU Replay (Panopto) 'Assignment' folder

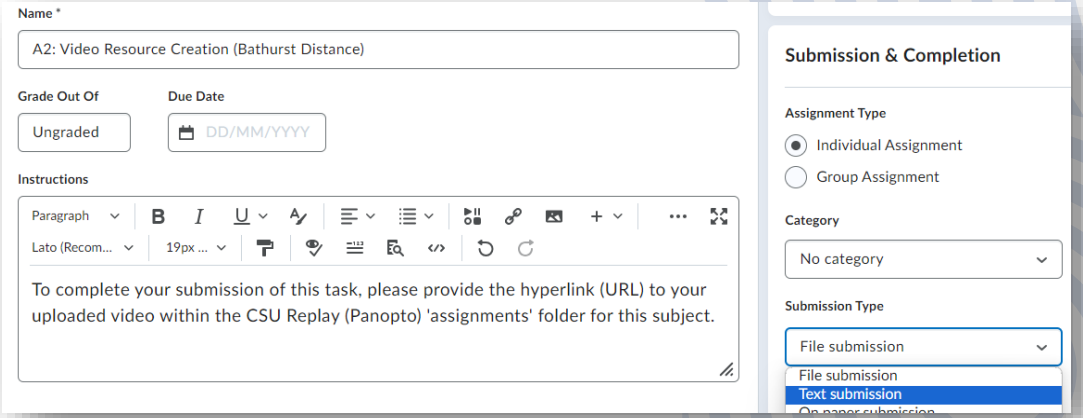
- Instructor creates the Panopto 'assignment' folder in the session site
- Students then able to open the Panopto assignment folder and create / upload media
- Students obtain the share link to their video



2) Student submission of task 'detail' via the Assignment tool

- (setup) 'Submission Type' → text submission
- Students submit their entry via the Assignment tool, including

  the share link to the video within the text field



- Allows for task rubric to be utilised and feedback provided, as per standard text-based assessment