



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](#)

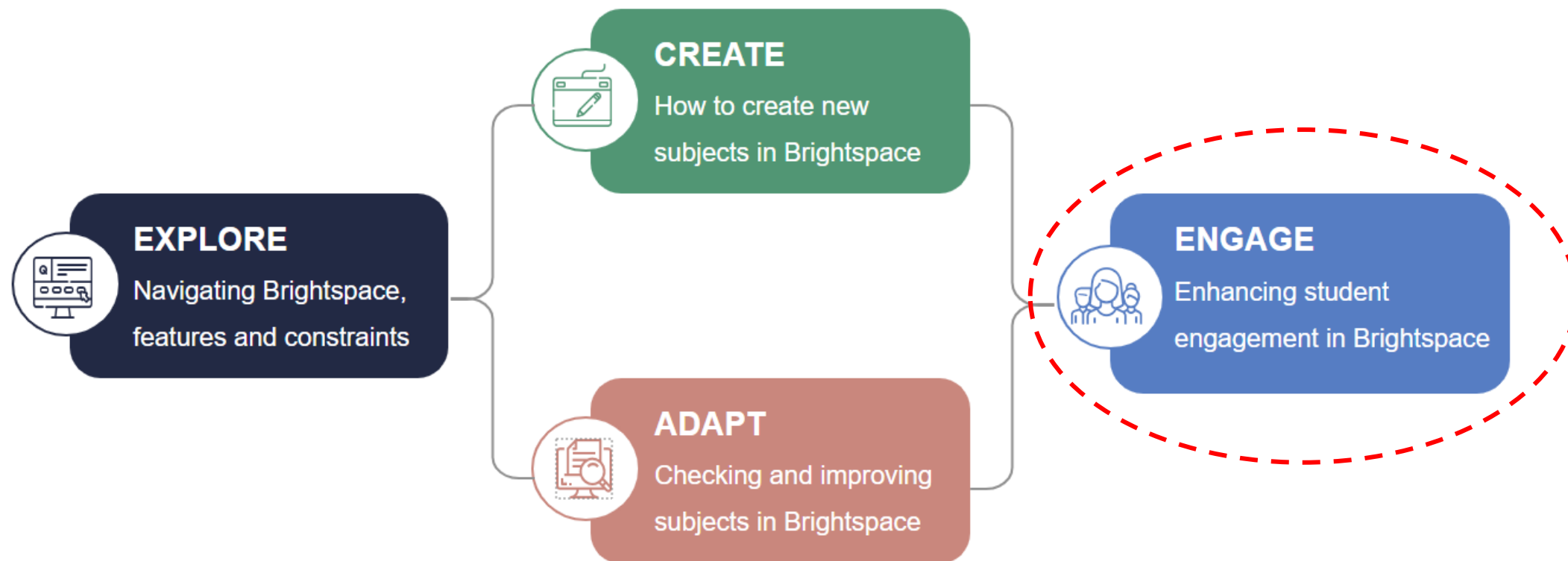


# Acknowledgement of Country

*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

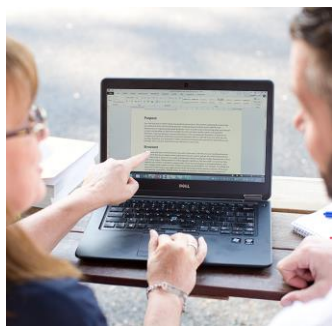


# LMS Design Principles



**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](#))

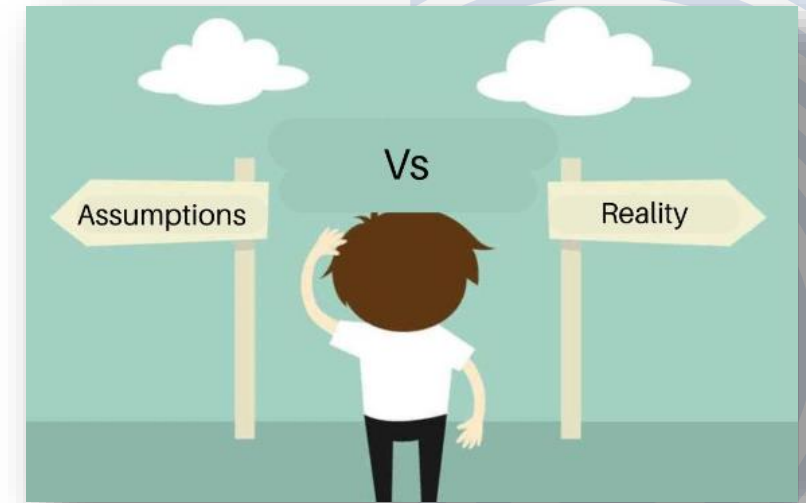
# Assumptions

## 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

	Assignment	New Submissions	Completed	Evaluated	Feedback Published
<input type="checkbox"/>	Bathurst Distance				
<input type="checkbox"/>	BD: A1 - Clinical competency and skills assessment (clinical skills assessment)		0/8	0/8	0/8
<input type="checkbox"/>	BD: A2 - Client scenario (Written submission)		0/8	0/8	0/8
	Wagga Distance				
<input type="checkbox"/>	WD: A1 - Clinical competency and skills assessment (clinical skills assessment)		0/8	0/8	0/8
<input type="checkbox"/>	WD: A2 - Client scenario (Written submission)		0/8	0/8	0/8

Assignments > BD: A1 - Clinical competency and skills assessment (clinical skills assessment) > Submissions

### BD: A1 - Clinical competency and skills assessment (clinical skills assessment) - Submissions

Publish All Edit Assignment Email Users Without Submissions Add Feedback Files Submission Log More Actions

Users Submissions

View By: User Apply

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

<input type="checkbox"/>	Last Name, First Name	Submission Date	Delete
<input type="checkbox"/>	Ackroyd, Maya		Evaluate
<input type="checkbox"/>	Allen, Sophie		Evaluate
<input type="checkbox"/>	Anderson, Brayden		Evaluate
<input type="checkbox"/>	Bentley, Leah		Evaluate

BD: A1 - Clinical competency and skills assessment  
(clinical skills assessment)



'conditions' (cohort section)

'grade item' (column in GB)

'Turnitin' (similarity check ON)

# Quick Eval | Multi-course Quick Eval

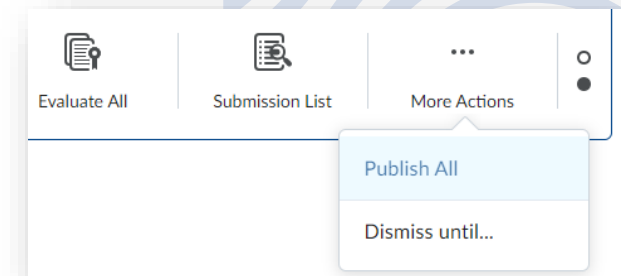
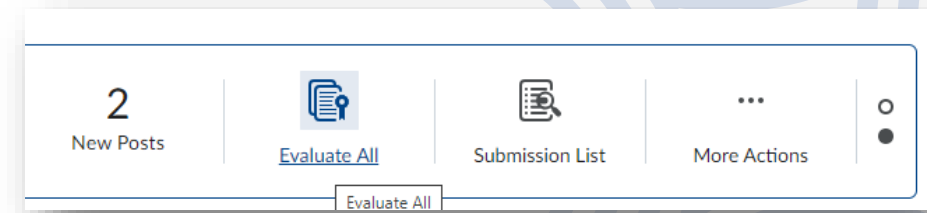
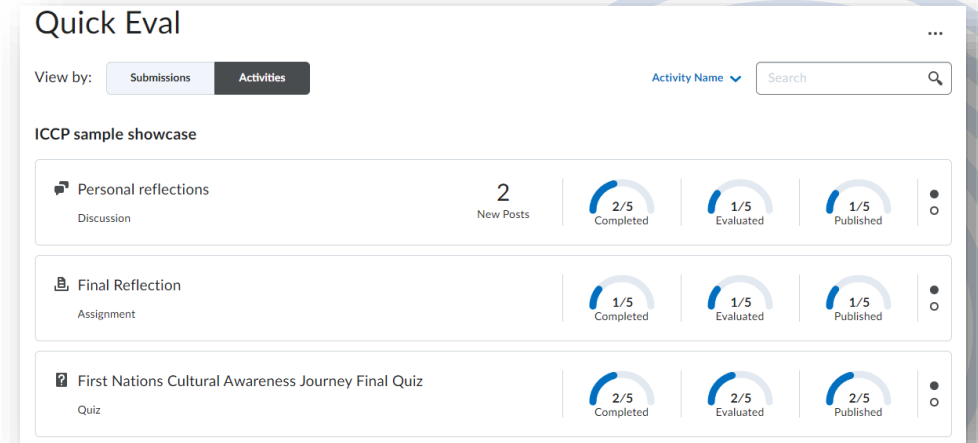
*A logical place to begin marking assessment*

## 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:

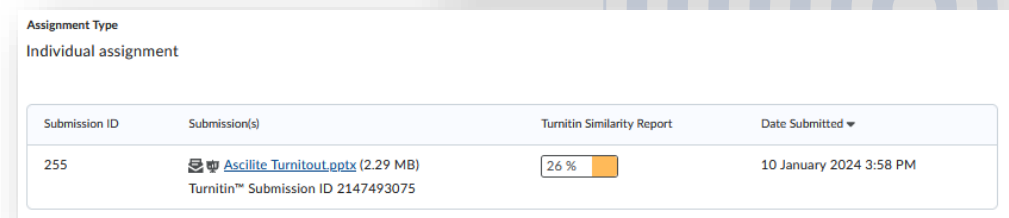
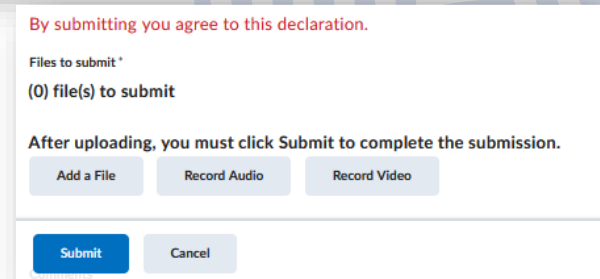
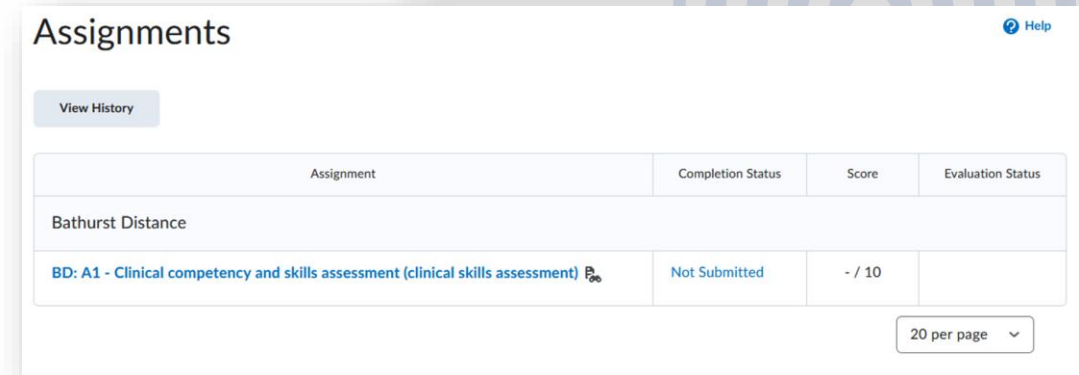
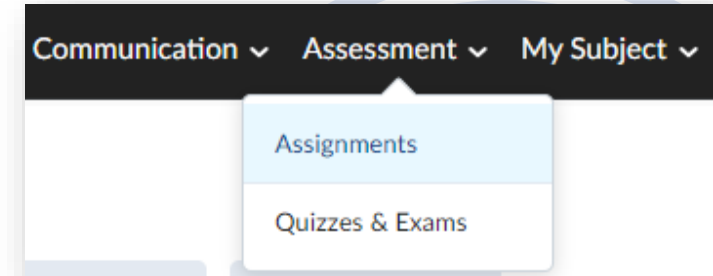
- assignment links for their cohort (section)
- individual task 'Score' (weighting)

## 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

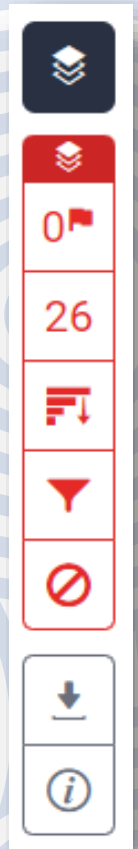




# Assignments: Turnitin Similarity

*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)



<input type="checkbox"/>	Submission(s)	Turnitin Similarity Report	Submission Date	Last Name ▲, First Name
<input type="checkbox"/>	 <a href="#">Ascilite Turnitout.pptx</a> (2.29 MB) ▼	26 % 	10 January 2024 3:58 PM	Student04, CSU

# 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**

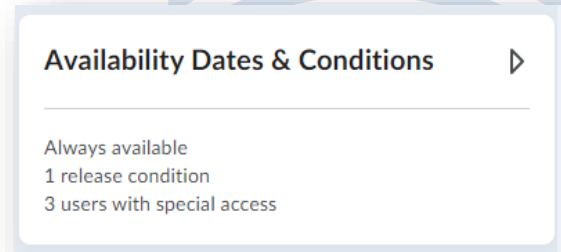


# Cohort management: extensions ('Special Access')

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

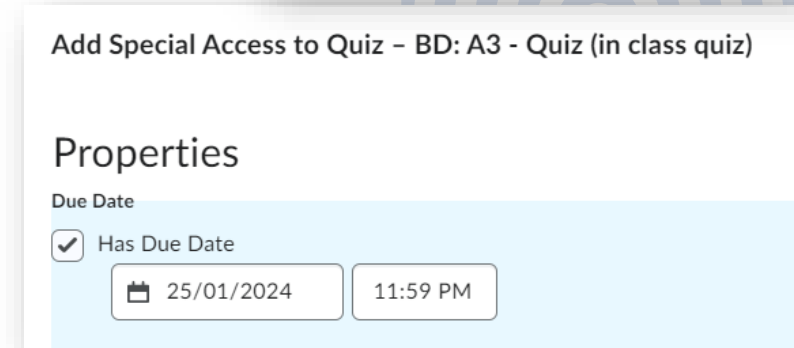
- Navigate to the individual assignment / quiz settings
- Open 'Availability Dates & Conditions' → select 'Manage Special Access'
- Select 'Add Users to Special Access'
- Adjust 'Has Due Date' field to the new date
- Scroll down to 'Users' → add either individual / multiple students (search and filter)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

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



Availability Dates & Conditions ▶

Always available  
1 release condition  
3 users with special access



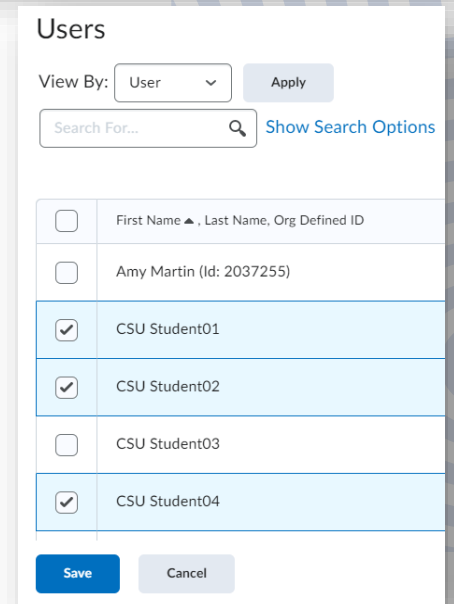
Add Special Access to Quiz - BD: A3 - Quiz (in class quiz)

Properties

Due Date

Has Due Date

25/01/2024 11:59 PM



Users

View By: User Apply

Search For... Show Search Options

<input type="checkbox"/>	First Name ▲, Last Name, Org Defined ID
<input type="checkbox"/>	Amy Martin (Id: 2037255)
<input checked="" type="checkbox"/>	CSU Student01
<input checked="" type="checkbox"/>	CSU Student02
<input type="checkbox"/>	CSU Student03
<input checked="" type="checkbox"/>	CSU Student04

Save Cancel

# Quiz Management

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

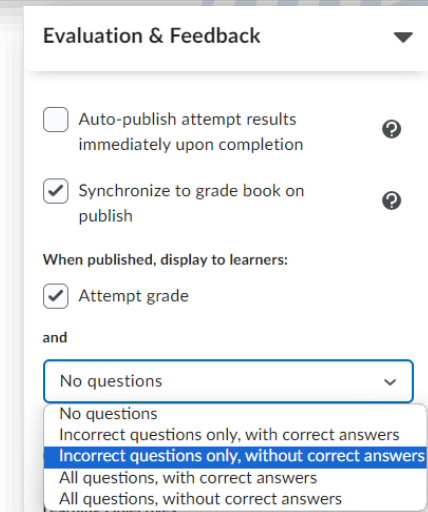
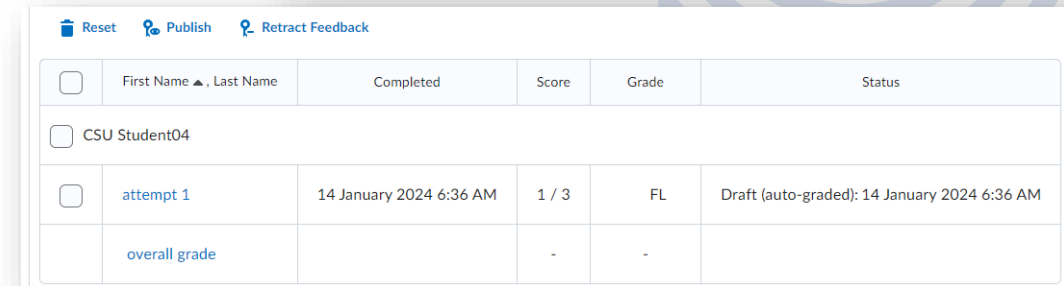
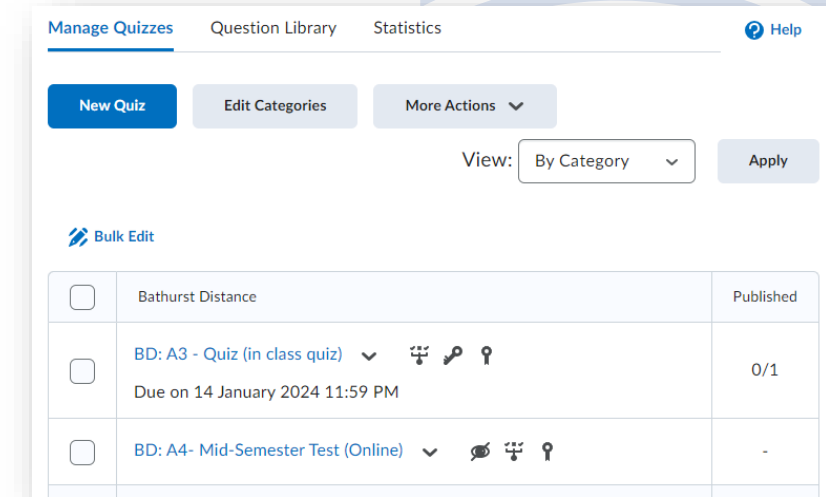
## Assessment → Quizzes & Exams

- 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)**

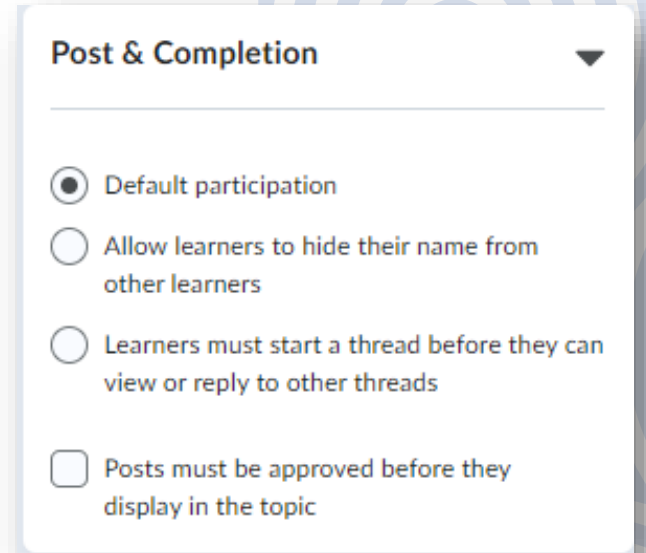


# Discussions: assessable topics

*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



**Post & Completion**

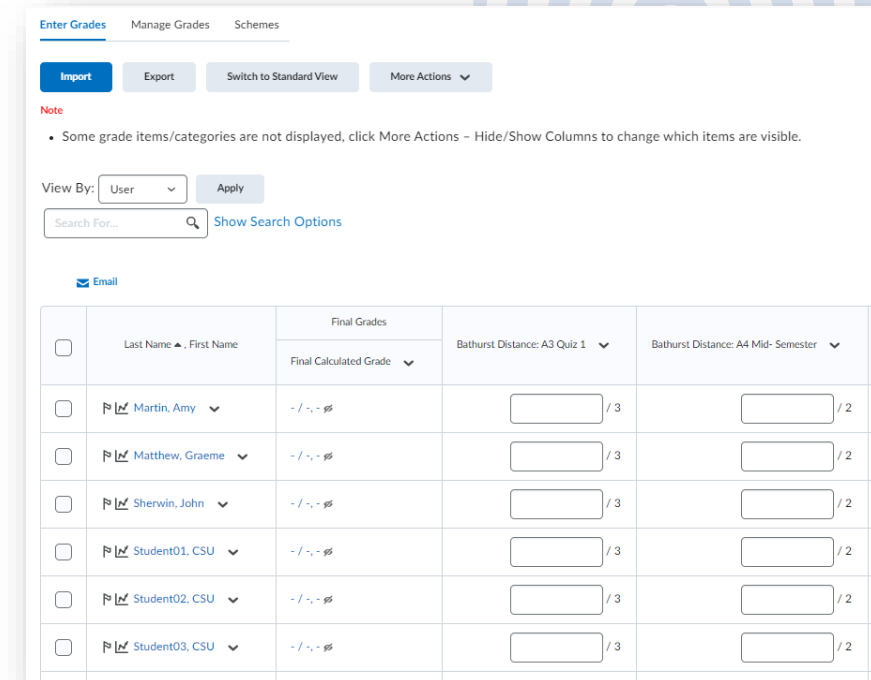
- Default participation
- Allow learners to hide their name from other learners
- Learners must start a thread before they can view or reply to other threads
- Posts must be approved before they display in the topic

# 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'**



The screenshot shows the 'My Grades' interface with the following elements:

- Navigation tabs: Enter Grades, Manage Grades, Schemes
- Buttons: Import, Export, Switch to Standard View, More Actions
- Note: Some grade items/categories are not displayed, click More Actions - Hide/Show Columns to change which items are visible.
- View By: User (dropdown), Apply
- Search For... (input field), Show Search Options
- Email icon
- Table with columns: Last Name, First Name, Final Grades (Final Calculated Grade), Bathurst Distance: A3 Quiz 1, Bathurst Distance: A4 Mid-Semester

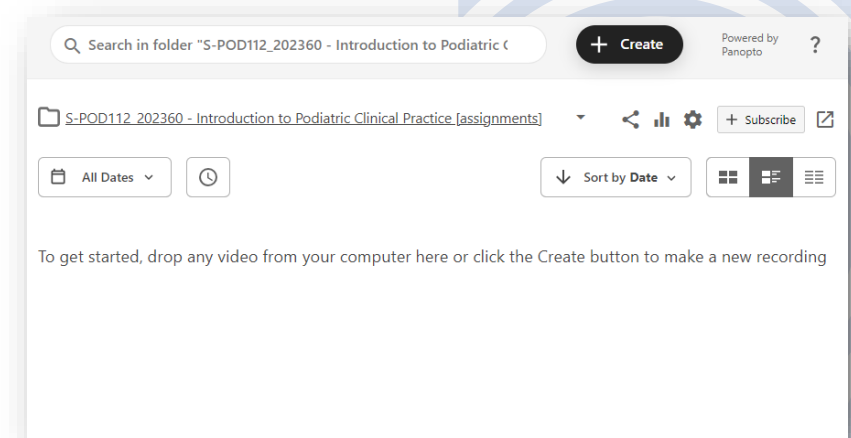
	Last Name	First Name	Final Grades	Bathurst Distance: A3 Quiz 1	Bathurst Distance: A4 Mid-Semester
			Final Calculated Grade		
<input type="checkbox"/>	Martin	Amy	- / - / -	<input type="text"/> / 3	<input type="text"/> / 2
<input type="checkbox"/>	Matthew	Graeme	- / - / -	<input type="text"/> / 3	<input type="text"/> / 2
<input type="checkbox"/>	Sherwin	John	- / - / -	<input type="text"/> / 3	<input type="text"/> / 2
<input type="checkbox"/>	Student01	CSU	- / - / -	<input type="text"/> / 3	<input type="text"/> / 2
<input type="checkbox"/>	Student02	CSU	- / - / -	<input type="text"/> / 3	<input type="text"/> / 2
<input type="checkbox"/>	Student03	CSU	- / - / -	<input type="text"/> / 3	<input type="text"/> / 2



# 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

