

## FAQ GW voor vertaling

### Where can I find GradeWork?

At the moment, we are working on the completion of the action plan, and the technical configuration is currently also underway. The coordination sessions will follow in Block C and they will reveal which degree programmes will be the first to start working with GradeWork. The pilot with the first group of users will then follow at the start of Block D. More about that soon! If you have any questions meanwhile, please ask the project manager, [Raymond van der Jagt](#).

## General

### What is DiBB?

DiBB stands for the Digital Handin & Assess Box. GradeWork is the system that was chosen for the digital submission and assessment, and archiving of summative product tests. GradeWork offers one place where students can submit assignments (e.g. videos and PDFs). It is also the place where you, as a lecturer can assess and find submitted work for accreditation. The system can handle both individual and group assignments, it helps with digital checking (with grading rubrics) and it offers support in the communication with the student.

### What does GradeWork offer staff members and students?

#### Employees

A clear and simple dashboard.

An overview of what has/has not been submitted and assessed.

Better communication with students about the work they submitted.

Documents are only submitted once all the mandatory components are present.

Available and possible to assess anywhere and at any time.

Easy to check submitted work on originality with the integrated plagiarism scan.

Notifications with submitted assignments that can be checked.

Digital assessment forms that are shown next to the submitted assignment.

The option of adding annotations, and easy to reuse.

#### Student

Easy to hand in online at any time.

Overview of all the documents to be submitted, as well as the deadlines.

Submitted work can no longer get lost.

Structured communication with lecturer about submitted work.

Option to hand in individual work and group work.

A clear and simple dashboard.

Fully compliant with all applicable laws and regulations.

### Is GradeWork only suitable for assessing submitted assignments?

GradeWork offers the following options:

- Submitting and assessing group and individual files, whereby an additional document can also be submitted after the assessment to complete the dossier. For example, the presentation that was held and that counted in the assessment.
- Assessment of oral examinations, where files do not necessarily have to be handed in. It is, however, possible to add recordings (audio, video) of the oral examination afterwards.

### **Is GradeWork also available in English?**

Both the environment for the students and the environment for the developers/examiners are available in Dutch and English.

Obviously, this refers to the language of the interface, but the self-entered content remains in the language in which it was entered.

Each user can easily choose the language in which to view the environment.

Email is currently only supported in Dutch, but we will soon offer this in two languages by placing the English text underneath.

### **GradeWork is a SaaS solution; what does that mean?**

That the same functionality can be used by several educational institutions, while each institution has its own environment. All users are able to make adjustments to the system. This means that we cannot simply implement all wishes; we first need to check whether it is useful for several different institutions and whether it matches the vision/roadmap of the supplier.

### **Is the assessment module, OnStage, the same as GradeWork?**

The check and assess module will be identical starting with OnStage release 2018R1. It is, however, a separate module that must be purchased for OnStage. It is currently still unclear when this module will be implemented.

### **What is the difference between OnStage and GradeWork?**

GradeWork is purely and exclusively for handing in documents and checking/assessing them.

OnStage covers a lot more: the internship/graduation company is also recorded here in the form of a vacancy system, which includes contact persons, contract generation, etc.

Students are required to take compulsory steps to complete (graduation) internships, which can be enforced in OnStage by means of a step-by-step plan. You can also use it to record, at individual level, when anyone should do what and when. In other words, OnStage is a much broader framework than simply for handing in documents; a whole process has been built around it.

### **Can I see more of GradeWork?**

#### *Test Room*

It will (soon) be possible to become acquainted with the software in the GradeWork Test Room. As a frontrunner, you are the ambassador for your institute/degree programme.

#### *Demos*

We can offer a demo of GradeWork from the project upon request.

#### *Webinars*

We will be publishing several short films that describe specific functionalities in GradeWork.

### **Is GradeWork Web Guideline compatible?**

GradeWork is compliant with Web Guidelines 2.0 (<http://versie2.wbrichtlijnen.nl>). It has been updated to WCAG 2.0

### **There are questions about where the portfolio will go: GradeWork or Canvas?**

GradeWork is designed for summative product tests. So the component of the portfolio that has to be assessed with grades goes in GradeWork. The formative part can take place in Canvas.

### **Does GradeWork also offer the option of peer reviews?**

Peer reviewing is not possible in GradeWork, but it is possible in Canvas.

### **What is the GradeWork Test Room?**

The Test Room is a central "playroom" in the GradeWork environment in which you can acquire experience with the new system. As a frontrunner, you can set up summative product tests in the Test Room by yourself.

## Submission

### **Can students make further adjustments to documents they have already uploaded?**

There is a difference between uploading and submitting in GradeWork. You can still replace a document that you've uploaded (= prepared, ready to be submitted). You can no longer make further adjustments once you've actually submitted it. The examiner is, however, able to reopen the attempted submission (within the deadline) if an incorrect document has been submitted by mistake.

## Assessment

### **Is it possible to calculate the weighted average?**

You can use weighing in two ways: by group assessment criteria and by assessment criterion. Based on this, a weighted number of points will be calculated with a (weighted) percentage. In most cases, the percentage will also be the grade. But translating the points into grades is a manual action/calculation. This is mainly because different formulas can be used for different subjects.

### **Is it possible to conduct searches with the following keywords: student number, exam (OSIRIS code), examiner**

Yes, it is possible to search and/or filter on those three keywords.

Is it also possible to collaborate when reviewing products and is this history stored? This applies to, for example, graduation theses that need to be checked by two examiners, whereby both assessments must be kept separately and together. And it must also include the considerations required to arrive at the final assessment.

Graduation theses are processed in OnStage, where a complete workflow can be built in which all the process steps are taken care of (who should do what and when). GradeWork does not have a four-eyes principle built into the workflow. It is, however, possible for multiple examiners to be linked to a portfolio, so that they will all be able to view the submitted documents and enter the assessment. It is possible to invite external parties to view the submitted document, as well as the assessment. But they are not all independent of one another.

### **Does the submit/assess history of each individual student remain visible?**

Sometimes assessments are reconsidered, but everything is stored. Every attempt to submit and assess is saved. You can see exactly who did what and when in the system. All submitted documents are also saved and archived automatically after a while.

**Is it possible to create a sub assignment? In other words, multiple assignments per course that produce a combined final grade.**

This must be set up in OSIRIS. GradeWork takes over the test structure from OSIRIS via links.

**We are currently using a fairly detailed assessment form. Do we really have to convert it to match the options offered in GradeWork?**

An option is available that makes it possible to upload your own completed assessment form when doing an assessment in GradeWork. It is, however, preferable to convert it to the GradeWork format, because you can then use all the benefits of the package (also in terms of reports where, for example, you can compare the assessments of all the different examiners).

**If an assessment needs to be adjusted afterwards, is it a simple process to do so for all students at once?**

The assessment itself (the number of points obtained) is not recalculated. It is possible, however, to easily adjust the final assessment (the grade) for each student without having to re-enter the assessment.

**How does a new attempt work?**

A new attempt is a new test moment in OSIRIS. Just like in regular examinations.

Each test moment can be the first attempt for one student, while being a second attempt for another student. GradeWork groups assessment moments into test groups (specific test linked to students registered for it).

**How do I report GradeWork questions/issues after a degree programme/institute has gone live??**

If you're a student, the following route applies:

Student -> DOT -> via TOPdesk: e-adviser -> Functional management -> supplier

If you're a lecturer, the following route applies:

Lecturer -> superuser -> via TOPdesk: e-adviser -> Functional management -> supplier

**How do I enter my GradeWork grades in OSIRIS?**

At the top of the dossiers in GradeWork, click [Download assessment results].

Choose the Excel file.

Save the Excel file some place where you can find it again.

Remove a number of columns until you only have two columns left: student number and result

Remove empty lines at the top, including the column header.

The end result is a file with only numbers and results.

Save the file as a .txt (separated tab) format.

Go to OSIRIS\_lecturer and open the relevant test.

Under ACTIONS, select 'Read file'.

Select your txt file and confirm your action.

The grades are then scanned into OSIRIS and linked to the applicable student

- How do I access production?  
Ask the superuser of your degree programme/institute. He/she can request it from the GradeWork application manager.
- The students only need to redo the unmet criteria in Test Session 1. Does GradeWork transfer the assessment of Test Session 1 to Test Session 2?  
No, you will have to transfer the criteria that have been met from Test Session 1 yourself.
- How do I deal with a modified assessment form; for example, because different criteria are applied in the new academic year?  
Make a copy of an existing assessment form ('Copy' button at the bottom of the form), change the academic year in the code and save the copy. Enter the changes.
- Does GradeWork present an automated pass mark or do I have to enter the final assessment manually?  
No, that is not available in GradeWork. You will need to calculate and enter the final grades/assessment yourself by manually applying the pass mark (criteria that demand a passing grade, compensation for a 5, etc.). The automated pass mark should be on the roadmap at Xebic before the end of 2018.
- Does GradeWork have a test archive and, if so, how long will the tests be saved for?  
In the absence of an alternative, GradeWork will provisionally serve as a test archive for test products and oral examinations. The retention periods are set centrally in GradeWork by the DLO programme and apply to the whole of the HU University of Applied Sciences Utrecht.
- Is it possible to perform a second blind assessment in GradeWork?  
No, that is not possible. The second assessor will see the first assessor's assessment.
- Is it possible to adjust the layout of the assessment form to the HU University of Applied Sciences Utrecht house style?  
No, that is not possible.
- Is uploaded supporting material for oral examinations still controlled by Ephorus?  
No, only pre-submitted test products can be sent via Ephorus.
- Both OnStage and GradeWork are from Xebic. Is the assessment module in OnStage the same as in GradeWork?  
Yes, they are identical. You do NOT need to include graduation products in GradeWork if you are working with OnStage.
- How can I sign up for the Test Room?  
Follow the following link: <https://husite.nl/wijvolgenjou/doe-mee/gradework-proeflokaal/>
- How can I register for GradeWork e-learning?  
Send an email to [dlo.toetsen@hu.nl](mailto:dlo.toetsen@hu.nl)
- What is the 'Download Audit Trail' button for and is this option visible to students?  
The audit trail is an overview of who entered which assessment and when. It therefore contains more detailed information than is available in an ordinary assessment form. It is not visible to students. They can only see the 'normal' completed assessment form.

- How does a weighted assessment work in combination with a question group?

It works as follows:

- Criterion 1 weighting 3
- Criterion 2 weighting 1
- Criterion 3 weighting 2

You enter a grade of 1-10 for a criterion. You can therefore earn one of the following maximum marks:

- Criterion 1, 30 points
- Criterion 2, 10 points
- Criterion 3, 20 points

Total of 60 points

If the question group is worth 100 points, then GradeWork will calculate that; if you have scored 60 points, you will have 100%. If you score 40 points, GradeWork will calculate  $40/60 = 67\%$ . Because your question group contains 100 points, your total score will also be 67 points (you have points and the derivative percentages). The student will therefore have earned a 7 in an ordinary test. You will then need to enter the 7 manually in Final assessment.