

# Export e-learning Gradework

## Contents

E-learning Examiners .....	2
Welcome .....	2
About GradeWork.....	3
Dashboard overview .....	4
Open work handed in .....	5
Digital assessment overview .....	7
Review work handed in.....	8
Assess work handed in.....	11
Finalize and release assessment .....	13
View timeline and audit trail.....	15
View reports.....	16
Test your knowledge.....	17
E-learning Assignment coordinators.....	18
Welcome .....	18
About GradeWork.....	19
Dashboard overview .....	20
Assignment group details overview.....	21
Link assignment group to assignment definition.....	22
Appoint examiners.....	24
Release assessment .....	26
Appoint assignment developers .....	27
View timeline and audit trail.....	28
View reports.....	29
Test your knowledge.....	30
E-learning Assignment developers .....	31
Welcome .....	31
About GradeWork.....	32
Dashboard overview .....	33
Assessment form overview.....	34
Creating a new assessment form.....	35

Question type overview .....	37
Open question.....	37
Multiple choice: options shown horizontally.....	37
Multiple choice: options shown vertically .....	38
Multiple choice .....	38
Assessment .....	39
Rubric .....	39
Weighting in assessment forms.....	42
Assignment definition overview .....	45
Creating a new assignment definition .....	46
Test your knowledge.....	49
Document history .....	49

## E-learning Examiners

### Welcome

Welcome to the e-learning module “Learning to Work with GradeWork for Examiners”.

This module will teach you:

- what GradeWork is;
- how to perform your tasks;
- how to generate overviews.

This module contains practical assignments that will quickly help you to get started with GradeWork. Between the assignments, you will be asked questions about the knowledge you have gained.

The order of the sections of this module isn’t fixed. In the section overview, you can determine the order in which you would like to follow them.

Tip:

Going through the e-learning course is most effective if you can access GradeWork at the same time.

After finishing the sections, you can do a self-evaluation. This self-evaluation will show you how much you now know about working with GradeWork.

Going through all the assignments, including the self-evaluation, will take about an hour.

In addition to this module for examiners, there are also separate modules for assignment developers and assignment coordinators.

Have fun learning to work with GradeWork!

Click on ‘volgende’ at the bottom right of the screen to continue.

## About GradeWork

GradeWork is a software tool for educational organizations that allows assignment developers, assignment coordinators, examiners and students to work together. It is developed to facilitate digitally handing in, assessing and archiving summative tests.

Please view the animation below.

<https://player.vimeo.com/video/250247722>



### **GradeWork for you as examiner**

**The animation gives you a general overview of GradeWork.**

**This e-learning module teaches you how to perform your tasks as an examiner.**

The examiner's process looks like this:

1. review the work handed in by a student;
2. fill out an assessment form and/or make annotations in the student's work;
3. fill out a final assessment;
4. release the assessed work for review (optional).

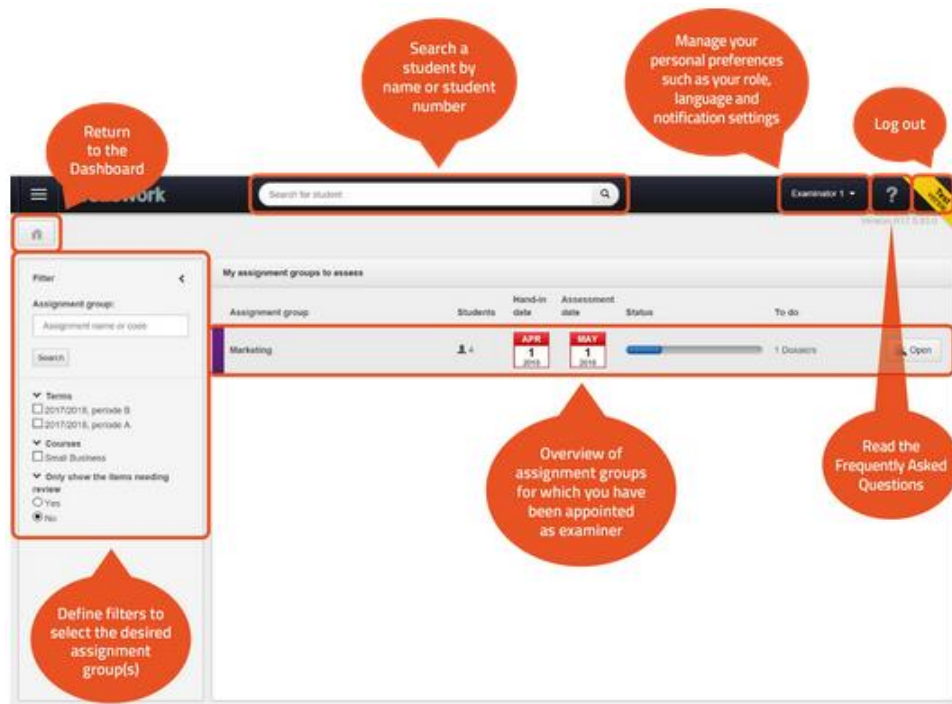
For your convenience, we've created a Glossary that you can consult while you go through this e-learning course.

Click here to download and save it.

Click on 'volgende' at the bottom right of the screen to continue.

## Dashboard overview

When you log in to GradeWork, the dashboard is the first page you see.  
The image below shows what you can see on the dashboard.



## File status

The dashboard contains a progress bar indicating the status of the files in the group. In GradeWork, a file can have one of five different statuses:

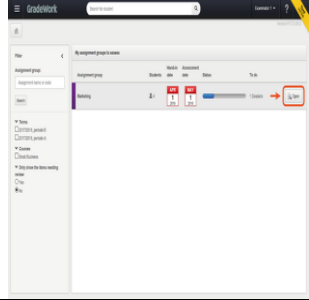
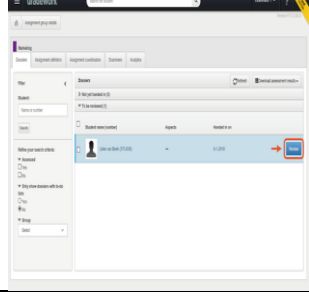
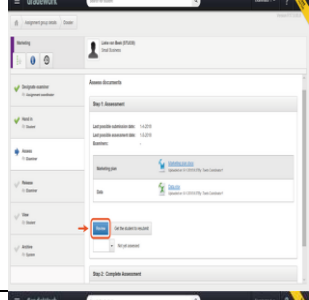
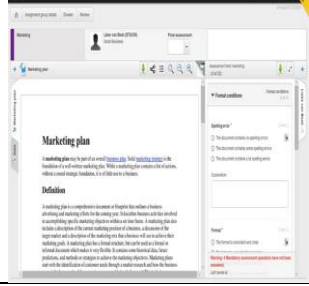
- not yet handed in – The student still has to turn in their work;
- to be reviewed – The student has turned in their work but the examiner has yet to assess it;
- assessment given – The examiner has assessed the work, but hasn't finalized the assessment yet;
- assessment recorded – The examiner has finalized the assessment;
- available for viewing – The student can review the assessment;
- archived – The file has been stored in the archive.

Click on 'volgende' at the bottom right of the screen to continue.

## Open work handed in

In GradeWork, your task as an examiner starts when the student hands in their assignment. This can be an individual assignment or a group assignment.

The step-by-step plan below shows you how to open the work handed in in GradeWork.

1	<p>You start out on the dashboard.</p> <p>Click on <b>“Open”</b> to open the assignment group and to view the students’ files.</p>	
2	<p>You will now see an overview of the files sorted by status. You only see the students to whom you have been assigned as examiner.</p> <p>Click on <b>“Review”</b> to open the student’s file.</p> <p><i>Sometimes files with a certain status aren’t immediately visible. You can access them by clicking on the status.</i></p>	
	<p>Extend deadline</p> <p>You can extend a student’s deadline. Follow these steps to do so:</p> <ol style="list-style-type: none"> <li>Open the student’s file by clicking on the student;</li> <li>Go to the Hand In stage in the left part of the screen;</li> <li>Enter a new hand in date;</li> <li>Click on <b>“Grant postponement”</b>.</li> </ol> <p><i>A deadline extension can be revoked at any time by following the same procedure and clicking on <b>“Withdraw postponement”</b>.</i></p>	
3	<p>You will now see the student’s file, with the different file stages on the left side.</p> <p>Click on <b>“Review”</b> to open the work handed in and the assessment form at the same time.</p> <p><i>If a student has handed in incorrect documents, you can use the button <b>“Get the student to resubmit”</b></i></p>	
4	<p>You will now see the work handed in with the assessment form alongside it.</p> <p>To return to the file overview, you can use the breadcrumbs at the top left of the screen.</p>	

This assignment will be closed automatically after answering the practice question. Click on 'volgende' at the bottom right of the screen to continue.

## Digital assessment overview

When you open a document, you will see it at the left side of your screen. The assessment form is shown on the right side. The image below explains the layout of the screen.



### \* To invite another examiner

You can invite another examiner – for example, a third party examiner. A link will be sent to the other examiner by e-mail. It's not required for the other examiner to have a GradeWork account.

In the invitation, you can define whether the other examiner is allowed to change or add annotations, and/or to edit the assessment form.

ATTENTION: Annotations and assessment data you have already saved can be overwritten by the other examiner. It's not possible to write two separate assessments for the student.

Click on 'volgende' at the bottom right of the screen to continue.

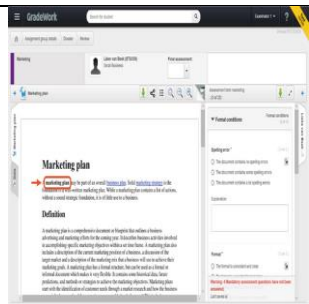
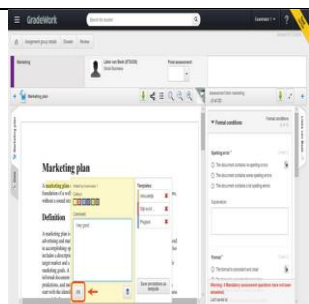
## Review work handed in

Now that you have opened the work handed in, you can start assessing and grading it.

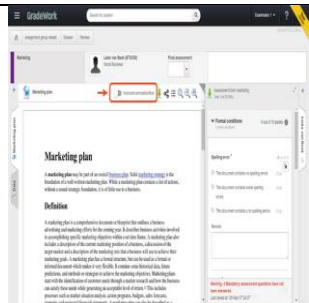
The step-by-step plan below explains how to make annotations. Currently, there are two ways to make annotations. The traditional method and the improved method. Both methods are explained

The following assignment explains filling in the digital assessment form.

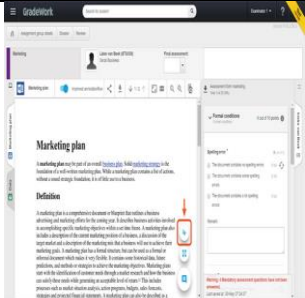

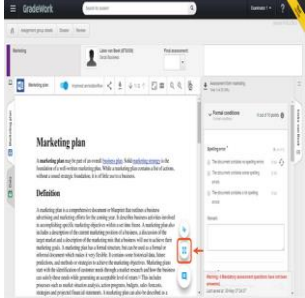


### The traditional method:

1	<p>The work handed in is opened for assessment. First, we'll make an annotation.</p> <p>Select the section of text or image that you wish to write an annotation for.</p> <p><i>You can only select a rectangular area within the document, not the actual text.</i></p>	
2	<p>You will now get a pop-up window in which you can write your annotation.</p> <p>Pick a colour, type your annotation and click on "OK".</p> <p><i>You can save an annotation as a template By clicking on "Save annotation as template". The template will be available on the right side of the screen and can be used repeatedly. Templates are personal.</i></p>	
	<p>To make several annotations, simply repeat the above steps.</p> <p>To remove an annotation, click on the annotation in the text and then click on the garbage can.</p>	



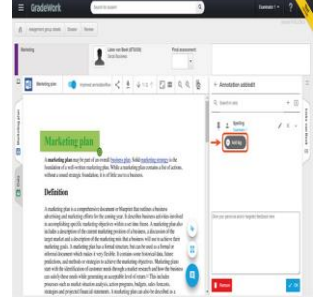
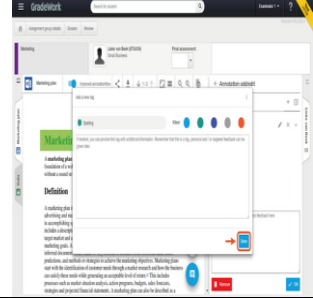
### The improved method:

1	<p>The work handed in is opened for assessment. We're now going to make an annotation following the renewed method.</p> <p>Click on <b>Improved annotation flow</b></p> <p><i>You can use this button to switch between the traditional and improved methods for creating annotations</i></p>	
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2	<p>Annotations can be created in two ways:</p> <ol style="list-style-type: none"> <li>1. Pen annotation (on a tablet, for example)</li> <li>2. Annotation</li> </ol> <p>Both will be explained.</p> <p>Click on the pen annotation icon.</p>	
3	<p>You can now draw or write your annotation using a stylus or a mouse.</p> <p>Click on the OK button when you're done</p> <p><i>You can delete an annotation with the cross, or undo the last change with the back arrow.</i></p>	
4	<p>Instead of a pen annotation, you can also make a text annotation.</p> <p>Click on the annotation icon and select the text or image that you wish to write an annotation for.</p> <p><i>You can use a mixture of text and pen annotations.</i></p>	
5	<p>After having entered an annotation, you can add remarks on the right side.</p> <p>Click on <b>OK</b> after typing the text.</p>	
6	<p>You will now see an overview of all annotations on the right side of the screen.</p> <p>Click on the annotation overview button to switch between the assessment form and the annotation overview.</p> <p><i>To edit an annotation, click on the pen icon. You can then also delete an annotation by clicking on the garbage can.</i></p>	

Annotation sets:

1	<p>You can work with annotation sets. An annotation set is a collection of tags that you can link to an annotation. Click on the plus (or on the “add new set” button). <i>You can also re-use an already created set. This is done by clicking on import.</i></p>	
2	<p>Name the annotation set and enter its optional description. Click on <b>Save</b></p>	
3	<p>The annotation set is now created. You can add tags to the annotation set. Click on <b>Add tag</b> <i>You can edit the annotation set by clicking on the pen, or hide it with the cross.</i></p>	
4	<p>You can give a tag a name, a description and a colour. Click on <b>Save</b> <i>Repeat steps 3 and 4 to add more tags</i></p>	
	<p>You can “pin” an annotation set (by clicking on the thumb tack icon in the top left). Pinned sets will always stay at the top. The tags in the set will also get a number. These numbers can be used to quickly add an annotation. To do so, follow these steps:</p> <ol style="list-style-type: none"> <li>9. Make an annotation</li> <li>10. Press the corresponding number on your keyboard</li> <li>11. Press ‘Enter’ on your keyboard.</li> </ol>	

Click on ‘volgende’ at the bottom right of the screen to continue.

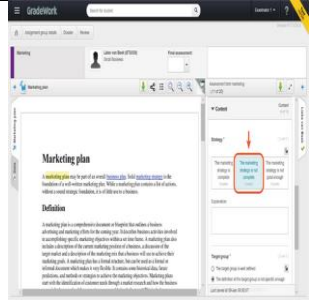
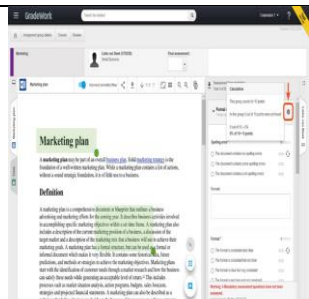

## Assess work handed in

Now that you have opened the work handed in, you can start assessing and grading it.

In GradeWork, you can:

- add annotations to the document;
- fill out a digital assessment form;
- upload your own assessment form (ATTENTION: Your own assessment form will replace the digital assessment form).

The step-by-step plan below explains how to fill out the digital assessment form.

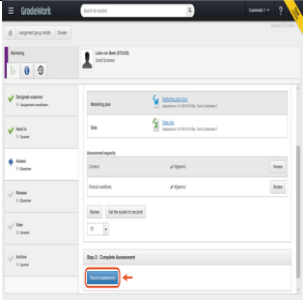
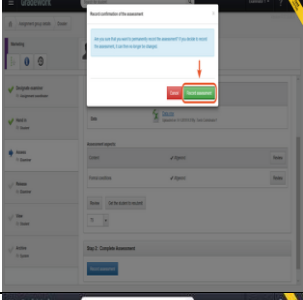
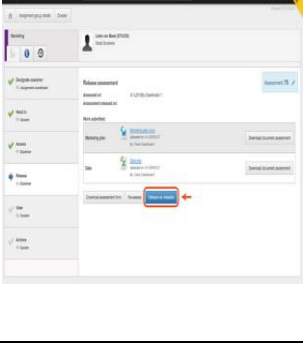
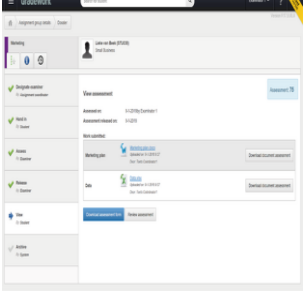
1	<p>The work handed in is opened for assessment. The assessment form will be shown on the right side of the screen.</p> <p>Enter your assessment for each question.</p> <p><i>The questions can be sorted by different aspects. If different examiners each assess a different aspect, they will be filled in this way.</i></p> <p><i>The student's file will show how many questions for each aspect are answered.</i></p>	
	<p>Particularities regarding the assessment form:</p> <ul style="list-style-type: none"> <li>• mandatory questions – the assignment developer has indicated which questions on the assessment form are mandatory. If any mandatory questions aren't answered, a message will be shown at the bottom of the screen;</li> <li>• knock-out criteria – an assessment form can contain knock-out criteria. When you fill them in, a message will be shown at the top and bottom of the screen;</li> <li>• not admissible – an assessment form can also contain non-admissible criteria. When you fill them in, a message will be shown at the top and bottom of the screen.</li> </ul>	
2	<p>The assignment developer may have set weights in the assessment form. You can view the weights during the assessment.</p> <p>Move the mouse to the “i” button of the question group.</p> <p>You will now see how the total score is calculated.</p>	
3	<p>After filling in the assessment form, you will see the total score at the top of the form.</p> <p>Fill out the final assessment.</p> <p><i>Everything you type will be saved automatically.</i></p> <p><i>You can pick from various options for the final assessment.</i></p> <p>Click on “Dossier” in the breadcrumbs to return to the student file.</p>	

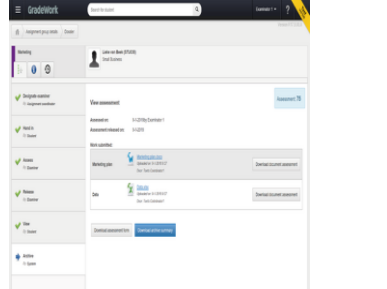
You can use the arrows at the top right of the screen to go to another student's file. You can do this even if you haven't completed the form yet. This way, you can do a horizontal assessment.

This assignment will be closed automatically after answering the practice question. Click on 'volgende' at the bottom right of the screen to continue.

## Finalize and release assessment

After completing the assessment form and the final assessment, you return to the student's file. The step-by-step plan below shows you how to save the final assessment and release the assessment to the student.

1	<p>The student's file already contains the final assessment (imported from the assessment form). Click on <b>"Record assessment"</b> <i>If you want to check or edit the assessment form, you can click on "Review".</i> <i>You can also modify the final assessment in this screen.</i></p>	
2	<p>A dialog will pop up. Click on <b>"Record assessment"</b> <i>A saved assessment can still be modified. Modifications are registered in the timeline and in the audit trail.</i></p>	
3	<p>The next step in the file is opened. Here you can review the assessment form and modify the assessment. To modify the assessment, click on the crayon next to the assessment. Click on <b>"Release as viewable"</b> to give the student access to the assessment. The student will be notified by e-mail. <i>The assignment developer has defined whether this step can be done by the examiner. If you don't have this button, then this step must be done by the assignment coordinator.</i></p>	
	<p>You can release the assessments of several students at once:</p> <ol style="list-style-type: none"> <li>12. go to assignment group:</li> <li>13. select the students (checkbox in front of their names);</li> <li>14. click on <b>"Release as viewable"</b> at the bottom.</li> </ol> <p><i>You can select all students at once by clicking on the checkbox next to 'Student name (number)'.</i></p>	
4	<p>The Review step is opened. The student can now review the assessment form and the annotations. After review, the assessment can be modified. Click on <b>"Re-assess"</b>. <i>All reviews and assessment forms are saved.</i></p>	

5	<p>After a set review period, the file is automatically set to Archive status.</p> <p>When the file moves to Archive status, an extra PDF file is created with a resume of the file.</p>	
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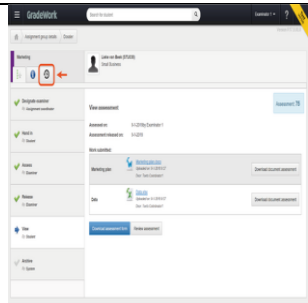
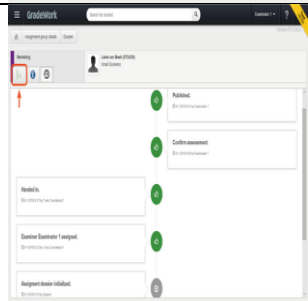
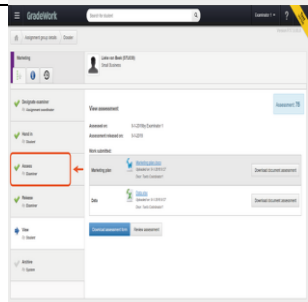
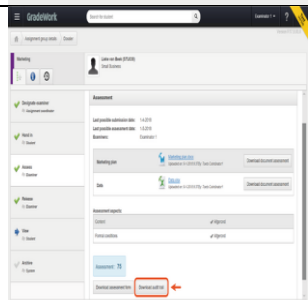
This assignment will be closed automatically after answering the practice question. Click on 'volgende' at the bottom right of the screen to continue.

## View timeline and audit trail

All assessments, modifications and reviews are registered in GradeWork. You can see these activities in two locations:

1. in the timeline – here you see all the actions (for example ‘Assessment finalized’ or ‘Assessment reviewed’);
2. in the audit trail – here you see the assessment form, with for each question the answer that was given and whether there have been any modifications.

The step-by-step plan below shows how to access the timeline and the audit trail.

1	Go to the student's file. Click on <b>"Timeline"</b>	
2	You now see the different activities that have been done on this file. Click on <b>"Step-By-Step Plan"</b> to return to the file's step-by-step plan.	
3	To view the audit trail, go back to the assessment step. Click on <b>"Assess"</b> <i>You can only see the audit trail once the "Assessment" step is finalized.</i>	
4	Click on <b>"Download audit trail"</b> You will see the assessment form with under each question: <ul style="list-style-type: none"> <li>• the answer given;</li> <li>• who gave the answer;</li> <li>• when the answer was given;</li> <li>• any earlier answers (including name and date).</li> </ul>	

Click on 'volgende' at the bottom right of the screen to continue.

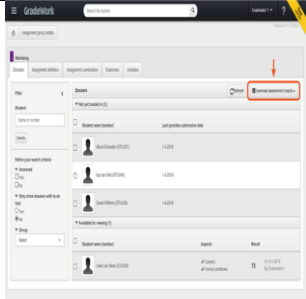
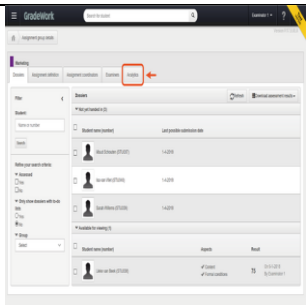
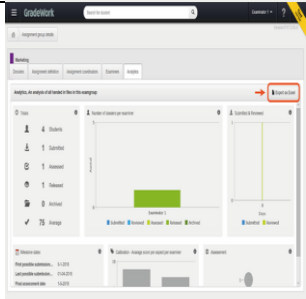
## View reports

In GradeWork you can generate two kinds of reports:

1. assessment results (PDF or Excel);
2. analytics (overview in GradeWork or Excel).

Both reports show data about the entire assignment group.

The step-by-step plan below shows you how to open a report.

1	<p>Start in the screen of the assignment group. Click on <b>“Download assessment results”</b> You can now select whether you want to list in PDF or Excel format. The assessment results contains:</p> <ul style="list-style-type: none"> <li>• <i>Student number;</i></li> <li>• <i>Student name;</i></li> <li>• <i>Result;</i></li> <li>• <i>Examiner.</i></li> </ul>	
2	<p>For an Analytics report, you go to the Analytics tab. Click on <b>“Analytics”</b></p>	
3	<p>This shows you an overview with various tables and graphs with data on the hand in dates and the assessments. You can call up an explanation of each table or graph by clicking on the information button. You can also download an extensive report in Excel format. Click on <b>“Export as Excel”</b> The report will now be opened. The report contains extensive data about the assessment, such as:</p> <ul style="list-style-type: none"> <li>• <i>hand in date;</i></li> <li>• <i>which assessment form was used;</i></li> <li>• <i>all the assessments (per question).</i></li> </ul>	

Click on 'volgende' at the bottom right of the screen to continue.



### Test your knowledge

In this assignment, you can test your knowledge about how to work with GradeWork. You will be asked five questions about various subjects with regards to GradeWork.

- Click on the 'Oefening' button to start the test immediately;
- The test will open in a new window;
- After answering the questions, you will see all the questions and answers.

Good luck!

## E-learning Assignment coordinators

### Welcome

Welcome to the e-learning module “Learning to Work with GradeWork for assignment coordinators”.

This module will teach you:

- what GradeWork is;
- how to perform your tasks;
- how to generate overviews.

This module contains practical assignments that will quickly help you to get started with GradeWork. Between the assignments, you will be asked questions about the knowledge you have gained.

The order of the sections of this module isn't fixed. In the section overview, you can determine the order in which you would like to follow them.

Tip:

Going through the e-learning course is most effective if you can access GradeWork at the same time.

After finishing the sections, you can do a self-evaluation. This self-evaluation will show you how much you now know about working with GradeWork.

Going through all the assignments, including the self-evaluation, will take about an hour.

In addition to this module for assignment coordinators, there are also separate modules for assignment developers and examiners.

Have fun learning to work with GradeWork!

Click on 'volgende' at the bottom right of the screen to continue.

## About GradeWork

GradeWork is a software tool for educational organizations that allows assignment developers, assignment coordinators, examiners and students to work together. It is developed to facilitate digitally handing in, assessing and archiving summative tests.

Please view the animation below.



### **GradeWork for you as assignment coordinator**

**The animation gives you a general overview of GradeWork.**

**This e-learning module teaches you how to perform your tasks as an assignment coordinator.**

The following is the process for an assignment coordinator:

1. link an assignment group to an assignment definition
2. appoint the examiners
3. release the assessed work for review (optional).

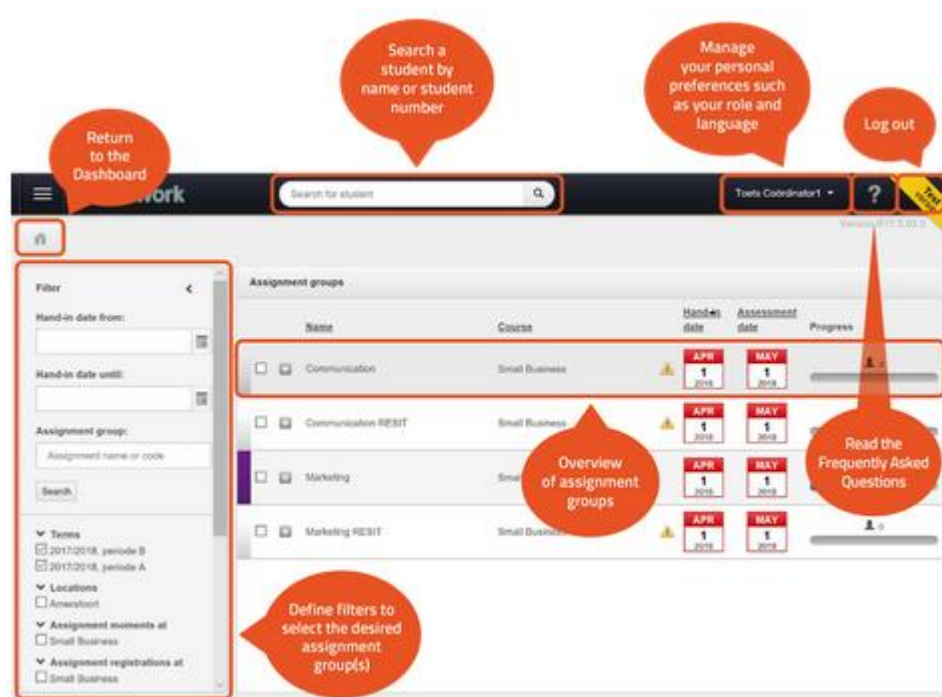
For your convenience, we've created a Glossary that you can consult while you go through this e-learning course.

[Click here to download and save it.](#)

Click on 'volgende' at the bottom right of the screen to continue.

## Dashboard overview

When you log in to GradeWork, the dashboard is the first page you see.  
The image below shows what you can see on the dashboard.



Click on 'volgende' at the bottom right of the screen to continue.

## Assignment group details overview

When you open an assignment group, you will see the overview of the assignment group details. The image below shows the various options at your disposal in the assignment details screen.



### File status

The students are listed, sorted by status. In GradeWork, a file can have one of five different statuses:

- not yet handed in – The student still has to hand in their work;
- to be reviewed – The student has handed in their work but the examiner has yet to assess it;
- assessment given – The examiner has assessed the work, but hasn't finalized the assessment yet;
- assessment recorded – The examiner has finalized the assessment;
- available for viewing – The student can review the assessment;
- archived – The file has been closed and stored in the archive.

*The dashboard contains a progress bar indicating the status of the files.*

Click on 'volgende' at the bottom right of the screen to continue.

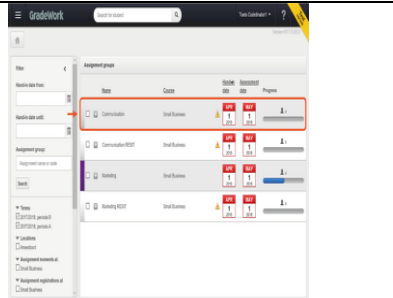
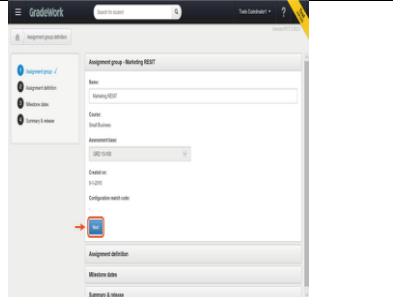
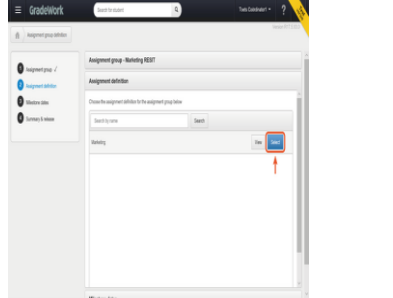
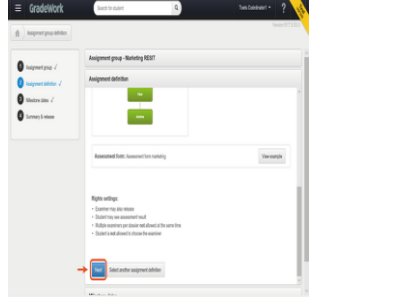
## Link assignment group to assignment definition

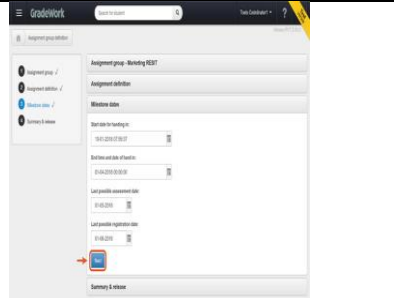
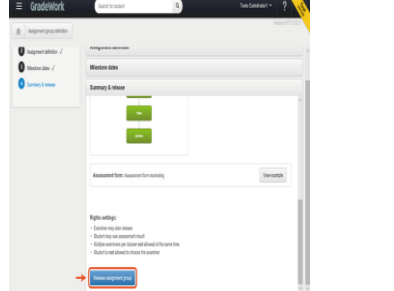
To give an assignment in GradeWork, you need three prerequisites:

1. students – list of students that have signed up for the assignment;
2. assignment moment – name of the assignment with start and end dates;
3. assignment definition – set of assignment settings with the assessment form (created by the assignment developer).

The students signed up and the assignment moment combined are called the assignment group. The assignment group can be imported into GradeWork automatically from the student information system, or manually from import files.

As assignment coordinator, you will link the assignment group to the assignment definition. The step-by-step plan below shows you how to link an assignment group and an assignment definition.

1	<p>Your dashboard shows you an overview of all assignment groups. The assignment group with an exclamation mark aren't linked yet.</p> <p>Click on the assignment group that you want to link.</p> <p><i>Linked assignment groups have a coloured bar in front of them. This is the colour of the assignment definition. This way, you can easily recognize assignment groups with the same assignment definition.</i></p>	
2	<p>These are the four steps to prepare an assignment group for the students.</p> <p>In the first screen, you can only change the name of the assignment group.</p> <p>Click on <b>“Next”</b></p>	
3	<p>The second step is to link an assignment definition. In this screen, you see all available assignment definitions.</p> <p>Click on <b>“Select”</b> to select an assignment definition.</p> <p><i>You can find the assignment definition you need by typing the name in the search bar. You can also view the settings of the assignment definition by clicking on “View”.</i></p>	
4	<p>The assignment definition is now displayed on the screen.</p> <p>Click on <b>“Next”</b></p> <p><i>You can view the assessment form by clicking on “View example”.</i></p> <p><i>To select another assignment definition, click on “Select other assignment definition”.</i></p>	

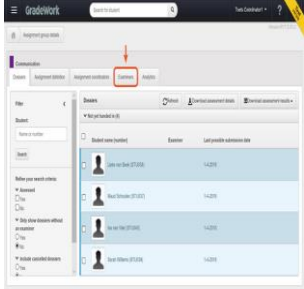
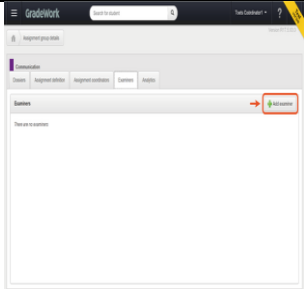
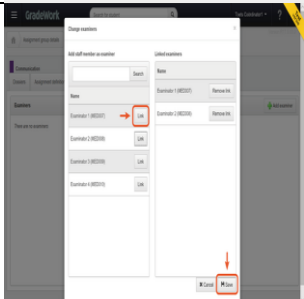
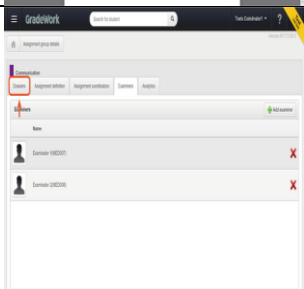
5	<p>You will then reach the third step, the milestone dates. They have already been filled out, but you can modify them if needed.</p> <p>Click on <b>“Next”</b></p> <p><i>The assessment deadline is the date by which the assessment of the work handed in must be completed.</i></p> <p><i>The registration deadline is the date by which the assessments must be released to the students.</i></p>	
6	<p>You will now see an overview of the choices you made. Click on <b>“Release assignment group”</b> to save the link</p> <p><i>You can return to any step to modify the data you entered.</i></p> <p><i>After activation, an incorrectly linked assignment definition can only be corrected by the functional administrator.</i></p>	

This assignment will be closed automatically after answering the practice question. Click on ‘volgende’ at the bottom right of the screen to continue.

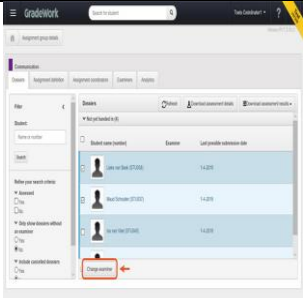
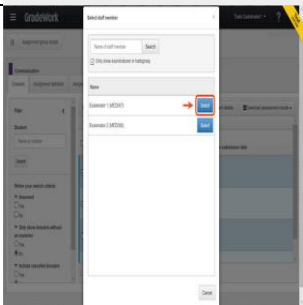
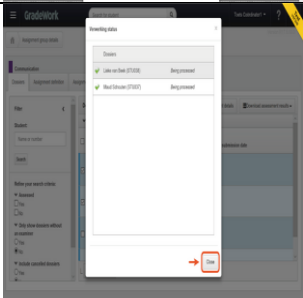
## Appoint examiners

The assignment group is ready and the students can hand in their work. The examiner(s) must still be appointed, though. As assignment coordinator, this is also your task.

The step-by-step plan below shows you how to appoint or change examiners.

1	<p>Start in the screen of the assignment group. First, we must add examiners to the assignment group. Click on <b>“Examiners”</b></p>	
2	<p>You now see an overview of the examiners – in this case, it's still blank. Click on <b>“Add examiner”</b></p>	
3	<p>You will see a list of eligible or linked examiners. Click on <b>“Link”</b> to add an examiner to the list of linked examiners. Repeat this for any other examiners that you wish to appoint. Click on <b>“Save”</b> when you're done. <i>You can search for an examiner by typing their name in the search bar.</i> <i>You can click on <b>“Remove link”</b> to remove an examiner from the list of linked examiners.</i></p>	
4	<p>The examiners have now been added to the assignment group. Click on <b>“Dossiers”</b> to return to the student overview. <i>You can remove an examiner from an assignment group by clicking on the x beside their name.</i></p>	
	<p>The assignment definition dictates whether multiple concurrent examiners are allowed.</p> <ul style="list-style-type: none"> <li>• If this is allowed, all examiners can access all students' work. In that case, you are now finished appointing examiners.</li> <li>• If it's not the case, then you must still appoint an examiner to each student (see steps 5 to 7 below).</li> </ul>	



5	<p>You start in the student overview.</p> <p>Select the students to whom you want to assign the same examiner. Click on <b>“Change examiner”</b></p> <p><i>To select all students at once, you can click on the checkbox next to “Student name (number)”</i></p>	
6	<p>You will see a list of all available examiners.</p> <p>Click on <b>“Select”</b> to appoint the examiner.</p> <p><i>Only examiners who have been appointed to the assignment group are available, unless you uncheck the checkbox “Only show examiners in assignment group”.</i></p>	
7	<p>You will now see a confirmation screen.</p> <p>Click on <b>“Close”</b></p> <p><i>Repeat the above steps until an examiner has been appointed to each student.</i></p>	

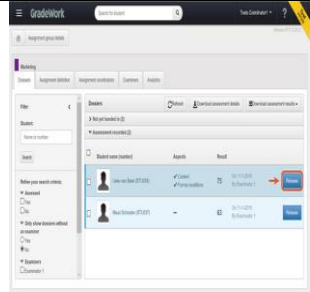
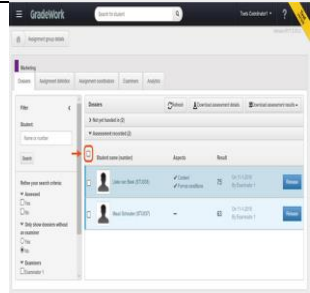
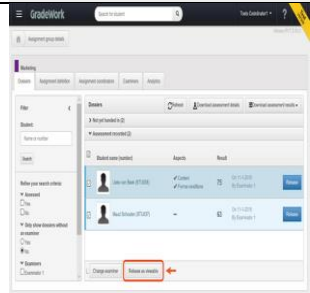
This assignment will be closed automatically after answering the practice question. Click on ‘volgende’ at the bottom right of the screen to continue.

## Release assessment

When an examiner has finalized an assessment, the assessment still has to be released. When an assessment is released, the assessment form is available for review by the student. As assignment coordinator, it's your job to release the assessment.

*Releasing an assessment can also be done by the examiner (if allowed by the assignment developer in the assignment definition).*

The step-by-step plan below shows you how to release an assessment.

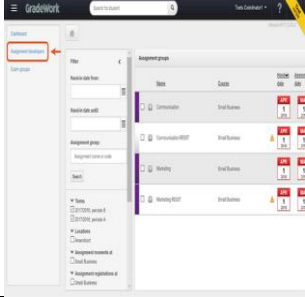
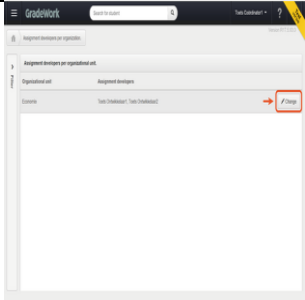
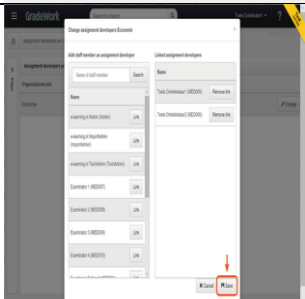
1	Start in the screen of the assignment group. You can see that assessments have been finalized for several students. Click on <b>"Release"</b> to release the assessment for a single student.	
2	You can also release the assessments for all students at once. Select all students by clicking on the checkbox next to 'Student name (number)'	
3	You will now see two action buttons at the bottom of the screen. Click on <b>"Release for review"</b>	

Click on 'volgende' at the bottom right of the screen to continue.

## Appoint assignment developers

To prepare an assignment, you need an assignment definition. The assignment definition is created in GradeWork, along with the assessment form, by a person with the assignment developer role. Assignment coordinators (like yourself) and functional administrators can appoint users to this role.

The step-by-step plan below shows how to appoint a user to the assignment developer role.

1	<p>Assignment developers are appointed by using the menu. The menu button is available everywhere within GradeWork.</p> <p>Click on the menu button, and then on <b>“Assignment developers”</b></p>	
2	<p>You will see an overview of the assignment developers within your organizational unit.</p> <p>Click on <b>“Change”</b></p>	
3	<p>You will now see a list of all employees on the left, and a list of all currently appointed assignment developers on the right.</p> <p>Add assignment developers by clicking on the <b>“Link”</b> button, or remove assignment developers by clicking on <b>“Remove link”</b>.</p> <p>Click on <b>“Save”</b></p>	

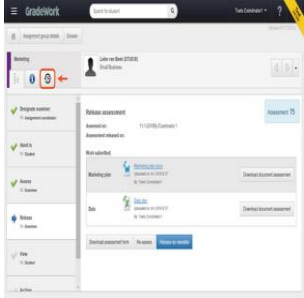
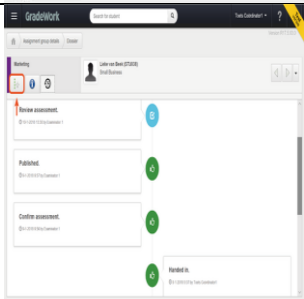
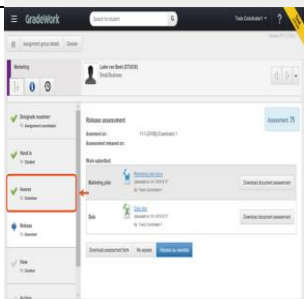
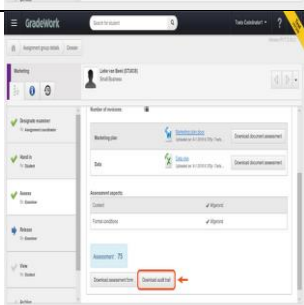
This assignment will be closed automatically after answering the practice question. Click on 'volgende' at the bottom right of the screen to continue.

## View timeline and audit trail

All assessments, modifications and reviews are registered in GradeWork. You can see these activities in two locations:

1. in the timeline – here you see all the actions (for example ‘Assessment finalized’ or ‘Assessment reviewed’);
2. in the audit trail – here you see the assessment form with for each question the answer that was given and whether there have been any modifications.

The step-by-step plan below shows how to access the timeline and the audit trail.

1	Go to the student's file. Click on <b>"Timeline"</b>	
2	You now see the different activities that have been done on this file. Click on <b>"Step-By-Step Plan"</b> to return to the file's step-by-step plan.	
3	To view the audit trail, go back to the assessment step. Click on <b>"Assess"</b> <i>You can only see the audit trail once the "Assessment" step is finalized.</i>	
4	Click on <b>"Download audit trail"</b> You will see the assessment form with under each question: <ul style="list-style-type: none"><li>• the answer given;</li><li>• who gave the answer;</li><li>• when the answer was given;</li><li>• any earlier answers (including name and date).</li></ul>	

Click on 'volgende' at the bottom right of the screen to continue.

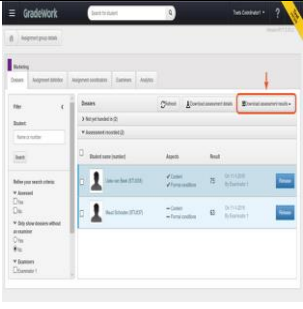
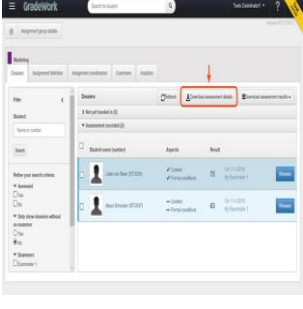
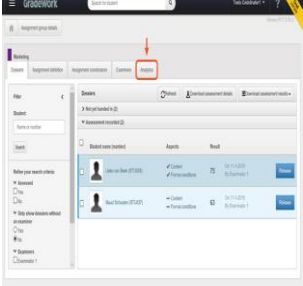

## View reports

In GradeWork, you can generate three kinds of reports:

1. assessment results (PDF or Excel);
2. assessment details (PDF);
3. analytics (overview in GradeWork or Excel).

All reports show data about the entire assignment group.

The step-by-step plan below shows you how to open a report.

1	<p>Start in the screen of the assignment group. Click on <b>“Download assessment results”</b> You can now select whether you want the list in PDF or Excel format. The assessment results contains:</p> <ul style="list-style-type: none"> <li>• student number;</li> <li>• student name;</li> <li>• result;</li> <li>• examiner.</li> </ul>	
2	<p>Click on <b>“Download assessment details”</b> The assessment details will show you:</p> <ul style="list-style-type: none"> <li>• student number;</li> <li>• student name;</li> <li>• result;</li> <li>• number of questions filled out;</li> <li>• number of points;</li> <li>• knock-out / inadmissible criteria;</li> <li>• plagiarism.</li> </ul>	
3	<p>For an Analytics report, you go to the Analytics tab. Click on <b>“Analytics”</b></p>	
4	<p>This shows you an overview with various tables and graphs with data on the hand in dates and the assessments. You can call up an explanation of each table or graph by clicking on the information button. You can also download an extensive report in Excel format. Click on <b>“Export as Excel”</b> The report will now be opened. The report contains extensive data about the assessment, such as:</p> <ul style="list-style-type: none"> <li>• <i>hand in date;</i></li> <li>• <i>which assessment form was used;</i></li> <li>• <i>all the assessments (per question).</i></li> </ul>	

Click on 'volgende' at the bottom right of the screen to continue.

### Test your knowledge

In this assignment, you can test your knowledge about how to work with GradeWork. You will be asked five questions about various subjects with regards to GradeWork.

- Click on the 'Oefening' button to start the test immediately;
- The test will open in a new window;
- After answering the questions, you will see all the questions and answers.

Good luck!

## E-learning Assignment developers

### Welcome

Welcome to the e-learning module “Learning to Work with GradeWork for assignment developers”.

This module will teach you:

- what GradeWork is;
- how to perform your tasks;
- how to generate overviews.

This module contains practical assignments that will quickly help you to get started with GradeWork. Between the assignments, you will be asked questions about the knowledge you have gained.

The order of the sections of this module isn't fixed. In the section overview, you can determine the order in which you would like to follow them.

Tip:

Going through the e-learning course is most effective if you can access GradeWork at the same time.

After finishing the sections, you can do a self-evaluation. This self-evaluation will show you how much you now know about working with GradeWork.

Going through all the assignments, including the self-evaluation, will take about an hour.

In addition to this module for assignment developers, there are also separate modules for examiners and assignment coordinators.

Have fun learning to work with GradeWork!

Click on 'volgende' at the bottom right of the screen to continue.

## About GradeWork

GradeWork is a software tool for educational organizations that allows assignment developers, assignment coordinators, examiners and students to work together. It is developed to facilitate digitally handing in, assessing and archiving summative tests.

Please view the animation below.



### **GradeWork for you as assignment developer**

**The animation shows you a general overview of GradeWork.**

**This e-learning module teaches you how to perform your tasks as an assignment developer.**

The assignment developer's process is as follows:

1. create a new assessment form;
2. create an assignment definition;
3. link the assessment form to an assignment definition.

For your convenience, we've created a Glossary that you can consult while you go through this e-learning course.

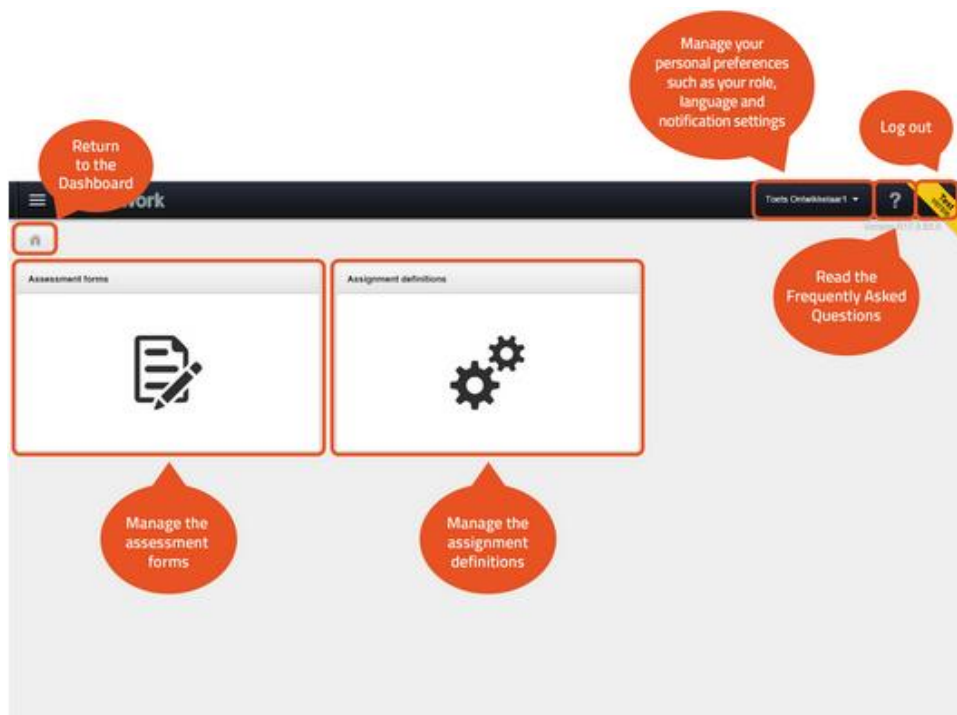
[Click here to download and save it.](#)

Click on 'volgende' at the bottom right of the screen to continue.



## Dashboard overview

When you log in to GradeWork, the dashboard is the first page you see.  
The image below shows what you can see on the dashboard.



Click on 'volgende' at the bottom right of the screen to continue.

## Assessment form overview

As an assignment developer, you start by creating an assessment form. Click on the “Assessment forms” button on the dashboard.

The image below shows what you can see on the assessment forms screen.



### \* New version of assessment form

**When you start editing an existing assessment form, a new version of the assessment form is automatically created. Previous versions of the form are also visible in the overview.**

If you edit an assessment form that is currently in use, examiners who have to fill in the form will be asked for each student whether they want to use the original form or the modified one. The examiners determine which form they use. If the examiner chooses the new form, any answers already given on the old form will be lost.

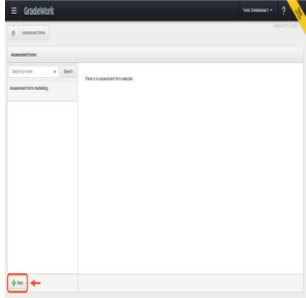
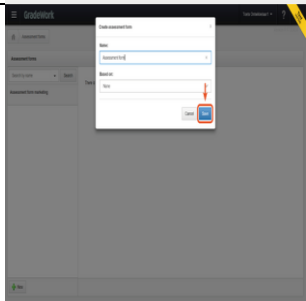
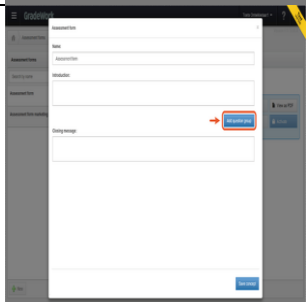
Click on 'volgende' at the bottom right of the screen to continue.

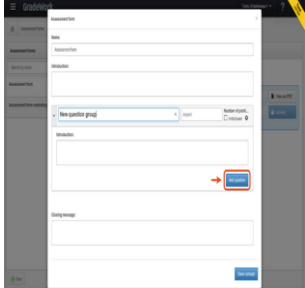
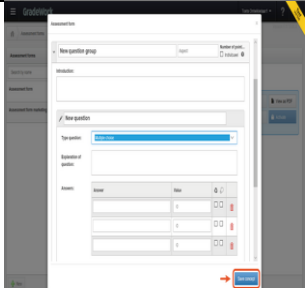
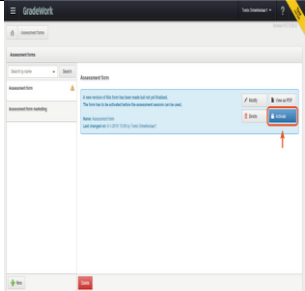
## Creating a new assessment form

As an assignment developer, you start by creating an assessment form in GradeWork. The assessment form is available while assessing the work handed in and is digitally filled out by the examiner.

You can link a single assessment form to each assignment definition.

The step-by-step plan below shows you how to create an assessment form.

1	<p>You start in the assessment forms overview. Click on <b>“New”</b> to create a new assessment form</p>	
2	<p>Enter a name for the assessment form and click on <b>“Save”</b> <i>By choosing <b>“based on”</b>, you can select an existing assessment form. The new form will be a copy of the selected existing form. You will be able to fully modify this new copy.</i></p>	
3	<p>You now see the empty assessment form. Click on <b>“Add question group”</b> <i>You can enter an introductory text, which will be shown at the top of the form. You can also write an introductory text per question group.</i></p>	
	<p>A question group is a cluster of assessment questions on the same subject. For each question group, the following items can be defined:</p> <ul style="list-style-type: none"> <li>• title;</li> <li>• introduction;</li> <li>• aspect (useful if different examiners assess different aspects, or if you would like to follow the assessment’s progress per aspect);</li> <li>• Number of points (maximum number of points that can be scored in this question group); See assignment "Weighting in assessment forms" for more information</li> <li>• individual or group (this setting is only valid if the form is use for a group assignment).</li> </ul>	

4	<p>A question group is now added to the assessment form. Click on <b>“Add question”</b> <i>Many options are available while adding a question. They will be explained in the next part of this e-learning module.</i></p>	
5	<p>Repeat steps 3 and 4 to add more question groups and questions. Click on <b>“Save concept”</b> to finish editing.</p>	
6	<p>You're now back in the assessment forms overview. Click on <b>“Activate”</b> to activate the assessment form <i>You can also edit, view or delete an assessment form from this view.</i> <i>This allows you to view or edit an existing form.</i></p>	

This assignment will be closed automatically after answering the practice question. Click on 'volgende' at the bottom right of the screen to continue.

## Question type overview

Several different question types can be used in the assessment form. Each question type has its own specifications, but every question type allows you to:

- Weight (what is the weight of the question compared to other questions);
- Make the question mandatory;  
(attention: the examiner is notified when a mandatory question isn't answered, but GradeWork will not block the process).
- Space for explanation;  
(attention: explanations are never mandatory).

The overview below shows the different question types with an explanation of the available options.

### Open question

The examiner fills out the assessment in a text field.

#### Additional information

The assessor can write down additional information

#### Explanation for question:

The explanation is shown above the text field. The text can be marked up.

### Multiple choice: options shown horizontally

The examiner chooses one single answer from those available.

#### Complete?

( 0 van 10 )

Are all mandatory chapters handed in?

☐ Yes ☐ No, 1 or 2 are missing ☐ No, more than 2 are missing



Explanation:

#### Explanation for question:

The explanation is displayed above the answer options. The text can be marked up.

#### Answers:

Answer – give the answer;

Value – give the value of the question (you can also assign a negative value);

Inadmissible – when this checkbox is checked, the assignment is inadmissible;

Knock-out – when this checkbox is checked, the answer is a knock-out criterion;

*You can add extra possible answers (by clicking on the button “Add answer”) or remove possible answers (by clicking on the trash can next to a possible answer).*

Multiple choice: options shown vertically

The examiner chooses one single answer from those available.

**Complete?**

( 0 van 10 )

Are all mandatory chapters handed in?

- ☐ Yes
- ☐ No, 1 or 2 are missing
- ☐ No, more then 2 are missing



Explanation:

**Explanation for question:**

The explanation is displayed above the answer options. The text can be marked up.

**Answers:**

Answer – give the answer;

Value – give the value of the question (you can also assign a negative value);

Inadmissible – when this checkbox is checked, the assignment is inadmissible;

Knock-out – when this checkbox is checked, the answer is a knock-out criterion;

*You can add extra possible answers (by clicking on the button “Add answer”) or remove possible answers (by clicking on the trash can next to a possible answer).*

Multiple choice

The examiner chooses one or several answers from those available.

**Complete?**

( 0 van 8 )

Wich chapters are handed in?

- ☐ Abstract
- ☐ Introduction
- ☐ Analysis
- ☐ Conclusion

Explanation:

**Explanation for question:**

The explanation is displayed above the answer options. The text can be marked up.

**Answers:**

Answer – give the answer;

Value – give the value of the question (you can also assign a negative value);

Inadmissible – when this checkbox is checked, the assignment is inadmissible;

Knock-out – when this checkbox is checked, the answer is a knock-out criterion;

*You can add extra possible answers (by clicking on the button “Add answer”) or remove possible answers (by clicking on the trash can next to a possible answer).*

**Assessment**

The examiner gives a point value.

**Lay-out**

( 0 van 5 )

Give points for the lay-out (0-5)

Explanation:

**Explanation for question:**

The explanation appears next to the field where the examiner fills in the point value.

**Minimum input:**

The minimum point value given for this answer (which can be negative).

**Minimum input:**

The maximum point value for this answer.

**Rubric**

The examiner chooses one single answer from those available.

### Complete?

( 0 van 5 )

Are all mandatory chapters handed in?



Yes 0 points	No, 1 or 2 are missing 5 points	No, more than 2 are missing 0 points
-----------------	------------------------------------	---

Explanation:

#### Lay-out

( 0 van 5 )

Give points for the lay-out (0-5)

Explanation:

#### Complete?

( 0 van 10 )

Are all mandatory chapters handed in?

☐ Yes ☐ No, 1 or 2 are missing ☐ No, more than 2 are missing



Explanation:

#### Complete?

( 0 van 8 )

Wich chapters are handed in?

- ☐ Abstract
- ☐ Introduction
- ☐ Analysis
- ☐ Conclusion

Explanation:

#### Complete?

( 0 van 10 )

Are all mandatory chapters handed in?

- ☐ Yes
- ☐ No, 1 or 2 are missing
- ☐ No, more then 2 are missing



Explanation:

#### Additional information

The assessor can write down additional information



Complete?

( 0 van 5 )

Are all mandatory chapters handed in?

☐ Yes  
0 points

☐ No, 1 or 2 are missing  
5 points

☐ No, more than 2 are missing  
0 points

Explanation:

### Explanation for question:

The explanation is displayed above the answer options. The text can be marked up.

### Answers:

Answer – give the answer;

Value – give the value of the question (you can also assign a negative value);

Inadmissible – when this checkbox is checked, the assignment is inadmissible;

Knock-out – when this checkbox is checked, the answer is a knock-out criterion;

*You can add extra possible answers (by clicking on the button “Add answer”) or remove possible answers (by clicking on the trash can next to a possible answer).*

This assignment will be closed automatically after answering the practice question. Click on ‘volgende’ at the bottom right of the screen to continue.

## Weighting in assessment forms

While creating an assessment form, you can define weighting factors.

Weighting can be set on two levels:

1. Question group
2. Question

Both levels are explained below.

### Question Group

The point total defined for the question group is the total number of points that can be scored for the question group. The sum of the points for each question group is the total number of points that can be scored for the assessment form.

Each question in a question group also has a defined number of points. The sum total of the points of individual questions doesn't have to be the same as the number of points defined for the question group. The number of points a student gets for the question group is calculated based on the points scored for the questions.

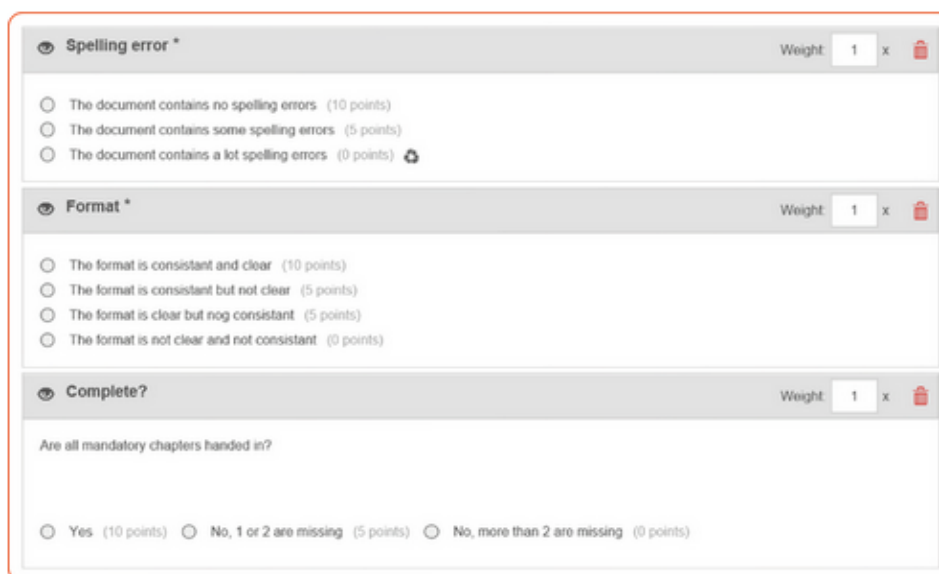
*Example:*



Question Group	Number of points
Formal conditions Aspect: Formal conditions	20
Content Aspect: Content	30
Conclusions Aspect: Conclusions	50

Within question group 1 (Conditions), there are three questions.

The student can score a sum of 30 points for these (see image below).



Question	Weight
Spelling error * <input type="radio"/> The document contains no spelling errors (10 points) <input type="radio"/> The document contains some spelling errors (5 points) <input type="radio"/> The document contains a lot spelling errors (0 points)	1
Format * <input type="radio"/> The format is consistant and clear (10 points) <input type="radio"/> The format is consistent but not clear (5 points) <input type="radio"/> The format is clear but nog consistent (5 points) <input type="radio"/> The format is not clear and not consistant (0 points)	1
Complete? Are all mandatory chapters handed in? <input type="radio"/> Yes (10 points) <input type="radio"/> No, 1 or 2 are missing (5 points) <input type="radio"/> No, more than 2 are missing (0 points)	1

If the student scores 15 of the 30 points, that's a 50% score.

The maximum score (=100%) for the question group is 20 points.

So the student gets 50% of 20 = 10 points.

## Question

For each question, you can define the weight of the question compared to the other questions in the question group. This influence the total points scored for the question group.

*Example:*

The image below shows a question group with 3 questions. The weight of each question is indicated.

The screenshot shows a question group interface with three questions, each with a title bar, a weight field, and a list of options with point values.

- Spelling error \*** (Weight: 1)
  - ☐ The document contains no spelling errors (10 points)
  - ☐ The document contains some spelling errors (5 points)
  - ☐ The document contains a lot spelling errors (0 points)
- Format \*** (Weight: 2)
  - ☐ The format is consistant and clear (10 points)
  - ☐ The format is consistent but not clear (5 points)
  - ☐ The format is clear but nog consistent (5 points)
  - ☐ The format is not clear and not consistent (0 points)
- Complete?** (Weight: 1.5)
 

Are all mandatory chapters handed in?

  - ☐ Yes (10 points)
  - ☐ No, 1 or 2 are missing (5 points)
  - ☐ No, more than 2 are missing (0 points)

The total number of points that can be scored on the question group is:

Question 1:  $10 \times 1 = 10$  points

Question 2:  $10 \times 2 = 20$  points

Question 3:  $10 \times 1,5 = 15$  points +

**Total: 45 points**

## Resume

Below is another example, but now shown as a table.

Question	Points per queastion (a)	Student score (b)	Weight (c)	Total student (b x c)	Max score (a x c)
Question 1	10	5	1	5	10
Question 2	10	5	2	10	20
Question 3	10	10	1,5	15	15
Total score by student for the question group (Student score 1 + 2 + 3)			30		
Maximum score for question group (Max score 1 + 2 + 3)			45		
% obtained by student			67%		
Value of the question group			30		

<b>Points awarded to student for the question group (67% of 30 points)</b>	<b>20</b>
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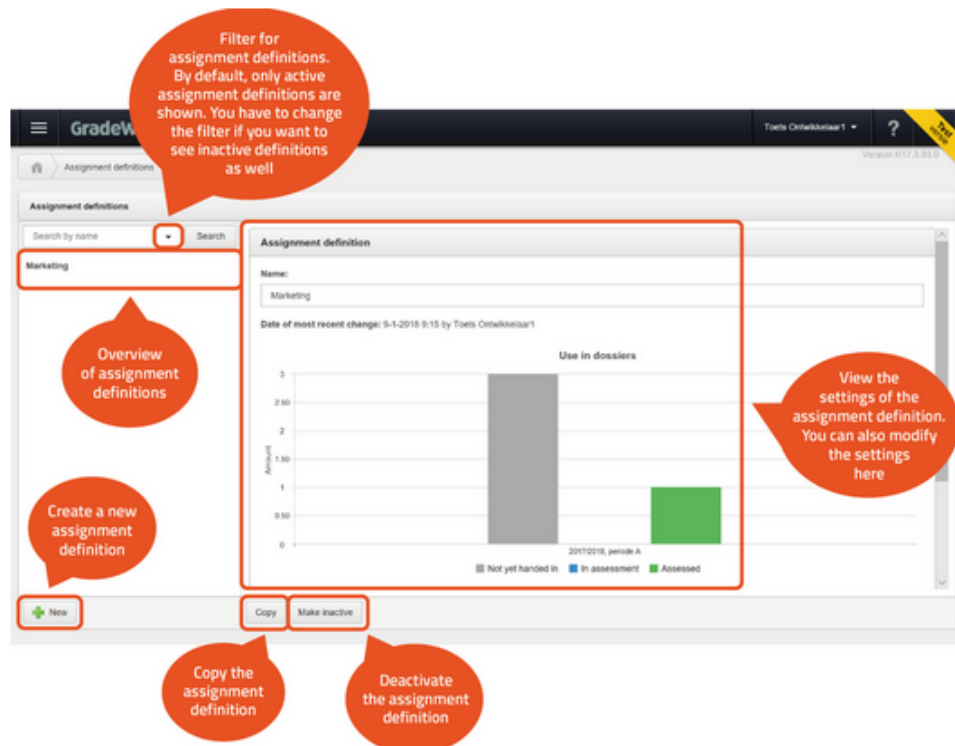
Click on 'volgende' at the bottom right of the screen to continue.

## Assignment definition overview

After creating an assessment form, the assignment developer can start creating the assignment definition.

After clicking on the “Assignment Definitions” button in the dashboard, the following screen will appear.

The image shows the available options in this screen.



Click on ‘volgende’ at the bottom right of the screen to continue.

## Creating a new assignment definition

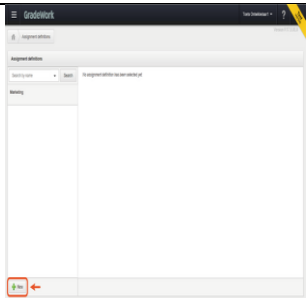
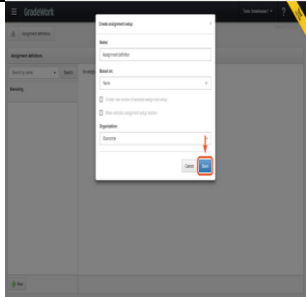
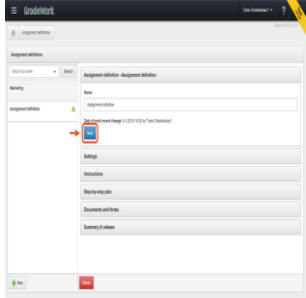
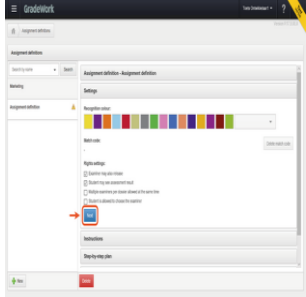
As assignment developer, you will create an assignment definition in GradeWork. You will define the following items in the assignment definition.

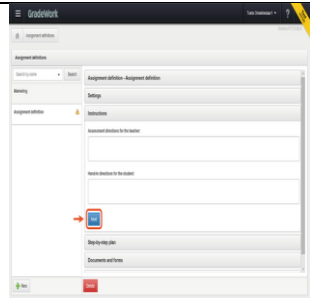
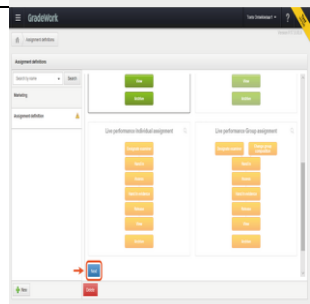
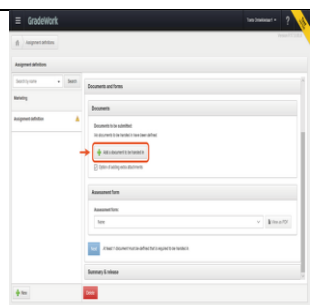
- students' and examiners' rights;
- instructions for examiners and students;
- the step-by-step plan that must be followed;
- the document types that must be handed in;
- assessment form.

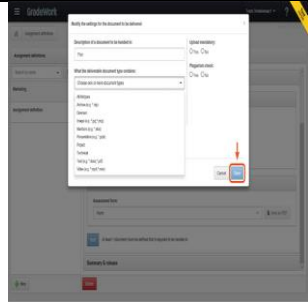
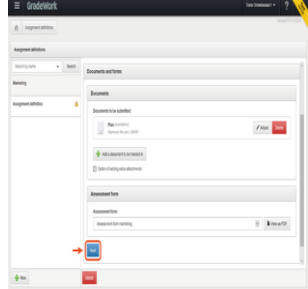
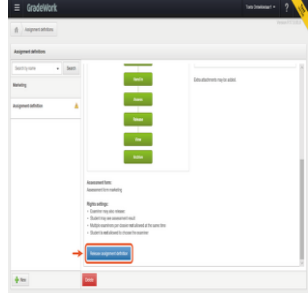
To be able to link an assessment form, the assessment form must have already been created and activated.

After finishing the assignment definition, the assignment coordinator can link it to an assignment group.

The step-by-step plan below shows you how to create an assignment definition.

1	You start in the assignment definitions overview. Click on <b>"New"</b> to create a new assignment definition	
2	Enter the name of the assignment definition <i>If you click on <b>"based on"</b>, you can select an existing assignment definition. The new definition will be a copy of one you select. You will be able to fully modify this new copy.</i>	
3	You will now see your new assignment definition. Click on <b>"Next"</b>	
4	In the settings, you can select the colour for the assignment definition and define the rights of the examiners and students. Click on <b>"Next"</b> <i>The colour of the assignment definition is used by the assignment coordinator. It allows him to quickly see which assignment groups use the same assignment definition.</i>	
	Under the header "Rights settings", you can define:	

	<ul style="list-style-type: none"> <li>whether an assignment coordinator can always release the assessment result. You can also give examiners the right to do this;</li> <li>whether students have the right to review the released results;</li> <li>whether multiple examiners can assess the assignment of one student;</li> <li>whether students can select their own examiner. The student can then select an examiner from a list established by the assignment coordinator.</li> </ul>	
5	<p>You can write assessment directions for the examiner and hand in directions for the student.</p> <p>Click on <b>“Next”</b></p> <p><i>Setting directions isn’t mandatory. When nothing is filled in, nothing will be shown on the hand in / assessment screens. The assessment directions are invisible for the students.</i></p>	
6	<p>You will now see four different step-by-step plans. Select the appropriate step-by-step plan and click on <b>“Next”</b></p>	
	<p>The four different step-by-step plans are:</p> <ul style="list-style-type: none"> <li>individual assignment – the student hands in his work and one or several examiners assess it;</li> <li>group assignment – students create a group and hand in their work as a group for assessment by one or more examiners;</li> <li>live performance individual assignment – similar to an individual assignment, but extra evidence can be handed in after the assessment, such as a presentation</li> <li>live performance group assignment – similar to a group assignment, but extra evidence can be handed in after the assessment, such as a presentation</li> </ul>	
7	<p>In the next step, you will define what document(s) must be handed in and which assessment form must be used.</p> <p>Click on <b>“Add document to be handed in”</b></p>	

8	<p>You then define for each document:</p> <ul style="list-style-type: none"> <li>• description;</li> <li>• file type (one or several);</li> <li>• maximum size;</li> <li>• mandatory yes/no;</li> <li>• plagiarism check yes/no;</li> <li>• embargo yes/no (whether the document is registered in the plagiarism database).</li> </ul> <p>Click <b>“Save”</b>  <i>Repeat these steps for each document to be handed in.</i></p>	
9	<p>After defining the documents to be handed in, you select the assessment form.</p> <p>Select the assessment form in the drop-down menu and click <b>“Next”</b>  <i>You can view the assessment form by clicking on <b>“View as PDF”</b>.</i></p>	
10	<p>Now that everything's filled in, you will see an overview of the assignment definition.</p> <p>Click on <b>“Release assignment definition”</b></p>	

This assignment will be closed automatically after answering the practice question. Click on 'volgende' at the bottom right of the screen to continue.



### Test your knowledge

In this assignment, you can test your knowledge about how to work with GradeWork. You will be asked five questions about various subjects with regards to GradeWork.

- Click on the 'Oefening' button to start the test immediately;
- The test will open in a new window;
- After answering the questions, you will see all the questions and answers.

Good luck!

### Document history

Version	Date	Remark	Author
1.0	17-08-2020	Export e-learning	DLO IM&ICT