

Crowdmark Assigned Assessments Guide

This is used for assigned work with due dates.

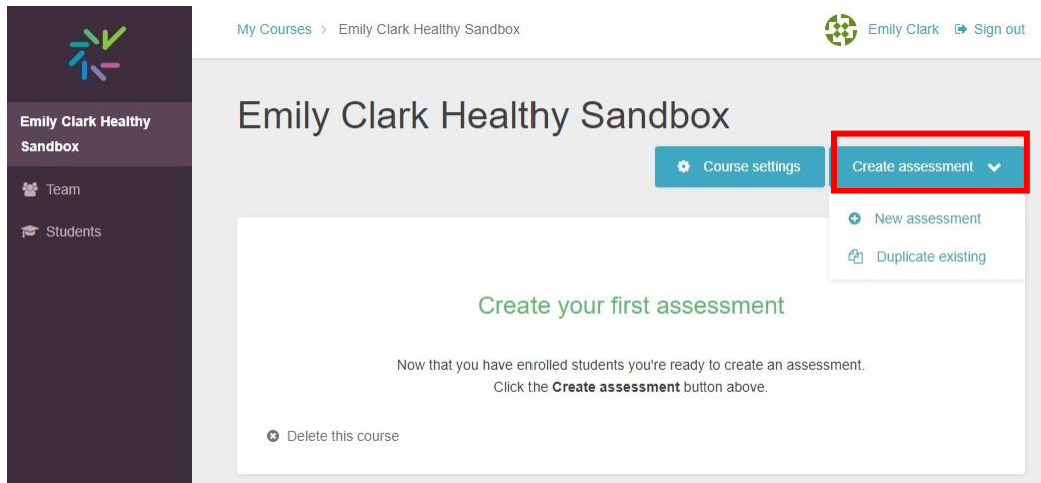
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Create an Assigned Assessment

An assigned assessment is where students are assigned work which they complete on their own before a due date and upload to Crowdmark.

With your course open in Crowdmark, click **Create Assessment**, and select **New Assessment**



Enter a name for the assessment.

Choose all enrolled students (or click the dropdown to select a custom group of students)

Choose all team members

Click **Save**

Create an assessment

Assessment name

Students (3 included)

Instructional team (1 instructor included) ⓘ

Check **Assigned** and click **Next**.

The screenshot shows a multi-step process for creating an assessment. Step 1, 'Type', is active. The question asks, 'Which **type** of assessment would you like to create?'. Two options are presented: 'Administered' and 'Assigned'. The 'Assigned' option is highlighted with a red border. Below the options are two links: 'Learn more about assessment types' and 'Delete assessment'. A 'Next' button is located at the bottom right, also highlighted with a red border.

Choose a Due Date, and optional Lateness Penalty. If the assessment has a time limit click the Timed Assessment check box and enter the hours and minutes students have to complete the assessment. Select whether group submissions will be accepted. Click **Next**. (Group submissions are optional and can either be setup by you in advance or formed by the students).

Please note: Grading can't begin until after the due date.

Enter the details of your assessment

The distribution (start time) of the assessment can be scheduled after you've finished the setup process.

Due date:

Lateness penalty: 0%

Additional options

| | |
|---|--|
| <p>Timed assessment <input type="checkbox"/></p> <p><i>An asynchronous assessment. Students write the assessment at their preferred time.</i></p> <p>Learn more</p> | <p>Group assessment <input type="checkbox"/></p> <p><i>Allow students to form groups and submit the assessment together.</i></p> <p>Learn more</p> |
|---|--|

Enter the Question in Question Content, and Edit the number of points for the question. If your question contains equations or symbols and you already have it in a document you can click attach files and write See Attached in Question content.

To add more questions, click **Add another question**. Or click **Preview assessment** to see what it will look like for your students.

Click **Save and continue** when you are done adding questions.

1 Type 2 Details 3 Questions

Add questions

Students can upload any number of pages in response to each question.
The **Question content** field supports [markdown formatting](#).

Assignment description (optional) [Edit](#) [Preview](#)

These notes will appear beside the questions.

[Attach files](#) [Formatting tips](#)

Q1

Label [Question content](#) [Edit](#) [Preview](#)

Q1

Max. points

10

Bonus

[Attach files](#) [Formatting tips](#)

[Add another question](#)

[Preview assessment](#)

[Save and go to Dashboard!](#)

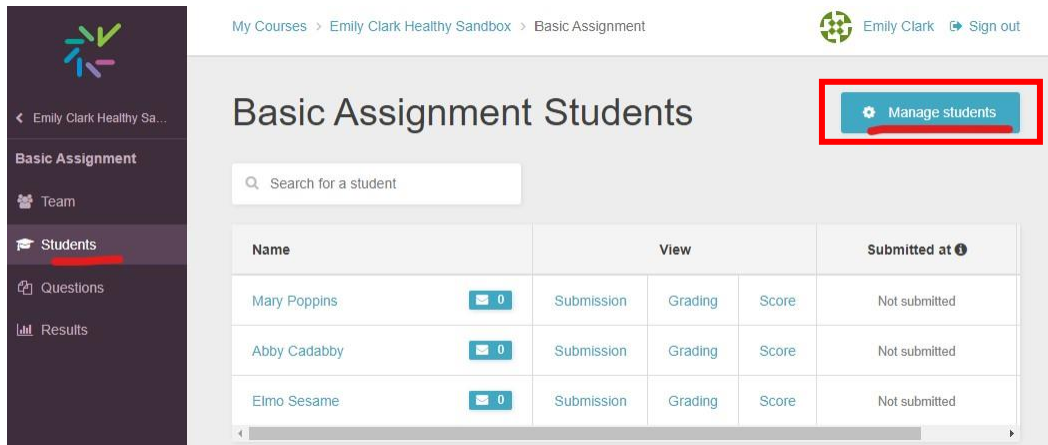
[Delete assessment](#)

Click **Save and go to Dashboard**. You and any team members (teaching assistants) you've already added will receive an email notification that you've created an assessment. Your students will not be emailed until you click the Distribute to students.

Update Classlist before Distributing an Assessment

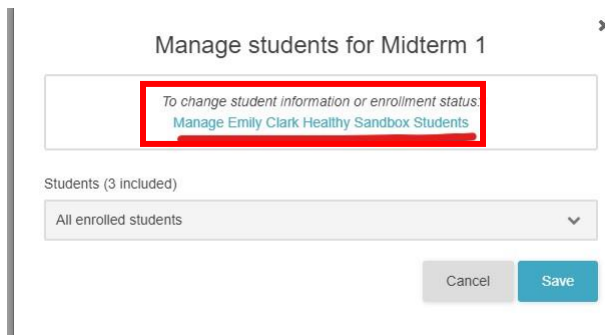
Before distributing to students, you may want to ensure your classlist is up-to-date, especially in the first couple weeks of term when students are frequently adding and dropping courses. (If you just created your course and added your students to it, this is not necessary).

Click the **Students** tab.



The screenshot shows the 'Basic Assignment Students' page. At the top, there is a breadcrumb trail: 'My Courses > Emily Clark Healthy Sandbox > Basic Assignment'. In the top right corner, there is a user profile for 'Emily Clark' and a 'Sign out' link. The main heading is 'Basic Assignment Students'. Below the heading is a search bar with the placeholder text 'Search for a student'. A table lists three students: Mary Poppins, Abby Cadabby, and Elmo Sesame. Each student row has a 'View' column with links for 'Submission', 'Grading', and 'Score', and a 'Submitted at' column with the status 'Not submitted'. A blue button with a gear icon and the text 'Manage students' is highlighted with a red box in the top right corner of the main content area.

Click **Manage students**



The screenshot shows a modal dialog box titled 'Manage students for Midterm 1'. Inside the dialog, there is a search bar with the placeholder text 'To change student information or enrollment status' and a link 'Manage Emily Clark Healthy Sandbox Students' highlighted with a red box. Below the search bar is a dropdown menu labeled 'Students (3 included)' with the selected option 'All enrolled students'. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

Click **Manage ---course name ---**

Click **Sync with D2L** to update your classlist based on your D2L classlist, or click **Update Students** to update using a CSV.

Sync with D2L ✕

✔ Sync successful! 3 students found

Map D2L Data

To keep your students list organized and to use some of Crowdmark's features you will need to map your **D2L data to match Crowdmark's data structure.**

Data 1

| name |
|--------------|
| Mary Poppins |
| Abby Cadabby |
| Elmo Sesame |

Corresponds to:

Name ▼

Data 2

Corresponds to:

Map data (if needed – this is usually done automatically) and click **Continue**.

Sync with D2L ✕

✔ Sync successful! Your student roster is already up-to-date.

Close

Click **Close**

Distributing an Assigned Assessment

Click your **Course name** on the side bar.

my Courses > Emily Clark Healthy Sandbox > Students

Students

Search for a student 3 students

| Name | Email |
|------|-------|
|------|-------|

Click the **Assessment name**.

My Courses > Emily Clark Healthy Sandbox

Emily Clark Sign out

Emily Clark Healthy Sandbox

Course settings Create assessment

Basic Assignment

Assigned assessment

Midterm 1

Administered assessment

Feb 3, 2020

Click **Distribute to Students** (this will immediately email the assessment to students).

Alternatively, "Schedule automatic distribution" allows you to set a date and time to send out the assessment.

My Courses > Emily Clark Healthy Sandbox > Basic Assignment

Emily Clark Sign out

Basic Assignment

Assessment settings

Distribute the assessment

Overview grid

Your assessment was created successfully! It is due **Thursday February 6, 2020 11:59 PM (Atlantic Standard Time)**.

When you're ready, you can distribute the assessment to students via email by clicking the **Distribute to students** button below. You can view and edit the assessment's questions anytime on the [Questions](#) page.

Distribute to students

Schedule automatic distribution

Administration

Manage comment library

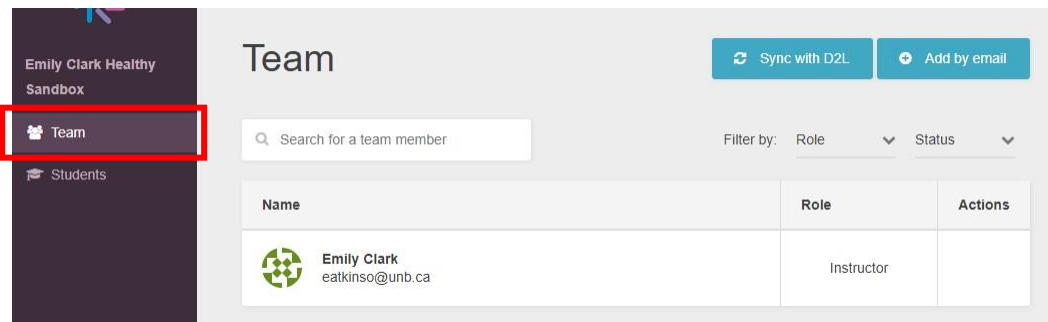
Lock assessment

Delete assessment

Adding Teaching Assistants to Crowdmark

Once you add Team Members they will get an email notification each time you create or edit an assessment. So you may prefer to wait until you are ready to begin assessing before adding additional team members.

Click **Team** on the Dashboard



Two Options:

Option 1: Sync with D2L (If your Teaching Assistants are enrolled in D2L).

Option 2: Invite by email (only requires the email address of your grader).

Select a role

Instructor: has access to all features (you will be the instructor in your own course)

Facilitator: has access to all features in assessments, but limited access to the course (can't access Students section or Team section)

Grader: Can grade assessments and see grading progress. Does not have access to any identifiable student information including cover pages, evaluations left by others (unless enabled) or assessment administration.

Uploader: Only has access to the Uploads page, which includes an upload area as well as a button to download the printable PDF of blank assessments.

Grading an Assigned Assessment







Grading can't begin until an assessment has passed the due date/time.

Click the question you want to begin grading (Example: Q2)

Grading

[Overview grid](#)


Click on a question below to start grading. Once grading has begun, progress and timing information for each question will appear.

| | |
|---|--|
| <p>Q1</p> <p>50% graded (1 left)</p> <p> 00:08 at 22 eph</p> <p></p> | <p>Q2</p> <p>50% graded (1 left)</p> <p> 00:03 at 16 eph</p> <p></p> |
| <p>Q3</p> <p>50% graded (1 left)</p> <p> 00:02 at 27 eph</p> <p></p> | |


Example Grading Page

The screenshot shows a grading interface. At the top, it says "You are currently grading Q1". The main area contains a document with placeholder text: "In the years leading up to the fall of the Roman Empire, Rome suffered devastating defeats numerous times against the barbarians. Combined, these multiple military losses are one of the major catalysts for the Fall of the Roman Empire." Below this is another paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque vehicula hendrerit libero, vel volutpat nunc blandit viverra. Sed sit amet mattis tellus. Aliquam id hendrerit lacus. Curabitur tincidunt sapien nec lorem posuere lobortis. Integer sodales maximus nisi. Etiam quis porta ex. mattis sagittis risus, non pellentesque erat bibendum vel. Suspendisse mattis, ante sed porta venenatis, metus nisi vehicula ipsum, sagittis volutpat dolor augue eu est. Suspendisse in neque exismod, lobortis lorem in, ornare ligula. Morbi vel scelerisque elit. Nulla facilisis, velit nec tempus consectetur, leo enim laoreet nibh, ac condimentum neque odio at est. Nullam semper viverra ante non scelerisque. Praesent imperdiet, lacus a dapibus vulputate, tortor dui blandit dui, sit amet congue arcu sapien vel nibh. Fusce congue, sem in finibus facilisis, nibh lorem dapibus nisl, nec rutrum ex velit in elit.


 On the left, there is a sidebar with various icons: a speech bubble, a pencil, a checkmark, a square, a trash can, a water drop, and a document icon. Below these is a "Q1 Comment library" with a list of comments and their scores: "Well written" (2), "Well written body" (2), "Excellent" (2), "Perfect grammar" (2), "Proper length" (1), "Proper formatting" (1), and "Good job". On the right, there is a "Booklet 1" panel showing "Q1" with a "Not graded" status and a score of "/10". It includes a numeric keypad (1-9, 0, ., CLR, OK) and a "Tag" button. At the bottom of the panel, it shows a user profile for "Emily Clark (new)".

To add a comment, click  then click on the page where you would like the comment to be placed.


To Annotate the page with the drawing tool, click 

To add a stamp to the page click . There are checkmark, x and question mark stamps.

To highlight work, click  then drag over the area you'd like to highlight.

Click  to delete any markups you've added. Student work will not be deleted.

Click  to change the colour palette.

Click  to add an item from the comments library. This allows you to reuse the same comments while grading multiple student's questions. You can also build the comments library to have grades attached to items, similar to a rubric.

Example Marked Up Assignment

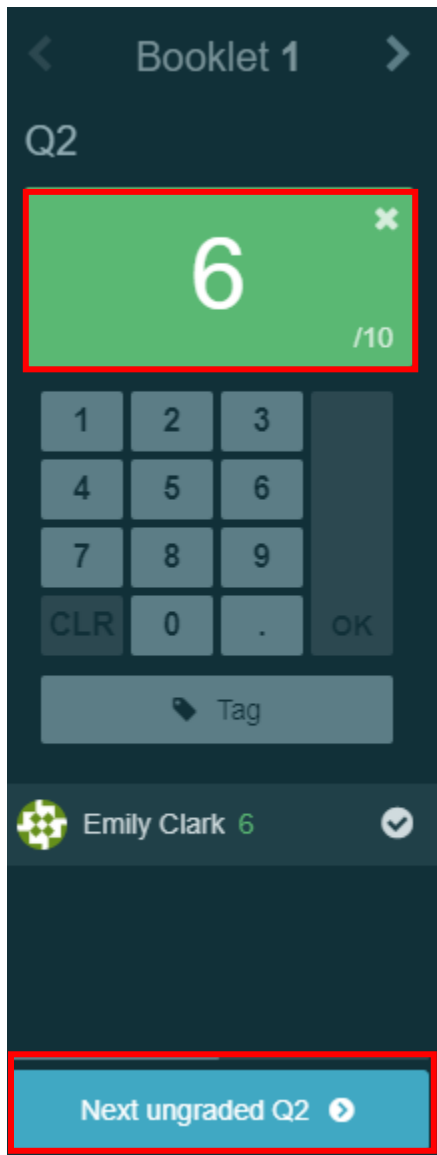
✓ In the years leading up to the fall of the Roman Empire, Rome suffered devastating defeats numerous times against the barbarians. Combined, these multiple military losses are one of the major catalysts for the Fall of the Roman Empire. ✓

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque vehicula hendrerit libero, vel volutpat nunc blandit viverra. Sed sit amet mattis tellus. Aliquam id hendrerit lacus. Curabitur tincidunt sapien nec lorem posuere lobortis. Integer sodales maximus nisi. Etiam quis porta ex. Nulla mattis sagittis risus, non pellentesque erat bibendum vel. Suspendisse mattis, ante sed porta venenatis, metus nisi vehicula ipsum, sagittis volutpat dolor augue eu est. Suspendisse in neque euismod, lobortis lorem in, ornare ligula. Morbi vel scelerisque elit. Nulla facilisis, velit nec tempus consectetur, leo enim laoreet nibh, ac condimentum neque odio at est. Nullam semper viverra ante non scelerisque. Praesent imperdiet, lacus a dapibus vulputate, tortor dui blandit dui, sit amet congue arcu sapien vel nibh.

This paragraph is just lorem ipsum.
Consider rewording.

Insert a numeric grade and press **enter** on your keyboard to save.

Click **Next ungraded Q2** to grade the next student.



Use the keyboard shortcuts to speed up navigation and grading.

Keyboard shortcuts

Navigating

`enter` — Next ungraded

`l` or `shift + →` — Next booklet

`h` or `shift + ←` — Previous booklet

`j` or `shift + ↓` — Next question in booklet

`k` or `shift + ↑` — Previous question in booklet

`r` — Rotate pages clockwise

`shift + r` — Rotate pages counterclockwise

Evaluations

`e` — Next evaluation

`n` — New evaluation

`shift + c` — Clone evaluation

`p` — Make primary

Scoring

`0-9` , `.` — Assign grade

`enter` — Save grade

`t` — Add a tag

Annotating

`z` — Annotation mode

`c` — Checkmark mode

`x` — X mode

`q` — ? mode

`s` — Highlight box mode

`d` — Delete mode

Commenting

`v` — Comment mode

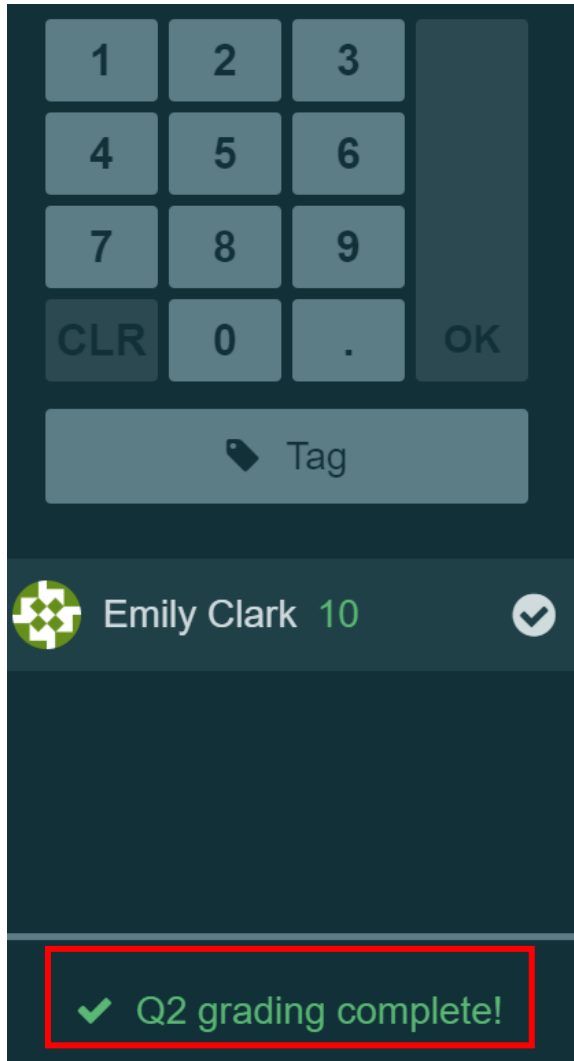
`shift + enter` — Save comment

`esc` — Cancel

Comments support [emoji](#) 🤔, [Markdown](#), and [LaTeX](#) for math and chemical equations.

When question grading is complete for all students it will show at the bottom right of the page.

Example:



Distribute Grades to Students

Verify grading is complete for each question. Notice each question states: **Grading complete**.

Click **Overview grid**.

Grading

Click on a question below to start grading. Once grading has begun, progress and timing information for each question will appear.

Q1
✓ Grading complete!
00:15 at 15 eph

Q2
✓ Grading complete!
00:05 at 21 eph

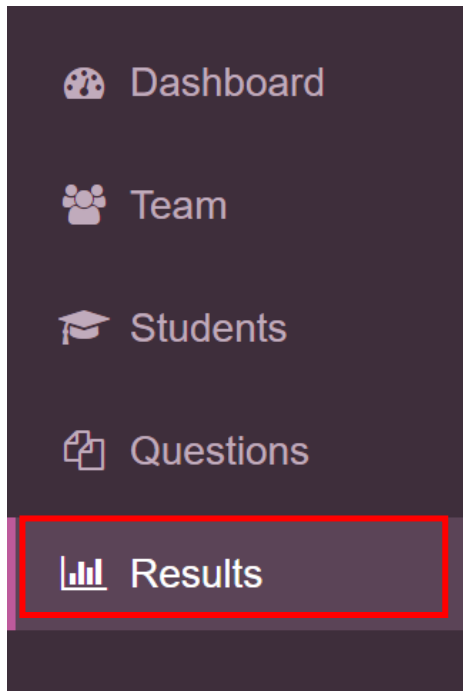
Q3
✓ Grading complete!
00:04 at 27 eph

Notice each student has a grade for each question.

Overview grid

| | Q1 | Q2 | Q3 | |
|----------------------|----|----|----|----|
| 1 atkinemm@gmail.com | 6 | 6 | 4 | 16 |
| 2 it.lab@unb.ca | 10 | 10 | 4 | 24 |

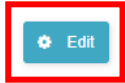
Click **Results** from the left sidebar menu.



Click **Edit**

Results

Student view settings




Assessment summary message ⓘ


None


Include *Distribution of scores* graph ⓘ

No

Send and export grades

 Send grades to students

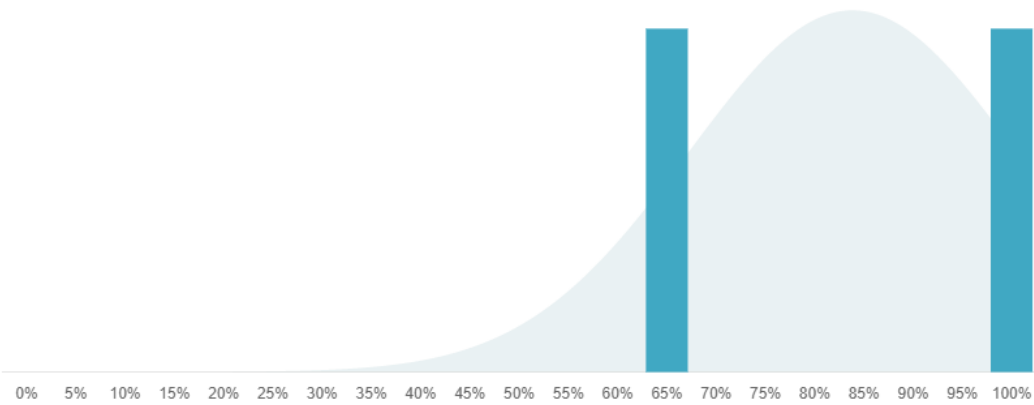
 Export grades as CSV

 Export grades to D2L

Distribution of scores



Students: 2 Mean: 83.3 Median: 83.3 Std. Dev: 16.7



Uncheck Include Distribution of scores graph, if you don't wish for students to see the score distribution graph. *By default they will see the graph.

Optional: Enter a custom message to be sent with the email to students.

Click **Save**

✕

Student view settings

Assessment summary message [Edit](#) [Preview](#)

Enter message for your students (optional)

[Attach files](#) [Formatting tips](#)

Include *Distribution of scores graph*

CancelSave

Click **Send grades to students**

Students will get an email with a link to their grade and annotated feedback within Crowdmark.

Send and export grades

✈ Send grades to students

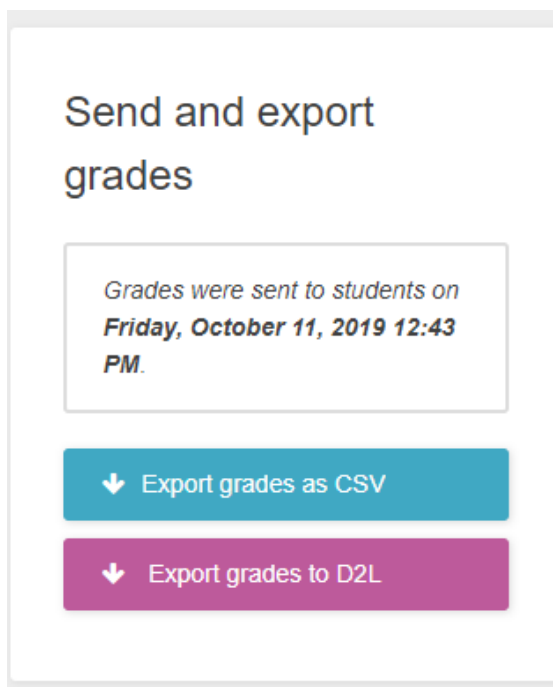
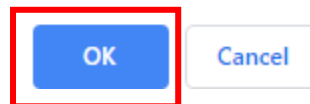
↓ Export grades as CSV

↓ Export grades to D2L

The following popup will appear. Click **Ok**.

app.crowdmark.com says

Are you sure you wish to email all students their respective grades?



Note: You can also Export grades as CSV and/or Export grades to D2L.

If you Export grades, but don't send grades to students, they will not have access to their annotated feedback.

Grades exported to D2L will automatically be put in a D2L Grade Category called Crowdmark and a Grade Item with the same name as your assignment, you do not need to create a grade item in advance.