# Results and Evaluation – Tips for Teachers

This manual looks at different parts of the Grade Center in Learn, and provides examples of settings and changes that can simplify your work as a teacher when it comes to evaluation and the reporting of results. A number of the instructions relate to different menus in the Grade Center. To make use of all of the instructions, you need to be familiar with these headings:

Main menu: The uppermost menu that you see when you first go into the Grade Center.
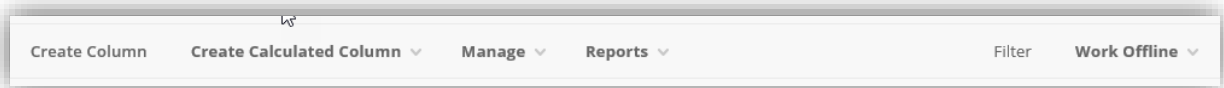
Column options: Every assignment or gradable object that is created in Learn gets its own column in the Grade Center. If you click on the grey arrow, you will see different assignment choices.
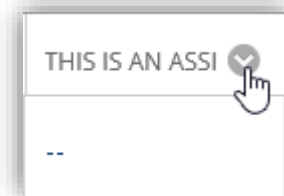

Submission options: For every submission that is available from each individual student, there is a menu with several submission options that can be chosen using the grey arrow in each submission box.
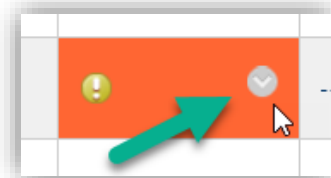
Send emails to students who have not submitted work

Open the column option menu for a specific object and choose "Send Reminder". You will get a short question asking whether you are sure you want to send a reminder to X number of students who do not have any results or any submitted assignments. Click "Ok" to
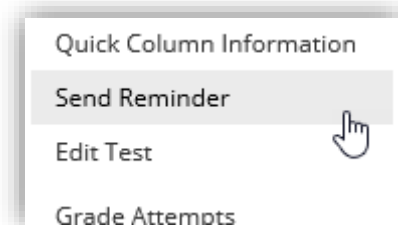
proceed, and the email will be sent only to those students who are lacking a submission. You the teacher will receive a copy of the email message with the exact wording that was sent.

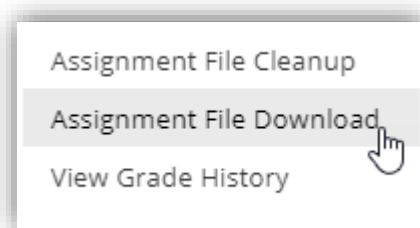## *Download and print students' submitted work*

You can download all or individual submissions for a specific assignment by going to the assignment choice and there choosing "Assignment File Download". In the subsequent window, you can highlight assignments from either individual students


or all students. Click on "Send" once you have made your choice. You will receive both a message on the screen stating that the assignments have been packeted as well as a link where you can "Download assignments now". Click on the link and a zip file will download onto your computer. A zip file is a "packet" of files. Double-click on the file to open it. For every submission, there is a text file with information about the assignment (for example, the date and time of submission) and the submitted document. Click on "Extract all" to save all the files to a folder of your own.
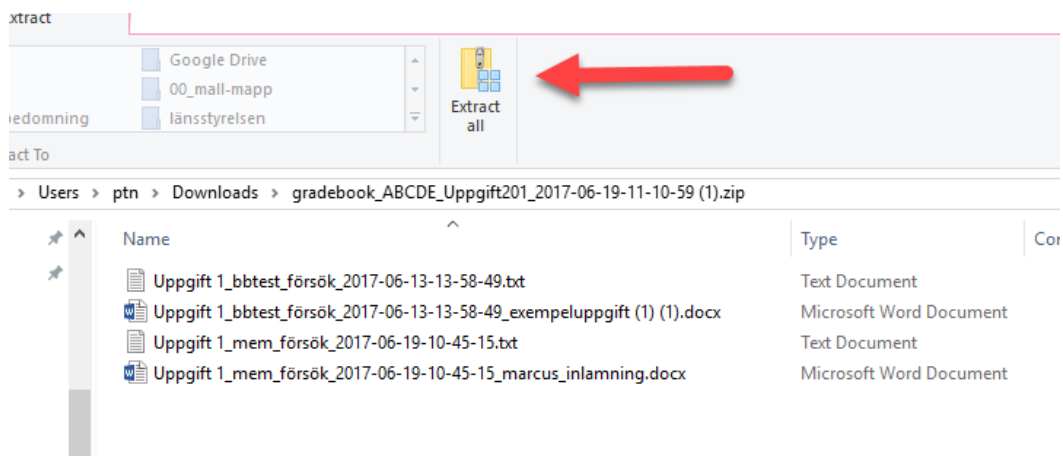
Open the folder with the files and highlight those documents you want to print. Right-click and choose "Print". The document will be sent to the printer.
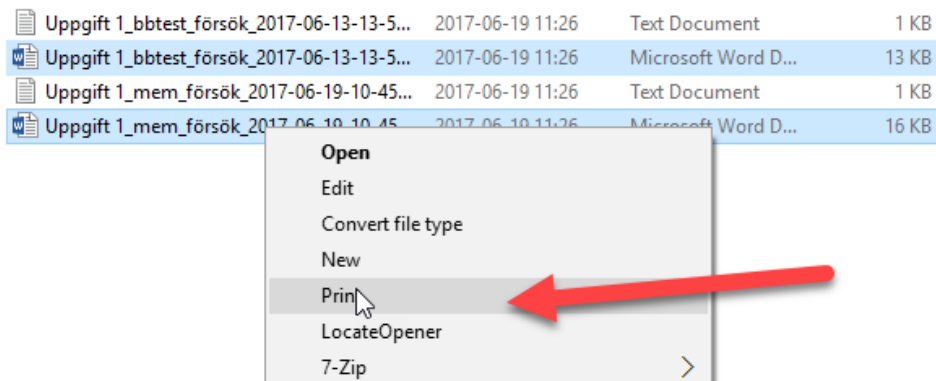
Hide results and comments

Often, you, the teacher, may want to hide the results and comments from students while you are working on the evaluation. For example, there is an assignment that has now been closed, and you will be working on the evaluation over the coming seven days. During this time, you will not want to give the evaluation to those students whose assignments you have finished marking. You want to give all the students their evaluation at the same time.

Go to the assignment and click on "Hide from Students (on/off)". The assignment along with all comments is now hidden from all students. You the teacher will see a round symbol with a red line through it that signals that the assignment is hidden. You can now evaluate all the submitted assignments. Students will not see the assignment again until you once again click on " Hide from Students (on/off)", which will show the assignment and the recently written comments.
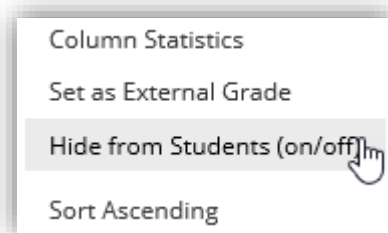
Anonymous evaluation

You can evaluate submitted assignments with the names of students hidden from you when you read them and provide feedback.
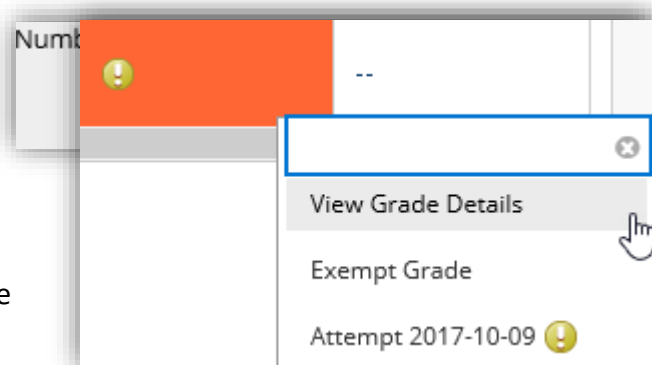
Go to the assignment and click on "Grade with Usernames Hidden", and you will enter the evaluation mode with names hidden.
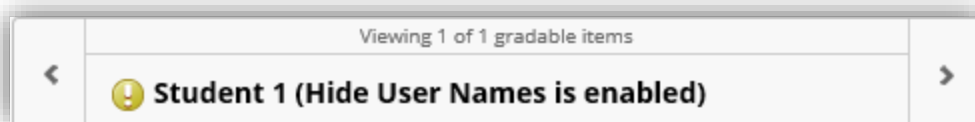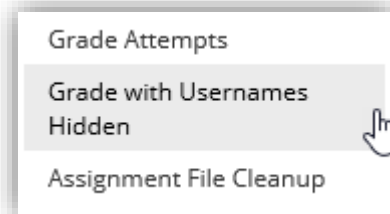
Note that any names in the submitted documents or files will not be hidden. If you as teacher feel that this function is important, then this you must make clear in the instructions for the assignment – that is to say, tell students not to write their names in the assignments they submit. Learn keeps track of who submitted what.

Permit more submissions

When you create assignments, you can set how many submissions ("attempts") are possible by each student. You can choose from "Single Attempt", "Multiple Attempts" and "Unlimited Attempts". If you choose "Single Attempt" but want to allow a student to submit more often than that (for example, perhaps the student sent the wrong version of his/her work or perhaps you want to allow the student to send something else), then you can make this setting for the individual student. Go to the assignment choice for an individual student's specific assignment and click on "View Grade Details". The screen you will now see shows among other things an overview of the submission and allows you to write comments without

having to go into the assignment itself. To permit further submissions from the student, click on "Allow Additional Attempt" at the far bottom of the page.

You can also choose to "Ignore Attempt" or "Clear Attempt". An attempt you ignore ("Ignore Attempt") will remain but will not be counted towards the maximum number of attempts, while "Clear Attempt" removes and resets as zero the submitted assignment. Choose this carefully because you will be unable to access the submissions that you have cleared at a later date.
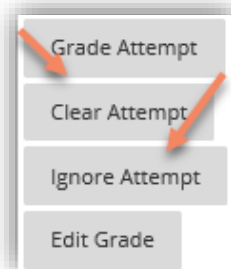
Create and edit assignment columns

If you have anything that you would like to be able to evaluate and/or comment on without there being a specific assignment or test, you can create a column for this purpose. It may, for example, be the case that you want to comment on and evaluate a seminar or a lab, or you may quite simply want to look at something. Create a Grade Center column by clicking on "Create column" in the main menu for the Grade Center. In the following view, you fill in the information that has been developed for that particular activity or gradable object. In the following example, the teacher needs to evaluate and provide the student with feedback on a seminar.

The teacher types in the "Column Name" "Seminar 1" and gives a description of the activity. Under "Primary Display", the teacher chooses the category for the reporting of results that

the students will see. In this case, the teacher wants to be able to write freely why "Text" is used. You can also use a grading schema (see the other manual "Results and Evaluation" for information about grading schema) or points. The field for "Points Possible" is left blank because there is no need to fill it. No other settings are required. Click on "Submit" when all settings have been made. Because there is no document to submit for this assignment, the evaluation/comments must be done/made somewhere else than in the regular view for evaluation. Click on "Show Grade Details" under submission options for the now accessible column to share results and comments.
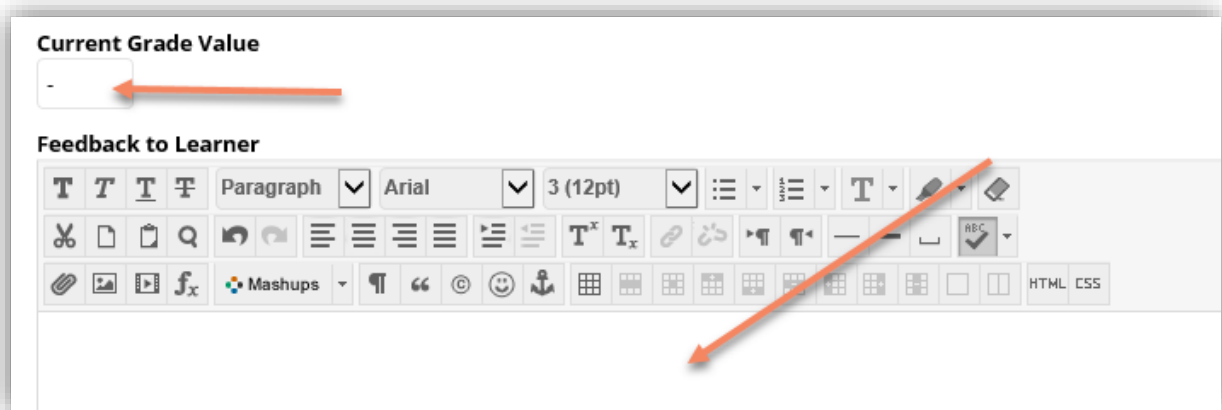

Teachers can always go in to edit the details related to an assignment regardless of whether or not it is created manually in the Grade Center or automatically because you've created an assignment, function or tool (assignment, test, gradable journal, gradable forum,

etc.). Click on "Edit Column Information" in the column options for the assignment in question and you will come to the view where the details for the assignment are shown. If, for example, you in a "Test" want to report a letter grade (U, G, VG etc.) in accordance with an existing grading schedule, you do so here because you cannot set how results will be shown to students for just a test – a test that shows only points as the standard.
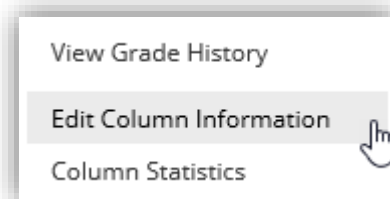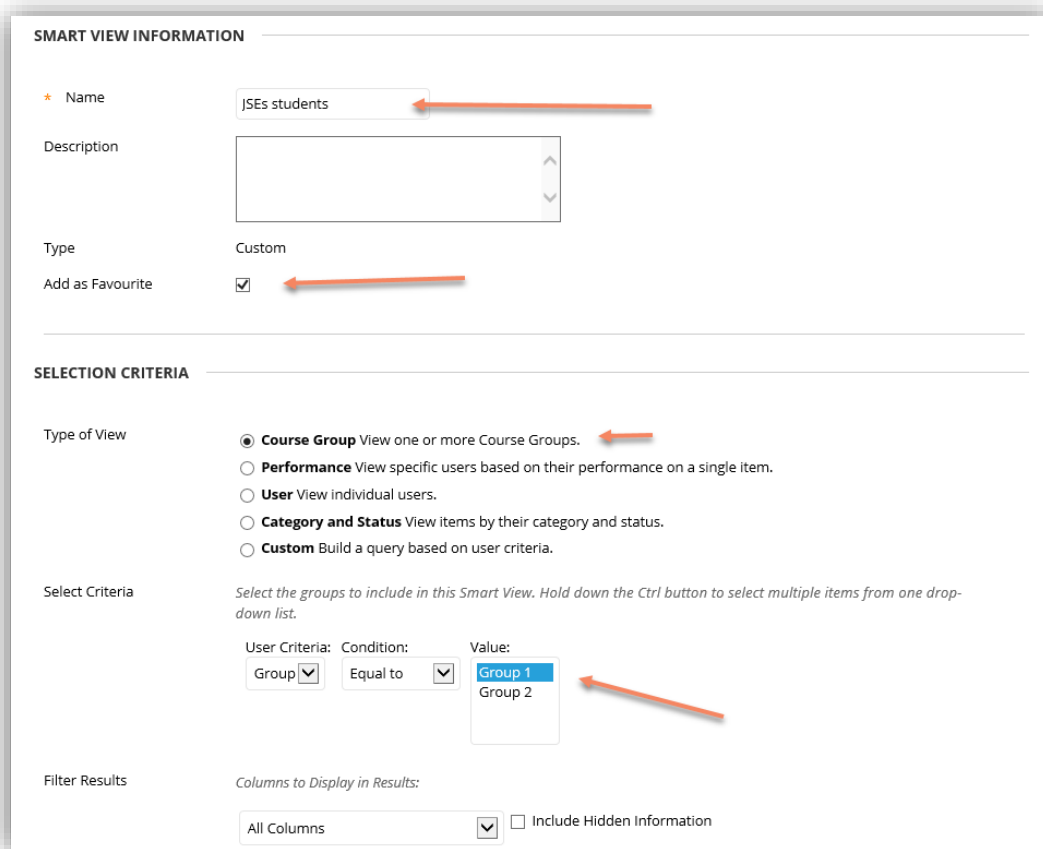
Adjust the view for students' submitted assignments and evaluations

By default, all students' assignments are shown that are at that time accessible, divided into rows (students) and columns (assignments). There may be reason why you would like to change this view so that you can get a better overview in certain cases. If you are a teacher who has a great many assignments and tests in your course, you can filter the view so that you see only one or the other. Click on "Filter" in the main menu to see the alternatives for filtration. After this, choose the type of assignment under "Current View".
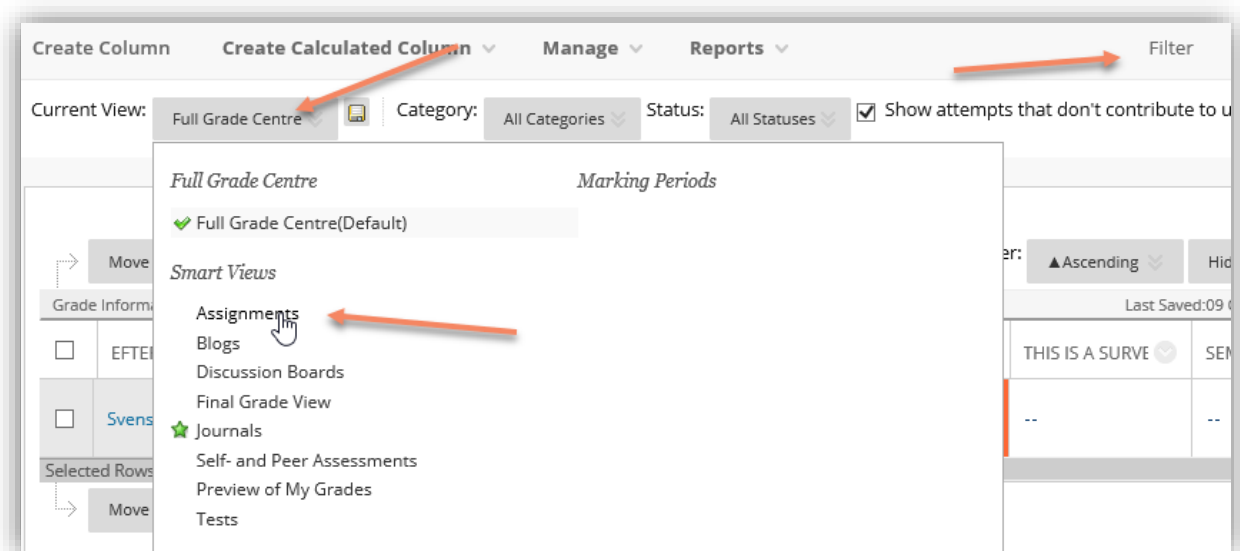
In Learn, there are already a number of given views to choose from – so-called "Smart Views". If you click on "Assignments", then only the course assignments will be visible; click on "Tests", then only the tests (tests, quizzes, etc.) will be visible. You can also develop your own smart view to meet a specific need. To develop your own smart view, click on "Manage" in the main menu and then choose "Smart views". In the subsequent window, you will see the smart views that were available at the beginning. Click on "Create Smart View" to proceed.

Let us use the following as an example: there is a course that has lots of students and more than one teacher. Each teacher is responsible for his/her own group of students when it comes to results and evaluation. As teacher, I want to be able to filter so that I see only "my" students in the view: I want to do this with the simple click of a button.

I begin by giving the view a name and by ticking the box "Add as Favourite". Under "Selection Criteria" I decide which filters should be used. Because in this example there are already groups that have been made using the group function in Learn, "my" student group is already accessible in the list. Therefore, I choose "Course Group" under "Type of View", and then I choose the specific group in the list. I want all assignments in the course to be accessible; therefore, I choose "All Columns" under "Filter Results". Using smart views, you can create different views to suit different requirements – a view for an individual or certain type of assignment, a view for individual students (without choosing "group") and so forth. Click on "Submit" to proceed.

Because I set the completed smart view as a "Favourite", it is now available as a link in the teacher's Control Panel. Under the Course Management item "Grade Center", you will come to the view that is already sorted according to the settings in smart view. In this case, I can only see the students in the group in question.