
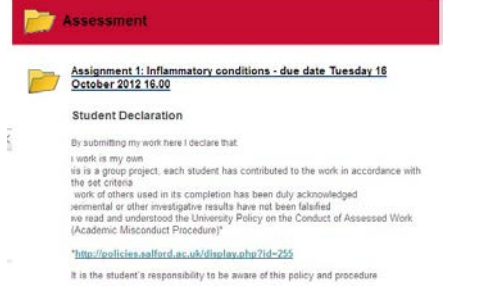

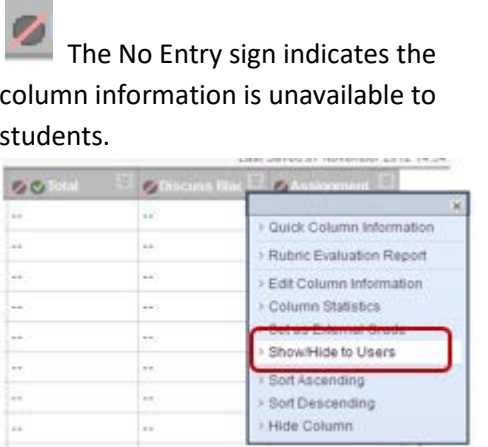






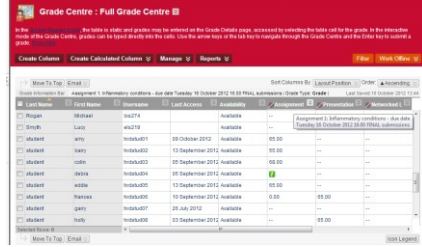

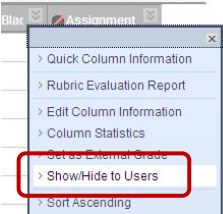


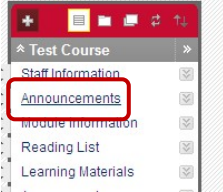






## e-Assessment Checklist

Please use this checklist to ensure you are ready for **e-Submission (1-6)** and **e-Marking/e-Feedback (7-10)**

<input checked="" type="checkbox"/>	<b>10 Steps ...</b>	
<b>1</b>  <input type="checkbox"/>	<b>Assessment and My Grades</b> areas on your course menu.	
<b>2</b>  <input type="checkbox"/>	<b>Assignment folder</b> (including student declaration) within your Assessment area.  You must have an Assignment folder for each summatively assessed component in your module.	
<b>3</b>  <input type="checkbox"/>	<b>FINAL e-Submission area</b> within your Assignment folder. If using Turnitin, ensure there is a DRAFT e-Submission area for students to check citations/references.  <b>Note:</b> All summative assessments including Tests, Wikis, Blogs, Discussion Boards, etc. should sit within the appropriate Assignment folder.	
<b>4</b>  <input type="checkbox"/>	<b>Grade Centre Columns</b> (auto-generated) within Blackboard's Grade Centre. Ensure e-Submission columns are hidden from student view.  Ensure Total and Weighted Total columns are also hidden from student view.  <b>Note:</b> If there is a <b>green tick</b> against the column name this means it is set as an external grade, and to hide it from students you need to <b>Edit Column Information</b> and against <b>Show this Column to Students</b> select <b>No</b> .	 <p>The No Entry sign indicates the column information is unavailable to students.</p> <p>Click <b>Show/Hide to Users</b> to toggle the <b>No Entry</b> signs <b>On/Off</b></p>

<p>5</p> <p></p>	<p><b>Check Column Organisation</b> to ensure columns aren't hidden from the Grade Centre but still visible to students.</p>	
<p>6</p> <p></p>	<p><b>Check (manual) Grade Centre Columns</b> have been created within the Grade Centre when providing e-Marks/eFeedback for assessments exempt from electronic submission.</p>	
<p>7</p> <p></p>	<p><b>Provide e-Marks/e-Feedback</b> via Turnitin's GradeMark and/or via Blackboard's Grade Centre</p> <p>For assessments submitted via Turnitin you can use Turnitin's GradeMark and/or Blackboard's Grade Centre.</p> <p>For assessments submitted via the Assignment Tool or assessments exempt from e-Submission you can use Blackboard's Grade Centre.</p> <p><b>Note:</b> When <b>Anonymous Marking</b> is enabled marks/feedback do not transfer from Turnitin's GradeMark to Blackboard's Grade Centre until the Turnitin post date/time.</p>	 
<p>8</p> <p></p>	<p><b>Manually release e-Marks/e-Feedback</b> within Blackboard's Grade Centre for <b>Blackboard assignments</b> (Turnitin assignments automatically release on the Post Date).</p> <p>You must show the relevant Grade Centre columns for marks/feedback to appear in students' My Grades areas.</p>	 
<p>9</p> <p></p>	<p><b>Announce e-Marks/e-Feedback</b> are available via students' My Grades areas.</p> <p><b>Note:</b> Students should be aware that marks in Blackboard returned within 3-weeks are <b>unratified pending Board of Examiners</b>.</p>	 
<p>10</p> <p></p>	<p><b>Prepare for final mark entry into Banner Gradebook.</b></p> <p>Use the Grade Centre <b>Work Offline</b> feature to download an excel spreadsheet of your assessment marks to facilitate Gradebook mark entry.</p> <p><b>Note:</b> Refer to the quick guide provided by Student Information Directorate (SID) for Gradebook mark entry steps.</p>	