

Managing Formative and Summative Feedback and Grades in studentcentral in ARCH

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Preparing the Grade Centre for marking

If your Grade Centre has too many columns for you to manage here's how you can maximise the space you have on screen.

1. Hide the module menu
2. Hide columns not in use

The screenshot shows the 'Grade Centre : Full Grade Centre' page in Student Central. The left-hand menu is expanded, showing various options like 'Dashboard', 'Announcements', 'Module Information', etc. A red box highlights the '2017 - Test Module - Marion' menu item, with an arrow pointing to it and a text box stating: '1. Hover on the edge of the menu until you see this icon, now click here to collapse the menu'. Another red box highlights the 'Video Summary' column header, with an arrow pointing to it and a text box stating: '2. On the column you want to hide, hover over the column heading and click the options icon. Click and select Hide from instructor View'. A dropdown menu is visible next to the 'Video Summary' header, showing options like 'Quick Column Information', 'Send Reminder', 'View and Add Alignments', etc., with 'Hide from Instructor View' at the bottom, highlighted by a red box.

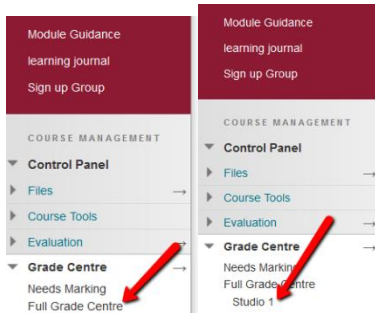
This will give you more onscreen space for marking and mean less scrolling.

NOTE: Preferred Browser for using the Grade Centre is Firefox

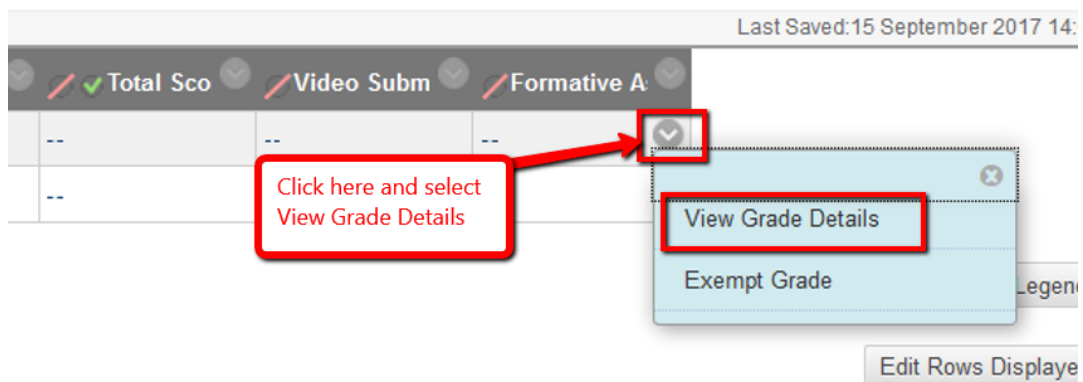
Providing formative feedback

Columns to facilitate the management of feedback should have been set up by the school office so you just need to enter your feedback. Here's how:

1. Open the module in studentcentral
2. In the **control panel** go to the **Grade Centre>Full Grade Centre**
NOTE: studio groups may have been set up for you, if so click on the title of your studio group



3. Locate the correct column and student and click and select **View Grade Details**



4. Enter **1** in the **Current Grade Field**, and then feedback into the **Feedback to Learner** section (see screen shot below for details)

A screenshot of the 'Grade Details' form. At the top, there's a 'Name of student' field and a '4. Navigate to the next student' button. Below that, a 'User' field shows 'Marion Curdy_PreviewUser (mec1_previewuser)' and a '4. Jump to a particular student' button. The 'Current Grade' section shows '1 out of 1 points' and 'Exempt'. Below this are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Current Grade Value' is set to '1', with a red box and arrow indicating '1. Enter 1 to release formative feedback'. The 'Feedback to Learner' section has a rich text editor with a toolbar. A red box highlights the paper clip icon, with a red arrow pointing to it and the text 'Use this to attach feedback if preferred'. Another red box highlights the text area, with a red arrow pointing to it and the text '2. Enter feedback here. NOTE: you have 3 options for entering your feedback to the student: 1. You can write directly into this field 2. You can paste your Word feedback form into this field 3. You can attach your feedback using the icon highlighted (paper clip icon)'. At the bottom right, there are 'Cancel' and 'Save' buttons, with a red box and arrow pointing to 'Save' and the text '3. Click Save before navigating to the next student'.

Providing Summative feedback

Repeat steps 1 – 3

5. In step 4 instead of entering a value of 1 in the Current Grade Field you need to enter their actual grade.

Grade Details

Name of student: Marion Curdy_PreviewUser (mec1_previewuser) 4. Navigate to the next student 4. Jump to a particular student Jump to

User: Marion Curdy_PreviewUser (mec1_previewuser) Column: Formative Assessment (No Category)

Current Grade: - out of 1 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts **Manual Override** **Column Details** **Grade History**

Current Grade Value
1 1. Enter the students numeric grade in the Current Grade Field (a value out of 100)

Feedback to Learner
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

2. Enter feedback here.
NOTE: you have 3 options for entering your feedback to the student:
1. You can write directly into this field
2. You can paste your Word feedback form into this field
3. You can attach your feedback using the icon highlighted (paper clip icon)

Use this to attach feedback if preferred

Grading Notes

3. Click Save before navigating to the next student Cancel Save

Editing the Grade or Feedback

1. Go back to the Grade Centre and locate the student/column whose grade/feedback you need to change.

Sort Columns By: Layout Position Order: ▲ Ascend
Last Saved: 06 November 20

Sco	Video Subm	Formative A
--	1.00	Click for more options <ul style="list-style-type: none">View Grade DetailsQuick CommentExempt Grade

Click and select View Grade Details

2. In the screen that loads click the Edit Grade button.

Grade Details

Jump to ...

User Marion Curdy_PreviewUser (mec1_previewuser) < > Column Formative Assessment (No Category) < >

Current Grade:

1.00 out of 1 points

Exempt

Grade based on Last Graded Attempt

Due: None

Attempts

Manual Override

Column Details

Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
06-Nov-2017 15:21:35	06-Nov-2017 15:21:35 (Completed)	1.00	Enter feedback here		<div>Clear Attempt</div> <div>Edit Grade</div>

Icon Legend

← Return to Grade Centre

3. Make the required changes and click Save