# Edge Hill University

EXTERNAL EXAMINER ACCESS AND COURSE NAVIGATION

Introduction

This guide assumes that you are an External Examiner, and it will demonstrate how you can gain access to course content, activity and assessed work in the Blackboard environment.

If you have any questions on specific pieces of content within a course on Blackboard, please speak with a contact in the faculty.

We'd recommend that as you navigate the Courses, you keep the Edit Mode button at the top-right hand of your screen set to 'OFF', as shown below.
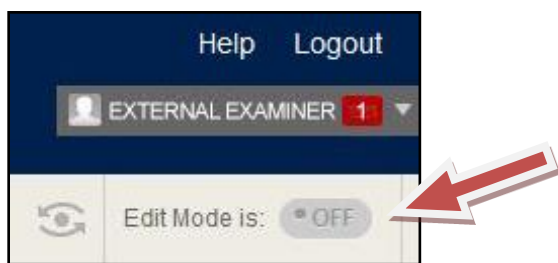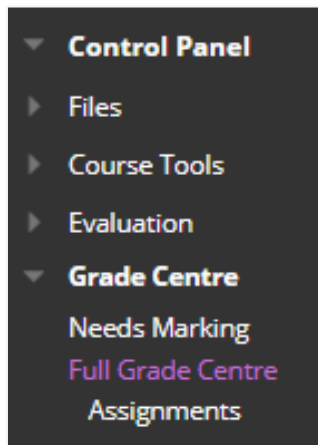

An Overview of Assessment Activity

Assessment information and activities are placed behind the 'Assessment' link on the left menu.
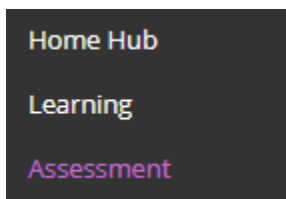
Viewing Grades

If you would like to see an overview of grades across a whole class, you can access the 'Grade Centre' in the Control Panel. Then select 'Full Grade Centre' for an overview of all online assessed activity within the module.
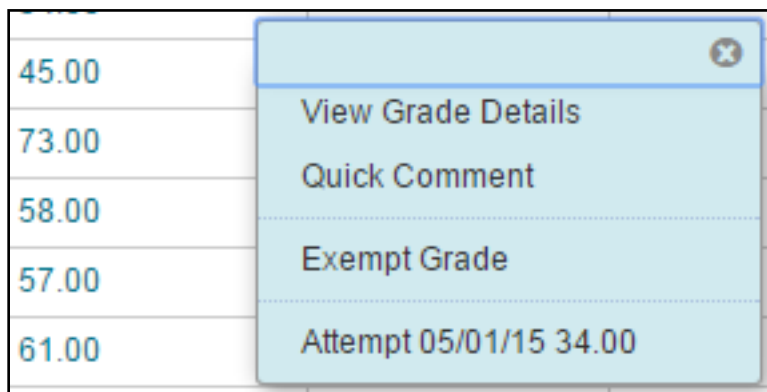

The Grade Centre offers a list of students enrolled on the course as well as a number of columns corresponding to different categories - including either formative or summative student activities.

The Blackboard Assignment Tool

If you have been asked to moderate formative or summative student work submitted through the Blackboard Assignment tool, student work and staff input must be accessed from the 'Grade Centre' area on the Control Panel.

Select the 'Assignments' item below the 'Full Grade Centre' option to see an overview of students enrolled on the course and their grades in corresponding columns of assignments.

If you wish to view a student submission and tutor marking, hover through a grade cell. When you see an arrow pointing downwards, click it for more options. Within the drop down options choose the last item 'Attempt [Date and Time]'.

45.00	⊗
73.00	View Grade Details
	Quick Comment
58.00	
	Exempt Grade
57.00	
61.00	Attempt 05/01/15 34.00

The 'Attempt' screen displays the student submission as well as the grade and feedback provided by the module tutor.

Follow Faculty guidelines on how, and the format in which, to express your views on assessment activity in the course you are externally moderating.
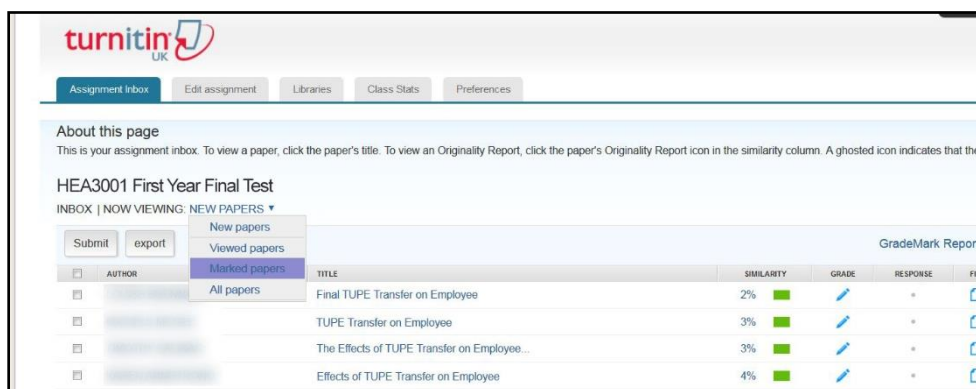
Turnitin

If you have been asked to moderate student work that has been submitted through Turnitin, you can access it from the 'Control Panel'. Select 'Course Tools' and then 'TurnitinUK Assignments' or 'Turnitin Assignments by Group'.

Choose 'TurnitinUK Assignments' to access the assignment inbox (or inboxes if students submitted more than one assignment towards the course).

Select the inbox (or inboxes) you are required to moderate by clicking on the title of the relevant inbox. This will take you to the Turnitin assignment inbox as shown below.

Turnitin: Selecting a Sample

Follow Faculty/Department guidelines in relation to the sampling procedures (e.g. select the 'Marked papers' folder within Turnitin as shown above) or identify the student sample from the overall class inbox.

Turnitin: Viewing a Submission and Associated Feedback

To view a student submission and staff feedback, find the 'Grade' column within the 'Assignment' inbox and click on a given grade to view the paper submission and the feedback provided.

The student paper opens in a new resizable window.

Feedback may be overlaid on the student text in various ways:

- Inline comments around the student paper that are viewable by hovering over the icon with the mouse and scrolling down the submissions.
- General comments accessible by clicking on the 'Feedback Summary' icon found on the toolbar, on the right hand side of the screen.
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- Feedback in relation to Faculty/Department assessment criteria viewable by selecting the 'Rubric/Form' icon.
    -
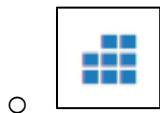
Assessed Activity in Other Blackboard tools

If you have been asked to moderate formative or summative student work that is delivered using built-in Blackboard tools (e.g. journals, wikis, blogs or discussion boards), scroll down the course menu, on the left, to the Control Panel area and click on 'Course Tools' to reveal the various tools that may have been used by the Module Lead.
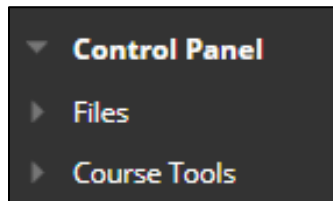
You can then click on any of the tools used for assessment to view student activity and staff input. To prevent any unintentional changes, we advise you to view student work and academic marking via the Course Tools area rather than the Grade Centre area.