

# A guide to marking webfolios in the ePortfolio system

This guide includes:

- An introduction to marking webfolios in the ePortfolio system
- An overview of areas to consider before marking webfolios
- Advice and tips for marking a webfolio
- Students' perspective of returned submissions
- Frequently asked questions

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This guide provides an introduction to marking webfolios in QMU's ePortfolio system, (PebblePad) and is aimed at module leaders, members of the teaching team, internal moderators and external reviewers.

## 1. ePortfolio Gateways for assessment

The **Gateway** is the online assignment submission drop-box in QMU's ePortfolio system (PebblePad). An asset, such as a webfolio or a blog, can be published to a Gateway from a student's ePortfolio space for viewing and possibly marking by tutors. It is recommended that students are shown how to publish their asset (e.g. webfolio) to the relevant Gateway during the induction session to ePortfolios. A guide to ePortfolio and Gateways for students is available at:  
[http://www.qmu.ac.uk/eportfolio/documents/StudentGuide\\_GatewaysSept09.PDF](http://www.qmu.ac.uk/eportfolio/documents/StudentGuide_GatewaysSept09.PDF)

It is important to remember that assets are not transferred from a student's account to the Gateway; rather they are linked to each Gateway to which they are published. Therefore, any changes made to assets which have been published to a Gateway are immediately shown in the Gateway. It is also essential to remind students that **deleting an item from their asset store which has been shared with a Gateway will break the link** and result in the asset no longer being available to be viewed in the Gateway: this could result in students failing an assessment.

Gateway Owners (usually the module leader) can:

- Ensure that assets cannot be submitted to a Gateway after a specified date, by locking a Gateway;
- Prevent assets being changed once submitted to a Gateway after a specified date, by locking the Gateway;
- Provide an extension date;
- Add feedback and grades to assets in a Gateway which will not be seen by students until released;
- Ensure that external examiners can view assets in a Gateway;
- Release feedback and confirm/release grades;
- Archive a Gateway for Quality Assurance purposes.

When setting up a Gateway for online assessment four default groups are created:

- Admin – e.g. CAP team;
- Owner – e.g. module co-ordinator;
- Tutor – e.g. members of the teaching team;
- User – e.g. students.

The CAP team can add these users to your Gateway. Before starting the marking process it is important to decide who will release grades, feedback and comments. All tutors in a teaching team will need access to the Gateway – the module co-ordinator will normally be added to the **Owner Group** and additional members of the team will be added to the **Tutor Group**.

**Please note:** only those with **Owner** permissions can manage users' assets – including **Release Feedback, Confirm / release grades** and **Lock Gateway** – so if your teaching team requires more than one person to release grades and feedback, ensure that these tutors are members of the **Owner** group.

The students will be added to the **User Group**. If the assessment process requires co-markers, external examiners, or administrators, both **Internal** and **External Review** groups can be created. This level of user can have a variety of rights including: viewing, adding comments and feedback, viewing feedback, verifying, and viewing tutor blog. Permission levels for each group can be changed according to

requirements. (Full details about managing Gateways are available in the Gateway tip sheet – available from CAP upon request).



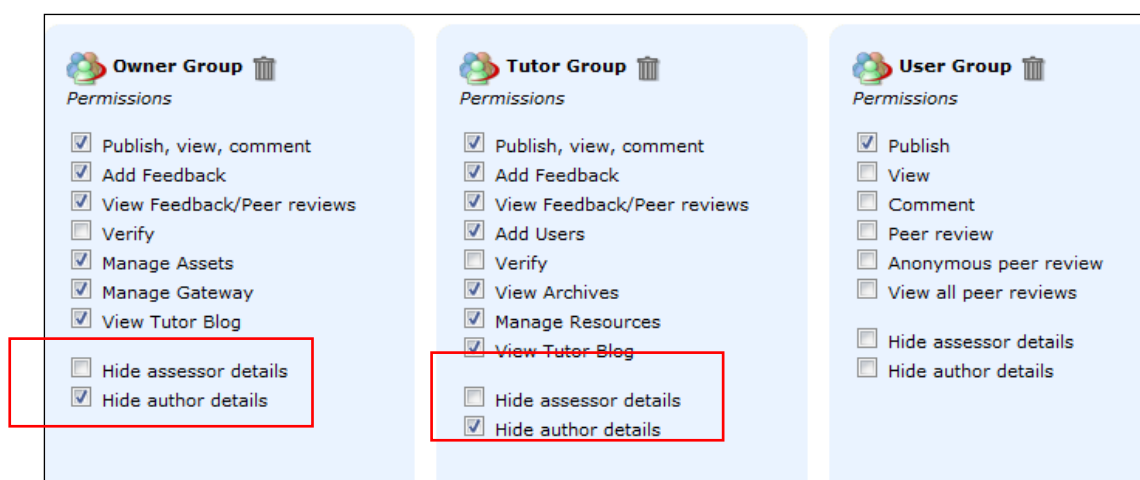
**Figure 1: Gateway user permissions**

Learners are only able to see their own assets published to a Gateway – they are not able to see anyone else’s work, unless requested by a tutor (e.g. if a peer review exercise was required).

It is highly recommended that materials submitted online are not printed for marking purposes as they have been developed for online viewing, not paper-based. In some cases trying to mark an ePortfolio in print will disadvantage students as they have created their work for online viewing.

### 1.1 Anonymous submission

Anonymous submission is available in the ePortfolio system. It is possible to hide the identity of any individual or group of students who have published work to a Gateway from members of any group who have view permissions. This is done by checking the box in the **Edit Users/Permissions** view for each group that the user identity is being hidden from.



**Figure 2: Hiding author details for anonymous submission**

For example, in Figure 2 members of the owner group and the tutor group have **Hide author details** checked – this means that they will not be able to view the name of the author (student) whose work they are marking. This permission is not needed for the user group as they do not have permission to view assets on this Gateway anyway.

**Please note: Immediately the checkbox is unchecked the author name will be revealed. Only owners can change this functionality – not tutors.**

If you choose to use anonymous submission, you will see (as in the example – Figure 3) that in the published items panel of the Gateway the name of the author is replaced with a randomly generated alpha-numeric ‘name’, which is uniquely tied to a user, making it possible to see where the same user has published more than one item.

Type	Title	Published	Modified	Published By	Grade
	Pebble Team Blog	01/10/2007	02/10/2008	User DZYvfA	
	Andy & Rachies new tool	01/10/2007	04/11/2008	User 1qxETg	
	Jaiku	01/10/2007	03/12/2009	User DZYvfA	
	Yuxt!	01/10/2007	01/10/2007	User 3F8tPA	

**Figure 3: Example of alpha-numeric name**

**Note:** the random user names change each time a ‘viewer’ logs in – to reduce the chance of the identity of a user being recognised.

When viewing an item from the Gateway where anonymous submission has been selected, the author’s details are disguised on the asset and all assets linked to it – for example, in footer information, or on posts to a blog. However, if the user enters their name or matriculation number in the title or body of the asset it is not possible to hide it.

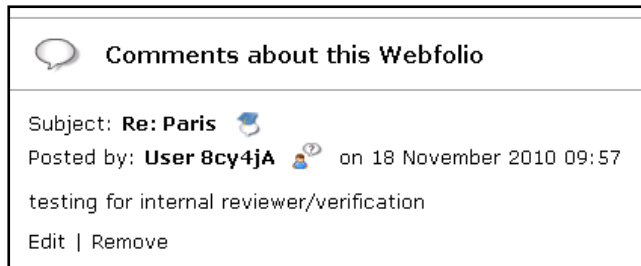
If anonymous submission is used, it is recommended that the module co-ordinator discusses this with other tutors who may be marking or second marking/moderating.

### 1.2 Anonymous marking

It is also possible to carry out anonymous marking by hiding assessor details from selected groups. To do this, check the box in the permissions table for each group from whom the assessor’s name(s) should be hidden. The example in Figure 4 shows that anonymous submission and anonymous marking has been set up – author details are hidden from the owner and tutor groups, while assessor details are hidden from the user (student) group.

Owner Group	Tutor Group	User Group
<input checked="" type="checkbox"/> Publish, view, comment	<input checked="" type="checkbox"/> Publish, view, comment	<input checked="" type="checkbox"/> Publish
<input checked="" type="checkbox"/> Add Feedback	<input checked="" type="checkbox"/> Add Feedback	<input type="checkbox"/> View
<input checked="" type="checkbox"/> View Feedback/Peer reviews	<input checked="" type="checkbox"/> View Feedback/Peer reviews	<input type="checkbox"/> Comment
<input type="checkbox"/> Verify	<input checked="" type="checkbox"/> Add Users	<input type="checkbox"/> Peer review
<input checked="" type="checkbox"/> Manage Assets	<input type="checkbox"/> Verify	<input type="checkbox"/> Anonymous peer review
<input checked="" type="checkbox"/> Manage Gateway	<input checked="" type="checkbox"/> View Archives	<input type="checkbox"/> View all peer reviews
<input checked="" type="checkbox"/> View Tutor Blog	<input checked="" type="checkbox"/> Manage Resources	<input checked="" type="checkbox"/> Hide assessor details
<input type="checkbox"/> Hide assessor details	<input checked="" type="checkbox"/> View Tutor Blog	<input type="checkbox"/> Hide author details
<input checked="" type="checkbox"/> Hide author details	<input type="checkbox"/> Hide assessor details	
	<input checked="" type="checkbox"/> Hide author details	

**Figure 4: Hide assessor details**



**Figure 5: Anonymous assessor details**

**Please note: Immediately checkboxes are unchecked the assessor/ author details will be revealed. It is recommended that the module co-ordinator discusses this with both tutors involved in the marking process and with students.**

### 1.3 Submission date and time

Once you have set up a Gateway with a submission date, students can submit their work. A closing date and time can be set. For example, Figure 6 shows a submission date for 26<sup>th</sup> October 2010 set to close at 16:00 (any time between 00:00 and 23:45 can be selected).

If a student submits a piece of work to a Gateway several weeks before it is due, this work can be changed by the student up until the submission date and time. After the submission date, the student will not be able to change their work – as long as a date has been set for the Gateway to lock.

**Figure 6: Edit dates and time**

**Important: Do not start to mark work until after the submission date – any comments or feedback you make on a submission before a Gateway closes will be seen by the student.**

### 1.4 Extension date

An extension date allows students with agreed extensions to submit their work after the submission date. This can be set at the same time as the closing date or set later if required.

Lock gateway on:  Do not lock *Assets cannot be published to locked gateways*

Select date:  Select Time:  :

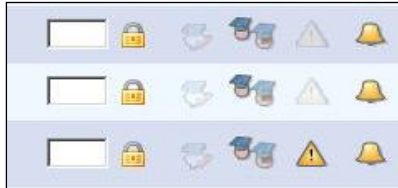
Select a new extension date:  No extension *Assets published during an extension period will be flagged in the gateway*

Select date:  Select Time:  :

Manage asset types:  Allow all asset types to be published to this gateway

**Figure 7: Extension date**

Any work submitted after the submission date and up to the extension date will be highlighted by a warning triangle icon with an exclamation mark.



**Figure 8: Warning triangle for late submissions**

### 1.5 The tutor blog

A new tool available to tutors in the Gateway is the **Tutor Blog**. By default the Tutor Blog is visible to all groups except **User** – it cannot be seen by learners. **The Tutor Blog cannot be made visible to the user group and any comments on it always remain private between tutors.**

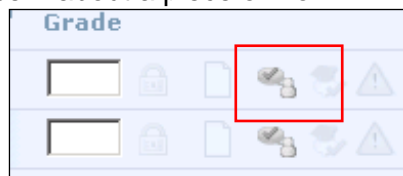


**Figure 9: Tutor blog - Gateway tool**

The purpose of the Tutor Blog is to assist communication between tutors and internal/external reviewers regarding commentary and feedback on assessment submissions. This would be particularly useful for tutors who are unable to meet with fellow markers.

The blog is designed to support five kinds of entry:

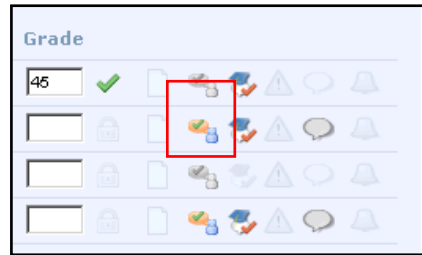
1. General entries can be made by selecting **Tutor Blog** and then **Post new**.
2. Owners or Tutors can click on the Verification icon adjacent to any asset and post an entry to the blog. The entry references the asset that the post was generated from. This may be particularly useful when adding an explanation or concern about a piece of work.



**Figure 10: Verification icon**

3. Internal Reviewers such as Moderators, can click on the Verification icon adjacent to any asset and post a verification entry to the blog. This entry can be simply a footprint recording that the asset (and feedback/grade) was viewed – to do this select **Confirm**, or it can include accompanying

commentary – select **Confirm & Save**. The post then records that the asset has been viewed and if confirmation is given, then the verification icon becomes coloured. (Verification information cannot be seen by the asset owner).



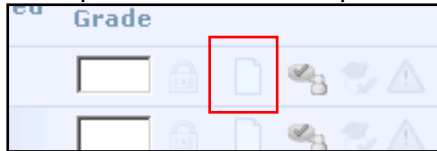
**Figure 11: Verification that an asset has been viewed**

4. External Reviewers can also use the verification icon in this way, but if they make an entry for the same asset that has already been verified by an Internal Reviewer, then the blog records that the asset has been both internally and externally reviewed.
5. Files can also be added to the blog. Typically these would be documents referring to the assessment process, marking guidelines or feedback from reviewers.

When all assessment and moderation has been concluded the Gateway can be archived. The tutor blog is archived along with the Gateway providing an invaluable record of the whole assessment process.

### 1.6 The validation function

Selecting the validation icon launches the validation pop-up through which users with feedback permission (e.g. owners and tutors) can validate content using any of the three pre-defined status options.



**Figure 12: Validation icon**

For example, Figure 13 illustrates that content can be validated as:

- This asset meets requirements;
- This asset does not yet meet requirements;
- This asset does not require validation.

**Validating User guide by Sue Murray** eportfolio

This asset meets requirements. ABC  
 This asset does not yet meet requirements.  
 This asset does not require validation

---

Stored comments:

Comment:

**Figure 13: Validation function**

Comments can also be added and can draw upon the comment bank in the same way as feedback does. Validation behaves in the same way as feedback and has to be released if added to assets on a locked Gateway.

## **2. Areas to consider before marking a webfolio**

It is important before marking to discuss procedures with co-markers to ensure consistency. Some tutors like to use a marking sheet as well as adding comments; others just use a marking sheet. Clearly adding comments on a page provides more detailed feedback as well as the marking but ultimately it will depend on the module team. Some areas for consideration:

### **2.1 The use of a marking sheet**

- Are you using a marking sheet?
- Where will it be added to the students' work? Typically tutors use the first page to add the marking sheet. (Note: If a number of tutors are marking, then it is helpful to be consistent here).
- What comments will be added to the marking sheet?
- How many comments will be added?
- Will the mark be added to the feedback sheet? If so, what are your procedures if a second marker/moderator wishes to change the mark? Who will change the marking sheet and upload the new version to the student's work?
- What are your procedures for the moderator adding comments to the marking sheet?

**It is critical that tutors are consistent in the way they provide feedback and the amount provided.**

### **2.2 Marking the structure and organisation of a webfolio**

A webfolio requires a student to structure their work. In most cases this will have been discussed with students when they have an induction session on the webfolio; however, for some students this is more difficult to understand, especially since it requires forethought and planning at the start of an assessment. It is important that as a team you decide if you are going to award marks for structure and organisation and that this is explicitly conveyed to the students in the assessment criteria. It is easy to be influenced by a poorly structured webfolio, but if the structure is not part of the marking criteria then you should not penalise students for this.

### **2.3 Marking the appearance and design of a webfolio**

The appearance of a webfolio may influence the grading of a piece of work. If this is important, then appearance and design should be included in the assessment criteria.

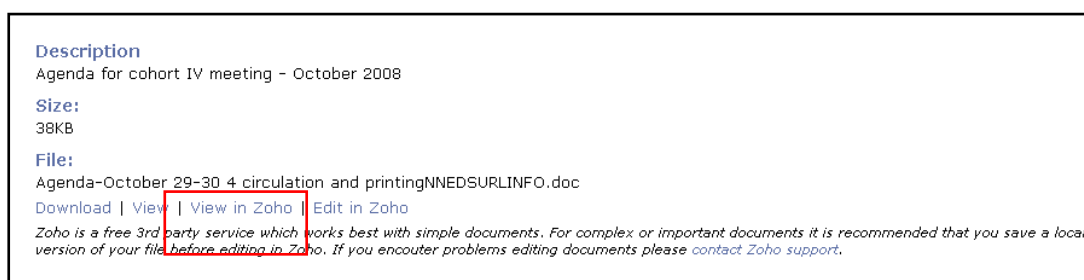
### **2.4 Viewing and marking evidence in a webfolio**

In the induction, students will have been advised to:

- Clearly label evidence;
- Consider how much evidence is appropriate – quantity does not always equate to quality.

You need to decide as a team if you are going to view all evidence as this takes time – two, and sometimes, three clicks to view. Also some tutors like to add comments on evidence – decide if this is your policy. It is critical to be consistent in how you view evidence.

**Please note:** A free, third party service called Zoho is available in some circumstances to view simple documents such as those created using WORD – selecting **View in Zoho** is sometimes a quicker option than selecting **View** and waiting for MS Word to load.



**Figure 14: Using View in Zoho**

## **2.5 Adding comments and feedback to a webfolio**

To add comments to a webfolio select the **Comment** icon from the options available at the top right-hand side of the webfolio page.

- **There are two options when you have created a comment – feedback or comment.** It is preferable to select the feedback option, as unlike comments, feedback cannot be removed from an asset by the asset owner (e.g. student).
- It is important to decide as a team the type of feedback that you will add to a webfolio and the approach you will use. Some tutors prefer not to add any comments at all whilst others prefer to add several on different pages (sections) of the webfolio. To ensure consistency, decide about this before you start. In most cases, it is usual to add at least one comment on the front page.
- **Do not make comments private.** This means that only you and the student can see them but other co-markers and externals will not be able to see them!
- When you add a comment it will show your name and the time that you added the comment. Don't forget you can always remove comments and use the spellchecker if required.
- Comments can be added to:
  - A single page of the webfolio – this means that the student can only see the comment when viewing the page;
  - To the webfolio – this means that the student will see all the comments for the webfolio at any time.
- Students like to receive comments from two tutors to show that both have reviewed their work. It is recommended that there are comments from both tutors.

## **2.6 Blogs**

In some cases, a blog may be added to a webfolio. This will show learners' reflections as they are working through the module/programme of study. Watch out – it is easy to miss all the blog entries when they appear as part of a webfolio. Ensure that you click on the different months to see all the entries to a blog.

## **2.7 Appendices within a webfolio**

Some students use appendices to list their evidence. It is now possible to link pages within the webfolio, so students will be able to link to their appendices from within the text of any webfolio page.

## **2.8 References**

There is no facility for underlining in the ePortfolio system, so this cannot be used as a reference style.

## 2.9 Double-spacing and tables

There is no facility for double line spacing or tables. Tables can be saved as a WORD document and uploaded.

## 2.10 Viewing assets in a Gateway - sorting

Within a Gateway it is possible to sort all the assets, including webfolios, by name, grade, or date published. To do this, click on the appropriate title at the top of the column.

## 2.11 Gateway history

The Gateway history records significant Gateway events including asset publishing and deleting, as well as changes of membership. This tool is viewable with tutor permissions.

## 3. How to mark a webfolio

A webfolio consists of:

- A number of sections (referred to as pages);
- Links to evidence which may include WORD and PDF documents, video files, images, and audio files;
- Links to other assets within the ePortfolio such as blogs, blog entries, forms, audits.

Typically the student will have a front page which has details such as a word count and an overview. Usually the student will also confirm that the asset is their own work. You could also ask students to include an executive summary or abstract.

The quickest way to read a webfolio is to:

- Open the webfolio, open WORD with marking sheet (if used), open WORD for comments;
- Read the whole webfolio quickly to obtain an overview of the work. Whilst doing this make notes for the marking sheet in WORD;
- Read each page and add comments as appropriate whilst making further comments on the marking sheet in WORD;
- Review your comments on the webfolio. To do this, click on tree view;
- Attach your marking sheet, usually to the front page. **Important:** Do not attach your marking sheet until you have finished marking otherwise you will have to keep removing and then re-attaching;
- Add comments to the tutors' blog area.

### 3.1 Creating a comment bank

It is possible for tutors to create a **Comment bank** in a Gateway – this allows any member of the Gateway with feedback permissions (typically **Owner** and **Tutor**) to add comments to be used when providing feedback on published assets.

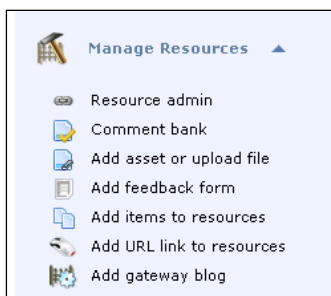


Figure 15: Comment bank resource

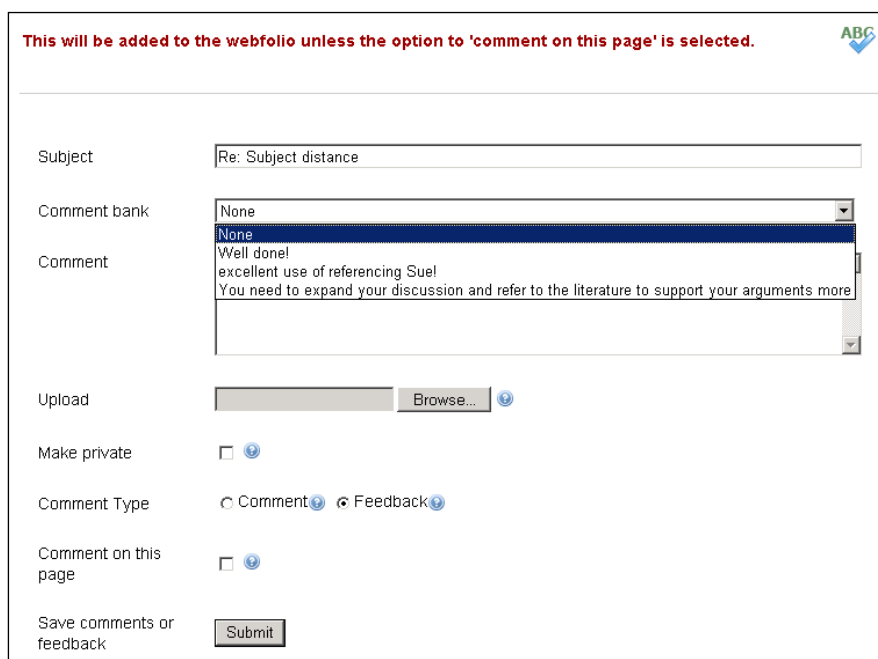
To set up comments select the **Comment bank** link under **Manage Resources**. Click on **Add comment** and a comment box will appear where you can write your comment – this is particularly useful for certain comments which might be used on a regular basis. Remember to **Save Comment** – this moves the comment to the area below the comment box (see figure). It is possible to edit comments and personalise them, or remove if no longer required.



**Figure 16: Creating comments**

To add comments to an asset (e.g. webfolio) from a comment bank, select the comment tool on the asset in the usual way and then select the appropriate comment from the **Comment bank** drop down list. Comments are added as plain text and so can be edited to aid personalisation of the feedback.

**Please note: Comment banks are not transferrable between Gateways.**



**Figure 17: Adding comments from the comment bank**

### 3.2 Adding grades

It is possible to add a grade to an asset. You can do this by adding the grade in the gradebox. This is easier for co-markers and externals because they can quickly see all the grades. You may also wish to add the grade to the marking sheet in WORD. Please remember when making changes to a WORD document in PebblePad, you will need to make the changes in the original document in WORD and then upload the amended document to PebblePad. You cannot make changes to the document in PebblePad.

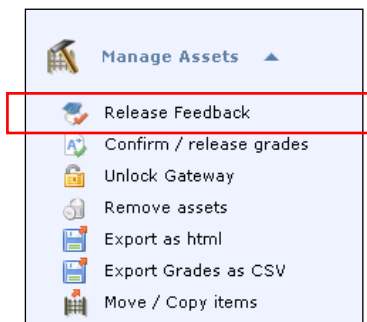
It is suggested that the first tutor marks the webfolio, adds the grade into the ePortfolio system, uploads the marking sheet and adds comments. If the second tutor wishes to make any comments about the grade or marking sheet, these should be written in the tutors' blog. The second tutor should add any specific comments for the student into the asset.

**Please note:** When grades are added to work on a Gateway they are stored and are not linked to the asset until the grade has been *confirmed*. Confirmed grades cannot be seen by the asset owner (the student) until the grades have been *released*.

### 3.3 Confirming and releasing feedback

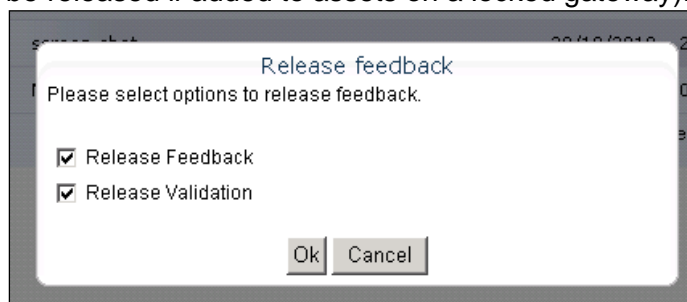
It is not necessary to release all student work submitted to the Gateway at the same time. For example, late submissions can be marked later and released later. While it is common practice to release grades and feedback at the same time, there is flexibility within the system to release feedback first and grades later if required (for example, if you feel the students would gain more benefit from receiving their feedback separately and in advance of their grades it is possible to stagger release).

To release feedback, the **Gateway Owner** must first select the assets required and then select **Release Feedback** from the **Manage Assets** tools.



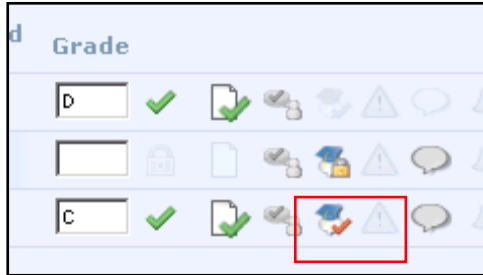
**Figure 18: Release Feedback**

A dialogue box will appear offering the options of **Release Feedback** and **Release Validation**. If validation has been provided by an internal or external reviewer, then this should be released. (Validation behaves in the same way as feedback and has to be released if added to assets on a locked gateway).



**Figure 18: Release Feedback options**

Once feedback has been released a red tick will appear on the feedback icon.



**Figure 19: Red tick – confirming feedback released**

**Please note:**

On an **Unlocked Gateway**, comments and feedback that have been added to assets are instantly viewable by the asset owner (and others they may have shared with). On a **Locked Gateway**, feedback is *stored* to allow all work to be marked before becoming visible.

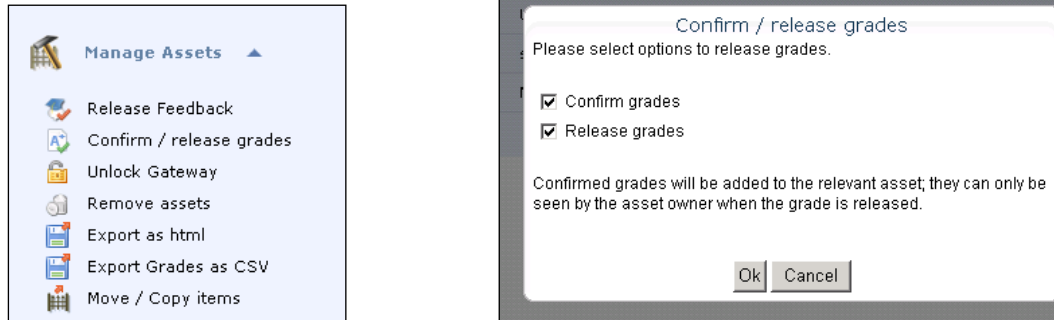
**IMMEDIATELY AFTER RELEASING THE WORK, AN ARCHIVE OF THE WORK SHOULD BE TAKEN.** Once work has been released, it can be changed by the student. For administrative purposes, it is essential to keep an archive copy.

**Owners** can archive assets, while **Owners** and **Tutors** can view archives. Archived Gateways can be accessed from the drop-down box in the Gateway Archive panel.

Once the work has been released, the students can access it in their asset store in the ePortfolio system. They can also start to make changes if they wish.

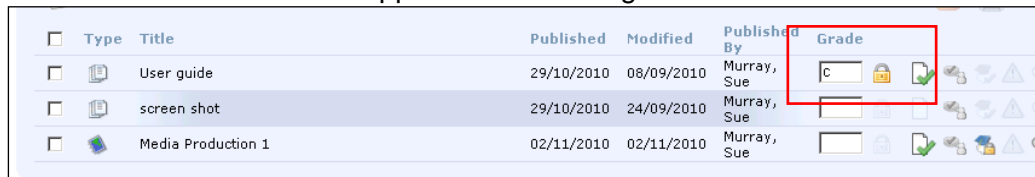
**3.4 Confirming and releasing grades**

To release grades, the **Gateway Owner** must first select the assets required, then select **Confirm / release grades** from the **Manage Assets** tools.



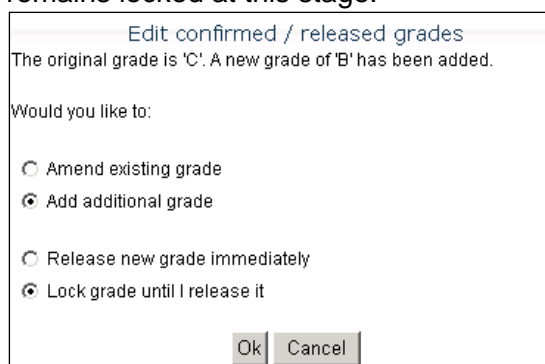
**Figure 20: Confirm / release grades**

A dialogue box will appear offering the options of **Confirm grades** and **Release grades**. If marking is still in progress or is awaiting external review, then it is recommended that only the **Confirm grades** option is selected. Once a grade has been confirmed a *lock* icon appears beside the grade.



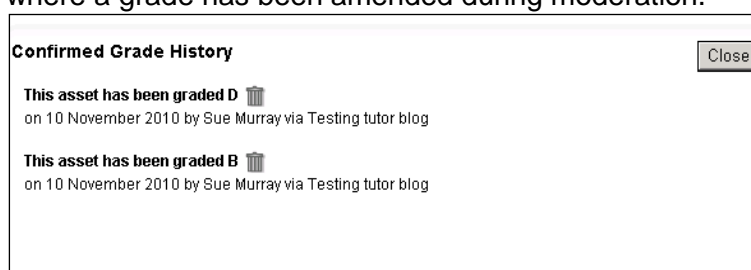
**Figure 21: Confirmed grade**

If a grade is amended, a dialogue box will open offering the options of amending the existing grade, or adding an additional grade – this option might be used if moderation has taken place and in which case it is recommended that the grade remains locked at this stage.



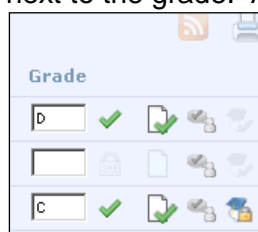
**Figure 22: Edit confirmed grades**

Clicking on the lock icon will open the grade history window. The example shows where a grade has been amended during moderation.



**Figure 23: Viewing grade history**

Once grades have been confirmed and are ready for releasing, Owner group members should select the assets required, then select **Confirm / release grades** from the **Manage Assets** tools. It is not possible to **Release grades** unless they have been confirmed. Once the grade has been released, you will see a green tick next to the grade. Always archive once the grade has been released.



**Figure 23: Green tick – confirming grades have been released**

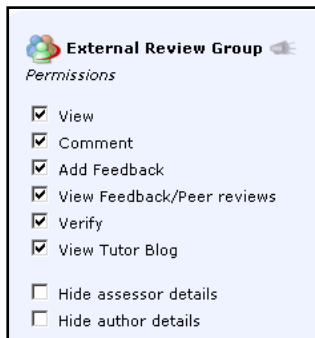
### 3.5 External examiners

An external reviewer/examiner can be added to your Gateway but an account needs to be created. The CAP team will create the account – please provide the external's name and a working email address. Once the account has been created, an email will be sent to the external about how to access the ePortfolio system. The CAP will send an email to your external warning them to expect the email. It is advisable that you inform your external about this as well. Just occasionally, the email from the ePortfolio system has been caught by an institution's anti-virus system and the external has not received the email; hence it is important that the external is aware that this is happening.

It is also worthwhile explaining to your external:

- That they will see all the work submitted to the ePortfolio Gateway (not just a selected few pieces of work). You might wish to advise them which ones to view such as borderline cases;
- Whether the ePortfolio is anonymous or not;
- Where you have added your feedback sheet (if used) and your approach to adding comments.

**Please note:** it is essential that the permission to **View Feedback** is checked in the external review group permissions, otherwise external reviewers will be unable to see feedback added by any other assessors. If an external reviewer is expected to contribute feedback, then the **Add Feedback** permission should also be checked.



**Figure 24: Permission for external review group**

### **3.6 School administrators**

QMU school administrators can be added to the ePortfolio system. They can have a variety of rights including viewing, releasing grades etc. Liaise with the CAP about this. The school office will provide an electronic marking sheet in which the tutors can add the marks and send to the school administrator.

### **3.7 Sending a message from within the Gateway**

When releasing feedback, Gateway owners can send messages to the user group (students) which will be sent to the students' QMU email addresses. You might want to advise when feedback will be available.

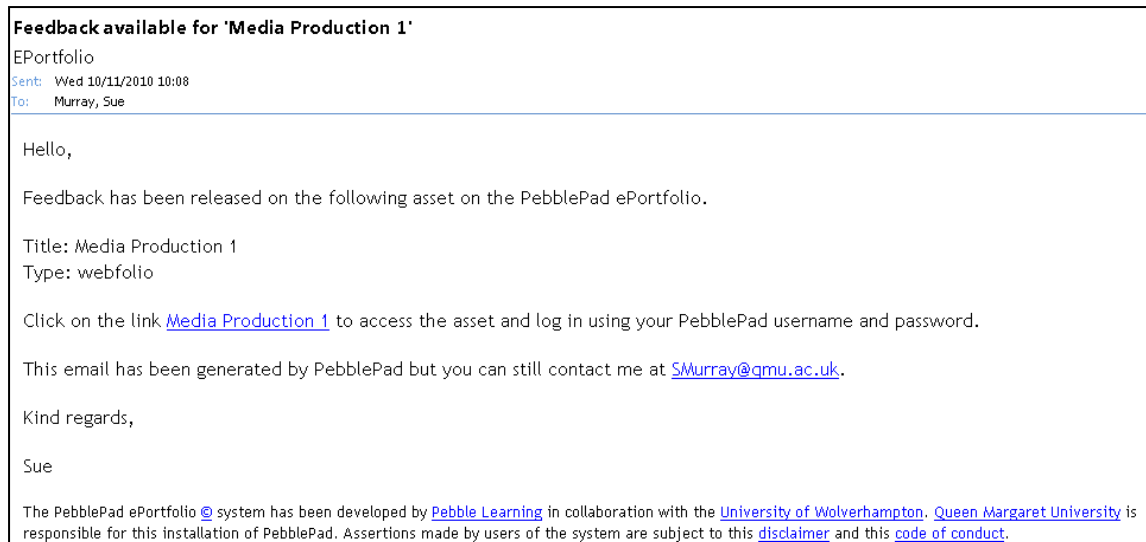
## **4. The student's perspective of returned submissions**

Students will be able to view all feedback or grades which have been released on their asset, even when a Gateway is still locked.

### **4.1 Where can students access their feedback?**

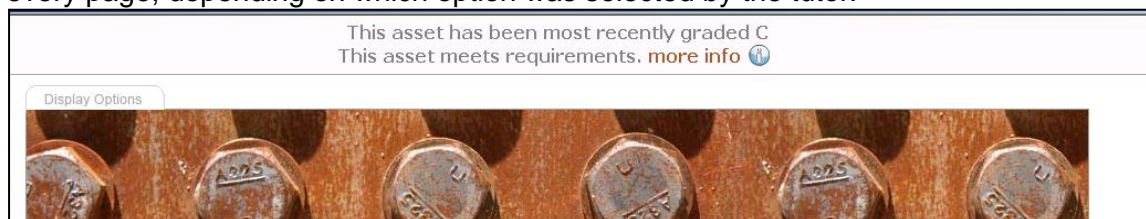
Depending on the student's communication preferences within their ePortfolio account, they may receive email notification whenever feedback, grades and/or validation are released for assets published to a Gateway. However, it is also worthwhile sending a message to all students from the Gateway (see 3.7).

To access feedback on a webfolio, students must first open the webfolio in their asset store. This can be done in the usual way, by viewing assets in the asset store, or alternatively it is possible to access via the link provided in the email message (**please note:** this does require logging-in to the ePortfolio system to open the asset and in addition, the student would not be able to access any other part of their ePortfolio using this method).



**Figure 25: Notification of feedback available**

Information regarding a grade and validation is visible at the top of every page in the webfolio. If feedback is available, then the student should select **more info** to be taken to the **Comments** section – this may be at the bottom of a specific page, or on every page, depending on which option was selected by the tutor.



**Figure 26: Grade, validation and feedback notification**

#### **4.2 What changes can students make to feedback?**

It is possible for students to remove and edit any comments on their webfolio. It is **not** possible for students to remove the grade, validation or feedback from their webfolio. However, if they do not wish to retain these aspects on their webfolio (for example, if they wish to continue working on the webfolio after assessment or share with a potential employer), then taking a copy of the asset will remove grades, validation information and feedback. To do this select the webfolio in the asset file, go to **more options** and **copy**.

#### **4.3 Publishing to the Internet**

It is possible to publish most assets such as a webfolio, blog, thoughts, meetings and activities to the Internet. Students choosing to do so should be advised that any comments attached to their published asset will be visible to anyone who views this once published to the Internet. Grades and validation information will not be visible.

### **5. Where to go to find help**

Further information about ePortfolios can be found on the ePortfolio web pages:  
<http://www.qmu.ac.uk/eportfolio/>

If you require further assistance in using QMU's ePortfolio for marking webfolios please don't hesitate to contact Susi Peacock [speacock@gmu.ac.uk](mailto:speacock@gmu.ac.uk) or Sue Murray [smurray@gmu.ac.uk](mailto:smurray@gmu.ac.uk).

## Frequently Asked Questions

### Why can I no longer see a certain student's webfolio on the Gateway – even though it was submitted?

If a student's asset 'disappears' from a locked Gateway it is possible that the student has 'unshared' the asset or deleted it. It is important to remember that assets are not transferred from the student's account to the Gateway; rather they are linked to each Gateway to which they are published. It is essential to remind students that **deleting an item from their asset store which has been shared with a Gateway will break the link** and result in the asset no longer being available to be viewed in the Gateway.

### If I start marking assessments before the submission date will my feedback be seen by the students?

Yes, any comments or feedback added to submissions on a Gateway before it is locked will be seen by students.

### Should I select comments or feedback when marking a webfolio?

It is preferable to select the feedback option in the comment dialogue box, as unlike comments, feedback cannot be removed from an asset by the asset owner.



The image shows a comment dialogue box with the following elements:

- Comment Type:** Two radio buttons are present. The first is labeled 'Comment' and is unselected. The second is labeled 'Feedback' and is selected.
- Comment on this page item:** A checkbox is present and is unselected.
- Save comments or feedback:** A 'Submit' button is located at the bottom right of the box.

Figure 27: Feedback option

### The module co-ordinator has asked me to release the grades and feedback to my students – how can I do this?

Only those with **Owner** permissions can manage users' assets – including **Release Feedback, Confirm / release grades** and **Lock Gateway** – so if your teaching team requires more than one person to release grades and feedback, ensure that these persons are members of the **Owner** group.

### I wish to keep a copy of the submissions for Quality Assurance – can I do this?

It is possible to keep an archive copy of submissions within the Gateway using **Archive publications** under the **Gateway Archive** tool. This level of functionality is only available to the **Owner** group. Once work has been released to students they will be able to make changes, so it is important to take an archive of the work immediately after it has been released – before they have a chance to make any changes.

### The external examiner is unable to view any feedback on the submissions – why might this be?

Permission to **View Feedback** is independent of adding feedback – so if the **View Feedback/Peer Review** permission is **not** checked for your external examiner, then feedback added by any other assessors will be hidden from their view.