

KODIAK QUICK GUIDE - Assessing Assignment Submissions

Overview

Kodiak allows you to view submissions online alongside the grading interface or to download them. If you view submissions online, you can only provide holistic feedback. If you want to insert text-level comments on individual sentences and paragraphs, you must download the file, use your word-processing software to insert comments, and upload the modified file when entering student feedback.

How to Access Assignment Submissions

Assignments will need to be active in your class. If Assignments does not appear on your course navbar, click **Course Admin**, **Tools**, **Assignments**. Once **Assignments** appears in your course navbar, click Assignments in the course navbar.

In This Guide

- Downloading All Submissions as a Zip File
- Uploading Edited Submissions in Bulk
- View Submissions Online, Leave Feedback, and Enter a Score
- Leave Feedback for Students Who Did Not Submit Through Assignments
- Leave Audio Feedback
- Email Students Who Have Not Submitted

<input type="checkbox"/>	Last Name ▲, First Name	Turnitin® Similarity	Submission Date	Delete
<input type="checkbox"/>	Shore, Sandy			Evaluate
<input type="checkbox"/>	assignments_originality.docx (117.85 KB) <small>file HAS been read</small>	85 % <small>view Turnitin report</small>	May 24, 2018 11:38 AM	
<input type="checkbox"/>	Student, Linus			Evaluate
<input type="checkbox"/>	assignments_setting_up.docx (215.1 KB) <small>file has NOT been read</small>		May 24, 2018 11:39 AM	
<input type="checkbox"/>	Student, Snoopy			Evaluate
<input type="checkbox"/>	assignments_originality.docx (117.85 KB) <small>Flag the file</small>	 <small>Submit file to Turnitin</small>	May 24, 2018 11:40 AM	 <small>delete file</small>

Downloading All Submissions as a Zip File

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Use these instructions to download a zip file of all student submissions. Each submitted file will be renamed with the submitting student's name and the date and time it was submitted.

1. Click the checkbox at the top of the list to select all students.
2. Click Download at the top of the list (Figure 1). A pop-up window will appear.
3. Click the name of the zip file that is created.
4. Use your browser's save dialog box to save the file to the appropriate location on your computer.

You can unzip this file, add your comments in the student submissions, and upload them in bulk or individually when giving feedback.

Note: If you plan on bulk uploading your feedback files, do not change the code in the file name, as this is what Kodiak will use to re-associate the file with the student who submitted it.

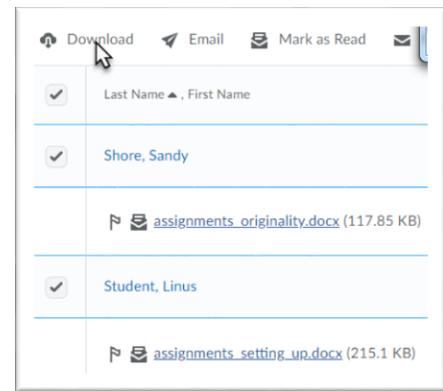


Figure 1

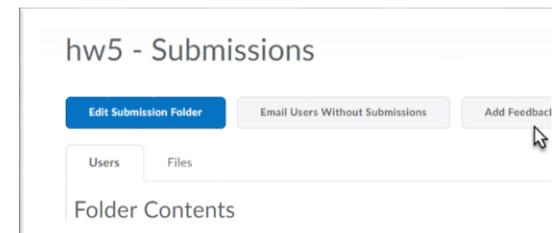
Uploading Edited Submissions in Bulk

After you have downloaded student submissions and made comments on them, you can upload them all at once. As long as you didn't change or delete the code in the file name, the files will automatically be re-associated with the correct students.

Note: Feedback will not be published to students immediately, and you will need to evaluate students individually to enter a score and leave general feedback. See the next section, "View Submissions Online, Leave Feedback, and Enter a Score," for more information

1. Click the name of the Assignments Folder to which you want to upload files.
2. At the top of the screen, click Add Feedback Files (Figure 2).
3. Click Upload.
4. Select the files on your computer. You can upload a zip file or select multiple files at once.
5. Click Add. The files will be uploaded and set as feedback for the appropriate students.

Note: If any file cannot be associated with a student, the system will prompt you to select the correct student for these files.



View Submissions Online, Leave Feedback, and Enter a Score

The “Evaluate” page allows you to leave students feedback on their performance while viewing the assignment online. You can also enter a score, which will transfer to the Grades area if you linked the assignment to a Grade Item.

1. From the main Assignments page, click the name of the Assignments folder you wish to assess.
2. Click the **Evaluate** link to the right of the name of the student you want to assess.
3. Click the filename of the student submission to view it in the browser (Figure 3).

Note: The online viewer will show common document file formats. For other file types, clicking the filename will prompt you to download the file.

4. In the “Evaluation” section, enter the student's score in the “Score” field, if applicable (Figure 4).
5. Enter your feedback for the student in the “Feedback” text box.
6. If you have a separate file with feedback, such as a copy of a student paper you have made comments on, click **Add a File** and **Upload** to upload it from your computer.

If you upload a file with feedback, you **MUST** also type something in the “Feedback” text box, or the file will not show up for students.

7. Save your work.
 - Click **Save Draft** if you do not want to give this student immediate access to his or her feedback.
 - Click **Publish** to make the feedback available to students.
8. At the top of the screen, click **Next Student** to assess the next submission or **Back to Submissions** at the top to leave the grading screen.

Publishing Feedback

Use these instructions if you want to publish feedback for all students at once if you have already saved your feedback in draft form.

1. From the main Assignments page, click the name of the relevant Assignments folder.
2. Click the checkbox above the student list to select all.
3. Publish Feedback.
4. Click **Yes** to confirm.

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Evaluate Submission

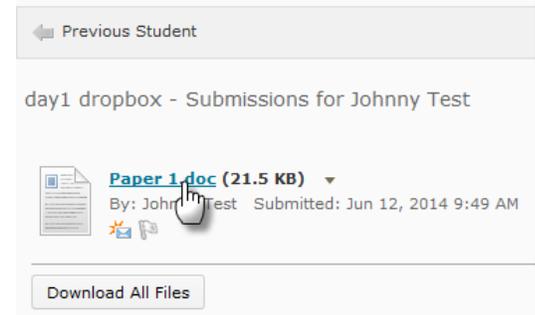


Figure 3

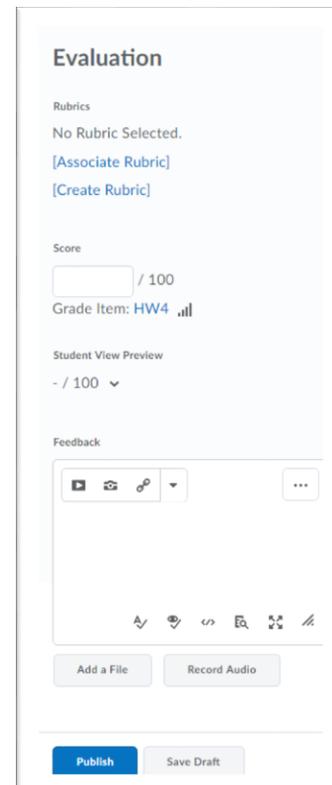


Figure 4

Leave Feedback for Students Who Did Not Submit Through Assignments

You can evaluate a student through Assignments even if they submitted their assignment through email or with a paper copy.

1. Click the name of the Assignments Folder you are evaluating.
2. In the **Submissions** drop-down menu, select **Show Everyone** (Figure 5).
3. Click the search icon to the right of the “Search for” text box (Figure 6). All students will appear in the list.
4. Click **Evaluate** next to the student you want to leave feedback for.

Leave Audio Feedback

You can use Kodiak to directly record audio feedback on student submissions. Note that you must have Adobe Flash Player installed and a working microphone.

1. From the “Folder Submissions” page, click the **Evaluate** link beside the name of the student you want to leave feedback for.
2. Under “Evaluation,” click **Record Audio**.
3. The first time you use this feature, you will have to enable audio input through Adobe Flash. Click **Allow**, and select **Remember** (Figure 7).
4. Click the red record when you are ready to speak into your microphone (Figure 8). You can enter up to a minute of audio feedback

Note: If you make a mistake and want to start over, click the red record button again to pause. Then click **Clear** and click the record button again to start over.

5. Click the red record button again to stop recording when you have finished.
6. Click the green play button to preview your recording.
7. Click **Add**. You will see a .wav file listed under the attachments section.
8. Click **Save**.

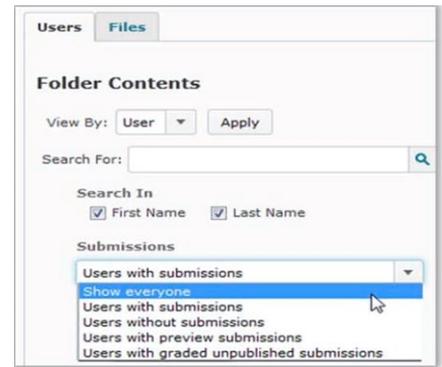


Figure 5



Figure 6



Figure 7



Figure 8

Email Students Who Have Not Submitted

1. From the “Folder Submissions” page, click **Email Users Without Submissions** (Figure 9).
2. Enter your message in the “Compose New Message” pop-up. The email addresses of the selected students will populate automatically in the “BCC” field of the message.
3. Click **Send**.

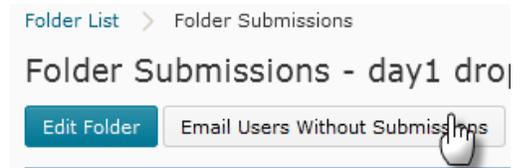


Figure 9

Note: If any member of a group submits an assignment to a group Assignments folder, no one in that group is emailed when **Email Users Without Submissions** is selected.