

Overview

uGrade is a Peer Assessment tool and is Bournemouth University's iteration of the open source WebPA software.

Once set up, students can peer assess their group, including self-assessment if appropriate, using either a Likert scale or split 100, there is also the option for an overall comment and marking grades can be pushed through to the myBU Grade Centre as required.

Although not available by default, uGrade is integrated into myBU and can be activated on request.

For a more detailed guide see the 'Peer Assessment with uGrade' handout.

Initial Set-up

Once activated, the uGrade tool can be added as a tool link in the left side menu and when clicked will open in a new window or tab depending on the browser in use.

Note: depending on the browser used, pop-up blockers may need to be deactivated.

There are three steps in setting up an assessment, Forms, Groups and Assessments.

My Forms

to create or manage forms, click 'my forms' either on the home page or in the left side menu. The default view is 'List forms', any existing forms can be Exported, Edited or Deleted as required.

To create a new form, click the 'Create Form' tab at the top of the page to launch the form wizard.

Enter a Form Name, select the required scoring type and click 'Finish'.
Click on 'Add a new criterion'.

Note: the Form Name and Scoring Type can be changed as required, remember to click 'Save Changes'.

Enter a Criterion subject title and description or guidelines.

Adjust the scoring range as required and click 'Next'.

Enter the required scoring descriptions and click 'Finish'.

The form can be previewed or deleted with the buttons

Criterion can be edited, order changed or deleted as required.

Return to the form list or main menu using the left side menu.

My Groups

In the left side menu under 'Admin', select 'sync data', this will import or update the unit roster of students into uGrade.

Select 'My Groups'. Any existing groups are listed and can be edited or deleted as required.

For a new group click 'Create Groups', enter a group name and click 'Next'.

Select the number of groups required, enter a group prefix identifier and the required numbering style then click 'Next'.

Check the details are correct and click 'Finish'.

In the confirmation box, click 'Group editor' to assign students to groups.

The number of groups can be changed by clicking 'Add/Remove Groups' as required.

To assign students click 'Assign all students to groups'.

Select the required group from the drop down menu next to each student name.

Click 'Save Changes' when finished.

Click the 'Back to [name]' link to return to the Groups screen.

Groups can be edited as required using the pen icon.

My Assessments

To create an assessment, click on 'My Assessments' in the left side column, then the 'Create Assessment' tab at the top of the screen.

Enter an assessment title, set the available and deadline dates and enter any instructions or guidelines and click 'Next'.

Note: the Advanced Options provide the option to send a notification email to all students.

Select the assessment form that you want to use with this assignment and click 'Next'.

Note: the Advanced Options provide the options to allow students to see the feedback and to leave justification comments, the default for both options is 'No'.

Select the required Group for the assessment and click 'Next'.

Select the assessment type and click 'Next'.

Note: the default is 'Self and Peer Assessment', the Advanced Options provides the extra option of 'Peer Assessment Only'.

Check the summary screen and if correct, click 'Finish'.

A confirmation screen shows.

Click 'My Assessments' to return to the assessment list

The 'Pending' tab shows the assessments that have been created but not yet been released to students.

The 'Open' tab displays any assessments that are currently running.

Assessments can be edited by clicking the pen icon.

Students associated with the assessment can be emailed by clicking the envelope icon.

Heading

The actual marking is done by the WebPA Algorithm using the grades awarded by the peer assessment; the marking staff can only set the percentages for those marks.

From the Assessment list select the 'Closed' tab.

The Student icon displays a list of students and if they have responded to the assessment.

Click 'Back to assessment list' to return.

The Grade Percentage icon lets you set the group marks.

When finished, click 'Save Changes' and then 'back to assessment list'.

The sheet icon allows you to create a new marking sheet.

Note: once a new marking sheet is created it is not possible to delete it.

Select the required parameters from the dropdown menus and click 'Create mark sheet'.

Once the marking parameters have been set, return to the assessment list and select the 'Marked' tab then click the 'View Report' button for the required assessment

Note: a marked assessment is released to students immediately; there is no control to set a specific release date.

There is a selection of reports available, clicking the required 'View report' icon will open that report in a new tab of the browser.

All reports can be downloaded as a MS Word [DOC](#) format file; some can also be downloaded in [CSV](#) or [XML](#) format

myBU Grade Centre

The marks from the assessment can be pushed through to Grade Centre in myBU for online grading.

In the left side Admin column, select 'transfer grades'.

Note: it is not possible to preview the student grades before transfer to Grade Centre.

Click 'update source' and 'OK' in the confirmation box that appears, to create and populate a column in Grade Centre in myBU

Note: Only one Grade Centre column per Unit in myBU can be associated with uGrade, so transferring any subsequent assessment grades will overwrite the original grades. To preserve the original grades it is necessary to create a copy of the column in Grade Centre. For further information regarding this contact the School Learning Technologist.

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Further resources: <http://webpaproject.lboro.ac.uk/academic-guidance/>
Note: WebPa is the underlying system behind uGrade.