Workflow #Bsp

Section 3: Administer

The following document is intended to be used by administrative staff, however, it may also be useful for markers who administer their own assignments.

For further information on marking and administering marking online:
- Health and safety (display screen equipment) – [bris.ac.uk/safety/guidance/#workplace](bris.ac.uk/safety/guidance/#workplace)
- Bristol Education Administration Manual (BEAM) – [bris.ac.uk/beam](bris.ac.uk/beam)
- Regulations and Code of Practice for Taught Programmes, Conduct of Assessment – [bris.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/conduct/](bris.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/conduct/)
Tracking submissions
An Instructor can track submissions. If a student doesn’t submit then this will result in them and/or one of their peers having a blank submission to evaluate, so it is important that students submit before the deadline. To track submissions:

1. In the Control Panel click on Course tools.
2. Click on Self and peer assessment.
3. Next to the name of your peer-review click on the drop-down arrow and choose View Submissions.
4. You can click most of the column headers to sort the table.
5. You can drill down into individual submissions by clicking on the drop-down arrow next to each student’s name and choosing View Submission.

Managing extensions/late submissions
Instructors can extend the submission period (see Set up document) if required for late submissions, but do not allow this to overlap with the Evaluation period.

Starting the Evaluation period
Once you begin the evaluation period, students can no longer submit. Therefore, once you are happy that all students who need to submit have submitted, you can begin the evaluation period.

1. Click on the appropriate course, find the self- or peer-review activity.
2. Once you find it, click the drop-down arrow next to it and Edit.
3. Click Properties.
4. Adjust the end of the Submission period and the beginning of the Evaluation period as appropriate, then click Submit.
5. Let students know when the Evaluation period will begin.

Viewing evaluations
Once students have started evaluating themselves and/or their peers, Instructors can also track the evaluations using the same instructions as Tracking submissions above but clicking View Evaluations at step 3.