Workflow #:Bsp

Section 4: Student evaluation

The following document is intended to be used by staff in order to test workflows and support students.

For further information on marking and administering marking online:
- Health and safety (display screen equipment) – bris.ac.uk/safety/guidance/#workplace
- Bristol Education Administration Manual (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/

Adding a test student
1. In the Control Panel of your course, click on Course Tools.
2. Click Add Test Student.
3. The student username will be [yourusername]_s
4. Enter a password, and confirm this, then click Create Test Student.
5. If you have already created a test student, instead click on Yes, Enrol Test Student.

You will need to use the “Guest login” option at ole.bris.ac.uk when logging in as this student. Log in as yourself using one browser (eg Chrome) and as the test student using another (eg Edge) or an incognito window to be able to switch between the two roles without logging out.

Student evaluation
1. Click on the appropriate course, find the peer-review activity
2. Once you find it, click View/Complete Assessment. You will see the evaluation screen.
3. Click on each assigned user and complete the evaluation, giving marks and feedback for each criterion, as required.
4. You will return to the Evaluation Overview screen, ensure all of your evaluations are marked as complete. Evaluations can be modified or reviewed until the end date for evaluation.