Workflow #Bsp

Section 5: Release results and feedback

The following document is intended to be used by administrative staff and markers who are releasing their own marks and feedback.

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/)
Checking all students have evaluated
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 Evaluations**.
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 Evaluation**.

Making feedback available to students
Students can immediately see their feedback once the Evaluation period has ended by finding the self- or peer-review item in Blackboard and clicking on **View/Complete Assessment** again.
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 Evaluation period as appropriate, then click **Submit**. Students will now be able to see the evaluations.

If you wish to keep feedback hidden from students after the Evaluation period has ended, you should make the self- or peer-review item unavailable until ready. To do this, follow the instructions below.

1. Ensure edit mode is on and click **Edit** in the dropdown menu next to the title of the self- or peer-review.
2. Click **Properties**, and for **Make the assessment available** select **No**, then click **Submit**.
3. When you are ready to make the evaluations available, follow steps 1 and 2 but set **Make the assessment available** to **Yes**.

Making results available to students
1. Click on **Control Panel, Course tools**, then **Self and peer assessment**.
2. Next to the name of your peer-review click on the drop-down arrow and choose **View Results**. You will see a table of results and can drill down into individual students by clicking on the arrow next to their name. You can also download the results here.
3. Click on **Send results to Grade Centre**. You should see the confirmation message: **Results have been sent to the Grade Centre**.
4. Go to the **Control Panel** and select **Full Grade Centre**.
5. Find the correct grade column.
6. Click on the down arrow next to the name of the assignment.
7. Select **Hide from Students (on/off)**.
8. The grey circle with a red line through it will disappear and students will be able to see their marks and feedback for this assignment.