



External Examiners – Overview for Summer 2020

Three technologies were typically used by Trinity College Dublin for Assignments, Take-Home Offline Exams and Real-Time Online Exams for summer 2020:

1. The Blackboard Assignment tool | 2. Turnitin in Blackboard | 3. The Blackboard Tests tool

This guide covers how external examiners can view student submissions and instructor grades & feedback via these tools. This guide assumes the grading has already been done by the module instructors and you are reviewing the submissions and accompanying feedback and grades. Please check with the module instructor(s) if unsure of the setup in a specific module and check with them before making any changes.

External Examiners – Accessing Blackboard

To access Blackboard go to mymodule.tcd.ie. Click on the 'Click Here to Login' button in the centre of the page and enter your Trinity Computer Account username (without @tcd.ie) and password supplied to you. Check with your contact points the relevant TCD school to confirm if your account has been created through Human Resources.

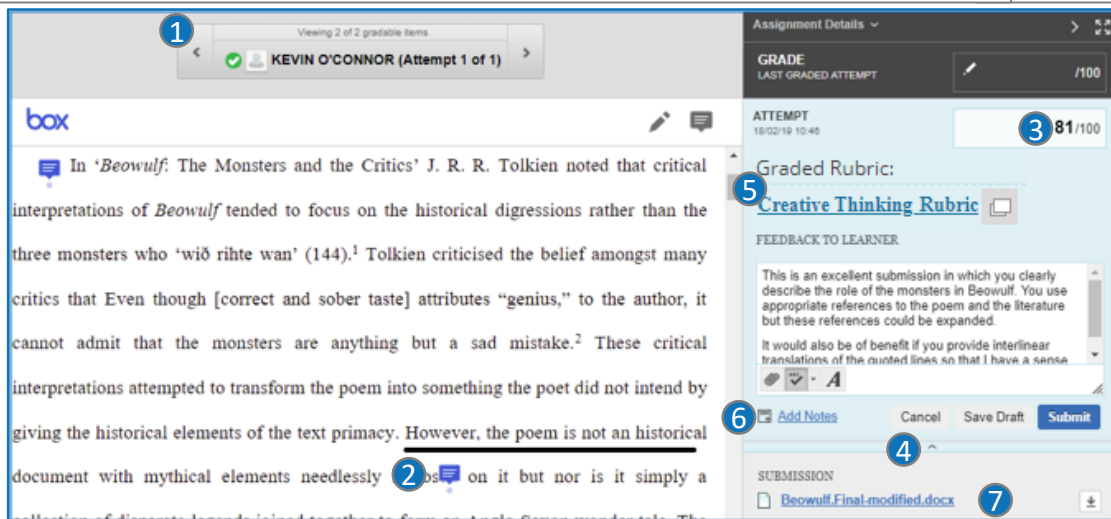
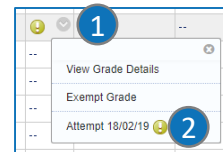
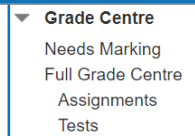
Once you log in, you will see your **Module List**. Click on the required module. If you have not been added to a module, check with your contacts in your school as the school manages these enrolments locally – the relevant instructors or school administrators should be able to add you as needed.

Option 1: Viewing Blackboard Assignments

You can access students' assignment submissions via the left-hand module menu under **Module Management** → **Grade Centre** → **Full Grade Centre**.

The grade centre essentially acts like an Excel sheet where instructors can enter and manage students' grades. Locate the column for the assignment (you may need to scroll to the right)

To view a student's submission, locate their cell within the assignment's column and click the down arrow next it (1). Click on the most recent or graded attempt if there are multiple (2).



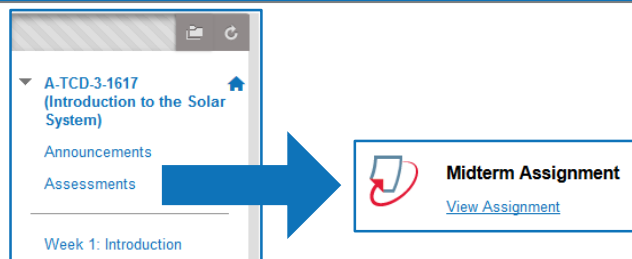
1. **Navigate** among student submissions & multiple attempts for the same student.
2. Click on the balloon icons to view any annotations an instructor has added to a document.
3. You can view the grade on the right-hand side next to the attempt
4. You can expand/collapse **Feedback to Learner** by clicking on the **expand/collapse arrow** below the grade.
5. Under **Feedback to Learner** you can view any text feedback and attachments provided to the student. You can also view a grading rubric if this is used (click on Show Description & Show Feedback if viewing the rubric)
6. Here you can view **Grading Notes** that are not visible to the student.
7. You can download the file or an annotated PDF of the document via the down arrow.



Option 2: Viewing Turnitin Assignments

The exact location/name of the Turnitin assignment will vary depending on the module's design but typically the assignment will be in a folder on the left-hand menu such as **Assessments** or **Assignments**. Click on the **View Assignment** link for an assignment to view the **Submission Inbox**.

This will open the submission inbox. Locate the name of the submission you wish to view and click on its title (1) to view it in **Feedback Studio**; you can use the search box at the top left of the page to find a specific student quickly (2).

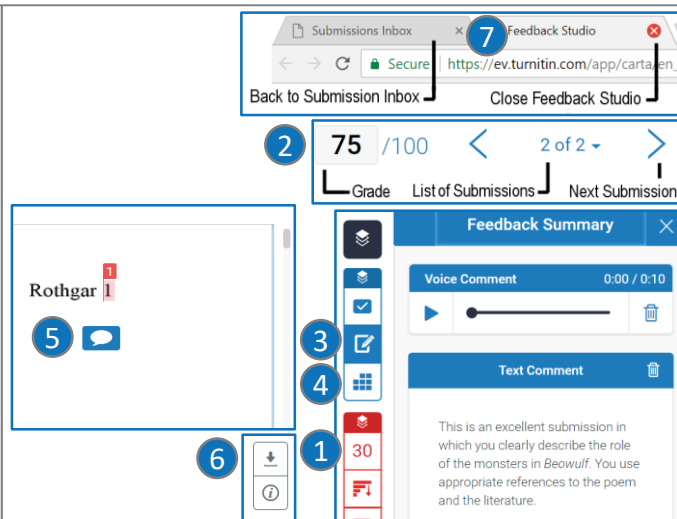


Author / Paper title	Paper ID	Date Submitted	Grade	Feedback
KevTestThree OConnTestThree - Beowulf Essay	915856176	Feb 14th, 2018 9:32 am	75 / 100	38%
KevinStu O'ConnorStu -				

When viewing a submission in **Feedback Studio**, you can access the Similarity Report (1) via the right-hand menu (red section) when viewing a submission. You can view the grade at the top right of the screen (2) and access overall feedback in the **Feedback Summary** panel on the right (3) (the pencil & paper icon).

Below this you can access the rubrics & grading form section (4) if these are used in the module. Annotations can be accessed directly on the document via the balloon icons (5). You can download a PDF copy with annotations and feedback included via the download icon on the right-hand side (6).

Close the browser tab to return to the submission inbox to find another submission to view (7).

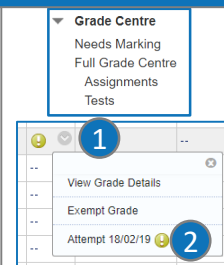


Option 3: Viewing Blackboard Test Results

You can access students' test submissions via the left-hand module menu under **Module Management** → **Grade Centre** → **Full Grade Centre**.

The grade centre essentially acts like an Excel sheet where instructors can enter and manage students' grades. Locate the column for the assignment (you may need to scroll to the right)

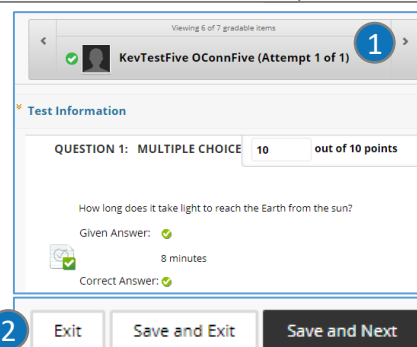
To view a student's submission, locate their cell within the test's column and click the down arrow next it (1). Click on the most recent attempt if there are multiple (2).



The student's submission will appear on screen. Scroll down through it to review the questions and the submitted responses and any feedback provided to the learner.

Use the arrows at the top of the page (1) to navigate among submissions by different students.

Click **Exit** at the bottom of the submission (2) to return to the Grade Centre.



Further Advice and Support

If you are unsure of the setup in a particular module, please check with the relevant instructors in the first instance. You can review the advice and guidance given to instructors for online assessment for summer 2020 at <https://www.tcd.ie/itservices/working-remotely/online-assessment/staff/>. If you have any further/general queries regarding Blackboard please email IT Services at itservicesdesk@tcd.ie