

## Superuser: Manage Assessments

---

### Contents

<i>Accessing Assessments</i> .....	2
<i>Updating Assessments</i> .....	4
<i>Revoking Assessment</i> .....	5
<i>Publish Assessment</i> .....	5
<i>Further Support</i> .....	6

The screenshot shows the 'Online Assessment Feedback Tool' login page. At the top left is the UAL logo. The title 'Online Assessment Feedback Tool' is centered at the top. Below the title is a note: 'Please note a University Network Account is required to access this service.' The main content area contains a login form with fields for 'Username:' and 'Password:', and a blue 'Submit' button. A white instruction box on the left contains the text '1. Enter your UAL username and password and click "Submit"', with three red arrows pointing to the Username field, the Password field, and the Submit button. Below the login form is a green box with 'Important Information' and 'Help & Support' sections. The 'Important Information' section states 'Please note that 13/14 feedback is available in your Moodle course.' The 'Help & Support' section says 'Please email your queries to [elarning-support@arts.ac.uk](mailto:elarning-support@arts.ac.uk)'.

**ual:** university  
of the arts  
london

### Online Assessment Feedback Tool

Please note a University Network Account is required to access this service.

1. Enter your UAL username and password and click "Submit"

Username:  
Password:  
Submit

**Important Information**

Please note that 13/14 feedback is available in your Moodle course.

**Help & Support**

Please email your queries to [elarning-support@arts.ac.uk](mailto:elarning-support@arts.ac.uk)

ual: university of the arts london **Online Assessment Feedback Tool**

Logged in as: Jane Russell (jarussell) Logout

**Courses** Archived Feedback

**My Courses**

Course ID	Course Name	Role
0114A211215/16	<a href="#">BA (Hons) Photography Camberwell Full-time Year 1</a>	Assessor
0174F211215/16	<a href="#">BA (Hons) Fashion Contour LCF Full-time Year 1</a>	Assessor
0174F212215/16	<a href="#">BA (Hons) Fashion Contour LCF Full-time Year 2</a>	Superuser
0174F213215/16	<a href="#">BA (Hons) Fashion Contour LCF Full-time Year 3</a>	Superuser
0174F223215/16	<a href="#">BA (Hons) Fashion Contour LCF Sandwich Year 3</a>	Superuser
0198A411215/16	<a href="#">BA (Hons) Fine Art: Print And Time-Based Media Wimbledon Full-time Year 1</a>	Assessor
0206F213215/16	<a href="#">BA (Hons) Fashion Sportswear LCF Full-time Year 3</a>	Superuser
0206F223215/16	<a href="#">BA (Hons) Fashion Sportswear LCF Sandwich Year 3</a>	Superuser
<b>Previous Academic Years</b>		
0114A211214/15	<a href="#">BA (Hons) Photography Camberwell Full-time Year 1</a>	Superuser
0174F211214/15	<a href="#">BA (Hons) Fashion Contour LCF Full-time Year 1</a>	Superuser
0174F212214/15	<a href="#">BA (Hons) Fashion Contour LCF Full-time Year 2</a>	Superuser
0174F213214/15	<a href="#">BA (Hons) Fashion Contour LCF Full-time Year 3</a>	Superuser
0174F223214/15	<a href="#">BA (Hons) Fashion Contour LCF Sandwich Year 3</a>	Superuser
0198A411214/15	<a href="#">BA (Hons) Fine Art: Print And Time-Based Media Wimbledon Full-time Year 1</a>	Assessor
0206F213214/15	<a href="#">BA (Hons) Fashion Sportswear LCF Full-time Year 3</a>	Superuser
0206F223214/15	<a href="#">BA (Hons) Fashion Sportswear LCF Sandwich Year 3</a>	Superuser
0210P423214/15	<a href="#">BA (Hons) Interaction and Moving Image LCF Sandwich Year 3</a>	Superuser

2. Click on the "Course Name"

ual: university of the arts london **Online Assessment Feedback Tool**

Logged in as: Jane Russell (jarussell) Logout

**Courses** **Assessments** Manage Users Archived Feedback

**5/16 BA (Hons) Fashion Sportswear LCF Full-time Year 3**

Unit ID: **U001259F213215/16** Unit Name / Assessments: **Contextualising Your Practice**

Settings: [2,000 word draft](#)  
 Hand in date: [Not set](#)  
 Publish by date: [Not set](#)

Assigned Users: [+ Denisa Niculescu](#) Drafts: 0 / 2  
 Completed: 0 / 2  
 Published: 0 / 2

Settings: [4,500 extended essay](#)  
 Hand in date: 15/02/2016  
 Publish by date: 18/03/2016

Settings: [Holistic Assessment](#)  
 Hand in date: [Not set](#)  
 Publish by date: [Not set](#)

Assigned Users: [+ Denisa Niculescu](#) Drafts: 0 / 2  
 Completed: 0 / 2  
 Published: 0 / 2

Superusers on this course: [Andrew Cavara](#), [Alicia Gaze](#), [Catherine Fuller](#), [Clare Lomas](#), [Claudine Rousseau](#), [Caroline Stevenson](#), [Deborah Carreras](#), [Denisa Niculescu](#), [Emra Khalil](#), [Eranella Schook](#), [Jane Russell](#), [Julie Wilson](#), [Kevin McConochie](#), [Katharine Smacke](#), [Lusilla Allen](#), [Mohammad Nur-Ul-Nabi](#), [Tessa Pigott](#)

3. Assessments held on the Registry Database (QL) will be available.

4. Click on "Assessments"

5. A list of Superusers for this course can be found at the bottom of the page.

Updating Assessments

**Online Assessment Feedback Tool**

Logged in as: Jane Russell (jrusell) Logout

[Courses](#) [Assessments](#) [Manage Users](#) Refresh Feedback

**5/16 BA (Hons) Fashion Sportswear LCF Full-time Year 3**

Unit ID: 300120W213213/16

[Add Custom Assessment](#)

Unit Name / Assessments	Assigned Users	Drafts	Completed	Published
<a href="#">Settings</a> <b>2,000 word draft</b> <small>Hand in Date: Not set</small> <small>Publish by Date: Not set</small>	• Denise Nicolaou	0 / 2	0 / 2	0 / 2
<a href="#">Settings</a> <b>4,500 extended essay</b> <small>Hand in Date: 10/03/2016</small> <small>Publish by Date: 10/03/2016</small>		0 / 2	0 / 2	0 / 2

**300100F213215/16 Diploma In Professional Studies**

[Add Custom Assessment](#)

Unit Name / Assessments	Assigned Users	Drafts	Completed	Published
<a href="#">Settings</a> <b>Historic Assessment</b> <small>Hand in Date: Not set</small> <small>Publish by Date: Not set</small>	• Denise Nicolaou	0 / 2	0 / 2	0 / 2

Approved on this course: Andrew Cavers, Sine Dore, Catherine Fisher, Clara Lomas, Claudia Robinson, Caroline Westwood, Deborah Carrison, Denise Nicolaou, Emma Hall, Pamela Wrench, Jane Russell, Julia Wilson, Karen McCosker, Kerina Semakula, Louise Allen, Mohammed Nur-El-Nabi, Tanya Russell

1. Click on "Settings"

**Online Assessment Feedback Tool**

Logged in as: Jane Russell (jrusell) Logout

[Courses](#) [Assessments](#) [Manage Users](#) Refresh Feedback

**5/16 BA (Hons) Fashion Sportswear LCF Full-time Year 3**

**Assessment Settings**

Fields marked with an asterisk (\*) are compulsory.

Visibility:  Visible  Hidden

Title: Formative Assessment

Course ID: 300120W213213/16

Course Title: BA (Hons) Fashion Sportswear LCF Full-time Year 3

Unit ID: 300120W213213/16

Unit Title: Contextualising Your Practice

Assessment ID: 41

Assessment Title: 2000 word draft

Publish By Date: (DD/MM/YYYY)

Hand In Date: (DD/MM/YYYY)

Academic Year: 15/16

Available Criteria:

- (1) Research
- (2) Analysis
- (3) Subject Knowledge
- (4) Experimentation
- (5) Technical Competence
- (6) Communication and Presentation
- (7) Personal and Professional Development
- (8) Collaborative and / or Independent Professional Working

2. Update and click on "Save".

## Revoking Assessment

Logged in as: Jane Russell (jarussell) Logout

Courses Assessments Student List Export Grades

**5/16 OAT Test Course 1**  
**Test Unit 001**  
**AD Assessment**

Student ID	Name	Feedback Status	Viewed	Creation Date	Last Modified	Published Date
ABC1500000	Cumberdale, Hubert	Ready to publish		30/09/2015 - 10:52:34	19/01/2016 - 16:40:50	
ABC1500001	Cubicki, Milford	Ready to publish		30/09/2015 - 11:06:52	07/04/2016 - 10:00:14	
ABC1500002	Stewart-Baxter, Marjory	Published	No	08/12/2015 - 10:20:20	08/12/2015 - 10:20:57	08/12/2015 - 10:20:18
ABC1500003	Porkovosto, Penny	Published	No	30/09/2015 - 11:14:54	08/12/2015 - 10:20:52	08/12/2015 - 10:20:39
ABC1500004	Horacollari, Horace	Published	No	30/09/2015 - 11:07:06	30/09/2015 - 11:14:13	08/12/2015 - 10:27:52

1. Click the Revoke button next to the student ID.

Publish selected feedback Publish

Click OK to unpublish the record or click Cancel to return to the page.

2. Click OK OK Cancel

## Publish Assessment

Logged in as: Jane Russell (jarussell) Logout

Courses Assessments Student List Export Grades

**5/16 OAT Test Course 1**  
**Test Unit 001**  
**AD Assessment**

Student ID	Name	Feedback Status	Viewed	Creation Date	Last Modified	Published Date
ABC1500000	Cumberdale, Hubert	Ready to publish		30/09/2015 - 10:52:34	19/01/2016 - 16:40:50	
ABC1500001	Cubicki, Milford	Ready to publish		30/09/2015 - 11:06:52	07/04/2016 - 10:00:14	
ABC1500002	Stewart-Baxter, Marjory	Published	No	08/12/2015 - 10:20:20	08/12/2015 - 10:20:57	08/12/2015 - 10:20:18
ABC1500003	Porkovosto, Penny	Published	No	30/09/2015 - 11:14:54	08/12/2015 - 10:20:52	08/12/2015 - 10:20:39
ABC1500004	Horacollari, Horace	Published	No	30/09/2015 - 11:07:06	30/09/2015 - 11:14:13	08/12/2015 - 10:27:52

2. Select feedback to be published

Publish selected feedback Publish

**Note:** Email notification will go to the Student, grades will be automatically pushed through to Registry Database (QL) and all the Superusers will receive an email from Registry ([ar-systemsunit@arts.ac.uk](mailto:ar-systemsunit@arts.ac.uk)).

Please note, if this is a Custom Assessment grades will not be automatically pushed through to Registry Database (QL), this will need to be by hand, and all the Superusers will not receive an email from Registry.

## Further Support

Additional support is on hand should you require help. Contact the Technology Enhanced Learning team at [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)



*This work by Technology Enhanced Learning, University of the Arts London is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License.*

