Marking Student Workbook Submissions

*Note, if your Blackboard unit has a link to its own ATLAS workspace, click that and skip steps 1 - 3!*

1. **Open PebblePad** by going to your Staff Portal and choosing “Learning Portfolio”.

2. **Open ATLAS** from the top left corner of your PebblePad homepage...

3. **Locate your specific workspace/unit.** It will appear on the left under the heading “Workspaces I am managing”, or else you can search for it on the right...
4. On the Submissions Page you’ll see a list of submissions – note the following...
   a. Depending on how the assignment was set to deal with due dates, you can view submissions either...
      • as they stand currently, i.e. as live submissions that may change as students continue working
      • as they appeared on a specific date, e.g. some due date
   b. The “Filter Sets” drop down contain any student groups brought in from Blackboard
   c. The actual submissions – click a title to begin marking. Note the “modified” date, which shows when a submission was last edited, is much more helpful than the “submitted” date, since oftentimes workbooks get auto-submitted the very first date a student opens them.

5. The submission will open in a new web browser window. Note:
   a. The clickable menu that allows you to view each page in the workbook
   b. The tools you’ll be using to actually give feedback/marks

Learning Philosophy

Unit code and name:
EDL1250 Learning and Learners

Present your learning philosophy on this page.

This philosophy is founded on the concept of building relationships and connectedness through a holistic, multifaceted approach to learning and development, that respects and connects to contextual influences to magnify support for the learner (McDevitt & Osmurd, 2010). This addresses learners as Year 1, in a caring school environment (McLauren, 2010). Year 1 can involve a
6. Of the tools mentioned in step 5 you most likely will use just the leftmost three...

- “i” for information will remind you of the student’s name and when they last modified the workbook.
- The round speech bubble is useful for giving feedback progressively before actual assessment.
- The square speech bubble is used to provide assessment grades/feedback. It is recommended you choose the option “Leave feedback for the main asset”, ie for the workbook as a whole.

7. The images below show the screens for adding feedback (left) and a grade (right). Note that in both cases you need to hit “save and close” to finalise your feedback/send a grade back to Blackboard. Also note...

   a. Feedback can include not only text but also an attached document from your computer (eg MS Word) or even an integrated rubric/grading template.

   b. All feedback and grades are typically held until the unit coordinator is ready to release them.
8. Finally, the unit coordinator should head back to the ATLAS Submissions page, where you can

a. Release grades/feedback by ticking all student names and then selecting “Manage Feedback”.

   a) View the “percentage completed”, as indicated by the self-report mechanism you may have added

   b) View the current grade/feedback, which will appear with the world’s tiniest exclamation mark 🎉 if it has yet to be released. If you see the triangular exclamation mark ⚠️ it means that some comments/grades were not saved back in step 7 – please note you can easily go back to the previous step to save it.

   c) View any capability approvals you may have included in the workbook