

# Student grading, results and reporting

**Trainer and Admin help guide** 

## **Overview**

This guide will show you how to view student results, download and print student attempts and use the reporting features.

Should you require any assistance with any of the processes mentioned in this guide or if you would like to schedule a training webinar, contact our support team on **1300 554 100** or *customerservice*@*didasko.com* 

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## Student resulting and 'Activity completion'

At the bottom of each unit's Homepage you can find the Result's table.

You can grade from here, email a student, check a student's grades for the unit and visually see a student's submission status – **green** pass, **red** fail/reattempt required, **black** not attempted/marked

Surname 🔶 First name		🕤 Multiple Choice 🖨 🖋	🕤 A - Short Answer 🗢 🖋	🕤 C - Task 1 🗢 🖋	🕤 C - Task 2 🗢 🖋	😨 Digital content 🗢 🖋	🗆 Unit Feedback 🗢 🖋	Course Complete
Audrey Parker	⊞ 🖋	SatisfactoryQ	Not yet satisfactor Q	Satisfactory@	SatisfactoryQ	Satisfactory 🗨	Not yet satisfactory	Not yet competent *

You can click onto a student's individual attempt using the magnifying glass next to the assessment, or you can click onto the assessment name in the top bar to view an overall list of submissions for all students in the selected group

#### **Course completion report**

You can also view this information in a 'table checklist view' via the course completion report for this unit.

Note: You **must** set your course completion settings to be able to see this report. See the help guide 'How to set course completion settings'

1. Select the cog in the top right-hand corner of the unit and then select 'more'.

Home / My courses / SIT_V2 / SITHPAT010_V2	
	<b>*</b> -
Design and produce sweet huffet	Edit settings
Design and produce sweet ballet	
snowpieces	Course completion
ST V2	Unenrol me from SITHPAT010_V2
8% complete	▼ Filters
	Gradebook setup
	🖁 Backup
	1 Restore
This is a booding for testing purposes	1 Import
This is a nearing for testing purposes	← Reset
I his unit describes the skills and knowledge required to design and produce snowpleces for display with sweet buffets. It re- decorative components from individual or combined sugar, chocolate, pastillage and marzipan materials and to assemble th	Published as LTI tools
	LTI Provider
I he showpiece could be for a buffet that is one-off for a special event or function or a series of regular buffets offered by the	State More
The preparation display of shownlocas is a high order technical skill used by experienced patiesiers who operate independent	



2. When the next page loads select 'Reports' and then select 'Course completion'

Course admin	istrat	tion
Course administration	Users	Reports
Reports		Competency breakdown Course completion
		Insights
		Logs
		Live logs
		Activity report
		Course participation
		Activity completion

3. The report shows the checkboxes against the 'Activities' which are the assessments that you have deemed must be completed by the student in order to be 'competent' in the unit.

Criteria group		Activities			Course
Aggregation method		All			Any
Criteria		test 23456	C - Task 1	logbook	Course complete
First name / Surname	Email address	0	Θ	•	*
Amren Fairchild	test2@didasko.com				
Audrey Parker	test6@didasko.com				
Azriel Redblade	test4@didasko.com	<b>S</b>	×		

If there is a green tick in the last column 'Course complete' then the student is 'Competent' in the unit.

## Activity completion icons

- manual not yet marked as complete
- 🐼 manual enabled
- Manually completed
- automatically completed
- 🐹 automatically failed
- automatic not completed
- with automatically passed
- automatic enabled



4. You can filter students by groups, or first letter or surname, using the filters at the top of the page

Separate groups	All participants 🗢
All participants:	34
First name All	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname All A	B C D E F G H I J K L M N O P Q R S T U V V W X Y Z
Page: 1 2 (Next)	

5. You can click on the student's name to see more details such as the date the work was graded as 'Satisfactory'

First name / Surname	Email address	•	⊞	=
Tom Carr	test15@didasko.com			

Showing user Tom Carr					
Status Complete					
Required Any criteria bel	ow are required				
Criteria group	Criteria	Requirement	Status	Complete	Completion date
Activity completion	Assessment 1C - Multiple choice			Yes	22 October 2018
Course grade	Required course grade	9.00	100.00	Yes	6 June 2017

6. These reports can be exported to excel for your records, using the link at the bottom of the page.

Download in spreadsheet format (UTF-8 .csv) Download in Excel-compatible format (.csv)



## Students grades/user report

To access the students 'user report', which contains their grades in detail, from the resulting table select the blue 'grid icon next to the student name.



From this page you are able select further options. You can choose 'This unit' or 'All units'. It will show the breakdown of the student's grade for each assessment in the unit. You can also also navigate to other students, using the drop-down menu on the right- hand side.

User report		\$				
Separate groups	All participants	\$			Select all or one user	Audrey Parker 🗢
			This Unit   All U	Jnits		
Grade item			Grade	Range		Feedback
Manage ris	k (BSBRSK501_DD	)				
🗟 Assessi	ment 1C - Multiple o	choice	1.00	0-9		
Assessi	ment 2C - Multiple o	choice	-	0-5		

If the student is Competent in the unit, at the bottom of the page a 'gold star' will be shown.



Note - Only 'All students' can only be selected if 'This unit' is selected.



## Exporting the student results

- 1. From the student's 'user report' page, select the drop-down menu in the top left-hand corner
- 2. Then scroll down to export, then select 'Excel spreadsheet'

Audrey Pa	rker	Message	Add to contacts
User report	¢		
User report Setup Gradebook setup	•		
Course grade settings Preferences: Didasko Grader report Preferences: Grader report			This Unit   All Units
Scales View	I		Grade
Letters View Edit			
Import CSV file	се		1.00
Paste from spreadsheet XML file	се		-
Export OpenDocument spreadsheet Plain text file			-
Excel spreadsheet XML file	Ť		-

3. On the next page choose 'All participants' or select the group from the drop-down menu





4. Then check the boxes next to the assessments that you would like to include in this report.



5. At the bottom of the page, select 'Download'.



6. The report will then download in an excel format and you can save the report to your computer.

#### Example Report:

1	Α	В	С	D	E	F	G	Н	l I	
1	First nam	Surname	Email addres	Conten	Quiz: A	Quiz: B	Assignment:	Assessment	Unit Status	
2	Scott	Smith	scott.smith@	1	13	10	Satisfactory	Satisfactory	Not yet competent	
3										
4										

Once the report is in excel you can edit and filter the data as excel allows.



## **Other reports**

#### **Overview report**

1. From the *result table* at the bottom of the unit select the blue 'grid icon next to the student name.



2. From the student's 'user report' page, select the drop-down menu in the top left-hand corner

Audrey	Parl
User report	\$
View	
Didasko Grader report	
Didasko Single view	
Grader report	_
Grade history	_
Outcomes report	
Overview report	
Cingle view	

3. The next page that loads after will show a summary of the students' progress with regards to competency in all the units that they are enrolled into. (See below as an example) The Gold stars represent that a student is competent in that unit.

Bil	l Tuscan 🗩 Message 🛛 🖪 Add to con	acts
Overview report	÷	
Separate groups All	participants 🗢	
Select a user Bill Tus	can 🗢	
Shortname	Course name	Competent / Not yet competent
BSBWOR501	BSBWOR501 Manage personal work priorities an	id professional development
BSBADM502	BSBADM502 Manage meetings	
SITHPAT003	SITHPAT003 Produce pastries	0

You can also select other students using the drop-down menus in the top left-hand corner. selecting the student from the drop-down list.



## Printing or downloading student attempts

To download all student attempts in one file, see step 3. To keep the files separate see step 1 for online quizzes and step 2 for assignments with uploads.

#### 1. Quizzes

1a. Select the unit, select the assessment, select 'Attempts'

<b>Multiple Choice</b>	
	Attempts allowed: 3
	Grading method: Highest grade

1b. A new page will load, and then you will be able to apply filters to specific students and check the box next to their name.

First name	All A B	C D E F G H	I J K	L M N	O P Q	R S	T U V W	/ X Y	Z
Surname All	A B C	D E F G H I	J K L	M N	O P Q R	S T	UVW	X Y Z	2
Download tal	Download table data as Comma separated values (.csv) + Download								
	First								
	name / Surname	Email address	State	Started on	Completed	Time taken	Grade/9.00	Q. 1 /1.00	Q. 2 /1.00

1c. Choose from the drop-down menu the format that you would like to download in, and then select 'Download'





#### 2. Assessments with uploads

2a. Select the unit, select the assessment, select 'View all submissions'

Separate groups	All participants	÷.					
Grading summa	ry						
Hidden from stu	udents						Ν
Groups							4
Drafts							0
Submitted							2
			View all s	ubmissions	Grade		

2b. On the next page from the drop-down menu below 'Grading action' select 'Download all submissions'

Assessment 2B - Task 2.1						
Grading action	Choose 🗧					
Separate groups	Choose Download all submissions					
First name All	Upload multiple feedback files in a zip View gradebook	N				

You will then be prompted to save the files on your computer.

#### 3. All student attempts

From the result table at the bottom of the unit select the blue 'grid icon next to the student name.



Scroll to the bottom of the page, you will see on the left-hand side 'All Quizzes & Assignments' on the right-hand side select 'Print'. This will open a PDF version of the student attempts; you can then print or save.

Unit Status	Competent	0	
All Quizzes & Assignments			Print



## 'My Students'

'My Students' can be found on the left-hand side of you home page.

Home	
Forms and links	
My Students	
Enrolment Form	
Usage Report	
Mpanel	
Browse list of users	

When logged into your 'trainer' account this will list the students and will show which units they are enrolled into.

Username 🔸	Email login	Report	First name	Surname	Email address	Shortname
Terry01			Terry	Jeffords	customerservice@didasko.com	SITHPAT010_V2
testingstudent			test	testingstudent	customerservice@didasko.com	BSBCMM201_V2
tcarr			Tom	Carr	customerservice@didasko.com	BSBWOR203_V2

You can view the students report from here by click on the grey icon ext to the student's name under the column 'Report'.

You can also send the students their login information by selecting the envelope icon index the column 'email login'



## Grading

#### 'Grade me'

'Grade me' appears on the home page, on the right-hand side, below the Calendar.

Once you select 'Load Grade me'. This will list all the current student submissions that are awaiting grading by a trainer.

Please note: All assessments are due prior to September 29th. Remember to complete your	Main menu
multimedia prior to your practical sessions	
This is an example.	Calendar
GoToMeetings	November 2020 >
	Sun Mon Tue Wed Thu Fri Sat
	0 8 9 10 11 12 13 14
	15 16 17 18 19 20 21
Search by Unit Code	22 23 24 25 26 27 28 29 30
Manage diversity in the workplace (BSBDIV501_V2)	
€ GRADE	Grade Me
5% complete	Load Grade me
	Collapse / Expand All
it is broken down in Ur	
Assessme	nt - V 🕞 B - Practical Observation (1)
Stude	nt 🚽 🗸 🕥 Thor Odinson May 23, 9:06 AM
	THPAT001_V2
Iso has a date and time stamp for when it was submitted by	A - Short Answer (6)
sudent below the sudent hame.	April 2, 8:59 AM
view all submissions for this unit, select the title of the unit of ect the assessment. You will then be able to view all	or Onatella Dragna April 2, 10:00 AM
empts' See below instructions.	Scarlett Dragna
cking on the red tick will navigate you to the students attem	pt Kady Grant
he existing tab	April 2, 10:05 AM
cking on the student's name will open the attempt in a in tab	April 2, 10:06 AM
	April 7, 8:35 AM
ice a students work has been graded the attempt will disappe	ar



## **Outstanding grading**

To access student attempts to grade them, you can select the assessment from the unit homepage, and then select 'Attempts'

#### Quizzes

1a. Select the unit, select the assessment, select 'Attempts'

Attempts allowed: 3
Grading method: Highest grade
Attempts: 1

1b. A new page will load showing all students attempts.

You will be able to apply filters to find specific students. Groups can be selected from the drop-down menu and then further filtering on the status of the attempt can be added/removed. You will need to then select 'Show report'.

Separate groups	All participants	÷	Attempts: 2				
What to ine Attempts from	clude in the report	enrolled users who have attempted the quiz	÷				
Attempts that a	ire	🗷 In progress 🗷 Overdue 🖉 Finished 🗷 Never submitted					
		Show at most one finished attempt per user (High	nest grade)				
Show only atte	npts	that have been regraded / are marked as needing	regrading				
- Display op	tions						
Page size		30					
Marks for each	question	Yes 🗢					
		Show report					

Note: If the Multiple-choice quizzes are set up to be self-grading by the system so there is no need to grade.



## 1c. The table will show the student attempts and you will be able to review by selecting 'Review attempt' or grade them by selecting 'Not yet graded' or 'Requires grading'

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/3.00	Q. 1 /1.00	Q. 2 /1.00	Q. 3 /1.00
8	Audrey Parker Review attempt	test6@didasko.com	Finished	19 January 2017 4:22 PM	19 January 2017 4:22 PM	18 secs	3.00	✓ 1.00	✓ 1.00	✓ 1.00
A	Thor Odinson Review attempt	1@1.com	ln progress	24 January 2017 2:49 PM	-	-	-		-	-
<b>Q</b> )	Andrea Waters Review attempt	test12@didasko.com	ln progress	3 March 2017 3:20 PM	-	-	-	-	-	-
	Bill Tuscan Review attempt	1@1.com	Finished	4 April 2017 3:44 PM	4 April 2017 3:44 PM	17 secs	Not yet graded	Requires grading	Requires grading	Requires grading
	Andrei Percy Review attempt		Finished	7 April 2017 12:52 PM	7 April 2017 12:52 PM	36 secs	Not yet graded	Requires grading	Requires grading	Requires grading
	0		2			1	2 00 (1)	1.00 (1)	1 00 (1)	1 00 (1)
Overall average     3.00 (1)     1.00 (1)     1.00 (1)       Regrade selected attempts     Delete selected attempts										

Tip: For outstanding grading, we recommend that you **deselect** 'Finished' in the attempts check boxes, and then filter the column 'Grade' by selecting the word 'Grade' at the top of the column so that all the 'Not yet graded' are listed together.

#### Assessments with uploads

1a. Select the unit, select the assessment, select 'Attempts'

А	ttempts	allowe	ed: 4	
Gradin	g metho	d: Higł	nest g	rad
	Atten	npts: 6		

1b. A new page will load showing a summary page.

You will be able to apply filters by groups, this can be selected from the drop-down menu. You will need to then select either 'View all submissions' or 'Grade'.

Separate groups All participants +		
Grading summary		
Hidden from students		No
Groups		4
Drafts		0
Submitted		2
	View all submissions Grade	



1c. A new page will load showing all students attempts.

The status column will indicate if the student has submitted, not submitted, has an attempt in draft or has been submitted and Graded.

Select	User picture	First name / Surname	Email address	Status	Grade -	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)
		Tom Carr	test15@didasko.com	No submission	Grade	Edit 🝷	-			-
		Andrea Waters	test12@didasko.com	Draft (not submitted)	Grade	Edit 🝷	Friday, 3 March 2017, 2:49 PM	- 🏽 Assessment 3B Risk doox 3 warch 2017, 2:49 PM	► Comments (0)	-
		Audrey Parker	test6@didasko.com	Submitted for grading Graded	Grade Competent	Edit 🝷	Tuesday, 24 January 2017, 1:23 PM	Lenge Assessment 3B Risk matrix.docx 24 January 2017, 1:22 PM	Comments (0)	Tuesday, 24 January 2017, 2:11 PM

1d. To Grade the attempt, select the green 'Grade' button. Then on the next page you can view or download the student submission, grade using the drop-down menu and then select 'Save changes' or 'Save and show next' to move to the next student submission.

Submission
Assessment 3B Risk matrix.docx 24 January 2017, 1:22 PM
Comments (0)
Grade
Grade:
Competent No grade Pending Competent
Not yet competent
Feedback comments
1 A ▼ B I ≔ ≔ % % ⊆ ■ ♥ ♥ ₽ ₽
Notify students 🗹 😧 Save changes Save and show next Reset

You may also wish to add Feedback in the feedback comments for the student to view.



## **Grade History**

#### How to find when an assessment was graded, and which trainer graded their work

To see specific details of the graded work, such as which trainer graded the assessment or when it was graded.

1. Select 'Grades' on the left-hand side of the unit homepage.

SITHPAT010_V2
Participants
Competencies
Grades

2. From the drop-down menu choose 'Grade history'.

Grade history	ŧ
View Didasko Grader report Didasko Single view Grader report	^
Grade history Outcomes report Overview report Single view User report	

2a. To select a specific student, find them in **G** the 'select user' option.

To select a specific assessment chose this from the drop-down menu 'grade item'

To select a specific trainer, choose from the drop-down list 'Grader'

You may also add a date range if required

Select 'Submit'



rade history						
Select users		Selec	t users			
Selected users						
Grade item		All grad	e items		\$	
Grader		All grad	ers 💠			
Date from		22 🖨	April	\$	2020 🖨	🛗 🔲 Enable
Date to		22 🗢	April	\$	2020 🖨	🛗 🔲 Enable
•	8	Revise	ed grades o	only 🕜		
		Subm	it			

#### 3. The attempts will be listed and will also show which trainer graded this work.

Date and time 🗸	First name / Surname	Email address —	Grade item	Original grade —	Revised grade	Grader —
Thursday, 2 April 2020, 9:22 AM	Bill Tuscan	2@2.com	Assessment 1B - Task 1.6	1.00	1.00	Elaine Archeron



1. From the unit page, select the 'cog' icon in the top right-hand corner, and then select 'More'

This unit covers the It applies to individu teamwork in a define	<b>Work effectively with other</b> 25% complete	<ul> <li>Edit settings</li> <li>Turn editing on</li> <li>Course completion</li> <li>Unenrol me from BSBWOR203_V2</li> <li>Filters</li> <li>Gradebook setup</li> <li>Backup</li> <li>Restore</li> <li>Import</li> <li>Reset</li> <li>LTI Provider</li> </ul>
Learn	Viewed	

2. From the 'Course Administration' page, select 'Course completion' within the 'Reports' section

Course administration	Users
	Edit settings
	Turn editing on
	Course completion
	Filters
	Gradebook setup
	Backup
	Restore
	Import Reset
	LTI Provider
Reports	Competency breakdown
	Course completion
	Logs
	Live logs



3. You can filter on 'Groups', or 'First name' and 'Surname' initial. Or leave the 'Separate groups' as 'All participants' to show all the students.

The report will show you tick boxes for the Assessments boxes and in the end column 'Course complete' wil be ticked for students who are competent in the unit.

eparate groups All participants: 23	articipants 🗢									
irst name All A B	C D E F G H I J K	L M N	0 P	Q R S	ΤU	v w x	Y Z			
Curname All A B C	D E F G H I J K L	MN	O P Q	R S	T U V	W X	Y Z			
Criteria group			ies						Course	
Aggregation method	All	All								
Criteria		Multiple choice	A - Short answer	B - Practical Observation	Assessment E - Role-play 1	Assessment E - Role-play 2	Assessment E - Role-play 3	Assessment E - Task 1	Course complete	
First name / Surname	Email address	Θ	Θ	O	G	G	0	Θ	1	
Bruce Banner	noreply@didasko.com			$\overline{\mathbf{S}}$						

## Activity completion icons

- manual not yet marked as complete
- 🐼 manual enabled
- Manually completed
- automatically completed
- 🐹 automatically failed
- automatic not completed
- watcomatically passed
- 🛃 automatic enabled



4. At the bottom of the report, select 'Download in Excel...'

Stephen Strange	tester@didsako.com	O	Ο	Ο	Ο	Ο	
Sam Wilson	tester@didsako.com	0	O	O	Ο	O	
Download in spreadsheet format (UTF-8 .csv) Download in Excel-compatible format (.csv)							

5. When the Excel spreadsheet downloads, the column following the assessment will show the date that they became 'Satisfactory' in the assessment.

Email address	Multiple choice Multiple choice - Completion date	
tester@didsako	Completed	Tuesday, 18 February 2020, 7:27 PM
	Email address tester@didsako	Email address Multiple choice tester@didsakc

6. The last column 'Course complete' will show the date that the student became 'Competent' in the unit

Completed Wednesday, 25 November 2020, 9:02 AM 25/11/20, 22:01	Assessment E -	Assessment E - Task 1 - Completion date	Course complete	
	Completed	Wednesday, 25 November 2020, 9:02 AM	25/11/20, 22:01	

