

Blackboard Online Submissions External Examiners Guide



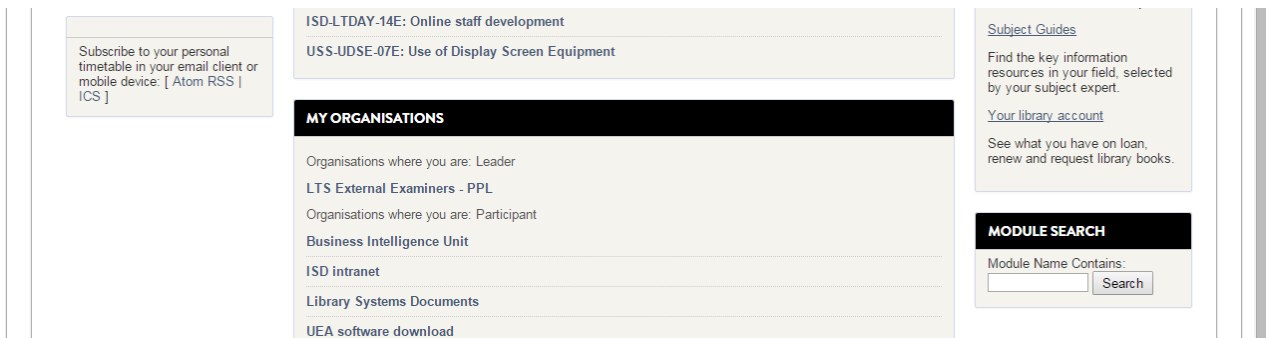
EXTERNAL EXAMINER SAMPLING ON BLACKBOARD

The University is currently piloting Blackboard's online submission, marking & feedback functionality with the aim of improving student pedagogy, quality and timeliness of feedback alongside more efficient administrative processes.

For the 135 assessments included we will also be piloting online external examination sampling. If you are sampling an online assessment the below guide should provide clarity and guidance.

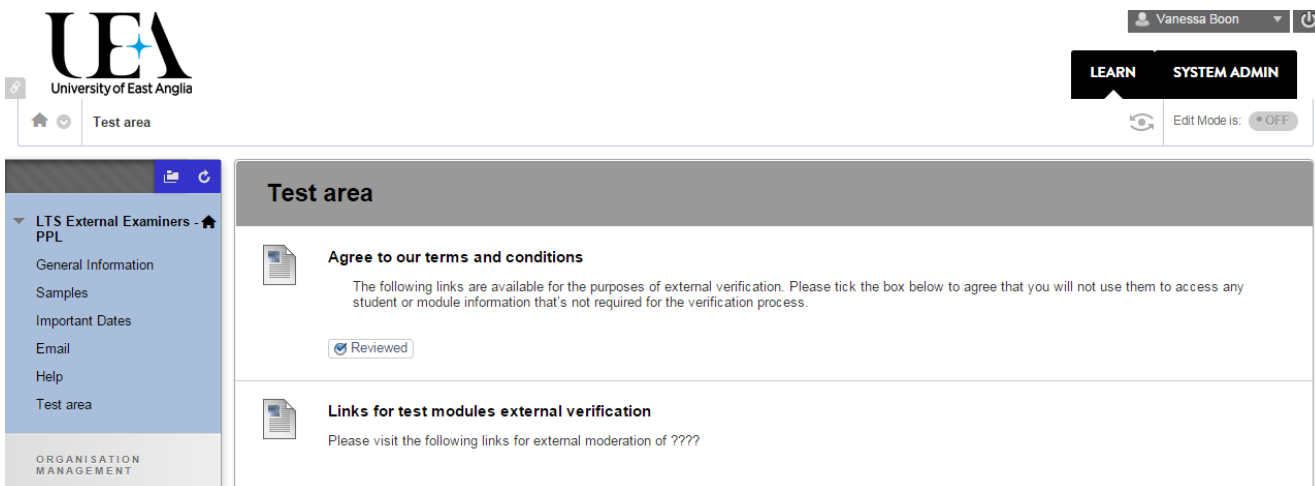
LEARNING & TEACHING SERVICES (LTS) PRE-WORK

There is no change in the current process of signing a V1 form (UEA IT account and login details) and being enrolled on the relevant External Examiners Blackboard Site - this will all be completed for you by Learning & Teaching Services. As soon as you have received email instruction you can access your site from <https://learn.uea.ac.uk> under My Organisations.

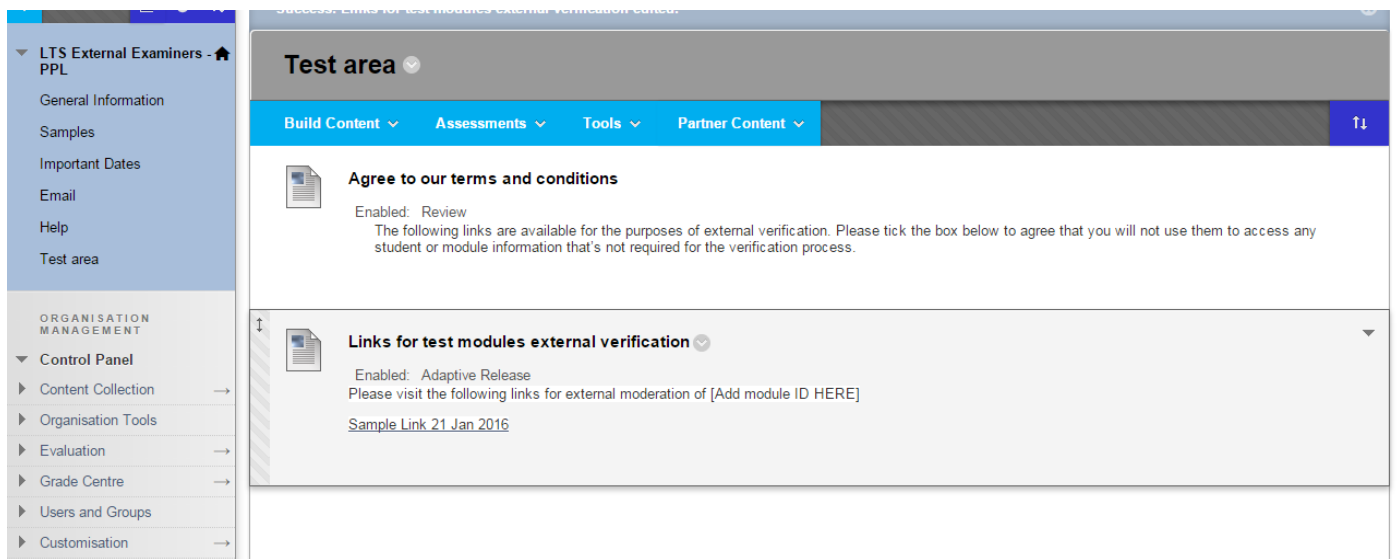


GETTING STARTED / ACCESSING ASSIGNMENTS

1. Access your relevant Blackboard External Examiners site



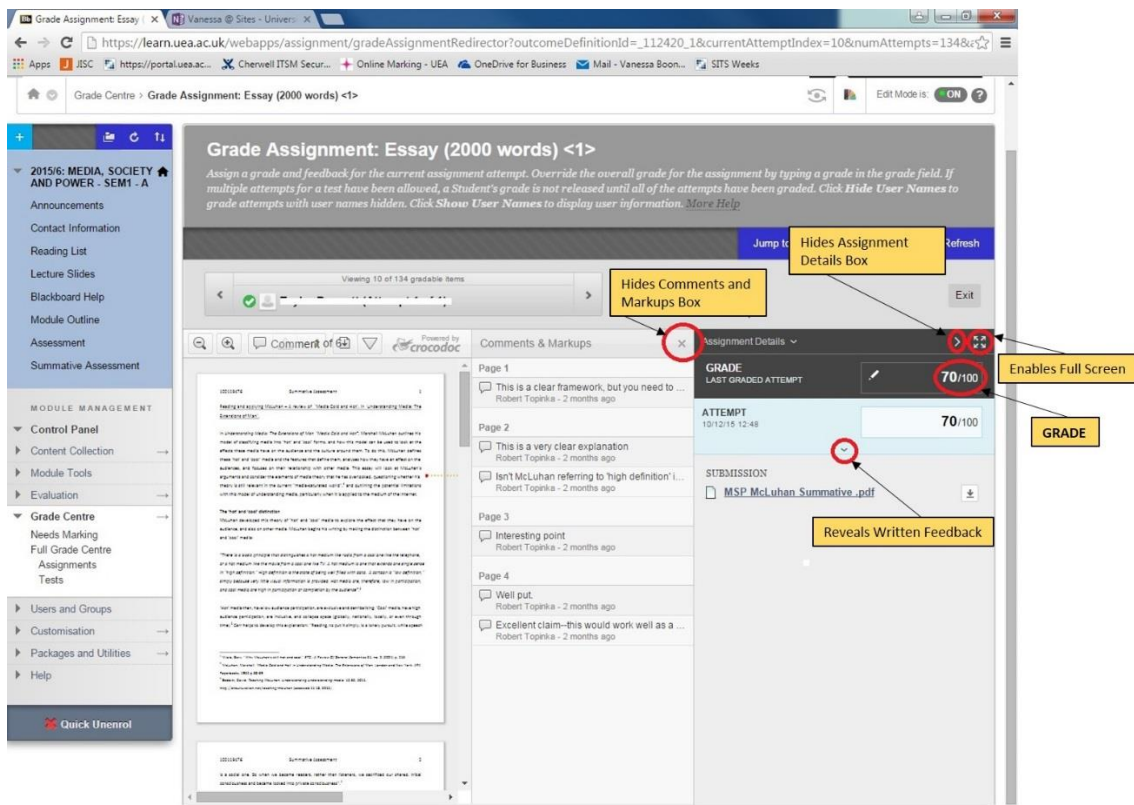
2. Agree to the terms and conditions of use by clicking the radio button next to 'Reviewed'.
3. Once you have agreed to the term and conditions (Blackboard access policy) individual assignment links ready for sampling will appear



IMPORTANT – NO editing of feedback or grades must take place within Blackboard, you will now be accessing the student’s online assignment – all changes will be monitored.

ASSIGNMENTS IN BLACKBOARD

1. By clicking on one of the sample links a new window will open with an individual student’s assignment, feedback and grade. Please see example below with navigation aids.



2. Once you have reviewed that assignment please close window
3. Continue to review all links from your site
4. **IMPORTANT** – On full completion please send your comments through to the Learning and Teaching Service via email to the address provided

For additional support please contact your Learning and Teaching Services Team Leader

TROUBLESHOOTING

Very occasionally in the circumstance of very large word files, the Blackboard assignment viewer fails to display an attached document as shown below.

To view click on the download arrow (bottom right circled) and the file opens in a separate Word window.

The screenshot displays the Blackboard assignment viewer interface. The main content area on the left shows a large grey box with the text: **Preview not Available**
An error occurred while converting this document.

The right-hand panel, titled 'Assignment Details', contains the following information:

- GRADE**: 80/100 (LAST GRADED ATTEMPT)
- ATTEMPT**: 80/100 (28/01/16 02:30)
- FEEDBACK TO LEARNER**:
 - An insightful reflection of your 360 degree feedback. Your appended action plan is a robust plan for your ongoing leadership development
 - You have selected some relevant feedback for the purpose of critically evaluating your leadership values, attitudes, and behaviors as they relate to their potential impact on others and the organisation.
 - This has been achieved to a high standard. You have compared and contrasted a number of relevant theories and concepts to provide coherent and constructive arguments about your leadership behavior, the impact of your behavior on the team and the potential impact on the quality of the patient experience.
 - High level of reflexivity throughout.
 - You have met the learning outcomes to a very high standard worthy of an award of distinction.
 - please ensure that you submit your work as a PDF so that the marker can provide the addition of annotated feedback
- SUBMISSION**: [Managing Yourself and Leading Others.docx](#) (with a download arrow icon circled in red)