Functionalities in Digital Exam

When you access an exam, you have the option to view further details about the exam.

In this example, three hand-ins are divided between eight students. The group "Fri-2559-1" consists of four students, "Fri-2559-2" consists of three students, and one student is not part of a group, and has handed in individually. Click the arrow next to a group or an individual to show further details, **including plagiarism check.**

To show details about all hand-ins at once, click 'Show details for all hand-ins'.

Review of functionalities

Click **'Show exam information'** to expand the page and view the exam's 'master data' (e.g. STADS data), as well as the assessors and exam administrator(s) (study secretaries) connected to the exam. You will also be able to view and download any exam materials/assignments. Click **'Hide exam information'** to shrink the page again.
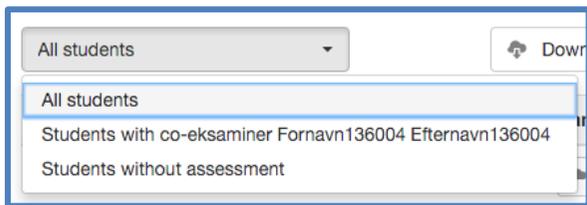
In the drop-down menu **[All students]**, you have the option to limit the number of shown students. For instance, if you are assessing a large number of students, you can reduce the number of shown students as you assess them, by choosing "Students without assessment".
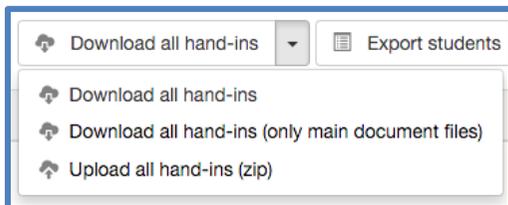
You can always return to view all of the students by choosing "All students".

The multifunctional button **[Download all hand-ins]** gives you the following options:

"Download all hand-ins" = click here to download all main documents+attachments at once.

- Please note that for larger exams, this can take several minutes, because the documents are being compressed into a .zip-file. As a result, for large exams with many large sized files, this functionality cannot be used.

"Download all hand-ins (only main document files)" = click here to download all main documents (no attachments).

"Upload all hand-ins (zip)" = If you download the main documents, and continue to work with these in any third party program (e.g. Adobe or GoodReader), you have the option to upload these personalised "versions" to Digital Exam. Unless you choose differently, uploaded versions are always personal, and cannot be vaccessed by anyone other than you. Choosing this option (*"Upload all hand-ins"*) allows you to upload several main documents at once. Please note, however, that you need to compress the documents in a .zip-file, and that you cannot change the names of the documents; otherwise, Digital Exam will not accept the upload.
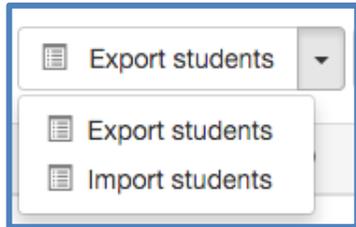
The multifunctional button **[Export students]** gives you the option to download a list of all students in the format .csv, which is opened in Excel. Use the list to register the students' grades, and upload the file to Digital Exam again using **[Import students]**.

Now, the grades you registered in the file will appear in the exam, and you only need to click the blue button **[Submit assessments]** to make the grades final.

TIP! It might be an advantage to use this method at **oral exams**, so you don't have to log in to Digital Exam after each individual examination has ended. Instead, you can register the grades in the downloaded document. Remember to save ;-)
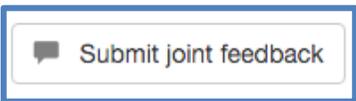
Once you're done assessing all students on a given exam, you may want to give joint feedback to all students at once. Do so here.

Click **[Submit joint feedback]** and write your feedback in the popup window. You also have the option to upload a document to share with all students (e.g. answer sheet). If your co-examiner has entered joint feedback, you will be able to view this in the popup-window.
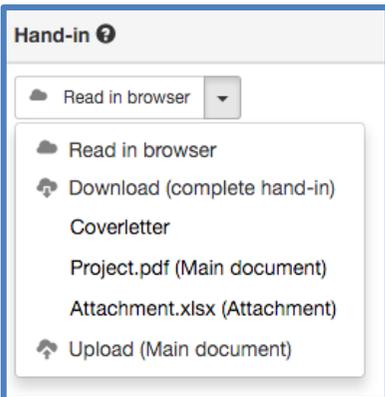
The multifunctional button **[Read in browser]** under the column **Hand-in** gives you the following options:

"Read in browser" = click here to open the hand-in in a new tab, where you can use Digital Exam's annotation tools. Please refer to the guide *Read in browser* for further details.

Generally, it is <u>not</u> recommended to use this functionality when reading and annotating longer hand-ins, since the options for on-screen reading and annotation via Digital Exam are rather simple. Instead, download the hand-ins.

"Download (complete hand-in)" = click here to download the entire hand-in (main document+attachments). Please note that the documents will be compressed and download to a .zip-file.

Under this headline, you'll find all separate documents of the hand-in. There is always *one* Coverletter, generated by Digital Exam, and *one* main document, in addition to any number of attachments. Download each document individually by clicking on its name.

"Upload (Main document)" = If you downloaded the main document, and used a third party program (e.g. Adobe Acrobat, iAnnotate or GoodReader) to annotate, this gives you the option to upload your "copy" of the main document to Digital Exam. Unless you choose differently, the uploaded copy will only be available to you. Please note that you cannot change the name of the document otherwise, Digital Exam will not accept and upload it.

Grade ❓ The column **Grade** is where you enter your preliminary grade for the students. Grades are final when you click on the blue button **[Submit assessments]**.

✔ Submit assessments

When you are ready to submit the entered grades, thus making them final, click **[Submit assessments]**.

Please ignore the the language registered under **Exam language**. CBS does not use this function, whereas other universities does.
Click and a pop-up window will show a summary, as well as inform you whether the grades can be submitted.

Example:

Submit assessments ✕

Given name ⌄	Exam languages	Grade	Status
158178 ☑ Fornavn158178 Efternavn158178	DK Danish ▾	12	– –
158180 ☑ Fornavn158180 Efternavn158180	DK Danish ▾	12	– –
158181 ☑ Fornavn158181 Efternavn158181	DK Danish ▾	12	– –

The following students have been given a grade by a co-examiner that differs from the grade you are trying to submit.
152147
Fornavn152147 Efternavn152147

Close   Submit

For these four students, only three grades can be submitted, because they are consistent with what the co-examiner already submitted.
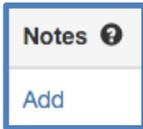If the co-examiner has not yet submitted his/her grades, you will be able to submit all grades, seeing as there are no other grades to compare to.

In this case, the grade entered for the last student is not consistent with the grade of the co-examiner. Therefore this grade cannot be definitively submitted.
This could be due to a typing error, but it may also be necessary for you to contact the co-examiner to clarify the grade mismatch.

10	✕

- Grades only submitted by you, and not co-examiner, can still be changed. This appears from the blue button with the cross. Click to withdraw the grade.
- Grades, which have been successfully and definitively submitted, cannot be withdrawn. They appear in grey lettering.
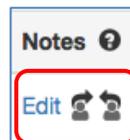
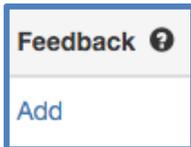Click "Add" in the column **Notes** to create notes.

The following pop-up will show:

You can add notes in the following ways – remember to click [Save]:

1. Write your notes directly in the text box under the headline "**Note:**"
If you wish to share this note with your co-examiners, indicate this under "**Share my notes with co-examiners**".

2. If you uploaded an annotated version of the hand-in to Digital Exam, or if you used Digital Exam's annotation tools, you can share your "version" of the hand-in with your co-examiner. Indicate this under "**Share my annotated PDF with co-examiner**".

3. If you wrote your notes in a different program, you can upload the file to Digital Exam under the headline "**Note files**". Click [Browse...], and find the document where you saved it locally on your computer.
If you wish to share this note with your co-examiners, indicate this under "**Share my notes with co-examiners**".

If any notes have been shared for a given hand-in, this is visible from the column. If your co-examiner has shared notes with you, these will be visible in the tab "Co-examiner's notes".

Feedback ❓

Add

Click "Add" in the column **Feedback** to create feedback.

Feedback is always addressed to the student(s) connected to the hand-in, and will be available to them, once the grade(s) have been submitted.

Click and the following pop-up will show:

Feedback – Fri-2559-1

| My feedback | Co-examiners feedback |

The feedback written here, is given to all the students on this hand-in. Notice that all of the co-examiners to this hand-in will be able to see what you write as well. The student will be able to see your feedback when the exam result has been submitted and received.

Feedback:

☐ **Share annotated PDF with student**

Feedback files

[   ] [Browse...]

Close **Save**

You can add feedback in the following ways – remember to click [Save]:

1. Write your feedback directly in the text box under the headline "**Feedback:**"

2. If you uploaded an annotated version of the hand-in to Digital Exam, or if you used Digital Exam's annotation tools, you can share your "version" of the hand-in with the student(s) connected to it. Indicate this under "**Share annotated PDF with student**".

3. If you wrote your feedback in a different program, you can upload the file to Digital Exam under the headline "**Feedback files**". Click [Browse...], and find the document where you saved it locally on your computer.

Feedback ❓

Edit 🔁🔁
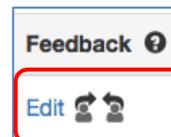
If any feedback has been created for a given hand-in, this is visible from the column.

If your co-examiner has created feedback, this will be visible in the tab "Co-examiner's feedback".
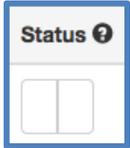
Status ❓

The column **Status** shows the assessment status for each student.

The example here shows the starting point; the boxes are empty. However, once you or your co-examiner begins entering and submitting grades, the boxes will change. The left box belongs to you, whereas the right box belongs to your co-examiner. Hold the cursor over the boxes for further information.

Status ❓
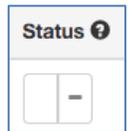
A dash in the right box means that the co-examiner has entered, but not yet submitted a grade for the given student.

Status ❓
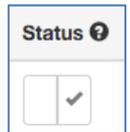
A check mark means that the co-examiner has typed and submitted a grade for the given student.

Status ❓
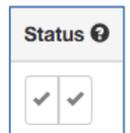
Two check marks mean that both you and your co-examiner have submitted grades for the given student, and that these are consistent. The grade is thus definitively submitted, and has been registered in STADS (the study administrative system at CBS).