

# Assessment Feedback Monitoring System (AFMS)

## User Guide

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## 1 Introduction

The Assessment Feedback Monitoring System (AFMS) is a simple system that stores details about Submissions for Module Assessments and whether or not feedback has been released to Students for those Submissions.

It automatically sends notifications (emails) to staff:

- a number of days before feedback to Students is due
- on the day that feedback to Students is due
- every day after feedback to Students is due

It also provides an overview of all Submissions for a Module Leader, Section Head or School and which of those Submissions have had feedback released.

AFMS can be accessed at:

<https://apps.tees.ac.uk/AssessmentFeedback/Submission/List>

The home page for AFMS is the Submission List page, which is described in section 2.

Help for Module Leaders using AFMS is provided in section 4.

Help for Assessment Team members using AFMS is provided in section 5.

## 2 Submission List page (home page)

Figure 1 shows a typical Submission List page for a Module Leader with six Submissions:

Mod Code	Name	Leader	Sub Method	Sub Date	FB Due	FB Released
CBE1006-N	Cell Biology & Microbiology	U0027376	Blackboard	01 Jan 2018	31 Jan 2018	
EAC1001-N	Sound and Perception	U0027376	Exam	01 Feb 2018	28 Feb 2018	
MMD1000-N	Computer Technologies	U0027376	Lab	01 Mar 2018	31 Mar 2018	
1001CBE-N	Manufacturing Process	U0027376	Exam	01 Mar 2017	21 Mar 2017	
1001CEN-N	Civil Engineering Construction	U0027376	Exam	01 Mar 2017	21 Mar 2017	
1002CBE-N	Chemistry for Chemical Engineers	U0027376	Exam	01 Mar 2017	21 Mar 2017	

Figure 1 Submission List page

The bottom half of the page displays a table with all the Submissions relevant to the currently logged-in user (U0027376 in this example).

Details listed for Submissions include the submission date, feedback due date and feedback released date. Where feedback hasn't been released for a Submission, the **FB Released** column will be blank. (None of the six Submissions shown in the example have had feedback released.)

The top half of the page displays a box that allows filtering criteria to be specified.

Entering criteria into this box and then clicking the green **Search** button results in only Submissions that match those criteria being listed in the table at the bottom of the page.

Clicking one of the column headers in the table will sort the table on the contents of that column.

Module Codes in the table are shown in orange. Clicking one will display the Submission Details page for that Submission. Section 3 describes the Submission Details page.

### 3 Submission Details page

Figure 2 shows the Submission Details page for the CBE1006-N Submission:

Teesside University  
Assessment Feedback Submission ▾

## Submission Details

### Submission

Module Code	CBE1006-N
Module Name	Cell Biology & Microbiology
Module Leader	John Lowe
Section	SSE_Sec1
Submission Method	Blackboard
Submission Date	01 Jan 2018
Feedback Due	31 Jan 2018
Feedback Released	
Feedback Method	Blackboard
Notes	test notes for CBE1006-N
Academic Year	2016/7
Occurence	A
Period	GJ1
Created On	16 Jan 2017 14:32
Created By	John Lowe
Updated On	30 Mar 2017 09:43
Updated By	John Lowe

[Back to Submission List](#)

### Record Feedback Released

Click the Feedback Released button to record that feedback has been released for this Submission.

[Feedback Released](#)

### Substitutes

Assign staff members to act on behalf of the Module Leader for this Submission in the system (Substitutes) using the dropdown and Add button. Existing Substitutes can be removed using the Delete button(s).

**New Substitute**

 [Add](#)

**Substitutes for this Submission**

User ID	Name

Figure 2 Submission Details page

The **Submission** box on the left of the page displays all the details for this Submission.

The **Record Feedback Released** box on the top right of the page allows the user to record the release of feedback for this Submission (see section 4.1).

The **Substitutes** box on the bottom right of the page allows the user to assign Substitutes for this Submission (see section 4.4).

The blue **Back to Submission List** button at the bottom of the page returns the user to the Submission List page.

## 4 Help for Module Leaders

### 4.1 Recording feedback release

To record the release of feedback for a Submission in AFMS:

- Go to the Submission Details page for the Submission
- Click the green **Feedback Released** button in the **Record Feedback Released** box on the top right of the page

Once this has been done, the Submission Details page will be re-displayed, looking like Figure 3:

The screenshot shows the 'Submission Details' page for a submission. The page header includes the Teesside University logo and 'Assessment Feedback' on the left, and 'Submission' with a dropdown arrow on the right. The main content is divided into two columns. The left column is a 'Submission' table with the following data:

Module Code	CBE1006-N
Module Name	Cell Biology & Microbiology
Module Leader	John Lowe
Section	SSE_Sec1
Submission Method	Blackboard
Submission Date	01 Jan 2018
Feedback Due	31 Jan 2018
Feedback Released	06 Apr 2017 16:20
Feedback Method	Blackboard
Notes	test notes for CBE1006-N
Academic Year	2016/7
Occurence	A
Period	GJ1
Created On	16 Jan 2017 14:32
Created By	John Lowe
Updated On	06 Apr 2017 16:20

The 'Feedback Released' date '06 Apr 2017 16:20' is circled in red. Below the table is a 'Back to Submission List' button. The right column contains two sections: 'Update Record Feedback' and 'Substitutes'. The 'Update Record Feedback' section is circled in red and contains the following text: 'Update the Feedback Released Date for this Submission by selecting a new date and clicking the Update button. Alternatively, click the Undo button to remove the currently recorded Feedback Released Date for this Submission from the system.' Below this text is a date picker showing '06 Apr 2017' and two buttons: 'Update Record Feedback' (green) and 'Undo' (red). The 'Substitutes' section contains instructions on assigning staff members and includes a 'New Substitute' form with an 'Add' button and a table for 'Substitutes for this Submission' with columns for 'User ID' and 'Name'.

Figure 3 Submission Details page - feedback released

Note that the **Feedback Released** shown for this Submission in the **Submission** box on the left of the page is now today's date.

Note also that the **Record Feedback Released** box on the top right of the page has been replaced with the **Update Record Feedback** box.

Clicking the blue **Back to Submission List** button at the bottom of the page returns the user to the Submission List page.

## 4.2 Undoing feedback release

If the release of feedback for a Submission has been mistakenly recorded in AFMS it's possible to undo this as follows:

- Go to the Submission Details page for the Submission
- Click the red **Undo** button in the **Update Record Feedback** box on the top right of the page (see Figure 3)

Once this has been done, the Submission Details page will be re-displayed, looking like Figure 4:

Teesside University  
Assessment Feedback Submission ▾

### Submission Details

Submission	
Module Code	CBE1006-N
Module Name	Cell Biology & Microbiology
Module Leader	John Lowe
Section	SSE_Sec1
Submission Method	Blackboard
Submission Date	01 Jan 2018
Feedback Due	31 Jan 2018
Feedback Released	
Feedback Method	Blackboard
Notes	test notes for CBE1006-N
Academic Year	2016/7
Occurence	A
Period	GJ1
Created On	16 Jan 2017 14:32
Created By	John Lowe
Updated On	06 Apr 2017 16:41
Updated By	John Lowe

[Back to Submission List](#)

#### Record Feedback Released

Click the Feedback Released button to record that feedback has been released for this Submission.

[Feedback Released](#)

#### Substitutes

Assign staff members to act on behalf of the Module Leader for this Submission in the system (Substitutes) using the dropdown and Add button. Existing Substitutes can be removed using the Delete button(s).

**New Substitute**

**Substitutes for this Submission**

User ID	Name

Figure 4 Submission Details page - feedback not released

Note that the **Feedback Released** shown for this Submission in the **Submission** box on the left of the page is now blank (indicating feedback hasn't been released).

Note also that the **Update Record Feedback** box on the top right hand side of the page has been replaced with the **Record Feedback Released** box.

Clicking the blue **Back to Submission List** button at the bottom of the page returns the user to the Submission List page.

### 4.3 Updating feedback released date

If a Module Leader wishes to change the feedback released date for a Submission this can be done as follows:

- Go to the Submission Details page for the Submission
- Enter a **New Feedback Released Date** in the **Update Record Feedback** box using the date picker (see Figure 5)
- Click the green **Update Record Feedback** button in the **Update Record Feedback** box

Once this has been done, the Submission Details page will be re-displayed, looking like Figure 5:

The screenshot shows the Teesside University Assessment Feedback interface. The top navigation bar includes the university logo, the text 'Assessment Feedback', and a 'Submission' dropdown menu. The main content area is titled 'Submission Details' and is divided into three panels:

- Submission Details Table:** A table listing submission information. The 'Feedback Released' field is circled in red and shows the date '05 Apr 2017 00:00'. Other fields include Module Code (CBE1006-N), Module Name (Cell Biology & Microbiology), Module Leader (John Lowe), Section (SSE\_Sec1), Submission Method (Blackboard), Submission Date (01 Jan 2018), Feedback Due (31 Jan 2018), Feedback Method (Blackboard), Notes (test notes for CBE1006-N), Academic Year (2016/7), Occurrence (A), Period (GJ1), Created On (16 Jan 2017 14:32), Created By (John Lowe), and Updated On (06 Apr 2017 17:20). At the bottom of this panel is an 'Updated By' field showing 'John Lowe' and a blue 'Back to Submission List' button.
- Update Record Feedback Panel:** Contains instructions to update the feedback released date. It features a date picker set to '05 Apr 2017', a green 'Update Record Feedback' button, and a red 'Undo' button.
- Substitutes Panel:** Contains instructions to assign staff members. It includes a 'New Substitute' field with an 'Add' button and a table for 'Substitutes for this Submission' with columns for 'User ID' and 'Name'.

Figure 5 Submission Details page - feedback release date updated

Note that the **Feedback Released** shown for this Submission in the **Submission** box on the left of the page is now the newly specified date.

Clicking the blue **Back to Submission List** button at the bottom of the page returns the user to the Submission List page.

#### 4.4 Adding a Substitute

A Module Leader can add a *Substitute* to a Submission.

The Substitute essentially acts as a stand-in for the Module Leader in AFMS.

Once a Substitute has been added to a Submission, they can perform any of the operations on that Submission that the Module Leader can perform, including recording the release of feedback.

The Submission will appear on the Submission List page when the Substitute is using AFMS and they will also receive the AFMS email notifications related to that Submission.

A Substitute can be added to a Submission as follows:

- Go to the Submission Details page for the Submission
- Select a **New Substitute** in the **Substitutes** box on the bottom right of the page
- Click the **Add** button in the **Substitutes** box on the bottom right of the page (the button turns green when hovered over with the cursor)

Once this has been done, the Submission Details page will be re-displayed, looking like Figure 6:


  
 Teesside University
 
Submission ▾

Assessment Feedback

## Submission Details

### Submission

Module Code	CBE1006-N
Module Name	Cell Biology & Microbiology
Module Leader	John Lowe
Section	SSE_Sec1
Submission Method	Blackboard
Submission Date	01 Jan 2018
Feedback Due	31 Jan 2018
Feedback Released	
Feedback Method	Blackboard
Notes	test notes for CBE1006-N
Academic Year	2016/7
Occurrence	A
Period	GJ1
Created On	16 Jan 2017 14:32
Created By	John Lowe
Updated On	06 Apr 2017 17:26
Updated By	John Lowe

[Back to Submission List](#)

### Record Feedback Released

Click the Feedback Released button to record that feedback has been released for this Submission.

[Feedback Released](#)

### Substitutes

Assign staff members to act on behalf of the Module Leader for this Submission in the system (Substitutes) using the dropdown and Add button. Existing Substitutes can be removed using the Delete button(s).

**New Substitute**

Add

**Substitutes for this Submission**

User ID	Name	
U0024177	Richard Edmundson	

Figure 6 Submission Details page - adding a Substitute

Note that the newly specified Substitute is now shown under **Substitutes for this Submission** in the **Substitutes** box on the bottom right of the page.

Clicking the blue **Back to Submission List** button at the bottom of the page returns the user to the Submission List page.

## 5 Help for Assessments Team Members

The following sections detail operations that members of the School Assessment Team will perform.

These operations will only be available to users that have been assigned an additional role for AFMS – the *Assessment Team* role.

Users can request this role by contacting the IT Service Desk.

### 5.1 Creating a Submission

Clicking on the **Submission** menu option at the top right of the page displays a sub-menu with two options:

- **Create**
- **List**

as shown in Figure 7:

The screenshot shows the Teesside University Assessment Feedback interface. At the top right, the 'Submission' menu is open, with 'Create' and 'List' options visible. Below the menu is a search filter section with the following fields:

- Module Code
- Module Name
- Module Leader
- Submission Date Start
- Submission Date End
- Feedback Due Date Start
- Feedback Due Date End

Below the search filters are buttons for 'Released', 'Not Released', and 'All', along with 'Search' and 'Clear Filters' buttons.

Mod Code	Name	Leader	Sub Method	Sub Date	FB Due	FB Released
CBE1006-N	Cell Biology & Microbiology	U0027376	Blackboard	01 Jan 2018	31 Jan 2018	
CBE1011-N	Chemical Principles	U0024177	Blackboard	01 Jan 2018	31 Jan 2018	
EAC1001-N	Sound and Perception	U0027376	Exam	01 Feb 2018	28 Feb 2018	
EAC1002-N	Recording Studio Sound Engineering	U0024177	Exam	01 Feb 2018	28 Feb 2018	
MMD1000-N	Computer Technologies	U0027376	Lab	01 Mar 2018	31 Mar 2018	
MMD1008-N	Engineering Design and CAD	U0024177	Lab	01 Mar 2018	31 Mar 2018	
1001CBE-N	Manufacturing Process	U0027376	Exam	01 Mar 2017	21 Mar 2017	
1001CEN-N	Civil Engineering Construction	U0027376	Exam	01 Mar 2017	21 Mar 2017	
1002CBE-N	Chemistry for Chemical Engineers	U0027376	Exam	01 Mar 2017	21 Mar 2017	

Figure 7 Submission List page - Create menu option

Clicking the **Create** option displays the **Add Submission** page as shown in Figure 8:

Figure 8 Add Submission page

The Add Submission page requires various details about the new Submission to be entered before the user clicks the green **Save** button, which then creates the Submission in AFMS.

Details include:

- **Module Code**
  - Start typing in this field and a list of Module Codes that match the text entered is displayed. The Module Codes displayed are taken from the UTREG application.
- **Module Leader**
  - Start typing the surname of the Module Leader and a list of matching staff is displayed
- **Section**
  - Select one of the pre-defined Sections from the list. The list is School specific.
- **Submission Method**
  - Select one of the pre-defined Submission Methods from the list. The list is School specific.
- **Submission Date**
  - Enter a date
- **Feedback Due**
  - Enter a date
- **Feedback Method**
  - Select one of the pre-defined Feedback Methods from the list. The list is School specific.

- **Notes**
  - Free format text can be entered here if necessary
- **Academic Year**
  - Select an Academic Year from the list. The Academic Years in the list are taken from Module Occurrence records for this Module in SITS.
- **Occurrence**
  - Select an Occurrence from the list. The Occurrences in the list are taken from Module Occurrence records for this Module in SITS.
- **Period**
  - Select a Period from the list. The Periods in the list are taken from Module Occurrence records for this Module in SITS.

There's no need to enter the **Module Name** – this is automatically populated once the **Module Code** has been entered.

Clicking the green **Save** button at the bottom of the page creates the Submission in AFMS and returns the user to the Submission List page.

Clicking the red **Clear** button at the bottom of the page clears any selections or data entered for the Submission on the page.

Clicking the blue **Back to Submission List** button at the bottom of the page returns the user to the Submission List page. Any Submission details entered are lost.

## 5.2 Changing Application Settings for your School

Application Settings for your School can be changed using the Application Settings page in AFMS.

The Application Settings page is only visible to users who've been assigned the *Assessment Team* role for AFMS by IT Services.

To access the Application Settings page, click the **Settings** menu option at the top right of the page, as show in Figure 9:



## Submission List

Module Code       Module Name       Module Leader  
 Submission Date Start       Submission Date End       Feedback Due Date Start       Feedback Due Date End  
 Feedback Released:

Mod Code	Name	Leader	Sub Method	Sub Date	FB Due	FB Released
CBE1006-N	Cell Biology & Microbiology	U0027376	Blackboard	01 Jan 2018	31 Jan 2018	
CBE1011-N	Chemical Principles	U0024177	Blackboard	01 Jan 2018	31 Jan 2018	
EAC1001-N	Sound and Perception	U0027376	Exam	01 Feb 2018	28 Feb 2018	
EAC1002-N	Recording Studio Sound Engineering	U0024177	Exam	01 Feb 2018	28 Feb 2018	
MMD1000-N	Computer Technologies	U0027376	Lab	01 Mar 2018	31 Mar 2018	
MMD1008-N	Engineering Design and CAD	U0024177	Lab	01 Mar 2018	31 Mar 2018	
1001CBE-N	Manufacturing Process	U0027376	Exam	01 Mar 2017	21 Mar 2017	
1001CEN-N	Civil Engineering Construction	U0027376	Exam	01 Mar 2017	21 Mar 2017	
1002CBE-N	Chemistry for Chemical Engineers	U0027376	Exam	01 Mar 2017	21 Mar 2017	

Figure 9 Submission List page - Settings menu option

### 5.2.1 Adding a Section

Sections can be defined for your School by using the **Sections** box on the Application Settings page, as shown in Figure 10:

Section No.	Section Name	Section Head
1	SSE_Sec1	Richard Edmundson
2	SSE_Sec2	Richard Edmundson
3	SSE_Sec3	Richard Edmundson
<b>New Section No.</b>	<b>New Section Name</b>	<b>New Section Head</b>
4	<input type="text"/>	<input type="text"/> <input type="button" value="Add"/>

Figure 10 Applications Settings page - Section box

The **New Section No.** is automatically populated with the next available Section No. for your School.

Enter a **New Section Name** and select a **New Section Head** and then click the green **Add** button.

The Application Settings page will then be re-displayed with the newly added Section shown in the table in the **Sections** box.

### 5.2.2 Adding a Submission Method

Submission Methods can be defined for your School by using the **Sub Methods** box on the Application Settings page, as shown in Figure 11:

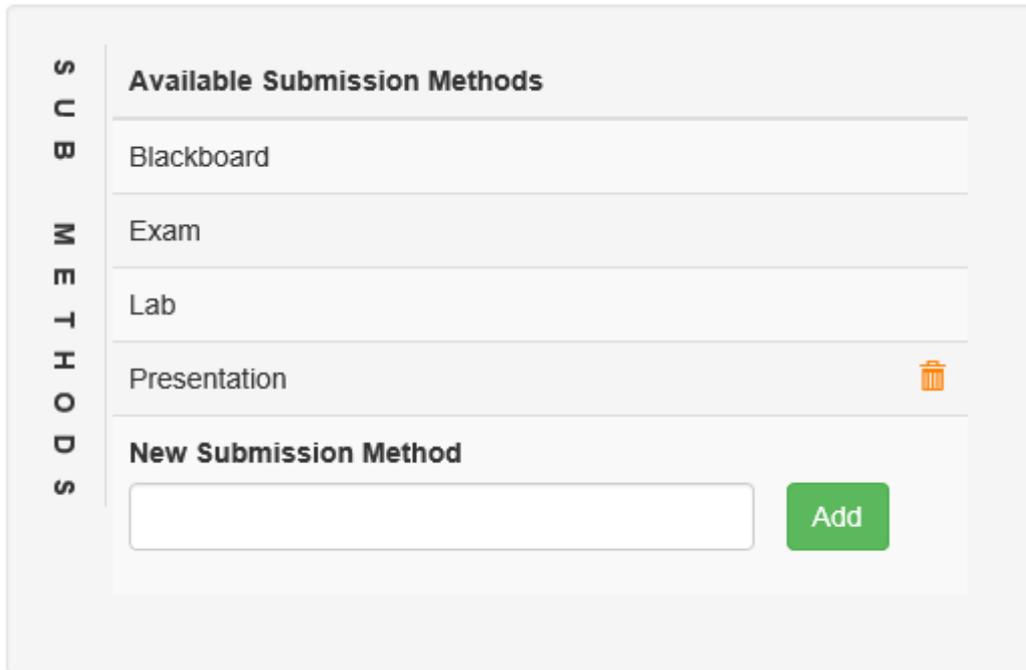


Figure 11 Application Settings page - Sub Methods box

Enter a **New Submission Method** and then click the green **Add** button.

The Application Settings page will then be re-displayed with the newly added Submission Method shown in the table in the **Sub Methods** box.

### 5.2.3 Adding a Feedback Method

Feedback Methods can be defined for your School by using the **F'Back Methods** box on the Application Settings page, as shown in Figure 12:

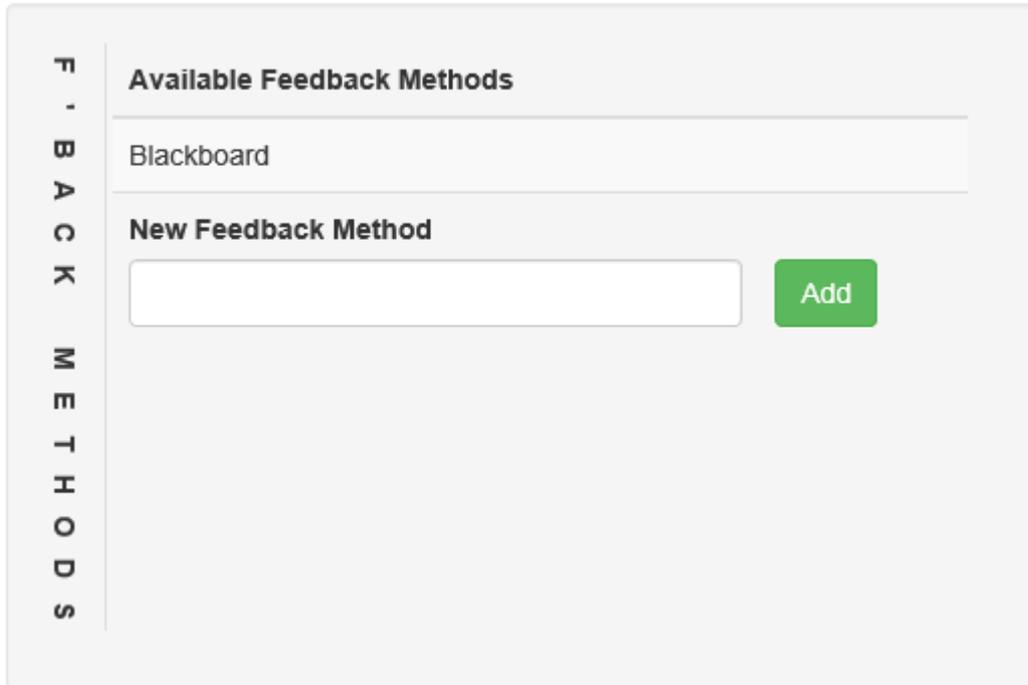


Figure 12 Application Settings page - F'Back Methods box

Enter a **New Feedback Method** and then click the green **Add** button.

The Application Settings page will then be re-displayed with the newly added Feedback Method shown in the table in the **F'Back Methods** box.

#### 5.2.4 Changing Notification Email Settings

The **Emails** box on the Application Settings page (shown in Figure 13) allows the AFMS email notifications for your School to be configured.

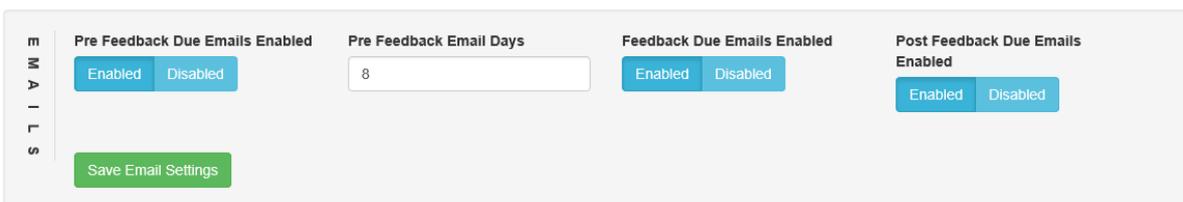


Figure 13 Application Settings page - Emails box

AFMS can send three different types of email notifications to users:

- **Pre Feedback Due Emails**
  - Sent to the Module Leader (plus any Substitutes) for a Submission a certain number of days before the Feedback Due Date for that Submission. The number of days can be set on a School by School basis.
- **Feedback Due Emails**
  - Sent to the Module Leader (plus any Substitutes) for a Submission on the Feedback Due Date for that Submission.

- *Post Feedback Due Emails*
  - Sent to the Module Leader, Substitute(s) and Section Head for a Submission every day after the Feedback Due Date has been reached

Note that email notifications are NOT sent for a Submission once feedback has been released for that Submission (i.e. a Feedback Released Date has been recorded for that Submission).

The blue **Enabled** and **Disabled** buttons in the **Emails** box allow the three different types of email notifications to be turned on or off for your School.

Additionally, the **Pre Feedback Email Days** field in the **Emails** box allows you to specify how many days prior to the Feedback Due Date for a Submission that the Pre Feedback Email for that Submission will be sent.

If any changes are made in the **Emails** box, the green **Save Email Settings** button must be clicked to save these changes otherwise they will be discarded once the user leaves the Application Settings page.