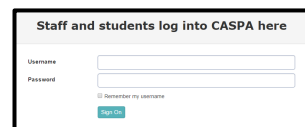# CASPA –Quick Start Guide

Creating assessments, accepting submissions and returning work to students

1. Creating a new assessment

1. **Log into CASPA at caspa.lboro.ac.uk**
   CASPA is accessible on or off campus at caspa.lboro.ac.uk using your staff login.

   If your assessment does not already exist in CASPA then you will need to create (Add) a new assessment. Assessments that have been present in CASPA from the previous academic year are automatically rolled-over for you (in September) and you will need to amend (edit) their information to change any assessment deadline date etc for the new academic year.
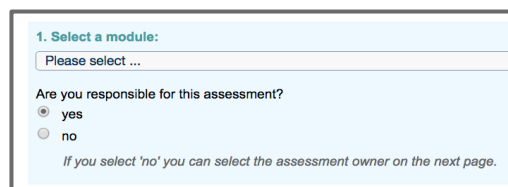
2. **Click the 'Add+' button.**
   The Add+ button can be found on the left of the screen

   Add ➕
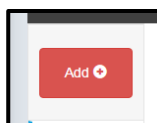
3. **Complete the 'Create a New Assessment' form**
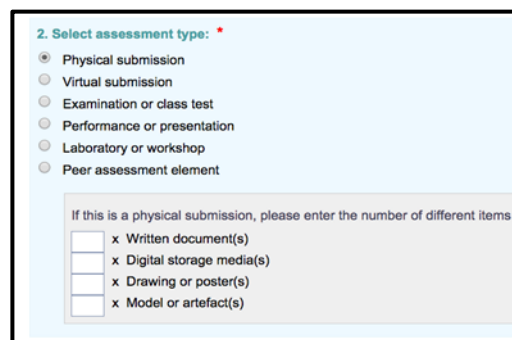   Sections marked with a * are compulsory.

   1. Select a module from the dropdown list and indicate if you are personally responsible for the assessment. If you are not the responsible owner then you should select 'no' and you will have the opportunity to select the responsible staff member on the next page after saving the assessment.

      > 1. Select a module:
      > Please select ...
      > Are you responsible for this assessment?
      > ○ yes
      > ○ no
      > *If you select 'no' you can select the assessment owner on the next page.*
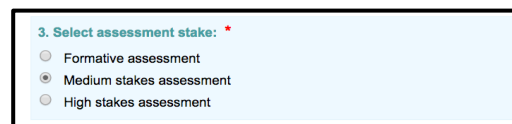
   2. Select an assessment type from the list.
      NB: for physical submissions you can add details about the types of items to be submitted which can help for administrative planning.

📄	physical item submitted using CASPA (e.g. a report)
☁️	virtual online submission through Learn/Turn-It-In etc.
📋	examination or class test
🖥️	performance or presentation
⚗️	laboratory or workshop
👥	peer assessment

      > 2. Select assessment type: *
      > ● Physical submission
      > ○ Virtual submission
      > ○ Examination or class test
      > ○ Performance or presentation
      > ○ Laboratory or workshop
      > ○ Peer assessment element
      >
      > If this is a physical submission, please enter the number of different items
      > ___ x Written document(s)
      > ___ x Digital storage media(s)
      > ___ x Drawing or poster(s)
      > ___ x Model or artefact(s)

   3. Select an assessment stake.
      The default stake is 'Medium' and this should be used as a standard.
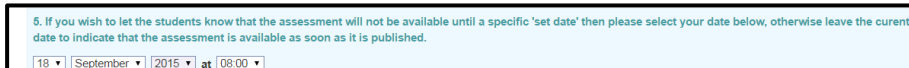
      > 3. Select assessment stake: *
      > ○ Formative assessment
      > ● Medium stakes assessment
      > ○ High stakes assessment

   4. Give your assessment a unique title. Assessments within the same module must have unique titles to avoid staff and student confusion (e.g. 'Design Project Report' and 'Design Project Presentation'). Assessments within different modules can have the same title.

      > 4. Give your assessment a title: *
      > _____

   5. Specify the assessment 'set date', the date when assessment details will be available for students. The default is the current date but you can select a specific date if you wish to notify the students that the assessment will be available from that specific date.

      > 5. If you wish to let the students know that the assessment will not be available until a specific 'set date' then please select your date below, otherwise leave the current date to indicate that the assessment is available as soon as it is published.
      > 18 ▼ September ▼ 2015 ▼ at 08:00 ▼

6. You can optionally enter the number of credits for an assessment. This may be useful as a reference for your students.

7. Indicate whether students are working in a group or individually on an assessment. Setting the assessment as group work will allow students to create group CASPA coversheets for submission purposes. If group work is expected then indicating an approximate number of groups can aid administrative planning for physical items.

8. Select whether the assessment has staggered deadlines, as this will allow you to make multiple submission deadlines for the same coursework title and module code.

9. Specify the assessment 'deadline', the latest possible time and date that you will accept submissions without students incurring late penalties.

10. Specify the assessment 'return date', a timeframe for return of marked work back to students. A specific date or the number of weeks can be selected. The university recommended return is 3 weeks.

11. Click the 'save assessment' button. This will not automatically publish the assessment. On the following page, a summary of the assessment will be shown.

12. Either save the assessment in draft mode or publish the assessment straight away. Select 'save as draft' until you are ready to publish the assessment (students can only see published assessments). Publishing the assessment straight away makes the assessment visible to students immediately (or by the set date selected (see point 6)) allowing students to create coversheets and submit against the assessment. Published and draft assessments are automatically viewable by all department/school staff to aid in the planning of assessment schedules. Cancelling the assessment will prevent the assessment from being created at all.

NB: If you indicated that you were NOT the member of staff responsible for the assessment then you will now be required to select the responsible staff member for this assessment from a drop down list of staff that are associated with the module through LUSI.

4. Link your CASPA assessment with the relevant Learn/Turnitin assessment (virtual assessments only)

If your assessment is a virtual type placed on Learn/Turnitin then you must manually make a link between the assessment on Learn/Turnitin and the assessment on CASPA in order for CASPA to access the assessment information. The following steps explain how to set up a link between each virtual Learn/Turnitin assessment and the corresponding CASPA assessment. These links can be made when you create the assessment as a virtual

submission type   in CASPA.

NB: CASPA gathers information from Learn/Turnitin on a daily basis so it may take up to 24 hours for any details held in Learn/Turnitin assessments to be passed into CASPA.

1. From within the "Department Overview" or the 'My Assessments' Tab select "view assessment" to view the assessment detail.

2. Copy the corresponding CASPA Tag (e.g. #CASPA:15MMA102-6125#) found in the "Summary" section.

CASPA Tag:	#CASPA:15MMA102-6125#
	To link a CASPA and a virtual Learn/TurnItIn assessment you need to copy the CASPA Tag (above) into the "description" area of your assessment on Learn. Click the following link to browse to the **15MMA102** page on Learn. 15MMA102

3. If you have already created the virtual assessment in Learn then a "Submission Link" will be shown to direct you to the correct assessment in Learn.

CASPA Tag:	#CASPA:15MMI001-4402#
Submission Link:	http://learn.lboro.ac.uk/mod/assign/view.php?id=368083
	To link a CASPA and a virtual Learn/TurnItIn assessment you need to copy the CASPA Tag (above) into the "description" area of your assessment on Learn. If you have already copied the CASPA Tag then you can use the submission link (above) to take you directly to this assessment on Learn.

If you have not yet created the assessment in Learn then you need to create your virtual assessment in Learn in the usual way before you use the CASPA tag provided.

4. Go to your virtual assessment in Learn and paste the CASPA tag (e.g. #CASPA:15MMA102-6125#) anywhere in the "Description" area for the Learn assignment (or in the "Summary" area in the Turnitin assignment) as shown below.
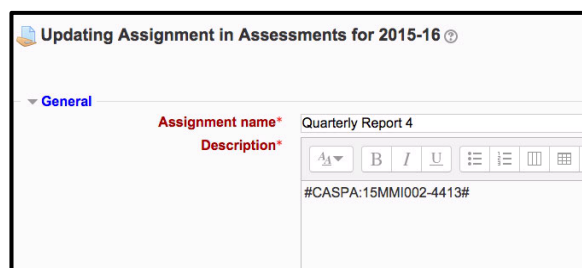
5. After saving the CASPA tag in Learn CASPA will be able to link your Learn virtual assessment with the corresponding assessment in CASPA and gather data about the assessment.

6. When the link has been successfully made between CASPA and Learn you will see a Learn tick next to the assessment in the assessment listing in the "Department Overview" section.

   NB: If you do not link a virtual assessment in CASPA with any assessment in Learn then a Learn cross *appears next to the assessment in the "Department Overview" and "My Assessments" tabs. If you are not using Learn/Turnitin for virtual submissions (online submissions) then you can ignore the Learn cross.*

7. Your virtual assessment in Learn is now linked with your assessment in CASPA and CASPA will gather details about student submissions and return of work back to students. This information will be automatically shown in the "view assessment" section in CASPA in the same way as it does for other types of assessments.

   NB: CASPA gathers information from Learn/Turnitin on a daily basis so it may take up to 24 hours for any details held in Learn/TurnItIn assessments to be passed into CASPA.

2. Editing or deleting existing assessments

Assessments can be edited and deleted from within the 'Actions' view found by selecting the 'Actions' link on the left side of the particular assessment from within either the 'My Assessments' or the 'Department Overview' sections found at the top of the screen.
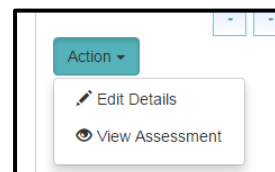
Within the 'View Assessment' section there are links that allow you to amend or delete an existing assessment. Assessments can only be edited or deleted by CASPA superusers or staff directly associated with the assessment module on LUSI and they can't be modified after students have submitted work for the particular assessment.

If your assessment in CASPA is a virtual Learn/Turnitin linked assessment then you will see a link to the respective Learn/Turnitin assessment. If discrepancies occur between the deadline held in Learn/Turnitin and that held by CASPA then you will see a warning message. If the time and dates do not match between the systems then you should change the date and time for the assessment to match in both systems.

WARNING: Assessment Deadline Mismatch.

The deadline dates we have for this assessment do not match up between CASPA and Learn/Turnitin, please ✏ edit this assessment to fix.

CASPA: 31/10/2015 17:00 **Learn:** 30/10/2016 06:00

Changing the mismatched deadline in CASPA

1. To amend the deadline (time and date) in CASPA use the edit button within the mismatch warning box to take you directly to edit the assessment in CASPA.
2. Amend the time and date in CASPA to correspond to the same time and date set in Learn/Turnitin and save the amended assessment.

Changing the mismatched deadline in Learn

1. To amend the deadline (time and date) in Learn you need to login to Learn and amend the date and time using the Learn interface. If a "Submission Link" is shown then you can use this to go directly to the correct assessment within Learn.
2. Amend the submission deadline time and date in Learn to correspond to the same time and date set in CASPA and save the amendment.

NB: CASPA gathers information from Learn/Turnitin on a daily basis so it may take up to 24 hours for any details held in Learn/Turnitin assessments to be passed into CASPA.

3. Recording student submissions/participation

You can record student submissions or participation for any assessment type in CASPA in two ways: using the staff CASPA system or using the CASPA kiosk system (utilising QR coversheets). The instructions below cover the staff CASPA system to record individual or bulk student submissions/participation:

1. Log into CASPA at caspa.lboro.ac.uk
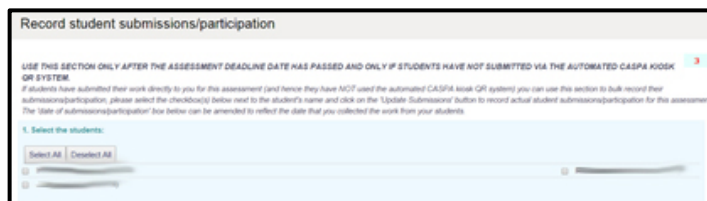   CASPA is accessible on or off campus at caspa.lboro.ac.uk using your staff login.

2. Locate the particular assessment you want
   Assessments can be found from within either the 'My Assessments' or the 'Department overview' sections found at the top of the screen.
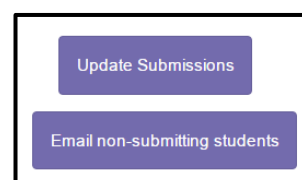
3. Complete the Record student submissions/participation area

1. Click on the 'action' link in the bottom right corner of the specific assessment then edit assessment.

2. Go to the 'Record student submissions/participation' section and select all or specific students for whom you wish to record a submission/participation.

3. Select the required submission/participation date (if submission/participation occurred prior to the current time and date) or leave the default current time and date.

4. If specific items were specified during the assessment set up then you can optionally select the specific items.

5. Select whether to email a submission/participation confirmation to the students you have selected. The default setting is **not** to send a confirmation email.

6. Click on 'Update Submissions' to record student submission/participation for each student selected, or alternatively Email non-submitting students.
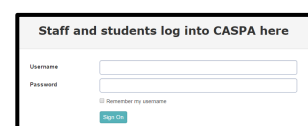
NB: Please refer to the detailed "CASPA guide for staff" for instructions on recording submissions/participation using the CASPA kiosk system and QR coversheets instead.

4. Recording the return of work back to students

You can record the return of work back to students using CASPA in two ways: using the 'Assessment Details' section within the staff CASPA system or by using the CASPA kiosk QR system (using the student QR coversheets submitted with their work). The instructions below cover the staff CASPA system to record individual or bulk return of work back to students:
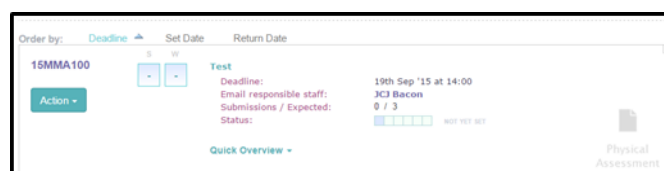
1. **Log into CASPA at caspa.lboro.ac.uk**
   CASPA is accessible on or off campus at caspa.lboro.ac.uk using your staff login.

2. **Locate the particular assessment you want**
   Assessments can be found from within either the 'My Assessments' or the 'Department overview' sections found at the top of the screen.
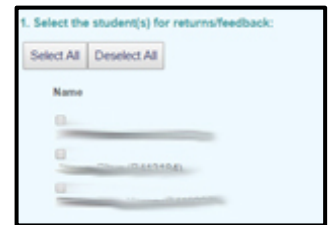
3. **Complete the Returns/Feedback area**
   1. Select the particular assessment and click on the 'view' link in the bottom right corner of the assessment to view the 'Assessment Details' section.
   2. If you haven't already then you **must** change the assessment status to '*marked and waiting to be collected*' by clicking the link shown to the left **within the submissions area** of the 'Assessment Details' section to inform CASPA that you want to start recording return of work back to students.

3. Once the assessment status has been changed then the 'Returns/Feedback' section will be displayed allowing you to record a return of work back to students. Select all the specific students for whom you wish to record a return of work.

4. Select the required return date (if you returned work prior to the current time and date) or leave the default current time and date.

5. Select whether you want to send a confirmation email to students (The default position is to not email students)

6. Select 'Update Returns".
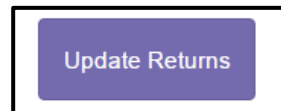
NB: Please refer to the detailed "Staff Guide to Using CASPA" if you wish to record returns/feedback using the CASPA kiosk system and QR coversheets instead.