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# Staff Guide

## Getting Started

CASPA (Coursework and Assessment Scheduler for Programme Administration) is a system for assessment scheduling and recording student submission/participation. This guide walks staff through the use of CASPA for scheduling assessments, recording student submissions/ participation and recording the return of work back to students. For ease of use all modules within a school programme are automatically available to associated staff. The latest versions of all CASPA guides are downloadable from the "About" page on the CASPA website (caspa.lboro.ac.uk).

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# Contents

**1. Logging into CASPA** **3**

**2. My Assessments** **4**

*2a. Add a New Assessment* *6*

*2b. Assessments with Staggered Deadlines* *11*

*2c. Viewing Assessments* *12*

*2d. Link your CASPA assessment with the relevant Learn/Turnitin assessment* *13*

*2e. Deadline Mismatch Warnings* *15*

**3. Department Overview** **16**

**4. Register Student Submissions/Participation** **17**

*4a Manually register student submissions/participation* *17*

*4b Register student submissions/participation via the CASPA kiosk* *18*

**5. Returning Work Back to Students** **19**

*5a. Returning work via the 'Assessment Details' section* *19*

*5b. Returning work back using the CASPA kiosk* *20*

**6. Weekly View** **20**

**7. Student View** **21**

**8. Sign Out Of CASPA** **22**

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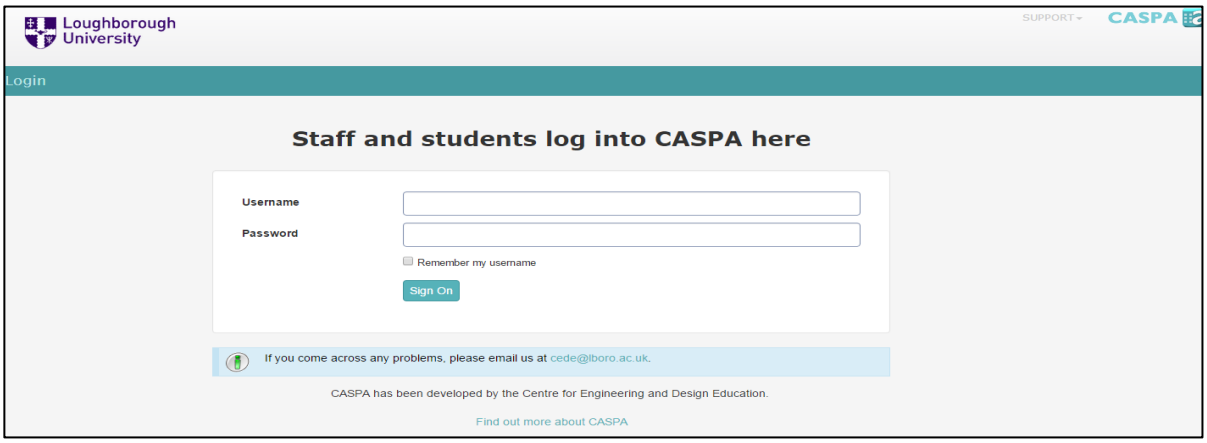
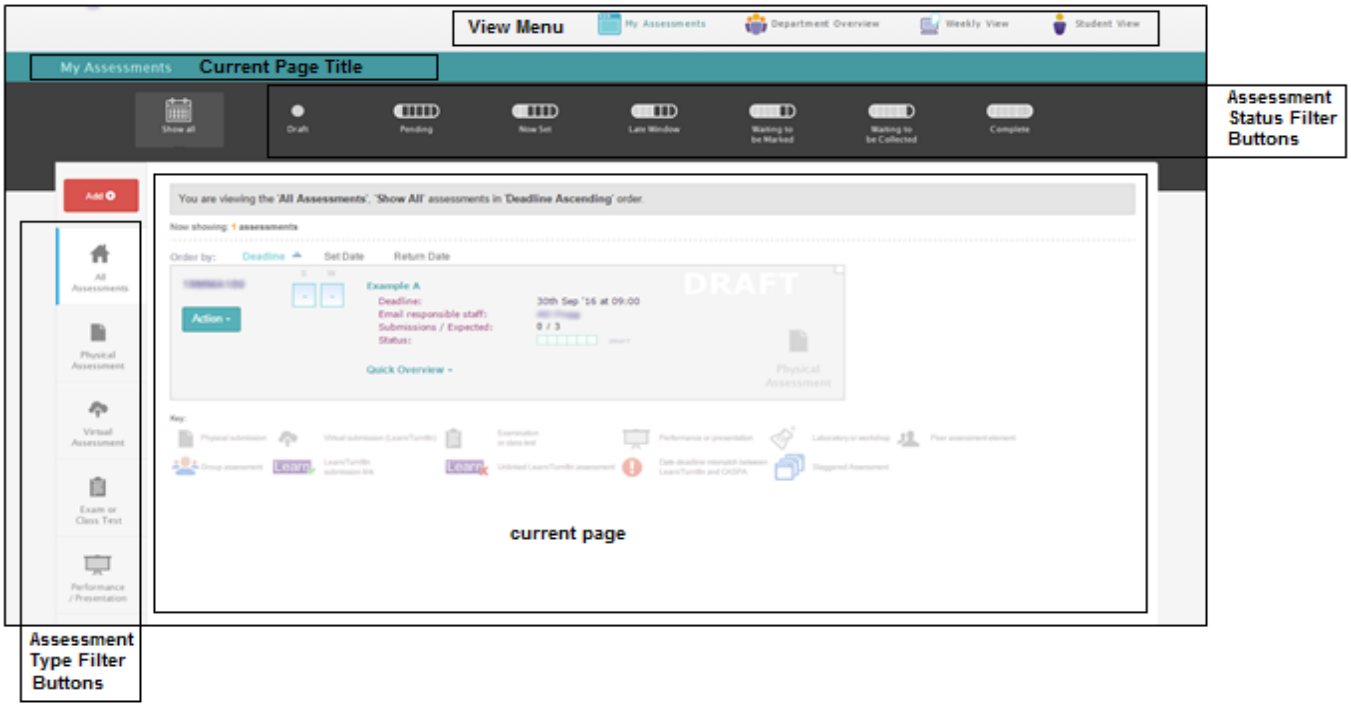
## 1. Logging into CASPA

CASPA is available on or off campus at caspa.lboro.ac.uk and can be accessed using your staff ID and password.




CASPA has a number of menus and filters to allow you to locate the most relevant information for you. These include:

- a View Menu across the top of the page allowing you to filter assessments; specific to you, to your department, to a certain week or to a student.
- a set of Assessment Status Filter Buttons near the top of the page allowing you to filter assessments depending on their stage of completion.
- a set of Assessment Type Filter Buttons on the left of the page enabling you to filter assessments by their type.

Each time you log into CASPA you will automatically be taken to the 'My Assessments' section.

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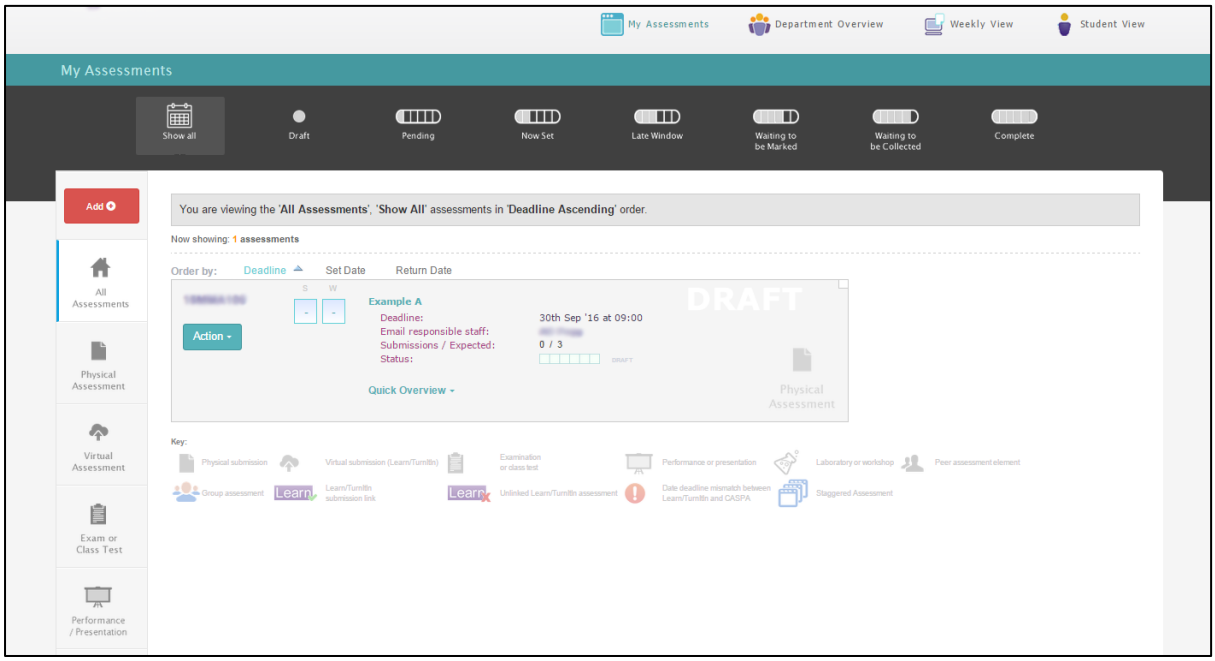
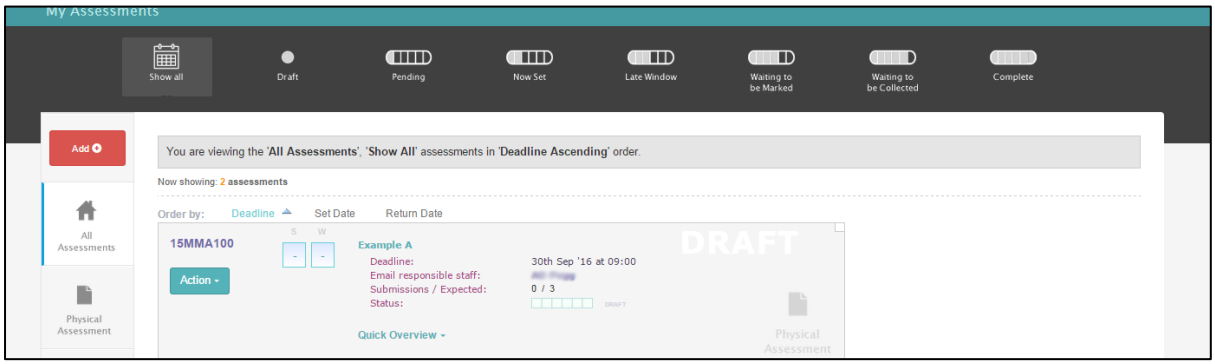
## 2. My Assessments

The "My Assessments" section shows all the assessments that you are directly associated with you within CASPA. You can use the Assessment and Status Filter buttons to narrow down the assessments you want to view.




***Note:*** ONLY assessments entered directly into CASPA will be shown. Any further assessments for a particular Programme that are not entered onto the CASPA system can be found from your Programme Directors.

***Note:*** There are two types of CASPA users (superusers and users). A user can view any modules within their school(s) and can additionally create, edit and delete module assessments for which they are associated with on LUSI (ie where they are part of the teaching team for a module). Superusers have the additional ability to create, edit and delete any module assessments for their school(s) on CASPA.




A basic overview of each assessment is automatically shown including: deadline, staff responsible, Number of submissions/participation expected and the current status for the assessment.

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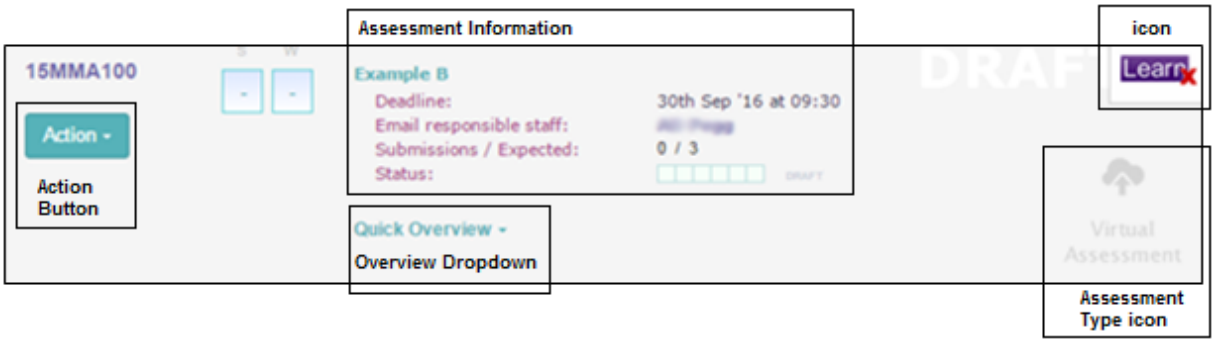
| | | |
|---|---|---|
| DRAFT | Draft | Assessment has not been published and is not viewable by students. |
| NOW SET | Now Set | Assessment is set and viewable by students for them to create coversheets and submit/participate against. |
| WAITING TO BE MARKED | Waiting to be marked | Assessment deadline has passed, student submissions/participation has been made against an assessment and the work is ready to be marked. |
| WAITING TO BE COLLECTED | Waiting to be collected | Submissions/participation has been marked and the work is ready for students to collect. |
| COMPLETED | Completed | Marked work has been collected. The assessment process is complete. |

There are also a few helpful features should you want to know any additional information.




The Action Button gives you the option to; Publish, Delete or View the assessment.

***Note:*** You can only delete an assessment if no students have submitted for the assessment.

If you click on Quick Overview, the owner of the assessment, set date, deadline and return date will be shown.

The Assessment Type icon identifies what type of Assessment the responsible staff member is expecting. (see the Key on page 7).

Icons that appear on the top right corner of the assessment are used to highlight specific information about the type of assessment as indicated in the table below:

| | |
|---|---|
| | Group Assessment |
| | Staggered Assessment |
| | Attention Needed |
| Learn | Linked to Learn/Turnitin |
| Learn | Not Linked to Learn/Turnitin |

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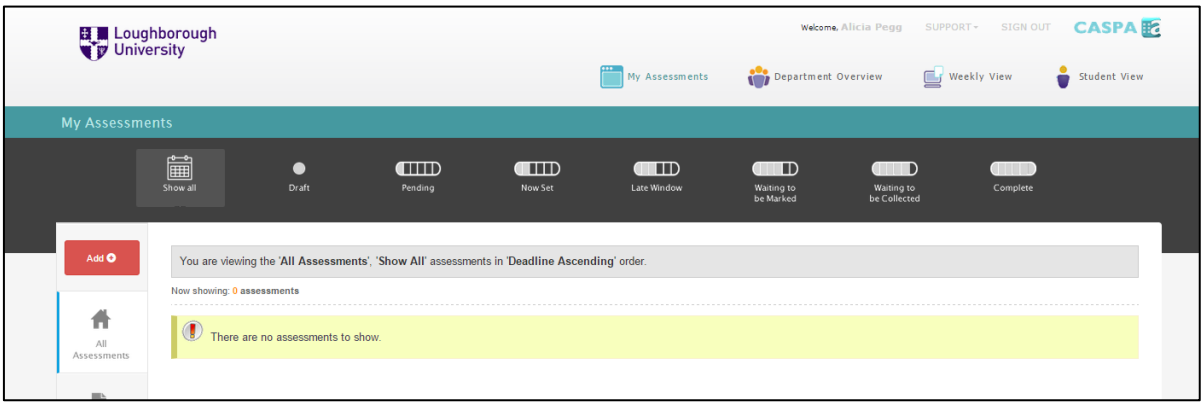
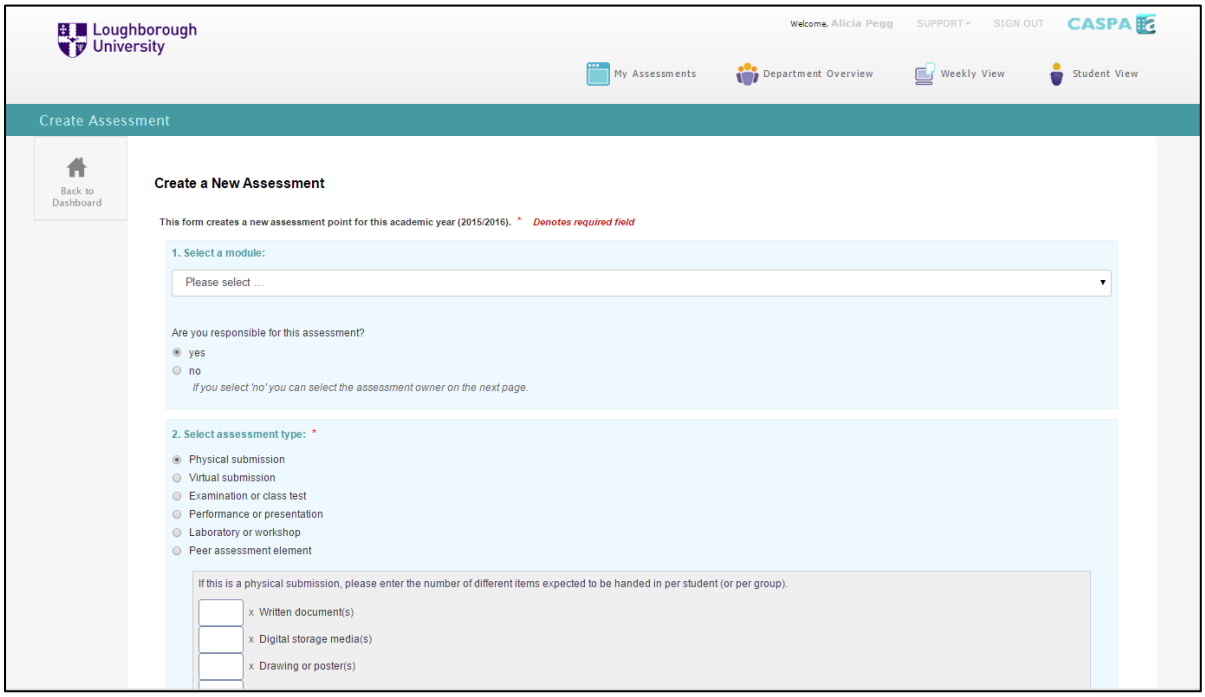
## 2a. Add a New Assessment

To add a new assessment, click on the red 'Add' button, located on the left hand side above the Assessment Filter Buttons.




This will bring you to the Create Assessment page.

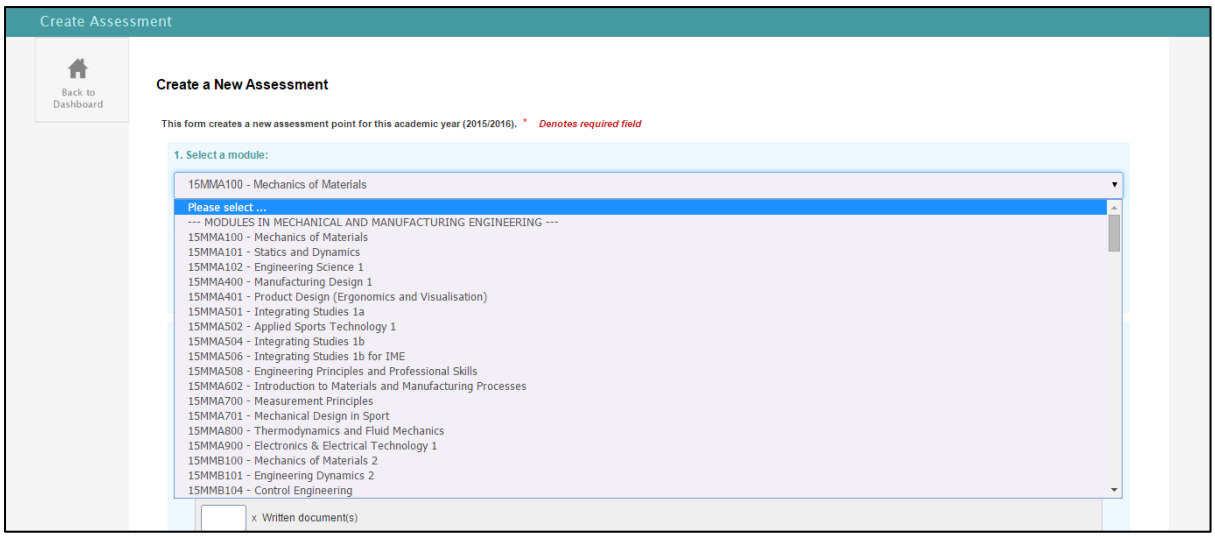
Here, sections marked with an asterisk (*) must be completed to successfully create a new assessment on CASPA.




***Note:*** At any time, you can cancel the creating of an assessment and return to the My Assessments page by clicking the label on the left side navigation pane.

### 1. Select a module: *

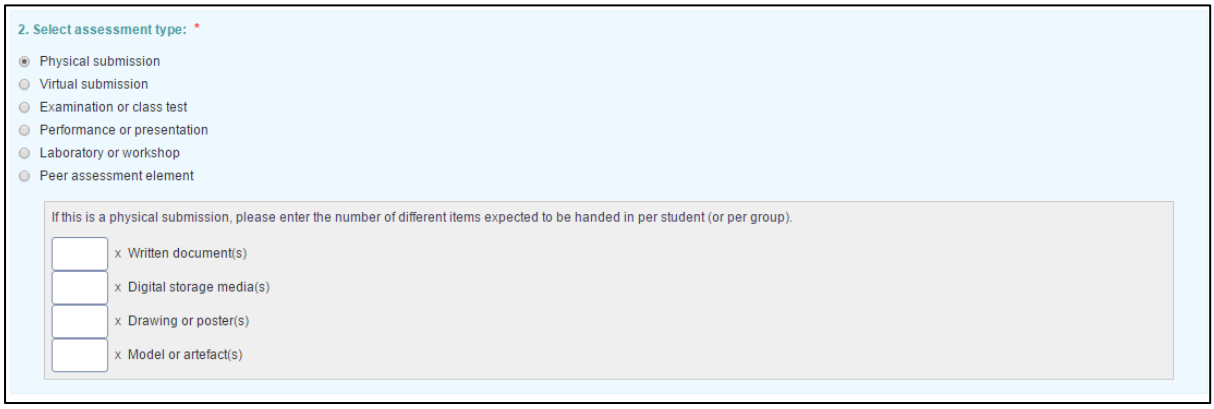
All users can select from modules that they are associated with on LUSI. Select a module from the dropdown list and indicate if you are personally responsible for the assessment. If you are not the responsible owner then you should select 'no' and you will have the opportunity to select the responsible staff member on the next page after saving the assessment.




## 2. Select an assessment type: *

CASPA allows users to identify and track which type of submission/participation they are expecting for an assessment. The key below indicates the different types of submission/ participation.

| | |
|---|---|
| | Physical Submission (usually made via the CASPA kiosk) |
| | Virtual Submission (through Learn/Turn-It-In etc). |
| | Exam or Class Test |
| | Performance/Presentation |
| | Laboratory or Workshop |
| | Peer Assessment |




***Note:*** For physical submission types, it can be helpful to include the expected number of

items particularly for large or unusual items (for example A3 posters) which can then help with administrative planning at collection or drop-off locations.

### 3. Select an assessment stake: *

Select the level of importance for your assessment. 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 title: *

Assessments within the same module **must** have unique titles.

4. Give your assessment a title: *

***Note:*** **Do not** use the same assessment title for assessments within the same module as this causes confusion for students creating coversheets and identifying deadline dates for their assessments. Assessments in different modules can have the same title.

### 5. Optionally choose a 'set date'.

If you wish to let the students know that the assessment will not be available until a specific 'set date' then enter the date, otherwise leaving the default current date will indicate that the assessment is available as soon as it is published.

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 curent date to indicate that the assessment is available as soon as it is published.

18 ▾ September ▾ 2015 ▾ at 14:00 ▾

### 6. How many credits?

You can enter the number of credits for an individual assessment (not the module as a whole). This may be useful as a reference for your students to calculate the weighting of an assignment.

6. How many credits?

Enter the number of module credits attributed to this assessment.

### 7. Assessment submissions expected: *

Indicate whether students are working as groups or individually on an assessment. Setting the assessment as group work will allow students to create groups on CASPA coversheets for submission purposes and allows admin staff to prepare for the number of submissions expected.

7. Assessment submissions expected: *
- ◉ One per student
- ○ One per group

If submissions expected per group, how many groups are there (approx)?

*This will help for admin collection purposes.*

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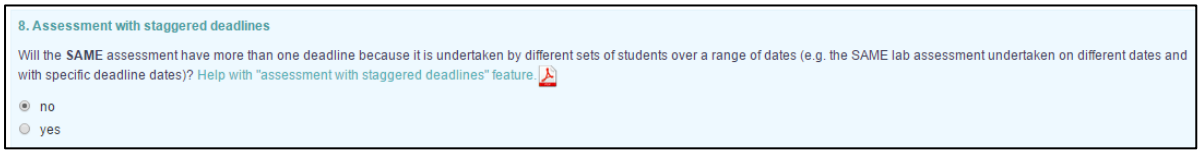
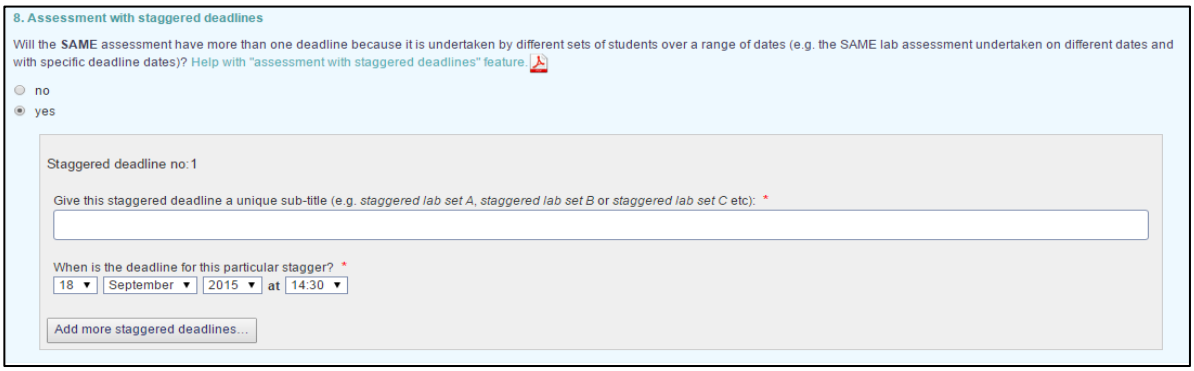
## 8. Assessment with staggered deadlines

You may have students sitting the same assessment on different days (e.g. lab assessment). You can enter staggered submission dates here by clicking 'yes'.




Give each staggered assessment a different title, and enter the specific submission date. If another group is required click the '**Add more staggered deadlines…**' button and repeat the process.

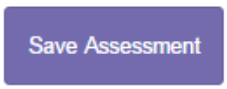
## 9. When is the overall assessment deadline? *

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

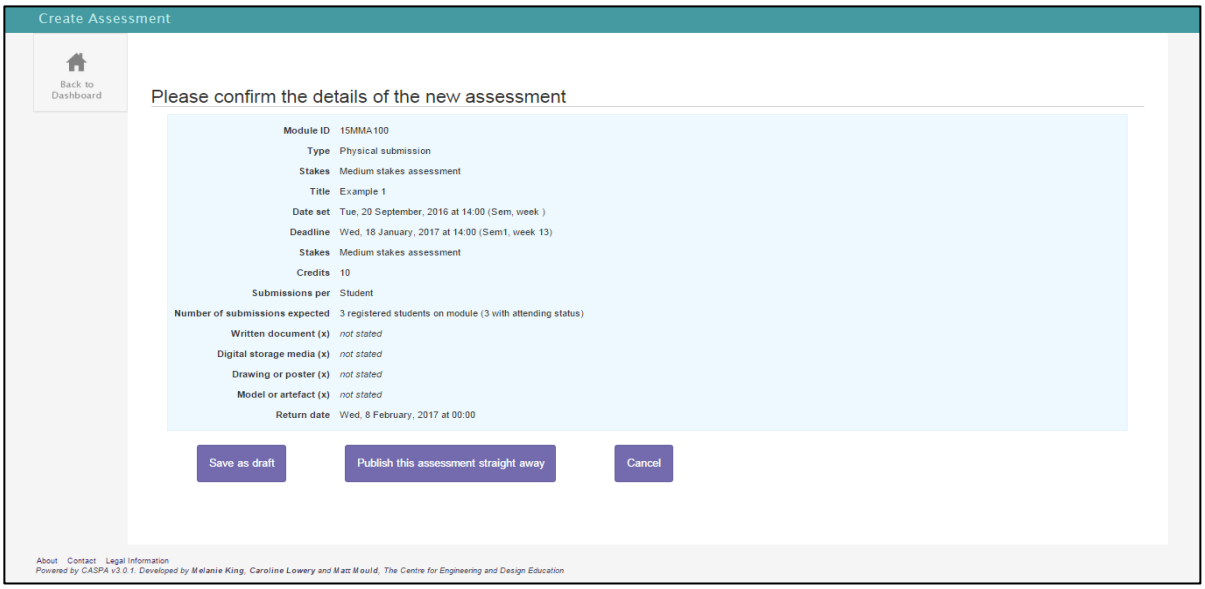
## 10. Specify a return date:

A specific date or the number of weeks can be selected. CASPA uses the university recommended return time of 3 weeks as the default.

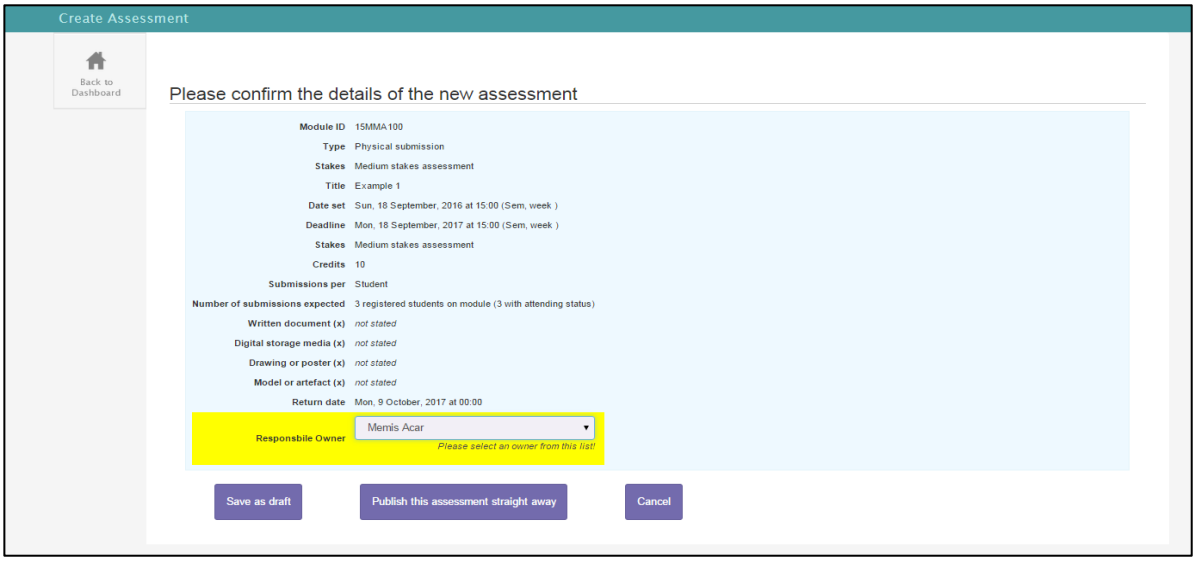
Once you have completed the assessment details click the 'save assessment' button. This saves the assessment as a draft status. After saving the assessment you will be presented with a summary of your assessment.




If you indicated that you are responsible for this assessment your screen will look as shown below:




If you indicated that you are **not** the member of staff responsible for the assessment then your screen will include a drop-down option as shown below. You will then be required to select the staff member responsible for this assessment from a list of staff associated with the module (according to LUSI).




Once you have checked the screen details then click either:

- ‘Save as draft’ until you are ready to publish the assessment. The assessment will not be visible to students and will not appear on their CASPA assessment schedule. Staff will be able to see the assessment (allowing overall programme scheduling to be undertaken).
- ‘Publish the assessment straight away’ to make the assessment immediately visible to students via their CASPA assessment schedule. Students will be able to create and print coversheets and make submissions/register participation against the assessment. Staff will be able to see the assessment (allowing overall programme scheduling to be undertaken).
- ‘Cancel’ the assessment to prevent the assessment being created at all. None of the

assessment data that you have just entered will be saved on CASPA.

Published and draft assessments are automatically viewable by all department/school staff to aid in the planning of assessment schedules.

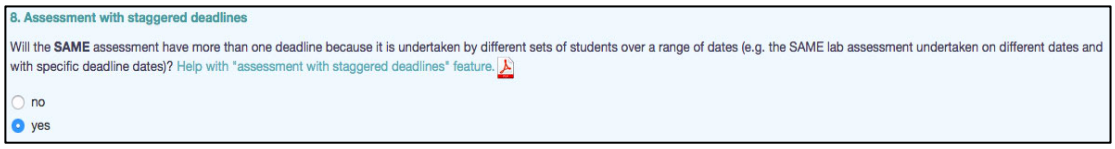
Once you have selected one of these options, you will be taken back to the My Assessments page and any newly created assessments will show in the assessment list.

## 2b. Assessments with Staggered Deadlines

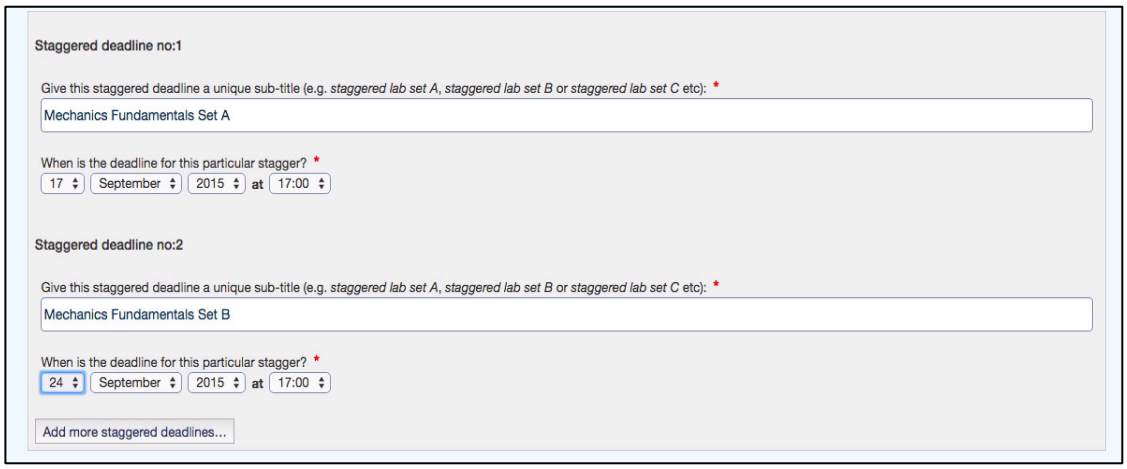
CASPA now allows you to add an assessment that has multiple deadlines for the **same assessment**. This staggered assessment type means that you are able to have a different deadline for each time the same assessment is undertaken by a different set of students. An example of a staggered assessment would be where the same laboratory assessment is run multiple times across a semester allowing different sets of students to attend the laboratory session on different dates. The staggered assessment feature means that the laboratory assessment can now have different submission deadlines dependent on the laboratory session attended.

### Creating an assessment with staggered deadlines

1. Log into CASPA at caspa.lboro.ac.uk and create a new assessment by pressing the add button and completing the details for a new assessment as normal.
2. At point 8 **Assessment with staggered deadlines** select "yes" to indicate that you have an assessment with staggered deadlines.




3. You must enter a different sub-title for each staggered deadline that you create. This will allow students and staff to correctly identify each specific staggered deadline for the assessment.
4. Enter a specific time and date for each staggered deadline.




5. Continue to add staggered deadlines as necessary by pressing the *'add more staggered deadlines'* button.

6. Continue creating the assessment by entering the remaining information about your assessment and then save the assessment in the normal way.

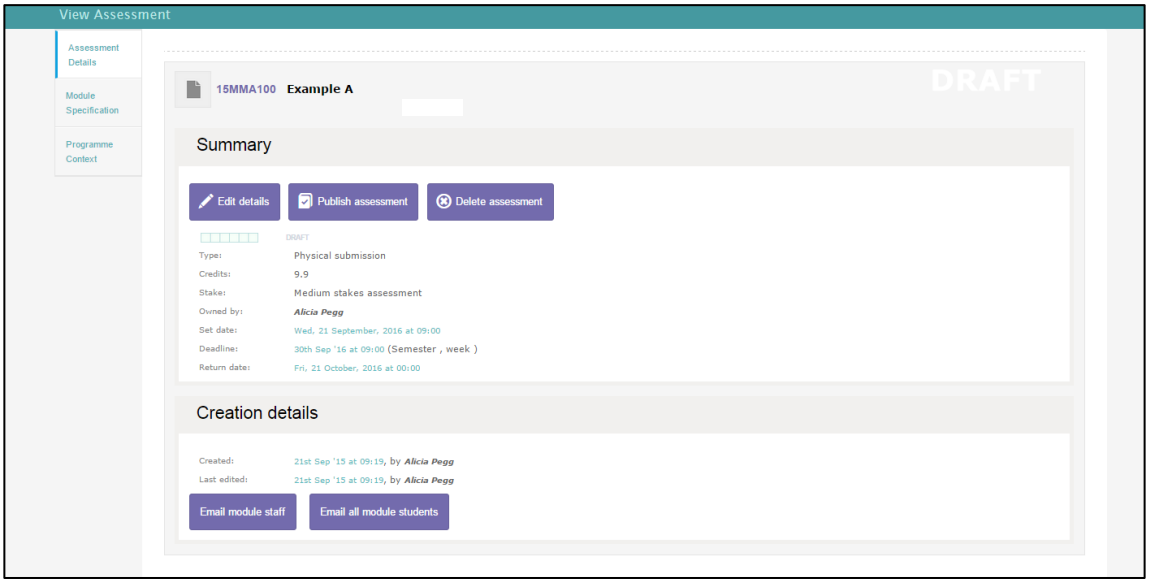
Details of any staggered deadlines set up for a particular assessment will be visible to both staff and students. Additionally, students creating CASPA coversheets for use with the CASPA kiosk can select their respective staggered deadline and it will be automatically printed on their coversheet.

## 2c. Viewing Assessments

Click on the name of any assessment and you will be brought to the Assessment Details for that particular assessment.

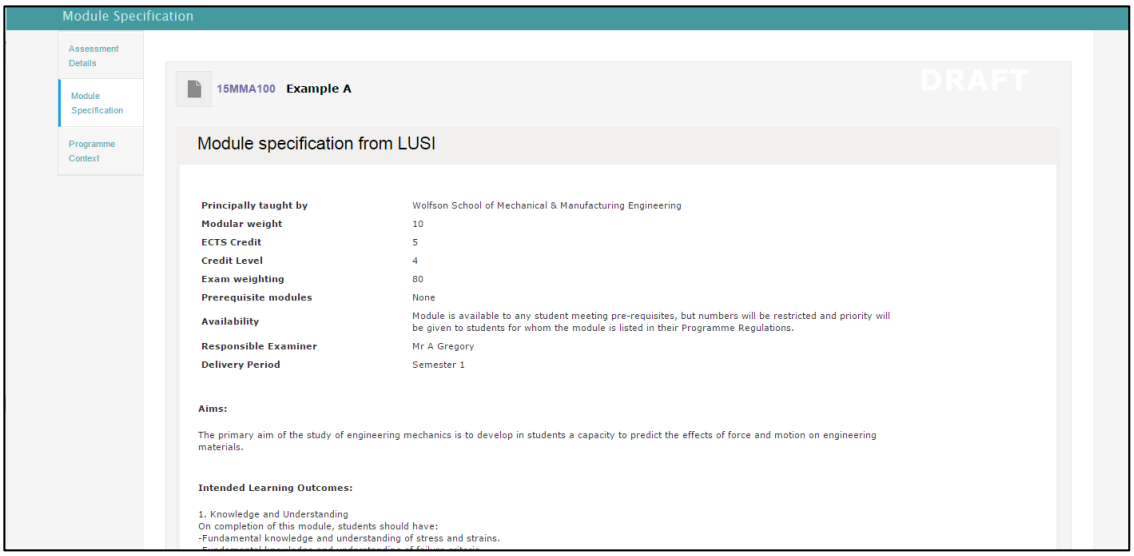
### Assessment Details

Here you can email staff and students associated with a particular module (according to information available on LUSI). This may be useful when staff wish to notify students to collect their work after marking or to remind students of impending assessment deadlines.



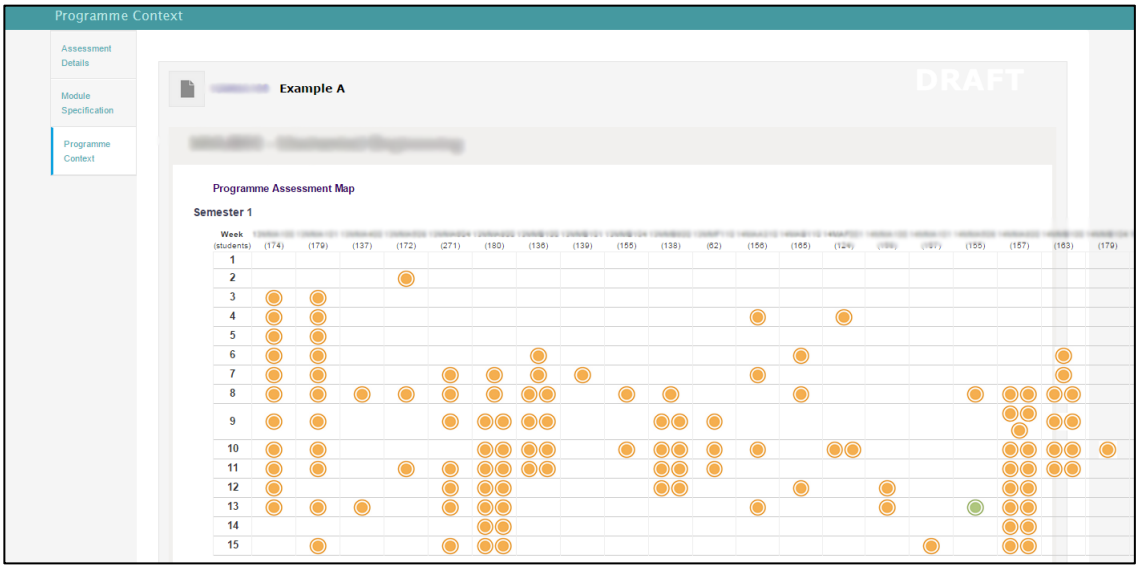

### Module Specification

The 'Module Specification' tab contains all the information from the module specification as registered on LUSI. This information is drawn directly from LUSI and cannot be edited on CASPA.




## Programme Context

The 'Programme Context' tab depicts module assessments within the context of their programme(s) within each school. It enables staff to see an overview of all assessments for a particular programme across a particular academic year. This overview aids in identifying 'bunching' assessments within a programme schedule.




If an assessment has been published and students have started to submit/participate then a list of submitted and non-submitted students will additionally be shown in this detailed view. The lists can be used to bulk record submissions/participation on behalf of multiple students or to email students as necessary.

## 2d. Link your CASPA assessment with the relevant Learn/Turnitin assessment

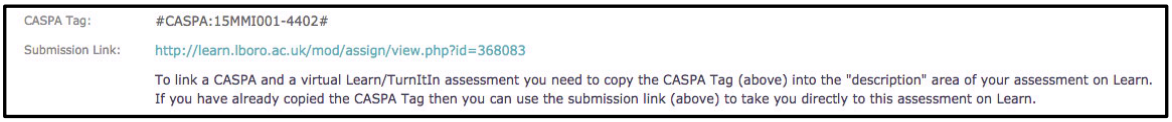
CEDE have worked with IT Services to enable assessment data held in Learn/Turnitin to be displayed in CASPA. Although CASPA is unable to directly transfer information into Learn/Turnitin, CASPA can now access assessment information available in Learn after a link has been made manually between

an assessment in CASPA and its corresponding virtual assessment in Learn/Turnitin. This means that Learn/Turnitin assessment information regarding submission deadlines, actual student submissions via Learn/Turnitin and return of work to students via Learn/Turnitin can now be viewed in CASPA.

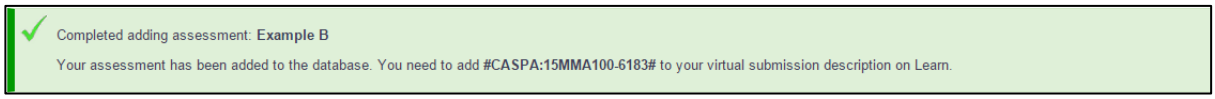
In order for CASPA to access the assessment information held in Learn for a particular assessment a link must be manually made between CASPA and Learn for each assessment to be accessed in CASPA. The following steps explain how to set up a link between each virtual Learn/Turnitin assessment and the corresponding CASPA assessment. These links can be made when you create the assessment as a virtual submission type in CASPA.

1. You will need to find the correct Assessment, click on the Assessment name to bring view the Assessment Details. The copy the corresponding CASPA Tag, found in the summary section, into the 'description' area of your assessment on Learn.

2. 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.




3. Copy the corresponding CASPA Tag (e.g. #CASPA:15MMA100-6183#) found in the "Summary" section. 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. Once you have added a virtual assessment in CASPA you will receive a notification that will contain the CASPA tag to be used to link with your Learn/Turnitin assignment.




5. Go to your virtual assessment in Learn/Turnitin and paste the CASPA tag (e.g. #CASPA:15MMA100-6183#) anywhere in the "Description" area for the Learn assignment or in the "Summary" area in the Turnitin assignment.

6. After saving the CASPA tag in Learn/TutnItIn CASPA will be able to link your virtual

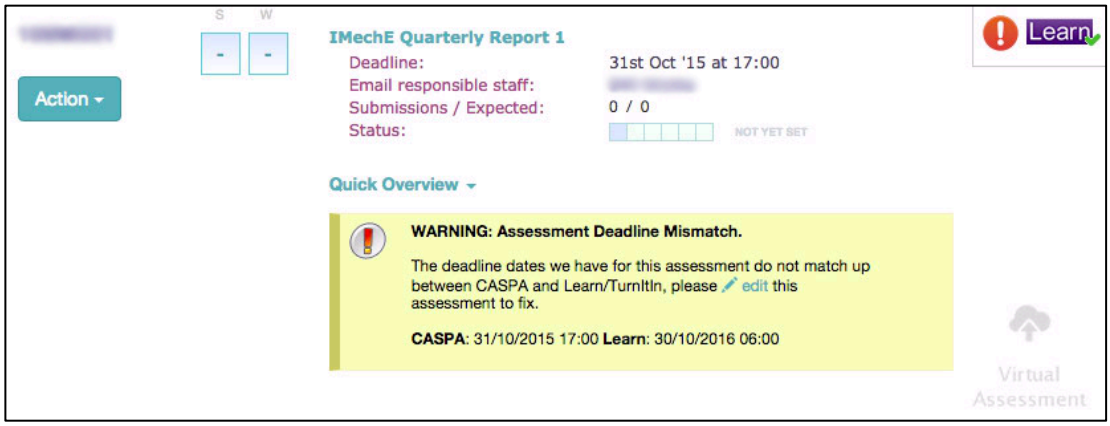
assessment with the corresponding assessment in CASPA and gather data about the assessment.

7. When the link has been successfully made between CASPA and Learn you will see a Learn next to the assessment in the assessment listing in the "Department Overview" section.
8. *Note*: If you do not link a virtual assessment in CASPA with any assessment in Learn then a Learn 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.
9. 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.

***Note***: 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 is associated with the module through LUSI.

## 2e. Deadline Mismatch Warnings

If you have successfully linked your virtual Learn/Turnitin assessment with the assessment details held in CASPA there will be a Learn tick Learn next to the assessment in the "Department Overview" and "My Assessments" sections. If you additionally see a warning symbol next to the Learn tick Learn then the deadline that you have set in Learn/Turnitin is different to the deadline that you have set in CASPA. This must be corrected because CASPA does not know which date and time is correct for the deadline. The mismatch can be corrected by changing the time and date for the assessment deadline to be the same in both CASPA and Learn.




### 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.

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### 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.

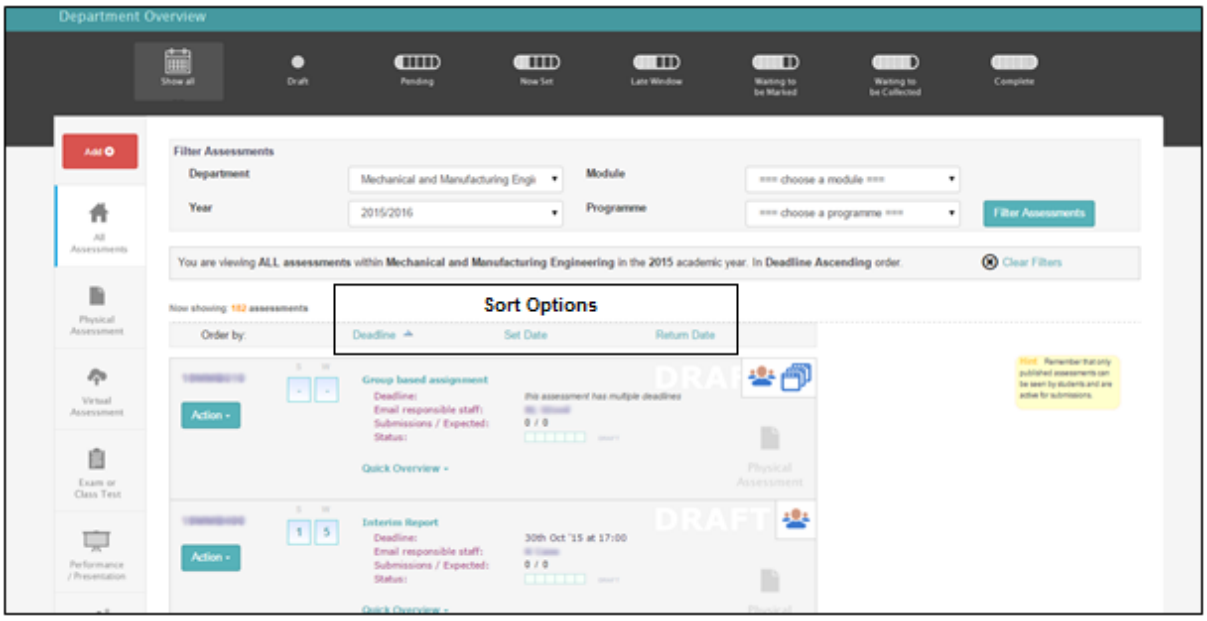
## 3. Department Overview

The ‘Department Overview’ page is accessible via the ‘View Menu’ and it shows you all the assessments registered on CASPA within your department(s)/school. You will need to choose a department/school from the dropdown menu, and click ‘Filter Assessments’.

Once you have chosen a school/department you will be given further options to filter by module or programme.

***Note:*** Modules will only appear in the module filter dropdown menu after an assessment has been created in CASPA for that particular module.

Once you have applied all your filters you can then additionally alter the order in which these assessments appear using the Sort Options.




The Sort Options comprise by: deadline -allowing staff to look at 'bunching' of assessments within a programme schedule; set date -allowing staff to see the most recent assessments added to the school/department; and return date -allowing staff to see how long they have before the agreed return of work back to the students.

## 4. Register Student Submissions/Participation

There are two methods to register student submissions/participation in CASPA. These methods are either by staff using the manual registration method or by the CASPA kiosk system.

## 4a Manually register student submissions/participation

To manually register student submissions you first need to find the appropriate assessment from either your My Assessments page (if you are responsible for the assessment) or from the Department Overview. Click on the name of the assessment to bring up the Assessment Details, and scroll down to 'Record Student Submissions'.

***Note:*** Only use this section after the assessment deadline date has passed and only if students have not submitted via the automated CASPA Kiosk QR System.

### 1. Select the students:

Select the students using the tick box next to any students who have submitted/participated.

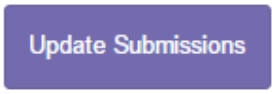
### 2. Select the date of submission/participation:

Select the date that the work was submitted or that the participation took place.

### 3. Do you want an automatic email confirmation sent to these students?

You may choose to email a submission/participation confirmation to the students selected. The default setting is **not** to send a confirmation submission/participation email.

Click the Update Submissions button to confirm any changes.




***Note:*** Late submissions will show

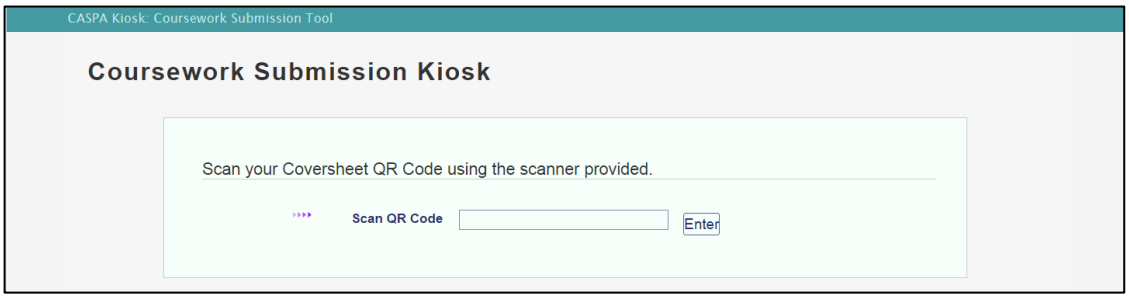
next to the particular submission.

## 4b Register student submissions/participation via the CASPA kiosk

The standalone CASPA kiosk system is used in some schools for physical submissions. A QR (Quick Response) reader and PC are used to scan a generated QR code printed on the student coversheet. The scanned code automatically enters all relevant submission data. The unique QR code is generated when a student creates a CASPA coversheet.

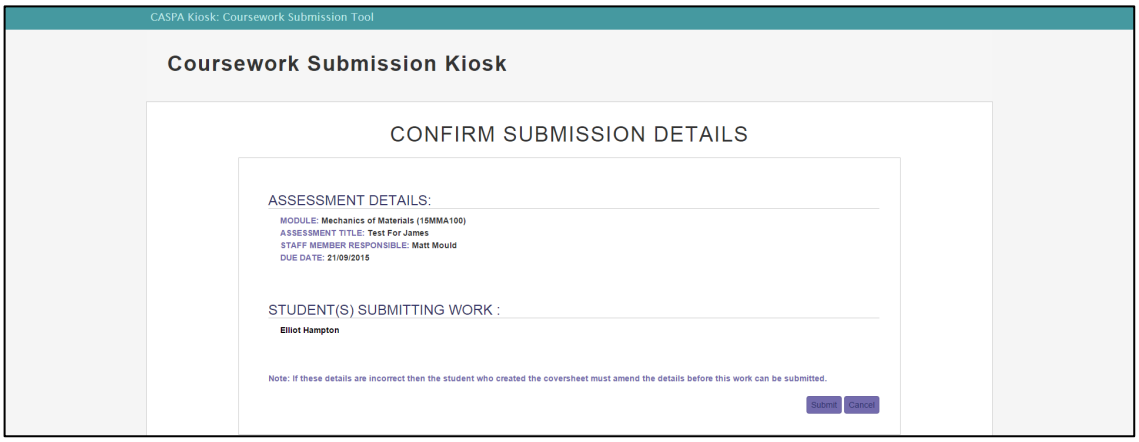
### 1. Scan the QR Code

Place the scanner over the QR code located in the top right corner of the student's coversheet and press the button on the top of the reader. The scanned code will automatically enter all relevant submission data.




### 2. Confirm submission details

Ask the student to confirm the submission details shown and use then click Submit




### 3. Confirmation

You will receive a screen acknowledgement and an email receipt will be sent to each student listed on the coversheet.

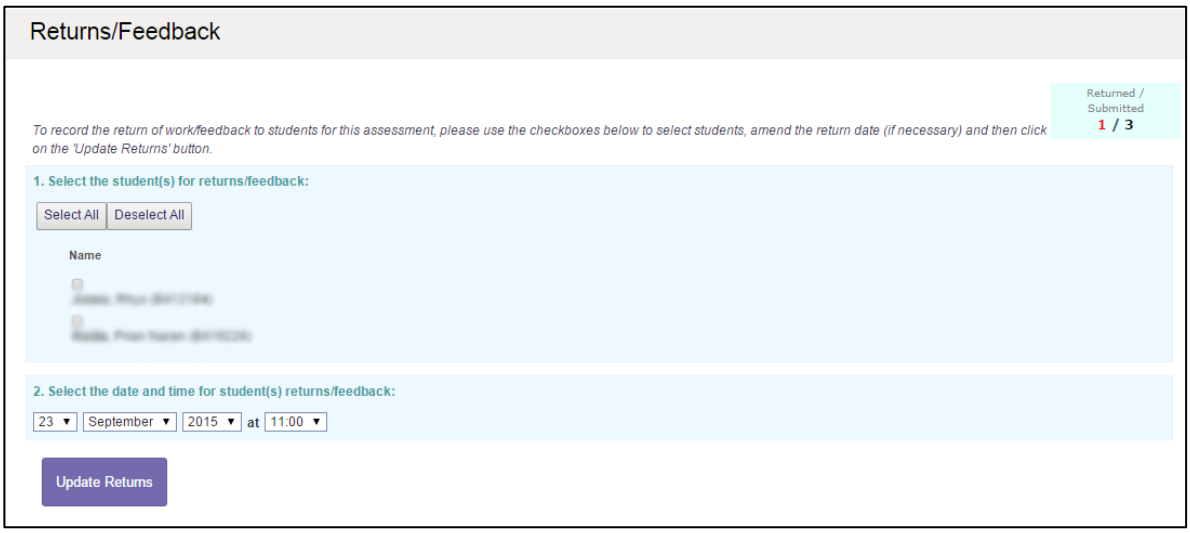
## 5. Returning Work Back to Students

Once you have marked student work and are ready to return it back to them, you can record the returns using CASPA. This can be done either by using the 'Assessment Details' section within CASPA or by using the CASPA kiosk QR system (using the student QR coversheets submitted with their work).

## 5a. Returning work via the 'Assessment Details' section

Returning work via the 'Assessment Details' section within CASPA

1. Tick the box next to the student for which you are returning work/providing feedback and enter a return date.
2. Click 'Update Returns'.



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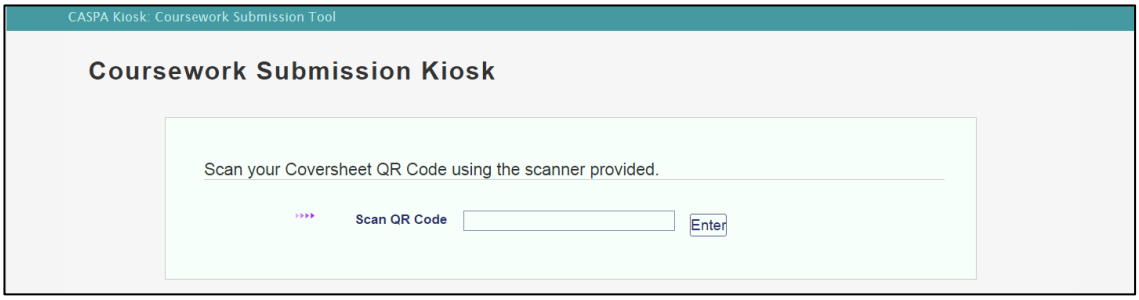
## 5b. Returning work back using the CASPA kiosk

Returning work using the CASPA Kiosk system

You can also return work back to students using the student QR coversheet submitted. This method will record the return of work on an individual or group basis (depending on whether the work was originally submitted individually or as a group).

1. Use the QR reader at the kiosk to scan the coursework due for return.

   Use the QR reader attached to the CASPA kiosk to scan the QR code located in the top right corner of the student's coversheet. Place the scanner over the QR code and press the button on the top of the reader. The scanned code will automatically enter all the relevant data.




2. View a screen acknowledgement
   A screen acknowledgement will be shown to indicate the successful recording of the return of the student's work.

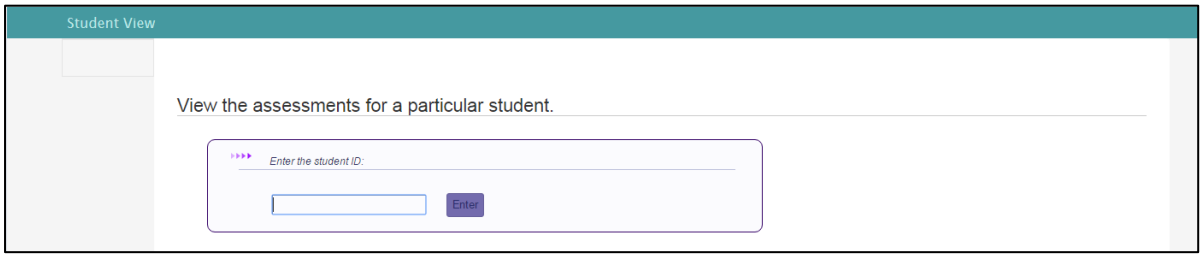
## 6. Weekly View

The Weekly View page is accessible via the View Menu.

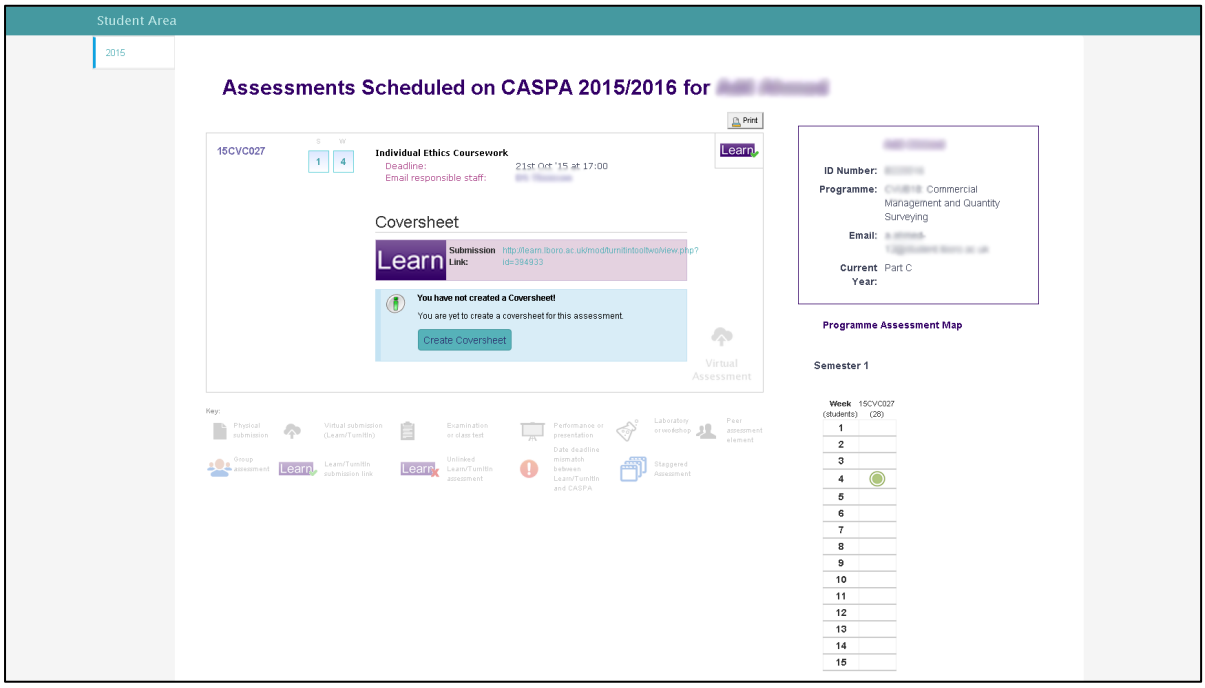
This page shows the assessments due on the current week. Clicking 'previous week' or 'next week' allows access to further weekly schedules.

## 7. Student View

The student view page, found in the View Menu, allows staff members to see what an individual student sees when they login. Entering a student ID ('A' or 'B' number) and clicking on 'enter' will show the assignments and deadlines for that particular student.




This view also has a breakdown of the whole semester so that students can see where there deadlines are and what assessments they should be prioritising.



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## 8. Sign Out Of CASPA

To logout of the CASPA system altogether, use the 'Sign out' icon at the top right corner of your CASPA page (accessible from any part of the application).

For further assistance or information, please contact the Centre for Engineering and Design Education either by email cede@lboro.ac.uk or by phone (01509) 2227191.