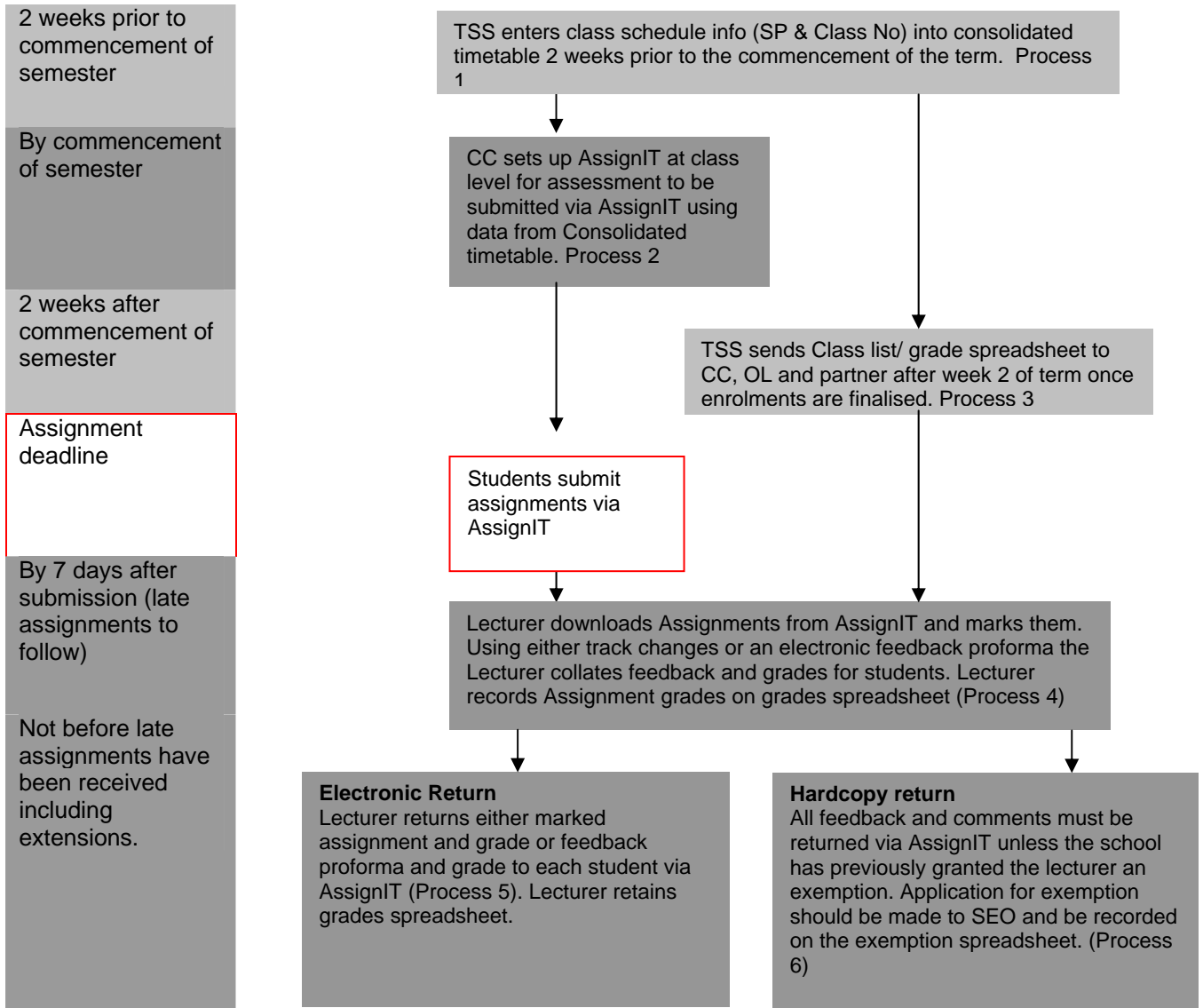


Assignment submission via AssignIT - Non moderated courses

TSS =
 School =
 Student =



This process is repeated for each piece of assessment from Students submitting assignments via AssignIT to UniSA Course Coordinator returning assignments to students

Guide to Acronyms

CTI: Course Timeline Information (formerly known as TPI)

School

DHOS: Deputy Head of School

SEO: School Executive Officer

SA: School Administrator

CC: Course Coordinator

MOD: Moderator

OL: Offshore Partner Lecturer

TSS

PRC: Program Relationship Coordinator

PRA: Program Relationship Administrator

SSA: Student Services Advisor

CTWO: Coordinator Travel Web and Online

AWO: Administrator Web and Online

Process 1: TSS enters class schedule info (SP & Class No) into consolidated timetable 2 weeks prior to the commencement of the term.

Class lists are received from the partner approximately 2-3 weeks prior to the commencement of the semester. At this time the classes are scheduled and students block enrolled. Classes are not visible in UniSAinfo, AssignIT or CEI until the students have been enrolled.

SSA enters study period and class number data into the TSS Consolidated timetable at: <M:\TSS Tracking\TSS Consolidated Timetable\Undergrad Consolidated Timetable.xls>

Process 2: CC sets up AssignIT at class level for assessment to be submitted via AssignIT using data from Consolidated timetable.

Course Coordinator sets up AssignIT using data for study period and class number found in TSS

Course Coordinator should ensure that open/close times for assignment submission has been included in the CIB or a message posted to the course website. It is recommended that AssignIT open for student submission 2 weeks prior to the submission deadline.

Consolidated Timetable. <M:\TSS Tracking\TSS Consolidated Timetable\Undergrad Consolidated Timetable.xls>. See Manual for AssignIT available at: http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp

Process 3: TSS sends Class list/ grade spreadsheet to CC, OL and partner if applicable after week 2 of term once enrolments are finalised.

Final class lists are provided by the partner 2 weeks after the commencement of the semester. At this time enrolments are finalised and the class list is downloaded from UniSAinfo and emailed to the CC OL and partner if applicable as an excel spreadsheet. The spreadsheet is formatted by SSA for grade recording with appropriate formulas (determined by assessment weighting outlined in CIB) for automatic grade calculation taken.

Process 4: Mark assignments

Lecturer downloads Assignments from AssignIT and marks them. Using either track changes in the document or an electronic feedback proforma the Lecturer collates feedback and grades for students for electronic return via assignIT. Lecturers may design their own marking proforma/feedback form according to their criteria for marking. Lecturer records Assignment grades on grades spreadsheet and retains for next assessment. The grades spreadsheet should not be distributed to students.

Tip: General feedback on the assignment may be given to the entire class rather than repeated to each student. This may either be posted to the course website or returned via AssignIT as an additional attachment.

Note: The lecturer may print assignments to mark however hard copy assignments will not be returned to students except in cases where the student is deemed 'at risk' and requires additional 'in context' feedback or if an exemption has been granted by the school (see process 6). Only these hard copy assignments may be returned to TSS for shipment to the partner. All other students should only receive feedback electronically via AssignIT or through general comments posted to the course website.

Process 5: Return assignments/feedback and grades via AssignIT. Assignments should not be returned to students until after the last date for submission including extensions.

There are 3 ways to return feedback to students via AssignIT. Upload the marked assignment with track changes, return a feedback proforma as an attachment or type comments into the return screen. For more information relating to using AssignIT please refer to the BUE Transnational AssignIT manual at: http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp

Process 6: Return assignments/feedback and grades in hard copy. Assignments should not be returned to students until after the last date for submission including extensions. Hardcopy assignments downloaded from AssignIT will not be returned to students unless the school has granted an exemption. Lecturers should provide details (relating to why they need to return assignments in hardcopy) to the School Executive Officer. Upon approval (prior to return of the assignments to TSS for dispatch) the exemption must be recorded on the exemptions spreadsheet: M\TSS Tracking\TSS Tracking\AssignIT Exemptions.xls. Assignments sent to TSS and not recorded on the exemption spreadsheet will be returned to the school.

Appendix 1: Staff contacts - <http://www.unisa.edu.au/tss/contact.asp>

Appendix 2: BUE Transnational AssignIT User Manual
http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp