



Batch Uploading Feedback Files in the VLE Grade Centre

A Guide

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Contents

Adding Feedback Files to the Content Collection	3
Accessing the Content Collection.....	3
Setting up the Content Collection	3
Accessing the Grade Centre.....	5
Create a Column for the Feedback Files in the Grade Centre	5
Download the Grade Centre from the VLE.....	6
Add marks to the VLE spreadsheet	7
Uploading marks to the VLE Grade Centre.....	8
My Grades Menu Item	9

Adding Feedback Files to the Content Collection

Files containing feedback can be added to the VLE Content Collection area for the module. This is done by creating a feedback folder for each student on the module to which feedback files are added. A link to each student's feedback area can be added using the Comments option when downloading the Grade Centre. This will allow each student to access only their individual files through the My Grades menu option.

Accessing the Content Collection

1. The content collection for the academic year for each module is accessed within the module area in the VLE.



2. Click on **Content Collection** from the Module Management Tools.

3. Click on the **link** for the academic year showing the module code e.g. 201314_22425_MECH3470.

You can also map a drive to the content collection to be able to organise your files more easily. To do this:

4. Click on the **Set Up Web Folder** button and follow the instructions for Using Web Folders.

Setting up the Content Collection

1. Add a folder to contain the Feedback files by clicking on the **Add Folder** button.



2. Enter a **name** for the folder e.g. Feedback and click **Submit**.

3. Within the Feedback folder create a folder for each student, by repeating the above process. This will contain any files you want to make available to the student.

Note: The folder could be named using the student's username. This will assist when assigning permissions to the folder so students can only view their feedback folder.

4. You will need to set permissions on the folders you have added so that students will be able to view their files. To do this:

- Click on the **Permissions** icon next to the folder you wish to set permissions.

Name	Edited	Size	Permissions
student 1	14-Jan-2014 11:45:38	0	
student 2	14-Jan-2014 11:45:45	0	

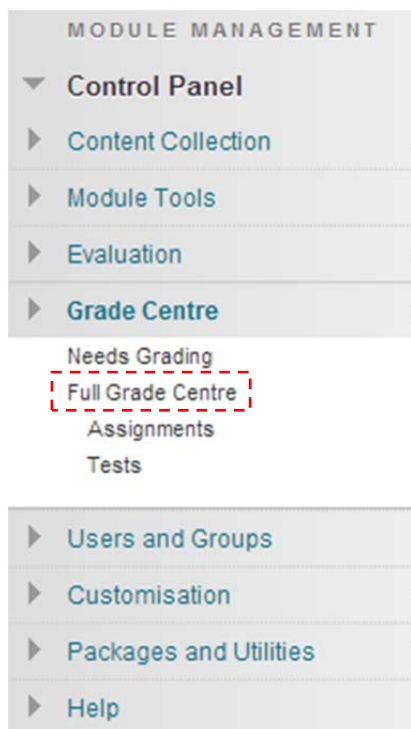
- Click on the **Select Specific Users** button.
- Enter the student's **username**, which you wish to assign access to, in the Select Users section.
- In the Set Permission section make sure the **Read** checkbox is selected.
- Click on **Submit**.

5. Files can then keep being added to this folder which only the student with assigned permission will be able to access. The easiest way to do this is to create a duplicate file structure on your local computer which you then copy to the Content Collection using the Web Folder option described in the Accessing the Content Collection section.
6. To find the URL for a particular file/folder (to add to the Feedback to User column in your downloaded Grade Centre spreadsheet):
 - **Browse** to the file/folder in the content collection.
 - Click on the **Action Link** next to the item and select the **Edit Settings** option.
 - The **Web Folder URL** can be used for this purpose.
The root path of this URL will be the same for all files/folders that have been uploaded e.g.
https://vlebb.leeds.ac.uk/bbcswebdav/courses/201314_13552_MECH5195M/Feedback/
Assuming the students folder is called student1 their URL will be
https://vlebb.leeds.ac.uk/bbcswebdav/courses/201314_13552_MECH5195M/Feedback/student1


It should therefore be simple to generate these URLs for use in the Grade Centre spreadsheet to upload to the VLE.

Accessing the Grade Centre

1. Browse to the module area in the VLE that you wish to add feedback files for.
2. Click on **Grade Centre** from the Module Management Tools.
3. Click on **Full Grade Centre**.



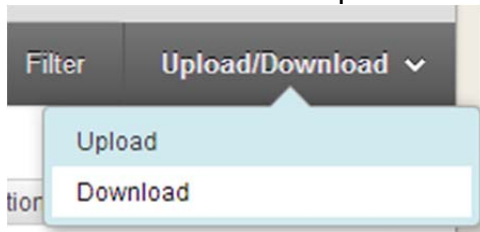
Create a Column for the Feedback Files in the Grade Centre

1. Click on the **Create Column**  button in the Grade Centre.
2. Enter a **Column Name** for the item e.g. Feedback Files.
3. Select the **Primary Display** type **Score** from the drop down list.
4. Enter the **Points Possible** for the item. As this column is just going to be used to return feedback files enter **0**.
 - Select **No** to the option 'Include this Column in Grade Centre Calculations'
 - Select **Yes** for 'Show this column to Students'
 - Select **No** to the option 'Show statistics'
5. Click **Submit**.

Download the Grade Centre from the VLE

To download the grade centre from the VLE:

1. Select the **Download** option from the Upload/Download action link



2. Select the following options:

- Select Data to Download: **Selected Column** and choose the item **Feedback files** from the drop down list.
- **Select** the 'Include Comments for this Column' checkbox.
- Delimiter Type: **Tab**
- Include Hidden Information: **No**
- Save Location: **My Computer**

Click **Submit**.

3. Click on the **DOWNLOAD** button.
4. **Open** the file in Excel.
5. Click **Yes** to the warning message in Excel.

Add marks to the VLE spreadsheet

To add marks to the spreadsheet:

1. Enter a mark of **0** in the Feedback files column. This needs to be done otherwise the item will not be available to students.

Note: Do not change the format of the spreadsheet.

2. There are four additional columns available:
 - Grading Notes – Notes available to Instructors only
 - Notes Format – PLAIN_TEXT, SMART_TEXT, HTML
 - Feedback to Learner– Notes available to Students
 - Feedback Format - PLAIN_TEXT, SMART_TEXT, HTML

PLAIN_TEXT Displays text as it is written, does not render HTML.

SMART_TEXT Renders HTML tags, but does not require tags for line and paragraph breaks, these can be entered by typing.

HTML Renders all HTML tags.

3. To add the link to the feedback folder a URL needs adding in the **Feedback to User** column. This can be found in the Content Collection. To do this:

- **Browse** to the file/folder in the content collection.
- Click on the **Action Link** next to the item and select the **Edit Settings** option.
- The **Web Folder URL** can be used for this purpose.

The root path of this URL will be the same for all files/folders that have been uploaded e.g.

https://vlebb.leeds.ac.uk/bbcswebdav/courses/201314_13552_MECH5195M/Feedback/
Assuming the students folder is called student1 their URL will be

https://vlebb.leeds.ac.uk/bbcswebdav/courses/201314_13552_MECH5195M/Feedback/student1

It should therefore be simple to generate a URL for each student by using the root folder and the student's username.

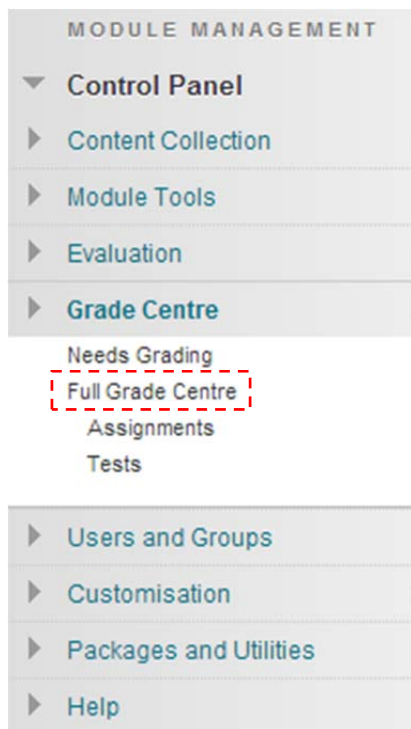
To add this as a link HTML tags will need adding to the URL e.g.

Feedback Files

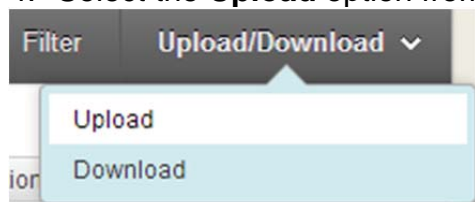
4. Add **SMART_TEXT** to the Feedback Format column for each row.
5. When complete save the spreadsheet as a ***.txt**, Text (Tab delimited) file.

Uploading marks to the VLE Grade Centre

1. Browse to the module area in the VLE that you wish to upload the grade centre.
2. Click on **Grade Centre** from the Module Management Tools.
3. Click on **Full Grade Centre**.



4. Select the **Upload** option from the Upload/Download action link



5. Browse for your file and click **Submit**.
6. A summary of the data to be uploaded will be displayed. Check that this looks OK.
7. Ensure that the **checkbox** is selected for the item you want to upload and click **Submit**.
8. The data is now uploaded and a Feedback Files link will be available to students from the My Grades option. This only needs to be done once as more feedback files can simply be added to the relevant folder in the content collection for each assignment.

My Grades Menu Item

In order for students to be able to view their marks in the VLE a 'My Grades' menu item will need to be added to the module menu. To do this:

- Hover over the **+** button on the menu and select the **Tool Link**.
- Enter **My Grades** as the name for the menu item.
- Select **My Grades** from the drop down menu.
- **Check** the Available to Users box.
- Click **Submit**.

