Introduction to Odyssey and Crowdmark

- Odyssey manages seating and printing for tests and exams.

- Crowdmark manages online manual grading of online-delivered assignments and paper-based tests and exams.

- A test or exam managed by Odyssey can be handed to Crowdmark for online grading.

How to Create a Crowdmark Assessment in Odyssey

1. Prepare in advance for printing and scanning.

   (a) Inform New Media Services (Karen Ertel kaertel@uwaterloo.ca and Lisa Holden lholden@uwaterloo.ca) that you would like them to handle the printing and scanning of your assessment. Include the following information:

   (b) where printing should be delivered (default location will be your office)

   (c) when completed assessments will be dropped off for scanning

   (d) when you would like to begin grading

   (e) an account number to charge scanning costs to (print codes automatically sent by Odyssey)

2. Pick up of completed tests can be arranged but in most cases it will be faster to drop them off at New Media yourself.

3. Prepare your assessment using Word, LaTeX etc, and save as a pdf.

   (a) The default setting for Crowdmark assessments is 1 question per page. Sub-questions on the same page are fine but the total for the whole page is what the grader records.

   (b) Leave a 1.5 inch gap at the top of each page for Crowdmark to place QR codes.

   (c) Leave a 0.5 inch gap at the bottom of each page for Odyssey to print page numbers.

   (d) The next 3.5 inches (below the Crowdmark gap) of your cover page will be stamped by Odyssey with the following: UWaterloo logo, a box for students to enter their Quest Login Userid and Student ID, title of course, term, date, time and duration of assessment, names of instructors, section numbers, permitted aids, special instructions. (Visit https://odyssey.uwaterloo.ca/help/instruct/exams/ems-sample.pdf to view a sample cover page.) Note that this box will be automatically filled in with each student's information if assigned seating is used.

4. Sign in at odyssey.uwaterloo.ca and click on Instructional Support

5. Under Course Offerings, find the current term (e.g. Fall 2016) and click on your course.

6. Select a Default seating arrangement: assigned or rush (not assigned). You will have the option to modify this for each particular assessment that you create.

7. Under Examinations, Create the appropriate assessment (Midterm, Quiz or Test) and click Create! This will present you with a new creation page with a table of information to be filled in. (Note: If your final exam is listed on the Registrar's Office exam schedule, there is no need to create your Final Examination in Odyssey. It should already appear here and you can click on it to Edit details not already predetermined by the Registrar's office.)

   (a) Select the Primary Start Time (year-month - day at hour:minute)

   (b) Select the Duration

   (c) Select the Authorized Uploader (person who will upload the pdf master into Odyssey. This is different from the Uploader in Crowdmark)

(d) Enter the number of versions of your assessment. There is the option to print multiple versions of your assessment by section or start time. You can specify your preference when you upload your masters in step 6.

(e) Under Seating, you have the option to change your default seating to Assigned or Rush (non-assigned). You may also tick the box to use tablet seats (if you have been assigned a room with tablet seats) and to seat students in every seat. The default setting is not use tablet seats and to use every other seat.

(f) **Under Integration, tick the Crowdmark box**

(g) Click Create!

8. This will bring you to a page with the title of your assessment at the top of the page highlighted in yellow and a General Information table that has been filled in with the information you provided above. You will see three links below this General Information table.

   (a) <u>Edit Details</u> This allows you to correct any of the information in the table above.

   (b) <u>Special Cases</u> You can view and/or add students writing with AccessAbility services here. You may also add students who may not yet be registered in the course.

   (c) <u>Upload Masters</u> *REQUIRED* This will bring you to a new page where you will upload the pdf of your assessment for printing.

      i. Set the Permitted Aids. (usually closed book - simply hit Update! button at bottom of Edit Permitted Aids)

      ii. Set the plexing to double- or single-sided. Note that single-sided is NOT recommended for Crowdmark assessments in case students write part of their answer on the back of the page, which will not be scanned.

      iii. Upload PDF Question master(s). Once uploaded, there will appear a link to a PDF showing the sample front page and footer and indicating where the Crowdmark QR code and other information will cover. You can edit your master pdf and re-upload as needed to fix any formatting errors.

      iv. Upload PDF Reference sheet master, if used. (You may include a reference page for your assessment.) Note that it will not be QR coded in Crowdmark. Once the master is uploaded, a link is available to view your assessment with the necessary stamp on the cover page and footers on each page. If you need to adjust spacing to accommodate you can upload again as needed.

      v. Versions: If you requested multiple versions of your assessment in step 5d, you will see a place to upload each version beside Questions (A), Questions (B), etc. If you scroll down this page, you will see the heading Versions and a link to Edit... This brings you to a page where you can allocate the multiple versions based on class section OR by start time. You can select the version (A, B, etc) that you would like to correspond to each section or start time.

      vi. When you are happy with your upload, you will Approve the master. This is required for printing to take place.

      vii. Return to main page for examination.

9. Under Sittings and Rooms, include the room information for your assessment according to the number of papers required in each room. This room information will be printed on the cover page of each assessment. The room information will also be available to students when they sign in to odyssey. Printing of assessments will be organized by room. Note that Odyssey will not book rooms for you. Only add rooms that have already been booked for your assessment.

   (a) You will add one building at a time under Add Rooms in. Choose the building and click Add!

   (b) This brings you to a new Add Room page. Check off the box for each of the designated rooms in the selected building. When you are finished, click Add!

(c) Continue to add your designated rooms until there are enough seats for your students. (Note that any students writing with AAS will be added to rooms in a separate Sitting. You can view where they will be writing and add any last minute students and rooms as needed.)

(d) Assigned Seating: If you selected assigned seating for your assessment, this information will be available here the Friday before the week of the assessment. The right side of the table with the heading Seats will have the Assigned column updated from 0.

(e) There will also be a link to a Proctor Package for you to download in the first column of this table. The package includes a student sign in sheet (arranged in order of seating) and a seating plan map of your assigned rooms. Note that seat A1 is in the front row at the far left when you are facing the front of the room, except for the PAC main gym, where A1 is the front row at the right.

10. AccessAbility Services (AAS) will add any students that have requested accommodation on Thursday the week before the assessment. Any assigned seating will then take place and the assessment will be sent for printing on Friday the week before the assessment. You can check the main page for your assessment in Odyssey to see exactly when the master was sent for printing. The Crowdmark link will appear in the Integration box. The assessment will appear to be blank in Crowdmark until after the scanned exams have been uploaded. This is not a cause for concern, but how Odyssey is interacting with Crowdmark.

How to Prepare for Grading a Crowdmark Assessment

1. Once your assessment has been created in Odyssey, it will appear under "My Courses" when you sign in to Crowdmark at https://app.crowdmark.com/sign-in/waterloo

2. Click on your assessment and under "Team" you will be able to Invite graders to your team.

3. Note that kaertel@uwaterloo and lholden@uwaterloo.ca have already been added as Uploaders and instructors have been added as Facilitators for your assessment. Paste email addresses of your marking team of TA's and assign the correct role for each. Graders can grade assessments only (likely TA's), Facilitators (likely instructors) can administer, invite team members, upload, match and grade assessments, and Uploaders can upload scanned assessments only.

4. You will now be able to add more student user information, if desired, in addition to the email address for each student. (You want the students organized by section number when downloading the grades after marking, for example). Click on "Students" from the left hand menu and "Upload Metadata". You can add a csv file with each student's email, section number, first and last name. This will be the same information a student has written on the front page of their test and can help you match each student to their assessment in Crowdmark. (Note that if you used assigned seating in Odyssey, the assessments will already be matched for you.)

5. Prepare a marking scheme for your team and assign markers to questions. You can easily divide the marking of a question (page) among several markers. (Marker A marks students 1-12, marker B grades 13-24, marker C grades 25-36 etc.) Note that Odyssey creates several extra rows of assessments in case additional students need to be added. When dividing up the workload, use the first n rows, where n is the number of students you expect to write.

6. If you have a marking scheme in place, you can enter the maximum points per page by clicking on the "Questions" tab. You can also change the name of a question/page (for example Q1a, Q1b if your question is split over two pages). This can be an aid to direct graders to the correct question they are marking.

How to Grade a Crowdmark Assessment with your Team

1. Printed test papers will be delivered by New Media to the pre-arranged location. If you have students writing with AccessAbility Services (AAS), these will automatically be delivered to their office.

2. After tests have been written, bring them to New Media for scanning (GSC 1167) at the time scheduled with New Media. There is no direct delivery of AAS assessments to New Media so you will need to arrange for in person pick up with AAS or wait until they are delivered to your department by Central Stores.

3. New Media will begin uploading scanned tests onto Crowdmark so that preliminary marking may begin at the pre-arranged time.

4. The Dashboard for the assessment in Crowdmark shows the marking speed for each page and each grader (evaluations per hour) as well as the progress of the overall marking at any time.

5. The grading grid displays the students (numbered in rows) and pages of the exam (in columns). Click down/up arrow (or use shortcut keys "j"/"k") to move to the next/previous student. Click the right/left ("l"/"h") arrows to move to the next/previous question. Note: The Next Ungraded button will bring graders to the next available page that no one else is presently viewing or that has not been previously graded. It will not necessarily be further down the grid.

6. Comments that are repeated often are saved to allow for quick entry. The comment feature also supports Markdown for chemical equations and LaTex for math. Check marks ("c"+click) and X's ("x"+click) and question marks ("q"+click) can be dragged or clicked onto the page.

7. One score is entered on each page. If a question has multiple parts, or two questions appear on a page, the grader can enter the breakdown of marks as a comment on the paper. To save a score, hit enter on the keyboard or the number pad on the screen.

8. Matching assessments to students can be done at any time during the marking process by the facilitator(s). The cover page of each assessment is viewed and the user information written by the student must be matched to the user information (metadata) stored in Crowdmark. (If you used Assigned Seating through Odyssey, the matching of assessments is done automatically in advance).

9. Statistics on grades per question as well as overall scores can be viewed by the graders at any time under the Results tab.

10. Exporting Grades

    - If your course has been imported from LEARN, go to the Results tab on the left hand menu and click the Export grades to LEARN button to have the grades automatically sent to LEARN. You will find them in the category Crowdmark Assessments.

    - Under the Results tab, the grades can be downloaded as a csv file containing the user information (metadata) for each student with their total grade as well as the breakdown of marks per page.

11. Click the Send grades to students button. This will email a link to all students to view their graded assessment.