QMplus Requirement:

- Coursework submission date reporting

- Workload planning

- Physical coursework tracking

- Coursework submission management

Service Name: QMplus

Department: ELU

Development Task: Coursework submission date reporting, Workload Planning, Physical coursework tracking and Coursework submission management

Author

Document Owner(s)	Project/Organization Role
Damian Hippisley	QMplus Development for ITS
Brett Lucas	ELU & S & E Faculty Rep

Distribution and Sign off List

Name	Role
Stella Ekebuisi	Head of E-Learning Unit
Alysa Bramble	E-Learning Unit, Senior Learning Technologist
Brett Lucas	E-Learning Unit, Senior Learning Technologist
Brian Ragunathan	Academic Applications Manager, IT Services

Julia Shelton	Dean for Taught Programmes, Science and Engineering

Version Control

Version	Date	Author	Change Description
0.1	30/01/2017	Damian Hippisley	Initial Draft
0.2	02/02/2017	Brian Ragunathan	Edits and comments added.
0.3	02/02/2017	Damian Hippisley	Edits based on feedback.
0.4	22/02/2017	Damian Hippisley	Edits based on ELU feedback
0.5	23/02/2017	Brett Lucas	Requirement edits

Contents

1. Purpose

This document defines the requirements for *Course Management, tracking and workload planning*. It includes the generation of a printable, barcoded coversheets for physical coursework item tracking and submission, as well as reports that enable students and academics to see an overview of their coursework, to facilitate their workload planning.

2. Background

At Queen Mary there is no consistent way in which assessment processes are managed at school/dept or institute level. This set of requirements has arisen initially from the *Science and Engineering faculty* where a diversity of bespoke systems are currently relied on to manage assessment processes and workflows within each school.

This development focuses on processes that should create efficiencies, increase consistency of workflow and decrease the reliance on the bespoke systems for those schools who still maintain them. The development proposed is one part of a series or potential enhancements to the electronic management of assessment and feedback at Queen Mary.

3. Development Aims

This development aims to deliver functionality in QMplus in 5 key areas:

3.1. ***Coursework Submission Date Reporting*** – the ability to have an overview of all coursework due dates according to role.

3.2. ***Workload planning*** – the ability to get an overview of patterns of coursework submission and to manage any clustering should it be required.

3.3. ***Non-digital Coursework Submission*** – the ability to accept and track non-digital coursework through the QMplus assignment.

3.4. ***Coursework Submission Management*** - the ability to see an overview of the 'status' of all coursework in the system – whether it has been submitted etc.

3.5. ***User Views*** - To provide views of this information to administrators, teaching staff and students where appropriate.

4. Requirements

4.1. Coursework Submission Date Reporting and Workload Planning

4.1.1. Administrators should be able to view a report that shows the due dates for all assignments all assessed activities across their enrolled modules or School/department or Institute. (See appendix A for full list of QMplus activities that could be displayed).

4.1.2. Teachers should be able to view a report that shows the due dates for all assignments and assessed activities in modules they teach on. (See appendix A for the full list of QMplus activities that could be displayed)

4.1.3. The user should be able to toggle different views of the report:

    4.1.3.1. Sort by due date e.g. see due dates across the current semester, due dates in any month/ week/ or day (see example below).

    4.1.3.2. View the report as a list or in a calendar view.

4.1.4. Appropriate filters should be implemented to assist the user in their planning. e.g. filter by assignment/coursework type.

4.1.5. Selecting the individual assessment type in the list takes you to the settings screen for that item in module context.

4.1.6. A heat-map should be implemented to provide an alternative way to visualise the data. When there are many due dates occurring within a particular date range, then a warm colour should denote these congestion points.

4.1.7. The report should allow a mechanism for users to directly access the assignments settings page. This will enable the submission date and time to be adjusted if necessary.

4.1.8. Additional information about the individual course assessments listed in the report would be available on mouseover. This information could include: Number of enrolled students or number of students with overlapping assessments.

4.1.9. Students should also be able see their due dates across all assignments. Course work due dates should be displayed in the native Moodle Calendar

4.1.10. All coursework types (see list) will have an optional deadline reminder date included as part of the settings. These reminders will trigger a notification to the student visible within QMplus and via email.

4.1.11. Students should be able to display a list of up and coming coursework deadlines as a widget on their My QMplus dashboard.

Diagram 1: A basic wireframe of a possible Course Submission date report

Monday 12 May	Tuesday 13 May	Wednesday 14 May	Thursday 15 May
15:30 - ESH101 – Into essay… **17:00** - AGP780 – Auto immune **11:58** – YTR4321 – Final essay …	*No submissions*	12:00 – ESH105 - Shakespeare ..	

4.2. Physical Coursework Tracking

4.2.1. Within the QMplus Assignment activity there should be a field which enables the assignment to be designated as a *Physical coursework assignment*.

4.2.2. When a student views the Assignment submission screen for a *Physical coursework Assignment* they will be prompted to 'download a printable cover sheet' (rather than submit a file).

4.2.3. Some options for the design of the coversheet may be selectable e.g. with or without barcodes / capable of identifying the assignment itself / the student / School etc.

4.2.4. A mechanism will be provided that enables these coversheets to be scanned as the physical coursework is handed in.

4.2.5. If the coversheet has a barcode it should be capable of identifying the assignment and the student.

4.2.6. Relevant details associated with the Physical coursework assignment should be printed on the coversheet, (see attached example of current working coversheet).

4.2.7. There should be an ability to scan the barcoded coversheet at a point after the coursework was actually handed in , giving the ability to override the submission date.

4.2.8. Submission data should include details of the scanner, date and time.

4.2.9. On submission, the student should be sent a message that their coursework has been received.

4.2.10. The submission date of the physical coursework assignment and the submission status should be updated in QMplus and this should be reflected in the QMplus gradebook as if it were submitted electronically.

4.3. Coursework Submission Management

4.3.1. A teacher should be able to view a report that shows the progress of students coursework across a group of modules .

4.3.2. The report should display all modules teach on coursework from the list, all the users and whether submissions have been received from each student and if the submissions are late.

Diagram 2: Wireframe of possible Coursework submission overview screen

Module Code: ESH101				
Users	Assignment 1- (Due) 21/03/17	Assignment 2 – (Due) 30.04/17	Assignment 3 – (Due) 15/05/17	Course total
J Bloggs	submitted	pending		
A Smith				
J Imran				
% complete	100%	45%		2%

Appendix I:

A list of Regularly used QMplus assignments and activity types that are considered to be coursework:

Coursework type	Relevant field for display
Assignment	Due date and time
Assignment (Video)	Due Date and time
Lesson	Due Date and time
Quiz	Due date and time
Workshop	Deadline for assessment / submission deadline

Other Coursework types:

Coursework type	Relevant field for display
Database	Available to / Read only to
Feedback	Allow answers to
Group choice	Availability until
OU Blog	Commenting only allowed until, Posting only allowed until
OU Wiki	Prevent editing from
Questionnaire	?
SCORM	Available to

Appendix II:

375   1 = 30

Queen Mary
University of London

School of Biological and Chemical Sciences

Coursework Coversheet

Student Details
Place barcode in the dashed box below.

[9 Digit student ID number]

[Student: FAMILY NAME, First name]

MARK

[Module Code]	[Day and Week of session]	[Advisor: FAMILY NAME, First name]
SBC200	**Thu/Fri A10 2015**	

[Module Title]
Techniques in Biomedical Sciences

[Assessment Title]
Practical 4:

[Coursework deadline - 5:30pm unless informed otherwise]	[Assessment Organiser: FAMILY NAME, First name]
Thursday/Friday A11	**Dr John Puddefoot**

Feedback [to be completed by marker]

If generic feedback is provided on the module webpage then please indicate by ticking here:

General comments

Suggestions for improvement

Declaration [to be completed by student]

I certify that this coursework that I am submitting is my own work, that it has not been copied in part or in whole from any other person, and that any ideas or quotations from the work of other people, published or otherwise, are properly referenced. I have read and understood the School guidelines on plagiarism and I am aware that penalties will be applied for any plagiarism or other poor academic practice.

[Student's signature]

[Date: dd/mm/yyyy]

Page 10   Wednesday, 14 December 2016