

# Assessment

## Adding assessments to courses

The Marking and feedback process is still completed in our learning management system 'Blackboard'. The results of the marking need to be recorded in Aplus+

To enter grades and completion data for a course, a grading system need to be assigned to the qualification.

All of the programmes delivered by Yoobee are competency base the the exception of DMA which has achievement based grades.

## Assigning a grading system

Required for each qualification intake. Only needs doing if "No grade system attached" is displayed in the assessments tab of a course.

This only needs to be done once. Once a grade system is linked to a qualification's intake (eg. **YB-2630-1902 NZ Certificate in Fashion (Level 4) (Dov) (2019)**) any courses that are included in the qualification will have the grade system linked.

The screenshot shows the Y003EE aPlus+ system interface. At the top, there is a navigation bar with tabs for Home, Courses, Students, Reports, Campus Admin, Admin, and Help. The 'Campus Admin' tab is selected, and a dropdown menu is open, showing options: Manage Staff, Add Staff, Grade Systems, Link Grade Systems, and Tools. Below the navigation bar, the course ID 'YB-2629-1902 New Zealand Certificate in Design (1902-YB-WN-CCM-B)' is displayed. Below the course ID, there are buttons for Overview, Students, HCount, and Assessment. To the right, there are buttons for Approval and Attendance. At the bottom, there is a section for Timetables: Design (1902-YB-WN-C) and a dropdown menu for Student.

There are two type of grade system that are commonly used. **Achievement Based Grades (%)** or **Competency Based Grades (C,N)**.

to assign an intake to one of these:

1. select '**Link Grade Systems**' from the Campus Admin tab in the main menu bar.
2. Make sure the correct campus is selected in the top right corner.
3. You should see a list of two grade systems under the heading Global grade systems click on appropriate grade system.
4. You may not see any qualification until you change the reporting year to match the appropriate intake.
5. Tick the qualification to assign the grade system to.
6. Click '**Save Changes**'.

## Link Grade Systems for 'Dovedale Avenue Christchurch' ?

### Change Qualifications for 'Competency Based Grades (C,N)'

Reporting Year

**Note:** Save your changes before changing the year.

- YB-2629-1902 New Zealand Certificate in Digital Media and Design (Level 4) (Dov) (2019)
- YB-2630-1902 NZ Certificate in Fashion (Level 4) (Dov) (2019)
- YB-2635-1902 New Zealand Diploma in Animation (Level 6) (Dov) (2019)
- YB-2638-AF-1902 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 5) (Dov) (2019)
- YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Dov) (2019)
- YB-2639-1902 New Zealand Diploma in Digital Media and Design (Level 6) (Dov) (2019)
- YB-3213-1902 New Zealand Diploma in Screen Production Level 6 (Dov) (2019)
- YB-3456-1902 New Zealand Certificate in Makeup Artistry (Level 4) (Dov) (2019)

Cancel

Save Changes

<https://nextcloud.chesterwhitwell.co.nz/index.php/s/9Z3P6HzojkXE8gj>

## Creating assessments

Once created, assessments can be copied from one course to multiple course. We use Aplus+ to record only completion and grade data, pass or fail (not feedback or details of the what the assessment is). A course can have as many assessments as necessary and weighting can be applied.

If the course is assessed using data collected from assessments that are shared between a range courses, it would be better to enter and record the students final result when it is calculated (often at the end of the programme)

### Add an assessment to a course:

1. Select a course and enter the assessment tab
2. use the create course dropdown on the right to select '**Summative Assessment**'
3. set the '**Max Score**' (if it's a competency based course max score should be 1)

4. set the appropriate weighting (if it's the only assessment in the course this should be set to 100%)
5. Click '**Create**'

YB-2638-AF-1902 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 5) (Bun) : [AF02-1902 Film Production \(1902-YB-WN-ANF-A\)](#) ⓘ ☆ ...

Overview Students HCount **Assessment** Grades Approval Attendance ⓘ ⚙️ Specials

 This course has no assessments

Show options...

Assessments	Weighting	Max Score	Type
Course Total	0%		

- ✓ Create course assessment...
- Assignment
- Attendance
- Final Exam
- Formative Assessment
- Group Project
- Mid-course test
- Project
- Report
- Summative Assessment

YB-2638-AF-1902 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 5) (Bun) : [AF02-1902 Film Production \(1902-YB-WN-ANF-A\)](#) ⓘ ☆ ...

Overview Students HCount **Assessment** Grades Approval Attendance ⓘ ⚙️ Specials

### Create Summative Assessment

**Short Title**  ⓘ  
(Suggest no more than two words of up to 12 characters each)

**Long Title**   Exclude from redistribution ⓘ

**Description**

**Result Options**  ⓘ

**Distribution Date**  ⓘ Show / hide options > **Max Score**  ⓘ (e.g. 100)

**Due Date**  ⓘ **Weighting**  ⓘ % (e.g. 35)

Cancel

Recalculate

**Create**

## Copying an assessment to other courses

Coping an assessment make a duplicate of an assessment in a different course. Useful if multiple intake of a similar programme exist or is there is a single assessment that doesn't need to be uniquely identified in a range of courses.

## Copy an assessment:

1. From inside the assessment tab of a course Click '**Show options...**'
2. Click '**Copy ALL assessments to other courses...**' in the dialogue box that appears
3. Select the School, Dates and Qualifications you want to copy to. (you can select multiple qualifications)
4. Click find courses
5. tick each of the courses you want to copy to
6. Click validate
7. if no errors are generated click '**Copy Now**'

## Options



Course Style:

Normal Style



Change

Enter course grade directly:

No



Change

[Copy ALL assessments to other courses...](#)

### 1. Choose what to copy:

- Summative Assessment

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- Copy course assessment options to destination course(s) ?
- Ignore validation errors (not recommended) ?

### 2. Find and select course(s) to copy to:

Find the courses you want to copy to below, select those courses, then use the copy button which will appear at the bottom of this page.

**School:** Bunny Street Wellington

**Dates:** 2018, april 2018 July 2019

**Status:**  Only active qualifications  Only active courses  Only enrolled courses

**Qualifications:**

- NZ2638-AF New Zealand Diploma in Digital Media and Design (Animation and Film) L5 (Bun) (1 Jan 16)
- NZ2638-WG New Zealand Diploma in Digital Media and Design (Web and Graphic Design) L5 (Bun) (1 Jan 16)
- PC4016 Certificate in Digital Media (iCreate) (Bun) (1 Jan 16)**
- YB-112432 Diploma in Advanced 3D Graphics (Level 7) (Bun) (1 Jan 17)
- YB-112432-1904 Diploma in Advanced 3D Graphics (Level 7) (Bun) (29 Apr 19)

**Search text:** (not required)

**Find Courses**

Select All Select None

<input type="checkbox"/> ICC01 Core (1807-YB-WN-CDM-A) (23 Jul 18)	<input type="checkbox"/> ICC01 Core (1807-YB-WN-CDM-B) (23 Jul 18)	<input type="checkbox"/> ICC02 Graphic Design (1807-YB-WN-CDM-B) (23 Jul 18)
<input type="checkbox"/> ICC02 Graphic Design (1807-YB-WN-CDM-A) (23 Jul 18)	<input type="checkbox"/> ICC03 Motion (1807-YB-WN-CDM-A) (23 Jul 18)	<input type="checkbox"/> ICC03 Motion (1807-YB-WN-CDM-B) (23 Jul 18)
	<input type="checkbox"/> ICC04 Interactive (1807-YB-WN-CDM-B) (23 Jul 18)	<input type="checkbox"/> ICC04 Interactive (1807-YB-WN-CDM-A) (23 Jul 18)

### 3. Copy selection:

First check that your selection is valid by clicking the validate button below.

**Validate**

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