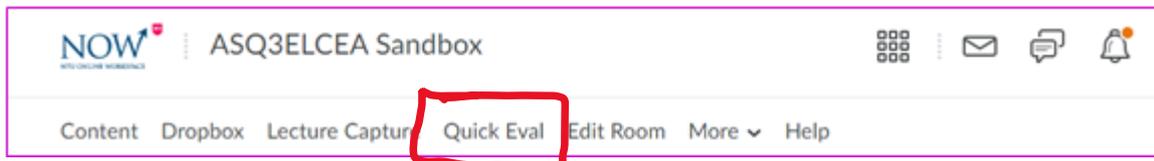


## Tips for faster online marking

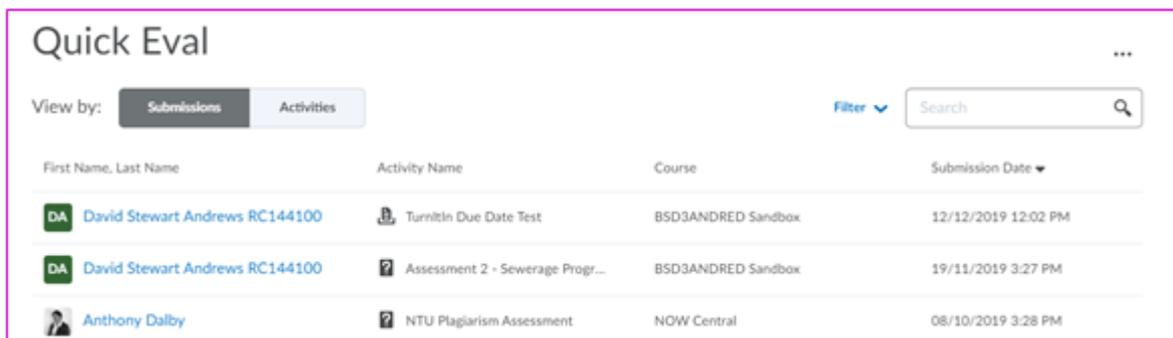
### Quick eval: access all your marking on one screen

Swiftly locate all submissions awaiting evaluation from a single location – the Quick Eval feature.

Submissions made to Dropbox, Assessments and Discussions can be viewed and accessed from here.



Quick Eval is located on the NavBar at both the Org Level on NOW and within Learning Rooms where related activities can be reviewed. Any assessment awaiting evaluation, or with its evaluation saved in draft status displays in Quick Eval.



Submissions can be sorted, filtered or searched. Clicking on a user's name opens an evaluation screen directly from the Quick Eval list where the marker can complete their assessment.

### Use Windows split screen to mark work on a single monitor

If you are using a single monitor for online marking, there may be times when you wish to switch easily between two or more documents or applications. Or occasions when you would like to view two documents simultaneously.

The following instruction illustrates how this can be achieved when using a Windows operating system. A link is provided to demonstrate how a similar function can be achieved when using a Mac computer.

### Switching between two or more documents

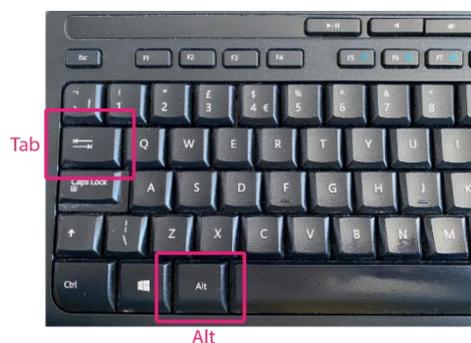
If you are using a smaller monitor it may be preferred to switch between two documents rather than view two simultaneously.

#### Step 1

Ensure all of the documents you wish to switch between are open.

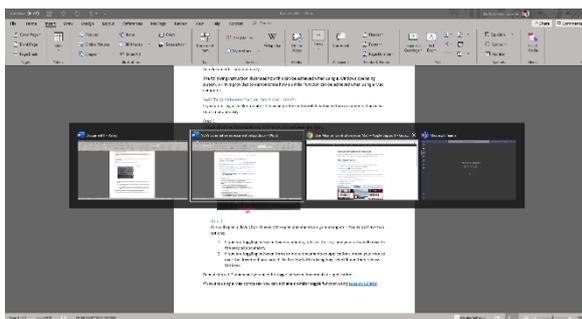
#### Step 2

On your keyboard hold down the **Alt** key and press the **Tab** key (Alt+Tab)



#### Step 3

This will open a dialog box showing the open documents on your computer.



You now have two options:

1. If you are toggling between two documents, release the keys and your view will move to the second document.
2. If you are toggling between three or more documents or applications, move your mouse over the document you would like to view in the dialog box, select it and then release the keys.

Repeat steps 1-3 whenever you need to toggle between documents or applications.

If you are using a Mac computer, you can achieve a similar toggle function using [Mission Control](#).

## Showing two documents simultaneously

You may wish to view two documents side by side to make a direct comparison or easily refer to one whilst working on another.

### Step 1

Ensure the two documents or applications you wish to view simultaneously are open.

### Step 2

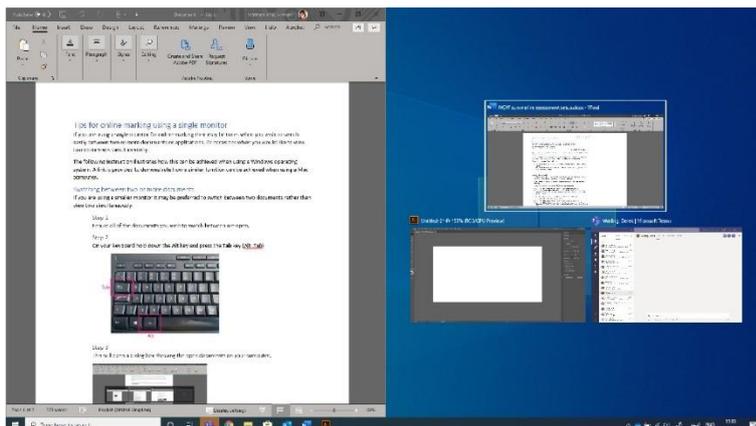
Whilst viewing one document, on your keyboard hold down the **Windows** key press either the **Left or Right Cursor** key (depending on which side of the screen you would like the document you are viewing to appear on) (Windows + ← or →).

Once you have pressed a cursor key you can release all keys.



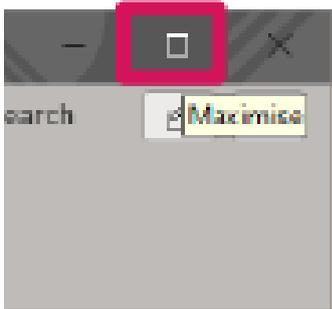
### Step 3

This will move the current document to either the left or the right of the screen and show all the remaining open documents or applications on the opposite side of the screen.



### Step 4

The two documents will now appear side by side on your screen. To return to viewing only one document full size, select the **Maximise** icon from the top right of the corresponding window.



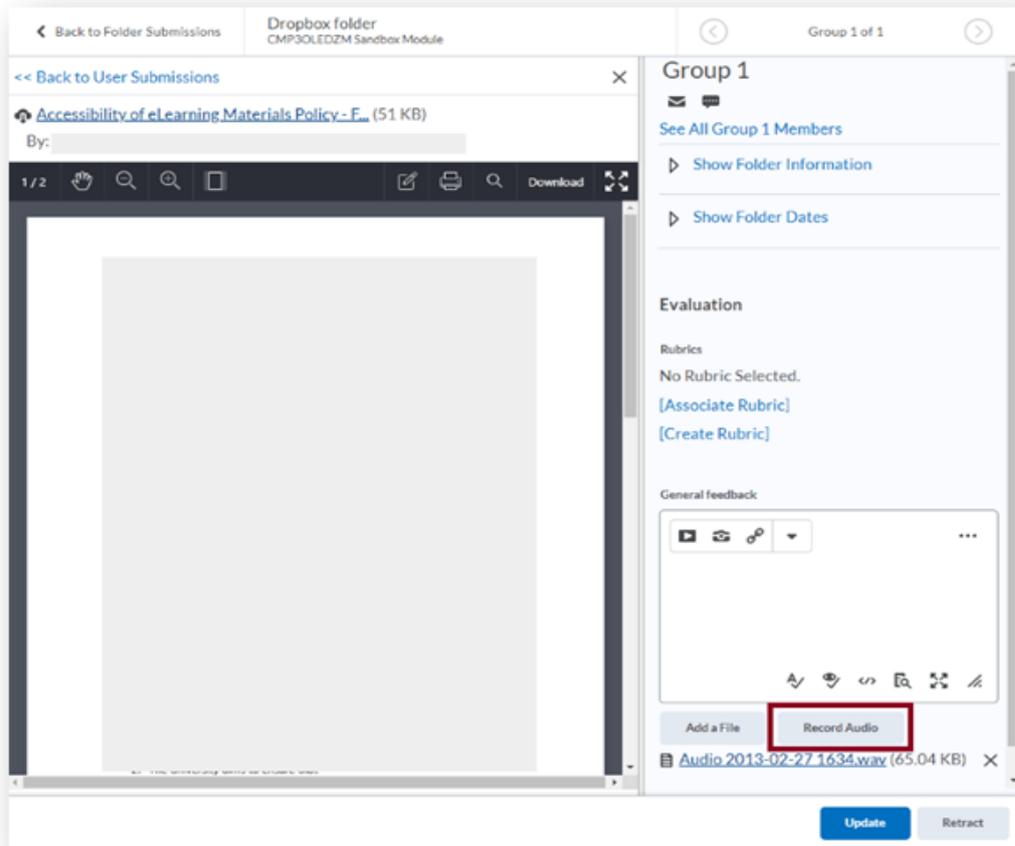
## Audio feedback: personalise feedback by adding audio in Dropbox

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Audio feedback is useful for both staff and students. It allows staff to 'talk to' a student directly about a piece of work. Additionally, recording audio can allow for a more personal tone to be conveyed and for comments to be explained more thoroughly.

Students appreciate the additional detail and 'hearing from' their lecturers. Providing an audio version of feedback can help with comprehension of comments being made, this can benefit all student but particularly those with additional access requirements, such as dyslexia.

A **Record Audio** button can be found under the **General Feedback** box, in the **Evaluation** section of a student's Dropbox submission (see screen image below).



## Create a 'common phrases' document

Before starting to mark a particular assignment, create a Word document with common phrases you expect to use in your marking. Once you start marking, these can be copied (Ctrl+C) and pasted (Ctrl+V) into the general comments box and then personalised as needed. As you work your way through assignments, add any additional frequent phrases to the Word doc. Remember to save the document for reference to help you mark future assignments.

## Annotate student work in Dropbox

The NOW Dropbox tool now allows submitted work to be *annotated directly* as part of a marking workflow.

To get started, open a student submission as normal. You will see four annotation options at the top of the document pane:

- **Pen** – for drawing on the document
- **Note** – for adding brief comments (think Post-It notes)

- **Text** – for adding your own formatted text
- **Line** – to add lines or arrows

