

## Releasing explanations (feedback) to students

Explanations (feedback) in Inspira can be released to students in bulk by a **Planner** (usually the Course Coordinator), but only after Graders have clicked **Mark as Ready** on each explanation.

### Steps

1. After the assessment End Time has passed, the Graders open the test in Grade, write explanations and click **Save** and **Mark as Ready**. Graders can continue to edit the explanation and click **Save** and **Mark as Ready** again.
2. Once all grading and explanations have been completed, the Planner confirms the grades.
3. The Planner then opens the test in Deliver and bulk sends the explanations to the students.

**Note:** Private notes can be written by Graders while marking and then inserted into the explanation box. Explanations can be written at any time in the grading process including after the grades have been confirmed.

### Marking Explanations (feedback) as Ready

Once a grader completes an explanation, they click **Save** then **Mark as Ready** in order to enable the explanation to be sent to the student. On the test, if there are explanations showing in the **Draft** box, these will need to be marked as “ready” by a Grader before the explanations can be bulk-released to students. Open the test directly in Grade or follow the below steps.

### Explanations

Requested	0	Draft	1	Ready	3	Sent	0
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1. Click the **Draft** box to show the submissions with Explanations still in draft. A list will display:

<input type="checkbox"/>	ID	Progress	Test	Committee	Explanation status
<input type="checkbox"/>	0001	03/31/2021 1:03 PM Submitted	PHRM3011 2021 S1 Oral Exam (Experiment 2)		Draft <span style="float: right;">More ▾</span>

2. Click the **More** button that appears when you hover over a submission.
3. Click **Edit explanation** from the context menu that appears:

- Request explanation
- Edit explanation
- Publishing restrictions
- Edit location

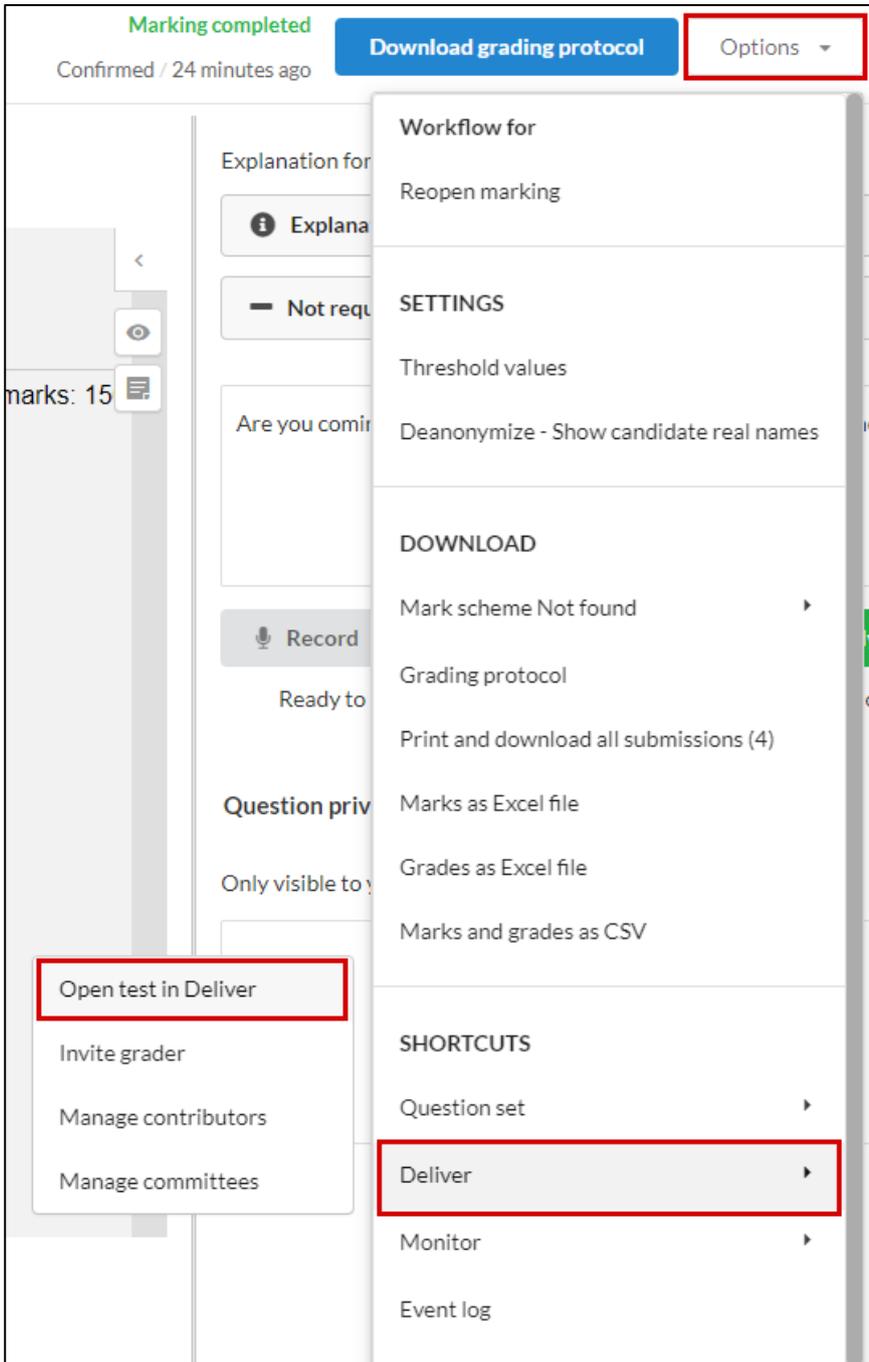
- The submission will be displayed in the Grade module. You will see the explanation panel to the right. If an explanation has been written, the **Mark as ready** button will be displayed. If no explanation has been written, you can write one now, save it as blank or request your marker provide one.

The screenshot displays the 'PHRM3011 2021 S1 Oral Exam (Experiment 2) 0001 - 1' interface. On the left, a 'WORKSPACES' sidebar lists 'Planner' and 'Grader' sections. The 'Planner' section includes 'Overview', 'Results', 'Marking', 'Explanations overview', 'Explanations', 'Appeals overview', 'Questions', 'Help and support', and 'Edit workspaces'. The 'Grader' section includes 'Overview', 'Marking', 'Results', 'Explanations', and 'Questions'. The main area shows a table of candidates with columns for ID, Final grade, Explanation request, and Explanation status. The table lists candidates 0001, 0002, 0003, and 0005. Candidate 0001 is in 'Draft' status, while others are 'Ready'. The 'Station 1: Discussion with Doctor and Patient' is displayed with a maximum mark of 15. The explanation panel on the right shows the question 'Are you coming for my job? This was the best oral exam of all time.' and a 'Mark as ready' button.

ID	Final grade	Explanation request	Explanation st
0001	4	Not requested	Draft
0002	5	Not requested	Ready
0003	4	Not requested	Ready
0005	4	Not requested	Ready

- When you are satisfied with the explanation, click **Mark as ready**
- The list of students also appears here on the left. You will be able to see those marked as "Draft" from here, making it easy to step through any other students whose Explanations are also still marked as "Draft".
- Repeat for any still in Draft, then return to **Deliver** to follow the steps under **Sending the Explanations (feedback) to student** below to release the explanations.

**Tip:** use the Options menu to shortcut back to Deliver for this assessment:



## Confirming the Grades

Ideally, you will want to release marks and explanations (feedback) around the same time. These two things are done separately in Inspira. To release the marks:

1. Go into the **Grade** tab
2. Find the assessment for which you'd like to release marks
3. Click the **Confirm** button in the top-right corner

PHRM3011.2021 S1 Oral Exam (Experiment 3) / 0002 / 1

Marking in progress

Options

Shared marking / 100% completed

Confirm

WORKSPACES

Planner

Overview

Results

Marking

Explanations overview

Explanations

Appeals overview

Questions

Help and support

All candidates

Marking not started

In progress

Confirmed

ID	Attachment	Committee	Workflow status	Grades	Final grade	Marking deadline
0002			To confirm	5	-	
0004			To confirm	4	-	

4. A dialogue box will open. Click **Confirm now**. The number displayed in parentheses here is the number of assessments for which you will be releasing marks.

### Workflow for graders

Share   Align   **Confirm**

Only one grader is required to confirm

Ready to confirm marks and grades?

By confirming, you will lock marks and grades from further editing and Protocol will be made available. Comments and explanations will still be editable.

**Confirm now (2)**

5. Students will now be able to see their marks within their Inspira dashboard (see **Student view - after marking** below). If this assessment was setup via Blackboard LTI link, marks will also be sent over to Blackboard at this time (the Grade Centre column for this assessment will need to be set to visible in Blackboard before students can see their marks in My Grades if you have previously hidden this column from students).



## Sending the Explanations (feedback) to students

1. Go to **Deliver** and find the assessment for which you'd like to release Explanations
2. Click the assessment to view its settings and scroll down to the **Explanations** heading. You should see a number shown in the **Ready** box:

Explanations

Requested	0	Draft	0	Ready	4	Sent	0
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**Note:** If you have any showing in the **Draft** box, these will need to be marked as “ready” before the explanations can be bulk-released to students. See **Marking Explanations (feedback) as Ready** above for instructions on how to do this.

3. Click the **Ready** box
4. A list of candidates will display. Tick the box at the top left to select them all:

PHRM3011 2021 S1 Oral Ex... 4 Individual submission

Search candidates Filters 1

<input checked="" type="checkbox"/>	ID	Progress	Test	Committee	Explanation status
<input checked="" type="checkbox"/>	0003	04/20/2021 1:13 PM Submitted	PHRM3011 2021 S1 Oral Exam (Experiment 2)		Ready
<input checked="" type="checkbox"/>	0002	04/20/2021 10:48 AM Submitted	PHRM3011 2021 S1 Oral Exam (Experiment 2)		Ready
<input checked="" type="checkbox"/>	0001	03/31/2021 1:03 PM Submitted	PHRM3011 2021 S1 Oral Exam (Experiment 2)		Ready
<input checked="" type="checkbox"/>	0005	03/31/2021 11:39 AM Submitted	PHRM3011 2021 S1 Oral Exam (Experiment 2)		Ready

5. A context menu appears at the bottom. Click **Send explanation**.

Multiple candidates selected - 4 candidate(s)

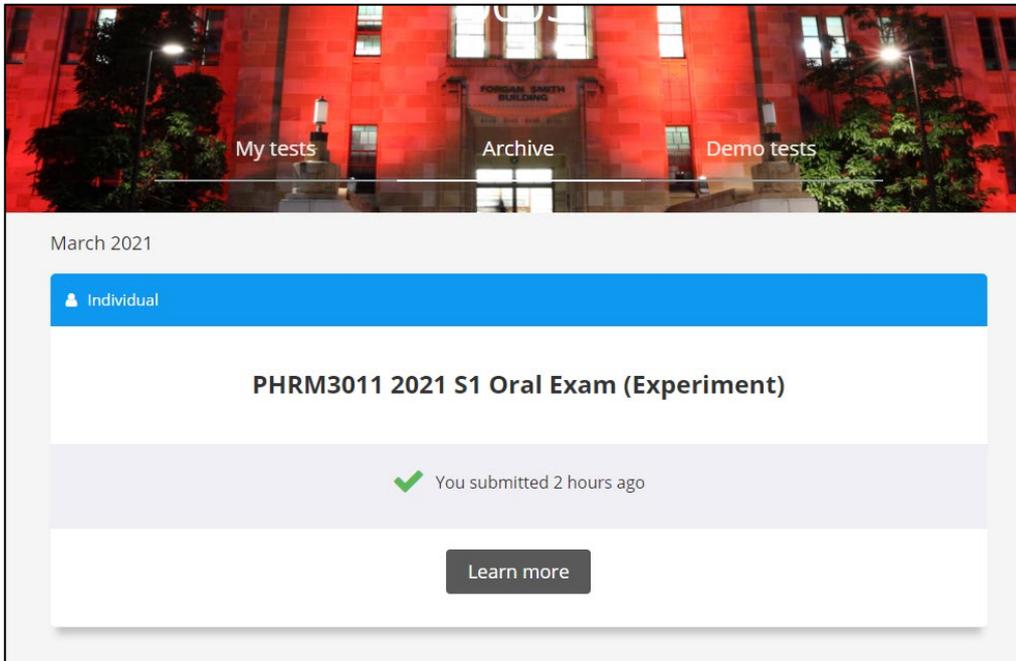
Flag Unflag Request explanation **Send explanation**

Publishing restrictions Edit location

6. All explanations (feedback) will be sent to students

## Student view - after marking

When students log in again after marking is complete, they can see their submissions under **Archive**. They should click **Learn more** to view the marks and explanation (feedback).



My tests      Archive      Demo tests

March 2021

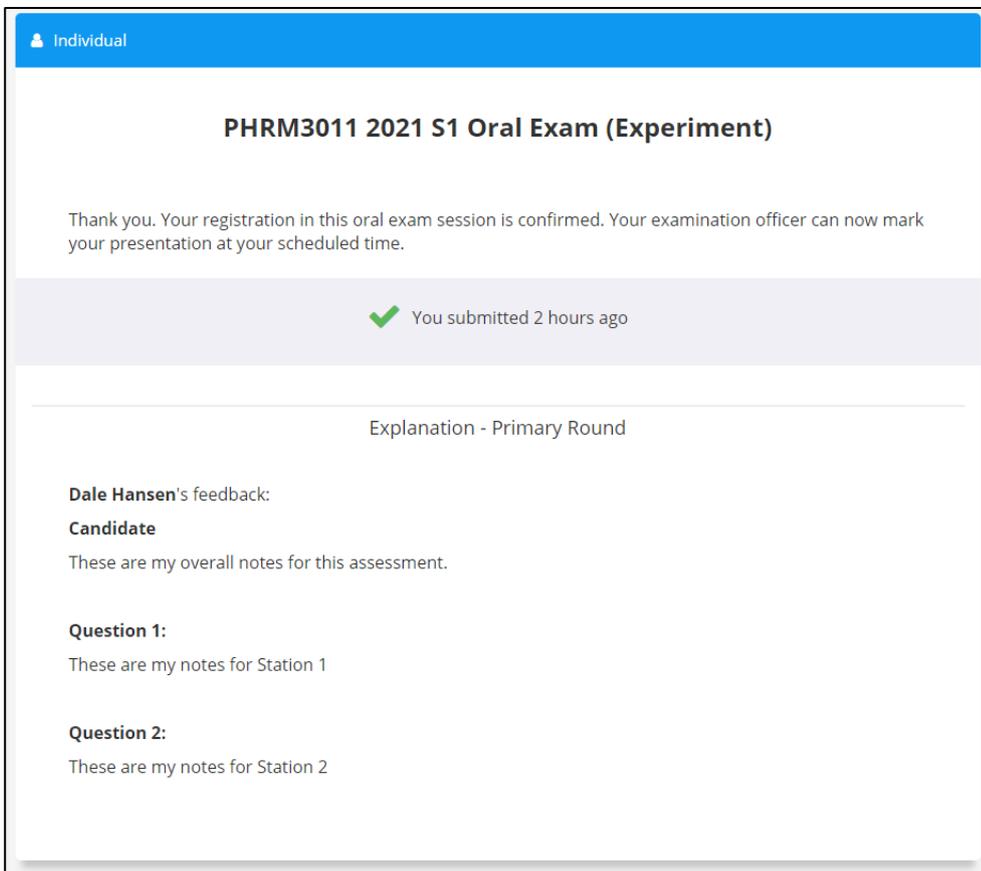
Individual

**PHRM3011 2021 S1 Oral Exam (Experiment)**

✓ You submitted 2 hours ago

Learn more

The Explanation will display on the next page:



Individual

**PHRM3011 2021 S1 Oral Exam (Experiment)**

Thank you. Your registration in this oral exam session is confirmed. Your examination officer can now mark your presentation at your scheduled time.

✓ You submitted 2 hours ago

Explanation - Primary Round

**Dale Hansen's feedback:**

**Candidate**  
These are my overall notes for this assessment.

**Question 1:**  
These are my notes for Station 1

**Question 2:**  
These are my notes for Station 2