

Gradework Student manual

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1. Getting started

Log on

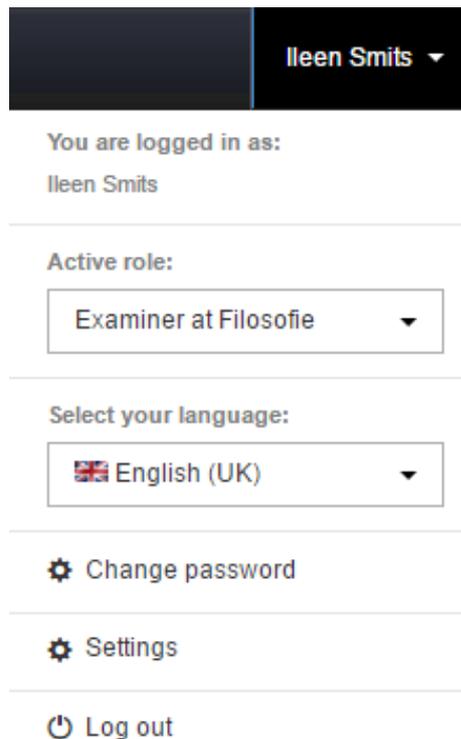
Url: <https://gradework2.xebic.com/> or <https://hva-gradework.xebic.com>

Log on with your own HVA ID (ending with @hva.nl) and password by clicking on SURF Login. Just like you are used to log on to 'MijnHvA'. For example my login ID is *wiels@hva.nl*



Language

To change the language, click on your name (in the right corner of your screen) and select your language.



2. Handing in an individual assignment

Handing in

- Once logged in you'll see all your assignments. Per assignment is shown:
 - Status of assessment procedure - Status
 - From which date you can hand in your assignment – Start date for handing in
 - Deadline – Last possible submission date
 - The date before when you'll receive your grade – Last possible assessment date
 - Your grade - Assessment

This example underneath shows you that you have to hand in the assignment 'BU2 Argument Paper – PA' before the end of date 20-03-2017. Once you have handed in your assignment, you will (in this example) be graded 28-10-2017 at the latest.

The image displays three assignment cards side-by-side. Each card has a title, an icon, and a list of details. The first two cards have a padlock icon and a status of 'Not yet available'. The third card has a cloud with an upward arrow icon and a status of 'Hand in'.

Assignment Title	Icon	Status	Start date for handing in	Last possible submission date	Last possible assessment date	Assessment
BU2 Group research report - PA - Group 1IBL7	Padlock	Not yet available	7-2-2017	6-3-2017 23:59:59	28-10-2017	No assessment known yet
BU2 Individual Assignment - OP - Group 1IBL7	Padlock	Not yet available	7-2-2017	6-3-2017 23:59:59	28-10-2017	No assessment known yet
BU2 Argument Paper - PA - Group 1IBL7	Cloud with arrow	Hand in	7-2-2017	20-3-2017 23:59:59	28-10-2017	No assessment known yet

On the left side of the screen you can filter and search your assignments:

The image shows a filter sidebar with the following elements:

- Filter** (with a back arrow icon)
- Assignment group:** A text input field containing "Assignment name or code".
- Statussen** (expanded):
 - Not yet available
 - Hand in
 - Wait for assessment
 - View
 - Not handed in
- Terms** (with a right-pointing arrow icon)

- When you click on the assignment you want to hand in, the screen underneath appears (if it concerns a group assignment, see page 7 'Handing in a group assignment'). You can find the assessment-model for this assignment by clicking on de [blue link](#) (in this case 'Training examiner individual assignment'). The [blue button](#) 'Upload' indicates the obligated documents to hand in, the grey button 'Upload' the optional documents.

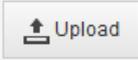
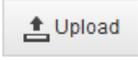
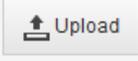
When you've uploaded all your documents for the assignment, click on 'Hand in'. *Make sure you have selected the right documents, since it isn't possible to make any changes afterwards. If you have uploaded the wrong document or need to make a change, you'll need to contact your teacher.

Hand in documents

Last possible submission ... 20-3-2017 23:59:59

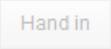
Assessment form: [Training examiner individual assignment](#)

Step 1: Upload documents

Individual assignment (training examiner) (mandatory) - Maximum file size: 10000MB	
Powerpoint presentation (optional) - Maximum file size: 25MB	
Film (optional) - Maximum file size: 500MB	
Bijlages (optional)	

Step 2: Hand in documents

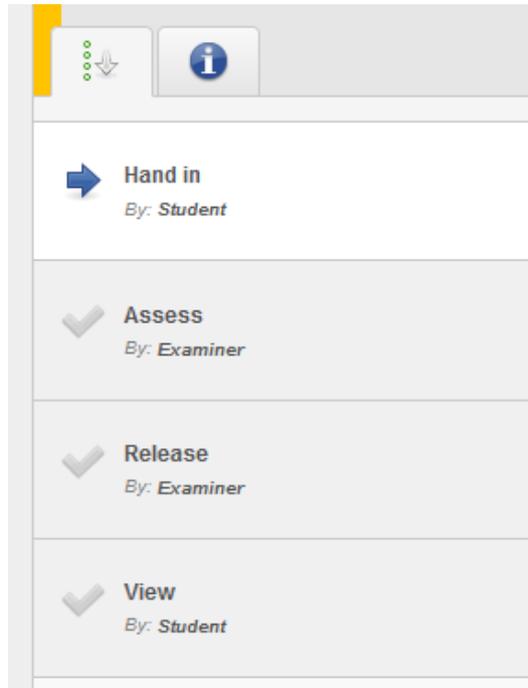
When you are done uploading all documents, you must hand in your work. To do this you must click the button below.



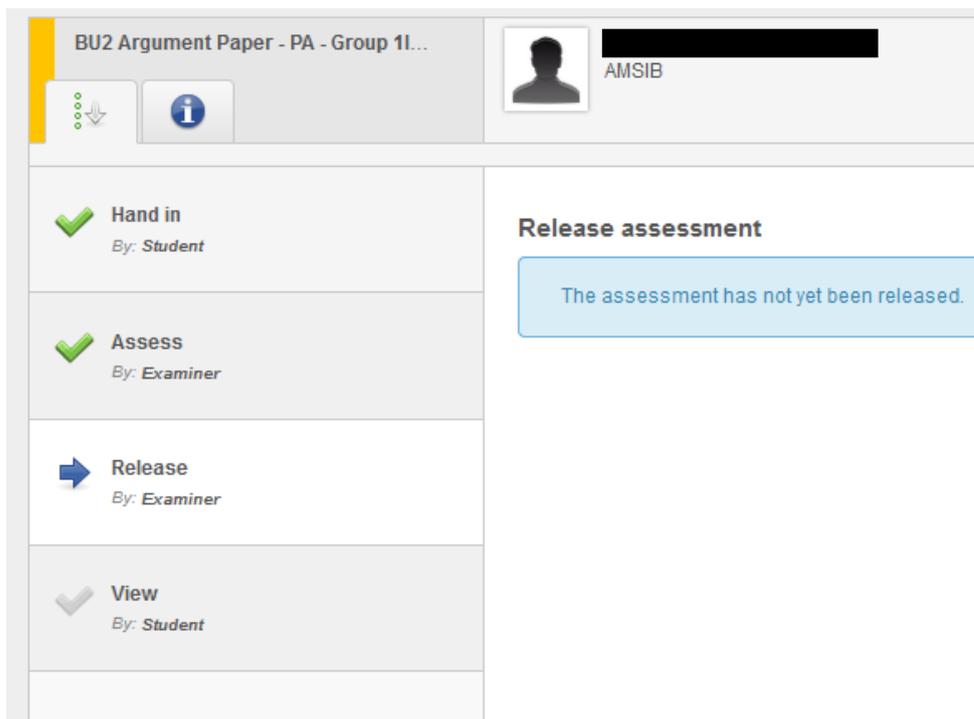
Assessment procedure

On the left side of the screen you can check the current status of the assessment procedure:

1. Hand in: student needs to hand in the assignment



2. Assess: teacher assesses the assignment
3. Release: teacher has assessed your assignment, but your assessment has not yet been released (probably because your teacher isn't finished assessing all the assignments).



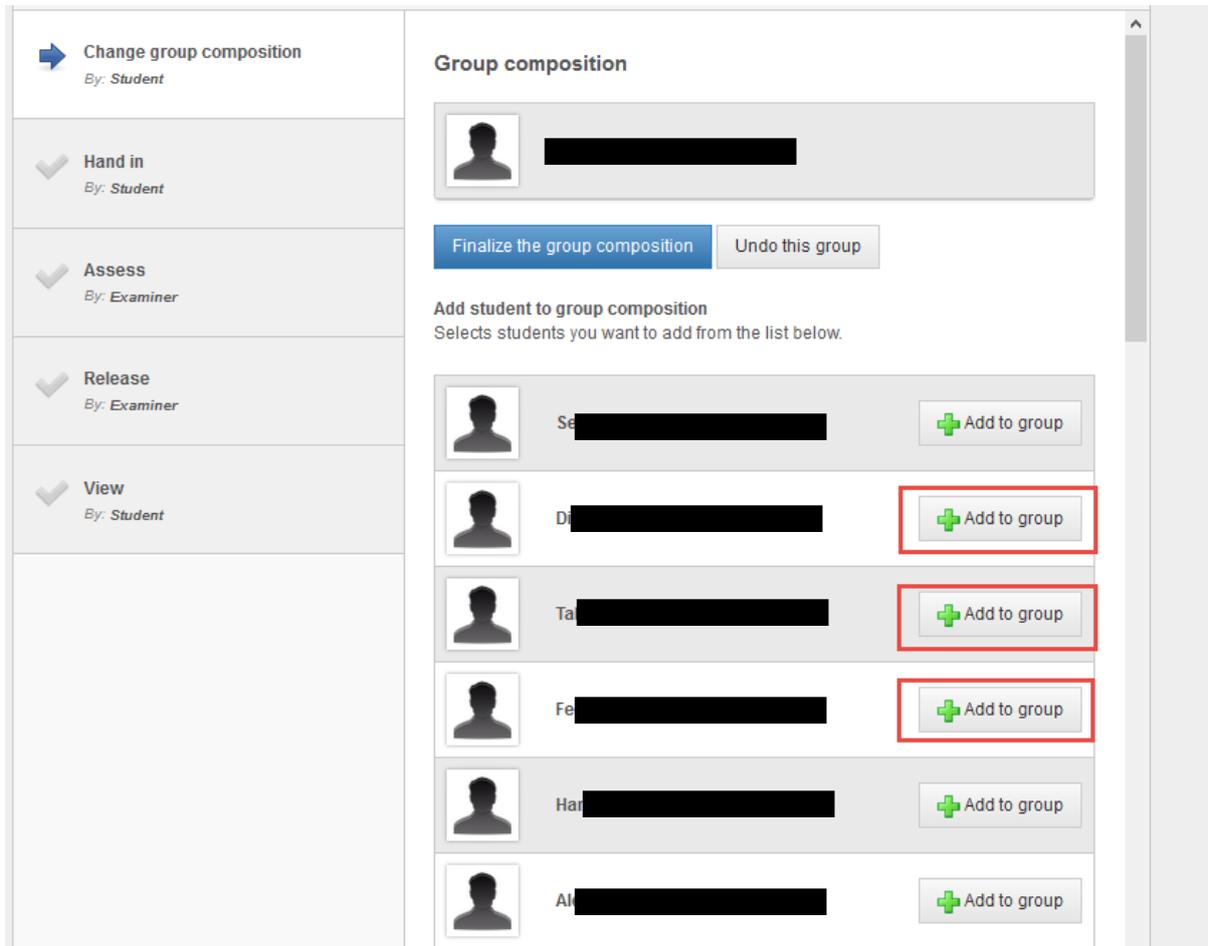
4. Your assessment has been released. You can view:
- Your grade: in this example the student has scored 75 points, which is equivalent to the grade 7,5 (you need to divide the score by 10 to get your grade).
 - Your assessment form: you can see how your score is constructed in the assessment form by clicking on 'Download assessment form'.
 - Feedback on your assignment: the teacher might have given feedback on your assignment. You can view the feedback by clicking on 'download document assessment'

The screenshot displays a user interface for a learning management system. At the top, it shows the course name 'BU2 Argument Pa' and the user's name 'AMSIB'. A sidebar on the left contains four main action items: 'Hand in' (By: Student), 'Assess' (By: Examiner), 'Release' (By: Examiner), and 'View' (By: Student). The main content area is titled 'View assessment' and provides the following information: 'Assessed on: 23-2-2017 by Xebic Admin' and 'Assessment released on: 23-2-2017'. A prominent blue box displays 'Assessment: 75'. To the right of this box is a button labeled 'Download assessment form'. Below this, the 'Work submitted:' section lists an 'Individual assignment (training examiner)' with a PDF icon, the filename 'Blokboek 3 Propedeuse CE 2016-2017 ver', and the upload details 'Uploaded on: 21-2-2017 17:56 Door: Diar Ahmed'. A button labeled 'Download document assessment' is positioned to the right of this submission entry.

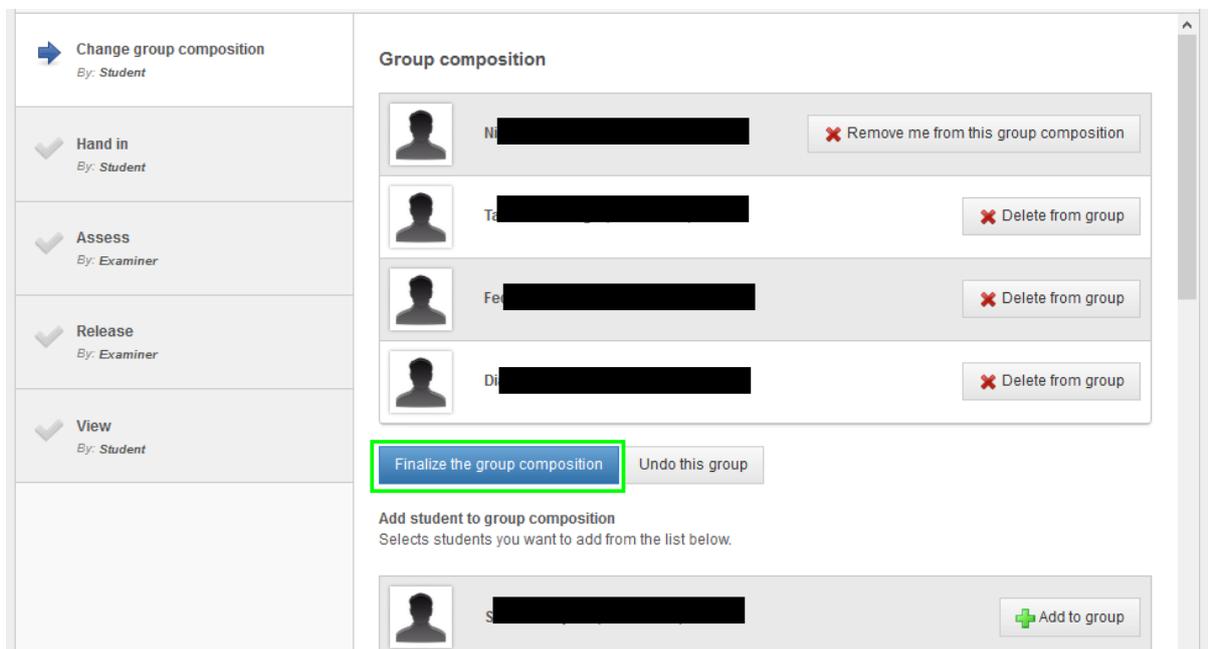
3. Handing in a group assignment

The first thing you'll need to do is form your group:

1. To add another student to your group, simply click on 'Add to group' (red rectangle)



2. Once you have formed your group, you'll need to finalize your group composition by clicking on the blue button.



If you made a mistake when forming a group, you can always correct it by clicking on 'Change group composition' as long as the assignment isn't handed in yet by one of the group members. So, it's very important to select the correct group members before submitting the assignment as a group.

The screenshot shows a user interface for a group assignment. At the top, the title is "BU2 Group research report - PA - Gro...". To the right, there is a user profile icon and the name "T [REDACTED] AMSIB". Below the title bar, there are two icons: a list with a downward arrow and an information icon. The main content area is divided into two columns. The left column contains a list of actions, each with a green checkmark icon and the text "By: Student" or "By: Examiner". The actions are: "Change group composition" (highlighted with a red border), "Hand in", "Assess", "Release", and "View". The right column is titled "Assess documents" and contains a blue box with the text "Examiner has not yet assessed the work handed in."

3. Once your group has been created *only one* group member needs to hand in the assignment for the whole group. Uploading the assignment proceeds in the same way as shown before under 'Handing in an individual assignment' page 4-6.