Gradework Student manual

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1. Getting started

Log on

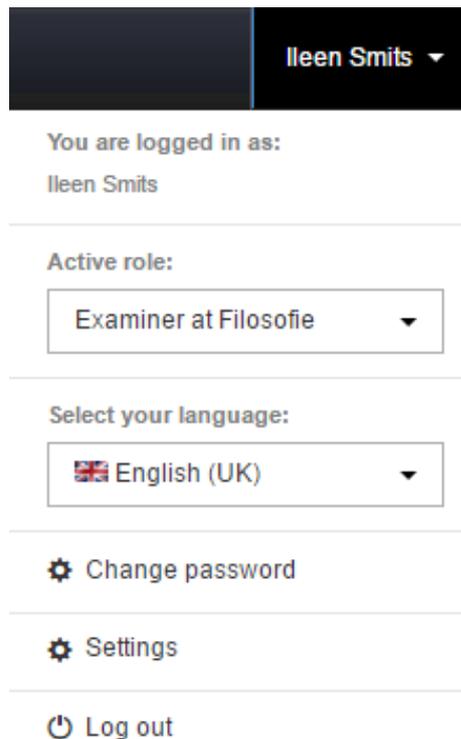Url: *https://gradework2.xebic.com/* or *https://hva-gradework.xebic.com*

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*

Inloggen GradeWork

SURF LOGIN

of

Inloggen met gebruikersnaam en wachtwoord

Language

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

Ileen Smits ▼

You are logged in as:
Ileen Smits

Active role:

Examiner at Filosofie ▼

Select your language:

🇬🇧 English (UK) ▼

⚙ Change password

⚙ Settings

⏻ Log out

2. Handing in an individual assignment

Handing in

1. 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.

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

2. 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 examinator individual assignment). The _blue button_ 'Upload' indicates the obligated documents to hand in, the grey button 'Upload' the optional documents.
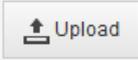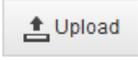
When you've uploaded all your documents for the assignment, click on 'Hand in'. *<u>Make sure you have selected the right documents, since it isn't possible to make any changes afterwards</u>. If you have uploaded the wrong document or need to make a change, you'll need to contact your teacher.

**Hand in documents**

Last possible submission ...	20-3-2017 23:59:59
Assessment form:	Training examinator individual assignment

Step 1: Upload documents

|	
Individual assignment (training examinator) _(mandatory) - Maximum file size: 10000MB_	⬆ Upload
Powerpoint presentation _(optional) - Maximum file size: 25MB_	⬆ Upload
Film _(optional) - Maximum file size: 500MB_	⬆ Upload
Bijlages _(optional)_	⬆ Upload
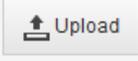
Step 2: Hand in documents

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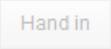
Hand in

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
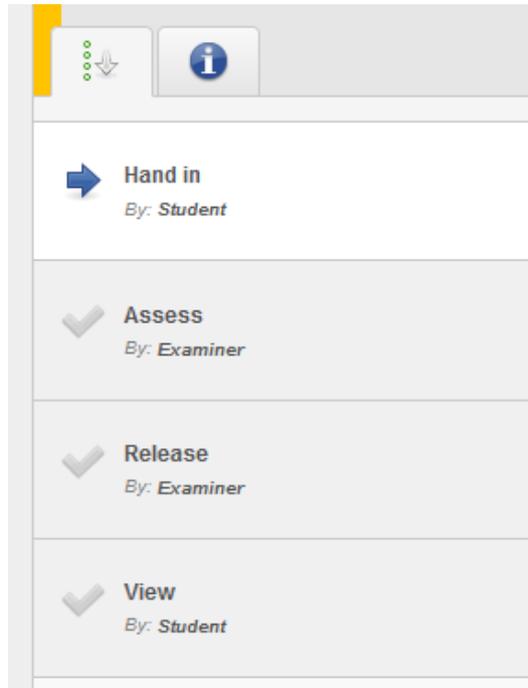
2. Assess: teacher assesses the assignment
3. Release: teacher has assessed your assignment, but your assessment has not yet been released (probably because your teacher isn't finished assessing all the assignments).
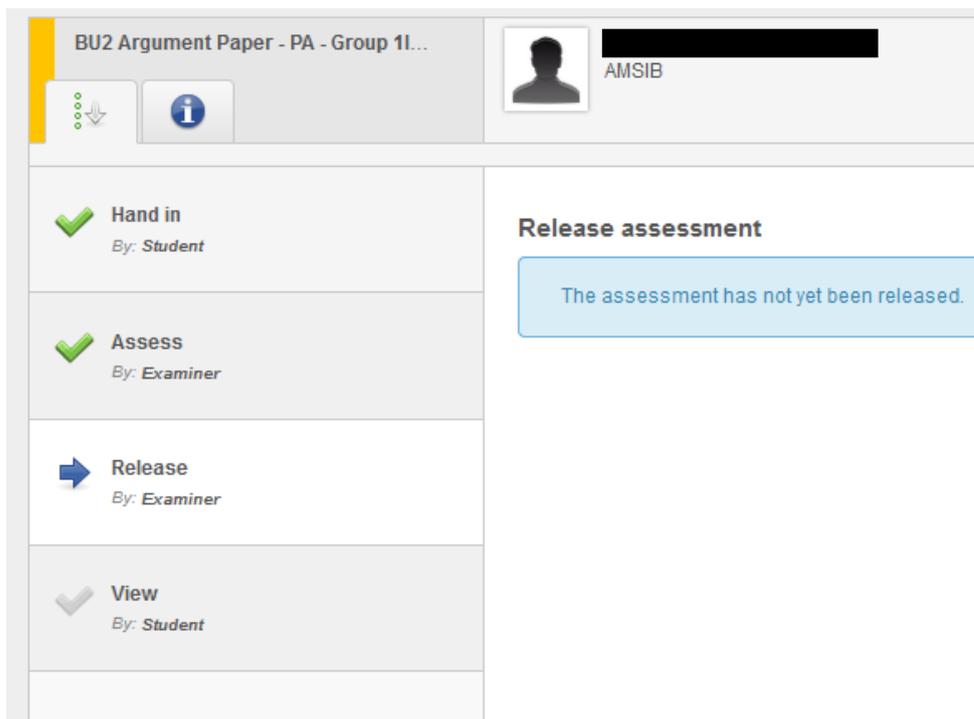
4. Your assessment has been released. You can view:
   a. Your grade: in this example the student has scored 75 points, which is equivalent to the grade 7,5 (you need to divide the score by 10 to get your grade).
   b. Your assessment form: you can see how your score is constructed in the assessment form by clicking on 'Download assessment form'.
   c. Feedback on your assignment: the teacher might have given feedback on your assignment. You can view the feedback by clicking on 'download document assessment'
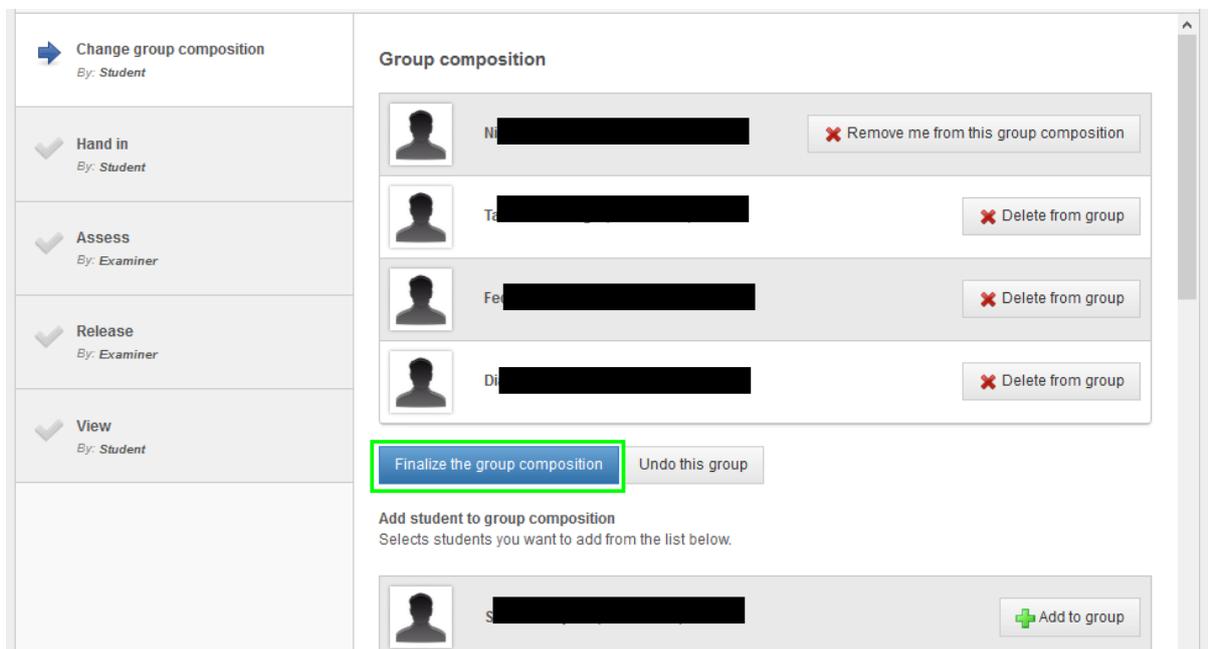
3. Handing in a group assignment

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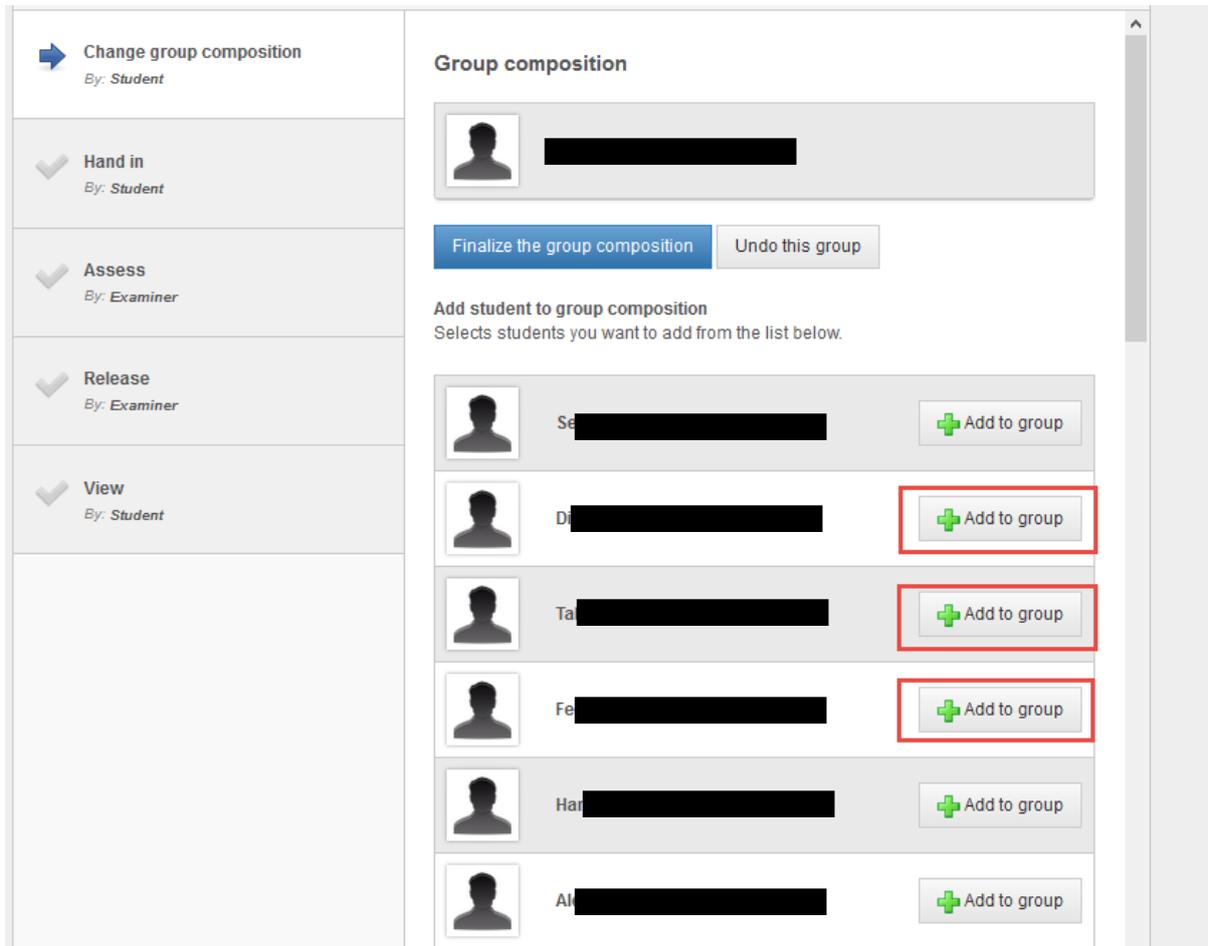
2. Once you have formed your group, you'll need to finalize your group composition by clicking on the blue button.

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.

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.