Guide to Feedback and Progress on Microsoft Teams
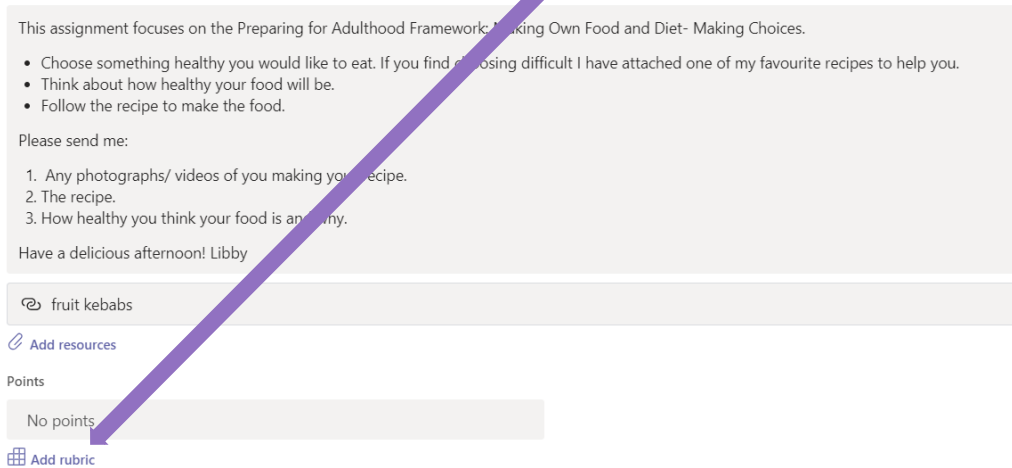
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EAW2020

How to set up a mark scheme

You may wish to have a mark scheme per assignment or a generic set of mark schemes which relate to a unit of work. This example is specific to the assignment; however a more generic mark scheme can be reused for several different assignments throughout a unit of work.

1. When setting an assignment, click on the [Add Rubric] button.
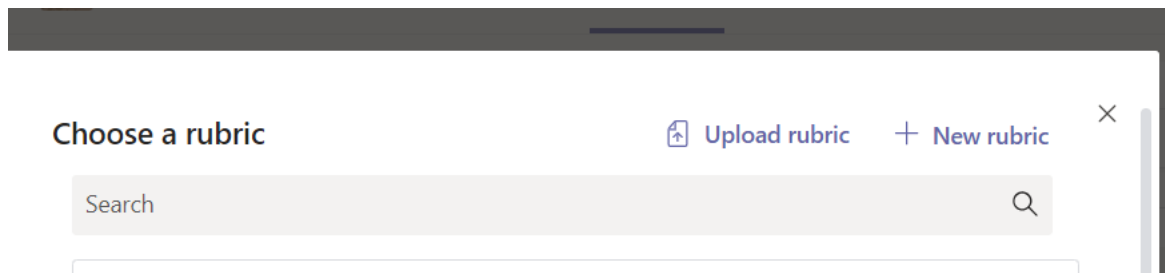
2. You will have the choice to upload a mark scheme you have already created or to create your own.

When you have created previous mark schemes on Teams you will be able to select from these. Until then, click on [+New rubric].

3. Using your assignment's objective (PfA/ FS/ NCFE certificates/ BNF Food Life Skills) to create your mark scheme. You can use more than one objective across differing objectives to provide evidence for different types of progress. Here I am assessing four different criteria through one set task.

4. You now have the choice of how you will describe the progress you are monitoring. If this comes from an accredited course/ exam board then you can use their terminology/ bring through a pre-prepared mark scheme.

The blank Rubric will show as above. You can edit each of the boxes.

5. Categories can be removed if too many exist (by highlighting the column and pressing the dustbin) or added if there are too few.

6. You can combine objectives into one marking category if appropriate.

7. You are able to add a point system to your mark scheme. To do this click the no icon to yes.

8. You can decide if all or only some of your mark scheme requires points to be allocated based upon its completion. *In this task, only the NCFE English Certificate will gain points- this helps to report on the progress learners are making in their Certificate more effectively.*
To do this change the percentage of the score to be calculated on your mark scheme.

New rubric

📋 🗑	PfA: Diet- Making Choices	Food choice is healthy, based on the Eatwell Guide.	There are some aspects of this food choice which is healthy.	Learner has chosen which food to make.	Task not completed.
	0 %				
📋 🗑	PfA: Making Own Food BNF: Food Life Skills: Independently Making Food	Learner has made the chosen food completely independently.	Learner has made the food independently with verbal guidance.	Learner has made the chosen food with help.	Task not completed.
	0 %				
📋 🗑	NCFE: Certificate in English EL2: Read and Follow text on simple, familiar topics.	Learner independently read and followed the instructions/ recipe to complete the task.	Learner was given some clarification on the instructions/ recipe to complete the task	Learner was guided to complete the task.	Task not completed.
	100 %				

➕   🔁 Evenly redistribute weights

9. Once you have completed your mark scheme, click **Attach**

10. Your mark scheme will appear, attached to the assignment.

2. The recipe.
3. How healthy you think your food is and why.

Have a delicious afternoon! Libby

🔗 fruit kebabs   ⋯

🖉 Add resources

Points

10	🔲 Making Your Own Healthy Food ✕

Assign to

C3 Independent Living 🔲	All students 👤⁺

11. You can view your mark scheme, download it for future use and edit it further by clicking on it.

12. When you assign the work to your learners, they and their family will be able to see the mark scheme and understand how they are beng assessed.

How to reuse a mark scheme for an assignment

1. To reuse a previous mark scheme for an assignment, click on the [Add Rubric] button.

2. You will be able to choose from uploading a mark scheme you have already created or clicking on a mark scheme you have already used.

3. Click on the mark scheme you would like to use. It will open an editable version of your mark scheme so you can make any small adjustments (e.g. changing one criterion to a different level). *In this assessment the mark scheme will be changed to allow for marking EL1 in English rather than the original mark scheme which assessed EL2.* This means that you do not have to recreate a mark scheme from scratch for every level of learner within your session.

4. Once you have updated your mark scheme, click **Attach**

5. Your mark scheme will appear, attached to the assignment.

6. You can view your mark scheme, download it for future use and edit it further by clicking on it.

7. When you assign the work to your learners, they and their family will be able to see the mark scheme and understand how they are beng assessed.

How to give Feedback on Microsoft Teams

Ideally a learner will have attached their completed work and will have handed this in to you via Teams. Occasionally learners may email work to you or attach it to the comments in the Posts section of the class. However a learner returns work, Feedback can still be given.

1. Click on to your assignment. It will open up the class list along with whether or not the assignment has been handed in, viewed or not handed in.

2. If you are not using a mark scheme you can give some quick, personalised feedback from this screen. Click the feedback button for any learner and type. You can also give points for the task.

3. More detailed feedback can be given, including using the mark schemes created to accompany the task set. To do this, click on the learner's name. It will open their section. If they have attached work this will show. If they have sent their work via email, or attached it as a comment to the posts then it will not show, but you can still review the work.

4. You can give detailed feedback to your learner by typing in the Feedback screen. This allows you to make comments on how well a learner has fulfilled the requirements of the task and whether or not they need to add to/ resubmit any work. You can add the number of points the work has achieved at this screen also , if the points are not linked to a full mark scheme.

5. To mark using your mark scheme, click on the rubric attached to your assignment.

6. You can click on the box most relevant to your learner's completion of the task.

7. If you have more than one criterion for assessment you can click the arrow to the side of the objective title to switch to the next criterion.

8. Repeat until the learner's work has been marked fully. The number of points awarded to the learner will automatically update. This will be based upon the criteria you set when creating the mark scheme. Click on the [Return] button for the learner to receive their feedback and for your mark book to be updated.

How to show progress

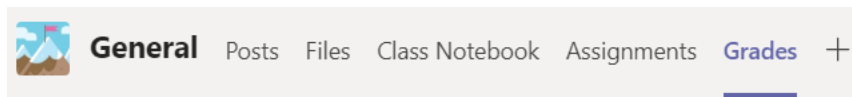1. Teams will create a mark book for each class. To access it click on the Grades tab at the top of any class.

2. The mark book will show the assignments due before a certain date and the current progress of your learners with each task. If a task has been completed, feedback on but was worth no points, it'll show are returned. If it was worth points then it'll show the points received by the learner. It will also show gaps for work not submitted and if a task is still in progress you will see that it has been viewed by a learner. A task that has been handed in but not yet marked shows as 'handed in'. The due dates appear at the top of each assignment.

Due before Oct 30					Export to Excel
Q Search students	**BBC Bitesize Programmes** Oct 30	**Wellbeing at home** May 31	**Sharing Stories** May 28	**Making Your Own Healthy Food** Tomorrow · 10 points	**Understanding what we read** Apr 28
	Returned ...	Returned	Returned ...	10	Returned
	Returned ...	Returned	Returned ...		Returned
	Returned	Returned	Viewed	8	Handed in
	Returned ...	Returned ...	Viewed	10	Returned
	Returned	Returned ...	Returned	8	Returned
	Returned ...	Returned	Viewed	8	Returned
	Returned ...	Returned	Viewed	10	Viewed
	Returned	Returned	Returned	10	Returned

3. Clicking on the ellipsis will allow you to open the learner's work and see both your marking and Feedback.

How to export your marks to Excel

1. If you require your mark book to be off teams, for example to evidence a qualification, then you can export it in two different way- Firstly as a record of everything your learners have done within that class. Secondly as a one off assignment record.

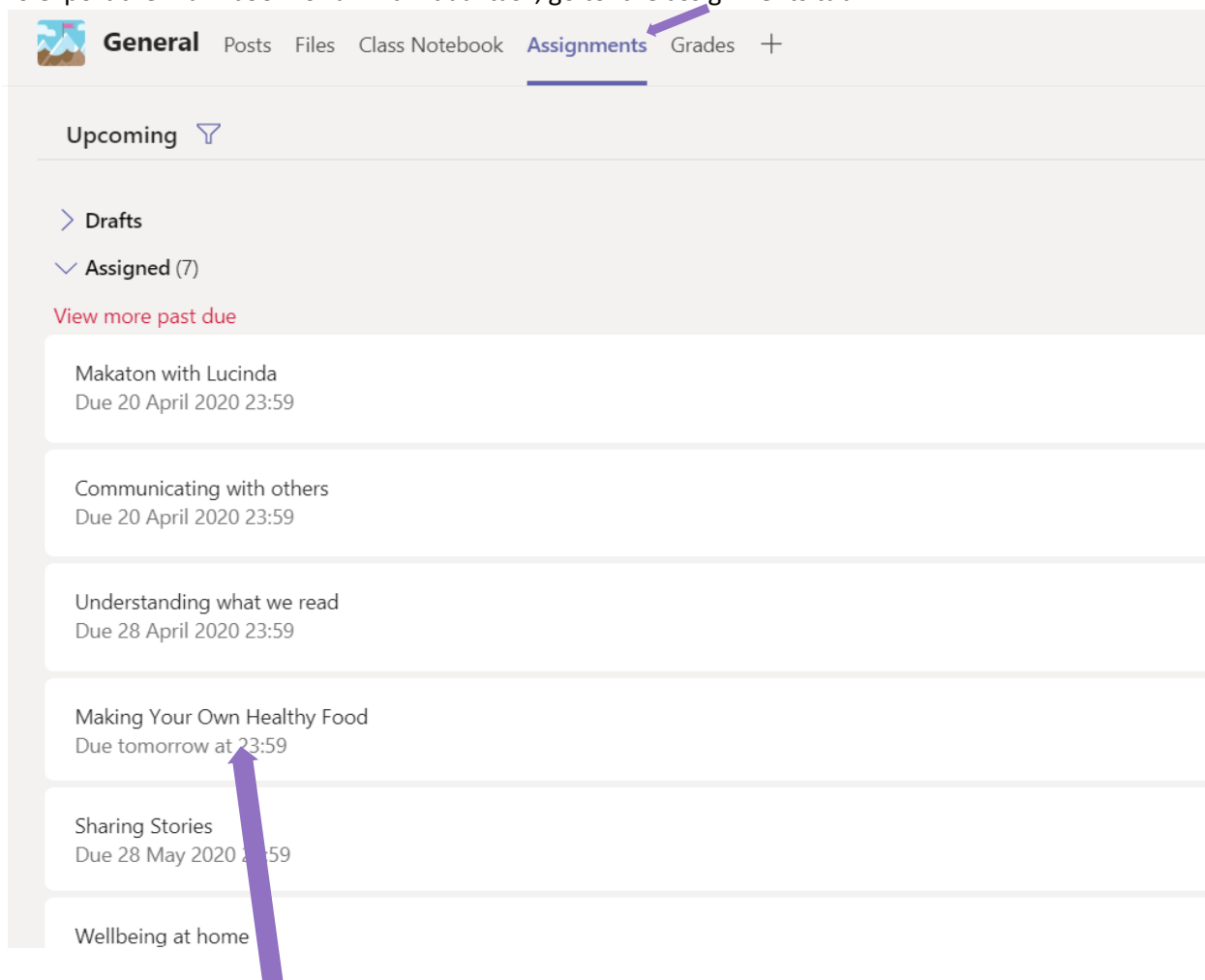2. From the Grades tab in your class, Click on the Export to Excel button.

3. Your mark book will download and you will be given an excel spreadsheet which breaks down each assignment into marks available for the task, marks awarded, detailed feedback given. If there were no marks available and only written feedback was given, some columns may appear blank. You can delete these and alter the formatting of your mark book to suit your style. You can filter, link by colour (RAG) add comments etc as you would in a non-Teams associated mark book. You can also add in non-Teams assignments. This mark book will work in the same way as any other spreadsheet (that How to guide is for another day!).

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4. To export the mark book for an individual task, go to the assignments tab.

5. Click on the assignment you are exporting.

6. You will see only those learners who have not yet had their work reviewed *clicking on the marked tab will show you those you have reviewed). To export this assignment, click on the Export to excel

button.

7. You will have a record of this task's feedback, marks available and marks awarded. You can edit this as you would any other Excel mark book.

	First name	Surname	Email address	Making Your Own Healthy Food	Points	Feedback
2	Adriana	Diaconu	19diaca@oakley.ac.uk	10	10	Your reading and understanding to complete tasks is excellent, well done!
3	Amaan	Abdula	19abdua@oakley.ac.uk	10	10	Well done for indepednently making your noodles. I am impressed with the way that you are using hot cooking equipment.
4	Chloe	Foster	19fostc@oakley.ac.uk	8	10	This is excellent and looks really tasty! Your independent living skills are developing well and you are making healthy choices, well done!
5	Elena	Pone	18ponee@oakleycollege.on microsoft.com	10	10	Fantastic! You are so independent and your reading skills are excellent. Top marks!
						Some independent work here to complete the task. Well done! Next time see if you can