

## Crowdmark Instructions (Not marking)

These are instructions for creating assignments or remote tests in Crowdmark. The set-up is assuming that the course is single sectioned, or at least the assignment is unique to a certain section. If a common Multi Section course is setting up instructions, follow the course creation instructions in the file "Crowdmark for Tests Set-Up."

- Log-in to Crowdmark at their website. You can sign in through the school by clicking the drop down menu and then choosing "University of Manitoba" and then logging in using your UMLearn credentials.
- The heading near the top of the page should read "UMLearn ..." If it says "Crowdmark (No LMS)" then change it using the drop down menu.
- You need to create a course if this is the first assessment. Click on "Import a Course" in the top right hand corner. You will then follow the instructions to choose the appropriate course.
- Click on "Create Assessment" and give it a name. It is recommended to have the course name or number and the term.
- Click on "Assigned." If you are using this for a test/assignment for which the student will be handing in the assignment and then uploaded by yourself, see "Crowdmark for Tests Set-Up" file.
- Choose a due date, due time and penalty for being late. Students will generally be able to submit a late assignment, so if you want them to receive an automatic 0, make the lateness penalty 100%. Students will not be able to submit after the marking has commenced.
- NOTE: If you have given special permission for a student to hand in an assignment late with no or less penalty, the student will still not be able to submit after the marking starts. However, the instructor can always submit for the student.
- Create the assignment:
  - In the description, you give the instructions for the assignment. You can also upload the whole assignment if you don't want to upload individual questions.
  - Beside question 1, you can either type the question, or upload a question. Crowdmark can understand simple LaTeX.
  - You can click on "Add question" for question 2, 3, etc.
  - You can define the maximum of each question on the left side.
  - Once all questions are created, click on "Save and Continue"

- Click on "Import Students from UMLearn" then click on "Enroll n students", then Finished, go to Dashboard.
- At this point, you can make any changes to the assignment you like. When you are ready to send the assignment to the student, click on "Distribute to Students". The students will receive an email with a link they can use to log-in and view/submit their assignment.
- WARNING: Occasionally the email will go to their junk mail. The students should be told this ahead of time or else you will get a lot of panicked students.
- The students will upload a page or pages for each question. The format can be .jpg or .pdf files (and maybe some others).
- You can change due dates/times/penalties for lateness under "Assessment Settings"
- Once the assignment is due, you can start marking. (you cannot start before the due date.)
- Once the assignment is completed being marked (you can actually do this before, but you don't want to) you can return the papers to the students. Click on the "Results" tab in the left menu. It will bring you to a page with individual data for each question. On the right side it will say "Send grades to students". This will send them an email with a link to sign in a view their marked test.
- If you choose, you can send the marks to the gradebook in UMLearn but clicking on "Import grades to UMLearn" This will put the marks in your gradebook if you have an assessment with the same name as the test in Crowdmark. Otherwise, it will create a grade item in UMLearn.
- You can download a .csv file with all the students grades by clicking on "Export grades as CSV"
- If you have any questions, you can consult the Crowdmark help files on their website, or ask somebody who has done Crowdmark before.