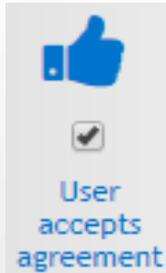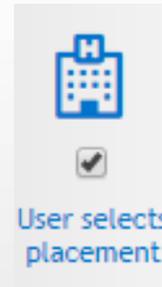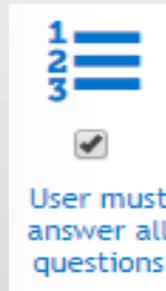**myprogress**

MyProgress Workflows
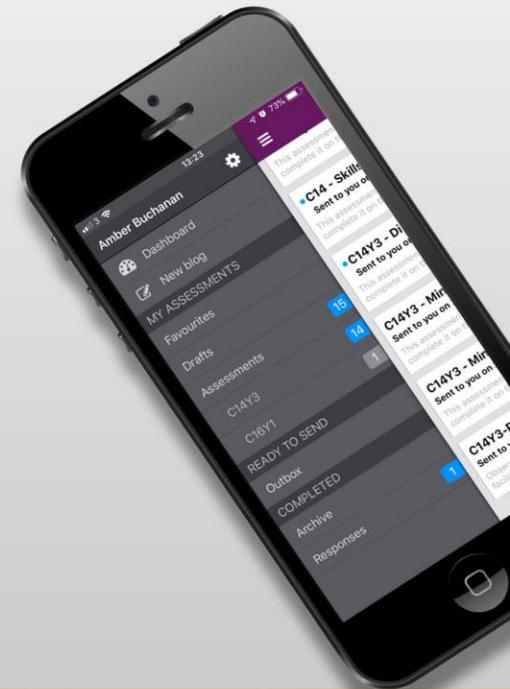
GENERAL ASSESSMENT

Gives the option to write a privacy statement into the assessment. This is particularly useful functionality if there is a high level of data protection, for example; hospitals.

The user selects the placement they are currently undertaking from the list provided, which appears in a dropdown format.

The user must answer all parts of a question, e.g. multiple choice, if you are asked to select two options these must be selected in order to complete the assessment.

myprogress

User can respond multiple times

The user can start an assessment again and submit as new any number of times. If this option is not ticked, the user will only be able to submit a single response to this assessment. This option does not affect the ability to save a draft of their response.

User can edit responses online

If this option is ticked and the user is in a browser it allows the user to save a draft and come back later. If this option isn't selected the user will either have to complete it there and then or abandon the assessment and start again.

User selects tutors to share with

The user selects a tutor to share their assessment with. Even if that particular tutor moves groups the link still remains between that assessment and the tutor so they can still view it.

Response is graded

The students assessment can be chosen to be graded by the marker once they have completed their assessment. This option needs to be setup prior to selecting this option...
- Assessment settings (only system admins & course admins have access to this)
- Grading & marking tab
- Create new

NOTE: This option cannot be chosen if there are already graded questions within the assessment.
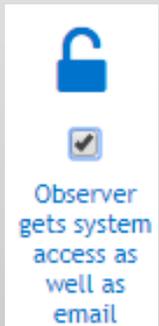
myprogress

OBSERVATIONAL ASSESSMENT
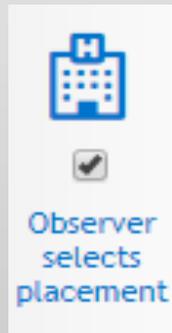
Recipient:

○ Observer

○ Observee

Observer = Assessment is sent directly to the person observing the student, this individual will have a login to the site. Observee = Assessment is sent directly to the student, however they aren't intended to use the form, they give the device to the observer, e.g. nurse/doctor. These observers will not have logins to the site as they aren't directly linked to the college/university. However the option can be selected to allow the observer system access.
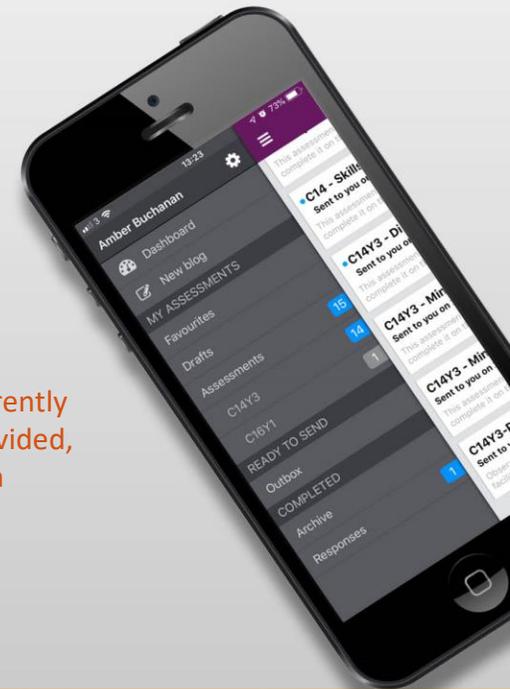
User(s) accepts agreement

Gives the option to write a privacy statement into the assessment. This is particularly useful functionality if there is a high level of data protection, for example; hospitals.

Observer gets system access as well as email

NOTE: When observer is selected this option will be available. If an assessment is sent directly to the observee the observer will not have login credentials however if this is selected the observer will then have access to the site.

Observer selects placement

The observer selects the placement the student is currently undertaking from the list provided, which appears in a dropdown format.

myprogress

User must answer all questions

The user must answer all parts of a question, e.g. multiple choice, if you are asked to select two options these must be selected in order to complete the assessment.
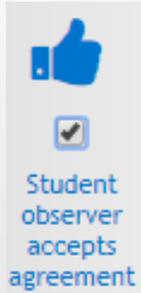
Response is graded

The students assessment can be chosen to be graded by the marker once they have completed their assessment. This option needs to be setup prior to selecting this option...

- Assessment settings (only system admins & course admins have access to this)
- Grading & marking tab
- Create new

NOTE: This option cannot be chosen if there are already graded questions within the assessment.
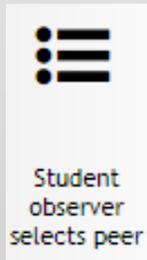
PEER ASSESSMENT

Peer assessments are similar to an observational observer, in that it the assessment goes to the student. Allows them to assess other students in same group.
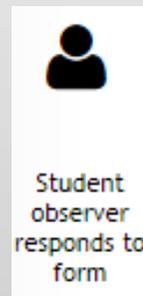
Gives the option to write a privacy statement into the assessment. This is particularly useful functionality if there is a high level of data protection, for example; hospitals.
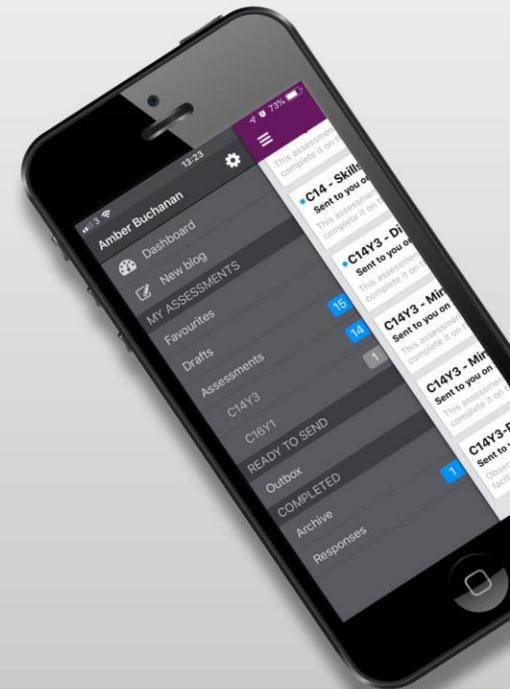
Student observer accepts agreement

This option allows the student to assess themselves as well as their peers. Their name will appear in the dropdown list at the start of the assessment when it prompts the user to select who they are observing.
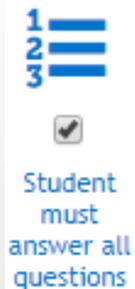
Send to student as self form

A dropdown list will appear at the start of the assessment whereby the user can select the peer they are observing. The list is based upon the users chosen at deployment of this assessment.

Student observer selects peer

The student observer will respond to the form deployed to them for a selected per.

Student observer responds to form

myprogress

Student must answer all questions

The user must answer all parts of a question, e.g. multiple choice, if you are asked to select two options these must be selected in order to complete the assessment.

Response is shared

Responses are shared with their default tutors.

Response is anonymous

This option will mean that the observee will not know who has observed them. Tutors can always see who has completed the form regardless of if it is set to anonymous.

myprogress

PEER ASSESSMENT

Student must answer all questions

The user must answer all parts of a question, e.g. multiple choice, if you are asked to select two options these must be selected in order to complete the assessment.
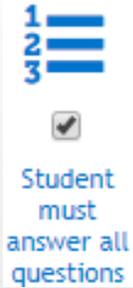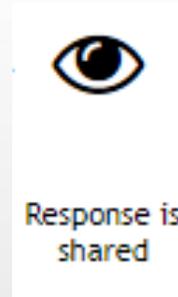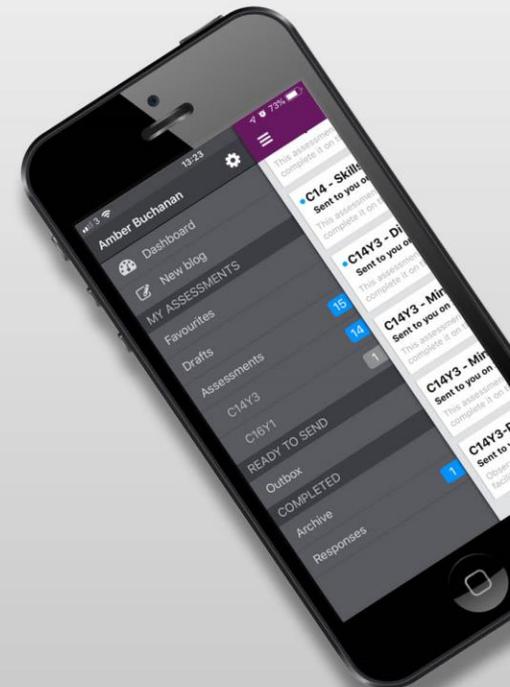
Response is shared

Responses are shared with their default tutors.

Response is anonymous

This option will mean that the observee will not know who has observed them.
Tutors can always see who has completed the form regardless of if it is set to anonymous.

EMAIL INVITE ASSESSMENT

Email invite assessment is like an observational observee assessment. It is for students on placement, observers don't have accounts and the observer doesn't need the observee there to fill out a form.

Student adds 5 email addresses edit

The number of email address for this assessment to be sent to.

- Students do not see the assessment directly, the student enters the required number of email addresses for the observers.

Email invites are sent

Each observer receives an email with a link to the assessment and details of how to complete the assessments.

Observers can do this anytime, although deadlines may be applied if chosen by the individual deploying the assessment.

Observer clicks link in email

The observer selects the link in the email which will take them to the assessment to fill out.

Student observer accepts agreement

Gives the option to write a privacy statement into the assessment. This is particularly useful functionality if there is a high level of data protection, for example; hospitals.

myprogress

Observer can respond multiple times

The observer can start the assessment again and submit as new any number of times. If this option is not ticked, the user will only be able to submit a single response to this assessment.

Observer must answer all questions

The observer must answer all parts of a question, e.g. multiple choice, if you are asked to select two options these must be selected in order to complete the assessment.
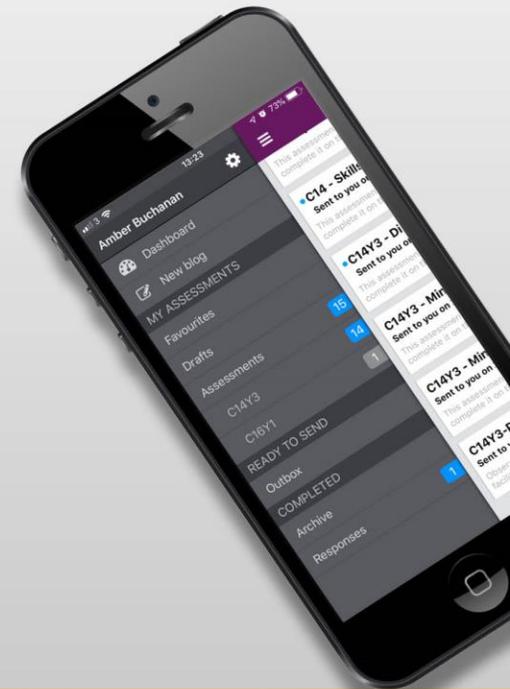
Observer submits their response

Observer submits their response on the observee.

Response is shared

The response is shared with both the observee and tutor.

myprogress

If you have any further questions regarding this area of MyProgress please feel free to send an email to the below address or submit a ticket via the helpdesk.