

Coursework Submissions Report

User Guide & FAQs



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1. What is the Coursework Submissions Report?

The Coursework Submissions report brings together coursework submissions data from Blackboard and sub-modular assessment information from RISIS. It has been developed as part of work delivered through the Attendance & Engagement project within Student Services. It is one of a suite of reports that can be used together to build a picture of a student's attendance & engagement in order to trigger appropriate interventions.

What is available?

The following report has been developed:

	Report Name	Filter by	Available to
1	Coursework Submissions Report	Student	Support Centre Teams HBS & ISLI Programme Admin Teams International Student Advisory & Home Office Compliance Team Schools: SDATs, DDATs, SDTLs, DDTLs Academic Tutors

What does the report show?

The report shows any assignments (summative & formative) that have been set up in Blackboard for the modules the student is enrolled on for the academic year* selected.

It also shows, where submission data is available, whether the student has attempted to submit coursework against each assignment. As this is a tool to give an indication of engagement, it does not show whether a submission was made early, on-time or late. There are separate reports and processes in place for managing late or post-deadline submissions (if you need further information on these please speak to your Support Centre / Henley School office team).

If there is a confirmed non-submission for a summative assessment, i.e. a 0-Z or 0-DN grade has been entered into RISIS, this will be highlighted on the report.

**Assignments do not need to be due or submitted within the relevant academic year, they will still show on the report if the student is enrolled on the module for that year. Data goes back to 31st August 2020.*

2. What information is included?

The following information is automatically captured for assignments set up in **Blackboard**:

	In Scope	Out of Scope
Assignment Types	All summative and formative assignments and take-home exams, including re-takes & re-sits that are administered in Blackboard, including those that are set up in other tool types ¹ (such as Turnitin), as well as those that utilise one of the Blackboard assessment tools	Any formative assignments that are not administered via Blackboard In person exams Assignments set up on Blackboard Programme Courses
Assignments on Supplementary Courses	Assignments set up on Blackboard Supplementary Courses, as long as the relevant module(s) are linked to the Supplementary Course	Assignments set up on Supplementary Courses where the relevant module is not linked to the Supplementary Course
Sub-Modular Assessment Details	Sub-modular assessment details from RISIS for any summative assignments that have been mapped from Blackboard to the assessment in RISIS	Sub-modular assessment details for any unmapped summative assignments
Submission Points	Any assignments set up within a Blackboard Course, which might include multiple variations ² for an assessment, only one of which is relevant to the individual student	Any variations* of an assignment that can be confirmed as not applicable to the individual student
Due Dates	The due date, if available, that has been entered in Blackboard for a submission point	Sub-modular assessment due dates from RISIS 'Display Until' dates in Blackboard
Submission Attempts	Wherever data is available to confirm that a student has attempted to submit coursework via Blackboard for an assignment including those submitted within a marking anonymity period	Assignments for which there is no confirmation of submission on Blackboard Details about whether the assignment was submitted early, on-time or late

Non-Submissions	Any confirmed non-submissions (0-Z or 0-DN grades) for summative assessments that have been mapped from Blackboard to the assessment in RISIS	0-Z or 0-DN grades for any unmapped summative assignments
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¹Gradescope assignments need to be manually linked to Blackboard to show on the report.

²Variations can include on-time / post-deadline submissions, group coursework, UG / PGT assignments, different assessment patterns (e.g. for Visiting students)

Which students are included in the report?

All Foundation, Undergraduate and Post Graduate Taught students who are studying a programme based in either the Whiteknights or London Road campuses, and are enrolled on at least one module, are included in the reports. Visiting students are also included in the reports for the period of time they are studying with the University.

3. How can the report be accessed?

The reports are accessed through RISIS. Go to **'Working with Modules'** and select **'Attendance and Engagement'**.

The Coursework Submissions report is available in **'Student Attendance & Engagement Reports (Administrators)'** or **'Student Attendance & Engagement Reports (Dept)'**.

The report is also available to Academic Tutors via **'My Students'**.

Access to the reports will be based on your role and is granted for your use only. The information contained in the reports can only be shared with other UoR staff who are directly involved in the support of the student(s) to whom the data relates. These staff are; the relevant SDAT/DDAT, SDTL/DDTL, Academic Tutor, Student Advice & Support Manager (SASM), Student Support Co-ordinator (SSC), Henley Programme Administrator or ISLI Programme Co-ordinator.

Please remember that the reports contain personal data and therefore must be adequately protected. You are only authorised to access the reports that are necessary for the performance of your role, and you must only look up students that you have good cause to within your remit. Please ensure any information that is being shared, or held in spreadsheets, is done so securely, and limited to what is necessary to support the relevant student(s).

4. What are the key features of the report?

Report Layout

Module Code	Module Name	Assessment Type	Blackboard Assessment Detail	RISIS Assessment Detail	RISIS MAB Seq	RISIS Weighting	Due date	Submitted	OZ or ODN Mark	MAV Occurrence	Source/Tool Type
FT1ATF	Approaches to Film (20 credits) *							2		A	
FT1ATF	Approaches to Film (20 credits) *	Unknown	Formative Essay (Final)				26/10/2020	Y			Tii
FT1ATF	Approaches to Film (20 credits) *	Unknown	Formative Essay (Post deadline)				02/11/2020	N			Tii
FT1ATF	Approaches to Film (20 credits) *	Unknown	Essay (ECF)				14/01/2021	N			Tii
FT1ATF	Approaches to Film (20 credits) *	Summative	Essay (Final) **	Essay	700	100	19/01/2021	Y			Tii
FT1ATF	Approaches to Film (20 credits) *	Unknown	Essay (Post deadline)				26/01/2021	N			Tii

Annotations: 'Assessment Type' points to the 'Assessment Type' column. 'Due Date' points to the 'Due date' column. 'Submission Points' points to the 'Assessment Type' column. 'Submissions (highlighted in lilac)' points to the 'Submitted' column.

Assessment Type

Shows as either 'Summative' or 'Unknown':

- **Summative:** A submission point will show as summative only if it is mapped from Blackboard to an assessment in RISIS. For submission points that are identified as summative, the following details from RISIS will also be populated:
 - **RISIS Assessment Detail:** The sub-modular assessment description in RISIS.
 - **RISIS MAB SEQ:** The 3 digit sequence code given to the assessment on RISIS to determine the order in which it appears on systems (e.g. 70X for coursework, 80X for exams).
 - **RISIS Weighting:** The percentage contribution that the assessment makes towards the module.
- **Unknown:** If a submission point is not mapped to an assessment in RISIS then it will show as 'Unknown'. The assessment could be:
 - A summative assessment that has not yet been mapped or will never be mapped to RISIS. If it is subsequently mapped, then the Assessment Type will change to 'Summative'.
 - A formative assignment.

Submission Points

All submission points for a module are shown on the report unless it can be confirmed* that they do not apply to the individual student. An assignment might not be included on the report because the student is not enrolled on the module (where the module forms part of a merged course), or because the student is enrolled on the module under a different occurrence. For example, where the student is enrolled as a 'V' for Visiting student and has a different pattern for assignment submissions.

**Please note that it depends on how the submission point is set up in Blackboard as to whether it is possible to confirm that an exclusion should apply.*

Submission points for different coursework groups and for on-time / post-deadline / ECF (exceptional circumstances) variations of an assignment, will all show on the report because these can change for an individual student.

Due Date

For each submission point, the report shows the Due Date that is recorded in Blackboard. A blank due date may indicate that the timeframe for the assignment is open ended, the deadline has not yet been determined, or that a 'Display Until' date, rather than a due date, has been set in Blackboard.

Submitted

The report shows a 'Y' (Yes), or 'N' (No) or 'U' (Unknown) against each submission point listed on the report to indicate that there has been a submission (Y), there isn't a submission that is recognised by Blackboard (N), or it is unknown (U) in Blackboard whether there has been a submission.

- **Submitted = Y:** Where there has been a submission (Y) the row is highlighted (in purple/lilac) on the report. For each module, the report shows a count of the number of submissions (Y's).

Please note that from AY 2022/23, submissions will now show for assignments that are being marked anonymously (this can apply to coursework set via Turnitin or BB Assignments).

- **Submitted = N:** An 'N' on the report might be because:
 - The student has not yet submitted their work for this assignment. If they subsequently make a submission then a 'Y' will be displayed, even if the work was after the deadline. This report does not include the concept of late submissions. It will not show any data to indicate whether work has been accepted after the deadline, or if any penalties should be applied. Please follow the established procedure for applying late penalties.
 - There are multiple variations of a submission point (for example for on-time / post deadline submissions, group presentations or undergraduate / post graduate assignments) and the student has a submission against another row on the report.
 - There is nothing to submit online for the assignment (e.g. presentations, artwork), but the submission point has been set up such that Blackboard is expecting a submission attempt.
- **Submitted = U:** The most common reasons for a 'U' showing on the report are:
 - If the Source / Tool Type for an assignment is 'Other' (i.e. not Blackboard or Turnitin), a 'U' (Unknown) will show because submissions are not registered in Blackboard.
 - If there is nothing to physically submit for the assignment (e.g. presentations, artwork) and the assignment has been set up such that Blackboard is not expecting a submission attempt, then the report will show a 'U' (Unknown) until a mark* is entered into Blackboard.

**Please note that manual columns should be left blank where there is a non-submission as any mark, including a 0, would be interpreted as a submission.*

Submissions / Non-Submissions

Additional submissions information available on the report are:

- **Number of Submissions:** In the top section of the report, a total number of submissions across all modules is displayed.

- **Non-Submissions (0Z or 0DN):** Where there is a confirmed non-submission for a summative assessment (i.e. a 0Z or 0DN mark has been awarded) the row is highlighted (in orange) on the report if the submission point in Blackboard has been mapped to RISIS.

DAS & ECF Flags

In the top section of the report, the course, academic tutor, enrolment status and Tier 4/Student Route status for the student are displayed. Where applicable, there are also two flags which could help point towards further information that might give context to coursework that hasn't been submitted:

- **DAS (Disability Advisory Service) Flag:** The presence of this flag means that there is a DAS record in RISIS, i.e. the student is registered with the Disability Advisory Service and has given consent for the fact that they have a record to be shared with colleagues in certain circumstances. This flag may be used as an indicator to help provide appropriate support. It must not be used to influence any other course of action regarding the non-submission of coursework.
- **ECF (Exceptional Circumstances Form) Flag:** The presence of this flag means that the student has one or more Exceptional Circumstances requests within the last 12 months. This could be for any reason or apply to any module(s). The submission of a Self-Certification will also trigger the ECF flag to appear on the report.

If either or both of the flags are not displayed, this means that they are not relevant for the individual student.

Other Features

- **Export to Excel:** Data can also be exported to Excel using the icon at the top of the report.
The exported file may appear in your Downloads folder. If you want to save the file, you will need to provide an appropriate name and secure storage location. Please avoid using file names that contain personal information. This file must then be deleted from your Downloads folder as soon as possible. If you need to share data with other colleagues, please consider the best way of doing this, ideally avoiding using email attachments and creating duplicate copies.

5. How can the report be used?

If you are a Student Advice & Support Manager (SASM), Student Support Co-ordinator (SSC) or Henley/ISLI Programme Administrator:

- In conjunction with your School, run the report to help build up a picture for a student whose engagement has been flagged as potentially concerning (e.g. by their Academic Tutor, by the student themselves or from information on another report, such as attendance), and therefore may warrant further investigation and/or an initial intervention email.
- Look for whether the student seems to have multiple missed coursework submissions (remembering to account for assignments that might be in an anonymous marking period) and check any details with the relevant Programme Administrator(s) if clarity is needed.
- Put this information together with other indicators to build up a picture of engagement if there is a concern that may require follow up through the usual academic engagement processes.

If you are an SDAT, DDAT, SDTL, DDTL or Academic Tutor:

- Use the information provided by your Support Centre or Programme Administration team, along with other indicators, to help build up a picture of engagement for students.
- From the information, identify where a follow up intervention may be beneficial.
- If appropriate, review the information in the report for an individual student who has been escalated for follow up as part of the formal academic engagement procedures.

If you are in the International Student Advisory & Home Office Compliance team:

- Run the report for students holding a Tier 4/Student Route visa to help as an indicator of engagement.
- Use the information, along with other indicators, to help build up a picture of engagement in line with Home Office requirements. Work with the Support Centre / Programme Administration teams should you have any specific queries about students where additional information is needed.

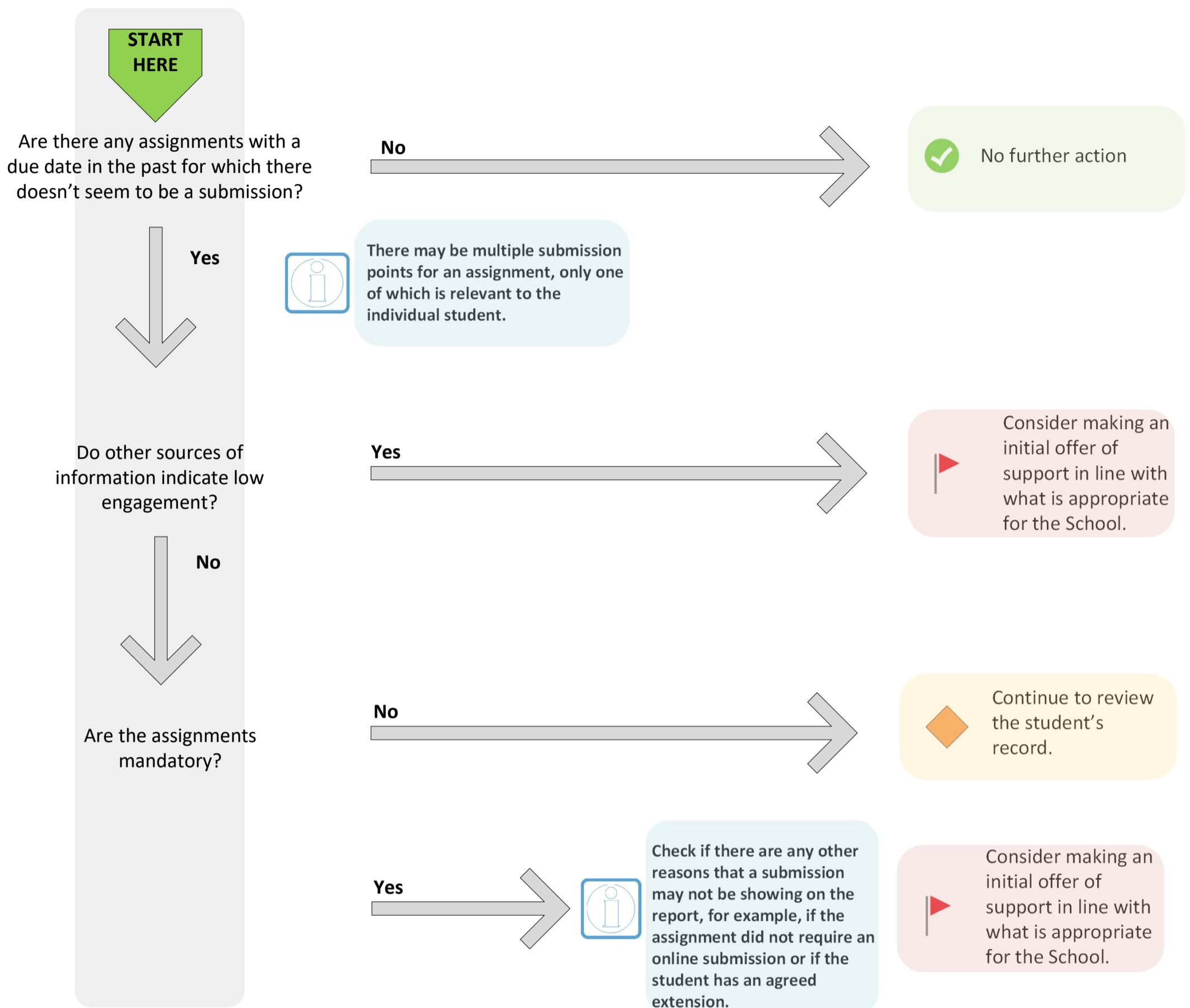
More information and guidance can be found in the Attendance Management & Engagement Guide (please see 'Engagement in online learning and assessment' and 'Use of attendance and engagement data').

6. Decision Tree

The Decision Tree diagram on the following page can be used to help with how to determine whether the data indicates that the student may need further investigation &/or an intervention of support.

Deciding if a student requires follow up support based on Coursework Submissions

Use this decision tree if you are working with the Coursework Submissions Report available in RISIS



Notes about using the Coursework Submissions data

1. This report focusses on submissions and is a tool to give an indication of engagement. It does not show whether a submission was made early, on-time or late. There are separate reports and processes in place for managing late or post-deadline submissions.
2. There may be multiple variations for an assessment, only one of which is relevant to the individual student. Variations can include on-time / post-deadline submissions, group coursework, UG / PGT assignments, different assessment patterns (e.g. for Visiting students). On the report, look for one submission against each different assignment.
3. If there is nothing to submit online for an assessment (e.g. presentations, artwork), the fact that the assignment has been completed may not show on the report. Check with the relevant Programme Administrator if you are unsure.
4. Where they are applicable for an individual student, the report shows a DAS (Disability Advisory Service) and/or an ECF (Exceptional Circumstances Form) flag which could help point towards further information that might give context to coursework that hasn't been submitted. The DAS flag may be used as an indicator to help provide appropriate support. It must not be used to influence any other course of action regarding the non-submission of coursework.
5. If there is sufficient cause for concern to initiate academic engagement procedures, information in the Coursework Submissions report should be put together with other information and/or indicators to help build up a picture of engagement. It should not be relied upon as the sole indicator of non-engagement.