

April 5, 2022

Brightspace Instructor Guide

Crowdmark





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Using Crowdmark

First step: To access Crowdmark from your Brightspace course, contact the SAS to request a direct link be added to the Navbar. The Crowdmark link will be added under the Assessments tab. We can also add instructions for students to the Content page of your course, so they know how to access Crowdmark as well.

Gaining access to Crowdmark:

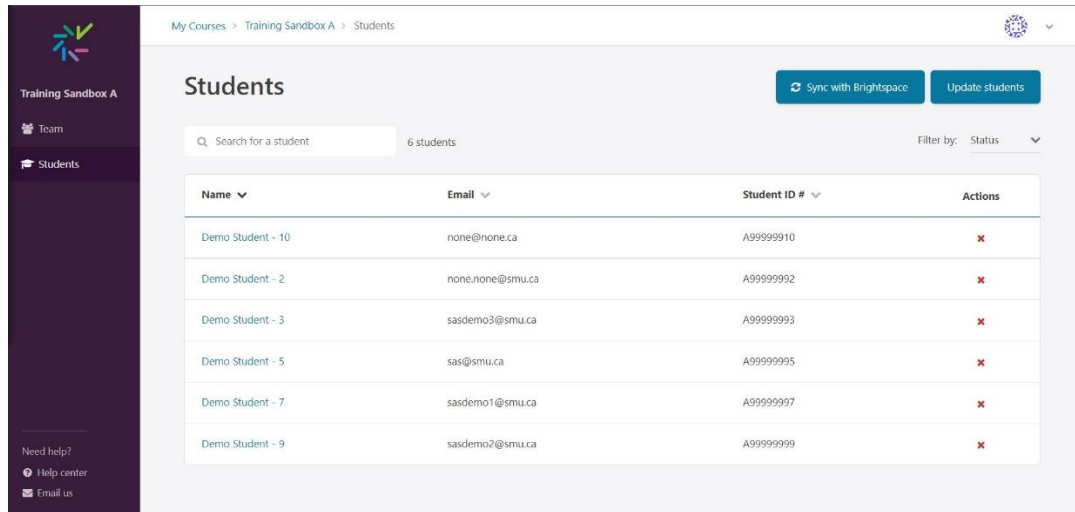
1. Go to your course page.
2. Click on Assessments > Crowdmark. This will open a new webpage and load Crowdmark.
3. If this is your first time signing into Crowdmark, you may need to select Saint Mary's University from the drop-down menu.
4. Click Sign in with Brightspace.
5. Type in your @smu.ca email address (or the email you have listed on Banner/Brightspace if it's different). At this step you may need to confirm your email address and account. Follow the instructions given on Crowdmark.
6. Once you've gained access to Crowdmark, click on Import a course. A drop-down menu will appear, listing all the courses you teach. Select the course you wish to add to Crowdmark from the list.
 - Select the **This course has sections** button if your course has sections.
7. Click Import course.
8. Your course is now loaded into Crowdmark!

Enrolling Students into your course:

1. Click on Enroll students from Brightspace
2. Crowdmark will sync with the Brightspace course and access some of your students' details. You will be asked to map or confirm what the information is. For example, you will be asked to confirm the student's Name, Email, org id. The student role does not need to be mapped so select Nothing (ignore) for that data. Once you have confirmed the different categories click continue.
3. Review your classlist and click Save.
4. Students are now enrolled on Crowdmark.

Note:

As students enrol and drop courses during the first few weeks of term, you can go to the student tab on Crowdmark and sync with Brightspace. This will update the classlist as needed.



My Courses > Training Sandbox A > Students

Students

Sync with Brightspace Update students

Search for a student 6 students Filter by: Status

Name	Email	Student ID #	Actions
Demo Student - 10	none@none.ca	A99999910	✖
Demo Student - 2	none.none@smu.ca	A99999992	✖
Demo Student - 3	sasdemo3@smu.ca	A99999993	✖
Demo Student - 5	sas@smu.ca	A99999995	✖
Demo Student - 7	sasdemo1@smu.ca	A99999997	✖
Demo Student - 9	sasdemo2@smu.ca	A99999999	✖

Need help?
Help center
Email us

Managing team members

Team member roles

There are four different types of Team members you can add to you Crowdmark course, all with different permission levels:

- **Instructor** – Has access to all features.
- **Facilitator** – Has access to all featured in assessments, but limited access to the course.
- **Grader** – Can grade assessments and see grading progress. Does not have access to any identifiable student information (including cover pages), evaluations left by others (unless enabled), or assessment administration.
- **Printer/Uploader** – Only has access to the uploads page of assessments, which includes an upload area as well as a button to download the printable PDF of blank assessments.

Users with Instructor permissions can change team roles at any time. If you are a team member and you don't have access to features you require, contact your lead instructor.

Role permissions

Course

Task	Instructor	Facilitator	Grader	Printer-Uploader
Access <i>Students</i> section	✓	X	X	X
Access <i>Team</i> section	✓	X	X	X
Create assessments	✓	✓	X	X
Delete course	✓	X	X	X

Assessments

Task	Instructor	Facilitator	Grader	Printer-Uploader
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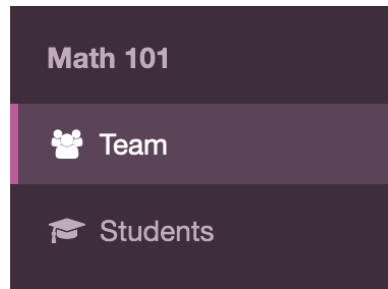
Download blank assessments	✓	✓	X	✓
Upload scanned assessments	✓	✓	X	✓
Match booklets to students	✓	✓	X	X
Access <i>Students</i> section	✓	✓	X	X
Access <i>Team</i> section	✓	✓	✓	X
Include/exclude students	✓	✓	X	X
Include/exclude team members	✓	✓	X	X
Grade student work	✓	✓	✓	X
View/clone other graders' evaluations	✓	✓	X	X

Set the primary evaluation	✓	✓	X	X
“Go to” a specific student while grading	✓	✓	X	X
Access <i>Questions</i> section	✓	✓	X	X
Access <i>Results</i> section	✓	✓	✓	X
Return grades to students	✓	✓	X	X
Change assessment settings	✓	✓	X	X
Lock assessment	✓	X	X	X
Delete assessment	✓	✓	X	X

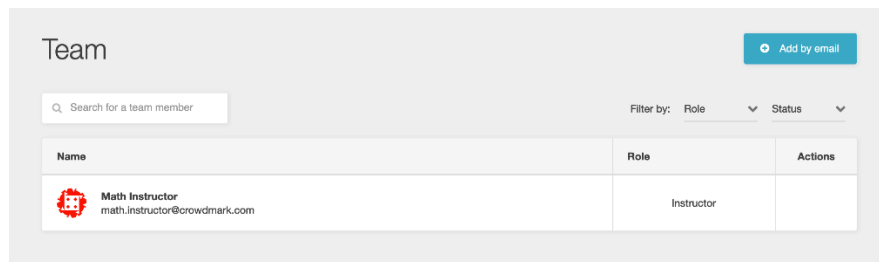
Adding team members

From the Team page, team members can be added with their email addresses. After you enter the email addresses you can select which role each team member should have.

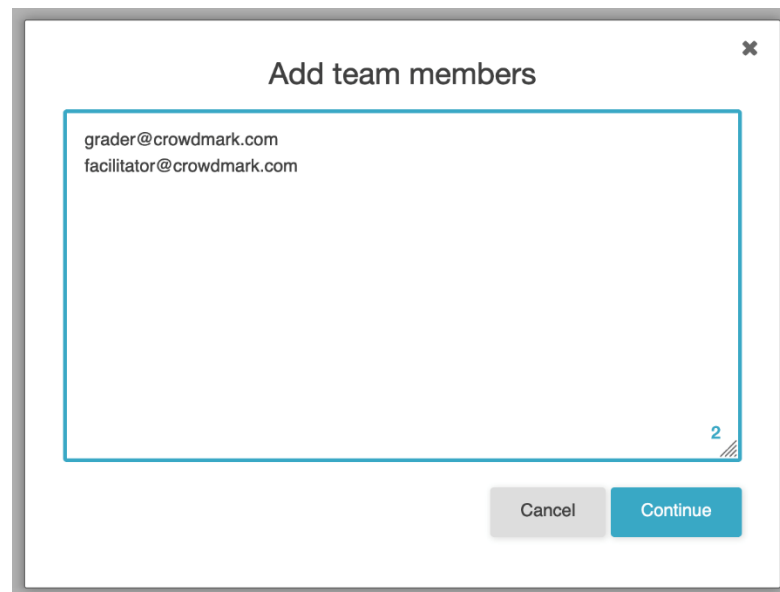
1. From your Crowdmark course page, click Team in the sidebar.



2. Click the Add by email button in the upper right corner. A modal window will appear.



3. Type or paste your team members' email addresses in the field. Click the Continue button.



- You will see a list of the team members you have entered. Under the Role column, select the role each team member should have. To remove a team member, click the X.

Add team members ✕

Please select the role each team member should have in the course.
Note that Instructors have access to all assessments but other team members can only access assessments they have been added to.




Email	Role	
grader@crowdmark.com	Grader ▾	✕
facilitator@crowdmark.com	Facilitator ▾	✕

[Learn about roles](#)
Cancel
Add 2 team members

- Click the Add team members button. Your team members will be added to the course and will each receive an invitation email.

Team + Add by email

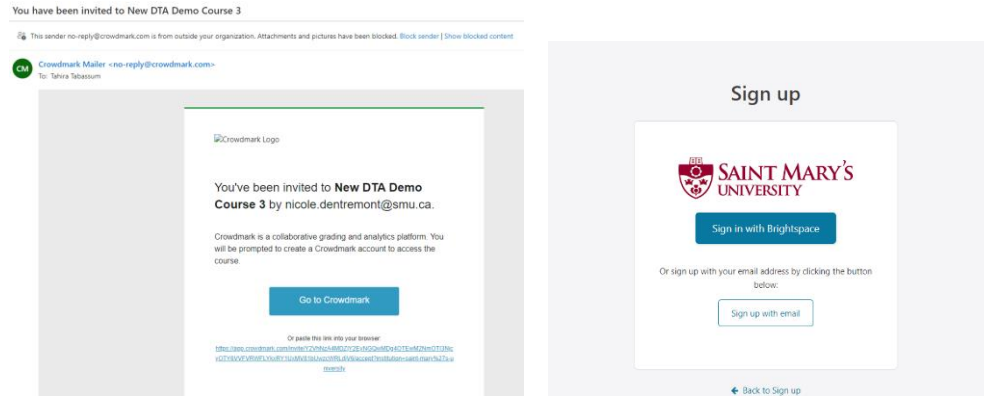
Filter by: Role ▾ Status ▾

Name	Role	Actions
 Grader grader@crowdmark.com	Grader ▾	✕
 Facilitator facilitator@crowdmark.com	Facilitator ▾	✕
 Math Instructor math.instructor@crowdmark.com	Instructor	

What do team members see?

Course invitation email: After you add a team member, they will receive an email from Crowdmark. The Go to Course button will take the grader directly to the course. If the team member is a new user, they will first be prompted to set up an account.

1. From the invitation email, click on **Go to Crowdmark**, it will then ask you to sign-up where you will select **Sign in with Brightspace**.



2. After you sign in with your S-Number and password, you will get a message asking for permission to access your information, click *Do not ask me again for this application* then click **Continue**.



Welcome to Brightspace at

Your session has expired.

Username *

Password *

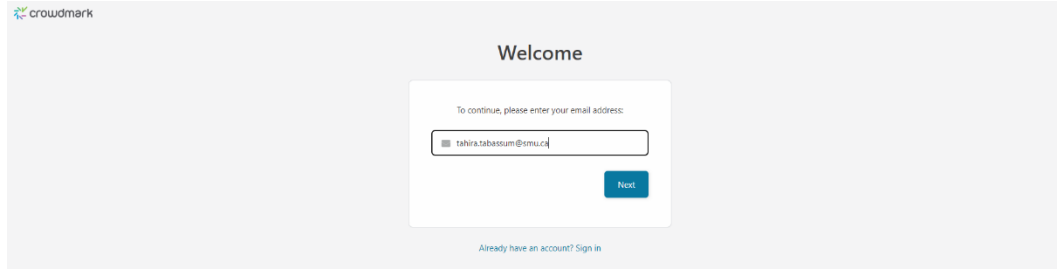
Log In

Application Crowdmark v1.0 by Saint Mary's University is trying to access your information. Would you like to proceed?

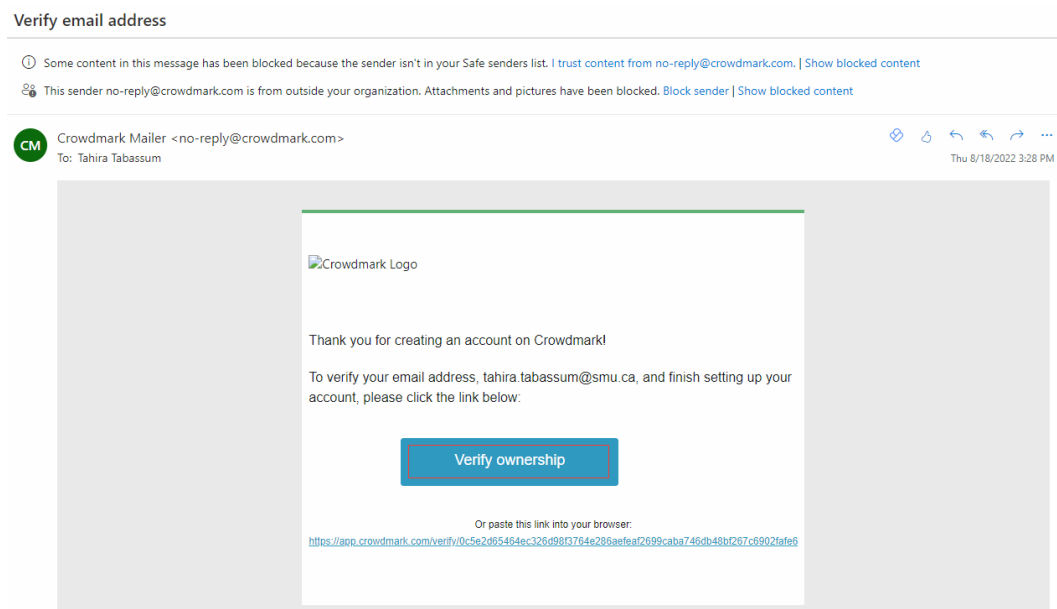
Do not ask me again for this application

Continue

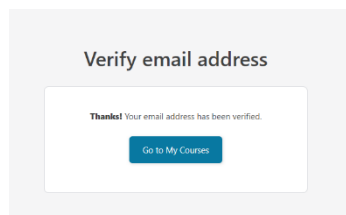
3. Enter your **SMU email** and click **Next**.

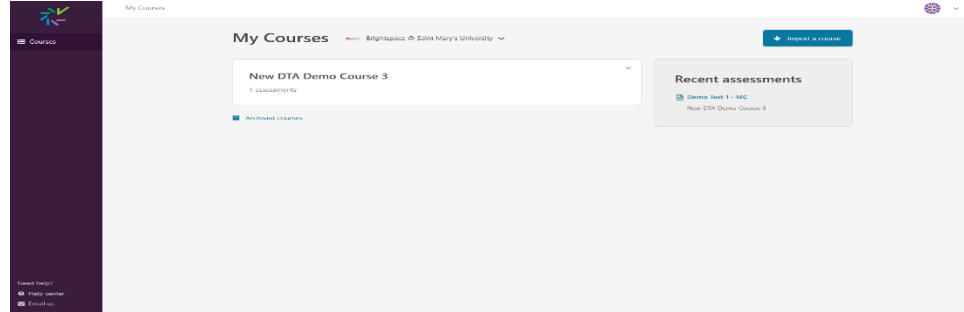


4. Your sign-up is now complete, and you will receive an email to verify your SMU email address. Click on **Verify ownership**



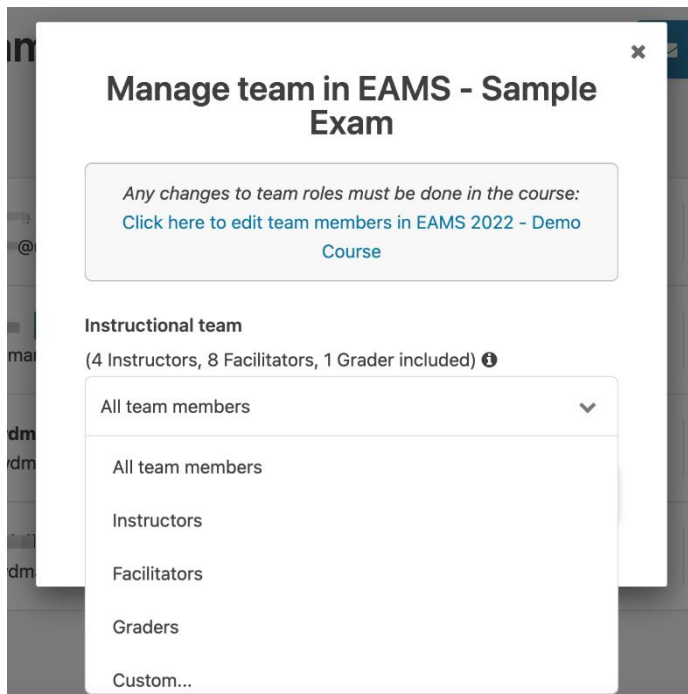
5. After you verify your email, you can click on **Go to My Courses** to access your courses in Crowdmart. All your courses will show up under My Courses



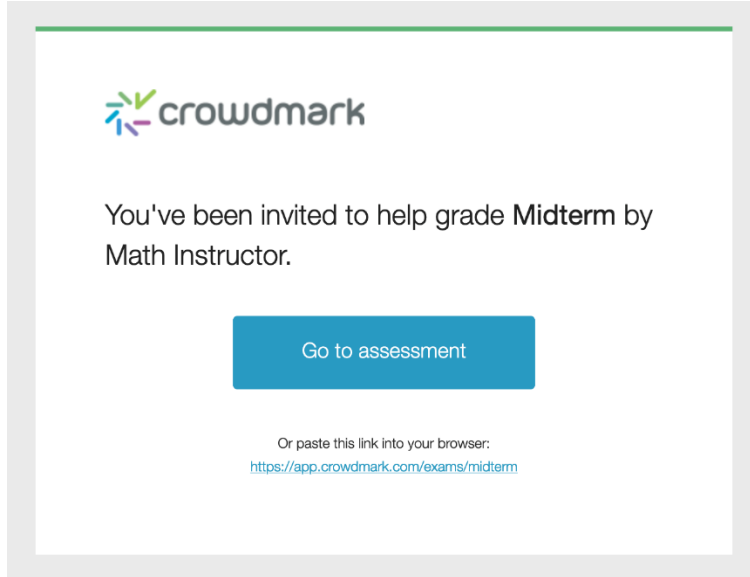


Assessment invitation email:

Depending on the team member's role, they may have access to all assessments where they have been invited (Graders, Uploaders). In order for a Grader or uploader to have access to an assessment, they must be included in that assessment's grading team. You can see the grading team settings in the assessment dashboard by clicking Team then Manage Team.

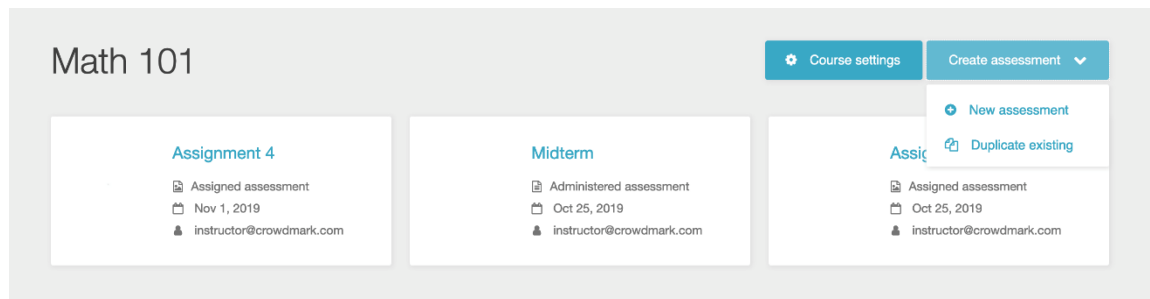


Once added, team members will receive a similar notification email each time they are included in an assessment.

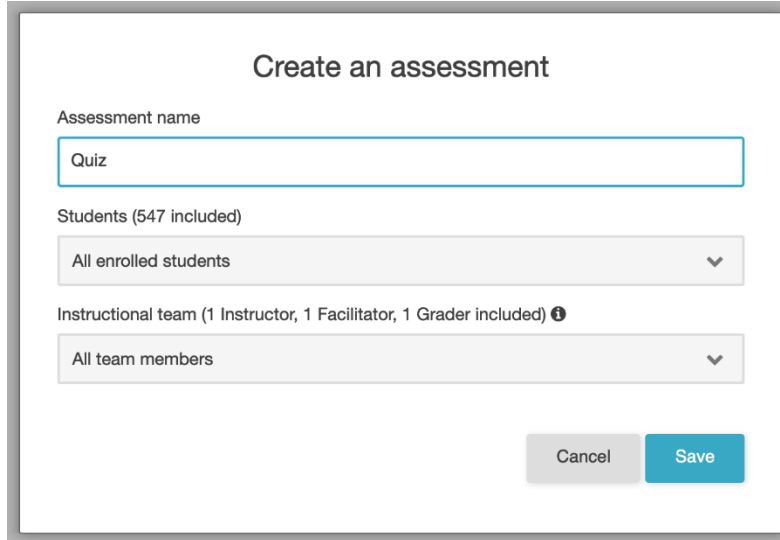


Creating an assessment

1. From your course page, click the **Create assessment** button in the upper right corner. Click **New assessment**. A modal window will appear.



2. Enter a name for your assessment in the *Assessment name* field.



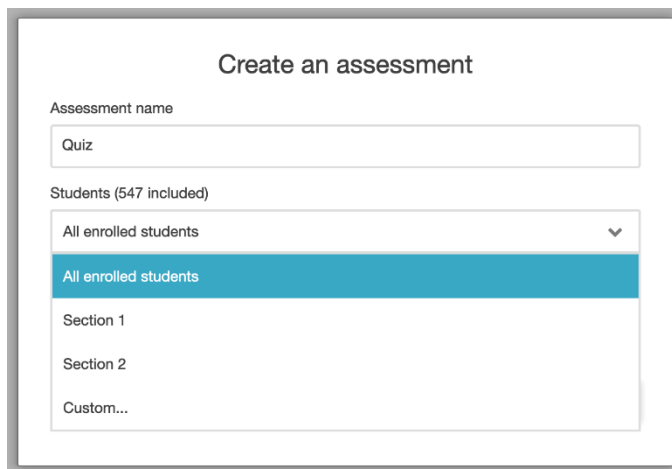
Create an assessment

Assessment name

Students (547 included)

Instructional team (1 Instructor, 1 Facilitator, 1 Grader included) ⓘ

3. Select the students who will be writing the assessment. You can include all students, a specific section, or you can include/exclude specific students. To customize the students who will be included, select "Custom..." in the *Students* dropdown menu and include or exclude students by searching for them. This can be changed anytime after setting up the assessment.



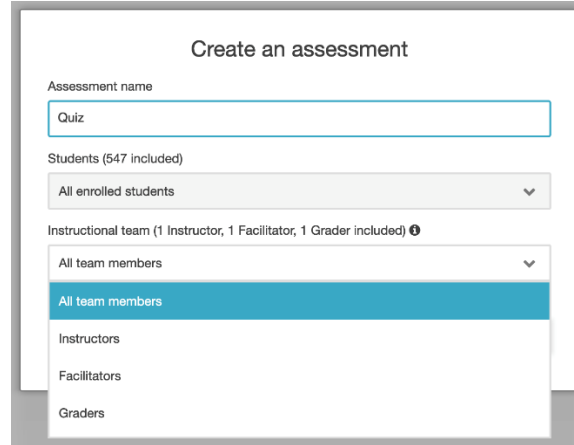
Create an assessment

Assessment name

Students (547 included)

All enrolled students
 Section 1
 Section 2
 Custom...

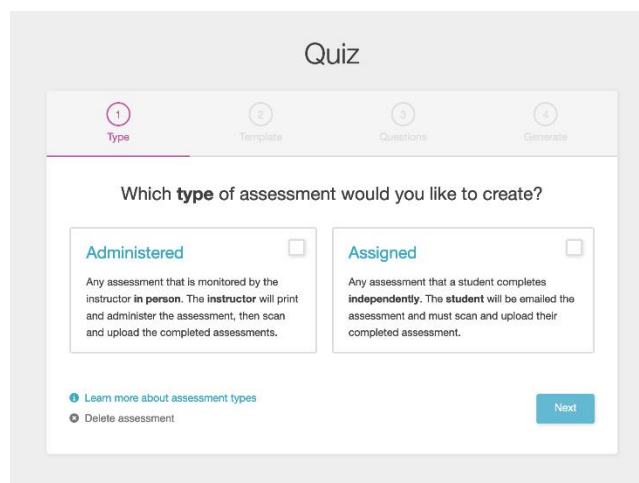
4. Select the team members who should have access to the assessment. **Note** that Instructors have access to all assessments. You can include all team members or include/exclude specific team members. To customize who will be included, select "Custom..." in the *Instructional team* dropdown menu and include or exclude team members by searching for them. This can be changed anytime after setting up the assessment.



5. Click the **Save** button. The assessment is created and is ready to be set up. The setup process depends on which type of assessment you are creating. For next steps, see [Choosing an assessment type](#).

Choosing an assessment type

Choosing an assessment type depends on whether the instructor would like to administer and collect the assessments in person or for the student to complete and submit their work independently. Detailed descriptions of the two options are shown below:



Administered

Any assessment written by students while monitored by the instructor or other supporting staff. The assessment is printed, distributed to students, then scanned and uploaded for online grading.

Example: An in-class exam

Workflow

1. **Set up your assessment:** Upload a template, set up the questions, and generate PDF for printing.
2. **Download and print the assessment:** Download and print the PDF file and assemble into booklets.
3. **Administer the assessment.**
4. **Scan and upload completed assessments:** Remove staples from booklets, then scan and upload the pages.
5. **Match booklets to students:** Associate cover pages with students. This can be done before or after grading.
6. **Grade assessments.**
7. **Send grades to students:** Grades are sent to each student's email address.

Additional information: For details about each step, see the [Administered Assessments](#) category.

Assigned

Any assessment that a student completes independently. The assessment questions are emailed to the student, then answered and submitted by the student for grading online.

Example: A homework assignment

Workflow

1. **Set up your assessment:** Enter details (due date, penalty, notes) and type or copy and paste assignment questions.

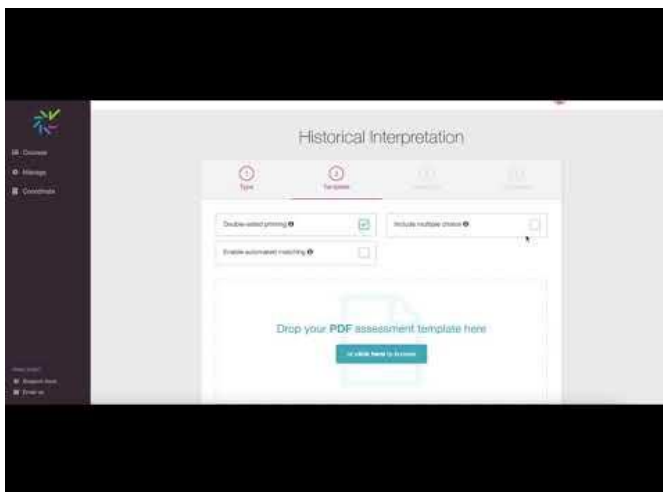
2. **Distribute the assessment:** Each student will receive an email that links to their submission page. On this page, students can see the assignment questions, when the assignment is due, any additional notes, and submit their completed assessments. For more information, see [What will students see after I distribute the assessment?](#)
3. **Students complete the assessment.** Depending on how you have set up the questions, students can enter text responses and answer multiple choice questions directly in Crowdmark or they can answer questions on paper or using a word processing program. Files can be saved, scanned, or photographed using a mobile phone and uploaded to Crowdmark in PDF, JPG or PNG format.
4. **After due date has passed, you can begin grading.**
5. **Send grades to students:** Grades are sent to students via email.

Additional information: For details about each step, see the [Assigned Assessments](#) category.

Administered

Administered (in-person) Assessment Setup

Crowdmark's **Administered Assessment** allows an instructor to create in-person paper exams, tests, or assignments that are hand-written by students and then scanned into Crowdmark for evaluation. This video will show you how to create an Administered Assessment and upload student booklets for grading.



[How To - Create an Administered Assessment in Crowdmark - YouTube](#)

Instructions:

1. From your course page, click **Create assessment**,
2. Select **New assessment**, name your assessment, enrol students and faculty, then click **Save**. (Crowdmark is fully scalable and can accommodate any number of students writing exams whether it's a single student or a class of thousands.)
3. Select the Administered Assessment option.
4. Set up your assessment template as a PDF file so that Crowdmark can place a QR code on every page. Select from the following settings:
 - a. See the crowdmark Help documentation for [details on how to format a PDF exam](#) for Crowdmark.
 - b. Double-sided printing is recommended to avoid students placing work on pages without QR codes.
 - c. Administered Assessments on Crowdmark can have up to 200 multiple choice questions, which are answered on a bubble sheet. Choose whether to enable multiple choice questions here.
 - d. If you're using Crowdmark's **Automated matching** feature, our system will use optical character recognition to match your students' booklets to their names and ID numbers in Crowdmark. This requires special formatting, which you can [view in the Crowdmark help centre](#).
5. Upload your template. Once the template is uploaded, you'll be able to preview to ensure the formatting is correct. If there's a problem with your formatting, you can click *Try again*. Once the formatting is confirmed, click *Next*.
6. You'll need to define the location of each question in your template so Crowdmark can separate them for grading.
7. Set each question's **Label** and **Max. points** as well as indicate if the question is a **Bonus**, which means it won't count towards the assessment's total point value.
 - a. Multiple choice questions do not need to be defined, as they will be answered on the bubble sheet and graded automatically by Crowdmark.
 - b. Click *Save and continue*, then click the *Generate PDF* button to create a unique booklet for every student with a **QR code** on each page. We recommend adding extra booklets as you won't be able to generate more later on. Download the PDF of booklets and save it locally to your computer for printing.

- c. If you're using bubble sheets for Multiple choice questions, you will need to select *Questions* to fill out the **Multiple choice answer key**. This is what our system will use for auto-grading.

Scanning and uploading completed assessments

Once students have written the assessment the completed booklets will need to be scanned and uploaded as a PDF for grading.

1. The easiest way to bulk scan the completed assessments is to use a photocopier that is able to scan and save PDFs
2. Click *Upload booklets* and drag and drop or browse for your PDF file. Crowdmark will process the QR codes to ensure that each page goes to the correct location for grading. If the exam pages are out of order, you don't need to worry - Crowdmark's QR codes will keep them organized for you. If a QR code can't be read, you will see an error message.
3. If Crowdmark's OCR is unable to match a booklet, or if you're not using Automated matching, click to match booklets to the students manually. Search for student information, then click the checkbox to select a student to match. Once your assessments are uploaded and matched, you are ready to start grading!

Assigned Assessments

The *Assigned* assessment empowers an instructor to deliver homework or assignments to students electronically with a due date and provides students with methods to enter or upload their responses for evaluation on Crowdmark. The assessment questions are emailed to the student, then answered and submitted by the student for grading online.

Example: A homework assignment

For more information on setting up Assigned Assessments, see the links below:

- [Hybrid assessment: using Assigned assessments in class](#)
- [Managing students in Assigned Assessments](#)
- [Adding questions to an assignment](#)



- Duplicating Assigned assessments for sections or multiple versions
- Distributing an assignment at a scheduled time
- What will students see after I distribute the assessment?
- Resending assessment submission emails to students
- How are due dates and penalties enforced?
- Changing the due date and penalty
- Submitting on behalf of a student
- Verifying a student's submission attempt
- Accommodation options for assigned assessments
- Timing in assigned assessments
- Creating a timed assessment
- Creating a group assignment

Grading a Quiz/Exam

Uploading scanned PDF:

1. Click on the Assessment you wish to Grade.
2. On the right hand side menu select Upload Booklets.
3. Drag and drop the scanned pdf file, or select browse and find the file on your computer.
4. Once the status reads Success you are ready to proceed. If you have errors, try to determine what they are and correct them.
5. Go back to the Quiz by clicking on the name at the top of the screen.

Matching Booklets:

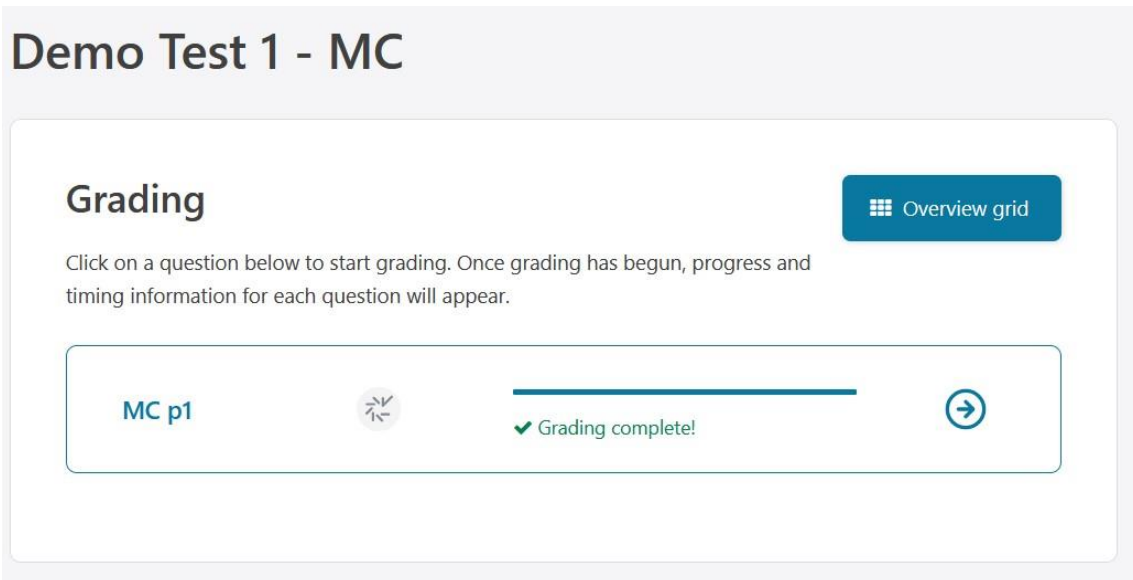
1. Click on Match booklets. Here you will be able to see how many booklets were auto assigned to a student and how many are not. Students may not have filled in their info correctly or legibly so you

will have to match booklets manually. The example below shows 2/6 booklets were matched.

2. To match manually, scroll down to see the unmatched assessment.
3. Search for the student in the search bar on the right. Select the correct student.
4. Once you've matched all the assessments to students click on the title of the assessment at the top of the page to bring you back to overview page.

Grading:

1. For a multiple choice assessment, grading should happen automatically. To see the submissions and grades, click on the arrow.

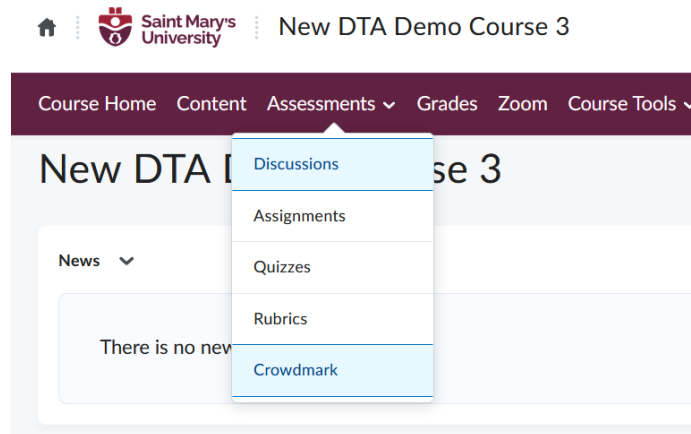


Printing out your exam

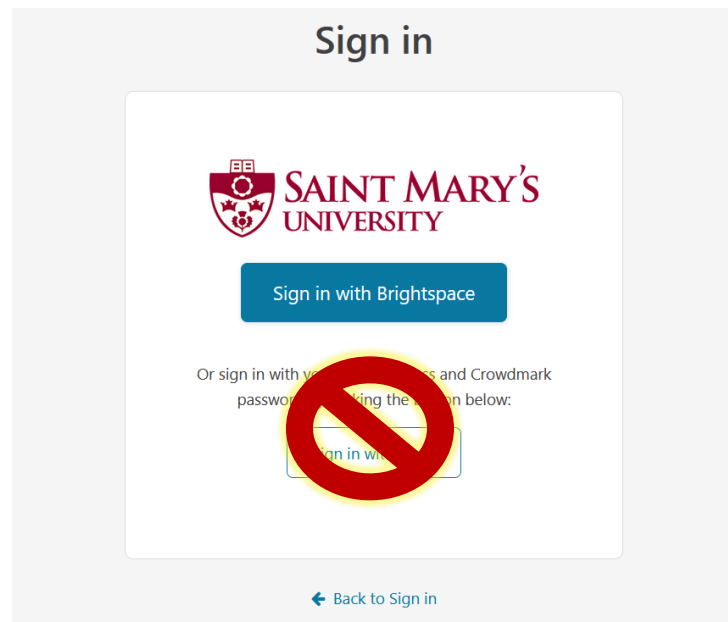
Instructions for students

How to log into Crowdmark for the first time

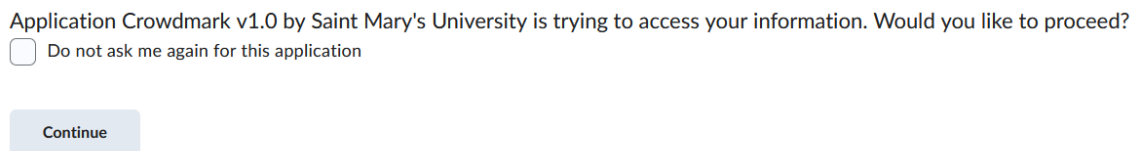
1. In your course, on Brightspace, click on the Crowdmark link found under Assessments on the Navbar.



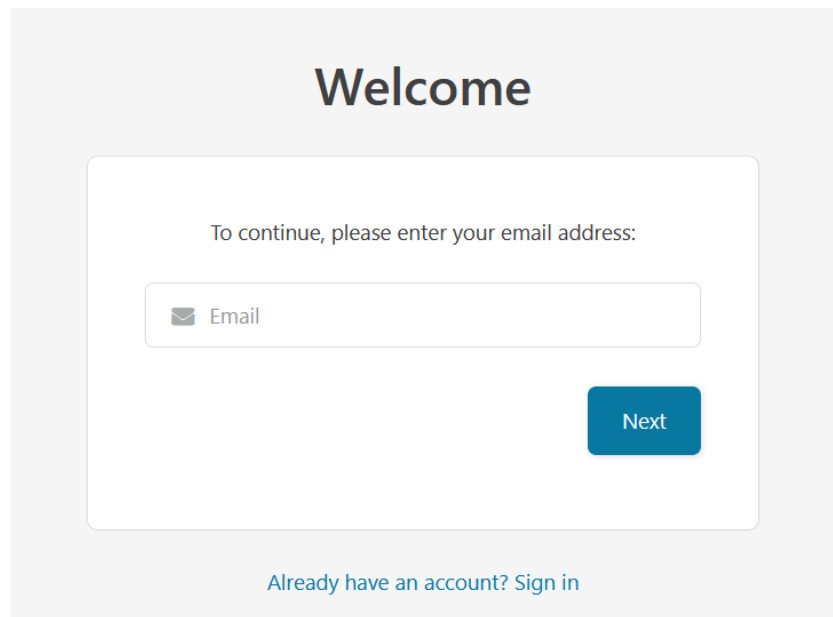
2. Click on Sign in with Brightspace.



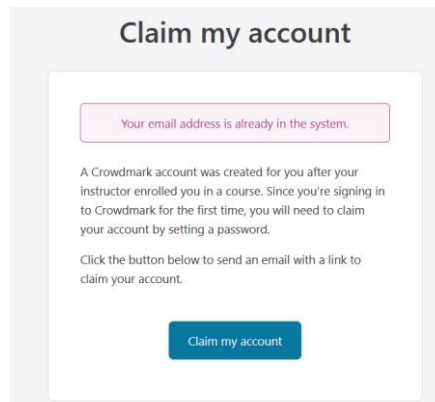
3. A message will appear asking if you would like to proceed. Click Do not ask me again for this application and then click Continue.



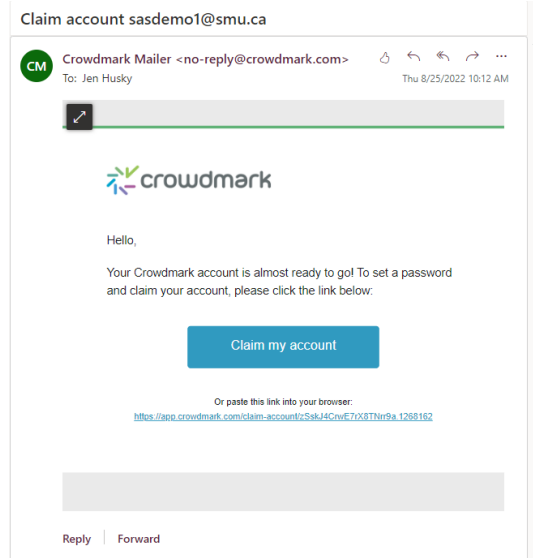
4. Enter in the **same email address you have set up as your preferred email on Banner/Brightspace**. If you are not sure which email address is listed in Brightspace, go back to Brightspace, click on your name on the top right-hand corner and click on Account settings. Here you can see what email address you should use.



5. Click on Claim my account.



6. This will prompt an email to be sent out to you. Go to your email and click on Claim my Account.



7. Fill out your **Full name** and **create a password**. Check "*I agree to the Terms of Services*" then click **Claim my account**.
8. You should now be able to access your courses on Crowdmart!

Further Support

If you need further support with Brightspace, please contact the **Software and Application Support Centre** at sas@smu.ca.

Regular hours: Monday – Friday, 9AM – 5PM.

Summer session hours: Monday – Friday, 9AM – 4:30PM.