# Aropa for Instructors

### Before Using Aropa

Before an activity can be created, a course and instructor account needs to be created for you. Please contact Julian Enright (enrightj@queensu) and Martin Tan (martin.tan@queensu.ca) to request an account.

### Permissions in Aropa

Aropa uses 3 different permission levels:

- Instructor - can administrate the activity, impersonate users
- TA Grader - can grade activities they were assigned
- Students - can participate in the peer review process

Please note that Instructors do not have the ability to grade. It is possible to an Instructor to impersonate a TA and then grade.

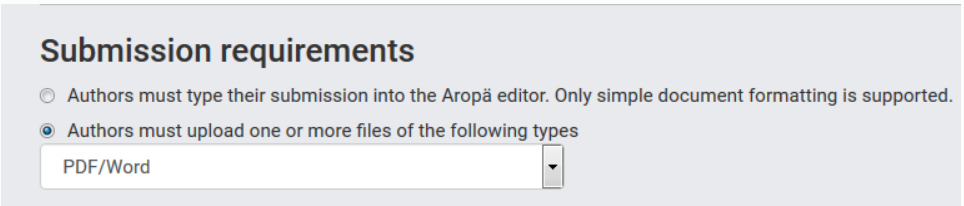
### Creating an Activity in Aropa

1. Login to https://aropa2.gla.ac.uk/aropa/aropa.php?action=login&at=37 using the username and password that was provided to you
2. Select the appropriate class and choose **Create assignment** from the menu on the left

   If this is the first time you are accessing your class, visit Setting up Your Class for more information on adding students and TAs.

3. Fill in the information on the New Assignment page.

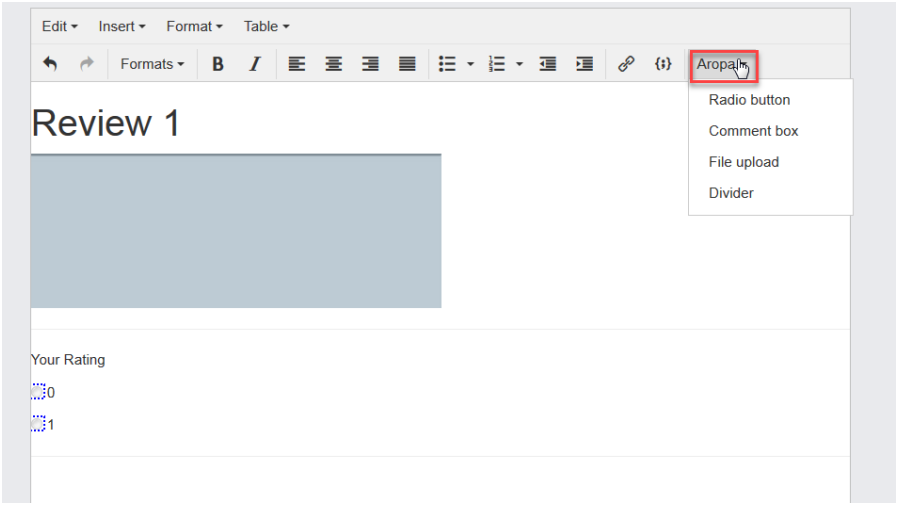
   Submission requirements allows for text or files to be submitted. File size limits in Aropa are 15 mb. If students are expected to submit written work without images, it is strongly recommended that a submission textbox be used as this will ensure students will be able to open and review the work that was allocated to them. If files larger than 15 mb are expected to be submitted, students can be instructed to upload their work to an external service (i.e Google Drive or OneDrive).

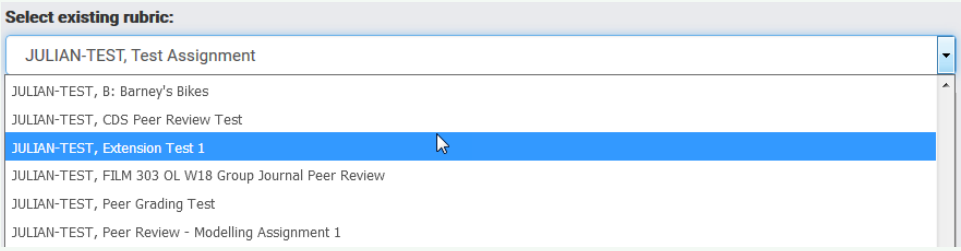
   **Please note: choosing a specific file type for students to upload will simply present a warning message when students upload the incorrect format. The uploaded file will still be submitted to Aropa**

**Creating a Rubric**

1. Choose **Edit rubric** from the left hand menu
2. Begin typing your criteria in the textbox. Comment boxes and radio buttons can be inserted from the *Aropa* menu. Criteria groupings need to be separated by a Divider



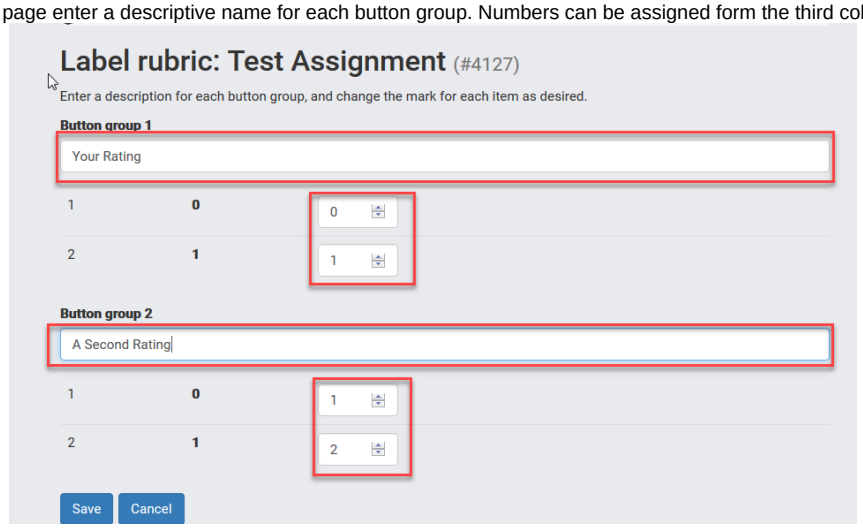

Existing rubrics can be duplicated and modified from the *existing rubric* drop-down (above the text editor)



**Assigning Grades to a Rubric**

By default a newly created Rubic will not have grades associated to the criteria. Points can be assigned by doing the following:

1. Choose **Label rubric** from the left menu
2. On the *Label Rubric* page enter a descriptive name for each button group. Numbers can be assigned form the third column

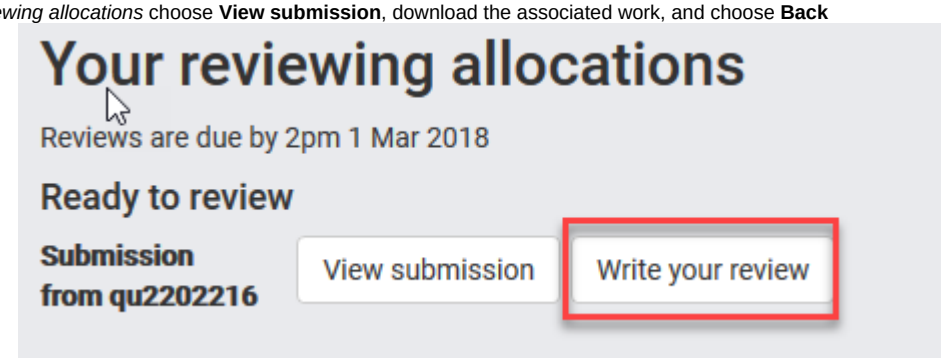



> Only whole numbers can be entered in Aropa. If you are designing a more granular rubric, scale the numbers up (e.g. use 125 instead of 1.25). TAs and Students will not see this change. The grades can be changed once they are exported to the LMS.

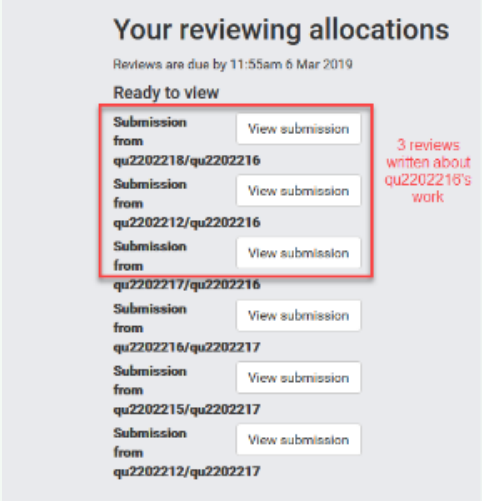
**Specify how Reviews are Allocated**

1. On the left menu choose **Specify allocations**
2. On the *Setup allocations* page, choose the desired allocation method. For most applications *Allocate randomly* will work for individual submissions allocated between the entire class. For groups and manual allocations please contact Julian or Martin

1. Login to Aropa. TAs and Instructor can access Aropa from the course, the same way students access it.
2. As a Marker, select the assignment to grade. Depending on how the activity is configured there might be more than one assignment available to grade.
3. Under *Your reviewing allocations* choose **View submission**, download the associated work, and choose **Back**



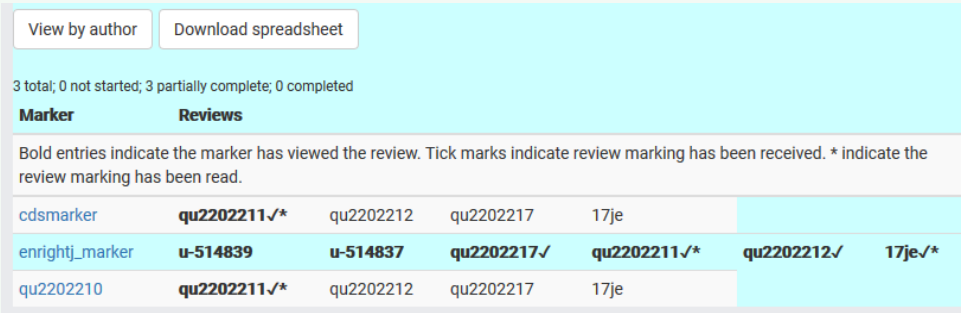
If you are grading individual reviews Aropa will sort reviews based on the submitter. This way TAs can read one submission and grade the assocated reviews. If configured this way, the NetID of the original submitter will be listed on the right.




4. Choose **Write your review** and begin grading. Choose **Save** when finished
5. Confirm your changes by clicking **Finished**
6. Repeat steps 3-5 for the remaining reviews

If you are the instructor and several TAs will be grading specific students in the activity you can check in by doing the following:

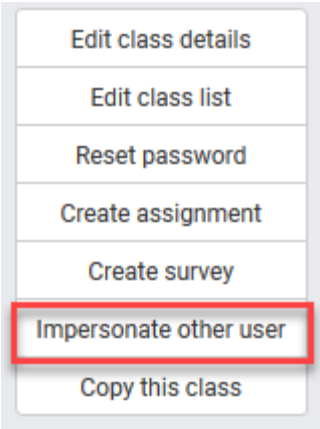
1. As an instructor, choose **View review marking** from the left-hand menu
2. in the *Reviewer marking* activity, choose **monitor marking** from the left-hand menu
3. On the *Monitor Marking page,* verify the students that have been graded by other TAs. Bolded NetIDs with a check mark indicates that marks/feedback has been assigned. Bolded NetIDs with a check mark and asterisk indicates that this feedback has been viewed by the student



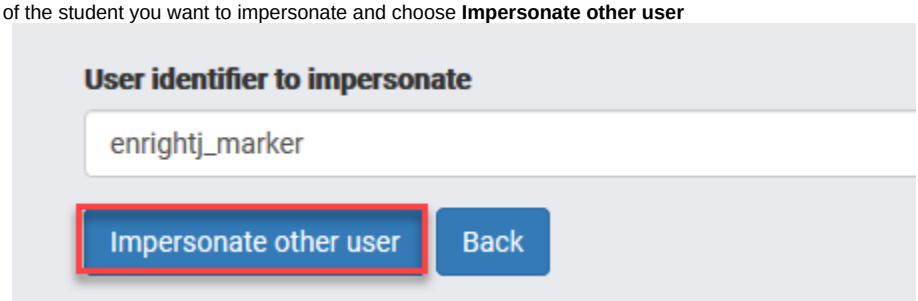

Once grading is complete, please contact julian.enright@queensu.ca to have your grades exported to OnQ.

If you are an instructor in Aropa, you have the ability to impersonate any of your students in the activity.

1. From the left menu, choose **Impersonate other user**

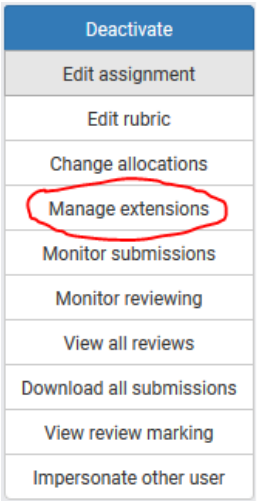



2. Type in  the NetID of the student you want to impersonate and choose **Impersonate other user**

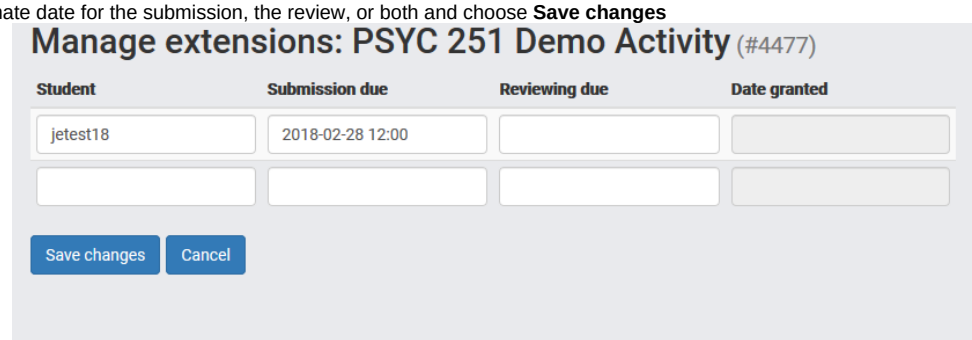



You can revert to your Instructor account by choosing **REVERT** at the top of the page

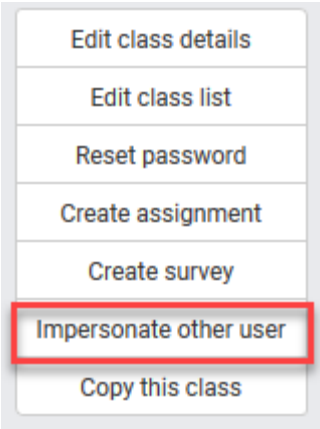
1. In the assignment, choose Manage Extensions from the left



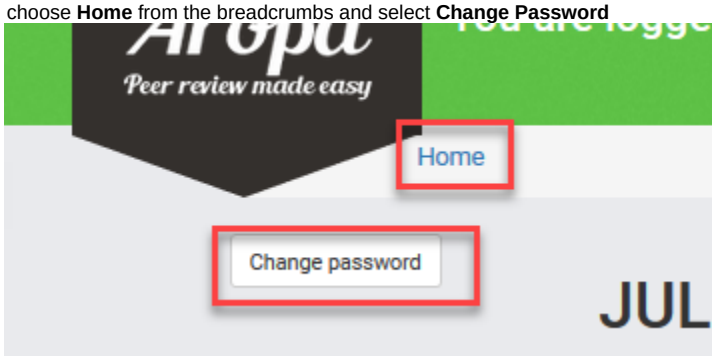

2. On the *Manage Extensions* page, type in the NetID of the student you wish to grant the extension for.
3. Select an alternate date for the submission, the review, or both and choose **Save changes**




1. Grab the Student's NetID. You can find this from the Global Address Book in Outlook, by exporting the grades in OnQ, or simply asking the student to include their NetID
2. While logged in to the activity as an instructor, choose **Impersonate User** .




3. On the *Impersonate* page, type in the NetID of the user whose password needs to be reset and choose **Impersonate other user**.
4. Once logged in as the student, choose **Home** from the breadcrumbs and select **Change Password**




5. Type in the new password and click **Change password**. You can revert back to your Instructor account by choosing *Revert* at the top of the page.

> To facilitate access to the activity, it's recommended that the password be changed to the student's NetID.

6. Send the new login information to the student

In order to export submissions and reviews, the instructor role is required. If you are not an instructor, please contact asomm@queensu.ca and request for your permissions to be elevated.

> Please note that reviews and submissions should be exported after the activity has ended. Exporting before an activity closes will result in missing reviews or submissions.

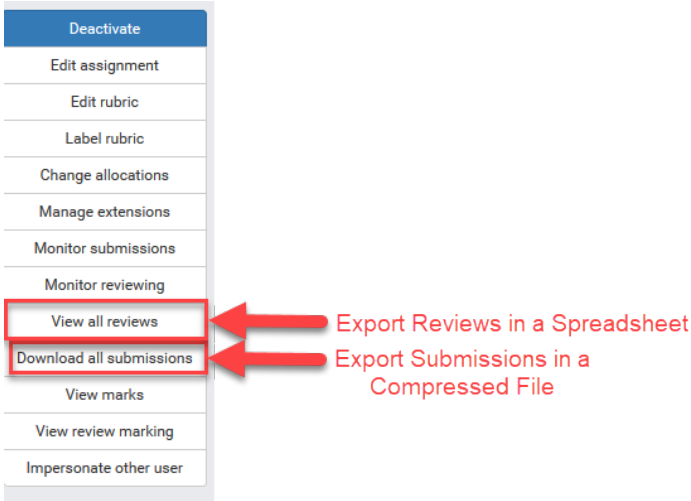
**Export Submissions**

1. In the activity, choose **Download all submissions** from the left menu. This will download a Zip file.
2. Extract the Zip file.
3. Each folder represents a student. The Review document contains reviews that were written about the student's work. The other file will be the student's original submission.

**Export Reviews**

1. In the activity, select **View all reviews** from the menu on the left
2. On the Reviews page, choose **Download as Excel**
3. This will download all of the reviews in the activity to a spreadsheet. Reviews can be sorted in Microsoft Excel to facilitate grading

> If you would prefer to simply have a back up or read printed versions of reviews, **Download as MSWord** can be selected


Deactivate
Edit assignment
Edit rubric
Label rubric
Change allocations
Manage extensions
Monitor submissions
Monitor reviewing
View all reviews
Download all submissions
View marks
View review marking
Impersonate other user
Export Reviews in a Spreadsheet
Export Submissions in a Compressed File