



Technical guidelines for SUNLearn assessments: Using the appropriate settings

Dear Lecturer

This technical guideline serves to further support you in setting up appropriate and optimally functioning SUNLearn assessments. Based on lessons learned throughout the last few weeks of online assessments, and with the upcoming A2 and A3 assessment opportunities in mind, this guideline considers the following two aspects:

- Is the chosen assessment activity used in SUNLearn the correct activity choice for your specific need?
- Is the chosen activity set up properly for optimal SUNLearn usability and stability?

To help you in this regard, the following commonly used SUNLearn assessment tools will be reviewed: **Quiz – Assignment – Turnitin**. Within these tools we will consider specific settings and affordances, such as:

- Suitable file types per activity
- Whether allowing for a similarity and originality check is recommended
- Where group/user overrides should be implemented to allow for allotted extra writing time
- Planning submission times effectively
- Differentiating between, and responsibly using, sequential or free navigation of questions within a quiz
- The recommended number of questions per page

Throughout the guideline we will provide links to the **'How To' master list** on the *Lecturer Support for Teaching Online SUNLearn page*. For any further support, or to discuss your upcoming assessments, please contact the following support teams:

- Faculty Blended Learning Coordinators (BLCs): [click here](#)
- Centre for Learning Technologies (Advisors and Learning Technology Support Team): [click here](#)
- Academic IT support: [click here](#)
- Centre for Teaching and Learning (Advisors): [click here](#)

Please keep your BLC updated regarding any assessment settings, such as date, time and assessment tool used. This will help ensure that the assessment calendar is continuously updated to allow for better support of you and your students!



Grid overview

Extensive overview of the affordances and best practices of each tool

[Click here](#) for the 'How To' master list of mentioned tool

	Quiz	Assignment	Turnitin
What	Use to assess formative or summative learning.	Use to collect, assess & provide feedback. If Turnitin plug-in is activated: Use to check originality of students' work if they work in groups.	Use to check originality of students' work, as well as assess and provide feedback.
When	You would like to test student learning in a very controlled environment.	Students need to submit assignments that do not necessarily need to be checked for plagiarism. Or, if students work in groups and need to submit text-based work that should be checked for originality.	Students need to submit text-based work that should be checked for similarity and originality.
How	Lecturers create electronic assessments consisting of different question types.	Students can submit any file (Word documents, spreadsheet, PDF, audio, video, image, etc.). PDF is preferred, as it removes any unnecessary formatting issues. Assignments can also be written directly in a SUNLearn text box, thereby eliminating the need for a submission file. These can also be done individually or in a group.	Students submit text-based files, such as Word documents and PDF's. The latter is preferred, as it removes any unnecessary formatting issues.



Grid overview

Extensive overview of the affordances and best practices of each tool

[Click here](#) for the 'How To' master list of mentioned tool

	Quiz	Assignment	Turnitin
Why	<ul style="list-style-type: none">• Multiple question types can be used within a quiz.• Some question types can be marked automatically (e.g. MCQ's; True/False; Matching, etc.).• Some question types need to be marked manually (e.g. Essays).• Quizzes can be timed & secure.• Sequential or free navigation between questions is possible.• Grades are automatically uploaded to the SUNLearn gradebook.	<ul style="list-style-type: none">• The assignment tool can be used to grade and give feedback on submitted work.• Feedback comments, grading forms or marking rubrics can be set up beforehand to ensure consistency between different markers.• Feedback can be in different formats, i.e. comments, physically marked, audio/video feedback, rubric, grading form.• If students worked in groups, the submitted work could be checked for similarity.	<ul style="list-style-type: none">• The built-in Match Overview tool can be used to see where the submitted work matches that of others'.• The Turnitin Feedback Studio can be used to grade and give feedback on submitted work.• Feedback can be in different formats, i.e. comments, audio feedback, rubric, grading form.• Feedback comments, grading forms or marking rubrics can be set up beforehand to ensure consistency between different markers.• If marked directly in the Feedback Studio the marks will automatically upload to the gradebook in SUNLearn.



Grid overview

Extensive overview of the affordances and best practices of each tool

[Click here](#) for the 'How To' master list of mentioned tool

	Quiz	Assignment	Turnitin
Unique Affordances	<ul style="list-style-type: none"> Multiple question types can be used in one assessment within a controlled environment. Group/User overrides can be set to allow extra time for specified students. 	<ul style="list-style-type: none"> Audio, video, image and numerical file types can be submitted. Group/User overrides can be set to allow extra time for specified students. Students can be limited to uploading one file only. 	<ul style="list-style-type: none"> Originality reports show where students' work is similar/identical to others'. Students may be able to submit their work more than once if the initial similarity percentage was too high (settings dependent).
Best Practices	<p><u>Review question navigation settings</u></p> <p>Sequential navigation forces the student to progress through the questions in order and does not allow them to return to a previous question or skip to a later one. This setting allows for more stringent control and may lessen the opportunity for dishonest question-sharing practices. Certain assessments and students may however benefit from free question navigation. This allows them the freedom to view all assessment questions, choose which to complete first, and have the freedom</p>	<p><u>Submission time</u></p> <p>Keep an open window of submission time in order to avoid a system bottleneck.</p> <p><u>Use of Turnitin plug-in</u></p> <p>Turnitin can only process and analyse text-based file types. If the Assignment tool is used for audio, video, or image-based submissions (such as infographics or scanned documents), do not activate the Turnitin plug-in.</p>	<p><u>Submission time</u></p> <p>Keep an open window of submission time in order to avoid a system bottleneck.</p> <p><u>Submission document type</u></p> <p>Word documents, but preferably text-based PDF documents, are acceptable submission file types. If any other file types are submitted to the Turnitin tool it will overload and stall the</p>



	<p>to return to questions they needed time to formulate more clearly.</p> <p><u>Optimal number of questions in the question bank</u></p> <p>You can have as large a question bank as you please. In fact, the larger the better, as it allows more options when setting up tests and lessens the chance of re-using known questions. Categorise your questions according to theme to ensure a user-friendly question bank. You can also set up randomised question blocks for randomised quizzes. When you add random questions however, SUNLearn changes all question's marks to 1. You will then have to reset them within the quiz. Therefore, it is a good idea to be consistent with the points per question in one category in order to use randomisation easily and effectively.</p> <p><u>Optimal amount of questions per page</u></p> <p>When setting up the Quiz, use the "<i>1 question for every page</i>" option, even if the quiz only has two questions. This makes it easier for the support teams to read the quiz log and provide support to students when they experience technical problems. A minimum amount of questions per page</p>	<p><u>Group/User overrides:</u></p> <p>This setting allows lecturers to provide extra time concessions for qualifying students. This should be enabled in order to allow all students to submit via the same quiz link. Multiple links should not be created for each group of students with different writing time allocations.</p> <p><u>Honesty declaration</u></p> <p>Enable the honesty declaration within the settings to ensure that students are cognisant of SU academic integrity practices.</p> <p><u>File size</u></p> <p>Audio, video, and image files can become quite large if too densely populated with high-quality media. Ensure that the assignment does not require too many of the above-mentioned, thereby making it too large for students to easily upload to SUNLearn.</p>	<p>system, thereby rendering the assessment unable to be completed.</p> <p><u>Honesty declaration</u></p> <p>Although the honesty declaration cannot be set within the settings of a Turnitin assignment, add the wording of the declaration into the assessment description. In this way students are reminded of SU academic integrity practices.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



also ensures that, every time students navigate to the next page, their answer is saved. This minimizes any data loss should students have connectivity issues. Although this setting has a lot of benefits, think carefully when using this setting with a case study. It may require the student to click back and forth continuously.

Group/User overrides:

This setting allows lecturers to provide extra time concessions for qualifying students. This should be enabled in order to allow all students to submit via the same quiz link. Multiple links should not be created for each group of students with different writing time allocations.

Honesty Declaration

Enable the honesty declaration within the settings to ensure that students are cognisant of SU academic integrity practices.

Review settings

Be clear about what students can view during and after their quiz attempt, and after the quiz is closed. After the quiz is



UNIVERSITEIT•STELLENBOSCH•UNIVERSITY
jou kennisvenoot • your knowledge partner

	closed, "marks" must be selected for grades to appear in the gradebook.		
--	-------------------------------------------------------------------------	--	--

For even more SUNLearn tool affordances, click on the banner below to view the SUNLearn Tool Guide for Teachers on the IT Blog

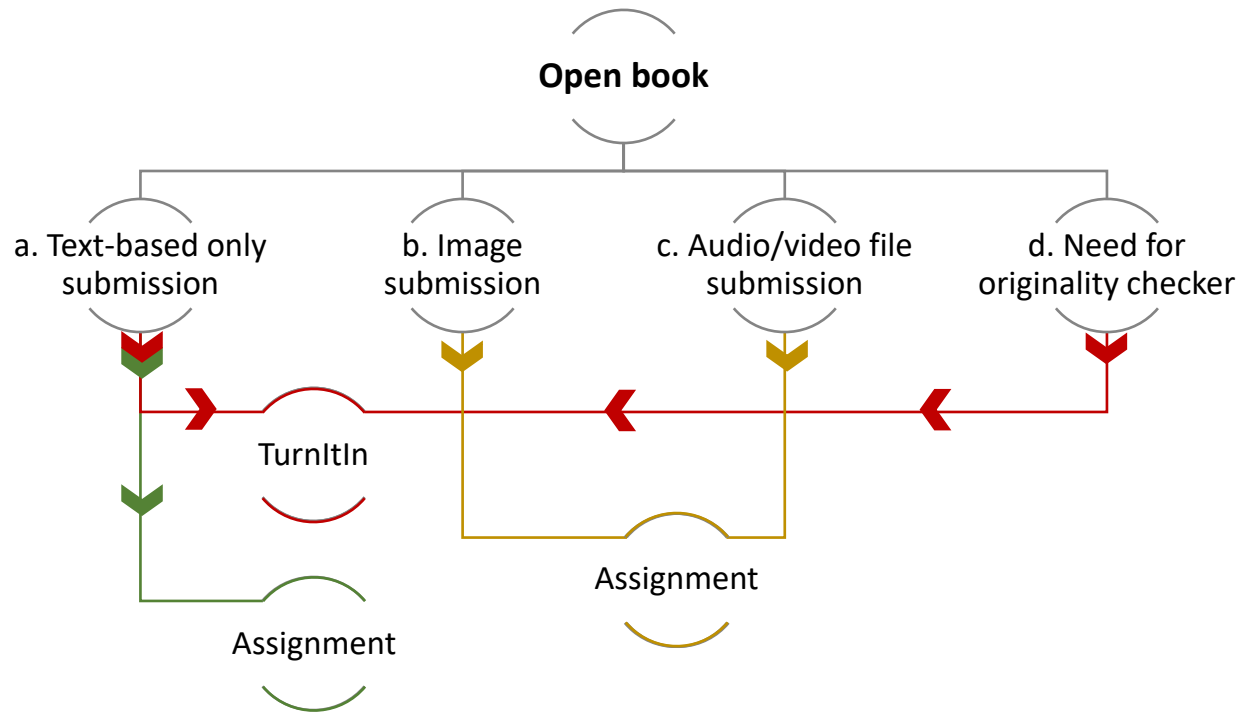
SUNLearn Tool Guide for Teachers SUNLearn



Flowchart overview: Open book assessment

Paired down information provided in a flowchart to enable easier navigation

[Click here](#) for the 'How To' master list of mentioned tool

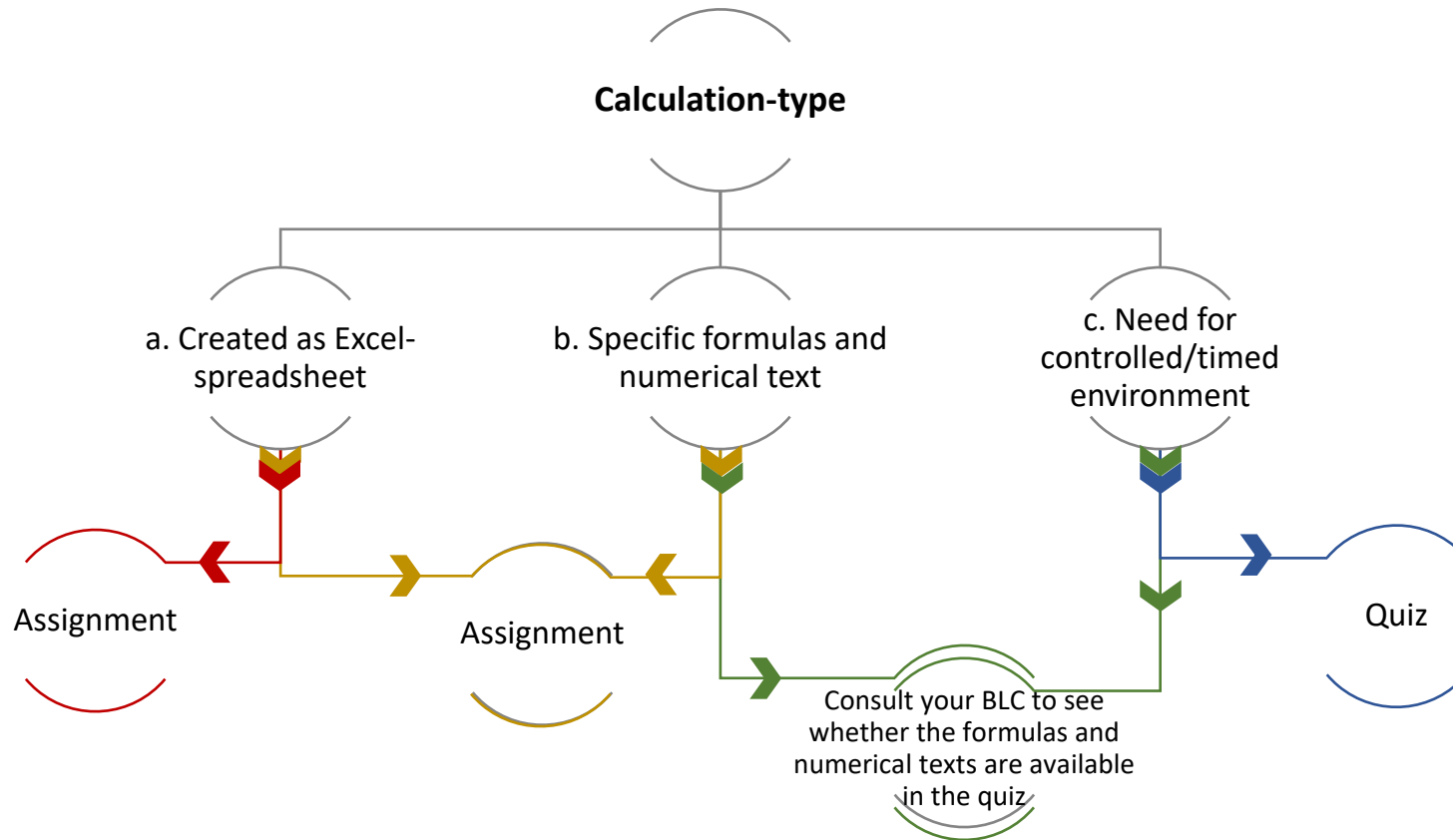




Flowchart overview: Calculation-type assessment

Paired down information provided in a flowchart to enable easier navigation

[Click here](#) for the 'How To' master list of mentioned tool





Flowchart overview: Essay-type assessment

Paired down information provided in a flowchart to enable easier navigation

[Click here](#) for the 'How To' master list of mentioned tool

