Moodle Guide for Probationary Review - SUPERVISORS

Supervisor guide

1. Log into Moodle using your usual Raven password. The Moodle course you need to access is called 'Degree Committee Student Submissions'. You can access this course by following this link:
   https://www.vle.cam.ac.uk/mod/assign/view.php?id=3348821
   or by selecting the course title in your 'My Courses' page in Moodle.

   Degree Committee Student Submissions
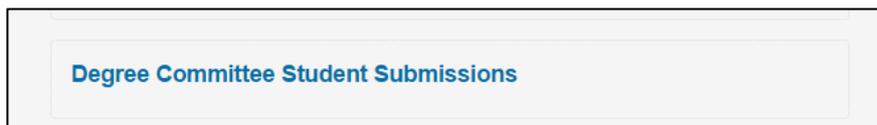
2. Find your student - Click on the '*Separate groups'* drop down list (found above *Grading summary*) to select the student whose report you wish to read/download. This will reload the page to provide details for that specific student. You may not see this list if you have assessor/supervisor responsibility for just one student in the Faculty.

   Note: this list will include all the students in the Faculty of Physics & Chemistry for whom you are appointed as assessor, and all the students in the Faculty for whom you are Principal Supervisor. When first opened, the page is populated with data of the student who appears first alphabetically on your list of students. Please remember to choose the correct student from the list.

   Separate groups [Student 2 ▼]
   Student 1
   Student 2
   Grading s Student 3
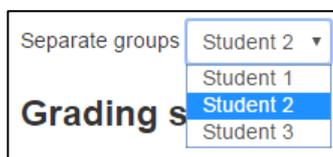
3. Click on '*View all submissions'* to access that student's submitted first year probationary report.
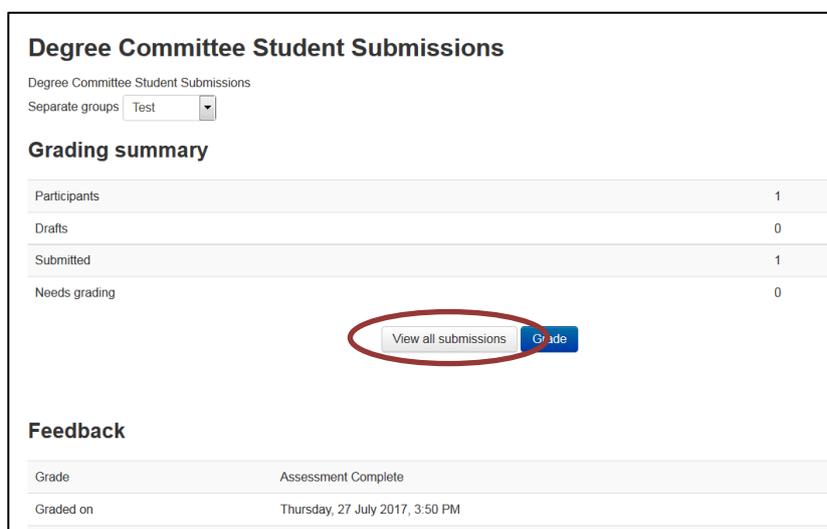
   Degree Committee Student Submissions
   Degree Committee Student Submissions
   Separate groups [Test ▼]
   Grading summary

Participants	1
Drafts	0
Submitted	1
Needs grading	0

   [View all submissions] [Grade]

   Feedback

Grade	Assessment Complete
Graded on	Thursday, 27 July 2017, 3:50 PM

4. Click on the icon under the '*File submission'* header to download and access the student's report. If the student submitted an optional coronavirus Research Impact Statement it will be available to download here (Chemistry students are asked to include their statement in their first year report).
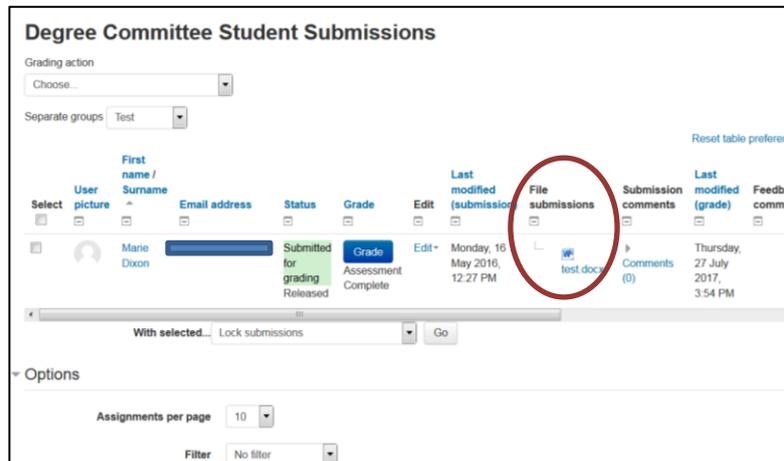
5. Click on the icon under the '*Feedback files'* header to download and access the assessors' reports (Note: you may have to scroll right to find this column).