Revisely Teacher Manual
version october 2018

Project: Revisely docentenhandleiding
Versie: Versie oktober 2018
Datum: Oktober 2018
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Content

1. INTRODUCTION 3
2. REQUESTING AN ACCOUNT AND LOGGING IN 4
3. CREATING A GROUP 5
4. ADDING STUDENTS 6
   4.1 ADDING STUDENTS ONE AT A TIME MANUALLY AND SENDING LOGIN CREDENTIALS 6
   4.2 ADDING A GROUP OF STUDENTS USING AN EXCEL FILE 7
   4.3 EXPORT STUDENT INFORMATION FROM OSIRIS 8
   4.4 DIVIDING STUDENTS INTO SEMINAR GROUPS 11
5. WRITING AN ASSIGNMENT 12
   5.1 STEPS TO CREATE AN ASSIGNMENT 12
   5.2 ADDITIONAL INFORMATION REGARDING CREATING AN ASSIGNMENT 13
   5.3 TEAM HAND-IN 14
   5.4 MANUALLY SORT STUDENTS IN GROUPS FOR TEAM HAND-IN 15
   5.5 PEER GRADING 17
   5.6 SENDING REMINDERS 19
   5.7 COPY AN ASSIGNMENT 20
6. GIVING FEEDBACK 21
7. SENDING FEEDBACK 24
8. USING AN ASSIGNMENT CODE 26
9. DOWNLOADING TEXTS AND REPORTS 27
10. LEARN MORE ABOUT USING REVISELY? 28
1. **Introduction**

This manual is meant for teachers who want to get started with Revisely. In these chapters the process to set Revisely up is explained.

Because Revisely has a number of functional possibilities, it is important to ask advice from the key user of Educate-IT contact persone, before you start using the application.
2. Requesting an account and logging in

Request your account through Educate-it by sending an email to educate-itbalie@uu.nl preferably ten days before you want to start using Revisely. A course environment will be created in which you can work on the assignments for your course. Please note: If you used to work with a demo account, always contact Educate-it to have the account converted into an account with its own course environment!

Logging in:
- Go to https://app.revise.ly/
- Log in with your email address and a password.

You will land on a dashboard page with, among other things, information about the number of assignments you have created and the number of assignments in need of corrections.
3. Creating a group

Educate-it will create a group for you when you let us know you want to start using Revisely. Please send us the name of the course, the Osiris code and the name for the group you want to create. You can see the group when the request has been processed by Educate-it. By going to ‘management’ in the menu and clicking ‘my classes/groups’, you can find your group(s). You can now add students and assignments to this group.
4. Adding students

Go to Management in the menu and select students. There are a few different ways to add students:
1. adding students one at a time manually
2. adding a whole group of students at once using an Excel file

4.1 Adding students one at a time manually and sending login credentials

When adding a full class or study group, it is worthwhile to import them using an Excel file. This will be explained in 3.2. Follow these steps to manually add a student (see the image on the next page):
- Select + Add student.
- Enter the student’s information
- Select the group to which you want to add the student.
- Click Save.
- The student is now added to the group. If you select the correct group, you will see the student as a member of the group (1).
- Through clicking the key sign next to the name of the student, an email will be sent to the student with their login credentials (2).
- When you want to inform more students about their login credentials, it is easier to select all students (3) and then press ‘inform users on login credentials’ (4)
- **Please note:** Revisely sends the login credentials in an e-mail in the language which is used by the teacher. On the bottom to the right you can switch the language at any moment. When the language is in English, the email sent to the students will also be in English.
4.2 Adding a group of students using an Excel file

If you want to add a whole group of students at once, you can use an Excel file to do so. The order of columns in the file should look exactly like the example below. For the email addresses, you can use the ones ending in @students.uu.nl.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>StudentID</td>
<td>First Name</td>
<td>Particle</td>
<td>Surname</td>
<td>Email</td>
</tr>
<tr>
<td>27384287</td>
<td>Jason</td>
<td>van den</td>
<td>Broek</td>
<td><a href="mailto:jason.broek.sample@revise.ly">jason.broek.sample@revise.ly</a></td>
</tr>
<tr>
<td>34923494</td>
<td>Mandy</td>
<td>vd</td>
<td>Krieger</td>
<td><a href="mailto:mandy.krieger.sample@revise.ly">mandy.krieger.sample@revise.ly</a></td>
</tr>
<tr>
<td>23778492</td>
<td>Imke</td>
<td>Hurk</td>
<td><a href="mailto:imke.hurk.sample@revise.ly">imke.hurk.sample@revise.ly</a></td>
<td></td>
</tr>
<tr>
<td>23940560</td>
<td>Jhon</td>
<td>Gray</td>
<td><a href="mailto:jhon.gray.sample@revise.ly">jhon.gray.sample@revise.ly</a></td>
<td></td>
</tr>
<tr>
<td>73549502</td>
<td>Erik</td>
<td>Branden</td>
<td><a href="mailto:erik.branden.sample@revise.ly">erik.branden.sample@revise.ly</a></td>
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</tr>
<tr>
<td>34902034</td>
<td>Peter</td>
<td>Pray</td>
<td><a href="mailto:peter.pray.sample@revise.ly">peter.pray.sample@revise.ly</a></td>
<td></td>
</tr>
<tr>
<td>23457293</td>
<td>Maarteen</td>
<td>van Vulpen</td>
<td><a href="mailto:maarten.vulpen.saple@revise.ly">maarten.vulpen.saple@revise.ly</a></td>
<td></td>
</tr>
<tr>
<td>23439402</td>
<td>Monique</td>
<td>van Dijk</td>
<td><a href="mailto:monique.dijk.sample@revise.ly">monique.dijk.sample@revise.ly</a></td>
<td></td>
</tr>
<tr>
<td>33492349</td>
<td>Wieke</td>
<td>de Stasio</td>
<td><a href="mailto:wieke.stasio.sample@revise.ly">wieke.stasio.sample@revise.ly</a></td>
<td></td>
</tr>
<tr>
<td>18923849</td>
<td>Marina</td>
<td>Riko</td>
<td><a href="mailto:marina.rico.sample@revise.ly">marina.rico.sample@revise.ly</a></td>
<td></td>
</tr>
</tbody>
</table>

The file should contain the five columns, student ID number, first name, prefixes, last name and email address. If you format your Excel file the exact same way, the group of students can be added all at once. There is also a sample available which you can download and adjust (see the image on the next page).

- When the Excel file is ready, select Import students.
- Select the group you want to add the students to.
- Select the teacher(s) associated with the group.
- Go to File with student information and upload the Excel file.
- Here you can also choose if you want to send the login credentials to the new students directly. You can also do this later by going to the ‘my students’ screen and clicking the key sign next to a student’s name or selecting all students and then pressing ‘inform users on login credentials’.
- Select Save.
You will see an overview of the students in the group. This will show you whether adding the students worked as planned. If it did, select Confirm. Changes can always be made later.

### 4.3 Export student information from Osiris

To export students from Osiris-teacher, take the following steps:

1. log on to OSIRIS Docent/Begeleider. You enter on the Dashboard screen. There you can find the header ‘Grade’.

You will find an example file which indicates exactly what information must be provided: student number, first name, particle, last name and email-address.

Indicate here if you want the login information to be mailed immediately after importing the students. You can also do this at a later time (i.e. when the assignment is available).
2. When you click on the green button Grade you enter the following screen:

- On the left of the screen you will find the filters to specify the selection criteria to select the test you want to create a student overview for.
- On the right of the screen the search result of the selection tests is shown.
- By using the options, i.e. Instructional Mode, Instructional Mode Group or student group, a sub-selection can be made within the group of students shown.
- For example by selecting the Instructional Mode Group and then clicking on 'Search', only the students are shown in that specific Instructional Mode Group.
- When no Student Group or Instructional Mode Group is chosen, all students with that test will be shown.

3. After selecting the required test the following screen is shown:
4. Click on **MAKE SELECTION**:

![MAKE SELECTION](image)

In het student field a check box appears in the top right corner.

5. By clicking the arrow behind the link HIDE SELECTION a dropdown menu is shown in which you can select all rows found.

![HIDE SELECTION](image)

6. Click on ‘Select all rows’ or make a manual selection of the students shown.

7. Then click on het menu tab ‘ACTIONS’ and select ‘Excel file’ to create an Excel file with the information of the selected students.
8. Now an Excel file is created like the one shown below:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>72364287</td>
<td>Jason</td>
<td>van den</td>
<td>Broek</td>
<td><a href="mailto:jason.broek.sample@revise.ly">jason.broek.sample@revise.ly</a></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. When you take this Excel file, adjust it to the layout as shown below, and then save, this file can be used to upload to Revisely. For further details on this, see paragraph 4.2.

4.4 Dividing students into seminar groups

You have to import the students by group if you want to have them separated in different seminar groups. This means you need to have a separate excel document per group when importing your students yourself. When Educate-it does this for you, you should add another column to the Excel document with the group classification.
5. Writing an assignment

5.1 Steps to create an assignment

Follow these steps to create an assignment:
- In the menu on the left, select Assignments.
- Select + New assignment (visible on the right side of the screen).
- Name the assignment.
- Under status, select ‘Published’ to give your students access to the assignment. You might want to wait until the assignment is complete. In that case, select ‘Draft’. (‘Hidden’ means the assignment is complete, but not yet visible to students. ‘Closed’ means that the submission and evaluation phases have taken place and the assignment can be closed.)
- Select a date and time for the beginning and the end of the assignment using the calendar button.
- You can decide whether students should write or paste the assignment in Revisely or if they should upload a PDF file. It is strongly recommended to only allow students to hand-in PDF files. This is easier for students and because no conversion is required before grading the document, it makes sure the lay-out in the files stays unaltered.

NB: The file has to be a PDF and should meet the following criteria:
- A4 portrait – maximum ca. 15 pages – has to contain text, not only imagery – less than 1 MB size - Flat PDF (no layers or link separation) – Recommended: at least 1,5 – only the thumbnail of video’s will be shown – no ordinary PDF formats.

Additional settings
This part discusses the remaining options you come across when configuring an assignment.
1. Accept hand-ins after the deadline: Here you can decide whether you want to allow
students to submit their assignment after the deadline has passed.
2. Assignment will be graded: Here you decide whether you want to grade the assignment.
3. Include CERF (or ERK) grading: Most users do not use this setting. The ERK is a Dutch abbreviation of Common European Framework of Reference and is used to point out the level of command of a language.
4. Show evaluation criteria: This option determines whether students can see on which criteria the assignment is assessed.
5. Plagiarism check: Here you can decide whether or not you want to have the assignments checked on plagiarism. Revisely uses the Urkund plagiarism check.
NB: Urkund is only available for UU-faculties who have a license for Urkund.
6. Automatic checker: Revisely will automatically check the assignments on spelling and grammar when this setting is used. Please note: Many teachers noted that they often do not agree with the feedback Revisely gives regarding spelling and grammar. It takes them more time to discard the feedback than the time they are able to win through the automatic feedback. It is recommended to not use this setting.
7. Peer grading: This function ensures that students can provide each other feedback on their submitted texts (see 4.2 for more information).
8. Team hand-in: With this option, student scan work in teams (see 4.1 for more information).
9. Number of students per team: When Team hand-in is set to yes, you enter here how many students should be in a team. This is used to automatically generate the teams (of the indicated number of people).
11. Block further hand-ins: This function enables you to manually block all hand-ins.
12. Send automatic reminders to the students: If you want to block all notifications to students for an assignment, you can set this option to no. Then non of the automatic reminders will be sent.

5.2 Additional information regarding creating an assignment

- Give an short description of the assignment under Summery and full description.
- There are criteria available for reviewing an assignment under the button grades. Revisely provides seven standard criteria which you can use or discard. You can also add up to 30 of your own criteria. The weight of the chosen
criteria (standard and/or your own) can be adjusted, but make sure the total adds up to 100%

- If necessary add documents or websites which are relevant to the assignment.
- Below you can add the group for which the assignment is made.
- When everything is filled in, select save.

**NB: When working with peergrading or team hand-in, at least 2 students should be imported in the group connected to an assignment, before you can save the assignment. If you want to add students later, you can first use two fictive students by for example using your own mailadress and/or a g-mailaccount. These accounts should be deleted later of course, otherwise they will also take part in the process of peergrading and/or team hand-in.

5.3 Team hand-in

When creating a new assignment there will be an option for ‘team hand-in’, as the name suggests that is handing in an assignment in teams. This option can be used for group assignments. One student hands-in the assignment for the whole group. The feedback and grades the teacher then provides, will be sent to all the students in the group. How to successfully use this team hand-in option is described and shown below.

**Please note:** Students can’t write, paste or upload assignments with more teammates at a time. One student has to hand-in the assignment for the whole group. When more students in a group hand-in a assignment, only the most recent assignment that was handed-in will be saved. When using the team hand-in option, it is not possible to have assignments be handed-in after the deadline.

- When at the dashboard of Revisley, choose *New assignment*. This will lead you to the screen down below.
- Choose yes at Team hand-in and select how many students should be join a team. Revisely will automatically divide the students into groups at random. Next will be explained how to manually compile groups.

5.4 Manually sort students in groups for team hand-in

When you want to sort the students in teams yourself, you need to save the assignment as a concept. This way you can make changes to the assignment. In the image below you can see where you need to click to see and adjust the sorting of the teams.

Pressing ‘team assignment’ will lead you to the screen below, where you can adjust the teams.
- Start off with selecting a student as you can see in the image above. You can select a team to where you want to transfer the selected student, in the upper right of the screen. Then press *Move*. In this case, student B will be part of group H after the previous steps.

- Note: The system generates teams automatically. You can also use this method to move students from one group to another.

- Please note: The system will sort the students in team automatically. But when you decide to have teams of 2 students and there are 15 students in the group in total, Revisly will create one group with only 1 student. You as a teacher can decide to leave it like that or to move this lone student to another group of two to become a group of three. To do this, you can also use the method illustrated above.
- It is also possible to change the name of a team to make it more meaningful to the students. To do so select *Edit team name*.

- To the right of the screen you will see an overview of all the teams for this assignment. Only want to see the teams of a certain group? Then make use of the filters on the upper part of the page.

There is also the option to delete all the teams and make the division yourself from scratch. Do this by selecting *More options* and then *Remove all teams*.

### 5.5 Peer Grading

Students can also review each other’s work using the option ‘peer grading’ in Revisely. To use this option you first need to make a new assignment as described earlier. The only difference is that you need to select ‘yes’ at the Peer grading option and add extra instructions for the students regarding peer grading. The system automatically connects students to one another. This means that students will be connected at random. At this moment the student who submit his assignment will see who is going to review it. This is also the case the other way around.

An assignment made with the option Peer grading, looks like this:

Students receive the same notifications as with a regular assignment, with one difference: the student who is appointed as peer-reviewer gets a message when the
file they have to review has been handed-in. This means they can start with giving peer feedback. When he is done reviewing he can send the feedback back. The student who handed-in the assignment in the first place will now receive a message that their feedback is ready and that they can look into it. To do so, they have to follow the link in the e-mail and then press peer grading in the right upper corner of the screen. They can now select the student whose feedback they want to see (see image below).

To see the feedback of the 'peer' as the teacher, go to the assignment and look into the list of texts. When the peer feedback has been given, you will be able to click the name of the reviewer as is shown in the image below. Click the name and you will directly see the text and the feedback.

Or in case there is more than one corrector:
The text and the feedback of the peer grading is presented as below. You can switch between the peer feedback and the teacher feedback here.

As a teacher, you can now read and/or review the text yourself (see step 5) or go back to other texts.

5.6 Sending reminders

The students will receive an email about the assignment when the assignment is published. This e-mail will be sent by Revisely. This e-mail contains a link which will lead students to their assignment. It is also possible to send an extra reminder. To do so, you need to go to the already published assignments, click on the three dots on the right and then select ‘Remind all’ (see image below).
5.7 Copy an assignment

Revisely enables you to copy a previous assignment. This will be convenient for assignments that do not change much over the years. You can paste the assignment by going to the assignments page and pressing the three dots after the assignment you want to copy. A few options come up. You need to select ‘Duplicate assignment’ (as shown below).

By doing so you will create an exact copy of the assignment. The status of the assignment will however automatically be set back to ‘concept’ which makes it possible to adjust the setting to the new situation. This means you can assign the assignment to a new group and adjust the timeslot to the new study year for example.
6. Giving feedback

The main menu on the dashboard shows how many students have yet to turn in the assignment (red circle).

It also shows the number of turned in assignments (orange circle).
- To give feedback, click the orange circle.
- In the Options column, click the marker pen to open the submitted assignment.
- This puts you into the environment where you can give feedback. Use your cursor to select text you want to leave feedback on.

As soon as you have selected any text, feedback options will light up at the top of the screen. Selecting the thumbs-up or thumbs-down icon gives you immediate access to an entire database of feedback. The feedback will appear in the right-hand margin. When the student clicks the feedback text, an explanation will appear below it. You can also make use of the menu which is more context oriented by clicking right (Windows or CTRL-cursor (Mac) with the cursor on the selected text. A menu window will open and will let you choose between positive, critical or open feedback. You can select your favourite feedback responses by clicking the little grey star behind the text. The star will turn yellow and appear under the ‘Favourites’ tab. It is also possible to use different formatting in the feedback texts like making texts bold or cursive. Or you can insert an URL hyperlink to refer to literature in the feedback.

You can also add reusable feedback text via the open feedback option. These can be positive or negative. This way, you no longer need to type your comment again and again. When you put in your feedback once, you can easily use it again in different places in the texts. This function is now only available to teachers, not to peers.

To make your own reusable feedback, follow the steps listed below:
- Select a part of the text in the assignment you are reviewing
- Write your own feedback down
- Choose to make it reusable (save as a re-usable comment). A few additional options pop up.
- Choose a title (this will be shown in the margin). If you do not choose a title yourself, the first sentence of the feedback becomes the title.
- Choose a category and if necessary a subcategory where the feedback belongs to.
- Select if the feedback is positive or critical.
- You can also select if this feedback should be added as a favourite to your list of favourites.
- Select ‘confirm’ and the feedback is saved.

Please note: your own feedback can not (yet) be adjusted after you have pressed Confirm.

**Copy parts of the texts**

It is possible to select and copy parts of a text. The copied texts can be used in Revisely, for adding it as feedback for example, but also outside of Revisely (to check on plagiarism for example).

To copy, you need to select the text you want to copy, use the CTRL-C (windows) or Command-C (Mac) on the keyboard or press the right side of the cursor (windows) or CTRL-cursor (mac) on the text to open a menu where you can press ‘copy text’.
Reviewing with multiple persons

Multiple reviewers (teachers, peers and others) can review the text at the same time without problems. You will get a notification when that happens.

Note: You will not see the feedback of others appear in real-time.
7. Sending feedback

To send feedback:
- Select first Correct, then Grade in the top right corner of the screen in feedback mode (see image 1).
- Here, you can compose your grade and provide general feedback.
- Select Send to send feedback.
- Go back to the main menu and click the green circle (image 2).
- You will see a list of checked assignments all ready to be sent out. Select the paper airplane from the Options list to send your feedback.

To send all the feedback at the same time press on the three grey dots to the right and then select send feedback to all.
Welcome

Period: 2017-2018
Class/group name: Select class/group

12 Assignments
New assignment

This needs your attention:

- 8 texts haven't been handed in yet
- 5 texts are waiting to be corrected
- 2 tests have been corrected and feedback is ready to be sent back
8. Using an assignment code

You can use an assignment code in situations where you cannot reach (all) your students from Revisely. Such situations may arise when, for instance, you write your assignment before the list of participants in your course has been finalised. Assignment codes are also useful when Revisely does not have a student’s (correct) email address.

For every assignment, an assignment code is automatically created and included. It is the teacher’s choice whether to distribute the assignment code to students.

Hover over the code icon and go into another application, such as email, Word, or Notepad. Paste the code in there. There are numerous ways for you to then deliver that code to students, such as printing it in the study guide, e-mailing it to them, or announcing it in a lecture or tutorial.

Students can take the code to a dedicated page of the Revisely website (https://app.revise.ly/student/register/) or follow the link from the front page. They must then enter the assignment code and their email addresses to be added to one of the groups linked to the assignment. Subsequently, the student will receive an email with login information. When an assignment has multiple (seminar)groups, the students can choose the right group themselves.
9. Downloading texts and reports

From the corrections screen, it is possible (using CTRL+P) to print and/or save the assignment in a folder of your choosing. If you do this after the assignment has been corrected and feedback has been included, then the grade and any feedback will be downloaded as well.

Revisely allows to download reports and/or all assignments with feedback all in once. The reports show the scores of every student, scores per criteria and also the final grade in an Excel sheet. Downloading a report and/or all the assignments can be done from the assignments screen (see image below). You can download a report by clicking 'report'. You can download all the assignments with feedback by clicking 'Report and corrected texts (xls+pdf)’. All the files will be downloaded in .pdf in a .zip file.
10. Learn more about using Revisely?

When you are logged in to the Revisely demo environment, you will see a set of videos marked ‘how do I...?’ under the help button on the left side of the page. The first of these videos shows you the essential features and screens. https://app.revise.ly/help/video/.

That same help button leads to an online help feature: http://help.revise.ly/home

Questions? Need support?
If you have any additional questions or need any help using Revisely, please contact the Educate-it support desk: https://educate-it-uu.sites.uu.nl/en/contact/