



Universiteit Utrecht

Revisely

Teacher Manual (December 2020)

teachingsupport@uu.nl

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1. Introduction Revisely

Revisely is an online tool for the assessment of written assignments. The program aims to support the whole process: from publishing the assignment to plagiarism checks, grading and giving feedback. It is also possible to monitor the handing in of assignments. This manual is meant for teachers who want to get started with Revisely. It is also a reference work for further use of the tool.

Revisely is easily accessible because it's a web based (i.e. fully online) tool. You can use the tool without downloading anything. As a teacher, you will have your own account within Revisely.

Revisely has a specific format and therefore might not always be the best tool to use. Please contact the Educate-it desk (teachingsupport@uu.nl) before using Revisely, so we can inform you about its use and functions. Educate-it gladly offers didactic, practical and technical support.

2. Requesting an account

Request your Revisely account by sending an email to teachingsupport@uu.nl or fill in the request form on our [website](#). The tool coordinator will contact you as soon as possible to provide you with the relevant information.

A course environment will be created in which you can work on the assignments for your course. Please note: Student-employees will have limited rights and will only be able to see the student environment. Make sure to contact Educate-it, so student-employees can be given a teacher role.

3. Logging in

- Go to <https://app.revise.ly/?&lang=en>
- Click on the Utrecht University button (see image below) and log in with your solis-id and password.

You will land on a dashboard page with, among other things, information about the assignments that need to be handed in, reviewed and send to the students. You will also see the number of active assignments. In the left column you will find the menu for the actions that will be discussed in the next paragraphs.

For now, it is important to select the correct year (e.g. 2020-2021) under 'Period'. You can select a course under 'Subject' and a group under 'Class/group name'. If you click on 'New assignment' (green button, visible on the right side of the screen), you can create a new assignment and send it to your students.

On the top right of your screen, you can find all the information about your own account, by clicking on your name and on 'My account'. You can also see all messages you send to your students by clicking on 'Revisely messages'. When you have a double account (student and teacher) you can switch between these under 'profiles'.

Getting started

4.1 Adding students to Revisely

Contact fbinnovations@uu.nl or teachingsupport@uu.nl when you would like to add students to Revisely. It is possible to add one or more groups of students.

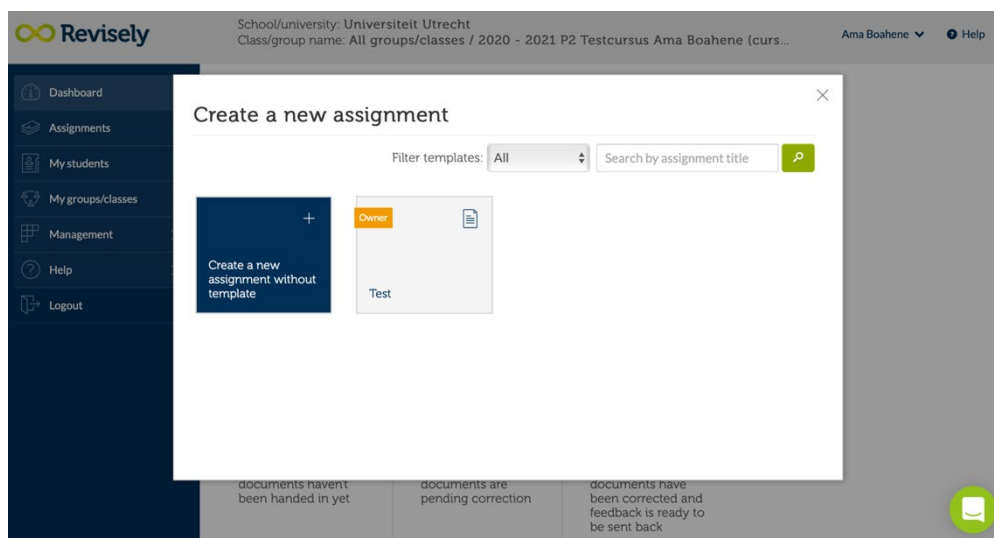
To add students to Revisely we require the following information within an Excel file, which you can export from Osiris (contact the key user of your faculty if you do not know how to do this): Student ID, first name, particle, surname, email. If you want to add more than one seminar group, use multiple tabs in your spreadsheet and rename the tab with the corresponding group name or number.

	A	B	C	D	E
1	StudentID	First Name	Particle	Surname	Email
2	72384287	Jason	van den	Broek	jason.broek.sample@revise.ly
3	34923494	Mandy	vd	Krieger	mandy.krieger.sample@revise.ly
4	23778492	Imke		Hurk	imke.hurk.sample@revise.ly
5	23940560	Jhon		Gray	jhon.gray.sample@revise.ly
6	73549502	Erik		Branden	erik.branden.sample@revise.ly
7	34902034	Peter		Pray	peter.pray.sample@revise.ly
8	23457293	Maarten	van	Vulpen	maarten.vulpen.sapmle@revise.ly
9	23439402	Monique	van	Dijk	monique.dijk.sample@revise.ly
10	33492349	Wieke	de	Stasio	wieke.stasio.sample@revise.ly
11	18923849	Marina		Riko	marina.ricko.sample@revise.ly

4.2 Writing an assignment

a. Steps to create an assignment

- Go to the dashboard page.
- Select the correct course under 'Subject' and the correct group under 'Class/group name'.
- Click on the green button 'New assignment'. You will then see the screen below. (You can also get here by going to the menu on the left and clicking on 'Assignments').



- Click on 'Create a new assignment without template'. You will see the following screen:

Assignment basics

Title

Name the assignment. Choose a title that students will recognize and make consistent use of this title. For example: year of the course - official title of the course – course code – title of the assignment. That might look like: 2019-2020 Optimalisatie van Communicatie C12V1700 - final version essay.

Assignment type

Under 'Assignment type' you can indicate the type of assignment you would like to use.

Note: We do not recommend the use of peer feedback in Revisely. Please teachingsupport@uu.nl to discuss better options.

Status

Under 'Status', select 'Draft' if you still have to complete the assignment.

Change the status to 'Published' to give your students access to the assignment.

'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.

Start and end

Select a date and time for the beginning and the end of the assignment using the calendar button.

Hand-in options

Language of the text

You can indicate the main language of the documents that will be handed in.

Default feedback comment set

Here, you can decide what database Revisely will use to grade and give feedback. There are different language and level options (basic, middle and advanced level). We normally go for 'advanced' because it is the one meant for university level students. It will contain a basic set of comments you can easily give your students.

Way to hand in documents

Choose 'Upload Document'. The file must be submitted in PDF format, with the following criteria:

- A4 standing
- Maximum of 15 pages
- has to contain text
- Less than 1MB size
- Flat PDF (no layers or link separation)
- Recommended: at least 1.5 linespace
- Forms will not be accepted
- From videos only a thumbnail is shown

Teacher can hand in documents on behalf of students

Accept hand-ins after the deadline

Indicate whether a teacher can hand in documents on behalf of students and whether you accept hand-ins after the deadline.

HAND-IN OPTIONS

Language of the text ⓘ
English

Default feedback comment set * ⓘ
English texts/Middle level observations in English

Allowed ways to hand in documents ⓘ
Upload Document

☐ Teacher can hand in documents on behalf of students ⓘ

☐ Accept hand-ins after the deadline ⓘ

Options for team hand-ins

We do not recommend to use Revisely for team hand-in assignments. Other tools are better equipped for these assignments. Please contact teachingsupport@uu.nl for more information.

Number of students per team.

Peer grading options

We do not recommend to use Revisely for peer grading assignments. Other tools are better equipped for these assignments. Please contact teachingsupport@uu.nl for more information.

Under "Peer grading options" you can enable anonymous peer grading, so the students won't know whose work they are reviewing.

PEER GRADING OPTIONS

☐ Anonymous peer grading/feedback ⓘ

General options

You can notify students when the status of this assignment changes to 'Published'.

You can send automatic reminders to students to notify them about this assignment, e.g., reminders to hand-in the text or to give peer feedback.

You can activate a 'Plagiarism check'. In this case, the handed-in assignments will be checked via Urkund. Note: Urkund is only available for UU faculties that have a license for Urkund.

If you select 'Anonymous teacher correction & grading' the teacher won't be able to see the names or other personal information of the students.

Classes/groups

Here, you can select the relevant class/group for the assignment.

Assignment description

Click on the 'v' on the right side of the text 'assignment description' to expand the menu. You can fill in the maximum length of the text handed-in and give a summary and a full description of the assignment. Giving a summary is mandatory. All the fields that you fill in will be visible for your students.

Scores/grades/evaluation criteria

Click on the 'v' to expand the menu. You will have the following options:

- Choose whether the assignment can be corrected and returned without grading.

- Choose whether you want to include CEFR grading. CEFR is a guideline to describe achievements of learners of foreign languages across Europe.
- Choose whether you want to show the evaluation criteria to your students. The evaluation criteria are automatically filled in by Revisely, but you can change the criteria and the weighing factor.

SCORES / GRADES / EVALUATION CRITERIA

☒ Assignment will be graded ?

☐ Include CEFR grading ?

☒ Show evaluation criteria ?

Evaluation criteria Show all criteria

Evaluation criteria from comment set *	Weighing factor *	
Course assignment	20	<input checked="" type="checkbox"/>
Business letters	20	<input checked="" type="checkbox"/>
Reader orientation	20	<input checked="" type="checkbox"/>
Language use	20	<input checked="" type="checkbox"/>
Research proposal	20	<input checked="" type="checkbox"/>

The sum of all criteria must be 100% 100%

[+ Add criterion](#)

Additional documents and websites

Here, you can add additional documentation for the assignment (such as background information or detailed instructions) or include a website.

Important: don't forget to save your assignment by clicking on the green button 'Save'.

Note: when working with Peer grading or Team hand-in, at least two students have to be added in order to save your assignment. If you haven't added your students to Revisely, you can create fictional students (for example by adding your own mail account). Don't forget to delete these students later on, otherwise they will be part of the (peer) grading process.

b. Team hand-in, change teams and more

We do not recommend to use Revisely for team hand-in assignments. Other tools are better equipped for these assignments. Please contact teachingsupport@uu.nl for more information.

When creating a new assignment there will be an option for 'team hand-in'. 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.

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

Creating a new Team hand-in assignment:

- If you choose 'Hand-in per team' as assignment type, the students will automatically and randomly be divided in teams. You can select the desired number of students per team.

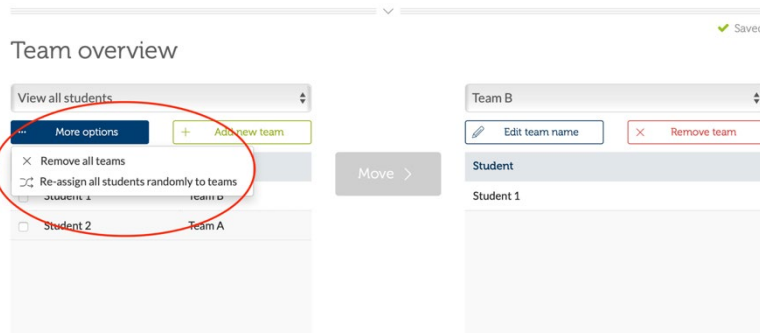
Create a new assignment

- When you want to manually sort the students in teams, you need to save the assignment as 'Draft' (under 'Status').
- In the image below you can see where you need to click to see and adjust the teams. These options are visible under 'Assignments'. Click on 'Change teams' (red circle in the image) to adjust the teams.

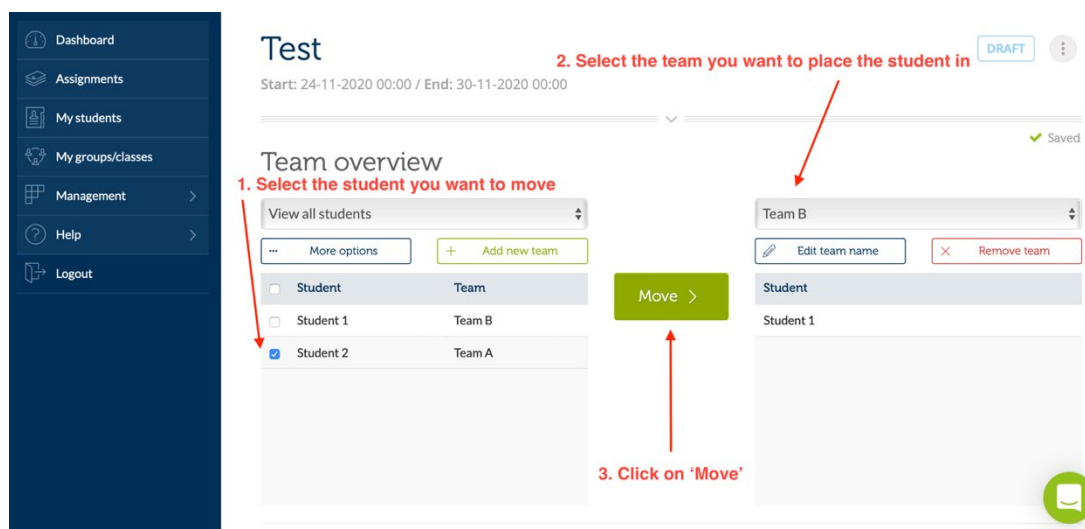
When you scroll down on this page, you will see a clear overview of all the teams for this assignment. If you only want to see the teams of a certain group, use the filters on the upper part of the page.

Current teams

It is possible to delete all teams and manually divide students into team from scratch. To do so, select 'More options' and 'Remove all teams'. It is also possible to re-assign all students randomly. Click 'edit team name' to change the name of a team.



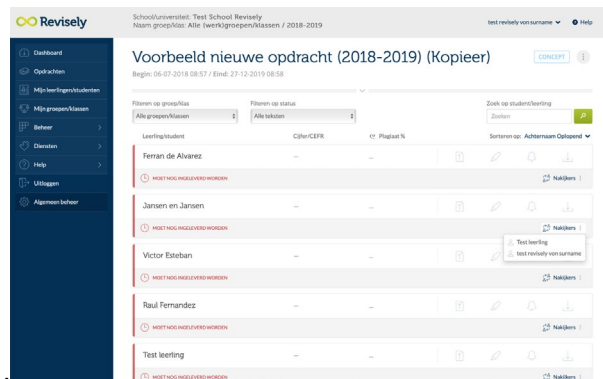
If you want to manually assign the students to teams, start off by selecting a student, as you can see in the image below. You can select a team to transfer the selected student to. Then, click on 'move'. In this case, student B will be part of team H. By doing so, the system will automatically generate teams. You can also use this method to move students from one group to another.



Please note: Look at student I in the image above (red circle). In this example, there are 15 students divided in teams of two. This means there will be one student with no team. You can decide whether this student will do the assignment alone or will be added to an existing team of two.

View teams

If you go to 'Assignments' (in the menu on the left) and select a team-assignment, you will see the screen below



You'll see an overview of the students per team. Students will hand in their assignment per team, so you won't see 15 unique texts. Because there aren't as many teams as there are students.

At the top of this screen you have the option to use different filters. You can filter by class/group or by status. You can also click on the text 'Team B', to see the members of this team.

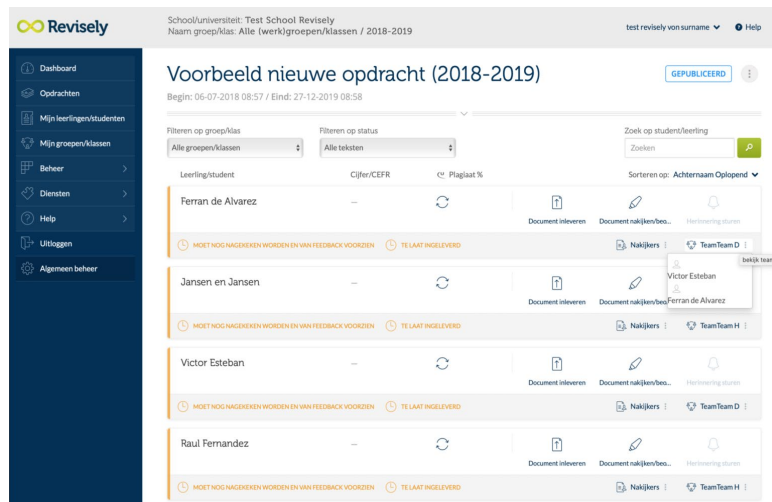
Every student will be notified that he or she is placed in a new team. The students will also be notified of new assignments that will be made and handed in in groups. There will be a link in the notification that leads to the assignment, so the student can see the summary and detailed description. This will look like the image below.



c. Peer grading

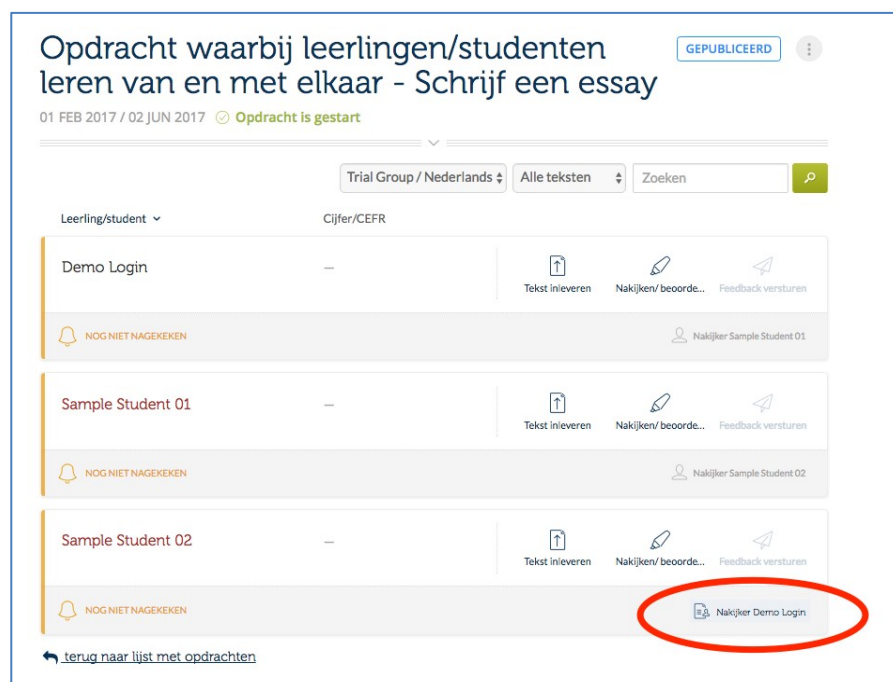
We do not recommend to use Revisely for peer grading assignments. Other tools are better equipped for these assignments. Please contact teachingsupport@uu.nl for more information.

If you want students to give feedback on each other's work, you can use the 'peer grading' function on Revisely. You will create a new assignment as explained above. The only difference is the assignment type. Select 'Peer grading + Teacher grading' or 'Team hand-in + Peer grading + Teacher grading'. If desired, you can include additional instructions at 'Assignment description', to explain how students should give feedback. Please note that the status of the assignment is 'draft'. Revisely will automatically match students. Students will be randomly matched. Students will see who they're matched with, after they handed in an assignment. A peer grading assignment will look like the image below.



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 the student is done reviewing she/he can send the feedback back. The students will receive an e-mail when they can review work or view the given feedback.

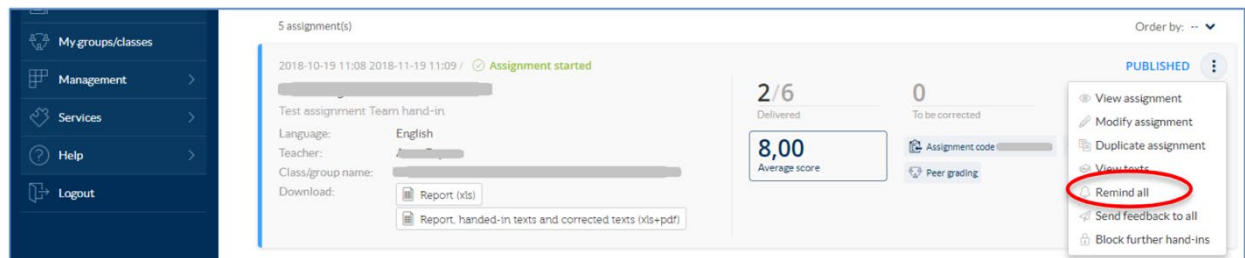
To see the feedback of the 'peer' as the teacher, go to the assignment and look into the list of texts. When the peer feedback has been given, you will be able to click the name of the reviewer as is shown in the image below. Click the name and you will directly see the text and the feedback.



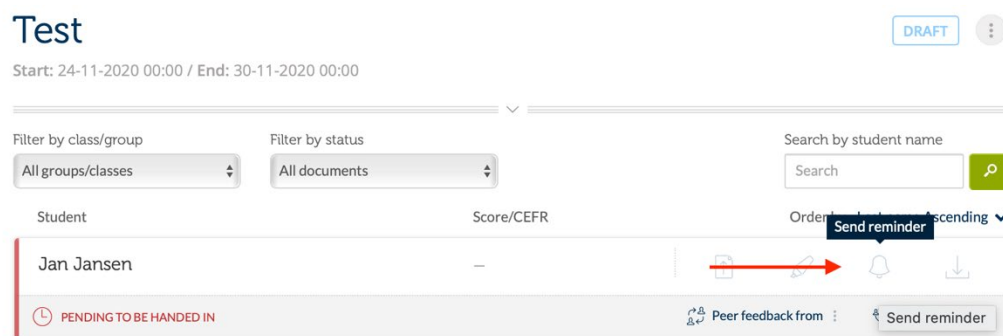
The text and the feedback of the peer grading is presented as below. As a teacher you can read and review the text or go back to the other texts.

d. Publishing assignments and sending notifications

You can send the students a reminder. To do so, you need to go to the already published assignments (go to 'assignments' in the menu on the left), click on the three dots on the right and then select 'Remind all' (see image below).



It is also possible to send a notification to a part of the students. Click on the assignment to see which students handed in their assignment and which students need to be reminded.



e. Duplicate an assignment

It is possible to duplicate an assignment you previously made. This can for instance be useful when you want to use the same assignment you used in another year. Go to the assignment menu and click on the three dots next to the assignment you want to duplicate (see image below). Click on 'Duplicate assignment'.

You'll create an exact duplicate of the assignment. However, the status of the duplicate will automatically be set to 'Draft', so you can manage the settings according to the new situation. This way, you can choose a new group or change the period.

You can also click on 'Save as template'. This way, the assignment will be saved in your library. When you create a new assignment, you'll see the aforementioned assignment as a template.

Assignments

[+ New assignment](#)

Filter by class/group: All groups/classes | Filter by subject: All subjects / 2018-201 | Filter by status: All assignments (except | Filter by language: Language | Search assignments: Search

2 assignment(s) | Order by: --

Test	0/1	0	0	
Test	Handed in	To be corrected	Send feedback	
Language: English Teacher: Group/class: Test groep 24-11-2020 00:00 / 30-11-2020 00:00	0/1	0	0	View assignment Modify assignment Duplicate assignment Save as template View texts Edit teams Change mapping for 'peer feedback' Block further hand-ins
Language: English Teacher: Group/class: Test groep 24-11-2020 00:00 / 30-11-2020 00:00	0/1	0	0	Assignment code CCE7D6DB2E

[Return to dashboard](#)

4.3 Using an assignment code

For every assignment, an assignment code will automatically be generated and included. It is the teacher's choice whether to show the assignment code to students.

Assignments

[+ New assignment](#)

Filter by class/group: All groups/classes | Filter by subject: All subjects / 2018-201 | Filter by status: All assignments (except | Filter by language: Language | Search assignments: Search

2 assignment(s) | Order by: --

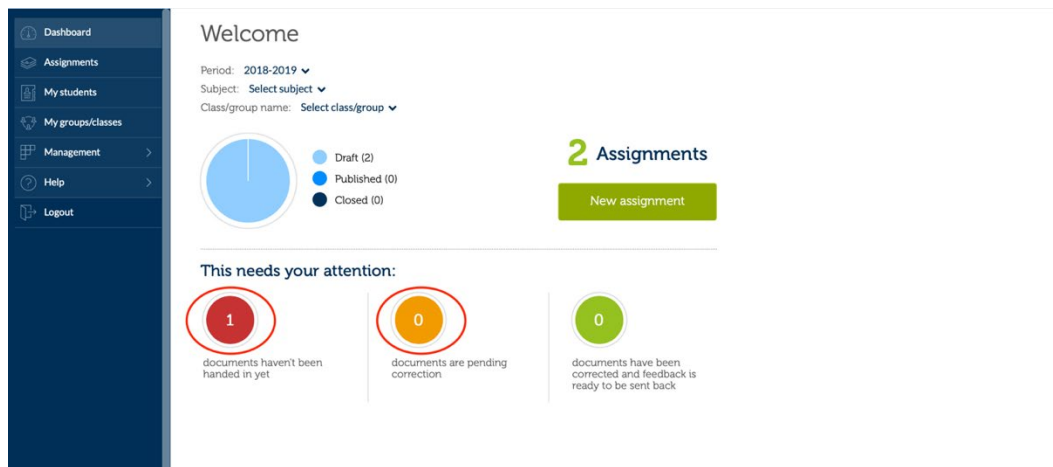
Test	0/1	0	0	
Test	Handed in	To be corrected	Send feedback	
Language: English Teacher: Group/class: Test groep 24-11-2020 00:00 / 30-11-2020 00:00	0/1	0	0	Assignment code D6DA22BBD9

Click on the code to copy it and share it with your students (e.g., via email, the study guide, Blackboard). Students can use the code on a special page on Revisely (<https://app.revise.ly/student/register/>) or follow the link from the front page.

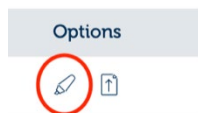
If Revisely does have the correct email address of a student, there is also another way to do this. Go to 'My students' on the menu. Select a group/class in the dropdown menu. Choose 'Manage students' and click on the key icon next to the student's name. There, you can send the log in information. They will receive an email on the email address know in Revisely.

4.4 Giving feedback

The dashboard shows the number of handed in assignments (orange circle). To give feedback, click the orange circle. There, you will find a list of assignments that have to be corrected.



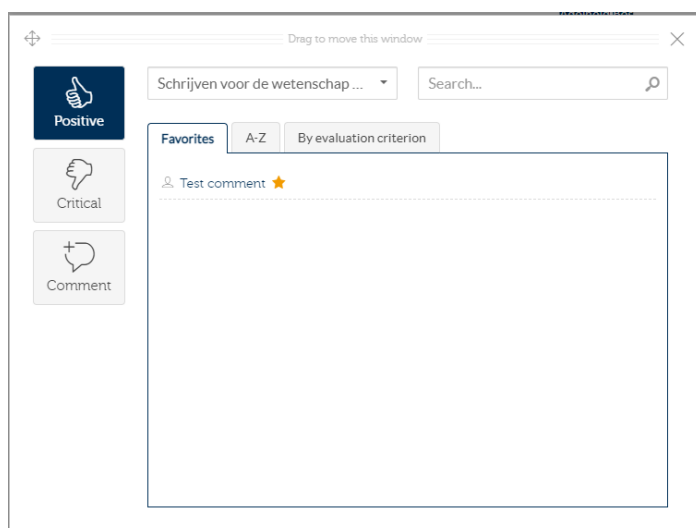
Click on the marker pen under 'Options' on the right side of the screen (see image). The handed in assignment will then be opened.



You can select parts of the text you want to give feedback on. As soon as you have selected any text, feedback options will light up at the top of the screen (see image below).



You can undo (1) or redo (2) a step. Selecting the thumbs-up (3) or thumbs-down (4) icon will give you access to a database of feedback (see image below). You can use your own feedback ('Favorites') or search the Revisely database ('A-Z' or 'By evaluation criterion').



You can add your own comment by selecting part of the text and clicking on the comment icon (5). There you will also see the option to save your comment as a reusable comment (see image below). You can find your reusable comments in the abovementioned database. You can also add

the comment to your favourites.

English texts/Middle level obser...

Positive

Critical

Comment

Save as a re-usable comment

Title *

Observation title

Category *

Select category...

Subcategory

Select the subcategory where you want to save the comment...

Type

Positive Critical

Add to favorites

Cancel Confirm

You can edit (6) or remove (7) a comment. Click on the shredding icon (8) to remove all feedback. You can deselect the text (9) or zoom out (10) and in (11).

4.5 Sending feedback

To send feedback:

- In feedback mode, select 'Correct' on the top right of the screen and then 'Grade' (see picture below).
- Here, you can compose your grade and provide general feedback.
- Select 'Save to send feedback'.

1

Score summary

Criterion	👍 in this text	👎 in this text	Weight % on score	Score (0-10)
Inhoud	0	0	25%	6
Structuur	1	0	25%	8
Taalgebruik	0	0	25%	8
Verzorging	0	0	25%	7

Overall comment:

Final score

7,3

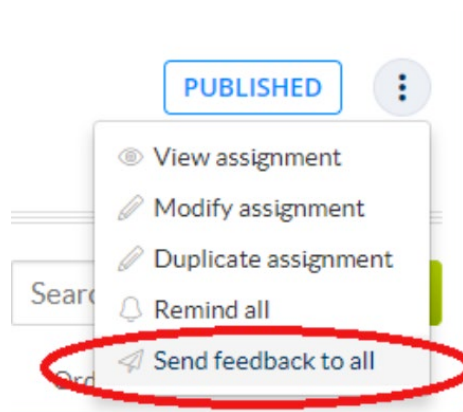
Save to send feedback

Correct

Score

Send all feedback at once

Go back to your dashboard and click on the green circle. You will see a list of checked assignments ready to be sent out. To send all feedback at the same time press on the three grey dots and then select send feedback to all (see image below).



4.6 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, the grade and any feedback will be downloaded as well.

It is also possible to download reports and/or all assignments with feedback all in once. The reports in Excel show the scores of every student per criterium and also the final grade. Downloading a report and/or all the assignments can be done from the assignment screen (see image below). You can download a report by clicking on the download icon and on 'assignment' (see image below). You can download all the assignments with feedback by clicking 'Report and corrected texts (xls+pdf)'. All the files will be downloaded as .pdf in a .zip file.

Assignments

+ New assignment

Filter by class/group: All groups/classes | Filter by subject: All subjects / 2018-201 | Filter by status: All assignments (except | Filter by language: Language | Search assignments: Search

2 assignment(s) | Order by: --

Test	0/1	0	0
Test Language: English Teacher: Group/class: Test groep	Handed in	To be corrected	Send feedback
24-11-2020 00:00 / 30-11-2020 00:00	Assignment code D6DA22BBD9	Report (xls)	Report, handed-in texts and corrected texts (xls+pdf)

Downloads

5. Contact

You can find videos, a manual and FAQs in your Revisely menu under 'Help'.

If you have any additional questions or if you need any help using Revisely, please contact the teaching support desk (teachingsupport@uu.nl).

Questions or remarks on this manual are also very welcome.

Support

Teaching Support Desk

Address: Universiteitsbibliotheek Science Park (red desk on the second floor)

Telephone: 030 253 2197

E-mail: teachingsupport@uu.nl

Website: <https://educate-it-uu.sites.uu.nl>