

Implementing a large files policy for assessment submission.

ZARB, M. and LYTWYNNENKO, J.

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RGU'S ANNUAL LEARNING AND TEACHING CONFERENCE

Implementing a Large Files Policy for Assessment Submission

Mark Zarb & Jay Lytwynenko
School of Computing

THE PROBLEM

When it comes to Assessments, all coursework submitted within the School of Computing goes through **Campus Moodle** – however...

- This is not *always* a sustainable solution due to its **500MB file limit**.
- Some modules in the School, particularly within **BSc Computing and Creative Design** and **BSc Digital Media**, make use of large assets such as videos and other files, which frequently exceed this file limit.
- This problem is *further* intensified with the recent downsize on the limit to **100MB**.

THE SOLUTION

Historically, students have tried to use a variety of tools to aid their submission when faced with such limitations (such as Dropbox, Google Drive, YouTube etc.) – but these solutions were not fit for purpose due to multiple factors, such as difficulty tracking timestamps/edit history for submission, commercial licensing regarding publishing in some cases & external examiner access to name but a few.

As the School made the move to Office 365, the idea of leveraging student's access with OneDrive was raised through the School's Teaching Committee.

- Staff members first worked on both staff & student guidance surrounding a '*large submission*' policy.
- The policy was then heavily tested in Academic years 2019/2020 & 2020/2021.
- The policy was then rolled out in full September 2021.

SNAPSHOTS

The policy guidance was shared and signposted on both on taught modules & on relevant School pages. (right)

Likewise – copies for students & staff were made available for download by relevant parties to close the loop. (bottom)

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Large Coursework Submissions – Staff Guidance Notes

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Large Coursework Submissions – Student Guidance Notes

Assessment Dropboxes

Please ensure you submit work as expressed within the **CM4114 - Coursework Specification** document.



Policy on our large coursework submissions: **Large Submission Policy**



Large Submissions - Guidance Notes

Large Coursework Submissions – School of Computing Student Guidance Notes

When possible, submissions should be made directly to the dropboxes on Moodle. The maximum file size allowed is 500MB. If a submission exceeds this, we will only accept submissions uploaded via One Drive. You have institutional access to One Drive (<https://onedrive.live.com/about/en-gb/signin/>) using your Student email address. These instructions will explain how to upload a file to One Drive and submit to Moodle.

Important

Once a file is uploaded to One Drive, a shareable link must also be submitted to a designated Moodle dropbox. Only files that are submitted via the Moodle dropboxes can be graded. Failure to upload a file properly is not an acceptable reason for late submission.

Before upload a file to One Drive – ensure you create an appropriate, organised folder hierarchy if your work is extensive. You can share links to individual files or a folder containing a hierarchy of work.

It is recommended that you compress work into a ZIP where possible.

Submitting & Sharing

- Visit <https://onedrive.live.com/about/en-gb/signin/>
- You already have an account. Use your RGU credentials to sign in (e.g. 1110000@rgu.ac.uk etc.)
- Drag & drop the submission into your One Drive (Single file, collapsed top folder or compressed ZIP)
- Right click & copy the link
- Open the submission dropbox on Moodle
- Paste the link into the comments box & submit
- You can also paste the link into a new Word document, save & upload this to the Moodle dropbox instead of/in addition to the comments

Points to Note

To combat late submissions/post-deadline files being assessed – One Drive allows each file to have its own version history.

As such – any file uploaded to One Drive, submitted for Assessment and then modified after the Assessment deadline, will not be considered/be treated as a non-submission – with the earliest version prior to the deadline being considered instead. (where available)

In addition, you **must not delete/move** your file(s) once you have submitted. This will break the shared link and corrupt the version history, therefore resulting in this being treated as a non-submission.

It is your responsibility to ensure your submission is delivered in full and on time – in full working order!

IMPACT

The introduction & roll out of this policy has had a genuinely **positive** impact.

- For cohorts targeted during testing & deployment, there has been a course level **rise in satisfaction** surrounding **Assessment expectations** which in part – can be credited to this change.
- There is a vast uptick in OneDrive use due to continuous engagement with the policy, with entire cohorts now opting for this method during submission time on Moodle dropboxes. (right)
- Moving forward – there is further discussions on future iterations of the policy, including more investigation into **SharePoint** integration surrounding Assessments & Feedback.

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Turnitin ID: 166279430

14 December 2021, 4:15 PM

OneDriveLink.docx
Turnitin ID: 165279144

7 December 2021, 2:34 PM

link.txt
Turnitin ID: 165292881

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Link.txt
Turnitin ID: 165283886

7 December 2021, 3:10 PM

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QUESTIONS?