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Implementing a large files policy for assessment submission.

ZARB, M. and LYTWYNNENKO, J.

2022

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ENHANCING FOR **IMPACT**

RGU'S ANNUAL LEARNING AND TEACHING CONFERENCE

Implementing a Large Files Policy for Assessment Submission

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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)

School of Computing

Large Coursework Submissions – Staff Guidance Notes

School of Computing

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**.

 Link to Project.txt
 Turnitin ID: 166279430
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14 December 2021, 4:15 PM

 OneDriveLink.docx
 Turnitin ID: 165279144
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7 December 2021, 2:34 PM

 link.txt
 Turnitin ID: 165292881
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 Link.txt
 Turnitin ID: 165283886
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7 December 2021, 3:10 PM

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QUESTIONS?