

# External Examiner Induction

## Online Submission Information



The screenshot shows the University of Cumbria website. At the top left is the University of Cumbria logo. To the right are links for 'Skip to Content', 'Current students', and 'Staff'. Below these is a 'Select Language' dropdown menu and a search bar with the text 'Enter Keywords' and a 'Search' button. A navigation bar contains links for 'Courses', 'Student Life', 'About Us', and 'Information for...'. The main content area features a large image of four students. Below this are several content tiles: 'Live web chat (Closed)', 'Student information' (with sub-links for Course search, Finance, Campus tours, and Student life and support), '2013/14 Prospectus', and 'Accommodation'. Each tile includes a small image and a brief description.

**Clicking on the picture will take you to UoC web pages**

# SIGNING IN TO BB

[This link will take you to the Blackboard homepage.](#)

In the area circled (opposite) you will need to type your username and password.

You will have **received this by email when your username and password** was created for the first time by the University.

You will also have been enrolled on the Blackboards related to the modules and programme/s for which you are responsible.

Information

IT Service Desk

If you are experiencing issues with Blackboard, then see if the [Knowledgebase](#) can provide the answer, if not then contact the [IT Service Desk](#).

Skills@Cumbria  
Students and staff can access the Skills@Cumbria by logging into Blackboard and clicking on the named tab at the top of the screen.

Student guide  
Download a copy of our getting started with Blackboard guide.

Log in Here

[Change Text Size](#) | [High Contrast Setting](#)

You are not logged in  
[Password Reset \(UoC students only\)](#)  
[Cookie Information](#)

Please enter your credentials and click the Login button below.

USERNAME:

PASSWORD:

Login

# USING THE CONTROL PANEL

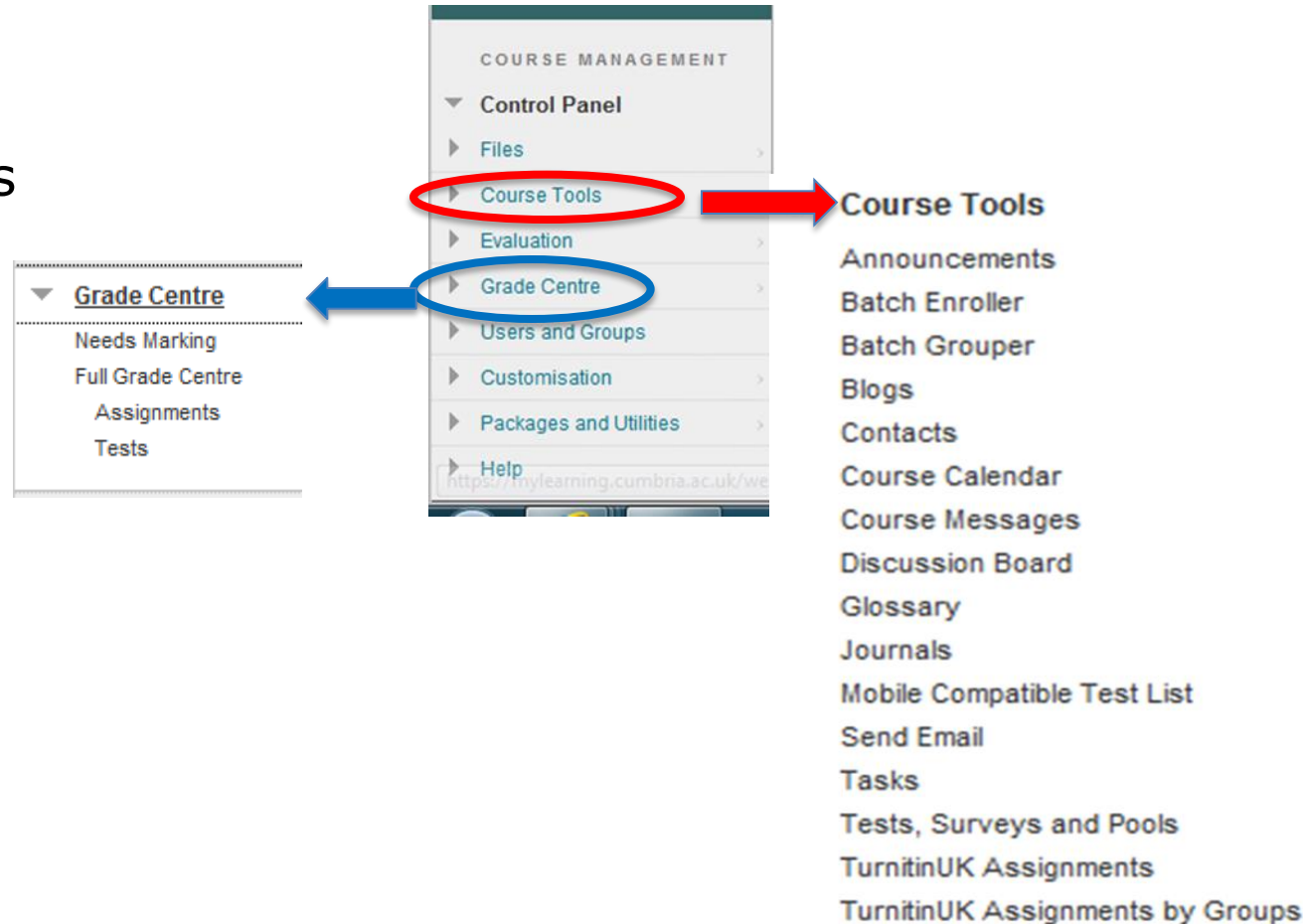
The screenshot displays the Blackboard interface for the University of Cumbria. At the top, there is a navigation bar with links for 'My Institution', 'Courses', 'APT', 'Skills@cumbria', 'Jobs & Careers', 'Career Ahead', 'AQD', 'Staff', 'Community', and 'Reassessment'. Below this is a 'Home Page' breadcrumb. The left-hand navigation menu is expanded to show 'APSY7012 (13/4 CFS SEM1) Research Skills and Methods'. Under this menu, various options are listed, including 'Home Page', 'CONTACTS', 'Discussions', 'Group wiki - sharing space', 'Tools', 'Help', 'Module Guide', 'Lectures and Workshops', 'Information Sheets - The What is...?', 'PODCASTS', 'Assessment', and 'Extra Reading and Resources'. At the bottom of this menu, 'COURSE MANAGEMENT' is highlighted, and 'Control Panel' is circled in red. A red arrow points from the text 'This is where you need to be looking/working as an external examiner' to the 'Control Panel' link. The main content area shows 'Home Page' with sections for 'My Announcements', 'My Calendar', and 'My Tasks', each indicating no activity for the next 7 days. The footer contains the Blackboard logo and copyright information.

This is where you need to be looking/working as an external examiner

# TWO MAIN SUBMISSION ACCESS AREAS

**Course tools** and **Grade Centre** are the most likely places you will find the material that you need to carry out your examining duties.

Your programme contact will give you the specific information because it is programme dependent.



# MARK SHEET RECEIPT

GRADE 11 PHYSICAL SCIENCES		MARKS		PERCENTAGE	
Component	Marks	Percentage	Marks	Percentage	Percentage
Written Test					
Practical Test					
Classroom Assessment					
Final Exam					
<b>Total</b>					

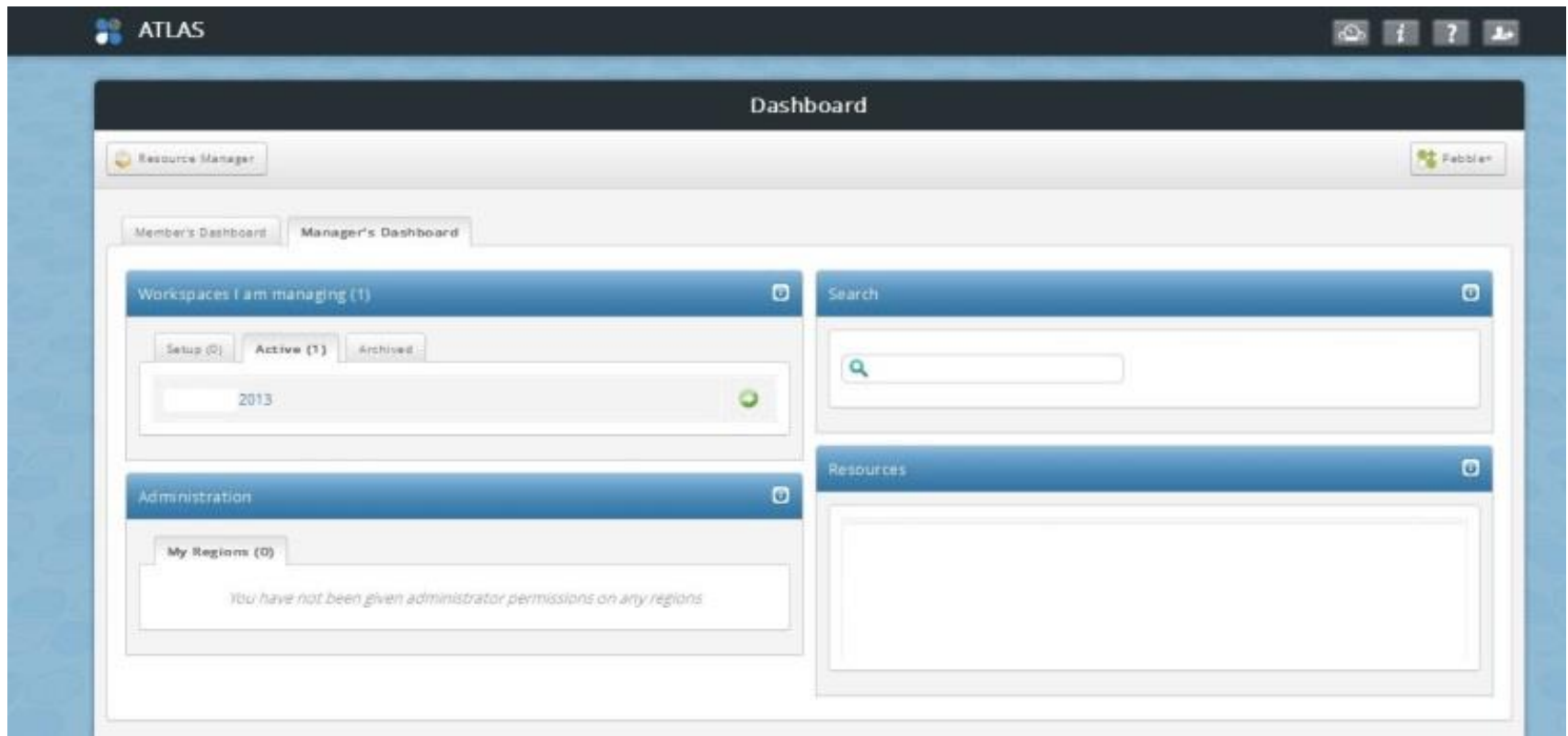
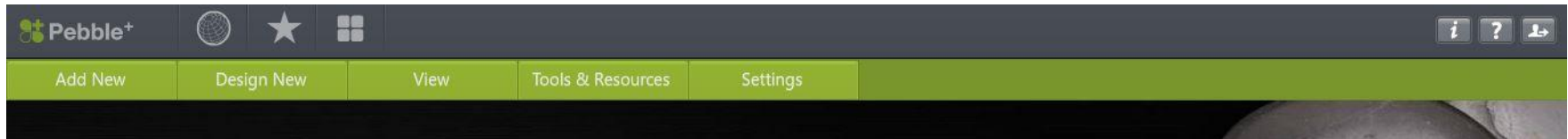
- Post
- Dedicated Bb for external examiners
- Button on a Bb marked external examiners



- Different programmes will adopt different practices.
- The programme contact will advise/negotiate with you.



# OTHER ONLINE METHODS - PebblePad



# OTHER ONLINE METHODS

## Assignment upload through Bb – Grade Centre



My Institution **Courses** APT Skills@cumbria Jobs & Careers Career Ahead AQD Staff Community

- Submit my work
- My Grades
- Groups
- Tools
- Help

### COURSE MANAGEMENT

#### Control Panel

Files

Course Tools

Evaluation

#### Grade Centre

- Needs Marking
- Full Grade Centre
- Assignments
- Tests

Users and Groups

Move To Top Email

Sort Columns By: Layout Position

Grade Information Bar

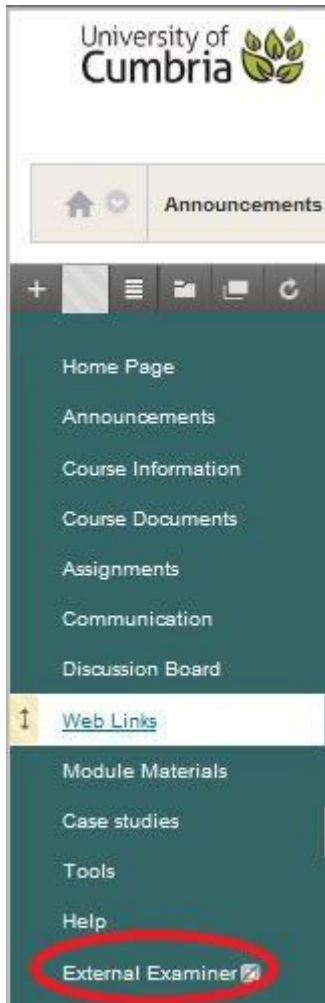
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View Grade Details  
Exempt Grade

Move To Top Email

# OTHER ONLINE METHODS

Saved in external examiner area or Blackboard





# WHO TO CONTACT

- Programme Leader (appointed other)
- [Itservicedesk@cumbria.ac.uk](mailto:Itservicedesk@cumbria.ac.uk) 01228 888888
- PebblePad: email [sarah.ruston@cumbria.ac.uk](mailto:sarah.ruston@cumbria.ac.uk)

