



EMA Monthly Newsletter-

April Edition, 2018

What's Happening?

Programme Overview

The Project Initiation Document for Core Systems Integration (between Blackboard and RISIS) was approved and the detailed design stage has commenced.

Support continues for Undergraduate sub modular assessment mark entry with over 65% of coursework marks entered. Work for inclusion of PGT and Foundation sub modular marks in RISIS for Autumn 18 progresses well.

Analysis and engagement continued ready for wider eSFG (electronic submission, feedback and grading) roll-out, including sessions with senior management and Support Centres to finalise the approach for each School, prior to the upcoming detailed workshops with each school. Development of additional TEL training resources and guides is progressing well.

Potential options for the Student and Staff Feedback Dashboard were reviewed by the Workstream Board. Further information has been requested to be able to progress.

Assessment of options and potential costs to inform the Learning Analytics Business Case are progressing well, ready for review at the May EMA Programme Board.

Core Systems & Integration



Claire Johnston's replacement has been recruited and handover to Harriet Wallis has started.

A Breakfast Briefing was held to update Programme Administrators on current status and the next steps.

Mark Entry Training has been given to new UoRM HBS staff and continues to be arranged on an individual basis for new

administrators in the Support Centres.

2 new reports have been built in RISIS to help with the preparation for the Exam Boards: a download of the sub modular marks and overall module marks for a module(s); and the identification of missing marks and missing decisions on academic misconduct or extenuating circumstances.

The Team has also organised Tableau Training for administrators on Module statistical reports. The training will be provided by the Planning and Strategy Office.

The impact on progression rules of using new grades has been assessed with the Exams Office and some further actions have been agreed.

Integration workshops were held with IT, SIS, TEL and Suppliers to identify most appropriate options.

An Options Paper for Integration was approved by the Workstream Board. Subsequently, a Project Initiation Document was produced, and approved by the Programme Board, meaning the project has been initiated, which will deliver automatic set up of assessment and reassessment records and submission points in Blackboard as well as automatic transfer of the mark/grade from Blackboard into RISIS.

E Submission, Feedback and Grading



Sessions were held with Senior Management of CFP, SPEIR and SLL to agree the School position on key processes prior to upcoming detailed workshops/sessions with the schools. Examples of key areas discussed include Anonymisation, Releasing of Marks, Setting up Submission Points, Internal Moderation (timing), Penalties, External Examiner Access etc.

An HBS focused e-SFG launch workshop was held, as well as an initial meeting with MPCS Senior Management to agree next steps

Outputs from an IoE internal moderation/second marking process workshop were reviewed and next steps have been agreed.

SACD, LAW and SLL Support Centre briefings were delivered and a review of mode of submissions accuracy was carried out.

A workshop was held to ensure that eSFG and Core Systems Integration processes are aligned, specifically mode of submissions, submission point set-up systemisation and application of late penalties.

Analysis of schools assessment types and submission routes in preparation for eSFG wider rollout workshops continues

Development of TEL online training resources/guides continued.

Supporting Change for EMA



The Benefits Realisation Plan was shared with the Supporting Change for EMA Workstream Board.

The EMA Inclusivity Report was also presented to the Workstream Board and recommendations discussed with HR and Occupational Health.

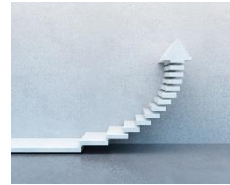
Planning for the internal symposium for May was finalised with ADE and TEL colleagues.

Further workshops were held on the content and format needed for online resources. Work continued on reviewing Service Continuity Procedures in order to understand the impact and responsibilities in relation to electronic management of assessment should systems fail.

Work continued to improve the EMA Programme webpages (FAQs have been reduced and revised) and migration to WordPress for ease of administration and improved usability.

Development of a Student Engagement Plan commenced, to time appropriately with eSFG roll-out.

EMA Dashboard & Learning Analytics



An Options Paper for a **Student & Staff Feedback Dashboard** was submitted to the Work Stream Board, although further information was requested to be able to reach consensus on an option.

Liaison took place with PSO to identify synergies with reporting solutions for other University purposes, such as Tableau.

Design options for the **Learning Analytics** architecture were confirmed by the Workstream Board, which will inform the business case.

A staff survey on to collect opinions on cohort benchmarking was issued and completed by 140 members of academic staff, with a broad range of extremely useful feedback



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What's Happening Next?

Core Systems & Integration



Support to Undergraduate mark entry will continue.

Mark and Grade Reports and Exemption Reports guidance notes will be produced and circulated.

A meeting to plan the implementation of sub modular marks in RISIS for Foundation Programmes will take place with Programme Directors in the UK and a Skype update will take place with UoRM.

Membership of an Implementation Group for the inclusion of sub modular marks in RISIS Post Graduate Taught Programmes will be agreed..

Detailed **Integration** scoping continues to feed into the Low Level Design document, and Build of the XET (Integration) templates will commence.

E Submission, Feedback and Grading



Engagement with Senior Management of each school and analysis on assessment types will continue in anticipation of the upcoming detailed workshops/sessions with each school – two of these will take place during May.

Further Senior Management sessions will be held to agree on School position for key eSFG areas, prior to the upcoming detailed workshops/sessions with the school, with SBE, MPCs.

Further Support Centre briefings and reviews of mode of submissions accuracy for HUMs, CFP, SBS, SPEIR, SBE will take place.

Development of online training resources/guides will continue.

Good progress is being made on special projects, with significant contribution from the EMA Academic Partners

Planning for roadshow style briefings/drop in sessions during June will continue.

Supporting Change for EMA



An updated Change Impact Assessment is being prepared, to identify if any additional change management actions need to take place to achieve the benefits and support stage. This will be presented to the Workstream Board in May 2018.

Surveys will be conducted with Early Adopters schools of eSFG to received feedback on impact.

Methods to communicate benefits to key stakeholder groups will be identified.

An EMA Symposium will take place on 22nd May, with 30 colleagues from across the University delivering presentations/workshops and Q&A sessions. Following this, some eSFG specific, one-hour roadshow style sessions will be provided in June.

Collaborative work continues on the provision of Online Resources work package; meetings are planned with ADE, TEL, Academic Partners and IT to progress a WordPress site.

Business Continuity Procedures will continue to be reviewed to understand the impact and responsibilities in relation to electronic management of assessment should systems fail.

The EMA Programme Website update will complete, including improved FAQs and a Professional Partners “who’s who” article.

A knowledge sharing session is planned with Oxford Brookes University in relation to approaches to deliver electronic management of assessment to inform their up-coming programme.

EMA Dashboard & Learning Analytics



Gathering of further information required by the Workstream Board for the **Student & Staff Feedback Dashboard** and development of a Project Initiation Document will take place, assuming the appropriate answers have been confirmed.

Student Focus Groups are to be held by a Graduate Partner and Business Analyst to further test requirements for the Student Dashboard.

A **Learning Analytics** Workstream Board will be held on 10th May to consider the Business case prior to presentation to the EMA Programme Board on 24th May.