

PostEm Tool

At the end of this tutorial, you will be able to answer the following questions:

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Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the PostEm tool?

Instructors can use the PostEm tool to upload and distribute a comma-delimited (CSV) spreadsheet to present individual feedback and/or grades to students.

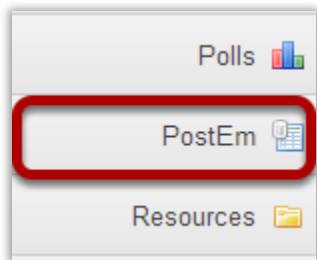
Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

The PostEm tool provides a convenient mechanism to post comments and grades for those instructors that regularly use Excel spreadsheet files to calculate grades. You might also use it to post class attendance records from a spreadsheet file.

PostEm CSV files must follow a particular format:

- The first column of the spreadsheet must contain the student usernames.
- The first row must contain headings.

To access this tool, select **PostEm** from the Tool Menu in your site.



Example of Class Attendance feedback.

Student View

PSYCH 400 001 SU14: PostEm

Your Feedback

Student ID	demostudent01
Last Name	Student
First Name	First
1/14/2014	P
1/21/2014	P
1/28/2014	A
2/4/2014	P
2/11/2014	A
2/18/2014	P
2/25/2014	P
3/4/2014	A
Number of Absences	3

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Instructor View

Title	Creator	Modified By	Last Modified	Released								
Class Attendance	professor	professor	4 Mar 2014 15:18	Yes	view	view participant	update	delete	download			

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Last Modified 4 Mar 2014 15:18

Username	Last Name	First Name	1/14/2014	1/21/2014	1/28/2014	2/4/2014	2/11/2014	2/18/2014	2/25/2014	3/4/2014	Number of Absences	Last Checked
demostudent01	Student	First	P	P	A	P	A	P	P	A	3	never
demostudent02	Student	Second	P	A	P	P	A	P	P	P	2	4 Mar 2014 15:23
demostudent03	Student	Third	P	P	P	P	P	P	P	P	0	never
demostudent04	Student	Fourth	P	P	P	P	P	P	P	P	0	never
demostudent05	Student	Fifth	A	P	P	P	P	P	P	P	1	never

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As the instructor you can see when a student has last checked their feedback. Any students who have never checked will appear in red.

How do I view my feedback in PostEm?

Go to PostEm.

Select the **PostEm** tool from the Tool Menu of your site.

Click view.

Title	Last Modified	View
Paper #1 Grades/Comments	4 Mar 2014 12:02	View

You will see the title of the feedback file, and the date it was last modified. Click on **View** to see your individual feedback.

View your feedback.

Your Feedback	
Student ID	johndoe
Student Name	Doe, John
Paper #1 Grade	B+
Paper #1 Comments	Shakespeare introduces a number of other birds, drawing on earlier literature about the "parliament of birds", to portray the death of the lovers as the loss of an ideal that can only be lamented. An alternative is to interpret the Turtle as John Salusbury and the Phoenix as Queen Elizabeth I, which would explain the chastity of the relationship. Elizabeth was often connected to the phoenix, and she is referred to as the "maiden phoenix" in Shakespeare's play Henry VIII.
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