

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.

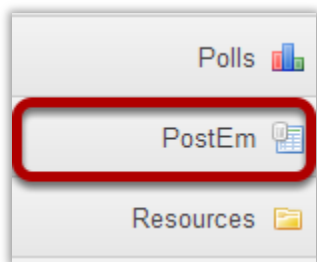
Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.

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		

PSYCH 400 001 SU14: PostEm

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 add PostEm feedback?

Instructors use a comma-delimited (CSV) spreadsheet file to present individual feedback and/or grades to students. This spreadsheet file must follow a particular format:

- Your file must be saved in .CSV format. You can save Microsoft Excel spreadsheets as CSV files.
- The first column of your file must contain individuals' usernames in lower case.
- The first row of your file must contain headings; every column must have a heading.

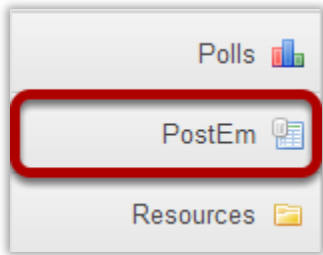
Once you have created your file, you can modify it as you wish, as long as you stay within the guidelines above.

Tip: You can download a CSV file that includes the student usernames under Gradebook > All Grades > Export as CSV (or from Gradebook2 > Tools > Export). You can also download a CSV file that includes the student usernames under Roster > Export.

Example of a properly formatted CSV file.

	A	B	C	D
1	Student ID	Student Name	Paper #1 Grade	Paper #1 Comments
2	jackdoe	Doe, Jack	B	Shakespeare's birds symbolize the good and evil characters his plays in much the same was as his use of "light" and "darkness" symbolizes these traits. He used the martlet and the wren to symbolize good, and the raven, owl, and hell-kite (IV,iii,217) to symbolize evil.
3	jilldoe	Doe, Jill	A-	There are other interesting comparisons. In 1.2 Benvolio has said that he will show Romeo women who will make his "swan" (Rosaline) look like a "crow" (supposedly a common and ugly bird). Now Romeo, in a very similar comparison, says that Juliet (whose name he does not yet know) is like a "snowy dove" among "crows" (the other women).
4	johndoe	Doe, John	B+	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.
5				
6				

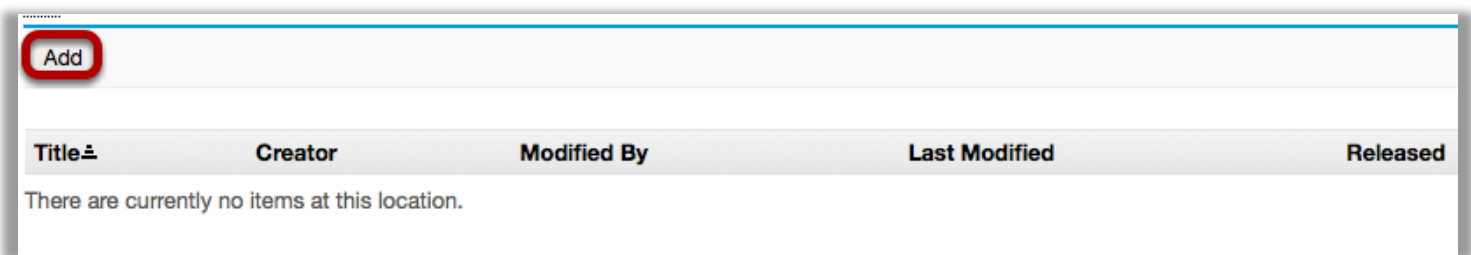
Go to PostEm



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

Note: The PostEm tool is sometimes named Feedback.

Click Add.



Enter a Title.

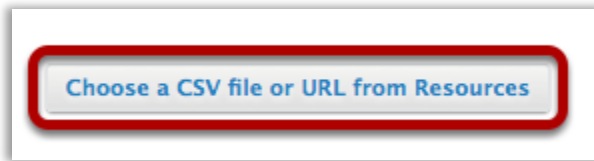
Add/Update Feedback File

Instructions:
 Your feedback file must be saved in .csv format.
 The first column of your file must contain individual usernames.
 The first row of your file must contain headings.

Title

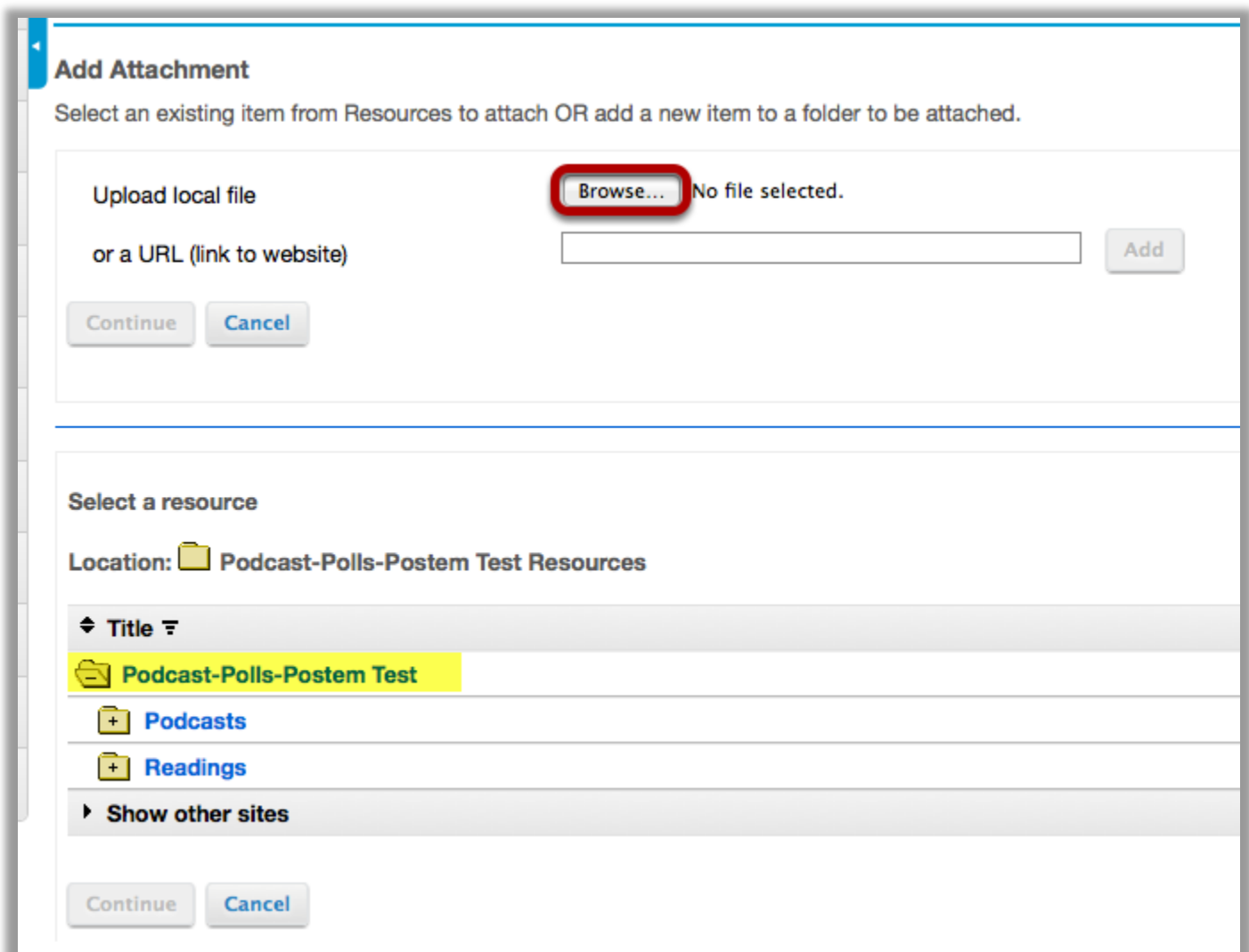
Enter a Title for the Feedback file. This is the title students will see when they go to PostEm to view their feedback.

Select your file.



Click the **Choose a CSV file or URL from Resources** button to select your file.

Click **Browse..**



Click the **Browse** button to locate the file on your computer and select it for upload.

Note: If you have already uploaded the CSV file to Resources you could locate the file and select it from the Resources file listing.

Click Continue.

Add Attachment
 Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
Paper1Comments.csv	Remove

Upload local file No file selected.

or a URL (link to website)

Release feedback and Post.

Add/Update Feedback File

Instructions:
 Your feedback file must be saved in .csv format.
 The first column of your file must contain individual usernames.
 The first row of your file must contain headings.

Title

Paper1Comments.csv

Feedback Availability Release feedback to participants?

Check the box next to **Release feedback to participants?** and then click **Post**.

Verify the upload.

Verify Upload

- Feedback has a header row
- This feedback is for 3 student(s).

You have just uploaded a feedback or template file.

This is how the first participant record appears.
If it is not correct, click the Back button, make changes to your text file, and upload it again.

Student ID	jackdoe
Student Name	Doe, Jack
Paper #1 Grade	B
Paper #1 Comments	Shakespeare's birds symbolize the good and evil characters his plays in much the same was as his use of "light" and "darkness" symbolizes these traits. He used the martlet and the wren to symbolize good, and the raven, owl, and hell-kite (IV,iii,217) to symbolize evil.

Save Back

You will be prompted to verify your file upload. The first row of data will be previewed for you. If everything looks correct, click **Save**.

To view feedback for all students, click View.

Add

Title	Creator	Modified By	Last Modified	Released	
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view view participant update delete download

View class feedback.

Last Modified 4 Mar 2014 12:02

Username	Student Name	Paper #1 Grade	Paper #1 Comments	Last Checked
jackdoe	Doe, Jack	B	Shakespeare's birds symbolize the good and evil characters his plays in much the same was as his use of "light" and "darkness" symbolizes these traits. He used the martlet and the wren to symbolize good, and the raven, owl, and hell-kite (IV,iii,217) to symbolize evil.	never
jilldoe	Doe, Jill	A-	There are other interesting comparisons. In 1.2 Benvolio has said that he will show Romeo women who will make his swan (Rosaline) look like a crow (supposedly a common and ugly bird). Now Romeo, in a very similar comparison, says that Juliet (whose name he does not yet know) is like a snowy dove among crows (the other women).	never
johndoe	Doe, John	B+	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.	never

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This displays all of the feedback and when (if ever) the student last checked their feedback.

To view feedback for one student, click **View Participant**.

Title	Creator	Modified By	Last Modified	Released					
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view	view_participant	update	delete	download

This displays the individual student's feedback.

Select the student's username.

View Participant
 Select a Participant: jackdoe
 jilldoe
 johndoe
 No participant is selected
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Choose the student you want to view from the drop-down menu of participant usernames.

View individual feedback.

View Participant
 Select a Participant: jilldoe

Student ID: jilldoe
 Student Name: Doe, Jill
 Paper #1 Grade: A-
 Paper #1 Comments: There are other interesting comparisons. In 1.2 Benvolio has said that he will show Romeo women who will make his swan (Rosaline) look like a crow (supposedly a common and ugly bird). Now Romeo, in a very similar comparison, says that Juliet (whose name he does not yet know) is like a snowy dove among crows (the other women).

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This displays the individual student's feedback.

To update the feedback file, click **Update**.

Title	Creator	Modified By	Last Modified	Released					
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view	view participant	update	delete	download

If you would like to replace the CSV file with a different file, click **Update**.

Select a new file and **Post**.

Add/Update Feedback File

Instructions:
 Your feedback file must be saved in .csv format.
 The first column of your file must contain individual usernames.
 The first row of your file must contain headings.

Title

[Choose a CSV file or URL from Resources](#) Paper1Comments.csv

Feedback Availability Release feedback to participants?

[Post](#) [Cancel](#)

Click the **Choose a CSV file or URL from Resources** button to select a different file. This allows you to replace the current CSV file with a new file.

Tip: If you want to hide the feedback from students, remove the check mark next to Release feedback to participants.

To download a copy of the CSV file, click **Download**

Title	Creator	Modified By	Last Modified	Released					
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view	view participant	update	delete	download

To delete the feedback, click **Delete**.

Title	Creator	Modified By	Last Modified	Released					
Paper #1 Grades/Comments	nhirsig	nhirsig	4 Mar 2014 12:02	Yes	view	view participant	update	delete	download

Example of what a student sees in the PostEm tool.

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

Students will see the title of the feedback file, and the date it was last modified. They can click on **View** to see their individual feedback.

Student view of individual 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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