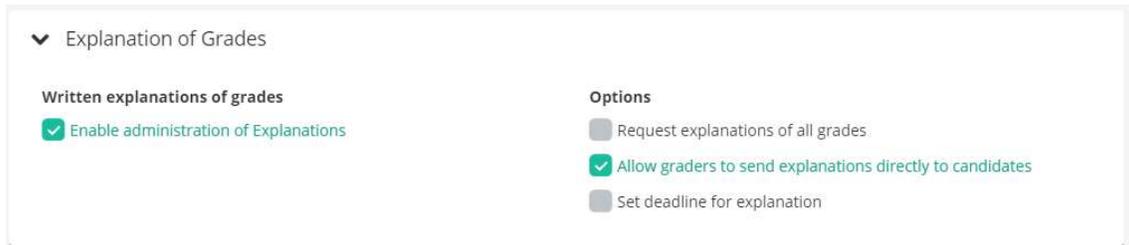# Information to administrative employees regarding digital solution for explanation of grades: Digital workflow from request from student to answer given by grader

Planner Inspera:

- Look up course (Course code xxxxx) under "Deliver" in Inspera.
    - Inside the test find "Options" and choose "Explanation Of Grades"

- Check the box under "**Written explanations of grades**"
    - You will see three options to the right. Usually it is option 2 that is used.
        1. **Request explanation of all grades**
        Do NOT check this box!
        2. **Allow graders to send explanations directly to candidates:**
        Check this box to allow grader to send explanation directly to the student from Inspera.
            - Grader writes explanation og sends it directly to the student. The date it is sent is the date that will be logged in FS as "Ferdigbehandlet". The Student will be notified in Studentweb when the explanation is ready.
            - Main responsible in Inspera can turn on notifications for when grader has sent the explanation for easier follow-ups.
        3. **Set deadline for explanation**
        If you want you can give the graders a deadline for finishing the explanations. (This date should be three weeks after grade is published. Meaning that the student can request explanation within 1 week after the grade is published and the grader got 2 weeks from explanation is registered.).

Work flow: When the student requests and explanation of the grade awarded in Studentweb they will also get a notification in Studentweb that they have done so. Request for explanation-cases will be created automatically in FS with the correct candidate and the correct date. Grader will be notified by email from FS. It is possible to turn on notifications from Inspera as well, but this has to be done by the grader. To do so access the notification settings by clicking the bell icon in Inspera. The planner can send explanations to the students when the grader has marked the explanation as finished. If enabled in the settings the grader will be able to send the explanation directly to the student. When the explanation has been labeled "sent" in Inspera the explanation case in FS will be closed with the correct date. There will be no message sent to the student once the

explanations are done, but the status will be updated in StudentWeb. You (the planner) can turn on email notifications for finished explanations using the bell icon in Inspera.
You can watch the status of the explanations in FS with the