# Crowdmark QuickStart Guide
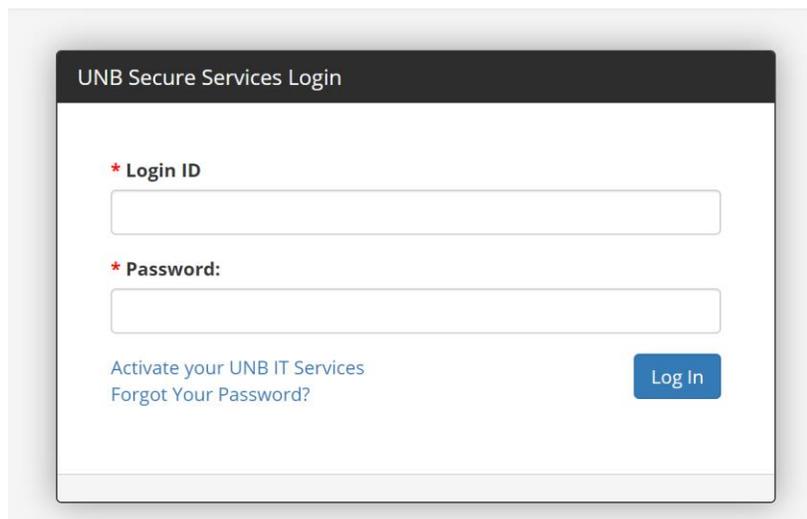
## Creating an account on Crowdmark

Go to: https://app.crowdmark.com/sign-in/unb

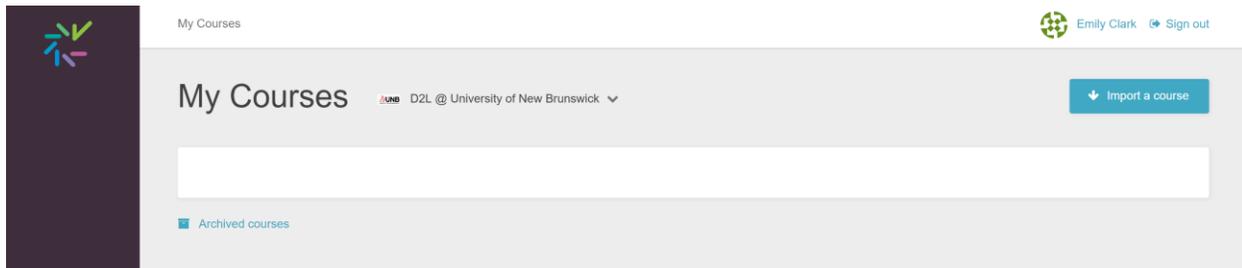Click Sign in with D2L  (*even if you don't use D2L for your courses, you still join Crowdmark in this way).
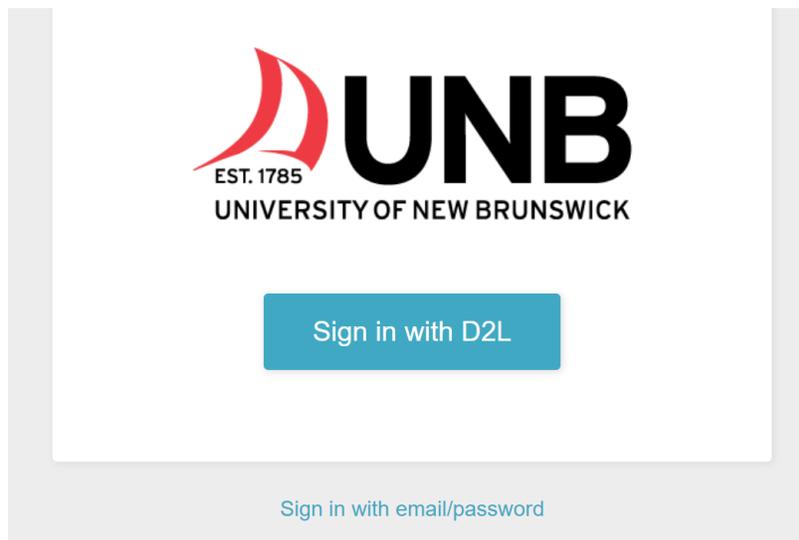


Enter your UNB credentials and click **Log In.**

# Setting Up a Course in Crowdmark

Once you are signed into Crowdmark using your UNB credentials you will see this page.

Click **Import a course.**

My Courses

Emily Clark  Sign out

## My Courses  UNB D2L @ University of New Brunswick ⌄

Import a course

Archived courses

All of the courses you teach at UNB will appear. (Even if you don't use D2L for your courses). This just brings the classlist into Crowdmark).

Select your course.

If the course has sections click the checkbox

Click **Import Course.**

## Import a course

*If you are instructor, please choose a course below to import.*
*If you're a TA or member of the grading team, please wait for the instructor to invite you to an assessment.*
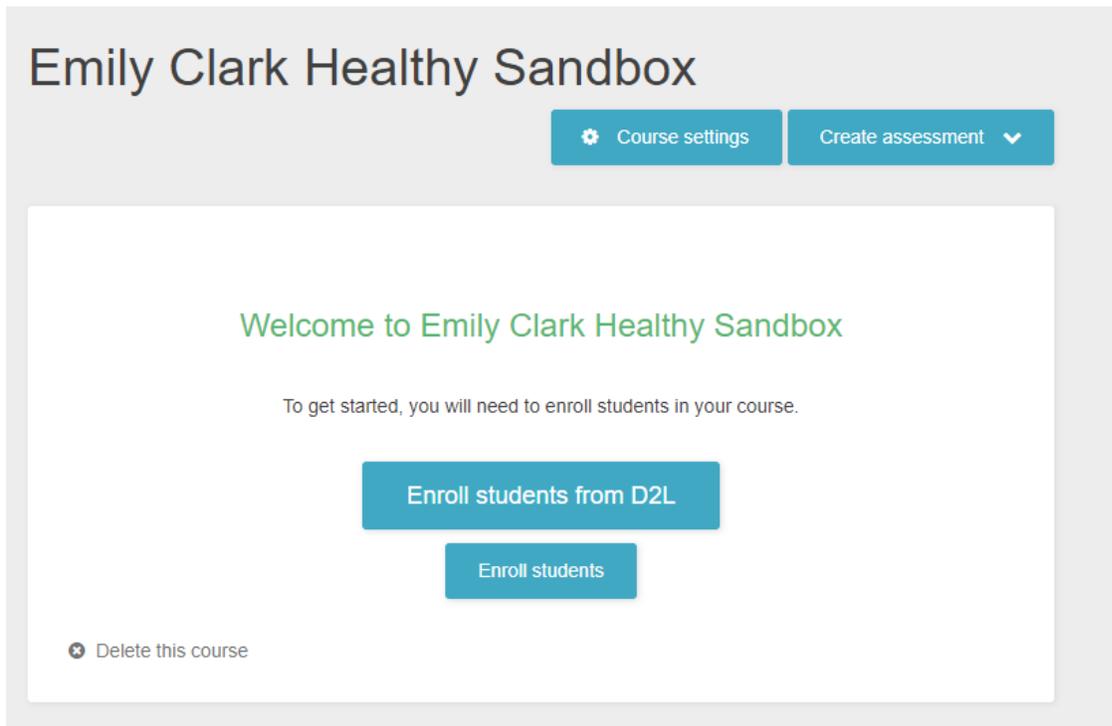
Course to import ❶

Emily Clark Healthy Sandbox

☐ This course has sections

Cancel   Import course

The course will open up in Crowdmark.

## Adding Students to your Course



**Click Enroll students from D2L**. (optional: you can enroll from CSV if you select Enroll Students).

*Even if you don't use D2L in your class, you can select this option to easily import students as all UNB classlists are available from D2L.

Select the field that the data corresponds to (this is likely already correctly done):

Name for the Data 1

Email for the Data 2

Choose Nothing (ignore) for Data 3.

Choose Nothing (ignore) for Data 4.

Click **Continue**

Sync with D2L ✖

✔ **Sync successful!** 3 students found

Map D2L Data

To keep your students list organized and to use some of Crowdmark's features you will need to map your **D2L data to match Crowdmark's data structure.**

Data 1 | Corresponds to:

| name |
| --- |
| Mary Poppins |
| Abby Cadabby |
| Elmo Sesame |

Name ⌄

Data 2 | Corresponds to:

| email |
| --- |
| ▬▬▬▬▬▬▬ |
| ▬▬▬▬ |
| ▬▬▬▬▬ |

Email ⌄

Data 3 | Corresponds to:

| org_id |
| --- |
| Mary.Poppins |
| bulk001 |
| bulk002 |

Nothing (ignore) ⌄

Data 4 | Corresponds to:

| role |
| --- |
| student |
| student |
| student |

Nothing (ignore) ⌄

Cancel    Continue

A confirmation page will appear with the number of students imported. Click **Save**.

Sync with D2L

✔ **Sync successful!** 3 students found

New students

**3** new students will be enrolled in your course.

| Name | Email |
|------|-------|
| Mary Poppins | |
| Abby Cadabby | |
| Elmo Sesame | |

✏ Change data mapping          Cancel   Save

You may need to update the classlist before sending out assignments and grades in case a student has enrolled or withdrawn. To do so click **Sync with D2L** (alternatively, you can update your roster with a CSV instead click Update Students).

# Adding Team Members to your Course

Now that you've added your students you can technically upload your Team Members (teaching assistants). ****You may prefer to wait until you are ready to grade before adding Team Members, as they will receive an email notification of every change you make to an assessment.***

Click **Team** on the Dashboard



Two Options:

Option 1: Sync with D2L (If your Teaching Assistants are enrolled in D2L).

Option 2: Invite by email (only requires the email address of your grader).

**Select a role**

**Instructor**: has access to all features (you will be the instructor in your own course)

**Facilitator:** has access to all features in assessments, but limited access to the course (can't access Students section or Team section)

**Grader:** Can grade assessments and see grading progress. Does not have access to any identifiable student information including cover pages, evaluations left by others (unless enabled) or assessment administration.

**Printer-Uploader:** Only has access to the Uploads page, which includes an upload area as well as a button to download the printable PDF of blank assessments.