



Virtual War Memorial Australia

Teacher Moderation Guide

Moderation

Teachers are asked to mark* the biography prepared by the student and carefully check what the student has loaded to the serviceperson's profile before it can be considered for publishing by the VWMA. Please ensure that students have included a reference list and loaded any documents or links to sources used to complete the biography. This is particularly important for students who research a family member. Short summaries of interviews, including who was interviewed and the date it was conducted is required. Where possible, students should consult with as many family members as possible to cross check facts. They should then verify facts with available historical documents.












**Refer to the suggested assessment rubric provided by the VWMA*


To assist with editing, students are advised to complete the biography of their serviceperson in Word before they add it to the profile. You may have already drafted this work before the student loads it to the profile for their serviceperson.

When students have added all the information they have researched about their serviceperson to the profile, they will submit their work to their teacher, and it will appear as "Awaiting Review".


To moderate and approve work entered by students:

1. Log-in to your school admin page at the VWMA and scroll down to the list of students near the bottom of the page

| Name ^ | Status | Year | Group | Parental Permission | Curating | |
|-------------------|-----------------|------|------------|---------------------|---------------------|---|
| Hermione Grainger | Published | 2015 | Gryffindor | Yes | GRAINGER, Alexander |     |
| Todd Hainsworth | Not Started | 2015 | Gryffindor | No | BENSON, Albert |      |
| Harry Potter | Awaiting Review | 2015 | Gryffindor | No | POTTER, Harry |      |

2. Click  next to the name of the serviceperson the student has researched. You will be able to view and edit the biography the student has written and any of the fields relating to the serviceperson's personal details. You will also be able to view the history entered and related links, documents and images submitted by the student.
3. Check over the information and biography entered by the student to the profile.
4. To give the student moderation feedback go to the bottom of the page. Select a status from the "Action" drop-down menu and provide the student with a comment in the "Email to Student" box.
 - If you believe that the profile is ready choose "Approve"
 - If the student needs to revise or add to their work select "Send Back" and they will be able to continue working on their project and resubmit when ready.

The "Publish" and "Reject" fields are used by the VWMA admin so just ignore them.

To download a copy of what the student has entered, go back to your school admin page, and click  to download a pdf copy of the project which can be saved or printed.