

# EssayBot User Manual

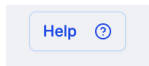
## About EssayBot

**EssayBot** is an AI assistant that helps you grade essays more quickly and fairly.

With EssayBot you can:

- Generate rubrics instantly.
- Fully edit and customize rubrics.
- Give students clear, AI-generated feedback.
- Analyze class performance with visual reports.

EssayBot is part of DASH's suite of academic AI tools, created to make grading less stressful and more consistent.



**If at any point during navigation through the pages you feel unsure or stuck, please refer to the Help Card on the same page. It provides short, clear instructions to guide you step by step.**

## Page 1 – Course Management

When you log in, you'll start on the **Course Management** page.

This is where you set up your courses and assignments before grading begins.

### How to use this page

- **Create New Course** → Type your course name and click **Save**.
- **Existing Course (drop-down)** → Choose a course you already created.
- **Create New Assignment** → Type an assignment name and click **Save**.
- **Existing Assignment (drop-down)** → Pick one that already exists.
- **Quick Actions** → Shortcuts to open **Rubrics** or **Reports** directly.

Once both your course and assignment are ready, move on to Upload Course Material.

***If you get stuck, refer to the Help Card on this page for step-by-step guidance.***

---

## Page 2 – Upload Course Material

This page lets you upload all the materials the AI will use for grading and context.

## How to use this page

- **Course Content (Required)** → Upload your main files such as slides, readings, or lecture notes. (PDF, DOCX, TXT; each ≤ 10 MB)
- **Contextual or Emphasis Material (Optional)** → Toggle ON to add supporting readings or examples.
- **Assignment Guidelines** → Write short, clear instructions (for example, *“Use at least three references.”*)
- When you finish uploading, click **Next Page**.

*If you get stuck, refer to the Help Card on this page for step-by-step guidance.*

---

## Page 3 – Rubrics (Generate → Edit → Save → Test)

On this page, you create and fine-tune the rubric that the AI will use to grade essays.

1. Click **Generate Rubric**. The system will draft grading criteria for you.
2. If you're not satisfied with the generated rubric, customize it by clicking **Edit Rubric**. Here you can:
  - Add new criteria.
  - Rename or update criteria titles.
  - Edit the scale (e.g., *Excellent, Good, Fair, Needs Work*).
  - Adjust points or weights.
  - Reorder, duplicate, or delete criteria.
3. When you're satisfied, click **Save Rubric** to lock in your changes.
4. To test your rubric, paste a sample student response into the **Essay Input** box and click **Grade Response**.
5. If the feedback doesn't look right, go back to **Edit Rubric**, make changes, save again, and retest.
6. Once the rubric feels right, you're ready for bulk grading on the next page.

*If you get stuck, refer to the Help Card on this page for step-by-step guidance.*

---

## Page 4 – AI Essay Feedback (Bulk Grading)

This page lets you grade multiple essays at once using the AI.

- The files to be uploaded **require columns: ID, Question, and Response**.
- You can **Download Template** if you want an example of the correct format. The template shows these three required columns.
- Save your file as **.xlsx** or **.csv**.

- Upload the file into the system.  
After uploading, you'll see a **preview table** of your file. This preview confirms the upload; no grading has occurred yet.
- Click **Grade Essays**. The AI will now grade all responses at once using your saved rubric.
- When grading is complete, click **Download Results** to get an Excel file with scores and feedback.
- Review the results. If everything looks correct, click **Approve Grading** to finalize and proceed to the next page to view reports of the bulk grading.

*Tip:* Student IDs are anonymized in the backend — the AI never sees actual identities.

*If you get stuck, refer to the Help Card on this page for step-by-step guidance.*

---

## Page 5 – Assignment Performance Analytics

This page gives you a complete view of student performance after grading.

- **Grade Distribution** → View how scores are spread across students.  
You can edit the **Marks Distribution** column to set custom ranges (e.g., 90–100 = A, 80–89 = B).
- **Rubric Performance** → See which criteria students performed well on and which were more challenging.
- **Statistical Insights** → Explore patterns in scoring or class-wide averages.
- **Historical Comparisons** → Compare current assignments to previous semesters (if available).
- **Export Reports** → Save and share the analytics.  
When finished, click **Logout** in the bottom-left corner to safely exit the system.

*If you get stuck, refer to the Help Card on this page for step-by-step guidance.*