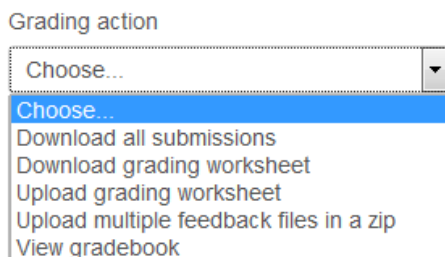


Managing assignments in Moodle

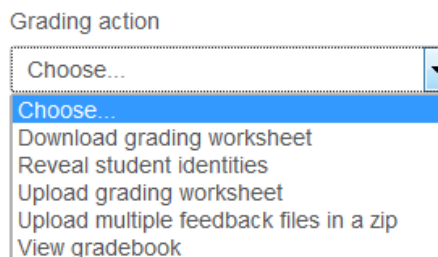
When a Module Leader or Co-teacher clicks on the link to an assignment in Moodle and then clicks on the blue link that says **View/grade all submissions** they will be presented with a number of administrative/assignment management options. This guide gives a brief overview of the options and what they do.

At the top of the page is the **Grading action** menu. The content of this will vary slightly depending on whether the assignment has already been marked and the grades released to the students.

Unmarked assignment



Marked assignment



If you have not yet marked your assignments and enabled offline grading when you set up the assignment, you will be able to **Download all submissions** as a zip file that you can then open. This will allow you to mark the individual submissions outside of Moodle. You will also be able to **Download** (the) **grading worksheet** as a csv version to Excel. You can then edit the worksheet and add grades offline and then reload the completed worksheet back into Moodle using the **Upload grading worksheet** option. Finally you **Upload** (the) **multiple feedback files in a zip** to complete the process. Be aware that there is a method that you need to go through each time to successfully perform this downloading and uploading action:

1. Download the students' assignments using the **Download all submissions** link from the **Grading action** menu.
2. Extract the folder offline and add your comments to the student's submissions. Keep the file names the same.
3. Select the students' submissions and zip them into a new folder. Important: Don't just edit them inside their original folder and re-zip this; it will not work. The folder name does not matter as long as the feedback files have the same names as before.
4. Upload this newly zipped folder.
5. You will be presented with a confirmation screen displaying your feedback files.

Please note that if you are using a Mac to re-zip your files you may get a file/folder included in the zip called `_MACOSX_`. This should be removed before the folder is loaded back into Moodle as it will cause the upload process to fail.

If you decide to download your assignments and mark offline you should also be aware that the submission table lists everyone who is able to submit to an assignment (i.e. anyone with student or auditing student role). If this list is incorrect you should remove any erroneous entries before you download the worksheet. This is likely to include staff who have been added to your Moodle space in the student role for viewing purposes and will therefore not be expected to submit an assignment. Tick all of the names using the checkbox under **Select** and then remove the tick from those users you don't want to include.

You can also access the Gradebook by choosing **View gradebook** from the **Grading action** menu.

If you have already marked your assignments you will be able to **Download** (the) **grading worksheet** as a csv version to Excel; **Upload** (the) **grading worksheet** and **Upload** (the) **multiple feedback files in a zip** as before. You can also **View** (the) **gradebook** and **Reveal** (the) **student identities** which will release the grades to the students.

The submission table

| Select | User picture | First name / Surname | ID number | Email address | Status |
|--------------------------|--------------|----------------------|-----------|---------------|--------|
| <input type="checkbox"/> | | | | | |

The **Select** checkbox allows you to choose all or some of the submissions. The **User picture** and **First name/Surname**, **ID number** and **Email address** columns show the details of the student who submitted the work. If you have chosen to make the assignment anonymous these columns will not contain any details instead the **ID number** column will show the database allocated **Participant ID** number. The **Status** column tells you if a student has submitted work. Click on Status at the top of the column to sort by that column, and bring together everyone who has submitted the assignment.

The **Grade** column contains a pencil icon that you can click to give a mark and feedback.

The **Edit** column contains a menu that brings up a list of 3 options: **Grade** which allows you to mark the assignment as per the pencil icon in the Grade column; **Prevent submission changes** which removes the **Edit submission** button from the student's submission screen (stopping them from making changes to their submitted work) and **Grant extension** which allows you to grant individual assignment extensions for extenuating circumstances.

| Grade | Edit | Last modified (submission) | File submissions | Submission comments | Last modified (grade) |
|-------|------|----------------------------|------------------|---------------------|-----------------------|
| | | | | | |

Last modified (submission) gives you the date that the submission was last modified. **File submissions** gives the title of the work that was submitted and its type. **Submission comments** displays any comments that the students added to their submission. **Last modified (grade)** gives you the date that the submission grade was last modified.

| Feedback comments | Annotate PDF | Feedback files | Final grade |
|-------------------|--------------|----------------|-------------|
| - | - | - | - |

If you have enabled quick marking on your Moodle space you will see a text box next to each submission under the **Feedback comments** column where you can add text without needing to open the marking interface using the pencil icon.

The **Annotate PDF** column will display a link to any comments you have made using the Annotate PDF feature.

The **Feedback files** column will display a link to any feedback files that you have attached to the submission.

The **Final grade** column will display the last modified grade for the submission.

The **minus** sign under each column will allow you to hide that column. If you do hide the column then it will change to a **plus** sign to allow you to show the column again.

| | | | | | | | | | |
|--------------------------|------------------------|---|-----------------|--|--------|-------------------------------------|--|-----------------------|---------------------|
| <input type="checkbox"/> | Participant 5587612 | Submitted for grading Not marked | Helen Violet | | Edit ▾ | Friday, 2 October 2015, 12:50 | | CMALT_Su | Export to portfolio |
| <input type="checkbox"/> | Participant 5587672 | Submitted for grading 174 days 9 hours late Not marked | | | Edit ▾ | Friday, 1 April 2016, 09:01 | | How to recording d | Export to portfolio |

Notify students

Yes ▾

Save all quick grading changes

With selected...

Lock submissions ▾

Go

The **scrollbar** at the bottom of the submissions is built into the page. This is easier to use if you change the **Assignments per page** setting underneath to 10.

The **Notify students** option can be set to yes or no by default when you are setting up your assignment. We recommend changing the default setting to **No** so that you can choose if you

3

Abigail Ball, Digital Services

want to send an email to the students saying that you have marked their work (rather than the system deciding for you).

Any changes that you make to the submission table should be saved using the **Save all quick grading changes** button. If you don't have this button it is likely that you have not enabled quick marking.

If you have selected certain submissions from the submission table you can also use the **With selected...** menu to:

- **Lock submissions** so that the students can't edit them or make changes to them.
- **Unlock submissions** so that the students can edit them or make changes to them.
- **Grant extension(s)** to individual students.
- **Send feedback files** to individual students.
- **Set (the) marking workflow state** if you are using it for a particular assignment.
- **Set (the) allocated marker** for an assignment if you are using it.

Simply make your choice and then click on the **Go** button.

Assignments per page

Filter

Marker filter

Workflow filter

Quick grading

Show only active enrolments

Further options include **Filter** which will allow you to filter the submissions by its status i.e. **Submitted; Not submitted** and **Requires grading**.

The **Marker filter** will allow you to filter the submissions by marker – you will be presented with a list of users from Teaching Assistant upwards. If you are not using the assign marker option you will not see this menu.

The **Workflow filter** allows you to filter assignments by whether they are **Not marked; In marking; (Whether) Marking (is) completed; In review; Ready for release and Released**. If you are not using the marking workflow you will not see this option.

Quick grading can be switched on for this assignment when you put a tick in this checkbox.

You can also filter the submission table contents by active enrolments by ticking the **Show only active enrolments** checkbox.