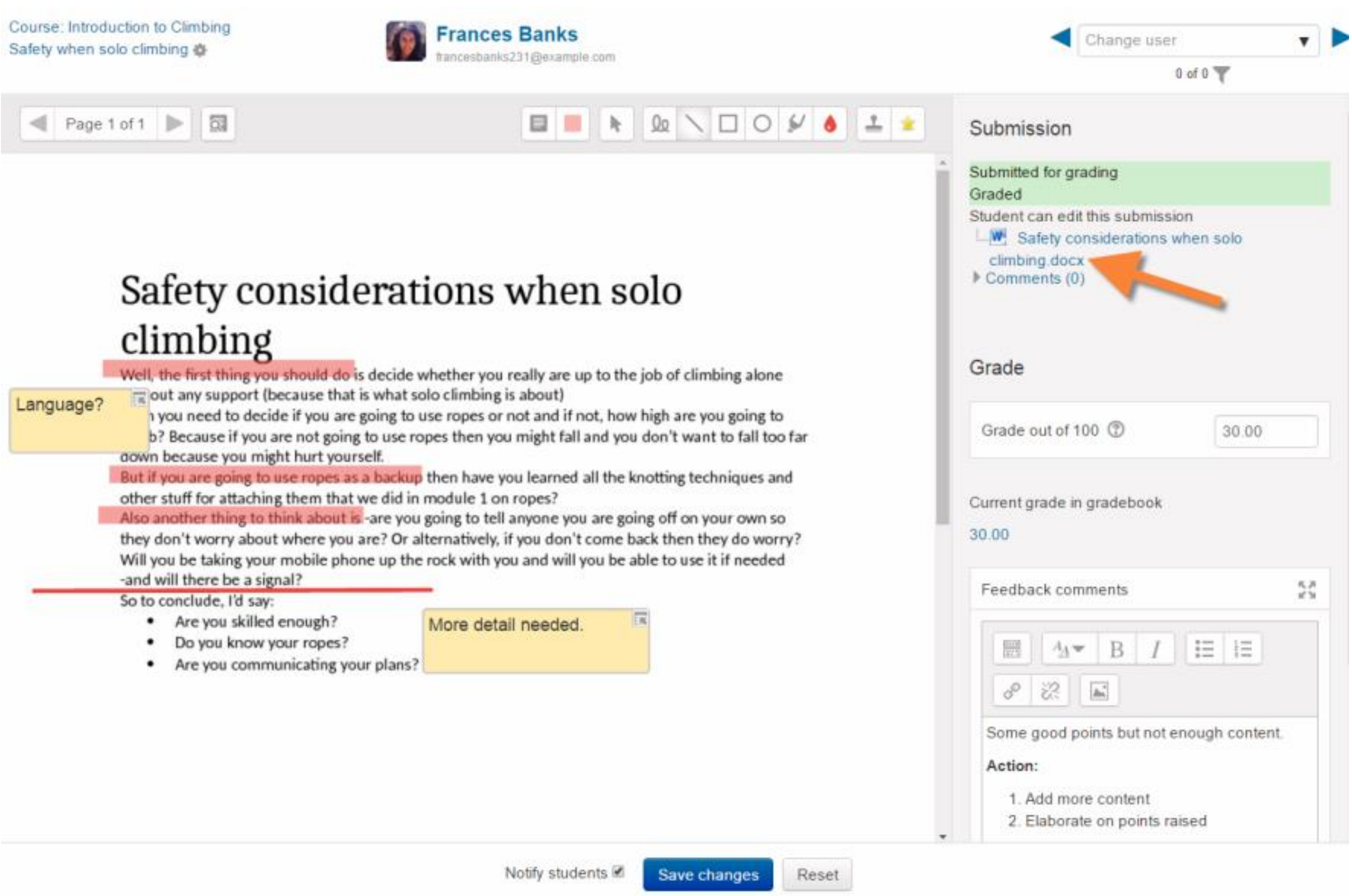
Online Marking with Moodle

Annotating Submissions in Moodle



Last Updated: 16/8/16

Written by: Stephen Owens & Tim Ellis

Getting Further Help

You can find all of our user guides, links to training sessions and details about drop-in sessions on the Moodle-Help course. You can access using the links on Student Portal, the link on the Moodle My Home page or by going to the following URL:

https://modules.lancaster.ac.uk/course/view.php?id=6890

Who to Contact

If you have any problems with Moodle your first point of contact should be the ISS Service Desk. They'll be able to direct or solve you call, and will be able to find you an alternative contact should somebody be unavailable

iss@lancaster.ac.uk

+44 (0)1524 5 10987

@ISSLancaster

Service Desk:
09:00am – 5:00pm
Monday – Friday

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The Digital Learning Hub

Are you interested in eLearning or distance learning, but unsure how to get started? The new Digital Teaching and Learning Hub website will direct you to eLearning resources – people, events, groups and networks – to help you develop and enhance your teaching with digital learning activities. This resource is a community initiative, so please contact anyone listed on these pages if you have ideas about how we could develop it further.

Visit http://www.lancaster.ac.uk/digital-learning to find out more.

Guide Contents

Part 1 – Accessing the Assignment Inbox and Launching Moodle Grading

First you'll need to access the assignment inbox for the assignment you'd like to mark and then launch the grading interface.

1. Navigate to your Moodle Course
2. Locate the assignment you wish to mark and click it to access
3. Click on the *View/Grade all submissions* link

Part 1.1 – The Assignment Inbox: Overview

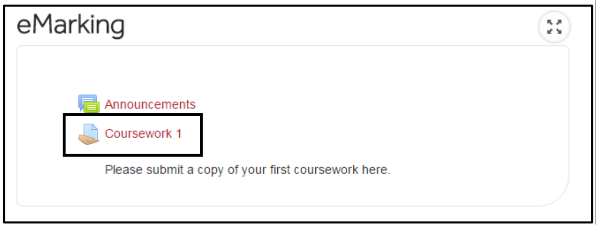


Figure 1.1- Assignments

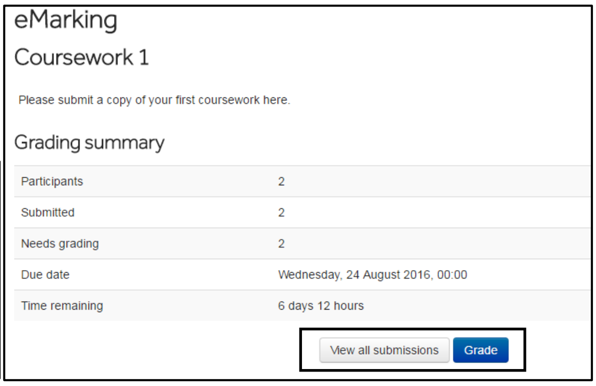
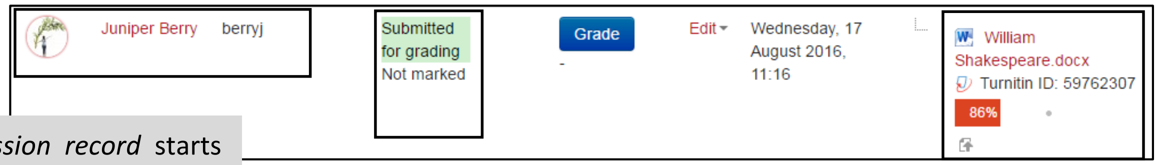


Figure 1.2 - Assignment Summary

The assignment inbox is made up of *Submission records*. Each participant on the course has a record in the table regardless of whether they've submitted anything. *Submission records* contain details such as the date of the submissions, the status of the submissions, the submitted work and feedback details. The data shown in the table will vary based the settings your assignment is using.



The *submission record* starts with data to help you identify a student, this includes any *Profile Picture* they've uploaded, their *Full Name*, *Network Username* and *Student ID* number. If you're using the anonymous assignment setting, then you'll see a randomly generated *Participant ID*

Each *submission record* has a status. For this one you can see that the student has submitted their work for grading. Work that is submitted late will be indicated with a red rather than green box and the current marking stage is shown (see *marking workflow)*.

The submitted file is shown as part of the *submission record* as well as any *Originality Scores* from Turnitin.

NOTE!

Submission records can contain a large amount of data, sometimes you need to scroll left and right to see all of the data. If you can't see the column of data, you're expecting you probably need to scroll. Alternatively, you use the full screen button (in the top right hand corner of the screen) which will remove the blocks from the page giving you more room to view the records.

Part 1.2 – Inbox Filters

The *submission inbox filters* can be used to control which *submission records* get displayed in the *submission inbox*. By default, no filters are applied so you see all records, even for people who haven't submitted any work.

Choose how many *submission records* you want to display on the page. If you have a large class, make this number smaller to increase page load times.

(Optional) If you're using the *marker allocation* feature (multiple people are making the assignment submissions) Choose your name from the *Marker filter.*

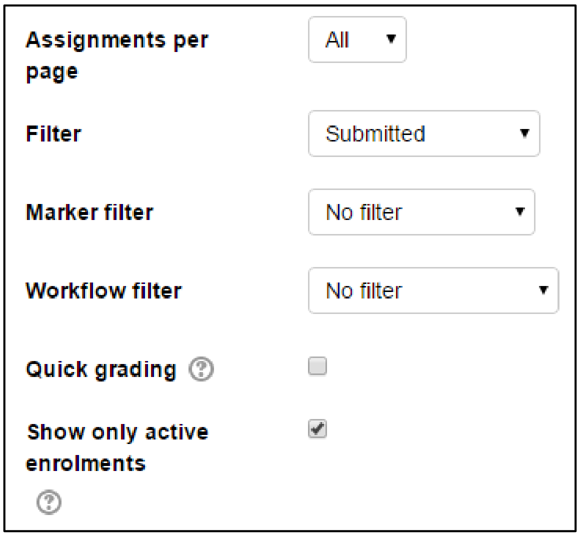


Figure 1.2.1 - Inbox Filters

Choose which *Filter* to apply. E.g. filter the records so that only people who have submitted work are shown. Or filter the records to see all the people who haven't submitted anything.

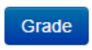
(Optional) If you're using the *Marking Workflow* feature you can filter based on marking process, e.g. see all submissions that haven't been marked yet.

NOTE!

It's possible for the *submission inbox* to show people who never actually started on your course i.e. people who signed up for the course and then dropped out before it started. To ensure you don't see these people make sure the *Show only active enrolments* filter is ticked.

Part 1.3 – Launching the grading interface

Once you've applied the relevant filters to the assignment inbox you're ready to give your feedback on the submissions using the grading interface.

1. Locate the submission you wish to mark
2. Click the 

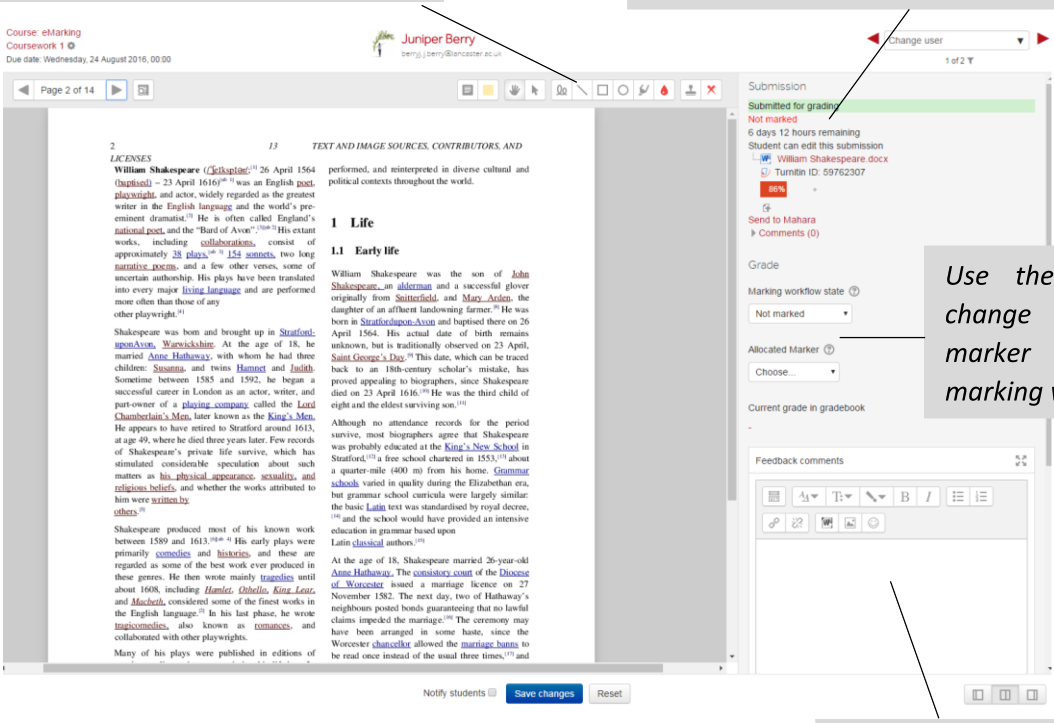
button in the submission record.

Part 2 – Giving feedback in Moodle

Moodle allows you to add inline comments to a student's submission and give general comments about a piece of work.

These icons can be used to annotate the student's submission with comments, stamps or shapes.

Information about the submission including a link to the original submitted file(s) and the originality report from Turnitin



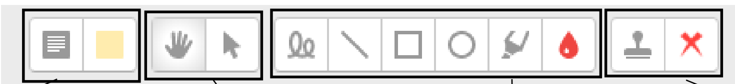
Use these settings to change the allocated marker or the current marking workflow state.

Figure 2.1 The Grading Interface

General Comments – provide general feedback about the submitted document.

Part 2.1 – Annotating the Submission

The student's submission can be physically annotated using the annotation toolbar above the submission window. The toolbar looks like this:



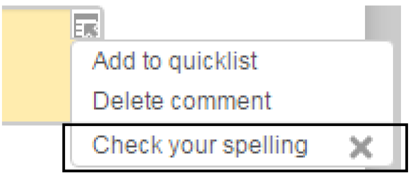
Add a free text comment. Left hand icon to add comment, right hand icon to select box background colour

Move, edit or delete annotations

Stamp tool. Left hand icon to select the stamp and right hand icon to choose the stamp image.

Free drawing and highlighting tools

1. **Add a Free text comment**.
    a. To add a free text comment, select the comment box icon and if required, you can change the background colour by clicking on the coloured icon next to it .
    Position the black crosshair + where you want the comment to appear and drag a box to create a new comment box. Select inside the box and type in the comment.
    By default, all free text comments will collapse to a speech icon and will expand on click to show the full comment.
    b. To move an existing comment, click the select tool icon and then click and drag the comment you wish to move to its new position.
    c. To delete a comment, select the comment and then click the menu icon in the top right hand corner of the comment box and choose "Delete comment" from the options.
2. **Quicklist**
    a. Frequently used comments can be added to a personal Quicklist of comments which can then be re-used quickly. To add an existing comment to your quicklist, click the icon in the top right hand corner of the comment box and from the menu, choose "Add to quicklist".
    b. To re-use an existing quicklist comment, create an empty comment box and click the menu icon in the top right hand corner of the comment box. Select the comment that you wish to use.



3. **Add a shape or highlight**
    a. Additional drawing and highlighting tools are available as follows:
        i. Free drawing
        ii. Straight line
        iii. Rectangle
        iv. Circle/Oval
        v. Highlight text
        vi. Choose the colour of the shape/highlight
    b. To add a shape or highlight, click on the appropriate icon and annotate the document as required.

c. To delete or move a shape or highlight. Click the select tool and then click and drag the shape/highlight to the new position or click and select the dustbin icon to delete.

4. **Add a Stamp**

a. Select the stamp tool and then select the stamp image that you wish to use from the list:

b. Click on the document to add the stamp.

c. To delete or move a stamp, click the select tool and then click and drag the stamp to the new position or click and select the dustbin icon to delete.

5. **Save the Annotations**

a. Moodle will automatically save any changes you make to the document as a draft. When you have completed the marking, you will need to click the "Save Changes" button 

. This will save all feedback to Moodle and will generate a pdf document with all the annotations included.

b. If you are using Marking Workflow, then the student will not be able to see their feedback until it is marked as *released.*

c. If you are not using Marking Workflow, then once saved, all feedback will be accessible to the student. Use the "Notify Students" checkbox to send an email to the student to inform them of the availability of feedback.

Part 2.3 – Adding a General Comment

As well as adding annotations to the student's submission you can also give general feedback using the *Feedback Comments* pane.

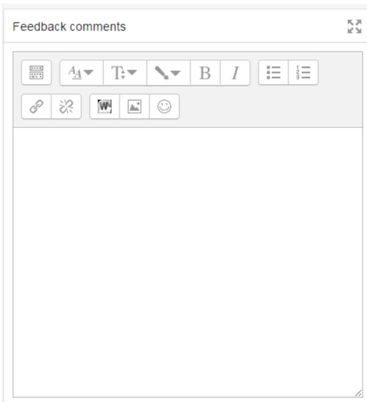


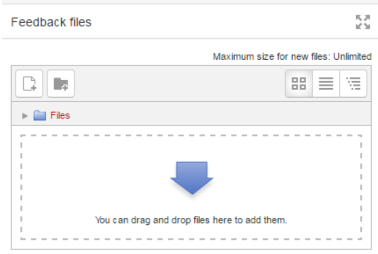
Figure 2.3.1 - Feedback Comments Pane

1. Click into the *Feedback Comments* text box.
2. Type your comment.
3. You can use the standard Moodle editing tools to format your feedback and add links, images, video etc.
4. You can pop-out the comments box to make it larger by clicking the expand icon .

Part 2.4 – Uploading Feedback Files

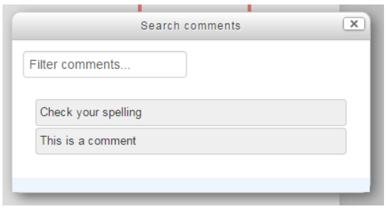
Files containing feedback can also be uploaded to the submission. You may wish to download the student's original submission, annotate it using Microsoft Word and then re-upload the document containing the feedback. Alternatively, you may want to include a model answer as feedback to the student.

1. The *Feedback Files* pane can be found at the bottom of the right hand pane.
2. To upload a file, drag the file from your computer into the indicated area.

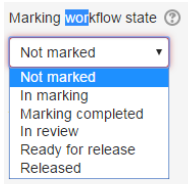


Part 2.5 – Additional Features

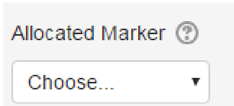
1. **View list of all comments on the document**
    a. Click the  icon to view a list of all comments that have been added to the document.
    b. A new dialogue box will open with a list of the comments. Comments can be searched for using the "filter comment" box.



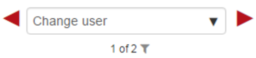
    c. Clicking on a comment will navigate to that comment in the document.
2. **Changing the marking workflow state and allocated marker**
    a. The marking workflow state can be changed for each individual assignment using the dropdown box in the right hand pane. Changing the state to "released" will release the feedback to the student. All other states are there to help manage the marking process.



    b. If allocated marking is used with multiple markers, the allocated marker dropdown box can be used to allocate the individual submission to a marker. This can be used by the marker to indicate who has marked the work.

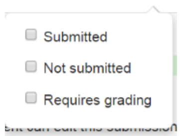


3. **Navigate through different submissions or filter the list**
    a. The navigation section in the top right hand corner can be used to navigate to different submissions or to filter the list of submissions for marking.



    b. Click the dropdown

 to select individual students
    c. Click the filter icon  to open the filter options and select the types of submissions you wish to view.



Part 3 – Tracking Marking Progress

When you've finished adding feedback to a student's work you can change the *Marking Workflow* state for that student to Marked. This will help you track which submission have and haven't been marked

1. Locate the *Marking Workflow State* box for the student you just marked
2. Expand the Dropdown menu.
3. Select the *Marking Complete* option
4. Click the "Save Changes" button to save the new state.

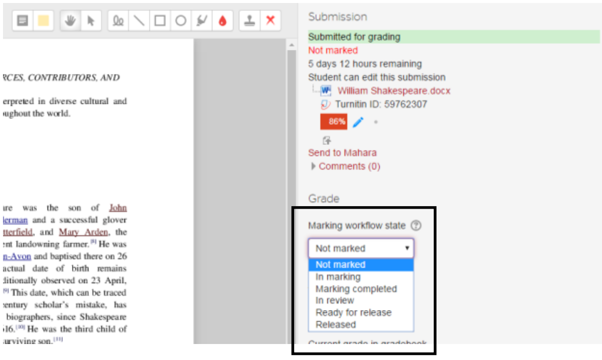


Figure 3.1 - Marking Complete

Part 4 – Recording Grades using an Offline Grading Worksheet

After giving feedback using the method detailed above you're ready to record the grade for a submission using the Offline Grading Worksheet. Once this is complete is can be emailed to the department admins who can upload the grades to LUSI.

Part 4.1 – Downloading an Offline Grading Worksheet

1. From the main list of all submissions, expand the *Grading action* dropdown box
2. Click the *Download grading worksheet* option

An Excel file will now be downloaded to your computer. Usually this will be downloaded to your *Downloads* folder on either a PC or Mac.

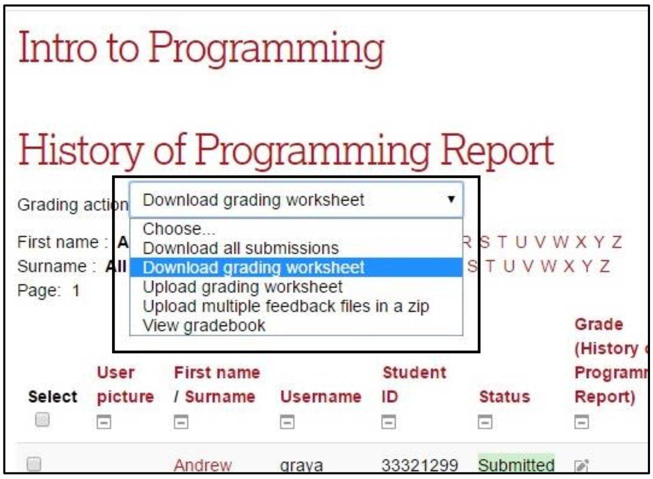


Figure 4.1.1 - Download Grading Worksheet

Part 4.2 – Completing the Offline Grading Worksheet

1. Open the *offline grading worksheet* you downloaded above
2. Expand the columns so you can read the titles
3. Enter your grade in the *Grades* column (if you don't see a grades column simply add one)
4. Save the *offline grading worksheet*

CAUTION!

The first columns in the grading worksheet contain details about the students, this is a unique *Identifier* that Moodle uses to refer to each student, their *Full name*, network *Username* and *Student ID* number (library card number). Do not change any of the details in these columns.

NOTE!

You should complete the steps in parts 3 and 4 for each of the submissions you need to mark. Once done you should proceed to the following steps.

Part 5 – Releasing Feedback to Students

Now that you've marked all of the student submissions using Moodle and recorded grades using the offline grading worksheet you're ready to release the feedback.

If you're using the marking workflow feature (recommended) you'll need to change the workflow state to *Released* to do this. If you're not using this feature feedback will become available to students as soon as you upload it.

1. Ensure you are in the assignment inbox for the assignment (see part 1 if you're unsure of how to access this)
2. Use the Select tick boxes to select all of the students on the course
3. Expand the *With selected…* dropdown box
4. Select the *Set marking workflow state* option
5. Click the *Go* button
6. Expand the *Marking workflow state* dropdown box
7. Select the *Released* option
8. Click the *Save changes* button

Your students will now get an email message informing them that feedback is available on their assignment along with a link to allow them to quickly access it

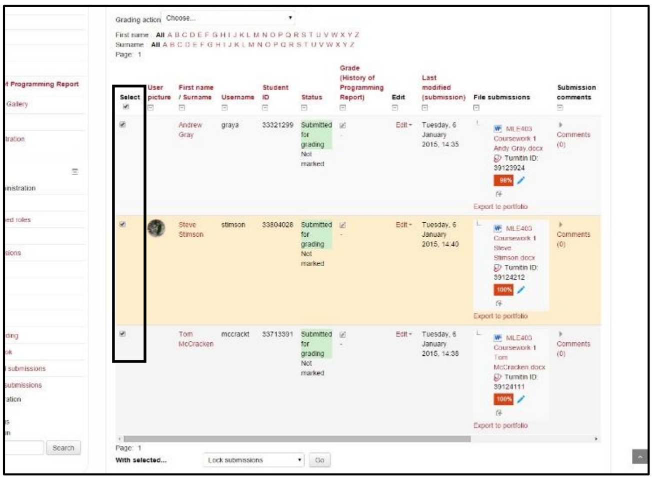


Figure 5.1 - Select All Students

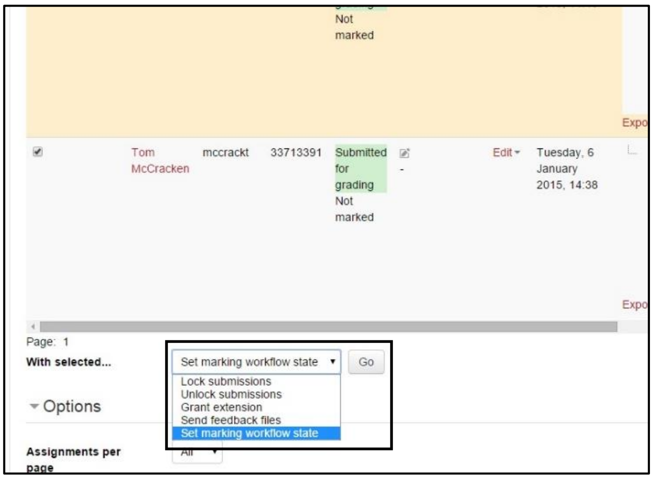


Figure 5.2 - With Selected...

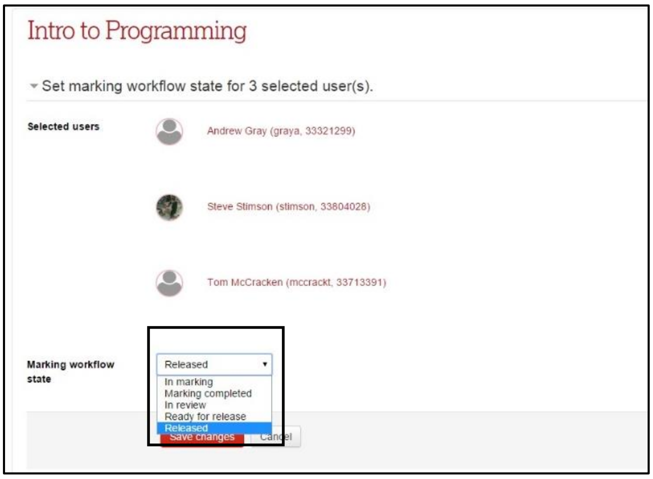


Figure 5.3 - Set to Released

Part 6 – What a Student Sees

Once feedback is released your students will get an email message informing them that feedback is available on their assignment along with a link to allow them to quickly access it.

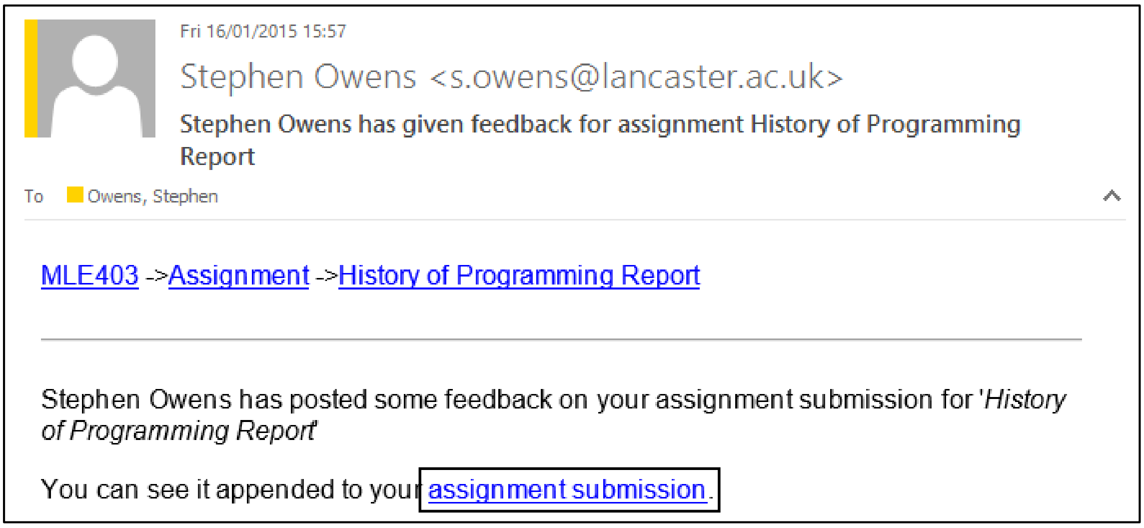
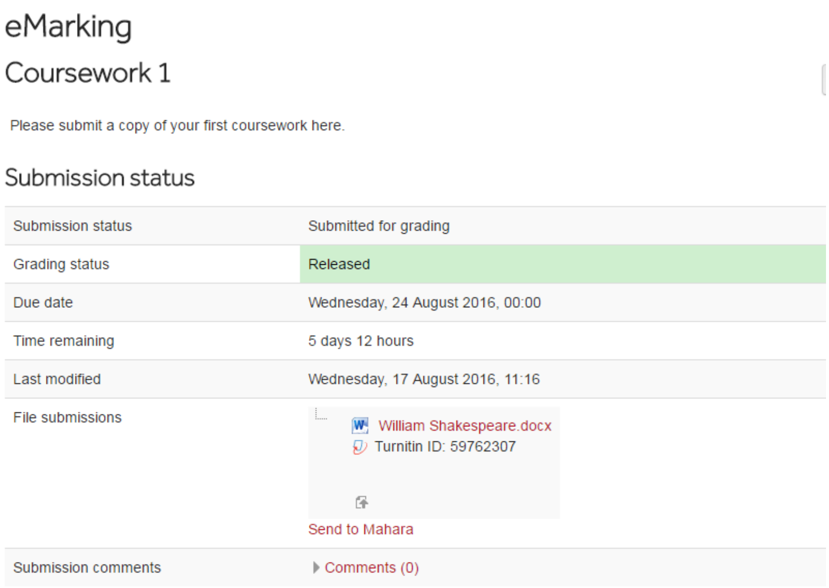


Figure 6.1 - Email Received by Students

Following the link in the email will take the student to the assignment, they will be able to see a summary of the assignment, including their original submission and their feedback.



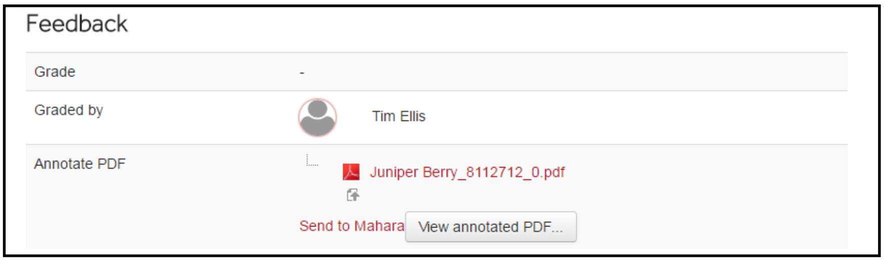
eMarking

Coursework 1

Please submit a copy of your first coursework here.

Submission status

Submission status	Submitted for grading
Grading status	Released
Due date	Wednesday, 24 August 2016, 00:00
Time remaining	5 days 12 hours
Last modified	Wednesday, 17 August 2016, 11:16
File submissions	William Shakespeare.docx Turnitin ID: 59762307 Send to Mahara
Submission comments	Comments (0)



Feedback

Grade	-
Graded by	Tim Ellis
Annotate PDF	Juniper Berry_8112712_0.pdf Send to Mahara View annotated PDF...

Figure 6.2 - Assignment Summary

The student can access their feedback by either clicking on the “View annotated PDF…” button to view the feedback using the interactive page or can click the pdf document to download a pdf version for printing. If feedback files have been uploaded, these will be also available in this section for the student to download.

Appendix 1 – Notes About Moderation and Marking Workflow

There is no single feature in Moodle that allows the moderation of marked work, you will need to discuss at a department level how moderation will be dealt with.

Whilst there are no features built into Moodle to allow for moderation or dual marking it can be achieved using the offline grading worksheets. As long as the offline grading worksheet has the Student ID column and a column for final grade you can use it with LUSI. You can add additional columns to facilitate moderation grades and second marker grades. The final grade should be ascertained via discussion between the two markers.

There is a feature called Marking Workflow within Moodle, this allows you to define how far through the marking process you are, there are a number of states you can choose

- Not Marked
- In Marking
- Marking Complete
- In Review
- Ready for Release
- **Released**

With the exception of Released, none of these states do anything functionally. They can be used as necessary for your department e.g. In review could be used to denote work that has been marked and is in moderation, ready for release could be used after moderation to indicate that the admin office can release the feedback.

CAUTION!

When the released option is selected the feedback becomes available to students and an email is sent to them to inform them that feedback is available. You should consider whether you want to release grades and feedback together or separately. Usually they're released together by the department administrative staff.

Appendix 1.1 - Setting the Workflow State for an Individual Student

1. Access the *assignment inbox* (if you're unsure of how to do this see part 1).
2. Ensure you have *quick grading* turned on (scroll to the bottom of the page and ensure *Quick Grading* is ticked).
3. Locate the appropriate student
4. Expand the dropdown box in the *Status* column
5. Select the new *Workflow state*
6. Scroll to the bottom of the submission table and click the *Save all quick grading changes* button

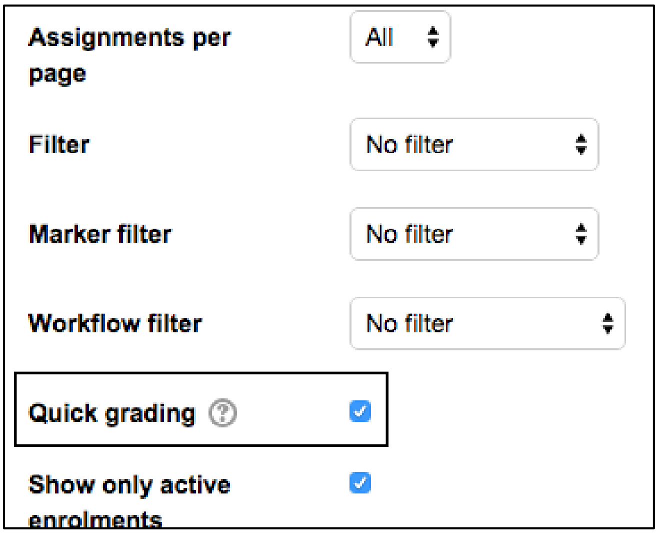


Figure APP1.1.1 - Quick Grading

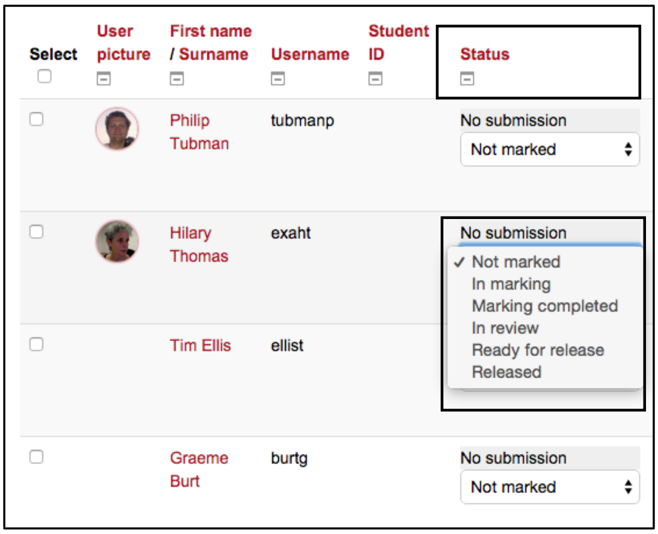


Figure APP1.1.2 - Marking Workflow Dropdown

Appendix 1.2 - Setting the Workflow State for Multiple/All Students

1. Access the *assignment inbox* (if you're unsure of how to do this see part 1).
2. Select which students you want to change the *workflow state* for (use the tick boxes in the *Selec*t column. You can tick the topmost box to select all).
3. Scroll to the bottom of the submission table and expand the *With selected*… dropdown box
4. Select the *Set marking workflow state* option and click the *Go* button
5. Confirm your action by clicking the *OK* button
6. Confirm all of the users you expected are in the list
7. Expand the *Marking workflow state* dropdown box and select the new state
8. Ensure the *Notify students* option is set to *No* (unless you are releasing feedback and want to email the students)
9. Click the *Save changes* button

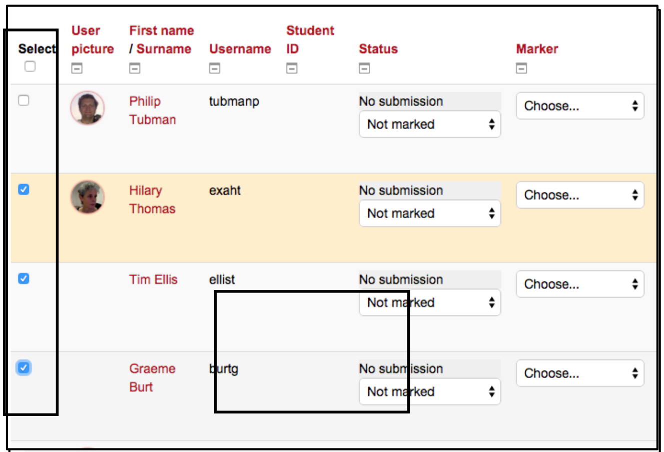


Figure APP1.2.1 - Select Boxes

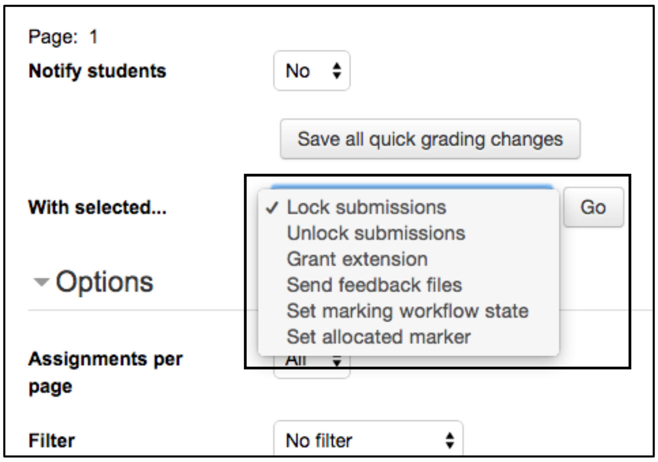


Figure APP1.2.2 - With Selected... Dropdown

Figure APP1.2.3 - Marking Workflow State Dropdown

Appendix 2 – Multiple Markers Per Assignment

There are a few scenarios where you might want to define which member of staff is going to mark which submission in an assignment.

When you have a large cohort of students it's likely that marking of an assignment will be split between multiple tutors. When this is the case you can use Moodle's Marker allocation feature to define which staff member will mark which student. When each staff member access the assignment inbox they can filter everything so they only see the submissions that are relevant to them. Doing this will also stop tutors from accidentally marking the same student's work.

If you're in a situation where dual marking of work is used, you can use a combination of the Marking Workflow feature and Marker Allocation feature to approximate this. When tutor A has marked a submission they can change the workflow state to "Marking Complete" and change the allocated marker to tutor B. Tutor B can then access the assignment, view all those assignments that are in the "Marking Complete" state and need to be second marked by them. Once marked by Tutor B the state can be change to "In Review" and Tutor A and B can get together to agree on a final grade. Once a final grade has been agreed it can be added to the offline grading worksheet and the workflow state can be change to "Ready for release"

Appendix 2.1 – Allocating Markers to Individual Students

1. Access the *assignment inbox* (if you're unsure of how to do this see part 1).
2. Ensure you have *quick grading* turned on (scroll to the bottom of the page and ensure *Quick Grading* is ticked).
3. Locate the appropriate student
4. Expand the dropdown box in the *Marker* column
5. Select a marker from the list
6. Click the *Save all quick grading changes* button (below the submission table)

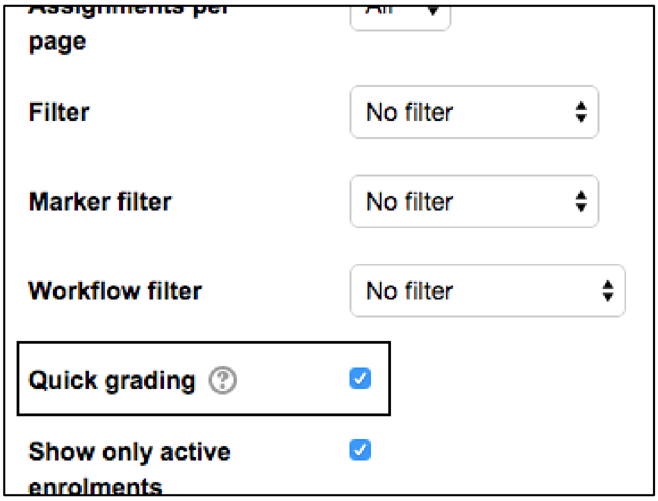


Figure APP2.1.1 - Quick Grading

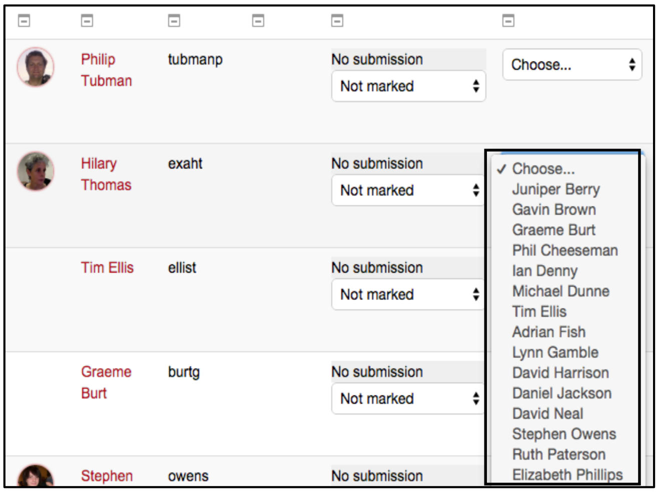


Figure APP2.1.2 - Marker Allocation Dropdown

Appendix 2.2 – Allocating Markers in Bulk

1. Access the *assignment inbox* (if you're unsure of how to do this see part 1).
2. Select which students you want to allocate a marker to (use the tick boxes in the *Select* column. You can tick the topmost box to select all).
3. Scroll to the bottom of the submission table and expand the *With selected*… dropdown box
4. Select the *Set allocated marker* option and click the *Go* button
5. Confirm your action by clicking the *OK* button
6. Confirm all of the users you expected are in the list
7. Expand the *Allocated Marker* dropdown box and select a marker
8. Click the *Save changes* button

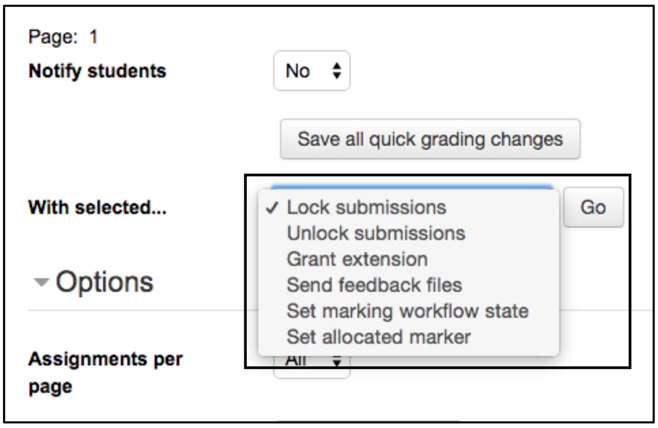


Figure APP2.2.1 - With Selected... Dropdown

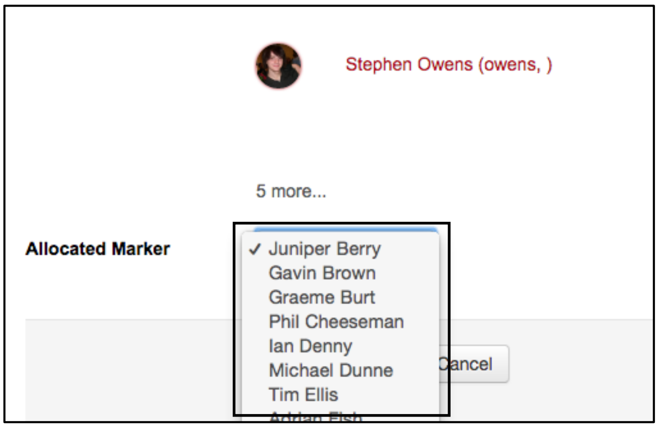
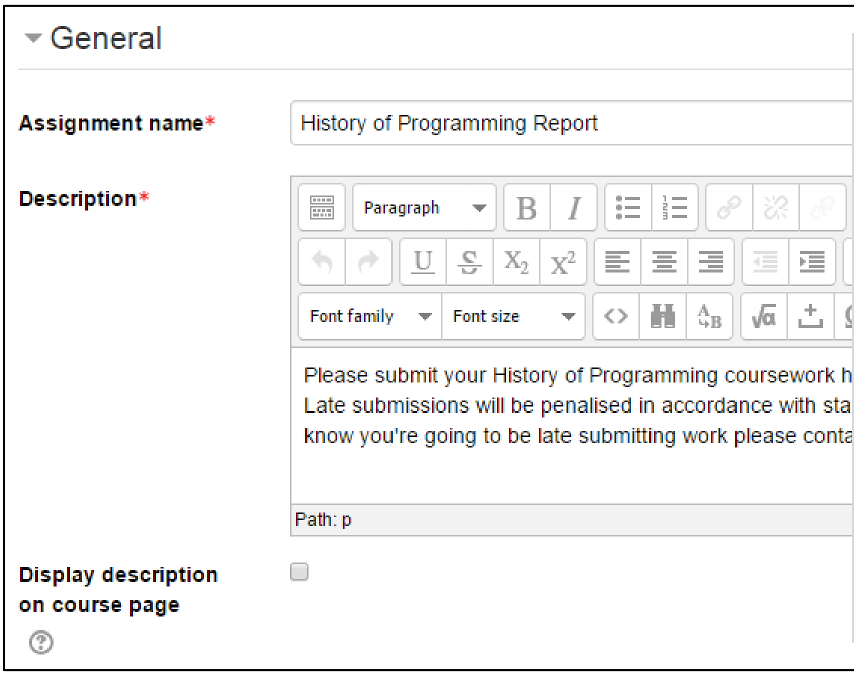


Figure APP2.2.2 - Allocated Marker Dropdown

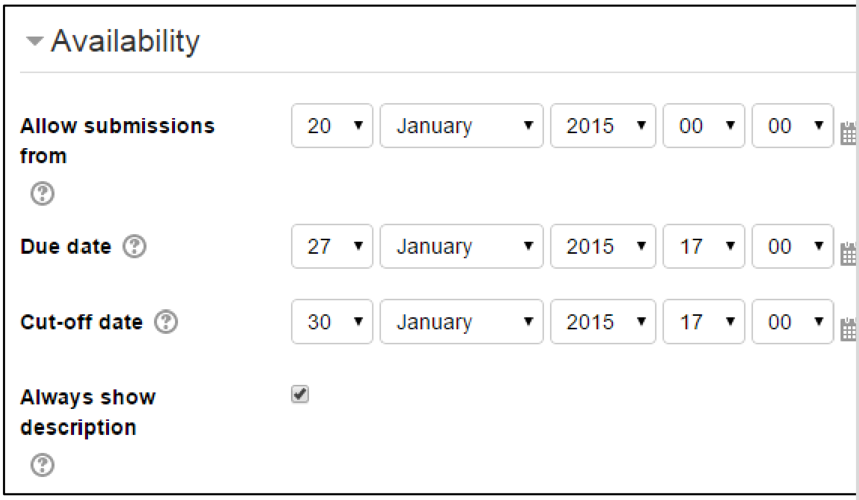
Recommended Assignment Settings



For *LUSI Assignments*, the ***Assignment Name*** will be taken from the data in LUSI

All assignments should have a ***Description***. Use this space to tell the students about the assignment, what is expected from them and whether their work will be scanned with *Turnitin*.

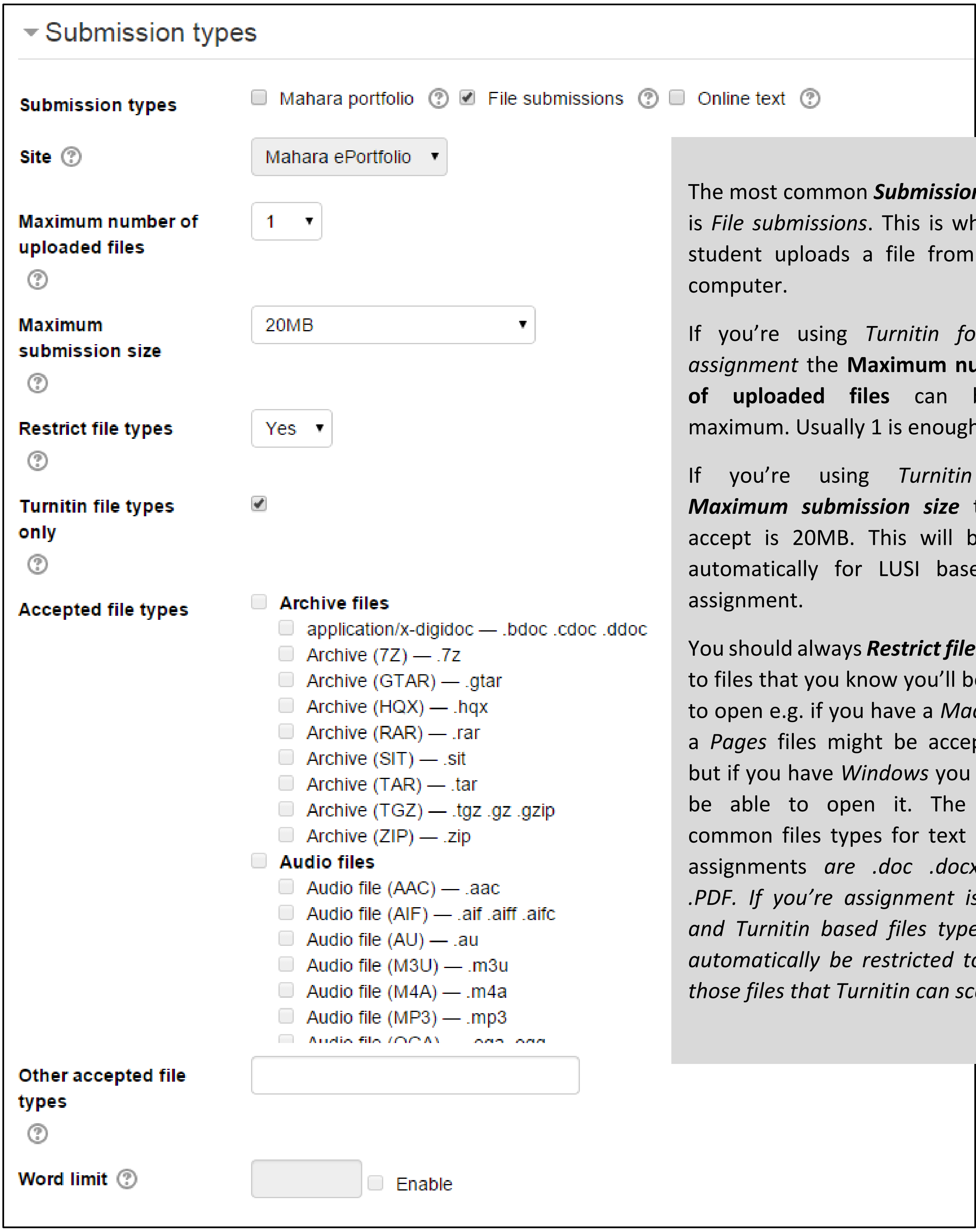
You should only ***Display description on course page*** if the description is short. Long descriptions will increase the size of your course page and lead to extra scrolling.



Choose when to ***Allow submissions from***. This is usually the date that the assignment is created.

Choose the ***Due date*** for the assignment. This is the date you expect students to submit their work by. This date will be set by LUSI to LUSI connected assignments.

Choose the ***Cut-off date*** for the assignment. This is the last date that late submissions will be accepted. University policy is 3 days after the due date.

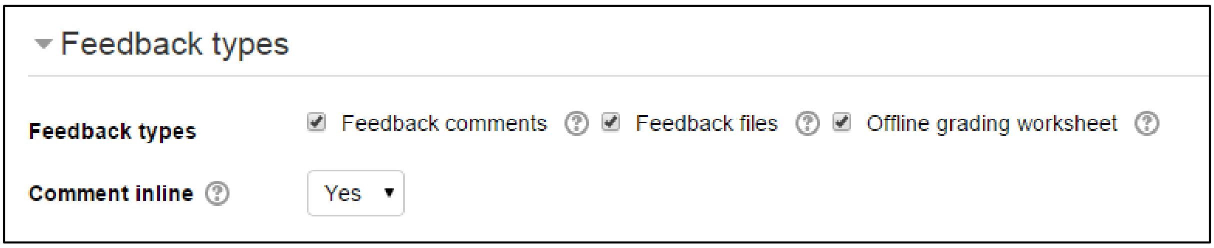


The most common ***Submission type*** is *File submissions*. This is where a student uploads a file from their computer.

If you're using *Turnitin for the assignment* the **Maximum number of uploaded files** can be 5 maximum. Usually 1 is enough.

If you're using *Turnitin* the ***Maximum submission size*** they'll accept is 20MB. This will be set automatically for LUSI based TII assignment.

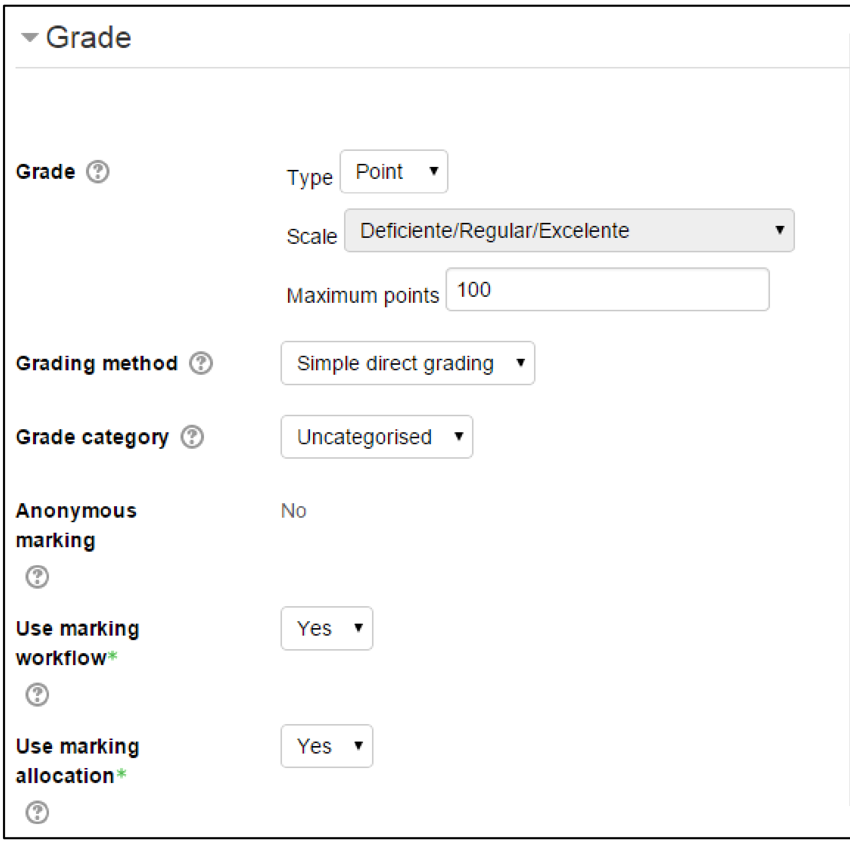
You should always ***Restrict file types*** to files that you know you'll be able to open e.g. if you have a *Mac* then a *Pages* files might be acceptable but if you have *Windows* you won't be able to open it. The most common files types for text based assignments *are .doc .docx* and *.PDF. If you're assignment is LUSI and Turnitin based files types will automatically be restricted to only those files that Turnitin can scan.*



CAUTION!

You should always keep the ***Notifications*** set to *No*. If you turn these on, every staff member (both academic and admin) will receive an email every time a student submits a piece of work.

Keep the ***Default settings for "Notify students"*** set to *No*. This will allow you to control when students are notified about feedback.



If your assignment is LUSI based, you won't see the ***Grade*** options. University policy doesn't allow grades to be entered into Moodle.

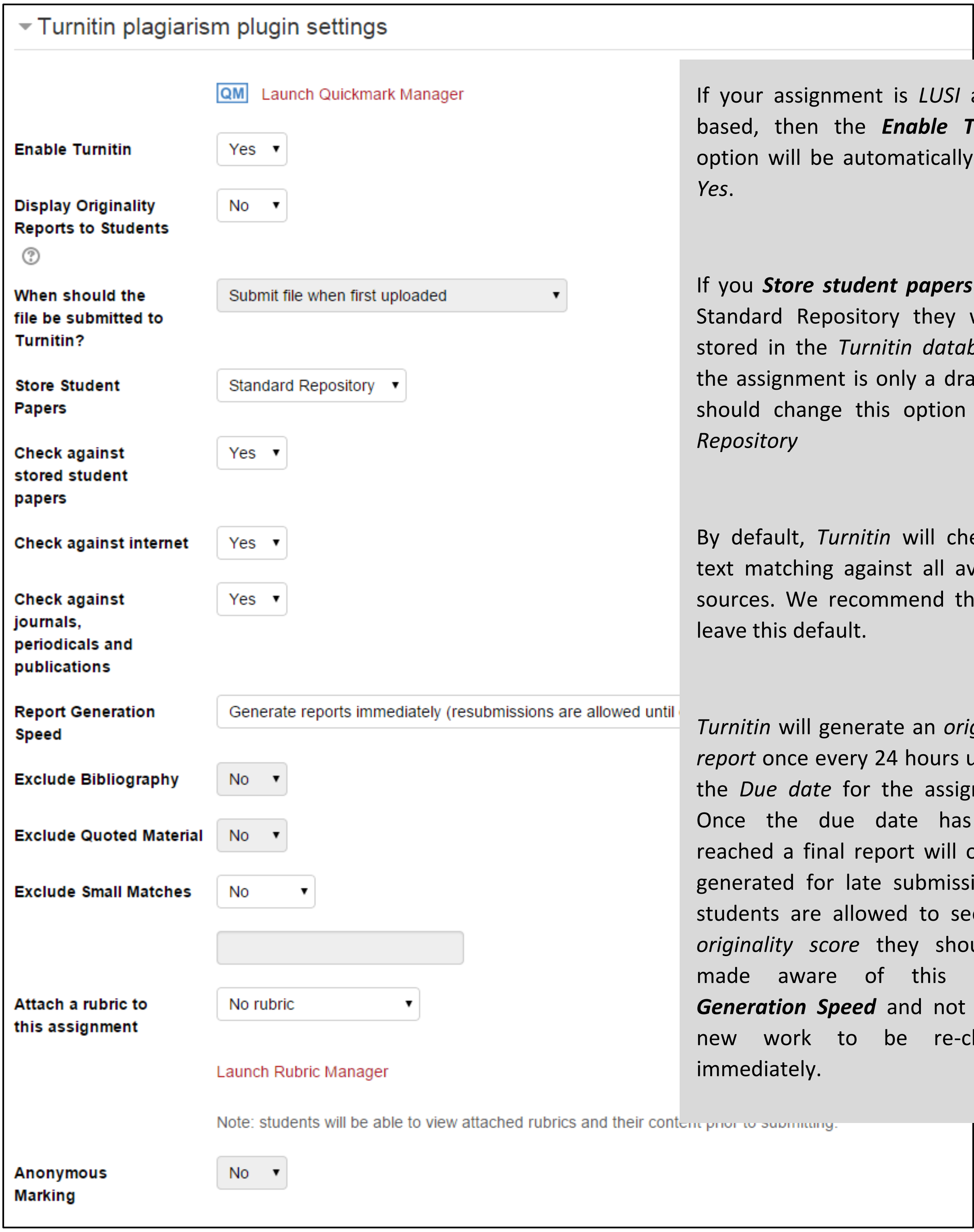
Make sure the ***Use marking workflow*** option is set to Yes. This will allow you to control when feedback is *Released* to students.

If you have multiple tutors marking an assignment e.g. 2 tutors marking half each, then you should enable the ***Use marking allocation option*** this will allow you to define which tutor will mark which submission and help avoid any overlap.

CAUTION!

Moodle and *Turnitin* will both allow you to use ***Anonymous marking***. If you want to use this feature, you need to make sure you enable it in both *Moodle* and *Turnitin* using the settings in the above image and the below image.

You should also note that ***Anonymous marking*** is truly anonymous until you have finished marking all work. If you need to grant an assignment extension in Moodle and the assignment is anonymous you won't be able to determine who to give the extension to. ISS currently have work planned that will allow pass through extension data from LUSI into Moodle automatically but this isn't available yet.



If your assignment is *LUSI* and *TII* based, then the ***Enable Turnitin*** option will be automatically set to *Yes*.

If you ***Store student papers*** in the Standard Repository they will be stored in the *Turnitin database*. If the assignment is only a draft, you should change this option to *No Repository*

By default, *Turnitin* will check for text matching against all available sources. We recommend that you leave this default.

Turnitin will generate an *originality report* once every 24 hours up until the *Due date* for the assignment. Once the due date has been reached a final report will only be generated for late submissions. If students are allowed to see their *originality score* they should be made aware of this ***Report Generation Speed*** and not expect new work to be re-checked immediately.

CAUTION!

If you allow your students to see their *originality score* you need to provide them with guidance about what the score means. Students have a tendency to try and game this score as low as possible and this is usually done at a detriment to the quality of their work.