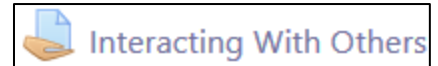


## Assignment Submissions

1. On the course home page, click on an **Assignment** link.



2. The **Assignment** page opens, showing whether it is **Hidden from students**, the number of **Participants**, number of **Submitted** assignments, those that **Need grading**, **Due date** and **Time remaining** under the heading **Grading summary**. Click or tap on the **View all submissions** button to see a list of the submissions, or click on the **Grade** button to begin grading the submissions

<b>Grading summary</b>	
<b>Hidden from students</b>	No
<b>Participants</b>	4
<b>Submitted</b>	3
<b>Needs grading</b>	3
<b>Due date</b>	Thursday, 21 May 2020, 12:00 AM
<b>Time remaining</b>	6 days 12 hours
<a href="#">View all submissions</a> <a href="#">Grade</a>	

3. To view more detail about the student submissions, click the **View all submissions** button below the Grading summary table.

The **Grading** page opens.

- The **Grading** page shows a table that includes student photos, names and emails, the status of their assignments and spaces for feedback comments and grading. Columns can be hidden by clicking the minus icon under the heading name, and then shown again by clicking the plus icon.

**Interacting With Others**

The screenshot shows a 'Grading' page with a table of student submissions. At the top, there is a 'Grading action' dropdown menu with a 'Choose...' option. Below this is a table with columns: Select, User picture, First name / Surname, Email address, Status, Grade, Edit, Last modified (submission), and File submissions. The table contains four rows of student data. The first row is for Ahmed Ali, with a status of 'Submitted for grading' and a file named 'H5P\_HowTo\_I'. The second row is for Eduardo Garcia, with a status of 'No submission'. The third row is for Lee Chan, with a status of 'Submitted for grading' and a file named 'My Business I'. The fourth row is for Maria Gupte, with a status of 'Submitted' and a file named 'Interacting wi'. There are several red arrows pointing to specific elements: one to the 'Grading action' dropdown, one to the 'Status' column for Ahmed Ali, one to the 'File submissions' column for Eduardo Garcia, and one to the 'Lock submissions' option in the 'Edit' dropdown for Maria Gupte.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	Grade	Edit ▾	Thursday, 14 May 2020, 11:26 AM	H5P_HowTo_I
<input type="checkbox"/>		Eduardo Garcia	eduardogarcia@fakemail.ca	No submission	Grade	Edit ▾	-	-
<input type="checkbox"/>		Lee Chan	leechan@fakemail.ca	Submitted for grading	Grade	Edit ▾	Thursday, 14 May 2020, 11:27 AM	My Business I
<input type="checkbox"/>		Maria Gupte	mariaqupte@fakemail.ca	Submitted	Grade	Edit ▾	Thursday, 14 May 2020, 11:37 AM	Interacting wi

- To check the status of assignments that have been submitted by individual students, look under the **Status** heading in the table on the **Grading** page.

For each student who has submitted an assignment, the text **Submitted for grading** appears, highlighted in pale cyan.

- Submissions recorded with the PoodLL voice recorder will appear as an audio file player under the **Online PoodLL** heading.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	Online PoodLL
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	Grade	Edit	Tuesday, 14 July 2020, 3:40 PM	Comments (0)	
<input type="checkbox"/>		Dirk Allen	knewdirk@gmail.com	No submission	Grade	Edit	-	-	-

- Assignments that have been submitted as online text will appear under the **Online text** heading.

- To view an online text submission, click the magnifying glass icon above the submitted text under the **Online text** heading.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Submission comments	Online PoodLL	Online text
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	Grade	Edit	Comments (0)		
<input type="checkbox"/>		Eduardo Garcia	eduardogarcia@fakemail.ca	Submitted for grading 1 year 106 days late	Grade	Edit	Comments (0)	-	 Canada is a large country. I like people in Canada.

A new window appears, showing the assignment with any accompanying images or other media.

- Click the **Back** button to return to the **Assignment** page.

10. To view a file submission, click the assignment name under the **File submissions** heading.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	<a href="#">Grade</a>	Edit	Thursday, 14 May 2020, 11:26 AM	H5P_HowTo_DeLD_Apr_2020.docx 14 May 2020, 11:26 AM
<input type="checkbox"/>		Lee Chan	leechan@fakemail.ca	Submitted for grading	<a href="#">Grade</a>	Edit	Thursday, 14 May 2020, 11:27 AM	My Business Paper.docx 14 May 2020, 11:27 AM

11. A dialogue box opens with the suggested program to open the file, for example MS Word with the Open with Microsoft Office Word (default) radio button highlighted.

12. Click the **OK** button.

The file opens in MS Word or the appropriate program for the file type.

## Locking and unlocking submissions and granting extensions.

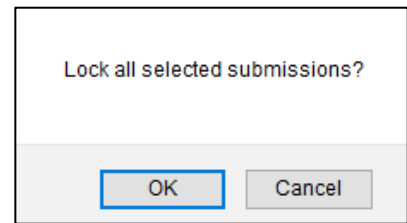
- Select any of the students to download their work or modify their assignment settings. In the **With selected...** drop-down menu below the table, **Lock submissions** (the default setting) is used to block submissions, **Unlock submissions** is used to accept submissions, **Download selected submissions** is used to download particular submissions, and **Grant Extension** is used to allow special cases more time to complete an assignment.

<input checked="" type="checkbox"/>		Maria Gupte	mariaguptez@fakemail.ca	Submitted for grading	<a href="#">Grade</a>	Edit	Thursday, 14 May 2020, 11:37 AM	Interacting v...
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With selected... [Lock submissions](#) [Go](#)

- To set any of these options, select the option and click on the **Go** button.

- A dialogue box appears, asking to confirm the selection. Click **OK**.

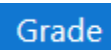


The table appears again, showing in the **Status** column for the selected student **Submission changes not allowed** or blank under the Status heading.

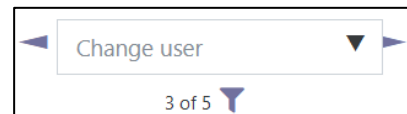
	<b>Maria Guptez</b>	mariaguptez@fakemail.ca	Submitted for grading
			Submission changes not allowed

## Grading Assignments

- To grade an assignment, under the **Grade** heading of the student whose assignment is to be graded, click on the **Grade** button.



- The **Submission grading** page appears, showing the **user's picture, name and email address**, and a **pdf version** of any file submissions (converted by Moodle) for marking on the left column. On top of the right column, there is a drop-down menu and arrows to **Change user**. Under this menu, text is displayed to show the number of students with completed grading, the number of those still to be graded.

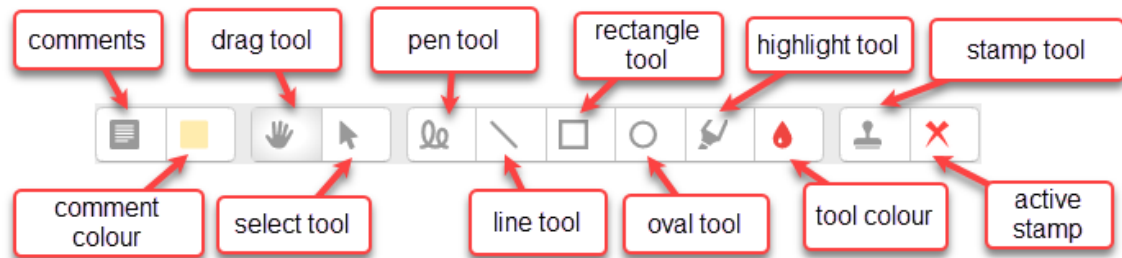


- The **Submission** status underneath shows the submission recording/file(s)/text, and other information for the student whose assignment is to be graded.

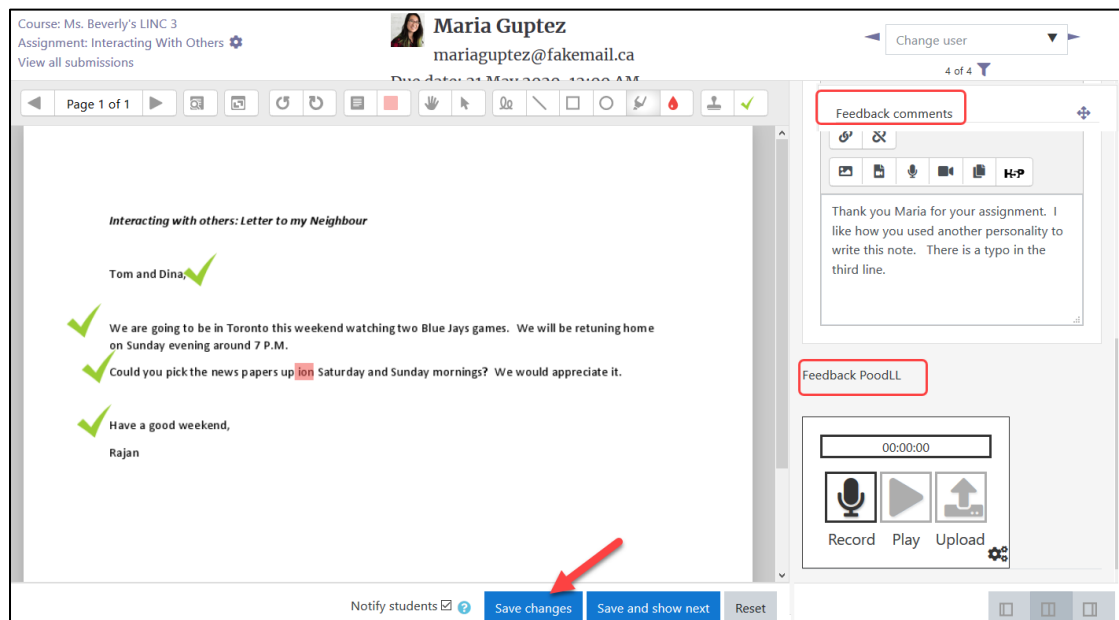
Note: The grading page display can be changed with the **screen display** icons in the bottom right corner of the grading page.



4. Read the online text, listen to the student's recording, and/or open and read the attached file. For an offline assignment, refer to the student's offline work.
5. Scroll down through the **Submission** section (right column) to assign a grade and give feedback.
6. If there is a file submission, there are two options for annotating it. The original Word document can be downloaded and marked up, and then uploaded as a **Feedback File**. Alternatively, the submitted file will have been converted to PDF and displayed in the **Review** Panel, and the text mark-up tools can be used to give comments and feedback.



7. In the **Feedback comments** text box in the right column, type in the desired feedback, format the text and add images and other media if wished.



8. Use the **Feedback PoodLL** recorder in the right column to upload spoken comments and feedback.

- Click the **Save changes** button.



The **Grade** page appears again, showing the text **The grade changes were saved.**

- Click the arrows in the top right corner or use the **Change user** drop-down menu to navigate to the next user for marking.
- After marking, the grades will appear in the **Gradebook**.

## Editing Grades

- To edit a grade, go to the **View all submissions** page in the assignment.
- Under the **Edit** heading, mouse over the student's **Edit** section and click on the arrow icon.

A dialogue box appears, showing the choices **Update grade**, **Prevent submission changes** and **Edit submission**.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted	Grade	Edit ▾	Friday, 26 June 2020, 12:22 PM
<input type="checkbox"/>		Dirk Allen	knewdirk@gmail.com	No sub			-

- Click **Update grade**.

The grading page appears.

- Scroll down to the **Grade** section.
- In the **Grade out of 100** text box, type in the desired updated grade (including decimals if required).  
Note: Below this text box the **Current grade in gradebook** is displayed.
- Click the **Save changes** button.
- The **Grade** page appears again, showing the text, the changes to the grade, and the feedback that were saved.

## Video Tutorial

[Assignment Grading](#)

<<https://youtu.be/dSxxdglCaeE>>

## Resource

[Moodle Documents: Grading Quick Guide](#)

<[https://docs.moodle.org/38/en/Grading\\_quick\\_guide](https://docs.moodle.org/38/en/Grading_quick_guide)>