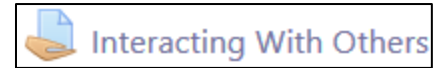


Marking Assignment Submissions

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

Grading summary	
Hidden from students	No
Participants	4
Submitted	3
Needs grading	3
Due date	Thursday, 21 May 2020, 12:00 AM
Time remaining	6 days 12 hours
View all submissions Grade	

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 the table, there are several action menus and dropdowns, including 'Lock submissions', 'Unlock submissions', 'Download selected submissions', and 'Grant extension'. A 'Go' button is also visible at the bottom right of the action menu.

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.

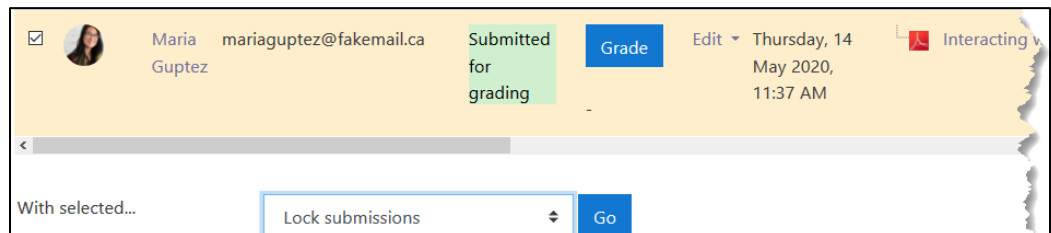
- Submissions recorded with the PoodLL voice recorder will appear as an audio file player under the **Online PoodLL** heading.
- Assignments that have been submitted as online text will appear under the **Online text** heading.
- To view an online text submission, click the magnifying glass icon above the submitted text under the **Online text** heading.

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

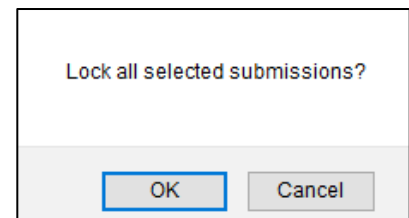
9. Click the **Back** button to return to the **Assignment** page.
10. To view a file submission, click the assignment name under the **File submissions** heading.
11. A dialogue box opens with the suggested program to open the file, for example MS Word with the Open with Microsoft Office Word (default) 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.

1. 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.



2. To set any of these options, select the option and click on the **Go** button.
3. 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.

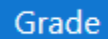



Maria Guptez mariaguptez@fakemail.ca **Submitted for grading**
 Submission changes not allowed

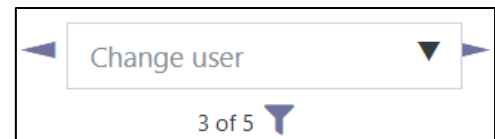
Grading Assignments

This document focuses on marking assignments in general. For grading assignments with rubrics, see the section **2.7 Marking the Assignment Using a Rubric**

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

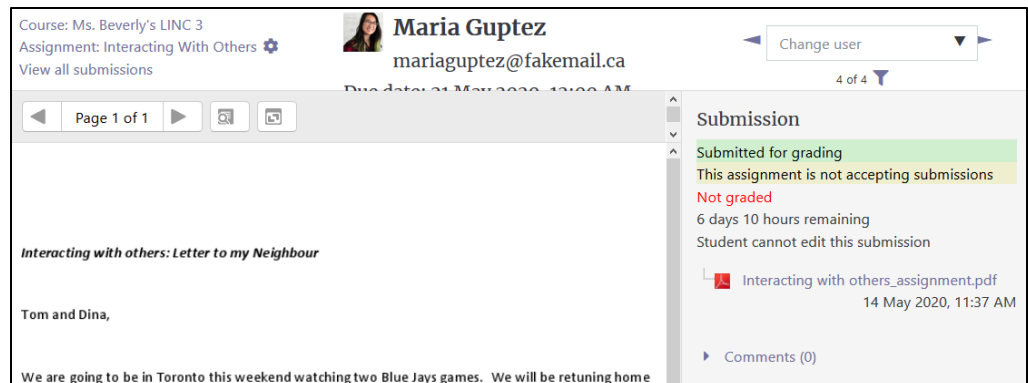


- The **Submission grading** page appears, showing the **user's picture, name and email address**, and a **pdf version** of any file submissions (converted by Moodle) for marking on the left column. On top of the right column, there is a drop-down menu and arrows to **Change user**. Under this menu,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




Change user
3 of 5

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



Course: Ms. Beverly's LINC 3
 Assignment: Interacting With Others
 View all submissions


Maria Guptez
 mariaguptez@fakemail.ca
 Due date: 21 May 2020, 12:00 AM

Change user
 4 of 4

Page 1 of 1

Submission
 Submitted for grading
 This assignment is not accepting submissions
 Not graded
 6 days 10 hours remaining
 Student cannot edit this submission

Interacting with others: Letter to my Neighbour

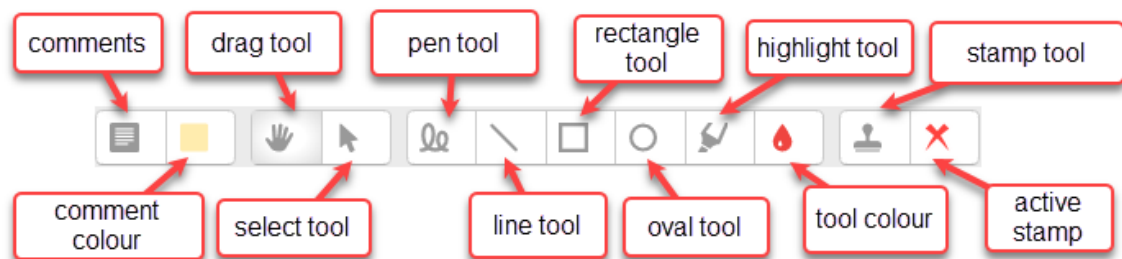
Tom and Dina,
 We are going to be in Toronto this weekend watching two Blue Jays games. We will be retuning home

Interacting with others_assignment.pdf
 14 May 2020, 11:37 AM
 Comments (0)

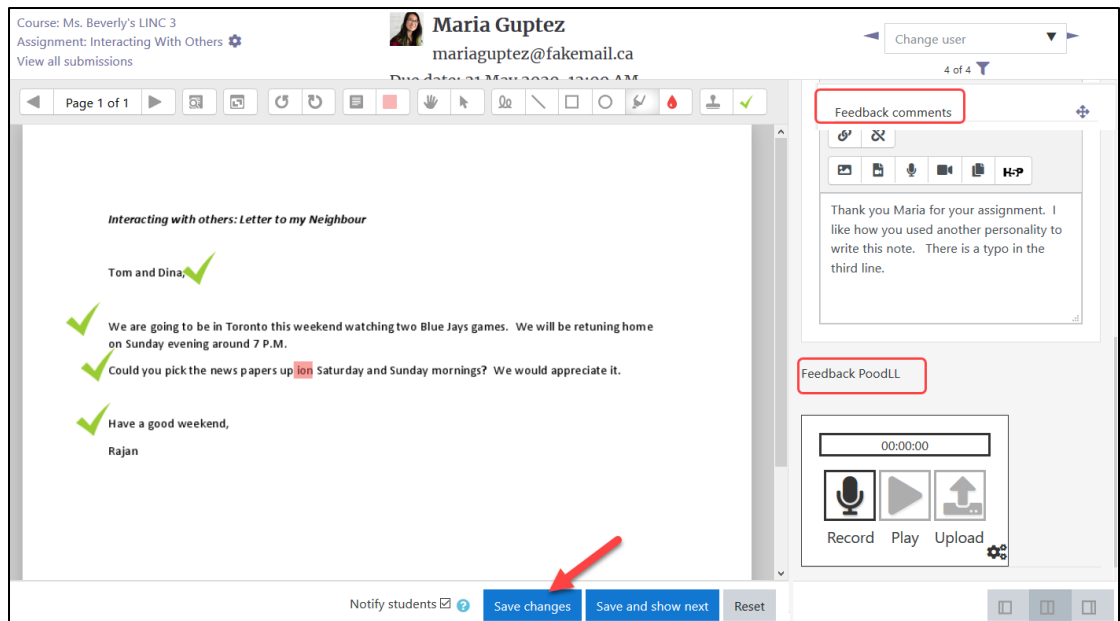
Note: The grading page display can be changed with the **screen display** icons in the bottom right corner of the grading page.



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. In the **Grade out of** text box in the right column, type in the desired grade, including decimals if required. In this example, the grade is out of 1; however, this can be defined as any number in the **Maximum grade** field in the **Grade** section when creating the assignment.
7. 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.



8. 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.



Note: if **Comment Inline** was set to **Yes** when the assignment was created, the **Online Text** will be presented in the **Feedback Comments** text box and can be marked up as desired. The Text editor for this is the same editor found in other Moodle tools.

9. Use the **Feedback PoodLL** recorder in the right column to upload spoken comments and feedback.
10. Click the **Save changes** button.

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

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

Editing Grades

1. To edit a grade, go to the **View all submissions** page in the assignment.
2. 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**.

3. Click **Update grade**.

The grading page appears.

4. Scroll down to the **Grade** section.
5. 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.
6. Click the **Save changes** button.
7. 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>