

Managing Assignment, Grading, Markflow status

On this guide:

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- B. [Marking assignment using a simple grading](#)
- C. [Marking assignment using Marking guide](#)
- D. [Marking assignment using a rubric](#)
- E. [Setting the Markflow status](#)

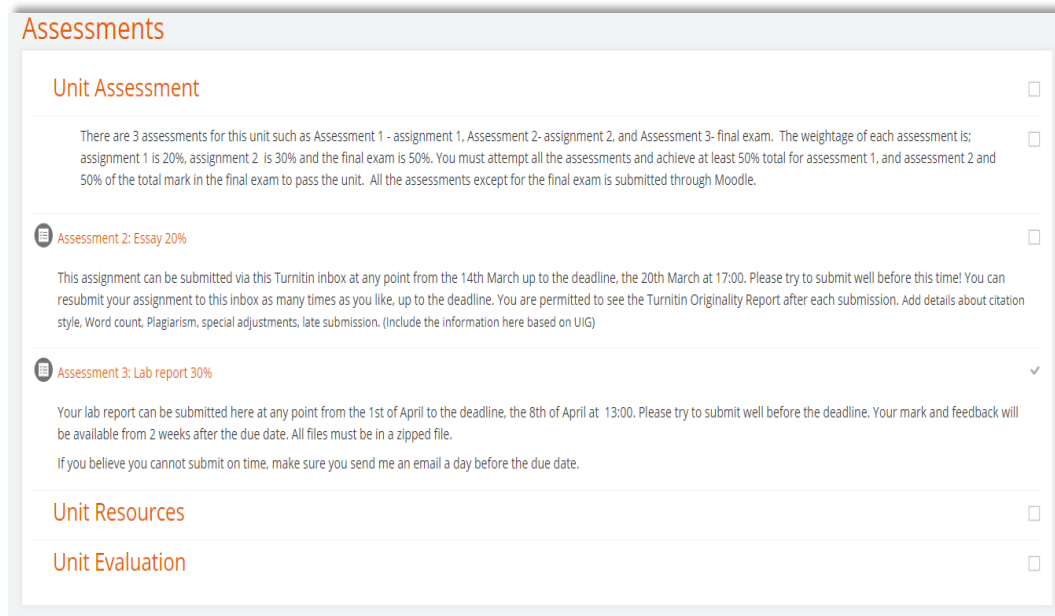
Pre-condition

1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

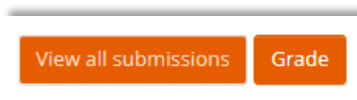
A. Assignment Actions (Grade, submission locking, granting an extension, and allowing another attempt) | [Top of the Document](#)

Procedure

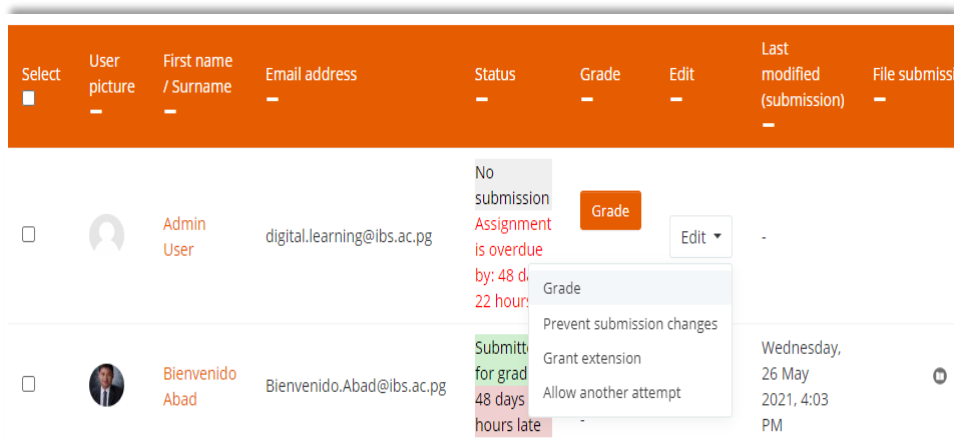
1. Accessing the assignment link
 - a. Go to your Moodle course.
 - b. Find and click the assignment link. The *Assignment submission page* appears.



2. View all Submissions
 - a. On the assignment page, click **View all submissions**.

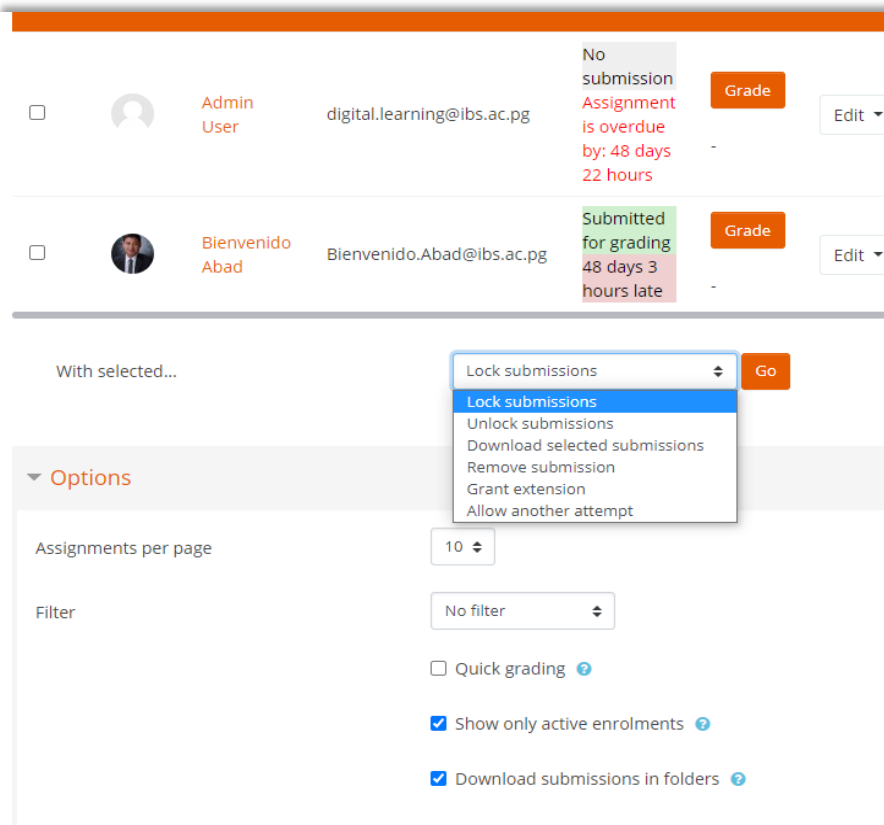


3. Taking action on individual student
 - a. Select one student, click the Edit menu.
 - i. Selecting Grade will take you to the grading page, which allows you to assign marks and feedback.
 - ii. Lecturers can prevent submission, grant extension, and allow another attempt.



4. Taking action for multiple students

- a. For bulk, checkboxes on the left-hand side can be selected for each user, then select the suitable action from the **With selected**.
- b. The changes made will be shown under the Status column.



The screenshot shows a Moodle submission page with two users listed:

Checkbox	User	Email	Status	Action
<input type="checkbox"/>	Admin User	digital.learning@ibs.ac.pg	No submission Assignment is overdue by: 48 days 22 hours	Grade
<input type="checkbox"/>	Bienvenido Abad	Bienvenido.Abad@ibs.ac.pg	Submitted for grading 48 days 3 hours late	Grade

Below the list, there is a "With selected..." section with a "Go" button. A dropdown menu is open, showing the following options:

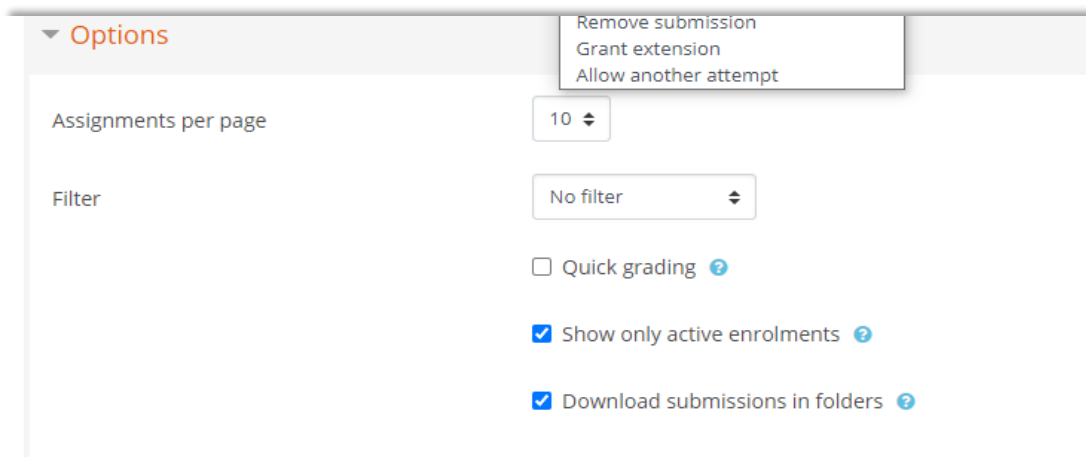
- Lock submissions
- Unlock submissions
- Download selected submissions
- Remove submission
- Grant extension
- Allow another attempt

The "Options" section includes:

- Assignments per page: 10
- Filter: No filter
- Quick grading
- Show only active enrolments
- Download submissions in folders

5. Filtering

- a. Set assignment per page and other fields to your desired settings to set the desired view of the assignment submission page.



The screenshot shows the "Options" section of the Moodle submission page. A dropdown menu is open, showing the following options:

- Remove submission
- Grant extension
- Allow another attempt

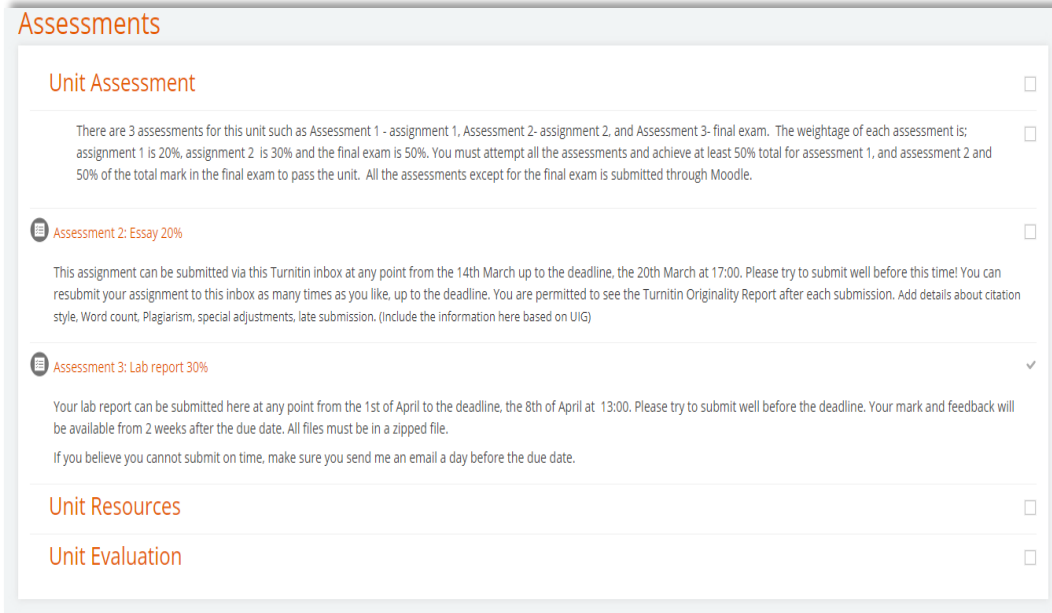
The "Options" section includes:

- Assignments per page: 10
- Filter: No filter
- Quick grading
- Show only active enrolments
- Download submissions in folders

B. Marking assignment using simple grading | [Top of the Document](#)

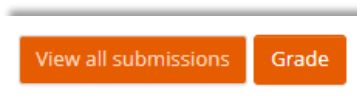
Procedure

1. Accessing the assignment link
 - a. Go to your Moodle course.
 - b. Find and click the assignment link. The *Assignment submission page* appears.



The screenshot shows the 'Assessments' section of a Moodle course. It lists three assessments for a unit: 'Unit Assessment', 'Assessment 2: Essay 20%', and 'Assessment 3: Lab report 30%'. Each assessment has a checkbox on the right. Below the assessments are sections for 'Unit Resources' and 'Unit Evaluation', also with checkboxes. The 'Assessment 2: Essay 20%' entry includes a Turnitin icon and a description of the submission process and deadline.

2. Go to grading Page
 - a. On the assignment page, click **View all submissions** to take you to the *assignment submission page* or **Grade** to take you directly to the *grading page*.



- b. If you're on the Assignment submission page, click the Grade button under the grade column or select grade from the Edit menu.
3. Grading an assignment
 - a. Download if file submission, then examines the assignment.
 - b. Enter comments in the comment Feedback comment box and the total mark.


Submission

Submitted for grading

Not graded

3 days 1 hour remaining

Student can edit this submission

 tool_policy_moodle34_2017111312.zip 26 May 2021, 4:03 PM

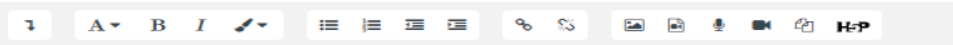
▶ Comments (0)

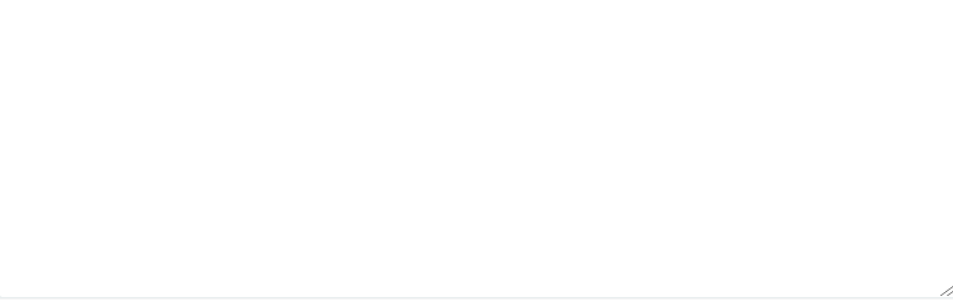
Grade

Grade out of 30


Current grade in gradebook

Feedback comments





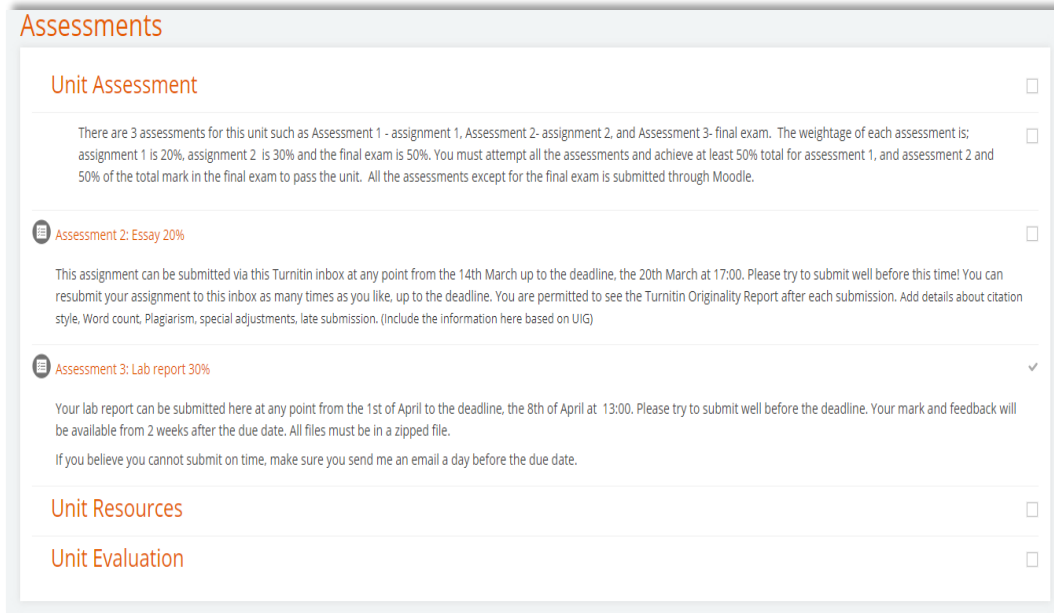
4. Save changes
 - a. Click **Save and show next**.

Notify students  

C. Marking assignment using marking guide | [Top of the Document](#)

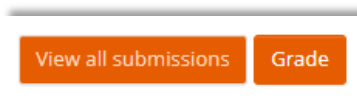
Procedure

1. Accessing the assignment link
 - a. Go to your Moodle course.
 - b. Find and click the assignment link. The *Assignment submission page* appears.



The screenshot shows the 'Assessments' section of a Moodle course. It lists three assessments: 'Unit Assessment', 'Assessment 2: Essay 20%', and 'Assessment 3: Lab report 30%'. Each assessment has a checkbox on the right. Below the assessments are sections for 'Unit Resources' and 'Unit Evaluation', also with checkboxes. The 'Assessment 2: Essay 20%' section includes a Turnitin icon and a description of the submission process, including a deadline of 20th March at 17:00. The 'Assessment 3: Lab report 30%' section includes a description of the submission process, including a deadline of 8th April at 13:00.

2. Go to grading Page
 - a. On the assignment page, click **View all submissions** to take you to the *assignment submission page* or **Grade** to take you directly to the *grading page*.

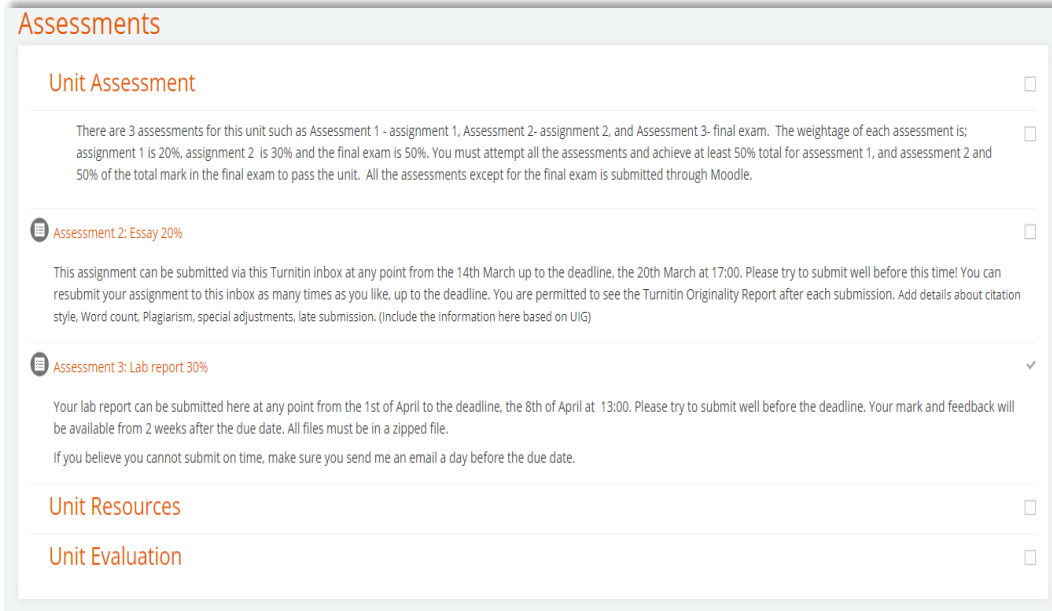


- b. If you're on the Assignment submission page, click the Grade button under the grade column or select grade from the Edit menu.
3. Grading an assignment
 - a. Download and examine the assignment submission.
 - b. Enter comments in the comment box for specific feedback for the item.
 - c. Enter the suitable mark.
 - d. Enter the overall feedback in the Feedback comments.

D. Marking assignment using rubric | [Top of the Document](#)

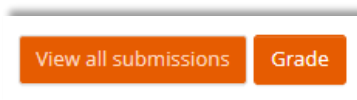
Procedure

1. Accessing the assignment link
 - a. Go to your Moodle course.
 - b. Find and click the assignment link. The *Assignment submission page* appears.



The screenshot shows the 'Assessments' section of a Moodle course. It lists three assessments: 'Unit Assessment', 'Assessment 2: Essay 20%', and 'Assessment 3: Lab report 30%'. Each assessment has a checkbox on the right. Below the assessments are sections for 'Unit Resources' and 'Unit Evaluation', also with checkboxes.

2. Go to grading Page
 - a. On the assignment page, click **View all submissions** to take you to the *assignment submission page* or **Grade** to take you directly to the *grading page*.



- b. If you're on the *Assignment submission page*, click the **Grade** under the grade column or select grade from the **Edit menu**.
3. Grading an assignment
 - a. Download and examine the assignment submission.
 - b. Enter comments in the comment box for specific feedback for the item.
 - c. Select the suitable mark.
 - d. Enter the overall feedback in the Feedback comments.

Grade:

If statement with examples	Excellent. Well explained if statement with 2 correct examples 15 points	Very good. Well explained if statement is with 1 correct example OR Suitable explanation of if statement with 2 examples are correct 12 points	Good. Well explained if statement with attempt to provide example OR Suitable explanation of if statement with 1 correct example 9 points	Satisfactory. Attempted to explain if statement and attempted to provide example 6 points	Poor. Attempted to explain if statement but no example provided. OR No attempt to explain if statement but attempted to provide example provided. 3 points	Not done 0 points	
for statement with example	Excellent. Well explained for statement with 1 suitable correct example. 15 points	Very good. Well explained for statement with 1 correct example OR Suitable explanation of for statement with 2 correct examples. 12 points	Good. Well explained for statement with attempt to provide example OR Suitable explanation of for statement however with 1 correct example 9 points	Satisfactory. Attempted to explain for statement and attempted to provide example 6 points	Poor. Attempted to explain for statement but no example provided. OR No attempt to explain for statement but attempted to provide example provided. 3 points	Not done 0 points	

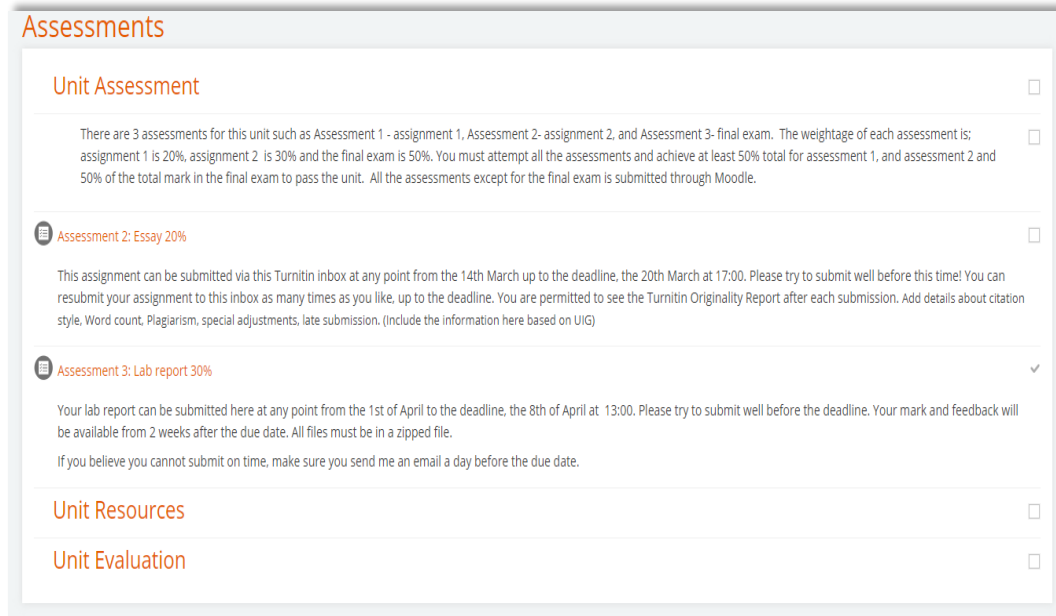
4. Save changes

Notify students 

E. Setting Markflow Status | [Top of the Document](#)

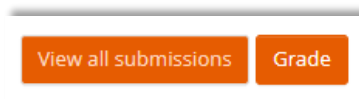
Procedure

1. Accessing the assignment link
 - a. Go to your Moodle course.
 - b. Find and click the assignment link. The *Assignment submission page* appears.

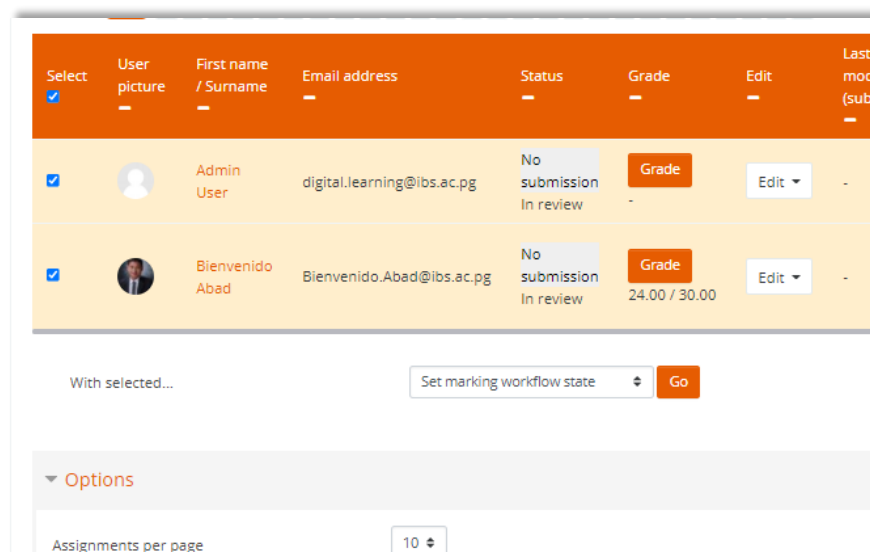


The screenshot shows the 'Assessments' section of a Moodle course. It includes a 'Unit Assessment' section with a checkbox, followed by two specific assignments: 'Assessment 2: Essay 20%' and 'Assessment 3: Lab report 30%'. Each assignment has a brief description of its requirements and submission details. Below the assignments are sections for 'Unit Resources' and 'Unit Evaluation', each with a checkbox.

2. Go to grading Page
 - a. On the assignment page, click **View all submissions** to take you to the *assignment submission page*.



3. Selecting students for mark flow status
 - a. Select students for setting mark flow by checking the checkbox under the **Select** column. If selecting for all, set the **Assignments per page** in the Options section to **All**, then select from **With selected...** Set marking workflow state. Then click **Go**. The marking flow state page appears.

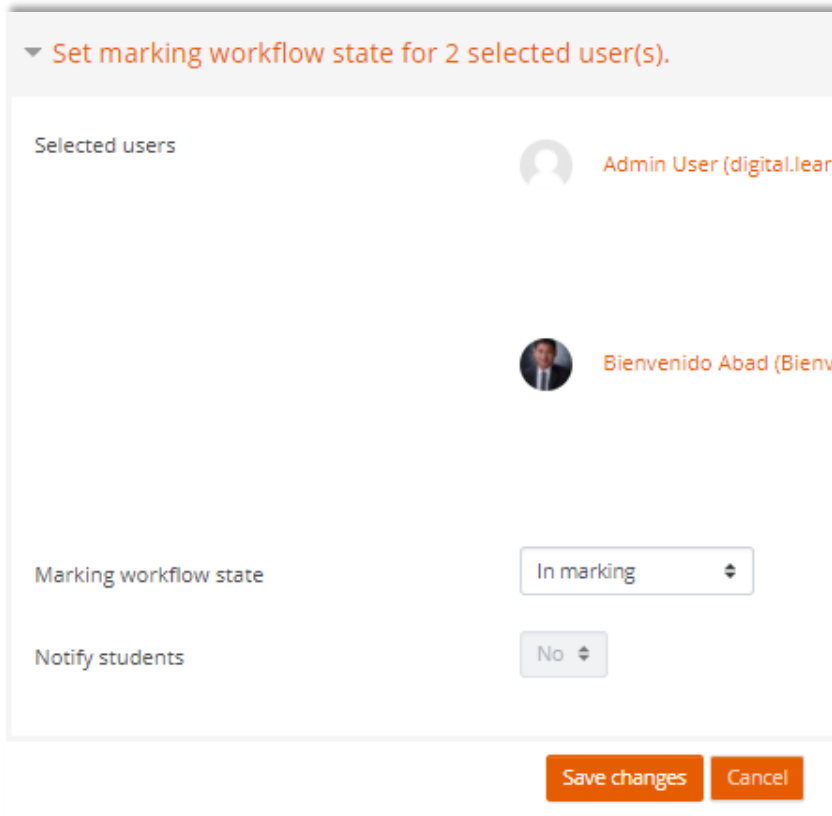


The screenshot shows the 'Marking workflow state' page in Moodle. It features a table with columns for 'Select', 'User picture', 'First name / Surname', 'Email address', 'Status', 'Grade', 'Edit', and 'Last modified (subr)'. Two rows are visible, both with the 'Select' checkbox checked. Below the table, there is a 'With selected...' dropdown menu, a 'Set marking workflow state' dropdown menu, and a 'Go' button. At the bottom, there is an 'Options' section with a dropdown for 'Assignments per page' set to '10'.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (subr)
<input checked="" type="checkbox"/>		Admin User	digital.learning@ibs.ac.pg	No submission In review	Grade	Edit	-
<input checked="" type="checkbox"/>		Bienvenido Abad	Bienvenido.Abad@ibs.ac.pg	No submission In review	Grade 24.00 / 30.00	Edit	-



4. Setting Markflow status

- a. Set the Marking flow accordingly
 - i. **In Marking**, if currently marking.
 - ii. **In Review**, if under audit marking.
 - iii. **Release**, if release marking.
- b. Click **Save Changes** to take you back to the Assignment submission page with the new mark flow state.



▼ Set marking workflow state for 2 selected user(s).

Selected users

-  Admin User (digital.learn
-  Bienvenido Abad (Bienv

Marking workflow state: In marking

Notify students: No

Save changes Cancel