

2014/15

Moodle 2.6 - Assignment Handbook



School of Management
University of Bath
2014/15

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Introduction

The Moodle's assignment tool has a variety of settings which can be configured to determine how the assignment works and which features are enabled.

The Assignment tool includes standard grading scaled such as Pass/Fail or a mark out of 100; and for more advanced users there is also a [Marking Guide](#) and [Rubric](#), which may enable some programme areas to improve the consistency of their online marking processes and procedures.

Finally, the assignment tool includes two useful features which help speed up the feedback process. The first is the **Offline Grading Worksheet**, this is a spreadsheet which enables tutors to enter grades and feedback comments offline. When the teacher has completed their grading offline, they can then upload the spreadsheet, confirm the changes and the grades and comments will be transferred automatically into the Moodle Gradebook. Secondly, tutors who want to give response files back to students, such as an annotated version of their original essay, can load these files back in bulk using the **Upload Multiple Feedback Files** feature.

Getting help and support

Within the School of Management, advice on the use of technologies for learning, including Moodle, is available from the Elearning Development Manager (Paul Pinkney). The Head of Learning & Teaching Quality (Dr Richard Kamm) may also be able to provide Moodle advice. If your request is development, or pertaining to innovative use of technology please contact the Elearning Development Officer (Paul Pinkney) A.P.Pinkney@bath.ac.uk in the first instance.

Alternatively, if you have a technical issue with Moodle ('I can't login!' Etc) please contact the Elearning Team, based in LTEO, who are responsible for keeping Moodle up and running, as well as for providing advice on innovative use of technologies for learning: e-learning@bath.ac.uk



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http://intranet.yorksj.ac.uk/LearnTeach/Moodle_2_5_skills_sheets/Assignment%20Handbook%20-%20Moodle%202.5.pdf



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Assessment and Feedback Workflow

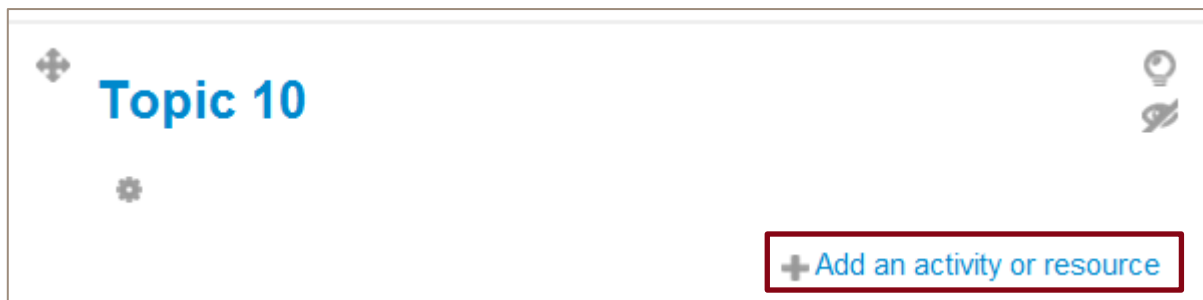
Below is a brief outline of the process of electronic assignment submission, marking and feedback. Tutors can use this as a checklist to ensure that they have completed all the elements involved.

1. Tutor creates a new assignment
2. Student submits their assignment
3. Tutor sets the assignment to be hidden during the marking phase
 - a. Tutor creates a new assignment to handle extensions, (if required).
4. Tutor downloads the students' assignment files
5. Tutor downloads offline grading worksheet
6. Tutor annotates and or provides feedback on students' assignment files
7. Tutor adds all annotated assignments to a zip file, ready for bulk uploading
8. Tutor completes grading information and adds any comments to the offline grading worksheet
9. Tutor uploads the assignment grading worksheet into Moodle
10. Tutor uploads the zip file of assignments into Moodle
11. Tutor reveals the assignment to enable students to see feedback
12. Tutor lets students know that their feedback is now available.

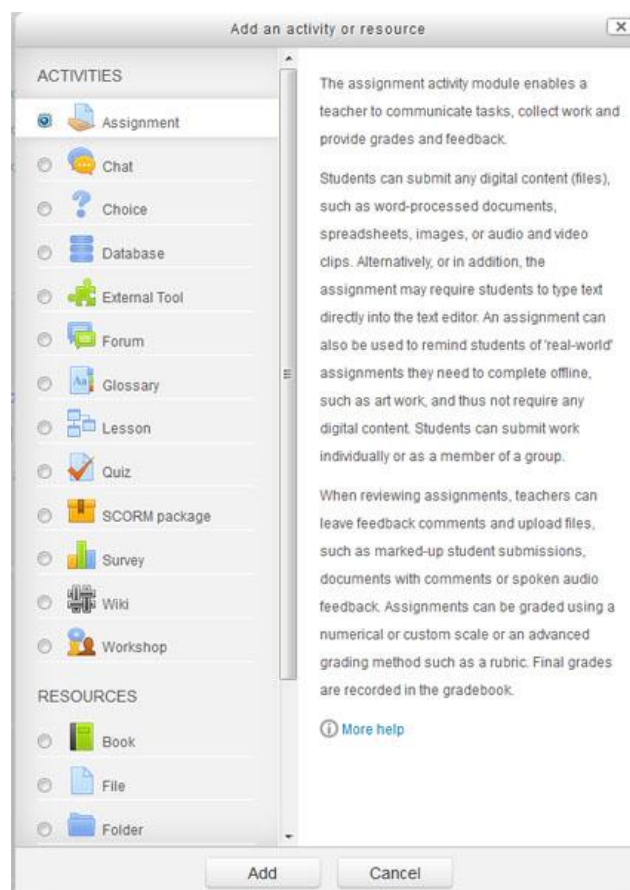
This guide provides information to enable tutors to complete all of the above steps.

Part 1: Adding and editing an Assignment activity

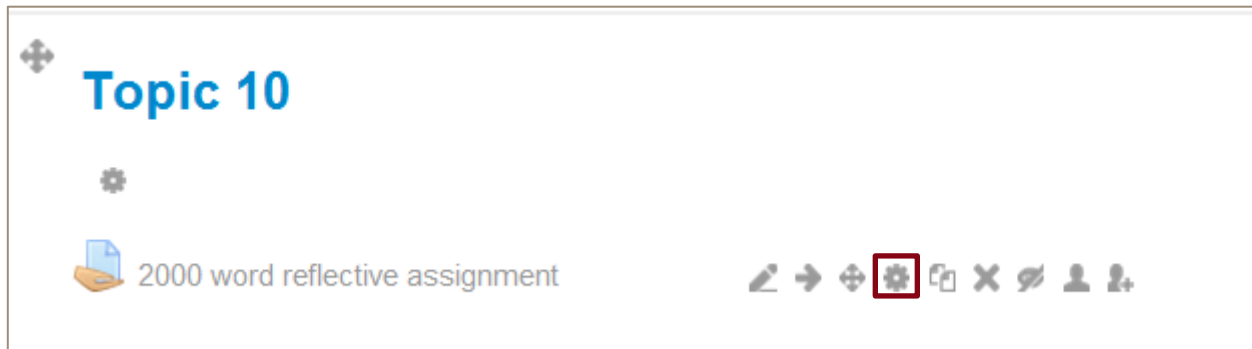
To add a new Assignment activity to your course login with the appropriate access rights (e.g. editing teacher, course creator or administrator) and **Turn Editing On**. Within the required Week or Topic Block click **Add and Activity or Resource link**.



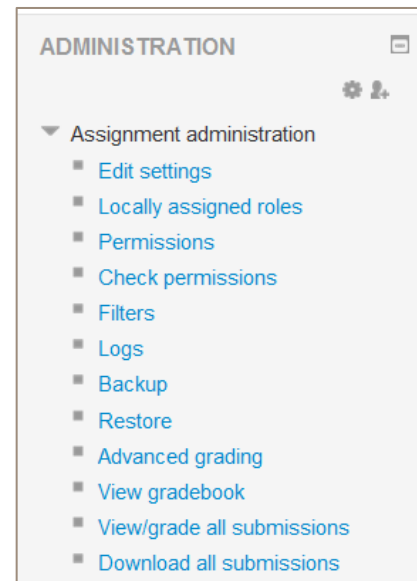
In the Add an activity or resource dialogue box that appears, select **Assignment** and click **Add**.



To edit an existing Assignment activity, login to your course with the appropriate access rights (e.g. editing teacher, course creator or administrator) and **Turn Editing On**. Select the **Update icon** against the relevant Assignment item.



Alternatively, after logging into your course, simply click on the name of the Assignment activity you wish to edit and then click the **Edit Settings** link under Assignment administration within the Administration block.



Assignment settings

The Assignment settings are grouped under headings. To access the settings under each heading, simply click each arrow icon in turn to expand the options. You can also expand and collapse all of the options at once, by clicking the relevant link located on the page. These options key to determining the final assignment characteristics including due dates, type of submission expected, feedback options, grading etc.

▾ Availability

Allow submissions from ? 15 ↓ August ↓ 2014 ↓ 00 ↓ 00 ↓ Enable

Due date ? 15 ↓ August ↓ 2014 ↓ 12 ↓ 15 ↓ Enable

Cut-off date ? 15 ↓ August ↓ 2014 ↓ 16 ↓ 30 ↓ Enable

Always show description ?

▸ Submission types

▸ Feedback types

▸ Submission settings

▸ Group submission settings

▸ Notifications

▸ Turnitin plagiarism plugin

▸ Grade

▸ Common module settings

▸ Restrict access

▸ Activity completion

General

The settings in the general area are relatively straight forward and self-explanatory.

▾ General

Assignment name*

Description*

Display description on course page ?

Assignment name

This is where you enter the name of the assignment. The name you enter here will become the link that students will have to click on in order to submit a piece of work. You should try to relate this name to information contained in module documentation, such as the module handbook. An example might be – *2000 word reflective assignment*.

Description

The description of the assignment, should include precise instructions for students regarding the subject of the assignment, the form in which it should be submitted, the grading criteria etc.

Use this area to describe the assignment and explain what students are expected to do to complete this task. The assignment description can be as brief or as detailed as you feel is necessary to meet the needs of your learners. However, it is to your benefit to provide as much detail and information as possible, especially at the start of the course while you are still establishing procedures. Generally, the more information you are able to provide here the fewer questions and problems your students will have completing the task.

The assignment description field can also be used to provide information or resources related to the assignment. An instructor, for example, could provide some literature, a video clip, an image, or a link to a webpage, and then ask the students to use these materials in completing the task.

Display description on course page

By checking this box, the description entered in the field above will be immediately visible to students from the Moodle course homepage, directly beneath the assignment name.

Availability

Allow submissions from

This setting prevents students from submitting their assignment before the date entered. This option allows a tutor to set a day, month, year and time (24 hour clock) from which students can begin to submit their assignments. Please note that this setting does not hide the activity. The student will see the link to the assignment and be able to view the description you have included. However students will not be able to submit their assignment until the *Allow submissions from* date has elapsed.

If you also wish to hide the assignment description from students until a set date, you can use the *Always show description* setting (see below).

By default the *Allow submissions from* date is Enabled (ticked) and is set at the day and time you selected *Add Assignment*. To disable this feature simply ensure the Enable checkbox is not marked.

Due date

This setting determines the date on which the assignments are due to be submitted.

This option allows a tutor to set a day, month, year and time (24 hour clock) before which learners must submit their assignment.

By default the *Due date* is Enabled (ticked) and is set at 7 days ahead of the day and time when you selected *Add Assignment*. To disable this feature simply ensure the Enable checkbox is not marked.

Cut-off date

The cut-off date is the date after which students will not be able to submit assignments.

Notes on Date Settings

The *Due date* is displayed for students in the assignment details on their Moodle homepage and is also marked in the course Calendar as a visible reminder for participants. Assignments without a Due date will appear on the Moodle homepage with “No Due date” displayed.

Your use of the *Allow submissions from* and *Due date* settings will probably be dependent on the overall structure of your course.

Tutors or administrators who are responsible for updating Moodle courses should ensure that the assessment information within module handbooks (description, date, word count etc.) is consistent with the information given in any corresponding Moodle assignments.

Always show description

This setting is used in conjunction with the *Allow submissions from* setting. If it is ticked, the assignment description will become visible to students at the *Allow submissions from* date. If it is unticked, the assignment description will be hidden from students until the *Allow submissions from* date. Only the assignment Name will be displayed.

Submission types

These settings control the type of submission expected for this specific assignment. It is possible to choose none, or combine or several of these settings to achieve a desired outcome.

Choosing **none** of these options creates an assignment which students do not have to submit anything to. However, it still allows tutors to enter a grade and feedback for something such as a presentation, performance or a piece of art or design work.

Online text

If ticked, students are able to compose and edit text on screen using the standard Moodle HTML Editor.

File submissions

If ticked, this enables a file picker tool which will allow students to upload files from their own computer.

Submission comments

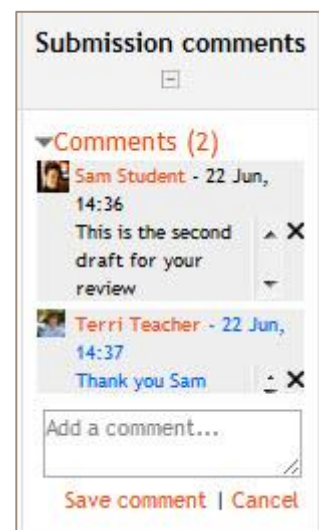
If enabled, students may leave comments into a text area associated with the assignment. Comments can be used for communication with the grading person, assignment progress description, to let students alert the marker about which file is the master file (in case of inter-linked files), or any other type of communication between student and marker.

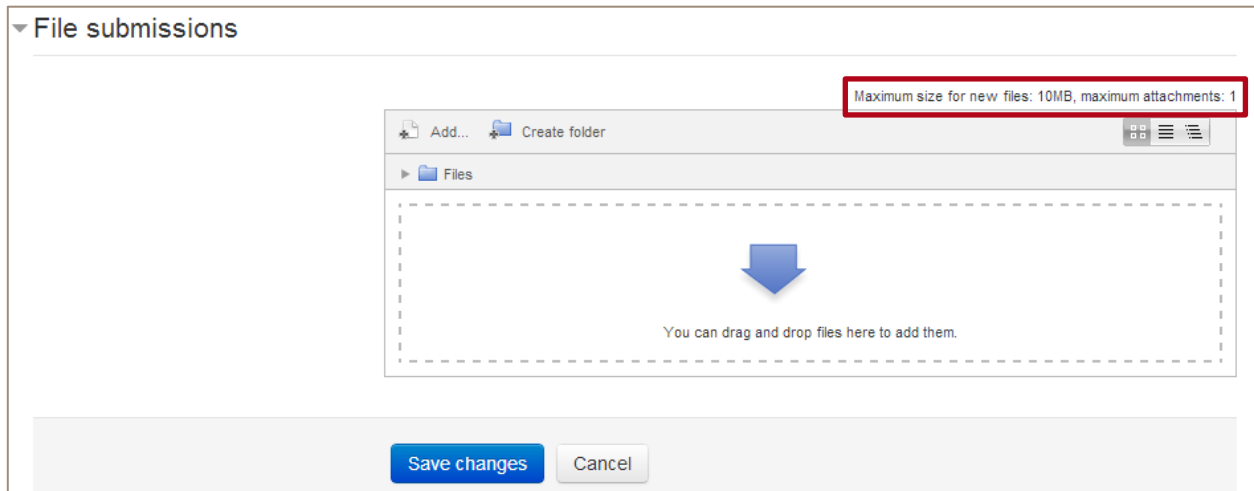
Maximum number of uploaded files

If file submissions are enabled, this setting determines the maximum number of files which may be uploaded by each student. As this figure is not displayed anywhere, it is suggested that it is mentioned in the assignment description.

Maximum submission size

This setting specifies the maximum size per file of each of the files that the students can upload as part of their submission. This maximum upload size may only be equal to or less than the course limit (which in turn may only be equal to or less than the site limit). The maximum size of each file is displayed to students at the point where they upload files.





Feedback types

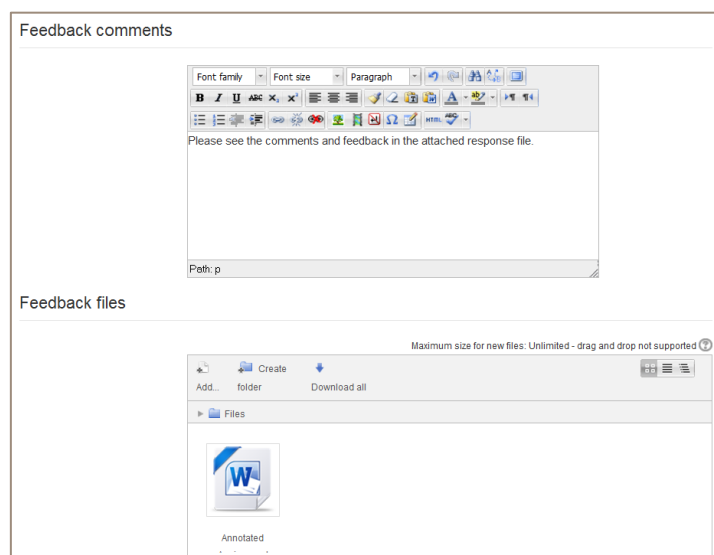
Feedback settings allow you to determine the type of feedback you will provide to students. Based on these settings, you can determine whether you will provide feedback comments or feedback files to students, or a combination of both.

Feedback comments

Setting this to yes means that markers can leave feedback comments for each submission. Essentially what this does is enable the Feedback Comments column in the grading table (to access the grading table click on the assignment activity, then click on the View/Grade all Submission button).


Feedback files

Setting this to yes enables markers to upload response files with feedback, for example an annotated student assignment or an audio feedback file. If this option is set to no, the marker will find that there is no obvious way to upload a file back for the student to be able to review.



Offline grading worksheet

If enabled, the teacher will be able to download a spreadsheet file which they can use to add grades and comments for each student. The tutor can then upload the spreadsheet file for Moodle to automatically allocate all grades and comments to the students.

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Submission Settings

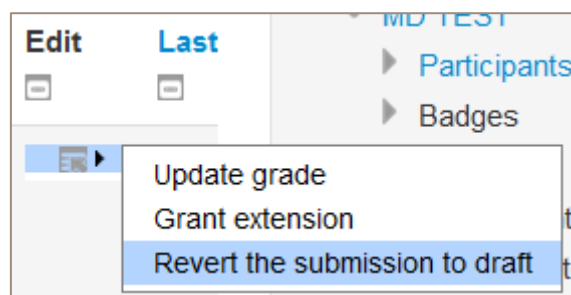
Submission settings allow you to specify the conditions under which students are able to submit their assignments.

Require students click submit button

If enabled, students will have to click a Submit button to declare their submission as final and therefore no longer editable. If this setting is changed from "No" to "Yes" after students have already submitted, those submissions will be regarded as final.

Note: this means that the learner can no longer edit their submission. If students regret their decision and wish to edit, they need to request that somebody with course editing access reverts them to Draft Status. Likewise the teacher may choose to revert the assignment to draft status (if it requires further work, for example).

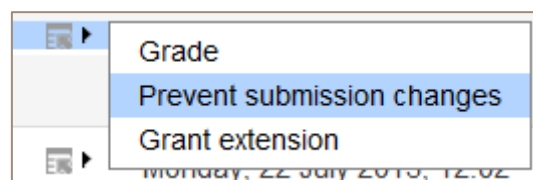
To revert to the draft stage or let a student resubmit, click on the assignment activity, then click on the View/Grade all Submissions link. On the grading table locate the student and click the action icon in the Edit column. Select *Revert the submission to draft*.



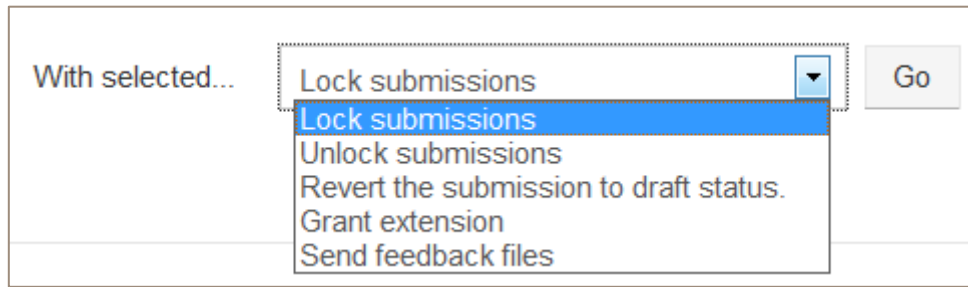
If this setting is No then students are not required to click the submit button and are able to make changes to uploaded files at any time. This scenario may be applicable to situations where teachers are providing feedback on drafts, or where the assignment is iterative in nature.

If this setting is No and at some point as the teacher you wish to grade students' work, then you can stop students from making further changes by using *Prevent submission changes*. Prevent submission changes can also be used in cases where students have neglected to click the Submit button and grading has commenced.

To prevent submission changes, click on the assignment activity and then click on the View/Grade all submissions link. On the grading table locate the student and click the action icon in the Edit column. Select Prevent submission changes.



If you wish to either "Revert to draft" or "Prevent submission changes" for a number of students, or the whole class, you can use the With selected menu at the bottom of the grading table. Click on the assignment activity, then click on the View/Grade all Submission link. Using the tick boxes in the Select column, tick relevant students or place a tick in the box at the top of Select column to select all students. Scroll to the bottom of the page and select either **Lock Submissions**, **Unlock Submissions** or **Revert the submission to draft** status and click **Submit**.



Require that students accept the Submission statement

The School of Management has defined a "Submission statement", i.e., a statement where students promise the work is their own and which they must agree to before submitting their work.

When this setting is enabled, students will have to check a button to agree to the statement before they can submit their assignment.

Attempts reopened

This setting allows the teacher to decide how submissions are reopened. The default is "Never", in that students may only submit once. However, a teacher can set this to "Manually" and reopen it themselves for the student to resubmit, or to "Automatically until pass". The student must then keep trying and resubmitting until they get a pass grade.

Maximum attempts

If a student is allowed to resubmit, this setting will determine how many times they can resubmit before they are no longer allowed to do so. (For example, if a student has to keep trying until they get a pass grade, the teacher might decide that ten attempts is enough even though they have not yet passed!)

Group submission settings

It is possible to set an assignment to assess students who have worked collaboratively. Using the settings below, you can determine how students will interact with one another and receive grades and feedback.

Students submit in groups

If this box is ticked, then students are able to collaborate on an assignment. This might involve for example, working in the same online text area, or one student uploading an MS Powerpoint which another student downloads, improves and re-uploads to the common assignment area.

When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.

If no groups have been made, then Moodle will make a default group of every student in the course.

Require all group members submit

This setting will only appear if the teacher has ticked the "Require students click submit button" earlier. The assignment will not be classed as "submitted" until all members of the group have made a contribution. When one student has submitted, the other members of the group will be able to see who still has to submit.

Grouping for student groups

This option is difficult to understand and is best to avoid unless you are after a really specific way of working with students. If a particular grouping is selected here, then the gradebook will display any other groups and non-grouped students in the "default group", while naming the group(s) that are in the chosen grouping. If "none" is selected,

then the gradebook will display the names of all groups and put any non-grouped students in the "default group".
[See this forum post on grouping for student groups for examples of how this might be used.](#)

Notifications

These options control notifications that are received by anyone holding the role of tutor on a course. Most tutors do not want to receive notifications every time a student submits an assignment to avoid an overloaded inbox. However, it is often useful to know about students who have submitted after the deadline, for whatever reason

Notify graders about submissions

Tutors will receive a message whenever a student submits an assignment.

Notify graders about late submission

Tutors will receive a message whenever a student submits a late assignment.

Turnitin plagiarism plugin

Separate advice on Turnitin is available by contacting the Elearning Development Officer, or Elearning. The image below suggests some settings based on current policy in the School of Management.

▼ Turnitin plagiarism plugin

Enable Turnitin	Yes ▾
Show similarity score to student ?	Never ▾
Show similarity report to student ?	Never ▾
Compare submitted files with other students files ?	Yes ▾
Compare submitted files with Internet ?	Yes ▾
Compare submitted files with Journals, periodicals, publications ?	Yes ▾
When to generate the Originality Reports ?	Immediately (can overwrite reports) ▾
Exclude bibliography ?	No ▾
Exclude quoted material ?	No ▾
Exclude small matches ?	Word count ▾
	4
Make student submissions anonymous within Turnitin	Yes ▾

Grade

Specify the maximum grade or Scale to be applied to the assignment. If you will not be giving a grade for the assignment, choose No Grade. It is possible for tutors to create their own custom scales against which the student can be graded.

Grading method

There are 3 options:

- Simple direct grading (entering a grade or scale item)
- [Marking guide](#) [external link]
- [Rubric](#) [external link]

Grade Category

This setting controls the category in which this activity's grades are placed in the gradebook. If you have created any custom categories in the gradebook, they will appear for selection here.

Blind marking

If this setting is enabled, then a teacher will not see the names of students who have submitted their assignments. Instead, they will see randomly generated Participant numbers (**not official YSJ student IDs**). The student view of the assignment does not change. This is also the case if student comments have been enabled. Once they have graded the assignment, it is however possible for teachers to see who submitted what by clicking on "Reveal student identities" in the Assignment settings.

Nb. Returning Marks to Students

Because of the nature of blind marking, the students cannot see the final grade until all of the students' names have been revealed. This is found in Assignment Settings > Reveal Student Names. However, feedback comments will appear.

Use Marking Workflow

This setting lets you set and review a marking status for each student assignment that has been submitted. There are five status settings (*In Marking, Marking Completed, In Review, Ready for Release, Released*), using them can be particularly helpful when there is more than one person marking scripts. The main advantage of using the marking workflow is that the grades can be hidden from students until they are set to 'Released'.

Use Marking Allocation

If enabled together with Use Marking Workflow, this function enables specific markers to be assigned to specific students, and markers can quickly filter assignments that they are responsible for marking.

Part 2: Managing Student Submissions

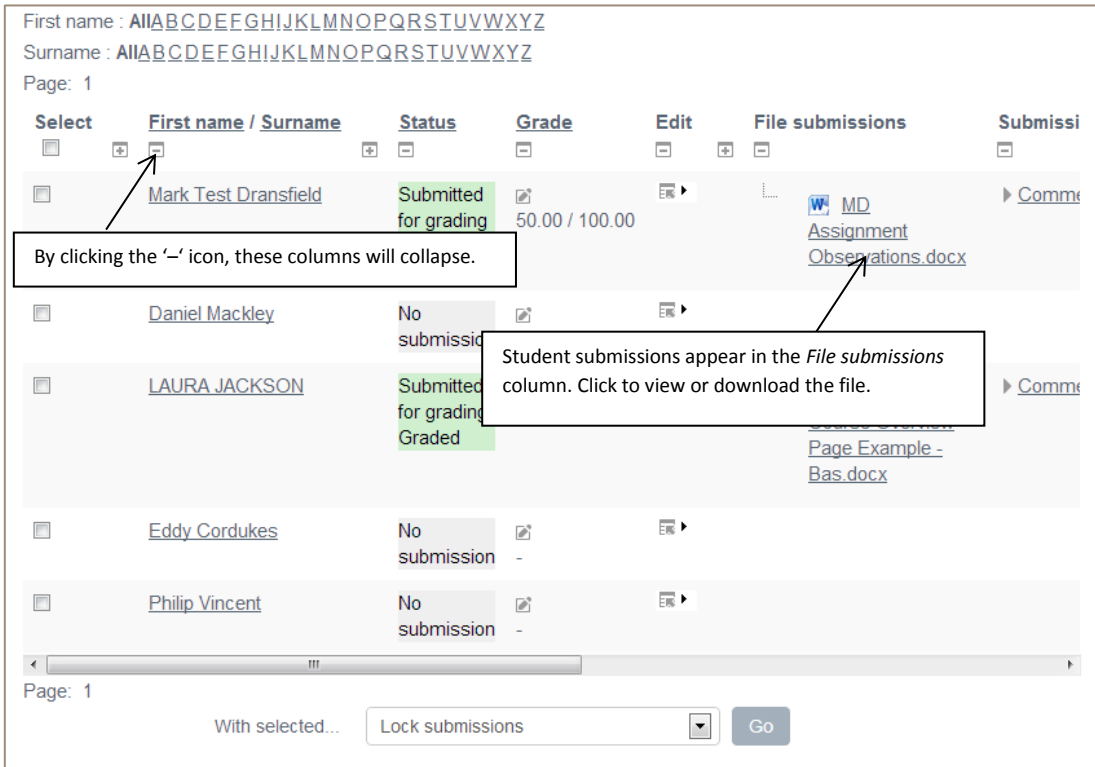
After students have submitted their assignments to Moodle, tutors are able to manage the submissions in order to provide grades and feedback.

Downloading Assignments

Downloading is a term commonly used within the world of the Internet to refer to the process of copying files from a web service (such as Moodle) to one's local computer or memory stick; the opposite term being "upload". Tutors need to be familiar with these terms and the processes involved in order to manage assignments effectively.

Downloading individual Assignments

It is possible to access assignments for each student within your Moodle course by clicking on the link to the assignment and choosing the View/grade all submissions link. This will take you to a page which lists all of the students who are enrolled on your course, along with details of their submissions. Scroll horizontally or collapse the columns in order to see the *File submissions* column. Simply click on the title of the file submission to view or download the file.



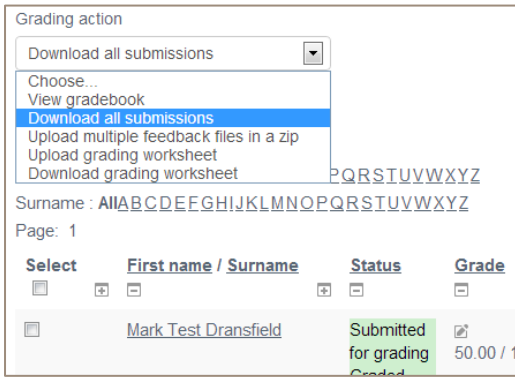
The screenshot shows a Moodle submission list with the following columns: Select, First name / Surname, Status, Grade, Edit, File submissions, and Submissi. The table contains entries for Mark Test Dransfield, Daniel Mackley, LAURA JACKSON, Eddy Cordukes, and Philip Vincent. Annotations include: 'By clicking the '-' icon, these columns will collapse.' pointing to the minus icon in the 'First name / Surname' column; 'Student submissions appear in the File submissions column. Click to view or download the file.' pointing to a file link in the 'File submissions' column; and 'Page: 1' at the bottom left.

Select	First name / Surname	Status	Grade	Edit	File submissions	Submissi
<input type="checkbox"/>	Mark Test Dransfield	Submitted for grading	50.00 / 100.00		MD Assignment Observations.docx	▶ Comm
<input type="checkbox"/>	Daniel Mackley	No submission	-			
<input type="checkbox"/>	LAURA JACKSON	Submitted for grading Graded			Page Example - Bas.docx	▶ Comm
<input type="checkbox"/>	Eddy Cordukes	No submission	-			
<input type="checkbox"/>	Philip Vincent	No submission	-			

Downloading multiple assignments

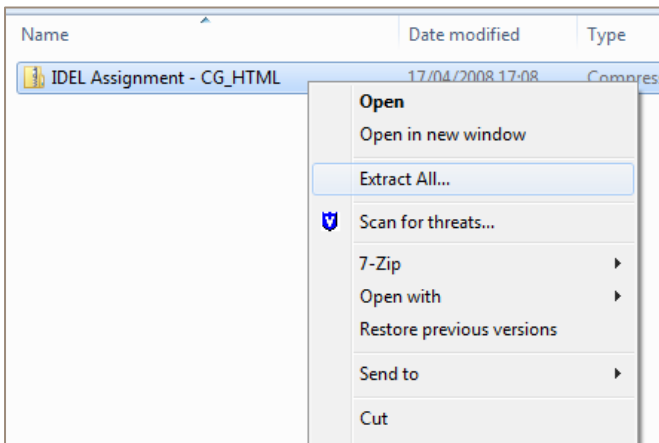
If you have a large cohort of students it is likely that you will want to download all of the students' files at once.

To download all assignments at once, make sure you have clicked on the relevant assignment title, then from the Administration block, choose **Download all submissions** and save the zip file to a location of your choice.



Alternatively, you can choose **Download all submissions** from the *Grading action* drop down menu at the top of the list of enrolled students.

The assignments will be downloaded within a .zip file, which you must Extract in order to begin working with the contents.



File submissions will be downloaded in the format uploaded by the student. Online text submissions will be downloaded as html files.

Each file in the zip will include the student first and lastname at the beginning of the filename for identification purposes (unless you enabled blind marking).

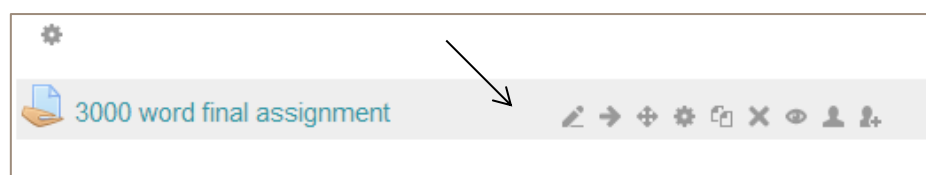
You are now able to handle these assignments in your own preferred way in order to provide students with feedback. For example, you may choose to annotate assignments in Microsoft Word using comments.

Hiding the assignment link during marking

During the marking phase it is likely that you will want to hide the grades and feedback from students' view until such as stage as the marking for the entire cohort is complete. This ensures that all grades are released at the same time rather than students receiving feedback at different stages during the marking process. To achieve the outcome just described, you will need to hide the assignment as detailed below.

Hide the assignment link

To hide an assignment from students, ensure that you click **Turn Editing On** and close the eye icon next to the assignment you wish to hide.



Whilst an assignment is hidden, students cannot interact with it in any way.

Note: You will need to ensure that students who have mitigating circumstances are able to submit to a different assignment.

When you want to release the grade information back to students, simply reverse the action described above and then let the students know that their feedback is available.

Setting the Marking Status

From the grading page for the assignment, select the individual student(s) for which you wish to set a Marking Status, then from the 'With Selected...' drop-down menu select **Set marking workflow state** then click **Go**. On the next page set the marking workflow state, then click **Submit**.

Test Assignment

Grading action

Choose...

Visible groups: All participants

Select	User picture	First name / Surname	Email address	Status	Marker	Grade	Edit
<input type="checkbox"/>		Nitin Parmar (T)		No submission Not marked Assignment is overdue by: 1 hour 45 mins		-	
<input checked="" type="checkbox"/>		Paul Pinkney		Submitted for grading In marking		66.00 / 100.00	

With selected... **Go**

- Lock submissions
- Unlock submissions
- Revert the submission to draft status.
- Grant extension
- Send feedback files
- Set marking workflow state**
- Set allocated marker

Options

Assignments per page

Setting the Marking Allocation

From the grading page for the assignment, select the individual student(s) for which you wish to assign a marker, then from the 'With Selected...' drop-down menu select **Set allocated marker** then click **Go**. On the next page set the desired marker, then click **Submit**.

On-screen Marking of PDF Assignments

Where students have submitted an assignment in PDF format on-screen marking is possible. This can be turned on and off from the individual student grading screen. A variety of comments and annotations can be added including; text comments, freehand annotation and a range of pre-defined 'stamps' (such as a tick, cross or other symbol). Text comments can also be saved for future re-use, with the saved comments stored in a comment bank offering potential for significant efficiency savings.

Returning files and giving feedback

When a tutor is ready to work with students' submissions, these can be accessed by clicking on the title of the assignment activity.

This will bring up the Grading Summary page.

3000 word final assignment

This is your final summative 3000 word assignment. You should use relevant journal articles etc etc etc....

Grading summary

Participants	5
Drafts	0
Submitted	2
Needs grading	0
Due date	Monday, 29 July 2013, 1:00 PM
Time remaining	6 days

[View/grade all submissions](#)

The Grading Summary page displays a summary of the assignment, including; number of participants, number of drafts, number of submitted assignments, due date and time remaining.

Clicking on the the [View/grade all submissions](#) link will bring up the Grading Table.

Test Assignment

Grading action

Choose... ▾

Visible groups: All participants

[Login to Turnitin as Teacher](#)

Select	User picture	First name / Surname	Email address	Status	Marker	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Nitin Parmar (T)		No submission Not marked Assignment is overdue by: 2 hours 34 mins		-		-	
<input type="checkbox"/>		Paul Pinkney		Submitted for grading In marking		66.00 / 100.00		Friday, 15 August 2014, 12:13 PM	Paul Pinkney_779777?

With selected... Lock submissions ▾ Go

The Grading Table contains columns of information about the student, the status of their submission, a link to grade their submission, a link to each submission and feedback comments and files (if enabled).

Depending on your screen resolution, you may have to scroll horizontally in order to see the range of columns available. Alternatively, you can use the collapse icon to collapse entire columns. The user picture and email address columns are the most obvious ones to collapse.

Grading table options

The options can be found at the bottom of the grading table. Here, you can determine your preferences for:

- The number of assignments you wish to display per page
- Assignment filtering, either to show all (no filter), submitted, or requires grading.
- Quick grading
Quick grading allows you to enter grades and a feedback comment (if enabled in [Assignment settings](#)) directly into the grading table. Quick grading is not compatible with advanced grading and is not recommended when there are multiple markers.

▼ Options

Assignments per page All ▼

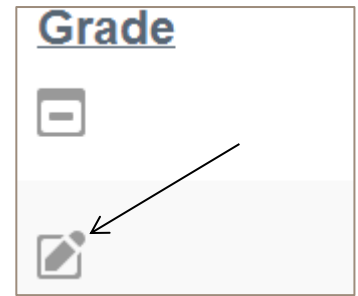
Filter No filter ▼

Quick grading [?]

Student grading page

Each student has their own unique grading page, which is where tutors can enter grades, comments and upload response files. This can be accessed by clicking on the relevant icon under the Grade column.

Here you can enter grades, feedback comments and feedback files (if enabled in the [Assignment settings](#)). You can use drag and drop to upload feedback files.



Grade

Grade

Grade out of 100 (?)

Current grade in gradebook =

Grading student 2 out of 5

Feedback comments

Font family Font size Paragraph

B *I* U ABC X₂ X₁ [List icons] [Link icon] [Image icon] [Table icon] [Code icon]

Path: p

Feedback files

Maximum size for new files: Unlimited

Add... Create folder

Files

You can drag and drop files here to add them.

Save changes Save and show next Cancel

Previous Next

Handling feedback for large cohorts

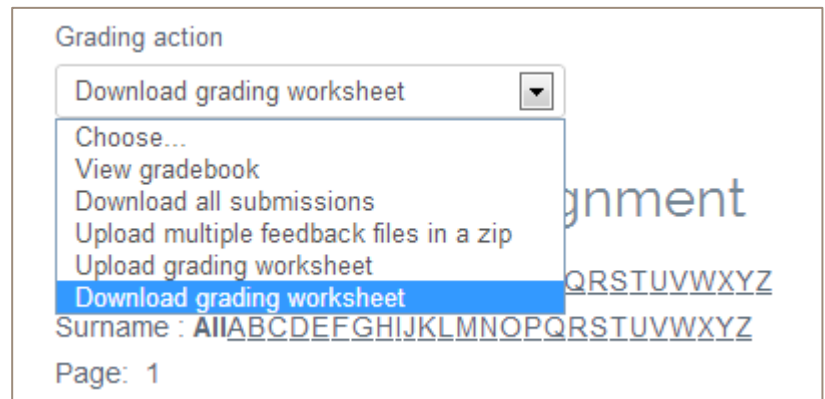
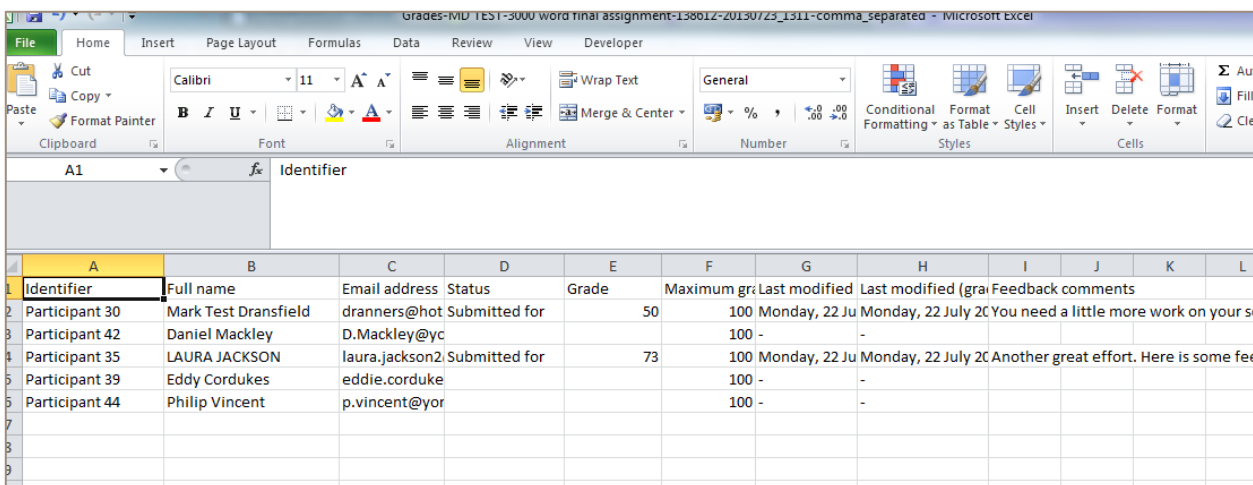
Moodle has some feedback management features which are designed to help tutors who have large cohorts of students. These enable tutors to perform actions in bulk, rather than individually.

Grading worksheet

The grading worksheet is a spreadsheet which contains a row for each student who is enrolled on the course. Tutors are able to download the spreadsheet then enter grades and comments which can be loaded back into Moodle in one single action.

From the grading table page, choose the option to *Download grading worksheet*. You will be prompted to Open, Save or Cancel. Choose to Save and store the file in a place you will remember in future. Now open the file from wherever you saved it.

The spreadsheet file will display a list of all the students who are enrolled on the course. Each row contains a record of information for every student. The columns of primary interest for offline marking are those called *Grade* and *Feedback comments*.

Identifier	Full name	Email address	Status	Grade	Maximum grade	Last modified	Last modified (gradebook)	Feedback comments
Participant 30	Mark Test Dransfield	dranners@hotmail.com	Submitted for	50	100	Monday, 22 July 2013 10:00	Monday, 22 July 2013 10:00	You need a little more work on your so
Participant 42	Daniel Mackley	D.Mackley@yc			100	-	-	
Participant 35	LAURA JACKSON	laura.jackson2@gmail.com	Submitted for	73	100	Monday, 22 July 2013 10:00	Monday, 22 July 2013 10:00	Another great effort. Here is some fee
Participant 39	Eddy Cordukes	eddie.corduke@gmail.com			100	-	-	
Participant 44	Philip Vincent	p.vincent@york.ac.uk			100	-	-	

You are free to edit the spreadsheet file, entering grade information and comments in the relevant columns for each student. Remember to save the file regularly as you work and save it when you have finished editing.

Notes

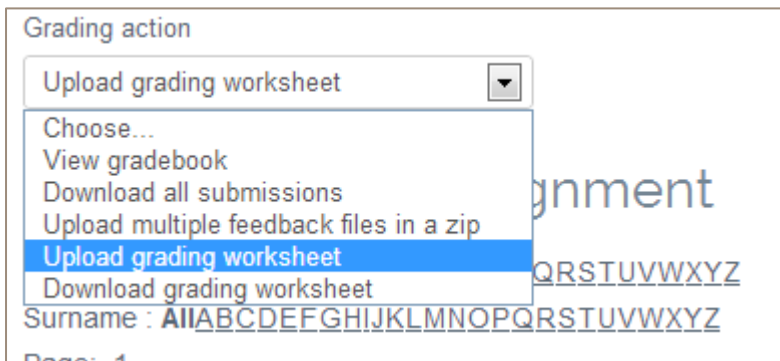
- When you Save, keep the spreadsheet in CSV format.
- You may change the filename of the spreadsheet if you want to.
- You may have to manually adjust the width of the columns in order to see the information more clearly.
- The columns displayed in the spreadsheet are controlled by the settings of the original assignment. So for example, if the spreadsheet doesn't show the comments column, it's probably because you didn't select comments as a form of

- feedback in the original assignment.
- To get the missing columns in your spreadsheet, change the original assignment settings back in Moodle, then download the spreadsheet again.

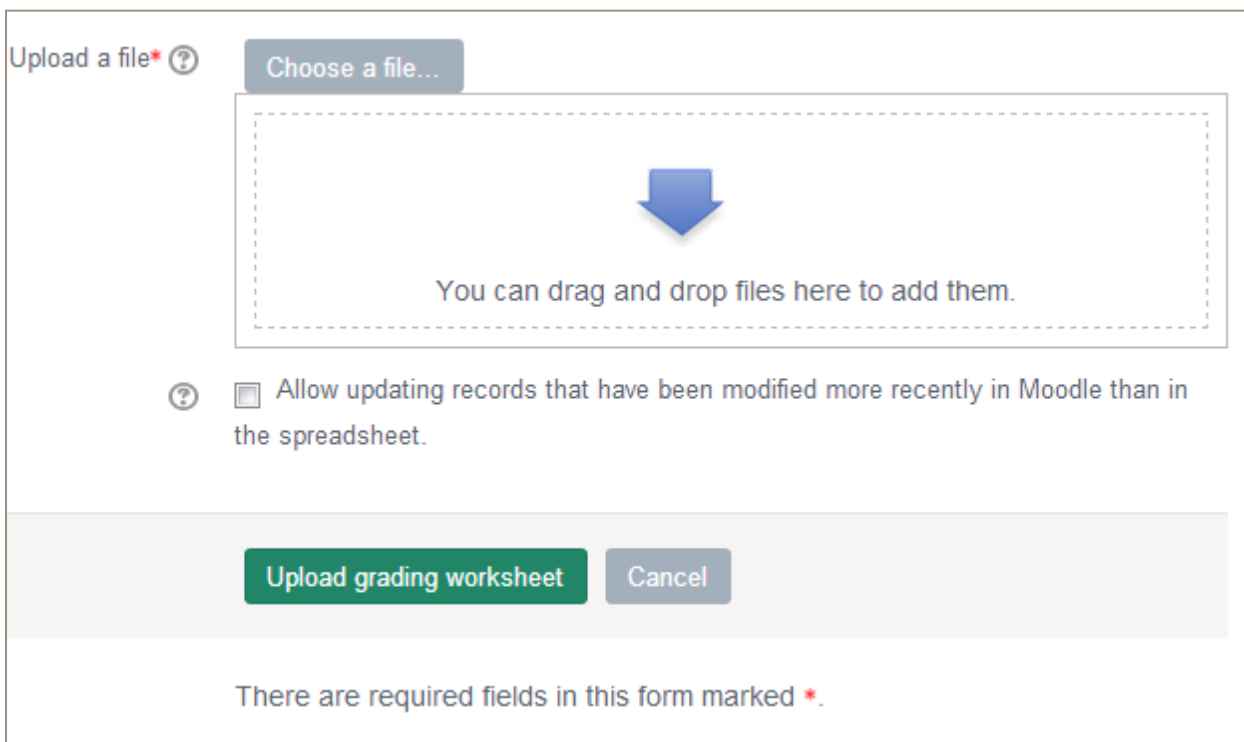
Uploading the grading worksheet

Now that you have entered grade information and comments for each student, you can load all of this information back into Moodle in one go. Each student will then receive their grade and feedback comments on their individual grading pages.

In the Moodle grading table, choose the Upload grading worksheet option



Now browse for the spreadsheet file and load it into the file area. You can do this by either clicking on *Choose a file*, or by dragging and dropping the file into the relevant window.



You can decide whether or not to allow updating records that have been modified more recently in Moodle. When the grading worksheet is downloaded from Moodle it contains the last modified date for each of the grades. If any of the grades are updated in Moodle after this worksheet is downloaded, by default Moodle will refuse to overwrite this updated information when importing the grades. By selecting this option Moodle will disable this safety check and it may be possible for multiple markers to overwrite each other's grades.

When you are happy, click the *Upload grading worksheet* button. Next, you will see a preview of the information in the spreadsheet, click to *Confirm* the changes. You will then be notified how many records were updated.

3000 word final assignment

▼ Confirm changes in grading worksheet

Set grade for Daniel Mackley to 80.00
 Set field "Feedback comments" for "Daniel Mackley" to "Excellent work Daniel. Please see feedback file for more information."

Set grade for Eddy Cordukes to 49.00
 Set field "Feedback comments" for "Eddy Cordukes" to "Although you tried hard, there is still some way to go."

Set grade for Philip Vincent to 56.00
 Set field "Feedback comments" for "Philip Vincent" to "Nice try. You can do more research next time to improve your work."

Confirm
Cancel

Now that you have updated grades and comments, you may also wish to load a bunch of response files into Moodle.

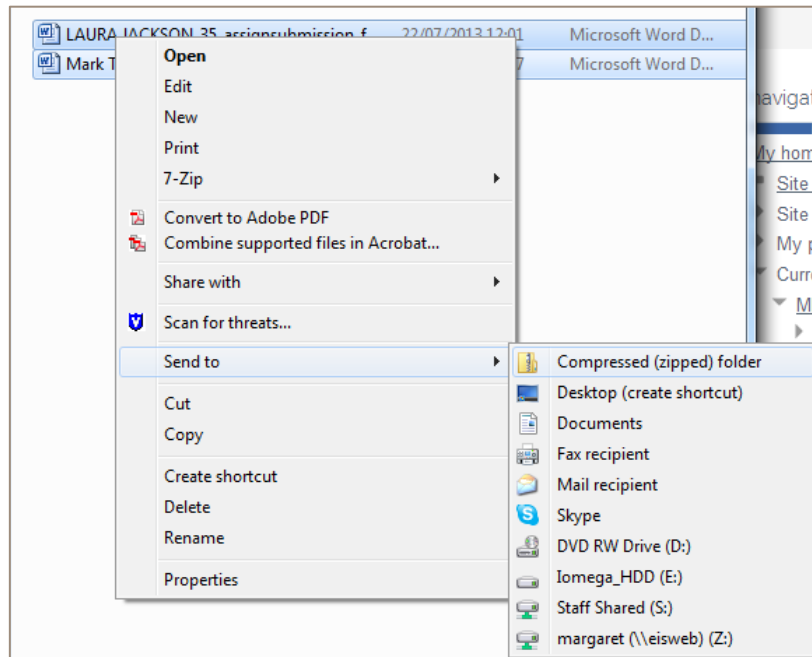
Uploading multiple feedback files

The upload multiple files feature enables tutors to send response files back to students in one single action, rather than having to upload them individually. This feature requires tutors to be familiar with using zip files.

The following information assumes that you are working with some files that you have previously downloaded from a Moodle assignment. See the earlier section on [Downloading multiple assignments](#) . **You must ensure that you have not renamed the original student files in order for this to work properly.**

First, add all of the files you want to load back into Moodle to a Zip folder. Note, the files must be selected individually - the zip must not contain a folder of files. The following instructions are based on the SoM computer configurations. Your home computer may differ, but this [Microsoft information](#) could be useful.

1. Select the files you want to add to the zip folder
2. Right click
3. Choose send to Compressed (zipped) folder
4. A new zip file will be created in the same location as the files. You can rename this file, just like you would any other file within windows (Right click > Rename)

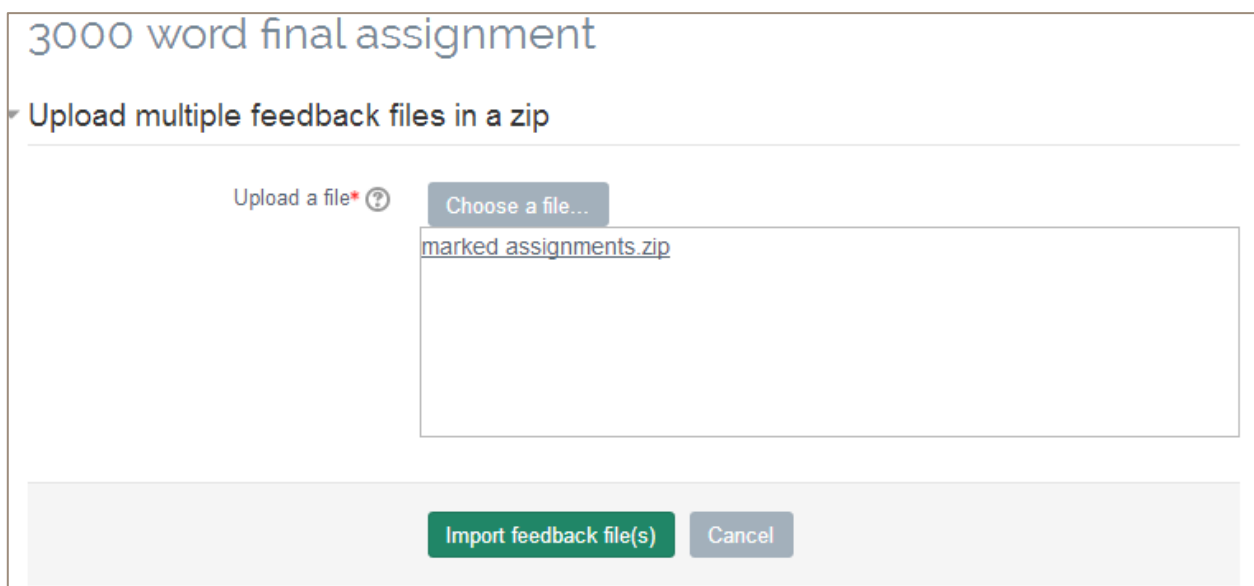
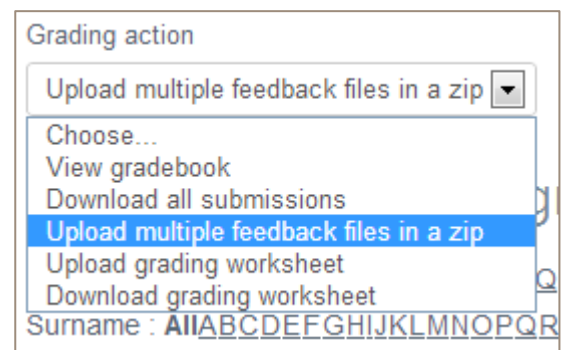


Once your zip file has been created, the next step is to load all of the feedback files into Moodle.

In the Moodle grading table for the relevant assignment, choose the *Upload multiple feedback files in a zip* option.

Now browse for the spreadsheet file and load it into the file area. You can do this by either clicking on *Choose a file*, or by dragging and dropping the file into the relevant window.

Once the zip file has been loaded, click the *Import feedback file(s)* button.



You will be asked to *Confirm* the zip upload, which will list the files included..

▼ Confirm zip upload

New feedback file "Dissertation v3.docx" for student "LAURA JACKSON"
New feedback file "Dissertation FINAL.docx" for student "Mark Test Dransfield"

The final confirmation of the process will inform you how many files have been added as part of your upload process.

3000 word final assignment

Users with updated feedback: 2
Feedback files updated: 0
Feedback files added: 2

Notifying students

Once you have made the assignment visible again, the final part of the whole process is to notify students that their feedback is available. This can be done using either the Announcements tool in Moodle, or by sending an email.