

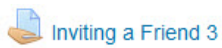
## Blended Learning Development: Activity Guide 2

### Marking Assignment Submissions (Updated 2019)

#### Managing assignments

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1. On the course home page, click the link to an assignment.



2. The *Assignment* page opens, showing the number of *Participants*, *Submitted*, and *Needs grading* are listed on this page under the heading *Grading summary*. Click or tap on the *View all submissions* button to see a list of the submissions, click on the *Grade* button to begin grading the submissions.

Click on the **Add submission** button to record your voice (or follow your teacher's instructions) and record telephone numbers for your teacher to hear. Please allow access to your microphone if prompted.

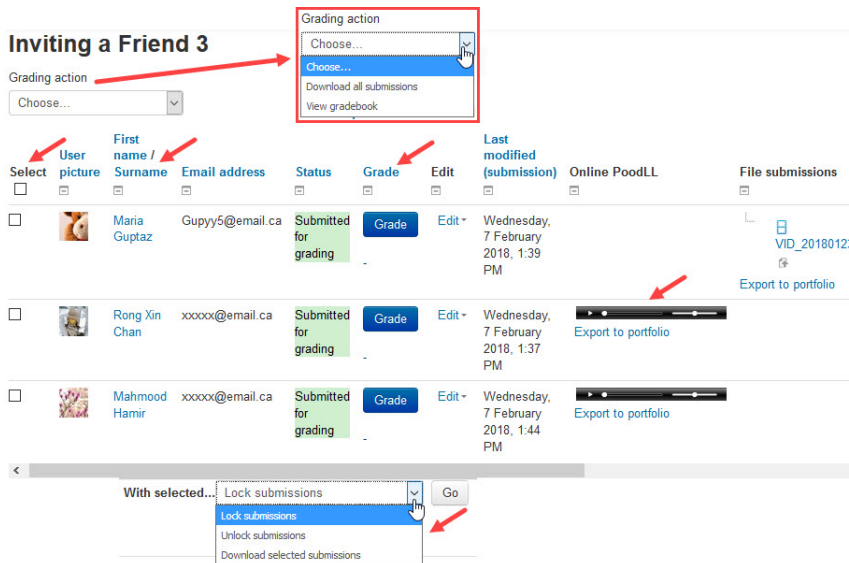
#### Grading summary

Participants
Submitted
Needs grading

[View all submissions](#) [Grade](#)

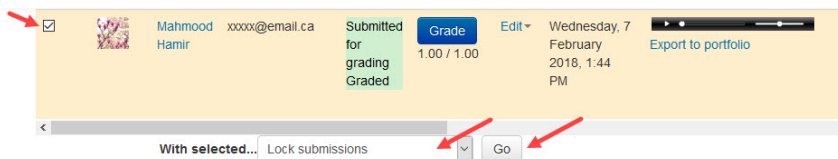
3. To view more detail about the student submissions, click the *View all submissions* link below the *Grading summary* table.

The *Grading* page opens.

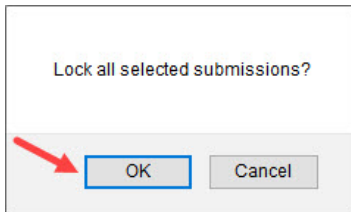


- The *Grading* page shows a table that includes student photos, names and contact information, the status of their assignments and spaces for feedback comments and grading. Headings can be hidden by clicking the minus icon under the heading name, and then shown again by clicking the plus icon.

**Locking and unlocking submissions and granting extensions**



- In the *With selected...* drop-down menu, *Lock submissions* (the default setting) is used to block submissions, *Unlock submissions* is used to accept submissions, and *Download selected submissions* is used to download particular submissions.  
Note: At least one check box (representing one student) under the *Select* heading must be checked to use the above settings.
- Now, with *Lock submissions* or *Unlock submissions* selected, click the *Go* button. A dialogue box appears, confirming the selection.



7. Click *OK*.

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

<input type="checkbox"/>		<b>Mahmood Hamir</b>	xxxxx@email.ca	Submitted for grading	Submission changes not allowed
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#### Checking the Status of, Opening and Viewing Assignments

8. 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.
9. Submissions recorded with the PoodLL voice recorder will appear as an audio file player under the *Online PoodLL* heading.
10. Assignments that have been submitted as online text will appear under the *Online text* heading.
11. 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.
12. Click the *Back* button to return to the *Assignment* page.
13. To view a file submission, click the assignment name under the *File submissions* heading.
14. 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.
15. Click the *OK* button. The file opens in MS Word or the appropriate program for the file type.

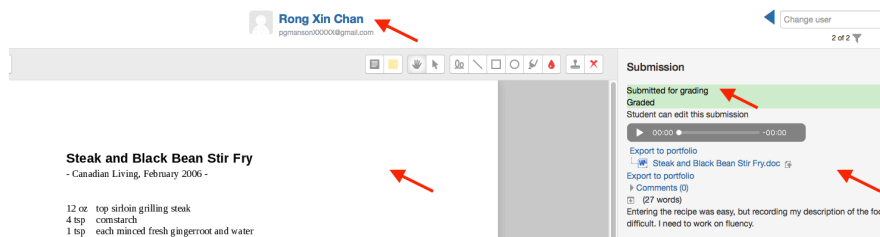
## Grading Assignments

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

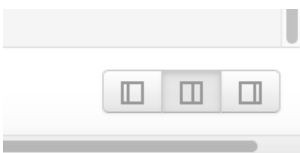
1. To grade an assignment, under the *Grade* heading of the student whose assignment is to be graded, click the *Grade* button.

Grade

2. The submission grading page appears, showing the user's picture, name and email address, a pdf version of any file submissions for marking on the left, and on the right, there is a drop-down menu and arrows to *Change user* (under the *Change user* menu, text is displayed to show the number of students with completed grading and the number of those still to be graded), and the *Submission* status, the submission recording/file(s)/text, and other information for the student whose assignment is to be graded.

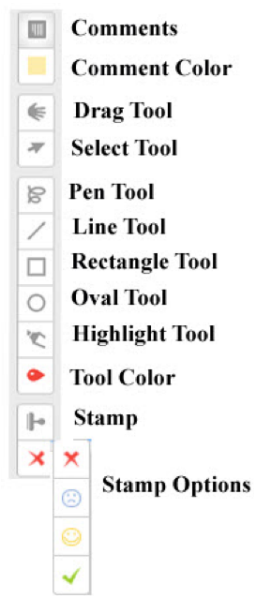


Note: The grading page display can be changed with the screen display icons in the bottom right corner of the grading page.

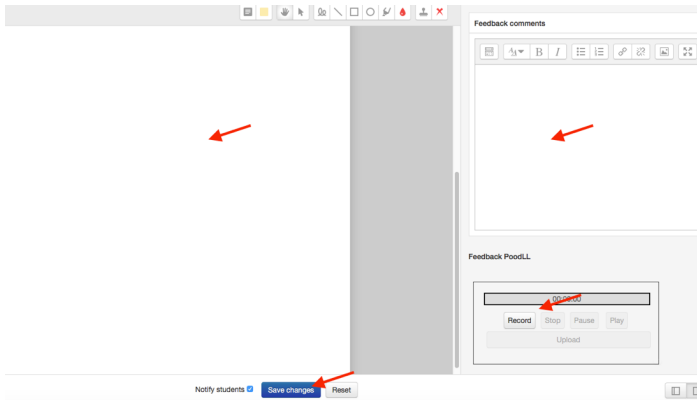


3. Read the Online Text, listen to the student's recording, and/or open and read the attached file. [Or, for an Offline Assignment, refer to the student's offline work.](#)
4. Scroll down through the *Submission* section on the left to assign a grade and give feedback.
5. In the *Grade out of* text box, 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.

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, type in the desired feedback, formatting the text and adding 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 is the same editor found in other Moodle tools.)
8. Use the *Feedback PoodLL* recorder to upload spoken comments and feedback.



9. Click the *Save changes* button.  
The *Grade* page appears again, showing the text “*The grade changes were saved.*”
10. Click the arrows in the top right corner or use the *Change user* drop-down menu to navigate to the next user for marking.
11. 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 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)	Online
<input type="checkbox"/>		Maria Gupyy5	Gupyy5@email.ca	Submitted for grading Graded	Grade 1.00 / 1.00	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">                     Edit                      Update grade                      Prevent submission changes                      Edit submission                 </div>	Wednesday, 7	<input type="checkbox"/>

3. Click *Update grade*.  
The grading page appears.
4. Scroll down to the *Grade* section.
5. In the *Grade out of ...* text box, type in the desired updated grade (including decimals if required).  
Note: Below this text box is displayed the *Current grade in gradebook*.

6. Click the *Save changes* button.

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

## Video Tutorial

This video explains how to grade basic assignments in Moodle 3.1.

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