

Moodle Assignment: Marking and uploading feedback/marks individually and releasing marks

Moodle Help & Support (Staff)

This refers to Moodle 3.6 from July 2019 onward.

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Accessing submissions

1. Navigate to the relevant module and click on the Moodle Assignment.
2. Select **View all submissions** under the *Grading Summary* tab.

Semester One Assignment on Time Management Oct 2016

Please write up to 2000 words on your approach to personal time management.

Deadline is 3 pm on Wednesday October 26th.

Your submission should be a PDF file: be sure to check your format against the [Turnitin \(& Moodle\) assignment submission checklist](#)

Grading summary

Participants	16
Submitted	3
Needs grading	0
Due date	Wednesday, 26 October 2016, 3:00 PM
Time remaining	Assignment is due

View all submissions

Grade

3. The next page is the student submission information table. **Select** all students who have submitted for grading. It may be quicker to **Select All** and **untick** those who have *not* submitted.
4. Scroll to the bottom and from the From the **With selected...** dropdown menu select **Lock submissions** and then press **Go**.

Lock submissions

Go

5. A pop-up message will appear asking if you want to lock all selected submissions. Press **OK**.

moodle.nottingham.ac.uk says

Lock all selected submissions?

OK

Cancel

The submissions will now be locked. This is [very important](#) because it bans students from resubmitting any more versions

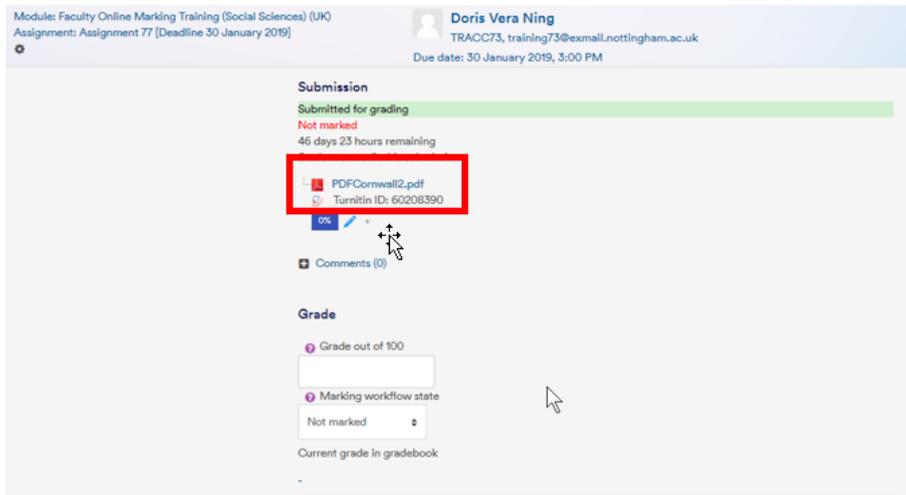
of their assignment.

Once that is done press the **Grade** button of a student you wish to mark.



Select	User picture	First name / Surname	ID number	Email address	Department	Status	Grade	Edit	(submission)	Unlink	File submissions
<input type="checkbox"/>		Doris Vera Ning	TRACC73	training73@exmail.nottingham.ac.uk		Submitted for grading Not marked	Grade		Monday, 19 September 2016, 8:28 PM		PDFCornwall2.pdf Turnitin ID: 60208

6. On the student's submission information page, click on the assignment attachment so you can download and read it.



Module: Faculty Online Marking Training (Social Sciences) (UK)
Assignment: Assignment 77 [Deadline 30 January 2019]
Due date: 30 January 2019, 3:00 PM

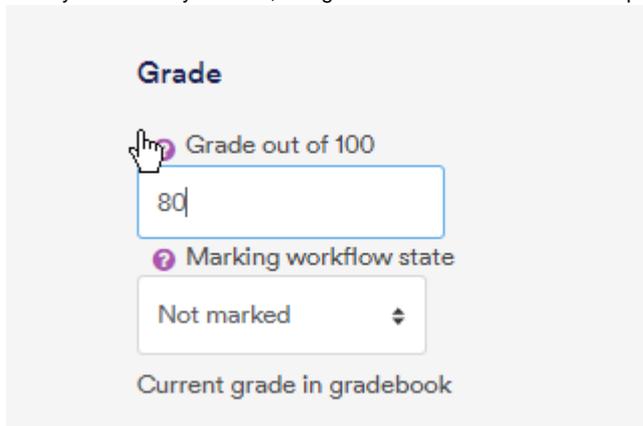
Submission
Submitted for grading
Not marked
46 days 23 hours remaining

PDFCornwall2.pdf
Turnitin ID: 60208390
0%

Comments (0)

Grade
Grade out of 100
Marking workflow state
Not marked
Current grade in gradebook

7. When you are ready to mark, navigate to **Grade out of 100** and input your score.



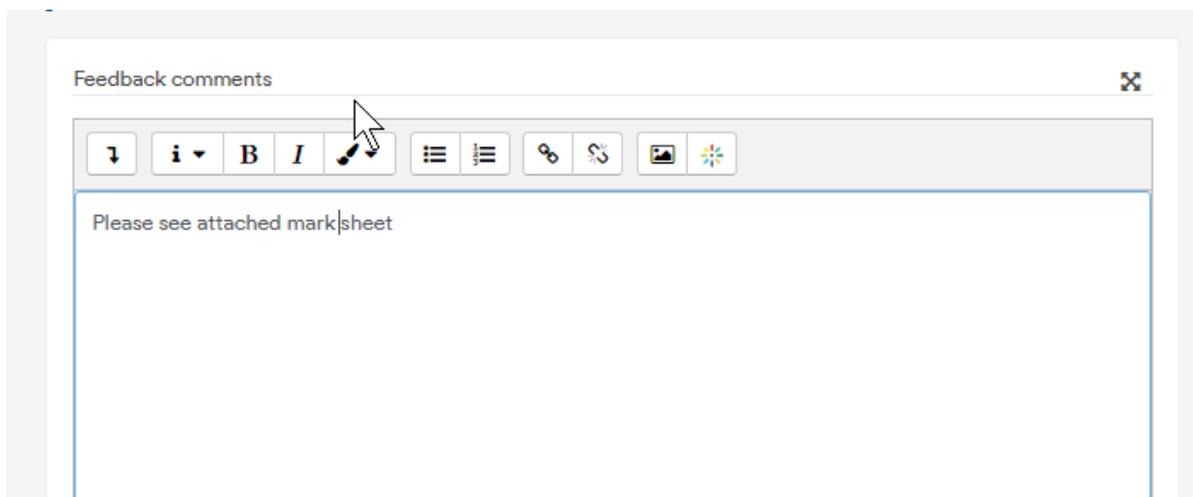
Grade

Grade out of 100
80

Marking workflow state
Not marked

Current grade in gradebook

8. If you have enabled **Feedback comments** you will be able to type your feedback directly into the textbox provided.

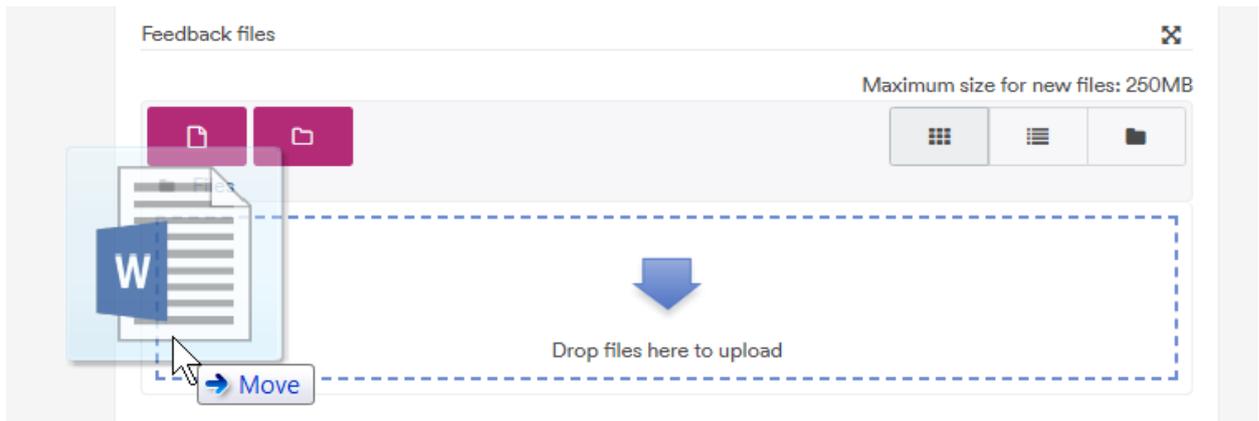


Feedback comments

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Image, Color picker.

Please see attached marksheet

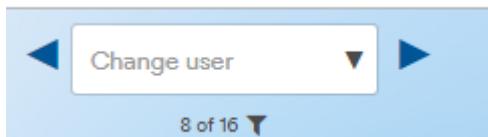
9. If you have enabled **Feedback Files**, you will be able to upload a feedback sheet (that you have already prepared offline) by drag-dropping it into the available upload box.



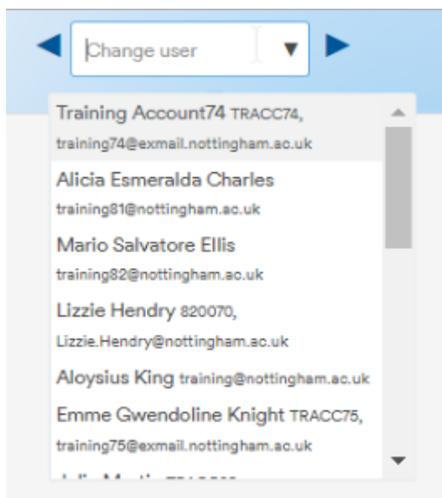
10. If you are happy that you have completed your marking, click **Save changes**.



11. **N.B.** You can use the **Reset** button to start again as it will remove all scores/feedback comments and attached feedback files.
12. Use the **Change User** box at the top-right of the screen to move on to the next students. You can do this by using the **blue right/left triangles** OR by typing the beginning of the student's name.



13. Alternatively, you can click on the black triangle (downward facing) and select a student from the drop-down menu.

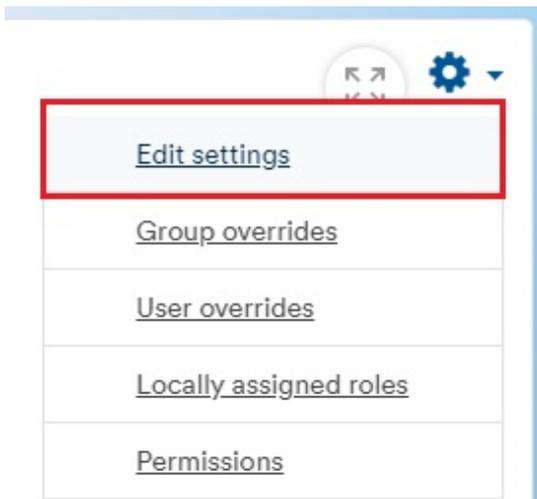


14. Return to the **Assignment main page** by clicking on its Name in the top left (see above).



Editing

- If you need to access the Moodle assignment settings then you can do so by clicking on the cog icon located in the top-right corner.



- Scroll down to Feedback Types if you wish to add or remove the feedback settings described above.

Feedback types



Releasing student marks

1. Begin by accessing the *student submission information table*: **Moodle Assignment > Grading Summary > View All Submissions**.
2. From there, scroll down to the **Options** and set **Assignments per page** to **All**. This gives you the power to release as many of the marks as you wish, instead of a predesignated number.

Options

Assignments per page

All

3. **Select All** of the students if you wish to release all of the marks together, or use the **checkboxes** to make a selection.

A screenshot of a table showing student submissions. The table has columns for 'Select', 'User picture', 'First name / Surname', 'ID number', 'Email address', 'Department', 'Status', 'Grade', and 'Edit'. The 'Select' column has checkboxes for each row, and the first checkbox is highlighted with a red box. The table contains two rows of student data.

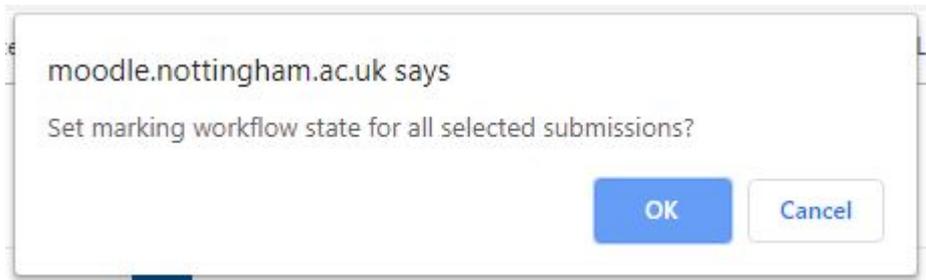
Select	User picture	First name / Surname	ID number	Email address	Department	Status	Grade	Edit
<input checked="" type="checkbox"/>		Doris Vera Ning	TRACC73	training73@exmail.nottingham.ac.uk		Submitted for grading Not marked	Grade	Edit
<input checked="" type="checkbox"/>		Trine Marika Train	TRACC70	training70@exmail.nottingham.ac.uk		Submitted for grading Not marked	Grade	Edit

4. Scroll down to **With selected...** and opt for **Set marking workflow state > Go** before clicking **OK** on the popup that follows.

With selected...

Set marking workflow state

Go



5. The next page will list all of the students that you have selected. To release the marks, set *Marking workflow state* to **Released** and *Notify Students* to either **Yes** or **No**.

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

Selected users



[Mars Bar \(60652, mars@nottingham.ac.uk, LRLR\)](#)



[Nicholas Cameron \(822480, Nicholas.Cameron2@nottingham.ac.uk,.\)](#)

Marking workflow state

Notify students

6. Click **Save Changes** to release the marks.

Similar tutorials

The following other resources are also relevant to this topic:

- [Assessment in Moodle](#)
- [How to annotate student work in Word for Moodle assignment using a Microsoft Surface Pro](#)
- [Moodle Assignment: Marking and uploading feedback/marks in bulk](#)
- [How to create a rubric for an Moodle assignment](#)
- [Marking using Rubrics in Assignments](#)
- [Why might you need Groupings in Moodle?](#)
- [Using Marking Workflow and Marking Allocation in Moodle Assignment](#)
- [How to download all submissions from a Moodle Assignment dropbox](#)
- [How to provide feedback individually in Moodle assignment](#)
- [How to create a non-numeric grading scale](#)
- [How to give feedback privately to students](#)
- [How to enable group submissions in a Moodle assignment](#)
- [How to grade using a rubric with a letter as the grade](#)
- [How to set up weighted grades in grade book](#)