Online Marking with Moodle

Annotating Submissions: Feedback Files

Last Updated: 21/05/2015
Written by: Stephen Owens
Getting Further Help

You can find all of our user guides, links to training sessions and details about drop-in sessions on the Moodle-Help course. You can access using the links on Student Portal, the link on the Moodle My Home page or by going to the following URL:

https://modules.lancaster.ac.uk/course/view.php?id=6890

Who to Contact

If you have any problems with Moodle your first point of contact should be the ISS Service Desk. They'll be able to direct or solve you call, and will be able to find you an alternative contact should somebody be unavailable

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The Digital Learning Hub

Are you interested in eLearning or distance learning, but unsure how to get started? The new Digital Teaching and Learning Hub website will direct you to eLearning resources – people, events, groups and networks – to help you develop and enhance your teaching with digital learning activities. This resource is a community initiative, so please contact anyone listed on these pages if you have ideas about how we could develop it further.

Visit [http://www.lancaster.ac.uk/digital-learning](http://www.lancaster.ac.uk/digital-learning) to find out more.

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Part 1 – Accessing the Assignment Inbox

First you’ll need to access the inbox for the assignment you’d like to mark

1. Navigate to your Moodle Course
2. Locate the assignment you wish to mark and click it to access
3. Click on the View/Grade all submissions link

Part 1.1 – The Assignment Inbox: Overview

The assignment inbox is made up of Submission records. Each participant on the course has a record in the table regardless of whether they’ve submitted anything. Submission records contain details such as the date of the submissions, the status of the submissions, the submitted work and feedback details. The data shown in the table will vary based the settings your assignment is using.

The submission record starts with data to help you identify a student, this includes any Profile Picture they’ve uploaded, their Full Name, Network Username and Student ID number. If you’re using the anonymous settings then you’ll see a randomly generated Participant ID Number.

Each submission record has a status. For this one you can see that the student has submitted their work for grading but it was submitted late (note the red box). You can also see that this submission has been marked and the feedback Released to the student.

The submitted file is shown as part of the submission record as well as any Originality Scores from Turnitin and a Link to GradeMark.
**Part 1.2 – Inbox Filters**

The *submission inbox filters* can be used to control which *submissions records* get displayed in the *submission inbox*. By default no filters are applied so you see all records, even for people who haven’t submitted any work.

Choose how many *submission records* you want to display on the page. If you have a large class make this number smaller to increase page load times.

(Optional) If you’re using the *marker allocation* feature (multiple people are making the assignment submissions) Choose your name from the *Marker filter*.

Choose which *Filter* to apply. E.g. filter the records so that only people who have submitted work are shown. Or filter the records to see all the people who haven’t submitted anything.

(Optional) If you’re using the *Marking Workflow* feature you can filter based on marking process, e.g. see all submissions that haven’t been marked yet.

**NOTE!**

*Submission records* can contain a large amount of data, sometimes you need to scroll left and right to see all of it. If you can’t see a column of data you’re expecting you probably need to scroll.

**Part 2 – Downloading all Submissions**

After accessing the assignment inbox you’ll need to download all of the student submissions to your computer and extract them from the zip file.

1. Expand the *Grading action* dropdown box
2. Click the *Download all submissions* option
A zip file containing all of the submissions will now be downloaded to your computer. Usually this will be downloaded to your Downloads folder on either a PC or Mac.

3. Extract the zip file to access the submissions (please see appendix 1 if you're unsure of how to do this)
4. Create a new folder where you’ll store all marked work

CAUTION!
There are a growing number of students using Apple computers, when using these students are able to save documents with a title that includes special characters such as question marks. When you try and extract your downloads using a Windows computer (the majority of computers on campus) submissions that contain special characters in their file name will be ignored. To avoid this it is recommended that you use the 7zip tool to unzip zip files. Please see Appendix 1 for further details.

NOTE!
Note: All downloaded submissions are named with a common format [Surname] [Forename] [ID Number] [Submission Title] where the submission title is provided by the student

Part 3 – Annotating the Submissions

Now that you have the student submissions on your computer you’re ready to start marking them.

This can be done using common software such as Microsoft Word and Adobe PDF Reader however, you can only do this if the students have submitted in formats compatible with those program. It’s recommended that you limit the acceptable file types when setting up the assignment to ensure you
can open the submitted files e.g. if you are going to use Microsoft word then limit submissions to .pdf .doc .docx .txt .rtf .... Instructions about how to limit file types can be found in the Assignment in Moodle staff guide.

CAUTION!

When you’ve finished annotating a submission you should save it in the new folder you created for marked work, in the previous part. DO NOT change the file name. Moodle will use this to attach the marked work back to the correct student when you get to part 5.

Part 3.1 - Using Word to Annotate Files

Feedback can be given in Microsoft Word using the commenting feature found under the review tab.

1. Open the first submission you want to mark
2. Click the Review tab toward the end of the ribbon
3. Highlight any parts of the work you want to leave feedback about
4. Click the New Comment button on the ribbon
5. Type your comment into the comment box
6. Repeat steps 3-5 for each comment you want to leave
7. When you’ve finished giving feedback for the piece of work save the document and close Microsoft Word.
8. Move the submission you’ve just annotated into the folder you created for marked work

CAUTION!

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When you’ve finished annotating a submission you should save it in the new folder you created for marked work, in the previous part. DO NOT change the file name. Moodle will use this to attach the marked work back to the correct student when you get to part 5.
Part 3.2 - Using Adobe Reader to Annotate Files

Feedback can be given in Adobe Reader using the comments and highlighting features found on the main toolbar

1. Open the first submission you want to mark
2. Select any parts of the work you want to leave feedback about
3. Use the *highlight* button to highlight any parts of the document
4. Use the *comments* button to leave comments about part of a document (after clicking the comments button click on the document where you want the comment to go
5. Repeat steps 3-4 for each comment you want to leave
6. When you’ve finished giving feedback for the piece of work save the document and close Adobe Reader.
7. Move the submission you’ve just annotated into the folder you created for marked work

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**RESOURCES IN MOODLE**

By restricting access in Moodle it is possible to control how users move through the course; this can be a very useful tool to ensure students are comfortable with one topic before moving on to the next. Restricting access can also be a useful tool if you wish to split up members of your course and give different resources to different groups. Moodle offers multiple ways to restrict access to content. This guide will introduce you to the tools available to all resource types.

*Note:* Some resource types have further ways of restricting access which are unique to that resource type. Please see the guide for that resource type for help with these tools.

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Restricting Access in Moodle

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*Figure 3.2.1 - Adobe Reader Comments*
Part 4 – Recording Grades using an Offline Grading Worksheet

After giving feedback using the methods detailed above you’re ready to record the grade for a submission using the Offline Grading Worksheet.

Part 4.1 – Downloading an Offline Grading Worksheet

1. Expand the *Grading action* dropdown box
2. Click the *Download grading worksheet* option

An Excel file will now be downloaded to your computer. Usually this will be downloaded to your *Downloads* folder on either a PC or Mac.

![Figure 4.1.1 - Download Grading Worksheet](image)

Part 4.2 – Completing the Offline Grading Worksheet

1. Open the *offline grading worksheet* you downloaded above
2. Expand the columns so you can read the titles
3. Enter your grade in the *Grades* column (if you don’t see a grades column simply add one)
4. Save the *offline grading worksheet*

**CAUTION!**

The first columns in the grading worksheet contain details about the students, this is a unique *Identifier* that Moodle uses to refer to each student, their *Full name*, network *Username* and *Student ID* number (library card number). Do not change any of the details in these columns.

**NOTE!**

You should complete the steps in parts 3 and 4 for each of the submissions you need to mark. Once done you should proceed to the following steps.
Part 5 – Uploading the Feedback Files

Once you have all of the submissions marked you’re ready to upload them back to Moodle as feedback files.

Feedback files are added in addition to the student submission so are non-destructive. You can still access the original file via Moodle if you need to. Uploading files is done in bulk so you only need to upload them once and Moodle will attach them to the correct students.

1. Compress your folder of marked work into a Zip file (please see appendix 2 if you’re unsure of how to do this
2. Access the assignment inbox (see Part 1 if you’re unsure of how to do this)
3. Expand the Grading actions dropdown box
4. Select the Upload multiple feedback files in a zip option
5. Use the Moodle file picker to locate the zip file containing the feedback files
6. Click the Import feedback file(s) button

The feedback files will now be attached to the students. If there are any errors you’ll be notified of them. The most likely error is that Moodle can’t match a submission. This may happen if you’ve inadvertently changed the file name of a submission.
Part 6 – Releasing Feedback to Students

Now that the feedback is available in Moodle you can release it to your students.

If you’re using the marking workflow feature (recommended) in Moodle you’ll need to change the workflow state to *Released* to do this. If you’re not using this feature feedback will become available as soon as you upload it.

**CAUTION!**

Releasing feedback DOES NOT release grades to the students. The releasing of grades needs to be done via LUSI and the interactive transcript. You should consider whether you want to release feedback and grades separately or together. Releasing of feedback and grades is usually done by departmental admins, you should discuss as a department who is responsible for this process.

1. Ensure you are in the *assignment inbox* for the assignment (see part 1 if you’re unsure of how to access this)
2. Use the Select tick boxes to select all of the students on the course
3. Expand the *With selected* dropdown box
4. Select the *Set marking workflow state* option
5. Click the Go button
6. Expand the *Marking workflow state* dropdown box
7. Select the *Released* option
8. Click the *Save changes* button
Your students will now get an email message informing them that feedback is available on their assignment along with a link to allow them to quickly access it.

**Figure 6.1 - Select All Students**

**Figure 6.2 - With Selected...**

**Figure 6.3 - Set to Released**
Part 7 – What a Student Sees

Once feedback is released your students will get an email message informing them that feedback is available on their assignment, along with a link to allow them to quickly access it.

Following the link in the email will take the student to the assignment, they will be able to see a summary of the assignment, including their original submission, and a feedback section which will include the copy of their submission that you annotated.
Appendix 1: Unzipping a Zip File

In order to open and/or modify any of the submissions you’ve bulk downloaded from the assignment inbox you’ll need to unzip the zip file

A zip file is used to compress the size of a collection of files and to group them together to make them easy to download. Moodle uses Zip files to allow you to bulk download all submissions from an assignment. To open or edit the assignment submissions you first need to unzip the zip file. Follow the instructions below to do so using Microsoft Windows or Apple OS X (Mac)

CAUTION!

There are a growing number of students using Apple computers, when using these students are able to save documents with a title that includes special characters such as question marks. When you try and extract your downloads using a Windows computer (the majority of computers on campus) submissions that contain special characters in their file name will be ignored. To avoid this it is recommended that you use the 7zip tool to unzip zip files where possible. If you can’t use 7zip be careful that you mark all submissions and that none are missed.

Appendix 1.1 – Using 7zip (Windows Only)

7zip is a free open source utility that allows you to zip and unzip files on your computer. It is more fully featured than the tool that is built into windows and can gracefully handle files that have been zipped on a Mac, replacing any special characters in the file name so that they can be opened on Windows. You will need to install this utility on your computer before you can use it. If you’re using a managed build PC (office, lab and library PCs on campus) you can get the utility from the control panel. If you’re using a personal computer you’ll need to download 7zip from its website.

Installing 7zip from a Managed Build Computer (Office PC)

1. Click on the Start Button
2. Select the Control Panel option
3. Click the Get programs link (under the programs section)
4. Locate 7zip from the list of programs (this is usually near the top of the list)
5. Select 7zip and click Install
Installing 7zip on your personal computer

1. Use your web browser to navigate to www.7-zip.org
2. Click the download link (if you’re unsure of whether you should get the 32bit or 64bit version of the software download the 32bit one)
3. Locate the downloaded file on your computer and run the installer

Using 7zip

1. Locate the Zip File on your computer, this will usually be in your downloads folder
2. Right click on the zip file
3. Select the 7zip option and then select Extract to [file name] (where file name is the name of the zip file)

The un-zipped folder is now available the same location as the Zip file
Appendix 1.2 - Using Microsoft Windows

1. Locate the Zip File on your computer, this will usually be in your downloads folder
2. Right click on the zip file
3. Click the Extract all option
4. Choose where you want to save the un-zipped folder (leaving the default settings will extract the file to the download folder). Click Browse to change the folder location.
5. Click the extract button

The unzipped folder will open automatically. You can now open and/or edit the files in the folder.
Appendix 1.3 - Using Apple OS X

1. Locate the Zip File on your computer, this will usually be in your downloads folder
2. Double click on the Zip file to unzip it

![Figure APP1.3.1 - Zip File](image1)

![Figure APP1.3.2 - Extracted Folder](image2)

Appendix 2: Zipping a Folder

Once you’ve completed the marking process you’re ready to upload the feedback back into Moodle so it can be distributed to students. This is done in bulk but requires you to create a zip file from the marked files

Appendix 2.1 - Using Microsoft Windows

1. Locate the folder containing all of the marked submissions
2. Right click on the folder
3. Select the Send to option and then select Compressed (zipped) folder
Appendix 2.2 - Using Apple OS X

1. Locate the folder containing all of the marked submissions
2. Right click on the folder
3. Select the Compress “[folder name]” option
Appendix 3: Notes about Moderation and Marking Workflow

There are no features in Moodle to allow the moderation of marked work, you will need to discuss at a department level how moderation will be dealt with.

Whilst there are no features built into Moodle to allow for moderation or dual marking it can be achieved using the offline grading worksheets. As long as the offline grading worksheet has the Student ID column and a column for final grade you can use it with LUSI. You can add additional columns to facilitate moderation grades and second marker grades. The final grade should be ascertained via discussion between the two markers.

There is a feature called Marking Workflow within Moodle, this allows you to define how far through the marking process you are, there are a number of states you can choose

• Not Marked
• In Marking
• Marking Complete
• In Review
• Ready for Release
• Released

With the exception of Released, none of these states do anything functionally. They can be used as necessary for your department e.g. In Review could be used to denote work that has been marked and is in moderation, ready for release could be used after moderation to indicate that the admin office can release the feedback.

CAUTION!

When the released option is selected the feedback becomes available to students and an email is sent to them to inform them that feedback is available. You should consider whether you want to release grades and feedback together or separately. Usually they’re released together by the department administrative staff.

Appendix 3.1 - Setting the Workflow State for an Individual Student

1. Access the assignment inbox (if you’re unsure of how to do this see part 1).
2. Ensure you have quick grading turned on (scroll to the bottom of the page and ensure Quick Grading is ticked).
3. Locate the appropriate student
4. Expand the dropdown box in the Status column
5. Select the new Workflow state
6. Scroll to the bottom of the submission table and click the Save all quick grading changes button
Appendix 3.2 - Setting the Workflow State for Multiple/All Students

1. Access the assignment inbox (if you’re unsure of how to do this see part 1).
2. Select which students you want to change the workflow state for (use the tick boxes in the Select column. You can tick the topmost box to select all).
3. Scroll to the bottom of the submission table and expand the With selected… dropdown box
4. Select the Set marking workflow state option and click the Go button
5. Confirm your action by clicking the OK button
6. Confirm all of the users you expected are in the list
7. Expand the Marking workflow state dropdown box and select the new state
8. Ensure the Notify students option is set to No (unless you are releasing feedback and want to email the students)
9. Click the Save changes button
Appendix 4: Multiple Markers Per Assignment

There are a few scenarios where you might want to define which member of staff is going to mark which submission in an assignment.

When you have a large cohort of students it’s likely that marking of an assignment will be split between multiple tutors. When this is the case you can use Moodle’s Marker allocation feature to define which staff member will mark which student. When each staff ember access the assignment inbox they can filter everything so they only see the submissions that are relevant to them. Doing this will also stop tutors from accidentally marking the same student’s work.

If you’re in a situation where you dual mark work you can use a combination of the Marking Workflow feature and Marker Allocation feature to approximate this. When tutor A has marked a submission they can change the workflow state to “Marking Complete” and change the allocated marker to tutor B. Tutor B can then access the assignment, view all those assignments that are in the “Marking Complete” state and need to be second marked by them. Once marked by Tutor B the state can be change to “In Review” and Tutor A and B can get together to agree on a final grade. Once a final grade has been agreed it can be added to the offline grading worksheet and the workflow state can be change to “Ready for release”

Appendix 4.1 – Allocating Markers to Individual Students

1. Access the assignment inbox (if you’re unsure of how to do this see part 1).
2. Ensure you have quick grading turned on (scroll to the bottom of the page and ensure Quick Grading is ticked).
3. Locate the appropriate student
4. Expand the dropdown box in the Marker column
5. Select a marker from the list
6. Click the Save all quick grading changes button (below the submission table)

Appendix 4.2 – Allocating Markers in Bulk

1. Access the assignment inbox (if you’re unsure of how to do this see part 1).
2. Select which students you want to allocate a marker to (use the tick boxes in the Select column. You can tick the topmost box to select all).
3. Scroll to the bottom of the submission table and expand the With selected… dropdown box
4. Select the Set allocated marker option and click the Go button
5. Confirm your action by clicking the OK button
6. Confirm all of the users you expected are in the list
7. Expand the Allocated Marker dropdown box and select a marker
8. Click the Save changes button