Moodle (v3.1) Assignment Marking and Feedback

ONLINE ASSIGNMENT FEEDBACK

Assessments submitted online in the Moodle Assignment tool enable two options for feedback:

1. Online feedback/submission comments and a grade; and
2. Downloading assignments individually or in bulk for offline marking (e.g. track changes/annotation) and re-uploading as feedback files.

This guide will explain both options.

1. Log in to the Moodle subject and go to the assessment area and click on the relevant assignment title.
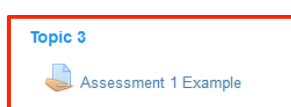

Figure 1 - Locate the required assignment within the Moodle site

PROVIDE FEEDBACK ONLINE

Assessments submitted to a Moodle Assignment allow word docs to be opened on a computer or mobile device or PDF submissions to be directly annotated, provide feedback and comments directly and a grade.

To assess and provide feedback directly:

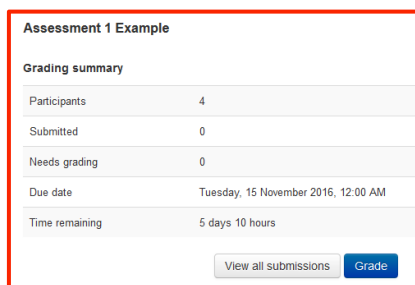1. Select your assignment and click on *View all submissions*.

Figure 2 – View all Submissions button
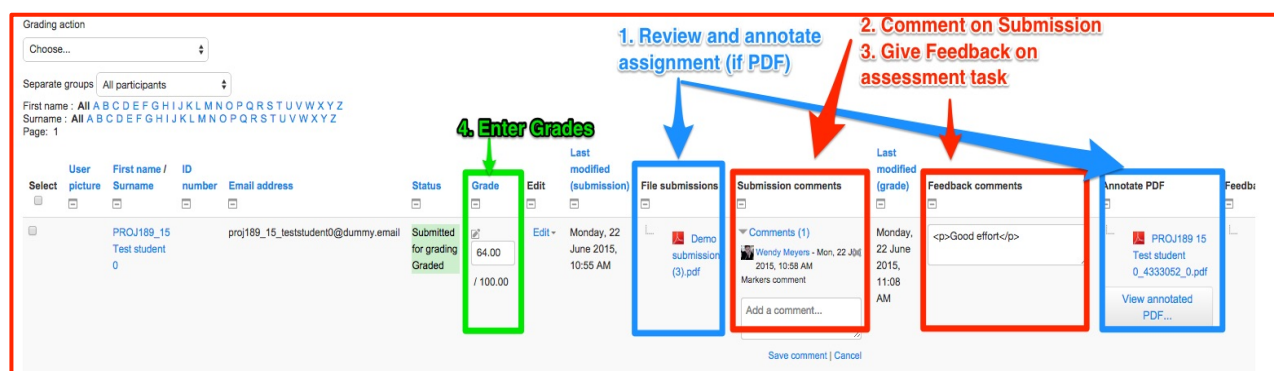
2. Review, comment and grade as shown below:

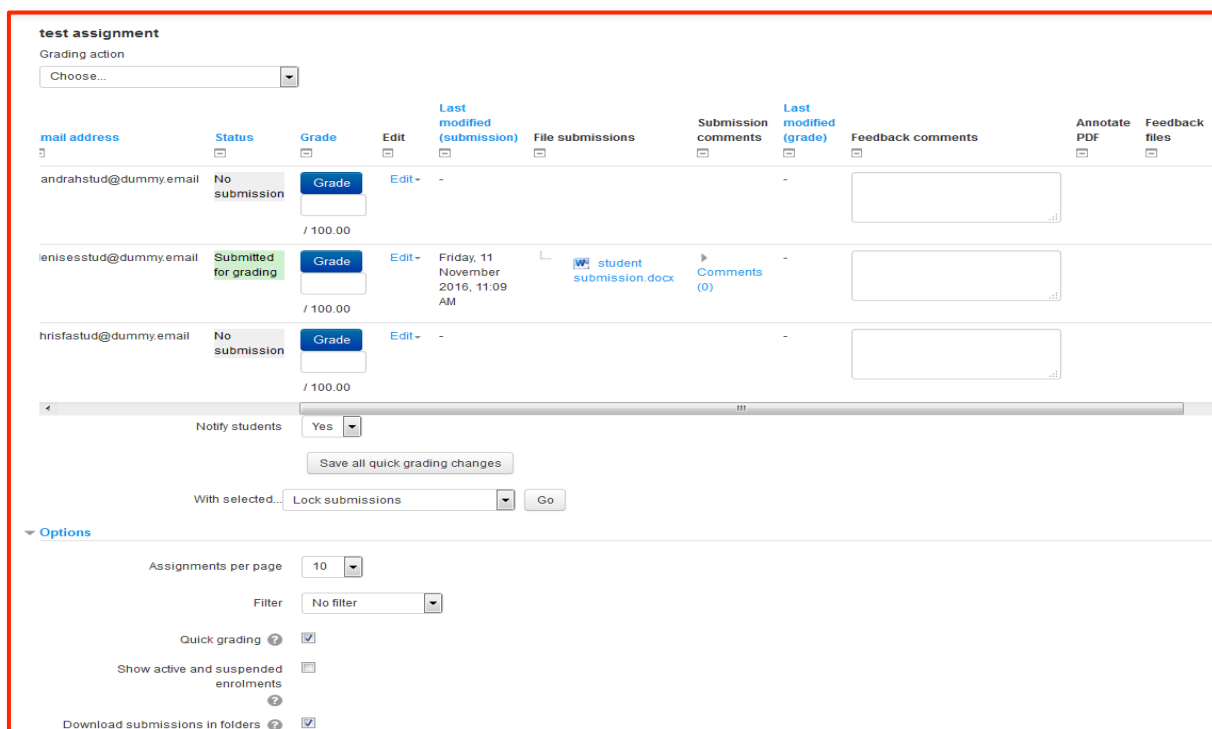**Figure 3 – Grading action screen example completed**

Figure 4 – Grading action screen with options

BULK DOWNLOAD ASSIGNMENTS

1. Select the assignment and click on *View/grade all submissions*.
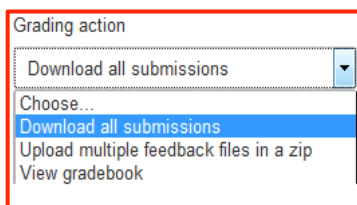2. From the grading action drop down menu select *Download all submissions*.

Figure 5 – Bulk download assignments

3. Select *Save File* and a zipped folder containing students' submissions will save to your Downloads folder:
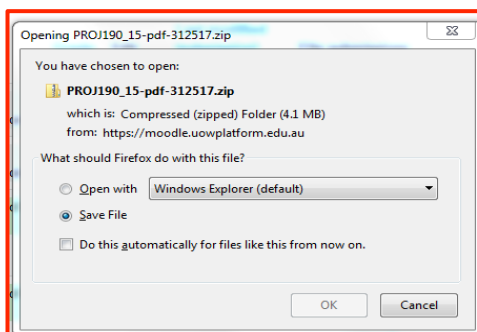

Figure 6 – Save File screen

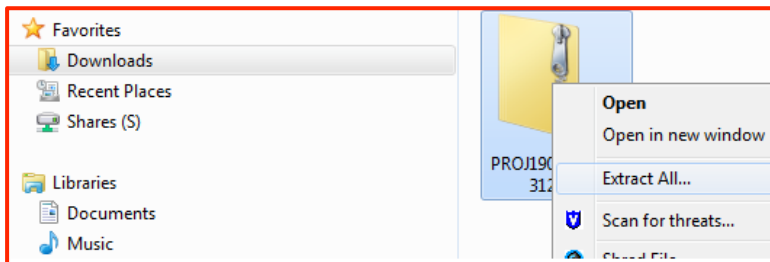4. Open your Downloads folder to access the zip file. Right click on the file and select *Extract All*:

Figure 7 - Extract All to access the assignment files

This will create an unzipped folder where you can access the students' assignments. Any edits and feedback that you give students within these files should be saved **without changing the file name** to avoid complications when bulk uploading the feedback files.

Feedback can be provided for Word Docments via Track Changes, and PDF files can be annotated using the Moodle PDF Annotation tool.

BULK UPLOAD ASSIGNMENT FEEDBACK FILES

Once you have provided feedback within students' assignment files, bulk upload them for students to view within Moodle. This can be achieved as follows:

1. Select the multiple student submissions that have been graded and annotated with feedback
   NOTE: the names of these files should not be changed from their original file name at the time of extraction.

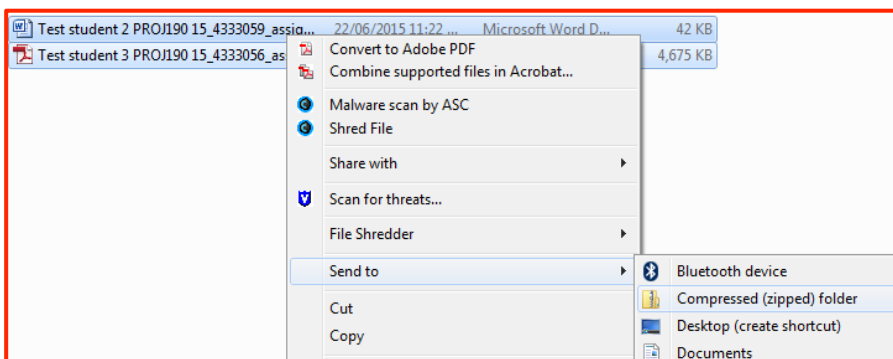a) On a PC - right click and select *Send to* and *Compressed (zipped) folder*.

Figure 8 - Compress files to a zipped folder.

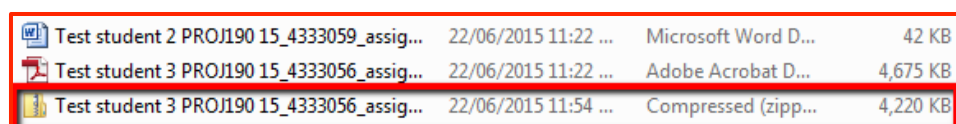This will create a zipped folder that will appear underneath the files:

Figure 9 - Zipped folder displays in file list

b) On a Mac:

1. Locate the items to zip in the Mac Finder (file system)
2. Right-click on a file, folder, or files you want to zip.
3. Select *Compress Items*
4. Find the newly created .zip archive in the same directory.

2. Select your assignment within your Moodle site and click on *View/grade all submissions*.
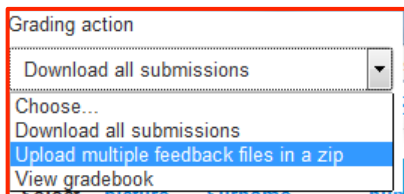3. From the grading action drop down menu select *Upload multiple feedback files in a zip:*

Figure 10 - Select Upload multiple feedback files in a zip

4. Drag and drop the zipped folder into the box provided and select Import feedback files.
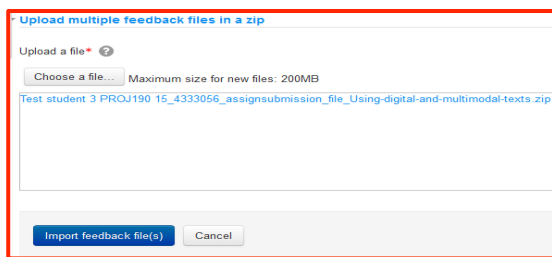

Figure 11 – Upload multiple feedback screen

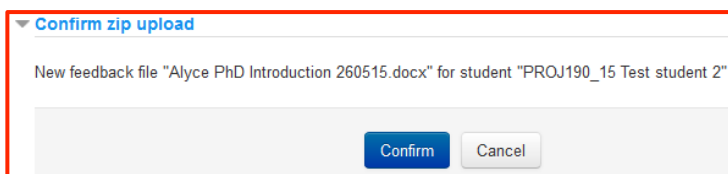5. Select *confirm* to upload the feedback files:

Figure 12 – Confirm screen

The feedback files will now appear in the *Feedback files* column of the grading section within Moodle. These files will now be available for students to view and download.

BULK DOWNLOADING FOR GROUPS OF STUDENTS

Either leave on *all participants* for smaller cohorts, or click on the arrow next to *all participants* and select the group you wish to mark.
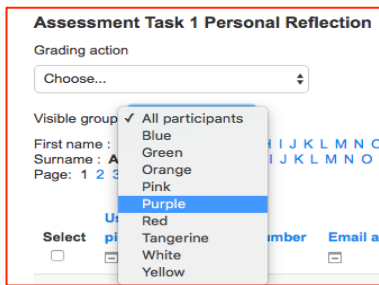
Figure 13 – Choose group to mark

Once you have selected the appropriate group from the Grading action drop down menu select Download all submissions.

Note: This will only download the submissions of the group you have selected.
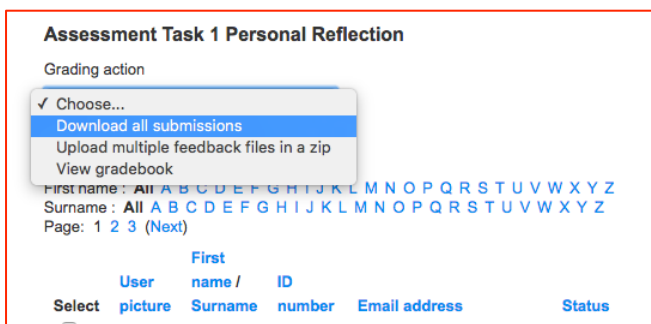

Figure 14 – Download all submissions

REFERENCES

1. Using Moodle Assignment

https://docs.moodle.org/31/en/Using_Assignment#Offline_marking_-_downloading_and_uploading_multiple_grades_and_feedback_files

2. Moodle 3/1 Overview

https://www.youtube.com/watch?v=AOqFpLHi4S4

3. Assignment Setting in Moodle v 2.9

https://docs.moodle.org/29/en/Assignment_settings#Grade

4. Moodle 2.9 Release Highlights

https://www.youtube.com/watch?v=Pi8nlc1xu30&index=6&list=PLxcO_MFWQBDclJEctfdxCFeo8QuyR1Hw_