

Marking a Moodle Assignment (offline)

This guidance covers two areas which may be needed when marking offline:

1. Downloading student files from the Moodle assignment (where they can be read and annotated within the tool of your choice)
2. Downloading the Offline Grading Worksheet (Bath Version). This is an offline version of the assignment grading page in Moodle. It contains a list of students (along with details such as their student number and email address) and functions as a template for the recording of grades and feedback.

Download all submissions and grading worksheet (Bath Version)

Assignment 103 (Exam Alternative)

Submission details here ...

Grading summary

Participants	1
Submitted	1
Needs grading	1
Due date	Monday, 27 April 2020, 12:00 AM
Time remaining	6 days 11 hours

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

- Turn **Editing on** and select the relevant submission point.
- Select **View all submissions**.

Options

Assignments per page: 100

Filter: No filter

Workflow filter: No filter

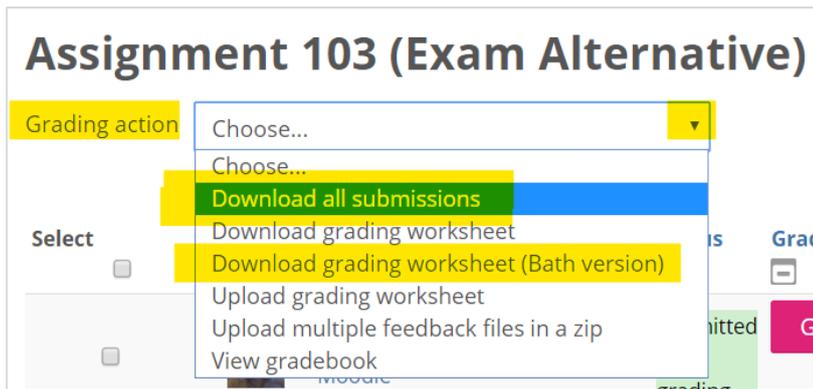
Quick grading

Show only active enrolments

Download submissions in folders

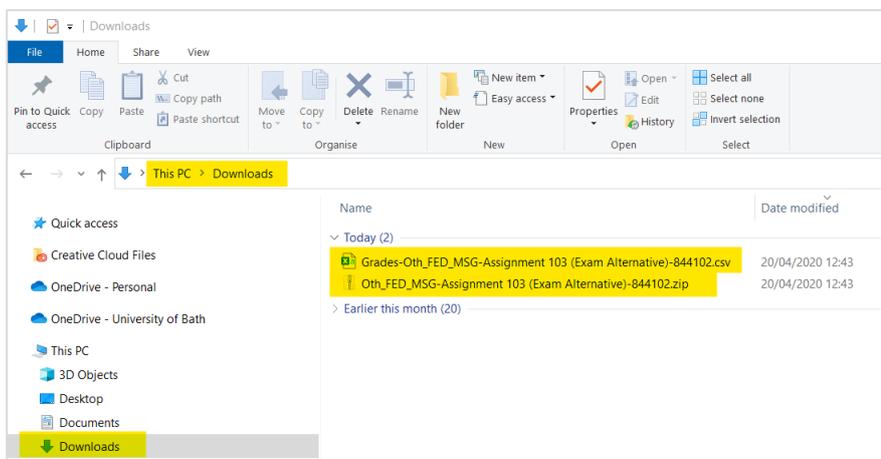
- Scroll to the bottom of the page to the **Options** section
- Ensure that the **Download submissions in folders** option is unticked.

Note: If this option is ticked, then each student submission is downloaded in its own folder. It then becomes necessary to click in and out of folders to access submissions which can become very tiring. In most cases, this is not required.

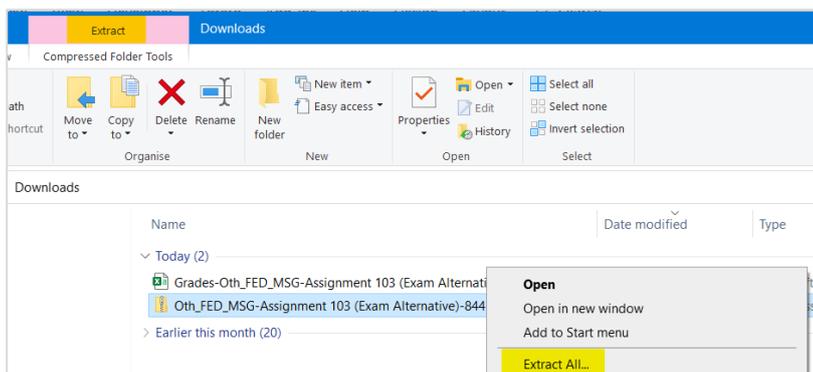


- Select **Download all submissions** from the **Grading action** drop-down menu.
- Next, select **Download grading worksheet (Bath version)** from the same menu.

In your **Download** folder you will see a zipped folder (which contains the submissions) and a .csv file (which is the grading worksheet).



Note: Both student files and the completed grading worksheet should be stored on the x:drive



- In your **Downloads** folder right-click on the zipped folder and select **Extract All**.
- A new folder will be created that contains editable versions of the submission files.

We have recommended that all 'exam alternative' submissions be uploaded in pdf file format. If you want to annotate these files you have two options:

- Use the annotation tools in your PDF software (such as Adobe Reader).
- Convert the file into MS Word and use the commenting feature (under the Review tab). This should be **used with caution** as converting in this way can affect formatting and diagram/table layout. Students should not be disadvantaged by this so please refer to the original PDF where this occurs.

If you intend on adding handwritten annotation, please see our digital annotation guidance.