

# Setting up and using marking workflow and marker allocation

## Setting up Marking workflow

Grade ?

Type

Scale

Maximum grade

Grading method ?

Grade category ?

Grade to pass ?

Blind marking ?

Use marking workflow

Use marking allocation ?

- When you create your assignment (see [Creating an assessment submission point using Moodle assignment activity](#)), you can change the **Use marking workflow** setting to **Yes**

- Follow the guide for all other assignment submission point settings

Use marking workflow ?

Use marking allocation ?

- After you have enabled marking workflow, you also have the option to enable marking allocation. If you want to use this option, change **Use marking allocation** to **Yes**

- Choose **Save and display** to view your assignment, or **Save and return to course** to go back to your Moodle course page

You can enable marking workflow and marking allocation any time before marking begins.

## Using marking workflow during marking

### Important Note

Before you begin marking, make sure you **Hide** the assignment submission point from student view and that it is also hidden inside the gradebook.

Home > My courses > Miscellaneous > RA TEST > Testing assignment submissions > Unitcode\_assessment\_title\_deadline

## Unitcode\_assessment\_title\_deadline

Test assignment with marking workflow and marker allocation enabled

### Grading summary

Participants	10
Submitted	3
Needs grading	3
Due date	Monday, 11 May 2020, 12:00 AM
Time remaining	6 days 9 hours

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

- To start marking, select your assignment submission point then choose **View all submissions**

Home > My courses > Miscellaneous > RA TEST > Testing assignment submissions > Unitcode\_assessment\_title\_deadline > Grading

## Unitcode\_assessment\_title\_deadline

Grading action

First name  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1

Select	User picture	First name / Surname	Email address	Status	Marker	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Test Moodle-Student1	dlufed@gmail.com	Submitted for grading Not marked		<a href="#">Grade</a>	<a href="#">Edit</a>	Monday, 4 May 2020, 2:36 PM	AR50XXX_Student1.pdf
<input type="checkbox"/>		Test Moodle-Student2	fac-eng-fsc-enquiries@bath.ac.uk	Submitted for grading Not marked		<a href="#">Grade</a>	<a href="#">Edit</a>	Monday, 4 May 2020, 2:38 PM	AR50XXX_Student2.pdf
<input type="checkbox"/>		Rachel Applegate	r.e.applegate@bath.ac.uk	Submitted for grading Not marked		<a href="#">Grade</a>	<a href="#">Edit</a>	Monday, 4 May 2020, 2:38 PM	AR50XXX_Student3.pdf

You will see a list of students with their submitted files. Because you have enabled marking workflow, under **Status** in the grading table, you will see the default marking workflow status **Not marked**. Once you have completed marking allocation, the allocated marker will appear under the **Marker** column.

There are three ways to amend the marking workflow status or marking allocation information

- 1) Select a batch of students in the grading table and set the marking workflow or marking allocation online in bulk
- 2) Set the information for a single student and save the changes
- 3) Download the grading worksheet, set the information offline, and upload back to the assignment submission point

## Setting marking workflow and / or marking allocation in bulk

To select students and carry out actions on the grading screen, you must make sure that all students are displayed in the grading table.

Options

Assignments per page: All

Filter: No filter

Marker filter: No filter

Workflow filter: No filter

Quick grading ?

Show only active enrolments ?

Download submissions in folders ?

- Below the grading table, make sure that there are no filters, and that **Assignments per page** is set to **All**. This will display all student assignments on a single page in the grading table, so you can apply actions in bulk without missing students
- **Important note:** the filter options only change what is displayed in the grading table. They do not change the marker or workflow. If you are not seeing the students listed as you expect, double check that there are no filters in place and reset to **No filter**

### Unitcode\_assessment\_title\_deadline

Grading action: Choose...

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1

Select	User picture	First name / Surname	Email address	Status	Marker	Grade	Edit	Last modified (submission)	File submissions
<input checked="" type="checkbox"/>		Test Moodle-Student1	dlufed@gmail.com	Submitted for grading Not marked		Grade	Edit	Monday, 4 May 2020, 2:36 PM	AR50XXX_Student1.pdf URKUND: <b>100%</b>
<input checked="" type="checkbox"/>		Test Moodle-Student2	fac-eng-fsc-enquiries@bath.ac.uk	Submitted for grading Not marked		Grade	Edit	Monday, 4 May 2020, 2:38 PM	AR50XXX_Student2.pdf URKUND: <b>100%</b>
<input checked="" type="checkbox"/>		Rachel Applegate	r.e.applegate@bath.ac.uk	Submitted for grading Not marked		Grade	Edit	Monday, 4 May 2020, 2:38 PM	AR50XXX_Student3.pdf URKUND: <b>100%</b>

Once you have displayed all your students, you can select students by checking the check box in the **Select** column next to their name. If you choose the **Select** checkbox at the top of the column (above the table), it will select all students on the page.

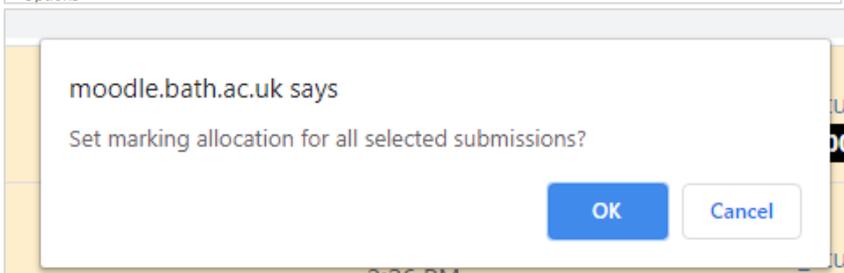
<input checked="" type="checkbox"/>		Rachel Applegate	r.e.applegate@bath.ac.uk	Submitted for grading Not marked	Grade	Edit	Monday, 4 May 2020, 2:38 PM	ARS000X_Student3.pdf URKUND 100%
<input checked="" type="checkbox"/>		Test Moodle-Student1	dludef@gmail.com	Submitted for grading Not marked	Grade	Edit	Monday, 4 May 2020, 2:36 PM	ARS000X_Student1.pdf URKUND 100%
<input checked="" type="checkbox"/>		Test Moodle-Student2	fac-eng-fsc-enquiries@bath.ac.uk	Submitted for grading Not marked	Grade	Edit	Monday, 4 May 2020, 2:38 PM	ARS000X_Student2.pdf URKUND 100%
<input type="checkbox"/>		Isabelle Templar	legionofatlantis@gmail.com	No submission Not marked	Grade	Edit	-	-
<input type="checkbox"/>		Paul Pinkney	A.P.Pinkney@bath.ac.uk	No submission Not marked	Grade	Edit	-	-
<input type="checkbox"/>		Yvonne Moore	Y.Moore@bath.ac.uk	No submission Not marked	Grade	Edit	-	-
<input type="checkbox"/>		Test Moodle	ymoree13@gmail.com	No submission Not marked	Grade	Edit	-	-
<input type="checkbox"/>		Alex Tester	test-cb2@bath.ac.uk	No submission Not marked	Grade	Edit	-	-
<input type="checkbox"/>		Jordan Madge	jpm69@bath.ac.uk	No submission Not marked	Grade	Edit	-	-
<input type="checkbox"/>		Test Moodle	ymoree13@gmail.com	No submission Not marked	Grade	Edit	-	-

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With selected... Lock submissions Go

Options

- When you have selected the relevant students, scroll to just below the grading table
- Use the **With selected...** drop down menu to choose an action. To set the marking allocation, choose **Set allocated marker** from the menu and choose **Go**



- Choose **OK** to confirm that you want to set the marking allocation for your selected students

### Unitcode\_assessment\_title\_deadline

Test assignment with marking workflow and marker allocation enabled

Set allocated marker for 3 selected user(s).

**Selected users**

-  Rachel Applegate (r.e.applegate@bath.ac.uk)
-  Test Moodle-Student1 (dlufed@gmail.com)
-  Test Moodle-Student2 (fac-eng-fsc-enquiries@bath.ac.uk)

**Allocated Marker** Paul Pinkney

Save changes Cancel

- Review the list of selected users then select your **Allocated Marker** from the drop-down list
- It will display a list of staff enrolled in Teacher (or Teacher+) role on your Moodle course.
- Choose **Save changes**

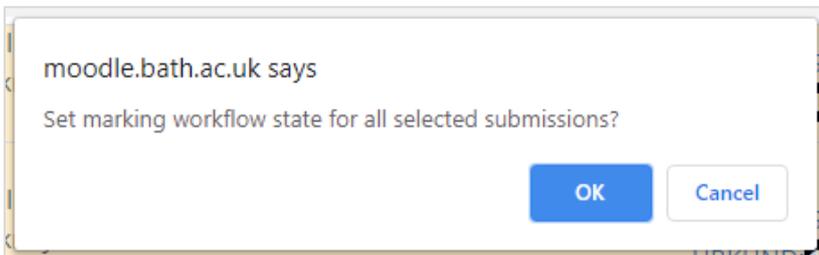
<input checked="" type="checkbox"/>		Rachel Applegate	r.e.applegate@bath.ac.uk	Submitted for grading Not marked	Paul Pinkney	Grade	Edit	Monday, 4 May 2020, 2:38 PM	AR50XXX_Student3.pdf URKUND 100%
<input checked="" type="checkbox"/>		Test Moodle-Student1	dlufed@gmail.com	Submitted for grading Not marked	Paul Pinkney	Grade	Edit	Monday, 4 May 2020, 2:36 PM	AR50XXX_Student1.pdf URKUND 100%
<input checked="" type="checkbox"/>		Test Moodle-Student2	fac-eng-fsc-enquiries@bath.ac.uk	Submitted for grading Not marked	Paul Pinkney	Grade	Edit	Monday, 4 May 2020, 2:38 PM	AR50XXX_Student2.pdf URKUND 100%
<input type="checkbox"/>		Isabelle Templar	legionofatlantis@gmail.com	No submission Not marked		Grade	Edit		
<input type="checkbox"/>		Paul Pinkney	A.P.Pinkney@bath.ac.uk	No submission Not marked		Grade	Edit		
<input type="checkbox"/>		Yvonne Moore	Y.Moore@bath.ac.uk	No submission Not marked		Grade	Edit		
<input type="checkbox"/>		Test Moodle	ymoore13@gmail.com	No submission Not marked		Grade	Edit		
<input type="checkbox"/>		Alex Tester	test-cb2@bath.ac.uk	No submission Not marked		Grade	Edit		
<input type="checkbox"/>		Jordan Mudge	jpm69@bath.ac.uk	No submission Not marked		Grade	Edit		
<input type="checkbox"/>		Test Moodle		No submission Not marked		Grade	Edit		

Page: 1

With selected... **Set marking workflow state** Go

Options

- You can use the same method to set the marking workflow status in bulk. Select your students and scroll to the bottom of the table
- Use the **With selected...** drop down menu to choose an action. To set the marking workflow status, choose **Set marking workflow state** from the menu and choose **Go**



- Choose **OK** to confirm that you want to set the workflow state for your selected students

### Unitcode\_assessment\_title\_deadline

Test assignment with marking workflow and marker allocation enabled

▼ Set marking workflow state for 3 selected user(s).

**Selected users**

-  Rachel Applegate (r.e.applegate@bath.ac.uk)
-  Test Moodle-Student1 (dlufed@gmail.com)
-  Test Moodle-Student2 (fac-eng-fsc-enquiries@bath.ac.uk)

**Marking workflow state**

**Notify students**

**Save changes** **Cancel**

- Review the list of selected users then select your **Marking workflow state** from the drop-down list. For example you can make a selection of submissions and mark them as **In review** to flag them for moderation
- Make sure the **Notify students** option stays on the Default setting **No**. You do not want to send any notification emails to students while marking is in progress or when it is complete, as results will be notified to students at a later stage
- Choose **Save changes**

# Unitcode\_assessment\_title\_deadline

Grading action

First name  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1

Select	User picture	First name / Surname	Email address	Status	Marker	Grade	Edit
<input type="checkbox"/>		Rachel Applegate	r.e.applegate@bath.ac.uk	Submitted for grading In review	Paul Pinkney	Grade	Edit
<input type="checkbox"/>		Test Moodle-Student1	dlufed@gmail.com	Submitted for grading In review	Paul Pinkney	Grade	Edit
<input type="checkbox"/>		Test Moodle-Student2	fac-eng-fsc-enquiries@bath.ac.uk	Submitted for grading In review	Paul Pinkney	Grade	Edit

Now when you look at the grading table you will see the marking workflow state and allocated marker you have saved for your selected students. You can use the option to set the marking workflow state in bulk throughout the process e.g. select all students and set the workflow to Released at the end of the marking process

## Important Note

Before you began marking, you will have set the assignment submission point to be **Hidden** from student view. If you are using marking workflow and you plan to use SAMIS grade transfer, you must change the marking workflow state to **Released** at the end of the process. This will release the grades into the Gradebook, which allows grade transfer to take place. Double check the settings to ensure the assignment submission point is **Hidden** on the course page, and in the Moodle Gradebook, before setting the workflow state to **Released** (otherwise students would be able to view any marks or comments entered in Moodle).

## Setting marking workflow and / or marking allocation for a single student

**Unitcode\_assessment\_title\_deadline**

Grading action: Choose...

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1

Select	User picture	First name / Surname	Email address	Status	Marker	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		Test Moodle-Student1	dlufed@gmail.com	Submitted for grading Not marked		Grade	Edit	Monday, 4 May 2020, 2:36 PM
<input type="checkbox"/>		Test Moodle-Student2	fac-eng-fsc-enquiries@bath.ac.uk	Submitted for grading Not marked		Grade	Edit	Monday, 4 May 2020, 2:38 PM

- To start marking select **Grade** next to your student name in the grading table

**Test Moodle-Student1**  
dlufed@gmail.com  
Due date: 11 May 2020 12:00 AM

Change user | 4 of 10

Grade

Grade out of 100: 65

Marking workflow state: Not marked

Allocated Marker: Paul Pinkney

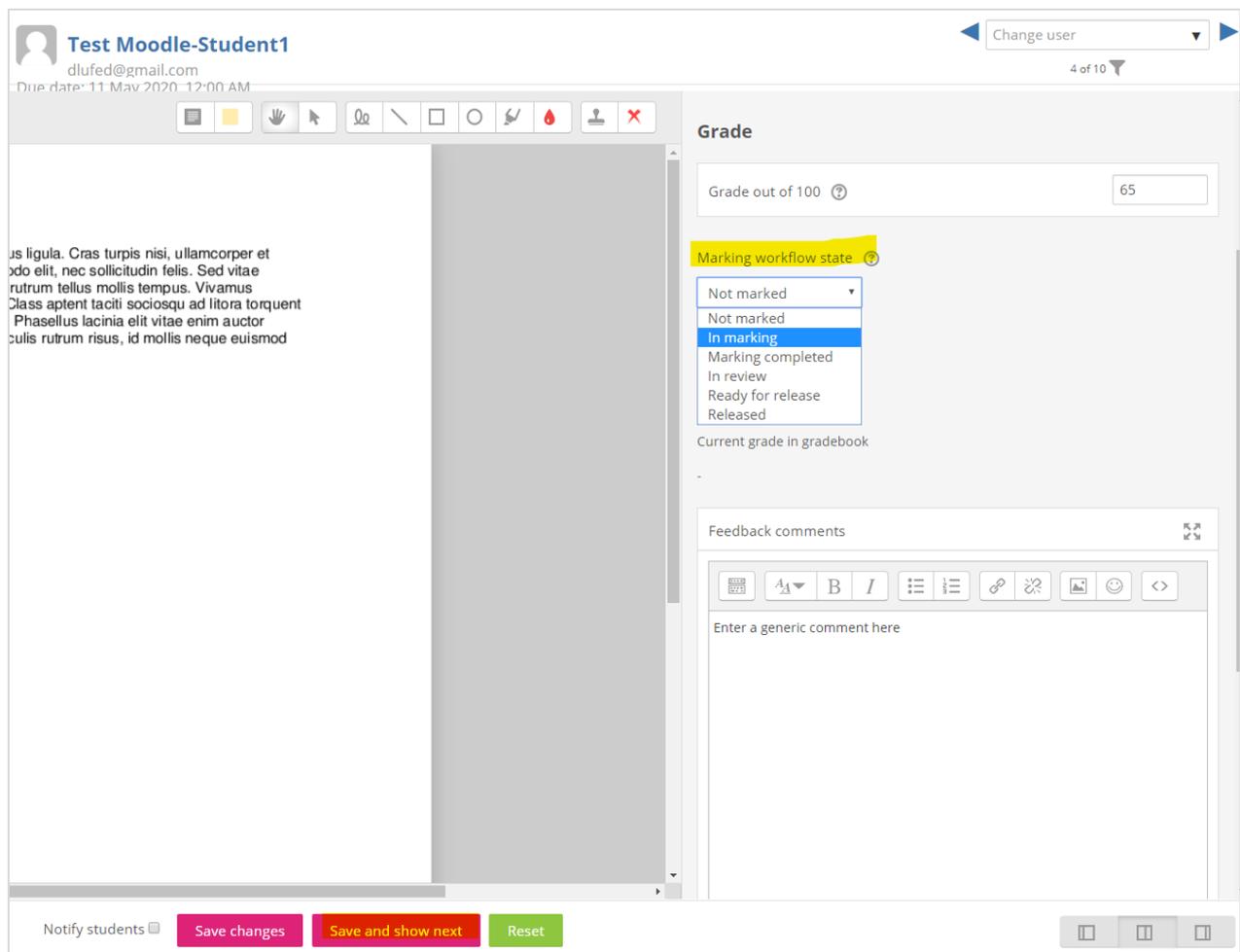
Current grade in gradebook: -

Feedback comments

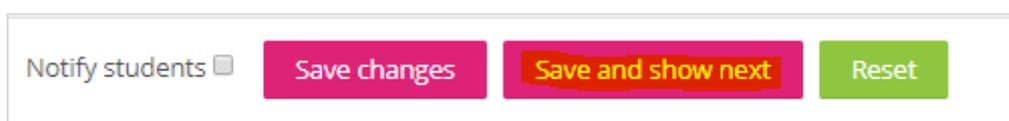
Enter a generic comment here

Notify students  Save changes Save and show next Reset

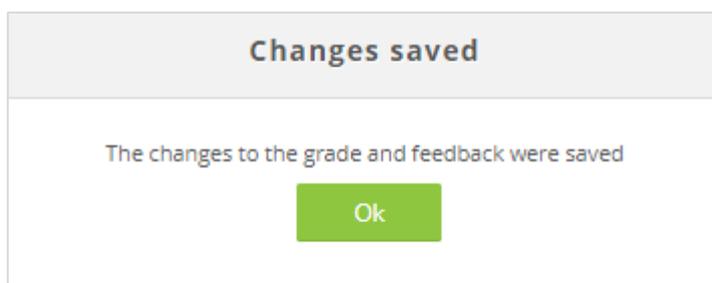
You can select an **Allocated marker** name. It will display a list of staff enrolled in Teacher (or Teacher+) role on your Moodle course.



You can choose the **Marking workflow state** from the drop down list (for example choose **In marking** to indicate that marking is in progress, or **Marking completed** to indicate marking is completed and ready for review).



Make sure you choose **Save and show next** to move to the next students' grading window (or **Save changes** to remain on this students' grading window). You will see a message confirming that the changes have been saved.



Course: Rachel Applegate Moodle Test Area  
 Assignment: Unit\_Code\_assessmentname\_deadline ⚙️  
 View all submissions

Change user

Rachel Applegate  
 r.e.applegate@bath.ac.uk

Page: 1

Select	User picture	First name / Surname	Email address	Status	Marker	Grade	Edit
<input type="checkbox"/>		Rachel Applegate	r.e.applegate@bath.ac.uk	Submitted for grading In review	Paul Pinkney	Grade	Edit
<input type="checkbox"/>		Test Moodle-Student1	dlufed@gmail.com	Submitted for grading In review	Paul Pinkney	Grade	Edit

- When you have finished making changes for an individual student submission, if you need to navigate back to the grading table, use **View all submissions** link at the top left of the grading window
- Alternatively use the drop down box at the top right to **Change user** to select another student for grading.
- Do not use the Back button on your browser as this may lead to changes not being saved
- When you navigate back to the grading table, you will see the marking workflow state and allocated marker have been recorded