

# Using a Marking guide for online marking

## Important Notes

Before you begin marking, make sure you **Hide** the assignment submission point from student view.

You will not be able to edit your marking guide once marking is in progress.

Ensure you save as you enter marking comments for each student. You will have to complete all marking online, and transfer grades directly to SAMIS, as you will not be able to download the grading worksheet.

If you are using the marking guide with other markers, be careful not to overwrite their comments

**Unit\_Code\_assessmentname\_deadline**  
Test assignment with marking guide

**Grading summary**

Participants	10
Submitted	2
Needs grading	2
Due date	Sunday, 17 May 2020, 9:00 AM
Time remaining	12 days 21 hours

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

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

**Unit\_Code\_assessmentname\_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	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Test Moodle-Student1	dlufed@gmail.com	Submitted for grading	<a href="#">Grade</a>	<a href="#">Edit</a>	Monday, 4 May 2020, 11:04 AM	AR50XXX_Student1.pdf
<input type="checkbox"/>		Test Moodle-Student2	fac-eng-fsc-enquiries@bath.ac.uk	Submitted for grading	<a href="#">Grade</a>	<a href="#">Edit</a>	Monday, 4 May 2020, 11:05 AM	AR50XXX_Student2.pdf

You will see a list of students with their submitted files. Select **Grade** to enter the grading window for an individual student.

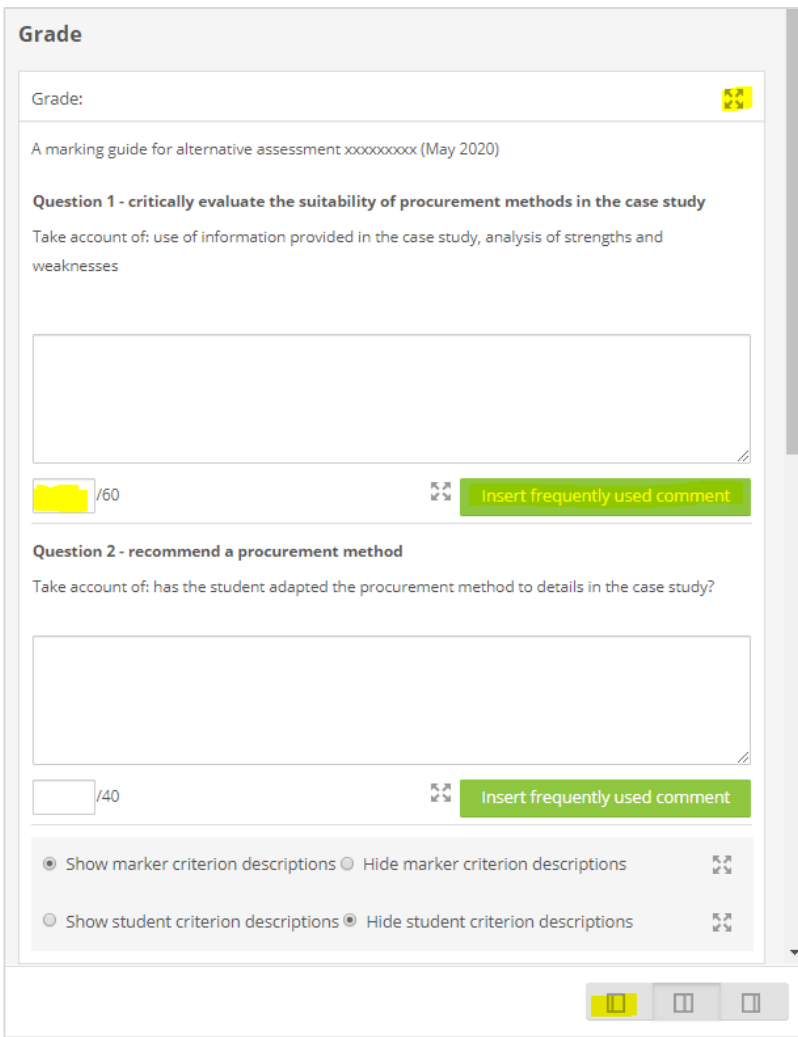
Test Moodle-Student1  
dlufed@gmail.com  
Due date: 17 May 2020, 9:00 AM

Submitted for grading  
Not graded  
12 days 21 hours remaining  
Student can edit this submission  
AR50XXX\_Student1.pdf  
Comments (0)

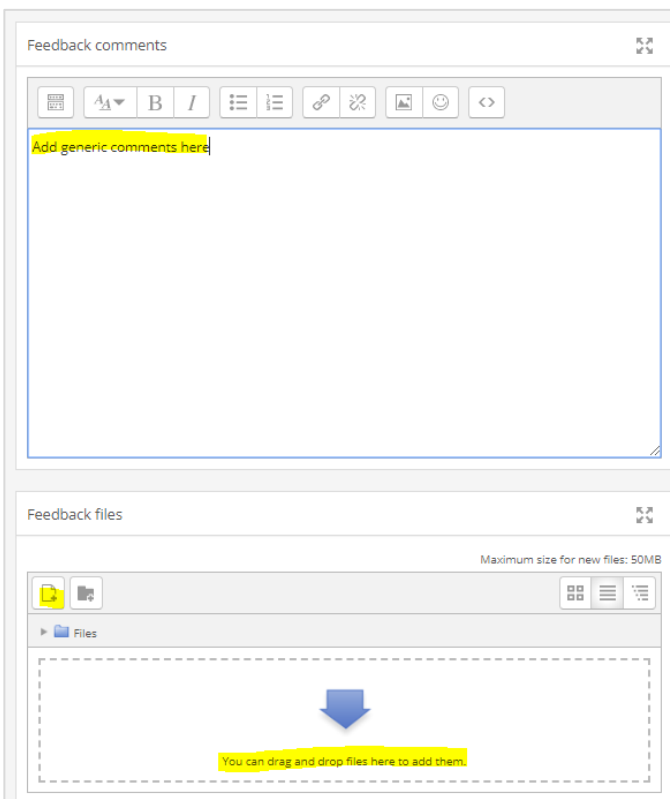
Grade  
Grade:  
A marking guide for alternative assessment xxxxxxxx (May 2020)  
Question 1 - critically evaluate the suitability of procurement methods in the case study  
Take account of: use of information provided in the case study, analysis of strengths and weaknesses  
/60  
Insert frequently used comment  
Question 2 - recommend a procurement method  
Take account of: has the student adapted the procurement method to details in the case study?

In the individual grading window for each student, you can choose to

- Annotate the PDF copy of the file submission using the annotation tools (optional)
- Complete the marking guide (comments and marks for each criterion)
- Enter a generic comment
- Upload an annotated copy of the file submission (if you have downloaded the submissions to annotate offline)



- To change your view in the marking window, choose the **Zoom** option to enlarge the marking guide
- You can also toggle between marking views using the three options at the bottom of the screen, to cycle between file submission view, marking guide view or combined view
- You can enter comments in your marking guide against each criterion by typing into the box or using **Insert frequently used comment**
- You can enter a mark in the marking guide against each criterion



- When you have filled in the marking guide, scroll down
- Under **Feedback comments** can enter a generic comment to sum up your overall comments
- You can drag and drop an annotated version of the file submission into the **Feedback files** window


Notify students  Save changes Save and show next Reset

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.

**Changes saved**

The changes to the grade and feedback were saved


Ok

Course: Rachel Applegate Moodle Test Area  
 Assignment: Unit\_Code\_assessmentname\_deadline   
[View all submissions](#)

- When you have finished grading an individual student submission, if you need to navigate back to the grading overview window, 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 overview window, you will see the submission status is **Graded** and an overall mark has been recorded

Change user

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

Select	User picture	First name / Surname	Email address	Status	Grade
<input type="checkbox"/>		Test Moodle-Student1	dlufed@gmail.com	Submitted for grading Graded	<span>Grade</span> 70.00 / 100.00