

## Using the marking workflow in Moodle

The **marking workflow** option puts the assignments through a series of workflow stages before the grades and feedback are released to students. This allows for moderation and for marks to be released to all students at the same time.

The stages of the marking workflow are:

- Not marked (the marker has not started marking yet)
- In marking (the marker is currently marking)
- Marking completed (the marker has finished marking but moderation has not taken place yet)
- In review (the assignments are now being moderated)
- Ready for release (the Module Leader is satisfied with the marking and moderation but is not ready to release the grades yet)
- Released (the student can access the grades and feedback)

The **marking allocation** field allows Module Leaders and Co-teachers to assign marking to specific markers – it should be used in conjunction with the marking workflow option.

Make sure that you have set both the marking workflow and the marking allocation fields to **Yes** when creating the assignment.

Use marking workflow ?

Yes

Use marking allocation ?

Yes

Click on the link to the assignment and then click on the blue link that says **View/grade all submissions**.

### Grading summary

Participants	165
Submitted	1
Needs grading	1
Due date	Saturday, 10 October 2015, 00:00
Time remaining	Assignment is due

[View/grade all submissions](#)

What you see now depends upon the role you have in your Moodle course.

## Module Leader and Co-teacher roles

You will see the assignment dropbox with a list of the students (in this example the submissions have been anonymised), the status of their work, the date and time it was submitted and there is also a link to the file that has been submitted.

<input type="checkbox"/>	Participant 5587612	Submitted for grading Not marked	Helen Violet -		Edit ▾	Friday, 2 October 2015, 12:50	CMALT_Su 	Export to portfolio
<input checked="" type="checkbox"/>	Participant 5587612	Submitted for grading 174 days 9 hours late Not marked	-		Edit ▾	Friday, 1 April 2016, 09:01	How to recording d	Export to portfolio

Under the dropbox are several menus which you use to manage the marking process.

With selected...

Lock submissions ▾

Lock submissions

Unlock submissions

Grant extension

Send feedback files

Set marking workflow state

Set allocated marker

Go

If you click on the down arrow under **With selected...** you have a number of options. For the purposes of this guide we will only be discussing the **Set marking workflow state** and the **Set allocated marker** options.

Put a tick in the checkbox next to the appropriate submission(s) and then choose **Set the marking workflow state** and click on the **Go** button. You will get a confirmation message which you

need to say **OK** to and then you will see a screen similar to the one on the right.

Selected users  
Participant 5587578

Under the **Marking workflow state** section choose the appropriate option from the dropdown menu and then click on the **Save changes** button.

To set the allocated marker repeat this process but choose **Set allocated marker** from the **With selected...** menu instead and then choose your marker from the dropdown menu. This will list anyone in the role of Teaching Assistant upwards in the Moodle role hierarchy.



Marking workflow state  
In marking ▾

Notify students  
No ▾

Save changes



Cancel

From the dropbox click on the pencil icon next to the first submission with your name allocated to it.

☐ Participant 5587672 Submitted for grading 174 days 9 hours late In marking Fran Yellow  Edit Friday, 1 April 2016, 09:01  How to recording d Export to portfolio

You will then be taken into the marking interface.

#### Submission status

Submission status	Submitted for grading
Grading status	In marking
Due date	Saturday, 10 October 2015, 00:00
Time remaining	Assignment was submitted 174 days 9 hours late
Editing status	Student can edit this submission
Last modified	Friday, 1 April 2016, 09:01
File submissions	 How to view an Adobe Connect recording directly.docx  Export to portfolio
Submission comments	Comments (0)

Remember to change the **Marking workflow state** for each assignment that you finish marking. Once you have done this you will not be able to change the allocated marker again.

Once you have marked this assignment click on the **Save and show next** button to navigate to your next allocated assignment. Please be aware that this process is not perfect for Module Leaders and Co-teachers and you will see marking interfaces for students who have not submitted any work. Therefore we recommend periodically checking that you are still marking those assignments that have been allocated to you.



## Teaching Assistant role

With the Teaching Assistant role you essentially get less assignment options and you are reliant upon what the Module Leader or Co-teacher has decided to activate and/or allocate to you.

Click on the link to the assignment and then click on the blue link that says **View/grade all submissions**.

### Moodle assignment sample






Moodle assignment sample

#### Grading summary

Participants	162
Submitted	2
Needs grading	2
Due date	Saturday, 10 October 2015, 00:00
Time remaining	Assignment is due



[View/grade all submissions](#)

You will be presented with a list of assignments that you have been allocated.

Select	Identifier	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	Participant 5587612	Submitted for grading In marking		Edit ▾	Friday, 2 October 2015, 12:50	 <a href="#">CMALT_Submission_1</a>  <a href="#">Export to portfolio</a>
<input type="checkbox"/>	Participant 5587672	Submitted for grading 174 days 9 hours late In marking		Edit ▾	Friday, 1 April 2016, 09:01	 <a href="#">How to view an Ac recording directly.docx</a> <a href="#">Export to portfolio</a>

Click on the pencil icon next to the first submission. You will then be taken into the marking interface.

### Submission status

Submission status	Submitted for grading
Grading status	In marking
Due date	Saturday, 10 October 2015, 00:00
Time remaining	Assignment was submitted 7 days 11 hours early
Editing status	Student can edit this submission
Last modified	Friday, 2 October 2015, 12:50
File submissions	<div>  CMALT_Submission_Template_2014.docx         </div> <div>Export to portfolio</div>
Submission comments	<div>  Comments (0)         </div>

Remember to change the **Marking workflow state** for each assignment that you finish marking. Note there are fewer options for Teaching Assistants – only Module Leaders and Co-teachers get the full range of states.

### Marking workflow state ?

In marking ▼

Not marked

In marking

Marking completed

### Grade

#### Grade

Grade out of 100 ?

Marking workflow state ?

In marking ▼


Current grade in gradebook


-


Grading student


1 out of 2


Feedback comments























**Feedback files**

Maximum size for new files: 100MB

Files

You can drag and drop files here to add them.

**Notify students**

No ▾

Save changes Save and show next Cancel

Next

Once you have completed marking this assignment click on the **Save and show next** button to navigate to your next allocated assignment.

Once the marking process has been completed the Module Leader or Co-teacher (but not Teaching Assistants) can release the grades to the students.

Select	User picture	First name / Surname	ID number	Email address	Status
<input checked="" type="checkbox"/>		Bernard White		ss061153@hotmail.co.uk	Submitted for grading Not marked

**Notify students**

No ▾

Save all quick grading changes

**With selected...**

- Lock submissions
- Unlock submissions
- Grant extension
- Send feedback files
- Set marking workflow state**

Assignments per page

100 ▾

Click on the link to the assignment and then click on the blue link that says **View/grade all submissions** as before.

Put a tick in the check box under the **Select** column in the assignment dropbox; this will select all of the submissions.

From the **With selected...** menu choose **Set marking workflow state** from the dropdown list and then click on the **Go** button.

Once again you will get a confirmation message asking if you are sure you want to complete this activity – click on **OK**.

You will then be taken to a page which lists all of the students (in this example it is just showing one student).

#### Selected users



Bernard White (, ss061153@hotmail.co.uk)

#### Marking workflow state

In marking

In marking  
Marking completed  
In review  
Ready for release

Released

Save changes

Cancel

From the **Marking workflow state** menu choose **Released** and then click on the **Save changes** button. The grades and feedback will now be available for the students.

If your assignment is anonymous (i.e. Blind marking has been activated) you can also choose to **Reveal student identities** from the **Grading action** menu; this has the same effect as releasing the grades via the workflow.