Using the marking workflow in Moodle

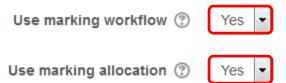
The **marking workflow** option puts the assignments through a series of workflow stages before the grades and feedback are released to students. This allows for moderation and for marks to be released to all students at the same time.

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)

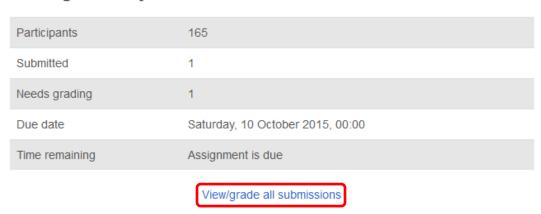
The **marking allocation** field allows Module Leaders and Co-teachers to assign marking to specific markers – it should be used in conjunction with the marking workflow option.

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



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

Grading summary



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

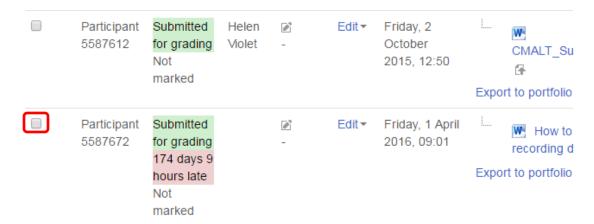
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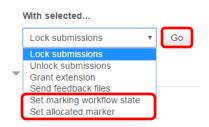


Module Leader and Co-teacher roles

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.



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



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.

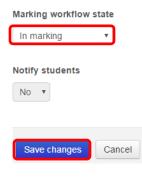
Put a tick in the checkbox next to the appropriate submission(s) and then choose **Set the marking workflow state** and click on the **Go** button. You will get a confirmation message which you

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.

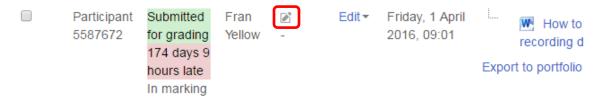


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From the dropbox click on the pencil icon next to the first submission with your name allocated to it.



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 W How to view an Adobe Connect recording directly.docx Export to portfolio Submission comments Comments (0)

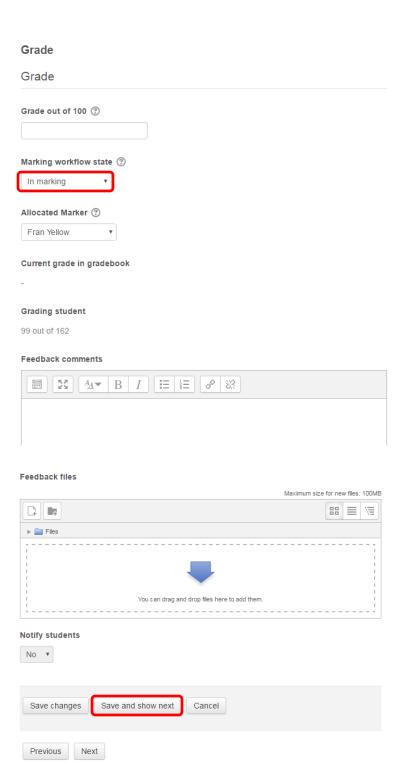
Remember to change the **Marking workflow state** for each assignment that you finish marking. Once you have done this you will not be able to change the allocated marker again.

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.









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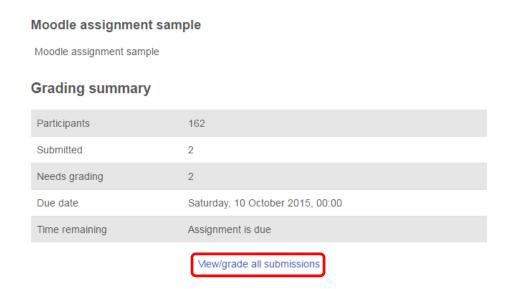
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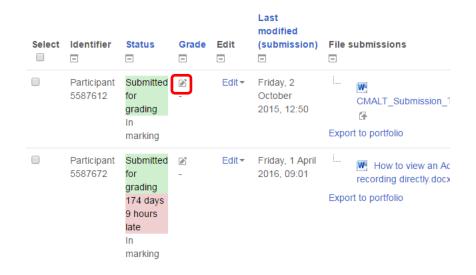
Teaching Assistant role

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**.



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



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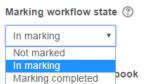


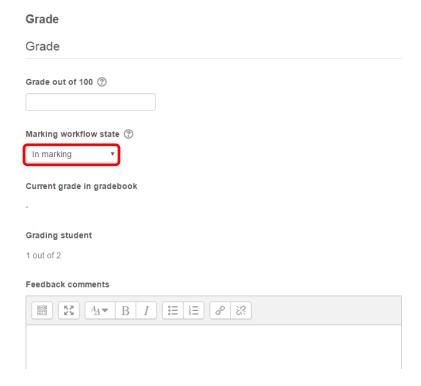
Click on the pencil icon next to the first submission. You will then be taken into the marking interface.

Submission status



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.

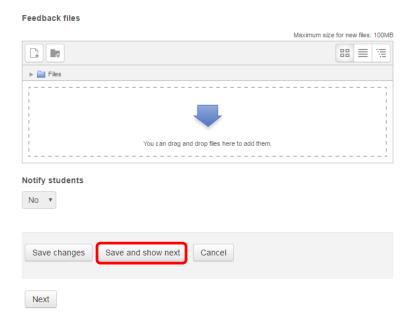




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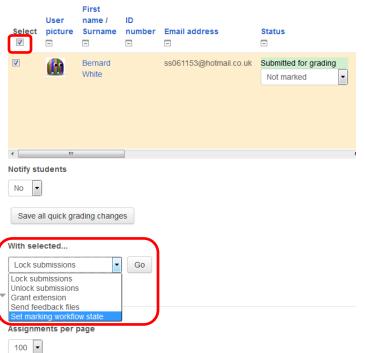
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Once you have completed marking this assignment click on the **Save and show next** button to navigate to your next allocated assignment.

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



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.

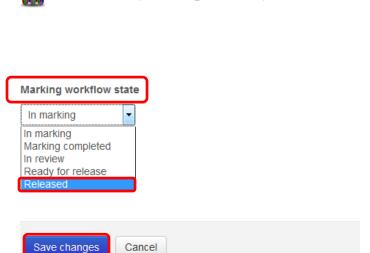
Once again you will get a confirmation message asking if you are sure you want to complete this activity – click on **OK**.

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



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Selected users

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.





