

NCKU Moodle Instruction Manual – Assignment Grading and Send Feedback

I.	Grading.....	2
1.	Quick grading and text feedback comments.....	3
2.	Advance grading.....	4
II.	Download All Submissions	5
III.	Send Reminder Immediately	6
IV.	Send Feedback File to Several Students.....	7
1.	Send the same file to several students.....	7
V.	Observe Submissions.....	10
VI.	Grant Extension.....	11
VII.	Contact Us.....	13

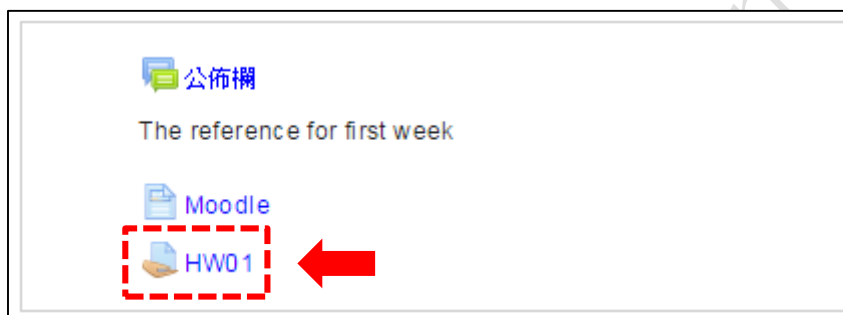
Beside grading student's assignment, teacher can sent feedback comments to student. Teacher can not only sent text comment but also sent a file. To facilitate teacher grading online, system provide to correct PDF file feature. By observe submission, teacher can share the best submission to everyone in course. Setting "Grant extension" can allow student to hand in assignment after due date.

【Note】 Teacher can correct PDF homework only when student hand in PDF format.

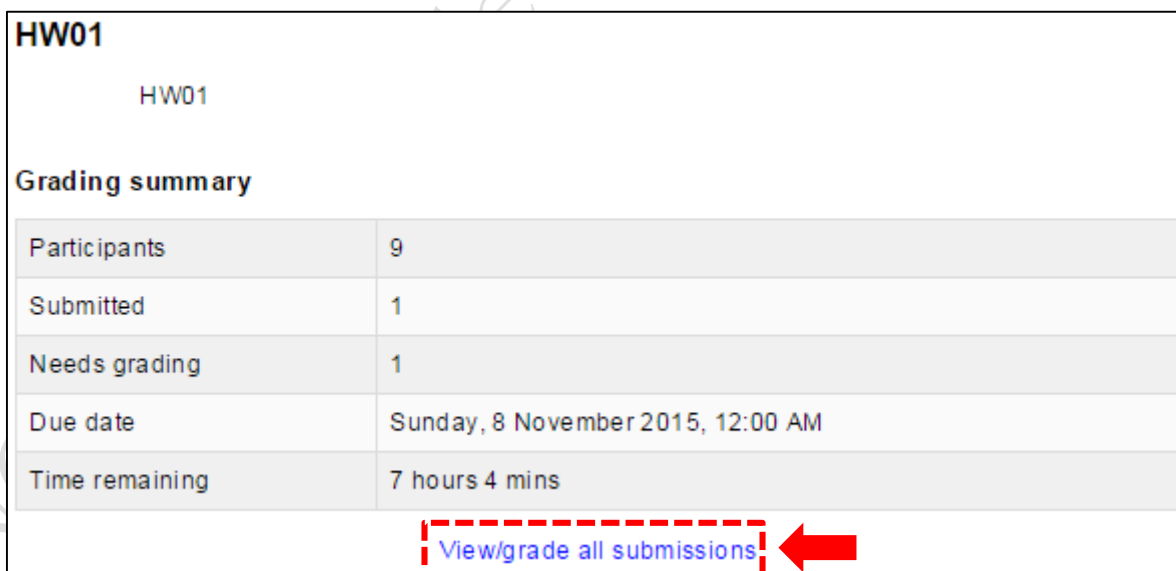
I. Grading

After student hand in their assignment, teacher can grade the score and give comment on moodle. The system provides several methods for grading.

1. Click the assignment name on the course page



2. Click "View/grade all submissions" to enter grading page



The screenshot shows the Moodle HW01 grading page. The page title is 'HW01'. Below the title, there is a 'Grading summary' table. The table has the following data:

Participants	9
Submitted	1
Needs grading	1
Due date	Sunday, 8 November 2015, 12:00 AM
Time remaining	7 hours 4 mins

Below the table, there is a link 'View/grade all submissions' which is highlighted with a red dashed box and a red arrow pointing to it.

The fields of grading table can be hide by clicking the icon

HW01

Grading action

Hide field

Select	First name	ID number	Status	Grade	Edit	Last modified (submission)	File
<input type="checkbox"/>	試用帳號 09	test09	Submitted for grading	-		Friday, 6 November 2015, 7:45 PM	Sample.docx
<input type="checkbox"/>	試用帳號 08	test08	No submission	-		-	
<input type="checkbox"/>	試用帳號 07	test07	No submission	-		-	

Click the icon again can show the field

HW01

Grading action

Show field

Select	First name	ID number	Status	Grade	Edit	File submissions	Submission
<input type="checkbox"/>	試用帳號 09	test09	Submitted for grading	-		Sample.docx	Comment
<input type="checkbox"/>	試用帳號 08	test08	No submission	-			
<input type="checkbox"/>	試用帳號 07	test07	No submission	-			

1. Quick grading and text feedback comments

Teacher can grade several score and save at the same time.

- (1) Enter the grading page and check “Quick grading” in the “Options” block

Options

Assignments per page

Filter

Quick grading

Show only active enrolments

- (2) Key in the score in the “Grade” field and the “feedback comments” field

Select	ID number	Status	Grade						Feedback comments
<input type="checkbox"/>	test09	Submitted for grading	85 / 100.00						

(3) Click “Save all quick grading changes” to save the grading.

2. Advance grading

Teacher can enter “Advance grading” page to send feedback files and correct PDF file online.

【Note】 Teacher can correct PDF homework only when student hand in PDF format.

(1) Enter grading page and click the grade icon

HW01

Grading action

Select	First name	ID number	Status	Grade	Edit	File submissions	Submission
<input type="checkbox"/>	試用帳號 09	test09	Submitted for grading	-		Sample.docx	Comment
<input type="checkbox"/>	試用帳號 08	test08	No submission	-			
<input type="checkbox"/>	試用帳號 07	test07	No submission	-			

(2) You can grade the score, enter the feedback comments and select feedback file in this page

Grade

Grade

out of 100

Current grade in gradebook: 85.00

Grading 1 out of 9 student

Feedback comments

Path: p

Feedback files

Maximum size for new files: 200MB

You can drag and drop files here to add them.

Notify students: Yes

Save changes Save and show next Cancel

II. Download All Submissions

After student hand in their assignment, teachers can download all submissions to review all student's assignment on local computer.

- (1) Enter the "Grading" page, drop-down "Grading action" select menu and select "Download all submissions".

試課程10

成功大學
數·位·學·習·平·台

You are logged in as 試用帳號10 (Log out)
English (en)

Home ▶ TEST10 ▶ Topic 1 ▶ HW01 ▶ Grading

Navigation HW01 Add a block

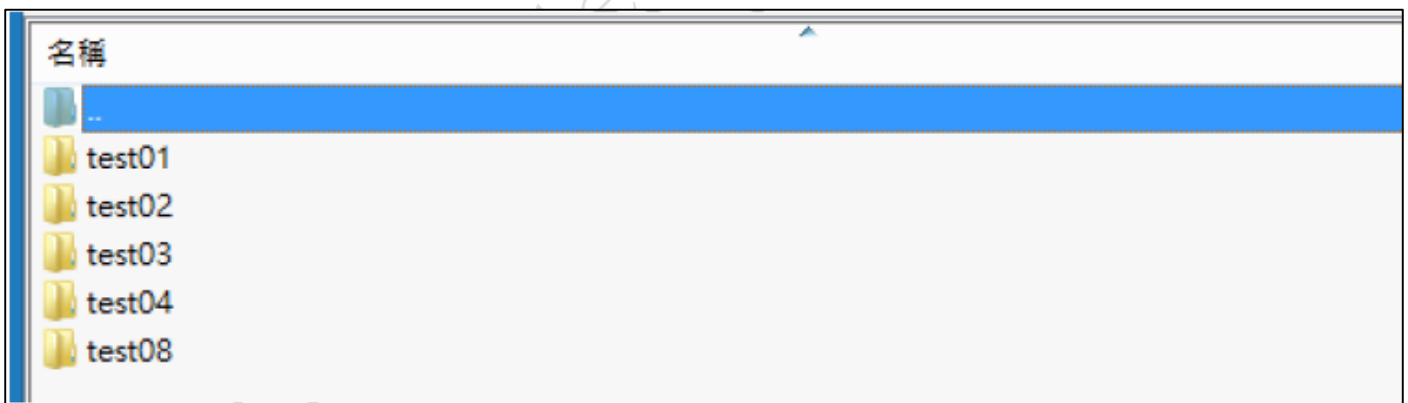
Home

- My home
- My profile
- Current course
 - TEST10
 - Course Syllabus
 - Participants
 - General
 - Topic 1
 - HW01**
 - Topic 2
 - Topic 3
 - Topic 4

Grading action Choose...

Select	First	Grade	Edit	Last r
<input type="checkbox"/>	試用帳號09 test09	Submitted for grading	-	Thurs 2015,
<input type="checkbox"/>	試用帳號08 test08	No submission	<input type="checkbox"/>	-
<input type="checkbox"/>	試用帳號07 test07	No submission	<input type="checkbox"/>	-
<input type="checkbox"/>	試用帳號06 test06	No submission	<input type="checkbox"/>	-

(2) The downloads will be compressed into zip and will classify with student ID.



III. Send Reminder Immediately

Send the reminder to the student who haven't hand in their assignment.

- (1) Enter the "Grading" page, drop-down "Grading action" select menu and select "Send Reminder Immediately".

HW01

Grading action Choose...

Select	Grade	Feedback comments	Annotate PDF
<input type="checkbox"/>	test09 Submitted for grading Graded 85.00 / 100.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	test08 No submission / 100.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	test07 No submission / 100.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	test06 No submission / 100.00	<input type="text"/>	<input type="text"/>

Choose...
Choose...
Download all submissions
Send reminder immediately
View gradebook

IV. Send Feedback File to Several Students

1. Send the same file to several students.

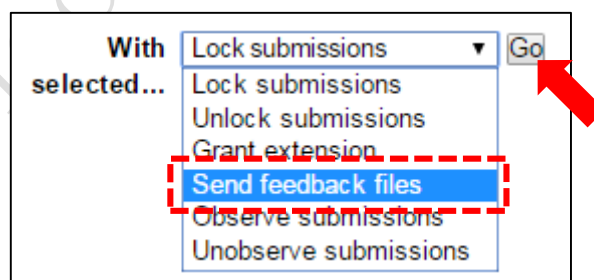
- (1) Enter "Grading" page and select the students.

HW01

Grading action

Select	ID number	Status	Grade							Feedback comments	Annotate PDF
<input checked="" type="checkbox"/>	test09	Submitted for grading Graded	<input type="text" value="85.00"/> / 100.00							<input type="text"/>	
<input type="checkbox"/>	test08	No submission	<input type="text"/> / 100.00							<input type="text"/>	
<input type="checkbox"/>	test07	No submission	<input type="text"/> / 100.00							<input type="text"/>	
<input checked="" type="checkbox"/>	test06	No submission	<input type="text"/> / 100.00							<input type="text"/>	
<input checked="" type="checkbox"/>	test05	No submission	<input type="text"/> / 100.00							<input type="text"/>	
<input type="checkbox"/>	test04	No submission	<input type="text"/> / 100.00							<input type="text"/>	

(2) Select "Send feedback file" in the select menu and click "Go".



(3) Upload the file and click "Send feedback files"



(4) After sending the file, the file name will show in the “Feedback files” field.

HW01

Grading action

Select	ID number	Status	Grade	Annotate PDF	Feedback files
<input type="checkbox"/>	test09	Submitted for grading Graded	<input type="text" value="85.00"/> / 100.00		<ul style="list-style-type: none"> Sample.docx
<input type="checkbox"/>	test08	No submission	<input type="text"/> / 100.00		
<input type="checkbox"/>	test07	No submission	<input type="text"/> / 100.00		
<input type="checkbox"/>	test06	No submission	<input type="text"/> / 100.00		<ul style="list-style-type: none"> Sample.docx
<input type="checkbox"/>	test05	No submission	<input type="text"/> / 100.00		<ul style="list-style-type: none"> Sample.docx

V. Observe Submissions

Teachers can share the submission to everyone.

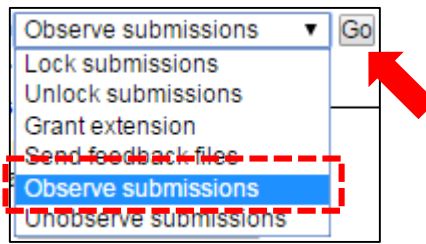
1. Select the student

HW1

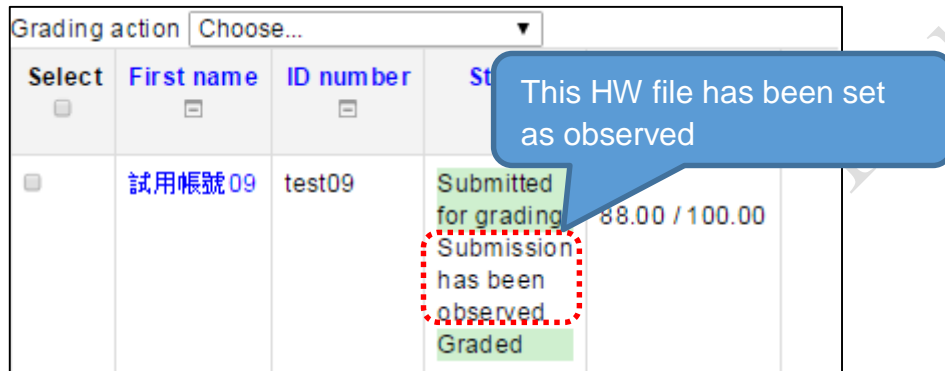
Grading action

Select	First name	ID number	Status	Grade	Edit
<input checked="" type="checkbox"/>	試用帳號 09	test09	Submitted for grading Graded	<input type="text" value="88.00"/> / 100.00	
<input type="checkbox"/>	試用帳號 08	test08	No submission	-	
<input type="checkbox"/>	試用帳號 07	test07	No	<input type="text"/>	

2. Select "Observe submissions" in the select menu and click "Go" button.



3. The “Status” will mark “Submission has been observed”.



4. Back to the course page, the observed file will be show under the assignment. Click the file to review the file.



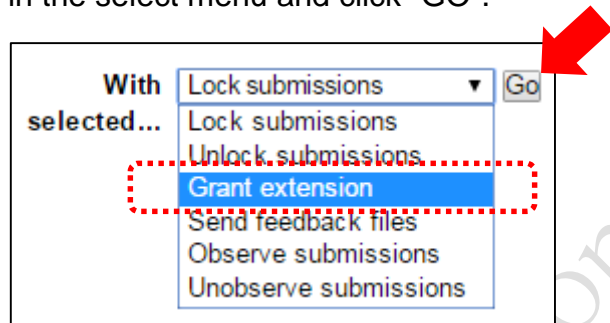
VI. Grant Extension

When assignment is overdue, student can't hand in anymore. However, teacher can extend due date for someone so that students can hand in their assignment.

1. Select the student

<input type="checkbox"/>	test08	No submission	<input type="text"/>	/ 100.00						
		Assignment is overdue by: 17 hours 48 mins								

2. Select "Grant Extension" in the select menu and click "GO".



3. Setting extension due date and click "Save changes"

HW01

HW01

Grant extension for 1 students

Allow submissions from Friday, 6 November 2015, 12:00 AM

Due date Saturday, 7 November 2015, 12:00 AM

Cut-off date Friday, 13 November 2015, 12:00 AM

Extension due date Enable

4. The system will show the extension due date and student can hand in before the extension due date.

	test08	<div data-bbox="411 129 766 241" style="border: 1px solid blue; border-radius: 10px; padding: 2px; display: inline-block; background-color: #4a86e8; color: white;">extension due date</div> <div data-bbox="427 241 576 524" style="border: 2px dashed red; padding: 2px;"> Extension granted until: Sunday, 8 November 2015, 5:55 PM </div>	/ 100.00																
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VII. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 ~ 61029.