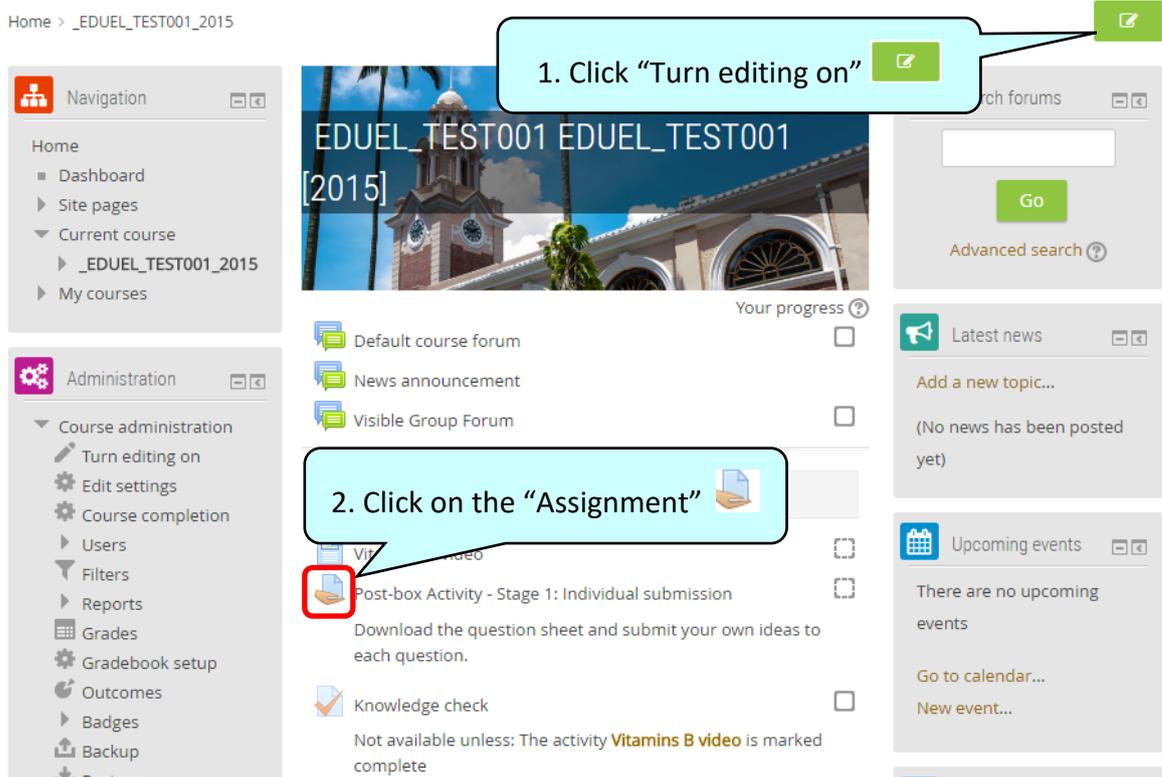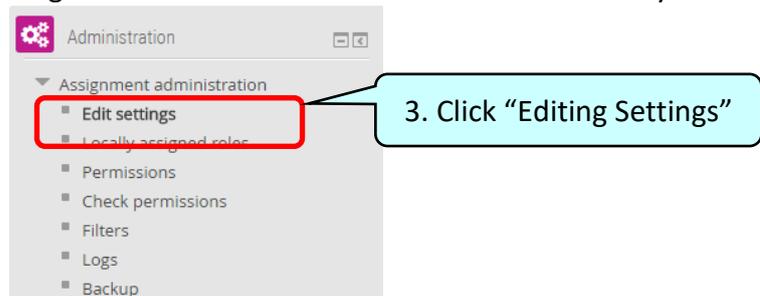# Moodle assignment feedback and marking (based on HKU Moodle version 3.0)

1) Enabling feedback
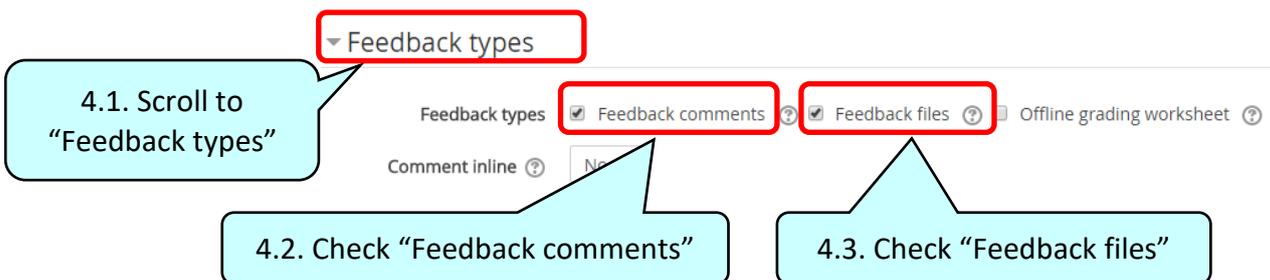
1. Click "Turn editing on" icon at the top right corner of your screen.
2. Click on the "Assignment" activity you are going to mark.

3. Click "Editing Settings" under the "Assignment administration" block on lower left of your screen.

4. (4.1) Scroll to and expand the "Feedback types" section. Click on the check boxes to enable the (4.2)"Feedback comments" and (4.3) "Feedback files".

elearning.edu@hku.hk   Video Tutorial: https://youtu.be/cGZX3nlmVsw

2a) Grading assignment and giving feedback

1. Click "Turn editing on" [icon] icon at the top right corner of your screen.
2. Click on the "Assignment" [icon] activity you are going to mark.
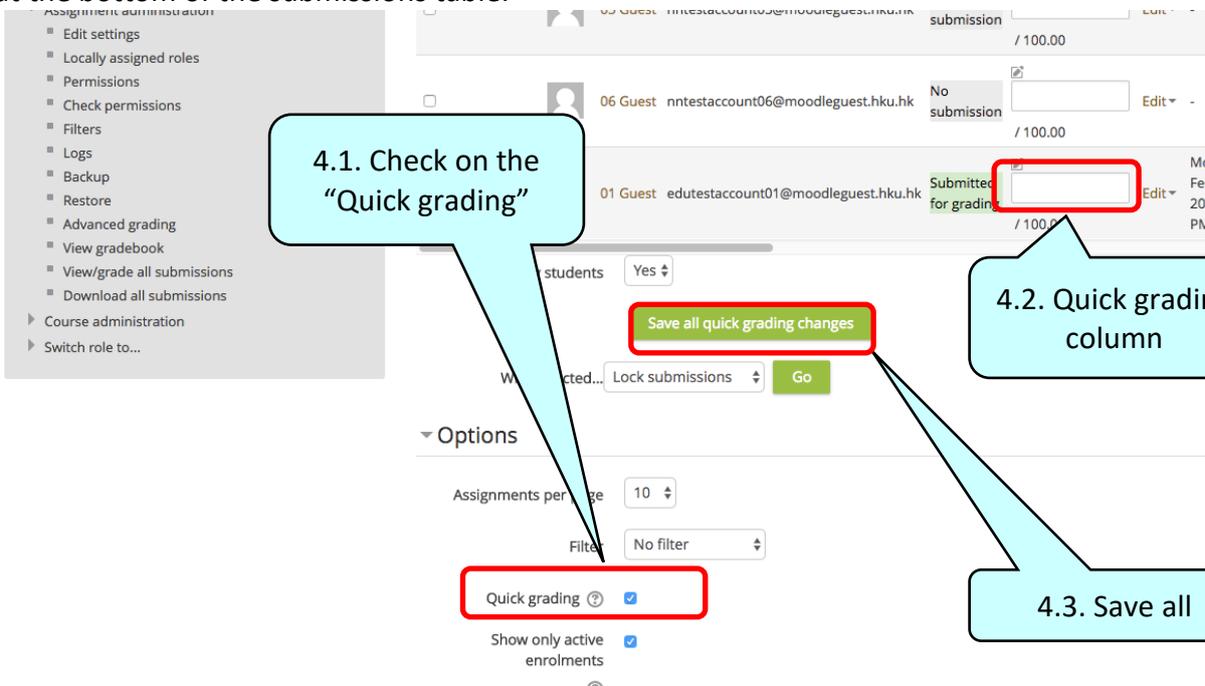3. Below the "Grading summary", click "View/grade all submissions".

Grading summary

Participants	7
Submitted	
Needs grading	

3. Click "View/grade all submissions"

View/grade all submissions

4. **Quick grading**: To enter grades and feedback directly on the submissions table, below the table under Options, (4.1) check on the "Quick grading" checkbox. (4.2) After entering the grades in the quick grading column, remember to save all the grades by (4.3) clicking the "Save all quick grading changes" at the bottom of the submissions table.

- Assignment administration
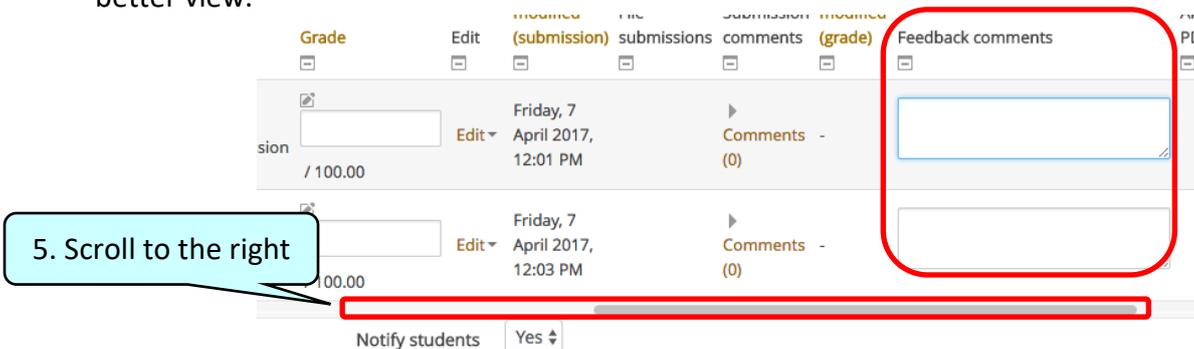 - Edit settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Filters
  - Logs
  - Backup
  - Restore
  - Advanced grading
  - View gradebook
  - View/grade all submissions
  - Download all submissions
- Course administration
- Switch role to...

4.1. Check on the "Quick grading"

4.2. Quick grading column

4.3. Save all

Save all quick grading changes

W...cted... Lock submissions Go

▼ Options

Assignments per page 10

Filter No filter

Quick grading ⓘ ☑

Show only active enrolments ☑

5. The view/grade all submissions page displays a table of showing student names, submission dates, and links to the submissions. In some cases, teacher is not able to see the feedback comments or files because the central column display is too small. You could move the scroll bar to the right to get a better view.

Grade	Edit	modified (submission)	File submissions	Submission comments	modified (grade)	Feedback comments	An PD

5. Scroll to the right

Notify students Yes

6. **Grade individual submissions**: To view and grade individual submission, under the Grade column, (6.1) click on the "Grade" icon .

Grading action

Choose... ▼

Reset table preferences

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

6.1. Click on the "Grade" icon

		Grade	Edit	Last modified (submission)	File submission
01 Guest	nntestaccount01@moodleguest.hku.hk	/ 100.00	Edit ▼	Wednesday, 8 February 2017, 3:53	
			Grade		
			Prevent submission changes		
01 Guest	edutestaccount01@moodleguest.hku.hk No submission		Edit ▼	-	

The Grading page will open showing the student's submissions and you will be able to (6.2) give feedback comments. Remember to save all the feedback by (6.3) clicking the "Save changes" button.

Current grade in gradebook   -

Grading student   1 out of 8

Feedback comments

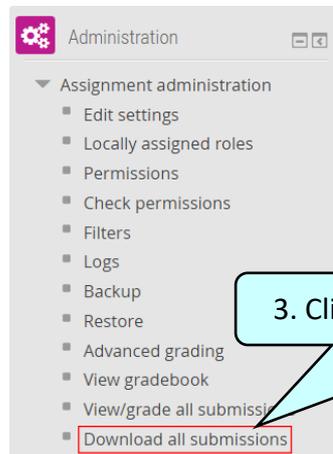6.2. Give feedback comments

Feedback files   Maximum size for new files: 100MB

▶ 📁 Files

You can drag and drop files here to add them.

6.3. Save changes

students   Yes ▼

Save changes   Save and show next   Cancel

2b) Handling multiple submissions

1. Click "Turn editing on" [✎] icon at the top right corner of your screen.
2. Click on the "Assignment" 📄 activity you are going to mark.
3. Click on "Download all submissions" under the "Assignment administration" block on lower left of your screen.

⚙️ Administration

▼ Assignment administration
  ▪ Edit settings
  ▪ Locally assigned roles
  ▪ Permissions
  ▪ Check permissions
  ▪ Filters
  ▪ Logs
  ▪ Backup
  ▪ Restore
  ▪ Advanced grading
  ▪ View gradebook
  ▪ View/grade all submissi[ons]
  ▪ Download all submissions

3. Click on "Download all submissions"

4. After clicking the link, the submission files will download automatically as a zip file onto your computer. The zip file will have the following name convention:
   - <Course title >_<Name of assignment>_<ID number>.zip.
5. **Unzip** the zip file on your computer, individual submission files will have the following naming convention:
   - <student's name>_<document title>_<ID number>_<document type>.
6. You can open the submission files and mark / annotate in the student submission files on your local computer machine. Please **DON'T CHANGE THE FILENAME**.
7. Zip the marked/annotated submission files as a single zip file after finishing all marking.
8. Under the "View/grade all submissions" page, select "Upload multiple feedback files in a zip" under the "Grading action" drop-down menu.

Post-box Activity - Stage 1: Individual submission

Grading action
✓ Choose...
Download all submissions
Upload multiple feedback files in a zip
View gradebook

8. Upload multiple feedback files in a zip

Select	picture	name	Email address	Status	Grade
☐	▢	▢	▢	▢	▢
				No	

9. Use the (9.1) drag and drop or the file picker to upload the zip file. Once the zip file is loaded, (9.2) click the "Import feedback file(s)" button.

▼ Upload multiple feedback files in a zip

Upload a file* ⓘ [Choose a file...] Maximum size for new files: 100MB

⬇️

You can drag and drop files here to add them.

9.1. Upload the zip file

9.2. Click "Import feedback file(s)" button

[Import feedback file(s)] [Cancel]

elearning.edu@hku.hk   Video Tutorial: https://youtu.be/cGZX3nlmVsw