MOODLE : Tutorial no.8
Grade an assignment submitted in Moodle
To support continuity of teaching and learning for students
The “Assignment" functionality on Moodle

The “Assignment" activity allows you to create a secure document delivery area in order to collect students' work. It allows you also to mark them or comment on it and then provide the students with feedback and grades.

In this tutorial, we will explain how to assess an assignment.
Log in to Moodle and go to the course (if you have more than one) where there are assignments to be assessed.
Before viewing a student's assignment, we suggest that you first familiarize yourself with how a student uploads his or her assignments into Moodle by switching the teacher’s role to the student’s role.
To see the student interface, click on your name and then click on "Switch role to...".
Choose "Student" from the menu
You now see the student interface. Click on "Week 1 Assignment"
In the student interface you will see the submission status. To add an assignment, click on "Add an assignment".
Once an assignment is submitted by a student, the status of the interface changes.

By default, a student can always modify his/her work. You can modify the assignment settings to change this option.
To return to the teacher role, click on your name at the top right, then click on "Return to my normal role".
You've learned how a student submits his or her work on Moodle. We invite you to continue with the following steps to complete the assessment.
Step 1. Click on "Week 1 Assignment" to view the students' assignments.
Step 2. Click on "View all submissions" to display their work.
Step 3. You now see the current status of the students’ assignments.
Step 4. If you want to assess the students' work outside of Moodle, you can click "Download all submissions" to retrieve all the submitted work and then email your assessment to your students. You can stop here for the tutorial.

If you want to do an assessment of the work on Moodle, please take the next step.
Step 5. Click on "Grade" to begin assessing a student's work.

Drag this bar to display more information about the students' work.
Step 6. You arrive at the assessment dashboard and you can begin assessing the student’s work.

3. If you have a tablet and a stylus, you can annotate the assignment manually.

5. To define the grading scale, see slides 22-28.

7. Teacher can allow another submission attempt by choosing “yes” so that a student can resubmit his/her work.

8. You can switch from “default layout” mode to “review panel”.

Page display option
Here is an example of an evaluation in “review panel” mode:

- Grade
- Feedback comments
- Allow another attempt (Not activated by default)

Step 7. When finished, click to save or to move on to another work
Step 8. Return to the "default layout" mode to view the grades by clicking on "View all submissions".
Step 9. You will see the grade and feedback comments of a submitted work displayed on the page.
The student's interface: once the work has been assessed, the "Submission Status" changes, here's what the student sees on their screen

My course
Mycourse20 / Week 1 / Week 1 Assignment

Week 1 Assignment

Submission status

<table>
<thead>
<tr>
<th>Attempt number</th>
<th>This is attempt 1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission status</td>
<td>Submitted for grading</td>
</tr>
<tr>
<td>Grading status</td>
<td>Graded</td>
</tr>
</tbody>
</table>

Due date: Sunday, 15 March 2020, 6:00 PM
Time remaining: 3 hours 21 mins
Last modified: Sunday, 15 March 2020, 1:16 PM
File submissions:

Submission comments

You can still make changes to your submission.
The following slides show how to change the "Grade" setting for Assignment in Moodle.
To Set the "Grade" parameter of a assignment

**Step 1: Click on "Turn editing on".**
Step 2: Click on "Edit" on the right and then choose "Edit settings".
Step 3: Scroll down to the bottom of the page to find "Grade" and unfold it, you see the default settings.

<table>
<thead>
<tr>
<th>Grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Scale</strong></td>
<td></td>
</tr>
<tr>
<td>Barème suisse sur 6</td>
<td></td>
</tr>
<tr>
<td>Maximum grade</td>
<td>100</td>
</tr>
<tr>
<td>Grading method</td>
<td>Simple direct grading</td>
</tr>
<tr>
<td>Grade category</td>
<td>Uncategorized</td>
</tr>
<tr>
<td>Grade to pass</td>
<td>4.00</td>
</tr>
<tr>
<td>Blind marking</td>
<td>No</td>
</tr>
<tr>
<td>Use marking workflow</td>
<td>No</td>
</tr>
<tr>
<td>Use marking allocation</td>
<td>No</td>
</tr>
</tbody>
</table>
Example: Swiss Grading scale (1/2)

If you want to grade the submitted assignments according to the Swiss scale, here is the step to follow:

1. Change the maximum grade to 6

2. Change the Type to Scale

Caution: if you reverse the order, you can no longer change the Maximum grade.
3. You can set the Grade to pass if necessary

4. Once finished, don't forget to go to the bottom of the page to save the change.
Warning: Once you have graded students' work, you can no longer modify "Grades" in the parameters.
For more information on assignment evaluation, please refer to the following sites

Assessing the assignment using an evaluation grid
https://moodle.unige.ch/mod/page/view.php?id=122992

Assessing the assignment by sending a corrected file
https://moodle.unige.ch/mod/page/view.php?id=186479

Running plagiarism software
https://moodle.unige.ch/mod/page/view.php?id=97219
Now you know how to evaluate
the assignment submitted on Moodle

More tutorials are available at

https://www.unige.ch/coronavirus/collaborateurs/actualite/enseignement-distance/