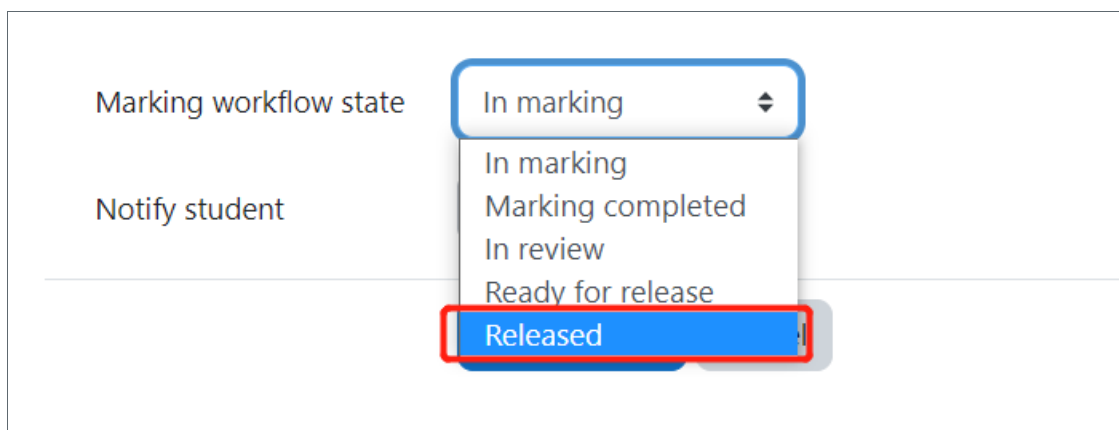


Using marking workflow



The Marking Workflow options

Overview:

This guide will show you how to implement Marking Workflow within your Assignment Activity.

What to know:

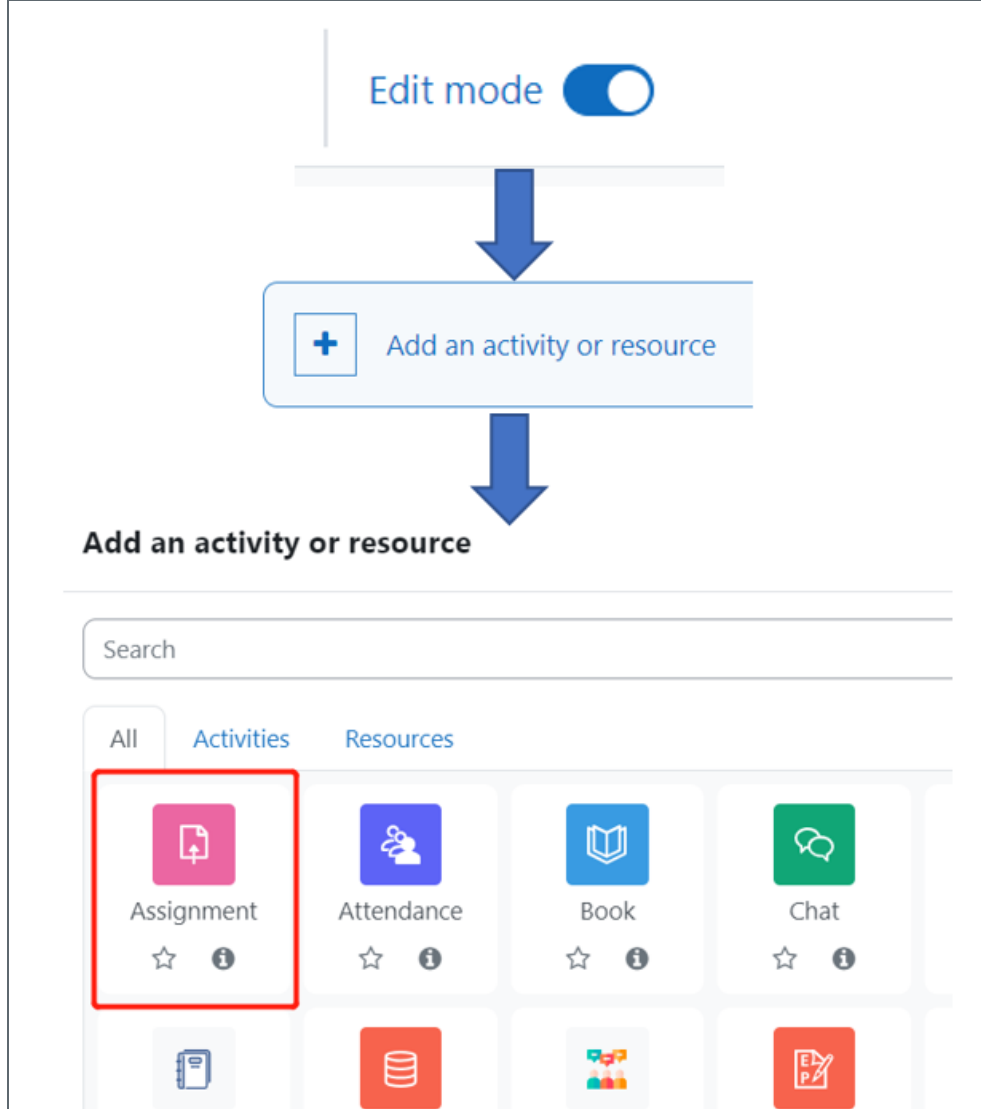
The Marking Workflow within the Assignment activity affords the teachers to manage the marking process by switching the stages. By using the Workflow, students grade and feedback will be kept hidden until teachers release them. **If you are not using Marking Workflow, students will be able to see the grade as soon as you update the grades online.**

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Step 1: The Assignment activity


Click the 'Edit mode' button on the top right hand corner of your screen, next 'Add an activity or resource' then click on the 'Assignment activity icon'



Step 2: Name and Description


Add the 'Assignment name' and 'Description'


General

Assignment name 

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, document, H-P, and other formatting options.

☐ Display description on course page 



Step 3: The Grade section

Go down to the 'Grade' section on the assignment settings page (if grade settings are not displayed click on the arrow symbol to display).

📄

Adding a new Assignment to Topic 1 ?

Expand all

▼

General

Assignment name !

Enable the Marking Workflow:

▼

Grade

Grade ?

Type

Maximum grade

Grading method ?

Grade category ?

Grade to pass ?

Anonymous submissions ?

Hide grader identity from students ?

Use marking workflow ?

Step 4: Save settings

Now "Save and return to course"

Save and return to course

Save and display

Cancel

Step 5: Marking online

Now you can mark students online. The grades and feedback will be hidden to students. More information about grade online, please click [here](#)

Course: Chenhui's Test Module
 Assignment: Test marking workflow
 View all submissions

Student One
 student1@nonmail.com
 Due date: 27 June 2023, 12:00 AM

1 of 6 Reset table preferences

Page 1 of 1

Submission

Submitted for grading
 Not marked
 Assignment was submitted 6 days 9 hours early
 Student can edit this submission

Comments (0)

student1 assignment.docx
 20 June 2023, 2:52 PM

Grade

Grade

Grade out of 100

Marking workflow state

Notify student ☐ Save changes Save and show next Reset

Step 6: Change marking workflow state

You can change the state of the marking workflow to show the scoring phase.

Go to the assignment and click "View all submissions":

View all submissions Grade

Filter and select the students (or all students) and then open the "Marking Workflow" setting page:

<input checked="" type="checkbox"/>	SF	Student Five	student5@nonmail.com	Submitted for grading Not marked	Grade 90.00 / 100.00	Edit	Tuesday, 20 June 2023, 3:02 PM	
<input checked="" type="checkbox"/>	SS	Student Six	student6@nonmail.com	Submitted for grading Not marked	Grade 95.00 / 100.00	Edit	Tuesday, 20 June 2023, 3:03 PM	

With selected...

Options

Assignments per page

Filter

Workflow filter

Lock submissions
 Lock submissions
 Unlock submissions
 Download selected submissions
 Remove submission
 Grant extension
 Set marking workflow state

Go

Change the status to "In marking" :

A screenshot of a web interface showing a form with two labels: 'Marking workflow state' and 'Notify student'. A dropdown menu is open next to the 'Marking workflow state' label, displaying a list of options: 'In marking', 'Marking completed', 'In review', 'Ready for release', and 'Released'. The 'In marking' option is highlighted with a blue background and a red border.

Save the setting, and now you can start grading.

Step 7: Release the grades to students

To release the grades to students, you can change the state to "Released" and save the setting:

A screenshot of the same web interface as above, but the dropdown menu is now showing the 'Released' option highlighted with a blue background and a red border. The other options in the menu are 'In marking', 'Marking completed', 'In review', and 'Ready for release'.

Tips:

With the Marking Workflow opened, you can also manage your workflow as you want. Please refer to the following information about each state when you want to do so:

In marking --- the marker has started but not yet finished. All the grades will be saved but hidden to students.

Marking completed --- the marker has finished but might need to go back for checking/corrections.

In review --- the marking is now with the teacher in charge for quality checking

Ready for release --- the teacher in charge is satisfied with the marking but wait before giving students access to the marking

Released --- the student can access the grades/feedback

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/using-marking-workflow-150.html>