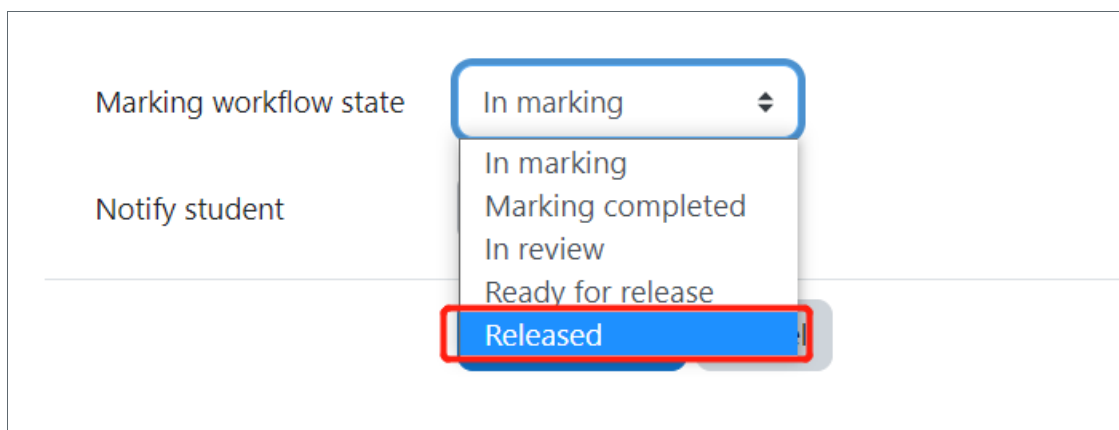


# Using marking workflow



The Marking Workflow options

## Overview:

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

## What to know:

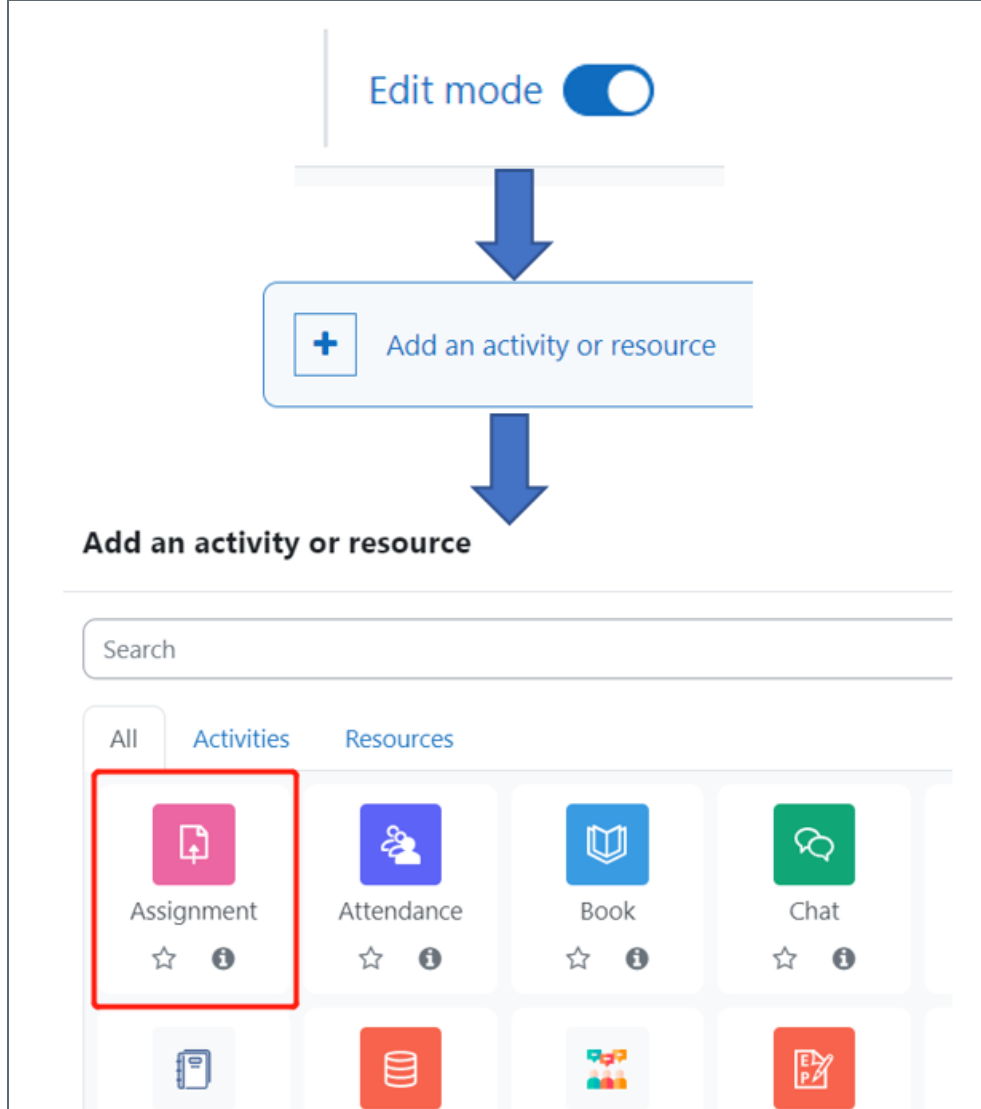
The Marking Workflow within the Assignment activity affords the teachers to manage the marking process by switching the stages. By using the Workflow, students grade and feedback will be kept hidden until teachers release them. **If you are not using Marking Workflow, students will be able to see the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

## Table of Contents

- [Step 1: The Assignment activity](#)
- [Step 2: Name and Description](#)
- [Step 3: The Grade section](#)
- [Step 4: Save settings](#)
- [Step 5: Marking online](#)
- [Step 6: Change marking workflow state](#)
- [Step 7: Release the grades to students](#)

### 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'



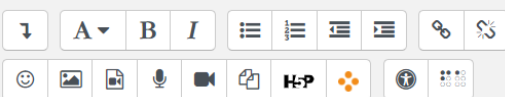
## Step 2: Name and Description


Add the 'Assignment name' and 'Description'


**General**

Assignment name 

Description



☐ 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:

With selected...

Options

Assignments per page

Filter

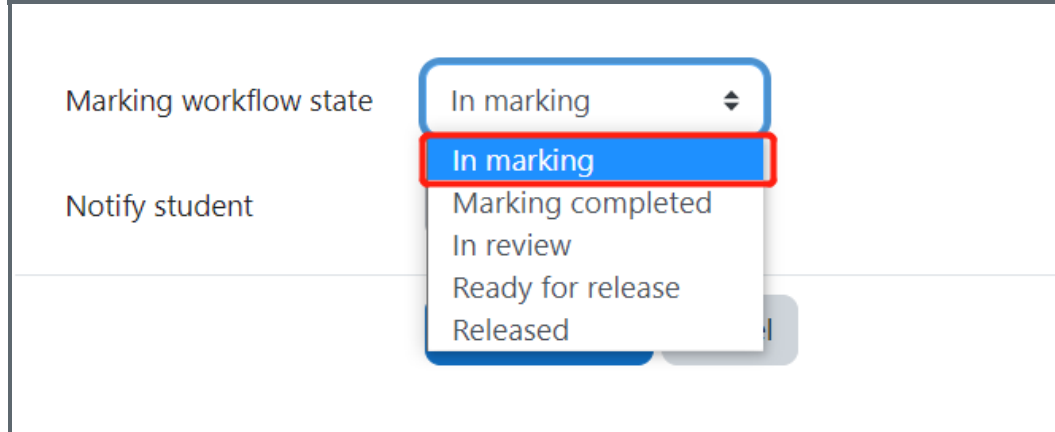
Workflow filter

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

Go

<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

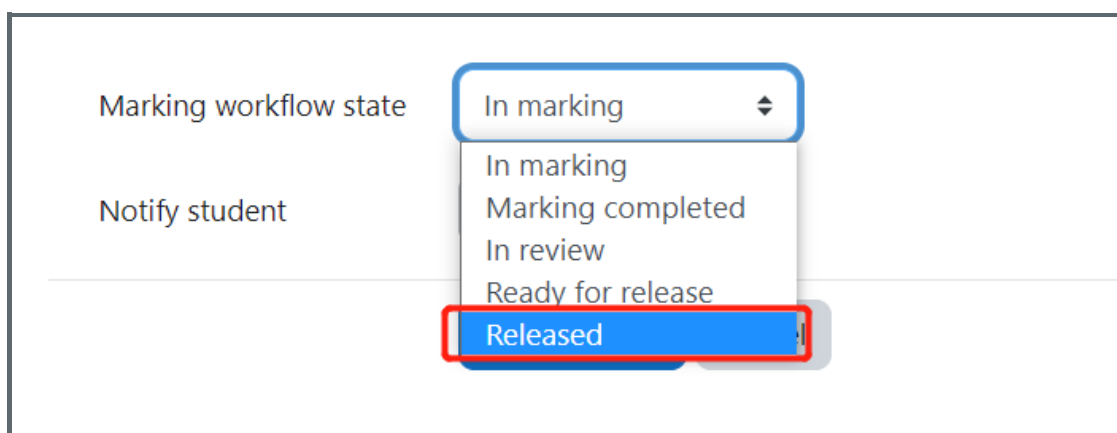
Change the status to "In marking" :



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:



#### 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>