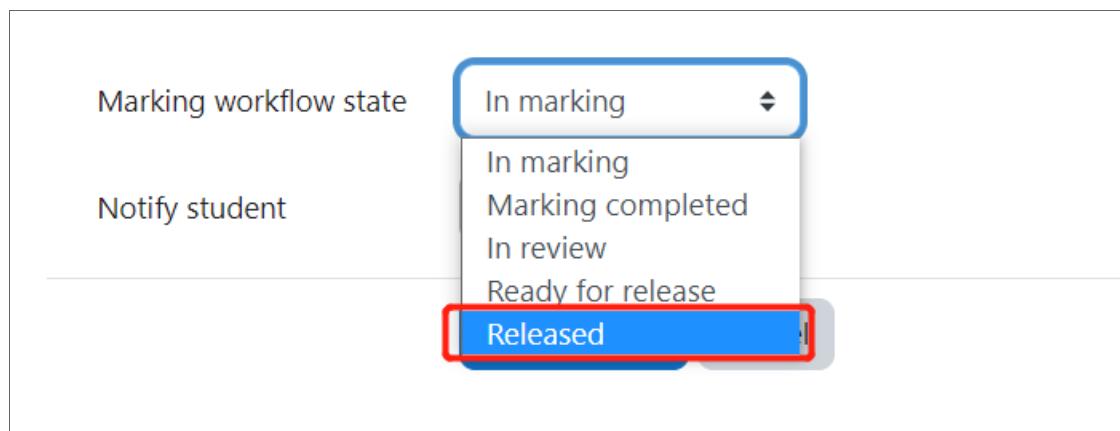


# Using marking workflow



The Marking Workflow options

## Overview:

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

## What to know:

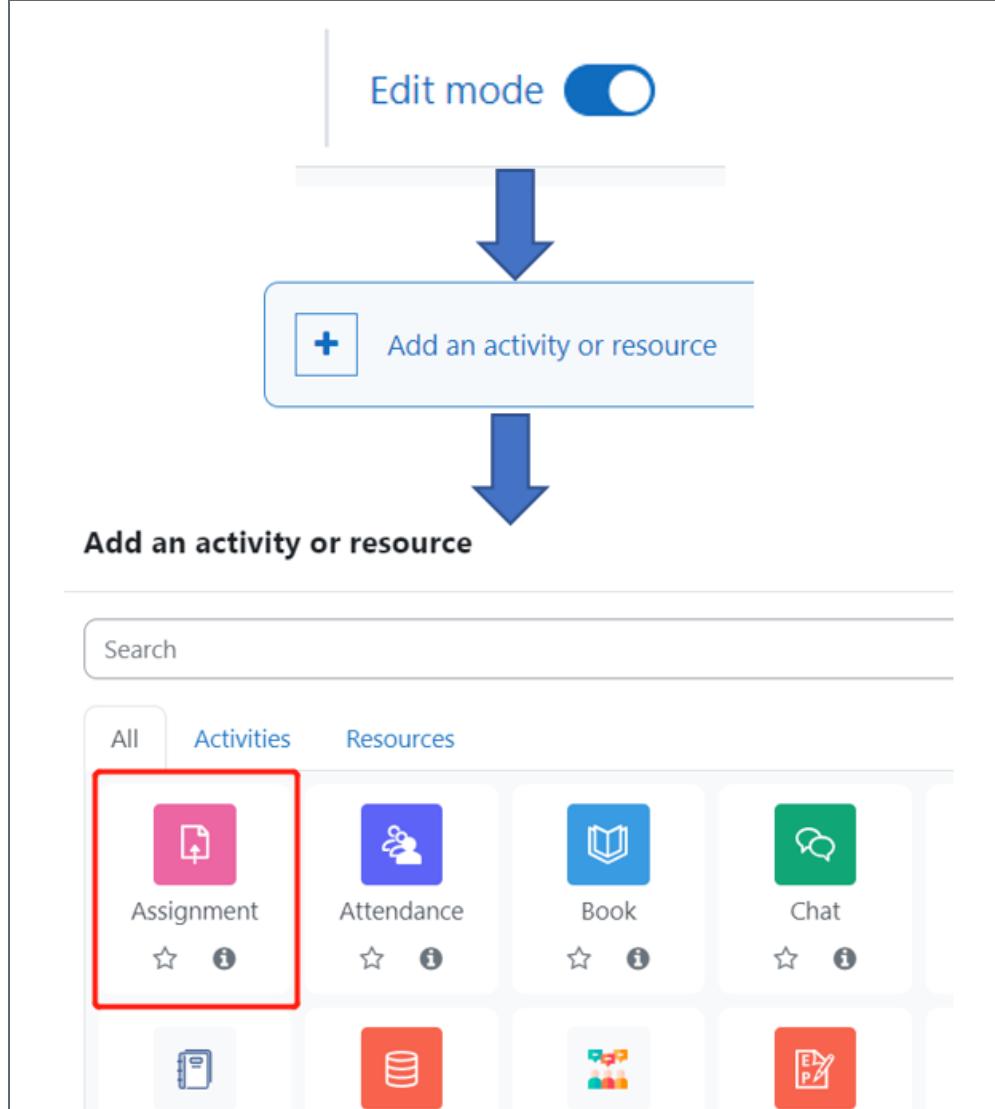
The Marking Workflow within the Assignment activity affords the teachers to manage the marking process by switching the stages. By using the Workflow, students grade and feedback will be kept hidden until teachers release them. **If you are not using Marking Workflow, students will be able to see the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

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- [Step 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'

The screenshot shows the 'General' settings for an assignment. It includes fields for 'Assignment name' and 'Description'. The 'Assignment name' field is empty and highlighted with a red box. The 'Description' field is empty and highlighted with a red box. Below the description field is a rich text editor toolbar. At the bottom, there is a checkbox for 'Display description on course page' and a help icon.

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 <span style="border: 1px solid #ccc; padding: 2px;">Point</span>
Maximum grade <span style="border: 1px solid #ccc; padding: 2px;">100</span>		
Grading method	?	Simple direct grading
Grade category	?	Uncategorised
Grade to pass	?	<span style="border: 1px solid #ccc; padding: 2px; width: 150px;"></span>
Anonymous submissions	?	No
Hide grader identity from students	?	No
Use marking workflow	?	<span style="border: 1px solid #0070C0; border-radius: 10px; padding: 2px;">Yes</span>

### 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

Change user ▾  
1 of 6 ▾ Reset table preferences

Page 1 of 1

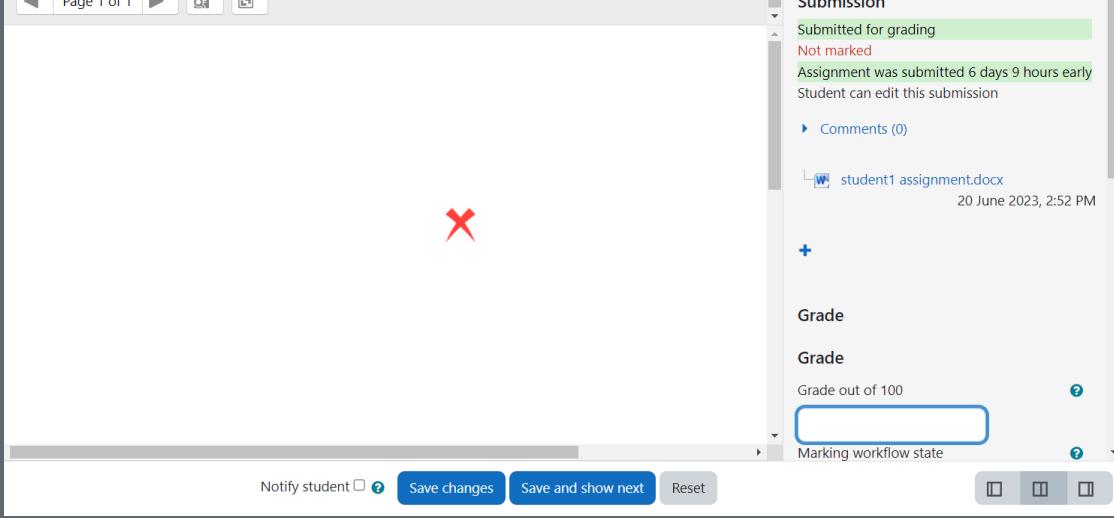
**Submission**  
Submitted for grading  
Not marked  
Assignment was submitted 6 days 9 hours early  
Student can edit this submission

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



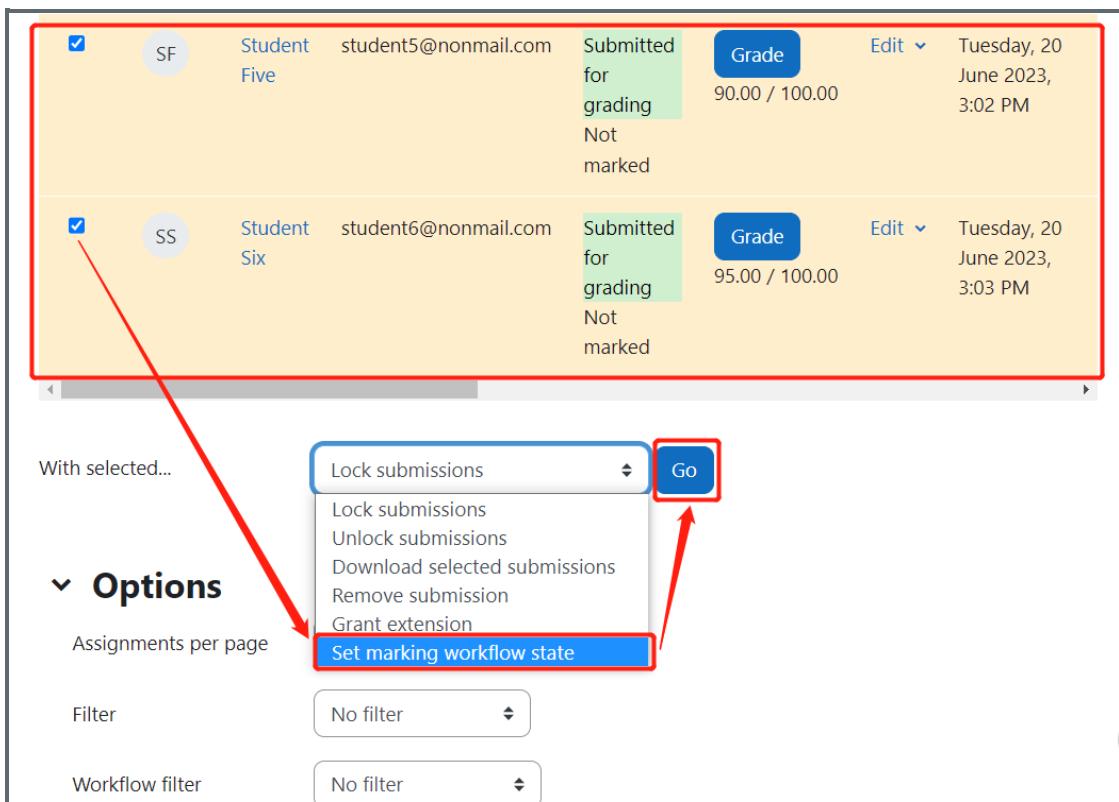
## Step 6: Change marking workflow state

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

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



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...

With selected...

Options

Assignments per page

Filter

Workflow filter

Lock submissions

Unlock submissions

Download selected submissions

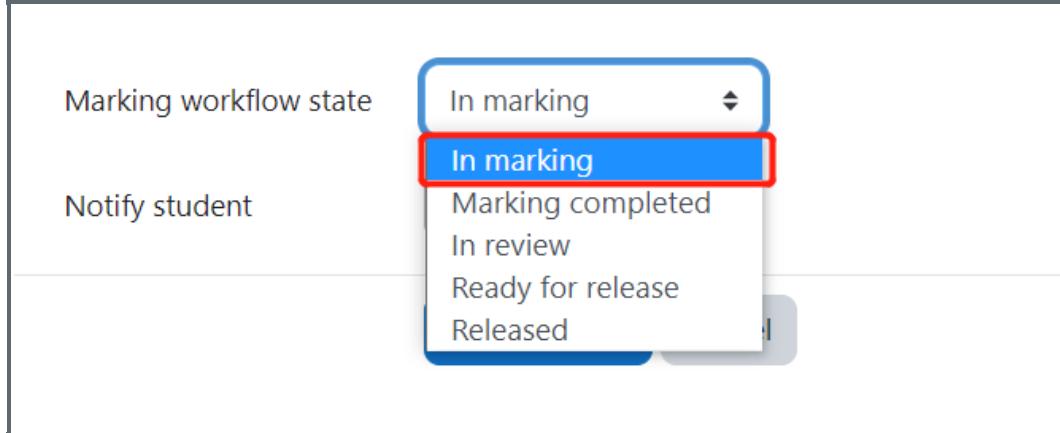
Remove submission

Grant extension

Set marking workflow state

Go

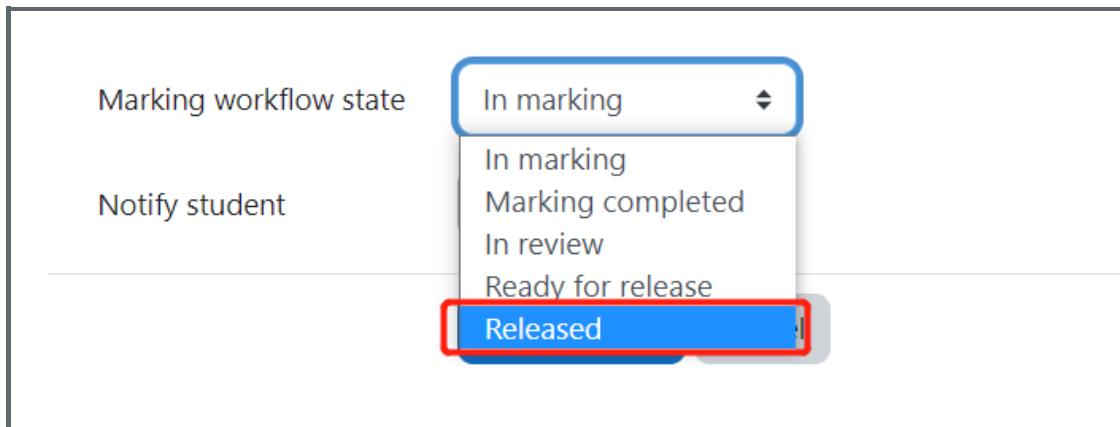
Change the status to "In marking" :



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