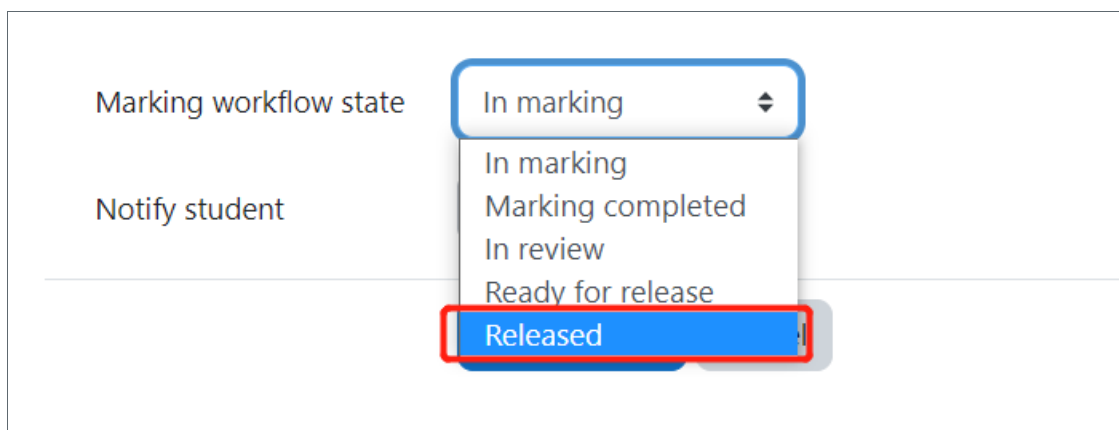


# Using marking workflow



The Marking Workflow options

## Overview:

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

## What to know:

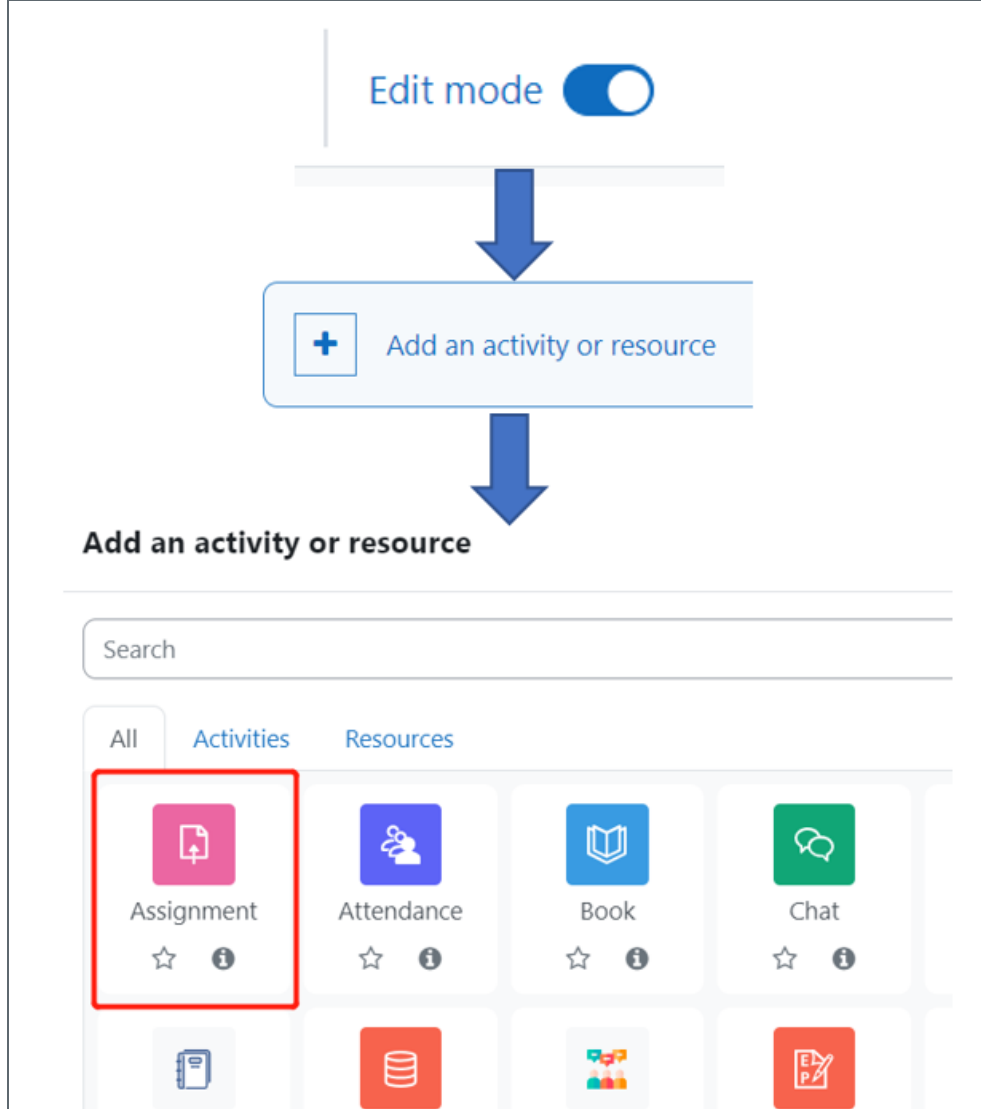
The Marking Workflow within the Assignment activity affords the teachers to manage the marking process by switching the stages. By using the Workflow, students grade and feedback will be kept hidden until teachers release them. **If you are not using Marking Workflow, students will be able to see the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


Point 


Maximum grade 


100


Grading method 


Simple direct grading 


Grade category 


Uncategorised 


Grade to pass 


Anonymous submissions 

No 

Hide grader identity from students 

No 

Use marking workflow 

Yes 

#### 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

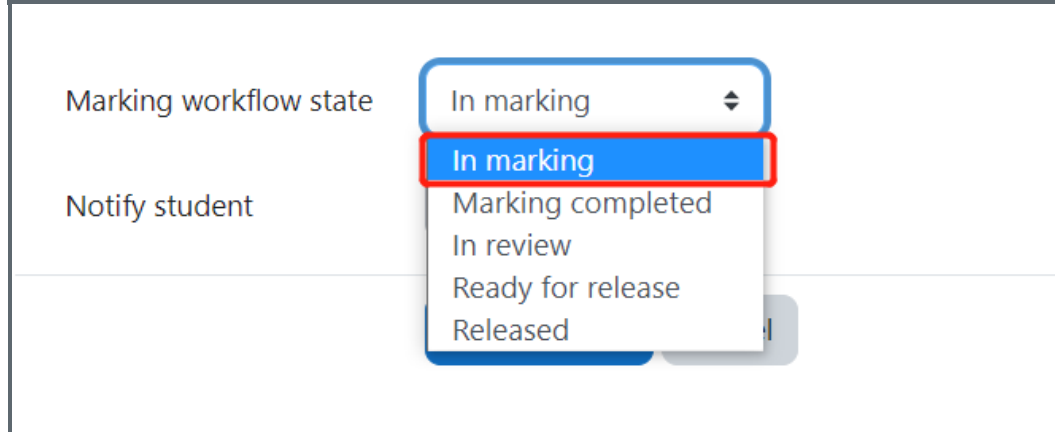
Workflow filter

Lock submissions  
 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

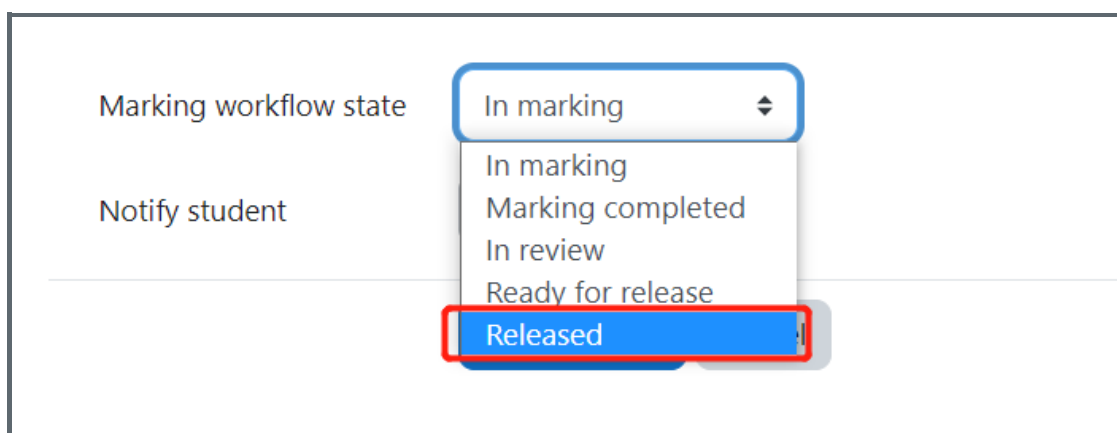
Change the status to "In marking" :



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>