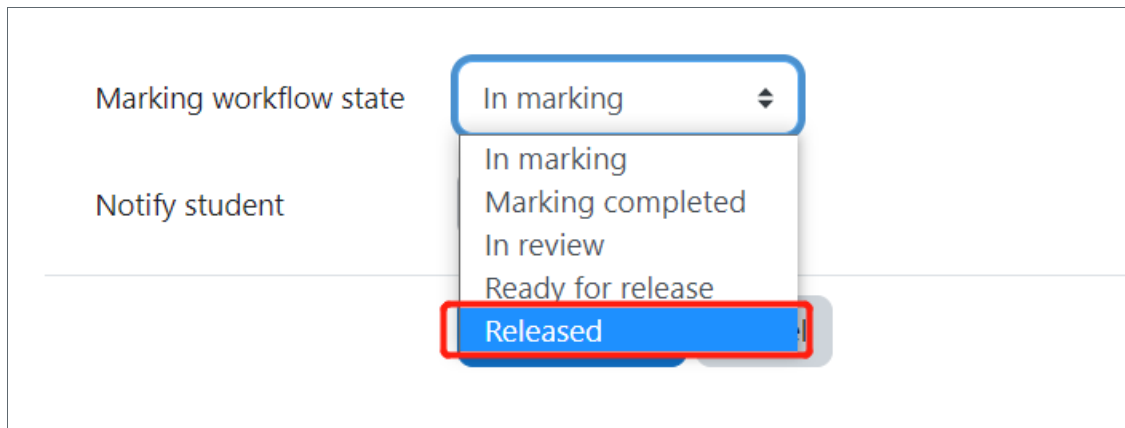


# Using marking workflow



The Marking Workflow options

## Overview:

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

## What to know:

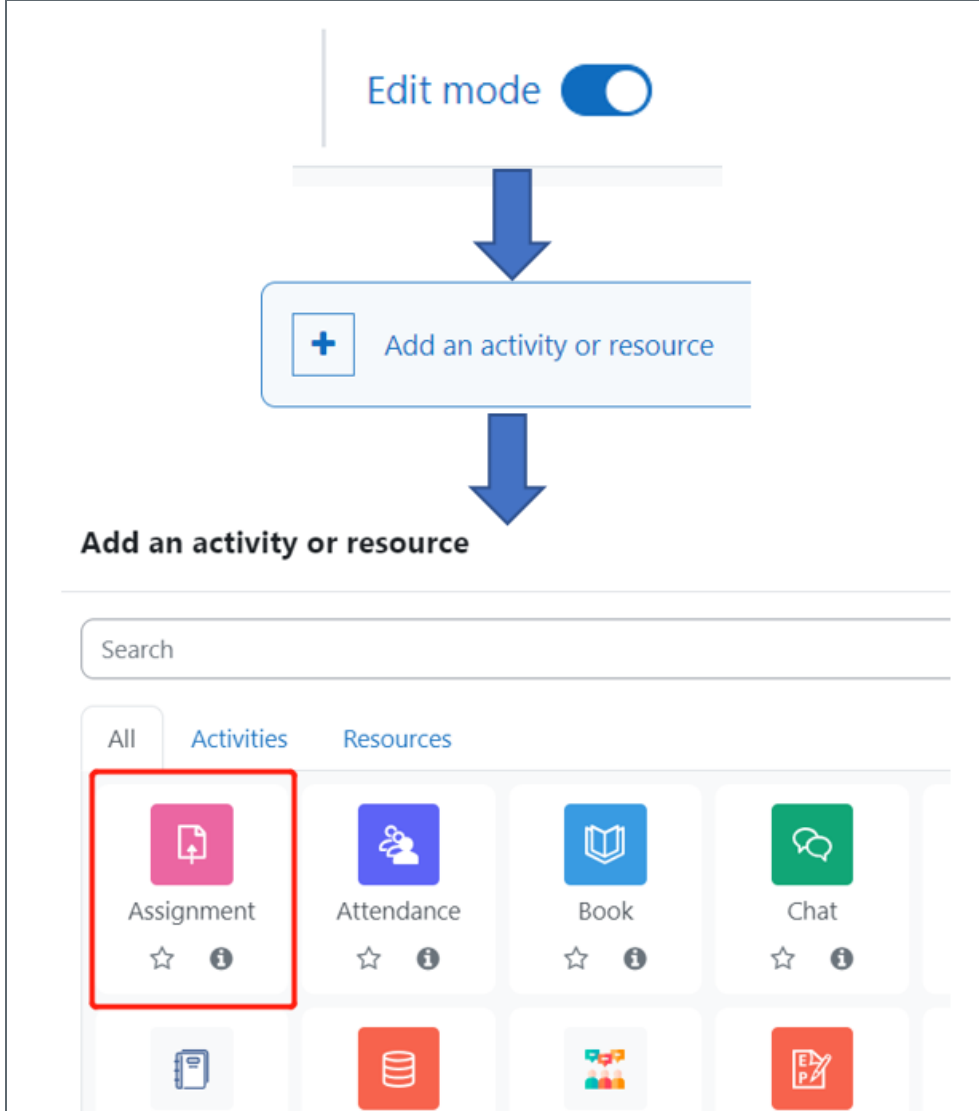
The Marking Workflow within the Assignment activity affords the teachers to manage the marking process by switching the stages. By using the Workflow, students grade and feedback will be kept hidden until teachers release them. **If you are not using Marking Workflow, students will be able to see the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

The image shows the "General" settings section for an assignment. The "Assignment name" field is empty and highlighted with a red box. Below it is a rich text editor for the "Description" field, also highlighted with a red box. The rich text editor includes a toolbar with various formatting options like bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and a help icon. At the bottom of the form, there is a checkbox labeled "Display description on course page" which is currently unchecked. A question mark icon is visible in the bottom right corner of the form area.

## 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"

#### 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

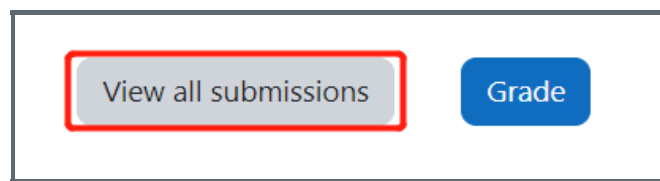
Marking workflow state

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":



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

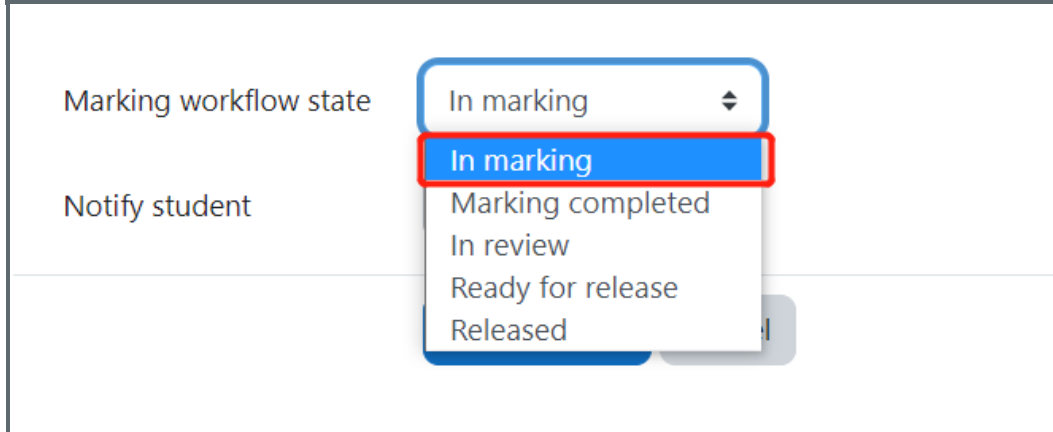
Filter: No filter

Workflow filter: No filter

Lock submissions (dropdown menu)  
 Lock submissions  
 Unlock submissions  
 Download selected submissions  
 Remove submission  
 Grant extension  
 Set marking workflow state

Go

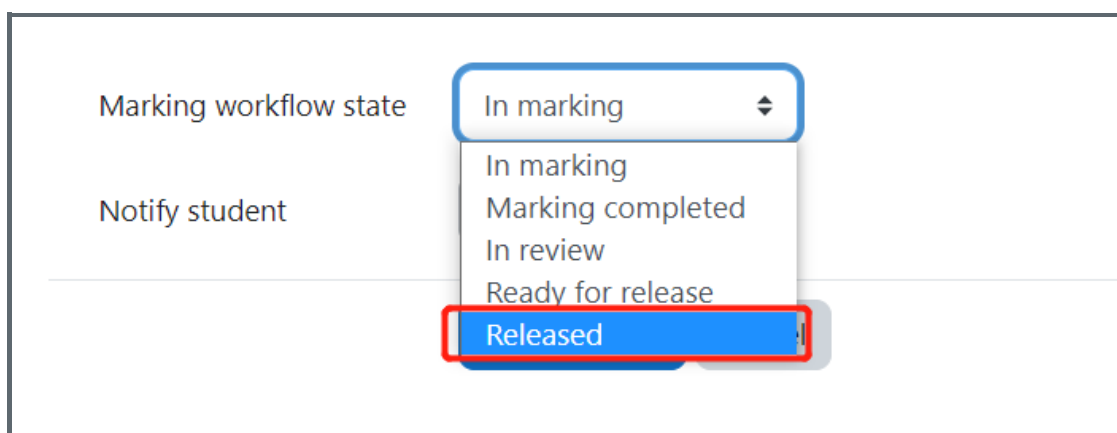
Change the status to "In marking" :



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

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