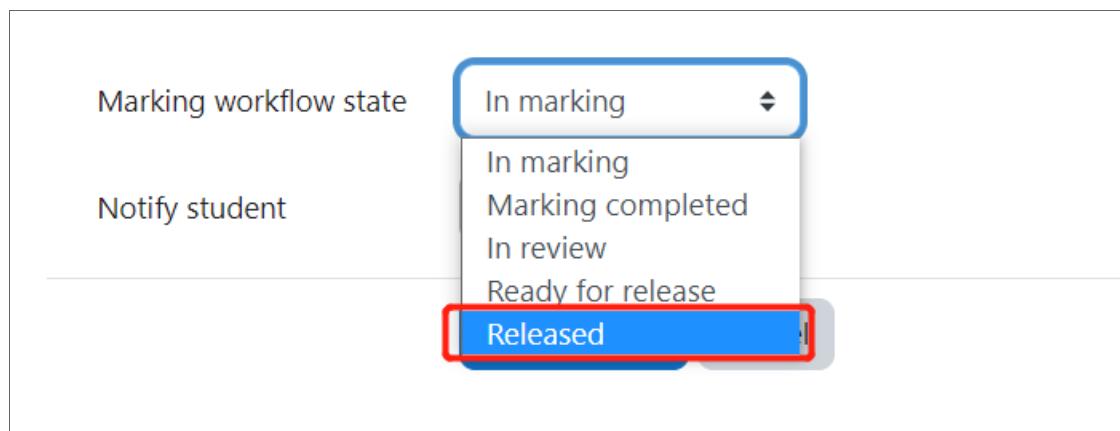


Using marking workflow



The Marking Workflow options

Overview:

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

What to know:

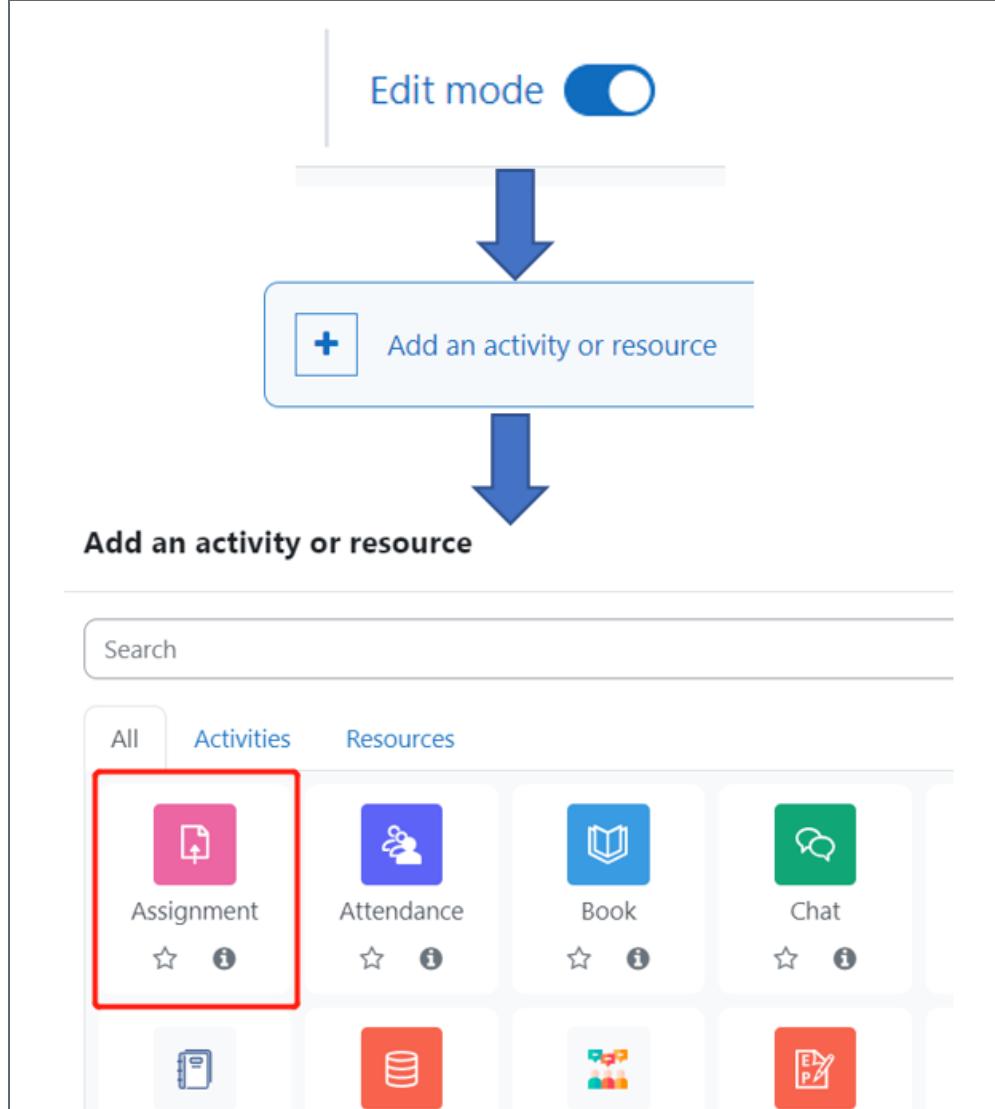
The Marking Workflow within the Assignment activity affords the teachers to manage the marking process by switching the stages. By using the Workflow, students grade and feedback will be kept hidden until teachers release them. **If you are not using Marking Workflow, students will be able to see the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

The image shows the 'General' settings for an assignment. It includes fields for 'Assignment name' and 'Description', both of which are empty and highlighted with red boxes. 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 | 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@nomail.com
Due date: 27 June 2023, 12:00 AM

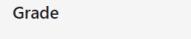
◀ Page 1 of 1 ▶  

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    

◀ ▶   

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:

With selected...

▼ **Options**

Assignments per page

Filter

Workflow filter

Lock submissions

Unlock submissions

Download selected submissions

Remove submission

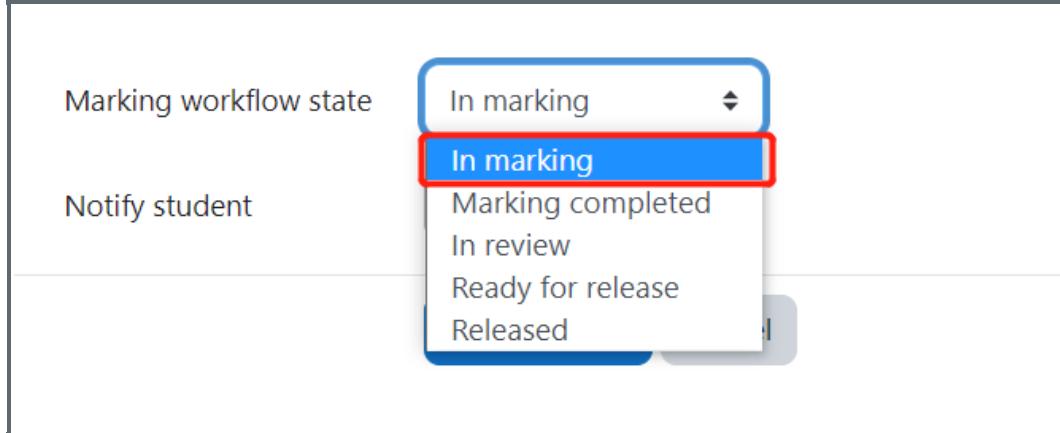
Grant extension

Set marking workflow state

Go

| Student | Email | Status | Grade | Actions |
|--------------|----------------------|-------------------------------------|----------------|---------|
| Student Five | student5@nonmail.com | Submitted for grading Not marked | 90.00 / 100.00 | Edit |
| Student Six | student6@nonmail.com | Submitted for grading Not marked | 95.00 / 100.00 | Edit |

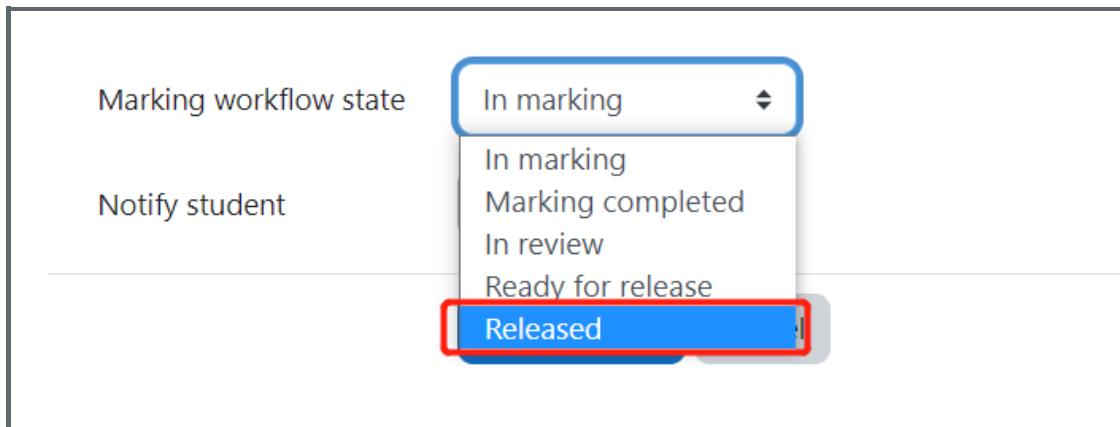
Change the status to "In marking" :



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