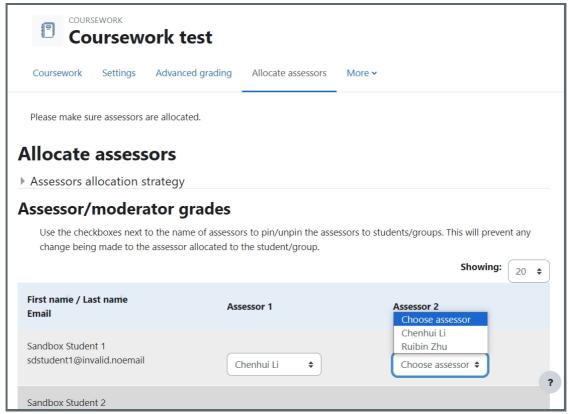
# Double-marking Assignment - How to allocate assessors





An example of manual assessor allocation

### Overview:

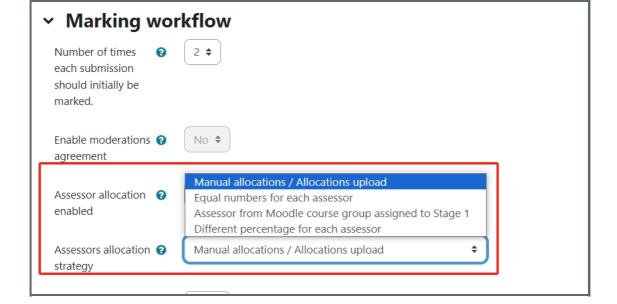
This guide will show you how to allocate assessors to each student submission. It will include Manual allocation, allocation upload, and equal numbers for each assessor.

#### What to know:

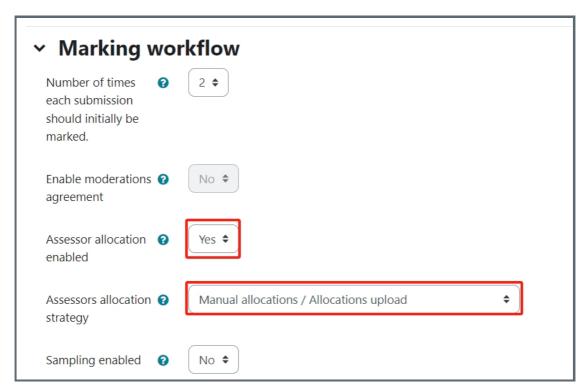
Module leaders can select assessor allocation methods both on the "Marking workflow" category on the settings page, or change it on the "Allocator assessors" page later.

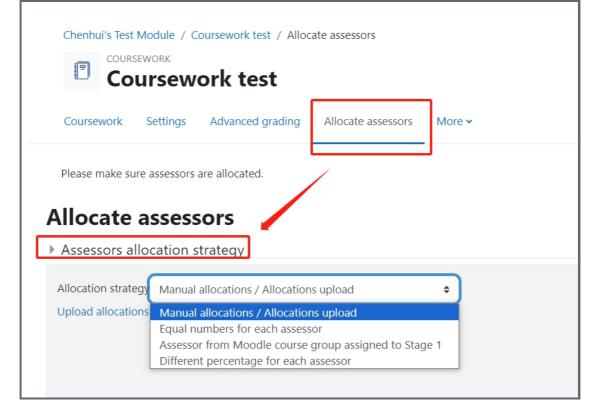
Note: Only module leaders can allocate assessors.

Double-marking Assignment setting page



Assessor allocation page





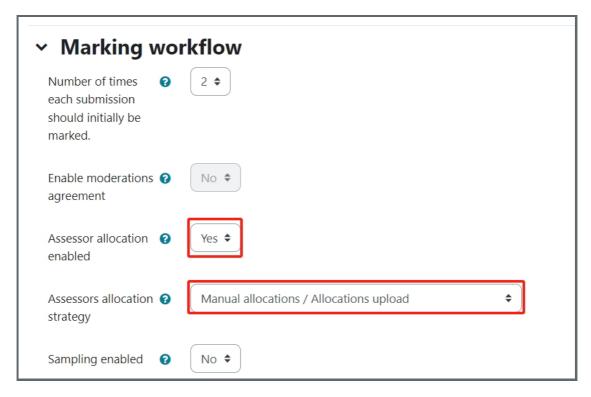
# Table of Contents

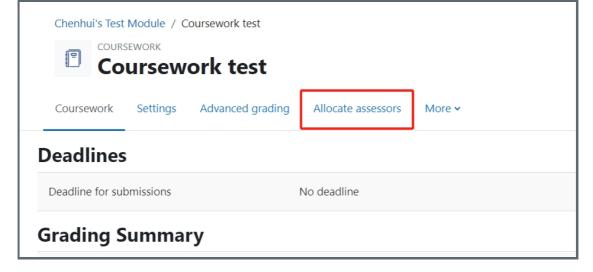
Method 1: Manually select assessor Method 2: Upload allocation spreadsheet

Method 3: Auto allocate by equal number for each assessor

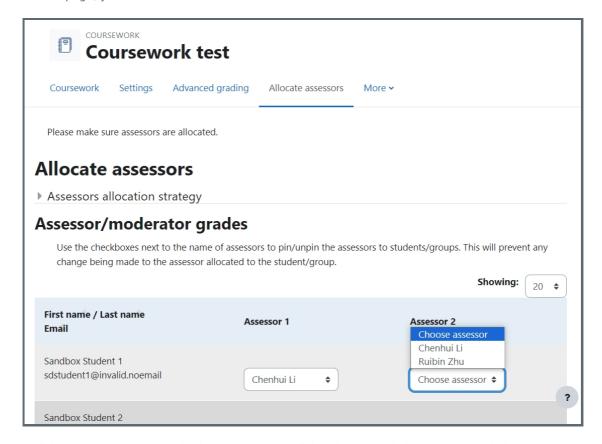
# Method 1: Manually select or update assessors

On the Double-marking Assignment settings page, please enable "Assessor allocation" and make sure the "Assessors allocation strategy" is "Manual allocations / Allocations upload".





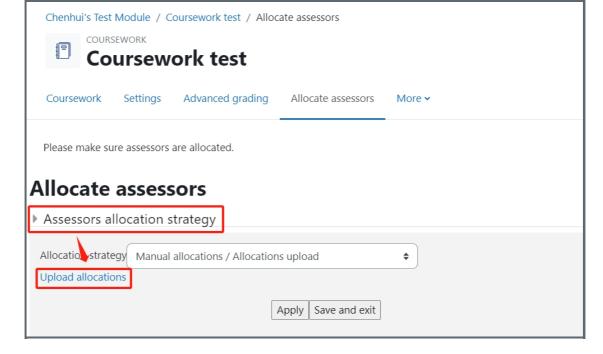
Open the allocation page, you can select teachers for each student:



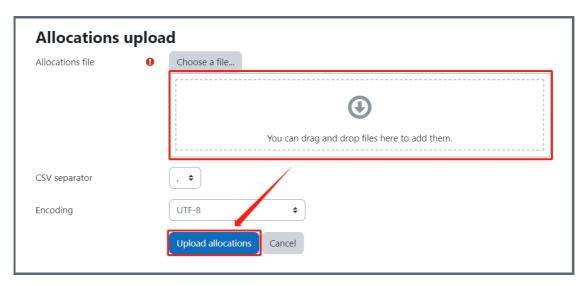
Remember to click the 'Save" button at the bottom after you finish the manual allocation or updating.

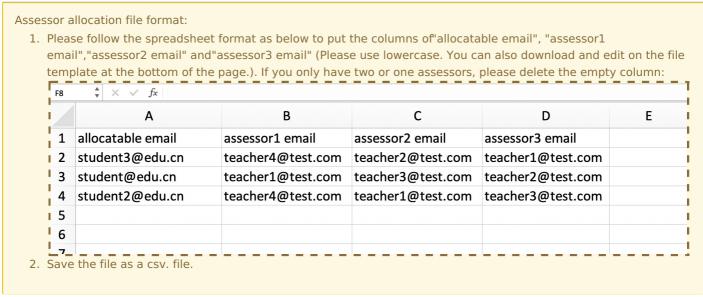
## Method 2: Upload allocation spreadsheet

On the allocation page, please click to expand the 'Assessors allocation strategy" on the top. Then you can click 'Upload allocations" link to open the uploading page.



On the uploading page, you can drag the prepared csv. files to the box, and click "Upload allocations" start uploading.



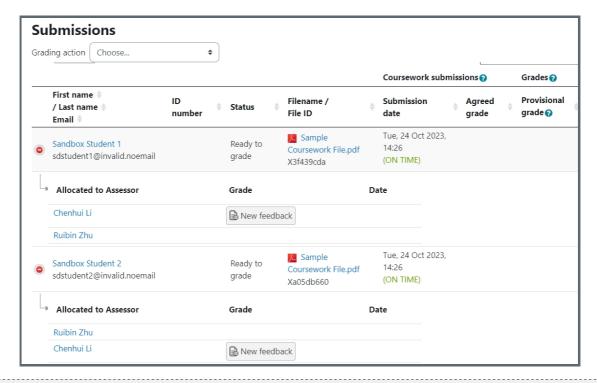


If there's no error, you will see the message as below:

# Allocations file upload results The allocations file that you uploaded has been validated and processed. Below is the result of the upload. No errors were found in the allocation sheet uploaded Continue to coursework

You can click "Continue to Double-marking Assignment" which will lead you to the Double-marking Assignment page.

After allocating the teachers and students, teachers will only see their assigned students by default, as the screenshot below shows



Method 3: Auto allocate by equal number for each assessor

If you set "Equal number for each assessor" as the allocation method for this Double-marking Assignment activity, the system will automatically allocate students' submission equally to the current teachers in the module page.

