

Coursework - Submission marking process

First name / Last name Email	ID number	Status	Filename / File ID	Coursework submissions		Grades
				Submission date	Agreed grade	Provisional grade
Sandbox Student 1 sdstudent1@invalid.noemail		Released to students (released early)	Sample Coursework File.pdf X6e8c7221	Thu, 26 Oct 2023, 15:38 (ON TIME)	92 by: Chenhui Li	92
Allocated to Assessor						
	Grade		Date			
Chenhui Li	91 View feedback		Thu, 26 Oct 2023, 15:39			
Ping Zhang	92 View feedback		Thu, 26 Oct 2023, 15:43			
Ruibin Zhu	93 View feedback		Thu, 26 Oct 2023, 15:44			

An example of the Coursework activity

Overview:

This guide will show you the marking process on coursework activity.

What to know:

Teachers (assessors 1 to assessor 3) and module leaders will mark the submission at different stage. Basically, assessors will mark first, and module leaders will give a final grade and comment after all the assessors have finalized the grading (it will be a little different if you are using automatic agreed grade).

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Step 1: Open and view the coursework submission

At the top of the coursework page, teachers and module leaders will be able to see the summary form. However, teachers will only be able to see the allocated students' status. Module leader will see all students' information.

Coursework test

Coursework Settings Advanced grading

Deadlines

Deadline for submissions No deadline

Grading Summary

Participants	2
Submitted	2
Needs grading	1
Graded (Agreed grade)	1
Graded and published	1

General feedback

No feedback yet

Step 2: Download the submissions

In order to mark the students, teachers will need to download the submissions to review.

1. Download submissions one by one : you can click the *file name* to download each file into your computer.

Submissions

Grading action Choose...
 Show 10 entries Search:

		Coursework submissions			Grades	
First name / Last name / Email	ID number	Status	Filename / File ID	Submission date	Agreed grade	Provisional grade
Sandbox Student 1 sdstudent1@invalid.noemail		Released to students (released early)	Sample Coursework File.pdf X6e8c7221	Thu, 26 Oct 2023, 15:38 (ON TIME)	92 by: Chenhui Li	92
Sandbox Student 2 sdstudent2@invalid.noemail		Ready to grade	Sample Coursework File.pdf X94842538	Thu, 26 Oct 2023, 15:47 (ON TIME)		

Showing 1 to 2 of 2 entries Previous 1 Next

2. Download submission all together: you can click " *download submitted files* " to download all the submissions into a zip file. Each student files will be saved in a folder.

Submissions

Grading action: Download submitted files

Show: 10 Choose...

Search:

Download submitted files
Export grading sheet
Upload grading worksheet
Upload feedback files in a zip

Coursework submissions Grades?

First name / Last name / Email	ID number	Status	Filename / File ID	Submission date	Agreed grade	Provisional grade?
+ Sandbox Student 1 sdstudent1@invalid.noemail		Released to students (released early)	Sample Coursework File.pdf X6e8c7221	Thu, 26 Oct 2023, 15:38 (ON TIME)	92 ✎ by: Chenhui Li	92
+ Sandbox Student 2 sdstudent2@invalid.noemail		Ready to grade	Sample Coursework File.pdf X94842538	Thu, 26 Oct 2023, 15:47 (ON TIME)		

Step 3: Online Marking Process

Things you need to know before starting marking on the coursework activity:

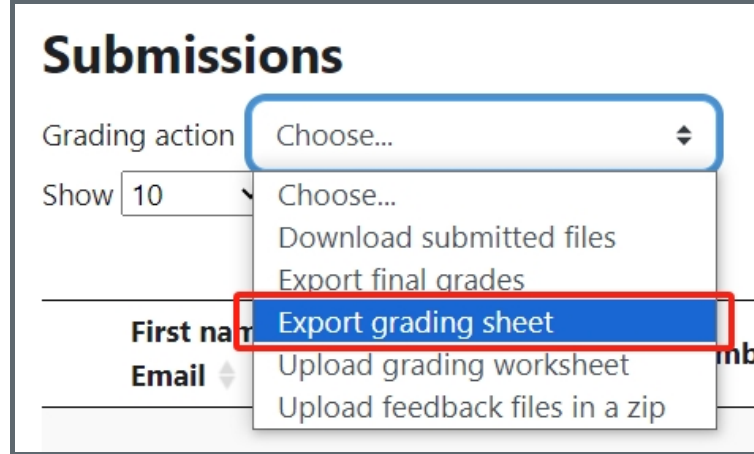
1. As the screenshot below shows, module leader will be able to see all the students' coursework. Teachers will only see the students' submissions that are assigned to them (Click to see [How to allocate assessors](#)).
2. The submission needs to be finalized to allow assessor(s) grade. If the submission is not finalized, the teacher won't see the " [New feedback](#) " button for marking.
3. Assessor 2 can start to mark any time and doesn't need to wait for assessor 1 to finish.
4. The module leader needs to input the final feedback by clicking the " [Add final feedback](#) " link. (Module leader role can be assigned to the teacher depends on the needs in the department.)

+ Sandbox Student 2 sdstudent2@invalid.noemail	Graded by all of the initial assessors	Sample Coursework File.pdf X3ba142d2	Tue, 24 Oct 2023, 14:19 Late (0d, 0hr, 9min, 9sec) New extension	Add final feedback
- Sandbox Student 3 sdstudent3@invalid.noemail	Graded by some of the initial assessors	Sample Coursework File.pdf Xa49be9bb	Mon, 23 Oct 2023, 13:48 (ON TIME) Extension: Tue, 24 Oct 2023, 14:20 ✎	Module leaders final marking
Allocated to Assessor Ping Zhang Chenhui Li		Grade 95 ✎ New feedback	Date Tue, 31 Oct 2023, 11:30	Assessors marking

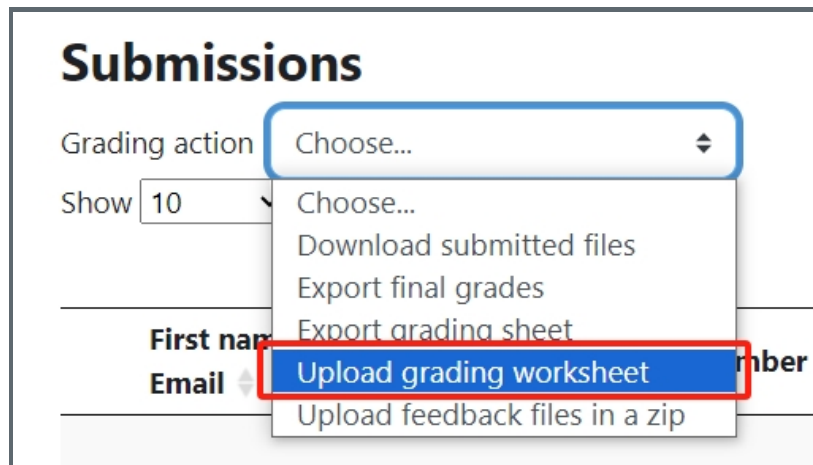
Step 4: Offline Marking Process

The offline marking process should be done under the control of module leaders. Teacher role or assessors will not have the permission to do it on LM Core. The following is the instruction for module leaders who will support to do the off-line marking.

1. Download the grading sheet:

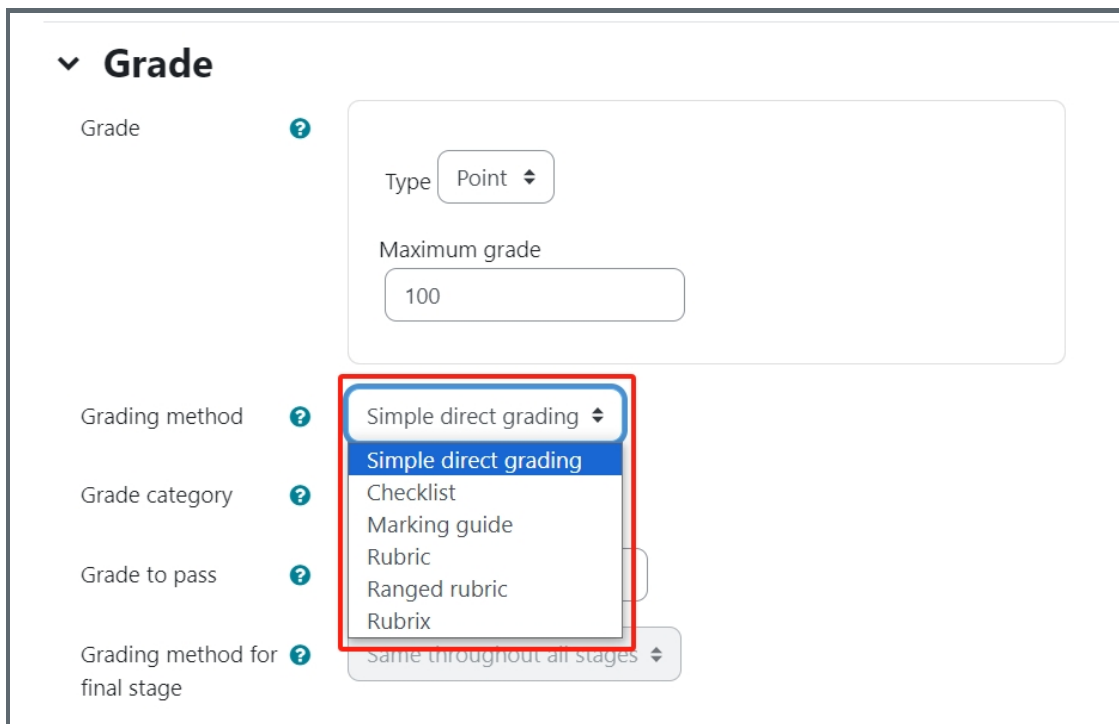


2. Fill in the markings and comments on the spreadsheet:
3. Upload the spreadsheet:



Step 5: Advanced Marking methods

As the same as the Assignment activity, you can use other marking methods such as Rubric, Marking guides, and Checklist to mark the students. The setting is available under "Grade" category of the coursework setting:






After setting the grading method, please define and save the advanced grading.

Coursework test


Coursework Settings **Advanced grading**

Advanced grading


Change active grading method to  Rubric 



Define new grading form from scratch



Create new grading form from a template



Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status. 


If you want to make changes, you can always come back to change the setting before marking started:

Coursework test


Coursework Settings **Advanced grading**

Advanced grading

Change active grading method to  Rubric 



Edit the current form definition



Delete the currently defined form

Rubric Ready for use

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/coursework-submission-marking-process-193.html>