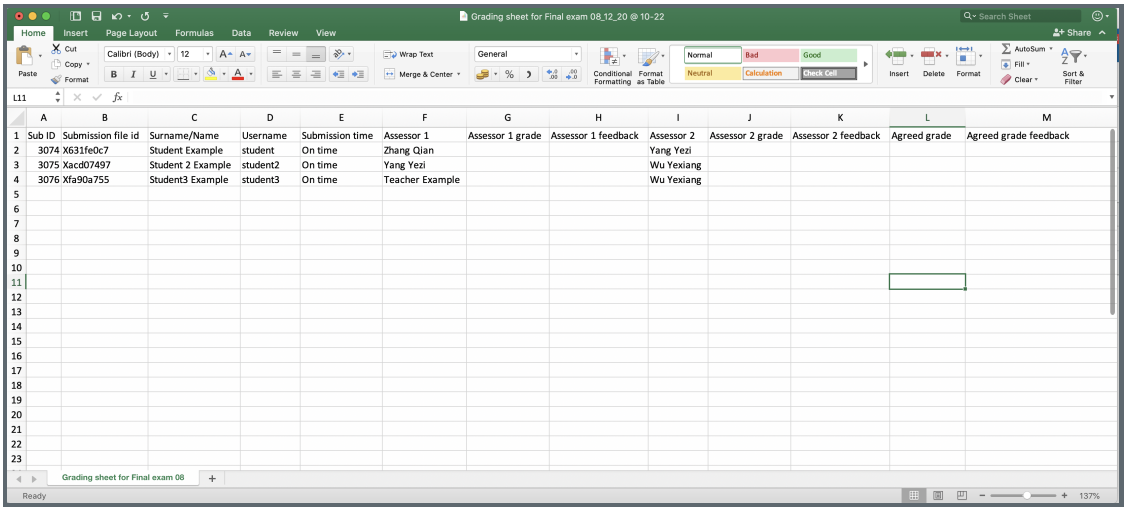
Double-marking Assignment - Use grading sheet

198 Knowledge Base Administrator Mon, May 25, 2026 Double-marking Assignment 24067 0



Sub ID	Submission file id	Surname/Name	Username	Submission time	Assessor 1	Assessor 1 grade	Assessor 1 feedback	Assessor 2	Assessor 2 grade	Assessor 2 feedback	Agreed grade	Agreed grade feedback
3074	X631fe0c7	Student Example	student	On time	Zhang Qian			Yang Yezi				
3075	Xacd07497	Student 2 Example	student2	On time	Yang Yezi			Wu Yexiang				
3076	Xfa90a755	Student3 Example	student3	On time	Teacher Example			Wu Yexiang				

An example of the Double-marking Assignment grading sheet

Overview:

This guide will show you how to use the grading sheet to grade the students. Grading sheet can be used as offline marking.

What to know:

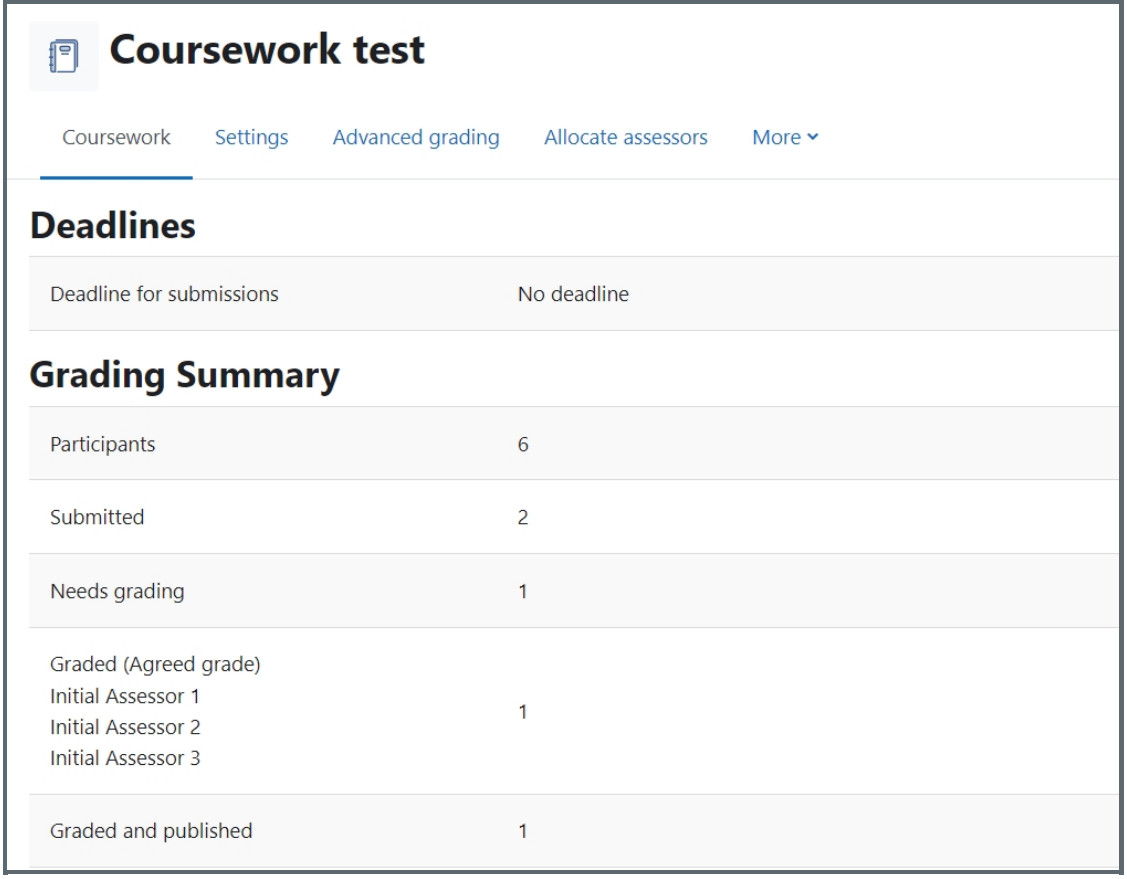
1. The grading sheet of Double-marking Assignment has a unique format, please do not change the format when adding the grades and feedback.
2. Only module leaders will have permission to download and upload the whole grading sheet.

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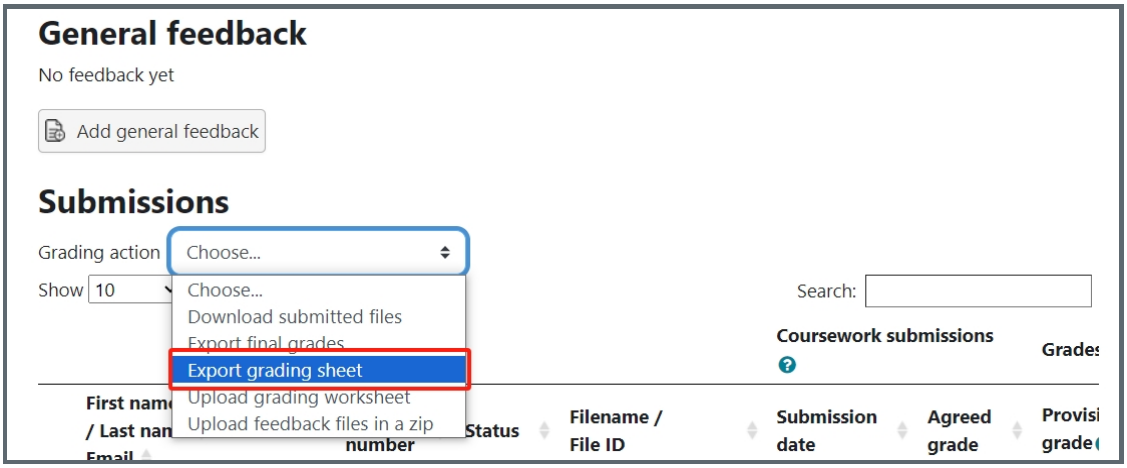
Step 1: Open and view the Double-marking Assignment submission

At the top of the Double-marking Assignment 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 but not all the submissions. Only module leader can see the information of the whole activity.*

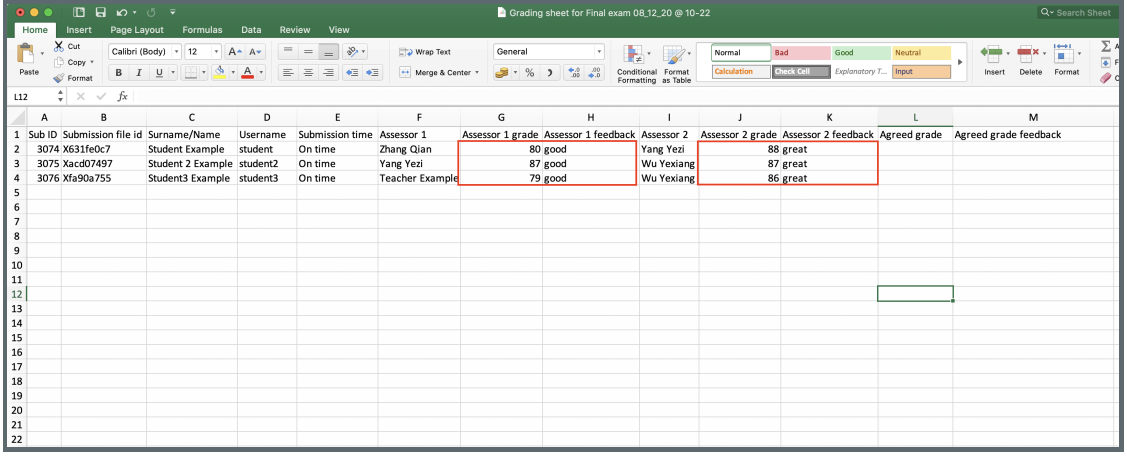


Step 2: Export grading sheet

1. On the drop down menu of " Grading action ", please click " *Export grading sheet* " and save the grading sheet to your own computer:

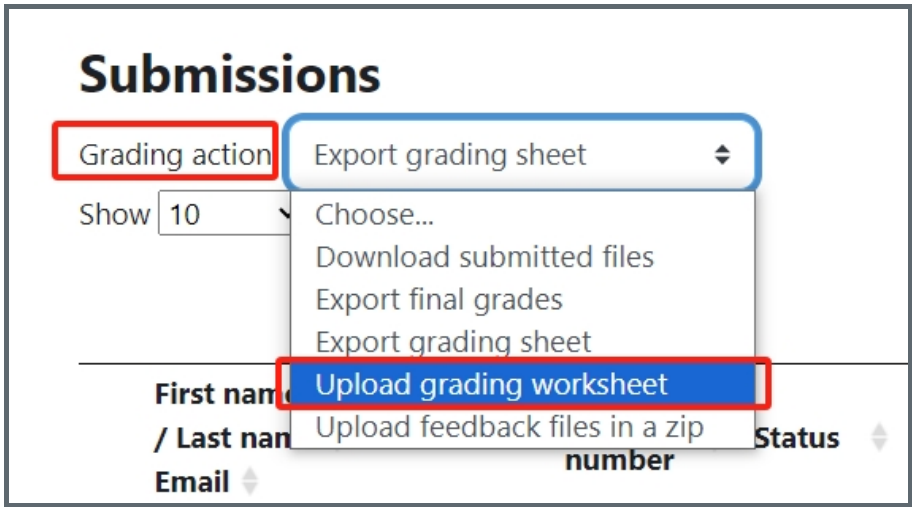


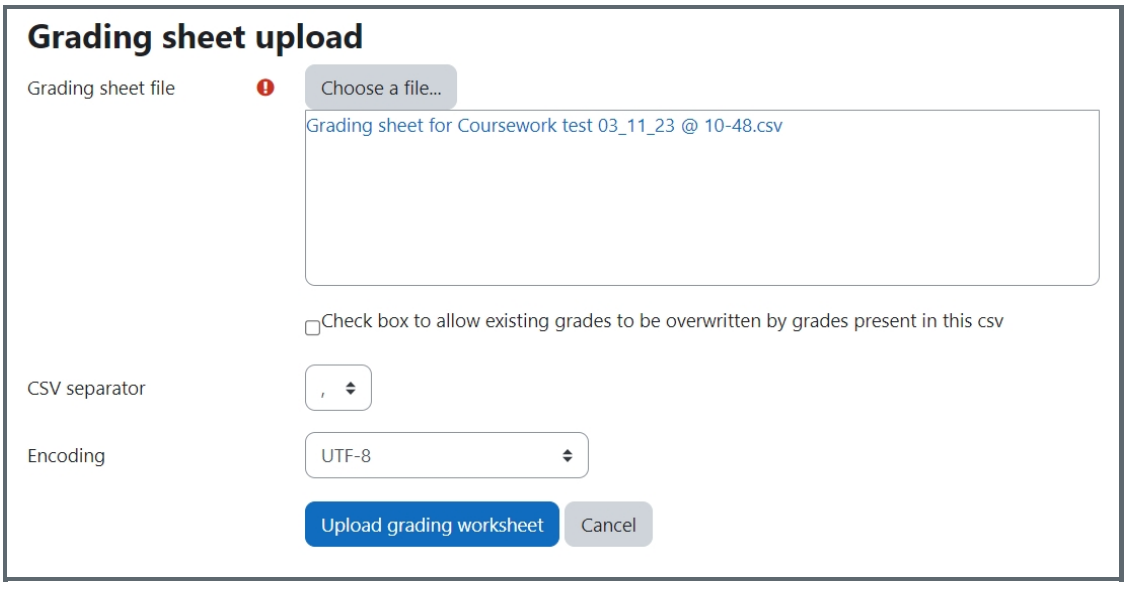
2. Now, you can open the grading sheet with Microsoft Excel, and start to updating the grades and feedback. (Please do not change the format of the sheet) .



Step 3: Upload grading worksheet

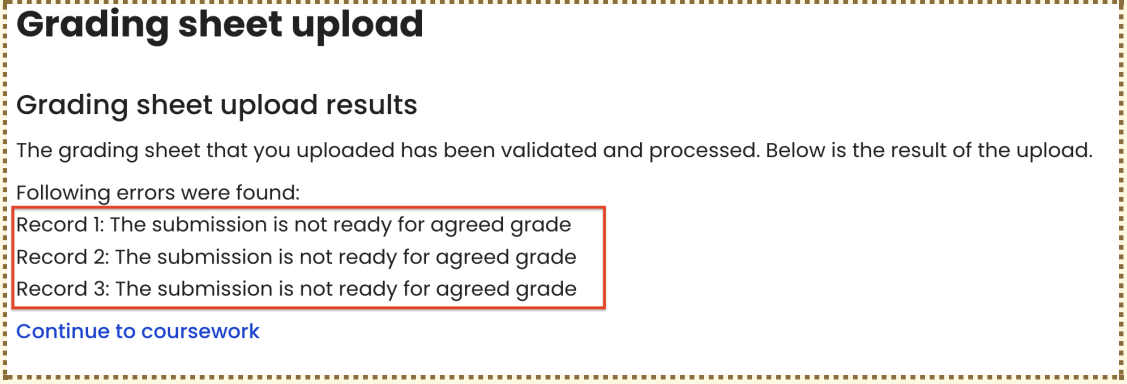
After the marking is finished, you can upload the sheet back to the Double-marking Assignment activity by click "*Upload grade sheet* ":





Tips:

The *agreed grade* may not be updated together with the *initial assessors grade* at the same time:



*Please upload twice if you want to use the grade sheet for the whole grading process*For example, we can upload the sheet with the assessors grades only (leave the agreed grade as blank) for the first time. After all the initial assessors' grades are uploaded, you can start to upload the sheet with both initial grade and final grade for the second time.

Online URL: https://knowledgebase.xjtlu.edu.cn/article/double-marking-assignment-use-grading-sheet-198.html