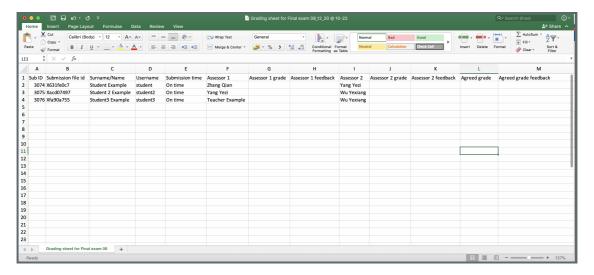
Double-marking Assignment - Use grading sheet

198 ② Yexiang Wu ☐ Wed, Jan 8, 2025 ■ Double-marking Assignment ② 20487 🗩 0



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 <u>module leaders</u> will have permission to download and upload the whole grading sheet.

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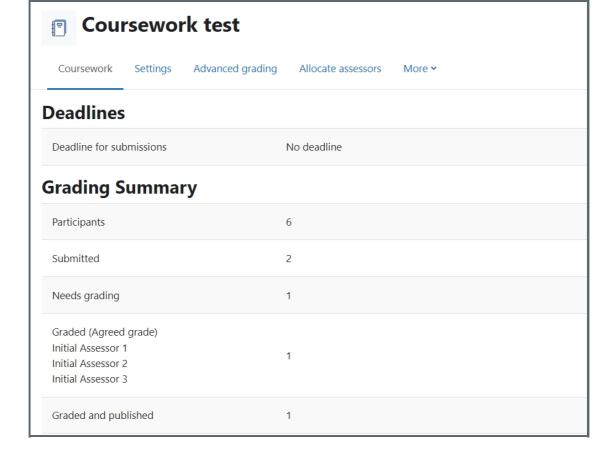
Step 1: Open and view the Double-marking Assignment submission

Step 2: Export grading sheet Step 3: Upload grading worksheet

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

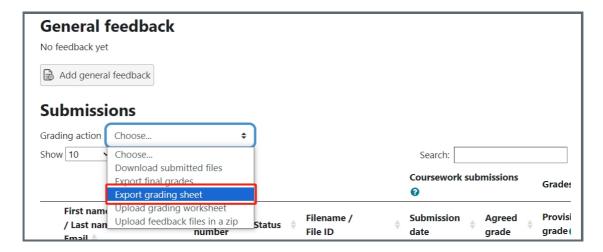
At the top of the Double-marking Assignment page, teachers and module leaders will be able to see the summary form.

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.

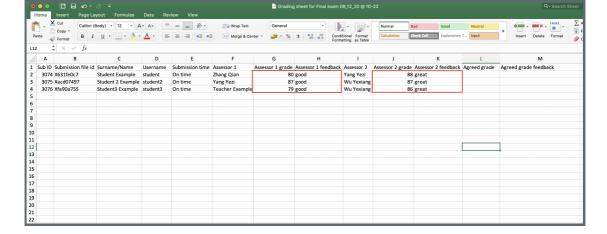


Step 2: Export grading sheet

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

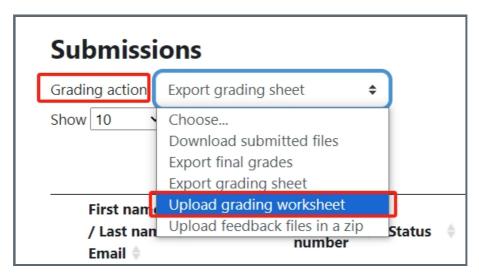


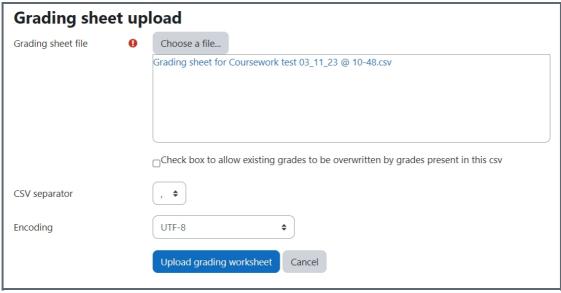
2. Now, you can open the grading sheet with Microsoft Excel, and start to updating the grades and feedback. **Please do not** change the format of the sheet) .



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:

Grading sheet upload

Grading sheet upload results

The grading sheet that you uploaded has been validated and processed. Below is the result of the upload.

Following errors were found:

Record 1: The submission is not ready for agreed grade

Record 2: The submission is not ready for agreed grade

Record 3: The submission is not ready for agreed grade

Continue to coursework

Please upload twice if you want to use the grade sheet for the whole grading processFor 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.

 $On line\ URL:\ https://knowledgebase.xjtlu.edu.cn/article/double-marking-assignment-use-grading-sheet-198.html$