

# Double-marking Assignment - Use grading sheet

198

Knowledge Base Administrator

Mon, May 25, 2026

Double-marking Assignment

22475 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.*

# Coursework test

Coursework Settings Advanced grading Allocate assessors More ▾

## Deadlines

Deadline for submissions	No deadline
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## Grading Summary

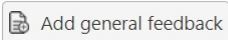
Participants	6
Submitted	2
Needs grading	1
Graded (Agreed grade)	
Initial Assessor 1	
Initial Assessor 2	1
Initial Assessor 3	
Graded and published	1

## 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:

### General feedback

No feedback yet



### Submissions

Grading action: Choose...  
 Show: 10

Search:

**Coursework submissions** **Grades**

**Export grading sheet**

First name / Last name	number	Status	Filename / File ID	Submission date	Agreed grade	Provisi grade

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** .

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	XG31fe0c7	Student Example	student	On time	Zhang Qian	80	good	Yang Yezi	88	great		
3075	Xacd07497	Student 2 Example	student2	On time	Yang Yezi	87	good	Wu Yexiang	87	great		
3076	Xfa90a755	Student3 Example	student3	On time	Teacher Example	79	good	Wu Yexiang	85	great		

### 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 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.

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