

# Double-marking Assignment - How to bulk upload the feedback files

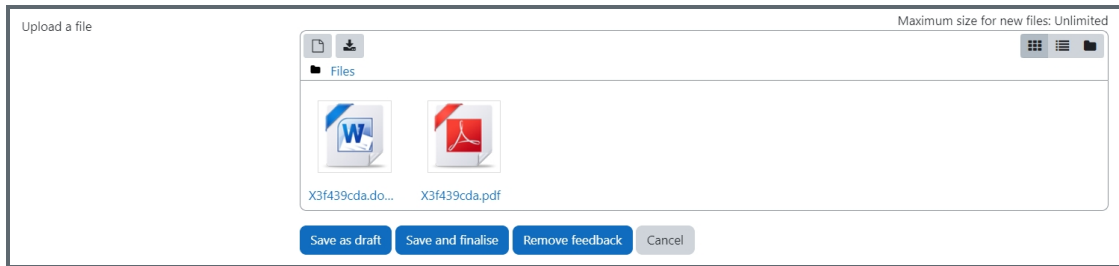
362

Knowledge Base Administrator

Mon, May 25, 2026

Double-marking Assignment

49661 0



An example of feedback file

## Overview:

This guide will show you how to bulk upload feedback file to each student within Double-marking Assignment activity.

## What to know:

Double-marking Assignment is mainly designed to support the [double-marking](#). If you don't need do double marking, please use the activity "Assignment".

The Double-marking Assignment feedback uploading feature has [some limitations](#), such as:

1. You can't successfully upload [unless the submission has been marked with a score](#) (for example, if assessor 1 hasn't give a score, you can't upload feedback for assessor 1)
2. You can't upload more than one file with the same type to each submission. Please manually upload if you have more than one document or [use different file types](#). For example, use one PDF file and one Word file.

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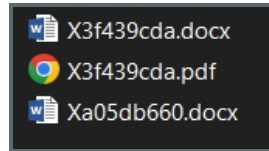
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### Step 1: Name the feedback files

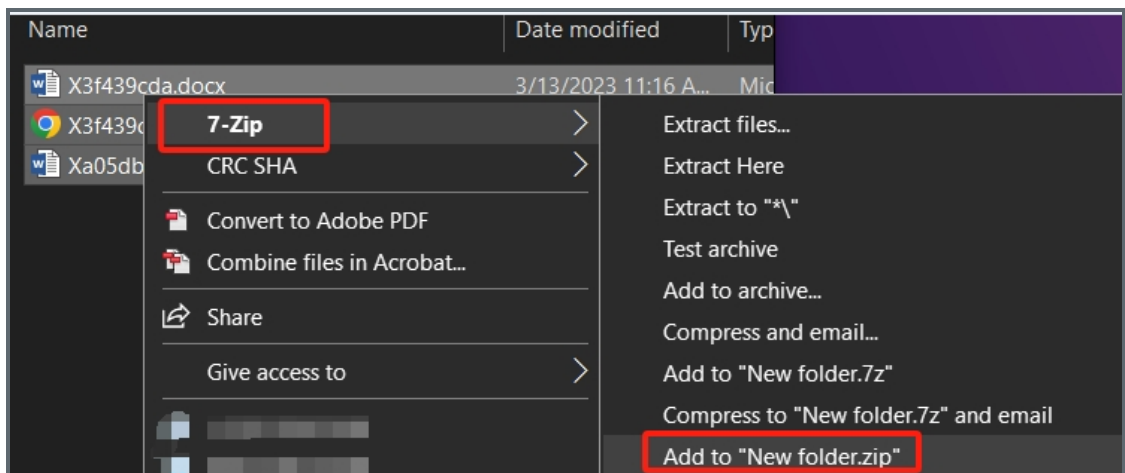
Please change the file name with exact the random File ID as below:

First name / Last name Email	ID number	Status	Filename / File ID	Submission date
Sandbox Student 1 sdstudent1@invalid.noemail		Graded by all of the initial assessors	Sample Coursework File.pdf X3f439cda	Tue, 24 Oct 2023, 14:26 (ON TIME)
Sandbox Student 2 sdstudent2@invalid.noemail		Graded by all of the initial assessors	Sample Coursework File.pdf Xa05db660	Tue, 24 Oct 2023, 14:26 (ON TIME)



## Step 2: Zip all the files

You can zip all the files by selecting all of them:

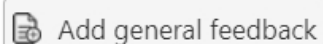


## Step 3: Upload to Double-marking Assignment

Click and upload the zip file to Double-marking Assignment:

## General feedback

No feedback yet



 Add general feedback

## Submissions



Grading action Choose...


Show 10

- Choose...
- Download submitted files
- Export final grades
- Export grading sheet
- Upload grading worksheet
- Upload feedback files in a zip

First name / Last name	Email	Status	Filename / File ID
 Sandbox Student 1	sdstudent1@invalid.noemail	Graded by all of the initial assessors	 Sample Coursework File.pdf X3f439cda

## Feedback upload

Feedback zip file   Choose a file...



You can drag and drop files here to add them.

Overwrite current feedback files with uploaded ones

Feedback stage: Assessor 1

Step 4: Check the notice

## Feedback upload results

The zip file uploaded has been processed. The results are shown below

Feedback file upload results:

**File X3f439cda.docx** : The file has been added to the feedback for the submission

**File X3f439cda.pdf** : The file has been added to the feedback for the submission

**File Xa05db660.docx** : The file has been added to the feedback for the submission

[Continue to coursework](#)

You may not be able to upload the file if the assessor hasn't grade (give a score) the submission.

Double-marking Assignment can only support uploading one type of feedback file to each submission. For example, you can't upload two PDF files or two Word documents at the same time. However, you can upload one PDF and one Word document with the same file name (file ID).

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/double-marking-assignment-how-to-bulk-upload-the-feedback-files-362.html>