




# Allocate Multiple Students to a Grader at Once - Assignment

Select	User picture	First name / Last name	ID number	Email address	Department	+	Marker	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Sandbox Student 1		sdstudent1@invalid.noemail			Ping Zhang	<div>Grade90.00 / 100.00</div>	Edit	Monday, 4 March 2024, 14:47	<div>Sample File.pdf</div> <div>Turnitin ID: 23</div> <div>100%</div>
<input type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail			Ping Zhang	<div>Grade-</div>	Edit	Monday, 4 March 2024, 14:48	<div>student2 assign</div> <div>Resubmit to Tu</div>
<input type="checkbox"/>		Sandbox Student 3		sdstudent3@invalid.noemail			Ping Zhang	<div>Grade-</div>	Edit	Monday, 4 March 2024, 14:48	<div>student3 assign</div> <div>Resubmit to Tu</div>

An example of allocating multiple students to a grader at once

## Overview:

This guide will show you how to allocate markers to specific submissions. This could be used to ensure that subject specialists are assigned to mark questions about their specialism.

## What to know:

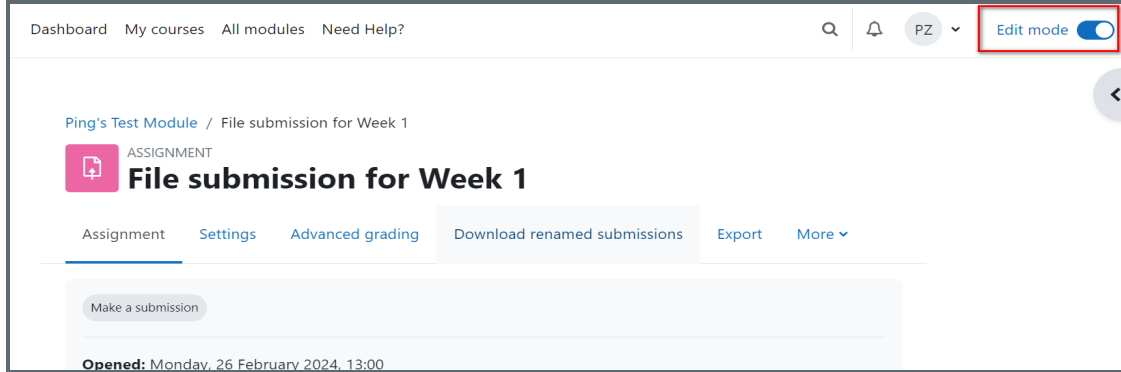
You will have to enable the "Marking Allocation" first in the setting area of Assignment. This can be set up if more than one marker is needed for an assignment.

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Step 1: Turn on editing mode in your module area/course

Click the 'Turn editing on' button displayed near the upper right of the module area/course.



## Step 2: Go to the Grade section

Go down to the 'Grade' section on the assignment settings page (if grade settings are not displayed click on the arrow symbol to the left to display).

1. Set Use marking workflow to yes.
2. Set Use marking allocation to yes.

A screenshot of the 'Grade' settings section in a learning management system. The section is titled 'Grade' with a dropdown arrow. Below the title, there are several settings: 'Type' set to 'Point', 'Maximum grade' set to '100', 'Grading method' set to 'Simple direct grading', 'Grade category' set to 'Uncategorised', 'Grade to pass' set to '0.00', 'Anonymous submissions' set to 'No', and 'Hide grader identity from students' set to 'No'. At the bottom, there are two settings: 'Use marking workflow' and 'Use marking allocation', both highlighted in yellow. Their respective dropdown menus are set to 'Yes' and are highlighted with a red box.

## Step 3: Save settings

When you are happy with the settings, click Save and display to return to the activity.

Save and return to course

Save and display

Cancel

#### Step 4: View/grade all submissions

In the course in which you have set up the Assignment, click on the link to the activity then click to View/grade all submissions.

View all submissions

Grade

#### Step 5: Select all or some of the submissions

In the Grading table, under the Select column (first column at left), select each student to allocate to a grader.

Select	User picture	First name / Last name	ID number	Email address	Department	Grade	Edit	Last modified (submission)	File submissions	Submission comments
<input checked="" type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		<a href="#">Grade</a> 90.00 / 100.00	<a href="#">Edit</a> ▾	Monday, 4 March 2024, 14:47	<a href="#">Sample File.pdf</a> Turnitin ID: 2311134884 100%	<a href="#">Comments</a> (0)
<input checked="" type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		<a href="#">Grade</a> -	<a href="#">Edit</a> ▾	Monday, 4 March 2024, 14:48	<a href="#">student2 assignment.docx</a> Resubmit to Turnitin	<a href="#">Comments</a> (0)
<input checked="" type="checkbox"/>	SS	Sandbox Student 3		sdstudent3@invalid.noemail		<a href="#">Grade</a> -	<a href="#">Edit</a> ▾	Monday, 4 March 2024, 14:48	<a href="#">student3 assignment.docx</a> Resubmit to Turnitin	<a href="#">Comments</a> (0)

#### Step 6: Set allocated marker

In the drop-down box under the list of submissions, select Set allocated marker and click Go and OK.

Select	User picture	/ Last name	ID number	Email address	Department	Grade	Edit	modified (submission)
<input checked="" type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		<a href="#">Grade</a> 90.00 / 100.00	<a href="#">Edit</a> ▾	Monday, 4 March 2024, 14:47
<input checked="" type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		<a href="#">Grade</a> -	<a href="#">Edit</a> ▾	Monday, 4 March 2024, 14:48
<input checked="" type="checkbox"/>	SS	Sandbox Student 3		sdstudent3@invalid.noemail		<a href="#">Grade</a> -	<a href="#">Edit</a> ▾	Monday, 4 March 2024, 14:48

With selected...

Lock submissions

Unlock submissions

Download selected submissions

Remove submission

Grant extension

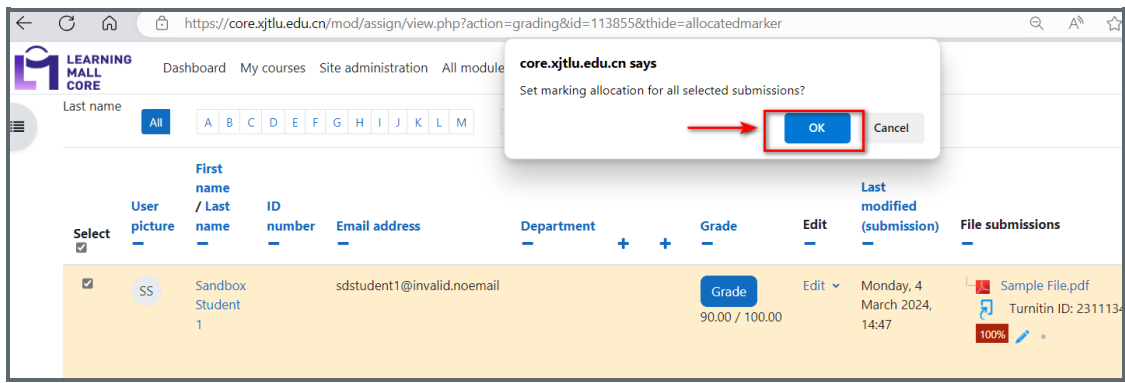
Send feedback files

Set marking workflow state

**Set allocated marker**

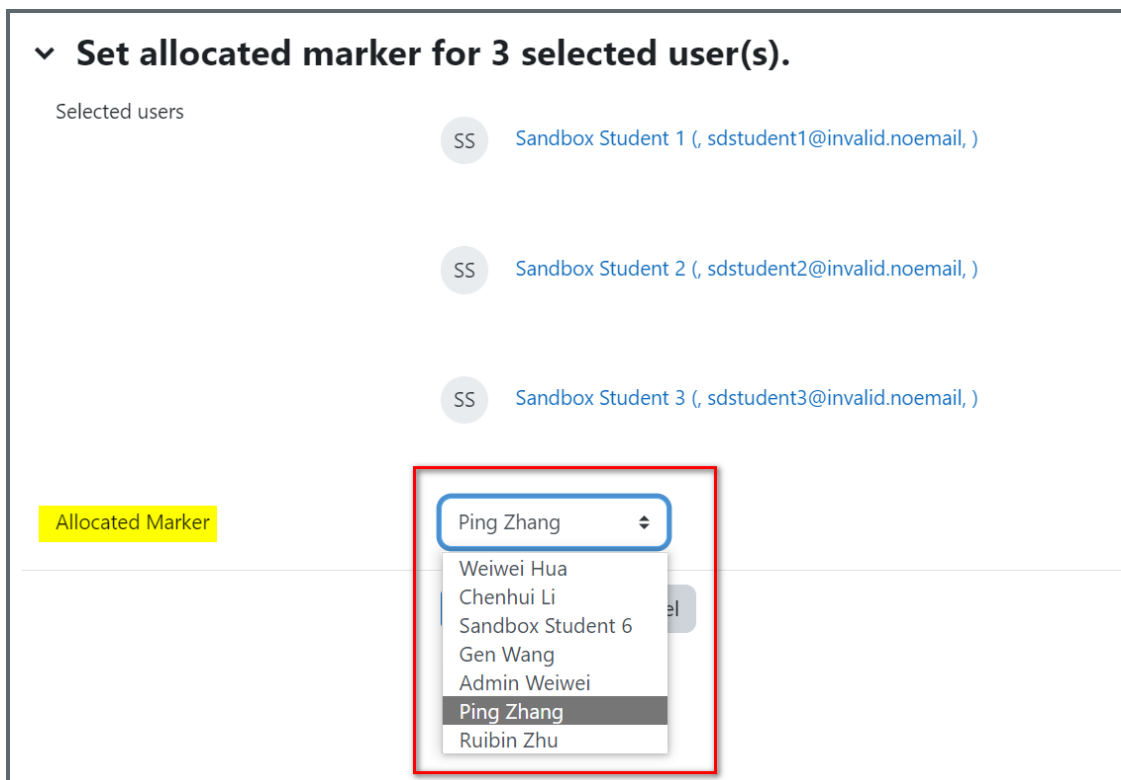
Lock submissions

[Go](#)



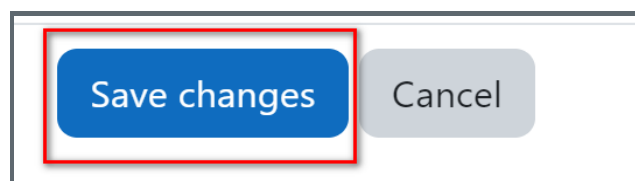
## Step 7: Select markers from the module

On the next screen, select the Allocated marker from the drop-down list.



## Step 8: Save changes

Click Save changes.



## Step 9: View markers

The name of the allocated marker is now shown in the grading screen. When the markers access the Assignment they will only see the submissions which are allocated to them.

Select	User picture	First name / Last name	ID number	Email address	Department	Marker	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Ping Zhang	Grade 90.00 / 100.00	Edit	Monday, 4 March 2024, 14:47	Sample File.pdf Turnitin ID: 23 100%
<input type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Ping Zhang	Grade	Edit	Monday, 4 March 2024, 14:48	student2 assign Resubmit to Tu
<input type="checkbox"/>	SS	Sandbox Student 3		sdstudent3@invalid.noemail		Ping Zhang	Grade	Edit	Monday, 4 March 2024, 14:48	student3 assign Resubmit to Tu

## Step 10: Filter markers

To show your marking allocations, go down to the bottom of the submission list and use the 'Marker filter' where you can select your names from the drop-down list.

Assignments per page
10

Filter
Submitted

Marker filter

No filter
No filter
No marker
Weiwei Hua
Chenhui Li
Sandbox Student 6
Gen Wang
Admin Weiwei
Ping Zhang
Ruibin Zhu

Workflow filter

### Tips:

Only module leader can allocate markers in the course. When enabled and set up, markers can enter grades only for their designated students.

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/allocate-multiple-students-to-a-grader-at-once-assignment-378.html>