

# Allocate Multiple Students to a Grader at Once - Assignment

378 Ping Zhang Tue, Mar 5, 2024 3. Advanced marking

4598 0

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	<span>Grade</span> 90.00 / 100.00	Edit	Monday, 4 March 2024, 14:47	<span>Sample File.pdf</span> Turnitin ID: 23 100%
<input type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Ping Zhang	<span>Grade</span> -	Edit	Monday, 4 March 2024, 14:48	<span>student2 assign</span> Resubmit to Tu
<input type="checkbox"/>	SS	Sandbox Student 3		sdstudent3@invalid.noemail		Ping Zhang	<span>Grade</span> -	Edit	Monday, 4 March 2024, 14:48	<span>student3 assign</span> Resubmit to Tu

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.



ASSIGNMENT

## File submission for Week 1

Assignment

Settings

Advanced grading

Download renamed submissions

Export

More

Make a submission

Opened: Monday, 26 February 2024, 13:00

### 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.

The screenshot shows the 'Grade' section of the assignment settings. The 'Grade' section is expanded, showing the following settings:

- Type: Point
- Maximum grade: 100
- Grading method: Simple direct grading
- Grade category: Uncategorized
- Grade to pass: 0.00
- Anonymous submissions: No
- Hide grader identity from students: No
- Use marking workflow: Yes (highlighted with a yellow box and a red border)
- Use marking allocation: Yes (highlighted with a yellow box and a red border)

### Step 3: Save settings

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

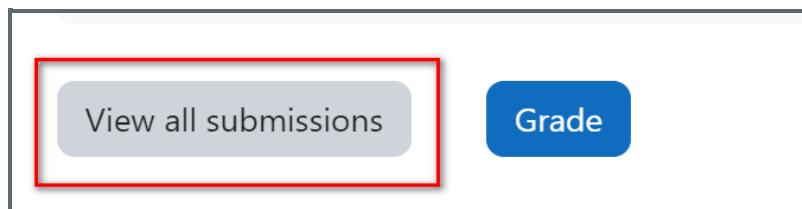
Save and return to course

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.



## 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		<span>Grade</span> 90.00 / 100.00	<span>Edit</span> ▾	Monday, 4 March 2024, 14:47	<span>Sample File.pdf</span> Turnitin ID: 2311134884 100% 	<span>Comments (0)</span> 4 March 2024, 14:47
<input checked="" type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		<span>Grade</span>	<span>Edit</span> ▾	Monday, 4 March 2024, 14:48	<span>student2 assignment.docx</span> Resubmit to Turnitin	<span>Comments (0)</span> 4 March 2024, 14:48
<input checked="" type="checkbox"/>	SS	Sandbox Student 3		sdstudent3@invalid.noemail		<span>Grade</span>	<span>Edit</span> ▾	Monday, 4 March 2024, 14:48	<span>student3 assignment.docx</span> Resubmit to Turnitin	<span>Comments (0)</span> 4 March 2024, 14:48

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

The screenshot shows a browser window with the URL <https://core.xjtu.edu.cn/mod/assign/view.php?action=grading&id=113855&thide=allocatedmarker>. The main page displays a list of student submissions for a module assignment. A modal dialog box is overlaid on the page, containing the text "core.xjtu.edu.cn says" and "Set marking allocation for all selected submissions?". A red arrow points to the "OK" button in the dialog, which is highlighted with a red border.

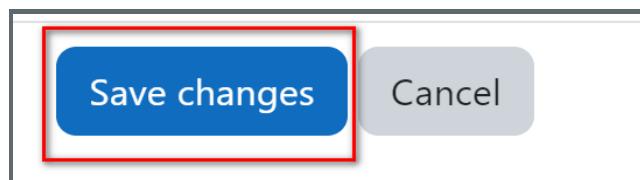
## Step 7: Select markers from the module

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

The screenshot shows a list of three selected users: "Sandbox Student 1", "Sandbox Student 2", and "Sandbox Student 3". Below the list is a dropdown menu titled "Allocated Marker" with a red border around it. The dropdown menu contains a list of names: "Ping Zhang", "Weiwei Hua", "Chenhui Li", "Sandbox Student 6", "Gen Wang", "Admin Weiwei", "Ping Zhang" (which is highlighted with a red border), and "Ruixin Zhu".

## 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

Filter

**Marker filter**

Workflow filter

No filter

No filter

**No marker**

Weiwei Hua

Chenhui Li

Sandbox Student 6

Gen Wang

Admin Weiwei

Ping Zhang

Ruixin Zhu

### 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.xjtu.edu.cn/article/allocate-multiple-students-to-a-grader-at-once-assignment-378.html>