

Assignment-Offline grading worksheet

An example of downloading grading worksheet

Overview:

This guide will show you how to use the offline grading worksheet feature in Assignment activity.

What to know:

The offline grading worksheet feature in the Assignment activity allows teachers to download an Excel sheet, grade students' work offline, and then upload their grades and comments back to the LM Core platform. This makes grading more flexible and convenient, especially when direct access to the platform isn't available or when working with a large number of students.

Table of Contents

- [Step 1: Set up offline grading worksheet](#)
- [Step 2: Download grading worksheet](#)
- [Step 3: Input grades and comments](#)
- [Step 4: Upload grading worksheet](#)
- [Step 5: View the updated grades and comments](#)

Step 1: Set up offline grading worksheet

In the "Feedback types" section of an assignment activity, ensure that the feature is selected by ticking the appropriate box. This action activates the feature, allowing it to be used as part of the assignment grading process.

Feedback types

Feedback types

Feedback comments [?](#) Annotate PDF [?](#) Offline grading worksheet [?](#)

Feedback files [?](#)

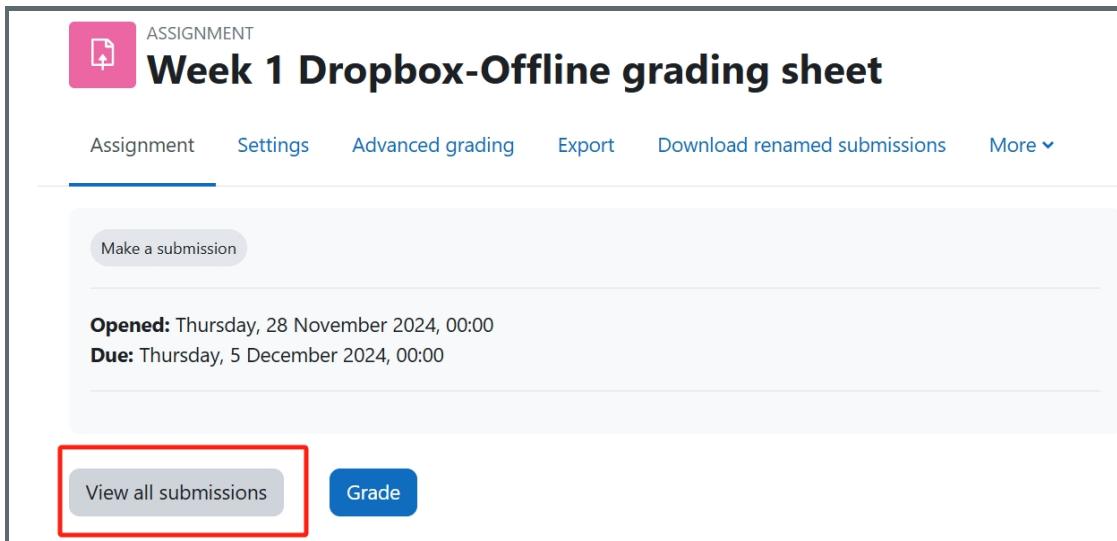
Comment inline

[?](#)

No [▼](#)

Step 2: Download grading worksheet

Go to the dropbox and click "view all submissions". This will display a list of all the submissions made by students for that particular assignment.



ASSIGNMENT

Week 1 Dropbox-Offline grading sheet

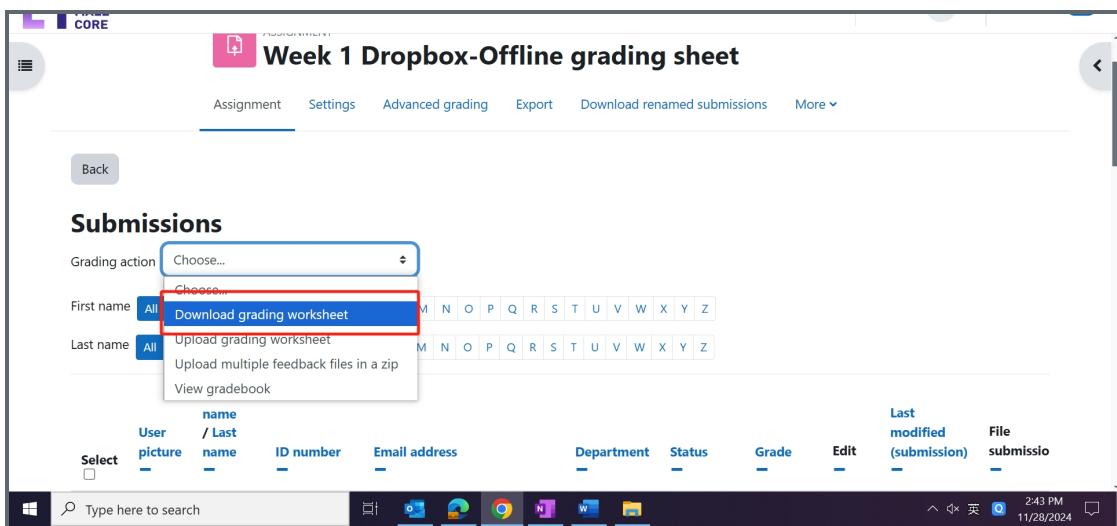
Assignment Settings Advanced grading Export Download renamed submissions More ▾

Make a submission

Opened: Thursday, 28 November 2024, 00:00
Due: Thursday, 5 December 2024, 00:00

View all submissions Grade

Click the dropdown list in "Grading action" and choose "Download grading worksheet". This action will initiate the download of an Excel sheet that you can use to grade submissions offline.



CORE

Week 1 Dropbox-Offline grading sheet

Assignment Settings Advanced grading Export Download renamed submissions More ▾

Back

Submissions

Grading action

First name

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---

Last name

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---

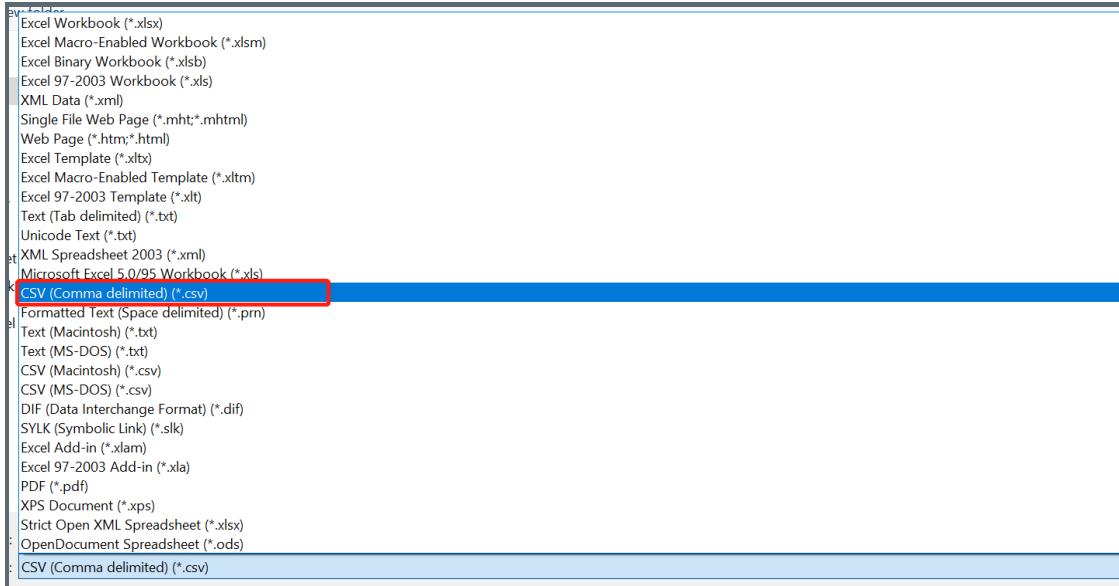
Select	User picture	name / Last name	ID number	Email address	Department	Status	Grade	Edit	Last modified (submission)	File submission
<input type="checkbox"/>										

Type here to search 243 PM 11/28/2024

Step 3: Input grades and comments

In the downloaded worksheet, input the grades and comments in perspective columns. Each column is labeled for easy identification, allowing you to accurately input the necessary information for each student.

After inputting the grades and comments in the worksheet, save the file in CSV (Comma-Separated Values) format. This format is typically required for uploading the information back to the platform, ensuring compatibility and proper data import.



Step 4: Upload grading worksheet

Go back to the "Grading action" dropdown menu and select "Upload grading worksheet".



The screenshot shows a Moodle assignment page titled "Week 1 Dropbox-Offline grading sheet". The "Assignment" tab is selected. A dropdown menu is open under the "Grading action" label, showing options: "Download grading worksheet", "Choose...", "Upload grading worksheet", and "Upload multiple feedback files in a zip". The "Upload grading worksheet" option is highlighted with a red box and a red arrow pointing to it from the left. The "View gradebook" option is also visible. The page includes a "Submissions" section with filters for "First name" and "Last name" (both set to "All") and a "Grade" table.

Browse for and select the CSV file you saved earlier then click "Upload grading worksheet" to proceed with the upload.

▼ Upload grading worksheet

Upload a file



Choose a file...

Grades-BW-Week 1 Dropbox-Offline grading sheet-60515.csv

Encoding



UTF-8



Separator



Tab Comma Colon Semicolon

Allow updating records that have been modified more recently in Moodle than in the spreadsheet.

Upload grading worksheet

Cancel

Click on "Confirm" to finalize the upload of your grading worksheet. This action will update the grades and comments in the system based on your input.

Make a submission

Opened: Thursday, 28 November 2024, 00:00

Due: Thursday, 5 December 2024, 00:00

▼ Confirm changes in grading worksheet

Set grade for Student Six to 80.00

Set field "Feedback comments" for "Student Six" to "Great job!"

Set grade for Student Eight to 68.00

Set field "Feedback comments" for "Student Eight" to "Good!"

Confirm

Cancel

Step 5: View the updated grades and comments

In the submission interface, the grades and comments saved in the CSV file have now been updated for the students. This process ensures a streamlined way to communicate grading feedback to students efficiently.

(9)					
No submission Graded	Grade	Edit	-	Comments (0)	Thursday, 28 November 2024, 15:01 Great job!
No submission -	Grade	Edit	-	Comments (0)	-
No submission Graded	Grade	Edit	-	Comments (0)	Thursday, 28 November 2024, 15:01 Good!

