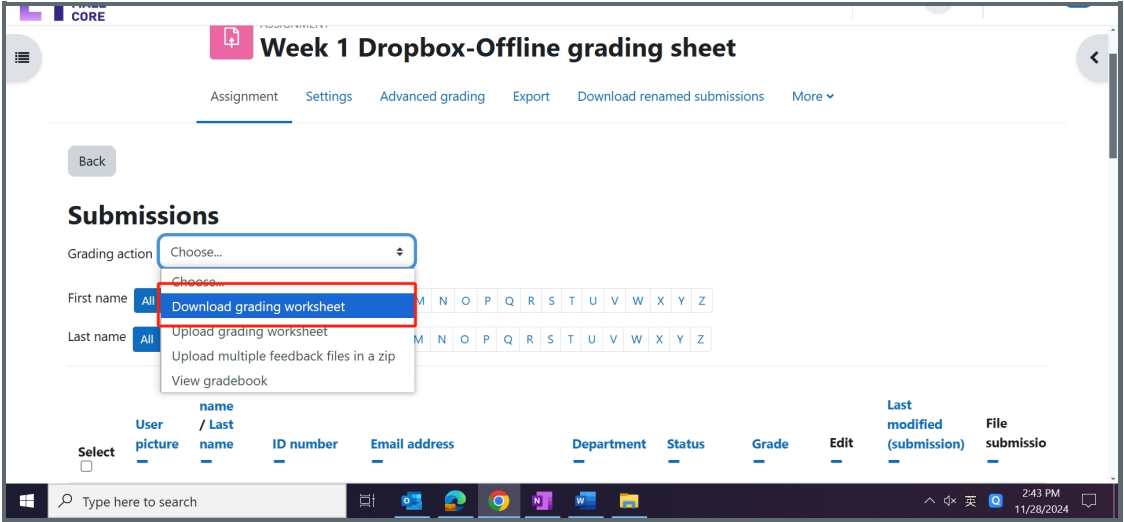


# Assignment-Offline grading worksheet



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.

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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

Choose...

Choose...

Download grading worksheet

Upload grading worksheet

Upload multiple feedback files in a zip

View gradebook

First name

All

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Last name

All

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)

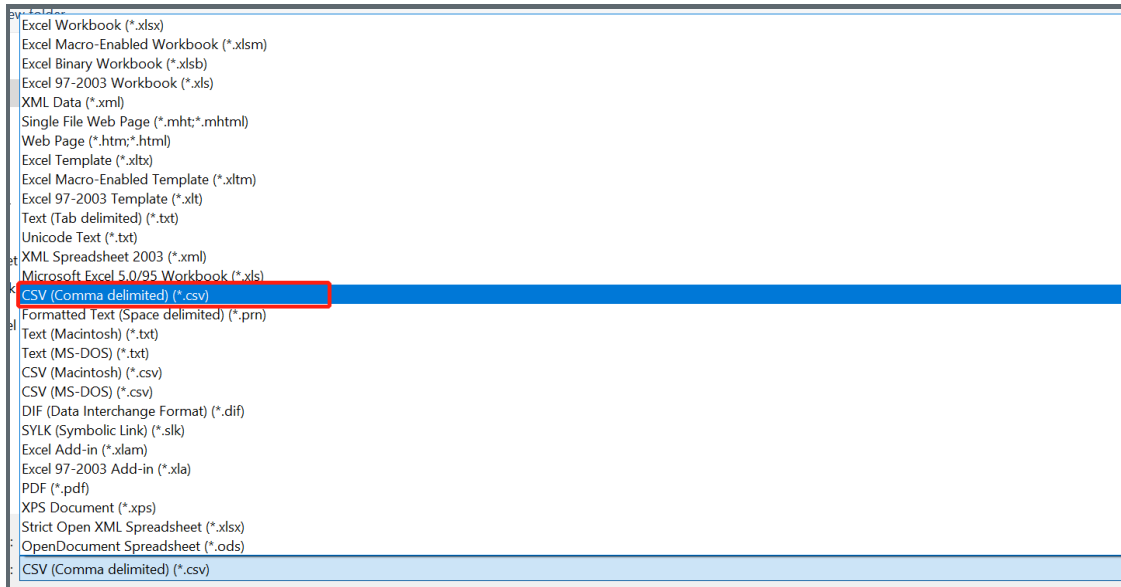
File submission

## 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.

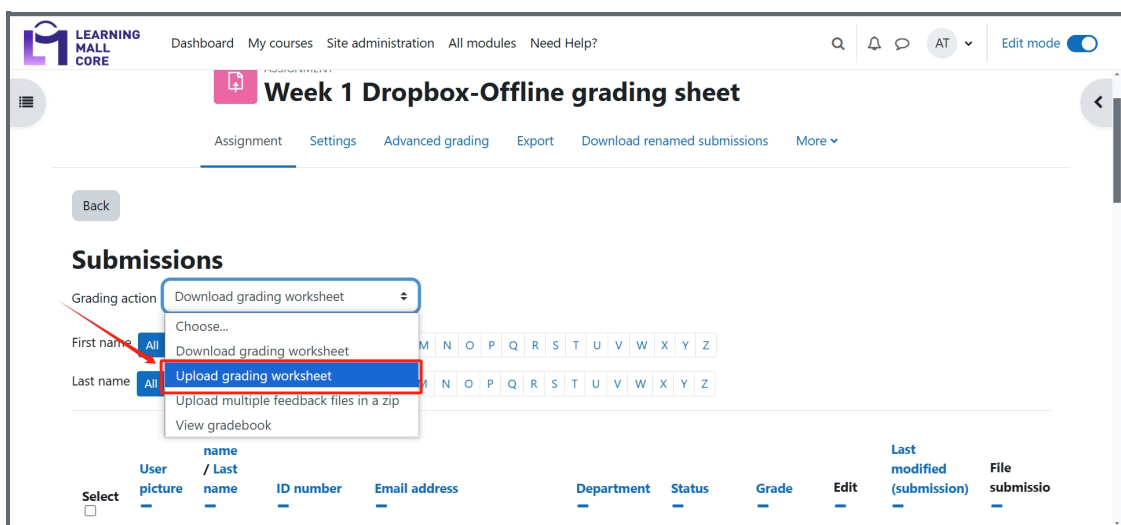
Identifier	Full name	ID number	Email address	Department	Status	Grade	Maximum Grade	Can be graded	Last modified	Last modified by	Feedback comments
Participant	Yixuan Zh	1.1E+08	Yixuan.Zh	Learning	No submission		100	Yes	-	-	
Participant	Bowen Zh	1E+08	Bowen.Zh	Learning	No submission		100	Yes	-	-	
Participant	Student Six		student6@nonmail.c		No submission	80	100	Yes	-	-	Great job!
Participant	Student Seven		student7@nonmail.c		No submission		100	Yes	-	-	
Participant	Student Eight		student8@nonmail.c		No submission	68	100	Yes	-	-	Good!
Participant	Student Nine		student9@nonmail.c		No submission		100	Yes	-	-	
Participant	Student Ten		student10@nonmail		No submission		100	Yes	-	-	
Participant	Admin Catalyst		admin.catalyst@inva		No submission		100	Yes	-	-	
Participant	Peicheng L	1.1E+08	Peicheng.L	Learning	No submission		100	Yes	-	-	
Participant	LM connect		LM.connect@xjtlu.ec		No submission		100	Yes	-	-	

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".



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.

No submission Graded	<span>Grade</span> 80.00 / 100.00	<span>Edit</span> ▼ -	<span>▶</span> <span>Comments</span> (0)	Thursday, 28 November 2024, 15:01	Great job!	8
No submission	<span>Grade</span> -	<span>Edit</span> ▼ -	<span>▶</span> <span>Comments</span> (0)	-	-	-
No submission Graded	<span>Grade</span> 68.00 / 100.00	<span>Edit</span> ▼ -	<span>▶</span> <span>Comments</span> (0)	Thursday, 28 November 2024, 15:01	Good!	6

