



Teacher Guide

Grading HE Assignments In Moodle

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HE Assignments at Colchester Institute

HE assignments are assessed and graded in Moodle, the college's Virtual Learning Environment. The assignments are in special courses created by the HE administrators.

Teachers are assigned to the relevant course upon request, after attending a short training session run by Moodle Support. Students are instructed on how to enrol on the assignment courses from their 'General Information' course during Induction. It is not unknown for students to forget these details however, and therefore it is important that the teacher is aware and checks for understanding.

When students are assessed on work not requiring uploading of documents, an assignment will be created so that the teacher can still provide grading and assessment through Moodle.

As a teacher you will be familiar with editing your own Moodle subject course. However, for regulatory purposes, you cannot edit HE Assignment courses. You will have the ability to grade and assess students' submissions, but all other editing is handled by the HE Administrators.

For queries relating to HE assignments, contact the HE administrator for your curriculum area.

For technical queries (e.g. unable to upload a feedback document) contact Moodle Support.

The HE assignment courses are for summative assessment only.

Student Access to Assignment Areas

Students access the assignments area for their year through the 'General Information' course for their degree. It is important that the teacher checks the students' understanding of this and that the teacher is also enrolled on the 'General Information' course for their degree and knows the enrolment key (for guidance see [appendix – View the enrolment key for a course](#))

For a full guide to the student process of uploading assignments [click here](#)

How to Grade an Assignment

The assignments due in each semester are grouped under a semester heading:

Semester One Submissions

Under the heading for the appropriate semester, look for the relevant assignment.



Click on the assignment and you will see the grading summary screen. (New feature: previously the assignment links would show as grey links, whilst teachers were marking. The links will now be blue at all times.)

Module 1 Principles of Teaching and Learning: Written Assignment

Grading summary

Participants	4
Drafts	0
Submitted	4
Needs grading	4
Due date	Friday, 26 January 2018, 12:00 PM
Time remaining	Assignment is due

[View all submissions](#) [Grade](#)

If you click on 'View Submissions' you will be shown the grade book, listing all the students, as shown below (if you click 'Grade' you will miss out this step and go straight to the first student in the list).

Click on 'Grade' to view and grade a student's work.

Select	User picture	First name / Surname	ID number	Email address	Status	Grade
<input type="checkbox"/>		First name / Surname	12345678	Example@colchester.ac.uk	Submitted for grading	Grade <input type="text"/> / 100.00


The Assignment Grading Window

Add your grade to the 'grade' box and then scroll down

The screenshot shows the Moodle Assignment Grading Window. At the top, it displays the course name 'Assignment Submission: Business Management/Year 1', the user 'Fiona Wilson', and the due date 'Friday, 13 November 2015, 12:00 PM'. The 'Submission' section indicates the assignment was submitted 1 hour 40 mins early and is graded. The 'Grade' section features a 'Grade out of 100' field with a question mark icon, a 'Current grade in gradebook' of 44.00, and a 'Save changes' button. A yellow callout box with the text 'Add your grade here' points to the grade input field. Another yellow callout box with the text 'Scroll down to Feedback Files Area' points to the bottom of the page. At the bottom, there are 'Notify students', 'Save changes', and 'Reset' buttons.

Scrolling down will show the 'Feedback Files' area (the plain text comments box should be avoided).

The screenshot shows the Moodle Assignment Grading Window with the 'Feedback Files' area visible. The 'Feedback files' section includes an 'Upload' icon, a 'Path' field, and a 'Files' area containing two Word documents. A yellow callout box with the text 'Upload option available by clicking here' points to the upload icon. Another yellow callout box with the text 'Or drag your files from your PC to here (quicker!)' points to the files area. A third yellow callout box with the text 'Once you have saved changes, click on the arrow to find the next student you wish to grade' points to the 'Change user' dropdown menu. A fourth yellow callout box with the text 'Save your changes' points to the 'Save changes' button. At the bottom, there are 'Notify students', 'Save changes', and 'Reset' buttons.

It is easier to drag files from your PC to the Feedback files area. However if you prefer, you can also upload them like an attachment to an email by clicking on the  icon.

To rename or delete a file, click on the file's icon and you will be offered those options.

If there are no further files to upload for this student, click on **Save Changes**.

You can then move to the next student by clicking on the dropdown at the top-right of the grading window.

Late assignments

For a standard late assignment (a submission after the assignment due date, but within the late assignment cut-off date, it will be highlighted in red), do not mark until the cut-off date has passed (because the student may not have completed the submission yet).

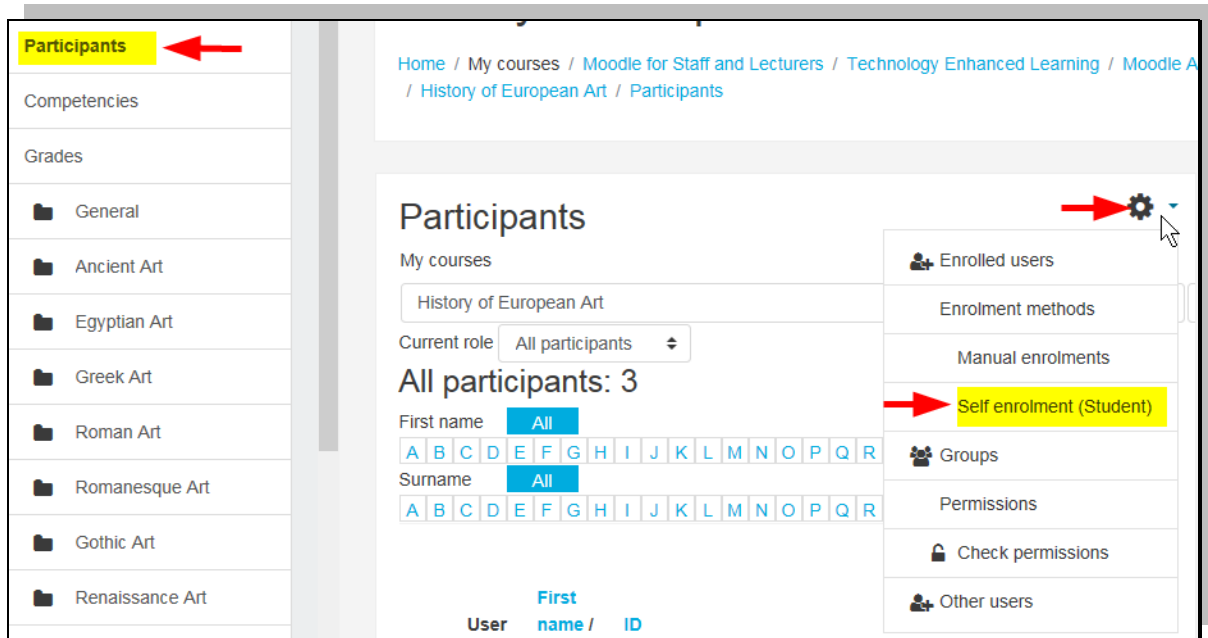
For assignments where the student has been given an extension date after the assignment has been opened for viewing by all students, you must particularly make sure you do not submit the grading until it is officially allowed to be released and that your HE administrator has been informed. If in any doubt as to how to proceed, consult the HE course leader.

Appendix – Viewing a course enrolment key

(If you are on one of the older themes see 'Older Themes' below.)

New Theme

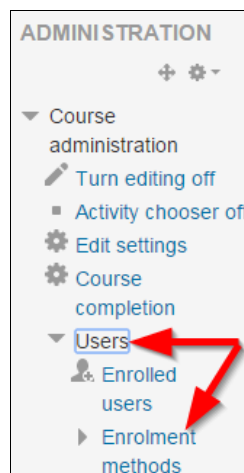
Click on 'Participants', then click on the gear wheel, and then click on 'Self Enrolment (Students)'.



The screenshot shows the Moodle interface for viewing participants. On the left sidebar, the 'Participants' menu item is highlighted in yellow with a red arrow pointing to it. The main content area displays the 'Participants' page for the course 'History of European Art'. At the top right of the main content area, a gear icon (settings) is highlighted with a red arrow. On the right-hand side of the page, a vertical menu contains several options: 'Enrolled users', 'Enrolment methods', 'Manual enrolments', 'Self enrolment (Student)', 'Groups', 'Permissions', 'Check permissions', and 'Other users'. The 'Self enrolment (Student)' option is highlighted in yellow with a red arrow pointing to it.

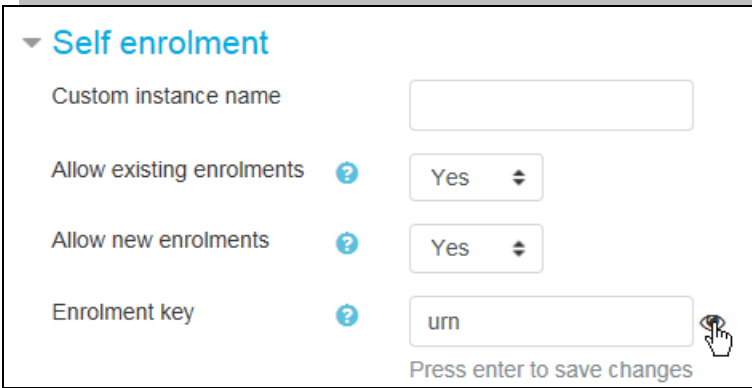
Older Themes

In the 'Administration' block, expand 'Users', and then click on 'Self Enrolment (Students)'.




The screenshot shows the 'ADMINISTRATION' block in Moodle. The 'Users' menu item is expanded, and the 'Self Enrolment (Students)' option is highlighted with a red arrow. The 'Users' menu is also highlighted with a red arrow.


Look at the enrolment key. Change it if required.





▼ **Self enrolment**

Custom instance name

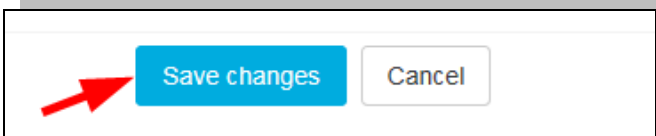
Allow existing enrolments  Yes


Allow new enrolments  Yes

Enrolment key  

Press enter to save changes

If you change the key, scroll down and click on 'Save Changes'.





- Remember to tell your students what the key is!
- The first time the student clicks on the course, they will be prompted for this enrolment key.
- Once they have entered the enrolment key, they will be enrolled on the course.
- Thereafter, the course will be part of their 'My Courses' block.