UNAM
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Centre for Open, Distance and eLearning

Additions for Offline Assignment Marking
on
Moodle

Gradebook Worksheet

April 2017

This is a supplement guide to the Guide for Assignment Marking on Moodle – Online and Offline. It provides additional information for the offline assignment marking option. The four points described are:

1. Enabling the download of a Gradebook worksheet described in **section 2.3** in the main Assignment Marking Guide
2. Tips on the use of the offline Gradebook worksheet when entering marks and feedback offline, and how to upload back to Moodle
3. Grades or Marks Export
4. Dealing with non-submissions and erroneous submissions

Also described here is the exporting of the gradebook to see marked assignments in courses with single tutor marker. Exports for marking done in modules with more than one tutor marker will be handled differently and guide for that is being drafted.

1   Enable Download of Gradebook Worksheet

The download of the gradebook worksheet is described in section 2.3 in the Guide for Assignment Marking update of March 2017. Once the necessary settings are applied which would be described in this guide; you would see the options in the view of **all submissions** listing of the assignment as shown in the screenshot below.
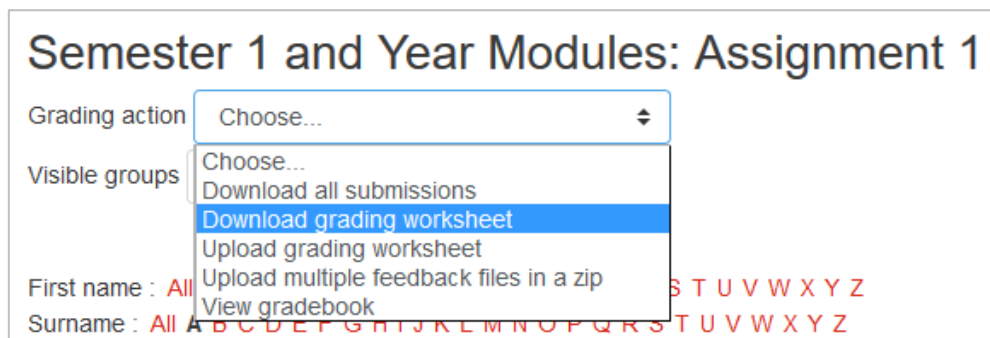

Figure 1: Grading action once settings applied

The following steps start from the point of the viewing the Assignment activity. You can follow the steps the marking guide which would be summarized into following:

1. Access Moodle at url *http://elearning.unam.edu.na*
2. Login with provide details; default password if logging in for the first time
3. Enter course by clicking on module name on dashboard
4. Select *Assessment* section in module
5. Select Assignment activity (*Semester 1 and Year Modules: Assignment 1* for example)

You would see the assignment summary as shown in the screenshot below, from which you would edit *Feedback setting* section of the assignment.
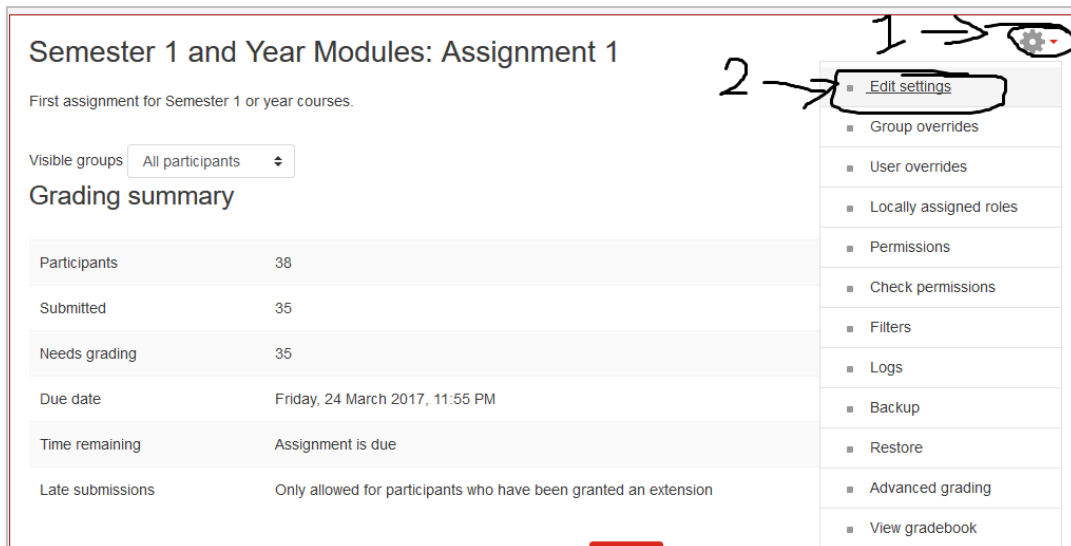
Figure 2: Edit settings of Assignment activity

Scroll down the various categories of setting until *Feedback types*.
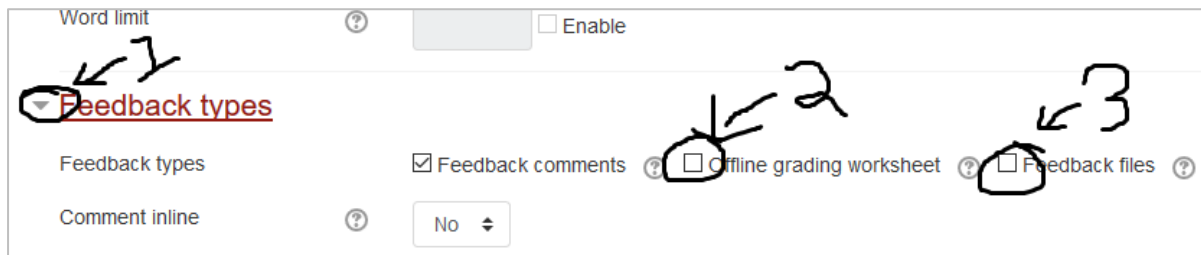

Figure 3: Required setting for above grading actions

Tick the *Offline grading worksheet* that would allow it be downloaded as seen in **Figure 1**. Enabling for Feedback files indicated with 3 above allows for assignment submission which have inserted MS Word comments and track changes back onto the system to be made available for the students.

How to download and upload updated gradebook worksheet in described on the assignment marking guide under section 2.3.

2   Tip for using offline Gradebook Worksheet

The sheet may be large making it hard to enter the feedback and grade for the students. Using the Freeze pan feature in Microsoft Excel can make this process a bit easier and the below is how to do it.

The screenshot below indicates the menus and as such where you have to click and as per the order indicated with the numbers. When selecting the cell, make sure to click in cell **D2** as shown so that the first row and first column is frozen which are having the headings and student numbers respectively.
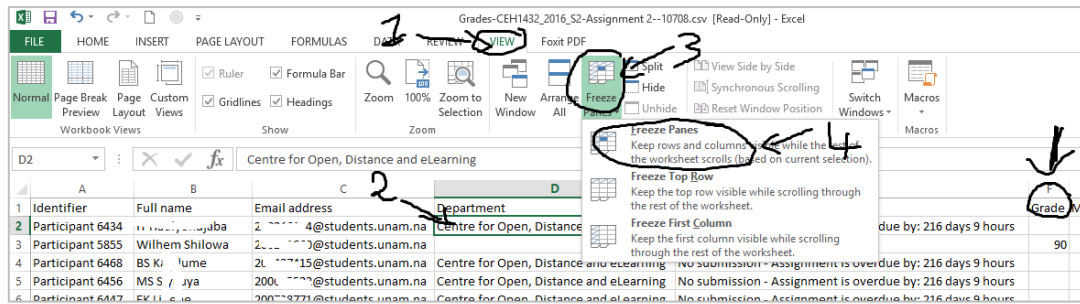
Figure 4: Steps to freeze row and column

You would then use the scroll bar at the bottom right allowing you to scroll until you have the necessary cell in your view such as the grade and feedback to enter.
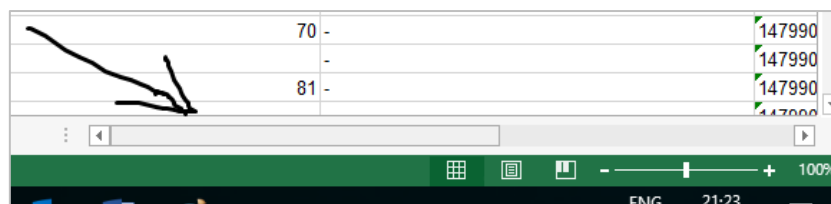

Figure 5: Scrollbar to adjust view of rows and columns

To enter the grade and, enter in both columns.

3 Grades or Marks Export

This section shows how to export the grades which include all the online marked assignments. This would work for modules with single tutor marker as all marked assignments would have been done by that lecturer. It would be a bit different for modules having more than one tutor marker.

First you open the Gradebook online while inside the module for which you want to export by clicking on Grade menu as shown below.
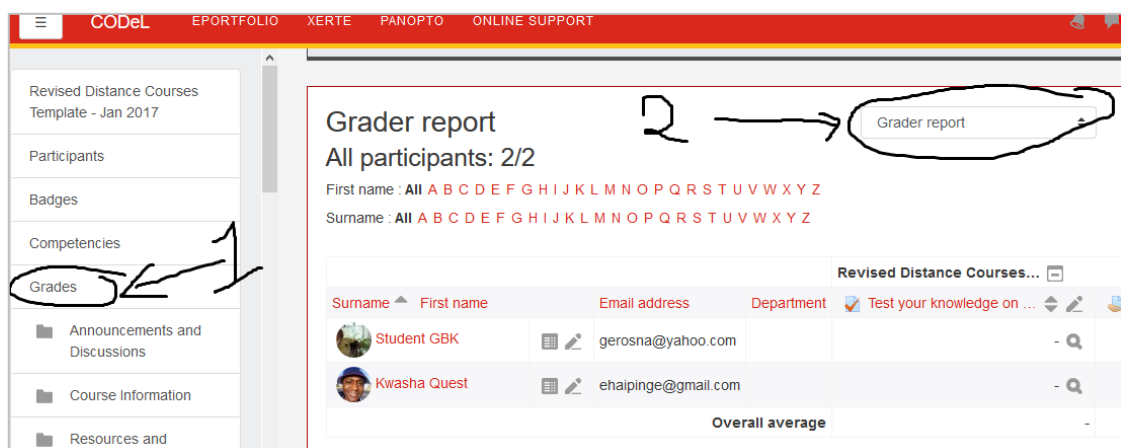

Figure 6: Grade report

Once you have clicked on the dropdown menu for more gradebook options, you would scrolled down until you see the *Export* options and select *Excel spreadsheet*.
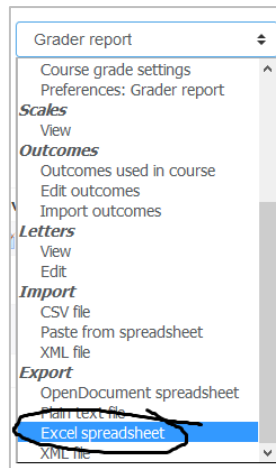
Figure 7: Export option of gradebook

You would then be presented with the options of what should be included in the export. The key thing to check are indicated in the screenshot below.
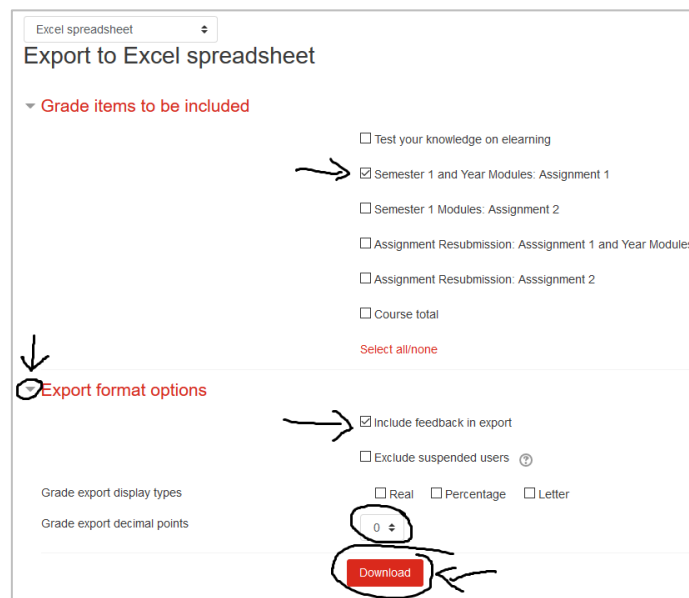

Figure 8: Gradebook export inclusion options

This concludes this guide. Please refer to the Guide for Assignment Marking updated March 2017 for further, detailed information.

Exports for marking done in modules with more than one tutor marker will be handled differently and a separate guide drafted for that.

4 Dealing with Non-submissions and Erroneous Submissions

Tutor-Markers would find that there are students that fail to submit assignments at all, and those that would make an error and submit a wrong assignment. In such cases, tutors are urged to refrain from awarding a ZERO/0 to such a student and rather simply skip the

student's assignment in question. If a student fails to submit and the assignment is blank, simply skip the student in question. If the student happens to submit a wrong assignment or wrong file, just make a note for the student in the COMMENTS section, but avoid writing anything in the Grade Box or Feedback Comments section (see below).

Students who upload corrupted files or documents that do not show in Moodle, please notify the Moodle Administrator for assistance.