



Centre for Open, Distance and eLearning

Guide for Assignment Marking on Moodle

Online & Offline

March 2017

Contents

1	SECTION A: ONLINE MARKING	3
1.1	Login to Moodle	3
1.2	Select or Enter Your Course	3
1.3	Select Assignment	5
1.4	View All Submissions.....	7
1.5	Options and Bulk Actions on View of All Submissions	8
1.6	Grade Submissions or Assignment.....	10
1.7	Using the Annotation Tools	11
2	SECTION B: OFFLINE MARKING	12
2.1	Download Submissions to Insert MS Word Comments and as such	12
2.1.1	In Folders.....	14
2.1.2	Without Folders	15
2.2	Uploaded Files with Applied Track Changes back to Moodle	15
2.3	Download Offline Grading Worksheet.....	18
2.4	Upload Grading Worksheet with Offline Entered Marks and Feedback Comments	20
3	Frequently Asked Questions and Possible Issues	Error! Bookmark not defined.
3.1	Submission show a blank document.....	Error! Bookmark not defined.
3.2	Student may edit submission which I have already marked ...	Error! Bookmark not defined.
3.3	I want to mark question per question, rather than complete grading for each submission before going to the next	Error! Bookmark not defined.
3.4	Student submitted wrong assignment in my course or module	Error! Bookmark not defined.
4	Appendix A: Lecturers and Tutor Markers: How to Lock Submissions	23

1 SECTION A: ONLINE MARKING

The following is a quick guide for marking the assignments on the UNAM Moodle Learning Management System.

The Online option is described in Section A and Offline option where you can download the submissions in Section B of this guide.

1.1 Login to Moodle

Access the Moodle Learning Management System at <http://elearning.unam.edu.na>

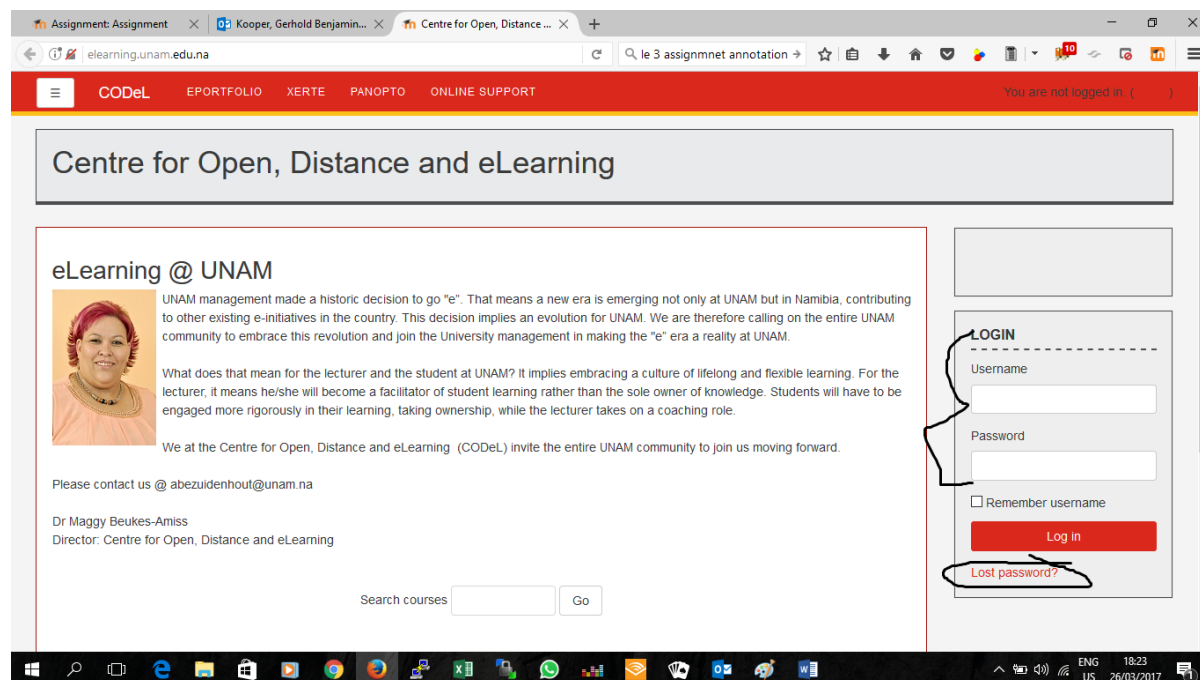


Figure 1: Front page for login onto Moodle

If you perhaps forget your password, you can do a self-reset by clicking on **Lost password** link circled above and follow the instructions on the next screen. You will receive an email in your email for changing the password.

1.2 Select or Enter Your Course

You have two options for accessing the course for which you want to upload the assignment.

Option 1: Access Courses from the “My Courses” menu on the Navigation bar as below.

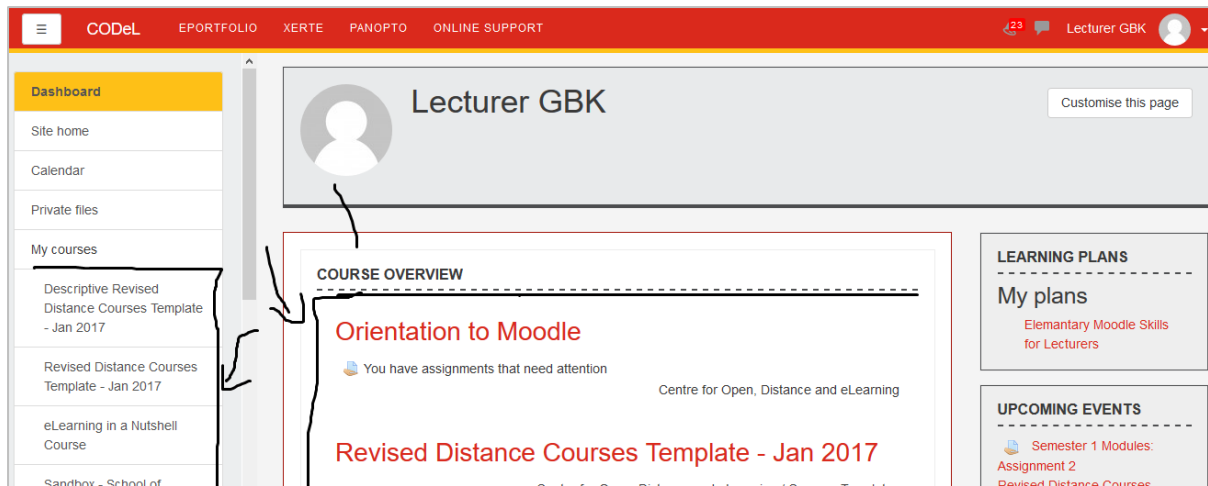


Figure 2: List of enrolled courses under “My Courses” menu on navigation bar

This option is the easiest visible and accessible from any place in Moodle.

Option 2: Access Courses from the Dashboard under *Course overview*.

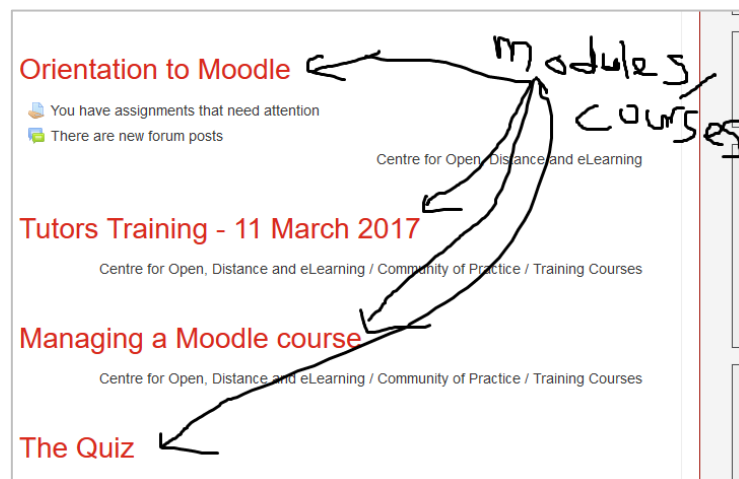


Figure 3: List of enrolled modules on “Dashboard”

When you click on the dashboard, you will see a list of all the courses for which you are enrolled in the “*Course Overview*” block. You may sometimes have to click on “Show more” if you have a lot of courses.

Select the **Assessment** Section shown below to see the list of assignments.

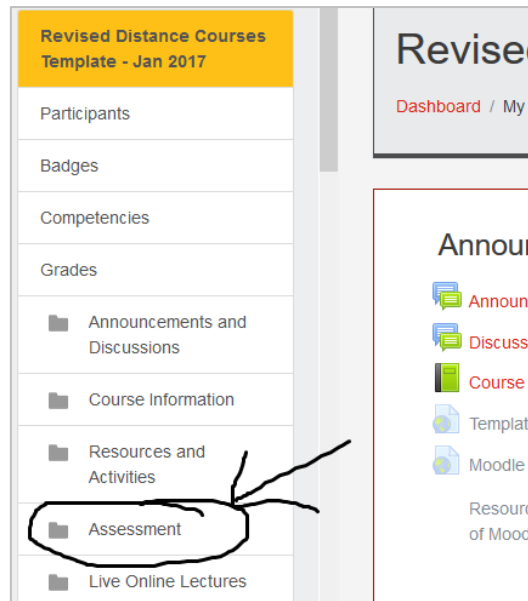


Figure 4: Listing of assignments under "Assessment" section

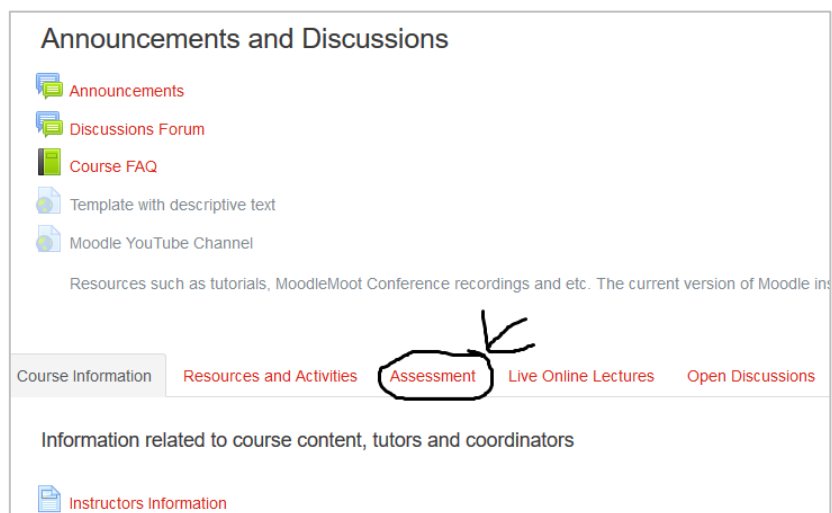


Figure 5: Listing of assignments under "Assessment" section

Once you are under the Assessment section, among other resources you would find the assignment activity which you need to select to start the online marking.

1.3 Select Assignment

You must then click on the name of the assignment you would like to submit. The assignment activity would be accompanied by the 📄 icon.

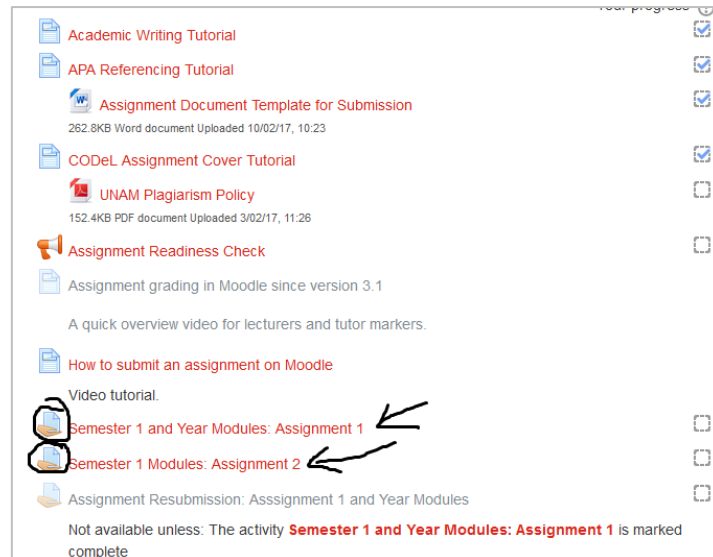


Figure 6: Example assignment activities

Once you have selected the assignment, you will be shown all the necessary information about the selected assignment as shown in figure 5 below.

Assignment 2

Visible groups

All participants

Grading summary

Participants	188
Submitted	25
Needs grading	25
Due date	Monday, 29 August 2016, 11:55 PM
Time remaining	Assignment is due
Late submissions	Allowed until Thursday, 1 September 2016, 11:55 PM

View all submissions Grade

Figure 7: Selected Assignment Information

In the above screenshot the circled dropdown list allow you to choose the information for particular group (the Centre) as shown below in figure 6. The “Grading summary” will reflect the selected group. **We recommend that if a course has many tutor-markers, then you should distribute students amongst tutors based on Centres: each tutor gets assigned (a) particular Centre/s. This would make it easier for claim purposes as it would be easier to determine which students a particular tutor has actually marked.**

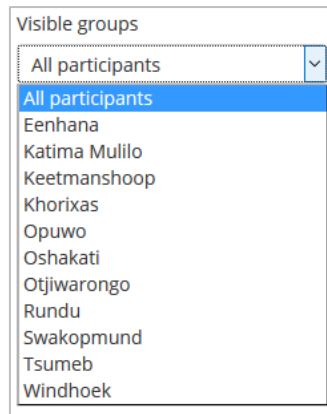


Figure 8: Group options

Next we look at the information presented when you view the list of all submissions.

1.4 View All Submissions

When you have clicked on the “*View all submissions*” button in figure 5, you will be presented with the list of submission shown below in figure 7. If you click on the “*Grade*” button in figure 5, you be presented with the grading screen for the first student as shown in figure 14.

Assignment 2

Grading action: Choose...

Visible groups: All participants

Reset table preferences

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)
<input type="checkbox"/>		...	2002...@students.unam.na	Submitted for grading	Grade	Edit	Monday, 29 August 2016, 2:21 PM	Legal and Ethical issues final.docx URKUND	Comments (0)	-
<input type="checkbox"/>		...	2012...@students.unam.na	Submitted for grading	Grade	Edit	Monday, 29 August 2016, 2:21 PM	Assignment 2 of Legal and Ethical issues in HIVAIDS.docx URKUND	Comments (0)	-
<input type="checkbox"/>		...	2013...@students.unam.na	Submitted for grading	Grade	Edit	Sunday, 28 August 2016, 8:08 PM	LEGAL ETHICAL ISSUES.docx URKUND	Comments (0)	-
<input type="checkbox"/>		...	2013...@students.unam.na	Submitted for grading	Grade	Edit	Monday, 29 August 2016, 8:50 PM	Assignment 2 LEGAL ETHICAL ISSUES.docx URKUND	Comments (0)	-

Handwritten note: Urkund score

Figure 9: List of submissions

Due to screen display limitation, not all fields are visible above and the rest of the fields are shown below in figure 8 with the associated user information part in figure 9.

The Urkund score indicated as above shows the percentage overlap of the content in the assignment document. **A separate communication will be sent out on how to interpret these scores and what to do with it.**

Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Final grade

Figure 10: Part of list of submissions fields

Below is the information associated with the above fields shown with the drawn box.



Figure 11: Information sample of part of the fields above

Next we look at the actions you can perform on the list of submissions shown in figure 7.

1.5 Options and Bulk Actions on View of All Submissions

There are various actions you can perform in bulk on the list of submissions. Below in figure 10 you see the “Grading action” options which is seen in the top left as can be seen in figure 7.

As seen in the dropdown menu, you can download all the assignment onto your computer to maybe print-out and mark by hand. You would then enter the marks and feedback of the offline marked assignment with quick grading when you view the list of submissions as seen above in figure 7 and clicking on the button “Save all quick grading changes” marked with C in figure 11 below.

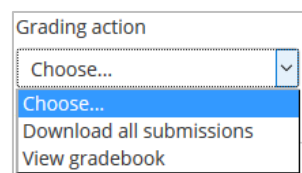


Figure 12: “Grading action” options for submission list

The screenshot below in figure 11 shows all the buttons and options found at the bottom of the list of submissions for the assignment.

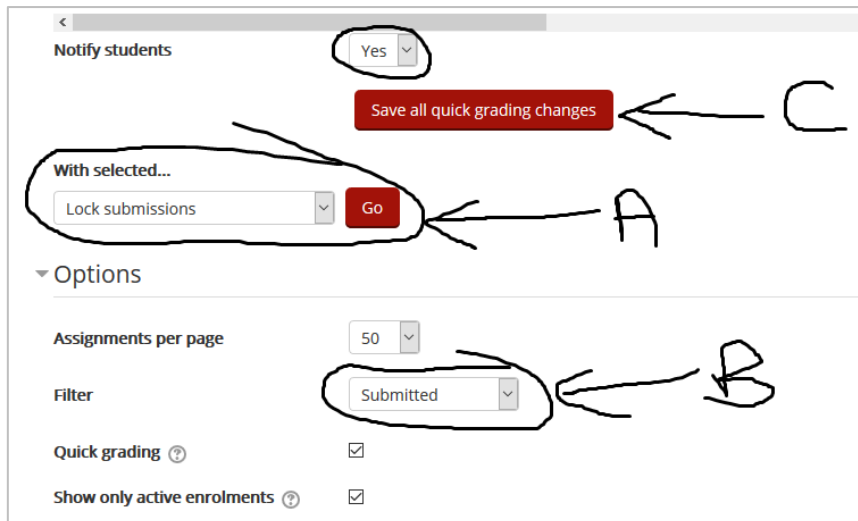


Figure 13: Bulk action options at bottom of submission list

In the above screenshot the labels with letters are as follows:

- A → When you have selected a some number of submissions by ticking the checkbox next to each submission, you can perform the operations listed in figure 12 below. “*Lock submission*” prohibits the selected students from making any changes or updates to their submitted assignment.

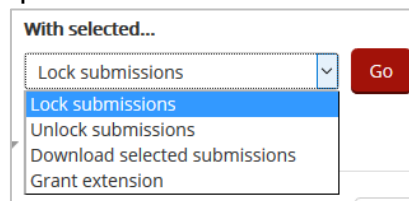


Figure 14: (A) Bulk action options on selected submissions from list

- B → You can filter the list of submission displayed as per the options shown in figure 13 below.

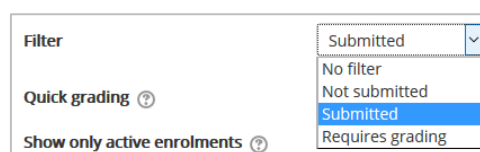


Figure 15: (B) “Filter” options

- C → When you have downloaded, printed and marked the assignments offline and just want to enter marks and feedback, you click on this button to save the quick grading changes.

Next, we will look at the grading process for each student one by one.

1.6 Grade Submissions or Assignment

As seen in figure 7, there is a “Grade” button next to each student and when you click on the button next to the student you would like to grade, you would be taken to a screen as shown below in figure 14.

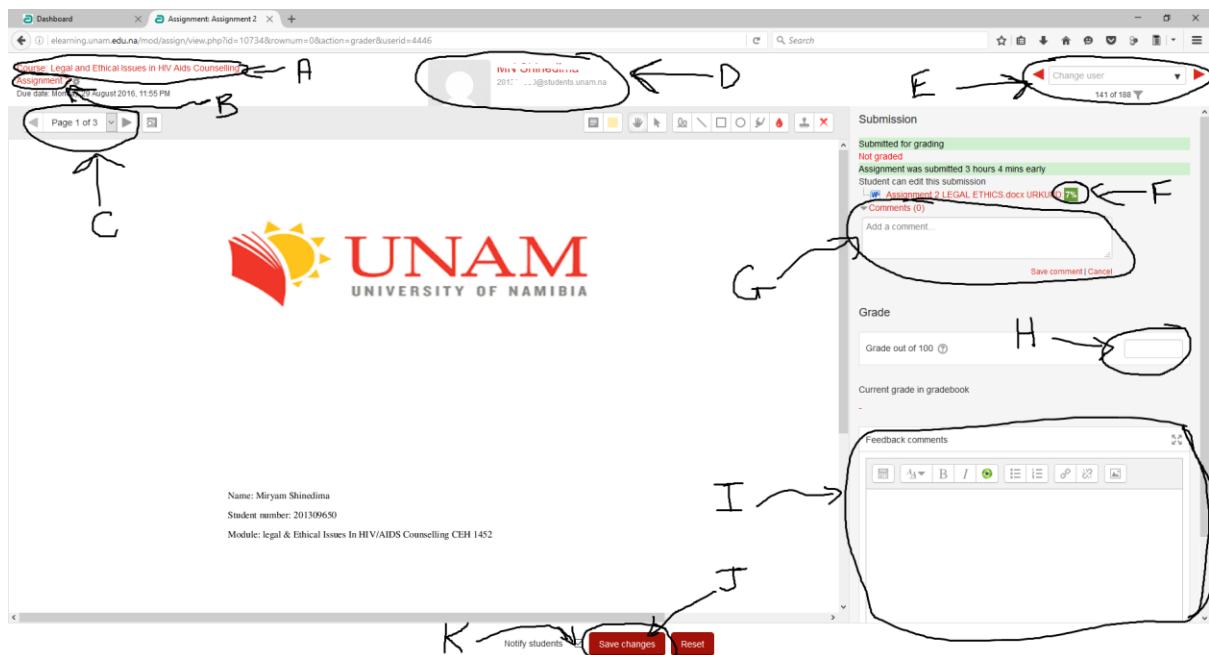


Figure 16: Grading screen

In the above screenshot the labels for each are as follows:

- A → Link to exit to the current course or module
- B → Link to exit to the current assignment. Would be shows the screen as in figure 5 giving the “Grading summary”.
- C → Navigation buttons for the pages in the document currently being marked.
- D → Name and student number of the current student who’s submission is being marked.
- E → Navigation through the students in the current assignment. You can see it more closely in figure 15 below. To see a particular student, you can start typing the name in the text box written “Change user”.

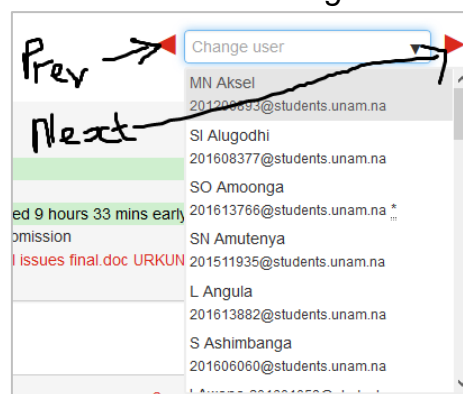


Figure 17: (E) Students selection

- F → Shows the Urkund overlap score.
- G → Where you can exchange comments with the student; This is not for the feedback about the grading. You must click on the “*Comments*” link to see the input text box. This is like messaging with regard to the submission and is continuously visible to the student.
- H → Where you enter the mark or grade.
- I → Where you enter the feedback for the grading.
- J → When done entering the grade and the “*Feedback comments*”, you click here to save and make affect the grade.
- K → This indicates if the student is to be notified via email that his assignment has been marked.

You can move to the next student by clicking on the arrow for next labelled in figure 15.

1.7 Using the Annotation Tools

The annotation tools are found on top of the assignment documents.

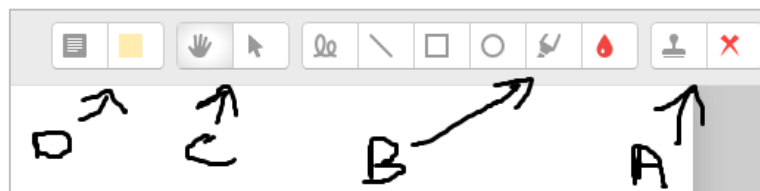


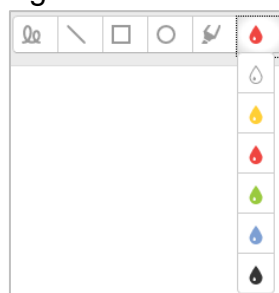
Figure 18: Annotations toolbar


The icons or button form 4 groups as labelled above A, B, C and D. Their functions are follows:

- A → The stamp has an icon next to it for the selection of what to be stamped. If you click on cross icon you would see the following option. After having selected what to stamp, you just on the document where you want to stamp.



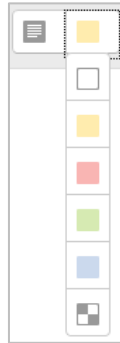
- B → These icons are for the highlight and other shapes such as circle, rectangle, straight line and free hand. You click on the drop to select the colour of the shapes and highlighter.



- C → These are for selection of existing annotation on the document. You would use the cursor icon to delete an annotation. You first click on the  icon and you would see the option to delete with a little trash icon as seen below for example.



- D → This is inserting comments. You would choose the colour of the textbox by clicking on the colour icon as seen below.



You can easily remove a textbox with comments by clicking on the textbox and then trash can icon without having to first use the selection cursor as with other annotations as seen below.



This ends Section A of this guide.

2 SECTION B: OFFLINE MARKING

The following is a guide for **Alternative Offline Marking** of the assignments on the CODEL Moodle Learning Management System (LMS).

It is also a guide or feedback through the use of Microsoft Word insert comments and Track Changes.

2.1 Download Submissions to Insert MS Word Comments and as such

While at the screen when viewing all the submissions for selected assignment as in **figure 9** above, on the top right you would have the option for downloading all the submissions as shown in **figure 19** below.

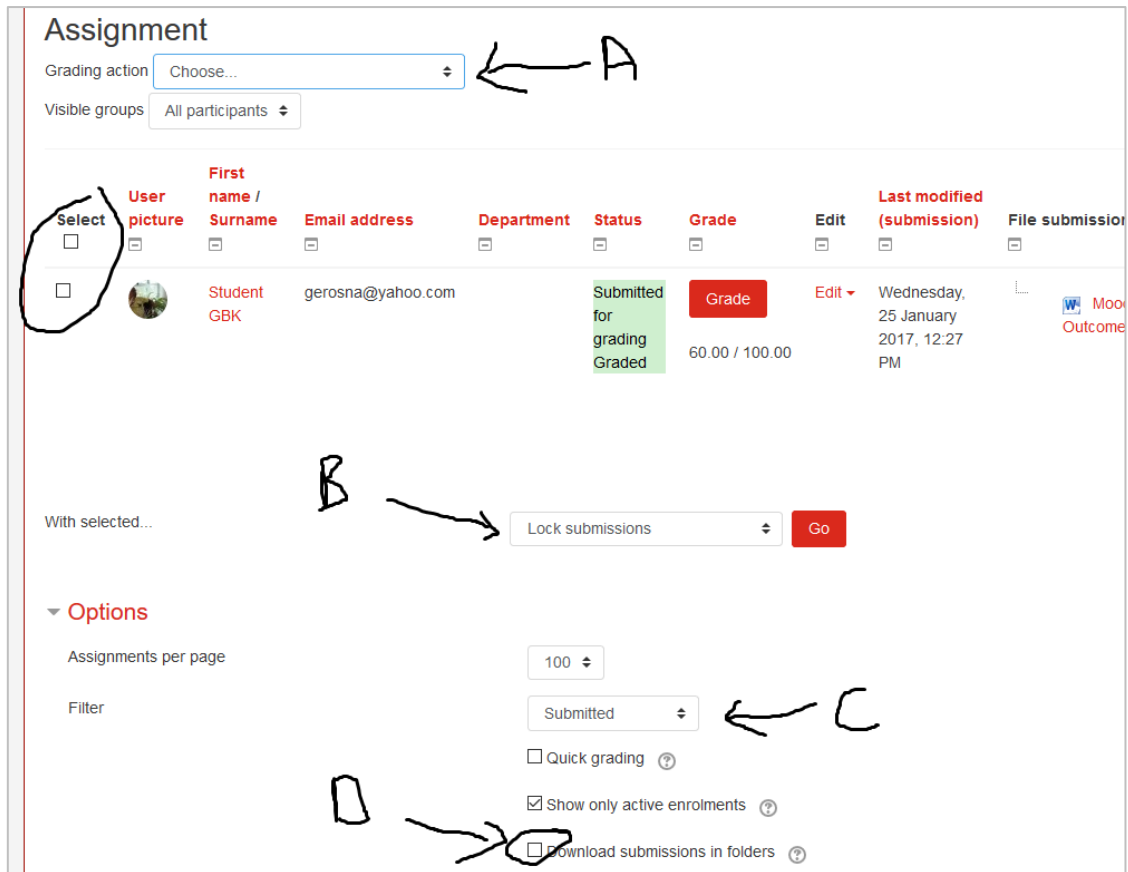
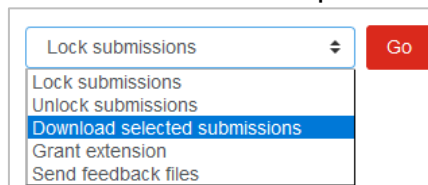


Figure 19: View all submissions view

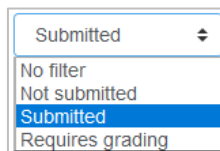
While on the screen of view of all submissions, at the bottom you have the option of how downloads should be formatted. The menus as labelled above are:

- A → Where you would click for the option to download all submission as seen in Figure 20 below.
- B → If you would like to download a selected few, you would first filter and select the submissions and then choose the option from this menu.



You have to click on the Go button for the selected action to be executed.

- C → To filter submissions listed.



- D → Whether submissions should be organized in folders or not for download.

If you would like to download selected submissions, you would select the specific assignment by ticking the checkboxes on the left of each and using the menus on the bottom labelled as A in figure 11 above.

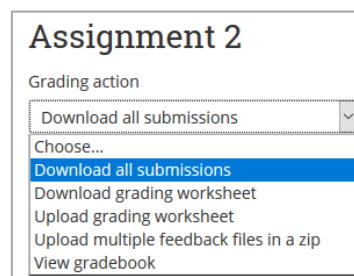


Figure 20: Grading action options

Once you have selected to download the submission from the dropdown menu, you would be presented with the usual dialog box to save the zip file containing all the submissions. Make sure to select the option to "Save File" and choose the location to save.

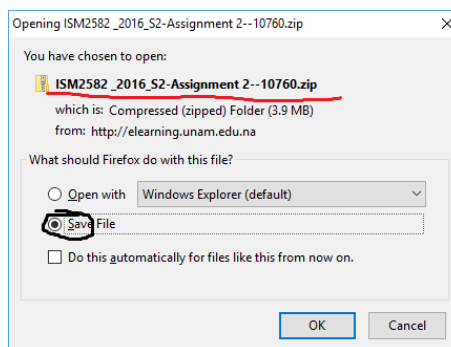


Figure 21: Dialog box to save submissions

After you have saved the zip file at the desired location, extract the files as seen in **figure 22** below. *The screenshot may not look the same as on your screen depending on your operating system and installed zip program.*

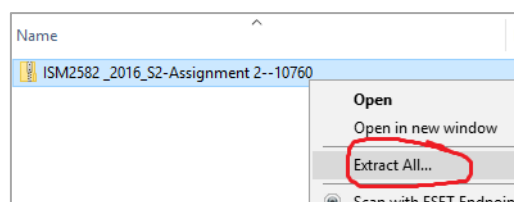


Figure 22: Extract zip file

2.1.1 In Folders

Below is a sample of the extracted submissions, each submission contained in a folder with the students' first name or initials; surname and an identifier. **IT IS IMPORTANT NOT TO CHANGE THE NAMES OF THESE FOLDERS.**

Name	Date modified
AB Huseb_5941_assignsubmission_file_	13/09/201
AM Kwala_6741_assignsubmission_file_	13/09/201
AO Peter_6756_assignsubmission_file_	13/09/201
BA Anton_5944_assignsubmission_file_	13/09/201
CL Muyunda_6730_assignsubmission_file_	13/09/201
EV Hitikua_5939_assignsubmission_file_	13/09/201
GN Markus_6739_assignsubmission_file_	13/09/201
JN Nghishekwa_5970_assignsubmission_file_	13/09/201

Figure 23: Extracted files of submissions

You can now open the folder for each of the student submission, open the word documents and apply track changes.

2.1.2 Without Folders

If you have unchecked the setting labelled D in Figure 19, you would see the submissions as seen Figure 24 below.











	A Kaukewahulo_30138_assignsubmission_file_QUESTION 2.docx
	A Moses_18843_assignsubmission_file_Auditing 1A, Albert Moses.docx
	A Mutikori_18891_assignsubmission_file_Audit Assignment 1 Final.docx
	A Schoeman_29894_assignsubmission_file_AUA3751.pdf
	AK Matengu_18840_assignsubmission_file_AUDITING 1A ASSIGNMENT01.pdf
	AM Ngongo_34785_assignsubmission_file_AUDITING 1 A ASSIGNMENT 1.docx
	AN Hishitongo_18850_assignsubmission_file_ALE AUDITING.docx
	Andreas Five Kavela_32367_assignsubmission_file_CODEL Assignment_Cover_2017.docx
	AP Shatilwe_18876_assignsubmission_file_Auditing 1A.pdf
	Asteria Kosmas_18842_assignsubmission_file_Assignment 1.pdf

Figure 24: Downloaded submissions without option to organize in folders

Each submitted file would be prefixed with the student name and a special number and appended the uploaded file name at the end. **It is important not to change the file names.**

2.2 Uploaded Files with Applied Track Changes back to Moodle

When you have done applying the track changes to the MS Word documents (the assignments), you would need to select or highlight the folders of the student submissions and zip them again as seen in figure 25 below. *The screenshot may not look exactly the same as on your screen depending on your operating system and installed zip software programs.*

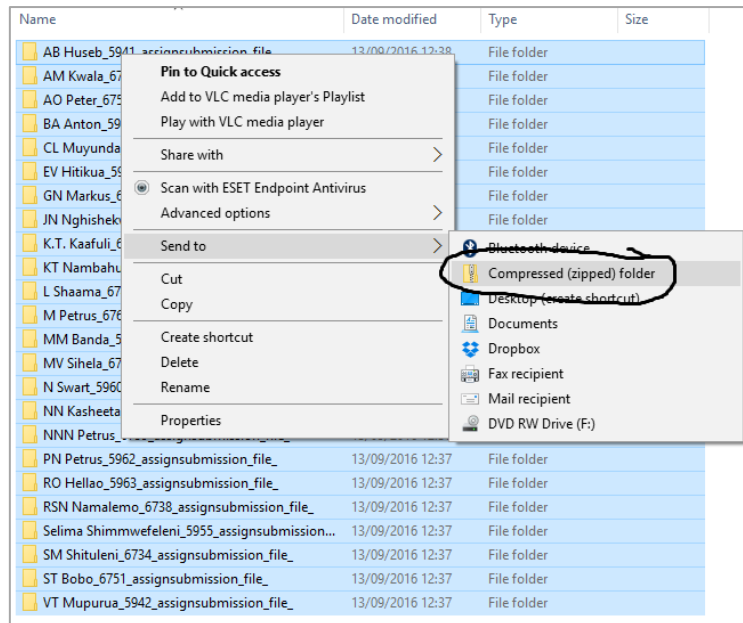


Figure 25: Zip finished submissions with track changes done to be uploaded to Moodle

Once you have clicked to compress folders, you would see the zip file in the same folder as the list of selected folders as seen in **figure 26** below. The name may be by default the one of the first folder, make sure to give this zip file a proper name.

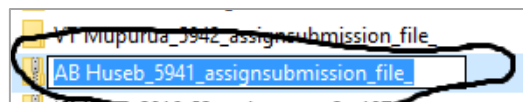


Figure 26: Zip filename

When done to login onto Moodle, entering the course, selecting the assignment activity as explained in sections 1, 2, 3 and 4 above; from the “Grading action” options while viewing all submissions, you select “Upload multiple feedback files in a zip”.

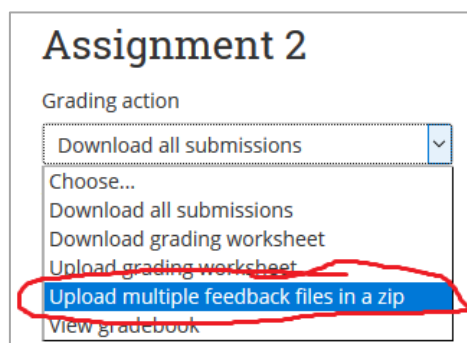


Figure 27: Uploaded done submission with track changes onto Moodle

You would now upload the zip file containing the submissions with track changes applied and saved referred to in **figure 26** above. As shown in **figure 28** below, you would click in “Choose file” (which is the zip file); upload the zip file with the file picker shown in **figure 29** below.

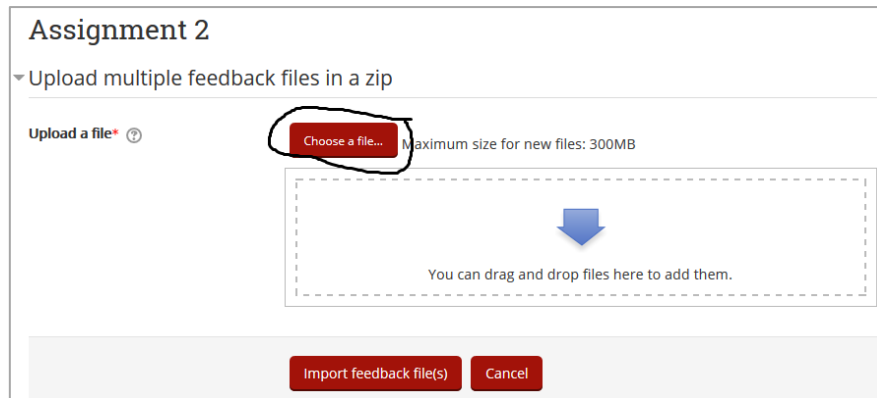


Figure 28: Select and upload zip file

The “File picker” below in **figure 29**, you will be presented whenever you need to upload a file from your computer. Follow as numbered and make sure the file is selected as underlined with red next to the “Browse” button (*not the same file name as the example here*).

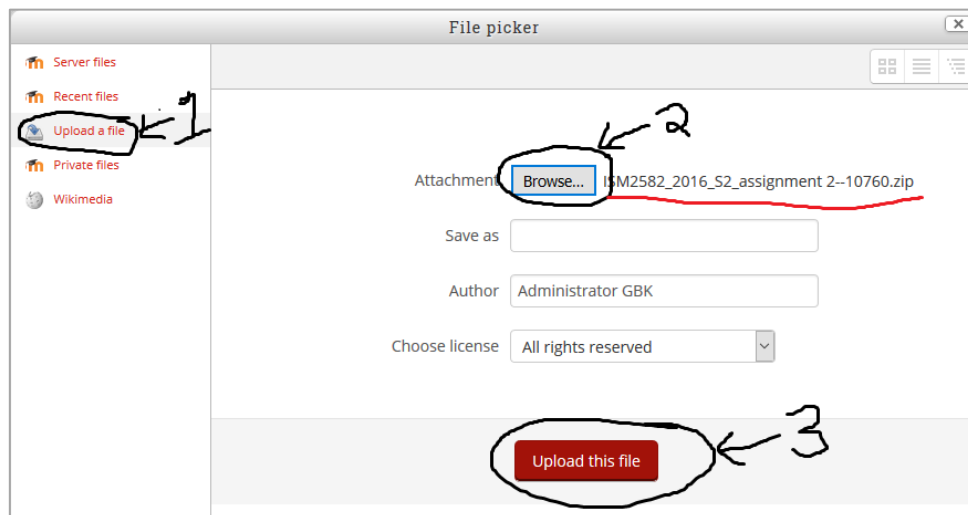


Figure 29: File picker to upload zip file

Once you have uploaded the zip file with the feedback files having the MS Word with track changes applied, you would be presented with confirmation screen as seen in **figure 30** below.

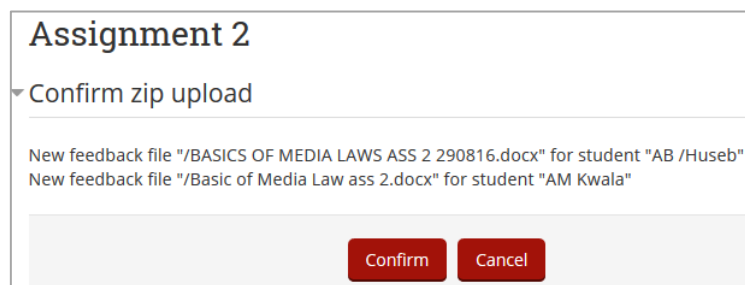


Figure 30: Feedback update confirm

If after you have clicked to “*Import feedback files*”; it gives a result of *no changes*, you probably uploaded the wrong zip files; you likely uploaded the same downloaded zip file of the submissions. Check again and rectify this.

Next we look at downloading the grading worksheet to enter marks and feedback comments offline.

2.3 Download Offline Grading Worksheet

This section is for downloading the grading book to enter the marks/grades and feedback offline in a MS Excel in the case you have done offline marking by hand. When your viewing the submission for an assignment as seen in figure 7 above (after completing steps in sections 1 to 4 above), you can select the “*Download grading worksheet*” from the “*Grading action*” as seen in **figure 31** below.

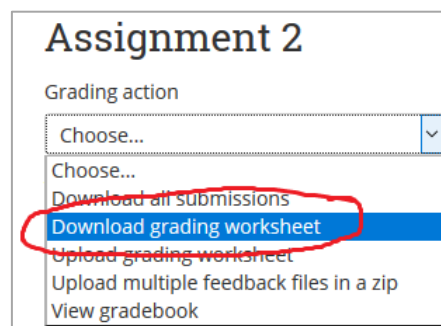


Figure 31: Download grading worksheet

Once you have downloaded the grading sheet and saved it on your computer; when you open it, you should see something as in the screenshot below in **figure 32**.

You can resize the column widths without affecting the data in the sheet. **Do not make any changes in cells other than needed**; see below a bullet list of the field or column names.

Identifier	Full name	Email address	Status	Grade	Maximum Grade	Last modified (submission)	Last modified (grade)	Feedback comments
Participant EV Hikuia	200013973	Submitted for grading -	100	Yes	Thursday, 1 Thursday, 1 September 2016, 11:03 AM			
Participant CW Mayer	200023083	No submission - Assign	100	Yes				
Participant AK Nangole	200327518	No submission - Assign	100	Yes				
Participant Mr/Ms Ngc	200618915	No submission - Assign	100	Yes				
Participant PM Shiwed	200623591	No submission - Assign	100	Yes				
Participant VT Muputu	200642756	Submitted for grading -	100	Yes	Thursday, 1 Thursday, 1 September 2016, 11:18 AM			
Participant FN Kefes	200713593	No submission - Assign	100	Yes				
Participant MN Shiwed	200745506	No submission - Assign	100	Yes				
Participant L Hikuia	200805576	No submission - Assign	100	Yes				
Participant J Kamati	200807801	No submission - Assign	100	Yes				
Participant E Tano	200812882	No submission - Assign	100	Yes				
Participant MMMS May	200815801	No submission - Assign	100	Yes				
Participant EN Nandag	200844541	No submission - Assign	100	Yes				
Participant AO Peter	200915266	Submitted for grading -	100	Yes	Thursday, 1 Thursday, 1 September 2016, 5:13 PM			
Participant PS Mbongo	200935511	No submission - Assign	100	Yes				
Participant Nkik Hemi	200939021	No submission - Assign	100	Yes				
Participant FN Mundia	200949446	No submission - Assign	100	Yes				
Participant AT Gottlieb	200951424	No submission - Assign	100	Yes				
Participant Pji Kohima	200960032	No submission - Assign	100	Yes				
Participant AK Asupoko	201000878	No submission - Assign	100	Yes				
Participant CL Moyund	201016036	Submitted f	45	100	Yes	Monday, 21 Sunday, 11 <p>You were expected to discuss the main principles of the Code of Ethics in your own words and not to reproduce (copy) the Code of Ethics. </p>		
Participant AC Mayumi	201065266	No submission - Assign	100	Yes				
Participant WM Seond	201101822	No submission - Assign	100	Yes				
Participant S Christaan	201103184	No submission - Assign	100	Yes				
Participant AM Skumec	201104163	No submission - Assign	100	Yes				
Participant M Jossop	201105063	No submission - Assign	100	Yes				
Participant MT Mataa	201105143	No submission - Assign	100	Yes				
Participant M Petrus	201105705	Submitted f	60	100	Yes	Monday, 21 Sunday, 11 <p>You were expected to discuss the main principles as contained in the Code of Ethics. </p>		
Participant P Keramen	201121432	No submission - Assign	100	Yes				
Participant EE Tharisee	201172364	No submission - Assign	100	Yes				
Participant J Mtangene	201174926	No submission - Assign	100	Yes				
Participant PSN Kadhi	201200772	No submission - Assign	100	Yes				
Participant AK Hango	201201266	No submission - Assign	100	Yes				
Participant FL Marule	201202386	No submission - Assign	100	Yes				
Participant ST Bobo	201204814	Submitted for grading -	100	Yes	Monday, 21 Monday, 29 August 2016, 11:58 PM			
Participant MM Banda	201205622	Submitted f	70	100	Yes	Monday, 21 Sunday, 4 5 <p>a good discussion of the applicable principles and the application of the relevant principle on the facts of the chosen article. </p>		
Participant K.T. Kaafu	201208866	Submitted f	45	100	Yes	Monday, 21 Sunday, 11 <p>You didn't discuss the principle/s of the Code of Ethics that was/were not complied with in the article that you chose. Instead of copying the Code of Ethics, you were expected to use your own words in		
Participant AP Namup	201212040	No submission - Assign	100	Yes				

Figure 32: Offline grading worksheet view

Below are the list of columns or field names found in the first row; **KEEP THIS EXACTLY AS IT IS**. The data or cells for each student is indicated below and the ones of interest for our purpose are highlighted; which are the Grade/Marks, whether it can be changed and the feedback comments.

- Identifier
- **Full name**
- Email address
- Status
- **Grade**
- Maximum Grade
- **Grade can be changed**
- Last modified (submission)
- Last modified (grade)
- **Feedback comments**

The values under “*Grade can be changed*” is by default set to “Yes” for the respective students; meaning if you have entered a different grade or mark in this offline worksheet than what is on Moodle, the value from the worksheet would be set. If you do not want this to avoid grade changes by mistake, then change all values under this column to “No” and then “Yes” for the ones you specifically want to be updated.

To make sure that the final version of the file is in the correct format to upload back to Moodle, use “Save as” from MS Excel to save the grading worksheet as a .csv (*Comma Separated*) file as seen in **figure 33** below.

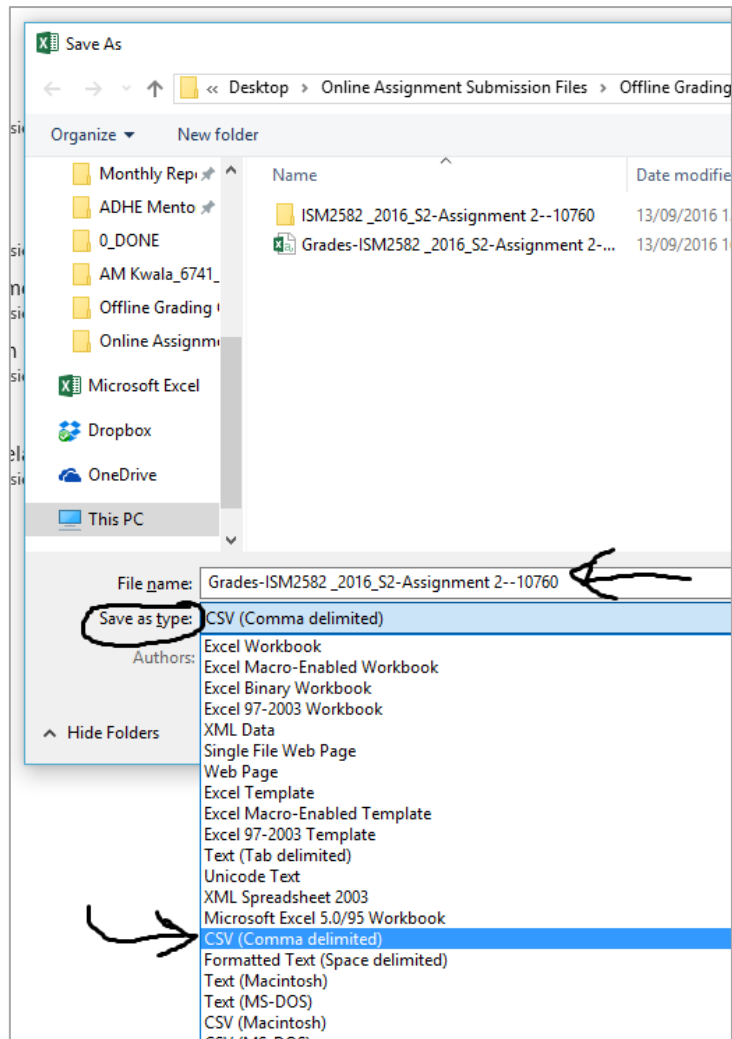


Figure 33: File type and name

Make sure that the file type is as shown above and the file name to be the same as the downloaded in **figure 31**; it contains

- Grades-[course code]-[assignment name]—[identifier]

2.4 Upload Grading Worksheet with Offline Entered Marks and Feedback Comments

When you are done with entering the marks/grades and feedback comments offline in the grading worksheet, you would need to upload them onto Moodle for all those feedback and marks to be reflected online.

Once you are viewing the assignment as in figure 7 above (*after completing steps in sections 1 to 4 above*), you can select the “*Upload grading worksheet*” option from the “*Grading action*” dropdown menu as seen in **figure 34** below.

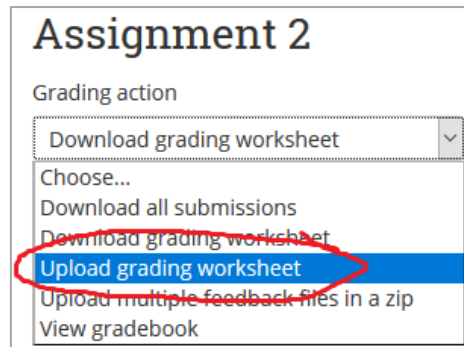


Figure 34: Upload grading worksheet

You would then be presented with a screen similar to the screenshot seen below in **figure 35** to upload the grading worksheet file.

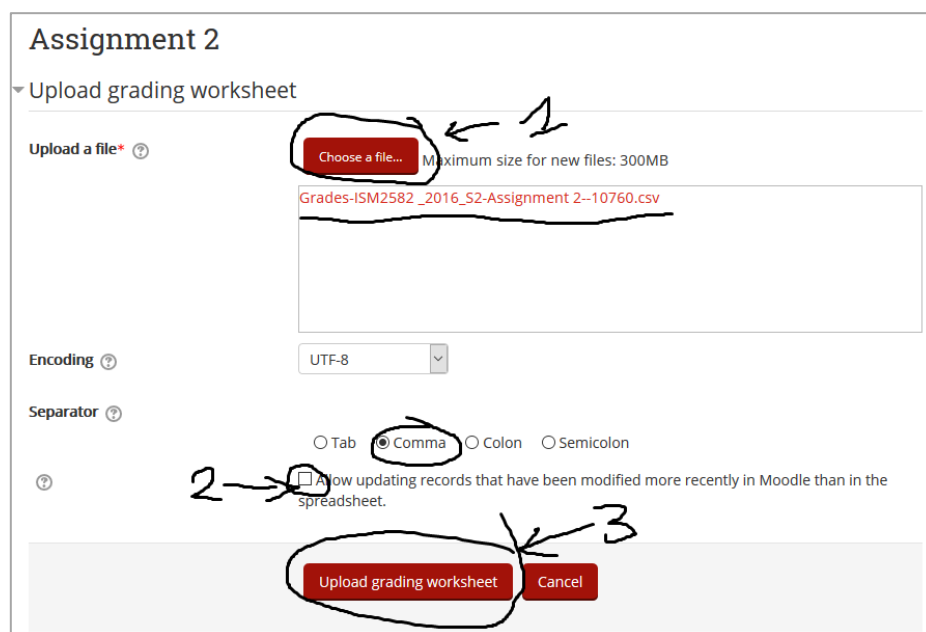


Figure 35: Uploading grading worksheet

In the screenshot above in **figure 35**, once you have selected the file after clicking on “Choose a file” button and using the “File picker” to pick the file from your computer, you would click on “Upload grading worksheet”.

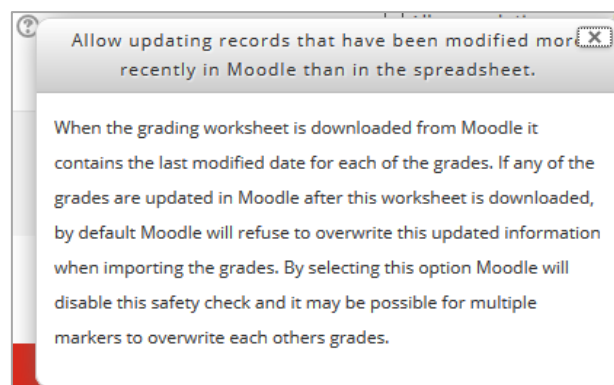
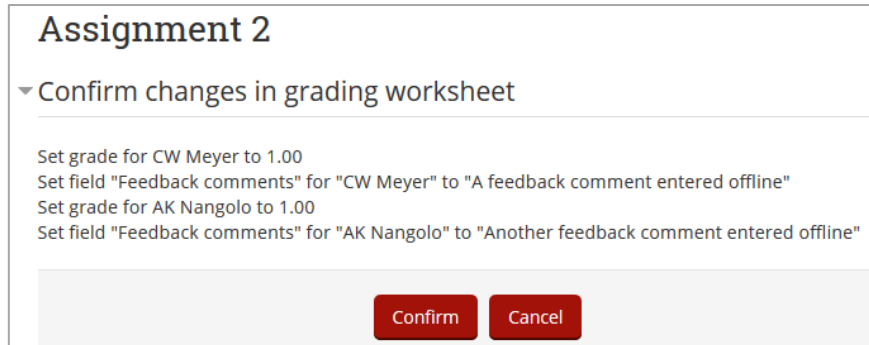


Figure 36: Help text for difference and changes in marks between online and offline

Above in **figure 36** is the help text that would be shown for the check mark to update records labelled 2 in **figure 35** above. Once you choose the grading worksheet file and click on “*Upload grading worksheet*” seen in **figure 35** above, you will be presented with a confirmation screen as seen in **figure 37** below, before changes are reflected.



The screenshot shows a confirmation dialog titled "Assignment 2". Below the title is a section header "Confirm changes in grading worksheet" with a downward arrow. The main content lists four changes: "Set grade for CW Meyer to 1.00", "Set field 'Feedback comments' for 'CW Meyer' to 'A feedback comment entered offline'", "Set grade for AK Nangolo to 1.00", and "Set field 'Feedback comments' for 'AK Nangolo' to 'Another feedback comment entered offline'". At the bottom, there are two red buttons: "Confirm" and "Cancel".

Figure 37: Confirming mark entry only from uploaded grading worksheet

This completes the steps for doing offline grading and feedback entering.

For further enquiries and assistants on this marking process, you can contact the following persons at CODEL:

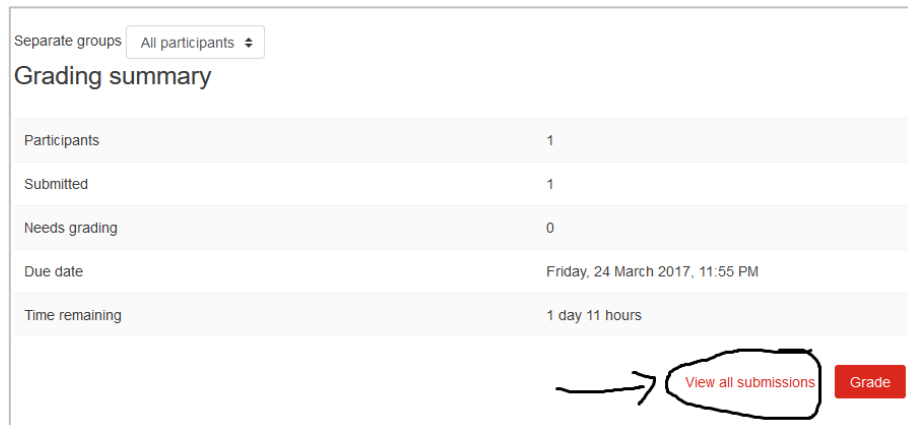
- Gerhold Kooper (*LMS Administrator*) @ gkooper@unam.na; 206 3249
- Erkkie Haipinge (*Deputy Director: eLearning*) @ ehaipinge@unam.na; 206 4906
- Annaliese Bezuidenhout (*Project Manager*) @ abezuidenthout@unam.na; 206 3282

3 Appendix A: Lecturers and Tutor Markers: How to Lock Submissions

It is unfortunate that already graded submissions are not locked automatically for now. This quick guide shows how to lock submitted assignments.

If already graded get regraded, **ONLY** the new graded annotated assignment will be displayed.

Starting from viewing the assignment activity, you would select to [View all submissions](#).



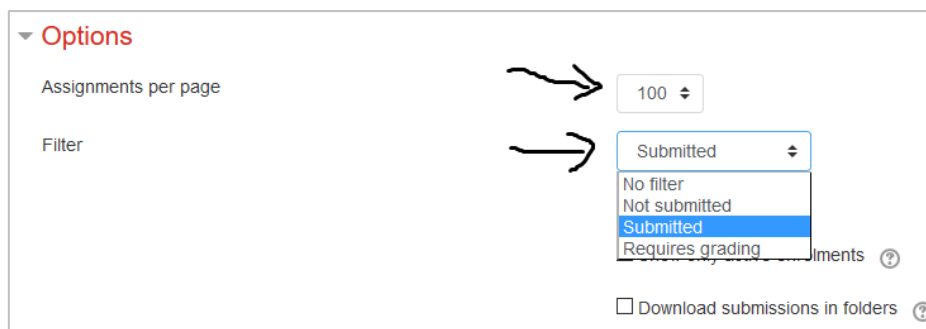
Separate groups All participants ▾

Grading summary

Participants	1
Submitted	1
Needs grading	0
Due date	Friday, 24 March 2017, 11:55 PM
Time remaining	1 day 11 hours

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

First you would want to see all the submissions or at least enough per screen to select with [Assignments per page](#) setting seen below. Also to filter the list as to only see for those students that did made a submissions only by selecting [Submitted](#) for filter.



▼ **Options**

Assignments per page 100 ▾


Filter Submitted ▾

- No filter
- Not submitted
- Submitted**
- Requires grading

☐ Download submissions in folders ?

Once you have selected the filter, you can select all the listed submission by ticking the box indicated below.

Separate groups All participants

Select	User picture	First name / Surname	Email address	Department	Status	Grade	Edit	Last modified (submissions)
<input type="checkbox"/>		Student GBK	gerosna@yahoo.com		Submitted for grading	Grade	Edit	Wednesday, March 20, 8:40 PM
					Submission changes not allowed	70.00 / 100.00		
					Graded			

After having selected all the submitted submissions, you would choose the action at the bottom of the screen to Lock submissions and click on the Go button.

With selected...

Options

Lock submissions

Go


Lock submissions

Unlock submissions

Download selected submissions

Grant extension

When you have locked submissions, the status “Submission changes not allowed” will be indicated next to the locked submissions.

Select	User picture	First name / Surname	Email address	Department	Status	Grade
<input type="checkbox"/>		Student GBK	gerosna@yahoo.com		Submitted for grading	Grade
					Submission changes not allowed	70.00 / 100.00
					Graded	

It will also show status of assignment locked when on the grading screen on the top right of the screen as seen below.

Submission


Submitted for grading

This assignment is not accepting submissions

Graded

1 day 11 hours remaining

Student cannot edit this submission

 Assessment for and of Student Learning Module Outline.docx

Comments (0)