

# Grade Centre Marking – First Marking only with Rubric

**IMPORTANT note 1:** Students can submit as many times as they wish up to the end of the late window. Please only commence marking after the late window has ended.

**IMPORTANT note 2:** When marking, make sure that you are on the last attempt made by the student – attempts display as attempt 1 of 3 for example, so you would need to be on attempt 3 of 3.

## Pre-marking set-up

### Set up Rubric:

Course Tools > Rubrics

### Add Rubric to Assignment:

Edit Assignment > select Add Rubric > Submit

**IMPORTANT: Before any marking starts, you should hide the Grade Centre column from students. This way you can control when students see their mark and feedback after the marking is complete.**

Go to Grade Centre > Full Grade Centre > Edit Column Information > set 'Show this column to students' to No > set 'Include this column in Grade Centre calculations' to No > Select 'Submit'.

If the column header has a grey icon with a pink strike, it indicates the column is hidden from students.

### Allocate Marking:

There is no allocation in the Grade Centre, but UWE have developed the UWE Marking Allocation Tool. This tool provides the marker with a list of students (can be anonymised) which takes the marker into the student attempt in the Grade Centre.

### Two options:

Module Leader allocates first marking using the UWE Marking allocation tool and the markers access the submissions via the tool.

Or,

Module Leader tells the markers which students to mark, and they access the submissions directly from the Grade Centre.

## First marker(s)

### Access Student Submissions:

If UWE Marking Allocation tool used, access student submission from there (found under Course Tools).

Alternatively, enter the Full Grade Centre.

From a student's cell, select the latest attempt (the bottom one), OR

From Column Header drop down select *Mark Attempts*

### Need to mark anonymously?

From Column Header drop down select *Mark with Usernames hidden*

### View student submission:

Submitted files are listed in the right-hand grey Submission area > click on the download icon.

**Remember to make sure you are marking the very last attempt for that student**

### View SafeAssign report:

Within student attempt click on the SafeAssign link > click on *View Originality Report*

### Load Rubric:

Expand pale blue bar under the pink Attempt field to show the Rubric and *Feedback to Learner* area > click on the Rubric name or the open in new window icon.

### Set Rubric Grade:

Set the Rubric grades for each level within the Rubric. Optionally add a different total and feedback. Select *Save Rubric*.

## First marker(s) cont.

### Optionally enter additional Feedback:

Expand pale blue bar under the pink Attempt field to show the *Feedback to Learner* area > enter text by clicking on the A icon, or to attach a file click on the Plus icon > choose from *local file* or *content collection* > browse to and select file > Select *Open*.

### Save and continue:

To save select *Submit*.

If using the UWE Marking Allocation tool, you will be taken back to your list of allocated students.

If not using this tool, you will be taken to the next submission

## Release marks

### IMPORTANT

**Marks can only be sent to ISIS when each latest attempt at the assignment has a mark. You can only send marks to ISIS for assignments that have fed from ISIS.**

### Send marks to ISIS:

From column header drop down select '*Send marks to ISIS*'.

**This option will only be available for ISIS fed assignments.**

### Make marks and feedback visible to students in Blackboard:

If the column header has a grey icon with a pink strike, it indicates the column is hidden from students.

From column header drop down select '*Hide from students (on / off)*'.

Let students know that their marks are now available (there is no automatic announcement generated)

### External Examiner Sample:

Ask the External Examiner to view the submissions and marking done in the Grade Centre directly.

External Examiners have full access to the Grade Centre and so you can just point them to the appropriate column in the Grade Centre and provide details of the students you want them to review.