

Spreadsheet Marking – Double or Sample Marking

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: If marking an ISIS fed assignment, the anonymity is set in ISIS.

IMPORTANT note 3: When releasing marks, the extract to ISIS is automatically done as long as it is an ISIS fed assignment and all final attempts made have been marked

Pre-marking set-up

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 > from column header dropdown select '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.

Module Leader creates packages (zips):

Enter Spreadsheet Marking tool (Course Tools > Marking)
Click on Download Anonymous/Open
Select Show All
Select all students
Add comment to say All Students
Submit

If marking being split between markers, repeat process selecting only the students that each marker should mark.

Add a comment so the marker knows which is their package e.g. add the marker name as the comment
Select *Submit*

Let your markers know which package they should download.

If you are double marking, it could be that two markers are marking exactly the same package of students.

Where sample needed to be second marked:

The ML reviews the first marking received and decides which students should be 2nd marked.

Enter Spreadsheet Marking (Course Tools > Marking)
Click on *Download Anonymous/Open*
Select *Show All*
Select all the students to be second marked
Add comment to say - 2nd marking and the marker name
Select *Submit*

If the marker needs to see the first markers marking, send them the package you received from the first marker.

First/Second marker(s)

Access package (zip):

Enter the Spreadsheet Marking tool (Course Tools > Marking)
Click on Previous Downloads
Look for the package as indicated by the module leader and download

Extract package:

Locate the zip you have downloaded (usually this will be in your downloads folder)
Right click on the zip and select *Extract All*
This will save the contents of the zip in a folder in the same location

Carry out marking:

For every student submission you need to mark, there will be a folder containing any files the student submitted.

There will also be a marks spreadsheet where you need to record your marks.

Feedback:

You can enter text feedback in the feedback column of the spreadsheet.

Alternatively, create feedback files for the students.

Important: Feedback files must be named in the following format:

For anonymous marking:

feedback_studentnumber.docx
e.g. feedback_11223344.docx

For open marking:

feedback_studentusername.docx
e.g. feedback_ej-cooper.docx

Zip up marking:

Add the marked spreadsheet and all the student feedback files to a new zip (multi select the files, then right click > Send to > compressed zipped folder)

Send to Module Leader:

Email the zip containing the spreadsheet and feedback files to the Module Leader.

ML / Final marker

Access package containing all students:

Enter the Spreadsheet Marking tool (Course Tools > Marking).
Click on Previous Downloads
Download the package you created which contains **all students**.

Use this spreadsheet as a master spreadsheet of marks.

Review all sets of marking:

Compare all sets of marking and agree the final set of marks for all students.

Enter the final agreed mark in the master spreadsheet containing all students.

Zip up marking:

Add the final marked master spreadsheet containing all students, and all the student feedback files to a new zip (multi select the files, then right click > Send to > compressed zipped folder)

Upload zip:

Enter the Spreadsheet Marking tool (Course Tools > Marking).
Click on Upload
Select Browse my computer and attach the zip which contains the final marked master spreadsheet and any feedback files.

Release marks

IMPORTANT Marks should only be released when all marking is complete.

The extract of marks to ISIS is a one-time process.

Release Marks:

Enter the Spreadsheet Marking tool (Course Tools > Marking)
Click on View & Release
You will see the zip that you uploaded previously which contains the final marked spreadsheet and any student feedback files
Click the Release button (just once)
You will get an on-screen confirmation that marks have been released.
In the place of the release button will show a summary of the number of marks released and the number of feedback files.

An automated announcement is posted in the course.

The released marks and feedback will now be visible to you in the Grade Centre

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 select '*Hide from students (on / off)*'.

Create EE sample:

Manually download and gather the samples you want to provide.

Optionally, include the marked zips from all markers and the final zip that was released.

Put the files you've collated into a zip and upload via *Course Tools > Marking > External Examiner*

Alternatively, point the EE to the Grade Centre to view the submissions and marking done.

Let SAT know if a sample has been uploaded.