Gradebook 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 enter the mark against the latest attempt made by a student

Pre-marking set-up

Set up Rubric:
Gradebook > Cog icon > Create Rubric

Add Rubric to Assignment:
Edit Assignment > select *Cog icon > Add marking rubric*

Allocate Marking:
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 Gradebook.

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 Gradebook.

First marker(s)

Access Student Submissions:
If UWE Marking Allocation tool used, access student submission from there (found under Books & Tools).

Alternatively, enter the Gradebook.
From the *Markable Items* view, click on the assignment name. Then from the list of students, click on the student's name and you will be taken into the latest attempt they made.

The student submission:
The submitted file will display in the central Blackboard Annotate frame. Use the tabs at the top to navigate between all the files the student attached.

Alternatively, you can download the original submitted file(s) using the download icon in the top right of the central frame.

View SafeAssign report:
In the right-hand frame under *Originality Report*, select the *Additional Content* links under *Reports*

Load Rubric:
Expand the right-hand panel to see the rubric.
Use the icon to open the rubric in its on window.

Set Rubric scores:
Set the Rubric scores for each level within the Rubric. Optionally add *Criteria feedback*.

Select *Save*. Close the rubric window.

First marker(s) cont.

Enter Feedback:
In the right-hand frame, enter your feedback in the *Overall Feedback* area. Select *Save* once you've added your feedback.

Continue to the next student:
If using the UWE Marking Allocation tool, use the top right navigation arrows to move on to the next student in your allocation.

If not using this tool, select the next student that you need to mark from the left-hand list of students.

Release marks

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

Release marks to SIS:
From *Books & Tools* select '*Release marks to ISIS*'.

Select '*Extract Grades*' and select whether to make available to students and / or post an announcement. Both these options will post the marks in the Gradebook.

Select '*Submit*' and the marks will be sent to the student record system.

External Examiner Sample:
Ask the External Examiner to view the submissions and marking done in the Gradebook directly.

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