

# Gradebook – Group submission – First Marking only

**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.

**IMPORTANT note 3:** Please avoid changing the group memberships after submissions have started.

## Pre-marking set-up

### **Allocate Marking:**

The UWE Marking Allocation tool does not yet cater for group assignments.

Module Leader tells the markers which groups to mark, and they access the submissions directly from the Gradebook.

## First Marker(s)

### **Access Group Submissions:**

From the *Markable Items* view, click on the assignment name. Then from the list of groups, click on the group name and you will be taken into the latest attempt that group made.

### **The group 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 group 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*

### **Enter a group mark:**

Enter the group mark in the top white mark pill.

(If you need to add a different mark for a specific student, you can do this from the *Markable Items* view, click on the *member (show)* link and edit the individual's mark.)

### **Enter Feedback:**

In the right-hand frame of the attempt, enter your feedback for the group in the *Overall Feedback* area. Select *Save* once you've added your feedback.

If you want to give individual feedback to group members, use the plus icon to expand the students individual feedback area. Select *Save*.

### **Continue to the next group:**

Either use the left-hand list of groups or the top right navigation arrows to move on to the next group attempt.

## Release marks

### **IMPORTANT**

Marks should only be sent to ISIS when all marking is complete. The process can only be carried out once.

**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 Course Tools select '*Release marks to ISIS*'. Select '*Extract Grades*' and select whether to make available to students and / or post an announcement. Select '*Submit*' and the marks will be sent to ISIS.

### **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.