

# Grade Centre – 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 are on the last attempt made by the group – attempts display as attempt 1 of 3 for example, so you would need to be on attempt 3 of 3.

## 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 > 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 and the UWE Marking Allocation tool does not cater for group assignments.

Module Leader needs to tell the markers which students/groups to mark, and they access the submissions directly from the Grade Centre.

## First Marker(s)

### Access Student Submissions:

Enter the Full Grade Centre.  
From a student's cell, select the latest group attempt (the bottom one), OR  
From Column Header drop down select *Mark Attempts*.

### View Group submission:

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

### View SafeAssign report:

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

### Enter mark:

Enter the group mark in the pink Attempt field – once submitted, this mark will be applied to all members of the group.

If you need to give a different mark to certain group members, under the 'Group Members' section use the pencil icon to overwrite their mark.

### Enter 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*. All students in the group will see this feedback.

If you want to add private feedback to individual students, use View Mark Details > Edit User Mark and add their feedback via the Feedback to Learner section

### Save and continue:

To save select *Submit*.  
You will be taken to the next submission

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

## 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 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.