

Gradebook - Sample / Double 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: When marking, make sure that you are on the last attempt made by the student.

IMPORTANT note 3: If you need to blind double mark, we recommend using the Spreadsheet marking tool.

Pre-marking set-up

Allocate Marking:

UWE have developed the UWE Marking Allocation Tool. This tool provides the first 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*

Enter mark:

Enter your mark in the top white mark pill

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.

Second marker(s)

Access Student Submissions:

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:

Submitted files are displayed in the annotation frame. Alternatively, you can download the original submitted file using the download icon.

View SafeAssign report:

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

View first marker feedback:

From within the student attempt, expand the right-hand panel and see the feedback under the *Overall Feedback* area.

Any annotations made by the first marker will be visible in the central annotate frame.

Add 2nd mark to Marking notes:

go to the *Markable Items* view, find the student and from the right hand 3 dots, select *Feedback and Notes*

Record what the second mark is and any comments for the marking team. Include your name and the date. Select *Save*.

Please note that Marking notes are NOT visible to students.

Final marker

Review / add to Marking notes:

go to the *Markable Items* view, find the student and from the right hand 3 dots, select *Feedback and Notes*

Review notes added by Second marker and add to this with your notes about the final agreed Mark. Include your name and the date.

If Appropriate, update Feedback:

From the Markable Items view, click on the student name to access the attempt.

In the right hand panel, edit the *Overall Feedback* and *Save*.

If appropriate, update annotated file:

Use the annotation function to annotate a copy of the file for the student to view.

If appropriate, update mark:

Update the mark in the top white mark pill.

This is the mark that will be released to the student.

Save and continue:

Navigate to the next student either via the top arrows or 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 SIS*'.

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.