

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.

Pre-marking set-up

Module Leader creates packages (zips):

Enter Spreadsheet Marking tool (via Books & Tools)
Click on *Download Anonymous/Download*
Select *Show All*
Select all students
Add a comment to say *All Students*
Select *Submit*

Or if marking being split between markers, repeat process selecting only the students that each marker should mark. There should be no overlap as every student only needs to be included in one package for one marker.

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 (via Books & Tools)
Click on *Download Anonymous/Download*
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 (via Books & Tools)
Click on Previous Downloads
Look for the package as indicated by the ML 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 spreadsheet.

Alternatively, create feedback files for the students.

Important: Feedback files must be named in the format:

For anonymous marking: feedback_studentnumber.docx
e.g. feedback_11223344.docx

For open marking: feedback_studentusername.docx
e.g. feedback_ez-jones.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 (via Books & Tools).

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 (via Books & Tools).

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.

Release Marks:

Enter the Spreadsheet Marking tool (via Books & Tools)
Click on Release

You will see all the zips that you previously which contains the final marked spreadsheet and any student feedback files

Click the *Release Grades* button (just once) and you will get a prompt to confirm the release, select *Yes*

You will see a Grade Release Report which will show the status of the release. When complete it will show as *Release successful* in the report and also on the Release page.

Repeat the process for all the marking packages.

The released marks and feedback will now be available in the Gradebook against the student attempts.

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:

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 *Books & tools > External Examiners*. Let SPS know if a sample has been uploaded.

Alternatively, 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.