

# Spreadsheet Marking - 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:** 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.

## First 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)

### Upload or Send to Module Leader:

Depending on what your ML has requested, either Upload into Spreadsheet Marking tool or email them the marked zip.

Enter the Spreadsheet Marking tool (via Books & Tools).  
Click on Upload  
Select Browse my computer and attach the zip  
Add a comment so that the ML knows whose marking it is

## ML / Final marker

**The assumption is that every student is only marked once and that no moderation or second marking is needed.**

**If the markers have emailed their marking packages to you:**

### Upload zips:

Enter the Spreadsheet Marking tool (via Books & Tools).  
Click on Upload  
Select Browse my computer and attach the zip  
Add a comment so that you know whose marking it is  
Repeat for all markers

NB You don't need to do this if the markers have already uploaded their marking into the tool

## 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 or the markers uploaded - these should contain the marked spreadsheet and any student feedback files for their set of students  
Click the *Release Grades* button (just once)  
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.

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.