

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.

IMPORTANT note 3: When releasing marks, the extract to ISIS is automatically done as long as it is an ISIS fed assignment and all final attempts made have been marked

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 > from column header dropdown select '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.

Module Leader creates packages (zips):

Enter Spreadsheet Marking tool (Course Tools > Marking)

Click on *Download Anonymous/Open*

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 (Course Tools > Marking)
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 (Course Tools > Marking).
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 (Course Tools > Marking).
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.

The extract of marks to ISIS is a one-time process.

Release Marks:

Enter the Spreadsheet Marking tool (Course Tools > Marking)
Click on View & 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 button (just once)
You will get an on-screen confirmation that marks in that package have been released.
In the place of the release button will show a summary of the number of marks released and the number of feedback files.

Repeat the process for all the marking packages.

When all submitted students have had a mark released, the marks are extracted to ISIS (for ISIS fed assignments only) and you will get an on-screen confirmation to this effect. An automated announcement is posted in the course.

The released marks and feedback will now be visible to you in the Grade Centre

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 select '*Hide from students (on / off)*'.

Create EE 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 *Course Tools > Marking > External Examiner*

Alternatively, point the EE to the Grade Centre to view the submissions and marking done.

Let SAT know if a sample has been uploaded.