



# Instructor's Guide to Use Grading Worksheet and Multiple Feedback Files for Offline Grading and Feedback

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## Overview

This guide was developed for instructors to practice and use offline grading in facilitation online support for students. The guide focusses to provide step by step instructions to download all submissions for a specific assessment, download the grading worksheet, upload the grading worksheet with feedback and upload multiple feedback files to Moodle.

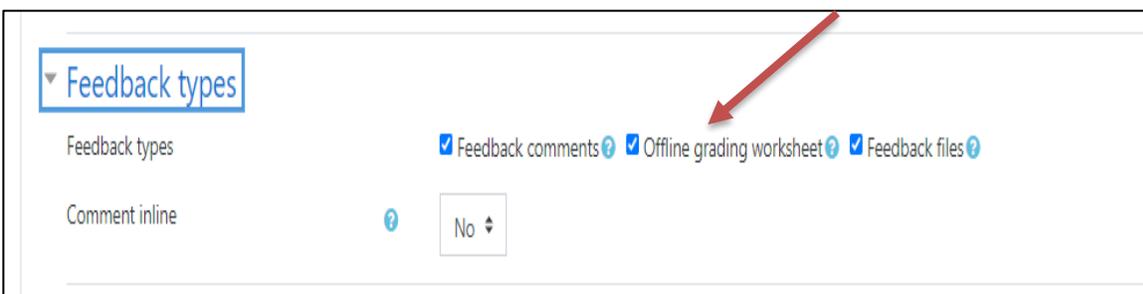
The worksheet downloads as CSV file and enables to save in excel format. The sheet can be filled with students' individual score and overall feedback. When the facilitator completes offline grading, upload the spreadsheet, confirm the changes and the grades and feedback comments will be transferred to Moodle gradebook. Multiple feedback files can be uploaded to Moodle in a zip folder. The offline grading also minimizes the number of online hours spent for grading and providing feedback to students with few clicks.

### Guiding Steps for Offline grading

To provide offline grade and feedback from Moodle, use the following steps. These steps are **NOT** applicable to provide feedback from Moodle if you have enabled Rubrics or Marking Guides.

#### Step 1:

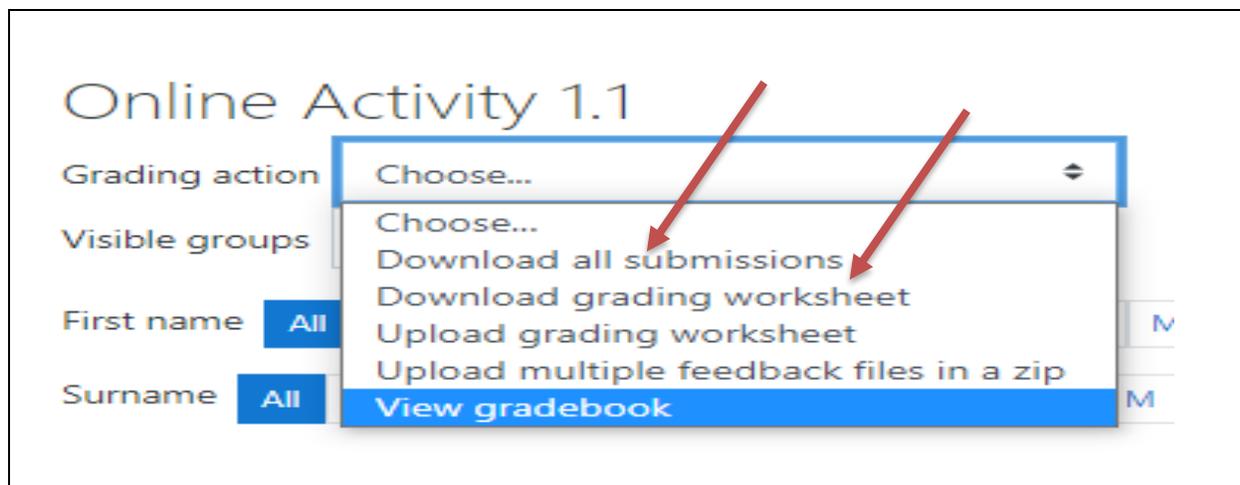
Login to the page, go to the assessment to be graded offline, ensure that “Offline grading worksheet” is checked.



## Step 2:

Go to the preferred activity >> Grading Actions>> use the dropdown to:

a- Download all submissions (zip folder) b- Download grading worksheet (CSV file)



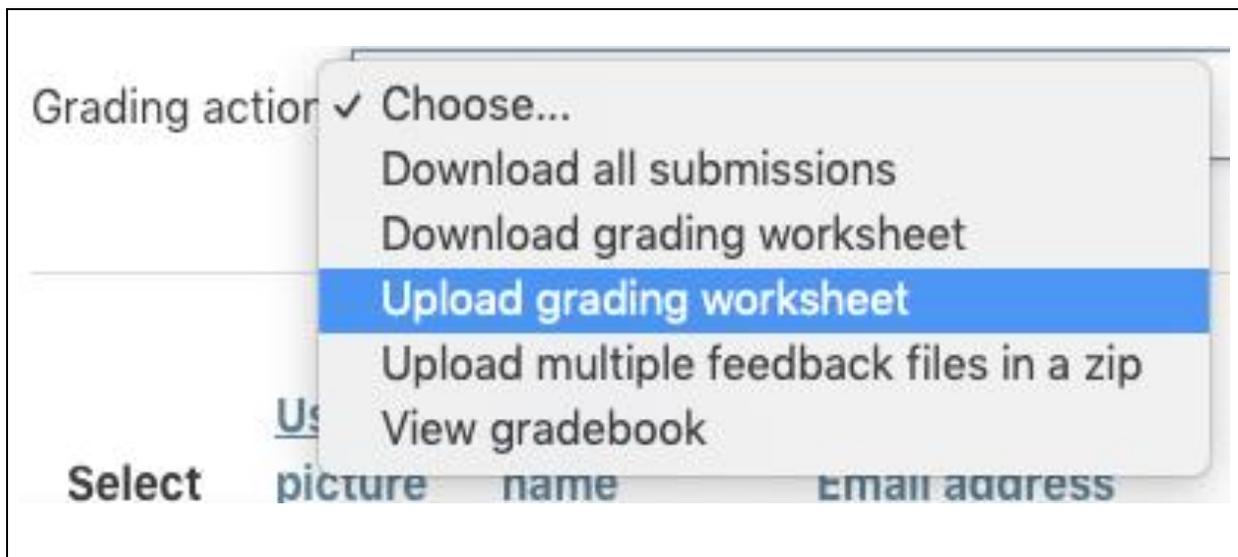
## Step 3:

Open the downloaded file, add grades and feedback comments as text entries.

- Enter grades in the **Grade** column according to grade settings for the assignment (the maximum possible grade will show in the **Maximum grade** column).
- Enter feedback in the **Feedback comments** column.
- **Save** the feedback as a CSV file.

## Step 4:

Go back to the assessment, from *Grading action* drop-down menu, select **Upload grading worksheet**. Upload the sheet to space provided.



## Step 4:

**Drag and drop** the feedback sheet into the file area or click **Choose a file...** to find and select your worksheet file for upload.

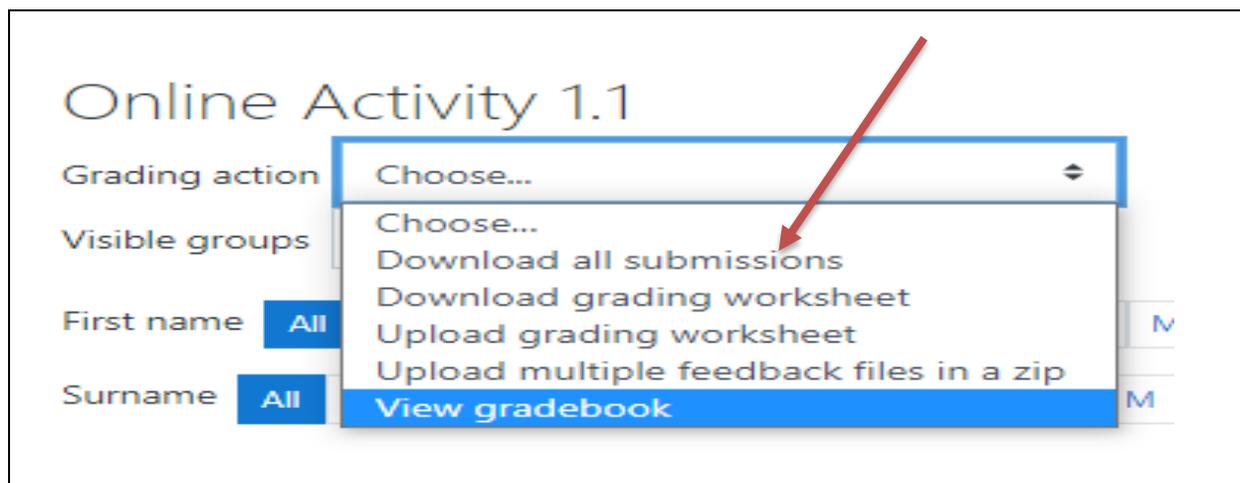
**Confirm** and **save** the feedback uploaded. Now you will be taken back to assignment submission page where all the grades and feedback are displayed.

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## B- Guiding Steps to Upload Multiple Feedback Files to Moodle

### Step 1:

**Go to the preferred activity >> Grading Actions>>** use the dropdown to Download all submissions (zip folder)



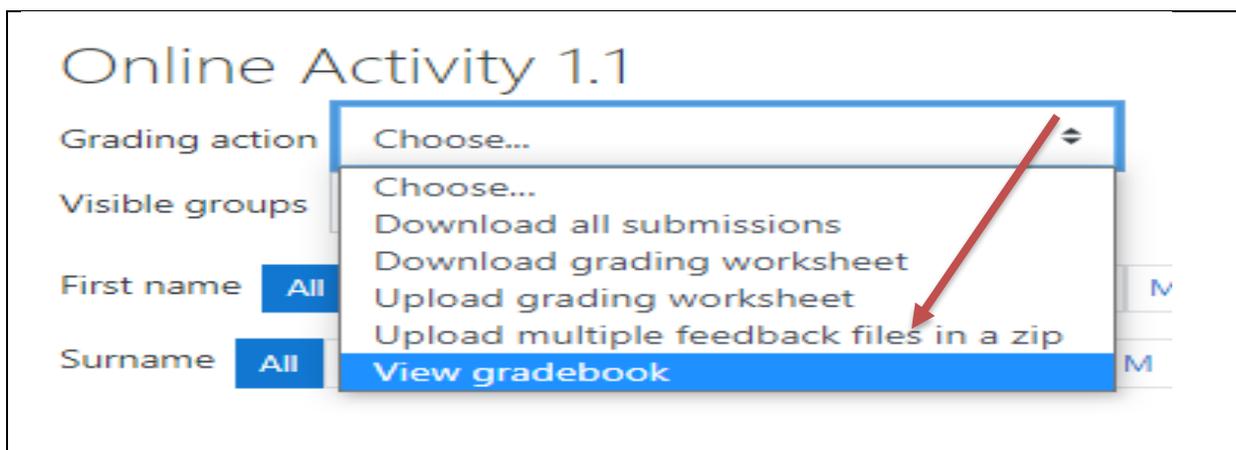
### Step 2:

- ✓ Extract the submissions and **add feedback comments** to individual assessments.
- ✓ Names of the submissions **must be kept the same** as before.

- ✓ After completing the grading/ feedback process, select the graded submissions and **zip them into a new folder.**
- ✓ The folder can be given a new name if preferred by the facilitator.

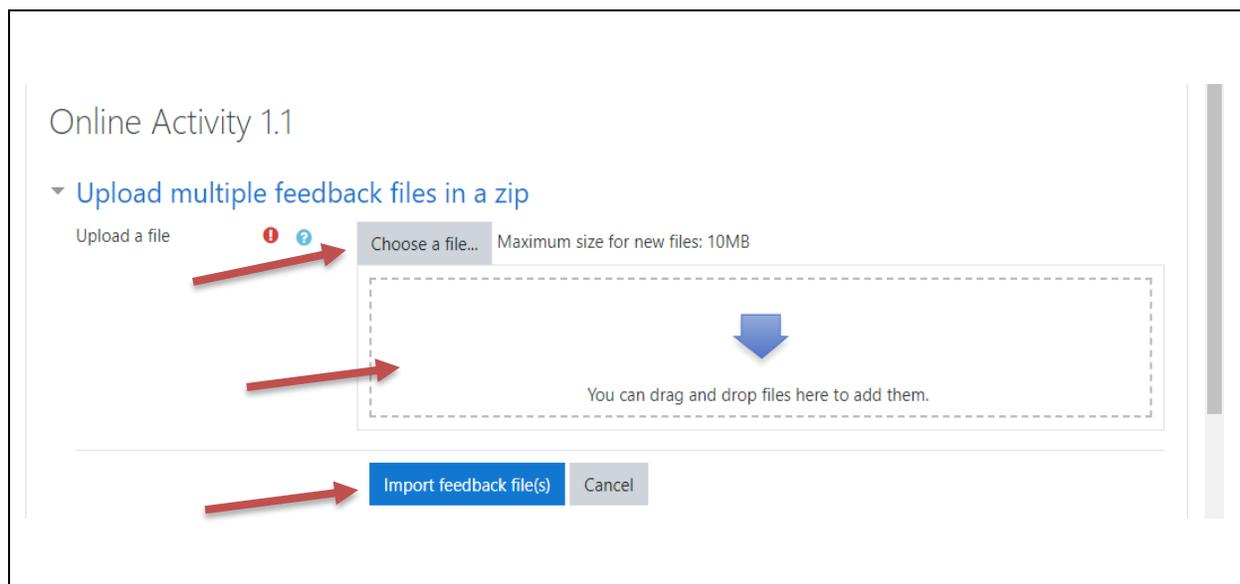
### Step 3:

When the zip folder is ready for upload using the grading action dropdown, upload the folder using the “**Upload multiple feedback files in a zip**”.



### Step 4:

**Drag and drop** the zip folder into the file area or click **Choose a file...** to find and select your zip folder. When the folder is visible, click **Import feedback files**.



## Step 5:

**Confirm** that each feedback file is being mapped to the correct student and **SAVE**.

Now you will be taken back to assignment submission page where all the feedback files are displayed.

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