Edinburgh Napier
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eSubmission Guide

These guidelines provide you with hints and tips to help you set up, download and process student coursework using Turnitin or Moodle assignments. These guidelines can be looked at in conjunction with the user manuals available for both assignment types.

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These guidelines provide you with hints and tips to help you set up, download and process student coursework submissions using Turnitin or Moodle assignments. These guidelines can be looked at in conjunction with the user manuals which are linked within the relevant sections.

We recognise that all assessments are different and you may need to use features we have not discussed here, or benefit from talking through options before deciding what approach to take. Please contact the Learning Technology Support Team or attend one of the training and support events and we can discuss the specific needs of your assessment.

Contact details can be found on the Learning Technology Hub:
https://blogs.napier.ac.uk/learningtechnologyhub

Introduction to eSubmission

Electronic submission (eSubmission) refers to the process of students submitting their work online. Academic, administrative and other staff can then easily access these assignments for marking, feedback and storage. Many modules across Edinburgh Napier already make successful use of online submission. With the majority of assignments presented in formats that can be submitted electronically, the University is committed to ensuring that this is further extended to become the mode of submission for all appropriate assignments.

Benefits of eSubmission

Evidence from across the university sector highlights that students appreciate being able to submit their work online. Staff also see significant benefits in adopting this practice. Key advantages include:

- Students do not need to come to campus to submit their work.

- Text based submissions can be run through software to create an originality report

- Submission is automatically receipted via an email to the student.

- Staff can collect work immediately after the submission date, allowing speedier turnaround of feedback.

- eSubmission opens opportunities for staff to make use of online feedback tools, including typed feedback, audio feedback and the use of general and tailored feedback.

Getting Started

Before you begin setting up any assignment using the electronic tool, it is important to bring together your programme (or module) teams to consider your approach to assessment and how you are going to manage eSubmission. This will give you the chance to explore what is needed, when things need to be done, and who will take responsibility for which aspects of the work.

Clear communication and planning of the process is vital. Get together with your academic team, Learning Technology Advisor and School Support Service team to work through your plan. As you do so bear in mind:

- The value of consistency of approach across a module and clarity across the programme.

- That upfront planning is key to smooth running through the assessment cycle.

Points to consider in your team before you get started with your eSubmission choices:

- What will students be handing in?
    - What format do you expect the coursework to be? (written report, video, photographs, etc.)?
    - Are drafts to be allowed?
    - How will you be doing plagiarism checks?
- What is your marking and feedback process?
    - Who will be marking / how many markers will there be?

- How will you be providing feedback to students?

- How are external examiners to be supported?

- Assessment administration considerations

  - How will marks be formally recorded?

  - Process for archiving assignments

  - How will (non) submission be monitored and followed up?

 - Are you aware of and using Moodle Minimum Standards for your module?

Which eSubmission route is appropriate for my assessment?

There are two established routes for eSubmission of coursework to choose from, namely Turnitin Assignments and Moodle Assignments. The main purpose of the **Turnitin Assignment** is to produce an originality report to deter plagiarism and to allow students at the draft stage to identify sections of their text that need to be referenced correctly. Whereas the **Moodle Assignment** is simply an digital dropbox, and together these routes enable a variety of digital artefacts to be submitted securely, with an audit trail, and provide tools for marking and feedback. There are also practical differences and limitations that will help determine the appropriate route for your assessment, and these are described in the following questions.

Does the submitted text require originality checking?

Only written text with at least 20 words can be checked for originality by a **Turnitin Assignment**, but most document types are accepted such as MS Word and PDF. The submitted file must be less than 40Mb and 400 pages which is not usually an issue even for large texts such as dissertations, although documents containing large photographs or scanned images may require these to be compressed beforehand. Think about whether assignments such as reflective journals or log books need to be checked for originality, or whether these are best submitted to the **Moodle Assignment**.
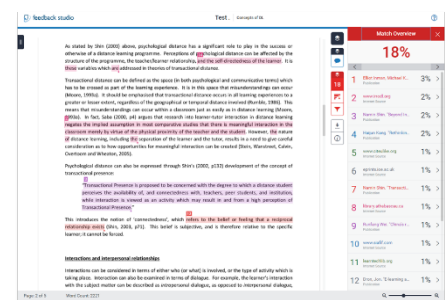
Is the assignment to be submitted by individual students or as a group?

The **Moodle Assignment** has settings designed for group submissions whereby a group submission will be shared amongst the members who can see each other's changes to the submission. There is the option of having all members confirm the submission before it is considered final, or allow any one member to submit. All group marks and feedback is distributed to all members of the group simultaneously.

Turnitin Assignments are not designed for group submissions as documents can only be submitted by individual students. An individual could submit a document on behalf of a group, however the originality report and any marks/feedback would only be associated with that student's account. The tutor could email a PDF version of the marks/feedback to the group members but this method lacks security and an audit trail, and is therefore not recommended. If originality checking is required for the product of a group project then the reports can be downloaded and form part of the submission to a Moodle assignment.

Introduction to eSubmission

What format are the digital artefacts being submitted?

The **Turnitin Assignment** can only accept the common text based file formats for originality checking, although there is a setting to accept a submission of any file type less than 40Mb which allows the marker to download the file and use Turnitin's grading and feedback tools on a blank template. However it is recommended that the **Moodle Assignment** be used for all non-text based files and also text-based files that do not require originality checking.

The **Moodle Assignment** supports a wide range of submission types and file formats as follows:

- *File submissions* allows any file type less than 2Gb in size to be submitted and is therefore suitable for project files which can be submitted individually, or combined into a single zip file if preferred. There is an option to restrict submissions to specific files types, and this should be communicated to students.

- *Online text* allows students to type rich text directly into the editor for their submission so that no files are involved.

- *Video assignment* is an integration with the online video server (OVS) to allow students to securely submit video files to their OVS personal category which is then accessible to the marker within the assignment marking screen.

- *Mahara ePortfolio* allows students to submit pages or page collections from their ePorfolio. There is an option to lock the submissions so that students cannot update their pages during the marking process.

PART A: TURNITIN ASSIGNMENTS

1. Preparing the assignment

Once you have decided on the appropriate eSubmission route the next stage is to prepare the assignment. Points to consider in this section are:

- permitting draft submissions
- allocating markers to student groups
- anonymous marking
- setting the submission deadlines
- grading on the postgraduate scale
- student submission instructions

You can view the official Turnitin Instructor guide for full details of how to create an assignment.

1.1 Permitting draft submissions

Turnitin assignments are particularly well suited to draft submissions as students can use the originality reports to make changes to their work before a final submission. Therefore set up a Turnitin assigment for drafts that is separate from a final submission assignment, and decide how many resubmissions are permitted. If only one draft is allowed then select 'resubmissions are not allowed' option from the *Report Generation Speed* drop-menu, otherwise allow multiple resubmissions until the due date (note these are subject to a 24-hour delay). Also, ensure the 'no repository' option is selected so that draft papers are not stored in the Turnitin database and will never match any other student submission.

If you are intending to use Feedback Studio (GradeMark) to provide comments on draft papers then beware that these will be overwritten should a student submit a subsequent draft. Comments will only be visible after the post date and when there is a grade allocated to the paper. So for drafts you may wish to set a nominal grade of 1, although it is possible to carry out full grading on drafts where the Gradebook can be adjusted so that the draft grade item does not contribute to Course Total.

1.2 Allocating markers to student groups

Modules with large student cohorts are often organised in groups in order to allocate a marker to each group.

If all students are to submit to a single Turnitin assignment then set the *Group mode* to 'Separate groups'. This allows markers to easily find their students in the assignment by selecting their group from the drop menu.

If a separate Turnitin assignment is required for each group then it is helpful when the assigments are titled accordingly.

Note the *Group mode* is set to 'Separate groups', and in the *Restrict access* section ensure that the eye icon is a strikethrough so that the assignment is hidden from non-group members.

Since all students in the module will still be listed in each Turnitin assignment, markers can easily find their students in the assignment by selecting their group from the dropdown menu. Students can also be sorted by submission date in order that the relevant students appear at the top of the list.

1.3 Anonymous marking

Turnitin assignments support anonymous marking but this has the implication of not knowing which students have/not made a submission. Student names or IDs are normally displayed in the assignment class list but these are anonymised. Therefore students should not put their name in the name of the file they are submitting, but should put their Student ID number either in the filename or in the coversheet/document header as this is routinely used in other anonymous marking scenarios.

Anonymous marking is relevant to Turnitin assignments when grading using Feedback Studio (GradeMark). The student's name is replaced by the text *Anonymous Marking Enabled* and submissions can still be downloaded in a zip file whereby the student names in indiviudal files are replaced by the paper ID.

If a problem is identified with a submission, then you can reveal the student's name but you will be prompted to enter a reason for auditing purposes. If you disable anonymous marking for a student, you will be unable to reactivate it for that student during that assignment. Student names are automatically revealed on the assignment post date when grades and feedback are automatically released to students.

1.4 Setting the submission deadlines

Where possible consider setting deadlines when there is support available. Be sure to set UK times for international students and consider adding the *Edinburgh Clock* block to your course. The dates for either eSubmission routes can be altered at any time.

The dates for a Turnitin assignment control the submission period. Submissions are not accepted after the *Due Date* unless this setting has been enabled, whereby any submission is marked as a late.

The *Post Date* is when marks and feedback are made available to students, and when student names are revealed if using anonymous marking. Therefore, the post date can be ignored if neither of these features are being used. Extensions cannot be given to individual students which means either allowing late submissions or extending the due date for the whole assignment. Alternatively create a new assignment (titled accordingly) for students with extensions and use groups to hide the assignment from the rest of the class.

1.5 Grading on the postgraduate scale

The sixteen-point PG scale is pre-defined in the Moodle Gradebook of all modules. e

A Turnitin assignment can only be graded using a numerical value however by grading an assignment out of 16 this can be converted automatically to the corresponding point on the scale so that a P3 corresponds to 9/16, a D1 corresponds to 12/16.
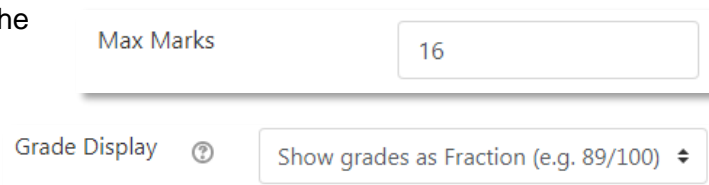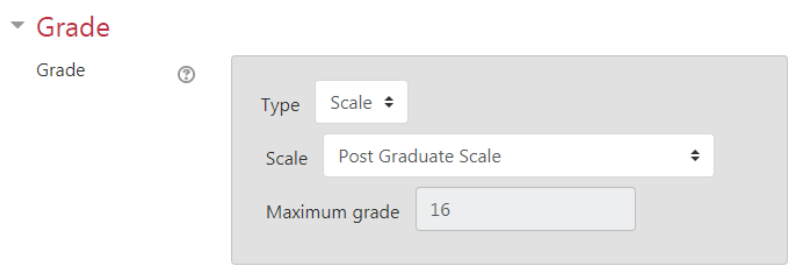
Therefore, set the *Max Marks* to 16, and set the *Grade Display* to 'show as a fraction'.

Max Marks	16

| Grade Display | ❓ | Show grades as Fraction (e.g. 89/100) ⬍ |

Then set the *Grade Type* to 'Scale' and then select the 'Postgraduate Scale' option from the *Scale* drop menu.
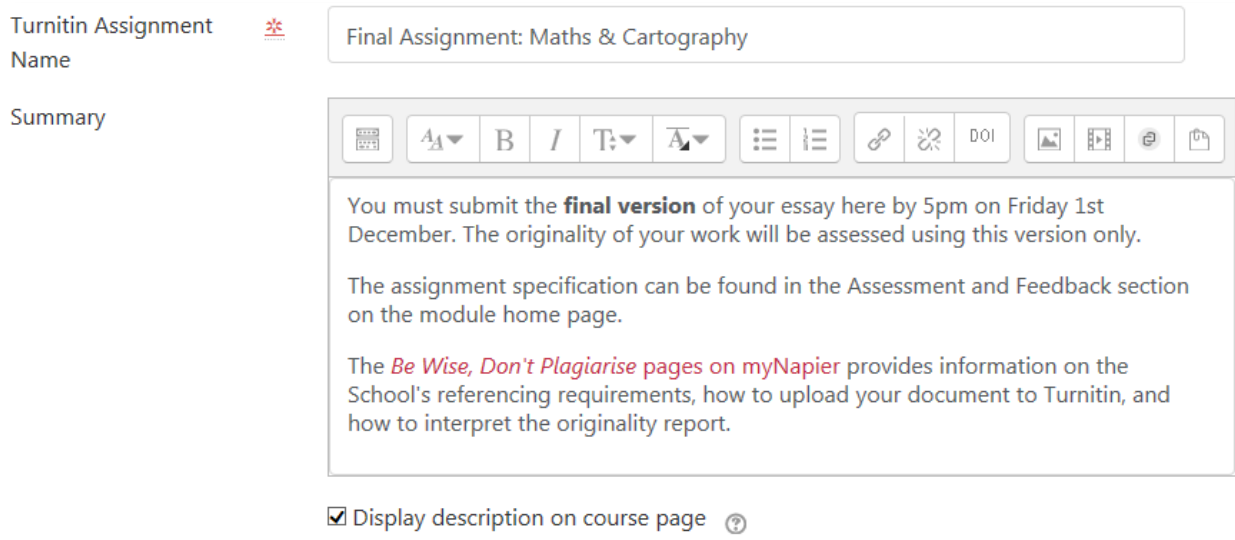
▾ Grade

Grade	❓		
	Type	Scale ⬍	
	Scale	Post Graduate Scale	⬍
	Maximum grade	16	

1.6 Student submission instructions

When creating an assignment use the summary/description box to tell the students:

- *What to do* – information about the assignment requirements.

- *When to do it* – the deadline (and time) and how draft submissions are to be handled.

- *How to do it* – especially if this is the first time when you may wish to cover this in class.

- *Where to get support if they need it* – direct students to the *Be Wise Don't Plagiarise* pages on myNapier. Avoid setting midnight deadlines when there is no University support available.

Turnitin Assignment Name	✱	Final Assignment: Maths & Cartography

Summary

You must submit the **final version** of your essay here by 5pm on Friday 1st December. The originality of your work will be assessed using this version only.

The assignment specification can be found in the Assessment and Feedback section on the module home page.

The *Be Wise, Don't Plagiarise* pages on myNapier provides information on the School's referencing requirements, how to upload your document to Turnitin, and how to interpret the originality report.

☑ Display description on course page ❓

When students upload their file to Turnitin they have to enter a *Submission Title* which appears on the class list. Therefore, it is well worth setting a convention for submissions titles as this may help

identify papers if they are to be downloaded. Suitable titles may be the assignment title itself, the topic of their assignment if they are permitted a choice, or an identifier such as 'draft' to distinguish it from any future submissions.

The actual file name (eg. myfile.docx) does not matter because when the papers are downloaded the file names are changed to include the *Turnitin Paper ID, First Name / Last Name,* and the *Submission Title*. Note that the students' ID is not included in the filename.

Consider providing a document that includes answer templates, a cover sheet, or is formatted with defined headers, line spacing and margins which can provide useful spacing for adding feedback comments. Turnitin assignments do not have an additional files feature so any template would need to be located within the Assessment section of the course home page.

If you are using a rubric or grading form to mark their assignment then ensure students are made aware of this. For a Turnitin assignment the rubric will always be able for students to view.

2. Managing assignment submissions

Once the assignment is live and students are making submissions there are number of aspects to consider, namely:

- student receipting for submissions
- staff notifications for submissions
- submitting on behalf of a student
- collecting submissions

2.1 Student receipting for submissions

When students submit a document to a Turntin assignment they automatically receive a receipt in their University email. Note that students are required to accept the 'Fit to sit' declaration for every submission to a Turnitin assignment, including draft submissions.

Students see a pop up digital receipt immediately after their submission, and also receive a confirmation receipt by email. These are fixed settings which cannot be changed for specific assignments.

2.2 Staff notifications for submissions

Markers can decide whether to receive email notifications when students make a submission. You probably want to disable notifications when students are submitting to avoid your mailbox becoming swamped, but it may be useful to enable notifications if you are waiting for submissions from specific students.

There isn't a notification option within the Turnitin assignment settings and so markers have to edit their notification preferences within their Moodle Profile. Click on your photo and click the *Preferences* menu option, and then the *Notification preferences*.

From the email column you can disable/enable your email notifications.

2.3 Submitting on behalf of a student

If a student is late with a submission then view section on *Setting the submission deadlines* for details of how to grant an extension. Students may have a technical issue which prevents them from submitting to the assignment, and occasionally students may elect to email their file to the marker to upload on their behalf.

For Turnitin assignments a marker can upload a file on behalf of a student using the 'cloud' upload icon. Note that uploading on behalf of the student means they are not accepting the 'Fit to sit' declaration, and they will not receive an email receipt as this is only sent to whoever uploads the file.
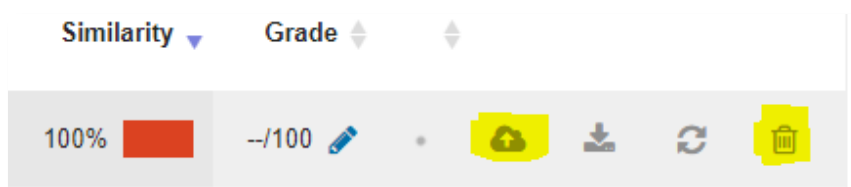
If the student has already submitted in error then the submission can be deleted using the trash can icon. Note that this does not remove the file from the Turnitin database, and although it's still available as a potential match in other modules, a resubmission will not match in the same module.

2.4 Collecting submissions

Once the submissions have been received then there is the option to download all papers for offline reading or printing, or alternatively to read and mark entirely online. If you intend to download the submissions then view the *Student submission instructions* section for further guidelines related to the format of downloaded files.

For a Turnitin assignment check the boxes of the papers to be downloaded, or check the topmost box to select all submissions. Then select the 'Original files' option from the drop menu.

The files will be combined into a a single 'zip' file which should be saved to the computer and then extracted to access the individual files.

Note that the actual filename chosen by the student (eg. myfile.docx) is replaced by an automatically generated filename that includes the *Turnitin Paper ID, First Name / Last Name,* and the *Submission Title* as chosen by the student. Note that the student's ID is not included in the filename.

3. Stages of the marking process

Once the assignment is closed and no more submissions are permitted, there are a number of options related to electronic marking and feedback. This section covers:

- grading and feedback options
- offlline marking
- second marking and blind marking
- returning unratified marks to students
- external examiner access

You can view the official Turnitin Instructor guides for full details of using the commenting tools and using the grading tools.

3.1 Grading and feedback tools

Providing grading and feedback on a Turnitin assignment submission is via Feedback Studio ('GradeMark') which comprises three layers of feedback:

- comments overlayed on the student's paper
- rubrics and grading forms which can be scored
- a general feedback text box including three-minute audio

Feedback Studio only accepts numerical values and if you are grading manually (ie. not using a scored rubric) the value is saved automatically when clicking outside the number field. Details of how to return a PG letter is found in the section *Grading on the postgraduate scale.*

Comments and QuickMarks
Comments can be placed anywhere on the student's paper and those which are used frequently can be saved in a QuickMark set. Comments can also be linked to rubric critera which promotes a holistic approach to your grading.
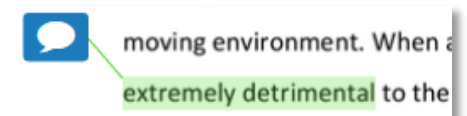
QuickMarks can be shared across marking teams and this allows markers to provide personalised feedback within consistent headings. Quickmarks are associated with markers rather than with the assignment and need to be imported by each marker. The original author must export the *.qms* file to their computer and distribute to the markers via an email attachment, or placed on the module homepage as a file (hidden from students).

Mentorship quickmark set

Save this file to your computer and then upload to Turnitin using the QuickMark manager

When giving feedback try to place your comments in the margin so they do not cover the student's text. Students cannot move these permanently and if the document is printed the comments may cover the text. You can check how the comments appear on a printed copy by downloading the paper in PDF format using the download icon.

Rubrics and Grading Forms

Rubrics have predefined feedback related to specific criteria whereas Grading Forms have criteria with custom feedback. Both can be scored whereby values entered for each criteria are totalled for the overall grade.

Criteria	Scales	
	Fail, 40.00	**Pass** 50.00
Context 40 % Context of and Purpose for Writing	Demonstrates minimal attention to context, audience, purpose, and to the assigned tasks(s) (e.g.,	Demonstrates awareness of context, audience, purpose, and to the

Criteria		
Content Evidence of a well researched article and well detailed.	Score 8	Comment You have used a variety of sources

Rubrics and grading forms are attached to an assignment by the original author, and changes cannot be made while attached. Changing or detaching a rubric will remove all existing rubric scoring from papers in the assignment although the overall grade for previously graded papers will remain.

Attach to Assignment On

☰ REBP 🔒 This rubric cannot be edited because it has already been used to score.

The author can share the rubric/grading form for use in other assignments by downloading the *.rbc* file to their computer, and distributed in the same way as a QuickMark set.

REBP.rbc

☰ REBP 🔒 This rubric cannot
- Create New Rubric
- Create New Grading Form
- Upload Rubric/Grading Form
- Rename
- Delete
- Duplicate
- Download

General Feedback and Audio
You are able to leave up to 5000 characters of text in the *Feedback Summary* area. Basic formating (bold, italics, underline) is available for emphasis, and links to web resources can also be included.

You are able to leave up to 3 minutes of voice recording on each assignment and note that **recordings are only saved by pressing the save icon**. It is a good idea to tell your students you are using this functionality as they may not notice the recording.
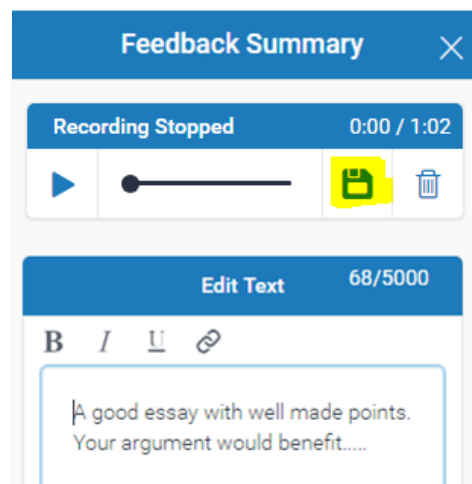
3.2 Offlline marking and feedback

Turnitin Feedback Studio for iPad allows you to grade submissions without an internet connection, and to sync them with the Turnitin server as soon as you have a connection. The app is currently only available for iPad and only for the marker, but does offer the full grading options that are available in the desktop version.

To access assignments on the app, you need to get an access code from the Turnitin assignment via a web browser on a computer or an iPad. Open a student's submission and click the Information icon, and then generate the code. Open the app and click *Add class with Access Code* to enter the code to access the student submissions on the app.
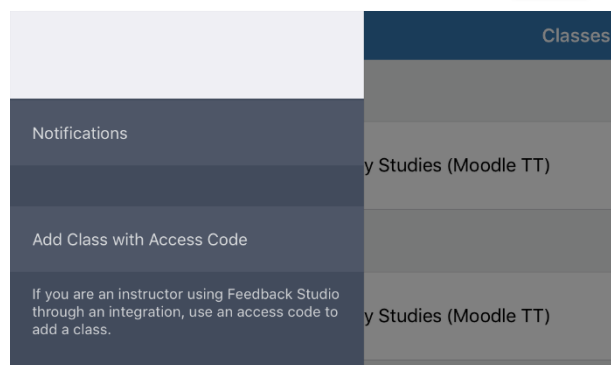
Tap the *assignment info* icon and select to automatically download and sync all submissions for the assignment.
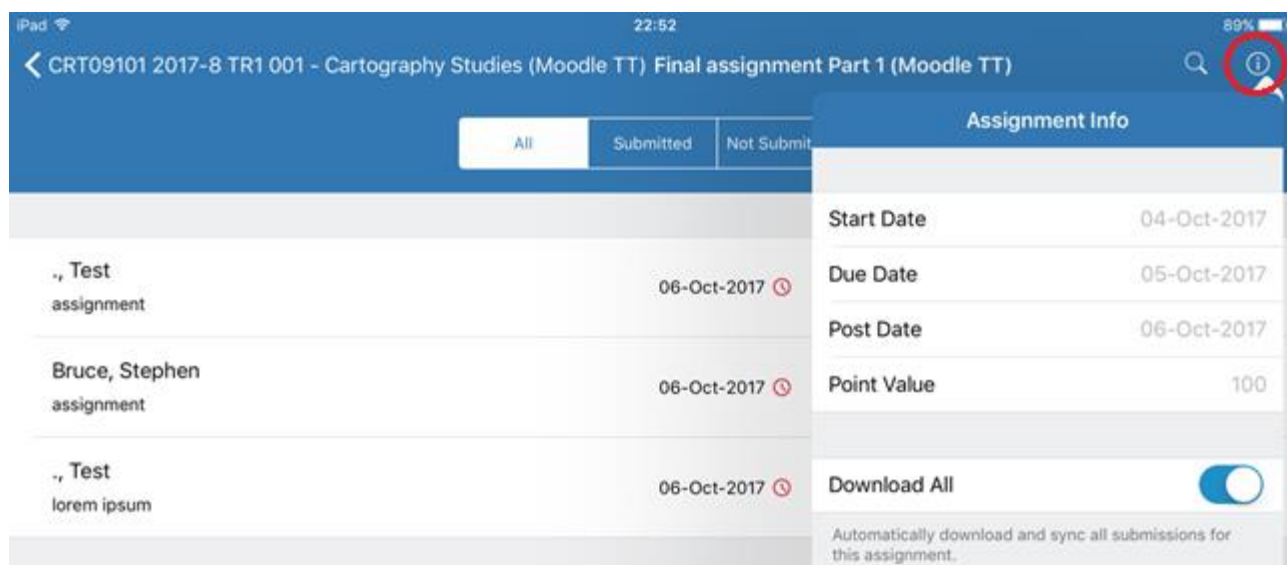
Data security requirements

All staff are bound by the University's Information Security Policies, and therefore if student submissions are downloaded to the iPad then adequate steps must be taken to protect the data in the event of the device being lost. To use the app and secure your device you must set a passcode on the iPad of at least 4 characters and the device to lock 5 minutes if left idle.

3.3 Second markers and double blind marking

Turnitin is designed for a single marker per student submission and doesn't directly support workflows for double blind marking, whereby the markers don't see each other's comments. Double blind marking can only be achieved by providing both markers with a separate document or spreadsheet to record marks and feedback, which is then consolidated and entered into Feedback Studio for release to the student.

The following suggestions may be satisfactory workarounds for second marking but note that it is not possible for two markers to separately grade using a rubric.

The *Feedback Summary* area can be used to provide text comments from both markers who can use the basic formatting to distinguish between them. Note however, that each marker has full edit access to all the feedback left in this text area. Therefore great care must be taken as there is no way to recover deleted text.
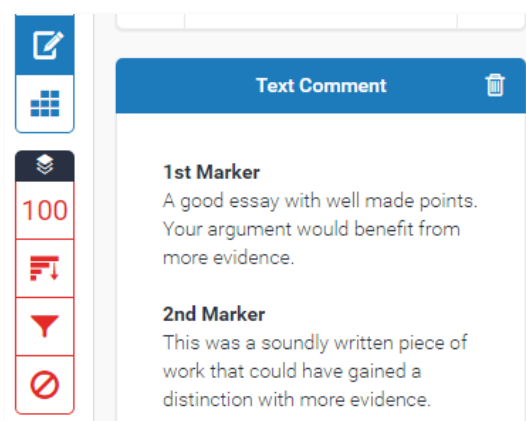
A QuickMark set can be created where the comment title is the marker role. This set can then be shared with the maker so it is clear to the student who has made the comment. If the strategy is to highlight text when applying comments, then each marker could use a different colour. Note however that each marker has full edit access to all comments on the paper.
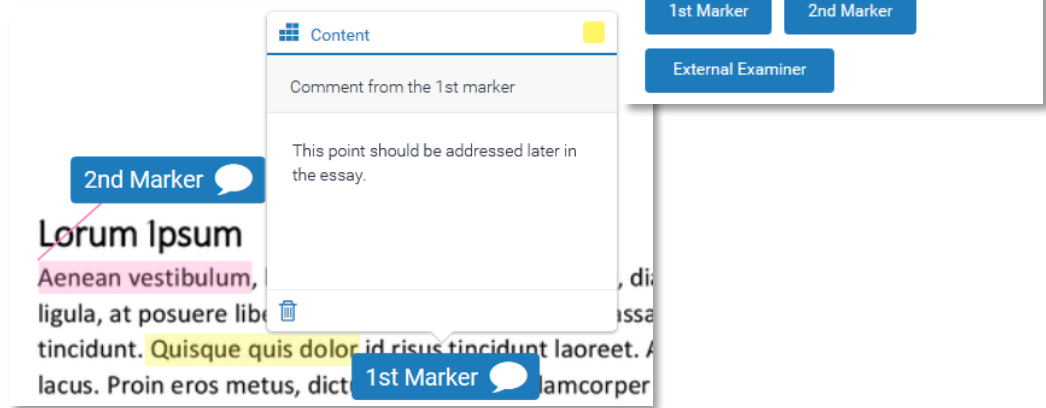
Similarly, a grading form can be constructed with specific fields for the markers to enter their general comments. The advantage of a grading form would be that markers can assign separate grades that can be totalled for an overall grade.

3.4 Returning unratified marks to students

Turnitin assignment grades remain hidden from students until the post date. As soon as grades are allocated to each submission then markers will see these in the Turnitin class.

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
Wst1 Student	Lorem Ipsum	75728886	6/10/17, 17:24	17%	55%	
Wst4 Student	maps and maths	70772053	21/04/17, 13:59	100%	67%	

Every gradeable activity in Moodle generates a grade item in the Gradebook, and until the post date the Turnitin assignment grade item will be hidden from students. Any grade item that appears in faded text is hidden from students.

Surname First name	Final Assignment: Maths ...
Wst4 Student	67.00
Wst1 Student	55.00

CRT09110 2017-8 TR1 001

Participants
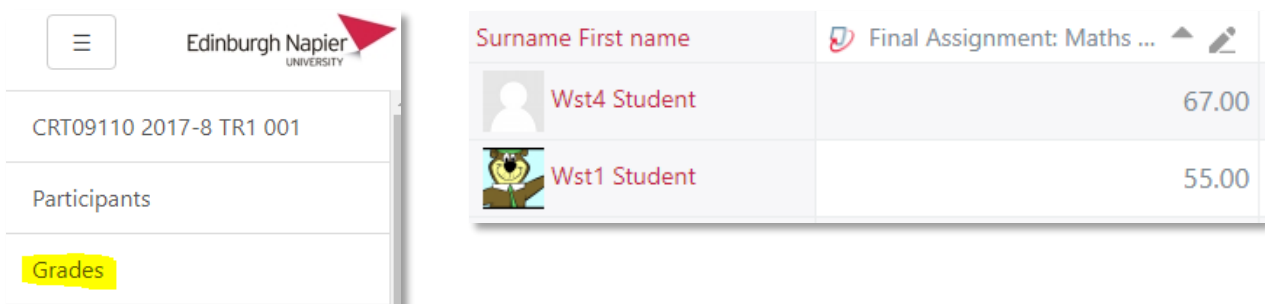
Grades

After the post date the students can view their grades and feedback in the Turnitin assignment by clicking the pencil icon. The circled icon appears next to their grade to indicate when students have accessed their feedback, and this icon is only visible to markers.

The student's grade will also be available from the Gradebook and so it is a good idea to organise the Gradebook, particularly if you wish to present an accurate course total.

Here you can combine specific grade items together in a weighted average, and exclude other items such as formative quizzes, draft assignments, and any empty grades.

	Final assignment	Cartography Quiz	Coursework total
CRT09101 2017-8 TR1 0...			
Coursework			
Surname First name			
Stephen Bruce	60.00	8.00	65.00

3.5 External examiner access

External examiners can be given access to students' papers electronically either by sending the documents to them or by providing access to the relevant Moodle modules. All markers must abide by the University's Information Security policies, and further details are below.

Sending a sample of papers by University email is a secure method of transferring files whenever messages are being sent from one University mailbox to another. If the destination is a non-Institutional mailbox such as a personal account then email encryption is required to ensure that the message and/or attachments remained secure. It is advisable to combine papers into a single PDF document rather than a zip file which are often blocked by institutional email security systems.

External examiners are issued with a University ID and password, and can therefore be given access to the relevant modules by administrative staff in the school office. The most appropriate Moodle role is *Non-editing Teacher* which permits the examiner access to all resources, activities, and grade information in the module whilst being prevented from changing any content.

It is important that external examiners do not have to navigate around the module contents trying to find the student submissions, and there are two ways this can be avoided. The student's original file submissions and/or their originality report and feedback can be downloaded from the Turnitin assignment (see *Collecting student submissions* section). These can then be placed on the module homepage within a folder that is hidden from students.
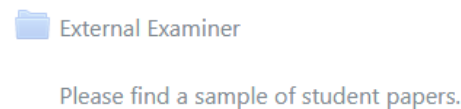
Alternatively, since each assignment has a unique URL then this can be provided to the examiner to access the assignment directly, and then use the search box to find the sample student submissions.
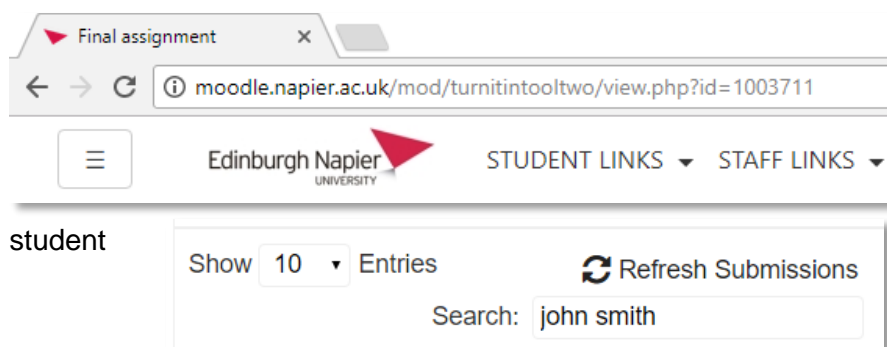
The marker could create a student group for the examiner (see *Allocating markers to student groups* section) so that they can select to view only the student sample, which would be more convenient than searching for each student in the sample.

Whichever method is used to provide external examiners with access to student submissions, it is important to provide good instructions. If external examiners are to provide comments directly on the student's paper then see the *Second Marking and Blind Marking* section for suggestions.

Information Security
Markers must abide by the University's Electronic Information Security Policy and therefore external storage services such as Dropbox must not be used to transfer files as the University has no control over the security of these services. If papers are being stored on personal devices, either by saving attachments from emails or by downloading them from Moodle, the device needs to meet the requirements of the Bring Your Own Device and Mobile Computing policies to ensure that the data is adequately protected.

PART B: MOODLE ASSIGNMENTS

1. Preparing the assignment

Once you have decided on the appropriate eSubmission route the next stage is to prepare the assignment. Points to consider in this section are:

- permitting draft submissions
- allocating markers to student groups
- anonymous marking
- setting the submission deadlines
- grading on the postgraduate scale
- student submission instructions

You can view the official Moodle guide for full details of how to create an assignment.

1.1 Permitting draft submissions

The Moodle assignment has two draft submission features. The first allows students to keep a draft copy on the system before clicking the submit button for the final submission. The second allows attempts to be reopened by the tutor to allow the student to resubmit. Each submission is treated separately which means that the tutor's previous comments are preserved which makes the Moodle assignment well suited to providing feedback on draft submissions.

If you wish to control the *Maximum attempts* then care should be taken if combined with the *Grade to pass* setting and other activity completion conditions. If there is a limit on the maximum attempts then it is possible to prevent a student from resubmitting work to reach required grade, and from accessing further content based on that grade.

1.2 Allocating markers to student groups

Modules with large student cohorts are often organised into groups in order to allocate a marker to each. Once the groups have been created, you need to set the *Group mode* to 'Separate groups' in the assignment settings.

This allows markers to easily find their students in the assignment by selecting their group from the drop menu.

Moodle also has a *Marking allocation* feature where members of the marking team can be allocated to students, one-by-one or in a bulk action. Marking allocation is usually used in combination with the *Marking workflow* feature whereby markers indicate when they have completed marking before grades are released to students. There are more details on this feature in the *Returning unratified marks to students* section of this guide.

1.3 Anonymous marking

Moodle assignments support anonymous marking but this has the implication of not knowing which students have/not made a submission. Student names or IDs are normally displayed in the assignment class list but these are anonymised. Therefore, students should not put their name in the name of the file they are submitting, but should put their Student ID number either in the filename or in the coversheet/document header as this is routinely used in other anonymous marking scenarios.

In the Moodle assignment this is known as blind marking which hides the identity of the student by replacing it with randomly generated Participant numbers (eg. *Participant 851*, *852*, etc.) which is also used in the file of downloaded submissions.

Blind marking is locked once a single submission has been received or a grade has been made in the assignment.

The students cannot view their final grade or a rubric until all of the students' names have been revealed, although feedback comments will appear regardless. Student identities are revealed from the assignment settings but they cannot be hidden again.

1.4 Setting the submission deadlines

Where possible consider setting deadlines when there is support available. Be sure to set UK times for international students and consider adding the *Edinburgh Clock* block to your course. The dates can be altered at any time.

Edinburgh Clock

The date and time in Edinburgh, UK is:
Friday, October 6, 2017 10:47

The three dates control the assignment submission period. Any submission made after the due date is marked as a late, and to prevent late submissions then set a cut-off date.

Allow submissions from	⑦	6	November	2017	09	00	☑ Enable
Due date	⑦	27	November	2017	17	00	☑ Enable
Cut-off date	⑦	27	November	2017	17	00	☐ Enable

Extending the due date for specific students is achieved by creating a user/group override with new due/cut-off dates.

- Edit settings
- Group overrides
- User overrides

1.5 Grading on the postgraduate scale

The sixteen point PG scale is pre-defined in the Moodle Gradeboook of all modules.

Post Graduate Scale
F6, F5, F4, F3, F2, F1, P1, P2, P3, P4, P5, D1, D2, D3, D4, D5

Set the *Grade Type* to 'Scale' and then select the 'Postgraduate Scale' option from the *Scale* drop menu. The *Maximum grade* setting can be ignored.

Grade

Grade ⑦

Type   Scale ◆
Scale   Post Graduate Scale ◆
Maximum grade   16

The submissions can then be graded using the PG scale directly.

Grade:
D1 ◆
No grade
D5
D4
D3
D2
D1
P5

1.6 Student submission instructions

When creating an assignment use the summary/description box to tell the students:

- *What to do* – information about the assignment.

- *When to do it* – the deadline (and time) and how draft submissions are to be handled.

- *How to do it* – especially if this is the first time when you may wish to cover this in class.

- *Where to get support if they need it* – avoid setting midnight deadlines when there is no University support available. If large media files are to be submitted it may be better for students to do this at the University rather than from ahome broadband connection.

Consider setting a convention for the submissions filenames as this may help identify papers if they are to be downloaded. When students submit a file to a Moodle assignment they do not have to enter a submission title, and it is the actual file name that is displayed (eg. assignment.docx).

When the files are downloaded they are placed within folders with the student's name as the only identifier.
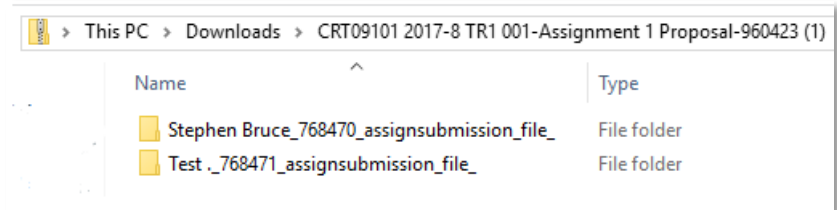
Within each student's folder is the actual file and therefore if your module contains students with similar names then you may wish to consider asking the students to include their matriculation number within the file name.
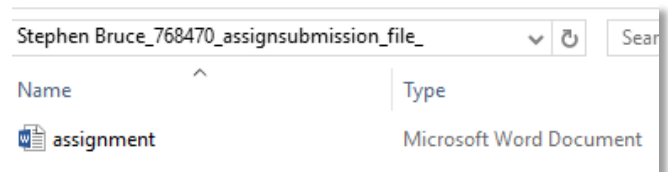
Therefore, it is well worth setting a convention for filenames as this may help identify papers if they are to be downloaded. Suitable titles may be the assignment title itself, the topic of their assignment if they are permitted a choice, or an identifier such as 'draft' to distinguish it from any future submissions.

Consider providing a document that includes answer templates, a cover sheet, or which is formatted with defined headers, line spacing and margins which can useful spacing for adding feedback comments.

The Moodle assignment has an *Additional files* option and any file uploaded here will be available to students as a download link under the assignment description.
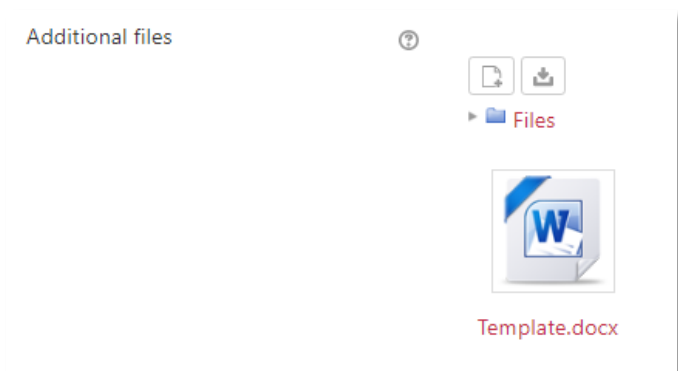
If you are using a grading form or rubric then ensure these are visible to students and let them know of it's availability. The default setting is to allow students to view the rubric.

2. Managing assignment submissions

Once the assignment is live and students are making submissions there are number of aspects to consider, namely:

- student receipting for submissions
- staff notifications for submissions
- submitting on behalf of a student
- collecting submissions

2.1 Student receipting for submissions

Students are required to accept the 'Fit to sit' declaration for every submission, including draft submissions.

When students submit a file they automatically receive a receipt in their University email. This is a fixed setting which cannot be changed for specific assignments.
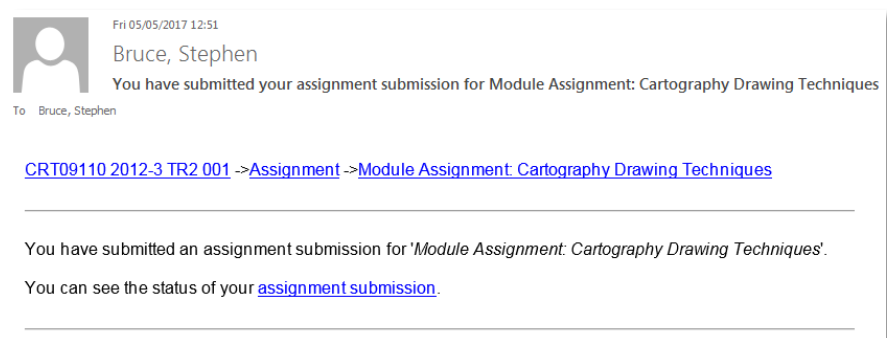
If students are required to click a final *Submit* button (which prevents further changes), only one notification will be sent upon clicking the submit button. Otherwise a receipt will be sent every time the file is altered (ie. removing of file, uploading a new file).

2.2 Staff notifications for submissions

Markers can decide whether to receive email notifications when students make a submission. You probably want to disable notifications when students are submitting to avoid your mailbox becoming swamped. Submission notifications are set in the assignment settings, and there is an additional option to be notified of late submissions. This setting affects notifications for all markers enrolled on the module, therefore if the setting is to be 'yes', individual markers can still prevent receiving emails by editing notification preferences in their Moodle profile.
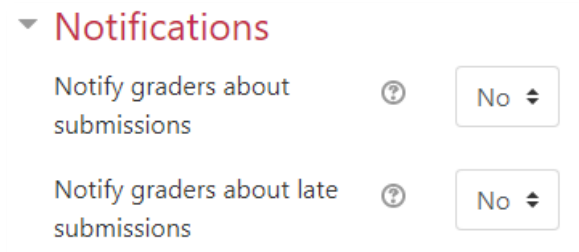
Click on your Moodle photo and click the *Preferences* menu option, and then the *Notification preferences*.

From the email column you can disable/enable your email notifications.

2.3 Submitting on behalf of a student

If a student is late with a submission then view section on *Setting the submission deadlines* for details of how to grant an extension. Students may have a technical issue which prevents them from submitting to the assignment, and occasionally students may elect to email their file to the marker to upload on their behalf.

It is not possible to upload a file on behalf of a student in Moodle assignments. If a file has been submitted in error then the attempt can be reopened by reverting the submission to draft which allows the student to submit again.
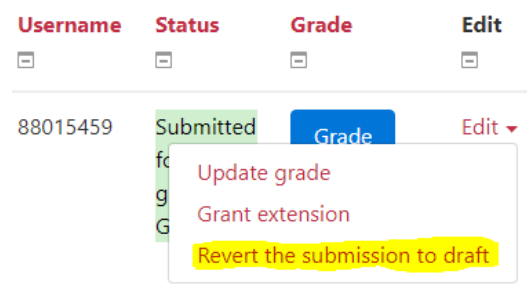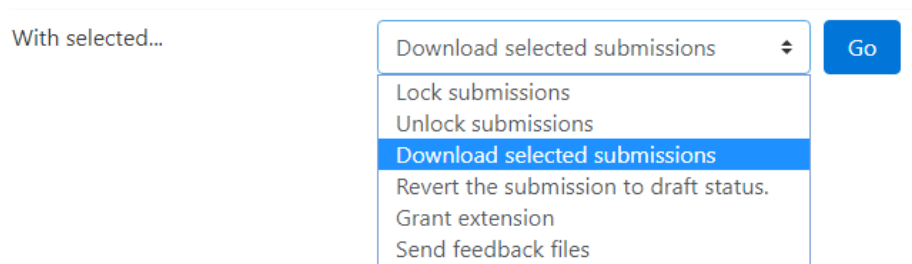
2.4 Collecting submissions

Once submissions have been received there is the option to download all papers for offline reading or printing, or alternatively to read and mark entirely online. If you intend to download the submissions then view the *Student submission instructions* section for further guidelines related to the format of downloaded files.

Check the boxes next to the papers to be downloaded, or check the topmost 'Select' box to select all submissions.
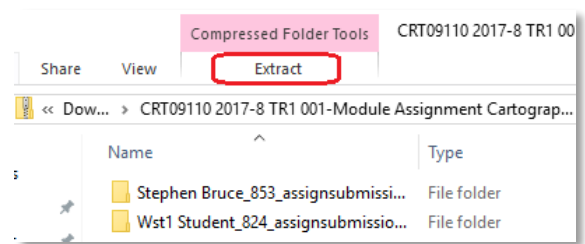
Then select the download option from the drop menu.

The files will be combined into a single 'zip' file which should be saved to the computer and then extracted to access the individual files.
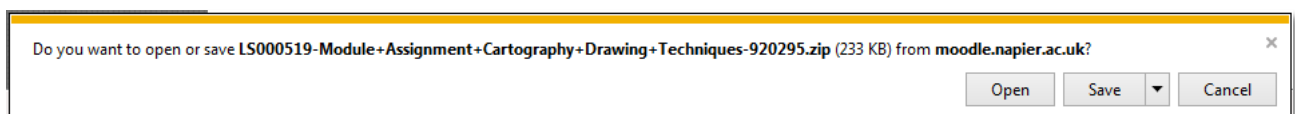
When the files are downloaded they are placed within folders with the student's name as the identifier, and within each folder is the actual submitted file.

3. Stages of the marking process

Once the assignment is closed and no more submissions are permitted, there are a number of options related to electronic marking and feedback. This section covers:

- grading and feedback options
- offlline marking
- second marking and blind marking
- returning unratified marks to students
- external examiner access
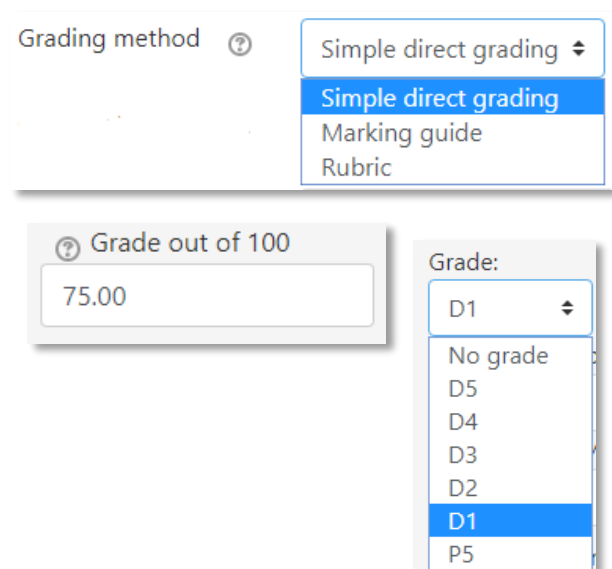
You can view the official Moodle guide for full details of grading and feedback in the Moodle assignment.

3.1 Grading and feedback tools

There are three grading methods available in the Moodle assignment; *Simple direct grading*, *Marking guides* and *Rubrics*.

Simple Direct grading
Submissions are graded with values or a scale such as the postgraduate scale. This method also supports offline marking by downloading/uploading all submissions with a grading marksheet.

Marking guides and Rubrics
Marking guides are simple forms where the marker can leave a comment and a score for each criterion, and the form then totals the scores to calculate a grade. A rubric consists of a set of criteria plotted against levels of achievement, and a numeric grade is assigned to each level. The marker selects the level of work for each criterion.

There are four feedback types which are enabled in the assignment settings.

- *Feedback Comments* provide a box where the marker can enter formatted text.

- *Feedback Files* allows the marker to upload one or more files, eg. annotated versions of the students' original submission.

- *Online Video Feedback* enables the marker to record and upload a video which is stored on the online video server, and deliver this securely to students.

- *Offline Grading Worksheet* allows markers to download a spreadsheet which they can use to enter student grades (see next section).
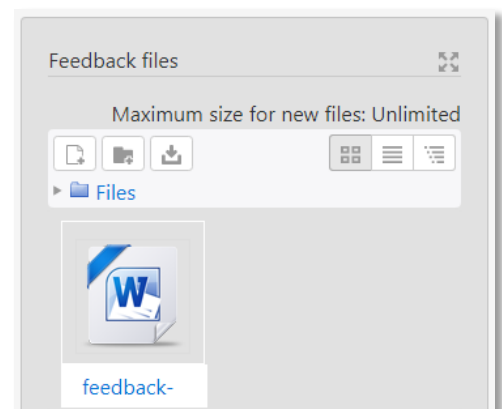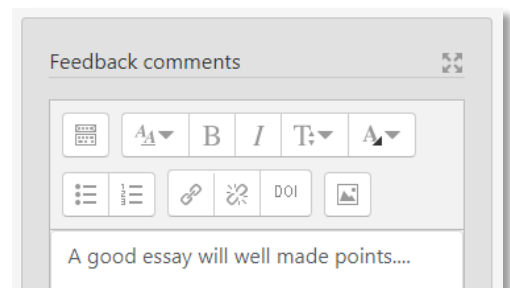
Annotating submissions
If the student has uploaded a PDF, docx or odt file then their submission will be displayed on the grading screen, allowing you to annotate it using a variety of tools, stamps and comments which may be saved to a comments bank. This tool is not as sophisticated as Turnitin Feedback Studio but Moodle are improving the functionality with each release.
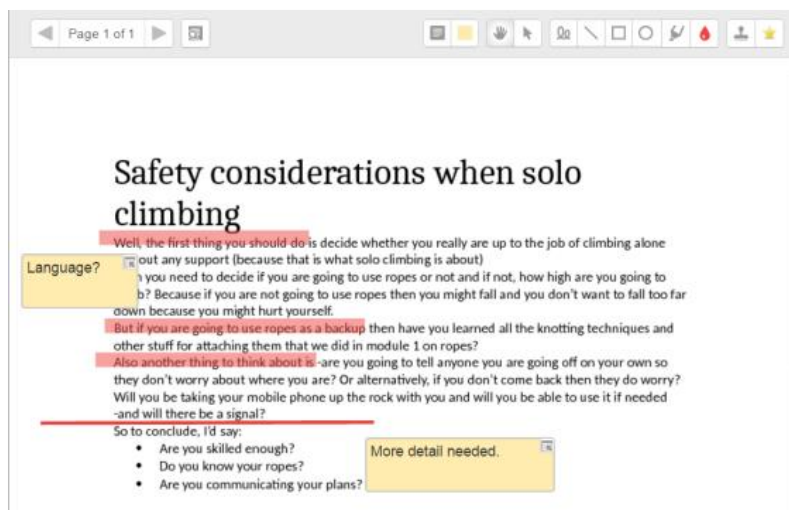


3.2 Offlline marking and feedback

If you don't have an internet connection or prefer to grade outside Moodle, you can download a grading worksheet and upload grades, feedback comments and feedback files in a bulk action. These options are available from the *View all submissions* option, but note that this is not available if you have enabled Rubrics or Marking Guides.
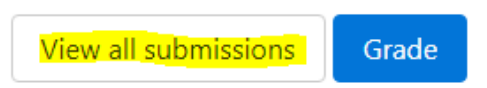
The spreadsheet is in a .*CSV* format with each student allocated a row, and anonymised IDs appear if anonymous submissions are enabled. Input the grades as values or scales, whichever is defined in your assignment settings. If *feedback comments* are enabled then these can also be included in the spreadsheet.
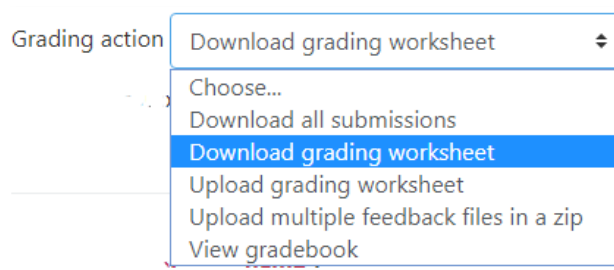
Then upload the *CSV* file back into the assignment using the *Grading action* drop menu.
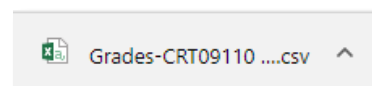

If you have enabled feedback files then you can annotate the student's original submission with comments and then upload these in a bulk action. Firstly, download the student submissions (see section *Collecting submissions*) and extract the zip file to your computer. Add your comments to the student's submission file (or replace the contents with your own) but it is essential that the filenames are kept the same. Then zip the files into a new zip file and upload using the *Grading action* drop menu.

3.3 Second markers and double blind marking

Although *Marking workflow* and *Marking allocation* features allow specified markers to be allocated to students, the Moodle assignment is designed for a single marker per student submission.

Double blind marking, whereby the markers do not see each other's comments, can only be achieved by providing both markers with a separate document. These documents could be a marking sheet, or the student's original submission which is annotated by the markers. Both documents can then be returned to the student by uploading into *Feedback files*.
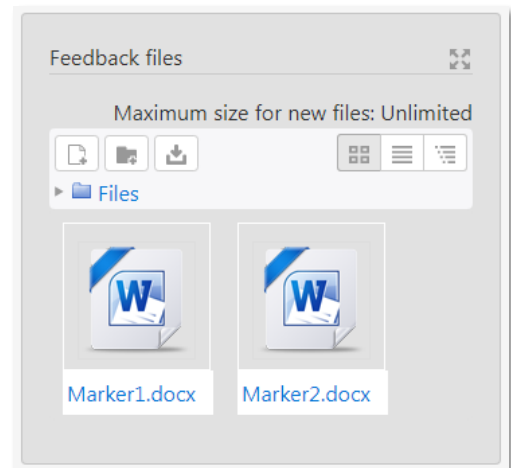
The *Feedback comments* area can be used to provide text comments from both markers, using the basic formatting to distinguish between them. Note however that each marker has full edit access to all the feedback left in this text area. Therefore, great care must be taken as there is no way to recover deleted text.
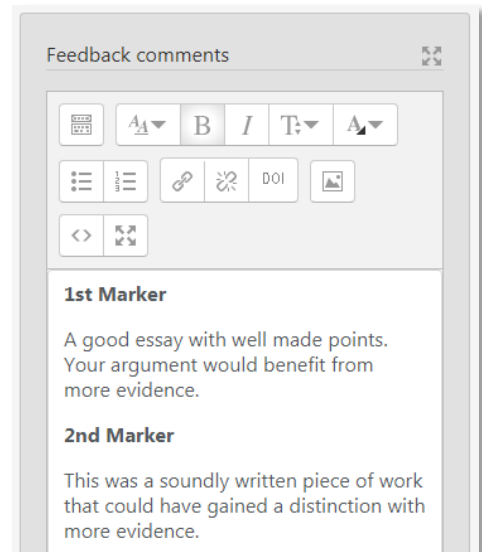
3.4 Returning unratified marks to students

There are two ways to keep your grades and feedback hidden from students until marking is finalised; manually hiding the item in the Gradebook, or enable *Marking workflow*.

Manually hiding the item in the Gradebook
Find the grade column for the assignment and click its eye/hide icon. Grades are hidden when displayed with a strikethrough. When ready to release the grades then return here and click the eye/show icon again.

You can set a time for the grades to be automatically revealed by clicking on the cog icon and enable the *Hidden until* date.

Enable marking workflow

The second approach to releasing marks to all students at the same time is to enable *Marking workflow* in the assignment's settings.

Use marking workflow	⑦	Yes ⬍
Use marking allocation	⑦	Yes ⬍

This enables markers to specify the stage they have reached in their grading of individual assignments, and is a good method when there are multiple markers and/or exceptional circumstances causing you to withhold individual marks.

Note that students are always able to monitor the marking state of their submission.

⑦ Grade out of 100

65.00

⑦ Marking workflow state

Ready for release ⬍

Not marked
In marking
Marking completed
In review
Ready for release
Released

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Ready for release

Only once the marking state is set to set to 'Released' are grades sent to the Gradebook. The state can be set when grading (or viewing) one submission at a time, and also as a bulk action when *Viewing all submissions*. Select the submissions and then *Set marking marking workflow state* from the drop-menu.

Select	User picture	name / Surname	Username	Status	Grade
☑		Wst1 Student	bbbwst01	Submitted for grading Ready for release	Grade 75.00 / 100.00
☑		Stephen Bruce	88015459	Submitted for grading Ready for release	Grade 65.00 / 100.00

With selected... Set marking workflow state ⬍ Go

To notify students that marks and feedback are available then you could use the *Announcements* forum or send a *QuickMail* message by email.

It is also a good idea to set the default *Notify students* to 'No' in the assignment settings to avoid unintentional notifications. Otherwise Moodle will send an email to each student as you finish marking their assignment irrespective of the marker having completed the marking process or releasing the grades.

Organising your gradebook

The student's grade will also be available from the Gradebook and so it is a good idea to organise the Gradebook, particularly if you wish to present an accurate course total. Here you can combine specific grade items together in a weighted average, and exclude other items such as formative quizzes, draft assignments, and any empty grades.

3.5 External examiner access

External examiners can be given access to students' papers electronically either by sending the documents to them or by providing access to the relevant Moodle modules. All markers must abide by the University's Information Security policies, and further details are below.

Sending a sample of papers by University email is a secure method of transferring files whenever messages are being sent from one University mailbox to another. If the destination is a non-Institutional mailbox such as a personal account then email encryption is required to ensure that the message and/or attachments remained secure. It is advisable to combine papers into a single PDF document rather than a zip file which are often blocked by institutional email security systems.

External examiners are issued with a University ID and password, and can therefore be given access to the relevant modules by administrative staff in the school office. The most appropriate Moodle role is *Non-editing Teacher* which permits the examiner access to all resources, activities, and grade information in the module whilst being prevented from changing any content.

It is important that external examiners do not have to navigate around the module contents trying to find the student submissions, and there are two ways this can be avoided. The sample of student's submissions can be downloaded from the Moodle assignment (see *Collecting student submissions* section) and placed on the module homepage within a folder that is hidden from students.
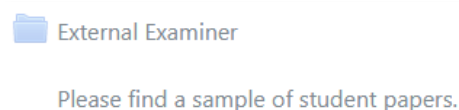
Alternatively, since each assignment grading screen has a unique URL then this can be provided to the examiner who can then use the search box to find individual students.
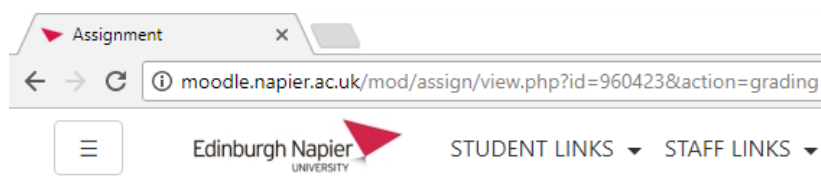
Alternatively, the marker can create a group of the sample students for the examiner so that they can select to view only the sample students (see *Allocating markers to student groups* section).

Whichever method is used to provide external examiners with access to student submissions, it is important to provide good instructions. If external examiners are to provide comments directly on the student's paper then see the *Second Marking and Blind Marking* section for suggestions.

Information Security
Markers must abide by the University's Electronic Information Security Policy and therefore external storage services such as Dropbox must not be used to transfer files as the University has no control over the security of these services. If papers are being stored on personal devices, either by saving attachments from emails or by downloading them from Moodle, the device needs to meet the requirements of the Bring Your Own Device and Mobile Computing policies to ensure that the data is adequately protected.

Getting help and advice

If you have any questions or would like help getting started with your assessment design then please get in touch with the Learning Technology Support Team or attend one of the training and support events.

Contact details can be found on the Learning Technology Hub:
https://blogs.napier.ac.uk/learningtechnologyhub

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