

## How to give Moodle Assignment feedback, in the form of file documents.

This is achieved by setting up an assignment in Moodle into which you can add feedback file documents to your students that are private to each student but that are released to them all at the same time. This approach is functions independently of the grade-book and therefore shouldn't confuse the students.

1. In your Moodle module, click on the **'Turn editing on'** button (top-right pencil icon)

2. Click **+ Add an Activity or Resource**

3. From the window, select **'Assignment'** and then click **'Add'**.

Create the assignment as usual, with **"Name"**, **"Description"** If you are giving feedback, but you do not require students to submit anything, make that clear in the description i.e. "You don't have to submit anything but look here for feedback"

Adding a new Assignment to PB's test section

**General**

Assignment name

Description

4. In the **'Availability'** section, untick all boxes as this feature isn't needed.

**Availability**

Allow submissions from       Enable

Due date       Enable

Cut-off date       Enable

Remind me to grade by       Enable

Always show description

5. In the **'Feedback types'** section, tick only **Feedback files**

**Feedback types**

Feedback types  Feedback comments  Annotate PDF  Feedback files  MEDIAL Video Feedback  Offline grading worksheet

6. In the **'Submission types'** section untick all boxes

▼ **Submission types**

Submission types  Video Assignment [?](#)  File submissions [?](#)  Mahara portfolio [?](#)  Online text [?](#)

Site [?](#) Mahara ePortfolio ▾

Lock submitted pages [?](#) Yes, keep locked ▾

7. In the **'Grade'** section 'Type' field change to **'None'** > **Use marking workflow change to 'Yes'** (so that all your feedback files are released to all your students at the same time) > **Save and Display**

▼ **Grade**

Grade [?](#) Type None ▾

Anonymous submissions [?](#) No

Hide grader identity from students [?](#) No ▾

Use marking workflow [?](#) Yes ▾

Use marking allocation [?](#) No ▾

8. Once you have created your assignment click into the assignment and view the assignment as a teacher and click **'View all submissions'**

**Feedback only**

You don't have to submit anything but look here for feedback

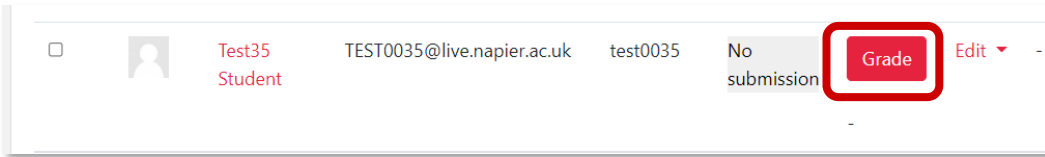
Separate groups All participants ▾

**Grading summary**

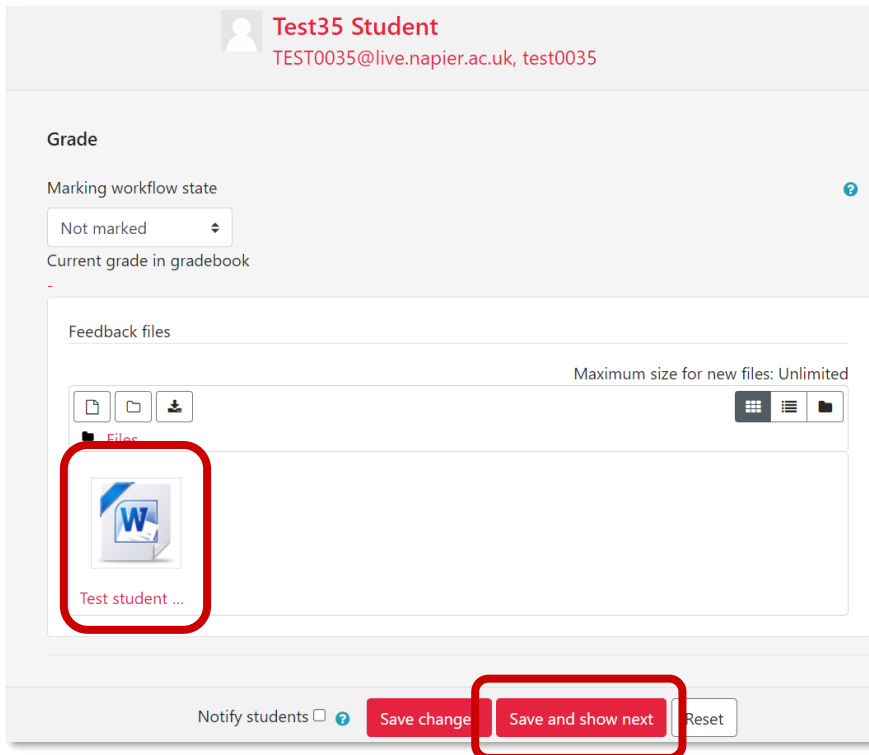
<b>Hidden from students</b>	No
<b>Participants</b>	42
<b>Submitted</b>	0
<b>Needs grading</b>	0

[View all submissions](#) **Grade**

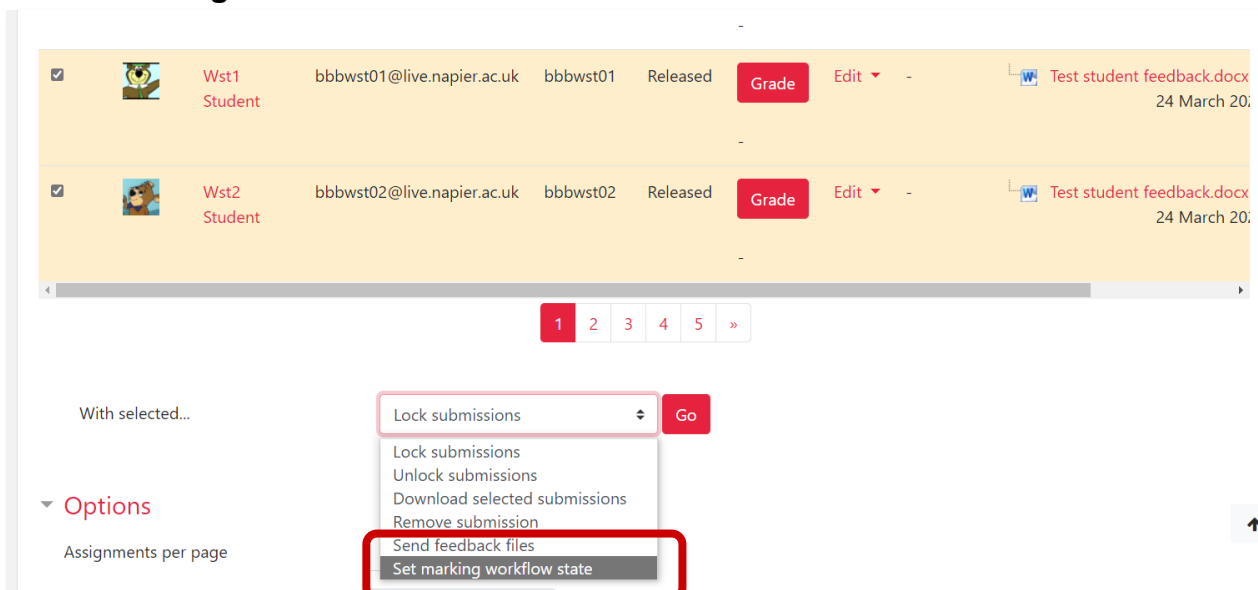
9. Click the 'Grade' button in the "Grade" column for the student of choice e.g. Test35 Student.



10. Drop the feedback file for the student into the drop box > **Save and show next** > Repeat for the other students > **View all submissions**



11. Select all the students that you've added the feedback files to and > **With selected** > **Set marking workflow state.** > **Go**




## 12. Marking workflow state > Released > Save changes


**Feedback only**

You don't have to submit anything but look here for feedback

▼ **Set marking workflow state for 2 selected user(s).**

Selected users

 Wst1 Student (bbbwst01@live.napier.ac.uk, bbbwst01)

 Wst2 Student (bbbwst02@live.napier.ac.uk, bbbwst02)

Marking workflow state

Notify students

In marking

In marking

Marking completed

In review

Ready to release

Released

