



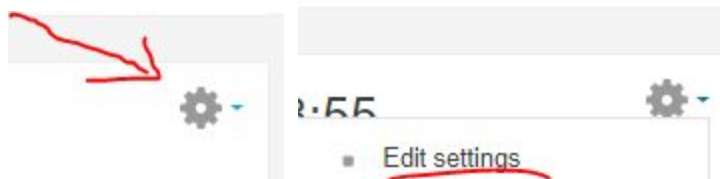
Instructor's Guide to Offline Grading in Moodle



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Step 1:

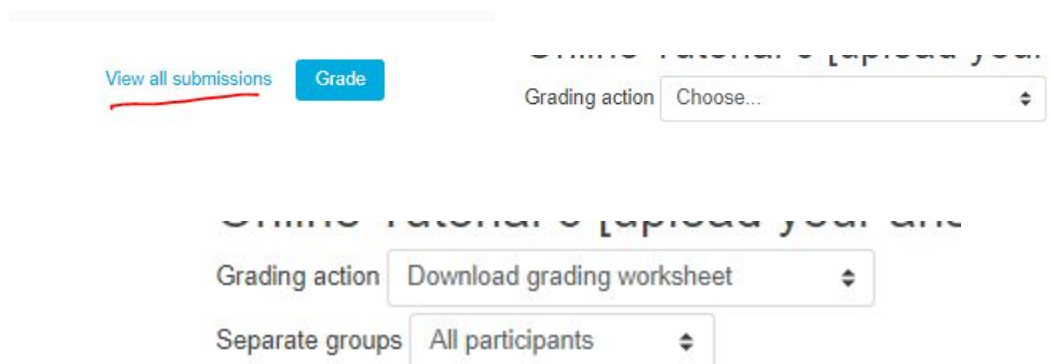
Click on assignment > see the right hand corner > click edit settings

**Step 2:**

Click edit settings > Feedback types > tick the offline grading worksheet > Click save changes

**Step 3:**

Click view all submissions > Grading action > download grading worksheet



Step 4:

Open the downloaded csv. file and you should be able to see a list of all the students. Input the marks for them and add comments if needed. Save the file when finished.

Group submission state	Grade	Maximum Grade	Last m	Last modified (grade)	Feedback comments
Submitted for grading	65	100	Yes	Wedn Saturday, 5 July 2014, 6:08 PM	Well done.
Submitted for grading	55	100	Yes	- Wednesday, 2 July 2014, 1:41 PM	The discussion needs improvement.

Step 5:

Go back to the grading page and choose 'upload grading worksheet' from the drop-down menu.

In the uploading page, choose the csv. file you have just edited and saved, then click 'upload grading worksheet'.

Assignment 1

Grading action



- Choose...
- Download grading worksheet
- Upload grading worksheet
- Upload multiple feedback files in a zip
- View gradebook


First name : All


Surname : All


Step 6:

Upload the Worksheet


Upload a file   Maximum size for new files: 100MB


 You can drag and drop files here to add them.

Encoding 

Separator  Tab Comma Colon Semicolon


Allow updating records that have been modified more recently in Moodle than in the spreadsheet.



There are required fields in this form marked *.

You will then be able to see that the grades and comments have been uploaded and the grading table now shows the student's grades.

Grading action
Choose...

Status	Group	Group submission status	Grade	Edit	Last modified (submission)
Submitted for grading Graded	Default group	Submitted for grading	65.00 / 100.00		Wednesday, 2 July 2014, 1:30 PM

With selected...