

# 11: OFFLINE GRADING OF ASSIGNMENTS

## WELCOME TO THE OFFLINE GRADING OF ASSIGNMENTS TUTORIAL!

In this tutorial, you will learn how to use offline grading with the Assignment activity.

If you have not used one of CareerTech's "How to Moodle" tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should be familiar with:

- Setting up a course in Moodle

To begin, select from the menu below or simply turn to the next page.

### MENU OF TUTORIAL TOPICS

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### INTRODUCTION

Assignment activities offer multiple ways to access student submissions, enter grades, and provide feedback. Steps for grading and entering feedback online are covered in the Activity Grading tutorial. However, you also have the option to use a downloaded worksheet to enter grades and feedback before importing back into the Moodle LMS.

### OFFLINE GRADING AND FEEDBACK FOR ASSIGNMENTS

#### VIDEO DEMONSTRATION:

Watch this 7-minute video to see a demonstration of downloading a feedback worksheet to grade an Assignment.

<http://youtu.be/j5wOMBrCUOQ>

**NOTE:** Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are the same as the ones that you will use.

To take advantage of this feature, be sure to define your Assignment settings in the Feedback Types section so that the **Offline Grading Worksheet** field is set to Yes.

To download, modify, and import a grading and feedback worksheet, use the following steps:

Step	Action	Notes
1.	Click the Assignment activity to be graded from the course front page.	The Grading Summary page for the assignment will display. A link for “View all submissions” is available below the first section.
2.	Click the “View all submissions” link.	The Grading Table for this activity opens. It displays information about each student along with submission status, grading status, and options for viewing and grading submissions.

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Step	Action	Notes
3.	From the <b>Grading Action</b> drop-down at the top left of the page, select Download Grading Worksheet.	This will download a CSV spreadsheet file with the fields that Moodle requires to record grades for each student. To find the file, look in your Downloads folder.
4.	Review student work.	Depending on the Assignment, this may or may not require you to download submissions. If submissions are in the form of electronic files, you may use the <b>Grading Action</b> drop-down at the top left of the page, and select Download All Submissions to get a zip file of all submitted files.
5.	Locate the downloaded Grading Worksheet CSV (comma separated values) file and double-click to open.	The file will open as a spreadsheet. <b>NOTE:</b> When saving your work, do not change the file type. The file must be uploaded back to Moodle as a CSV file.
6.	Enter grades and feedback comments in the provided fields for each student.	Be careful not to change any of the formatting of the spreadsheet, such as adding or deleting columns. The file must have the same format in order to be successfully uploaded to Moodle.
7.	Save the file with the data as a CSV file.	Do not change the name or file type.
8.	From the <b>Grading Action</b> drop-down at the top left of the page, select Upload Grading Worksheet.	A dialog box displays for you to choose your file from the file picker, or drag the file from another window on your desktop.
9.	Click the box to enable <b>Allow updating records that have been modified more recently in Moodle than in the spreadsheet.</b>	Enabling this item ensures that the data in your spreadsheet will override any data currently in the Moodle system.
10.	Click the <b>Upload Grading Worksheet</b> button.	A confirmation screen displays to show the data that will be uploaded.
11.	Click <b>Confirm</b> .	The data is saved to the Gradebook. A screen notifying you of the update is displayed.
12.	Click <b>Continue</b> .	The display returns to the Assignment grading table. The data you entered in the offline grading worksheet has been added to the table.

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If you have provided feedback comments to students directly within submitted files, you can also upload these files to Moodle for the students to retrieve. To take advantage of this feature, be sure to define your Assignment settings in the Feedback Types section so that the **Feedback Files** field is set to Yes.

Use the following steps:

Step	Action	Notes
1.	Zip all the student files into one compressed file.	Do not change the file names of the student files. The file names contain data required for Moodle to place each file in the correct row of the grading table when uploaded.
2.	From the <b>Grading Action</b> drop-down at the top left of the page, select Upload Multiple Feedback Files in a Zip.	A dialog box displays for you to choose your file from the file picker, or drag the file from another window on your desktop.
3.	Add your zip file to the dialog box.	
4.	Click the <b>Import Feedback File(s)</b> button.	A confirmation screen displays to show the files that will be uploaded.
5.	Click <b>Confirm</b> .	The files are saved to the Assignment. A screen notifying you of the update is displayed.
6.	Click <b>Continue</b> .	The display returns to the Assignment grading table. The feedback files for each student have been added to the table in the column Feedback Files.

### SUMMARY AND RESOURCES

This tutorial provides information about using offline grading for a Moodle Assignment activity.

To learn more about this topic, visit:

- [https://docs.moodle.org/33/en/Using\\_Assignment](https://docs.moodle.org/33/en/Using_Assignment)

### HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- ***As a self-paced lesson.***

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- ***As a lesson-plan for a classroom.***

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

*We would appreciate feedback on this tutorial! Please send comments or suggestions to:*

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