

Moodle: Use grading workflow to manage assignment feedback

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The Assignment activity has a grading workflow option that enables instructors to:

- Hide feedback and grades until ALL submissions have been graded (normally assignment grades and feedback are visible to each student as soon as they are entered).
- Manage the work of multiple graders, including allocation of submissions to particular graders and review before releasing grades and feedback to students.

Before you start, you may need access to the following:

- **Instructor of record, Other editing teacher or Non-editing teacher role** in a Moodle course

Enable grading workflow

1. Navigate to the **Assignment Settings** page.
 - If you are creating a new Assignment, you will see this page as soon as you add the Assignment activity.
 - For an existing Assignment, click on the Assignment to open it, click the gear icon, and choose **Edit Settings**.
2. Expand the **Grade** section.
3. Set **Use marking workflow** to **Yes**.
4. If there are multiple graders, change **Use marking allocation** to **Yes** as well. This allows graders to indicate who is grading which submissions.
5. Click **Save and Display**.

Note: Although you can edit these settings after students have submitted work, it's best to do it before you start grading.

How grading workflow works

When grading workflow is enabled, Teachers can assign the following grading statuses to submissions:

- Not marked
- In marking

- Marking completed
- In review
- Ready for release
- Released

Note that only the **Released** status has a technical effect: it is the *only* status in which students will be able to view their grade and feedback they've received. (See [What Students See](#), below).

The remaining statuses are simply labels that graders can use to manage their work. For example, if two graders are reviewing each other's work, each might use "Grading completed" to indicate to the other that a submission is ready for review and "Ready for release" to indicate that they have reviewed it.

Grading allocations are also simply labels that help graders distribute their work. All those in the Teacher role will still be able to view and edit grades and feedback for all submissions.

View and change grading statuses and allocations

1. Click on the Assignment to open it.
2. Click **View all submissions**.
 - When marking workflow is on you will see a marking status beneath the submission status in the **Status** column.
 - When marking allocation is on, you will see a **Grader** column.
3. If the table isn't editable, turn **Quick grading** on by checking the box in **Options** section. (Note: Moodle will remember this setting.)

Here are some shortcuts for bulk-changing statuses and grade allocations.

Change grading status for all submissions

When you are viewing all submissions with quick grading on:

1. Check the box in the heading of the **Select** column to select all submissions. Selected submissions will be checked and highlighted in yellow.
2. Find the **With selected ...** menu and choose **Set marking workflow state**.
3. Click **Go**.
4. You will see a list of the students you selected, choose the appropriate **Grading workflow state** and click **Save changes**.

Allocate all of a grader's submissions at once

When you are viewing all submissions with quick grading on:

1. Check the boxes in the **Select** column for the submissions this person will grade. Selected submissions will be highlighted in yellow.
2. Go to the **With selected ...** menu and choose **Set allocated marker**.

3. Click **Go**.
4. You will see a list of the students you selected, choose the appropriate **Allocated marker** and click **Save changes**.

Filter and allocate grading by group

If you have set up Groups for your course you can use them to manage and allocate grading.

1. Edit the Group mode setting for the Assignment:
 - a. Open the Assignment.
 - b. Choose the option for **Settings**.
 - c. Scroll down and click **Common modules settings** to expand it.
 - d. Change the **Group mode** to **Visible groups**.
 - e. Click **Save and display**.
2. Click **View All Submissions**.
3. There will be a new **Visible groups** menu; select a group to display only the students in that group.
4. Check the box in the heading of the **Select** column to select all submissions. Selected submissions will be checked and highlight in yellow as shown below.
5. Go to the **With selected ...** menu and choose **Set allocated marker**.
6. Click **Go**.
7. You will see a list of the students you selected, choose the appropriate **Allocated marker** and click **Save changes**.

What students see

When students click on an Assignment, they see **Submission status** information: when an assignment is due, whether they've submitted work, and if they've submitted the timestamp for the submission and a link to the file.

Information on the **Grading status** is also included. If **Marking workflow** *isn't* enabled, the status options are Not Graded or Graded. If **Marking workflow** is enabled, the grading status will be Not Graded or the setting chosen by a Teacher. If **Marking status** is set to anything besides "Released" no grades or feedback are visible.

Once a Teacher changes the Grading Status to **Released**, the grade and feedback for the assignment will be visible to the student.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) ☐

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Location: Canaday Library 1st floor

