
Using Assignments in the VLE

GUIDE

v2.0

User Services
IT Services



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A. Introduction

The **Assignment** activity allows you as tutor to collect work from your students, review it and provide feedback. The work students submit is visible only to the tutor, unless a group assignment is assigned.

Managing student work using an assignment activity presents the following benefits:

- **Paperless management of student work** - The assignment activity provides a convenient database of student submissions that you can manage online.
- **Providing feedback through the VLE** - VLE assignments include a feedback interface through which you can provide feedback comments, and upload feedback files.
- **Due dates automatically appear in the Calendar** - If you specify a due date for an assignment, that date will appear in the *Calendar* block and in the *Scheduled activities* block. Students can see at a glance when their work is due.

Students can submit any digital file type, including, for example, word-processed documents, spreadsheets, presentations and images. Assignments do not necessarily have to consist of file uploads. Alternatively, tutors can ask students to submit online text within the assignment activity. Otherwise, they can also ask students to do both.

- **Online text** - Students enter content directly into a text box on the assignment submission page. Useful for short papers or articles.
- **File submissions** - Students upload files on the submission page. Useful for long essays or other file-based work.
- **Both online text and files** - Students can upload files and enter text online. For example, a student can upload a file containing an essay and use the online text box to provide a brief description.
- **Offline work (no online submission)** - Tutors can also create an assignment activity with no online submission options for students. This is useful for evaluating work such as papers which are to be collected as hard copy, classroom presentations, performances or lab experiments. Tutors can use this activity to provide feedback in the VLE. Moreover, the due date will appear in the VLE area's *Calendar* and the *Scheduled activities* block in the Dashboard.

B. Accessing VLE areas

1. Select **VLE** from the *Staff* drop-down menu at the upper left-hand corner of the University of Malta homepage.



2. If you are already signed in, you will immediately be directed to the VLE. Your VLE Dashboard will be displayed, showing all the areas you have access to.

If you are not signed in, the UM IT Account authentication screen will be displayed. Type in your **Email address or Username** and **Password** in the respective fields, and click the **Sign in** button.

Sign in to UM IT Account

Email address or Username

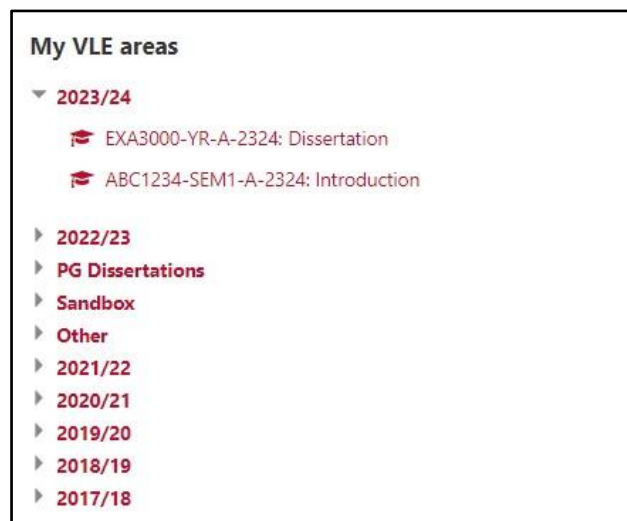
Password

[Sign in](#)

[Sign in Problems?](#)

UM IT Account password is only requested at <https://accounts.um.edu.mt/>
 Make sure to sign out (top right) when done.

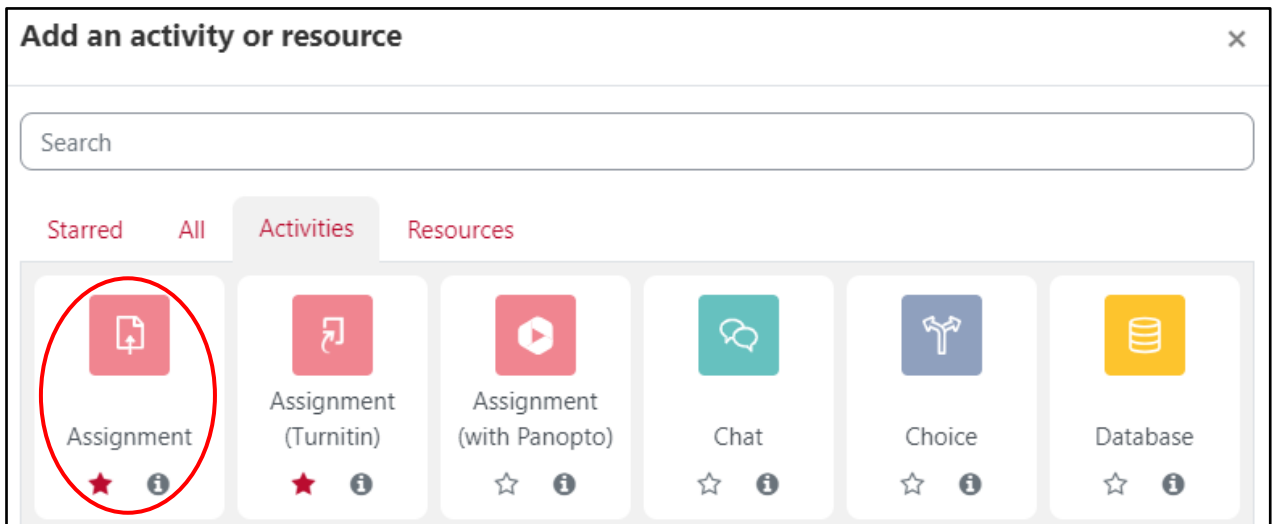
3. Locate the VLE area you want to access within the **My VLE areas** block.
4. Click on the VLE area.



C. Creating an assignment activity

You need to create an Assignment activity so that all students will be able to submit their assignments online through the VLE.

1. Click the **Start editing** toggle button (top-right corner of the VLE area).
2. In the section where you want to add the Assignment activity, click the **Add an activity or resource** button.



3. Select **Assignment**. The *Adding a new Assignment* window, which is broken down into a number of sections, will be displayed.

By default, the following sections are automatically expanded:

- *General* *
- *Availability* *
- *Submission types* *

The following sections are automatically collapsed:

- *Feedback types*
- *Submission settings*
- *Group submission settings*
- *Notifications*
- *Grade* – while grading is enabled for an Assignment activity, it is important to note that all official and final grades may only be accessed via eSIMS.
- *Common module settings* – allows the use of groups and groupings in an Assignment activity. More information is available in the [Using Groups & Groupings in the VLE](#) user guide, with special reference to section E, namely, *Making use of Groups*.
- *Restrict access* – not required, however more information is available in the [Using Conditional Activities in the VLE](#) user guide.
- *Activity completion* – not required, however more information is available in the [Using Activity Completion in the VLE](#).

*** These sections must be completed**

- Under the *General* section, in the **Assignment name** field, enter a meaningful name for the assignment activity.
- In the **Description** field, it is recommended that you enter information about the assignment. Tick the option **Display description on course page**, if you'd like to display the description on the VLE area homepage.

General

Assignment name Wikis and their use in teaching and learning

Description

Edit View Insert Format Tools Table Help

For this assignment, you need to write a 3,000-word essay on wikis and how these can be used in teaching and learning. Watch the video below and read this article - Everything you should know about wikis, (Educase Learning Initiative)

Sample assignments are attached. If you have any queries, please leave a message in the respective forum.

Video: Wiki in plain English

p > a 62 words

Display description on course page

- Additionally, you may include any detailed activity instructions in the **Activity instructions** field. These instructions will be displayed once students access the respective Assignment activity.
- Within the **Additional files** designated area, you can include attachments of additional files to provide students with further details, or to include sample assignments or an answer template. Additional files can be uploaded through drag-and-drop in the designated area, or through traditional upload by clicking the **Add...** button.

Additional files Maximum size for new files: 100 MB

Files

Assignment Assignment S...

Only show files during submission

- In the *Availability* section, set the date and time for:

Availability

Allow submissions from 21 July 2023 00:00 Enable

Due date 21 August 2023 23:59 Enable

Cut-off date 31 August 2023 23:59 Enable

Show more...

Always show description

- **Allow submissions from** – This is the start date, and determines when students can start making their submissions. Students cannot submit their assignments prior to this date.
- **Due date** – Determines when the assignment will be due. The due date will show in the VLE area's *Calendar*, as well as in the *Scheduled activities* block in the VLE Dashboard.

Note: submissions will still be allowed after this date but any assignments submitted after due date are marked as late. To prevent submissions after a certain date, set the assignment **Cut-off date**.

- **Cut-off date** – Determines when the assignment will no longer accept submissions. Tick the **Enable** checkbox to set a date and time.

To adjust the required dates, you may follow one of the steps below:

- Use the drop-down menus to set the day, month, year and time (24-hour clock).
- Click the calendar icon adjacent to the dates. This will display the calendar, from which you can easily navigate to the day required. Note that the time can only be set using the drop-down menus available.

July 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

When setting the time for the due date and cut-off date, it is recommended that you set one of the following: 12:00 or 23:59.

9. In the *Submission types* section, you may set:

- **Submission types** – Determine whether you want your students to submit a *File submission*, *Online text*, *both*, or an *offline submission* (disable both the *File submission* and *Online text* options. Further information is also available in [Section A](#)).
- **Maximum number of uploaded files** – If file submissions are enabled and students are required to upload multiple files, set this to the number of files required.
- **Maximum submission size** – Leave this setting as default, that is, **100MB**.
- **Accepted file types** – If required, you may specify the file types that can be submitted. You may either enter the file extensions in the field or use the file type selector by clicking the **Choose** button. If the field is left empty, then all file types will be allowed.
- **Word limit** – Optionally, you can enable this for *Online text* submissions. Specify a limit to the number of words an *Online text* submission may contain. **Note:** this setting is available only if *Online text* has been enabled.

▼ **Submission types**

Submission types File submissions ? Online text ?

Maximum number of uploaded files ?

Maximum submission size ?

Accepted file types ? PDF document .pdf
Word 2007 document .docx
Word document .doc

10. If you would like to provide feedback to your students, expand the *Feedback types* section to choose the required feedback type. You may set:

- **Feedback comments** – If enabled, you can write comments for every submission. These comments will only be visible to the individual student. If it is a group submission you can choose to apply the same feedback to the entire group (further information in [Section F](#)).
- **Offline grading worksheet** – If enabled, you can download the spreadsheet to input feedback without the need to be logged in the VLE. This can be useful if you anticipate providing feedback while disconnected from the internet.
- **Feedback files** – If enabled, you can upload files containing inline feedback comments and suggestions. For example, tutors can upload a MS Word document with comments or a spoken audio feedback file.
- **Comment inline** – If enabled, the *Online text* submission will be copied into the feedback comment field, making it easier to comment inline or to edit the original text.

Feedback types

Feedback comments Feedback files Offline grading worksheet

Comment inline No

11. Expand the *Submission settings* section. The following settings may be applied:

- **Require students to click submit button** – If enabled, students will need to click the *Submit* button to declare their submission as final. This setting is recommended in order to prevent students from making re-submissions, particularly if you have already provided feedback for their submissions.
- **Require that students accept the submission statement** – If enabled, students will need to acknowledge the statement before proceeding with their submission. The submission statement states the following:

I confirm that this submission is my own work, except where explicitly and individually indicated, and that all sources used in its preparation and all quotations are clearly cited. I accept all responsibility for any copyright infringement that may occur as a result of this submission.

- **Additional attempts** – Determines whether a student can make additional attempts at the assignment. The available options are, *Never*, *Manually* and *Automatically until pass*.
- **Maximum attempts** – The maximum number of submissions attempts that can be made by a student. **Note:** this setting is available only if the *Additional attempts* setting has been set as *Manually*.

Submission settings

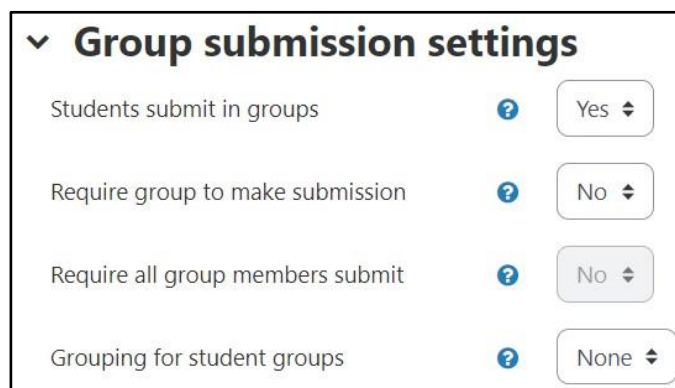
Require students to click the submit button Yes

Require that students accept the submission statement Yes

Additional attempts Never

12. If you would like to allow students to submit in groups, expand the *Group submission settings* section. The following settings may be applied:

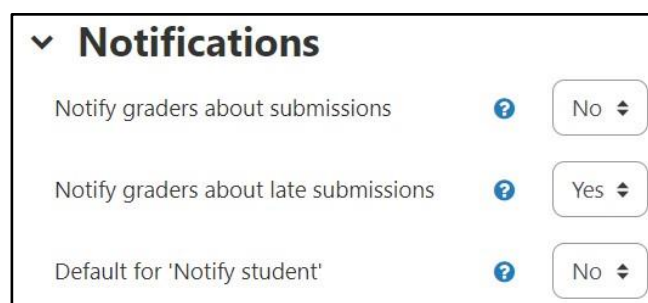
- **Students submit in groups** – If enabled, students can submit their work as a group rather than individually. For example, a group of students can submit one file that contains the joint work of the group. **Note:** Groups must be enabled and created within the study-unit prior to using this setting. Further information is available in the [Using Groups & Groupings in the VLE](#) user guide, with special reference to section E, namely, *Making use of Groups*.
- **Require group to make submission** – If enabled, users who are not members of a group will be unable to make submissions.
- **Require all group members submit** – If enabled, all students in a group must individually submit the same assignment for the group submission to be considered as submitted. Otherwise, if this is disabled, the group submission will be considered as submitted as soon as any member of the student group makes a submission.
- **Grouping for student groups** – Choose the grouping that the assignment will use to find groups for student groups. If not set, the default set of groups will be used.



▼ Group submission settings		
Students submit in groups	?	Yes
Require group to make submission	?	No
Require all group members submit	?	No
Grouping for student groups	?	None

13. Expand the *Notifications* section. The following settings may be applied:

- **Notify graders about submissions** – If enabled, tutors will receive an email alert whenever a student makes a submission. **Note:** This may not be practical in a class with a large number of students.
- **Notify graders about late submissions** - If enabled, tutors will receive an email alert whenever a submission is made after due date.
- **Default setting for "Notify students"** - Choose the default setting for "Notify students" for when feedback is provided. This will be updated in the assignment feedback interface. It is recommended that you set this setting to **No**. This can be changed manually in the feedback interface.




▼ Notifications		
Notify graders about submissions	?	No
Notify graders about late submissions	?	Yes
Default for 'Notify student'	?	No

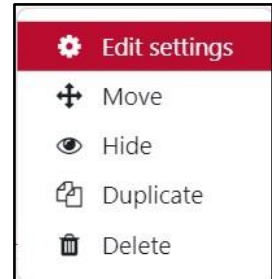
14. Click the **Save and return to course** button.

D. Editing or deleting an assignment activity


While it is possible to edit the settings of an existing assignment, it is recommended to do so carefully, particularly if the assignment is already accessible to students, and students have already started submitting their work. Changing some options, such as changing participants when working with groups, may result in student confusion and in loss of work that might have already been submitted.

To edit the settings for an assignment you have already created:

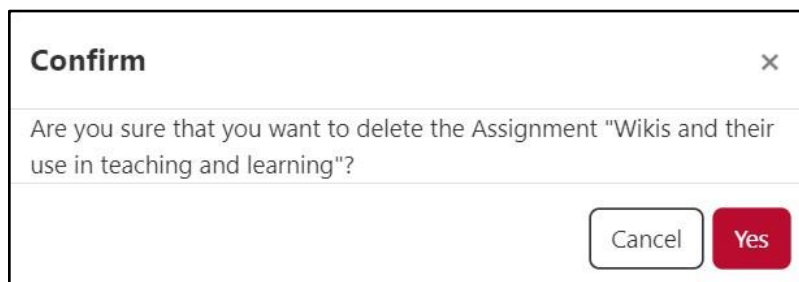
1. Click the **Start editing** toggle button on your study-unit page.
2. Click the **Edit** (3-dot)  icon adjacent to the activity and select **Edit settings** from the drop-down menu. The assignment's settings page will be displayed.
3. Apply the necessary settings.
4. Scroll down to the bottom of the screen and click the **Save and return to course** button.



To delete an assignment activity completely from the VLE area:

1. Click the **Start editing** button on your VLE area.
2. Click the **Edit** (3-dot)  icon adjacent to the activity and select **Delete** from the drop-down menu.

The confirmation dialog box will be displayed:



3. Click **Yes** to proceed with deleting the assignment activity.

Note:

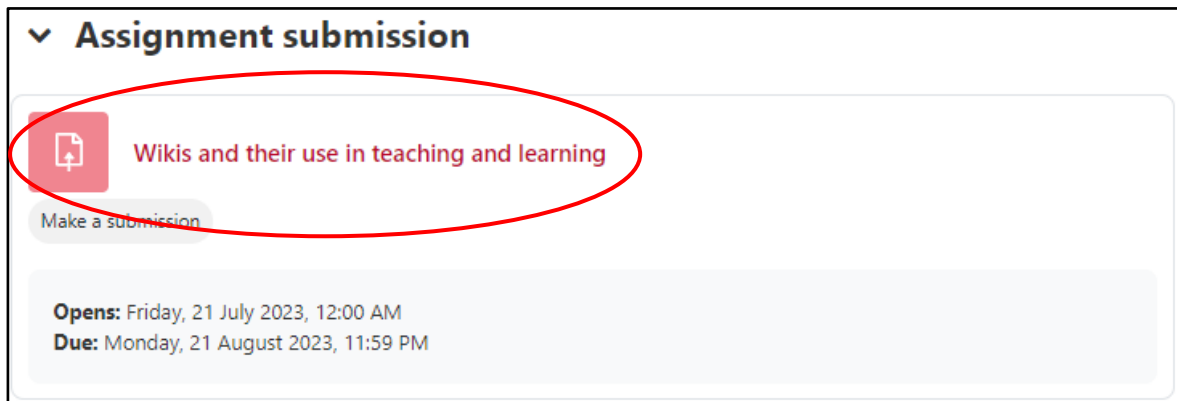
- The deleted *Assignment* activity will first be sent to the recycle bin for fifteen (15) days, allowing time to restore it if this has been deleted in error.

E. Accessing students' submissions

The *Submissions* page for the Assignment activity within the VLE allows you to view and download students' submissions, as well as provide feedback. More information about feedback is available in [Section F](#) below.

To access students' submissions:

1. In your VLE area homepage, click on the assignment activity link.



The assignment page opens and displays the description of the assignment, and a summary of submissions.

Grading summary	
Hidden from students	No
Groups	5
Drafts	1
Submitted	1
Time remaining	31 days 11 hours

2. Below the summary, click **View all submissions**. The *Submissions* page will open.

A table showing the student details, their submissions and the respective submission date, as well as the submission status is displayed.

The screenshot shows the 'Submissions' page for an assignment titled 'Wikis and their use in teaching and learning'. The page includes a navigation bar with 'Assignment', 'Settings', 'Advanced grading', and 'More'. Below the navigation bar are buttons for 'Back' and 'Download all submissions'. A 'Grading action' dropdown menu is set to 'Choose...'. There are filters for 'First name' and 'Last name', both set to 'All'. A red badge with the number '1' is visible above the submission table.

Select	User picture	First name / Last name	ID number	Email address	Status	Group	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Dummy Student	909-dstu0001	dstu0001@um.edu.mt	Submitted for grading	Group A	Grade <input type="text"/> / 100.00	Edit	Friday, 21 July 2023, 12:49 PM	Wiki Assignment.docx 21 July 2023, 12:49 PM
<input type="checkbox"/>		Dummy Student 2	0000002S	dstu0001+2@um.edu.mt	Submitted for grading	Group A	Grade <input type="text"/> / 100.00	Edit	Friday, 21 July 2023, 12:49 PM	Wiki Assignment.docx 21 July 2023, 12:49 PM
<input type="checkbox"/>		Dummy Student 3	0000003S	dstu0001+3@um.edu.mt	Draft (not submitted)	Group B	Grade <input type="text"/> / 100.00	Edit	Friday, 21 July 2023, 12:50 PM	Wiki Assignment Grp B.docx 21 July 2023, 12:50 PM
<input type="checkbox"/>		Dummy Student 4	0000004S	dstu0001+4@um.edu.mt	Draft (not submitted)	Group B	Grade <input type="text"/> / 100.00	Edit	Friday, 21 July 2023, 12:50 PM	Wiki Assignment Grp B.docx 21 July 2023, 12:50 PM
<input type="checkbox"/>		Dummy Student 5	0000005S	dstu0001+5@um.edu.mt	No submission	Group C	Grade <input type="text"/> / 100.00	Edit	-	-
<input type="checkbox"/>		Dummy Student 6	0000006S	dstu0001+6@um.edu.mt	No submission	Group C	Grade <input type="text"/> / 100.00	Edit	-	-

By default, all submissions are displayed within the table. You can change this setting within the *Options* section, which is available beneath the submissions table.

To change the number of submissions per page:

- Set the **Assignments per page** setting to the desired option. You can choose between *10*, *20*, *50*, *100* or *All*.

The screenshot shows the 'Assignments per page' dropdown menu. The current selection is 'All'. The menu options are: 10, 20, 50, 100, and All (highlighted in blue).

As you set the required option, the page will automatically refresh to reflect the changes.

You can also filter the submissions according to the submission status. To filter the submissions:

- Set the **Filter** setting, within the *Options* section to the desired option.

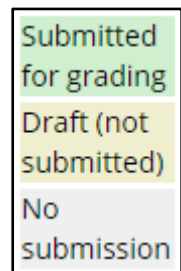


As you set the required option, the page will automatically refresh to reflect the changes.

a. Submission status

It is recommended that you take note of the submission status before you commence the feedback process. A submission can be in either of the following three (3) states:

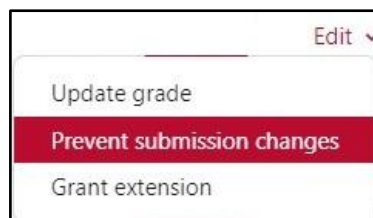
- **Submitted for grading** – student has successfully submitted the assignment.
- **Draft (not submitted)** – student has successfully uploaded the assignment, but has not yet submitted.
- **No submission** – student has not made any submissions yet.



If you have required students to click the **Submit** button (as recommended in [Section C](#), step 11), you may find that some submissions may still be marked as *Draft (not submitted)*, meaning the student has uploaded a file(s) or entered some text, but not clicked the **Submit assignment** button.

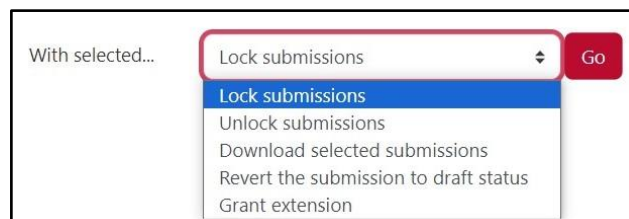
If it's past the due date, it is recommended that you prevent further changes to *Draft* submissions, prior to starting the feedback process. To prevent changes:

1. Click on the **Edit** link adjacent to the student whose submission is marked as *Draft*.
2. Select **Prevent submission changes**.



If you want to prevent multiple students from editing their submission:

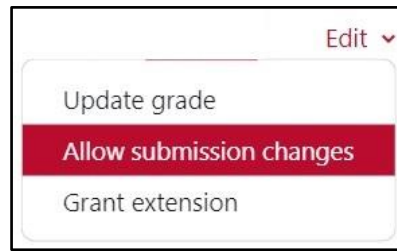
1. Tick the checkbox in the **Select** column for each student whose submission is marked as *Draft*.
2. Choose the setting **Lock submissions** within the **With selected...** drop-down menu, which is available beneath the submissions table, and click the **Go** button.



A confirmation dialog box will be displayed.

3. Click **OK**.

Likewise, you can also revert a student's submission to draft if they have uploaded the incorrect file. Instead of selecting *Prevent submission changes* select **Allow submission changes**.

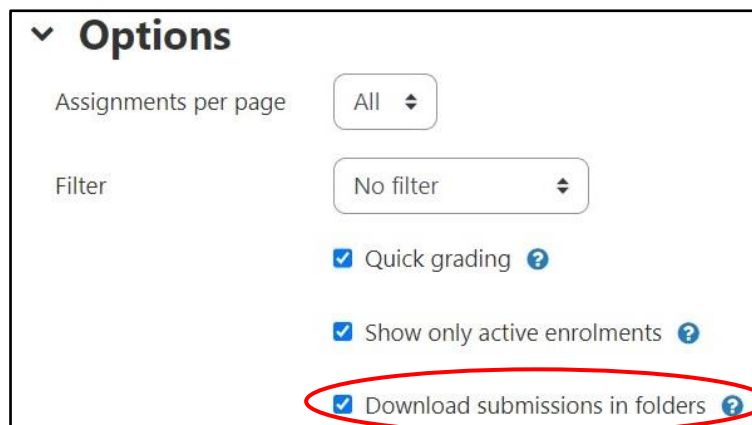


b. View and/or download submissions

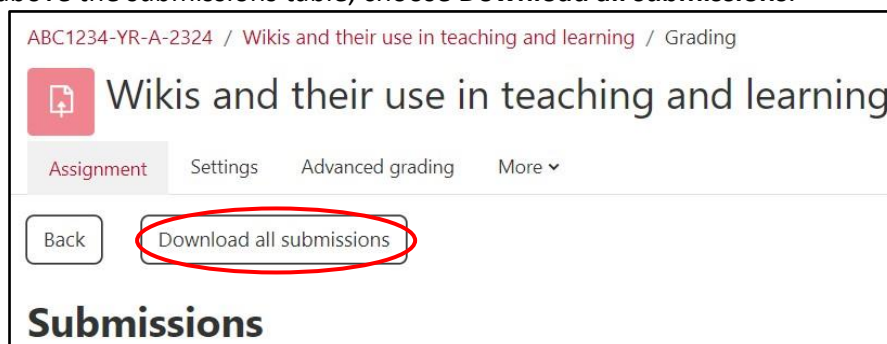
In case of an *Online text* submission, you can easily view the students' submissions online, and you can also download the submissions as HTML files. In case of *File submissions*, you must first download the students' files to be able to view them.

To download one file at a time, click the file name within the **File submissions** column. The file will immediately be downloaded to your computer.

Alternatively, if you have multiple participants, it is recommended that you download all student submissions as a ZIP file. This can be helpful if you wish to print the submissions or provide file feedback. Note that, you may either download each submission in a folder or as individual files. To download submissions in folders, tick the option **Download submissions in folders** within the *Options* section.

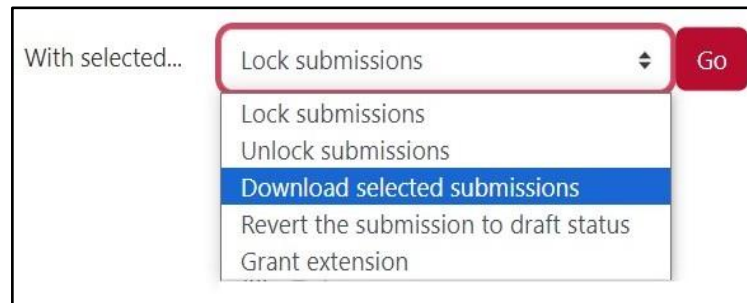


Subsequently, above the submissions table, choose **Download all submissions**.



You may also download selected submissions:

1. Tick the box adjacent to the students' name whose submission you want to download.
2. From the **With selected...** drop-down menu, select **Download selected submissions**.



A confirmation dialog box will be displayed.

3. Click **OK**.

The submissions will be downloaded as a ZIP file.

When the ZIP file is downloaded, locate and unzip the ZIP file.

- Each file / folder will automatically be renamed to include the respective student's name.
- For file submissions, the file type will be the same file type as submitted by the student.
- For online text submissions, an HTML file will be generated for each student's online text submission. You can open this in a browser or in a word processing application such as MS Word.

F. Feedback

a. Different types of feedback

There are mainly four (4) feedback types that you can use, namely:

- **Feedback comments** - If enabled, you can write comments for every submission. These comments will only be visible to the individual student. If it is a group submission you can choose to apply the same feedback to the entire group.
- **Offline grading worksheet** - If enabled, you can download the spreadsheet to enter feedback without the need to be logged in the VLE. This can be useful if you anticipate providing feedback while disconnected from the internet.
- **Feedback files** - If enabled, you can upload files containing inline feedback comments and suggestions. For example, tutors can upload a MS Word document with comments or a spoken audio feedback file.
- **Inline comments** - This can be enabled for an *Online text* submission, in which case the text will be automatically copied into the feedback comment field, making it easier to comment inline.

b. Enter feedback for one student at a time

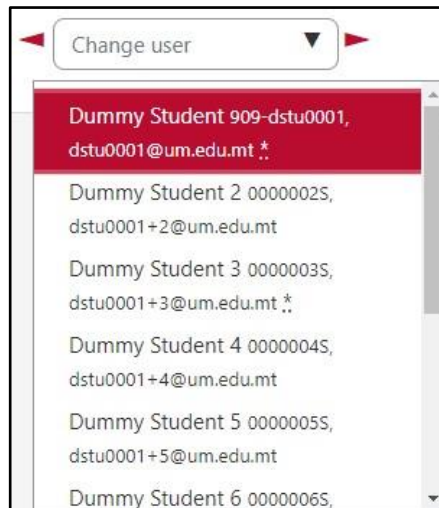
You can view each student's submission individually and input your feedback. This method is practical if you have a small number of students. To provide individual feedback:

1. Access the required Assignment activity.
2. Click the **Grade** button. The *Grading* page for the first student's submission will be displayed.

The screenshot shows the 'Grading' interface for a student named 'Dummy Student'. The page includes the following elements:

- Header:** Study-unit: ABC1234-SEM1-A-2324: Introduction; Assignment: Wikis and their use in teaching and learning ...; View all submissions; Student profile: Dummy Student (909-dstu0001, dstu0001@um.edu.mt); Due date: 21 August 2023, 11:59 PM; Change user; 1 of 10; Reset table preferences.
- Submission Details:** Team: Group A; Submitted for grading; Not graded; Assignment was submitted 31 days 11 hours early; Student cannot edit this submission.
- File Upload:** Wiki Assignment.docx (21 July 2023, 12:49 PM).
- Comments:** Comments (0).
- Grade Input:** Grade out of 100; Current grade in gradebook: Not graded.
- Feedback Comments:** A rich text editor with a menu (Edit, View, Insert, Format, Tools, Table, Help) and a text area containing 'p' (0 words).
- Feedback Files:** A file upload area with a maximum size of 100 MB and a message: 'You can drag and drop files here to add them.'
- Footer:** Notify student; Save changes; Save and show next; Reset.

3. Write down any feedback comments in the **Feedback comments** field.
4. Feedback files may be attached in the **Feedback files** section.
5. If the Assignment activity was set to allow for group submissions, the **Group submission settings** will also be available. In particular, the setting **Apply grades and feedback to entire group**. Set this to *Yes*, if you'd like to give the same grade and feedback to the whole group. Otherwise, set this to *No*.
6. Click **Save changes** to save your feedback entry for the current student.
7. You can easily navigate between students or select a particular student from the drop-down menu (top-right corner). Repeat steps 3 – 6 above, for every student.



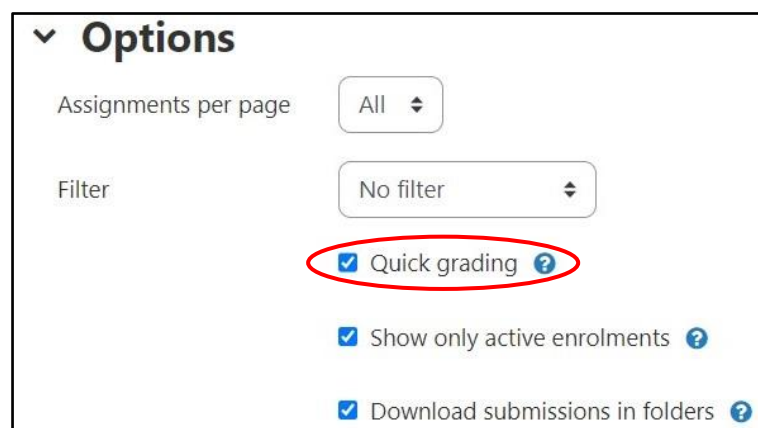
c. Enter feedback for multiple students at once

Feedback comments

If you will be providing feedback in terms of comments, **Quick grading** allows you to submit feedback to multiple students on the *Submissions* page directly.

To enable **Quick grading**:

1. Access the assignment's *Submissions* page (refer to [Section E](#)).
2. Scroll down to the **Options** section, beneath the *Submissions table*, and tick the checkbox adjacent to **Quick grading**.



The page will automatically refresh to reflect the changes. Text fields are made available within the **Feedback comments** column.

The screenshot shows the 'Submissions' page for an assignment titled 'Wikis and their use in teaching and learning'. The page includes a 'Grading action' dropdown menu and a table of student submissions. The table has the following columns: Select, User picture, First name / Last name, ID number, Email address, Status, Group, Grade, Edit, Last modified (submission), File submissions, Submission comments, Last modified (grade), Feedback comments, and Feedback files. The table contains five rows of student submissions, each with a 'Feedback comments' column containing a text input field.

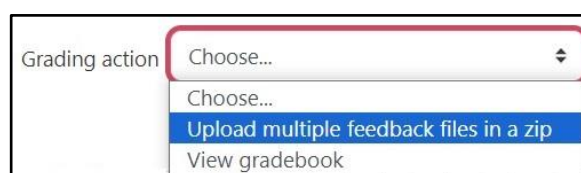
Select	User picture	First name / Last name	ID number	Email address	Status	Group	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Feedback files
<input type="checkbox"/>		Dummy Student	909-dstu0001	dstu0001@um.edu.mt	Submitted for grading	Group A	Grade / 100.00	Edit	Friday, 21 July 2023, 12:49 PM	Wiki Assignment.docx 21 July 2023, 12:49 PM	Comments (0)	-	Good work overall. Well Done	
<input type="checkbox"/>		Dummy Student 2	00000025	dstu0001+2@um.edu.mt	Draft (not submitted)	Group B	Grade / 100.00	Edit	Friday, 21 July 2023, 12:50 PM	Wiki Assignment Grp B.docx 21 July 2023, 12:50 PM	Comments (0)	-	Where are the references?	
<input type="checkbox"/>		Dummy Student 3	00000035	dstu0001+3@um.edu.mt	Submitted for grading	Group E	Grade / 100.00	Edit	Wednesday, 26 July 2023, 11:53 AM	Wiki Assignment Grp E.docx 26 July 2023, 11:53 AM	Comments (0)	-	Excellent work.	
<input type="checkbox"/>		Dummy Student 4	00000045	dstu0001+4@um.edu.mt	Draft (not submitted)	Group B	Grade / 100.00	Edit	Friday, 21 July 2023, 12:50 PM	Wiki Assignment Grp B.docx 21 July 2023, 12:50 PM	Comments (0)	-		
<input type="checkbox"/>		Dummy Student 5	00000055	dstu0001+5@um.edu.mt	No submission	Group C	Grade / 100.00	Edit	-	-	-	-	No submission	

3. Enter the feedback comments with respect to the student's submission.
4. Click the **Save all quick grading changes** button.

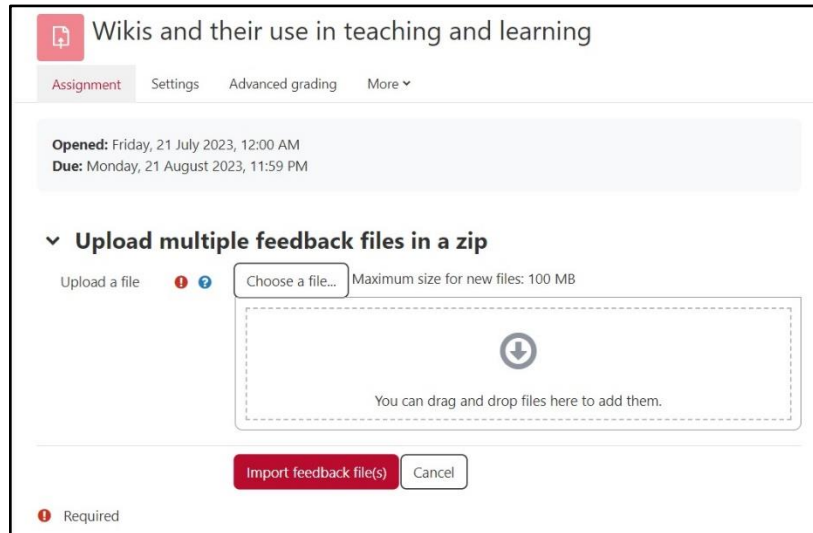
Feedback files

To be able to upload multiple feedback files, please follow the steps below:

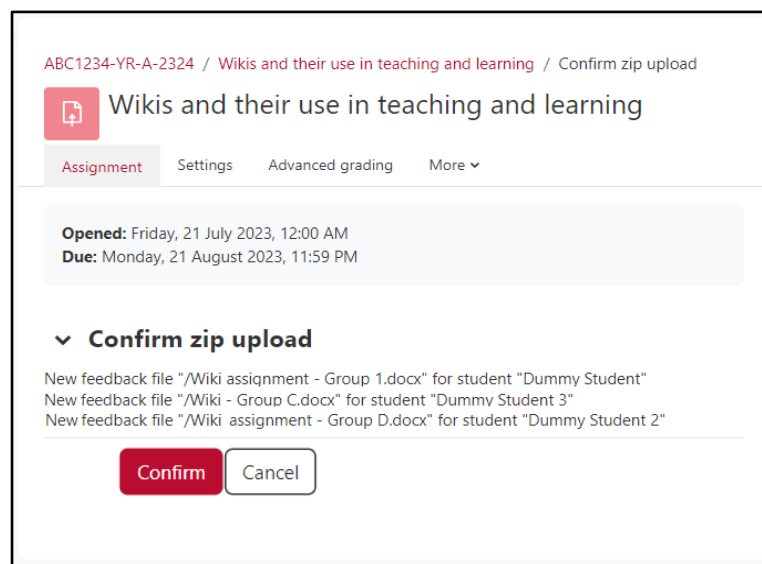
1. Download all students' submissions simultaneously, as a ZIP file (refer to [Section D\(b\)](#))
2. Extract the ZIP file and evaluate the students' submissions. Add any reviews and feedback comments to the document file.
3. Save the file using the **same** original filename, that is, do not save as a new file.
4. Once you have finished reviewing all files, compress all files into a new ZIP file.
5. Access the assignment's *Submissions* page (refer to [Section E](#)).
6. From the **Grading action** drop-down menu, above the *Submissions table*, select **Upload multiple feedback files in a zip**.



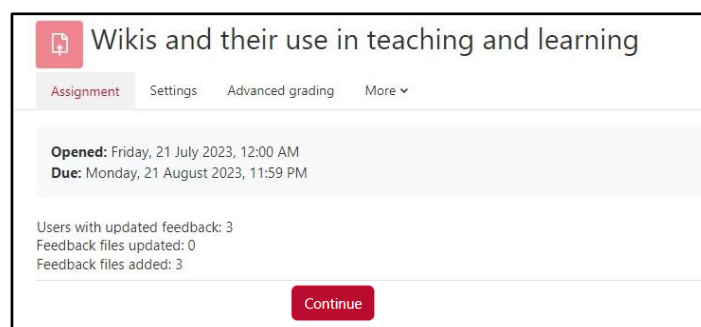
The following page will be displayed.



7. Drag-and-drop the ZIP file in the designated area. Otherwise, you can click the **Choose a file...** button and locate the required ZIP file.
8. Click the **Import feedback file(s)** button. The **Confirm zip upload** dialog box is displayed.



9. If all required feedback files have been uploaded, click **Confirm**. This will display a dialog box with a brief summary of the number of feedback files uploaded and the number of students affected.



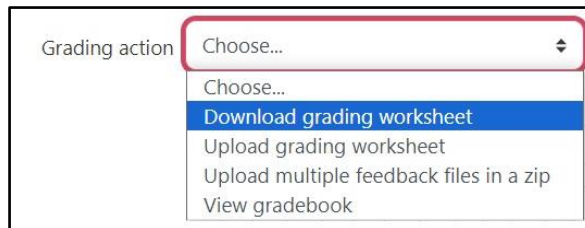
10. Click **Continue**. The feedback files are displayed within the **Feedback files** column in the *Submissions table*.

d. Offline grading worksheet

The **offline grading worksheet** allows you to provide feedback without the need of being logged in the UM VLE or connected to the internet. With offline grading, you will be able to enter feedback into a downloadable spreadsheet and then upload the spreadsheet to the UM VLE at a later time. **Note:** To make use of offline grading, this must first be enabled (refer to [Section C](#), step 10).

To provide feedback using the offline grading worksheet:

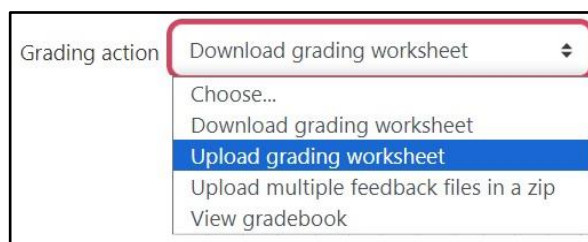
1. Access the assignment's *Submission* page (refer to [Section E](#)).
2. From the **Grading action** drop-down menu, above the *Submissions table*, select **Download grading worksheet**.



The grading worksheet is immediately downloaded on your computer as a CSV file. This can be opened using MS Excel or a similar application.

1	Identifier	Full name	ID number	Email addr	Status	Group	Grade	Maximum	Grade can	Last modified (submission)	Last modified (grade)	Feedback comments
2	Participant Dummy St	909-dstu0k	dstu0001+	Submitted	Group A		100	Yes	Friday, 21 July 2023, 12:49 PM	Thursday, 27 July 2023, 9:43 AM	Good work overall. Well Done	
3	Participant Dummy St	00000025	dstu0001+	Draft (not	Group B		100	Yes	Friday, 21 July 2023, 12:50 PM	Thursday, 27 July 2023, 9:43 AM	Where are the references?	
4	Participant Dummy St	00000035	dstu0001+	Submitted	Group E		100	Yes	Wednesday, 26 July 2023, 11:53 AM	Thursday, 27 July 2023, 9:43 AM	Excellent work.	
5	Participant Dummy St	00000045	dstu0001+	Draft (not	Group B		100	Yes	Friday, 21 July 2023, 12:50 PM	-	Where are the references?	
6	Participant Dummy St	00000055	dstu0001+	No submis	Group C		100	Yes	-	Thursday, 27 July 2023, 9:43 AM	No submission.	
7	Participant Dummy St	00000065	dstu0001+	Submitted	Group E		100	Yes	Wednesday, 26 July 2023, 11:53 AM	-		
8	Participant Dummy St	00000075	dstu0001+	No submis	Group D		100	Yes	-	-		
9	Participant Dummy St	00000085	dstu0001+	No submis	Group D		100	Yes	-	-		
10	Participant Dummy St	00000095	dstu0001+	Submitted	Group A		100	Yes	Friday, 21 July 2023, 12:49 PM	-		
11	Participant Dummy St	00000105	dstu0001+	Submitted	Group E		100	Yes	Wednesday, 26 July 2023, 11:53 AM	Wednesday, 26 July 2023, 11:53 AM	Excellent work.	
12												

3. Enter the feedback comments in the respective **Feedback comments** column.
4. Save all changes to the CSV file.
After submitting all required feedback, you may proceed with uploading the worksheet.
5. Access the assignment's *Submissions* page.
6. From the **Grading action** drop-down menu, above the *Submissions table*, select **Upload grading worksheet**.



7. The **Upload grading worksheet** dialog box is displayed.

8. Drag-and-drop the ZIP file in the designated area. Otherwise, you can click the **Choose a file...** button and locate the required ZIP file.
9. Tick the **Allow updating records that have been modified more recently in Moodle than in the spreadsheet** checkbox, if you have recently made any feedback changes in the assignment activity directly. **Note:** When the grading worksheet is downloaded, it contains the last modified date for each submission and respective feedback. If any feedback is updated in the assignment activity after the worksheet is downloaded, by default the VLE will refuse to overwrite this updated information when importing the grading worksheet. By allowing this option, the VLE will disable this safety check, meaning it may be possible for multiple tutors to overwrite each other's comments.
10. Click the **Upload grading worksheet** button. The **Confirm changes in grading worksheet** dialog box is displayed.

11. Confirm that all changes are displayed, and click **Confirm**. This will display a dialog box with a brief summary.

12. Click **Continue**. The feedback comments are displayed within the **Feedback comments** column in the *Submissions table*.

e. Control when feedback is sent to students

The main concern tutors have during the feedback process is to control when feedback notifications are sent to all students simultaneously, so that students may access the assignment activity and review any feedback provided. In view of this, there are two (2) course of action which can be implemented.

Set Default setting for "Notify students" to No

When setting up a new assignment activity, it is recommended that you expand the *Notifications* section and set **Default setting for "Notify students"** to **No**, as instructed in [Section C](#) (step 12) above.

▾ **Notifications**
 Notify graders about submissions ? No ▾
 Notify graders about late submissions ? Yes ▾
 Default for 'Notify student' ? **No** ▾

This is mostly recommended if you will be submitting feedback to one student at a time. You can then notify students by sending an announcement message using the *Announcements* forum.

Make the assignment activity unavailable to students

It is recommended that during the feedback process, you make the particular assignment activity unavailable (hidden). Students will not be able to view or access the activity.

To make your assignment activity unavailable:

1. Click the **Start editing** toggle button (top-right corner of the VLE area).
2. Click the **Edit** (3-dots) icon adjacent to the assignment activity, and select **Hide**.

The *Assignment* activity will be greyed out, indicating that it is hidden. A useful notification for hidden activities, *Hidden from students*, will also be displayed beneath the activity.

Wikis and their use in teaching and learning Make a submission
Hidden from students
 Opens: Friday, 21 July 2023, 12:00 AM
 Due: Monday, 21 August 2023, 11:59 PM

Note:

- The sending of notifications is affected by the visibility of the assignment. Therefore, if you have set the **Default setting for "Notify students"** to **Yes** and the assignment is hidden, notifications will **not** be sent upon providing feedback.

In case of feedback files bulk upload and offline grading worksheet upload, a notification will only be sent if **Default setting for "Notify students"** is set to **Yes**, and upon making the assignment available to students, if **less than 24 hours has elapsed since the upload**.

If more than 24 hours has elapsed, you are encouraged to send an announcement message through the **Announcements** forum.

**User Services
IT Services
University of Malta
Msida MSD 2080
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Help: www.um.edu.mt/itservices/help
Tel: +356 2340 4113



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