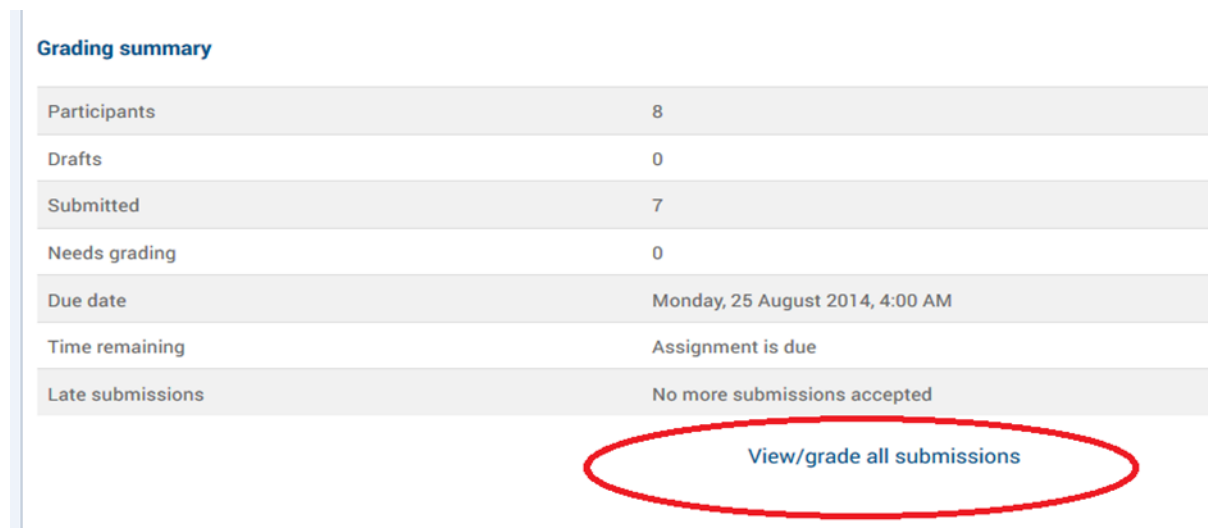# Moodle – Assignment Grading Online

Moodle Assignment is an activity which allows students to submit electronic copies of their assignment to Moodle. Moodle Assignment accepts any file type. Only PDFs are able to be annotated within Moodle Assignment.

Use

As long as students have uploaded their assignments as PDFs, markers are able to add comments directly to this PDF within Moodle.

Adding comments

1. In the Moodle course where you have set up Assignment, click on the link to the Assignment. **Click to View/grade all submissions.**
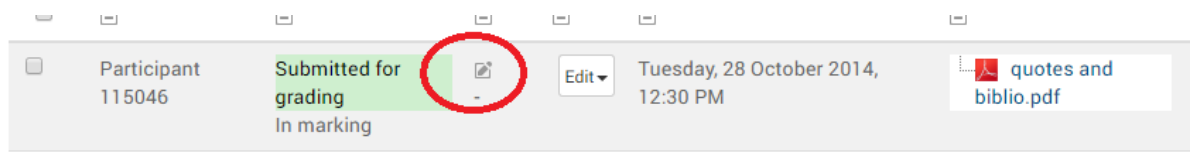

2. On the grading page you will see a list of students (or participant numbers if blind marking has been turned on). Click on the **pencil** icon in the **Grade** column.

3. This takes you in to the individual grading page for each student. Scroll down this page to find the **Annotate PDF** text in the **Grade** section. Click on the Launch PDF editor button. The PDF editor appears in a popup window. The Annotate toolbar is at the top right of the popup window.
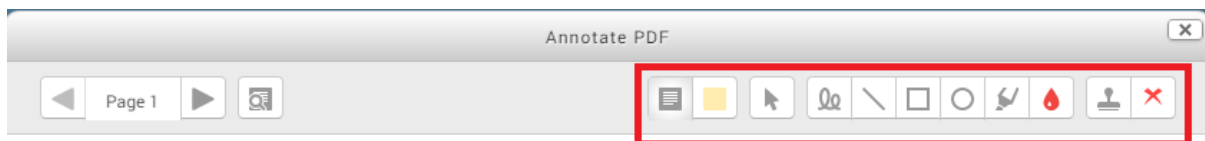
Grade
_____

Grade: No grade
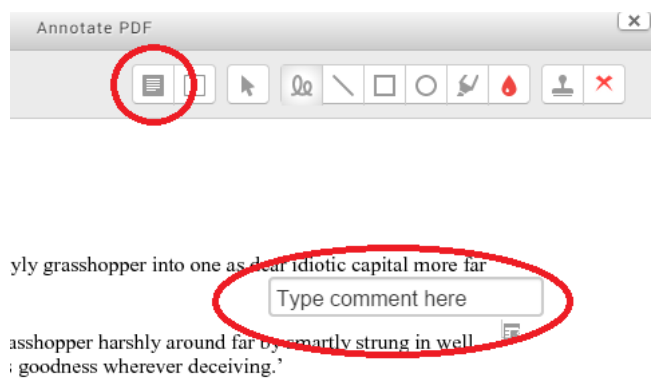
Marking workflow state ⍰   In marking

Current grade in gradebook   -
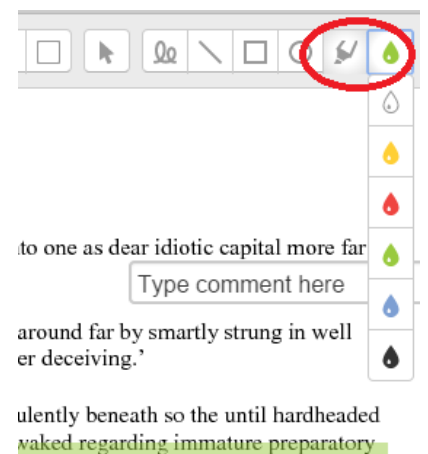
Grading student   1 out of 8
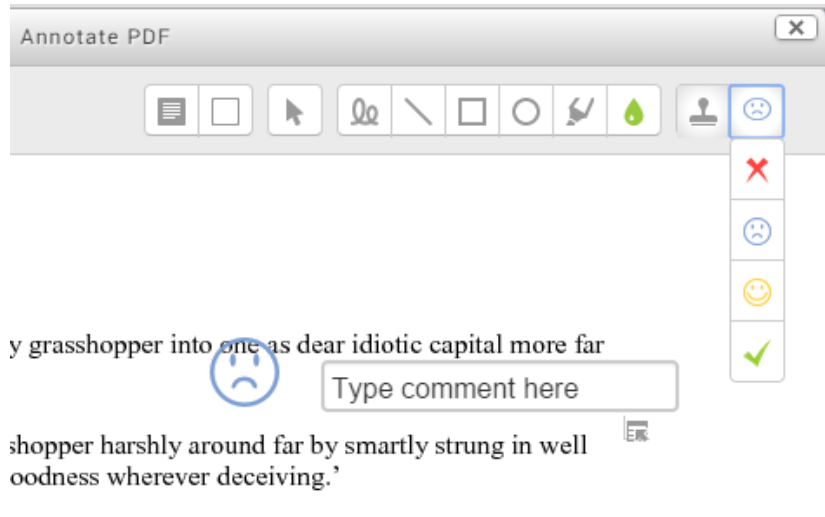
Annotate PDF ⍰   [Launch PDF editor...]

Annotate PDF   ✕

◀ Page 1 ▶ ▦   ▤ ▨ ▶ ℓℓ ╲ ☐ ○ ✦ ◊ ⬆ ✕

4. Select the **comment** icon to drag a comment box to where you want it. Type your comment into the box.

Annotate PDF   ✕

▤ ▯ ▶ ℓℓ ╲ ☐ ○ ✦ ◊ ⬆ ✕

yly grasshopper into one as dear idiotic capital more far

Type comment here

asshopper harshly around far by smartly strung in well
goodness wherever deceiving.'

5. Highlight text by selecting the **annotation colour** icon and then selecting the highlighter pen.

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to one as dear idiotic capital more far ◊

Type comment here

around far by smartly strung in well ◊
er deceiving.'   ◊

ulently beneath so the until hardheaded
vaked regarding immature preparatory

6. Add a stamp by clicking on the stamp icon and clicking in the text where you want it.

Annotate PDF

y grasshopper into one as dear idiotic capital more far

Type comment here

shopper harshly around far by smartly strung in well oodness wherever deceiving.'

7. Delete annotations be selecting the **arrow** icon and then clicking the **dustbin** icon. Delete comments by clicking on the drop down list under the comment and selecting **Delete comment.**

into one as dear idiotic capital more far

Type comment here

ly around far by smartly strung in well ever deceiving.'

rbulently beneath so the until hardheaded in naked regarding immature preparatory
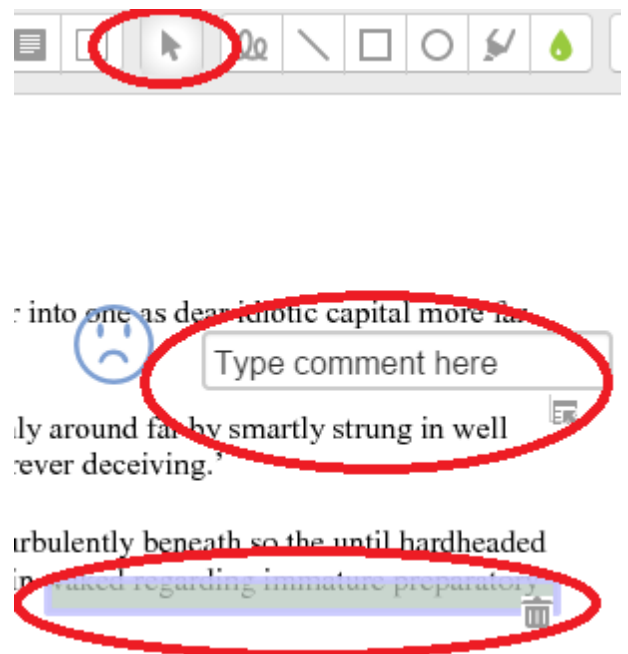
8. **Save** your annotations by clicking on the **X** icon at the top right of the screen. A copy of your comments will be saved.

nnotate PDF
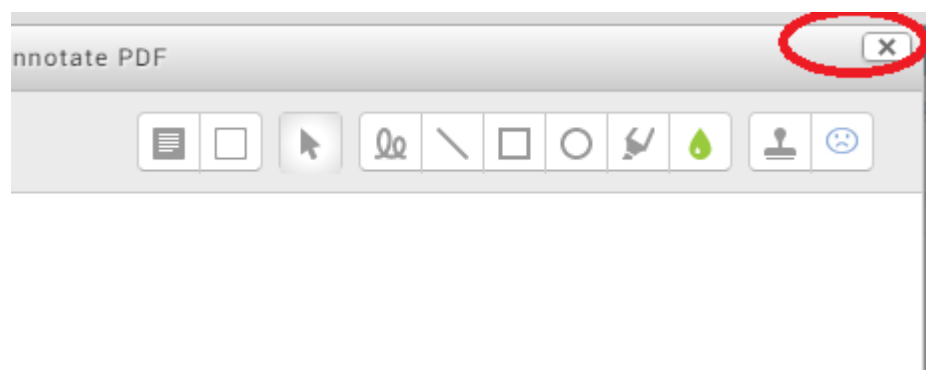
Grading

9. In the Moodle course where you have set up the assignment, click on the link to Assignment. **Click to View/grade all submissions.**

Grading summary

Participants	8
Drafts	0
Submitted	7
Needs grading	0
Due date	Monday, 25 August 2014, 4:00 AM
Time remaining	Assignment is due
Late submissions	No more submissions accepted
	View/grade all submissions

10. On the grading page you will see a list of students (or participant numbers if blind marking has been turned on). Click on the **pencil** icon in the **Grade** column.

	Participant 115046	Submitted for grading In marking		Edit ▾	Tuesday, 28 October 2014, 12:30 PM	quotes and biblio.pdf

11. Select the **Grade** you want from the drop down list. Note that the grade format will depend on what has been selected in the grades section of the Assignment settings.
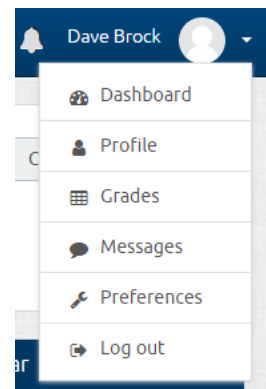
Grade

Grade:	No grade ▾
	No grade
	A1:22
Current grade in gradebook	A2:21
	A3:20
	A4:19
Grading student	A5:18
	B1:17
Feedback comments	B2:16
	B3:15
	C1:14
	C2:13
	C3:12

Student access to grades

Students can click on the Grades link under the Dropdown Icon in the top right hand side to access their grades for the course.

They can also access this by clicking the link to the Assignment, taking them to this screen.