



# Assignments

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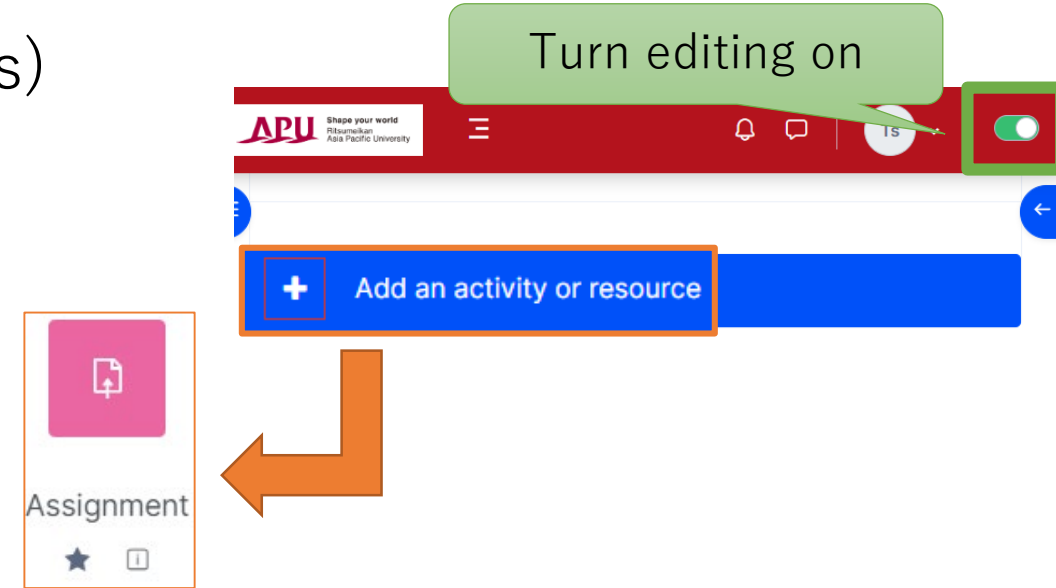
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# Assignments Overview



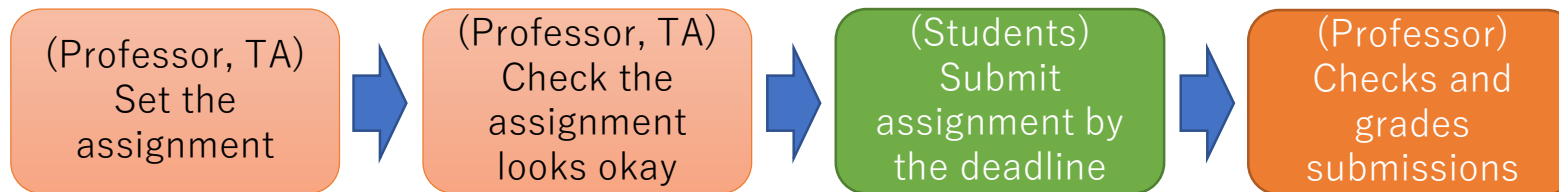
- What you can do with assignments (examples)
  - Submit report assignments
  - Check submissions for plagiarism (need to set up the plugin Turnitin)
  - Submit reports as a group
  - Set assignments for a specific group of students, such as follow-up assignments, etc.
  - Grade submissions in batches

Etc.



- Select “Assignment” from “+Add an activity or resource”

- Overview of Using Assignment



# Setting Assignments

Please give the assignment a title (E.g. Mid-Term Report, Homework 1, etc.)

Adding a new Assignment to 課題 / Assignment

**General**

Assignment name

Description

Availability

Submission types

Feedback types

Submission settings

Group submission settings

Notifications

Turnitin plagiarism plugin settings

Grade

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display Cancel

Title of the Assignment

Please write an description of the assignment here.

Display description on course page

You can write an explanation about how to submit the assignment, etc. here, and it will appear on the submission page for students.

You can upload the set format for the assignment/example submissions here.

Only show files during submission

Assignment

**Mid-term report**

Opened: Wednesday, 23 August 2023, 12:00 AM  
Due: Saturday, 30 September 2023, 12:00 AM

Display description on course page

Description of Assignment

If you put a  here, the description will be shown on the course's top page

ASSIGNMENT

**Mid-term report**

Submission Page for Students

Mark as done

Opened: Wednesday, 23 August 2023, 12:00 AM  
Due: Saturday, 30 September 2023, 12:00 AM

Description of Assignment

Please submit the assignment with the format that is downloaded from here.

Only show files during submission

中間レポートフォーマット.docx 28 August 2023, 8:39 AM

Add submission

File submissions

You can drag and drop files here to add them.

Maximum file size: 512 MB, maximum number of files: 20

Save changes Cancel

If you put a  here, then the files will only be shown on the submission page

# Setting Assignments

**Adding a new Assignment**

**Availability**

Allow submissions from  Enable 23 August 2023 00:00

Due date  Enable 30 September 2023 00:00

Cut-off date  Enable 6 September 2023 14:51

Remind me to grade by  Enable 6 September 2023 14:51

Always show description

**Submission types**

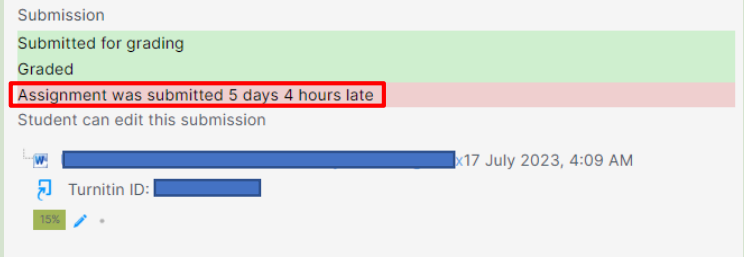
Submission types  Online text  File submissions

Maximum number of uploaded files 20

Maximum submission size Site upload limit (512 MB)

Accepted file types Choose No selection

Submission types	
Online text	Allow students to submit assignments as text typed directly into APU Moodle
File submissions	Allow students to submit assignments as files made on Word, Excel, etc.
Maximum number of uploaded files	Set a maximum limit for the number of files students can submit
Maximum submission size	Set a maximum limit for the size of files students can submit
Accepted file types	Set which file types can be submitted. If blank, then students can upload all file types.

Availability	
Allow submissions from	Date and time students can start submitting assignments
Due date	Date and time students should finish submitting assignments by
Cut-off date	<p>If you want to accept submissions even after the above due date, you can set the date and time to cut off late submissions here. By enabling this setting, students can submit assignments even after the due date, but their submission will show it was submitted after the due date as shown in the picture below.</p> 
Remind me to grade by	You can set the date you want to finish grading submissions by (feature for professors to use). By using this setting, the grading period will be shown on the timeline and calendar on the top page of APU Moodle, and you can receive reminders to grade the assignment.

**[NOTE] If you start grading before the due date:**

By default, students are able to edit their reports up until the submission deadline. If you do not want to let students edit their submissions after you finish grading, you need to change the settings so students cannot edit their submission by either selecting "Prevent submission changes" after grading or by selecting "Yes" for the option "Require students to click the submit button" under "Submission settings".

# Setting Assignments

Feedback types	Settings for providing feedback to students' submissions
Feedback comments	Professors provide feedback comments for student's submissions.
Offline grading worksheet	You can download an Excel sheet for grading. By inputting your grades and comments into the downloaded Excel file and uploading it to Moodle, you can register the grades and feedback for all students in one go.
Feedback files	You can upload files with your feedback when grading assignments.
Comment inline	If you select "Yes", the text data input by the student will be copied to the feedback section, and you can provide feedback with the original text data.

Adding a new Assignment to 課題 / Assignment

Expand all

General

Availability

Submission types

Feedback types

Submission settings

Group submission settings

Notifications

Turnitin plagiarism plugin settings

Grade

Common module settings

Restrict access

Activity completion

Tags

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Send content change notification

Save and return to course Save and display

**Feedback types**

Feedback types  Feedback comments  Offline grading worksheet  Feedback files

Comment inline  No

**Submission settings**

Require students to click the submit button  Yes  No

Require that students accept the submission statement  Yes  No

Additional attempts Manually

Maximum attempts Unlimited

Submission setting	Description
Require students to click the submit button	<p>If you select "No", students can edit or amend their submission at any time using the "Edit submission" button up until the set cut-off date, even after submitting the assignment.</p> <p>If you select "Yes", a "Submit assignment" button will be added to the submission page for students. Clicking on this button finalizes the submission, and students can no longer change it even before the cut-off date.</p> <p>*Normally, the submission page for students only has the "Edit submission" button, but the "Submit assignment" button will also be added as shown in the picture on the right.</p>
Require that students accept the submission statement	<p>If you leave the above "Require students to click the submit button" as "No" and select "Yes" for this option, then the confirmation message shown here will be displayed when students input comments and upload files. Students must click on "Continue" to submit the assignment.</p> <p>*A confirmation message like the one shown on the right will be displayed on the submission page for students.</p>
Additional attempts	<p>If you selected "Yes" for "Require students to click the submit button" above, you can choose whether students can resubmit their assignments.</p> <p>Never: Students can only submit the assignment once, with no resubmission allowed.</p> <p>Manually: Professors can manually allow students to resubmit on an individual basis.</p> <p>Automatically until pass: Students will be automatically allowed to resubmit if they have not passed after grading.</p>
Maximum attempts	Set a maximum limit on the number of times students can resubmit the assignment.

Submit assignment Edit submission Remove submission

**Submission status**

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not marked
Time remaining	23 days 8 hours remaining
Last modified	Wednesday, 6 September 2023, 3:01 PM

**Confirm submission**

This submission is my own work, except where I have acknowledged the use of the works of other people.

他人のレポートであると私が認めたものを除き、この提出は私自身が作成したレポートです。

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue Cancel

# Setting Assignments

Adding a new Assignment to 課題 / Assignment

Expand all

General

Availability

Submission types

Feedback types

Submission settings

**Group submission settings**

**Notifications**

Turnitin plagiarism plugin settings

Grade

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save and return to course Save and display Cancel

Group submission settings	*You must set up groups in the course beforehand to turn these settings on
Students submit in groups	If you select "Yes", students will be divided into groups that you set up in the course in advance. The assignment will be shared among members, with everyone able to see and edit the assignment.
Require group to make submission	If you select "Yes", then students who do not belong to a group will not be able to submit the assignment.
Require all group members submit	If you select "Yes", the assignment will only be submitted after all the students in the group click on the "Submit assignment" button. *You can only enable this setting if you selected "Yes" for "Require students to click the submit button" under submission settings.
Grouping for student groups	You can enable this setting if you have set up groupings (collections of groups) in the course.

Notifications	
Notify graders about submissions	Professors will be notified when students submit the assignment.
Notify graders about late submissions	Professors will be notified when students do not submit the assignment by the due date. *You can only enable this setting if you selected "No" for "Notify graders about submissions" above.
Default for "Notify student"	You can change the default settings for the "Notify student" check box (notifies students that their assignment has been graded) on the grading page. You can change the settings again when grading depending on if you want to notify students or not.



# Setting Assignments

## Adding a new Assignment to 課題/ Assignment

General

Availability

Submission types

Feedback types

Submission settings

Group submission settings

Faculty Only

Turnitin plagiarism plugin settings

**Grade**

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content change notification

Save

Grade	
Point	Grade assignments by inputting the points. You can set the "Maximum grade".
None	Select this option if you want students to submit an assignment but you will not grade (mark) their submissions.
Scale	Select this option if you want to use any grading method besides scoring, such as "A, B, C, F" or "Excellent, Good, Acceptable, Not Acceptable".

Grading method	
Simple direct grading	Input grades (points) directly (recommended setting)
Marking guide	Grade assignments using a "Marking guide" you made.
Rubric	Grade assignments using a rubric you made.

Only select "Marking guide" or "Rubric" if it would be difficult to grade the Assignment with a simple score or if you want to provide complex feedback.

**Grade**

Grade

Type

Maximum grade

Grading method

Grade category

Grade to pass

Anonymous submissions

Hide grader identity from students

Use marking workflow

Use marking allocation

You can enable this setting if you have set up grade categories.

Set the minimum grade students need to pass this assignment (Not %, input the number of points required)

If you select "Yes", then students' identities will be hidden when marking.

If you select "Yes", then students cannot see who graded (marked) their assignment.

If you select "Yes", then grades will be kept on standby before being released to all students simultaneously after all students' assignments have been graded.

If you select "yes", you can assign a marker to each student. Only "Teachers" and "Teachers (TA)" can be assigned as markers.  
 \*This setting can only be enabled if "Use marking workflow" is also enabled.

Status	Group	Marker	Grade	Edit	Last modified (submission)	File submissions	St
No submission	Member of more than one group, so unable to make submissions.	<input type="text" value="Choose..."/>	<input type="text" value="Grade"/>	<input type="text" value="Edit"/>			
Not marked			/ 100.00				



# (Common Functions) Common module settings

**Common module settings**

- Availability: Show on course page
- ID number: [Empty]
- Force language: Do not force
- Group mode: Separate groups
- Grouping: None
- Add group/grouping access restriction

**Quiz APU Quiz**

Hidden from students

If the Assignment is hidden, this message will be displayed on the course's top page.

Common module settings		
Availability	You can select either "Show on course page" or "Hide on course page". If "Hide" is selected, then students will not be able to view the Assignment until you change the setting to "Show".	
ID number	You can set an ID number for the activity (to help identify different teaching materials). This setting is generally left blank and not used.	
Force language	This setting allows you to force all students to view the activity in a set language.	
Group mode	No groups	Everyone registered for the course can access the Assignment
	Separate groups	Students can only use Assignment within their own groups. Students cannot see the work of other groups.
	Visible groups	Students can only use Assignment within their own group, but they can also see the work of other groups.
Grouping	You can enable this setting if you have set up groupings (collections of groups) in the course.	
Add group/grouping access restriction	You can add access restrictions by group from the "Restrict access" section below. *You can only set up group access restrictions if you select one of the group settings under "Group mode" above.	

# (Common Functions) Restrict access

The screenshot shows the Moodle activity settings interface. The 'Restrict access' section is highlighted with a green box. Below it, the 'Add restriction...' dialog is expanded, showing various restriction options with their descriptions. A green arrow points from the 'Add restriction...' button in the main settings to the expanded dialog.

Restrict access	
Activity completion	Require students to complete a separate activity in the course to be able to access this activity. E.g. 1: Students cannot access the activity unless they have completed a specified Survey E.g. 2: Students cannot access the activity unless they have completed a specified Assignment
Date	Set when students can start accessing the activity (the date and time it will appear in the course) and when they will lose access (the date and time it will be hidden from the course).
Grade	Use this setting if you want to require students to achieve a set grade in a separate Assignment or Quiz within the course in order to access this activity.
Group	Only allow students who belong to a specified group or students who don't belong to that group to access the activity.
Grouping	Only allow students who belong to the groups included in a specified grouping (collection of groups) to access the activity.
Other course completion	Use this setting if you want to require students to complete another course in order to access the activity. (This setting is not recommended.)
User profile	This setting allows you to limit access to specified students. E.g. Only allow students with specified student ID numbers to access the activity.
Restriction set	Use this setting if you want to use several of the above settings to set complex access restrictions for the activity.

# (Common Functions) Activity Completion, Tags, Competencies

**Activity completion**

Completion tracking  Show activity as complete when conditions are met

Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity

Student must receive a passing grade to complete this activity

Or all available attempts completed

Require attempts  Minimum number of attempts: 1

Expect completed on  Enable 6 September 2023 09 16

**Common module settings**

**Restrict access**

**Activity completion** (Not used for APU Moodle)

**Tags**

**Turnitin plagiarism plugin settings**

**Competencies** (Not used for APU Moodle)

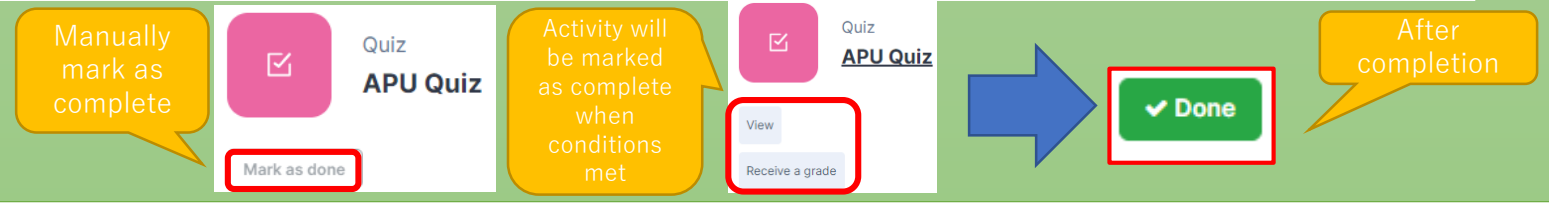
Send content change notification

**Save and return to course** **Save and display**

**Activity completion**  
 This setting allows you to check if students have accessed an activity. When enabled, a checkbox will appear underneath the activity on the course page. The checkbox will be marked complete when the student meets various customizable conditions, for example, when the student views the class materials. Furthermore, with this setting, instructors can check which students have viewed which teaching materials and keep track of students' progress for the entire course.

Completion tracking	
Do not indicate activity completion	Students will not see a checkbox to indicate activity completion on the course page
Students can manually mark the activity as completed	Students can mark the activity as complete manually by themselves. Please use this setting if you want students to manage their own learning progress.
Show activity as complete when conditions are met	The activity will automatically be marked as complete if the student meets one of the set requirements from the list below. Please use this setting if you want to track students' progress as the course instructor.

Require	
Student must view this activity to complete it	If selected, the activity will be automatically marked as complete when the student views the assignment (after submission or after grading is complete)
Student must receive a grade to complete this activity	The activity will be considered complete and automatically be marked as so after the instructor finishes grading
Student must receive a passing grade to complete this activity	The activity will be automatically marked as complete after grading only if the student receives a passing grade
Or all available attempts completed	The activity will be automatically marked as complete when the student submits the assignment, etc.



Make sure to **save** after you finish setting up the activity.



# Check the Assignment

- After setting up the assignment, check how it looks to students.
  1. Open the assignment
  2. Click on the “v” in the top-right corner and select “Switch role to...”
  3. Select “Student” from the list of roles

To return to teacher role:

Return to my normal role

A screenshot of the Moodle user menu. The menu is open, showing various options. The 'Switch role to...' option is highlighted with a blue box. A blue arrow points from this option to the 'Switch role to...' dialog box.

A screenshot of the 'Switch role to...' dialog box. The dialog box contains a list of roles: Teacher, Teacher (TA), Student, Non-editing teacher, and Guest. The 'Student' role is selected and highlighted with an orange box. An orange arrow points from the 'Student' role to the main assignment page.

A screenshot of the Moodle assignment page as seen by a student. The page title is 'Mid-term Report'. The 'To do' section says 'Make a submission'. There is an 'Add submission' button. The 'Submission status' section shows a table with the following information:

Submission status	No submissions have been made yet
Grading status	Not marked
Last modified	-
Submission comments	▶ Comments (0)

A blue callout box points to the 'Add submission' button with the text: 'A preview of how the assignment looks to students will be displayed.' Another blue callout box points to the 'Comments (0)' link with the text: 'Students can send comments to instructors here when they submit their assignment.'



# Checking the Submission Status of an Assignment (Assignment Submission Report)

Course name

Course Settings Participants Grades **Reports** ...

**Reports**

**Assignment submission report**  
Competency breakdown

Select "Reports" at the top of the course

Course name

Course Settings Participants Grades **Reports**

**Assignments**

Select assignment to view submission report

**Export all**

Name	Status	Submitted	Group mode	Plagiarism
[Redacted]		243		[Redacted]
[Redacted]		0		[Redacted]
[Redacted]		234		[Redacted]
[Redacted]		245		[Redacted]
[Redacted]		241		[Redacted]

Is it a group assignment?

Is Turnitin enabled?

Number of people who submitted

Download a list for submission status in Excel (does not include submitted files)

Download an offline grading worksheet

Download student submissions and related files

Assignment name

Select the items you want in your export (default is everything)

- Submissions
- Feedback files
- Feedback comments
- Annotated PDFs

**Dump files** Cancel

Select items to download and output

List of assignments set up in the course

Assignment name

Username	Status	Grade	Turnitin	Grader	Modified	Released	Extension	Files
[Redacted]	submitted	61 / 100	0	[Redacted]	14/11/23, 15:59	26/11/23, 23:18	-	提出ファイル名 Log
[Redacted]	submitted	57 / 100	0	[Redacted]	14/11/23, 15:20	29/11/23, 12:15	-	[Redacted] Log
[Redacted]	submitted	86 / 100	0	[Redacted]	14/11/23, 13:56	14/11/23, 16:56	[Redacted]	[Redacted] Log

Date and time the grade was released

Status of student operations

Grade (score) added by the instructor

Turnitin Similarity Score

Grader

Date and time of the last update

Display a detailed operations log for students

Set extension

Extend/add extension to due date for [Redacted] in full days

**- 0 +**

**Save** Cancel

Select the number of days to extend the submission period by

# Grading & Giving Feedback to Assignments



You can check the status of student submissions (no. of participants, submission progress, due date, time remaining, etc.) by clicking on the Assignment from the course page. Furthermore, you can also see a list of all complete submissions and grade and provide feedback directly from the list.

Click here to check students' submissions and start grading (see next page)

Grading Method	
Quick grading	Input grades and feedback directly from the list of submissions.
Individual grading	Grade students 1 by 1 from the individual grading page. (This method can also be used for grading group assignments)
Send feedback files in one batch	Download all submissions and input feedback directly before uploading all the feedback files in one batch and returning them to students.
Send grades and feedback comments in one batch	By downloading the Excel grading worksheet, inputting the necessary information, and uploading the file to the Assignment, you can send grades and feedback to all students in one batch.

The screenshot shows the Moodle Assignment page. At the top, there are tabs for 'Assignment', 'Settings', and 'Advanced grading'. Below these is a 'Mark as done' button. The page displays the assignment's start and end dates: 'Opened: Monday, 17 July 2023, 2:00 PM' and 'Due: Friday, 21 July 2023, 11:30 PM'. A large blacked-out area obscures the main content. At the bottom, a 'Grading summary' table is visible, with callouts pointing to specific data points. Two buttons, 'View all submissions' and 'Grade', are highlighted with yellow boxes.

Grading summary	
Hidden from students	No
Participants	235
Submitted	200
Needs grading	200
Time remaining	Assignment is due
Late submissions	Only allowed for participants who have

No. of Course Participants

No. of Submissions

No. of Assignments Waiting to be Graded

Time Remining Until the Due Date

**【Extra Note】**  
If you have selected "Yes" for "Require students to click the submit button" under "Submission settings", there will be an extra row called "Drafts" under "Participants" that shows how many students have unsubmitted drafts.



# Grading & Giving Feedback to Assignments



The following table listing students' submissions will be displayed

The screenshot shows the Moodle submission list interface. Key elements are annotated as follows:

- Grading action:** A dropdown menu at the top left.
- Table:** A table with columns for Select, User picture, Alternate name / Last name / First name, Status, Grade, Edit, Last modified (submission), File submissions, Submission comments, Last modified (grade), Feedback comments, and Feedback files.
- Buttons:** "Save all quick grading changes" and "Go" buttons are highlighted.
- Options:** "Assignments per page" (set to All) and "Filter" (set to No filter) are highlighted.
- Checkboxes:** "Quick grading", "Show only active enrolments", and "Download submissions in folders" are checked.

No. of students shown per page

Filter Settings for Submissions List  
You can filter submissions that are "Not submitted", "Require grading", etc. based on your needs

See the next page for information about quick grading

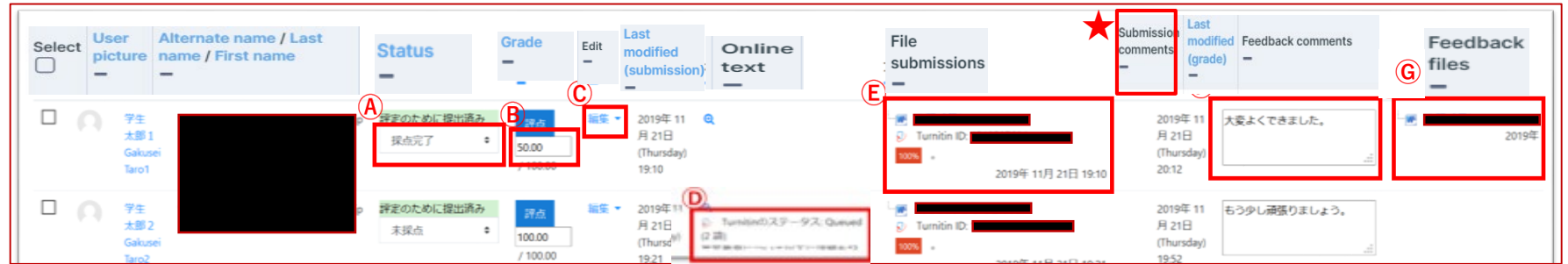
Grading action	*These options will only appear if you have enabled these feedback types in the settings
Upload grading worksheet	Upload the grading worksheet Excel file after inputting feedback*
Download grading worksheet	Download the grading worksheet Excel file*
View gradebook	Go to course gradebook
Upload multiple feedback files in a zip	Download students' submissions and input feedback directly before uploading and sending them all to students in one batch (See pg. 18 of the manual)
With selected...	Select one of the options below and click on "Go" to continue to the settings page
Lock submissions	Lock selected submissions before the due date so students cannot make any edits after grading is finished.
Unlock submissions	Remove the above lock for selected submissions
Download selected submissions	Download selected submissions. (For assignments with multiple file submissions from each student, please select "Download submissions in folders" from the options below.)
Remove submission	Delete selected submissions (Submissions cannot be restored after they are deleted, so use this option carefully)
Send feedback file	Send feedback files to selected students (If multiple students are selected, the same feedback file will be sent to all students)
Set marking workflow state	Update marking workflow state for selected submissions
Set allocated marker	Allocate markers for selected students

Quick grading	Can grade assignments directly from the submission list
Show only active enrolments	Submissions by students who have been removed from the course will be made invalid
Download submissions in folders	A separate folder will be made for each student when downloading submissions

Please note that if you have restricted when the Assignment can be accessed using the "Restrict access" settings, students will also not be able to check feedback files and comments outside the period when the Assignment is available.

# Grading & Giving Feedback to Assignments (Quick Grading)

## How to Read the “Quick Grading” Page



	Function	Explanation		Function	Explanation		
A	Status	You can update the marking workflow status for each submission. You must change the status to “Released” for students to be able to check their grades and feedback. When you change the status to “Released”, the grade will also be reflected on the course gradebook.		C	Grade	Go to that student’s individual grading page and update their grade	
		Not marked	Have not started grading		Prevent submission changes	You can prevent individual students from editing their submissions even within the submission period	
		In marking	Started grading but have not finished yet		Remove submission	Edit students’ submissions and the content (The content of their submissions will change, so please exercise caution)	
		Marking completed	Finished grading but needs to be checked		Grant extension	You can grant extensions to individual students so they can submit after the set due date	
		In review	Being checked by grader	D	Online text	If you tell students to submit their assignments as online text, their submissions (text) will be displayed in this column.	
		Ready for release	Ready for grades to be released to student		E	File	If you tell students to submit their assignments as a Word or PDF file, the students’ submissions (files) will be displayed in this column. You can download the files by clicking on the icons.
		Released	Grades and feedback released to student			F	Feedback comments
B	Grade	Input the grade (score) for the submission		G	Feedback files	Any feedback files you send to students individually will be shown here.	
★	Submission comments	If the student wrote any comments when they submitted the assignment, they will be shown here					

# Grading & Giving Feedback to Assignments (Quick Grading)

You can download submitted files by clicking on them

The screenshot shows the Moodle Quick Grading interface. It features a table with columns for 'Select', 'User picture', 'Alternate name / Last name / First name', 'Status', 'Grade', 'Edit', 'Last modified (submission)', 'Online text', 'File submissions', 'Submission comments', 'Last modified (grade)', 'Feedback comments', and 'Feedback files'. Two student entries are visible, both with a grade of 100.00. Annotations include: a blue callout pointing to the 'File submissions' column; an orange callout pointing to the 'Grade' and 'Feedback comments' columns; a yellow callout pointing to the 'Notify student' dropdown; an orange callout pointing to the 'Save all quick grading changes' button; a green callout pointing to the 'Send feedback files' button; and a green callout pointing to the 'Feedback files' column.

Input grades and feedback comments, then click on "Save all quick grading changes"

MEMO  
When sending feedback files using quick grading, please check the box next to the student's submission (if you are sending the same feedback file to all students, you can select everyone by clicking on the checkbox under "Select"), then go to "With selected..." at the bottom of the quick grading table, select "Send feedback files", and click on "Go".  
Click on "Send feedback file" to send the files.

Students will be notified by email that grading is complete when the marking workflow state is changed to "Released". If the workflow is not changed to "Released", students will not be able to see their grades and feedback, and the grades will not be reflected on the course gradebook.

- Filter: No filter
- Quick grading
  - Show only active enrolments
  - Download submissions in folders

# Grading & Giving Feedback to Assignments (Individual Grading)

Grade students' assignments one by one  
(Can also be used to grade group assignments)

Select	User picture	Alternate name / Last name / First name	Status	Grade	Edit
<input type="checkbox"/>		学生 太郎2 Gakusei Taro2	Submitted for grading	<input type="text" value="Grade"/> / 100.00	Edit
<input type="checkbox"/>		学生 太郎3 Gakusei Taro3	No submission	<input type="text" value="Grade"/> / 100.00	Edit

The screenshot shows the Moodle submission page for a specific student. At the top right, there is a 'Change user' dropdown menu. Below it, submission details are shown: 'No attempt', 'Not marked', and 'Assignment is overdue by: 46 days 17 hours'. The 'Grade' section has a text input field with a callout 'Input grade (score)'. Below the grade field is the 'Marking workflow state' dropdown set to 'Not marked'. The 'Feedback comments' section has a rich text editor with a callout 'Input feedback comments for the student here'. At the bottom, there is a 'Feedback files' section with a callout 'If you have a feedback file, upload it here'. At the very bottom, there are three buttons: 'Save changes', 'Save and show next', and 'Reset', with a callout 'Click save after checking you input everything correctly'. A 'Notify student' checkbox is also present.

Change which student's submission you are viewing

Input grade (score)

Input feedback comments for the student here

Click save after checking you input everything correctly

Do you want to notify the student by email that their grade has been updated?

Students will be notified by email that grading is complete when the marking workflow state is changed to "Released". If the workflow is not changed to "Released", students will not be able to see their grades and feedback, and the grades will not be reflected on the course gradebook.

# Grading & Giving Feedback to Assignments (Send Feedback Files in One Batch)

Download submissions, input feedback directly, and return files to students  
Feedback type settings: "Feedback files"

## Required: "Feedback files" is checked under "Feedback type" in the assignment settings

- ① Make sure the "Download submissions in folders" option is **not checked**.
- ② Click on "Download all submissions" at the top of the page.
- ③ The submissions will be downloaded as a ZIP file, so either unzip the file or copy the files to extract them.
- ④ Input comments and other feedback directly into the submitted Word files.
- ⑤ Compress the files with feedback into a ZIP file.  
\*Select all the files, "Send to", then "Compressed (zipped) folder."
- ⑥ Select "Upload multiple feedback files in a zip" from "Grading action".
- ⑦ Drag and drop the compressed Zip file, and click on "Import feedback file(s)".
- ⑧ If there are no issues with the files you uploaded, click on "Confirm". Check the details and click on "Continue".
- ⑨ The feedback has been sent to students. They can check the feedback from the assignment.

② Download all submissions

Grading action: Upload multiple feedback files in a zip ⑥

Select	User picture / Last name / First name	ID number	Email address	Status	Marker	Grade
<input checked="" type="checkbox"/>	受A	APU評価用受講生00001		No submission	Not marked	Choose...
<input checked="" type="checkbox"/>	受A	APU評価用受講生00002		No submission	Not marked	Choose...
<input checked="" type="checkbox"/>	受A	APU評価用受講生00003		No submission	Not marked	Choose...

Notify student: Yes

Save all quick grading changes

With selected... Lock submissions

Options

Assignments per page: All

Filter: Not submitted

Marker filter: No filter

Workflow filter: No filter

Quick grading:

Show only active enrolments:

①  Download submissions in folders

③

サブフォルダに中間レポート-649912.zip

1A2000001 Gakusei Tarou1 学生 太郎 1, 172...

1A2000002 Gakusei Tarou2 学生 太郎 2, 172...

1A2000004 Gakusei Tarou4 学生 太郎 4, 172...

1A2000005 Gakusei Tarou5 学生 太郎 5, 172...

④

Override the existing file when saving feedback  
(Do not change the file name)

⑤

送る(N)

圧縮 (zip 形式) フォルダへ

⑨

フィードバックファイル

1A2000001 Gakusei Tarou1 学生 太郎 1, 172...

1A2000002 Gakusei Tarou2 学生 太郎 2, 172...

1A2000004 Gakusei Tarou4 学生 太郎 4, 172...

1A2000005 Gakusei Tarou5 学生 太郎 5, 172...

続ける

⑧

Confirm zip upload

Confirm

中間レポート

フィードバックが更新されたユーザ: 5  
フィードバックファイルが更新された: 0  
フィードバックファイルが追加された: 5

続ける

⑥、⑦

Upload multiple feedback files in a zip

Upload the ZIP file here

Import feedback file(s)



# Grading & Giving Feedback to Assignments (Send Grades and Feedback Comments in One Batch)

Input all grades and feedback comments  
in one go

Feedback type settings: "Offline grading worksheet"

## Submissions ①

Grading action **Download grading worksheet**

**Required: "Offline grading sheet" is checked under "Feedback type" in the assignment settings**

- ① Select "Download grading worksheet" from "Grading action" to download the Excel(CSV) file.
- ② Open the CSV file and input your feedback under "Grade" and "Feedback comments".
- ③ After you input everything, go to "Save as..." and save the file as a **csv(UTF-8)** file type.  
(If you override the original file, the format will be damaged, and you will not be able upload it to Moodle)
- ④ Select "Upload grading worksheet" from "Grading action" and upload the file.
- ⑤ After uploading the file, a message will pop up to confirm the changes. The feedback will be sent to students after you click "Confirm".

②

1	Identifier	Full name	ID number	Email address	Status	Marker	Grade	Maximum Marking	Grade can	Last modified	Last modified	Feedback comments	
2					Submitted for grading		90	100	Not marked	Yes	Friday, 21	Friday, 21	Great!
3					No submission - Not		80	100	Not marked	Yes	-	Wednesday	Great!
4					Submitted for grading		70	100	Not marked	Yes	Thursday	Thursday	Good!
5					Submitted for grading		50	100	Not marked	Yes	Friday, 21	Friday, 21	Try again
6					Submitted for grading		60	100	Not marked	Yes	Friday, 21	Friday, 21	Try again

Do not make any changes to anything besides "Grade" and "Feedback comments"

③

File name: 評価 [redacted].csv  
File type: CSV UTF-8 (コンマ区切り) (\*.csv)

④、⑤

## Submissions

Grading action **Upload grading worksheet**

Upload grading worksheet

Upload a file [Choose a file...]

Encoding: UTF-8

Separator:  Tab  Comma  Colon  Semicolon

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

**Upload grading worksheet** Cancel

⑤

### 評価ワークシートの変更を確認する

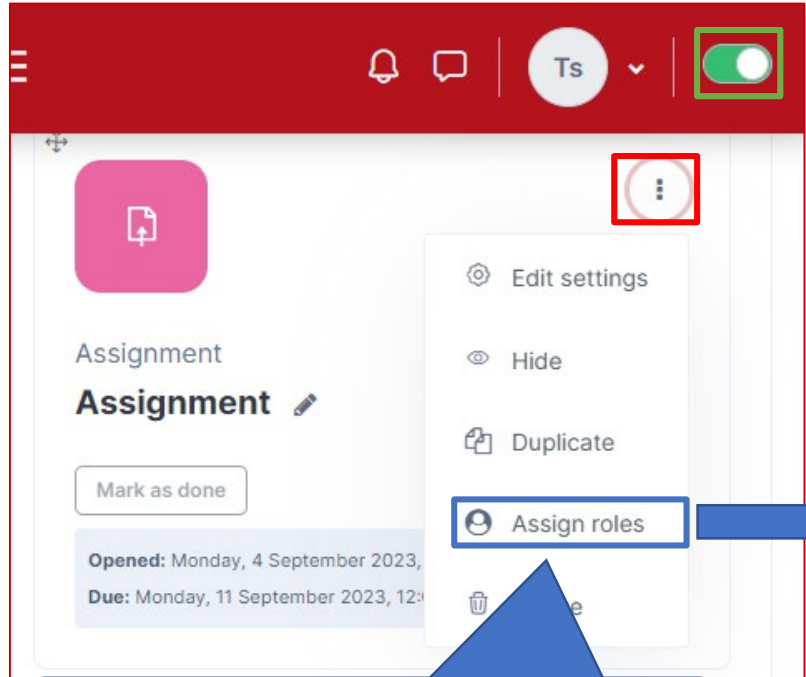
[redacted] の評点を 80.00 に設定する  
 [redacted] のフィールド「フィードバックコメント」に「OK」を設定する  
 [redacted] の評点を 70.00 に設定する  
 [redacted] のフィールド「フィードバックコメント」に「GOOD」を設定する  
 [redacted] の評点を 90.00 に設定する  
 [redacted] のフィールド「フィードバックコメント」に「Nice」を設定する  
 [redacted] の評点を 58.00 に設定する  
 [redacted] のフィールド「フィードバックコメント」に「よくできました」を設定する  
 [redacted] の評点を 50.00 に設定する  
 [redacted] のフィールド「フィードバックコメント」に「もう少し」を設定する

**確認** キャンセル

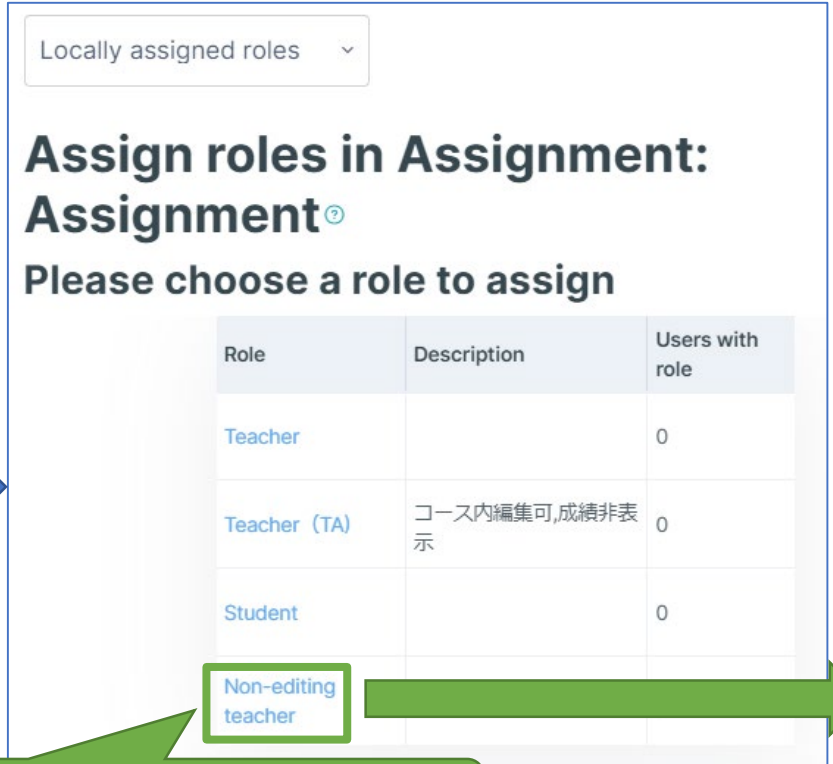
# (Ref.) Adding Student Peer Feedback Comments to Specific Assignments



Feedback comments for assignments are not normally available due to grading functions, but “Assign roles” enables students to add feedback comments to other students’ submissions by granting privileges for a specific assignment

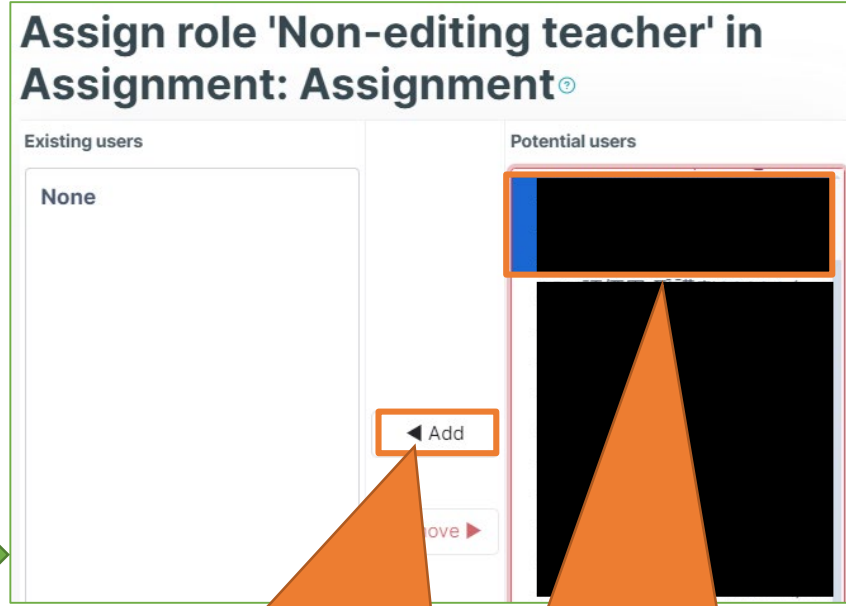


Turn edit mode on and click “Assign roles” from the “...” mark of a specific assignment



Click on “Non-editing teacher” under “Assign roles”

NOTE: Please make sure not to select Teacher (TA) as this will enable students to make changes to the settings of the assignment



Select students from the table on the right and click “Add” (multiple selections can be made by using Ctrl + Shift keys)

When adding students is complete, the set students will be able to input comments and grades for submissions