

## Moodle 2 - Assignment: Allocating Markers

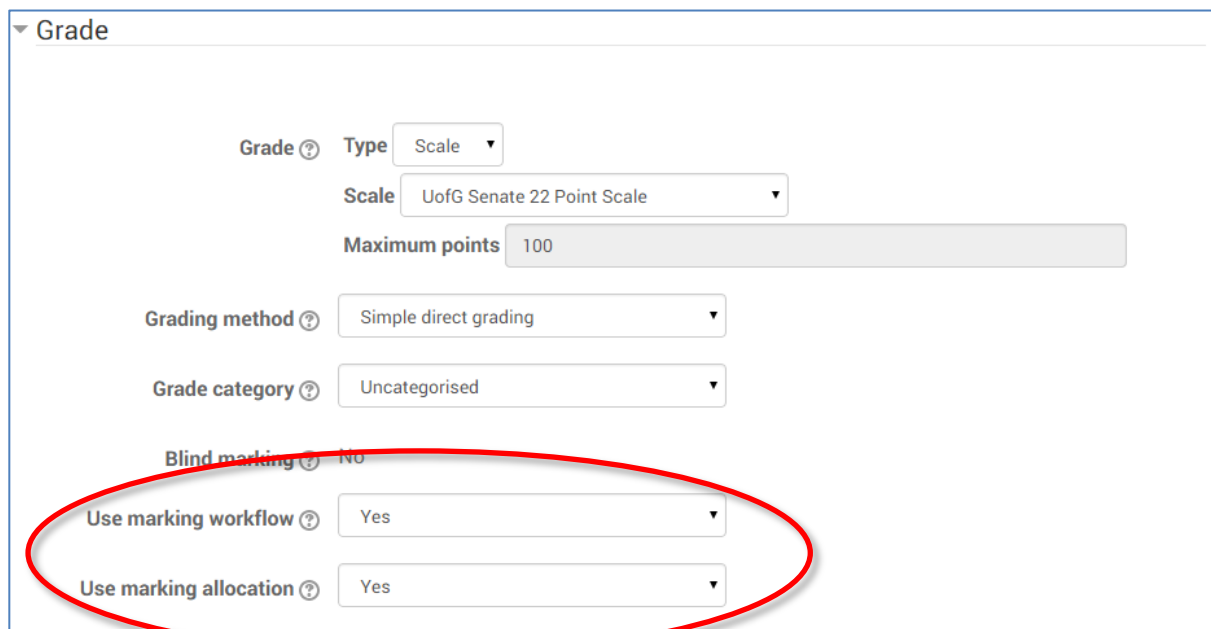
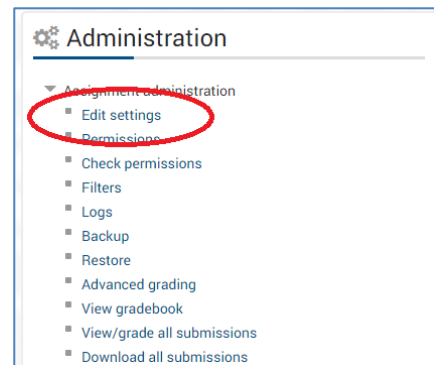
Moodle Assignment is an activity which allows students to submit electronic copies of their assignments to Moodle. Moodle Assignment accepts any file type. PDFs are also able to be annotated within Moodle Assignment.

### Use

Moodle Assignment can be used to allocate markers to specific submissions. This could be used to ensure that subject specialists are assigned to mark questions about their specialism.

### Set up

1. From your course page click on the Assignment title.
2. Click **Edit settings** in the **Administration** block on the right hand side of the page.
3. On the Assignment settings page click on **Grade** to expand the section.
4. Set **Use marking workflow** to Yes.
5. Set **Use marking allocation** to Yes.

A screenshot of the Moodle Assignment Grade settings page. The 'Grade' section is expanded. It shows settings for Grade Type (Scale), Scale (UofG Senate 22 Point Scale), Maximum points (100), Grading method (Simple direct grading), Grade category (Uncategorised), Blind marking (No), Use marking workflow (Yes), and Use marking allocation (Yes). The 'Use marking workflow' and 'Use marking allocation' options are circled in red.

6. Scroll to the bottom of the page and click **Save and display** to return to the activity.

## Allocating Markers

1. From your course page click on the Assignment title.
2. Click **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](#)

3. Use the check boxes on the left hand side to select all or some of the submissions.
4. From the **With Selected...** drop-down menu under the list of submissions, select **Set allocated marker** and click **Go**

**With selected...**

Lock submissions

Lock submissions  
Unlock submissions  
Grant extension  
Send feedback files  
Set marking workflow state  
**Set allocated marker**

5. Click **OK** from the pop-up.
6. On the on the allocation page, select the name of the **Allocated marker** from the drop down list.
7. Click **Save changes**.

The name of the allocated marker is now shown in the grading screen. When the markers access the Assignment they will only see the submissions which are allocated to them.

Select	Identifier	Status	Marker
<input type="checkbox"/>	Participant 115046	Submitted for grading In marking	Frank Zappa
<input type="checkbox"/>	Participant 115050	No submission Not marked	Angus Young

If you require further assistance with the Assignment tool please contact the Learning Technology Unit via the IT Services Help Desk: <http://www.gla.ac.uk/services/it/helpdesk/>