

Q4. How do I upload my corrected PDFs (or scanned paper exams) back to the assignments?

by [Röthlin Michael \(Admin\)](#) - Sunday, 7 February 2021, 5:34 PM

Number of replies: 0

Procedure

1. Go to the base screen of your assignment / Gehen Sie zum Grundbild Ihrer Moodle-Aufgabe

Grading summary

Hidden from students	No
Participants	753
Submitted	349
Needs grading	348
Due date	Tuesday, 2 March 2021, 12:00 AM
Time remaining	22 days 6 hours

[View all submissions](#) [Grade](#)

2. Press on "View all submissions" / Drücken Sie auf "Alle Abgaben anzeigen"

3. Press on the blue "Grade" button at the first student in the list / Drücken Sie beim ersten/der ersten Studierenden auf den blauen Knopf "Bewertung"

 Teststudent mse-teststudent2@bfh.ch 2 MSE	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">No submission Not marked</div>	Grade
		/ 100.00

4. Now perform the following steps, as needed / Gehen Sie jetzt wie folgt vor (je nachdem, was Sie benötigen)

>>> 1 Put in grade / Bewertung eintragen

>>> 2 Put in comment / Individuellen Kommentar erfassen

>>> 3 Upload your files / Hier Ihre Dateien hochladen

>>> 4 Save and continue / Speichern und weiterfahren

>>> 5 Go back to base screen of assignment / Zurückkehren zum Grundbild Ihrer Moodle-Aufgabe

The screenshot shows the Moodle assignment grading interface. At the top, it displays course information: 'Course: Regular Exams Autumn 2020-21 Zurich Winterthur' and 'Assignment: Sample (Fake) Moodle Assignment, with all features (but overly restrictive size limit)'. It also shows the student's name: 'teststudent 2 MSE msl-teststudent2@bfh.ch' and the due date: 'Due date: 2 March 2021, 12:00 AM'. A red marker highlights the link '**<<< 5: Go back**'.

The main area is divided into several sections:

- Grade**: Shows 'Grade out of 100' with a text input field containing '**<<< 1: Put in grade (optional)**'.
- Marking workflow state**: Set to 'Not marked'.
- Current grade in gradebook**: Shows a small numerical value.
- Feedback comments**: Contains a rich text editor toolbar and a text input field containing '**<<< 2: Put in comment (optional)**'.
- Feedback files**: A section for uploading files, with a text input field containing '**<<< 3: Upload your files here („drag and drop“ possible)**' and a note: 'You can drag and drop files here to add them.' It also specifies 'Maximum size for new files: Unlimited'.

At the bottom, there are buttons: 'Notify students' (checkbox), 'Save changes' (blue button), 'Save and show next' (button), 'Reset' (button), and '<<< 4: Save and continue' (button).

Q2. How do I correct, comment and grade Moodle assignments after the exam?

by Röthlin Michael (Admin) - Friday, 12 June 2020, 6:53 PM

Number of replies: 0

Moodle assignment activity

If using the Moodle assignment, you will typically see the following symbol, by which you receive one or several files from students:



In this same activity, you will be able to **comment, annotate** (using the PDF format, on-screen with Chrome browser) submissions, or give individual feedback by using **feedback files**.

Let's first have a look at how students see the process, then how you can download all submissions and work on them locally, finally how feedback can be given. At the end, we will look at the result from students' viewpoint.

Student view of Moodle assignment submission

Students have filled in their submissions going through the typical sequence (screens for teststudent1):

- They edit the submission (blue marker) before they will submit at the end (red marker) [1]:

The screenshot shows a Moodle course titled "Moodle Demo Exam Course". The assignment "Test Exam Assignment" has been submitted. The submission status is "Draft (not submitted)". The file "BT13011.pdf" was uploaded on Friday, 12 June 2020, at 6:20 PM. There are two buttons at the bottom: "Edit submission" and "Remove submission", with "Edit submission" circled in red. A message below says, "You can still make changes to your submission." Another button, "Submit assignment", is also circled in red. A message below it says, "Once this assignment is submitted you will not be able to make any more changes."

- By editing the submission, they can work on files [2]

The screenshot shows the "Edit submission" page for the "Test Exam Assignment". A message "Nothing was submitted" is displayed. The file "BT13011.pdf" is listed in the file submission area. Below the file list are "Save changes" and "Cancel" buttons. At the bottom, there is a footer with links: "Michael (Admin) Röthlin You are logged in as Teststudent 2 MSE (Log out)", "MoodleDemoExamCourse", "Data retention summary", and "Get the mobile app".

- They are asked to confirm the submission [3]:

Confirm submission

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

[Continue](#) [Cancel](#)

- ... then see their submission (read-only) [4]:

Moodle Demo Exam Course

[Home](#) / My courses / [MoodleDemoExamCourse](#) / Topic 1 / [Test Exam Assignment](#)

Test Exam Assignment

Upload something

Submission status

Attempt number	This is attempt 2.	
Submission status	Submitted for grading	
Grading status	Not graded	
Last modified	Friday, 12 June 2020, 6:20 PM	
File submissions	 BTI3011.pdf	12 June 2020, 6:20 PM
Submission comments	Comments (0)	

Lecturers' view of Moodle assignment submissions

By clicking on the assignment link after the exam, **you as lecturer** will see the following state (3 students submissions with 1 PDF file each) [5]:

Test Exam Assignment

Upload something

Grading summary

Hidden from students	No
Participants	3
Drafts	0
Submitted	3
Needs grading	3

[View all submissions](#) [Grade](#)

Test Exam Assignment

Grading action Choose...

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	File submissions	Submission comments	Last modified (grade)	Feedback comments
<input type="checkbox"/>		Teststudent 3 MSE	mse-teststudent3@bfh.ch	Submitted for grading	<button>Grade</button>	Edit	152.04-2-2.de.pdf 12 June 2020, 5:56 PM	Comments (0)	-	<input type="text"/>
<input type="checkbox"/>		Teststudent 1 MSE	mse-teststudent1@bfh.ch	Submitted for grading	<button>Grade</button>	Edit	Notiz-P1-2020-02-24.pdf 12 June 2020, 6:19 PM	Comments (0)	-	<input type="text"/>
<input type="checkbox"/>		Teststudent 2 MSE	mse-teststudent2@bfh.ch	Submitted for grading	<button>Grade</button>	Edit	BTI3011.pdf 12 June 2020, 6:20 PM	Comments (0)	-	<input type="text"/>

Notify students No

[Save all quick grading changes](#)

With selected... Go

Mass downloading Moodle assignment submissions

- Starting from this overview, you can download all submissions at once using the drop-down menu (having checked the option "Download submissions in folders" at the bottom) [6]:

Test Exam Assignment

Grading action Choose...

- [Download all submissions](#)
- [Upload multiple feedback files in a zip](#)
- [View gradebook](#)

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	File submissions
<input type="checkbox"/>		Teststudent 3 MSE	mse-teststudent3@bfh.ch	Submitted for grading	<button>Grade</button>	Edit	152.04-2-2.de.pdf 12 Jl

- Now, a Zip file is downloaded by your browser, e.g. [7]

[MoodleDemoExamCourse-Test Exam Assignment-96120 \(1\).zip](#)

- By unzipping, you will see that a folder structure with subfolders is created [8]:

- You can now inspect students' responses and, possibly change the PDF files by annotating them.

Mass uploading Feedback files to Moodle assignment submissions

!!!This step is only possible if there are student submissions in Moodle (otherwise no folder structures can be downloaded)!!!

- IF you want to **mass upload** annotated PDF (or other) **Feedback files** ('-FEEDBACK' in the example), you can re-use the structure, insert your feedback files [9]:

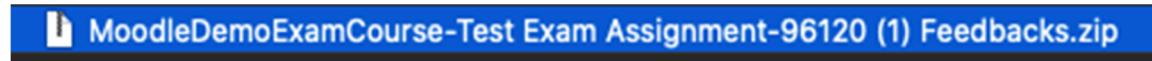
First make sure that the possibility to give feedback by submitting files is activated, in the settings of the assignment (click on the wheel, then "Edit settings"):

- Then go to the work folder

- Now re-zip your feedback file structure into a Zip file [10]

Note 1: **Do NOT make sub-folders under a student's folder, e.g., to have a sub-folder with 1 file per exam part correction!!** This will not work in most cases. Rather, put all the files directly in the single **subfolder** (Teststudent1 ... to Teststudent3 in the example), so **keep the structure flat**.

Note 2: **Do NOT simply zip the parent folder** ("MoodleDemoExamCourse..." in the example!! This will not work with most zip utilities. Rather, select the **subfolders** (Teststudent1 ... to Teststudent3 in the example) then right-click and **create a Zip file on this level!!**



- In the already known drop-down choose "**Upload multiple feedback files in a zip**" [11]

A screenshot of a Moodle assignment page titled "Test Exam Assignment". A context menu is open over a list of student names. The menu options are: "Choose...", "Download all submissions", "Download grading worksheet", "Upload grading worksheet", "Upload multiple feedback files in a zip" (which is highlighted in blue), and "View gradebook". Below the menu, there is a table with columns: Select, User, picture, Surname, Email address, Status, Grade, and Edit. The "User" column header is underlined.

- Go through the file upload dialog for your new feedback Zip file [12]

A screenshot of the Moodle file picker dialog. The left sidebar shows "Server files", "Recent files", "Upload a file" (which is highlighted in blue), and "Private files". The main area has sections for "Attachment" (with a "Datei auswählen" button and the file "MoodleDemo...dbacks.zip"), "Save as" (an empty input field), "Author" (input field containing "Michael (Admin) Röthlin"), and "Choose license" (dropdown set to "Creative Commons"). At the bottom is a large blue "Upload this file" button.

- Confirm the import [13]

Test Exam Assignment

Upload multiple feedback files in a zip

Upload a file ! ? Choose a file... MoodleDemoExamCourse-Test Exam Assignment-96120 (1) Feedbacks.zip

Import feedback file(s) Cancel

Test Exam Assignment

Confirm zip upload

New feedback file "/Notiz-P1-2020-02-24-FEEDBACK.pdf" for student "Teststudent 1 MSE"
New feedback file "/BTI3011-FEEDBACK.pdf" for student "Teststudent 2 MSE"
New feedback file "/152.04-2-2.de-FEEDBACK.pdf" for student "Teststudent 3 MSE"

Confirm Cancel

Test Exam Assignment

Users with updated feedback: 3
Feedback files updated: 0
Feedback files added: 3

Continue

- and observe how the PDF Feedback files are appearing on the line of each student [14]

Test Exam Assignment

Grading action Choose... Reset table preferences

I address	Status	Grade	Edit	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Feedback files	Final grade
student1@bfh.ch	Submitted for grading	Grade	Edit	File submissions Notiz-P1-2020-02-24.pdf 12 June 2020, 6:19 PM	Comments (0)				Feedback files Notiz-P1-2020-02-24-FEEDBACK.pdf 12 June 2020, 6:33 PM	
student2@bfh.ch	Submitted for grading	Grade	Edit	BTI3011.pdf 12 June 2020, 6:20 PM	Comments (0)				BTI3011-FEEDBACK.pdf 12 June 2020, 6:33 PM	
student3@bfh.ch	Submitted for grading	Grade	Edit	152.04-2-2.de.pdf 12 June 2020, 5:56 PM	Comments (0)				152.04-2-2.de-Correction.pdf 12 June 2020, 6:00 PM 152.04-2-2.de-FEEDBACK.pdf 12 June 2020, 6:33 PM	

Grading Moodle assignment submissions on screen, with PDF annotations (Chrome Browser recommended)

- You can directly view, annotate, comment and grade questions as follows: press the grade button at the first (or any) student [15]:

The screenshot shows the Moodle Gradebook interface. At the top, there are columns for 'Select', 'User picture', 'First name / Surname', 'Email address', 'Status', 'Grade', 'Edit', and 'File submissions'. Below this, a row for 'Teststudent 1 MSE' is shown. The 'Grade' button in this row is highlighted with a red box. To the right of the row, there is a file icon labeled 'Notiz-P1-2020-02-24.pdf' and the date '12 June 2020, 6:19 PM'.

- If using PDF, you will now see the central grading utility, with the annotation window (blue markers) and 1 = toolset, 2 = hand-written notes, 3 = form markup, 4 = highlighting, 5 = note), or again the feedback file upload tool (red marker at right) [16]

The screenshot shows the Moodle grading utility interface. On the left, there is a preview of a PDF document with various annotations. Annotations include:

- 1: A blue box around the toolbar at the top of the annotation window.
- 2: Handwritten text 'Strange?' in red.
- 3: Handwritten text 'Bisher' in black.
- 4: A yellow box around a numbered list: 1. Besitz Programm, 2. Studier. Plan., 3. Modells. descriptio... (with a note 'Today: reduced').
- 5: A yellow box around a note: 'This should be explained in more detail!'

 On the right, there is a sidebar with sections for 'Feedback comments' and 'Feedback files'. The 'Feedback files' section contains a file named 'Notiz-P1-20...'. A red box highlights this section.

- Then press "Save Changes" or "Save and show next" to proceed
- When using the annotations, you will see that there is an "annotated PDF" for that student [17]

[Reset ta](#)

Annotate PDF	Feedback files	F
	 BTI3011-FEEDBACK.pdf 10 12 June 2020, 6:33 PM	
 Teststudent 1 MSE_39110_1.pdf 12 June 2020, 6:48 PM	 Notiz-P1-2020-02-24-FEEDBACK.pdf 8 12 June 2020, 6:33 PM	
View annotated PDF...		
	 152.04-2-2.de-FEEDBACK.pdf 6 12 June 2020, 6:33 PM	

Students' view of grading, with PDF annotations

- When students will see the assignment link during exam inspection, they will see your comments, the feedback files and the annotated PDF (if applicable) [18]

Test Exam Assignment

Upload something

Submission status

Attempt number	This is attempt 2.	
Submission status	Submitted for grading	
Grading status	Graded	
Last modified	Friday, 12 June 2020, 6:19 PM	
File submissions	 Notiz-P1-2020-02-24.pdf	12 June 2020, 6:19 PM
Submission comments	▶ Comments (0)	

Feedback

Grade	80.00 / 100.00	
Graded on	Friday, 12 June 2020, 6:48 PM	
Graded by	 Michael (Admin) Röthlin	
Annotate PDF	 Teststudent 1 MSE_39110_1.pdf	12 June 2020, 6:48 PM
Feedback files	 Notiz-P1-2020-02-24-FEEDBACK.pdf	12 June 2020, 6:33 PM

- Going on the "View annotated PDF" link they will see [19]

SE Courses English (en) ▾

Submission comments

Feedback

Grade

Graded on

Graded by

Annotate PDF

Feedback files

Previous attempts

Attempt 1: Friday, 12 June 2

◀ Test Choice

Annotate PDF

Page 1 of 2

The diagram illustrates a network architecture with three main components:

- IS-A**: Represented as a box containing a bucket icon. It has an **HTTP** connection to a **Web Browser**.
- ISA**: Represented as a box containing a coffee cup icon. It receives **HTTP** requests from both the **IS-A** component and a separate **Web Server**.
- Web Server**: Represented as a box containing a file icon. It has an **HTTP** connection to the **ISA** component.

Annotations on the diagram include:

- A large red box surrounds the **IS-A** component.
- A large red handwritten note **Strange?** is positioned above the **Web Browser** box.
- A list of three items is written to the right of the **Web Server** box:
 1. Degree Program
 2. Study Place (module list)
 3. Models description
- A yellow box contains the text: "This should be explained in more detail!"
- A black oval labeled **Bisher** is positioned above the **ISA** component.
- A yellow arrow points from the **Web Server** to the **ISA** component, with the text "toasty: required".
- A yellow arrow points from the **ISA** component to the **Web Server**, with the text "on request (http)" and "scheduled (cu)".
- A yellow arrow points from the **Web Server** to the **Web Browser**, with the text "0t".
- A handwritten note *** API** is located near the bottom right.
- A handwritten note **Nee** is located below the **Web Server** box.
- A yellow line at the bottom is labeled **Handwritten**.

Add only what is relevant