



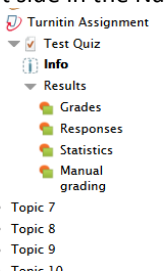


<p>□ How do I grade an Assignment</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on the assignment 2. Click on View/grade all submissions 3. Click on the file under the grade column that you want to grade 4. Open the file <ol style="list-style-type: none"> a. Click on Enable Editing (if required) – this is done if you want to make comments directly on the paper and upload it back to the student b. Click on Review c. Click on Track Changes d. Type in your comments e. Click File f. Click Save As g. Save to your computer 5. Drag and drop the file that you made comments on into the feedback area 6. If desire you may just type in your feedback 7. Put in the grade 8. Click Save Changes or Next to grade the next assignment
<p>□ How do I grade Assignments that have the Turnitin option</p>	<p>Information: If you want to your students to do peer grading, please see instructions on Peer Grading listed below</p> <p>How to:</p> <ol style="list-style-type: none"> 1. Click on the assignment 2. Click on View/grade all submissions 3. Click on the blue pencil icon  4. This will open up Grademark to make comments and grade 5. Click into the body of the paper to type in comments 6. Click on comments to right and drag them into the paper 7. In the upper right click right above the out of to enter the grade 8. Click on the upper right X to leave the page – no additional saving necessary
<p>□ How do I add the Peer Mark option to the Turnitin Assignments</p>	<p>Information: Use Peer Mark to have your students do peer reviews</p> <p>How to:</p> <ol style="list-style-type: none"> 1. Wait until students submitted their assignments 2. Go back into the assignment settings 3. Expand the Turnitin plugin settings – The Launch PeerMark Manger option will show  4. Click on the PeerMark Manager 5. Click on the + sign to add the PeerMark Assignment portion 6. Fill out the Peermark Assignment tab information <div data-bbox="430 1417 966 1732" style="border: 1px solid #ccc; padding: 5px;"> <p>PeerMark Assignment</p> <p>Peermark Assignment PeerMark Questions Distribution</p> <p>Title: testing 10 (Moodle PP) Point Value</p> <p>Instructions: This description will appear on students' inboxes. Start date</p> <p>Due date: 03 Jun 2015 00:00</p> <p>Feedback release date: 04 Jun 2015 00:00</p> <p>Additional Settings</p> <p>Save & Continue</p> </div> <ol style="list-style-type: none"> 7. Click on the PeerMark Questions to put in questions that you want the peer reviewers to answer

For questions and assistance, please contact dilit@andrews.edu or 269-471-3960. Adapted from Louisiana State University Information Technology Services; Moodle Quick Reference Guide, Summer 2012

<p>How do I grade quizzes with short answer questions?</p>	<p>8. Click on the Distribution tab to match the papers with the peer reviewers</p> <p>How to:</p> <ol style="list-style-type: none"> 1. Click on the quiz 2. Click on attempts: (1) number will depend on the number of quizzes that were taken  <ol style="list-style-type: none"> 3. Click on the question that needs to be graded (if it is correct it will be green) check only if it is in red  <ol style="list-style-type: none"> 4. Click on Make comment or override mark 5. Make a comment and/or change the grade 6. Click Save
<p>How do I grade quizzes with essay questions?</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on the quiz 2. Left side in the Navigation block click on the arrows to get it to show the results of the quiz  <ol style="list-style-type: none"> 3. Click on Manual grading 4. Click on the 1 (this number will change, based on the number of quizzes that are done) grade 5. Make a comment on the answer 6. Put in the grade 7. Click Save and go to next page

