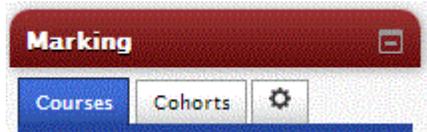


□ How can I tell what assignments need to be graded in my course

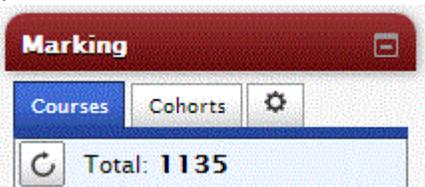
How to:

In the top right corner of your course home page you will see a new window labeled “Marking”. The purpose of this window is to provide a quick and convenient overview of the student activities which require your attention for grading or feedback. This tutorial will provide an overview of the information provided in this useful window.

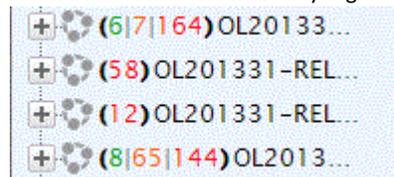
- At first glance you will note the tabs directly under the *Marking* title bar. The tabs include:
 - Courses – Used to identify activities which require action by course
 - Cohorts – Used to identify activities which require action by customized groups of students. This is an administrative function and can only be modified by Moodle administrators.
 - gear icon – Used to update Marking Block setting



- Directly under this tabbed row you will note the text, *Total*, which indicates the number of total items which require your attention across all courses.



- When the list is completely collapsed, you will see a number or a series of numbers separated by a “|” in parentheses followed by the course name for each class that you are teaching. The full course name can be seen if the mouse pointer is passed over the line.
- The numbers will be in one of three colors: green, orange or red. These colors represent the number of days the assignment has been waiting to be marked (see illustration below):
 - GREEN – Assignment was submitted within the last 4 days (<4).
 - ORANGE – Assignment was submitted more than 4 days but less than 10 days ago.
 - RED – Assignment was submitted more than 10 days ago.



- Expanding the list under the course by clicking on the plus sign will reveal a detailed list of the submission types which require your attention. Expanding it another level will reveal the student name for an Assignment submission or a list of the questions or posts for a quiz or forum. If the question/post is clicked on the quiz/forum, a list of students will result.
- Clicking the final resulting item will open up the submission in a separate window and allow you to view and edit the submission.
- Currently the Marking block supports the following submission types:
 - Assignment
 - Forum (only if ratings are activated)
 - Workshop
 - Quiz (essay questions only)

VERY IMPORTANT: In order to keep the Marking Block's data accurate, all activities displayed in the block should be graded through the block. Activities not graded through the block might still look ungraded in the block.

If an activity that has been graded looks ungraded in the block, you'll need to synchronize it manually; to do so follow these steps:

1. Using the block, open the item that appears ungraded
2. Erase the current grade that was assigned to the activity and re-enter it
3. Go to the bottom of the screen and click the "Save changes" button

o