

# MOODLE : Tutorial no.8

## Grade an assignment submitted in Moodle

*To Support Online and Blended Teaching & Learning at the  
University of Geneva*



**UNIVERSITÉ  
DE GENÈVE**

# The “Assignment” functionality on Moodle

The “Assignment” activity allows you to create a secure document delivery area in order to collect students' work. It allows you also to mark them or comment on it and then provide the students with feedback and grades.

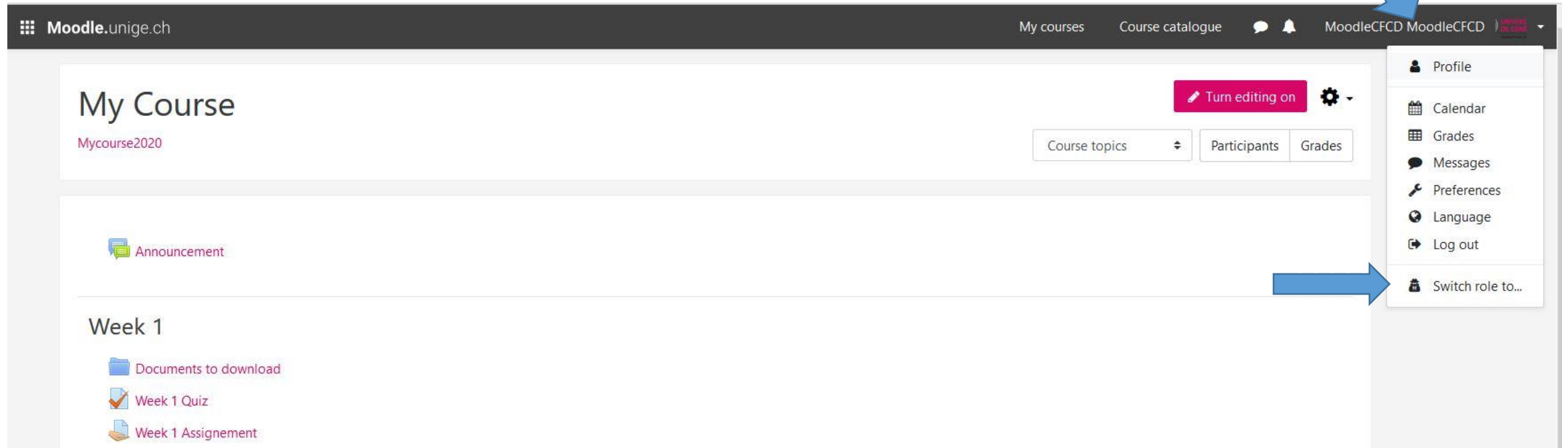
In this tutorial, we will explain how to assess an assignment.

**Log in to Moodle and go to the course (if you have more than one) where there are assignments to be assessed.**

The screenshot displays the Moodle interface for a course titled "My Course" (ID: Mycourse2020). The top navigation bar shows the Moodle logo and URL "Moodle.unige.ch", along with links for "My courses" and "Course catalogue". The user's name "MoodleCFCD" is visible in the top right corner. The course page features a "Turn editing on" button and a settings gear icon. Below the course title, there are tabs for "Course topics", "Participants", and "Grades". The main content area is divided into sections for "Week 1" and "Week 2". Under "Week 1", there is an "Announcement" icon, a "Documents to download" folder icon, a "Week 1 Quiz" icon, and a "Week 1 Assignment" icon, which is highlighted with a blue rectangular box. The "Week 2" section is currently empty.

**Before viewing a student's assignment, we suggest that you first familiarize yourself with how a student uploads his or her assignments into Moodle by switching the teacher's role to the student's role.**

To see the student interface, click on your name and then click on "Switch role to..."



The screenshot displays the Moodle user interface for a course. At the top, the Moodle logo and URL 'Moodle.unige.ch' are visible on the left, and navigation links for 'My courses', 'Course catalogue', and the user's name 'MoodleCFCD MoodleCFCD' are on the right. A blue arrow points to the user's name. Below the navigation bar, the course title 'My Course' is shown, along with a 'Turn editing on' button and a settings gear icon. A dropdown menu is open, listing various user options: Profile, Calendar, Grades, Messages, Preferences, Language, Log out, and Switch role to... A second blue arrow points to the 'Switch role to...' option. The main content area includes an 'Announcement' section and a 'Week 1' section with links to 'Documents to download', 'Week 1 Quiz', and 'Week 1 Assignment'.

# Choose "Student" from the menu

## My Course

Mycourse2020

### Switch role to...

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect ([See details and alternatives](#)).

Manager

Teacher

Assistant

Non-editing teacher

Student

Guest

Cancel

You now see the student interface. Click on "Week 1 Assignment"

The screenshot shows the Moodle student interface for a course titled "My Course" (ID: Mycourse2020). The top navigation bar includes "Moodle.unige.ch", "My courses", "Course catalogue", and a user profile for "MoodleCFCD MoodleCFCD Student". The main content area is divided into sections for "Week 1" and "Week 2". Under "Week 1", there are three items: "Documents to download", "Week 1 Quiz", and "Week 1 Assignment". A blue arrow points to the "Week 1 Assignment" link. A blue circle highlights the user profile area in the top right corner.

In the student interface you will see the submission status. To add an assignment, click on "Add an assignment".

The screenshot shows the Moodle student interface for a course. At the top, the Moodle logo and URL 'Moodle.unige.ch' are on the left, and navigation links for 'My courses', 'Course catalogue', and user information 'MoodleCFCD MoodleCFCD Student' are on the right. The main content area is titled 'My course' and includes a breadcrumb trail: 'Mycourse20 / Week 1 / Week 1 Assignment'. Below this, the 'Week 1 Assignment' section displays the 'Submission status' in a table format:

|                     |                                |
|---------------------|--------------------------------|
| Attempt number      | This is attempt 1.             |
| Submission status   | No attempt                     |
| Grading status      | Not graded                     |
| Due date            | Sunday, 15 March 2020, 6:00 PM |
| Time remaining      | 4 hours 48 mins                |
| Last modified       | -                              |
| Submission comments | <a href="#">+ Comments (0)</a> |

Below the table, a blue arrow points to a button labeled 'Add submission'. The button is enclosed in a blue rectangular box, and the text 'You have not made a submission yet' is displayed below it.



# Once an assignment is submitted by a student, the status of the interface changes.

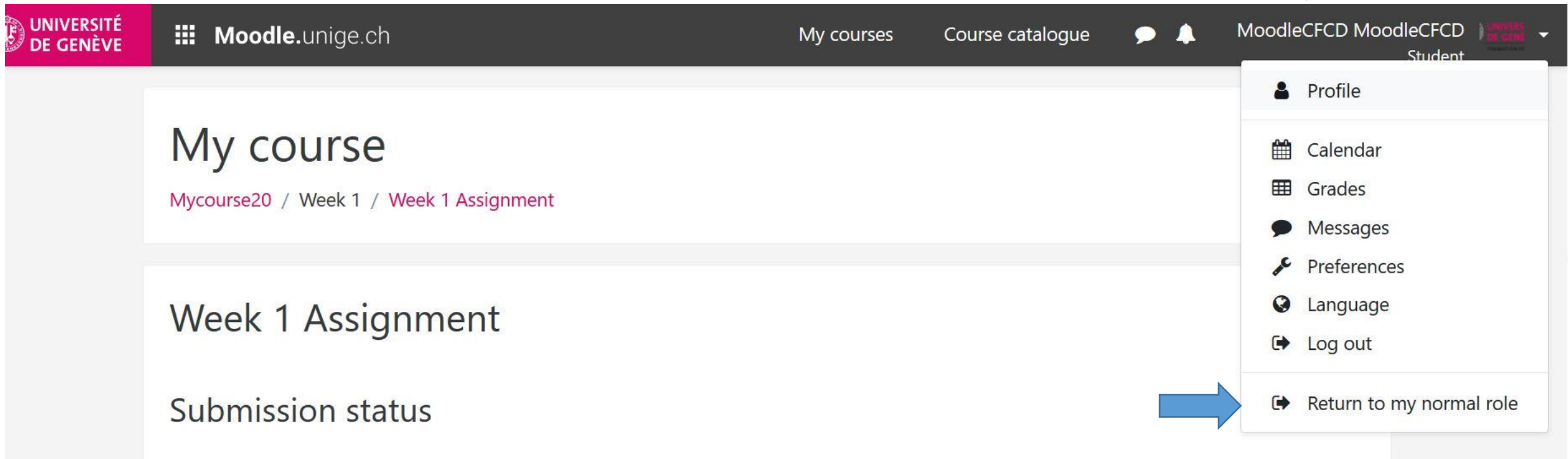
The screenshot shows the Moodle interface for a course. The top navigation bar includes 'Moodle.unige.ch', 'My courses', 'Course catalogue', and 'MoodleCFCD MoodleCFCD Student'. The main content area is titled 'My course' and 'Week 1 Assignment'. Under 'Submission status', the following information is displayed:

|                     |  |
|---------------------|--|
| Attempt number      | This is attempt 1.   |
| Submission status   | Submitted for grading                                      |
| Grading status      | Not graded   |
| Due date            | Sunday, 15 March 2020, 6:00 PM                             |
| Time remaining      | 4 hours 43 mins  |
| Last modified       | Sunday, 15 March 2020, 1:16 PM                             |
| File submissions    | Week 1 Assignment_JeanDubois.docx +<br>Export to portfolio |
| Submission comments | Comments (0)   |

An 'Edit submission' button is located at the bottom of the submission details, highlighted with a blue box and an arrow pointing to it.

**By default, a student can always modify his/her work. You can modify the assignment settings to change this option.**

To return to the teacher role, click on your name at the top right, then click on "Return to my normal role".



The screenshot shows the Moodle interface for a user named MoodleCFCD. The top navigation bar includes the University of Geneva logo, the Moodle URL (moodle.unige.ch), and navigation links for 'My courses' and 'Course catalogue'. The user's name 'MoodleCFCD' is displayed in the top right, with a dropdown menu open. The dropdown menu contains the following options: Profile, Calendar, Grades, Messages, Preferences, Language, Log out, and Return to my normal role. A blue arrow points to the 'Return to my normal role' option. The main content area shows the course 'My course' (Mycourse20) and the 'Week 1 Assignment' section, with a 'Submission status' link.

UNIVERSITÉ DE GENÈVE Moodle.unige.ch My courses Course catalogue MoodleCFCD MoodleCFCD Student

My course  
Mycourse20 / Week 1 / Week 1 Assignment

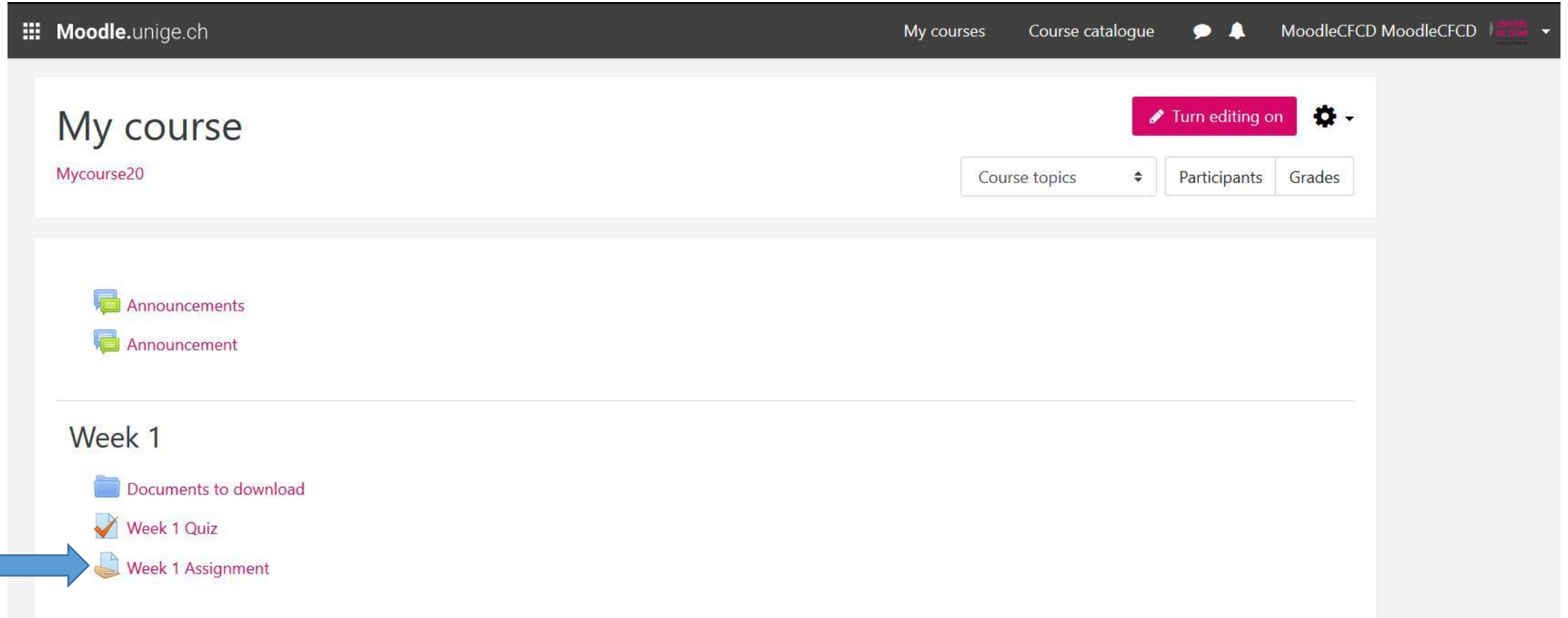
Week 1 Assignment

Submission status

- Profile
- Calendar
- Grades
- Messages
- Preferences
- Language
- Log out
- Return to my normal role

**You've learned how a student submits his or her work on Moodle. We invite you to continue with the following steps to complete the assessment.**

# Step 1. Click on "Week 1 Assignment" to view the students' assignments.



The screenshot shows the Moodle course interface. At the top, the Moodle logo and URL 'Moodle.unige.ch' are on the left, and navigation links for 'My courses', 'Course catalogue', and user information are on the right. The main content area is titled 'My course' with a sub-label 'Mycourse20'. To the right of the title are buttons for 'Turn editing on' and a settings gear. Below the title are three tabs: 'Course topics', 'Participants', and 'Grades'. The 'Course topics' tab is active, showing a list of course items. Under the 'Week 1' heading, there are three items: 'Documents to download', 'Week 1 Quiz', and 'Week 1 Assignment'. A blue arrow points to the 'Week 1 Assignment' item.

Moodle.unige.ch

My courses Course catalogue MoodleCFCD MoodleCFCD

## My course

Mycourse20

Turn editing on

Course topics Participants Grades

### Week 1

- Documents to download
- Week 1 Quiz
- Week 1 Assignment

# Step 2. Click on "View all submissions" to display their work.

## My course

Mycourse20 / Week 1 / Week 1 Assignment

## Week 1 Assignment



### Grading summary

|                |                                |
|----------------|--------------------------------|
| Participants   | 2                              |
| Submitted      | 1                              |
| Needs grading  | 1                              |
| Due date       | Sunday, 15 March 2020, 6:00 PM |
| Time remaining | 4 hours 34 mins                |



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

# Step 3. You now see the current status of the students' assignments.

My course

Mycourse20 / Week 1 / Week 1 Assignment / Grading

## Week 1 Assignment ⚙

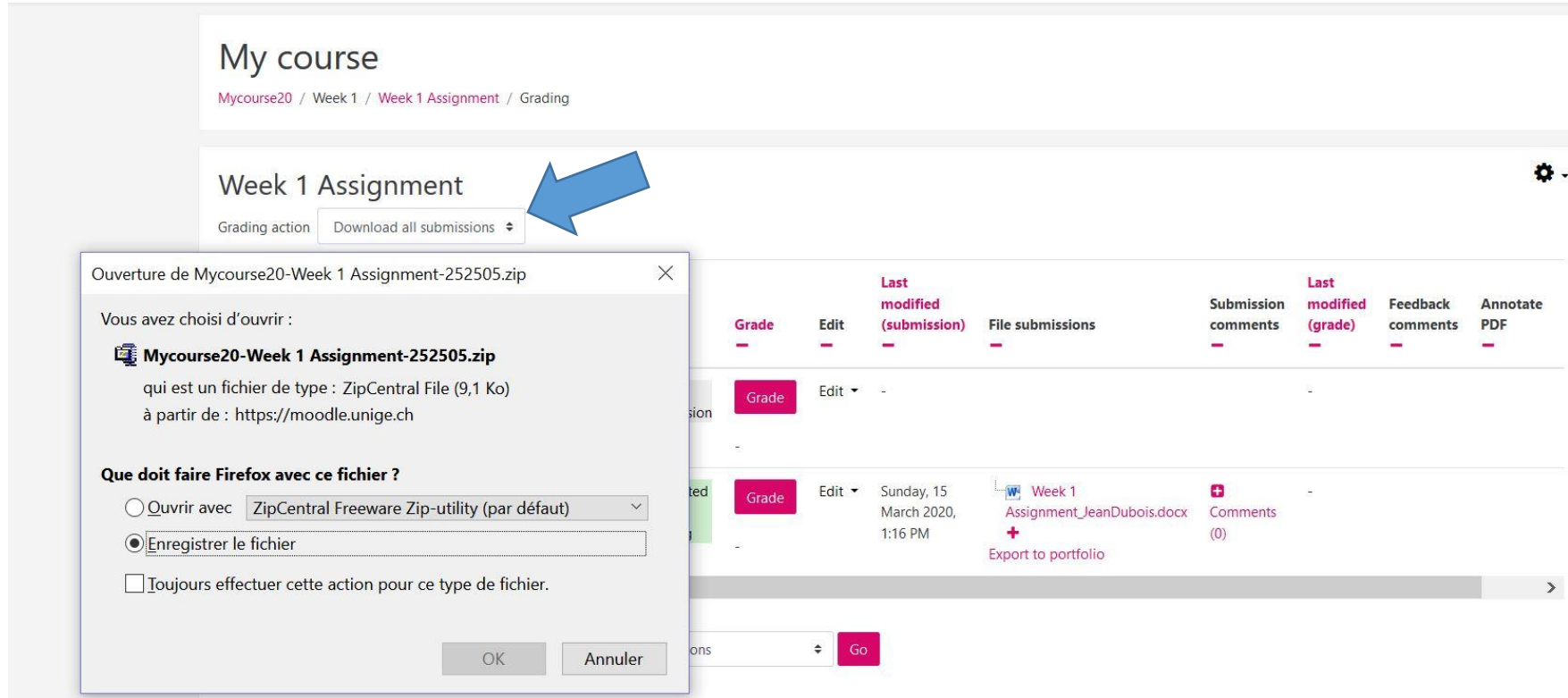
Grading action

| Select                   | User picture | First name / Surname | Email address | Status                | Grade                 | Edit   | Last modified (submission)     | File submissions  | Submission comments               | Last modified (grade) | Feedback comments | Annotate PDF |
|--------------------------|--------------|----------------------|---------------|-----------------------|-----------------------|--------|--------------------------------|---|-----------------------------------|-----------------------|-------------------|--------------|
| <input type="checkbox"/> |              | Student 1            | unige.ch      | No submission         | <a href="#">Grade</a> | Edit ▾ | -                              |   |                                   |                       |                   |              |
| <input type="checkbox"/> |              | Student 2            | e.ch          | Submitted for grading | <a href="#">Grade</a> | Edit ▾ | Sunday, 15 March 2020, 1:16 PM | <a href="#">Week 1 Assignment_JeanDubois.docx</a><br><a href="#">+</a><br><a href="#">Export to portfolio</a> | <a href="#">+</a><br>Comments (0) |                       |                   |              |

< >

With selected...  [Go](#)

**Step 4.** If you want to assess the students' work outside of Moodle, you can click "Download all submissions" to retrieve all the submitted work and then email your assessment to your students. You can stop here for the tutorial.



**If you want to do an assessment of the work on Moodle, please take the next step.**



# Step 5. Click on "Grade" to begin assessing a student's work.

My course

Mycourse20 / Week 1 / Week 1 Assignment / Grading

## Week 1 Assignment

Grading action Choose...

| Select                   | User picture | First name / Surname | Email address | Status        | Grade | Edit | Last modified (submission)     | File submissions   | Submission comments | Last modified (grade) | Feedback comments | Annotate PDF |
|--------------------------|--------------|----------------------|---------------|---------------|-------|------|--------------------------------|--|---------------------|-----------------------|-------------------|--------------|
| <input type="checkbox"/> |              | Student 1            | unige.ch      | No submission | Grade | Edit | -                              |  |                     |                       |                   |              |
| <input type="checkbox"/> |              | Student 2            |               | grading       | Grade | Edit | Sunday, 15 March 2020, 1:16 PM | Week 1 Assignment_JeanDubois.docx<br>Export to portfolio | Comments (0)        |                       |                   |              |

With selected... Lock submissions Go

Drag this bar to display more information about the students' work.



# Step 6. You arrive at the assessment dashboard and you can begin assessing the student's work.

The screenshot shows an assessment interface with several key components highlighted by numbered red boxes and arrows:

- 1 Student's work:** A large central area containing a document titled "Devoir semaine 1" by Jean Dubois. The text is represented by placeholder characters.
- 2 Go to next work:** A button in the top left corner.
- 3 Annotation tool:** A toolbar above the student's work area with various drawing and editing tools.
- 4 Teacher's information:** A box at the top center displaying "Teacher's name" and "Teacher@unige.ch".
- 5 Give a grade:** A section on the right side with a "Grade:" label and a dropdown menu currently set to "No grade".
- 6 Give comments:** A text area on the right side with a rich text editor toolbar above it.
- 7 Teacher can allow another submission attempt by choosing "yes" so that a student can resubmit his/her work:** An "Attempt settings" box on the right with a dropdown menu set to "No".
- 8 Page display option 8:** A button in the bottom right corner for switching between layout modes.

Additional interface elements include a top navigation bar with "Course: My course", "Assignment: Week 1 Assignment", and "View all submissions". A submission status panel on the right shows "Submitted for grading", "Not graded", and "4 hours 11 mins remaining".

Here is an example of an evaluation in “review panel” mode:

- Grade
- Feedback comments
- Allow another attempt (No by default)

Step 7. When finished, click to save or to move on to another work

Submission  
Submitted for grading  
Graded  
3 hours 35 mins remaining  
Student can edit this submission

Week 1 Assignment\_JeanDubois.docx +  
Export to portfolio

Comments (0)

Grade  
Grade out of 6  
5.00  
Current grade in gradebook  
5.00

Feedback comments

Attempt settings  
Attempts reopened  
Manually  
Maximum attempts  
Unlimited  
Attempt number

Allow another attempt  
No

Notify students  Save changes Save and show next Reset

Review panel

# Step 8. Return to the " default layout " mode to view the grades by clicking on "View all submissions".



The screenshot displays a submission page for a course. At the top, the course name 'Course' and assignment 'Assignment: Week 1 Assignment' are visible, along with a 'View all submissions' link. The teacher's name 'Teacher@unige.ch' is shown in the top right. The main content area shows the submission title 'Devoir semaine 1' and the student's name 'Jean Dubois'. The submission content is a document with placeholder text. On the right sidebar, the submission status is 'Submitted for grading' and 'Graded'. The grade is set to '5.00' out of '6'. Below the grade, there is a 'Feedback comments' section with a rich text editor containing several bullet points of placeholder text. At the bottom right, the 'Attempt settings' section shows 'Attempts reopened: Manually', 'Maximum attempts: Unlimited', and 'Attempt number: 1'. A red box highlights the 'Default layout' button in the bottom right corner of the interface.

Default layout

# Step 9. You will see the grade and feedback comments of a submitted work displayed on the page

My course

Mycourse20 / Week 1 / Week 1 Assignment / Grading

## Week 1 Assignment

Grading action: Choose...

| Select                   | User picture | First name / Surname | Email address | Status                | Grade | Edit | Last modified (submission)     | File submissions   | Submission comments | Last modified (grade)          | Feedback comments   | Annotate PDF | Final grade |
|--------------------------|--------------|----------------------|---------------|-----------------------|-------|------|--------------------------------|--|---------------------|--------------------------------|---|--------------|-------------|
| <input type="checkbox"/> |              | Student 1            |               | No submission         | Grade | Edit |                                |  |                     |                                |   |              |             |
| <input type="checkbox"/> |              | Student 2            |               | Submitted for grading | Grade | Edit | Sunday, 15 March 2020, 1:16 PM | Week 1 Assignment_JeanDubois.docx<br>Export to portfolio | Comments (0)        | Sunday, 15 March 2020, 2:24 PM | <ul style="list-style-type: none"><li>BlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBla</li><li>BlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBla</li><li>BlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBlaBla</li><li>Bl...</li></ul> | 5.00 / 6.00  |             |

With selected...

Lock submissions Go



# The student's interface: once the work has been assessed, the "Submission Status" changes, here's what the student sees on their screen

## My course

[Mycourse20](#) / [Week 1](#) / [Week 1 Assignment](#)

## Week 1 Assignment

### Submission status

|                     |  |
|---------------------|--|
| Attempt number      | This is attempt 1.   |
| Submission status   | Submitted for grading  |
| Grading status      | Graded   |
| Due date            | Sunday, 15 March 2020, 6:00 PM   |
| Time remaining      | 3 hours 21 mins  |
| Last modified       | Sunday, 15 March 2020, 1:16 PM   |
| File submissions    |  <a href="#">Week 1 Assignment_JeanDubois.docx</a> +<br><a href="#">Export to portfolio</a> |
| Submission comments |  <a href="#">Comments (0)</a>   |

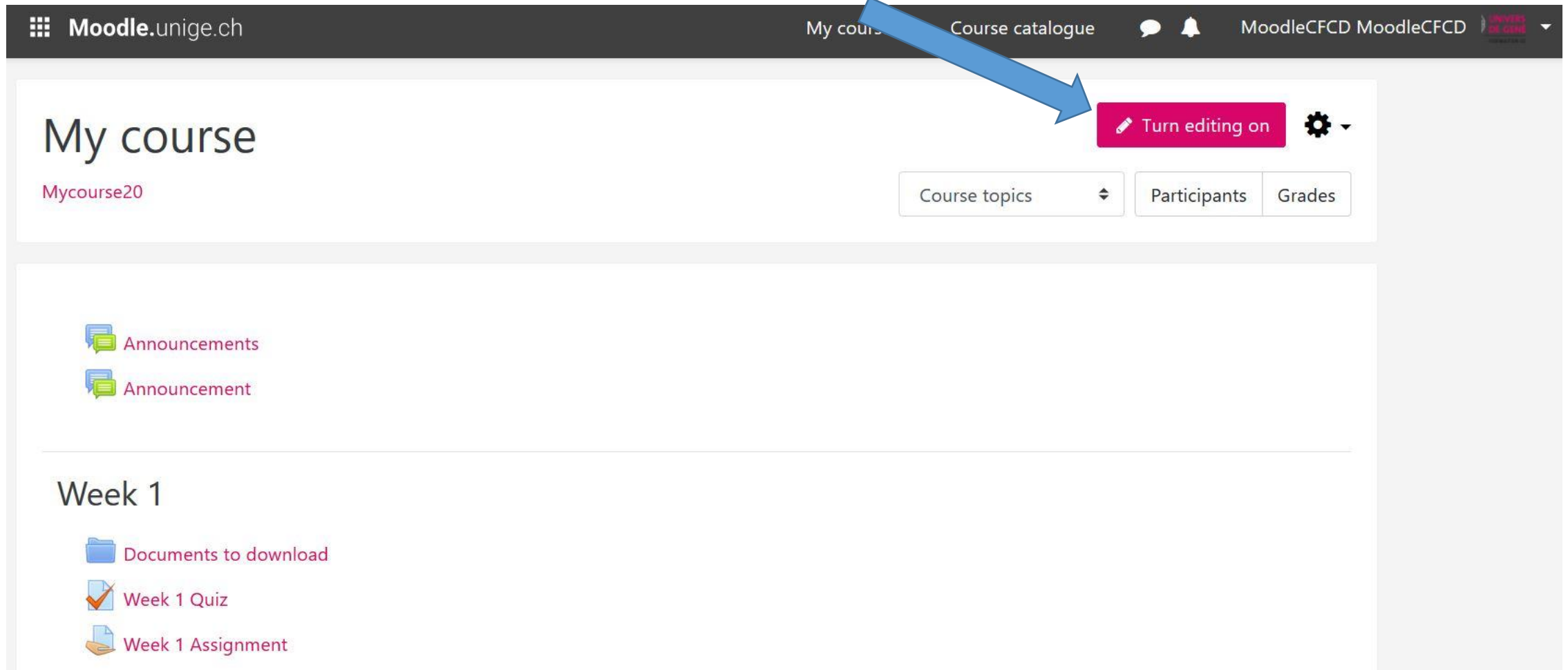
[Edit submission](#)

You can still make changes to your submission

**The following slides show how to  
change the "Grade" setting for  
Assignment in Moodle.**

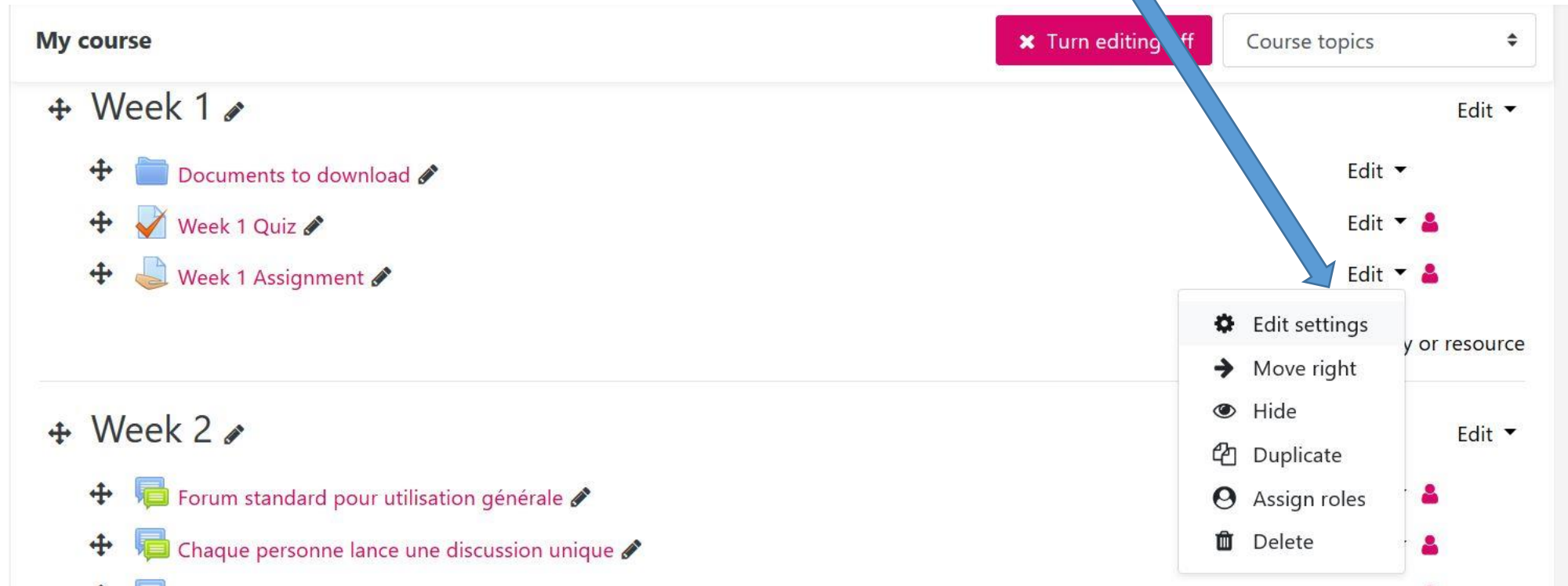
# To Set the "Grade" parameter of a assignment

## Step 1: Click on "Turn editing on".



The screenshot shows the Moodle interface for a course. At the top, the Moodle logo and URL 'Moodle.unige.ch' are on the left, and navigation links for 'My course', 'Course catalogue', and user information are on the right. A blue arrow points from the top navigation area to a pink button labeled 'Turn editing on' with a pencil icon. Below this button is a gear icon. Underneath, there are three buttons: 'Course topics' with a dropdown arrow, 'Participants', and 'Grades'. The main content area is titled 'My course' with the course ID 'Mycourse20'. It lists 'Announcements' and 'Announcement'. A section titled 'Week 1' contains 'Documents to download', 'Week 1 Quiz', and 'Week 1 Assignment'.

## Step 2: Click on "Edit" on the right and then choose "Edit settings".



The screenshot displays a course management interface. At the top, there is a header with "My course" on the left, a pink button labeled "Turn editing off" in the center, and a dropdown menu labeled "Course topics" on the right. Below the header, the course content is organized into weeks. "Week 1" is expanded, showing three items: "Documents to download", "Week 1 Quiz", and "Week 1 Assignment". "Week 2" is also visible below, with two discussion forum items. On the right side of the interface, there are several "Edit" buttons. A blue arrow points from the top right towards the "Edit" button for the "Week 1 Assignment" resource. A dropdown menu is open for this "Edit" button, listing the following options: "Edit settings" (with a gear icon), "Move right" (with a right arrow icon), "Hide" (with an eye icon), "Duplicate" (with a copy icon), "Assign roles" (with a person icon), and "Delete" (with a trash can icon). The "Edit settings" option is highlighted.



**Step 3: Scroll down to the bottom of the page to find "Grade" and unfold it, you see the default settings.**

▼ **Grade**

Grade ?

Type

Scale

Maximum grade

Grading method ?

Grade category ?

Grade to pass ?

Blind marking ?

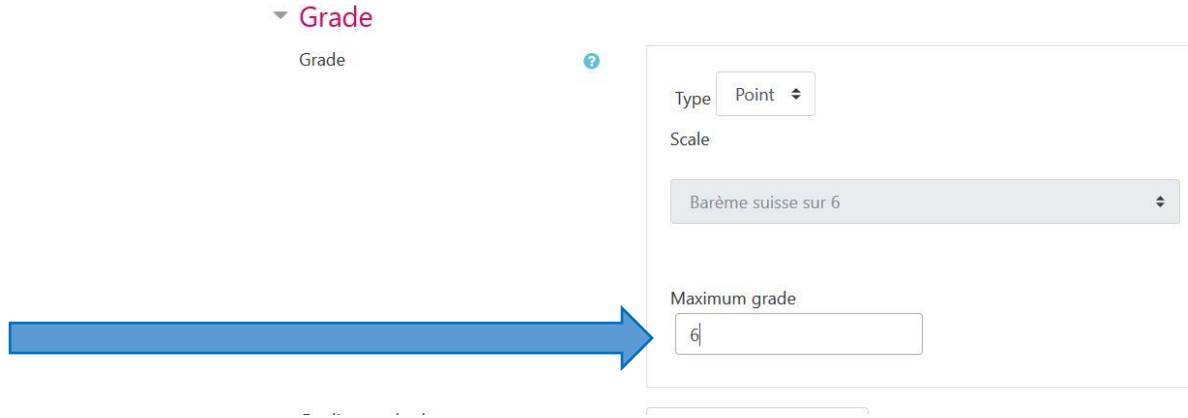
Use marking workflow ?

Use marking allocation ?

## Example: Swiss Grading scale (1/2)

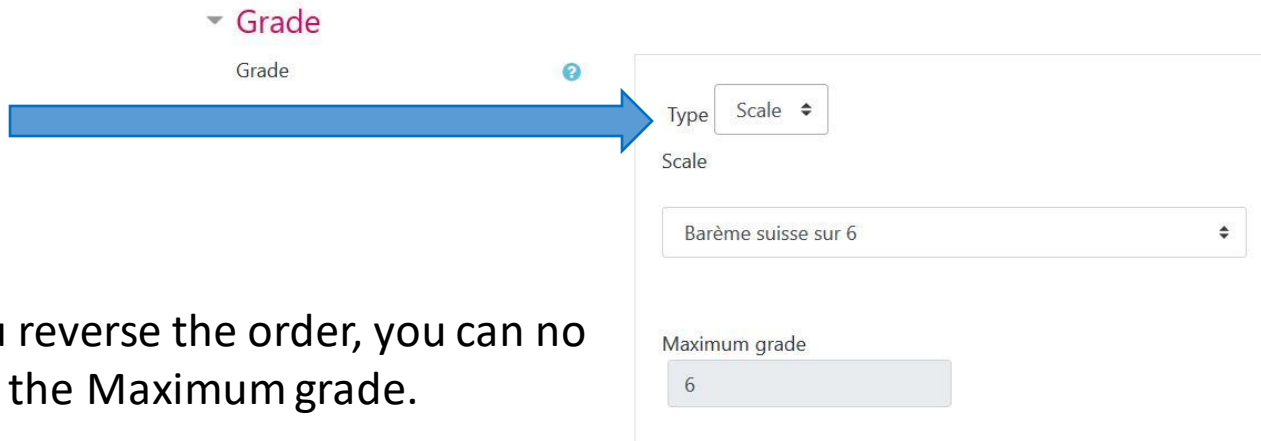
If you want to grade the submitted assignments according to the Swiss scale, here is the step to follow:

**1. Change the maximum grade to 6**



The screenshot shows the 'Grade' settings panel. The 'Type' is set to 'Point'. The 'Scale' is set to 'Barème suisse sur 6'. The 'Maximum grade' is set to 6. A blue arrow points from the text '1. Change the maximum grade to 6' to the 'Maximum grade' input field.

**2. Change the Type to Scale**



The screenshot shows the 'Grade' settings panel. The 'Type' is set to 'Scale'. The 'Scale' is set to 'Barème suisse sur 6'. The 'Maximum grade' is set to 6. A blue arrow points from the text '2. Change the Type to Scale' to the 'Type' dropdown menu.

Caution: if you reverse the order, you can no longer change the Maximum grade.

## Example: Swiss Grading scale (2/2)

If you want to grade submitted assignments according to the Swiss scale, here is the step to follow:

**3. You can set the Grade to pass if necessary**

|                        |  |
|------------------------|--|
| Grading method         | <input type="text" value="Simple direct grading"/> |
| Grade category         | <input type="text" value="Uncategorised"/>         |
| Grade to pass          | <input type="text" value="4.00"/>                  |
| Blind marking          | <input type="text" value="No"/>                    |
| Use marking workflow   | <input type="text" value="No"/>                    |
| Use marking allocation | <input type="text" value="No"/>                    |

**4. Once finished, don't forget to go to the bottom of the page to save the change.**

- ▶ Common module settings
- ▶ Restrict access
- ▶ Competencies

Save and return to course

Save and display

Cancel

There are required fields in this form marked  .

# Warning: Once you have graded students' work, you can no longer modify "Grades" in the parameters.

## ▼ Note

Note



Des notes ont déjà été données, donc le type de note et le barème ne peuvent plus être modifiés.

Type Barème

Barème

Barème suisse sur 6

Méthode d'évaluation



Évaluation simple directe

Catégorie de note



Sans catégorie

Note pour passer



4,00

Évaluation à l'aveugle



Non

Utiliser les flux d'évaluation



Non

Utiliser l'attribution d'évaluateurs



Non

# For more information on assignment evaluation, please refer to the following sites

Assessing the assignment using an evaluation grid

<https://moodle.unige.ch/mod/page/view.php?id=122992>

Assessing the assignment by sending a corrected file

<https://moodle.unige.ch/mod/page/view.php?id=186479>

Running plagiarism software

<https://moodle.unige.ch/mod/page/view.php?id=97219>

**Now you know how to evaluate  
the assignment submitted on Moodle**

***More tutorials are available on our dedicated page***



*Conception/rédaction: Jue Wang Szilas (CFCD)  
Adaptation vidéo: Jue Wang Szilas (CFCD)  
Relecture/édition: Patrizia Birchler Emery (CFCD)*



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