

## 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"*

	<b>Teststudent</b> 2 MSE	mse-teststudent2@bfh.ch	No submission Not marked	<b>Grade</b>	<input type="text"/>
					/ 100.00

4. No perform the following steps, as needed / *Gehen Sie jetzt wie folgt vor (je nachdem, was Sie benötigen)*

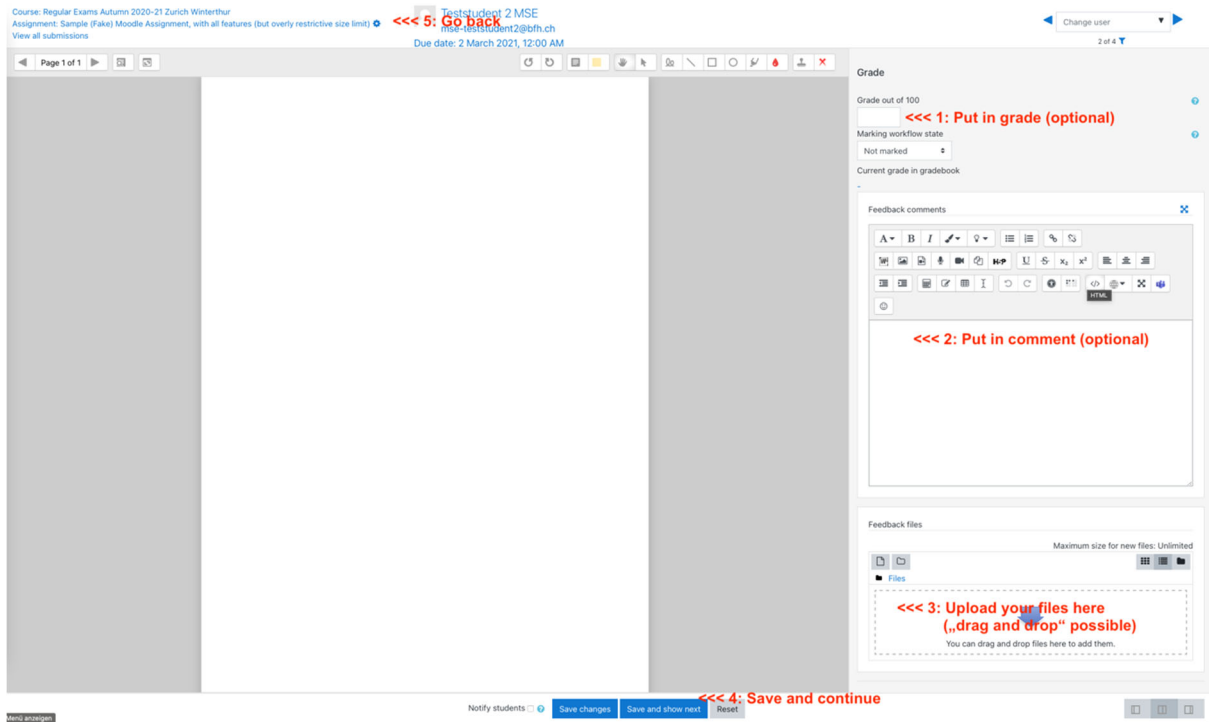
>>> 1 Put in grade / *Bewertung eintragen*

>>> 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*



## 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:



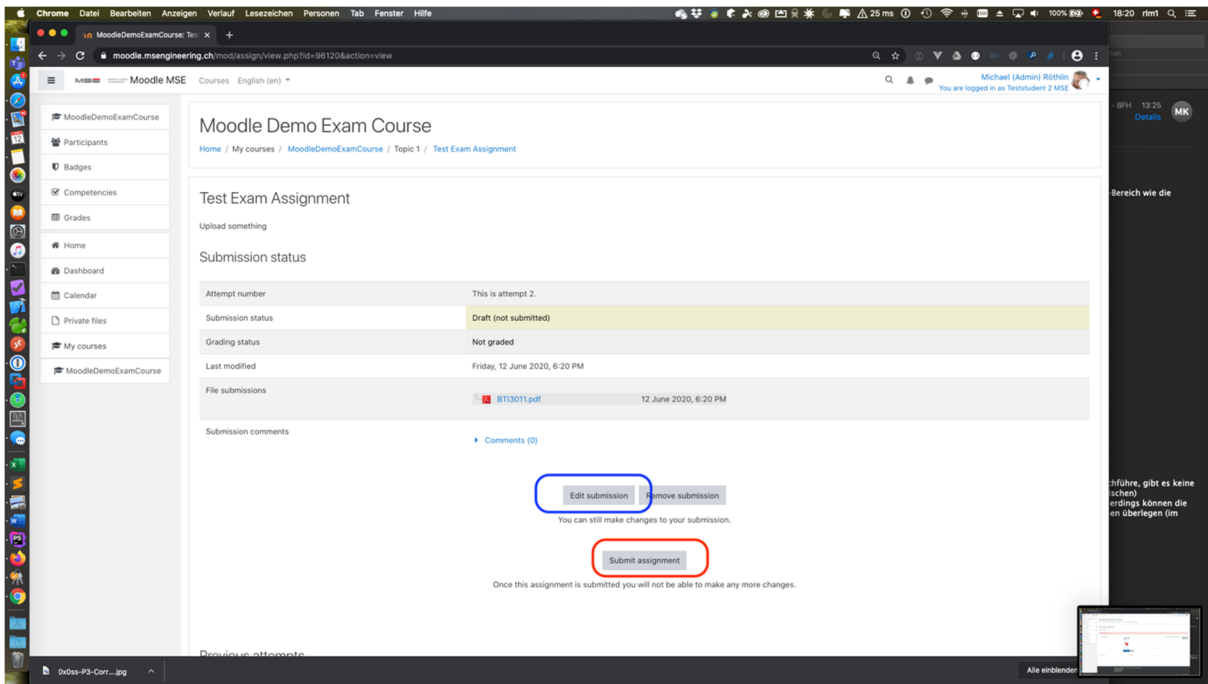
In this same activity, you will be able to **comment, annotate** (using the PDF format, on-screen with Chrome browser) submissions, or give individual feedback by using **feedback files**.

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.

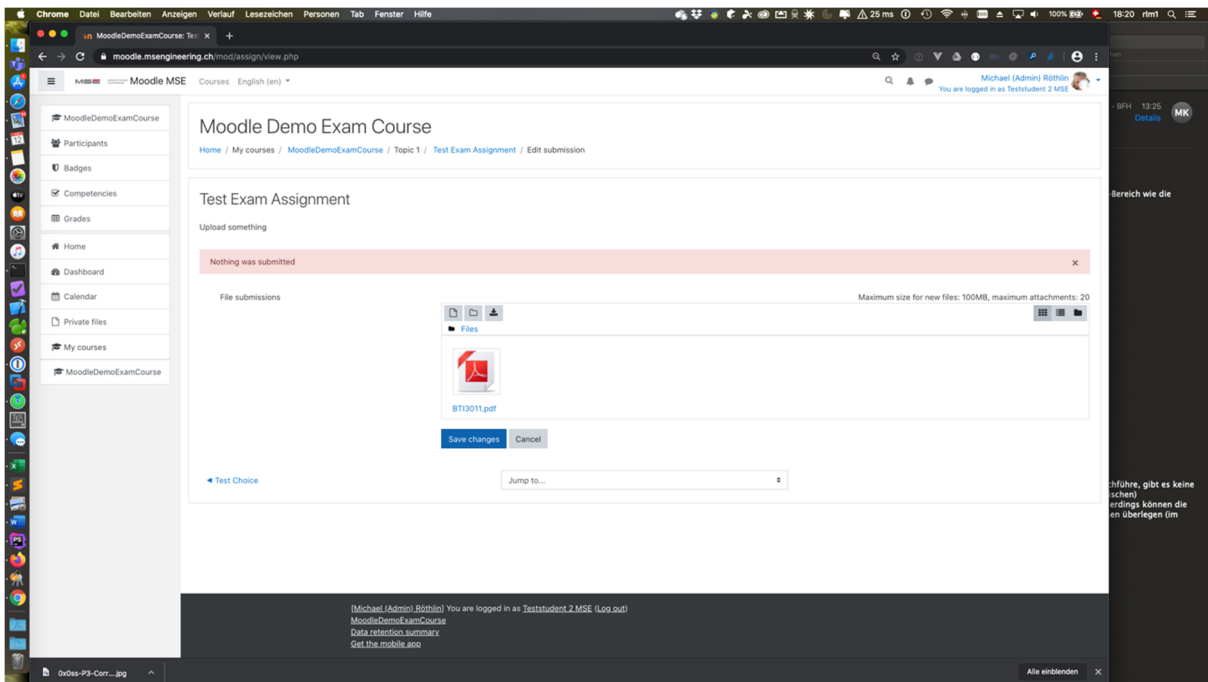
### Student view of Moodle assignment submission

**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]:



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



- 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.



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


# Moodle Demo Exam Course

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## 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	 <a href="#">BTI3011.pdf</a> 12 June 2020, 6:20 PM
Submission comments	<a href="#">Comments (0)</a>

## 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

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	<input type="text" value=""/> / 100.00	Grade 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	<input type="text" value=""/> / 100.00	Grade 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	<input type="text" value=""/> / 100.00	Grade Edit	BT13011.pdf 12 June 2020, 6:20 PM	Comments (0)	-	<input type="text"/>

Notify students

With selected...

## 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

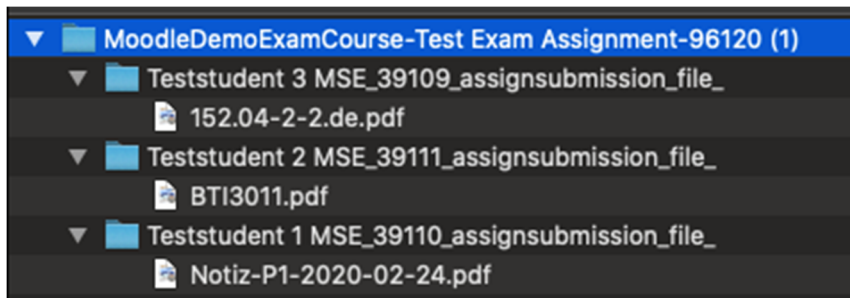
- Choose...
- Download all submissions
- Upload multiple feedback files in a zip
- View gradebook

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	<input type="text" value=""/> / 100.00	Grade Edit	152.04-2-2.de.pdf 12 Ju

- 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]:



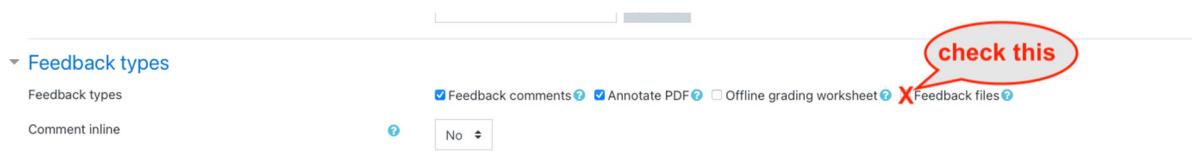
- You can now inspect students' responses and, possibly change the PDF files by annotating them.

## Mass uploading Feedback files to Moodle assignment submissions

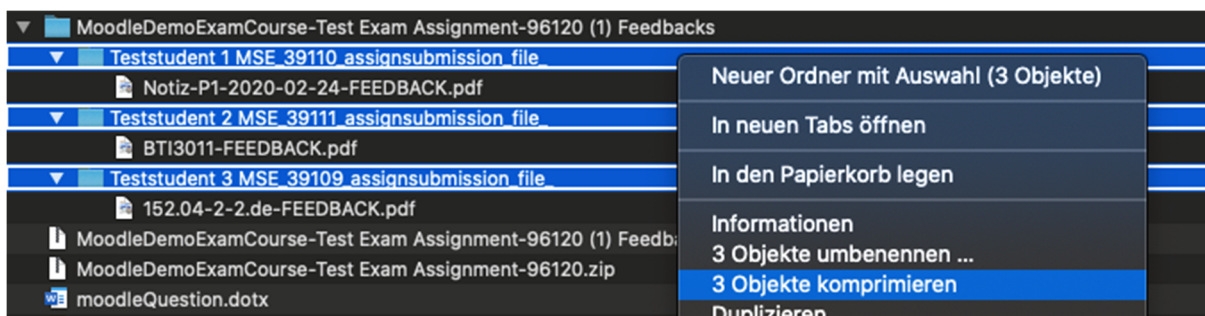
**!!!This step is only possible if there are student submissions in Moodle (otherwise no folder structures can be downloaded)!!!**

- 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



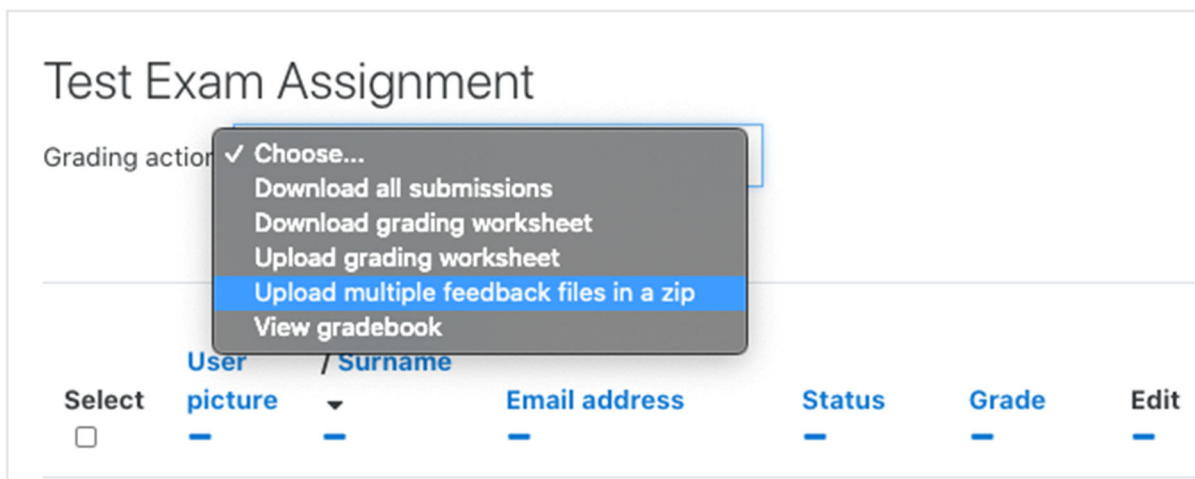
- Now re-zip your feedback file structure into a Zip file [10]

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!!**

**MoodleDemoExamCourse-Test Exam Assignment-96120 (1) Feedbacks.zip**

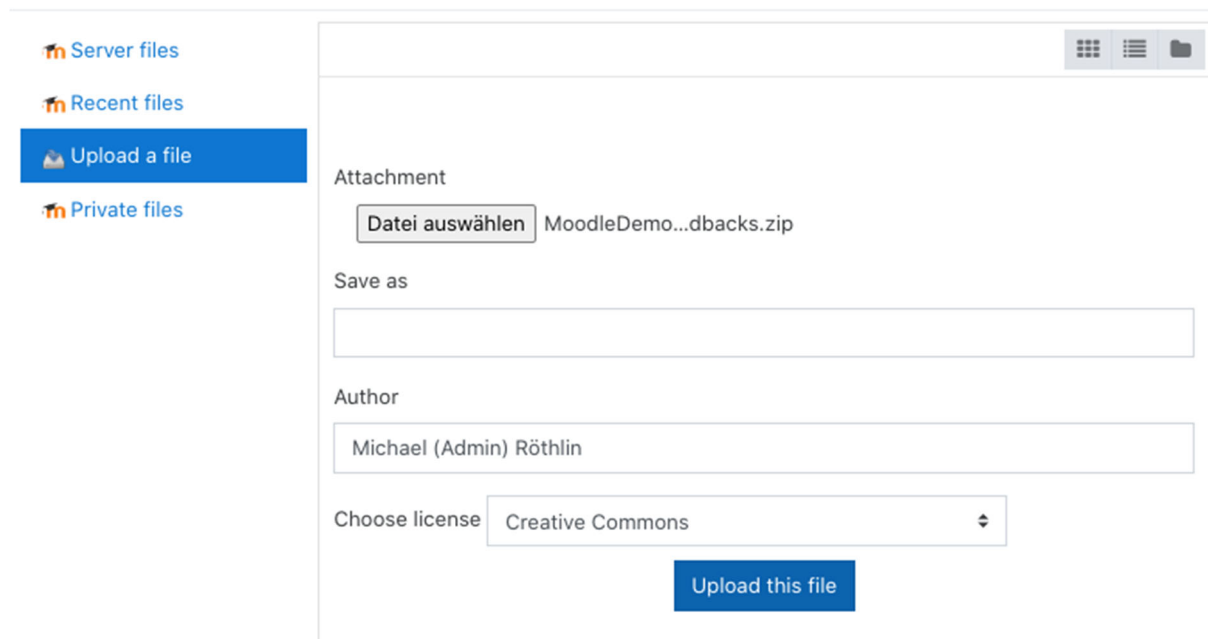
- In the already known drop-down choose **"Upload multiple feedback files in a zip"** [11]



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

-

File picker



- 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:

[Reset table preferences](#)

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	<a href="#">Grade</a> / 100.00	<a href="#">Edit</a>	<div style="border: 2px solid red; padding: 2px;">Notiz-P1-2020-02-24.pdf 12 June 2020, 6:19 PM</div>	<a href="#">Comments</a> (0)	-	<input type="text"/>	<input type="text"/>	<div style="border: 2px solid blue; padding: 2px;">Notiz-P1-2020-02-24-FEEDBACK.pdf 12 June 2020, 6:33 PM</div>	-
student2@bfh.ch	Submitted for grading	<a href="#">Grade</a> / 100.00	<a href="#">Edit</a>	BTI3011.pdf 12 June 2020, 6:20 PM	<a href="#">Comments</a> (0)	-	<input type="text"/>	<input type="text"/>	BTI3011-FEEDBACK.pdf 12 June 2020, 6:33 PM	-
student3@bfh.ch	Submitted for grading	<a href="#">Grade</a> / 100.00	<a href="#">Edit</a>	152.04-2-2.de.pdf 12 June 2020, 5:56 PM	<a href="#">Comments</a> (0)	-	<input type="text"/>	<input type="text"/>	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]:

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	File submissions
<input type="checkbox"/>		Teststudent 1 MSE	mse-teststudent1@bfh.ch	Submitted for grading	<b>Grade</b> / 100.00	Edit	Notiz-P1-2020-02-24.pdf 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]

Course: Moodle Demo Exam Course  
Assignment: Test Exam Assignment  
View all submissions

Teststudent 1 MSE  
mse-teststudent1@bfh.ch

Page 1 of 2

1

2

3

4

5

1





Current grade in gradebook  
1 of 3

Feedback comments

Feedback files  
Maximum size for new files: Unlimited

Notify students  Save changes Save and show next Reset

- 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]

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


### 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	 <a href="#">Notiz-P1-2020-02-24.pdf</a> 12 June 2020, 6:19 PM	
Submission comments	<a href="#">▶ Comments (0)</a>	

### Feedback

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

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

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 x

Page 1 of 2

Strange?

1. Degree Program
2. Study Plan (Module list)
3. Module Description

## Bisher

This should be explained in more detail!

- on request (API)
- scheduled (ci)

\* API

## Neu

Add only what is relevant