



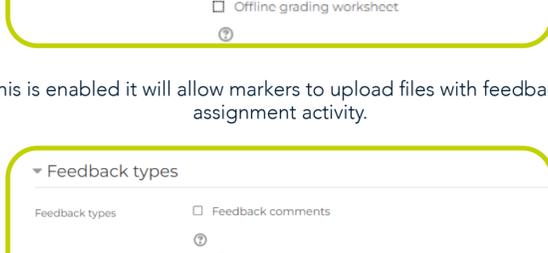
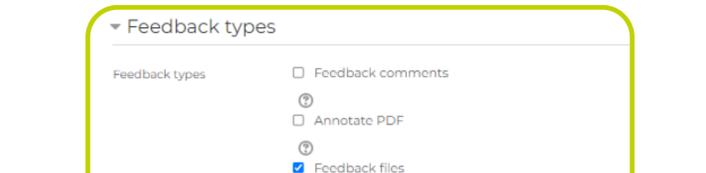
MOODLE TIP FOR THE WEEK

UPLOADING MULTIPLE FEEDBACK FILES

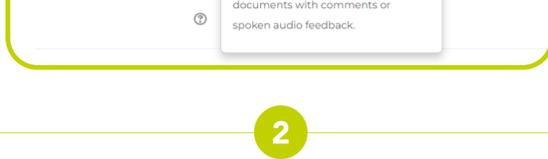
This feature will allow markers to download a batch of assignment submissions, add feedback and re-upload the submissions in a few easy steps.

1

When an assignment is created, under assignment settings ensure that the **"Feedback types"** box is ticked.

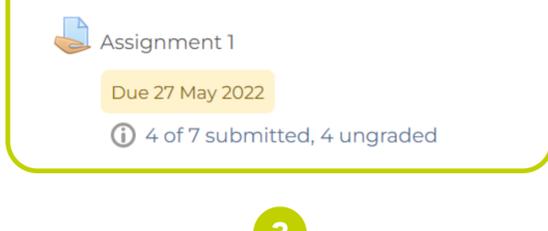


Once this is enabled it will allow markers to upload files with feedback to the assignment activity.



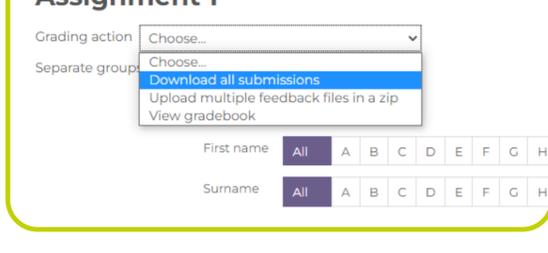
2

Once the students have submitted their assignments click on the relevant **assignment activity** to access the submissions page.



3

Once the students have submitted their assignments they will reflect under file submissions (see below). From the **"Grading action"** drop down list select **"Download all submissions"**.



The download will appear as a zip folder and the marker should extract the folder contents (the assignments) to a space where they can access the files.

Image 1

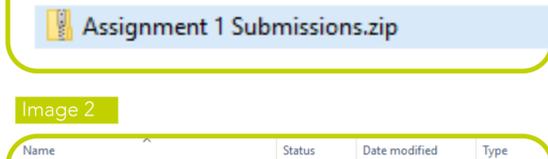


Image 2

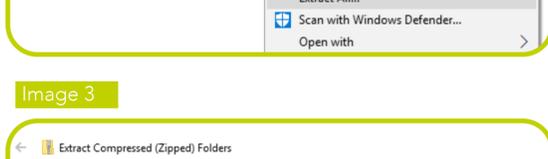


Image 3

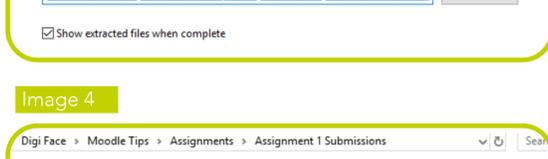
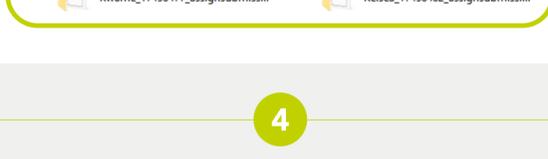
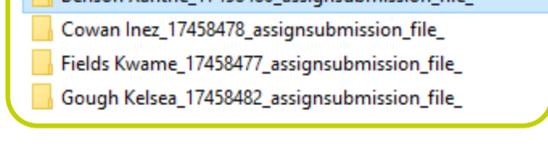


Image 4

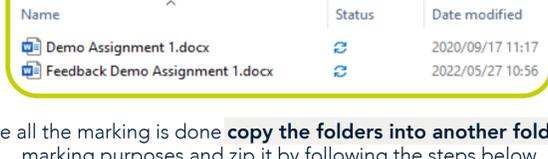


4

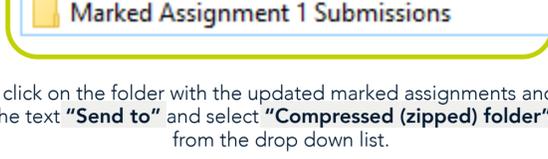
It is crucial that the marker does not change the names of the individual student folders as this **student ID** is used in the upload process.



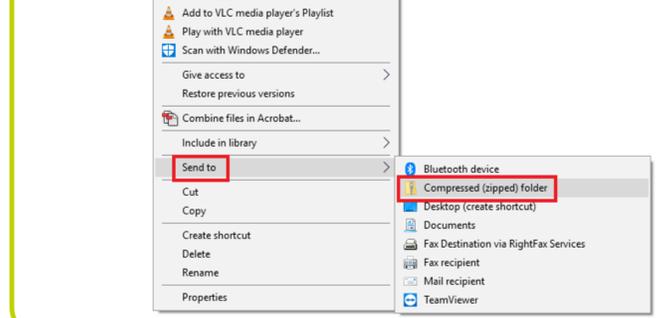
The student submissions can be **changed and edited as is needed** by the marker.



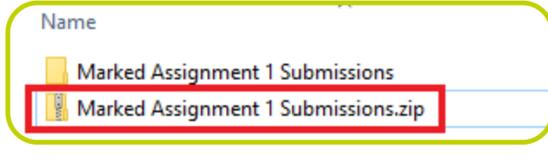
Once all the marking is done **copy the folders into another folder** for marking purposes and zip it by following the steps below.



Right click on the folder with the updated marked assignments and hover over the text **"Send to"** and select **"Compressed (zipped) folder"** option from the drop down list.

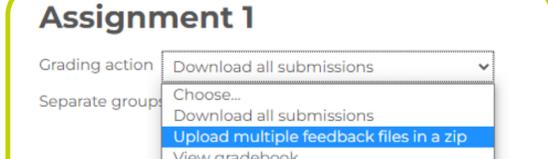


You will now have a compressed zip folder with the feedback files ready to be uploaded to the Moodle platform.



5

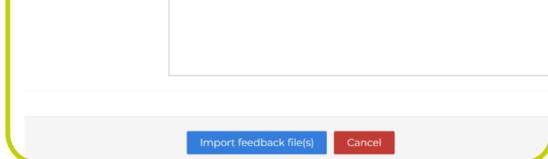
Return to your Moodle assignment page and select **"Upload multiple feedback files in a zip"** from the Grading action drop down list.



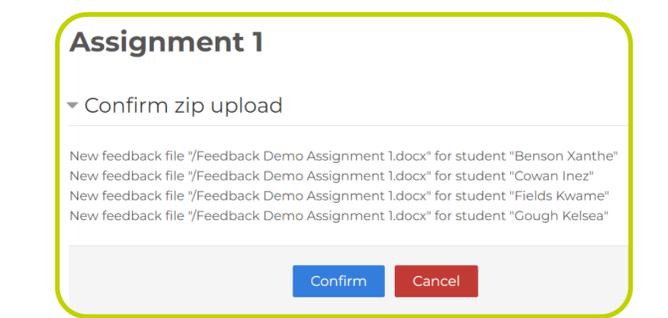
Drag and drop the zip folder into the space provided or click the **"Choose a file..."** button to navigate to the zip folder on your device. Once the zip folder is in place select **"Import feedback files(s)"** button.



The marker will be prompted to confirm the feedback files are in order. This will only work if the individual student folder names remain unchanged. Select confirm to if the information looks correct.



Select continue to return to the assignment submission page. Once this is done, each student will be able to access their respective feedback for the assignment submission.



This technique is especially useful for offline marking and class groups with large numbers.