

Moodle Methods

Tips and Tricks for Grading Assignments

So you've created an assignment for students to upload their work. You now have all of these assignments waiting for you to grade. How do you proceed? There are several methods for grading assignments, which are outlined below.

Downloading all assignments

To download all submitted assignments for grading, click on the assignment. Navigate to the bottom of the page in the Administration block. Scroll down within this Assignment administration block to **Download all submissions**. This will download all assignments into a zip file for easy grading.

Upload graded assignment with feedback

To return the students' papers to them with graded marks on them, you will upload the graded assignment into the **Feedback files** section of the grading form. To get to the grading form, click on view/grade all submissions for the assignment. Then click on the pencil icon under the Grade heading for the student for whom you wish to upload a feedback file. Upload graded feedback file.

Quick Grading

Quick grading is the form where you can quickly enter a grade for each student and type or paste feedback comments. From this screen, you also have options for alternate grading methods and views, such as the full grading form.

Using PDF Annotate to grade

The assignment module has a built-in PDF annotator for marking PDF assignments digitally. If your students uploaded PDF assignments, you may use this feature for grading. [To get started click here.](#)

Using Marking Workflow to release all assignment grades at once

Using Marking workflow allows instructors to specify the stage of grading for individual assignments and hide student grades until marking workflow is set to "released". [Click here to learn how to use this feature.](#)

Using Rubrics to grade assignments

Rubrics or grading guides can easily be created in Moodle for assignment grading. [To get started with Rubrics for grading, click here.](#)