

Introduction

This guide will walk you through the process of marking student submissions in WISEflow. It will cover all aspects of marking including comments, annotations, grades and more.

This guide covers many aspects of single and double marking submissions, so some steps will only be relevant in specific scenarios.

Submission Phase

While students are in the submission phase, lecturers will have access to the “Invigilator” tools to monitor the progress of student submissions. This section will guide you through accessing submission progress and student logs via the Participation Monitor.

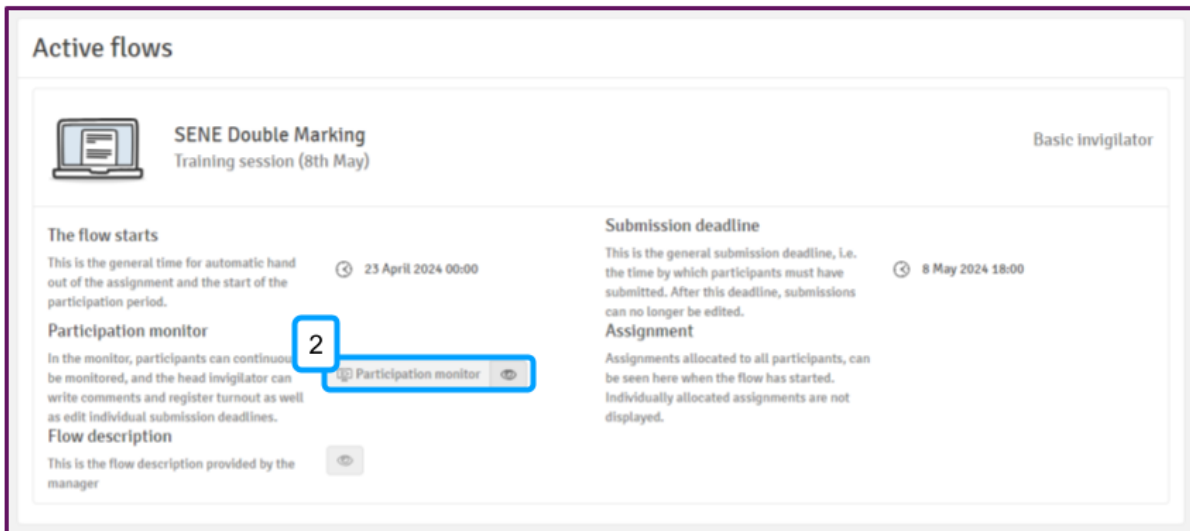
Navigate to the relevant Moodle module and click on the WISEflow activity



Artifact 1 submission

Invigilator view

1. Access the Moodle assessment activity and select the **Invigilator view** button
During this phase, the status of students' submissions and full logs can be accessed via the Invigilator role
2. Use the Participation monitor “preview” button to expand the participation monitor



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- You will now be able to see the progress of each student's submission in the "Progress" column. In this example, all students have completed their submission, apart from "Student8" who has uploaded, but not submitted their file.

Participant in...		First name(s)	Last name	Unique IP address...	Deadline for the ...	Latest status	3	Progress	Actions
1	TEL	Test Student 1		1	08/05/2024 18:00	30/04/2024 15:19	●	Opened Paper saved Submitted	0
2	TEL	Test Student 2		1	08/05/2024 18:00	30/04/2024 15:20	●	Opened Paper saved Submitted	0
3	TEL	Test Student 3		1	08/05/2024 18:00	30/04/2024 15:20	●	Opened Paper saved Submitted	0
4	TEL	Test Student 4		1	08/05/2024 18:00	30/04/2024 15:21	●	Opened Paper saved Submitted	0
5	TEL	Test Student 5		1	08/05/2024 18:00	30/04/2024 15:21	●	Opened Paper saved Submitted	0
6	TECH	Test Student 1		1	08/05/2024 18:00	30/04/2024 15:22	●	Opened Paper saved Submitted	0
7	TECH	Test Student 2		1	08/05/2024 18:00	30/04/2024 15:22	●	Opened Paper saved Submitted	0
8	TECH	Test Student 3		1	08/05/2024 18:00	30/04/2024 15:22	●	Opened Paper saved Submitted	0
9	TECH	Test Student 4		1	08/05/2024 18:00	30/04/2024 15:23	●	Opened Paper saved Submitted	0
10	TECH	Test Student 5		1	08/05/2024 18:00	30/04/2024 15:23	●	Opened Paper saved Submitted	0
11	CCI	Student6		1	08/05/2024 18:00	30/04/2024 15:24	●	Opened Paper saved Submitted	0
12	CCI	Student7		1	08/05/2024 18:00	30/04/2024 15:24	●	Opened Paper saved Submitted	0
13	CCI	Student4		1	08/05/2024 18:00	30/04/2024 15:24	●	Opened Paper saved Submitted	0
14	CCI	Student		1	08/05/2024 18:00	30/04/2024 15:25	●	Opened Paper saved Submitted	0
15	CCI	Student3		1	08/05/2024 18:00	30/04/2024 15:25	●	Opened Paper saved Submitted	0
16	CCI	Student2		1	08/05/2024 18:00	30/04/2024 15:26	●	Opened Paper saved Submitted	0
17	CCI	Student8		1	08/05/2024 18:00	30/04/2024 15:45	●	Opened Paper saved Submitted	0

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Marking phase

When the submission deadline passes, the flow will move into the marking phase. The marking tool will only be available once the submission deadline has passed. This section describes how to mark and submit grades so that they are successfully released to students when the marking deadline passes.

Overview

Assessor view

Access the Moodle assessment activity again and select the button. The Marking “Flow” page, displays all of the details of the assessment including:

1. The marking timeline
2. The Marking tool for individually marking submissions
3. The Marking overview for quick grade adjustments, and
4. Your participant list with quick access buttons for grades and feedback, and offline marking options. This table will not display all students, only those that are assigned to you for marking.

SENE Double Marking
Training session (8th May)

1 Marking period: Sunday 28 APR 2024 16:01 to Monday 10 JUN 2024 23:59

2 Commenting and feedback
Open the marking tool
In the marking tool, you can read and mark the participants' submissions. You can also comment and give feedback. Submissions will be available when the marking period starts.

3 Review and submit
Open the marking overview
In the marking overview, you can view and submit grades for the participants on the flow. Grades must be submitted before the marking period ends.
Export grades

4 Participants
You are assigned to 2 participants

Participant index	First name(s)	Last name	PortsmouthID	ECTS	Similarity report	Submitted
2	TEL	Test Student 2	TELteststudent2@port.ac.uk	-	-	✓
16	CCI	Student2	mdi-cci_student2@port.ac.uk	-	-	✓

Flow information: MT07121747
Start date for participants: 23 Apr 2024 00:00
End date for participants: 28 Apr 2024 16:01
Grading scale: Percentage (0.00-100.00)

Manager: These are the managers associated with the flow

Assignment: No general assignment

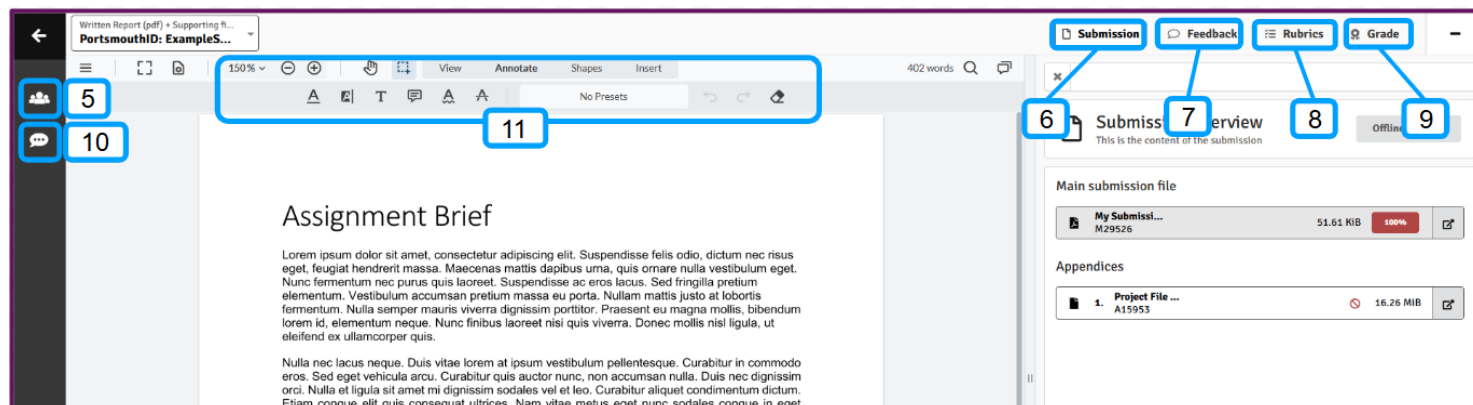
Finding your way around the marking tool:

Click “Open the marking tool” (2) to access the marking interface
From this page you can do the following:

5. Switch to other students using the **Participants** list
6. View all submitted **files** by this student
7. Enter the “overall” Submission **Feedback**

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8. Expand the **rubric** to enter feedback and marks for each criteria
9. Enter and view the final **grade** (after rubric completion)
10. Add “**Common feedback**” - this will be delivered to all students
11. **Annotate** with various tools such as: strikethrough; highlight; underline; notes; etc.

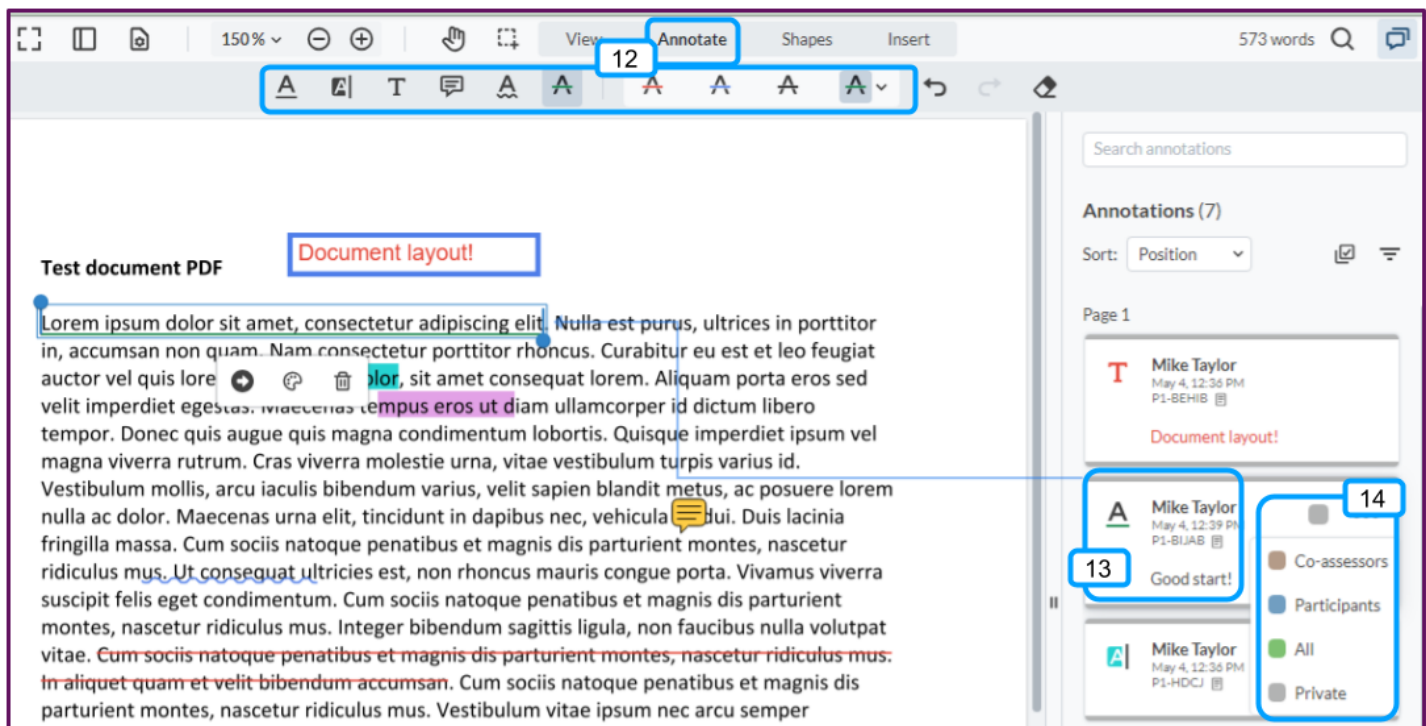


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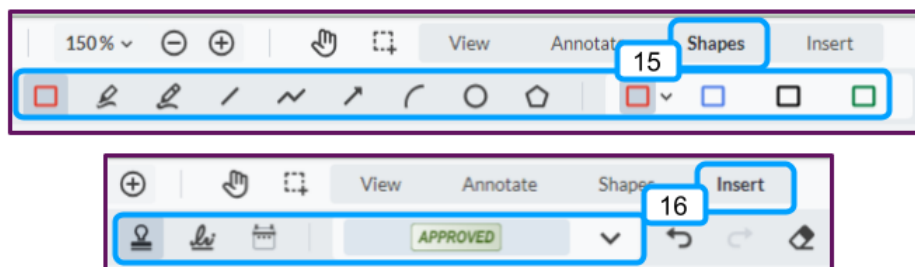
Annotating

NOTE: The Annotating tools will only appear on compatible text file submissions such as PDF files

12. Select “Annotate” from the tool ribbon. Various tools can be used to highlight content in a variety of ways.
 13. Every annotation item can have a comment attached to it. This can be accessed in the annotations panel.
 14. Each item has it's own distinct “share” state. You can alter the share state of any feedback item using the coloured square (grey in this example) to open the drop down.
- NOTE: for double blind marking, the share state of all feedback items should remain “private” until the co-assessors agree on a final grade



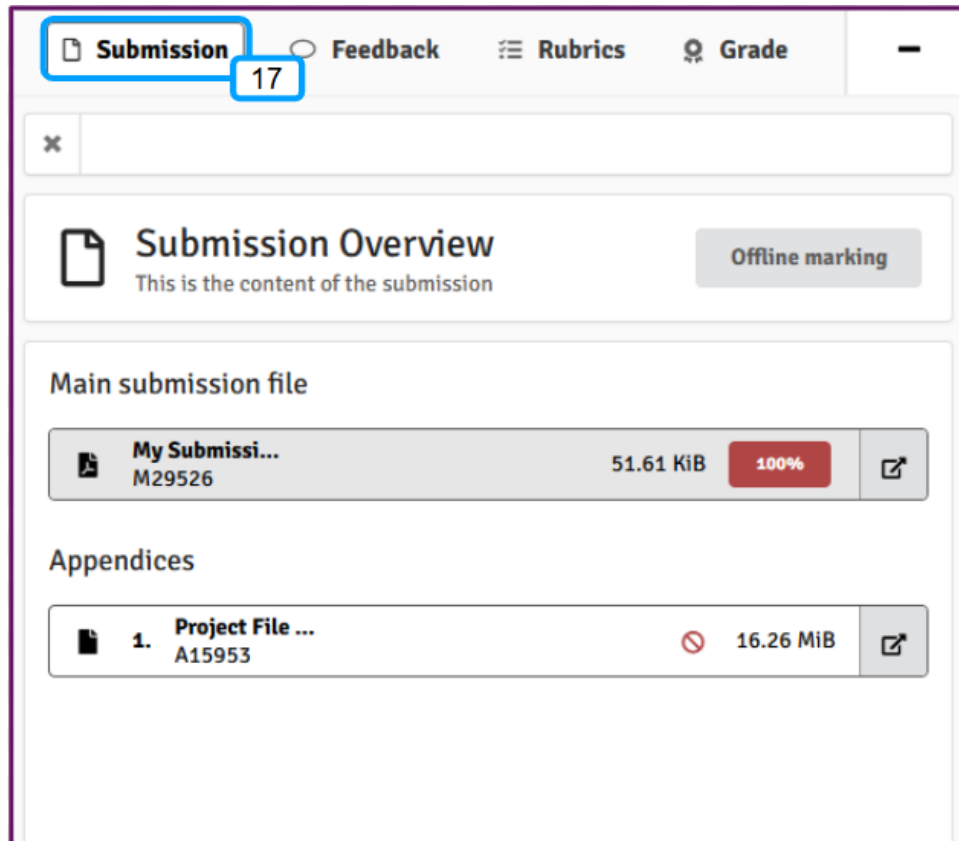
15. Various shapes and freehand tools can also be used...
16. ...as well as fully customisable stamps, signatures and dates



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Submission Overview

17. If more than one file has been submitted by the participant, the “Submission overview” allows you to switch the main panel view between the submitted documents, including appendix submissions. You can also access the offline marking tool to build a structured package for marking offline.



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Rubric Marking

18. If your assessment uses a rubric, it can be accessed here. Rubrics are fully customisable. By default they are traditional criteria matrices - this example is a custom form.
19. Rubrics have their own share status which can be accessed via the dropdown menu.
20. Complete all items in the rubric, whether a grid or a form rubric.
21. This will enable the Approve Rubric button. Click here to approve the rubric.

Submission Feedback **Rubrics** Grade

18

Rubrics
This flow is set up with rubrics. Fill out and approve the rubric to submit a grade for the participant

The rubric is shared with co-assessors and the participant at the end of the marking period

19

☒ All
☐ Private
☐ Participants
☐ Co-assessors
☒ All

Presentation Aides

0-39% (Fail) 40-49% (Pass) **50-59% (Pass)** 60-69% (Merit) 70-90% (Distin...) 100%

20

Presentation Skills

0-39% (Fail) 40-49% (Pass) **50-59% (Pass)** 60-69% (Merit) 70-90% (Distin...) 100%

Audio Recorder
Click on record to start

Questions filled out: 3/3

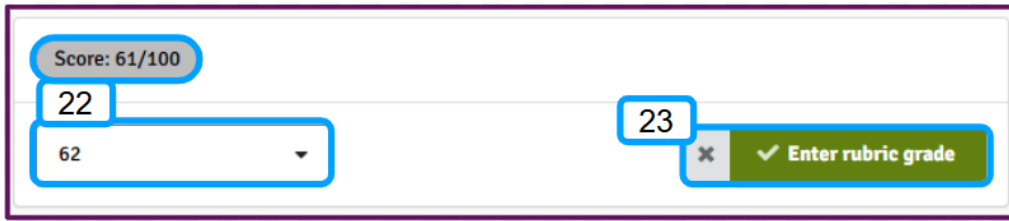
21 Approve rubric

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Entering the grade

22. The rubric generated grade is a marking guide. You can enter your grade using the categorical marking dropdown menu.
23. When ready click “Enter the rubric grade”



The screenshot shows a marking interface with a purple border. At the top left, a grey pill-shaped button displays "Score: 61/100". Below it, a blue-bordered box contains the number "22". To the right of this box is a dropdown menu with "62" selected and a downward arrow. Further right, another blue-bordered box contains the number "23". To its right is a green button with a white checkmark and the text "Enter rubric grade". A small grey box with a white "x" is positioned to the left of the green button.

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Submission Feedback

24. To enter the overall submission feedback, click the “Submission Feedback” button.
25. Enter the general feedback in this section. There are various text formatting tools available
26. The sharing state of this comment can be controlled via this dropdown
27. Additional feedback files (audio, pdf, word, etc...) can also be added in this section
(27a). Feedback files need to be attached to a comment before they can be submitted.
28. When complete, click the Submit button. The text can still be edited later.

The screenshot displays the 'Submission Feedback' interface. At the top, the 'Feedback' tab is selected, indicated by a blue box and the number 24. Below the tabs, the 'Submission Feedback' section is titled 'Provide overall feedback to this particular submission'. The 'Add feedback' section includes a dropdown menu for 'Feedback shared with' (labeled 26) set to 'All', a '0 Files' indicator, and a '+ Add feedback file' button (labeled 27a). A rich text editor (labeled 25) is provided for entering feedback, featuring a toolbar with options like Paragraph, Bold, Italic, Underline, and text color. The editor contains placeholder text. Below the editor are 'Cancel' and 'Submit' buttons (labeled 28). The 'Feedback overview' section at the bottom (labeled 27b) includes a 'Filter by' dropdown set to 'Select sharing type' and a list of feedback items. One item is shown for 'Mike Wilson' with a file 'test.html' (203.35 KiB) and a 'See feedback file' link.

Marking in WISEflow - ASSESSOR

Submitting Grades

29. Click the Grade button to access the summary of the marking for this submission

30. This allows a final adjustment for the grade via the categorical scale dropdown. Once all details have been confirmed, click “Submit” to finalise the grade and feedback.

Single marking: You will only be able to make edits after this point if a “Manager” (Module Coordinator / CADI) unlocks the feedback.

Double Marking: You will be able to “withdraw” and edit the grade until the grades from all co-assessor match.

NOTE: All of your marking work is completely private until you click the final “submit” button. If the default share settings are unchanged, submitting will allow reviewers, co-assessors and administrators to view your marking and feedback.

Submission Feedback Rubrics **Grade** 62

29

Grade
Provide grade for this submission

Add grade

Categorical Scale
62

Grade entered. Please submit to finalise

30 **Submit**

Audit Trail

Go to rubrics

Feedback type	Count	Shared with participant
Annotation	0	0
Submission Comments	1	1
Common Comments	0	0

Score type	Score
Rubric	61/100

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31. If you have been allocated more than one student, you can use the “Participants” button to select the next student for marking from the participant list.

Participants
These are the participants you have been allocated on this flow

Filter participants **Filter** **X** **📄**

Participant Index	Submitted	Inputted grade	Pending grade	Submitted grade
Participant Index		Inputted g	Pending gr	Submitted
ExampleStudent10@port.ac.uk	-	-	-	-
ExampleStudent1@port.ac.uk	✓	-	-	-
ExampleStudent2@port.ac.uk	✓	-	-	55
ExampleStudent8@port.ac.uk	-	62	-	-
ExampleStudent9@port.ac.uk	-	-	-	-

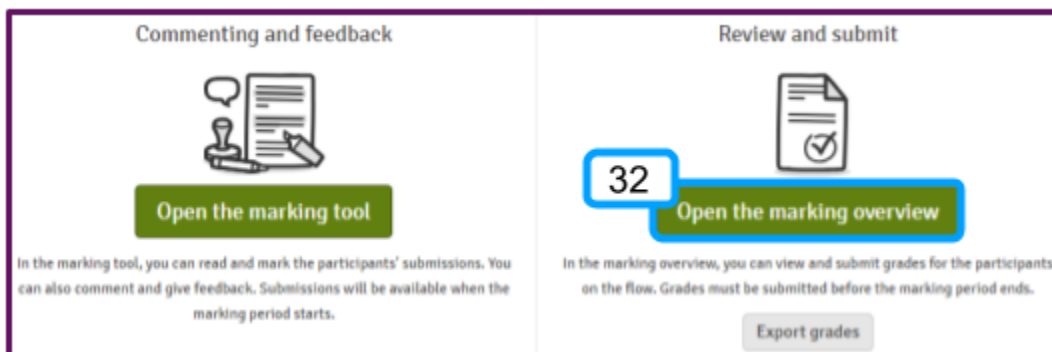
10 5 << < 1 > >>

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Marking overview and finalising grades

32. When all marking is complete, click the “back” arrow  to return to the Marking flow page.

Click the “Open the marking overview” button to review the status of the submitted grades.



Grades on the Marking Overview page will likely display one of the following statuses:

- 33. Grade Entered - Only you can see the grade
- 34. Grade Submitted - Awaiting co-assessor's grade; Reviewers and Manager's can see it but co-assessors cannot. For monitoring reasons, it is recommended that each student's grade and feedback is submitted before proceeding to the next submission.
- 35. Grade Conflict - The submitted grade does not match the co-assessors submission. (Double Marking only)
- 36. Grade Final (All allocated assessors have submitted the same grade)

Co-assessors	Grade	
Victor Wong	67.00 %	33

Co-assessors	Grade	
Victor Wong	67.00 %	34

Co-assessors	Grade	
Victor Wong	67.00 %	35

Co-assessors	Grade	
Victor Wong	67.00 %	36

Entered Grade

Private - Only you can see it

Submitted Grade

Awaiting co-assessor's grade
Reviewers and Manager's can see it but co-assessors cannot

Conflicting Grade

The submitted grade does not match the co-assessors submission.

Final Grade

All allocated assessors have submitted the same grade

If the grades from the 2 co-assessors do not match (red - (35)), a discussion outside of the platform is required. At this stage, assessors may choose to return to the marking tool to change the sharing states of various feedback items so that co-assessors can review each other's comments.

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When the marking deadline is reached, final grades, along with any feedback with the share-state set to “all” or “participants” will be released to students.

Double Marking ONLY

When a decision on an agreed grade is made, BOTH assessors should return to the platform to resubmit the grade to make it final (green - (36)).

You can do this by repeating the grade submission process described in the previous sections, or by using the Marking overview to quickly edit and submit adjusted grades to ensure that grades are made “Final” prior to the end of the marking period

37. Click anywhere on the student’s row to open the grade adjustment options.

38. In this example, the grade **67%** is conflicting and needs to be changed to **70%**. Type the new grade into the box and click submit.

The screenshot shows the 'Marking progress' interface. At the top, there's a red progress bar labeled '1'. Below it, a message box explains that grades must be submitted before they are recorded as final. A 'Submit all' button is visible. The main area contains a table with columns: Participant index, First name(s), Last name, PortsmouthID, ECTS, Similarity report, Submitted, Co-assessors, and Grade. The first row shows a student with index 17, first name CCI, last name Student8, and a grade of 67.00%. A modal window is open for this student, showing the current grade 67.00% with a warning icon. A text input field contains '70.00' and a percentage sign. Below the input field are buttons for 'Enter', 'Submit', and 'esc'. The modal also shows a '37' in a box and a '38' in a box, likely indicating steps or counts.

Participant index	First name(s)	Last name	PortsmouthID	ECTS	Similarity report	Submitted	Co-assessors	Grade
17	CCI	Student8	cci_student8@port.a...	-	-	✓	Victor Wong	67.00%

When the co assessor enters a matching grade, the grade will be green and will appear in the Final grade column (see step 36 above)

If desired, additional comments can be added at this point, and the share status of feedback can be changed to “participants” or “all”.

When the marking deadline is reached, final grades, along with any feedback set to “participants” or “all” will be released to students. This can be disabled if an alternative, manual grade sharing method is preferred.