Scholar 2.9 – Offline Grading
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When students submit files to Scholar, it can be time-consuming and tedious to go into each student's assignment to manually grade the work. The process explained below is designed to help faculty to ease this grading burden. Specifically, the goals are to help faculty understand how to:

1. Mass download all the files submitted by the students.
2. Download a CSV file where grades and general faculty feedback comments can be input.
3. Upload graded files en masse to Scholar assignment.
4. Upload the CSV file with grades and grading comments to Scholar.

Step 1: Make sure the assignment is set up correctly

When creating an assignment, you have the options to choose what type of feedback you want to provide to the student. If you want to be able to provide feedback files, comments and use the offline grading worksheet, be sure to check all 3 boxes when creating an assignment. Note: If you have forgotten to check the "offline grading worksheet" when creating the assignment, you can go back edit the setting of the assignment and click the box before you grade the work. The offline grading worksheet box can be checked even after students have submitted their work to the assignment. This is particularly helpful if you are recycling an assignment from a previous class and want to try offline grading.

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Step 2: View the assignment in the grade book, download the students' files and grade offline.

Click on the assignment name and then click on "View/grade all submissions".

Unit 1 Test Part 2 - Submit Problem Portion Here

Visible groups All participants

Grading summary

Participants	3
Submitted	3
Needs grading	3
Due date	Wednesday, July 13, 2016, 11:55 PM
Time remaining	Assignment is due
Late submissions	Only allowed for participants who have been granted an extension

View/grade all submissions

From the Grading action drop down menu, choose "Download all submissions".

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Grading action

Download all submissions

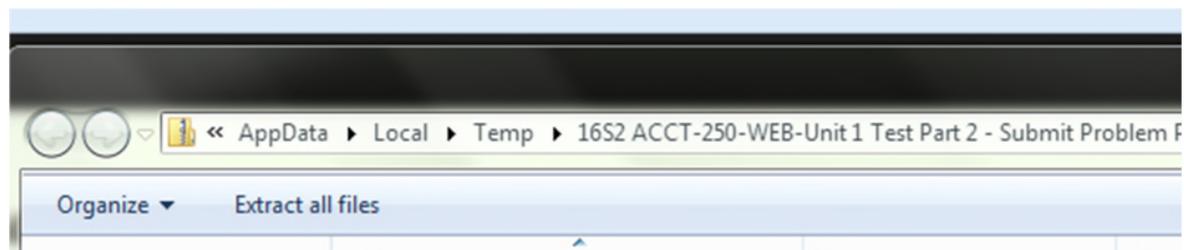Visible groups All participants

First name : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Last name : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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First

Open the compressed (zipped) folder. My computer defaults to Windows Explorer. Your internet browser settings may default to another browser and that is okay.
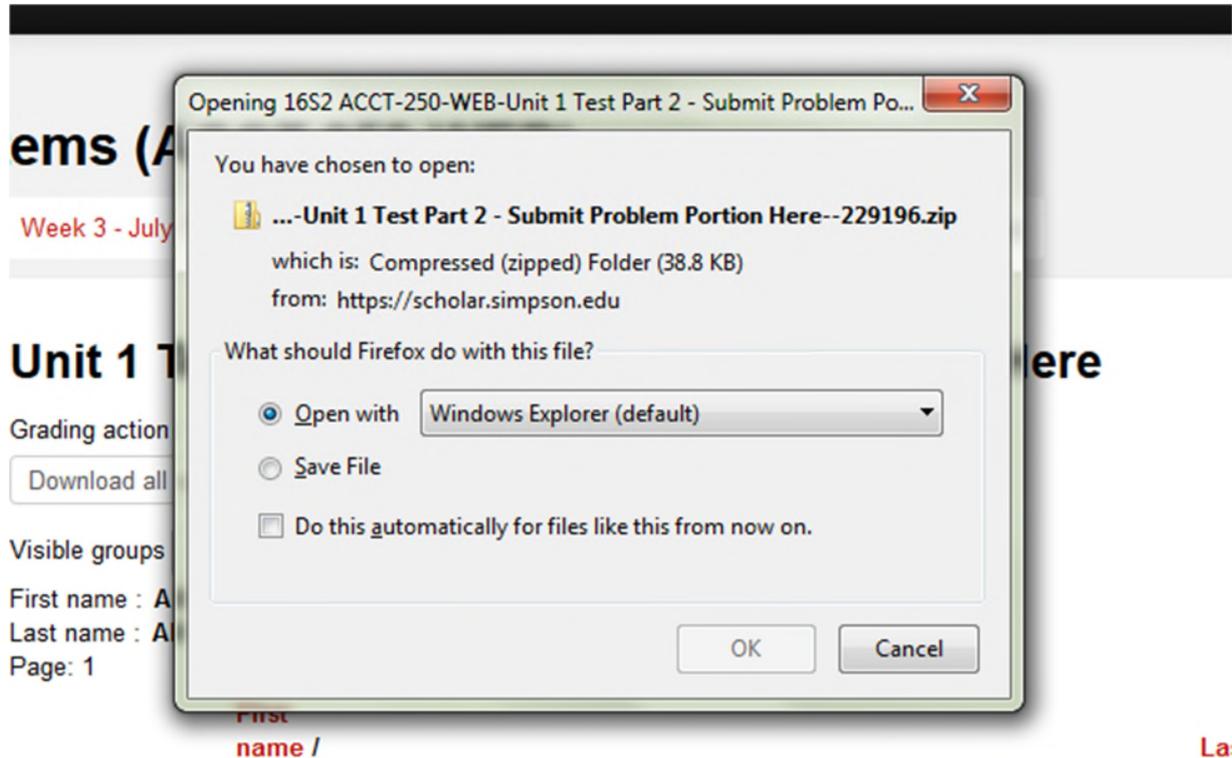

Click on "Extract all files".

Browse to select the directory and folder where you want to save the students' work. You can create a new folder if needed. When ready, choose "Extract" from the bottom of the pop-up window.
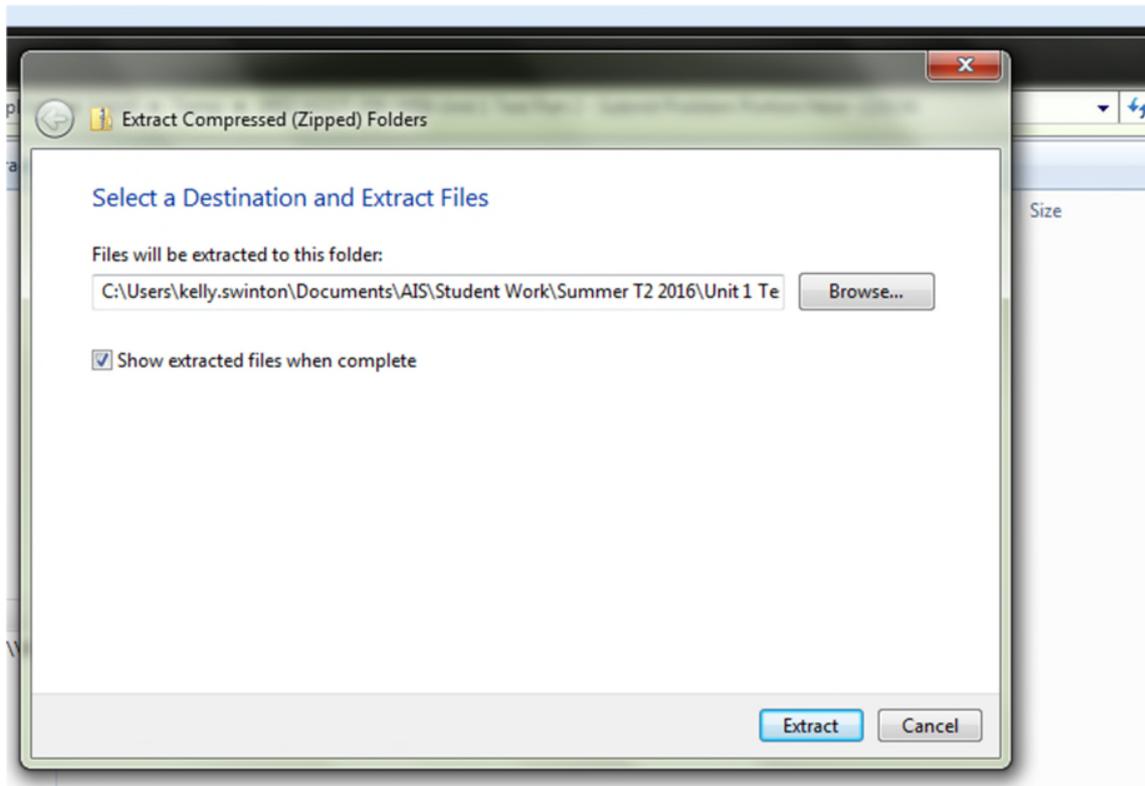
The students' files have now been "unzipped" and saved to the directory/folder you chose. You can now open up each student's individual file to grade their work, make changes and write feedback comments in the file they submitted. Make sure you re-save each student's file before you move on to the next.
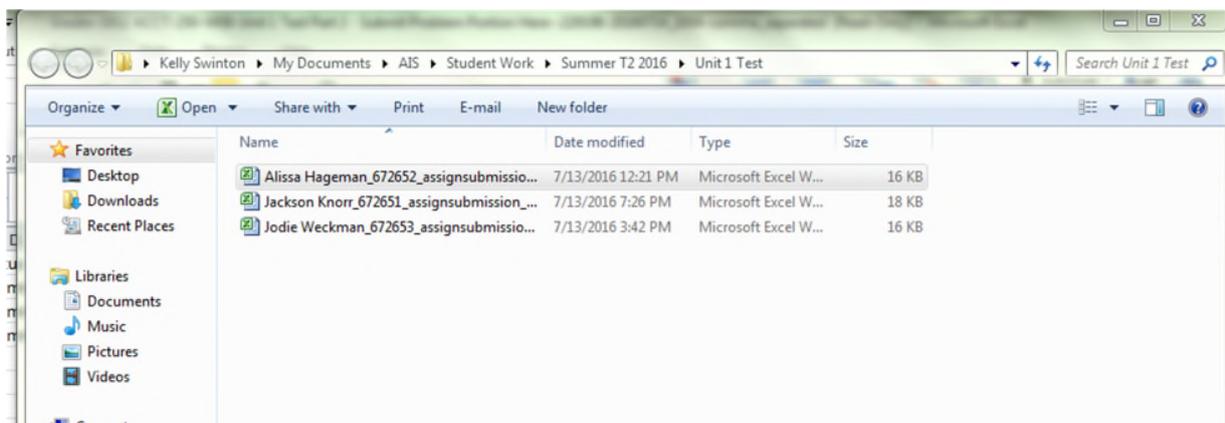
Step 3: Download the offline grading worksheet and enter students' grades and general feedback comments into the grading file.

From the grading action drop down menu, choose "Download grading worksheet". This will create a CSV file where you can type in the students' grades and general feedback comments you want to post to the grade book in Scholar. Note: If you have detailed, specific feedback for a student, that would be best written into the downloaded student file (see notes above for grading students' files).

Unit 1 Test Part 2 - Submit Problem Portion Here

Grading action

Download grading worksheet ▼

Visible groups All participants ▼

First name : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Last name : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Page: 1

The program will likely prompt you to open the file with Microsoft Excel. That is fine. Do not re-save the file as an Excel file. Leave the file as a CSV file. You will continue to receive error messages each time you save the CSV file. That is because some of the features of a CSV file are not compatible with Excel. Just continue to click "ok" each time you receive the error message when saving the file.
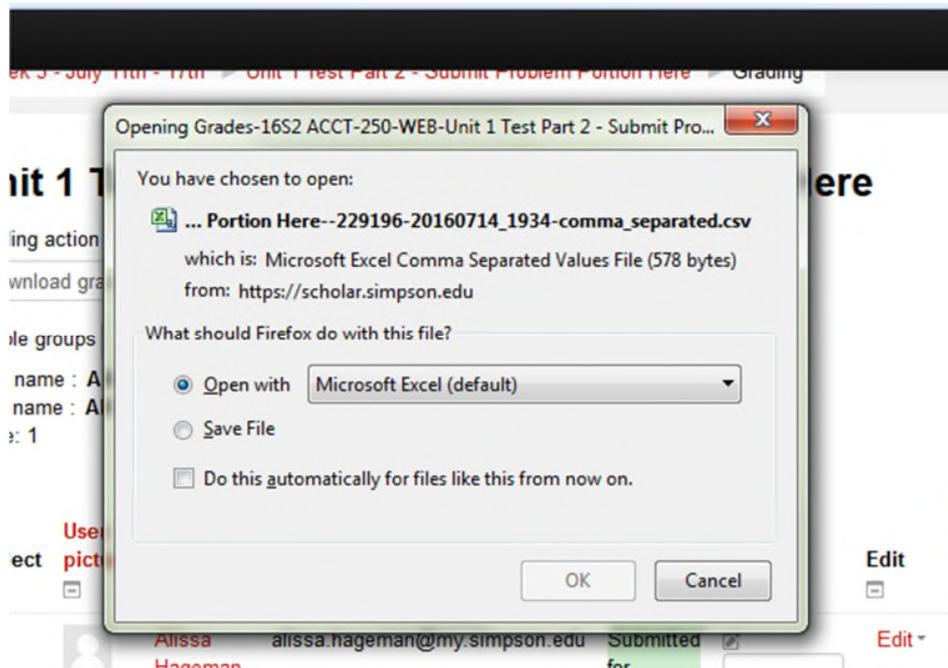
In the CSV file, you can enter each student's score in the grade column (column E below) and write general feedback comments in the feedback column (column J below). Remember when you save the CSV file you will receive error messages just click OK and continue through to re-save the file as a CSV file.


Step 4: Uploading the graded student files to Scholar

In order to upload the all of the students' files at one time, you must first compress all of the students' files into a compressed (zipped) folder. To create a compressed folder using Windows:
- highlight all of the students' files (hold down the shift key and click each file)
- Right click and choose "send to" and then "compressed (zipped) folder"

This will create a new folder right in with the rest of your files. It will have one of the student's names as the folder name.
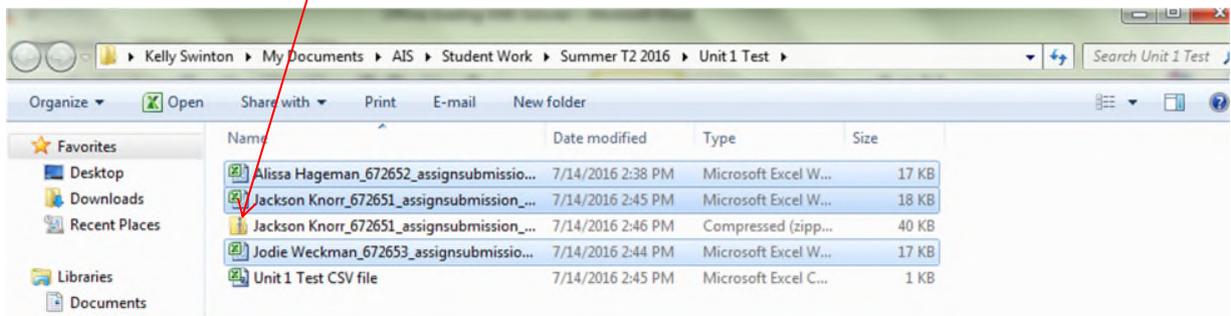
From the grading action drop down menu, choose "upload multiple feedback files in a zip". Drag and drop your zipped folder. Click import feedback file(s).

Unit 1 Test Part 2 - Submit Problem Portion Here

Upload multiple feedback files in a zip

Upload a file* ⑦   Choose a file...   Maximum size for new files: 1.2GB

You can drag and drop files here to add them.

Import feedback file(s)   Cancel

Step 5: Upload the offline grading worksheet with the students' scores and general comments.

From the grading action drop down menu, choose "upload grading worksheet". Drag and drop your saved CSV file. Check the box "allow updating records that have been modified more recently in Moodle than in the spreadsheet". Click Upload grading worksheet.

Unit 1 Test Part 2 - Submit Problem Portion Here

Upload grading worksheet

Upload a file* ⑦   Choose a file...   Maximum size for new files: 1.2GB

Unit 1 Test CSV file.csv

⑦ ☑ Allow updating records that have been modified more recently in Moodle than in the spreadsheet.

Upload grading worksheet   Cancel

That's it! You should now see grades, comments and feedback files for all of your students. Make sure you save before exiting the grading screen.

E F G H I J K L M N O P Q R S T U V W X Y Z

File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Feedback files	Final grade
Unit 1 Test Week 3.xlsx	Comments (0)	-	Good job! See attached file for corrections!		Unit 1 Test Week 3.xlsx	-
Jackson Knorr Unit 1 Test Problems.xlsx	Comments (0)	-	Good job! See attached file for corrections!		Jackson Knorr Unit 1 Test Problems.xlsx	-
JWeckman Unit 1 Test.xlsx	Comments (0)	-	Good job! See attached file for corrections!		JWeckman Unit 1 Test.xlsx	-