

# Moodle: Use grading workflow to manage assignment feedback

Last Modified on 01/09/2025 4:16 pm EST

Use Moodle's **Grading workflow** option for **Assignments** to **hide Assignment grades from students until ALL submissions have been graded** (by default, each student can see their own grade as soon as it is entered) or to **manage the work of multiple graders**.

**Before you start**, you need:

- An **Instructor of record** or **Other editing teacher** in a Bryn Mawr Moodle course to change Assignment settings.
- One of these roles or a **Non-editing teacher** role to grade assignments.

## Enable grading workflow

**Warning:** Do this **BEFORE** anyone starts grading. (You can edit these settings after students have started submitting work, however.)

1. Create the **Assignment** if you haven't already (click **+Add an activity or resource**; then select **Assignment**).
2. Open the **Assignment Settings** page (click the **Assignment** to open it, then click **Settings** in the top menu).
3. Click **Grade** to expand it.
4. Set **Use grade workflow** to **Yes**.
5. If there are multiple graders, change **Use grading allocation** to **Yes** as well.
6. Click **Save and Display**.

## Manage grading status and allocations

Once grading workflow is enabled, all **Instructors of record** and **Other editing** and **Non-editing teachers** (referred to here as "graders") will be able to view and assign a grading status to each submission. If grading allocation is on, they can also assign a grader.

1. Click on the **Assignment** to open it.
2. Click **View all submissions**.
3. If the **Submissions** table is not editable, check the **Quick grading** box in the **Options** section beneath the table. (Moodle will remember this setting.)
4. If desired, use the filters in the **Options** section to narrow down the visible submissions.
5. Use the drop-down menu in the **Status** column to change a submission's **Grading status**:
  - Choose **Released** to **make a submission grade and feedback visible to the student** who submitted it. (See [What Students See](#), below.)
  - All other **Grading statuses** (Not graded, In grading, Grading completed, In review, Ready for release) are **visible to students** if they check the Submission status section of the Assignment page, but do not reveal anything else.
6. If **grading allocation** is enabled, a **Grader** column appears
  1. If **Grading status** is **Not graded** or **In grading**, click the **Choose** menu in the **Grader** column to assign a submission to yourself or another grader.
  2. For any other **Grading status**, this column will list the Grader if one was assigned, but will not be editable.
  3. Grader assignments are **NOT** visible to students. (See [What Students See](#), below.)
7. Click **Save all quick grading changes** to apply your changes.

## Change grading status or allocations in bulk

1. Click on the **Assignment**, then click **View all submissions**.
2. If the **Submissions** table is not editable, check the **Quick grading** box in the **Options** section beneath table.
3. In the **Select** column:
  - Check the **box in the table header** to select **all submissions** OR
  - Check **boxes next to each submission you want to change** (selections will be highlighted in yellow)
4. Find the **With selected ...** menu and choose:
  - **Set grading workflow state** to change the **Grading status**.
  - **Set allocated grader** to change the **Grader**
5. Click **Go**.
6. Choose the appropriate **Grading workflow state** or **Allocated grader**.
7. Click **Save changes**.

## Manage grading using Groups

If you have set up Groups for your course you can use them to manage and allocate grading.

4. Edit the Group mode setting for the Assignment:
  - a. Open the Assignment.
  - b. Choose the option for **Settings**.
  - c. Scroll down and click **Common modules settings** to expand it.
  - d. Change the **Group mode** to **Visible groups**.
  - e. Click **Save and display**.

5. Click **View All Submissions**.
6. There will be a new **Visible groups** menu; select a group to display only the students in that group.
7. Check the box in the heading of the **Select** column to select all submissions. Selected submissions will be checked and highlight in yellow as shown below.
8. Go to the **With selected ...** menu and choose **Set allocated grader**.
9. Click **Go**.
10. You will see a list of the students you selected, choose the appropriate **Allocated grader** and click **Save changes**.

## What students see

When students open an **Assignment**, they see a **Submission status** table with information about the assignment deadline (if set), whether and when they submitted work, and a **Grading status**.

### Submission status

<b>Submission status</b>	Submitted for grading
<b>Grading status</b>	Grading completed
<b>Last modified</b>	Wednesday, May 15, 2024, 3:24 PM
<b>File submissions</b>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">  MATLAB_History.xlsx + <span style="float: right;">May 15 2024, 3:24 PM</span> </div> Export to portfolio
<b>Submission comments</b>	▶ Comments (0)

- If **Grading workflow is not enabled**, the **Grading status** displays **Not Graded** if no grade has been entered or **Graded** with the grade and feedback.
- If **Grading workflow is enabled**, the **Grading status** displays the status a grader has chosen in the **View Submissions** table
  - When a grader changes the **Grading Status** is changed to **Released**, the grade and feedback will also become visible.
  - Grader assignments are never visible to students.

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#) □

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#) □

**Location:** Canaday Library 1st floor

