



**Purpose and Approach** ⌚ 10 min

- Create an activity where students can mark the exercises they have prepared.
- Print a list of students with checkmarks for the lecture hall.

**1 Turn editing on**

+ Add an activity or resource

**2 Choose activity**

If required you can add additional files (e.g. with the examples the students have to prepare).

These settings generate the following students' view:

Allow submissions from: Tuesday, 18 August 2020, 8:00 AM  
Due date: Tuesday, 25 August 2020, 4:00 PM

You've checked 0 out of 5 examples.  
(0 out of a maximum of 5 points)

- Example 1 (1 Point)
- Example 2 (1 Point)
- Example 3 (1 Point)
- Example 4 (1 Point)
- Example 5 (1 Point)

Save changes Revert Cancel

Activate "Individual function" in order to use individual names, prefix and grades for each example:

Individual prefix

Individual naming/grading  **Activate individual function**

Individual names (,)

Individual grades (,)

**3 Define the settings of the Checkmark module**

Adding a new Checkmark

**3a** Checkmark name: Checkmark 1

**3b** Number of examples: 5  
Number of first example: 1

**3c** Maximum grade: 5

**3d** Show more...

Save and return to course Save and display Cancel

Students set checkmarks

View 4 submitted checkmarks

continue on page 2 ...



continue ... →

The students' checkmarks can be exported as Excel-, ODS-, CSV- or PDF-files and printed out for the lecture.



### 4 Overview of submissions, print & grade manually

Submissions | Export **4b**

See all course grades Reset table preferences

	First name / Surname	Last modified (Submission)	Examples					Grade	Last modified (Grade)	Status	Final grade
			1 (1P)	2 (1P)	3 (1P)	4 (1P)	5 (1P)				
<input type="checkbox"/>	Einstein Alfred	31 July 2019, 4:06 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	Grade	-
<input type="checkbox"/>	Muster Max	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	Grade	-
<input type="checkbox"/>	Muster Alex	31 July 2019, 4:09 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	Grade	-
<input type="checkbox"/>	Muster Chris	31 July 2019, 4:09 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	Grade	-
<input type="checkbox"/>	Teststudent Eva	31 July 2019, 4:03 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	<b>4c</b> Grade	-

Individual students can be graded manually. Click on "Grade" to open the correspondent "Feedback form".

### 5 Grading by bulk processing

Submissions | Export

See all course grades Reset table preferences

	First name / Surname	Last modified (Submission)	1 (1P)	2 (1P)	3 (1P)	4 (1P)	5 (1P)	Grade	Last modified (Grade)	Status	Final grade
<input checked="" type="checkbox"/>	Einstein Alfred	31 July 2019, 4:06 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	Grade	-
<input type="checkbox"/>	Muster Max	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	Grade	-
<input checked="" type="checkbox"/>	Muster Alex	31 July 2019, 4:09 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	Grade	-
<input checked="" type="checkbox"/>	Muster Chris	31 July 2019, 4:09 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	Grade	-
<input checked="" type="checkbox"/>	Teststudent Eva	31 July 2019, 4:03 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	Grade	-

Send notifications

**5b**

**5a** All / None / Ungraded / Submitted

**5c** grade automatically

### 6 Confirm notification

You are about to update grades and feedback for 4 submissions. The former grades and feedback will be overwritten.

Confirm

Are you sure you want to continue?

### 7 Check grades

Submissions | Export

See all course grades Reset table preferences

	First name / Surname	Last modified (Submission)	1 (1P)	2 (1P)	3 (1P)	4 (1P)	5 (1P)	Grade	Comment	Last modified (Grade)	Status	Final grade
<input type="checkbox"/>	Einstein Alfred	31 July 2019, 4:06 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5 / 5	[auto-graded]	31 July 2019, 4:32 PM	Update	5.00
<input type="checkbox"/>	Muster Max	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-		-	Grade	-
<input type="checkbox"/>	Muster Alex	31 July 2019, 4:09 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2 / 5	[auto-graded]	31 July 2019, 4:32 PM	Update	2.00
<input type="checkbox"/>	Muster Chris	31 July 2019, 4:09 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4 / 5	[auto-graded]	31 July 2019, 4:32 PM	Update	4.00
<input type="checkbox"/>	Teststudent Eva	31 July 2019, 4:03 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4 / 5	[auto-graded]	31 July 2019, 4:32 PM	Update	4.00

In the column "Final grade" the final points are displayed including in the "Grader report" overwritten grades.



## Short description of the procedure

1. Activate the button "Turn editing on" on the top right of the course and then click in the preferred topic on "Add an activity or resource".
2. Choose "Checkmark" in the tab "Activities". The settings form for the new Checkmark opens automatically.
3. Enter the name of the "Checkmark" [3a]. If required you can upload one or more files e.g. with the examples the students have to prepare. In the section "Checkmark" then define how many examples can be marked ("Number of examples") and with which number the numbering of the examples shall start ("Number of first example") [3b]. Enter the maximum points of the exercise in the section "Grade" [3c]. If you want to use individual names for your examples click on "Show more..." [3d] in the section "Checkmark". Then mark "Activate individual function". Define the example names under "Individual names", the prefix which will be put in front of all individual names under "Individual prefix" and the weight of each example under "Individual grades". Mention that all values have to be separated with comma. After completion click on "Save and display". After the students have submitted their checkmarks click on the top left in your "Checkmark" on "View X submitted checkmarks".
4. The tabular form shows all students and their submissions. Here you can see which student has checked which marks [4a]. An overview of all checkmarks for the lecture hall can be printed by selecting the tab "Export" [4b]. Under the tab "Submissions" you can grade the students manually or via auto-grading. For individual grading click in the column "Status" on "Grade" [4c] to open the correspondent feedback form where you can enter the grade and a comment.
5. For auto-grading first select those students you want to grade by choosing one of the options "All / None / Ungraded / Submitted" [5a]. You can also select or deselect individual students by marking the checkboxes beside their names [5b]. Afterwards select "grade automatically" from the drop-down menu and click on "start" [5c].
6. Confirm the following notification with "Confirm".
7. The grades will be generated then and a comment for auto-grading will be entered in the tabular form. Mention that in the column "Final grade" the final points for the checkmark of the "Grader report" including overwritten grades are displayed.

