

# Staff Guide - Marking Canvas Assignments Anonymously Offline

This guide will show you how to mark anonymously offline. It is important that you communicate with your students at an early stage to ensure they do not attach their name to submitted work either in the title of the document, or on the front page.

**Please note:** Marking original Turnitin assignments anonymously offline cannot be done via this route, but anonymous assignments are available for download via the Turnitin iOS app.

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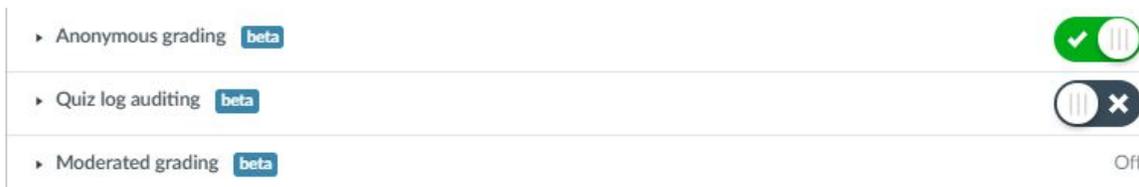
# Anonymising the Assignment

The first step in the process is to anonymise the assignment to ensure that all names are removed from files when they are downloaded. This process also mutes the assignment to ensure that some students do not receive feedback before others.

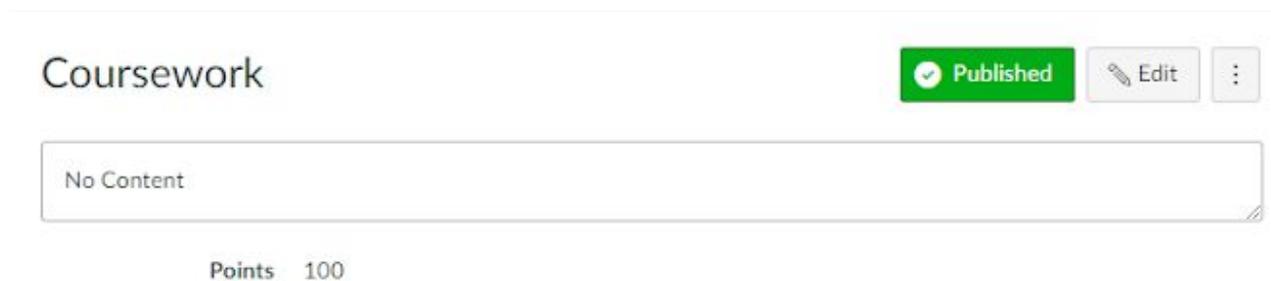
1. Ensure the anonymous marking tool is turned on in your course by accessing the **Settings** option and the clicking **feature options**.



2. Find the anonymous grading feature and change this to **on**



3. Access the **Assignments** area of your course and edit the assignment by clicking on the **assignment title** and then click **edit** at the top of the page. If you have not already created your assignment, you should create one at this stage.

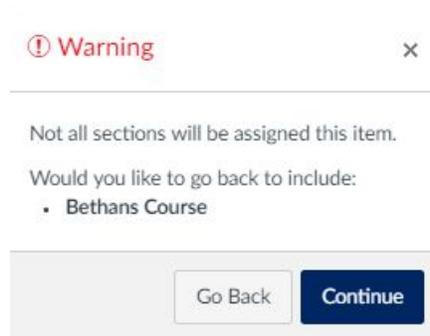


4. When editing your assignment scroll to the bottom of the page and enable the following option:  
**Anonymous grading: Graders cannot view student names**

Anonymous grading

Graders cannot view student names

5. Click **Save**. The following error message may appear if you have scheduled your assignment for particular students, ignore the message and click **Continue**.

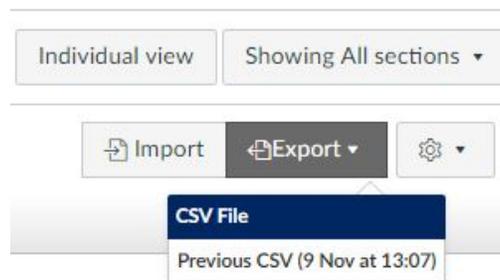


**Note:** Sections are a function used to feed SIS enrolments into your Canvas course. The above message simply states that you are excluding other students on your course.

## Downloading The Grades Area

This step requires you to download the grades area. Once this has been exported, grades can be added to the spreadsheet ready for upload at a later stage.

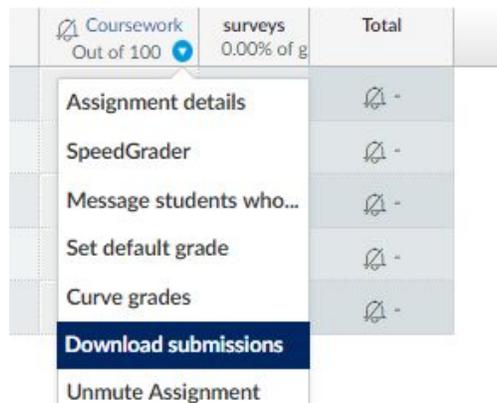
1. Click on 'grades' in your course and then click on '**export**' and select **CSV file**. Ensure you know where this file is stored on your computer.



## Downloading Files

This step requires you to download student files ready for marking.

1. In the grades area of your course, click on the arrow that appears at the top of the assignment column, and click **Download Submissions** to download student work.



2. Open and **unzip the folder** containing all the student work by right clicking on the folder and selecting **Extract All**.

## Marking Student Work

The offline marking workflow requires you to use the spreadsheet to identify students using their person numbers and match these with the corresponding students in the submission filename. You can then annotate any feedback on the work and place the grade in the spreadsheet.

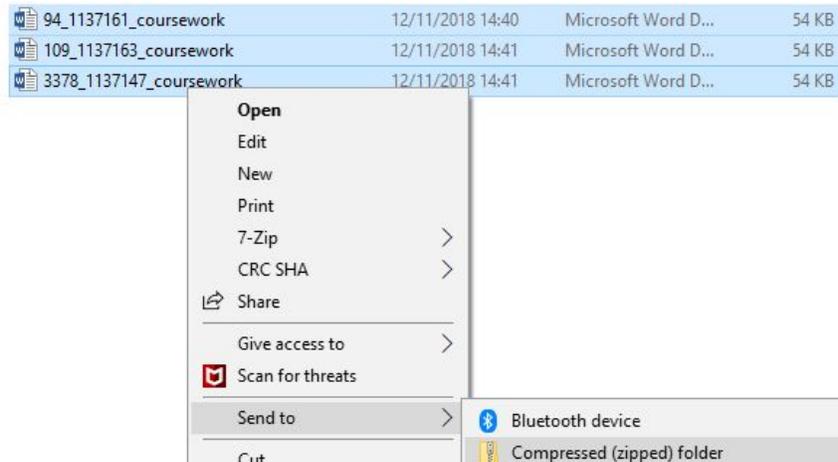
1. Open the **grades spreadsheet** and **select columns A-D** by clicking and dragging your mouse along the top of these columns.

|   | A               | B    | C           | D            | E         | F                 | G                    | H  |  |
|---|-----------------|------|-------------|--------------|-----------|-------------------|----------------------|----|--|
| 1 | Student         | ID   | SIS User ID | SIS Login ID | Section   | LJMU_PersonNumber | Coursework surveys C | su |  |
| 2 |                 |      |             |              |           |                   | Muted                |    |  |
| 3 | Points Possible |      |             |              |           |                   | 100 (read only (re   |    |  |
| 4 | Boulter, R      | 3378 | 2.11E+10    | LIDRBOUL     | Bethans C | 111111            |                      |    |  |
| 5 | Connor, C       | 91   | 2.11E+10    | LIDCCONN     | Bethans C | 222222            |                      |    |  |
| 6 | Rothwell,       | 94   | 2.11E+10    | HSSPROTH     | Bethans C | 333333            |                      |    |  |
| 7 | Sinclair, R     | 109  | CTU01       | CTU01        | Bethans C | 444444            |                      |    |  |

2. Right click at the top of the column and then select **Hide** to ensure anonymity is preserved whilst you mark.

| A           | B               | C           | D       | E                | F            |
|-------------|-----------------|-------------|---------|------------------|--------------|
| Student     | ID              | SIS User ID | SIS Log | Cut              | PersonNumber |
|             |                 |             |         | Copy             |              |
|             | Points Possible |             |         | Paste Options:   |              |
| Boulter, R  | 3378            | 2.11E+10    | LIDRB   | Paste Special... | 111111       |
| Connor, C   | 91              | 2.11E+10    | LIDCC   | Insert           | 222222       |
| Rothwell,   | 94              | 2.11E+10    | HSSPF   | Delete           | 333333       |
| Sinclair, R | 109             | CTU01       | CTU01   | Clear Contents   | 444444       |
| student, T  | 52568           |             | 2d3e5   | Format Cells...  |              |
|             |                 |             |         | Column Width...  |              |
|             |                 |             |         | Hide             |              |

- Find and open the document for the first person in your spreadsheet using the LJMU\_Person number as an identifier. Use the word comments tool to provide feedback and once you have finished, **save and close** the document.
- Add your **mark** into the assignment column in the spreadsheet, and move to the next student, opening the submission, providing feedback and again adding your mark to the spreadsheet. Continue until all student have been marked.
- Once you have finished marking, ensure you **save and close** the spreadsheet and compress the files folder. To create a new zip file, select all student files, right click and then select **send to > Compressed (Zipped) Folder**

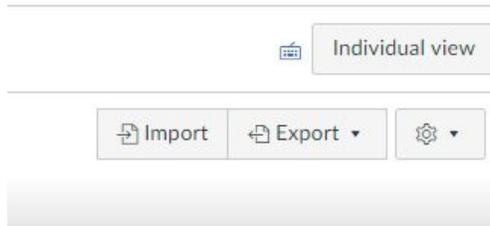


# Uploading Feedback and Marks

Uploading feedback and marks is a two stage process. The first step is to upload the spreadsheet, and the second is to upload student files as feedback.

## Uploading your Spreadsheet

1. In the **Grades** area of your course, click the **import** button



2. Click on the **Choose file** button and select the spreadsheet from the saved location on your computer and click **open**.

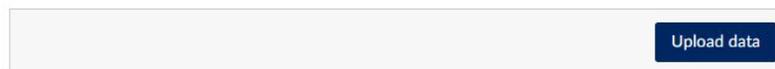
3. Click on the **Upload data** button

### Upload gradebook: Bethans Course

[? What should the CSV file look like? ↗](#)

Choose a CSV file to upload:

2018-11-12T...AEUBR01.csv



4. When the following page appears, select **bogus, ignore it** from the first box, and then click continue.

### Upload gradebook: Bethans Course

There was some stuff I couldn't figure out with the data that you uploaded:

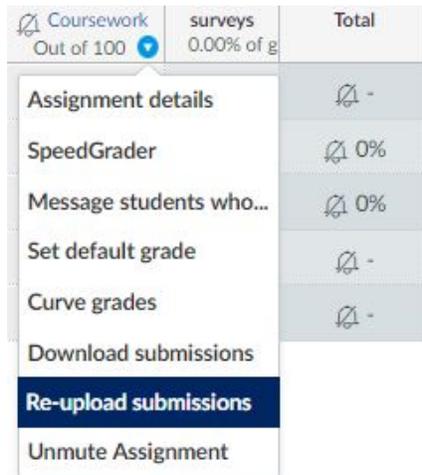
You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

| Assignment in question | This assignment is      |
|------------------------|-------------------------|
| LJMU_PersonNumber      | -- Choose assignment -- |
|                        | Points possible 0       |

5. Click **Save Changes**, and when a popup appears, click **OK**.

## Uploading Feedback Files

1. To upload your feedback files, open up the **Grades** area within your course, and click on the arrow at the top of the column and select **Re-upload submissions**



2. Click **Choose File** and navigate to the folder where you initially marked the work. Within this folder you should find the zip folder you created earlier, select this file and then click on **Upload Files**.

## Releasing Marks and Feedback to Students

Once you have finished marking and uploaded the marks and feedback to canvas, you can release feedback to students.

1. In the grades area, click on the arrow at the top of the column and select **Unmute Assignment**. All students will receive an email notification about the release of grades and comments.

