

# Staff Guide - Marking Canvas Assignments Anonymously Online for Multiple Markers

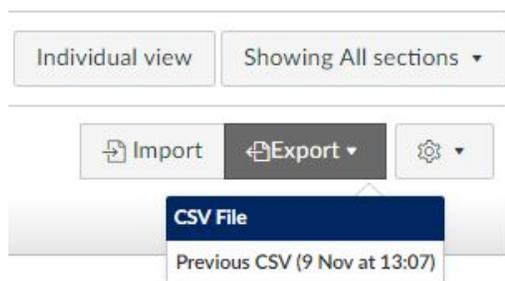
This guide will show you how to mark anonymously online for multiple markers. It requires coordination by one tutor to provide each marker with a set number of students. This can be done using the person number to indicate the range in which the students are sequentially marked. When creating your assignment for submission, ensure that you do not enable anonymous marking, as this guide shows you to how mark your assignment anonymously using a different route.

## Allocating Markers

1. The first step in the process to allocate tutors to specific students. The best way to do this is to either:
  - Access the grades area in your course and pick a range for specific tutors using the LJMU\_PersonNumber column. For example Marker A, can mark courseworks 111111 through 333333. Marker B can mark courseworks 444444 through 666666.

LJMU_Person...	framework Out of 100	surveys 0.00% of g	Total
111111	-	-	-
222222	-	-	-
333333	-	-	-

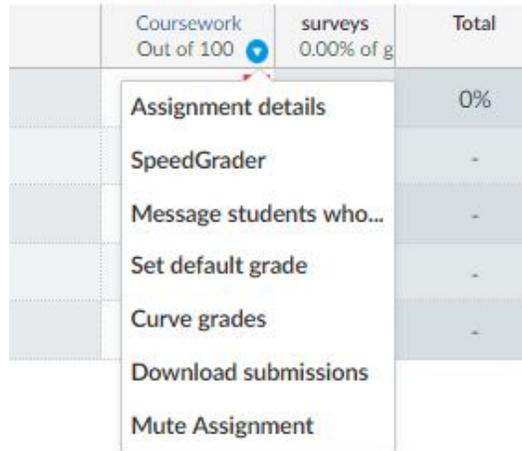
- If you have numerous students on your course, you may find it easier to download the grades area and allocate students using the spreadsheet. The allocating tutor can then supply each marker with a range of numbers as outlined in the previous example. Simply click on 'grades' in your course and then click on 'export' and select CSV file.



# Muting the Assignment

It is important to mute the assignment before marking is commenced. This ensures that some students do not receive feedback before others. To mute the assignment:

1. Access the grades area

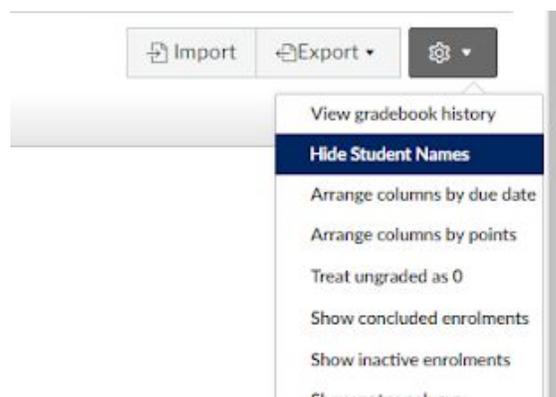


2. Click on the arrow at the top of the assignment column and select **Mute Assignment**

**Please Note:** Students are unable to access originality reports for Turnitin Framework assignments whilst the assignment is muted.

# Marking Student Work

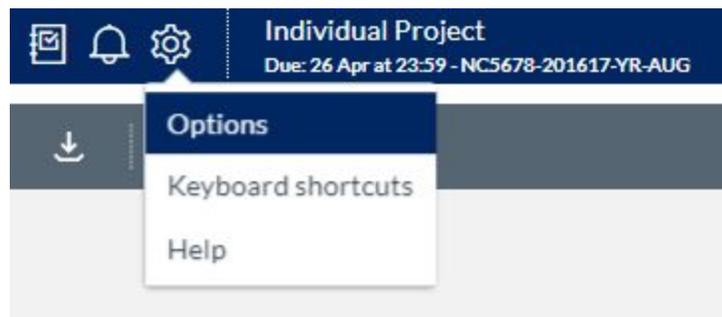
1. Once you have been allocated a set of a students for marking, open the grades area. Click on the settings cog on the right hand side of the page and select **Hide Student Names**.



- Using the LJMU\_PersonNumber column to identify your student, click on the speech bubble in the cell:

Student name	Secondary ID	LJMU_Person...	Coursework Out of 100	surveys 0.00% of g	Total
Student		111111	 	-	-
Student		222222	 	-	-
Student		333333	 	-	-
Student		444444	 	-	-
Student		555555	 	-	-

- When the pop up appears, right click on the **More details in Speedgrader** link, and select **Open in new window**.
- Students will also need to be anonymised in the Speedgrader window, click on the settings cog in the top left hand corner and select **options** and select the option 'hide student names in speedgrader'.



**Note: Turnitin or Turnitin Framework Originality reports are currently not anonymised.** You will need to mark the students work without checking the originality report as the report displays the student name.

The accuracy of the similarity score can be checked after the mark has been entered by clicking on the percentage score.

- You can mark the student's work, take into account the similarity score (**if using Turnitin**), enter a grade and add feedback.

Coursework 0/5 Graded 4/5 Student 1  
 Due: no due date - AEUBR01

Page 1 of 2

Submitted: 9 Nov at 13:25  
 Submitted files: (click to load)  
 94% cheryl.docx

Assessment  
 Grade out of 100

Assignment comments  
 Add a comment

Submit

Download submission comments



**Coursework Electronic Submission Cover Sheet**

Person Number:

Student Name:   
You should only complete this field if you are not submitting this work anonymously.

Module Code:

Module Title:

Coursework Title:

Name of Tutor:

5. Once you have finished marking, exit or close the window, you will see the following pop up remains in the grades area:

Student x

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**Coursework**

Grade:  out of 100 Update grade

[More details in the SpeedGrader](#)

Submitted: 9 Nov at 13:26

Submitted files:

94% cheryl.docx

**Comments**



**Bethan Reid**  
feedback 13:51

- Exit this window by clicking on the x in the top right hand corner. Continue to mark the allocated set of students using the same method (steps 2 through 6) until the last student in the sequence is reached. Once you have finished marking all students, you can refresh the page by pressing f5 on your keyboard to view marks and feedback. Do not refresh the page until all feedback has been provided for your students as this will show the student names in the grades area.

## Releasing Marks and Feedback to Students

When you are ready to release marks and feedback to students:

- Click on the arrow at the top of the column and select **Unmute Assignment**

