

# MMS Staff Guide: Marking & Feedback

## Introduction

MMS should be used to record all credit weighted marks for student coursework, and there is also space to enter feedback. To make it as easy as possible to enter marks and feedback, there are many different ways to add marks and feedback to MMS including direct entry, uploading files individually or by bulk, and by CSV import.

This guide will cover how to enter marks and feedback into MMS but for more information on the importance and general principles of feedback on assessed coursework please see the guidance here: <https://www.st-andrews.ac.uk/policy/academic-policies-assessment-examination-and-award-feedback-to-students-on-assessed-work/feedback-on-assessed-work.pdf>

The sections in this guide are:

- Entering marks and feedback
  - Concise mark entry
  - View Feedback pages
  - Uploading marks and feedback via CSV
  - Bulk upload of feedback files
- Making marks and feedback visible to students
- Deleting marks and feedback
  - Deleting marks
  - Deleting feedback

## Entering marks and feedback

The following sections will cover the different ways to enter marks and feedback into MMS.

### Concise mark entry

To enter marks and short written feedback directly into MMS:

1. Access the **Coursework tool** from the **MMS Modules** page or from the **Academic activities** workspace in MySaint (see Figure 1)

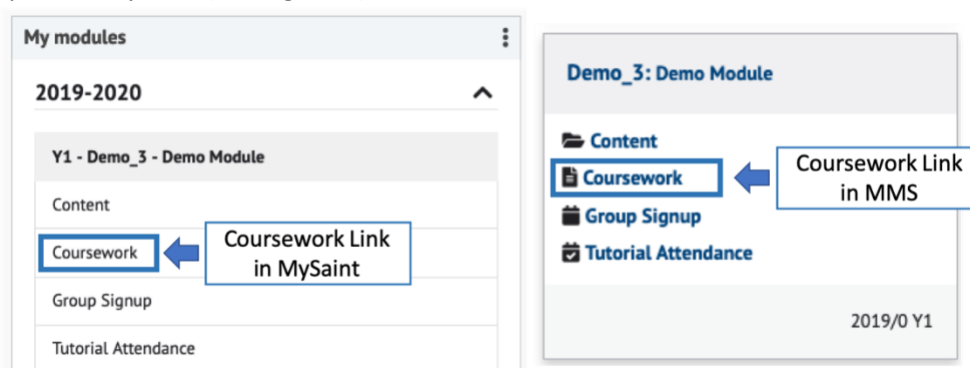


Figure 1: Links to the Coursework tool in MySaint (left) and the MMS Modules page (right)

- Click on the assignment title to access the **Assignment Overview** (see Figure 2).

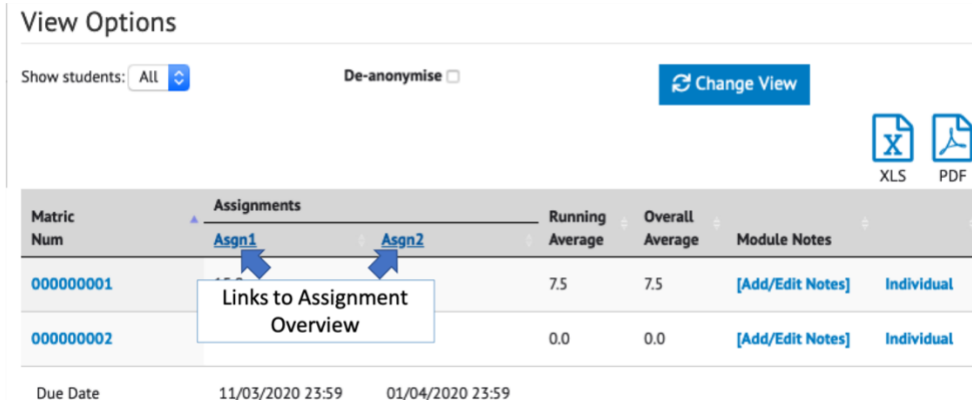


Figure 2: Coursework overview with link to the Assignment Overview indicated

- Click the **Enter marks and Feedback** link in the top right to go to the Concise grade entry page (see Figure 3)

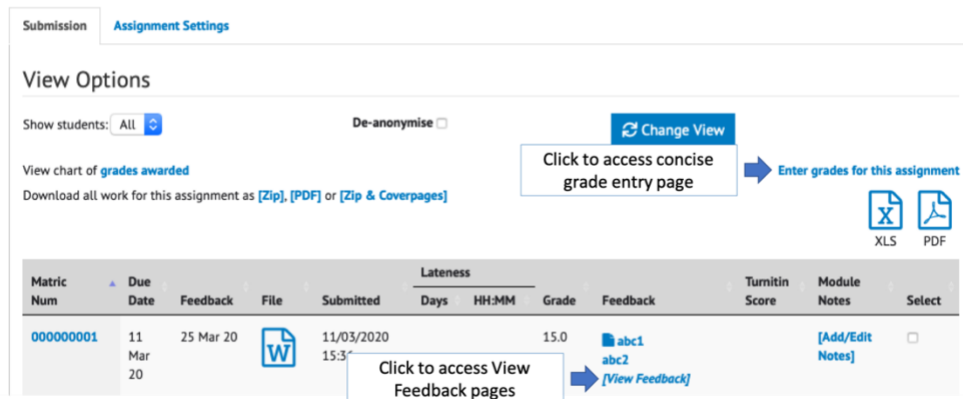


Figure 3: Assignment overview with links to the Concise Grade Entry and Feedback pages

- Enter the grades in the space available in the **Grade** column (see Figure 4)

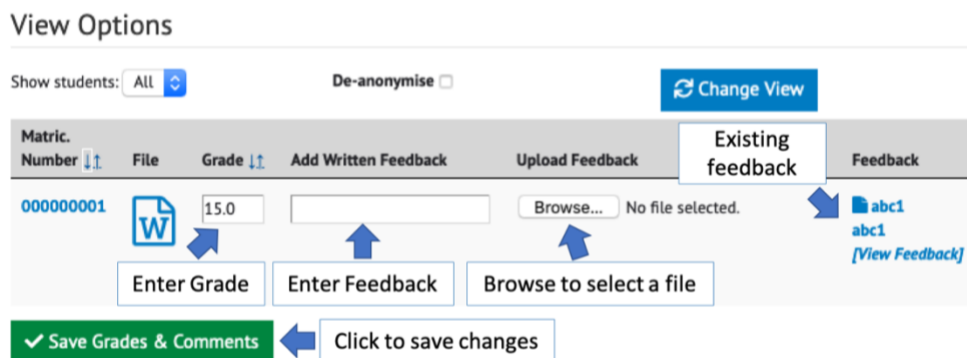


Figure 4: Concise Grade Entry page with areas to enter and upload marks and feedback highlighted.

- Type feedback into the space available in the **Add Written Feedback** column or use the **Browse** button to select a file for upload (see Figure 4)
- Click the **Save Grades & Comments** button to save (see Figure 4)
- Links to previous added feedback will appear in the **Feedback** column

## View Feedback pages

The view feedback pages offer the ability to see a full history of feedback given for that assignment for that student (the **Previous Feedback** tab), a full history of grades (**Grade History** tab) and any files the student has uploaded and deleted before the deadline (**Deleted Coursework** tab) but can also be used to enter longer written feedback.

To use the View Feedback pages:

1. Access the **Coursework tool** from the MMS **Modules** page or from the **Academic activities** workspace in MySaint (see Figure 1)
2. Click on the assignment title to access the **Assignment Overview** (see Figure 2).
3. Click the [**View Feedback**] link in the **Feedback** column (see Figure 3)
4. On the **New Feedback** tab, in the **Comments to Student** section, enter written feedback into the large text field (see Figure 5).

Figure 5: Comments to Student section of the View Feedback pages highlighting where to enter grades and feedback.

5. Feedback in the form of files can also be uploaded by clicking the **Browse** button.
6. The grade can be entered in the **Grade for this work** field
7. Marks, feedback and uploaded files can be saved by clicking the **Save** button.

## Uploading marks and feedback via CSV

MMS provides the option to upload marks and written feedback via CSV. To uploads marks and feedback:

1. Access the **Coursework tool** from the MMS **Modules** page or from the **Academic activities** workspace in MySaint (see Figure 1)
2. Click on the assignment title to access the **Assignment Overview** (see Figure 2).
3. Scroll down to the **Upload Grades** section.
4. Prepare a CSV file with four columns:
  - Student ID (either username or matriculation number)
  - Grade

- Acknowledge (leave blank)
- Feedback

A template can be downloaded, via the link provided, that provides a list of student ID's, and fields can be left blank if there is no data to upload. The template file can be opened in Microsoft Excel and saved in CSV (comma separated values) format for upload.

5. Click the **Browse** button to select the file
6. Click the **Upload Grades** button
7. On the next page review the proposed changes
8. Click the **Submit Grades** button to save

### Bulk upload of feedback files

Although individual feedback files can be uploaded in the Concise Marks Entry and View Feedback pages, it is also possible bulk upload feedback files for an assignment:

1. Access the **Coursework tool** from the MMS **Modules** page or from the **Academic activities** workspace in MySaint (see Figure 1)
2. Click on the assignment title to access the **Assignment Overview** (see Figure 2).
3. Click the **Enter marks and Feedback** link in the top right to go the concise grade entry page (see Figure 3)
4. Scroll down to the **Bulk Response Upload** section
5. **Ensure all files to be uploaded start with the student ID**
6. Click the **Browse** button to select the files to upload – some browsers may require you to hold down the Shift key to select more than one file
7. Click the **Upload Responses** button

### Making marks and feedback visible to students

The default setting for new assignments is to have the marks and feedback hidden. This is indicated on the coursework tool by encasing the marks in square brackets (see Figure 6).

Matric Num	Assignments		Running Average	Overall Average	Module Notes
	Asgn1	Asgn2			
000000001	2.0	[10.0]	6.0	6.0	[Add/Edit Notes]
000000002	15.0	[15.0]			[Add/Edit Notes]
Due Date	Visible grade	01/04/2020 23:59			
Averages	8.50	12.50			

Figure 6: The coursework overview page with grades hidden from students indicated by square brackets

To make marks and feedback visible to students:

1. Access the **Coursework tool** from the MMS **Modules** page or from the **Academic activities** workspace in MySaint (see Figure 1).

2. Select **Configure** (the three cog icon) from the navigation panel on the left to access the configuration pages
3. The current visibility is indicated in the Feedback and Grade Visibility column (see Figure 7)

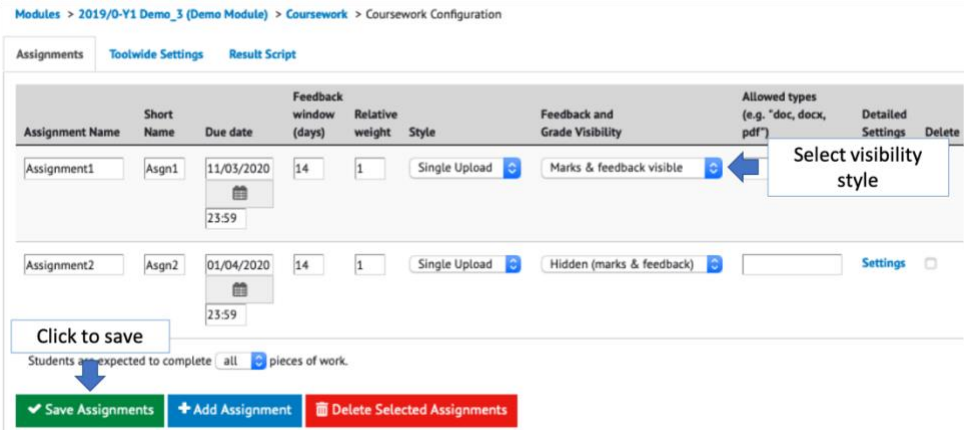


Figure 7: Change visibility on the Coursework configuration page by selecting the visibility style and clicking Save Assignments.

4. Select **Marks & Feedback visible** to show students marks and feedback or select **Feedback visible** to only display feedback.
5. Click the **Save Assignments** button to save the changes.

## Deleting marks and feedback

Occasionally it may be necessary to delete marks and feedback.

### Deleting marks

To delete a mark:

1. Access the **Coursework tool** from the MMS **Modules** page or from the **Academic activities** workspace in MySaint (see Figure 1)
2. Click on the assignment title to access the **Assignment Overview** (see Figure 2).
3. Click the **Enter marks and Feedback** link in the top right to go to the Concise grade entry page (see Figure 3)
4. Delete the grade in the **Grade** column (see Figure 4)
5. Click the **Save Grades & Comments** button to save.

### Deleting feedback

To delete feedback:

1. Access the **Coursework tool** from the MMS **Modules** page or from the **Academic activities** workspace in MySaint (see Figure 1)
2. Click on the assignment title to access the **Assignment Overview** (see Figure 2).
3. Click the **[View Feedback]** link in the **Feedback** column (see Figure 3)
4. Select the **Previous Feedback** tab (see Figure 8)

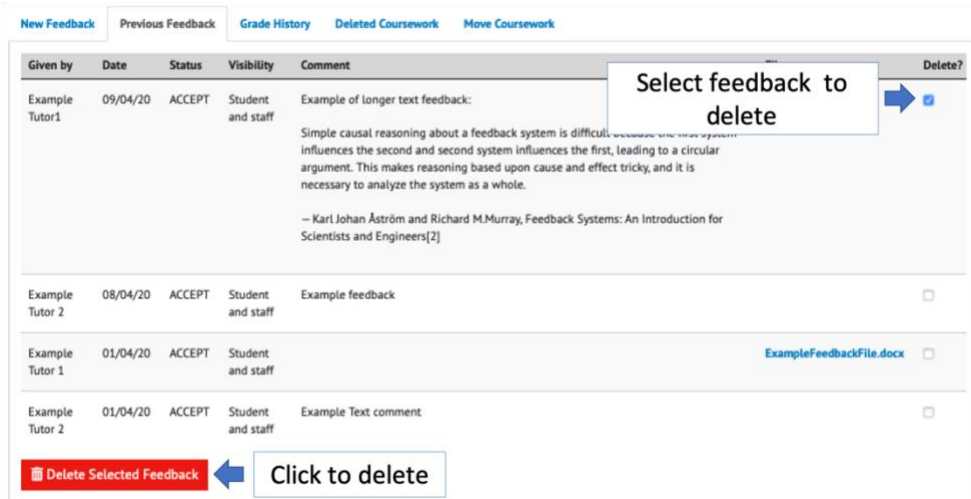


Figure 8: Feedback can be deleted on the Previous Feedback tab by selecting the files to delete and clicking the Delete Selected Feedback button.

5. Select the feedback to delete by checking the tick boxes in the **Delete** column.
6. Click the **Delete Selected Feedback** button.

Version	Date	Author	Note
1.0	9 <sup>th</sup> April 2020	Vad1	Initial release.