


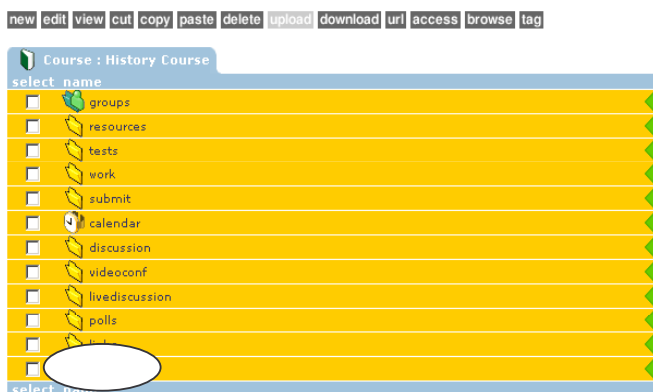
Live Discussion

When you create a course, if you selected ‘Supports marking feedback’ under the ‘Access’ tab, a feedback folder is generated in the list of folders within the course.

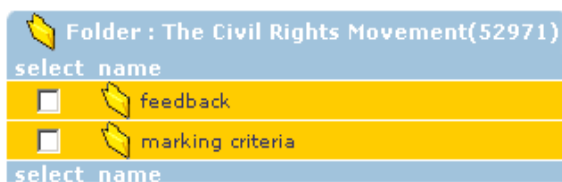
Description	Grades	Access	Logo	Details
<p>Markbook Visibility <input checked="" type="radio"/> Students can see marking details <input type="radio"/> Students see indicative marking results</p> <p>Feedback <input checked="" type="checkbox"/> Supports marking feedback</p> <p><small>Tip: Marking feedback provides a folder where the marker can upload comprehensive feedback documents, which the student can access once the assignment is completed. Marking feedback is supported for Online Submission assignments only; all assignments also allow simple comments to be stored in the markbook.</small></p>				
<p>save & quit save & view cancel</p>				

Please see the ‘Creating a Course’ help file for further information on creating a course.


1. Log in with username and password
2. From the Go to menu in the top toolbar select My courses 
3. From the list of courses, click on the title of the course you wish to work on.
4. While viewing the course homepage, click on ‘Folder Listing’ from the ‘View’ menu in the top toolbar.
5. This will display the folders in your course, including a folder called feedback.



6. Click on the ‘feedback’ folder to open it. Once students have been assigned to the course and assignments have been created, you should see a list of students’ names in the folder. These folders contain sub-folders named according to the assignments you have created, with ‘marking criteria’ and ‘feedback’ folders.



Live Discussion

7. Click on the name of the folder you wish to open. You should upload any feedback you wish the student to see onto the folder called 'Feedback' and any schemes of marking or other feedback which should not be viewable by students in to the 'marking' folder.
8. You can upload documents by clicking on the **upload** button.
9. Students will only be able to view the feedback in the 'feedback' folder once an assignment has been marked as completed. In order to mark an assignment as completed, you should click 'Assignments'  from the right hand menu on the course homepage.
10. Select the 'Complete' box to the right of the assignment title and click **save**

new **edit** view copy copy more paste delete

Course Home	Assignments	Markbook		
select	name	Start Date	Deadline	Complete
<input type="checkbox"/>		01 Jan 1601 00:00	01 Jan 1601 00:00	<input type="checkbox"/>
<input type="checkbox"/>	History Assignment 1	01 Aug 2006 00:00	01 Aug 2006 00:00	<input type="checkbox"/>
<input type="checkbox"/>	Online Test	01 Jan 2007 00:00	19 April 2007 00:00	<input type="checkbox"/>
<input type="checkbox"/>	The Civil Rights Movement	01 Sept 2005 00:00	01 Sept 2007 00:00	<input type="checkbox"/>

11. Once an assignment has been marked as 'complete' students will be able to access their feedback by following the instructions in Step 1 to 8 and selecting their own name. They will not be able to access feedback for other students.