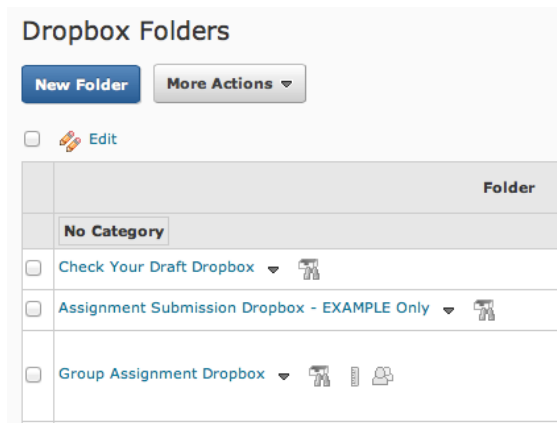


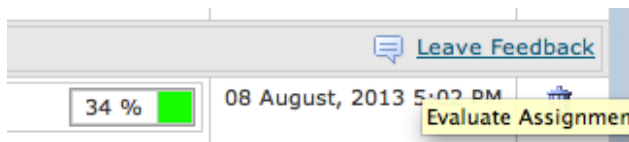
Guide to marking online using CloudDeakin rubric

The assignment rubric is accessed via the feedback area in the assignment dropbox. Access the dropbox from the navigation menu select **assessments**> **dropbox**.

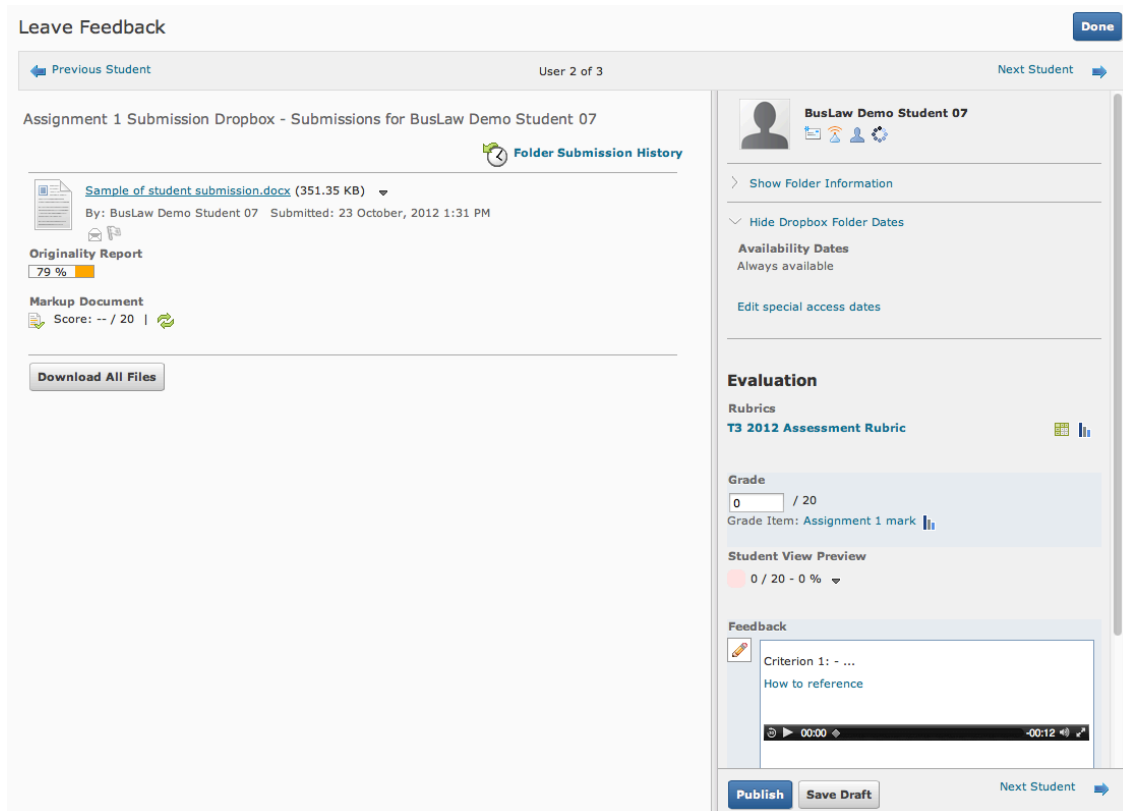
1. Select the assignment from the list of dropbox folders you are ready to mark.



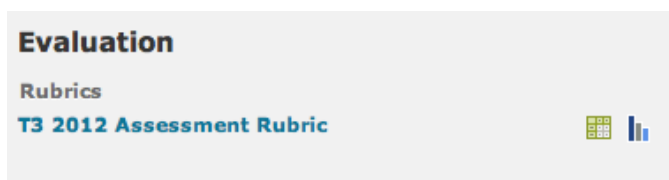
2. Select leave feedback above the student's submission on the right hand side.



The feedback window should open for the student's submission, this is where you can access the student's completed assignment, Turnitin Report, group membership information (if applicable), marking rubric, feedback and grade items.




3. On the right hand side of the feedback window under the heading Evaluation you will see the link to the rubric. To open the rubric click on the title.



Please note: you cannot view the assignment in the feedback area and use the rubric at the same time. You either need to download the assignment and open in the application it was create eg. Word or open up another tab/window in the browser and move between the two to mark. Some staff also use paper and pen to record the rubric results whilst marking online and then transfer once they have finished reviewing the assignment. For strategies on how best to meet your needs please talk to BL-CloudDeakin Support.

- Select the appropriate level for each criterion.

Meets standard (50-69%) P	Meets standard (50-69%) C	Exceeds Standard (70%+) D	Exceeds Standard (70%+) HD	Score and Feedback
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	 0.6 points
0.5 points Summary of the objective is basic	0.6 points Summary of the objective is adequately	0.75 points Summary of the objective is adequately	1 point In depth and well organised summary of the	

- If you need to alter the mark within the range for the level, select the pencil icon in the score and feedback column for the criterion. Fill in the new score and any feedback applicable for that criterion.


Edit Score and Feedback

The score and feedback for this criterion are the result of the selected performance. To override this, you can change the values in the fields below.

Score
 points

Feedback

- Once you have marked all the levels in the rubric scroll to the bottom of the screen. You'll notice the overall score is calculated automatically. You can also alter this if needed and provide feedback for the overall score by selecting the pencil icon.

Level 5 6 or more	Level 3 7 or more	Level 4 8 or more	Score and Feedback
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	 6.85 points

- As a unit team you will need to discuss whether you want the rubric feedback transferred to the general feedback area for the assignment. If you do not want it transferred to the general feedback area deselect the box "Transfer rubric feedback to general feedback for the assignment". This does not stop students from seeing this feedback they will see be able to see it on the rubric in the assignment dropbox once published.

Transfer rubric feedback to general feedback for the assignment.

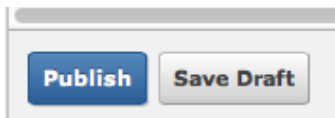
8. Select Save and Record. **Please note:** if you do not select save and record the marks will not be pushed automatically to the gradebook when published.



9. You should now see the grade percentage calculated by the rubric and then applied to the grade for the assignment.



10. Leave any general feedback in the feedback box, you can also leave an audio recording of feedback by clicking the record audio button. If you have used track changes in Word to provide feedback select the add file button to return to the student.
11. Select save draft when you have finished. The Unit Chair will decide on when to publish the grades and feedback to the student. If you accidentally select publish instead of save draft select the published link above the students submission in the dropdown and then select retract in the feedback area.



For further assistance with:

- **Marking online in CloudDeakin and technical troubleshooting**, please contact our Faculty of Business and Law CloudDeakin Support - email: bl-clouddeakin@deakin.edu.au or +73303