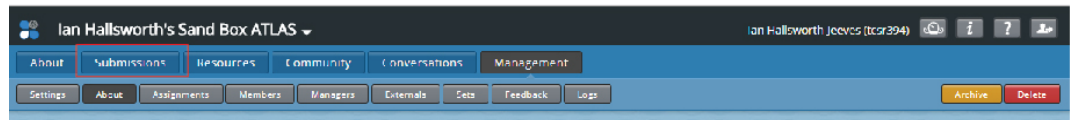


ATLAS - Marking and Grading

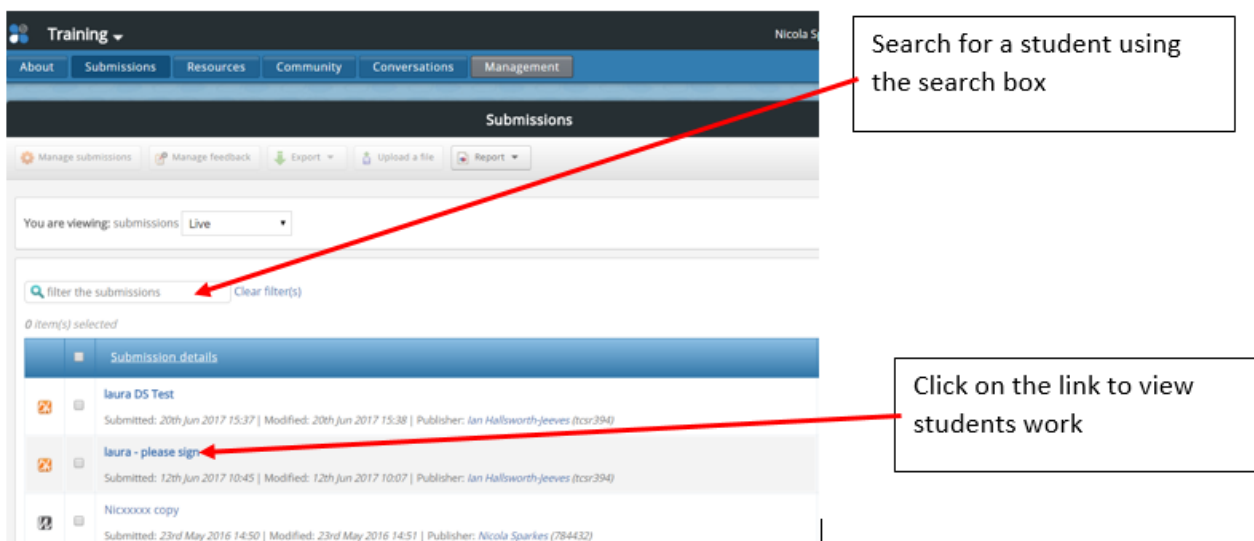
ATLAS can be used to mark and grade your students' work.

Accessing ATLAS and viewing Submissions

1. Log in to ATLAS (See How to Access ATLAS)
2. Click on 'Submissions' on the top menu.



3. Here you will see a list of all student work that has been submitted. Clicking on the name of the submission will allow you to view and mark work.
4. You can find individual students submissions by searching for their name in the search box:

A screenshot of the ATLAS 'Submissions' page. The page title is 'Submissions'. There are several action buttons at the top: 'Manage submissions', 'Manage feedback', 'Export', 'Upload a file', and 'Report'. Below these, there is a search box labeled 'filter the submissions' with a 'Clear filter(s)' button next to it. A red arrow points from a text box to this search box. Below the search box, there is a table of submissions. The first submission is 'laura D5 Test', submitted on 20th Jun 2017. The second submission is 'laura - please sign', submitted on 12th Jun 2017. A red arrow points from a text box to the link 'laura - please sign'.

Search for a student using the search box

Click on the link to view students work

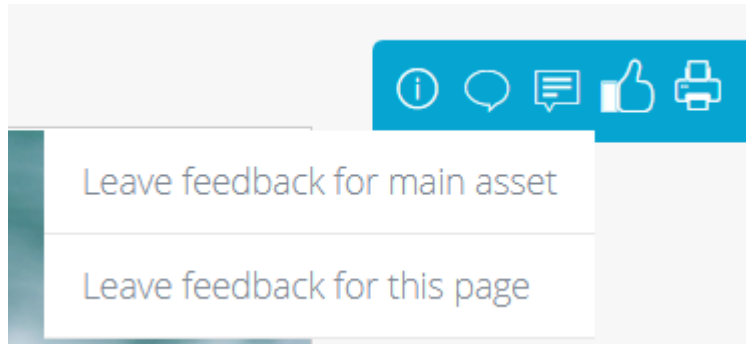
Giving Feedback and Comments

1. Once the students work has been opened you can then give feedback and a grade:
2. On the right hand side you will see a blue toolbox with icons. Make sure you select the 'feedback icon' and not the 'comments icon' as students can delete the comments but not feedback.

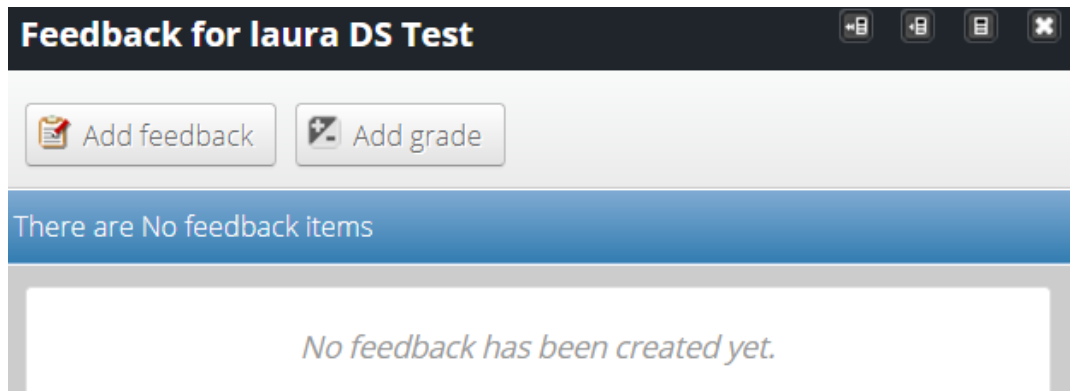


Click on the feedback icon to give your feedback to students

3. You will then see two options. You can leave feedback for the page that you are viewing or overall feedback for complete piece of work.

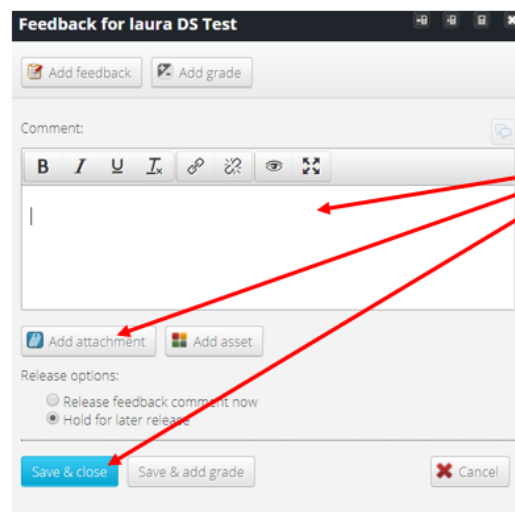


4. When you click on either of these options you will see the following:



5. Click on 'Add feedback' to add your feedback

6. You will then see a feedback box:



Type in your feedback into the box. Or you can upload feedback with the 'add attachment' option.

Make sure the 'hold for later release' option is selected if you do not want to release feedback to students immediately.

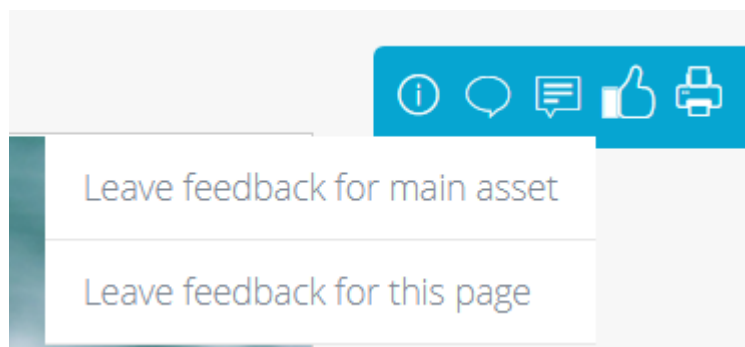
Save and close

Adding a Grade

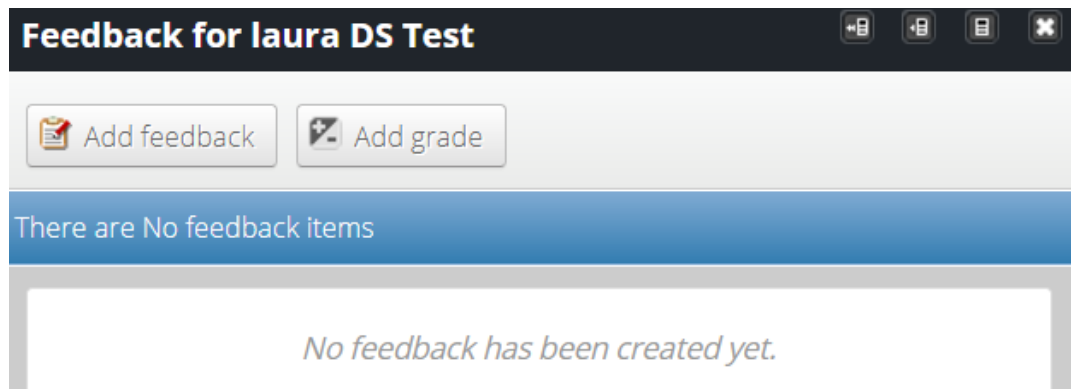
1. Once the students work has been opened you can then give feedback and a grade:
2. On the right hand side you will see a blue toolbox with icons. Make sure you select the 'feedback icon' and not the 'comments icon' as students can delete the comments but not feedback.



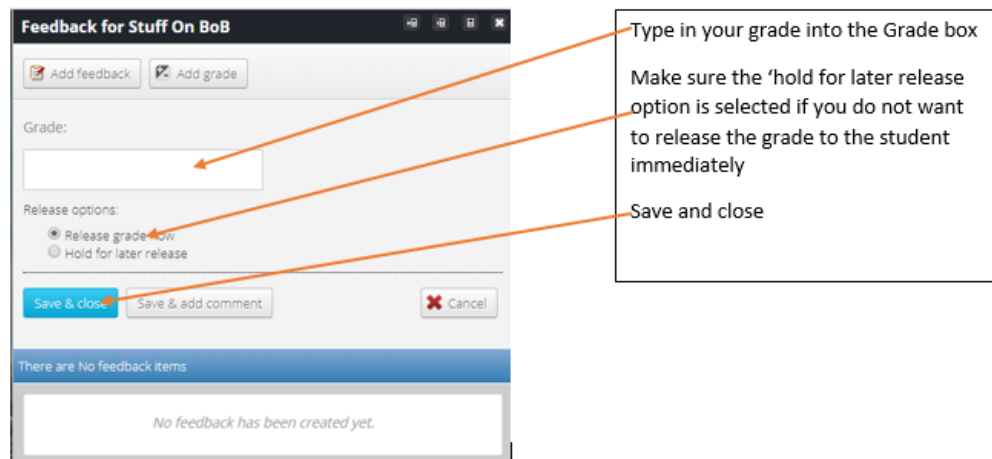
3. You will then see two options. Select 'leave feedback for main asset'.



4. You will see the following:



5. Click on 'Add grade' to add your grade
6. You will then see a grade box:

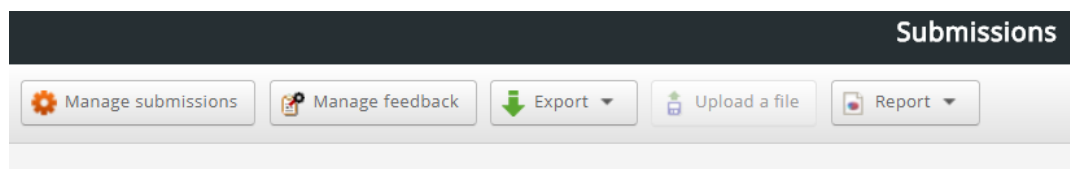


Releasing Feedback and Grades to Students

1. Once all student's work has been marked, you can release feedback and grades to students all in one go by following these steps:



2. From submissions list, tick on the top of the list to select all students
3. Above this click on the icon 'Manage feedback'



4. You'll then see the option 'release feedback to authors' make sure this is selected and click on 'continue'

You have selected to manage feedback for **5** submissions on 'Assignment #1'

What would you like to do with the selected submission(s)?

Release feedback to the authors

The feedback will be released to the authors

Recall previously released feedback from the authors

The feedback will be recalled and the authors will be notified

 Continue