

How do I attach feedback forms to a graded assignment?

After students have submitted their assignments and it's time to provide feedback, you would like to attach files with comments, feedback forms, etc. to the graded assignments. This is how to do it:

Preliminary step: Of the four assignment types, use the **Advance uploading of files** type.

- This type allows teachers to send files back to students in response to their submissions. A typical way to use this would be to edit the student's submitted file by adding comments and/or corrections, and then returning this file back to the student via the assignment. When a student clicks on the assignment, files sent to him or her appear as a list of Response files.

Response files can be also uploaded before submission which can be used to give each student a different file to work with.

- Students may also enter notes describing the submitted files, progress status or any other text information.
- Submission of this type of assignment must be manually finalized by the student.
- Teachers can review the current status at any time, unfinished assignments are marked as Draft. Teachers can revert any ungraded assignment back to draft status.

Source: Moodle.org documentation at

http://docs.moodle.org/en/Advanced_uploading_of_files_assignment (Please go this website for detailed instructions.)

A **quick guide about marking and sending back work** is shown in the following video (duration: 1 min. 36 sec.) <http://uk.youtube.com/watch?v=SahXhi3zLqs>