

There are various options for e-marking assessment components within Waikato Management School papers. You can use one of three methods, summarised below. Contact the WMS Helpdesk for more information. phone: +64 7 838 4599 email: wmshelp@waikato.ac.nz

e-marking options at WMS ▼

Paper Mark Utility

The Paper Mark Utility allows you to enter assessment component marks and comments into GradeManager—the application used to record assessment details for each paper.

Go to MyWeb™ paper, Assessments block, Upload marks.

via Web Form

Enter details into the web form.

via Spreadsheet

1. Download the spreadsheet.
2. Enter details into the spreadsheet.
3. Upload the spreadsheet.

Download, annotate, upload

The "Download, annotate, upload" method involves downloading all student files for a particular assignment, marking them (by annotating, off-line) and then uploading the annotated files to be returned to students.

Go to MyWeb™ paper, Assessments block, Emarking.

1. Download the files.
2. Mark/annotate the files.
3. Upload the files.
4. Enter the marks online via the Paper Mark Utility.

Online Document Marking

The Online Document Marking facility allows you to read a submitted file online. You add your mark or grade and any comments into a form on a web page. Your marks and comments are added to the end of the student's file, and a copy of that file is returned to the student.

Go to MyWeb™ paper, Assessments block, Emarking.

Follow the notes on the page.

When you have completed all the marking for a component, let your departmental administrator know. Your administrator will check the results before releasing the grades to the class.

The marks and any comments will be available to your students (via the paper in MyWeb™) from either the:

- Returned link next to the component under the Assignments link, or
- the hyperlinked name of the component under the Paper Marks link.