Nottingham Trent
University

Marking online in NOW

The NOW Dropbox tool provides a range of features to support online marking and feedback. This guide outlines the steps to take to mark a submitted file, such as a Word document, PowerPoint presentation or PDF.

Step by step guide

Step 1: access Dropbox

Navigate to **Dropbox** within the relevant Learning Room via the link on the main (top) navigation bar.

Content   Dropbox   Lecture Capture   Edit Room   More ⌄   Help

Step 2: identify assignment

Identify the assignment which you wish to mark from within the Dropbox folder. In this view you can see the number of new, total, and evaluated submissions and feedback published in relation to the number of students enrolled.

Dropbox Folders   ❓ Help

New Folder   Edit Categories   More Actions ⌄

✎ Bulk Edit

	Folder	New	Completed	Evaluated	Feedback Published	Due Date
	No Category					
☐	International Contexts Assignment ⌄ ♀	1	1/2	0/2	0/2	

20 per page ⌄

Step 3: select assignment

Select the assignment to be marked. You are subsequently presented with a list of submissions and the details of the submission (student name, date, time etc).

Select either the student name, filename or the **Leave Feedback** option to open the submission for marking.

Step 4: mark using the available options

In the first instance, review the submitted work to establish the standard of the submission. If the submitted file is not displayed, click the link to the file in the presented view to reveal it.

Feedback options available for use:

- **General feedback** box (NOW HTML editor features)

- **Add a file** button

- **Record Audio** button

- Rubrics (not covered in this guide).

These are all available within the panel on the right-hand side of the screen.

Additionally, at the top of this panel, there are forward and back arrow buttons. These allow you to navigate to the next or previous students' submission.
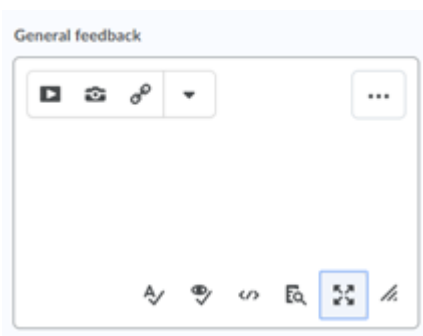
General feedback box

A text-box (NOW HTML) editor is provided, which can be expanded to 'full screen' (highlighted in the image below). The General feedback box allows feedback to be given as text and a range of additional items, such as media (images, videos, audio), web links, and embedded content. A spellchecker and accessibility checker also provide an opportunity to check for accuracy and readability.


Uploading a file

A file or series of files up to a maximum of 1GB can be attached as an alternative to using the General feedback box. Files may also accompany written, audio feedback or rubrics. This is useful where a feedback template or marking grid may be in use, or for attaching supporting material. Files can be uploaded using drag and drop.

Recording audio

You may wish to provide an additional level of detail or personalisation to feedback by recording an audio response. A maximum of 15 minutes of audio can be captured. An NTU laptop (personal computer or an Adobe Flash enabled browser) must be used in order to leave audio feedback.
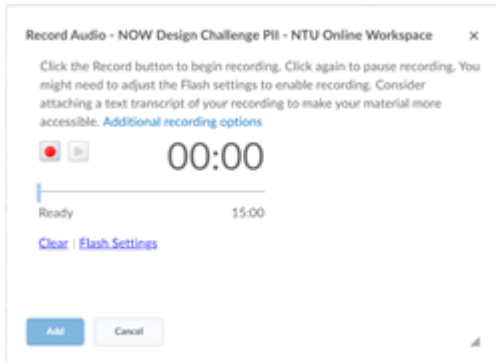
Step 5: publish feedback

Feedback may be published at any time selecting the **Publish** button at the bottom-right of the screen.

Next to this is the **Save Draft** button, this allows you to save a draft, unpublished version of the feedback and return to it later. **Save Draft** also supports assignments with multiple markers, with the final marker being able to **Publish** all the feedback for students.