1. Access [1b - Drafting the Scene drop box](https://lms.monash.edu/mod/assign/view.php?id=7351003)

2. Make sure it’s on “All participants” for “visible groups” and click view all submissions

A screenshot of a cell phone

Description automatically generated

3. In new window scroll to the bottom and change “marker filter” to your name. Make sure none of the other filters here are on (they should say no filter)

A screenshot of a cell phone

Description automatically generated

4. You should then have the following view. If you don’t there should be a reset table preferences option at the top on the RHS

A screenshot of a cell phone

Description automatically generated

5. Click grade for the student whose word doc you have annotated/marked.

6. Add grade and change marking workflow state A screenshot of a cell phone

Description automatically generated

Scroll down on same screen and upload word doc A screenshot of a cell phone

Description automatically generated

Just below file upload click “Save changes” A picture containing drawing

Description automatically generated