
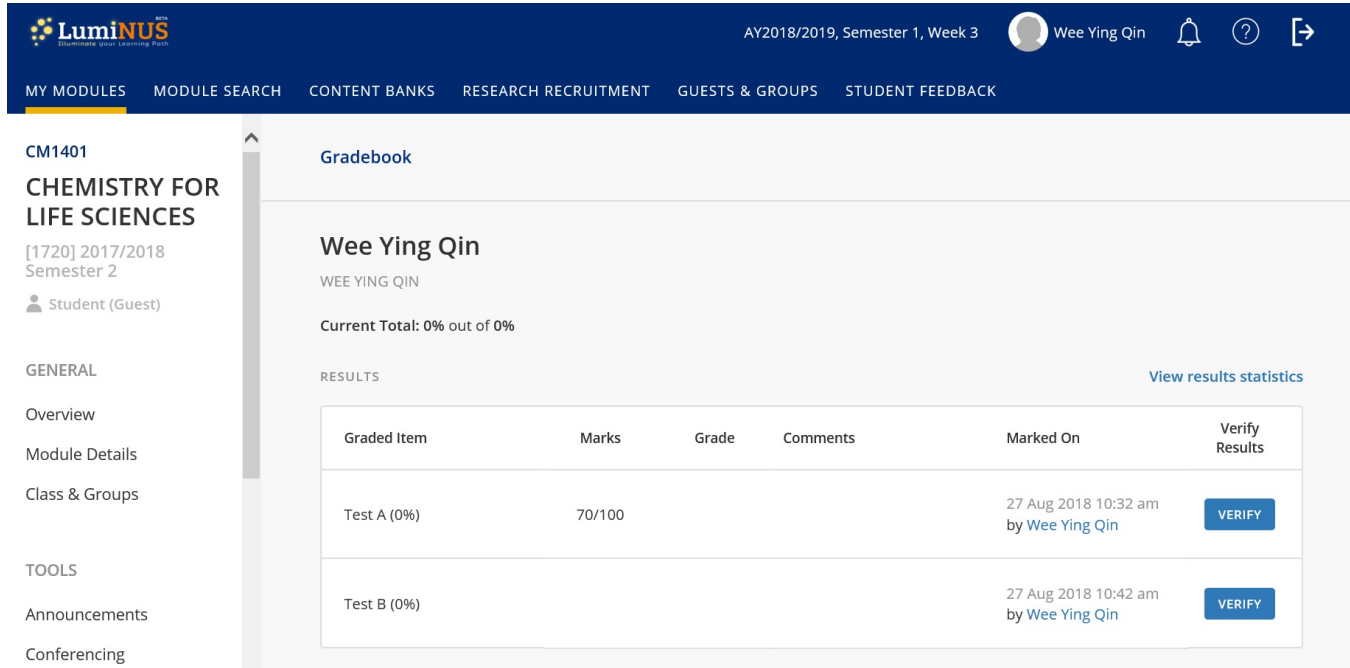


Send verification reminder

 By allowing the students to view their results and verify them, it provides the opportunity for students to clarify their doubts personally with the lecturers, check their marks and thereby reduce possible incidents of errors.

Depending on your requirements, you may need students to verify their marks. If you allow the Gradebook tool to be visible for your students, when they click on the **Gradebook** tool, their Gradebook page will show published graded items with the **VERIFY** button. They can click on this button to verify their mark.



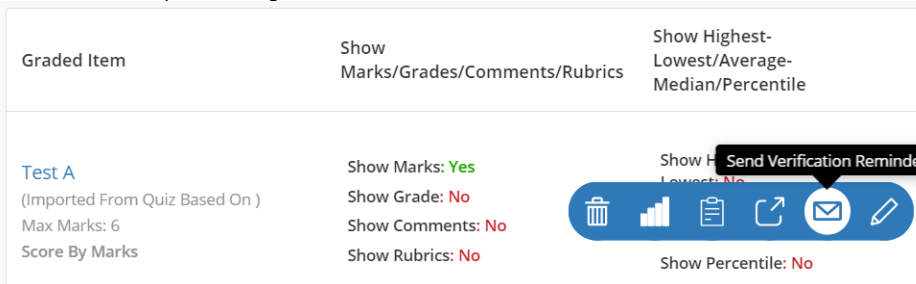
The screenshot shows the LuminUS interface for a student's Gradebook. The student is Wee Ying Qin, and the current total is 0% out of 0%. The results table is as follows:

Graded Item	Marks	Grade	Comments	Marked On	Verify Results
Test A (0%)	70/100			27 Aug 2018 10:32 am by Wee Ying Qin	VERIFY
Test B (0%)				27 Aug 2018 10:42 am by Wee Ying Qin	VERIFY

This is an example of a student's view of the Gradebook page.

If you need to send a reminder to students to verify their marks, the steps are as follows:

1. Go to your module.
2. Click **Gradebook**.
3. Mouse-over the ellipsis for the graded item, and click on **Send Verification Reminder**.



The screenshot shows the Gradebook interface with a dropdown menu open for the 'Test A' item. The menu options are:


- Show Marks: **Yes**
- Show Grade: **No**
- Show Comments: **No**
- Show Rubrics: **No**
- Show Highest-Lowest/Average-Median/Percentile: **No**

The 'Send Verification Reminder' option is highlighted in the dropdown menu.

4. A form will appear.
 - a. Choose if you want to send the reminder to students who have not verified or to all students.
 - b. If required, place a tick on **Exclude students from the Guest Roster**.
 - c. If required, fill in the userid of users you want to cc in the **CC List**.
 - d. If required, change the prefilled **Subject** field.
 - e. Fill in your **Message**.






Marked Students 



Search by student name or number 



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Student Name	Student Number	Marks	Moderation	Final Marks	Grade	Percentile	Comments	Verified?
		18	2	20	A	75	Excellent!	
		5		5	D			