
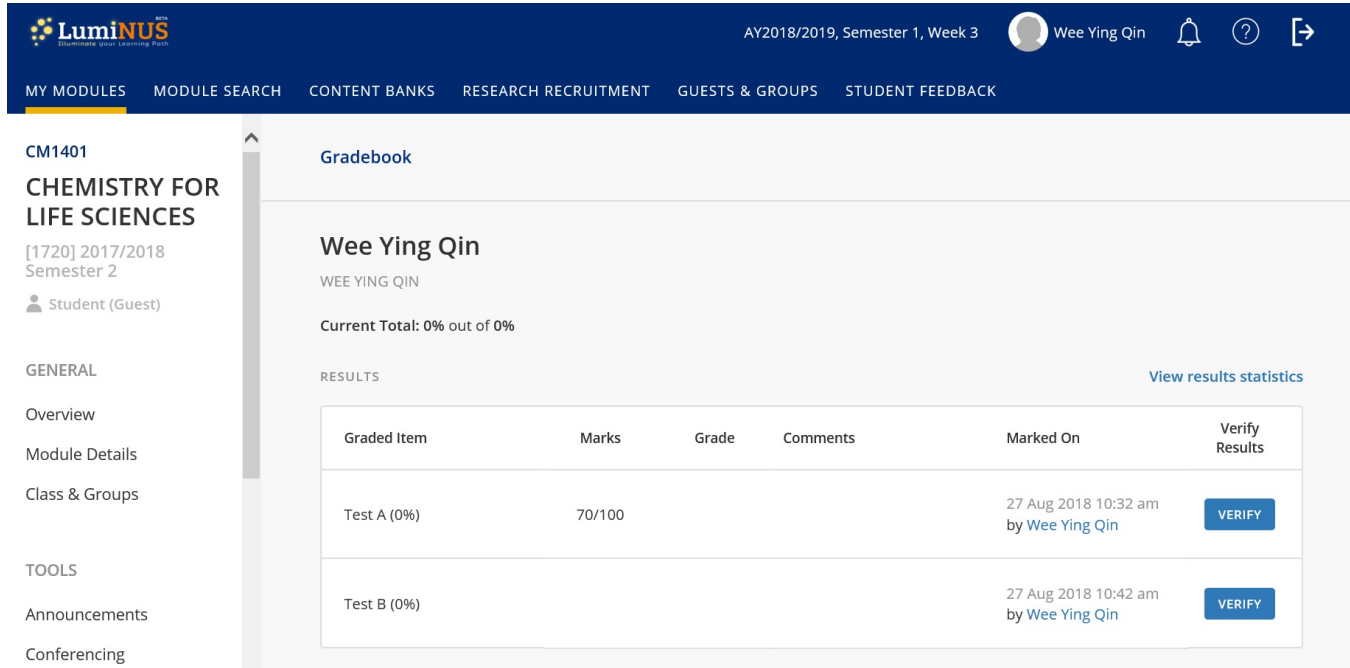


Send verification reminder

 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.



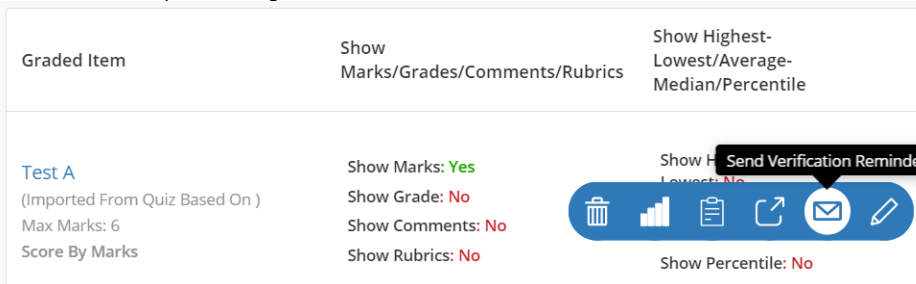
The screenshot shows the LuminUS interface for a student's Gradebook. The student is Wee Ying Qin, and the current total is 0% out of 0%. The results table is as follows:

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**.

Send Verification Reminder [Close]

Test A

Send to

Students who haven't verified yet (4 students)

All students

Check to exclude students from Guest Roster

CC List

Enter at least 3 characters to search name, email, user id.

Subject

Verify your results for Test A

Message

Font [Dropdown] Size [Dropdown] [Text Color] [Background Color] [Bold] [Italic] [Underline] [Strikethrough] [Link] [Unlink] [List] [Table] [Image] [Media] [Source]

The form above can let you know if there are students who have not verified their marks and who they are; since in the **Send to** section's option of **Students who haven't verified yet** (step 4a), there is a link that indicates how many students have not verified their marks. On clicking that link, you can find out who they are.

Send Verification Reminder [Close]

Test A

Send to

Students who haven't verified yet (4 students)

All students

Another way to find out if students have verified their marks is to go to the item's statistics. Mouse-over the ellipsis, and click on **Statistics**.

Graded Item	Show Marks/Grades/Comments/Rubrics	Show Highest-Lowest/Average-Median/Percentile
Test A (Imported From Quiz Based On) Max Marks: 6 Score By Marks	Show Marks: Yes Show Grade: No Show Comments: No Show Rubrics: No	Show Highest-Lowest/Average-Median/Percentile: No


Statistics [Dropdown]

[Trash] [Bar Chart] [List] [Refresh] [Email] [Edit]

Scroll down and select **Marked Students** for the drop-down list. A check mark will appear in the **Verified?** column to indicate students who have verified their marks. Here you can also find a link to **Send verification reminder**.






Marked Students 



Search by student name or number 



[Send verification reminder](#)

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