# Checklist for Learn – set-up and for after marking is completed

The process of setting up a dropbox for submission needs to be carefully completed. Use this checklist to ensure you’ve not forgotten a step.

**Set up**

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|[ ]  Set up a practice space for students to try to submit to in advance of the exam |
|[ ]  Create a folder to put all of the exam information in, including the own work declaration and the exam dropbox. |
|[ ]  Add an item to this folder which has information about the exam, including deadlines, clear time-zone information, what to do if there’s an issue. |
|[ ]  Add the Own Work Declaration file |
|[ ]  Create your dropbox |
|[ ]  Set up an adaptive release so your dropbox isn’t visible until the Own Work Declaration file has been marked reviewed. |
|[ ]  Test your set up using student preview to make sure you can’t see the dropbox without marking the OWD as reviewed. |
|[ ]  Add your exam question file carefully setting the adaptive release so that the students can’t see it until the start of the exam. |
|[ ]  Test your set up using student preview to make sure you can’t see the exam paper. |
|[ ]  Hide the Total, Weighted and dropbox column in the Learn Grade Centre |

**After marking**

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|[ ]  De-anonymise submissions if required. |
|[ ]  **Check the date and time of submissions and apply penalties if required**  |
|[ ]  Download final marks from the Grade centre |
|[ ]  Upload marks to APT |

**If you require this document in an alternative format, such as large print or a coloured background, please contact Karen Howie (Karen.Howie@ed.ac.uk)**