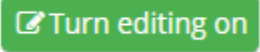
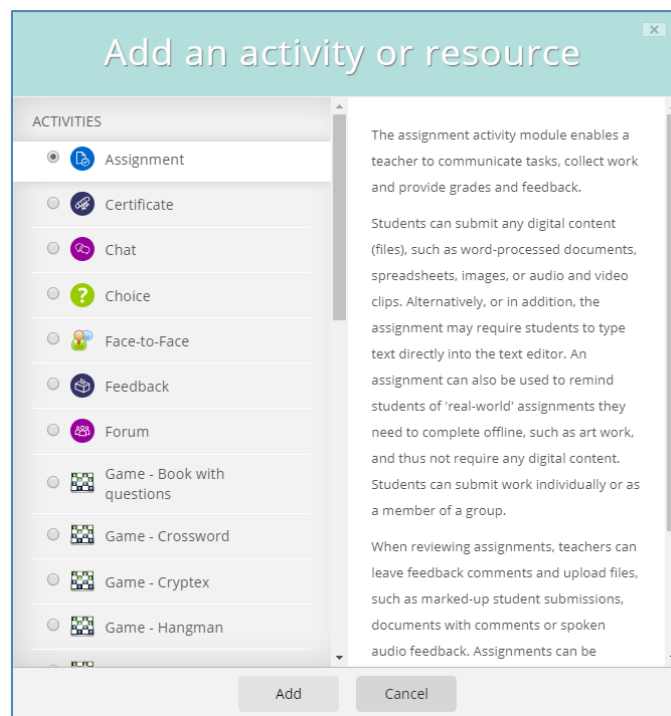


# Assignment

## To create an assignment:

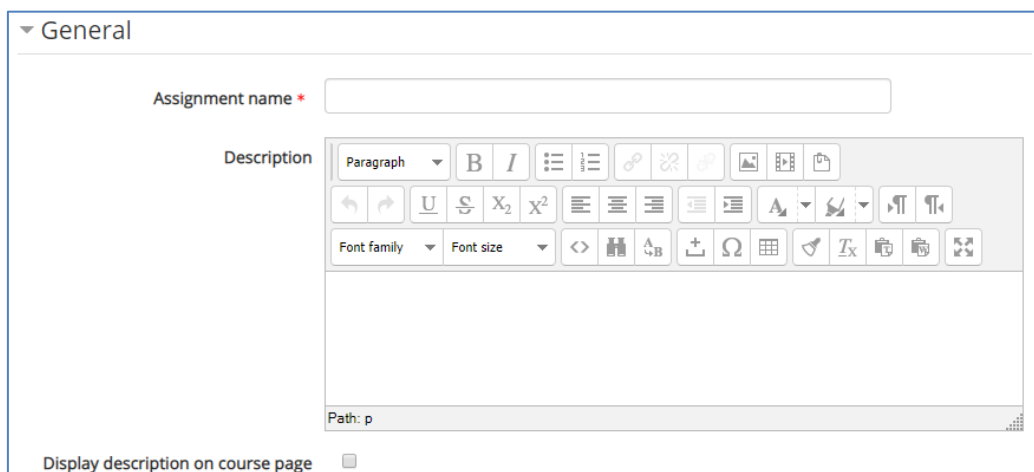
1.  Click **Turn editing on**.
2. Click on **Add an activity or resource** in the section/topic you want to add the assignment. This will open the **Add an activity or resource** window.





3. Select **Assignment** under activities.
4. Then click **Add** at the bottom of the window.

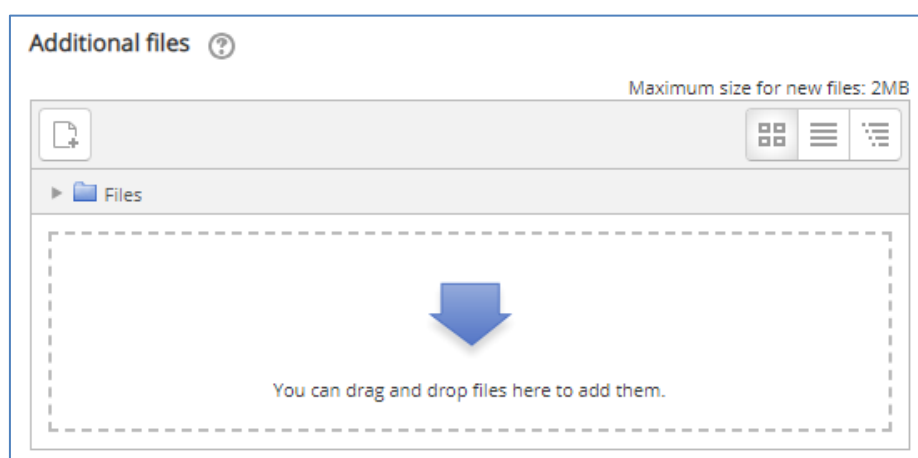
## 5. Enter an **Assignment name**



The screenshot shows the 'General' configuration page for an assignment. It features a text input field for the 'Assignment name \*'. Below it is a 'Description' area with a rich text editor toolbar containing options for paragraph style, bold, italic, bulleted list, numbered list, link, unlink, image, video, and document. The toolbar also includes undo, redo, underline, strikethrough, subscript, superscript, text color, background color, indent, and outdent. Below the toolbar are dropdown menus for 'Font family' and 'Font size', followed by icons for code, source, link, unlink, table, link, unlink, and refresh. A 'Path: p' field is visible at the bottom of the description area. At the very bottom, there is a checkbox labeled 'Display description on course page' which is currently unchecked.

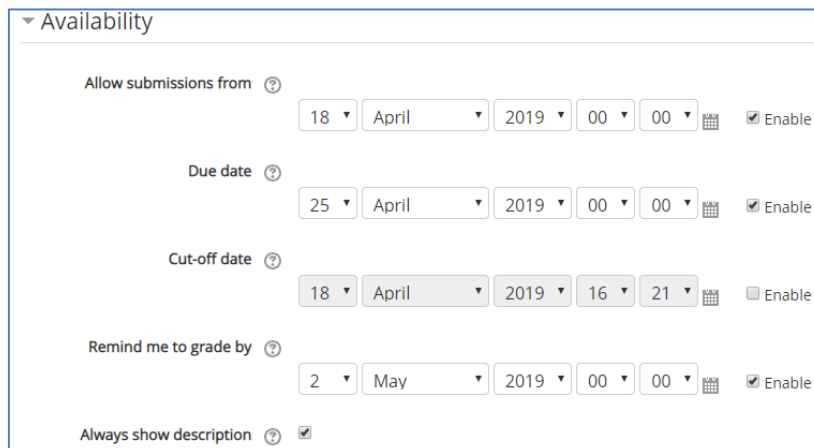
### Optional

- In the **Description** area, carefully describe your assignment. It's a good idea to be very detailed here, even if you've already detailed the requirements in your syllabus. You may wish to insert a hyperlink to an essay question here.
- **Tick the Display description on page box** - if you want the full description listed on main course page. You can also upload **Additional files** for use in the assignment, such as answer templates. Download links for the files will then be displayed on the assignment page under the description. You can drag and drop the files into the section.



The screenshot shows the 'Additional files' upload interface. It has a title 'Additional files' with a help icon. A note indicates 'Maximum size for new files: 2MB'. Below this is a file manager view showing a folder named 'Files'. A large dashed rectangular area is centered on the page, containing a blue downward-pointing arrow and the text 'You can drag and drop files here to add them.'.

6. Set **Allow submissions from** date - This stops students from submitting before the shown date but it doesn't hide the assignment and any included instructions or materials.



▼ Availability

Allow submissions from ⓘ 18 April 2019 00:00  Enable

Due date ⓘ 25 April 2019 00:00  Enable

Cut-off date ⓘ 18 April 2019 16:21  Enable

Remind me to grade by ⓘ 2 May 2019 00:00  Enable

Always show description ⓘ

7. Set the **Due date** - Submissions are still allowed after this date but will be marked as late. Disable it by unticking the checkbox. Assignments without a due date will appear on the dashboard with 'No Due Date' displayed.

### Optional

- Set a **Cut-off date** - After this date, students will not be able to submit and the submit button will disappear.
  - Set a **Remind me to grade by** date - A date needs to be entered here in order for the assignment to display on the teacher's Course overview block and in the Calendar. It will display when at least one student has submitted.
8. Choose the **Submission type** - Here you can decide how you wish students to submit their work to you.

**Online text** - Students type their responses directly in Moodle using a text editor.

- a. If you set a word limit on an online text assignment, students get a warning if they try to exceed it. Numbers are counted as words and abbreviations such as I'm or they're are counted as single words.

### File submissions –

- b. Choose the **maximum number of files** you will allow. (this can be left at 20)

- c. Choose the **maximum submission size** (this can be left at 50MB)
- d. Enter the **Accepted file types** - If the field is left empty, then all file types are allowed.

Submission types

Submission types  Online text  File submissions

**A** Word limit   Enable

Maximum number of uploaded files 20 **B**

**C** Maximum submission size 50MB

**D** Accepted file types  Choose No selection

8. Choose what **Feedback type** you want to give

Feedback types

Feedback types

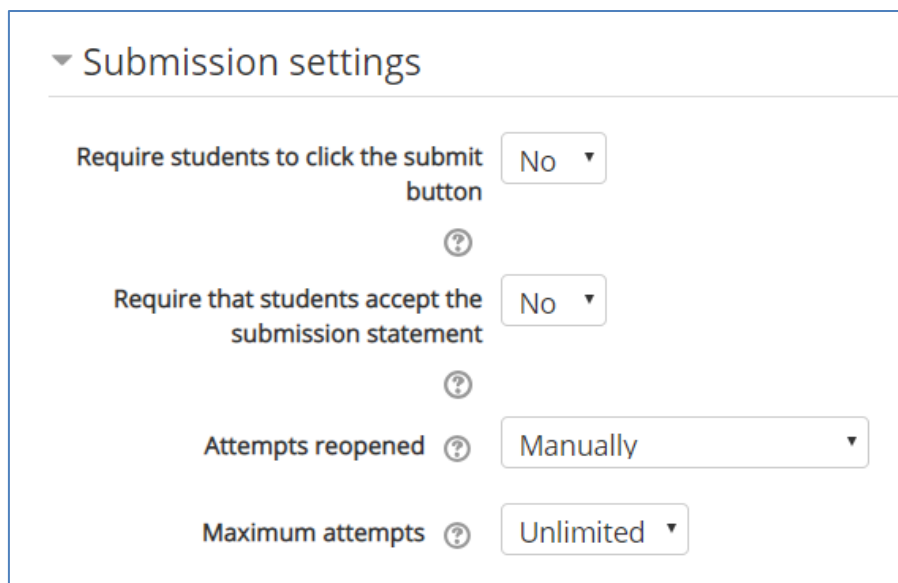
Feedback comments  Annotate PDF  Feedback files  Offline grading worksheet

Comment inline

No

- **Feedback comments** - If enabled, the marker can leave feedback comments for each submission.
- **Annotate PDF** - will allow the teacher to annotate using comments, stamps and other features. The annotating is done in the browser and no extra software is required.
- **Feedback files** - If enabled, the teacher will be able to upload files with feedback when marking the assignments. These files may be, but are not limited to marked up student submissions, documents with comments or spoken audio feedback.
- **Offline grading worksheet** - If enabled, the teacher will be able to download and upload a worksheet with student grades when marking the assignments.
- **Comment inline** - This usefully allows you to comment directly on an 'online text' type submission.

## 9. Complete the **Submission Settings**



The screenshot shows a 'Submission settings' panel with four configuration options, each with a help icon (question mark in a circle) to its right:

- Require students to click the submit button**: Set to 'No'.
- Require that students accept the submission statement**: Set to 'No'.
- Attempts reopened**: Set to 'Manually'.
- Maximum attempts**: Set to 'Unlimited'.

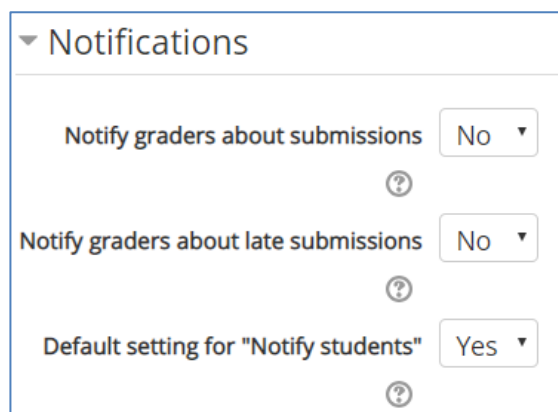
- **Require Students click submit button** - The "Submit" button allows students to indicate to the teacher that they have finished working on an assignment. The teacher may choose to revert the assignment to draft status (if it requires further work, for example).
- **Require that students accept the submission statement** - the submission statement is: This assignment is my own work, except where I have acknowledged the use of the works of other people.
- **Attempts reopened** - If 'require students to click submit' is enabled, then students may only submit once. You can change this here to 'Manually' and reopen it for students to resubmit, or you can change it to 'Automatically until pass', for the students to keep resubmitting until they get a pass grade.
- **Maximum attempts** - The maximum number of submissions attempts that can be made by a student. After this number of attempts has been made the student's submission will not be able to be reopened.

## 10. Group submission settings

- Students submit in groups – if enabled, students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each other's' changes to the submission.

## 11. Check the **Notifications** settings

- **Notify graders about submissions** - If enabled, teachers (or group teachers if groups are used) will receive a message whenever a student submits an assignment, early, on time and late.



▼ Notifications

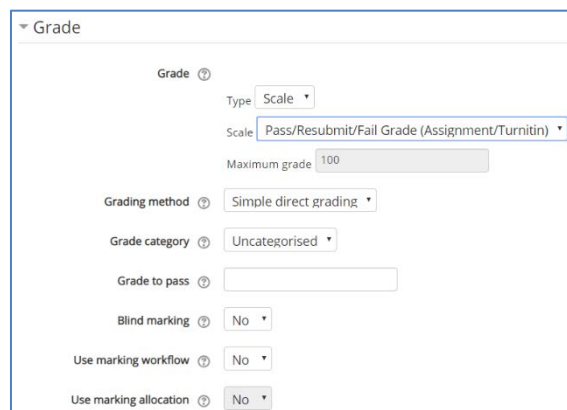
Notify graders about submissions No ▾

Notify graders about late submissions No ▾

Default setting for "Notify students" Yes ▾

- **Notify graders about late submissions** - If enabled, teachers receive a message whenever a student submits an assignment late.
- **Default setting for "Notify students"** - Set the default value for the "Notify students" checkbox on the grading form.

## 12. Choose the **Grade** settings that are appropriate for your class. If you want the pass/resubmit/fail grade to show:



▼ Grade

Grade ?

Type Scale ▾

Scale Pass/Resubmit/Fail Grade (Assignment/Turnitin) ▾

Maximum grade 100

Grading method ? Simple direct grading ▾

Grade category ? Uncategorised ▾

Grade to pass ?

Blind marking ? No ▾

Use marking workflow ? No ▾

Use marking allocation ? No ▾

### a. Choose Scale

b. Choose Pass/Resubmit/Fail Grade (Assignment/Turnitin)

**You can leave all other settings at default.**

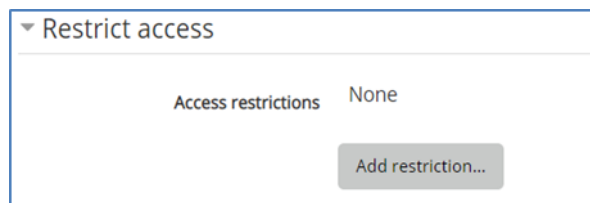
12. At this point you can click the **Save and return to course** or **Save and Display** button to make your assignment available. If you are working with groups please follow the next 2 steps.

**Common module settings** – In **Group mode** make sure separate groups are selected, so that each group member can only see their own group, others are

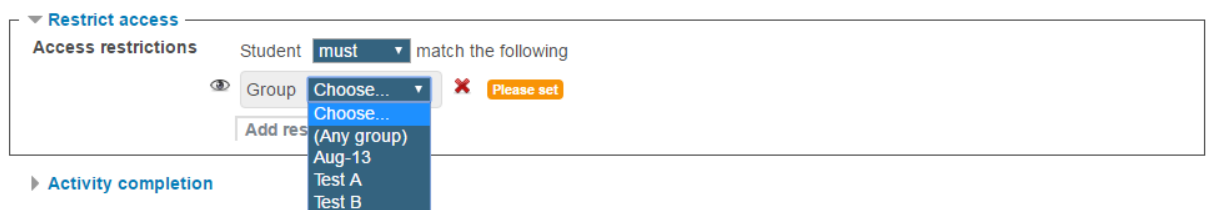
invisible.

**Restrict access**

If you want to separate the assignments for each class group use this setting.

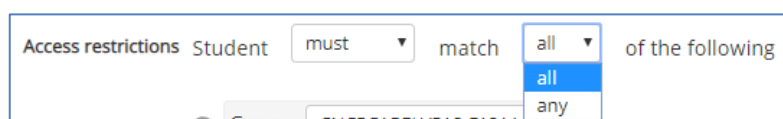


1. Click on the **Add restriction** button.
2. Click on the **Group** button located in the Add restriction dialogue box.
3. Choose the **Group** that you want to have access from the drop down menu.



Close the **eye** icon next to each group selection. This will hide the resource to anyone that is not within the selected groups.

To add more groups follow repeat the process and choose any from the drop down list to allow both groups to access the assignment.



Click the **Save and return to course** or **Save and Display** button to make your assignment available.

*Your assignment will appear in your course page. It will also be added to your course calendar and will appear in the Upcoming Events block to remind students when it's due. To see how your assignment appears for your students, select Student from the "Switch role to" List in the Settings menu in the left hand side of the course page. The "Return to my normal role" link at the top of each page restores your teacher status.*