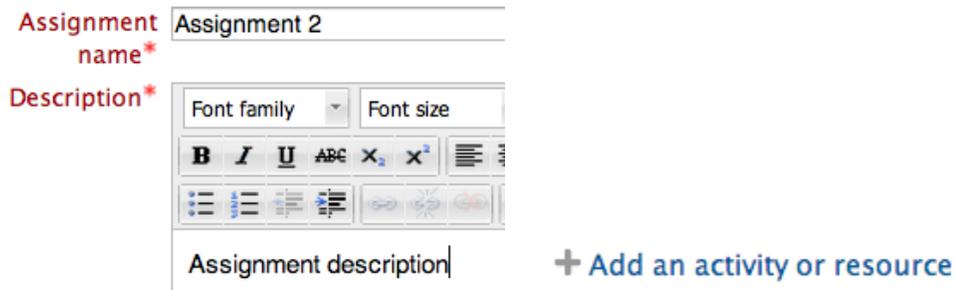


Moodle - Assignments

1. Enter your Moodle course, turn editing on, and click on Add an activity or resource to bring up the activity picker.

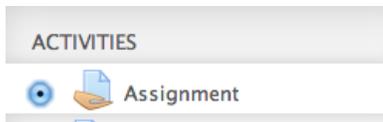


Assignment name* Assignment 2

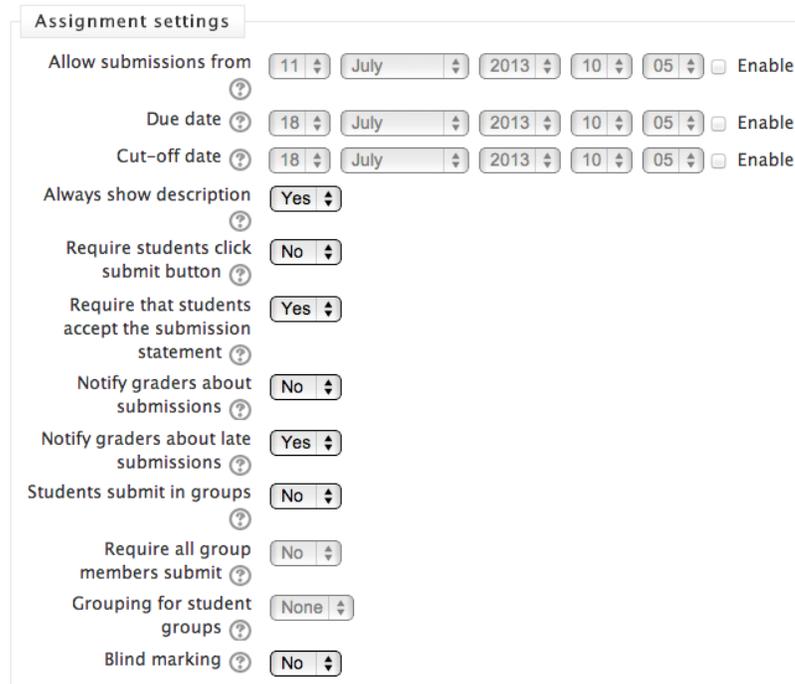
Description* Font family Font size

Assignment description + Add an activity or resource

2. Select Assignment from the Activities list and click Add.



3. On the "Adding a new Assignment to" page
 - a) **General Settings:**
 1. Add an Assignment Name and Add all of your assignment information into the Description Field (Why, What, Where, When)
 2. Option: Choose to **Display description on course page** (only if your description is brief).
 - b) **Assignment Settings:**



Assignment settings

Allow submissions from 11 July 2013 10 05 Enable

Due date 18 July 2013 10 05 Enable

Cut-off date 18 July 2013 10 05 Enable

Always show description Yes

Require students click submit button No

Require that students accept the submission statement Yes

Notify graders about submissions No

Notify graders about late submissions Yes

Students submit in groups No

Require all group members submit No

Grouping for student groups None

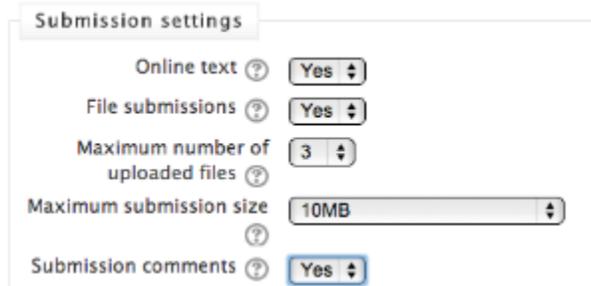
Blind marking No

Moodle - Assignments

- i. *Allow submissions from:* If enabled, students will not be able to submit before this date. If disabled, students will be able to start submitting right away.
- ii. *Due date:* Submissions will still be allowed after this date but any assignments submitted after this date are marked as late.
- iii. *Cut-off date:* Prevents any submissions after this date without an extension.
- iv. *Always show description* - default yes recommended
- v. *Require students click submit button:* If enabled, students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system. If this setting is changed from "No" to "Yes" after students have already submitted those submissions will be regarded as final. (This is the old "Send for Marking" feature and is set to NO  by default.
- vi. *Require that students accept the submission statement:* Set to Yes to require that students accept the submission statement for all submissions to this assignment.
- vii. *Notify graders about submissions:* Recommend set to NO unless you want an email from each student upon submission.
- viii. *Notify graders about late submissions:* Recommend set to yes for notification of late assignments that might need special attention.
- ix. *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 others changes to the submission
- x. *Require all group members submit:* If enabled, all members of the student group must click the submit button for this assignment before the group submission will be considered as submitted. If disabled, the group submission will be considered as submitted as soon as any member of the student group clicks the submit button.
- xi. *Grouping for student groups:* This is the grouping that the assignment will use to find groups for student groups. If not set - the default set of groups will be used.
- xii. *Blind marking:* Hides the identity of students to markers. Blind marking settings will be locked once a submission or grade has been made in relation to this assignment.

Moodle - Assignments

c) **Submission Settings:** Allows you to choose the Assignment type



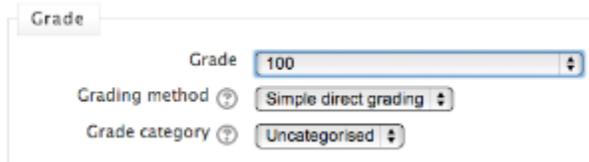
The screenshot shows the 'Submission settings' form in Moodle. It includes the following fields and values:

- Online text: Yes
- File submissions: Yes
- Maximum number of uploaded files: 3
- Maximum submission size: 10MB
- Submission comments: Yes

1. **Online text:** Choose if you wish to have submissions typed (or pasted) into Moodle (easiest for grading and management)
2. **File submissions:** Choose if you wish to have submissions attached as files (.docx, .pptx, .xlsx,, .sav, etc.) (Old Advanced upload assignment type)
off line assignment - If you wish for this old assignment type set both of the above to NO.
3. Maximum number of uploaded files - A good practice is to set this to >1 just in case a student needs to submit multiple versions (without instructor involvement)
4. Maximum submission size: decrease from the default 50MB as appropriate
5. Submission comments

d) **Grade**

1. **Grade:** Select a grade from the list.
2. **Grading method:** Select one of the following for each assignment:



The screenshot shows the 'Grade' settings form in Moodle. It includes the following fields and values:

- Grade: 100
- Grading method: Simple direct grading
- Grade category: Uncategorized

- 1.
 3. **Grade category:** assigns the grade item to any existing grader report category.
- e) **Click Save and display** to check over your work (instructor view differs from student view)