



Assignment































To create an assignment:

1. **Edit mode**  Click **Turn Edit mode 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.

 Add an activity or resource

Search

All Recommended

 Access UK and Ireland ☆ ⓘ	 Assignment ☆ ⓘ	 Board ☆ ⓘ	 Book ☆ ⓘ	 Certificate ☆ ⓘ	 Chat ☆ ⓘ
 Choice ☆ ⓘ	 ClickView Video ☆ ⓘ	 External tool ☆ ⓘ	 Face-to-Face ☆ ⓘ	 Feedback ☆ ⓘ	 File ☆ ⓘ
 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Game - Book with questions ☆ ⓘ	 Game - Crossword ☆ ⓘ	 Game - Cryptex ☆ ⓘ	 Game - Hangman ☆ ⓘ
 Game - Hidden Picture ☆ ⓘ	 Game - Millionaire ☆ ⓘ	 Game - Snakes and Ladders ☆ ⓘ	 Game - Sudoku ☆ ⓘ	 Glossary ☆ ⓘ	 H5P ☆ ⓘ
 IMS content package	 Interactive Content	 Label	 Lesson	 Page	 Questionnaire

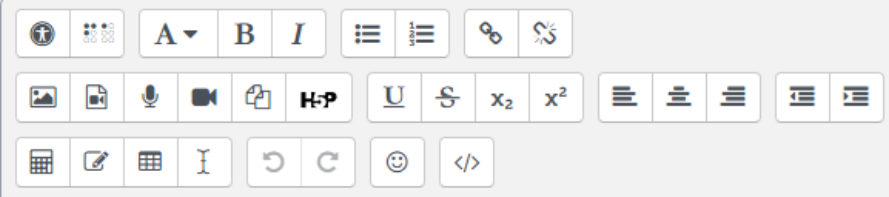
3. Select **Assignment** under activities.

4. Enter an **Assignment name**

▼ **General**

Assignment name ⓘ

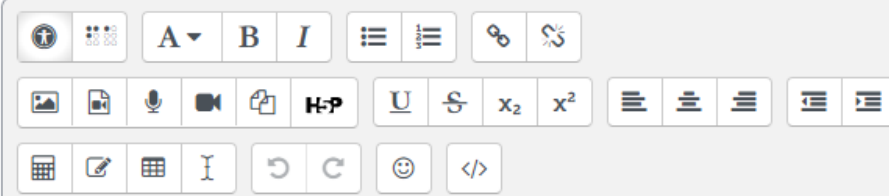
Description



A rich text editor toolbar with three rows of icons. The first row includes icons for help, table, bold (A), italic (I), bulleted list, numbered list, link, and unlink. The second row includes icons for image, document, microphone, video, link, unlink, subscript (x₂), superscript (x²), bulleted list, numbered list, and right-aligned list. The third row includes icons for table, link, unlink, indent, redo, undo, smiley, and code (</>).

Display description on course page ⓘ

Activity instructions ⓘ



A rich text editor toolbar with three rows of icons. The first row includes icons for help, table, bold (A), italic (I), bulleted list, numbered list, link, and unlink. The second row includes icons for image, document, microphone, video, link, unlink, subscript (x₂), superscript (x²), bulleted list, numbered list, and right-aligned list. The third row includes icons for table, link, unlink, indent, redo, undo, smiley, and code (</>).


Optional

- In the **Description** area, carefully describe your assignment. It's a good idea to be very detailed here, even if you have already detailed the requirements in your syllabus.

- In the **Activity Instructions** but all your instructions for the assignment 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.

Additional files ? Maximum size for new files: 50 MB

Files



You can drag and drop files here to add them.

Only show files during submission ?

5. 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 ?	24	June	2022	00	00	📅	<input checked="" type="checkbox"/> Enable
Due date ?	1	July	2022	00	00	📅	<input checked="" type="checkbox"/> Enable
Cut-off date ?	24	June	2022	14	41	📅	<input type="checkbox"/> Enable
Remind me to grade by ?	8	July	2022	00	00	📅	<input checked="" type="checkbox"/> Enable

Always show description ?

6. 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.

7. 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 **B**

C Maximum submission size

D Accepted file types 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

- **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**

▼ Submission settings

Require students to click the submit button

?

Require that students accept the submission statement

?

Attempts reopened

?

Maximum attempts

?

- **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) ▼

Grading method ? Simple direct grading ▼

Grade category ? Uncategorised ▼

Grade to pass ?

Anonymous submissions ? No ▼

Hide grader identity from students ? No ▼

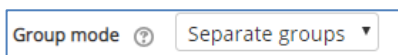
Use marking workflow ? No ▼

- Choose Scale
- 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.



Turnitin plagiarism plugin settings

You can enable Turnitin similarity checker here.

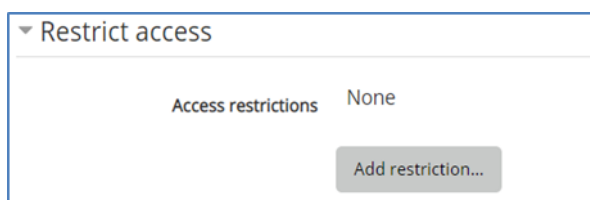
[> Turnitin plagiarism plugin settings](#)

Turning this on will enable you to check the similarity of students work, grade and leave feedback using Turnitin within your students' assessments.

View our Turnitin guides for more information on how to use Turnitin.

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 to remind students when it is due. To see how your assignment appears for your students, select Student from the “Switch role to” in the drop-down menu on your profile. Select “Return to my normal role” once you have view it as a student.

