

## Assignment settings

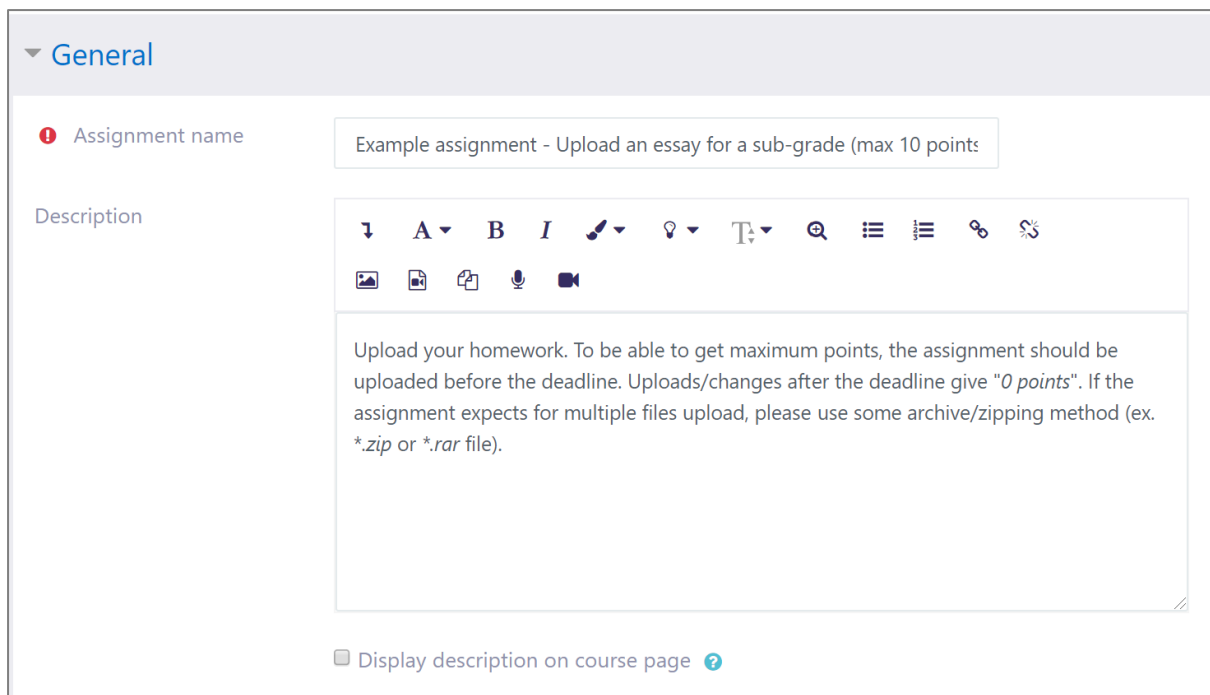
Moodle activity Assignment can be used to make portal in where student can upload her/his homework. Although we usually describe it as a file-based homework, there are possibilities that student writes a report to a special assignment area itself. But the assignment can be used to present/upload a labs report, an essay or what-ever calculation or program result/file that was assigned to a student.

You add an assignment by clicking:

[+ Add an activity or resource](#)

From the opening pop-up select **Assignment**. Once clicked, you see a new page, in where you can add different settings/information. Let's look how to set it up.

**General** settings are shown first. With each resource/activity we need to be extra careful how we name our content (it simply should be descriptive). Then comes the description area itself, in where we describe how this assignment should be presented, and if there are some special guidelines in other form, we simply refer to it (maybe it was given also in a study guide, then we refer to that document).



The screenshot shows the 'General' settings tab for a Moodle Assignment. The 'Assignment name' field contains the text 'Example assignment - Upload an essay for a sub-grade (max 10 points)'. The 'Description' field contains the text: 'Upload your homework. To be able to get maximum points, the assignment should be uploaded before the deadline. Uploads/changes after the deadline give "0 points". If the assignment expects for multiple files upload, please use some archive/ziping method (ex. \*.zip or \*.rar file).' Below the description field is a checkbox labeled 'Display description on course page' which is currently unchecked. The form includes a rich text editor toolbar with various icons for text formatting and media insertion.

**Assignment name** may also include a notification how many points it gives (if it falls into graded category). Try to avoid names like **Exercise 1** , **Homework 12**, etc. Just like with other activities, it is important to describe the process how the presentation should be made. Field Description is given for that and we should not underestimate that.

In the section **Availability** we define what is the submission period (date, time). We can also define cut-off date, but in case it is required as an prerequisite, we probably do not want to pick that option, otherwise we need to think, how we can get that homework from student if she/he can't upload it because the submission deadline doesn't allow to do it. Is there any alternative? Do we really want to

get those in paper then? Or maybe it is strict rule and if student miss that deadline, she/he will be automatically "removed" from the course? Before using those strict rules, be sure to describe those in study guide.

My general recommendation here is, if the student who miss the deadline, can still participate in the course (to present other homework, etc.) then I would not define that cut-off date. If the due date has arrived, we can always see that some homework was uploaded after that deadline and we can apply those evaluation criteria that was defined in those course main documents. For example, she/he gets less points when the homework arrives later.

▼ Availability

?

 Allow submissions from

30 ▾

september ▾

2019 ▾

15 ▾

00 ▾

☐ Enable

?

 Due date

22 ▾

detseember ▾

2019 ▾

00 ▾

00 ▾

☒ Enable

?

 Cut-off date

30 ▾

september ▾

2019 ▾

15 ▾

00 ▾

☐ Enable

?

 Remind me to grade by

29 ▾

detseember ▾

2017 ▾

00 ▾

00 ▾

☐ Enable

☐ Always show description 

?

Next section, **Submission types** I do recommend setting up the following parameters:

- **File submissions** – enables to attach files as an assignment.
- **Online text** - it enables to include some text with your submission (for example, student can include the general process how she/he did the assignment/exercise - it can be also used as a assignment itself, meaning that all answers are given to that window and no files are uploaded). This can be also used as a reference area.
- **Maximum number of uploaded files** = 1

**Remark:** If the submission requires to upload multiple files, those needs to be archived first (creating \*.zip or \*.rar file, and this is also mentioned in our description). You can allow multiple files upload as well, but in some cases, it makes things easier to upload and download if those are archived/zipped (getting smaller files). Of course, if the submission expects just one file, student do not need to archive it first.

- **Maximum submission size** = 100MB

**Remark:** We can limit that size, if we want to force to get smaller files and/or make students think about other possibilities how to share those files and in what format.

Submission types

☒ File submissions
☒ Online text

Maximum number of uploaded files
1

Maximum submission size
Site upload limit (100MB)

Accepted file types
Choose No selection

Word limit
☐ Enable

In the section **Feedback types**, we define how I as a teacher do want to give feedback to student's submission. It is recommended to pick at least:

- **Feedback comments** - extra area to leave comments about a submission.
- **Feedback files** - enables to upload comments as a file itself (including cases in where a teacher would like to attach images for a clarification).

Feedback types

☒ Feedback comments
☐ Annotate PDF
☒ Feedback files
☐ Offline grading worksheet

Comment inline
No

In section **Submission settings** more important selections are:

- **Require students to click submit button** = Yes

**Remark:** It means that after student adds a file, it is draft from her/his point of view. They can do changes, re-upload the file. But they need to submit (do that extra click) so that it will be locked and sent out as a submission. Then also teacher get notification that new submission has arrived and ready for evaluation (or giving feedback). Sometimes this setting confuses students, as they may not to see that button. This is something that we can define in our general description or in study guide.

- **Attempts reopened** = Never

**Remark:** This means that after submission confirmation (check the previous remark), student can't edit her/his submission before it gets a feedback from a teacher and therefore may be reopened by a teacher.

Submission settings

?
Require students to click the submit button

Yes

?
Require that students accept the submission statement

No

?
Attempts reopened

Never

In section **Group submission settings**, we can force that group-based homework is submitted as a group submission, meaning that if one student from a certain group uploads the homework, then others do not need to do it. Also, if a teacher gives a comment/feedback or grades the submission, it will go out for those students who belong to the same group. This helps to grade homework, but we look it more detail in future guidelines. Right now, we just keep it turned off (**Students submit in groups** = No).

In section **Notifications** it is a wise move to think about the first setting: **Notify graders about submissions**. If we have large student groups and we do not grade homework daily basis or "on the fly", it makes sense to keep this setting as No. But if this submission is a part of a continuous learning process and students are not able to continue before it gets a green light, I recommend keeping it as Yes. In that case, a teacher is notified about each submission and can react (in positive sense) if she/he wants to check it as soon as possible or maybe a bit later but still according to her/his promises in the study guide (giving feedback within 24h, or...).

Notifications

?
Notify graders about submissions

Yes

?
Notify graders about late submissions

No

?
Default setting for "Notify students"

Yes

In section **Grade** we define how the submission is graded (by points, or simply passed/failed notification). By doing that we also define the sub-grade from the course total score. I do recommend inputting the value that has a real meaning from course total points. So, for example, if this assignment can give 10% of total grade, I do input here **Maximum points** = 10.

**Remark:** If the assignment is passed/failed type, we need to pick **Type** = **Scale**. Other settings can be then tuned in the gradebook (see later section).

Grade

?
Grade

Type
Point

Maximum grade
10

?
Grading method

Simple direct grading

?
Grade category

Assignments

?
Grade to pass

0.00

?
Blind marking

No

?
Hide grader identity from students

No

?
Use marking workflow

No

Just like we mentioned it in forums settings, we can add an activity completion setting to each of our assignment. This means that before the teacher has not evaluated this assignment, student can't move forward (present the next assignment or open some other topic, etc.). Of course, this setting means high expectations from the teacher as well. Because once set up, we as teacher need to ensure that we check homework regularly, according to the note in study guide. From the positive side, if we build up the course like so, all students can learn in her/his own pace. We take another look about this kind of learning process in future guidelines.

We do not need to tune up any other parameters/settings, just hit **Save and return to course** button.

Save and return to course
Save and display
Cancel

You are back on the course front page. The result may look like so.

+
Add an activity: Assignment

+
Main settings while adding Assignment as an activity

+
Assignment – how to submit instruction manual (student vs teacher)

+
Example assignment - Upload an essay for a sub-grade (max 10 points)

Once you click on that link, a new page is opened, in where we see the description of the assignment and a button called Add submission (in student view).

### Example assignment - Upload an essay for a sub-grade (max 10 points)

Upload your homework. To be able to get maximum points, the assignment should be uploaded before the deadline. Uploads/changes after the deadline give "0 points". If the assignment expects for multiple files upload, please use some archive/ziping method (ex. \*.zip or \*.rar file).

#### Submission status




Submission status	No attempt
Grading status	Not graded
Due date	pühapäev, 22 detsember 2019, 12:00
Time remaining	82 days 9 hours
Last modified	-
Submission comments	► Comments (0)

[Add submission](#)

You have not made a submission yet.

Because teacher and student views are bit different, then it is important that we also prepare guidelines how students do see the assignment page, and how she/he should act to submit the homework. We can use **Student** role for that to grab some user interface snapshots and do a simple guideline that we share just before the submission link (or add it to the general section, because there are other guidelines as well that are recommended to be prepared). Also remember that we may use different visual styles of our course, or maybe we change it some point. By doing it, quite often we need to fix our guidelines as well. Therefore, please be careful and update all your guidelines according to your course changes. For example, an example guideline is added just before the assignment link.

#### Add an activity: Assignment

-  [Main settings while adding Assignment as an activity](#)
-  [Assignment – how to submit instruction manual \(student vs teacher\)](#)
-  [Example assignment - Upload an essay for a sub-grade \(max 10 points\)](#)

## Summary

You have successfully defined a new assignment for your course that enables students to upload their homework in where teacher is giving individual feedback with grading like passed/failed or some sub-points. If you need to fix or change some settings, you can edit settings by clicking on an **Edit** button (at the end of a row).

The screenshot displays a list of activities in a learning management system. The activities are grouped by type: Assignment, Quiz, and Feedback. The 'Example assignment - Upload an essay for a sub-grade (max 10 points)' is the selected item. A red box highlights the plus icon on the left of this row, and another red box highlights the 'Edit' dropdown menu on the right. The dropdown menu is open, showing options: Edit settings, Move right, Move left, Hide, Duplicate, Assign roles, and Delete.

Activity Type	Activity Name	Actions
Add an activity: Assignment	Main settings while adding Assignment as an activity	Edit
	Assignment – how to submit instruction manual (student vs teacher)	Edit
	Example assignment - Upload an essay for a sub-grade (max 10 points)	Edit (Open)
Add an activity: Quiz	Main settings while adding Quiz as an activity	
	Example quiz - Self-assessment quiz	
Add an activity: Feedback	Main settings while adding Feedback as an activity	

From the same menu you can hide the link (not visible to a student) or delete it (can't be undone). You can also indent (move) the current learning resource to the right/left. If you plan to add a similar type of content, you can first select **Duplicate** and then make modifications to the fresh copy. If you want to change the location of current item, you can do that by picking up a cross-hair icon from the front of the row and just sliding it up or down.