

Assignment Activity Overview

The **Assignment** activity allows teachers to collect work from students, review it, grade it, and provide feedback, even on the actual document students submitted if desired. Students can submit any type of electronic file (e.g., Word-processing documents, spreadsheets, images, audio, video clips) or type their response directly into Moodle.

Types of Assignment Activities

There are two common types of assignments:

- **Online text:** This is the most common type to use if you do not require special formatting, such as MLA format. Students type directly into Moodle and have common word processing capabilities. Besides assigning grades, you can, if desired, provide inline feedback to the students including comments right in the text they typed.
- **File Submissions:** Students can upload one or multiple files. Besides assigning grades, you can, if desired, type comments on their submitted documents and return them to the students.

Note: If you want to use the program **Turnitin** so that students' submitted files are checked for possible plagiarism, go to the [Turnitin Assignment](#) activity instructions in this Users Guide

How to add an Assignment Activity



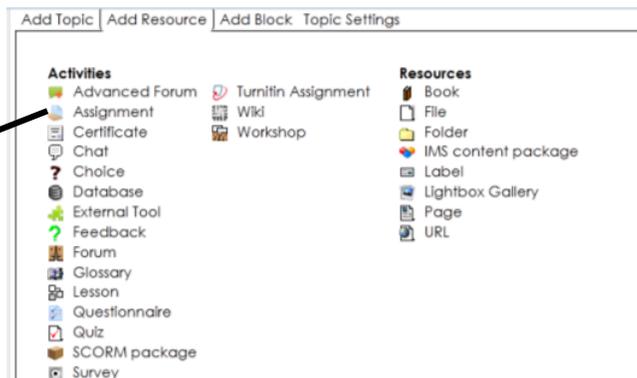
Click the **Turn editing on** button if not already activated.



Topic 1

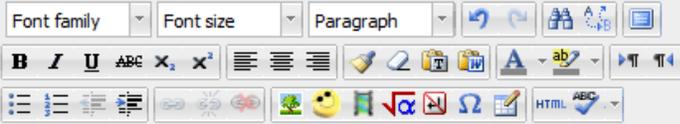
Step 1: Click the + sign beside the unit in which you want to add a file resource.

Step 2: Select **Assignment**. Then the Settings window for the activity will appear.



The examples on the following pages show the common choices to make once the Settings window appears.

Assignment 1 - Online text assignment



Whatever you type here is what appears as the link on the course's home page.

Click the **Add submission** button below. In the Submission text box that appears,

Include here what you want them to put in the text box.

Include something similar to the example below about how to submit the assignment:

How to submit your assignment:

Click the **Save changes** button below your typed assignment to submit it for grading. Since I will manually grade this assignment, it may take 3-5 days to receive your grade. The activity completion check mark will appear after I have graded the assignment.

How to edit your assignment after submitting it

You can edit what you submitted as long as it hasn't been graded. Click on the link to the assignment again and then click to **Edit my submission**.

Grading Criteria or Grading Checklist/Rubric:

Explain what criteria you will use to grade the assignment, how many points it is worth, etc. If you have a checklist or rubric saved for this purpose, you can make a link to it in your typed explanation.

Path: div » p

This is a good example of information and instructions to include with an **online text assignment**.

Assignment (upload a file type)



Use a word processing program (*or whatever program you want them to use*) to

include here what you want students to put in the document.

Explain how you want students to save the file (as a .pdf file, an .rtf file, .doc or .docx file, etc.)

How to submit the assignment

After saving your file, upload it here by clicking the **Upload a file** button below.

If you need help, click the **Student Tutorials** button in your Quick Links block or at the bottom of your Moodle screen. Look in the Assignments section.

Grading Criteria:

*Explain what criteria you will use to grade the assignment, how many points it is worth, whether spelling and grammar are to be graded, etc. If you have a checklist, rubric, or marking guide or plan to create one for this purpose, mention it here. Tell students to click the **Student Tutorials** button to learn how to view the rubric while working on their assignment. The information is with the Assignments section.*

Path: p

This is a good example of information and instructions to include with an **Upload a file** type of assignment.

Common choices to make in the rest of the settings window are on the next 2 pages

▼ Availability

Allow submissions from Enable

Due date Enable

Cut-off date Enable

Always show description

Most instructors do not set the **Allow submissions from** dates so students can work ahead if desired.

The date enabled in **Due date** will automatically appear in the Moodle calendar.

▼ Submission types

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files

Maximum submission size

Set the **Cut-off date** the same as the due date unless you want to allow students to submit the assignment after the due date.

Submission types: Choose **Online text** for that type of assignment. Choose **File submissions** if the assignment is an "Upload a file" type of assignment.

Set this only if it is an "Upload a file" type of assignment.

▼ Feedback types

Feedback types Feedback comments Feedback files Offline grading worksheet

Comment inline

With an "Upload a file" assignment, enable this if you intend to type comments on the student's uploaded assignment and return it to the student.

Click the question marks for the other choices to decide whether to enable them.

▼ Submission settings

Require students click submit button

Require that students accept the submission statement

Attempts reopened

Maximum attempts

Most commonly used settings in the **Submission settings** section. Click the question marks to learn about other choices.

▼ Notifications

Notify graders about submissions

Notify graders about late submissions

Default setting for "Notify students"

Most commonly used settings in the **Notifications** section. Click the question marks to learn about other choices.

▼ **Grade**

Grade ⓘ Type Scale Maximum points

Grading method ⓘ

Grade category ⓘ

Blind marking ⓘ

Use marking workflow ⓘ

Use marking allocation ⓘ

Most commonly used settings in the **Grade** section.

If you plan to create and use a rubric, checklist, or marking guide to grade the assignment, chose it for the **Grading method**.

Choose the correct grading category you assigned in the Moodle gradebook for this type of assignment

▼ **Restrict access**

Access restrictions

Most instructors set no restrictions since students cannot submit anything after the Cut-off date set in the Availability section.

▼ **Activity completion**

Completion tracking ⓘ

Require view Student must view this activity to complete it

Require grade ⓘ Student must receive a grade to complete this activity

Student must submit to this activity to complete it

Expect completed on ⓘ Enable

Most common choice in the Activity completion section. *This causes the check mark to appear when a student has submitted the assignment.*

Once all choices have been made, click **Save and return to course**.