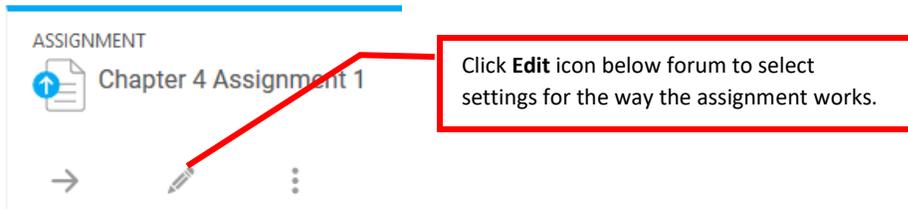


## Common "File submission" Assignment Settings



These examples demonstrate the most common settings chosen when students will submit a saved file.

(Click the mark beside any one you want more information about.)

Assignment name \* Required

Chapter 4 Assignment 1

Description

This is an "online text" type of assignment where you will either type your responses at this link or type them first in a word processor.

**Instructions:**  
Answer the 4 questions in the textbook. In your response, type...

As with all assignments, use your own wording in your response instead of copying/pasting from a website or using exact wording from the textbook. If you paraphrase, cite the source. If you use a direct quote, cite the source.

Display description on course page

Due date

25 February 2018 23 55  Enable

Visibility Show

Availability

Allow submissions from

21 February 2018

17 35  Enable

Cut-off date

25 February 2018

23 55  Enable

Remind me to grade by

4 March 2018

23 55  Enable

Always show description

The enabled Due date will appear in the Deadlines area on the My Courses page, at the right of the assignment link on the course page, on the Upcoming Events block, and on the Calendar.

Choose **File submission** and the **maximum number of uploaded files** students can upload.

Choose the **maximum number of uploaded files** students can upload.

Choose **Site upload limit (500 Mb)** for maximum size of each of the student's saved files they can upload.

If you only accept certain types of files, list their extensions here.  
[Click here](#) for example of how to specify only Word documents (doc or docx) or rtf file:

Enable **Feedback files** if you intend to place comments in a student's Word document and return the file to the student.

Submission types

Submission types

Online text  File submissions

Word limit  Enable

Maximum number of uploaded files

1

Maximum submission size

Site upload limit (5)

Accepted file types

.doc,.docx,.rtf

Feedback types

Feedback types

Feedback comments  Annotate PDF

Feedback files

Offline grading worksheet

Comment inline

No

Generally choose **No** so student's submission is uploaded by simply choosing "Save changes" instead of also having to click a "Submit" button.

Submission settings ^

Require students to click the submit button ?  
No ▾

Require that students accept the submission statement ?  
No ▾

Additional attempts ?  
Never ▾

Group submission settings ^

Students submit in groups ?  
No

Require group to make submission ?  
No ▾

Require all group members submit ?  
No ▾

Grouping for student groups ?  
None

Notifications ^

Notify graders about submissions ?  
No ▾

Notify graders about late submissions ?  
No ▾

Default setting for "Notify students" ?  
Yes ▾

If using a rubric, select the type used instead of Simple direct grading.  
[Click here](#) for information about advanced grading methods using rubrics.

Grade ^

Grade ?

Type Point ▾

Scale BTEC ▾

Maximum grade  
100

Grading method ?  
Simple direct gradi ▾  
Simple direct grading  
Checklist ?  
Marking guide  
Rubric

Select the appropriate grading category name in your gradebook setup.

Grade category  
Assignments

Grade to pass  
0

Blind marking  
No

Use marking workflow  
No

Use marking allocation  
No

**Add file for students to open with your instructions.**

If appropriate, this is where you would place a file for students to access while working on the assignment. It would appear directly below the instructions you placed in the Description window for the assignment.

In your instructions, mention students need to open the document "below."

Common module settings

ID number

Group mode  
No groups

Grouping  
None

Add group/grouping access restriction

Additional files

You can drag and drop files here to add them.

This choice enables the activity completion checkmark to appear beside the assignment link based on the criteria you select below.

Restrict access

Access restrictions  
None

Add restriction...

Best criteria to choose for an assignment is **Student must submit to this activity to complete it.**

Why? Students need to see that they submitted it instead of waiting for you to grade it before seeing the activity completion check mark.

Activity completion

Completion tracking  
Show activity as cc

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  
22 February 2018

Enable

Tags ^

Tags

No selection

No suggestions

[Collapse all](#)