

# Create and Edit Moodle Assignments

## Create assignments

In any course section, select “*Create learning activity*” Create learning activity and in the Activities Tab choose Assignment.

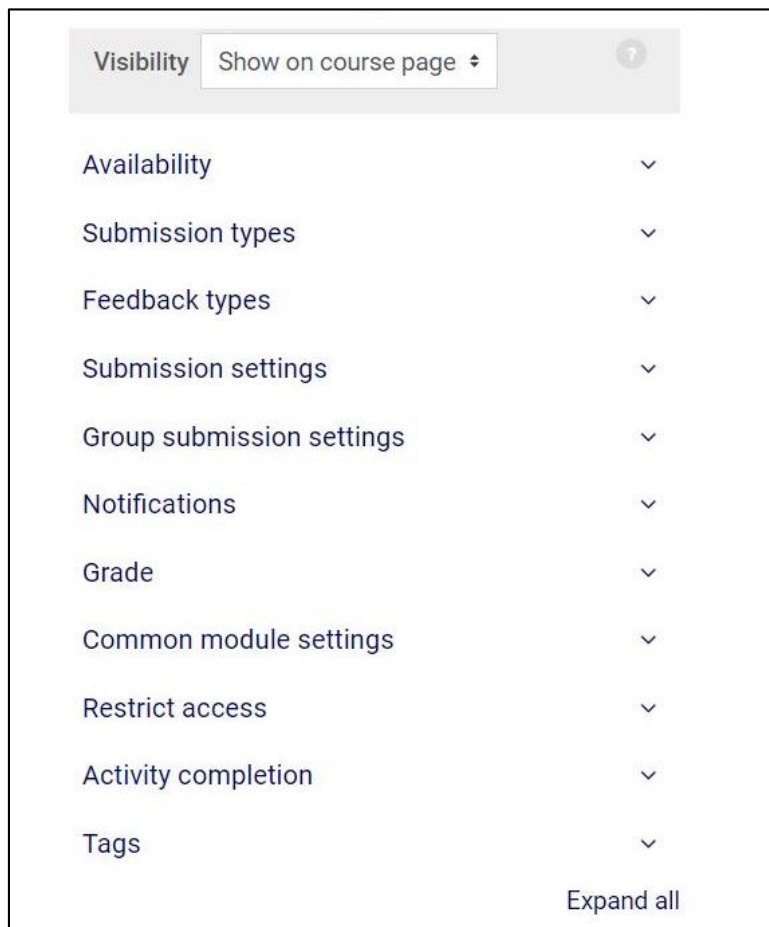


1. Enter the name of the assignment and description. If you want the description to show with the assignment name in the section, check the “*Display description on course page*” check box.

A screenshot of the Moodle assignment creation form. At the top, it says "Updating Assignment in January 28 - February 3". Below this is a form with several sections: "Assignment name" with a text input field containing "My First Assignment" and a red asterisk indicating it is required; "Description" with a rich text editor toolbar (Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, Video, File) and a large empty text area; "Path: p" with a text input field; a checked checkbox for "Display description on course page" with a help icon; "Due date" with dropdown menus for "7", "February", and "2019", and input fields for "00" and "00", followed by a calendar icon and a checked "Enable" checkbox; and finally three buttons: "Save and return to course", "Save and display", and "Cancel".

2. Specify a Due date. – If enabled, Submissions will still be allowed after this date, but will be marked as late. Located below the description of the assignment.

### 3. Right Side of Screen – Set additional options



#### Availability – Click & expand to see options

- *Allow submissions from* - If enabled, you can set a date of when students will be able to submit their assignment.
- *Cut-off date* - If enabled, submissions will not be allowed after this date
- *Remind me to grade by* - You can set a reminder that will appear in the course overview block seven days from the date set in the settings

- *Always show description* - If you clear this option, then the assignment's description will only be visible after the *Allow submissions from date* setting.

**Availability** ^

Allow submissions from ?

31 ▾ January ▾ 2019 ▾ 00 ▾

00 ▾  Enable

Cut-off date ?

31 ▾ January ▾ 2019 ▾ 13 ▾

27 ▾  Enable

Remind me to grade by ?

14 ▾ February ▾ 2019 ▾ 00 ▾

00 ▾  Enable

Always show description ?

### Submission types - Click & expand to see options

- *Submission types* - You can allow online text (students' type directly into the editor field), upload a file or both.

**Submission types** ^

Submission types

File submissions ?  Online text ?

Maximum number of uploaded files ?

20 ▾

Maximum submission size ?

500MB ▾

Accepted file types ?

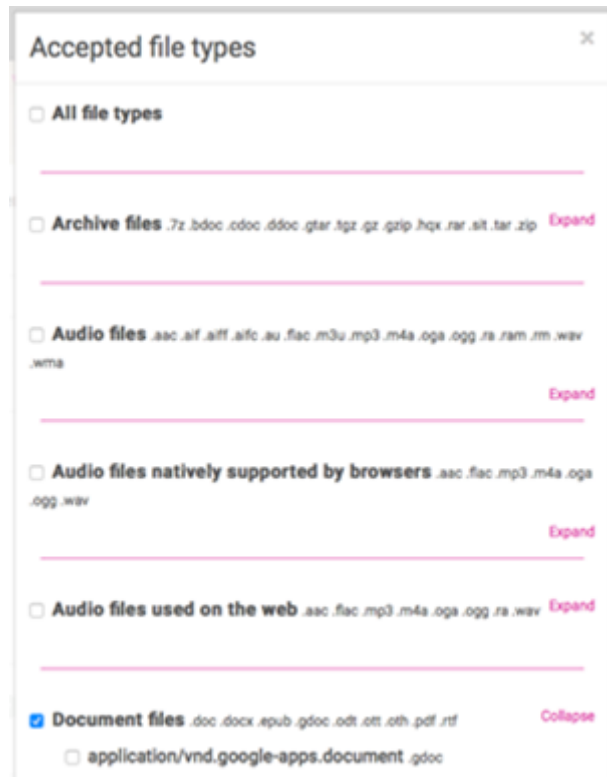
Choose

No selection

Word limit ?

Enable

- Maximum number of uploaded files – you can allow up to 20 files to be uploaded
- Maximum submission size – up to 500MB allowed
- Accepted file types – Click Choose to see a list of types of files you can limit students to uploading.



- *Word limit*– If you specify online text as a file submission option, you can set a word limit by clicking the “Enable” check box and putting in the number of words that you will allow.

Feedback types – Click & expand to see options

- Allows for different options to provide feedback on assignments
  - *Feedback comments*: If set to Yes, you can leave comments on each student's submission.
  - *Feedback files*: If set to Yes, you can upload files for students. These may be student files with edits, or an audio file providing feedback.

- *Offline grading worksheet*: When enabled, you can download a worksheet with student grades while marking the assignment. This feature is not available when using advanced grading methods.
- *Comment inline*: If enabled, the submission text will be copied into the feedback comment field during grading. This option allows you to comment inline (using a different color for markup) or to edit the original text.

Submission settings – Click & expand to see options

▼ Submission settings

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**Require students click submit button** ?

Yes ▾

**Require that students accept the submission statement** ?

No ▾

**Attempts reopened** ?

Automatically until pass ▾

**Maximum attempts** ?

2 ▾

- *Require students click submit button*: If you choose Yes, students must click a submit button to submit the assignment for grading. Use this setting for assignments with multiple attachments.
- If a student does not click Submit Assignment, the status of the assignment is Draft (not submitted) in the gradebook. After a student clicks the Submit Assignment button, the status changes to Submitted for grading and they can no longer edit it. If you change this setting to Yes after some students have submitted assignments, those assignments will be marked as final.
- When you require students to click *submit* you have the option to revert the submission to draft status.

- *Require students accept the submission statement:* If you choose Yes, students must accept a submission statement to submit the assignment.
- *Attempts reopened:* You can set how attempts can be reopened by students. This feature allows students to continue editing their submissions.
- *Maximum attempts:* Type the maximum number of times a student can resubmit.

Group submission settings– Click & expand to see options

- This option allows for group submissions

A screenshot of a settings panel titled "Group submission settings" with an expand/collapse arrow (^) on the right. Below the title is a setting labeled "Students submit in groups" with a help icon (?). The value for this setting is "No" with a dropdown arrow (v).

Notifications – Click & expand to see options

A screenshot of a settings panel titled "Notifications" with an expand/collapse arrow (^) on the right. It contains three settings, each with a help icon (?):
 

- "Notify graders about submissions" is set to "No" with a dropdown arrow (v).
- "Notify graders about late submissions" is set to "No" with a dropdown arrow (v).
- "Default setting for 'Notify students'" is set to "Yes" with a dropdown arrow (v).

You can decide if and when you want to receive notifications about completed assignments. You can also determine when students will receive notifications about completed grades.

- *Notify graders about submissions*: If **Yes** is selected; you will receive a notification for submitted assignments.
- *Notify graders about late submissions*: If **Yes** is selected; you will receive a notification for late assignments.
- Default setting for "Notify students": if **Yes** is selected students will be notified when their assignment is graded.

Grade – Click & expand to see options

▼ Grade

**Grade** ?

**Type** Point ⇅

**Scale**

BTEC ⇅

**Maximum points**

100

**Grading method** ?

Simple direct grading ⇅

**Grade category** ?

Not categorized ⇅

**Grade to pass** ?

70

**Blind marking** ?

No ⇅

**Use marking workflow** ?

Yes ⇅

**Use marking allocation** ?

No ⇅

*Type:*

- *None*: There is no grading type. This assignment will not appear in the grade book.
- *Scale*: Use a scale to grade. Select the scale you want to use from the Scale menu.
- *Point*: Use points when grading. Enter the maximum number of points that students can earn. The default grade value is 100.

*Grading method:*

The default is *Simple direct grading*, but options include Checklist, Marking guide, or Rubric.

*Grade category:*

Use if you have your grade book set up with categories.

*Grade to pass:*

Input the minimum number of points a student needs to pass.

*Blind marking*: Choose this option if you want to hide student names. You must set this option **BEFORE** students submit the assignment.

When finished setting up your assignment click *Save and return to course* or *Save and display*



### Edit an Assignment

To make changes to an assignment, click on the pencil icon.



### Grade an Assignment