

Moodle: Assignment Tools

The assignment activity module allows teachers to collect work from students, review it and provide feedback including grades. Students can submit any digital content (files), including, for example, word-processed documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into Moodle using an online text assignment. There is also an offline activity assignment which can be used to remind students of 'real-world' assignments they need to complete and to record grades in Moodle for activities that don't have an online component.

There are four types of assignments in Moodle:

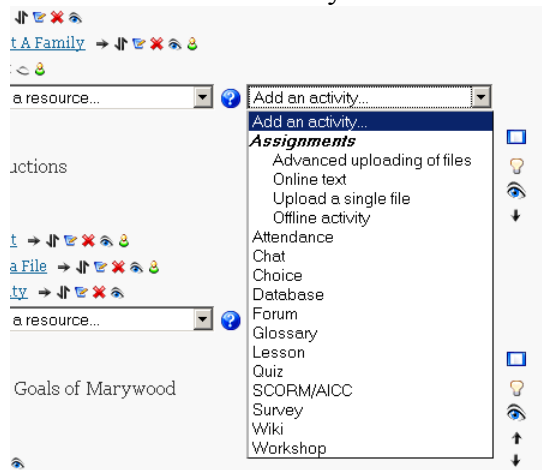
1. In an **Upload a Single File** assignment, the instructor will give directions, and the student will upload their file through the Moodle assignment tool.
2. In an **Advanced Uploading of Files** assignment, the instructor will give directions, and the student will upload multiple files through the Moodle assignment tool.
3. In an **Online Text** assignment, the instructor will give directions, and the student will respond in an online text box provided in the assignment tool.
4. In an **Offline** assignment, the instructor will give directions, and the student will complete the assignment. Nothing is turned in through the assignment tool, though the student may be expected to do an activity within Moodle.

Upload a single file assignment

A student can upload a single file.

This could be a Word document, spreadsheet or anything in digital format. Multiple files may be zipped and then submitted. After students upload their files, the teacher will be able to open the submission and use the Moodle interface to assign a grade and offer comments as feedback. A student may submit a file as many times as they like up until the deadline. Only the latest file is retained, and this is the one the lecturer marks.

1. Turn editing on.
2. Click on “Add an Activity” under the week/topic where you want the assignment to appear.



3. Highlight “Upload a single file.”
4. Give the Assignment a Name
5. Add a description for the assignment.
6. For “Select Grading Rubric” choose NONE (we will cover Rubric creation later)

- Choose a grading scale or maximum grade amount
- Set the dates the assignment is available and when it is due
- Decide if you want to prevent late submissions, resubmitting, emails alerts and the maximum file size.

Adding a new Assignment to topic 1

Assignment name*

Description*

Trebuchet 1 (8 pt) Lang B I U S x y z

Path:

Select grading rubric NONE: Use single grade

Grade 100

Available from 30 November 2009 14 15 Disable

Due date 7 December 2009 14 15 Disable

Prevent late submissions No

Upload a single file

Allow resubmitting No

Email alerts to teachers No

Maximum size 50MB

Common module settings

Group mode No groups

Visible Show

ID number

Grade category Uncategorized

Save and return to course Save and display Cancel

There are required fields in this form marked *

- Leave groups as “no groups” and then save and return to course.

may be subject to the United States Copyright Law (Title 17 United States Code). Do not further distribute copyrighted works included in these courses.

For technical assistance please call 570-340-6070 or email

Practice Online Text

Practice Uploading a File

Marywood University

Add a resource...

Add an activity...

2 September 9

History: Mission & Goals of Marywood

Family more...

28 Oct, 10:50

Kathy Lewis

Class on 10/28 more...

Older topics ...

Upcoming Events

Formal Paper #2

Student will see the assignment on the course page. When they click on it they will have access to upload a file:

Upload a file (Max size: 50MB)

Browse...

Upload this file

Moodle > UNIV100 kplewis > Assignments > Practice Uploading a File

Update this Assignment

View 20 submitted assignments

Please type a sample file in Word and practice uploading it here.

Available from: Wednesday, 2 September 2009, 02:45 PM

Due date: Wednesday, 9 September 2009, 02:45 PM

This is my sample file.docx

Once assignments are submitted instructors can view them by clicking on “View submitted assignments” in the upper right-hand corner.

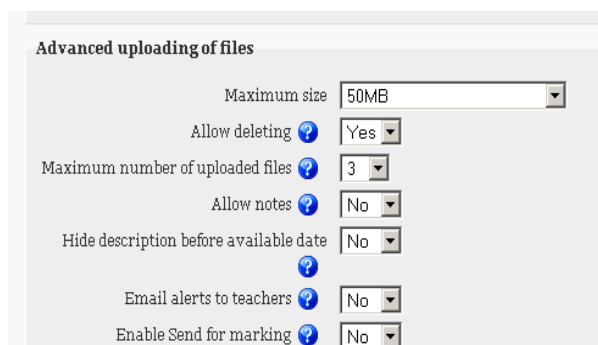
Advanced uploading of files:

This type of assignment allows each student to upload one or more files in any format. This feature allows teachers to send files back to students in response to their submissions.

Example: A typical way to use this would be to edit the student's submitted file by adding comments and/or corrections, and then returning this file back to the student via the assignment. When a student clicks on the assignment, files sent to him or her appear as a list of Response files. Response files can be uploaded before submission which can be used to give each student a different file to work with.

Follow the same steps as done for uploading a single file except to highlight “Advanced uploading of files.”

You also have additional settings:



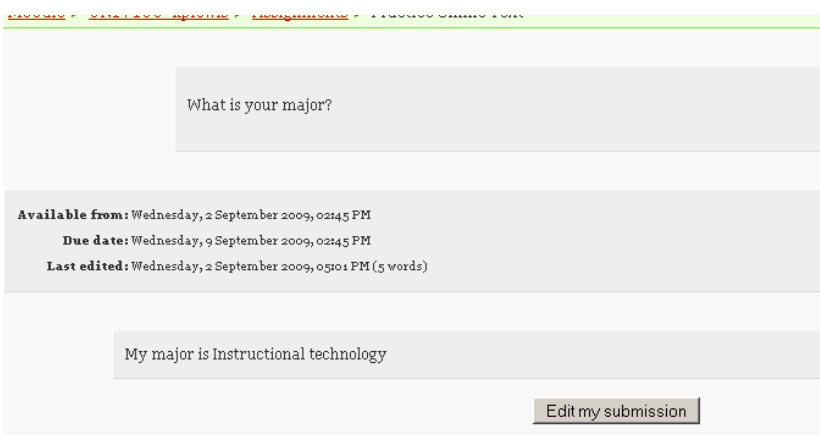
Advanced uploading of files

| | |
|--|------|
| Maximum size | 50MB |
| Allow deleting | Yes |
| Maximum number of uploaded files | 3 |
| Allow notes | No |
| Hide description before available date | No |
| Email alerts to teachers | No |
| Enable Send for marking | No |

1. Allow students to delete files they upload before submitting for grading
2. The maximum number of files you want them to be able to upload (N.B.---this number is not shown to students; please include in Assignment description)
3. Allow notes---for student to communicate with grader
4. Enable Send for marking---The "Send for marking" button allows users to indicate to graders that they have finished working on an assignment.

Online Text:

Follow the same steps as with other assignments. There is one new option for allowing inline comments: If this option is selected, then the original submission will be copied into the feedback comment field during grading, making it easier to comment inline (using a different color, perhaps) or to edit the original text.



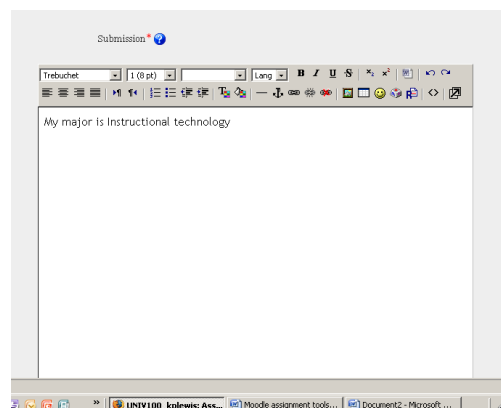
What is your major?

Available from: Wednesday, 2 September 2009, 02:45 PM
Due date: Wednesday, 9 September 2009, 02:45 PM
Last edited: Wednesday, 2 September 2009, 03:01 PM (5 words)

My major is instructional technology

Edit my submission

Students can click on “Edit My Submission” to get a text box to enter their answer.



Submission

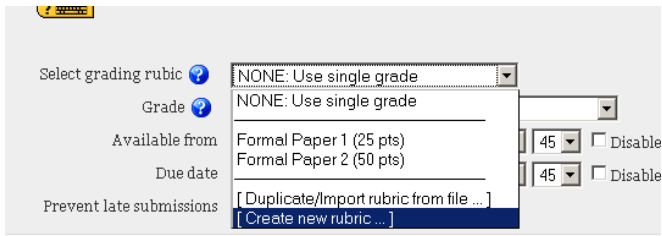
My major is instructional technology

Offline Activity: This is useful when the assignment is performed outside of Moodle. It could be something elsewhere on the web or face-to-face. Students can see a description of the assignment, but can't upload files or anything. Grading works normally, and students will get notifications of their grades. You can use this for in class presentations, field trips, site visits, service hours, etc.

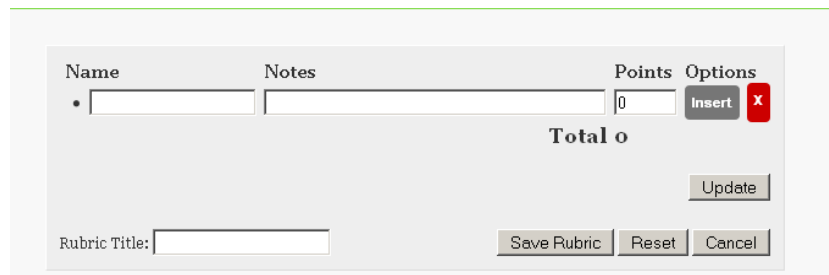
Creating a Rubric for an Assignment:

When creating one of the four Assignments in Moodle you have the option of creating a Rubric for grading the assignment.

1. Click on the arrow next to “Select Grading Rubric” and highlight “create new rubric.”



This screenshot shows the 'Select grading rubric' dropdown menu. The menu is open, showing options: 'NONE: Use single grade', 'Formal Paper 1 (25 pts)', 'Formal Paper 2 (50 pts)', '[Duplicate/Import rubric from file ...]', and '[Create new rubric ...]'. The 'Create new rubric' option is highlighted in blue. To the right of the dropdown, there are fields for 'Grade' (set to 'NONE: Use single grade') and 'Available from' (set to '45') with a 'Disable' checkbox.

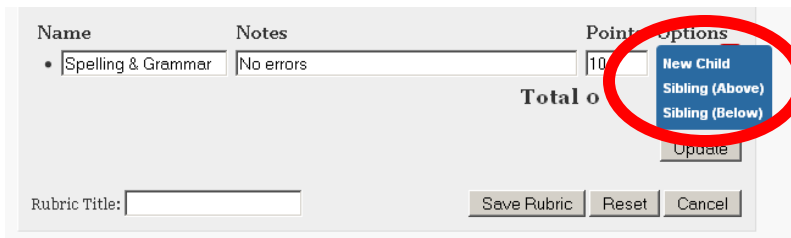


This screenshot shows the 'Create new rubric' form. It has a table with columns: Name, Notes, Points, and Options. The first row has a bullet point in the Name column, an empty field in the Notes column, and '0' in the Points column. There is an 'Insert' button and a red 'X' button in the Options column. Below the table is a 'Total o' label. At the bottom, there is a 'Rubric Title:' field, and 'Save Rubric', 'Reset', and 'Cancel' buttons.

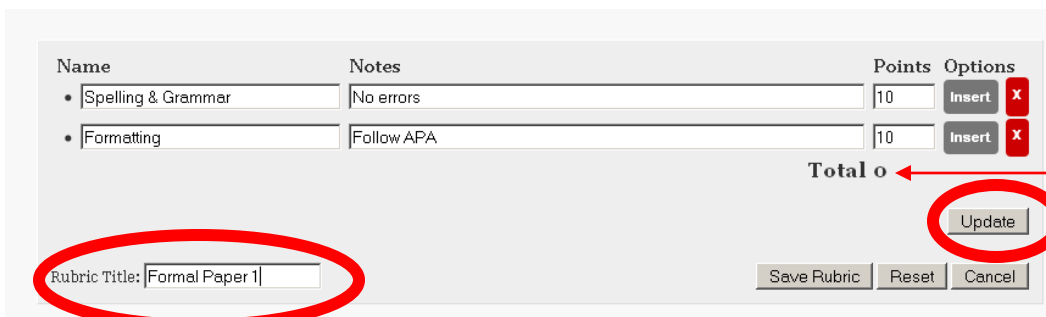
A new window will open:

You can add a Name for the category you will grade, e.g. “Spelling & Grammar,” Notes for students and the point value for that particular component.

You then have the option to Insert a new “child” (sub category) or “sibling” (new category)



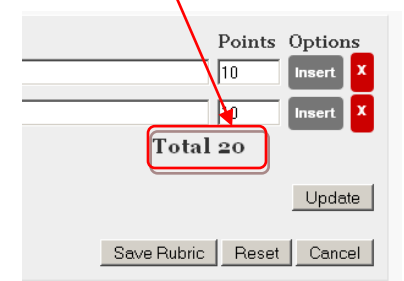
This screenshot shows the 'Create new rubric' form with a dropdown menu open. The dropdown menu has four options: 'New Child', 'Sibling (Above)', 'Sibling (Below)', and 'Update'. The 'New Child' option is highlighted in blue. The form shows a table with one row: 'Spelling & Grammar' in the Name column, 'No errors' in the Notes column, and '10' in the Points column. There is an 'Insert' button and a red 'X' button in the Options column. Below the table is a 'Total o' label. At the bottom, there is a 'Rubric Title:' field, and 'Save Rubric', 'Reset', and 'Cancel' buttons.



This screenshot shows the 'Create new rubric' form with two rows in the table. The first row is 'Spelling & Grammar' with 'No errors' and '10' points. The second row is 'Formatting' with 'Follow APA' and '10' points. There are 'Insert' buttons and red 'X' buttons in the Options column for each row. Below the table is a 'Total o' label. At the bottom, there is a 'Rubric Title:' field with the text 'Formal Paper 1' entered. There are 'Save Rubric', 'Reset', and 'Cancel' buttons.

You can also give the Rubric a Title; it will then appear as an option in future assignments.

Click update to refresh the points total.



This screenshot shows the 'Create new rubric' form with the 'Update' button highlighted. The 'Total o' label now shows 'Total 20'. The 'Save Rubric', 'Reset', and 'Cancel' buttons are at the bottom.

Click “Save Rubric” when finished.

The Rubric will appear in the assignment view for students.

This is a two-page paper on one of the essays in *They Say, I Say*. We will use the articles in the essay section, "Is Fast Food the New Tobacco?" You may refer to the three articles we discussed in class or any of the other articles in that section. Students will follow the format explained by the authors of "They Say...I Say." Remember to include templates and techniques we reviewed from the book for each section: "They Say," "I Say," and "Tying It All Together."

Please use Times New Roman 12 pt. font and single spacing. Please use APA style for citations. The paper is worth 25 points. We will use the standard Rubric from ENG160 as a guide for grading.

| Name | Notes | Points |
|-------------------------|---|---------------|
| • Spelling & Grammar | No misspellings or grammatical errors | 5 |
| • Formatting | APA style correct; Citations/bibliography | 5 |
| • "They Say" | Summarized, Quoted others; good signal verbage | 5 |
| • "I Say" | Agree, Disagree, or Both; Why?; Naysayers; So What? Who Cares? | 5 |
| • Tying It All Together | Connect Sentences; Transitions; Pointing Words; Key Terms, Repetition | 5 |
| <i>Formal Paper 1</i> | | 25 pts |

Faculty will also see the Rubric when grading individual assignments:

The screenshot shows a grading interface for a document named 'Tobacco.doc'. On the left is a toolbar with icons for undo, redo, and other editing functions. The main area displays a rubric with the following details:

| Name | Points | Notes |
|----------------------------|--------|--------------|
| • Spelling & Grammar | 4 / 5 | minor spelli |
| • Formatting | 4 / 5 | watch APA : |
| • "They Say" | 4 / 5 | good summr |
| • "I Say" | 4 / 5 | good peron |
| • Tying It All Together | 4 / 5 | good use o |
| Score 20 / 25 (80%) | | |

At the bottom, there are buttons for 'Save changes', 'Cancel', and 'Send notification emails'. There is also a 'Next' button.

Attendance Activity:

You can also add an Attendance activity to your course to make it easy to take roll.

1. Turn editing on
2. Click on "Add an Activity" and select "Attendance."

The screenshot shows the 'Adding a new Attendance' form. On the left is a sidebar menu with 'Add an activity...' selected, and 'Attendance' highlighted under the 'Activities' section. The main form has the following fields:

- Name:** Attendance
- Grade:** 100
- Group mode:** No groups
- Visible:** Show
- ID number:** (empty field)
- Grade category:** Uncategorized

At the bottom, there are buttons for 'Save and return to course', 'Save and display', and 'Cancel'. A note at the bottom right states: 'There are required fields in this form marked *.'

You can only add one Attendance Module per course. You can decide if you are giving a number grade for attendance or you can use another scale.

Sessions Add Report Export Settings

Add session

☒ Create multiple sessions

Session Date: 30 November 2009 15 15

Duration: 00 00

Session end date: 30 November 2009

Session Days: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Frequency: 1 week(s)





Description:

Add session

- Click the "Add" tab to add sessions.
- Click "Create Multiple sessions" and then set start and end dates; duration is class hours; set days of the week and the frequency (how many weeks)
- To take roll for a session click on the green circle next to the session date:

Attendance for the course :: UNIV 100: Living Responsibly in an Interdependent World (Lewis)

Sessions Add Report Export Settings

| # | Date | Time | Duration | Description | Actions | Select |
|---|---------------|-------|----------------|-----------------------|---|--------------------------|
| 1 | 2.12.09 (Wed) | 16:00 | 2 hours 00 min | Regular class session |   | <input type="checkbox"/> |
| 2 | 9.12.09 (Wed) | 16:00 | 2 hours 00 min | Regular class session |   | <input type="checkbox"/> |

Hidden sessions: 0

Select all / Deselect all

Your student list will appear and you can mark them individually or click the top of the column if all are present:

| Name | P | L | E | A | Remarks |
|------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |









Click "OK" when finished.

- Click on the Settings tab to change the variables for attendance:

IV100 kplewis Attendance Settings

Sessions Add Report Export Settings

My Variables

| # | Acronym | Description | Grade | Action |
|---|---------|-------------|-------|---|
| 1 | P | Present | 2 |   |
| 2 | L | Late | 1 |   |
| 3 | E | Excused | 1 |   |
| 4 | A | Absent | 0 |   |
| * | | | | Add |

Update