



How Do I Create an Activity?

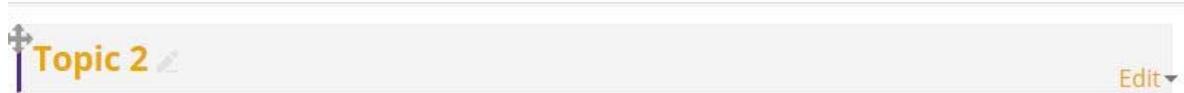
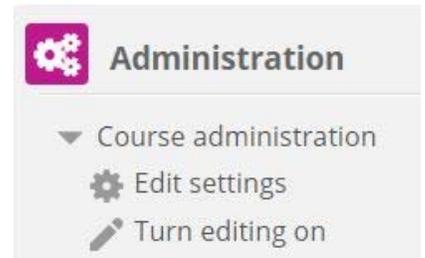
How Do I Create an Activity—Assignment

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Login to Moodle and navigate to your course.

Under the Administration block, select “Turn Editing on.”

Click on the “Add an activity or resource” link.



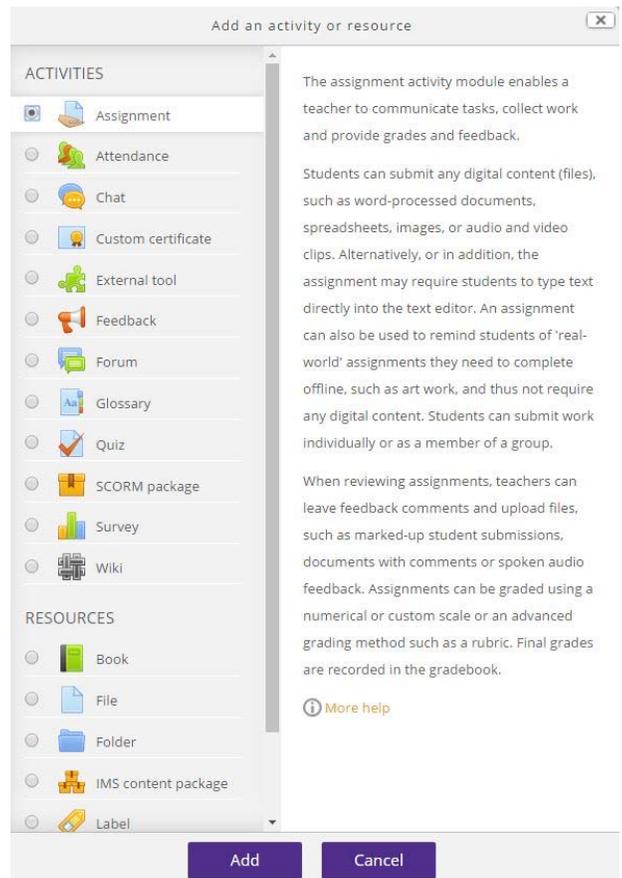
The Add an activity or resource chooser will open.

Select “Assignment.”

Click the “Add” button.

Notice on the right side of the screen, Moodle gives an explanation of what an Assignment is and how it may be used.

Additional help is also available by clicking the “More help” link.



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How Do I Create an Activity—Assignment

Provide a name and description for the assignment.

To expand the editing toolbar, click on the “Toggle Toolbar” button.

Additional files can be added by dragging and dropping files into the “Additional Files” box or by using the “Add” button.

Adding a new Assignment to Topic 2

General

Assignment name*

Assignment #1

Font family Font size Paragraph

Please answer Chapter 1 questions from your text!

Path: p

Display description on course page

Additional Files

Files

You can drag and drop files here to add them.

Availability

Allow submissions from 15 March 2017 00 00 Enable

Due date 22 March 2017 00 00 Enable

Cut-off date 15 March 2017 09 40 Enable

Always show description

Availability

Allow submissions from: if enabled, you can set the assignment to start allowing submissions on a certain day.

Due date can be enabled if you would like to set a certain date for assignments to be turned in. Students can still submit after the due date.

To prevent submissions after a certain date, the Cut-off date will need to be set. This will remove the submit button and students will no longer be able to upload files.

Always show description: if disabled, the Assignment Description will only become visible to students at the “Allow submissions from” date.

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Submission types

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files

Maximum submission size

Submission types

Online text—Moodle will provide students with a text box in which the information can be typed.

File submissions—Students will have the opportunity to upload a file. You can set the number of files the student can upload and the maximum submission size.

Maximum number of uploaded files—Instructors can allow up to 20 uploaded files per assignment.

Maximum submission size—the maximum site upload limit is 1 GB. Instructors can change lower the size limit if needed.

Feedback types

Feedback types Feedback comments Offline grading worksheet Feedback files

Comment inline

Feedback Types

Feedback Comments—the teacher can leave feedback comments next to each file submission on the grading page.

Offline grading worksheet—if enabled, the teacher will be able to download and upload a worksheet with student grades when marking the assignments.

File feedback—the teacher will be able to upload files with feedback when marking the assignments. These files may be, but are not limited to marked up student submissions, documents with comments or spoken audio feedback.

Comment inline—if enabled, the submission text will be copied into the feedback comment field during grading, making it easier to comment inline or to edit the original text.

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Submission settings

Require students click submit button. Leave this set at “No.”

Require that students accept the submission statement. Leave this set at “No.”

Attempts reopened. This determines how student submission attempts are reopened.

Never—the student submission cannot be reopened.

Manually—the student submission can be reopened by a teacher.

Automatically until pass— the student submission is automatically reopened until the student achieves the grade to pass value set in the Gradebook for this assignment.

Submission settings

Require students click submit button



Require that students accept the submission statement



Attempts reopened

Maximum attempts

Group submission settings

Students submit in groups



Require group to make submission



Require all group members submit



Grouping for student groups



Group Submission Settings

Students submit in groups—if enabled students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each others changes to the submission.

Require group to make submission—if enabled, users who are not members of a group will be unable to make submissions.

Require all group member submit—if enabled, all members of the student group must click the submit button for this assignment before the group submission will be considered as submitted. If disabled, the group submission will be considered as submitted as soon as any member of the student group clicks the submit button.

Grouping for student groups—this is the grouping that the assignment will use to find groups for student groups. If not set—the default set of groups will be used.

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Notifications

Notify graders about submissions—If enabled, teachers will receive a message (email) whenever a student submits an assignment, early, on time and late.

Notify graders about late submissions—if enabled, teachers receive a message (email) whenever a student submits an assignment late.

Default setting for “Notify students” - set the default value for the “Notify students” checkbox on the grading form.

▼ Notifications

Notify graders about
submissions

No ▼



Notify graders about late
submissions

No ▼



Default setting for
“Notify students”

Yes ▼



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Grade

Grade— Type—use the drop down menu and select either none, scale or point.

None—no grade will be recorded.

Scale—customizable scales can be used to assign scores. If selected, the scale can be selected with the dropdown menu for “Scale.”

Points—scores can be manually entered into the “Maximum Grade” box.

Grading method—choose the advanced grading method that should be used for calculating grades in the given context. Choices are simple direct, grading guide, and rubric.

Grade category—this setting controls the category in which this activity’s grades are placed in the gradebook. You will need to have categories built in the gradebook before they will show up here.

Grade to pass—this setting determines the minimum grade to pass.

Blind grading—hides the identity of students to graders.

Use grading workflow—if enabled, grades will go through a series of workflow stages before being released to students. This allows for multiple grades to be released to all students at the same time.

Use grading allocation—if enabled together with grading workflow, graders can be allocated to particular students.

▼ Grade

Grade ⓘ Type

Scale

Maximum grade

Grading method ⓘ

Grade category ⓘ

Grade to pass ⓘ

Blind grading ⓘ

Use grading workflow ⓘ

Use grading allocation



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How Do I Create an Activity—Assignment

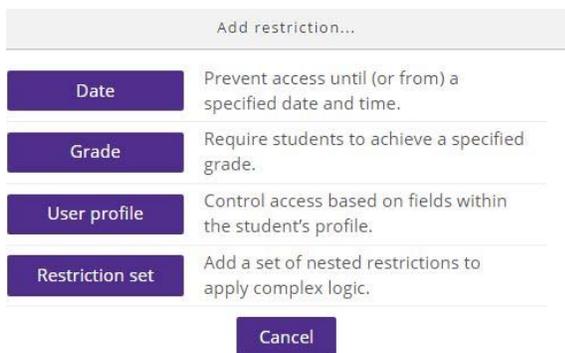
Restrict Access

This is used to restrict access to the assignment based upon activity completion, date, grade, the group or grouping the students in or even user profile fields. The Restrict set button allows for more complex criteria requiring nested conditions.

Do not use this function to set the availability of the assignment.

Instructors can choose one or more restrictions.

Click on the “Add Restriction” button.

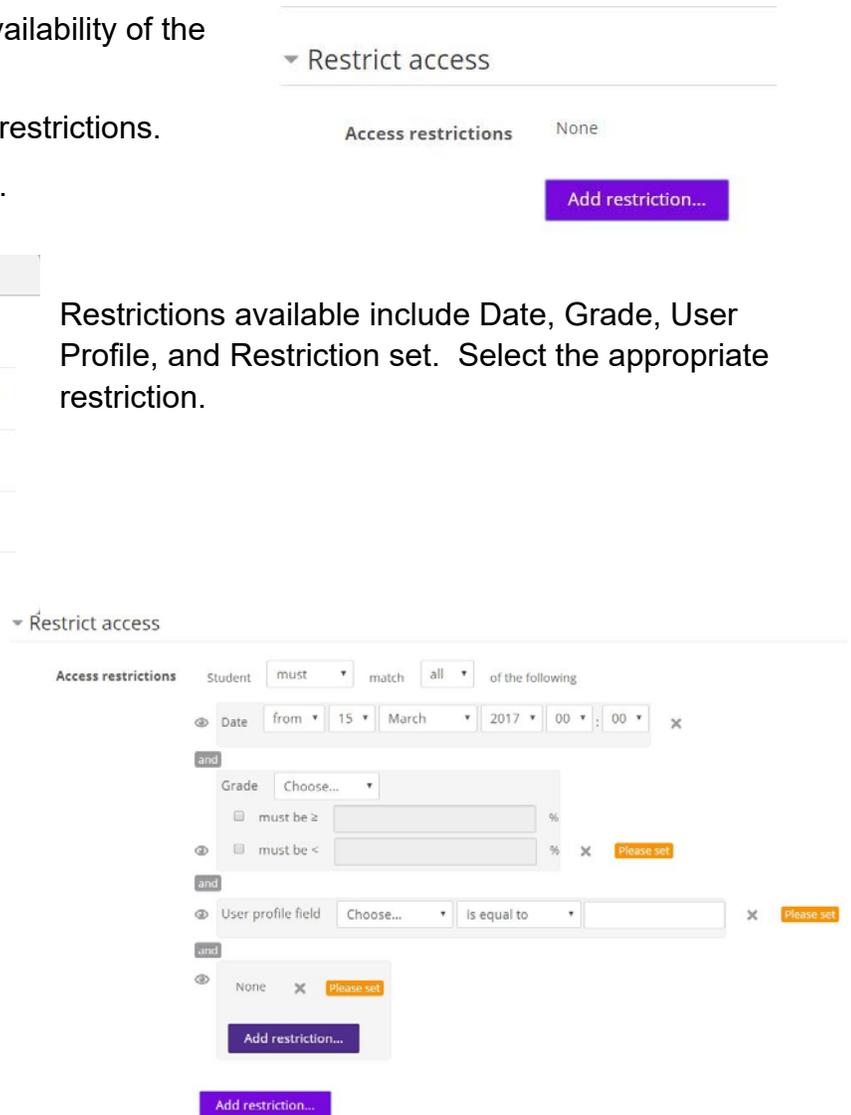


A dialog box titled "Add restriction..." with a "Cancel" button at the bottom. It contains four options, each with a description:

- Date**: Prevent access until (or from) a specified date and time.
- Grade**: Require students to achieve a specified grade.
- User profile**: Control access based on fields within the student's profile.
- Restriction set**: Add a set of nested restrictions to apply complex logic.

Restrictions available include Date, Grade, User Profile, and Restriction set. Select the appropriate restriction.

Restrictions available. Set the restrictions needed.



The "Restrict access" configuration interface. It shows a list of "Access restrictions" under the heading "Restrict access". The current configuration is:

- Student must match all of the following
- Date from 15 March 2017 00:00
- and
- Grade Choose...
 - must be ≥ %
 - must be < % Please set
- and
- User profile field Choose... is equal to % Please set
- and
- None Please set

Buttons for "Add restriction..." are visible at the bottom of the configuration area.

Save and return to course.

Save and return to course

The new assignment can be found on the front page of the course.

