

Creating and configuring Assignment



On this guide:

- A. [Add a New Question to a Quiz](#)
- B. [Configure Assignment Options](#)

Overview

The assignment activity module can be used to communicate tasks, collect work and provide grades and feedback. Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor.

An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as artwork, and thus not require any digital content. Students can submit work individually or as a member of a group.

Assignment Workflow


1. Plan the assignment settings.
2. Create the assignment activity.
3. If necessary, edit the assignment activity.
4. Create a Marking guide or rubric. If simple grading is used, there is no need for this step.
5. Make the marking guide or rubric available to the students.
6. Students submit assignments.
7. If necessary, and while it is not due, students can edit their assignments.
8. Provide override to the students having exceptions.
9. Before starting marking, set the Markflow to marking in progress.
10. Mark the assignments based on the set marking guide.
11. Set the Markflow to marking in confirmation, then proceed with audit marking.
12. Set the Markflow to Released after completion of audit marking.

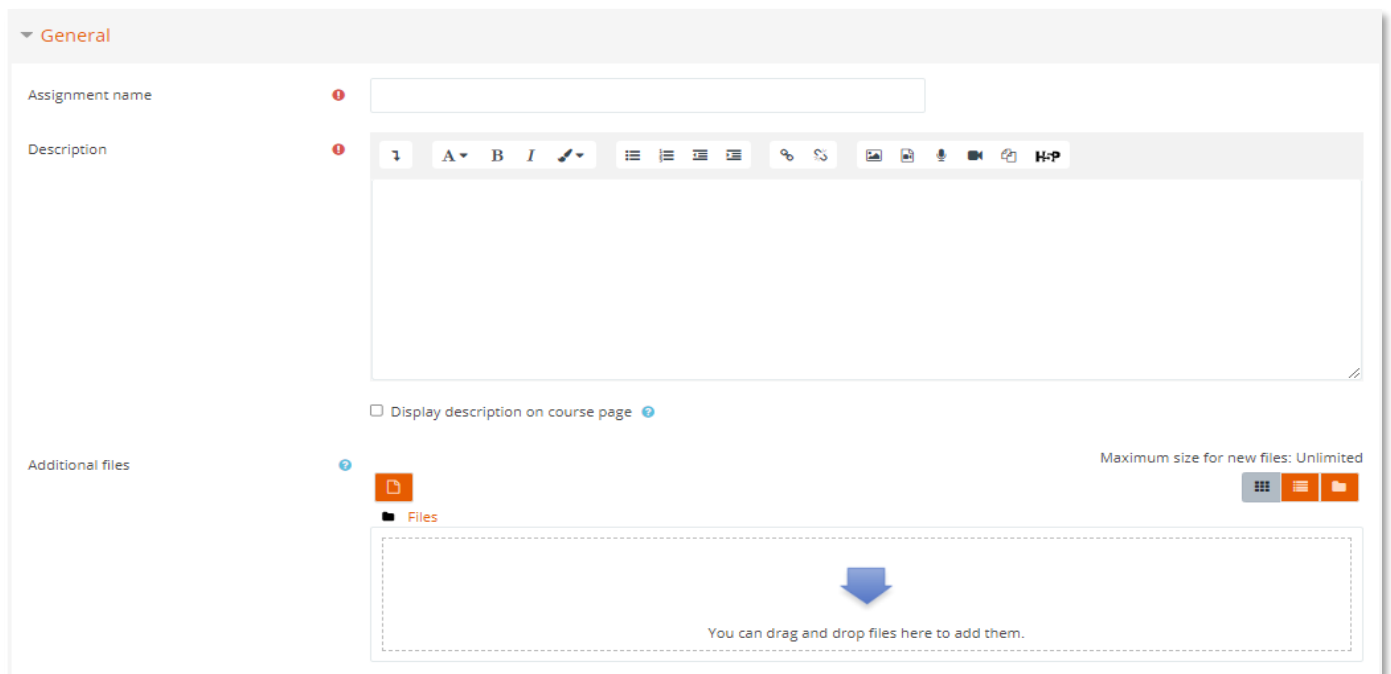
Pre-condition

1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

A. Creating Assignment activity | [Top of the Document](#)

Procedure

1. Add a new assignment.
 - a. Go to the section you wish to add Assignment.
 - b. Add an assignment by finding this icon  . See [Adding activity or resource in a section](#).
 - c. The *Assignment editing page* appears.
2. Setting Assignment details in General Section
 - a. Enter the Name and description. See [Convention for name and Description of an Activity or Resource](#).
 - b. Supply the assessment task file. See [Managing Files](#) for instructions to upload or set files.



The screenshot shows the 'General' section of the Moodle Assignment editing page. It includes the following elements:

- Assignment name:** A text input field with a red error icon to its left.
- Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, and help. Below the toolbar is a large text area for the description.
- Display description on course page:** A checkbox with a blue question mark icon to its right.
- Additional files:** A section with a blue question mark icon, a 'Files' folder icon, and a text box with a dashed border and a blue arrow pointing down. Below the text box is the text 'You can drag and drop files here to add them.' To the right of this section, it says 'Maximum size for new files: Unlimited' and has three small icons (grid, list, folder).

3. Setting availability
 - a. Set the **Allow submission from**, **Due date**, **Cut-off date**, and **Remind me to grade** by ticking the **Enable** next to them. Setting these dates depends on the assessment requirement. If not needed, untick it.

Note: These dates are by default shown on the *Assignment submission page*.

▼ Availability

Allow submissions from Enable

Due date Enable

Cut-off date Enable

Remind me to grade by Enable

Always show description

4. Setting the Submission types and accepted file types

- Select the suitable **Submission types** by ticking or unticking **Online text** or **File submissions**.
- Choose an appropriate number for the **Maximum number of uploaded files**.
- Choose an appropriate size for **Maximum submission size**.
- To specify **Accepted file types**,
 - click **Choose** then the *List of accepted file types page* appears.
 - Choose the accepted file types from the list. Click **OK** on the *Assignment editing page*.

▼ Submission types

Submission types Online text File submissions

Maximum number of uploaded files

Maximum submission size

Accepted file types

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf
 PDF document .pdf
 RTF document .rtf
 Word 2007 document .docx
 Word document .doc

5. Setting the Feedback types and submission settings

- Select the suitable **Submission types** by ticking and unticking **Feedback comments**, **Offline grading worksheets**, and **Feedback files**.
- Decide whether comments are inline or not.

Note: **Comment inline** option is only available for Feedback comments.

▼ Feedback types

Feedback types Feedback comments Offline grading worksheet Feedback files

Comment inline Yes

6. Setting the submission settings
 - a. Set the suitable settings for submission settings

▼ Submission settings

Require students to click the submit button No

Require that students accept the submission statement No

Attempts reopened Manually

Maximum attempts 2

7. Setting the Grades settings
 - a. Set the suitable settings for Grades settings

▼ Grade

Grade

Type Point

Scale

Maximum grade 30

Grading method Rubric

Grade category Assessable

Grade to pass 15.00

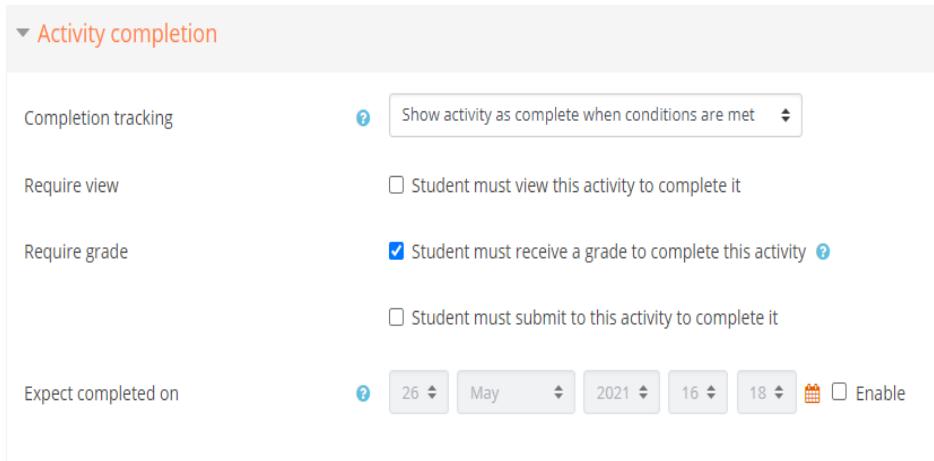
Anonymous submissions No

Hide grader identity from students No

Use marking workflow No

8. Setting Activity Completion

- Set the suitable settings for Activity Completion. See screenshot for settings.



▼ Activity completion

Completion tracking Show activity as complete when conditions are met

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 26 May 2021 16:18 Enable

9. Save

- Click on **Save and display** and check that your assignment displays as intended.



Save and return to course Save and display Cancel

B. Configure Assignment Option |

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Setting	Moodle Description	• IBS Moodle Setting
Turnitin Assignment Name	Identifier and text display	<ul style="list-style-type: none"> See Convention for Name and Description of an Activity or Resource
Summary	Note about the quiz.	<ul style="list-style-type: none"> See Convention for Name and Description of an Activity or Resource
Display description on the course page		<ul style="list-style-type: none">
Additional Files		<ul style="list-style-type: none"> Assessment tasks details. The assessment tasks file (see the Error! Reference source not found.) and other supporting files. Every file uploaded must follow the Error! Reference source not found.
Allow Submission	<ul style="list-style-type: none"> The assignment will be available 	<ul style="list-style-type: none"> At least a week before the due date.
Due date	<ul style="list-style-type: none"> The deadline for submissions. 	<ul style="list-style-type: none"> As specified in the UIG, if assessable.
Cutoff date	<ul style="list-style-type: none"> Setting a Cut-off date after the due date has passed allows students to submit their assignments after the due date. Once the cutoff date has passed, students will not submit, and the submit button will disappear. Please note that students who have submitted before the Due date can resubmit their assignment until the Cut-off date. Not enabling the cut-off date means that students can continue to submit and resubmit. 	<ul style="list-style-type: none"> Not enabled.
Remind me to grade by	<ul style="list-style-type: none"> The Remind me to grade by date appears in Module Events & Upcoming Events blocks for staff enrolled on 	<ul style="list-style-type: none"> A week after the due date.

	a module to remind them of grading deadlines.	
Submission types	<ul style="list-style-type: none"> • File submissions (students upload a file. • Online text. Students type rich text directly into an editor field for their submission. With Online text submissions, markers can comment on and edit students' text directly. 	Default File submission
Maximum number of uploaded files	<ul style="list-style-type: none"> • The maximum number of uploaded files as required by the assignment. This is also the maximum number of feedback files you can attach to each student when providing feedback. 	Default 2
Maximum submission size	<ul style="list-style-type: none"> • This setting defaults to the maximum upload limit. 	Default 100MB (maximum)
Accepted file types	<ul style="list-style-type: none"> • Accepted file types can be submitted by the students 	Default Word Document files, PDF, and RTF.
Always show description	<ul style="list-style-type: none"> • This is set to Yes by default. If set to No, the assignment Description will only become visible to students at the Allow submissions from date. 	Yes , for Assessable, No for non-assessable.
Feedback types	<ul style="list-style-type: none"> • Feedback comments. The marker can leave feedback comments for each submission. • Feedback files. The marker will be able to upload files providing feedback when marking the assignments. These files may be marked-up student submissions, Word documents with comments, or spoken audio feedback. • Offline grading worksheet. This setting enables the marker to be able to download a worksheet with fields to add in grades. At the same time, 	

	<p>they are offline and, when ready, upload the worksheet into Moodle to automatically populate student grades (and comments where enabled) with the data inserted on the worksheet.</p>	
Comment inline	<ul style="list-style-type: none"> If enabled, this setting allows the submission text to 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. 	
Require students to click submit button	<ul style="list-style-type: none"> If set to Yes, students will have to click a Submit button to declare their submission as final. If they forget to click the Submit button before the deadline, their submission will show as late. A second issue is that if students click the Submit button before the deadline but then update their work and wish to upload this newly edited file, they will be unable to do so as they have already declared their submission to be the final one. They would then need to contact their lecturer and send their submission back to them manually. 	Default No
Require that students accept the submission statement	<ul style="list-style-type: none"> This is set to Yes by default. We ask that you do not change this so that students confirm that they understand what is required of them regarding academic integrity before submitting an assignment. 	Default, locked Yes

Attempts reopened	<ul style="list-style-type: none"> • Never (assignment does not allow multiple attempts), • Manually (Lecturer reopens the assignment for the student), or • Automatically until pass (Assignment automatically reopens until the student reaches passing grade that the lecturer in the Gradebook has set). 	Default Manual
Maximum attempts	<ul style="list-style-type: none"> • This setting allows you to specify how many attempts students should have at resubmitting an assignment once it has been reopened. To enable a resubmission, this needs to be set to at least 2. 	Default 1
Notify graders about submissions	<ul style="list-style-type: none"> • If set to Yes, all lecturer roles will receive an email every time a student submits to the submission area. 	Default No
Notify graders about late submissions	<ul style="list-style-type: none"> • If set to Yes, all lecturer roles will receive an email every time a student adds a late submission to the submission area (after the due date). 	Default Yes
The default setting for "Notify Students."	<ul style="list-style-type: none"> • This field controls when to notify students of their feedback and sets the default value for the "Notify students" checkbox on the grading form. The default value is Yes. 	Default Yes
Grade	<ul style="list-style-type: none"> • Select the Grade type. The options are None, Scale, or Point. If Scale is chosen, you can then choose a scale from the Scale drop-down options. If the scale you want to use is already available in the drop-down list, select the scale from the list. 	If Assessable, set to Point.
Maximum Grade	<ul style="list-style-type: none"> • The maximum points available for the assignment 	Set to Weight of the assessment.
Grading method	<ul style="list-style-type: none"> • The Simple Direct Grading method is the most 	Default Simple Direct Grading

	<p>commonly used grading option.</p> <ul style="list-style-type: none"> • The Marking Record is an advanced grading method where a lecturer can enter a comment per criterion and a mark up to a maximum. • The Rubric is an advanced grading form used for criteria-based assessment. The rubric consists of a set of criteria. For each criterion, several descriptive levels are provided. A numerical grade is assigned to each of these levels. The rater chooses which level answers/describes the given criterion best. The raw rubric score is calculated as a sum of all criteria grades. The final grade is calculated by comparing the actual score with the worst/best possible score that could be received. 	
Grading category	<ul style="list-style-type: none"> • This determines where your assignment will sit within the grades area. • You will need to set up the categories in the Grader report first. 	Set Assessable assessments to Assessable category or its sub-category.
Grade to pass	<ul style="list-style-type: none"> • This setting determines the minimum grade required to pass. The value is used in the activity, course completion, and the grade book, where pass grades are highlighted in green and fail grades in red. 	Set to 50% of the total weight
Use marking workflow	<ul style="list-style-type: none"> • If this setting is set to Yes, marks will go through a series of workflow stages before being released to students. This allows for multiple rounds of marking and allows marks 	Default Yes

	to be released to all students simultaneously.	
Availability	<ul style="list-style-type: none"> The activity or resource is available to students if the availability is set to Show on the course page. If the availability is set to Hide from students, the activity or resources is only available to users with permission to view hidden activities. If the course contains many activities or resources, the course page may be simplified by setting the availability 'Make available but not shown on the course page.' In this case, a link to the activity or resource must be provided from elsewhere, such as from a page resource. The activity would still be listed in the grade book and other reports. 	Default Show on the course page
Group mode	<ul style="list-style-type: none"> No groups A separate groups-Each group member can only see their group, and others are invisible. Visible groups- Each group member works in their group but can also see other groups. The group mode defined at the course level is the default mode for all activities within the course. Each activity that supports groups can also define its group mode, though if the group mode is forced at the course level, the group mode setting for each activity is ignored. 	Default No groups See <i>Group and Grouping</i> group work.
Access restrictions	<ul style="list-style-type: none"> This setting allows adding restrictions to activities such as preventing access until the specified date, until students achieve a specified grade, etc. 	Not set
Completion tracking	<ul style="list-style-type: none"> Do not indicate activity completion - this will not 	Show activity as complete when conditions are met

	<p>show checks (ticks) next to the activity</p> <ul style="list-style-type: none"> • Students can manually mark the activity as completed - students press the check (tick) to change it. (Note: they can do this even without doing the activity!) • Show activity as complete when conditions are met - the selected completion criteria must be met before the check (tick) will change style 	
Require view	<ul style="list-style-type: none"> • Students have to view the activity when this option is ticked, i.e., click the link to complete it. You should not turn on the 'view' condition if you have other requirements - this makes extra work for the server, and it's unlikely that a student could meet any other conditions without viewing the activity. 	Not ticked
Require grade	<ul style="list-style-type: none"> • When this option is ticked, students have to get a grade on the activity to complete it. For example, a quiz would be marked completed as soon as the user submits it (so long as it doesn't contain any "essay" questions). 	If assessable, ticked.
	<ul style="list-style-type: none"> • Students must submit to this activity to complete it 	Not ticked.