



# **Assignment for Student**



# On this guide:

- A. Add a New Question to a Quiz
- B. Configure Assignment Options

# **Overview**

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.

# **Assignment Workflow**

- 1. Go to assignment
- 2. Examine the assignment requirements.
- 3. Download assignment paper
- 4. Work on assignment tasks
- 5. Students submit assignments.
- 6. Resubmit assignment if necessary.
- 7. Wait for feedback notification
- 8. Check assignment mark and feedback

### **Pre-condition**

1. The user must be on a Moodle course page as a Lecturer of the unit. See <u>Moodle Enrolment</u>, <u>Accessing your course</u>, and <u>The Moodle course</u>.

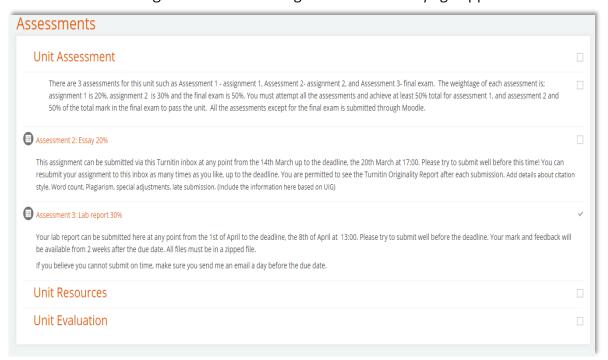
# A. Submitting Assessment | Top of the Document

### **Procedure**

- 1. Accessing the assignment link.
  - a. Go to your Moodle course.



b. Find and click the assignment link. The Assignment submission page appears.



- 2. Examining and submitting assignment details.
  - a. Examine and take note of all the details of your assignment. Including the assignment due dates, marking guide and other settings. The rubric if available can be found at the bottom of the page.
  - b. Download the assignment paper and start thinking of your reponse. Make sure your response is read before the due date.

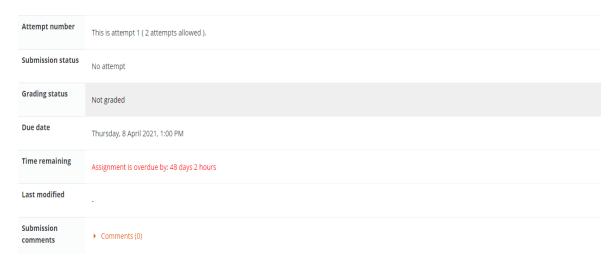


## Assessment 3: Lab report 30%

Your lab report can be submitted here at any point from the 1st of April to the deadline, the 8th of April at 13:00. Please try to submit well before the deadline. Your mark and feedback will be available from 2 weeks after the due date. All files must be in a zipped file.

If you believe you cannot submit on time, make sure you send me an email a day before the due date.

#### Submission status



You have not made a submission yet.

c. Click **Add submission** when you are ready submitting your assignment. This will take you to *Assignment uploading* page.

## 3. Uploading assignment

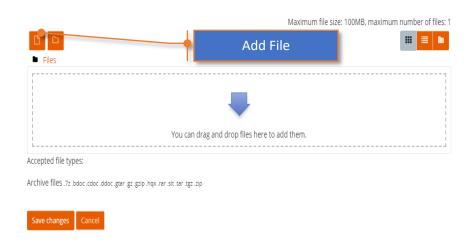
a. Drag the file over the blue arrow OR

# Assessment 3: Lab report 30%

Your lab report can be submitted here at any point from the 1st of April to the deadline, the 8th of April at 13:00. Please try to submit well before the deadline. Your mark and feedback will be available from 2 weeks after the due date. All files must be in a zipped file.

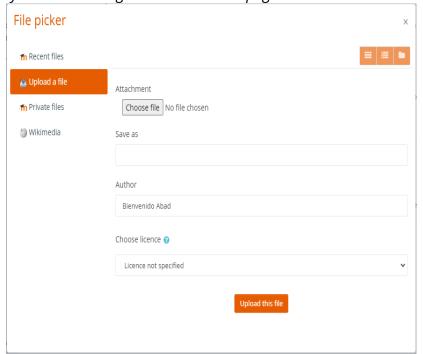
If you believe you cannot submit on time, make sure you send me an email a day before the due date.

File submissions





b. You can use click the Add file to access the File picker. Specify the file then click **Upload this file** to take you back to assignment submission page.



c. Click save changes

## 4. Confirmation

a. Back in the assignment page, you can confirm the submission status and file submission.



# Assessment 3: Lab report 30%

Your lab report can be submitted here at any point from the 1st of April to the deadline, the 8th of April at 13:00. Please try to submit well before the deadline. Your mark and feedback will be available from 2 weeks after the due date. All files must be in a zipped file.

If you believe you cannot submit on time, make sure you send me an email a day before the due date.

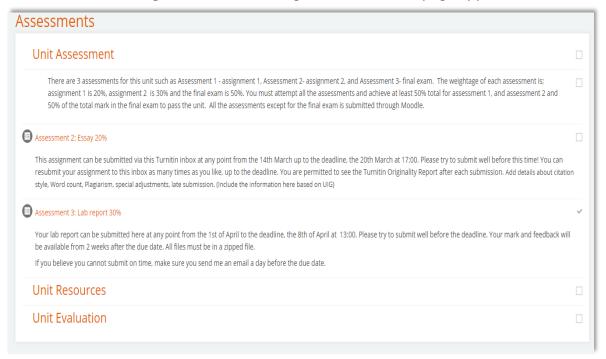
#### Submission status

Attempt number	This is attempt 1 ( 2 attempts allowed ).						
ubmission status	Submitted for grading						
rading status	Not graded						
ue date	Thursday, 8 April 2021, 1:00 PM						
me remaining	Assignment was submitted 48 days 3 hours late						
rading criteria							
	If statement with examples	Not done 0 points	Poor. Attempted to explain if statement but no example provided. OR No attempt to explain if statement but attempted to provide example provided. 2 points	Satisfactory. Attempted to explain if statement and attempted to provide example 4 points	Good. Well explained if statement with attempt to provide example OR Suitable explanation of if statement with 1 correct example 8 points	Very good. Well explained if statement is with 1 correct example OR Suitable explanation of if statement with 2 examples are correct 12 points	Excellent, Well explained if statement with 2 correct examples
	for statement with example	Not done 0 points	Poor. Attempted to explain for statement but no example provided. OR No attempt to explain for statement but attempted to provide example provided. 2 points	Satisfactory. Attempted to explain for statement and attempted to provide example 4 points	Good. Well explained for statement with attempt to provide example OR Suitable explanation of for statement however with 1 correct example 8 points	Very good. Well explained for statement with 1 correct example OR Suitable explanation of for statement with 2 correct examples.	Excellent, Well explained for statement with 1 suitable correct example.
st modified	Wednesday, 26 May 2021, 4:03 PM						
le submissions	tool_policy_moodle34_2	017111312.zip 26	May 2021, 4:03 PM				
ubmission omments	► Comments (0)						



#### **Procedure**

- 1. Accessing the assignment link.
  - a. Go to your Moodle course.
  - b. Find and click the assignment link. The Assignment submission page appears.



# 2. Viewing feedback

- a. In the assignment page, you may examine once again the details of your assignment including the grading criteria
- b. Scroll to the bottom of the page to check the assignment feedback and mark.

