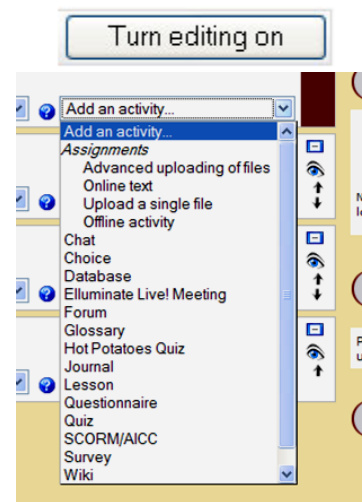


# Assignments

Assignments are interactive activities, similar to the communication tools. Activities enable your students to interact with you and/or with one another using Moodle as their learning management system. Assignments are added to your course through the “Add an activity...” menu found in each section (center column) of your class. This hadout will allow you to experiment with the assignments activity.

**To begin adding Assignments to your course, click the on" button near the top right corner of your window.** This shows or hides the editing controls that allow you to customize (Participants in your class do not have the "Turn editing on" only available to the Teacher, Course Creator or the Moodle Administrator.) When you add a new assignment, you first section in which you want it to appear and then select the type of the “Add an activity...” *Assignments* dropdown menu.

An assignment in Moodle is an interactive activity that a student offline (outside of Moodle). After the assignment is completed the student uploads the file for the instructor’s review or to the instructor by some other means. The student receives a assignment. This is added into the gradebook automatically. date for each of the assignments given by the instructor. When is due soon, it will appear in the “Upcoming Events” block. Be set an appropriate due date for the assignment or the date will be set by default as the current date.



**"Turn editing toggle switch your course. button--it's System determine the activity from**

**completes by the student, communicates grade on the There is a due an assignment sure that you**

## Types of Assignments

1. **Advanced uploading of files:** This type of assignment is the most recommended due to its versatility. Students can use this option to upload one or more files in any format. It is important to be specific on the expected file types you will accept, ( i.e., .doc, .docx, .rtf for MS Word; .ppt or pptx for MS PowerPoint; .xls or .xlsx for MS Excel) or in some case students may submit files in Word Perfect format (.wpd), MS Works format (.wps), Open Document format (.odt) or other types you may not be able to open correctly. The main advantage of the advanced uploading of files is that it allows you, the instructor, to download the file, make comments on the file, and make the graded document available to the student as well as their original submission.

Another advantage of the advanced uploading type assignment is the student’s ability to upload multiple drafts of a file. Until the student uploads the final version of the file, the submission will be marked as a draft, with each draft replacing the existing file. As an instructor, you choose the number of drafts the student can upload. The student can either choose to upload those drafts or indicate that a file is the final version by selecting the “Send for marking” button. You can ignore this option by setting the “Enable for marking” option to “No”.

2. **Online text:** This option allows the student to create a page online. Anything that can be included in a web page (icons, graphics, links) can be included in an online text assignment. Moodle’s built-in web page editor is used by the student to create this assignment. Instructors should include any instructions that can help non-digital natives to understand how to insert graphics, links, tables, etc. As the instructor grades the assignment, he/she can edit the student’s online text page, by inserting comments, which allows the student to see the original and edited versions of the page. Instructors can use the "Online

Text" Assignment as a way to gather private journal entries from students that only the student and instructor can see. The "Online Text" Assignment has replaced the "Journal" Activity in previous versions of Moodle.

3. **Upload a single file:** Instructors can use this type of assignment when they want the student to submit a single file online. A student can upload a single file to turn in work in most standard file formats. This could be a Word document, spreadsheet or anything digital. Multiple files could be zipped and then submitted. The date and time the file is uploaded is recorded and compared against the assignment due date and time. *If you wish to make comments on the submitted file and make it available to the student, you should use the "Advance uploading of files" assignment type instead.*
4. **Offline activity:** When an assignment is to be done outside of Moodle (not necessarily offline), choose this activity. This is useful when the assignment is other than something a student submits electronically. 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. For example, if students are graded for their aggregate weekly participation in online discussions, you may want to create an offline assignment that allows you to post their weekly participation grade with some individualized, private feedback. Another example could be an activity in a face-to-face setting.

## Basic Settings

**Updating Assignment in topic 1**

**General**

Assignment name\*

Description\*   
Path:

Grade

Available from       Disable

Due date       Disable

Prevent late submissions

**Advanced uploading of files**

Maximum size

Allow deleting

Maximum number of uploaded files

Allow notes

Hide description before available date

Email alerts to teachers

Enable Send for marking

After a student completes and submits his/her assignment, the instructor can grade and add a comment; after the grade is recorded, *Moodle can send a notification email to the student if you make sure that the "Send notification emails" option is checked at the bottom of the assignment submission page before saving grades.*

The notification will be sent approximately 30 minutes after grades are posted. With all assignment types, you will have a single page on which you can record a grade and a comment for the student.

Moodle4Me ► ANA\_TEST ► Assignments ► Sample Advance Uploading of Files Assignment ► Submissions Update this Assignment  
See all course grades

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
 Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
cc 1	20 / 30		Notes Er.txt Thursday, 5 November 2009, 04:50 PM	Thursday, 5 November 2009, 04:54 PM	Update	30
cc 2	No grade				Grade	-

Send notification emails

[Save all my feedback](#)

Submissions shown per page 100   
 Allow quick grading    
[Save preferences](#)

At the bottom of the submissions page, on the right side, the setting “Allow quick grading” enables the ability to grade all of the submissions on the same page versus accessing each submission in a separate pop-up window. If Quick Grading is used, remember to click the “Save all my feedback” button at the bottom of the page to save all the entered grades.