

How Do I Create an Activity?

Assignment

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback. Students can upload files such as word-processed documents, spreadsheets, images, or audio and video clips. Teachers may require students to type text directly into the text editor.

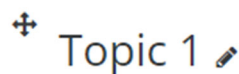
To add an Assignment:

Login to Moodle and navigate to the course.

Turn editing on.

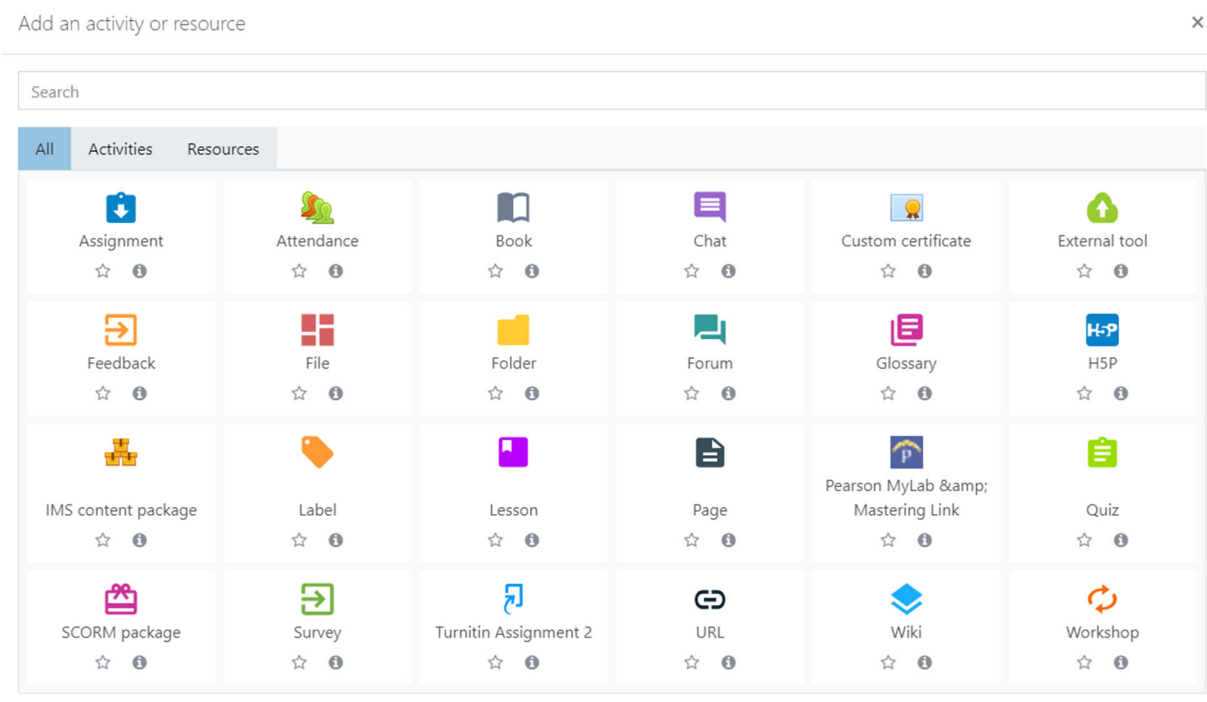


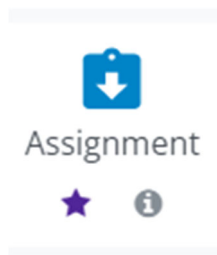
Within a topic, click on **add an activity or resource**.



[+ Add an activity or resource](#)

The Add an activity or resource picker will open.

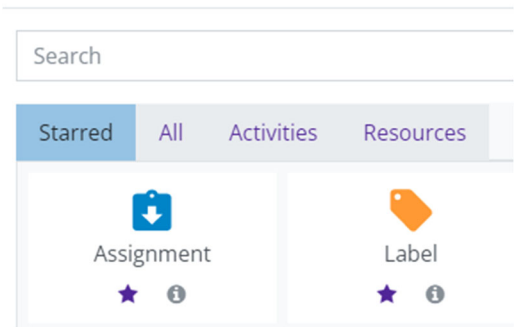




Notice the icons below Assignment. The star icon will allow instructors to “star” an activity or resource that is used most frequently.

The activity or resource picker also allows toggling between Starred, All, Activities, and Resources.

Add an activity or resource



Clicking on the “i” —information icon—will open a window that gives more information about the activity or resource.

Add an activity or resource

Assignment

The assignment activity module enables a teacher 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 art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

 [More help](#)

For additional help, click on **More help** to navigate to the Moodle Docs site.

Choose **Assignment**.

Moodle will open the “Adding a new Assignment” page.

Add the Assignment name.

Add a Description if desired. Text can be customized using the editing toolbar.

Adding a new Assignment to Topic 1

General

Assignment name

 Chapter 1 Assignment

Description

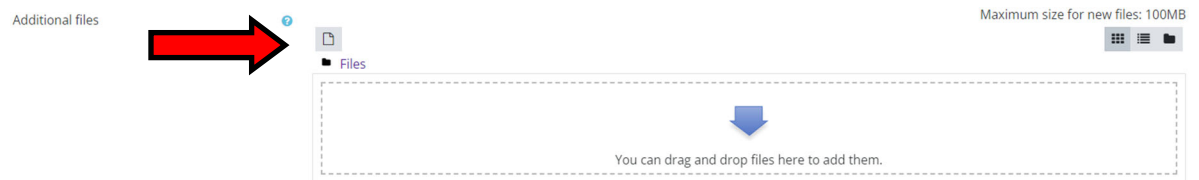


For this assignment, answer the questions on page 10 of your textbook and submit in a Word document.

☒ Display description on course page 

Select Display description on course page if desired.

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



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▼ Availability

Allow submissions from	<input type="text" value="2"/> <input type="text" value="November"/> <input type="text" value="2022"/> <input type="text" value="00"/> <input type="text" value="00"/>
	<input checked="" type="checkbox"/> Enable
Due date	<input type="text" value="8"/> <input type="text" value="November"/> <input type="text" value="2022"/> <input type="text" value="23"/> <input type="text" value="00"/>
	<input checked="" type="checkbox"/> Enable
Cut-off date	<input type="text" value="2"/> <input type="text" value="November"/> <input type="text" value="2022"/> <input type="text" value="10"/> <input type="text" value="36"/>
	<input checked="" type="checkbox"/> Enable
Remind me to grade by	<input type="text" value="15"/> <input type="text" value="November"/> <input type="text" value="2021"/> <input type="text" value="23"/> <input type="text" value="00"/>
	<input checked="" type="checkbox"/> Enable
	<input checked="" type="checkbox"/> Always show description

Availability options

Allow submissions from:

If enabled, students will not be able to submit before this date.

Due date:

This is when the assignment is due. Submissions will still be allowed after this date but will be marked late.

Cut-off date:

If set, the assignment will not accept submissions after this date without an extension.

Remind me to grade by:

The expected date that marking of the submission should be completed by. This date is used to prioritize dashboard notifications for teachers.

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

Submission types

OneNote submissions

If enabled, students are able to upload one or more OneNote pages as their submission.

Online text

If enabled, students are able to type rich text directly into an editor field for their submission.

File submissions

If enabled, students are able to upload one or more files as their submission.

▼ Submission types

Submission types	<input type="checkbox"/> OneNote submissions
	<input checked="" type="checkbox"/> File submissions
	<input type="checkbox"/> Online text
Maximum number of uploaded OneNote pages	<input type="text" value="1"/>
OneNote page size	<input type="text" value="Activity upload limit (1MB)"/>
Maximum number of uploaded files	<input type="text" value="20"/>
Maximum submission size	<input type="text" value="Site upload limit (100MB)"/>
Accepted file types	<input type="text"/> <input type="button" value="Choose"/> <input type="button" value="No selection"/>



Submission options

Maximum # of uploaded OneNote pages

If enabled, each student will be able to upload up to this number of OneNote pages for their submission.

OneNote page size

Sets the maximum submission size of OneNote pages.

Maximum # of uploaded files

If file submissions are enabled, each student will be able to upload up to this number of files for their submission.

Maximum submission size

Files uploaded by students maybe up to this size.

Accepted files

Instructors can specify the file type that students can submit to the assignment activity. If you click **Choose**, you'll be presented with a list of file types. You can pick and choose what you are willing to accept as submissions. Those file types will display for the student when they are trying to upload to your assignment. If a file type is not selected, all file types will be accepted.

Submission types

Submission types

☐ OneNote submissions



☒ File submissions



☐ Online text



Maximum number of uploaded OneNote pages



1

OneNote page size



Activity upload limit (1MB)

Maximum number of uploaded files



20

Maximum submission size



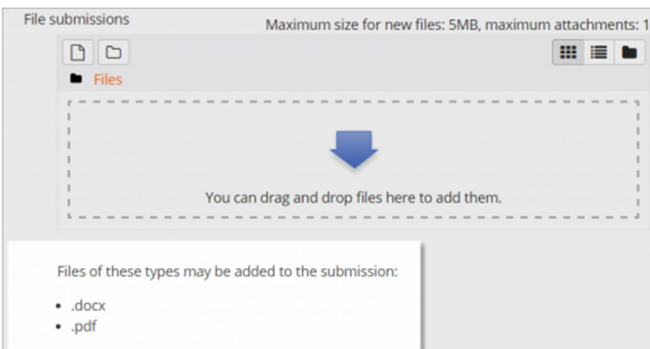
Site upload limit (100MB)

Accepted file types



No selection

Choose



If students do not submit an acceptable file type they will be prompted to try again.

Feedback types

Feedback types

☒ Feedback comments



☒ Annotate PDF



☐ Offline grading worksheet



☐ Feedback files



☐ Feedback OneNotes



Comment inline



No

Feedback types

Feedback comments

If enabled, grader can leave feedback comments for each submission.

Annotate PDF

If enabled, the teacher will be able to create annotated PDF files when grading the assignments. This allows the teacher to add comments, drawing and stamps directly on top of the students work. The annotating is done in the browser and no extra software is required.

Offline grading worksheet

If enabled, Moodle allows you to grade assignment submissions without being connected to the Internet. Grades are entered into a customized grading spreadsheet and uploaded as a .csv file into Moodle. NOTE: this is not available for assignments that use Rubrics.

Feedback files

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

Feedback OneNotes

If enabled, the teacher will be able to upload OneNote pages with feedback when marking the assignments. Teachers may choose to annotate the student's OneNote submission or upload a completely new OneNote pages.

Feedback types

Feedback types

- ☒ Feedback comments ?
- ☒ Annotate PDF ?
- ☐ Offline grading worksheet ?
- ☐ Feedback files ?
- ☐ Feedback OneNotes ?

Comment inline

? No ▾

Comment inline

If enabled, the submission text 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.

Submission settings

Require students to click the submit button ? No ▾

Require that students accept the submission statement ? No ▾

Additional attempts ? Manually ▾

Maximum attempts ? Unlimited ▾

Submission Settings

Require students click submit button

Leave this set to "NO."

Require that students accept the submission statement

Leave this set at "NO."

Additional attempts

This setting 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.

Maximum attempts

The maximum number of submission attempts that can be made by a student.

Group Submission Settings

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 others' changes to the submission.

Group submission settings

Students submit in groups

? No

Notifications

Notify graders about submissions

If enabled, teachers receive a message (email) whenever a student submits an assignment.




Notify graders about late submissions

If enabled, teachers receive a message 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 ▾

Grade

Grade

Select the type of grading used for this activity.

- None—no grade will be reported.
- Scale— choose the scale from the drop-down menu.
- Point—enter the maximum grade for this activity.

Grading method

Choose advanced grading method that should be used for calculating grades. 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.

Grade to pass

This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.

Blind grading

Hides the identity of students to graders.

Hide grader identity from students


If enabled, the identity of any user who grades an assignment submission is not shown so students can't see who marked their work.

Use grading workflow

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

▼ Grade


Grade




Type

Point ▾


Maximum grade
100




Rubric ▾




Uncategorized ▾




0.00



No



No ▾



No ▾

Point ▾

None

Scale

Point

Rubric ▾

Simple direct grading

Grading guide

Rubric



Restrict Access

This setting is used to restrict access to the assignment based upon date, grade, the group or grouping the student is 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.

Add restriction...

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.

Cancel

Restrict access

Access restrictions

None

Add restriction...

Restrictions Available

- Date

Prevent access until (or from) a specified date and time.
- Grade

Require students to achieve a specific grade.
- User profile

Control access based on fields within student's profile.
- Restriction set

Add a set of nested restrictions to apply complex logic.

Set the restrictions needed.

Save and return to course.

Save and return to course

Save and display

Cancel

The new assignment can be found on the front page of the course along with the Open date and Due date.

Topic 1

 Chapter 01 Assignment

Opens: Wednesday, November 2, 2022, 12:00 AM

Due: Tuesday, November 8, 2022, 11:00 PM

