

WAGNER COLLEGE

INFORMATION TECHNOLOGY

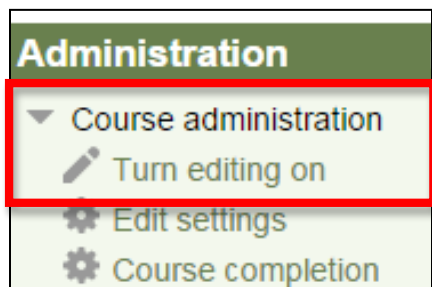
Moodle Survival Guide #17- How to Create Assignments

Introduction: This guide will inform the user on how to create an assignment in Moodle 2.5. An assignment allows the teacher to collect submitted work, review it and assign a grade if preferred.

I. Turn Editing On

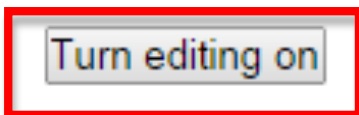
In order to edit your Moodle course page, the first thing you have to do is turn the editing on, which can be done in two ways.

- a. The first way to turn the editing button on is by navigating over to the **Administration Block** on the left hand side of the page, and clicking **Turn editing on**



- b. The second method that will turn editing on can be found in the top right hand corner of your screen. Press the **Turn editing on** button to enable it.

Note: If you turn editing on in the Administration Block, it will also adjust the editing setting to "ON" in the top right hand corner and vice versa.

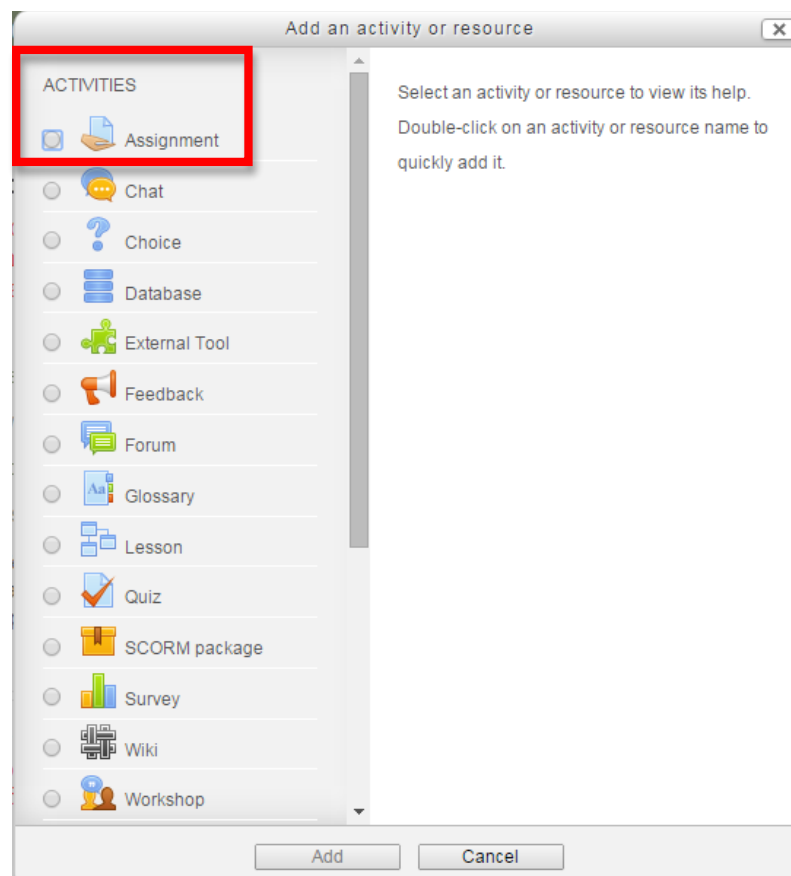


II. Add Activity or Resource

- a. Click **Add activity or resource** under the week or topic where you would like to add the Assignment.



- b. Once you click **Add activity or resource**, this will bring up a grey box that contains both Activities and Resources. Navigate to the Activities section. Select **Assignment** and then click **Add**, which will bring you to the **Adding a new Assignment** page.



III. Adding a New Assignment

- a. Once in the **Adding a new assignment** page, you will be prompted to create an **Assignment name** and a **Description** for your page. **These are both mandatory in order to move forward.**

▼ General

Assignment name* online text example

Description* Show editing tools
online text

Display description on ☐ course page ?

IV. Availability for Submitting an Assignment

- a. Scroll down to **Availability** section to set time parameters for when the assignment can be submitted.
 - i. **Allow submissions from:** sets the first date that the students are able to submit the assignment.
 - ii. **Due date:** establishes when the students need to have the assignment submitted by.
 - iii. **Cut off date:** will not allow the students to submit the assignment after the set date and time.

NOTE: If you do not want to enter dates for any of these categories click the check box next to Enable and this will disable the item.

▼ Availability

Allow submissions from ? 5 ▼ August ▼ 2014 ▼ 13 ▼ 25 ▼ ☒ Enable

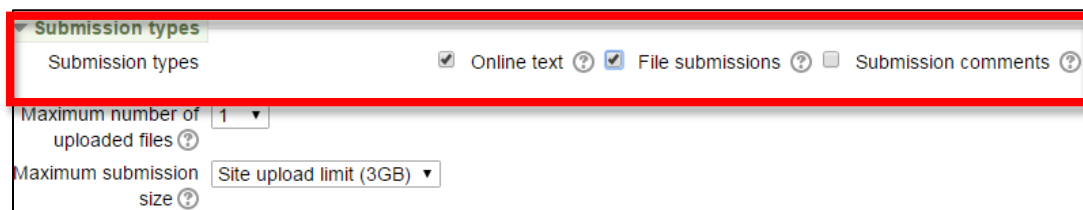
Due date ? 12 ▼ August ▼ 2014 ▼ 13 ▼ 25 ▼ ☒ Enable

Cut-off date ? 9 ▼ February ▼ 2015 ▼ 10 ▼ 35 ▼ ☐ Enable

Always show description ? ☒

V. Submission Types

- a. There are three submission types:
 - i. **Online text:** Provides a text box for the student to type in.
 - ii. **File Submission:** Allows the students to upload assignment files, such as: Word Documents, PowerPoint Presentation, audio files, etc.
NOTE: You can select the maximum number of uploaded files and maximum submission size of the file.
 - iii. **Offline Assignment:** This type of assignment is not listed for you. An offline assignment is one that does not require the student to submit anything on Moodle, but utilizing it will allow the teacher to assign the students something to do so they know they have something to complete for class. It will also create a space for this particular assignment in the gradebook for teachers to grade later. To utilize this feature, simply uncheck all of the boxes next to **Submission Types**.
 - iv. **Submission comments:** Enabling this provides students with a space to explain something about the assignment they are submitting to the teacher.

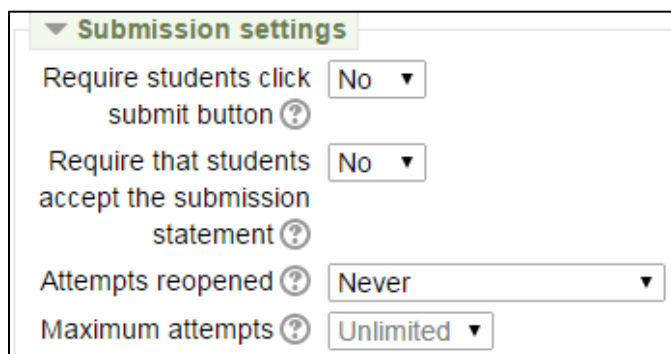


The screenshot shows the 'Submission types' configuration box. It has a title bar 'Submission types' with a dropdown arrow. Below the title bar, there are three checkboxes: 'Online text' (checked), 'File submissions' (checked), and 'Submission comments' (unchecked). Below these checkboxes, there are two settings: 'Maximum number of uploaded files' with a dropdown menu set to '1', and 'Maximum submission size' with a dropdown menu set to 'Site upload limit (3GB)'.

VI. Submission Settings

- a. In this section, you can customize some of the settings for when students submit assignments. The instructor can require the students to click the submit button, accept a submission statement, and/or allow them to reopen their assignments after submitting.

NOTE: The user can also set up the Restrict Access feature (Moodle Survival Guide #7) and Activity Completion (Moodle Survival Guide #6).



The screenshot shows the 'Submission settings' configuration box. It has a title bar 'Submission settings' with a dropdown arrow. Below the title bar, there are four settings: 'Require students click submit button' with a dropdown menu set to 'No', 'Require that students accept the submission statement' with a dropdown menu set to 'No', 'Attempts reopened' with a dropdown menu set to 'Never', and 'Maximum attempts' with a dropdown menu set to 'Unlimited'.

VII. Save Changes

- a. When you are finished, scroll to the bottom, and click **Save and return to course**. This will bring you back to your course page where you will see the **Assignment** that was just created.

