

Assignments

How to set up, manage and mark assessment tasks.

Table of contents

- **About Moodle assignments**
- **Setting up an assignment**
- **Granting extensions**
- **Allowing students to resubmit**
- **Group assignments**
- **Viewing assignment submissions and grading**
- **About Moodle assignments**

The Moodle assignment tool can be used for the submission of files, text via the built in text editor or for recording grades and feedback for offline assignments.

All types of assignments are set up by selecting **Add an Activity or Resource > Assignment**, including submitting one or more files, online text or even for an offline assignment. Settings in the **Submission settings** section allow the submission of files and/or the option of providing a text box. Both of these can be disabled and the assignment can be used as an offline activity.

Offline assignments create an item in the Gradebook providing an area to add a grade and feedback for students. It is appropriate for any task that students do not submit electronically, such as:

- Assignments that must be submitted in hardcopy (students are provided a link to download an assignment coversheet on the side of all assignment pages which they can use if you advise them that hardcopy submission is allowed/ required)

Presentations in tutorials or at intensive schools

Setting up an assignment

To set up an Assignment within a unit follow the steps below: 

Step 1:

Click on the '**Add an activity or resource**' link in the appropriate topic block or section on the unit home page, select '**Assignment**' from the Activities section and click '**Add**' at the bottom of the pop-up.

Step 2:

Complete the fields for **Name** and **Description**. Additional files can be uploaded here for use in the assignment (ie templates, marking criteria). If added these will be displayed as links underneath the description.

General

Assignment name



Assignment 1

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert link, and insert document. The text area contains the text "upload a report about"

Display description on course page

Additional files



Maximum size for new files: Unlimited

File upload interface showing a "Files" folder icon and a dashed box with a blue arrow pointing down. Below the box is the text "You can drag and drop files here to add them."

Availability

Allow submissions from



13

February

2019

00

00



Enable

Due date



30

April

2019

23

59



Enable

Cut-off date



13

May

2019

10

11



Enable

Remind me to grade by



11

April

2019

00

00



Enable

Always show description

Allow submissions from: This is enabled by default but if you want to prevent students from submitting an assignment until a later date then a future time and date can be entered. This will mean that students have access to the assignment page prior to the **Allow submissions** date, but there will be no button on the page to allow them to submit any files. If you do not want students to have access to the assignment description, it can be hidden until the due date by unchecking the **Always show description** setting.

Due date: This is when the assignment is due. Submissions will still be allowed after this date but any assignments submitted after this date are marked as late. To prevent submissions after a certain date - set the assignment cutoff date. The recommended **Due time** is **23:59** (1 minute to midnight).

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

Step 4. Submission settings (default settings are shown below)

Submission types

Submission types Online text [?](#) File submissions [?](#)

Word limit [?](#) Enable

Maximum number of uploaded files [?](#)

Maximum submission size [?](#)

Accepted file types [?](#) PDF document .pdf

Online text: If enabled, students are provided an editor (the same one used for forum posts) on the assignment page for their submission. Remember to explain the requirements to students if submission is via online text.

Word limit: Used with online text, this setting limits the number of words the student can submit.

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

Maximum number of uploaded files: If file submission is enabled, each student will be able to upload up to this number of files for their submission.

Maximum submission size: Files uploaded by students may be up to this size.

Allowed file types: Files of these types can be uploaded and submitted. Use **Other** to enter file types not included in the other options. **Note: Only pdf files can be centrally printed. If a student includes multiple files with their submission and one is not a pdf, no files for that submission will be printed.**

Note: If 'file submissions' and 'Online text' are both set to 'No' the assignment becomes an offline assignment. This means there will be no options for students to submit text or files online, but information about the task can be included and it will be included as an item in the gradebook (often used for exams).

Step 5. Feedback, submission, group and notification settings

These sections can usually be left at the default settings. A summary of each is below, further details about each setting is available via the blue help links on the assignment settings page.

Feedback types: These options set the feedback options that will be available when marking assignments. These settings can be updated at a later time if necessary.

Submission settings: Assignments can be set to allow students the option of having another attempt. By default this is set to Manually. This provides the option for teachers to reopen the submission for students if required.

Group submission settings: These settings are off by default. They can be set up for group assignments, where students work in groups and submit one or more files on behalf of the group. See the chapter on Group assignments for details.

Notifications: Set if you want staff to receive emails when students submit assignments, for late submissions or if you want to prevent notifications from being sent to students from the grading form.

Step 7. Grade settings

Set the grade type and maximum points obtainable for the assignment. The default grade type is **Point** (which refers to simple grading which assigns marks for the task). Assuming Points are used, the **Maximum points** field should be adjusted to reflect the marks given for the assignment. *Remember that this will be the grade will be transferred to the Gradebook, so students will see a mark 'out of' this number, unless you adjust the gradebook accordingly.

Grade

Grade

Grade settings form:

- Type: Point
- Scale: Default competence scale
- Maximum grade: 10

Grading method

Simple direct grading

Grade category

Uncategorised

Grade to pass

Blind marking

No

Use marking workflow

No

Use marking allocation

No

Step 8:

Common module settings are used to set visibility (ie hide/ show) or if the Assignment needs to be only available to certain groupings. **Restrict access** is used if the Assignment needs to be only to be available during a certain **time period** or if access is dependent on a **condition** such as a grade or activity/ badge completion. It also includes settings for **groups or groupings**. **Activity completion** allows you to track

Granting extensions

Assignment extensions can be granted and recorded in Moodle. This can be used with the cut-off date setting to prevent any submissions after the cut-off date if required.

Granting an extension for an individual student

To grant an extension for an individual student, start from within the particular Assignment. Click on **View all submissions** to access the assignment grading page, locate the student, and from the **Edit** menu in the appropriate student row select **Grant extension**.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit
<input type="checkbox"/>		student 1	test91@ju.edu.jo	Submitted	Grade	Edit ▾
<input type="checkbox"/>		student2 2	test92@ju.edu.jo	N		S

- Update grade
- Prevent submission changes
- Edit submission
- Grant extension

Granting extensions for multiple students

To grant an extension for multiple students start by placing a tick in the check boxes for the students who require an extension and then select **Grant extension** in the **with selected...** menu in the drop down menu at the bottom of the page. **This method is only useful if all the selected students are to be granted an extension to the same date.**

With selected...

Options

Assignments per page

10 ▾

- Lock submissions
- Lock submissions
- Unlock submissions
- Download selected submissions
- Grant extension

Go

Setting the date

The next page to open is where the date of the extension is entered. Enter the required date, **check the enable check box** and **Save changes**.

Staff view

Once the extension has been granted the information displays for staff on the assignment grading page and on the grading page for the individual student.

Select	User picture	First name / Surname	Email address	Status	Grade
<input type="checkbox"/>		student 1	test91@ju.edu.jo	Submitted for grading Graded Extension granted until: Monday, 15 July 2019, 12:00 AM	Grade 70.00 / 100.00
<input type="checkbox"/>		student2 2	test92@ju.edu.jo	No submission Extension granted until: Monday, 15 July 2019, 12:00 AM	Grade -

Student view

Both the original due date and the extension due date displays on the student assignment page.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 14 July 2019, 12:00 AM
Extension due date	Monday, 15 July 2019, 12:00 AM
Time remaining	6 days 11 hours

If the assignment has been set for groups (Assignment settings > Common module settings > Group mode > Separate groups) the **Separate groups** drop down menu at the top of the grading page allows only students in one group to be displayed. Extensions can then be granted to those students in that group by using the check boxes and granting extensions for multiple students as shown above.

About resubmitting

There may be times when a student has submitted an incorrect assignment file or given another opportunity to submit again. There are two ways of doing this. The first is to revert the submission to draft state allowing the student to remove the file and submit another and the other option is to allow another attempt.

Allowing another attempt

Some units may allow students to resubmit. It is desirable for a record of the original submission along with any grade awarded to be retained in Moodle. The **Allow another attempt** feature supports this.

To use it the assignment must be set to allow it to occur. This setting is available in the **Submission settings** section on the assignment settings page. By default, all assignments are set to **Manually**. This allows another attempt for all students, but only if teaching staff manually grant it for individual students. so this setting will not usually need to be changed. Alternatively, assignments can be set to allow students to automatically resubmit until the student receives a pass grade.

Submission settings

Require students to click the submit button	?	No
Require that students accept the submission statement	?	No
Attempts reopened	?	Manually
Maximum attempts	?	Manually

Step 1. Grant another attempt

To start the process, the student will need to be granted another attempt. The option can be found in the **Edit** menu.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit
<input type="checkbox"/>		student 1	test91@ju.edu.jo	Submitted	Grade	Edit

- Update grade
- Allow submission changes
- Grant extension
- Allow another attempt**

The option is also available at the bottom of each student's grade page:

Feedback comments ✕



Attempt settings

Attempts reopened
Manually
Maximum attempts
Unlimited
Attempt number
1

Allow another attempt

No ↕

Notify students

Save changes

Save and show next

Reset

Once another attempt has been allowed the status of the submission will change to **Reopened**.

Step The student submits again

The student is now able to submit again. The previous attempt will be displayed at the bottom of their assignment page. The student is able to click on the link to their first attempt and see all the details of that submission. If a grade had been entered it is visible along with any feedback text or files.

Add a new attempt based on previous submission

This will copy the contents of your previous submission to a new submission for you to work on.

Add a new attempt

This will create a new blank submission for you to work on.