

# The Moodle Assignment Tool

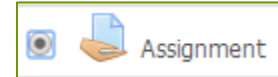
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*Setting up the Assignment Drop Box: pgs. 1 – 5*

*Viewing and Grading Submitted Assignments: pgs. 5 - 7*

- To add a new Assignment activity to your course
- Turn Editing On
- Within the Week or Topic Block click “add an activity or resource”
- Select “Assignment”
- and click “Add” at the bottom

 + Add an activity or resource



**General** [https://docs.moodle.org/26/en/Assignment\\_module](https://docs.moodle.org/26/en/Assignment_module) Moodle.org Assignment Help

**Assignment Name:** Fill in the assignment name (ex: Homework #, Chapter 1 Review, Ethics Paper)

**Description:** This allows you to provide instructions for your students here so they are clear what they have to do. Click "Show editing tools" to display the rich text editor and drag the bottom right of the text box out to expand it. (You can also provide information or resources related to the assignment, such as a video clip, an image, or a link to a webpage)

**Display Description on course page:** Enabling this will display the description right under the assignment on the main course page.

## Availability

**Allow submissions from:** This setting prevents students from submitting their assignment before the selected date. Please note that this setting does not hide the activity from the learners. Instead, the learner will see the activity, be able to view the instructions and use any materials you have included in the description, but the learner will not be able to submit or complete the assignment until the Allow submissions from date.

This setting is enabled (ticked/checked) by default and is set at the day and time you added the assignment. To disable this, remove the tick/check.

**Due date:** this setting establishes when the assignment is due. Submissions will still be allowed after this date, but any assignments submitted after this date are marked as late and shown in red.

By default the Due date is Enabled (ticked) and is set at 7 days ahead of the day and time you selected Add Assignment. To disable this feature, simply ensure the Enable checkbox is not marked.

**Cut-off date:** The Cut-off date is the date beyond which students will not be able to send in their assignment as the button for doing so will no longer be displayed. After that date (or time) a teacher may, on request, grant an extension by going to the class assignment grading screen, clicking the "Edit" column and choosing "grant extension" for the relevant student.

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## Submission Types

**Online text:** Learners can type their response directly in Moodle using the text editor.

**File submissions:** Learners can upload and edit one or more files of any type the teacher can open.

**Submission comments:** If enabled, students may leave comments into a text area associated with the assignment. (Note that if Blind marking is enabled, student comments display as from "Participant 01, etc..." to avoid revealing identities.)

**Maximum number of uploaded files:** Here you can decide the maximum number of files which may be uploaded by each learner. (It might be helpful to display the number in the assignment description.)

**Maximum submission size:** This setting specifies the maximum size per file of each of the files that the students can upload as part of their submission. The maximum size of each file is displayed to students at the point where they upload files.

## Feedback types (The following settings are collapsed by default)

**Feedback comments:** Setting this to "yes" means that markers can leave feedback comments for each submission. It enables the Feedback Comments column in the grading table. (To access the grading table, click on the assignment activity and then *View/Grade all Submissions*). Feedback comments are also accessible by clicking on the green tick in the grade column on the grading table.

**Offline grading worksheet:** If set to yes, the teacher will have a link to download the grading list as a spreadsheet. They will then be able to enter grades and feedback comments offline

**Feedback files:** This allows markers to upload files with feedback when marking. These files may be the marked up student assignments, documents with comments, a completed marking guide, or spoken audio feedback. It enables the Feedback Files column in the grading table.

## Submission Settings

**Require students click submit button:** Students can upload draft versions of the assignment until such time as they are ready to submit. Once they click the submit button they indicate to the teacher that they have finished working on the assignment. In earlier versions of Moodle this was called "*Send for marking*".)

They can then longer edit their submission. If they need to change it, they must ask the teacher who can revert the assignment to draft status.

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To revert to the draft stage, click on the assignment activity and then View/Grade all Submissions. Locate the student and click the action icon in the Edit column. Select Revert the submission to draft.

If this setting is No, then students do not have to click a submit button and are able to make changes to uploaded files at any time.

If this setting is No but the teacher wishes to grade students work, then you can stop students from making further changes by using Prevent submission changes. Prevent submission changes can also be used in cases where students have neglected to click the Submit button and grading has commenced. To prevent submission changes, click on the assignment activity, then click on the View/Grade all submissions button. On the grading table, locate the student and click the action icon in the Edit column. Select Prevent submission changes.

**Require that students accept the Submission statement:** An administrator can define a "Submission statement", ie, a statement where students promise the work is their own and which they must agree to before submitting their work. This may be done via *Settings>Site administration>Plugins>Activity modules>Assignment*.

**Attempts reopened:** This allows the teacher to decide how submissions are reopened. The default is "Never", in that students may only submit once. However, a teacher can set this to "Manually" and reopen it themselves for the student to resubmit, or to "Automatically until pass". The student must then keep trying and resubmitting until they get a pass grade

**Maximum attempts:** If a student is allowed to resubmit, will determine how many times they can resubmit. (For example, if a student has to keep trying until they get a pass grade; the teacher might decide that ten attempts is enough even though they have not yet passed!)

## Group submission settings

**Students submit in groups:** If this box is ticked, then students are able to collaborate on an assignment. This might involve for example, students working on the same item which another student downloads, improves and re-uploads to the common assignment area. When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.

**Require all group members submit:** The assignment will not be classed as "submitted" until all members of the group have made a contribution.

**Grouping for student groups:** If a particular grouping is selected here, then the gradebook will display any other groups and non-grouped students in the "default group", while naming the group(s) that are in the chosen grouping. If "none" is selected, then the gradebook will display the names of all groups and put any non-grouped students in the "default group".

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## Notifications

**Notify graders about submissions:** Teachers will receive a message (of a type they choose) whenever a student submits an assignment.

**Notify graders about late submission:** Teachers will receive a message (of a type they choose) whenever a student submits a late assignment.

## Grade

**Grade:** Specify the maximum grade or Scale to be applied to the assignment. If you will not be giving a grade for the assignment, choose No Grade.

**Grading method:** Simple direct grading (entering a grade or scale item), marking guide or rubric

**Grade Category:** Any custom Grade Categories that have been created within your site or course will be listed here and will be available for selection

**Blind marking:** If this setting is enabled, then a teacher will not see the names of students who have submitted their assignments. Instead, they will see randomly generated Participant numbers. (The student view of the assignment does not change.) This is also the case if student comments have been enabled. Once they have graded the assignment, it is however possible for teachers to see who submitted what by clicking on "Reveal student identities" in the Assignment settings.

Returning Marks to Students: Because of the nature of blind marking, the students cannot see the final grade until all of the students' names have been revealed. This is found in Assignment Settings > Reveal Student Names. However, feedback comments will appear.

## Common Module Settings

[http://docs.moodle.org/25/en/Common\\_module\\_settings](http://docs.moodle.org/25/en/Common_module_settings) go here for more info on this section

**Visible:** Show / Hide that activity

**Group mode:** No groups, Separate groups. Visible groups

<http://docs.moodle.org/25/en/Groups> - more information on Groups and Groupings

### **Grouping**

**Available for group members only**

**Restrict access settings** - allows the teacher to restrict access according to grades, dates, user field information, and Grouping assignment.

**Activity completion** - Students can manually check off if they have completed an activity or assignment.

\*\* Once you have made your selections for the settings on the page click the **Save and Display Button**

Now your assignment is ready for your students

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## Viewing and Grading Submitted Assignments









On the Course Page, click on the **name of the assignment** you wish to grade this will bring you to the Grading Summary Page.

The **Grading Summary** page displays a summary of the assignment, including; number of participants, number of drafts, number of submitted assignments, due date and time remaining.

Clicking on the **View/grade all submissions** link will bring up the Grading Table

[View/grade all submissions](#)

The Grading Table contains columns of information about the student, the status of their submission, a link to grade their submission, a link to each submission and feedback comments and files (if enabled).

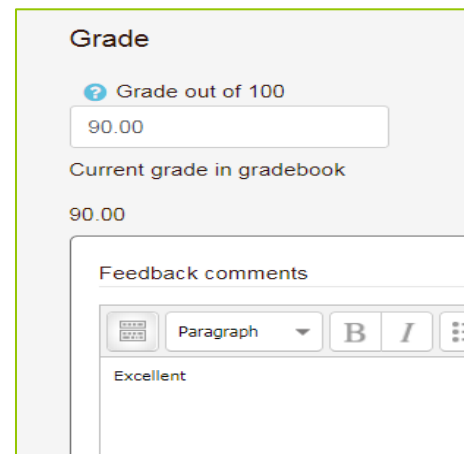
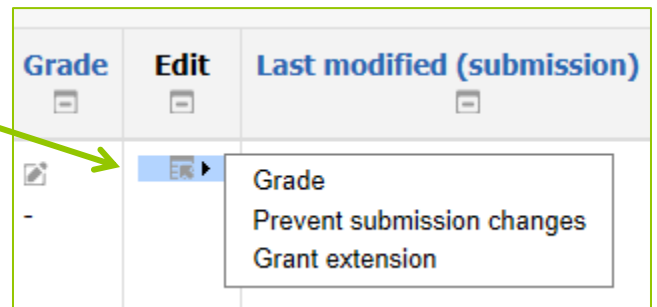
Friday's Workshop Example							
Select	First name / Surname	Status	Grade	Edit	Last modified (submission)	File submissions	
<input type="checkbox"/>	Daniel Donner	Submitted for grading			Friday, 21 February 2014, 7:26 AM	 First time logging into your Bonaventure.edu account.docx	
<input type="checkbox"/>	Mikhail Sudakov	Submitted for grading	-		Friday, 21 February 2014, 7:06 AM	 CLASSIFIED_SOVIET_INTELLI	
<input type="checkbox"/>	Dan Russo	Submitted			Thursday, 20 February 2014,	 russo.txt	

You can click on the icon in the grade column to go to the Student's submission page or the Grade link that pops up when you hover over the icon in the Edit column.

Keep in mind there are several ways to grade the student submissions. The two ways listed above, takes you to an individual student's grade submission page.

On the student submission page you can add the grade and enter comments in the feedback comments text box

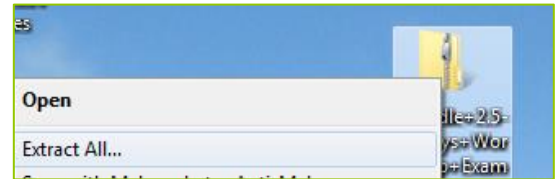
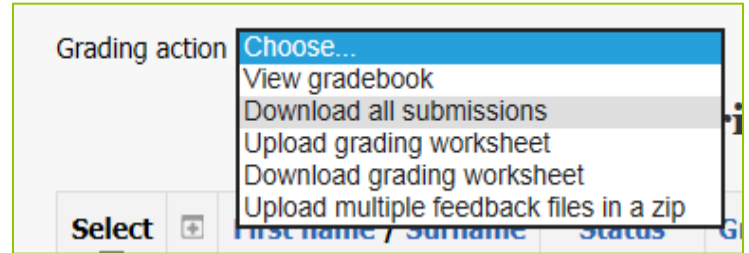
Scroll to the bottom of the page and save changes



A screenshot of the Moodle 'Grade' submission page. At the top, it says 'Grade' and 'Grade out of 100'. Below that is a text input field containing '90.00'. Underneath, it says 'Current grade in gradebook' and '90.00'. There is a section for 'Feedback comments' with a rich text editor. The editor has a toolbar with 'Paragraph', 'B', and 'I' buttons. The text 'Excellent' is entered in the editor.

## Download all the Submissions

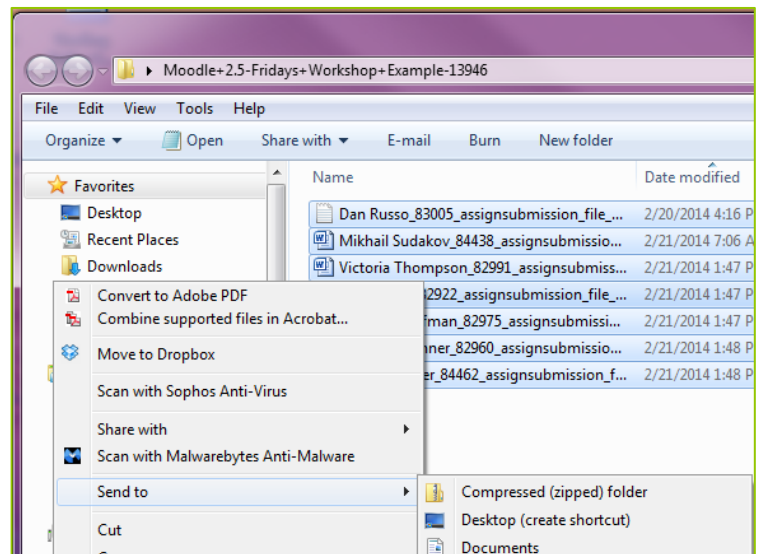
1. From the Grading Actions Menu click on **Download all Submissions**
2. **Save** the Zip file to your computer
3. From the Grading Actions Menu click on **Download Grading Worksheet**
4. **Save** the worksheet to your computer
5. Minimize or log out of Moodle
6. Go to the location on your computer where you saved the zip file
7. Right-click on the folder and click on Extract all
8. You can now grade your student's submissions
9. Save as you grade but **do not** change the file name
10. If you are using the Grading worksheet open it and put the students **grades** and any **comments** into the appropriate columns
11. Save the grade worksheet when you are finished
  - **do not** change the file extension it must be a CSV file to upload



## Uploading multiple feedback files

1. Open the folder that contains the graded files
2. Select the students' document, right click on the files – go to **Send to >** and click on Compressed (zipped) folder.
3. Don't worry about the name of the new zip

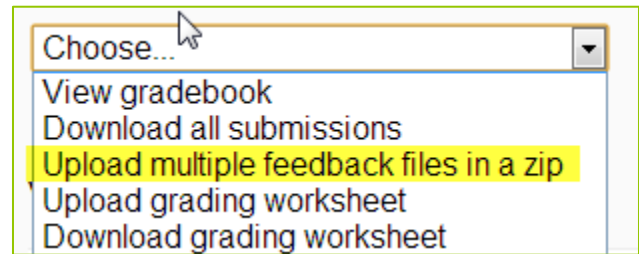
**Important:** Don't re-zip the files inside their original folder as it will not work. The folder name does not matter as long as the feedback files have the same names as before.



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4. Log back into Moodle
5. Click into your course and go to the assignment
6. From the Grading Actions Menu click on  
**Upload Multiple Feedback files in a zip**



7. Upload this newly zipped folder into the upload area
8. Click on the import feedback file(s).
9. You will be presented with a confirmation screen displaying your feedback files.
10. Now choose the link to upload the grade sheet and follow the steps

**Note:** If you zip files on a Mac, you may get a folder included in the zip called `_MACOSX_` which needs to be removed otherwise Moodle will not recognize the changes in the files.

