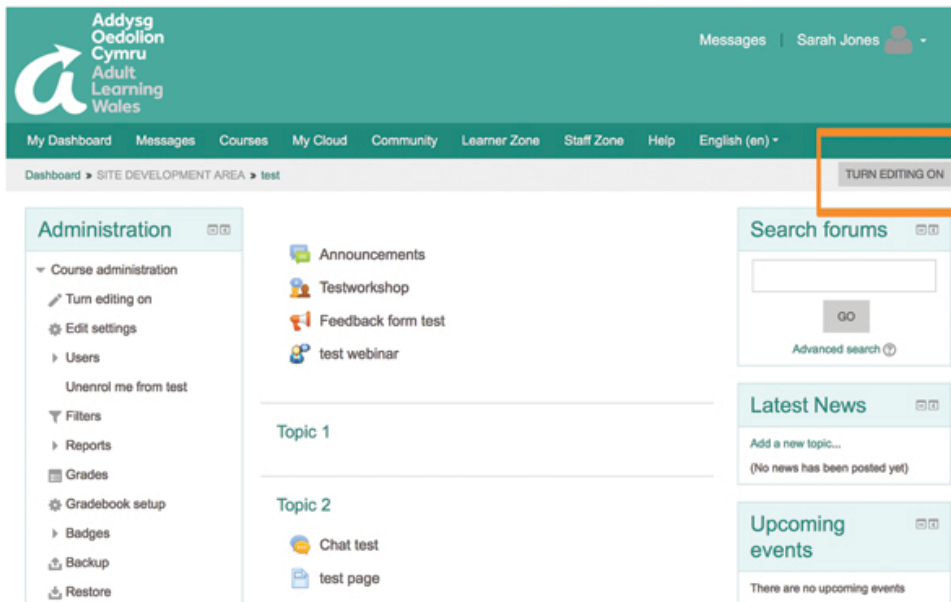


Moodle Guide: How to Create an Assignment

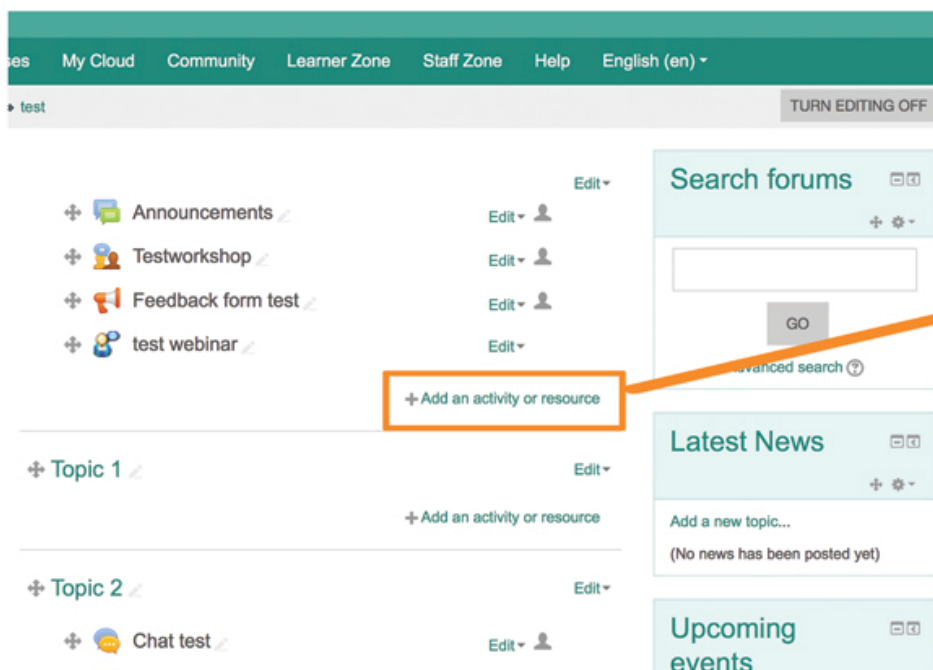


The screenshot shows the Moodle course administration interface. At the top right, the user is identified as Sarah Jones. Below the navigation bar, there is a 'TURN EDITING ON' button highlighted with an orange box. The left sidebar contains the 'Administration' menu with options like 'Turn editing on', 'Edit settings', and 'Users'. The main content area shows a list of activities including Announcements, Testworkshop, Feedback form test, and test webinar. Below these are two topics, 'Topic 1' and 'Topic 2', each with its own set of activities like Chat test and test page.

TURN EDITING ON

1

Open the course for which you want to create an assignment and click 'turn editing on'.

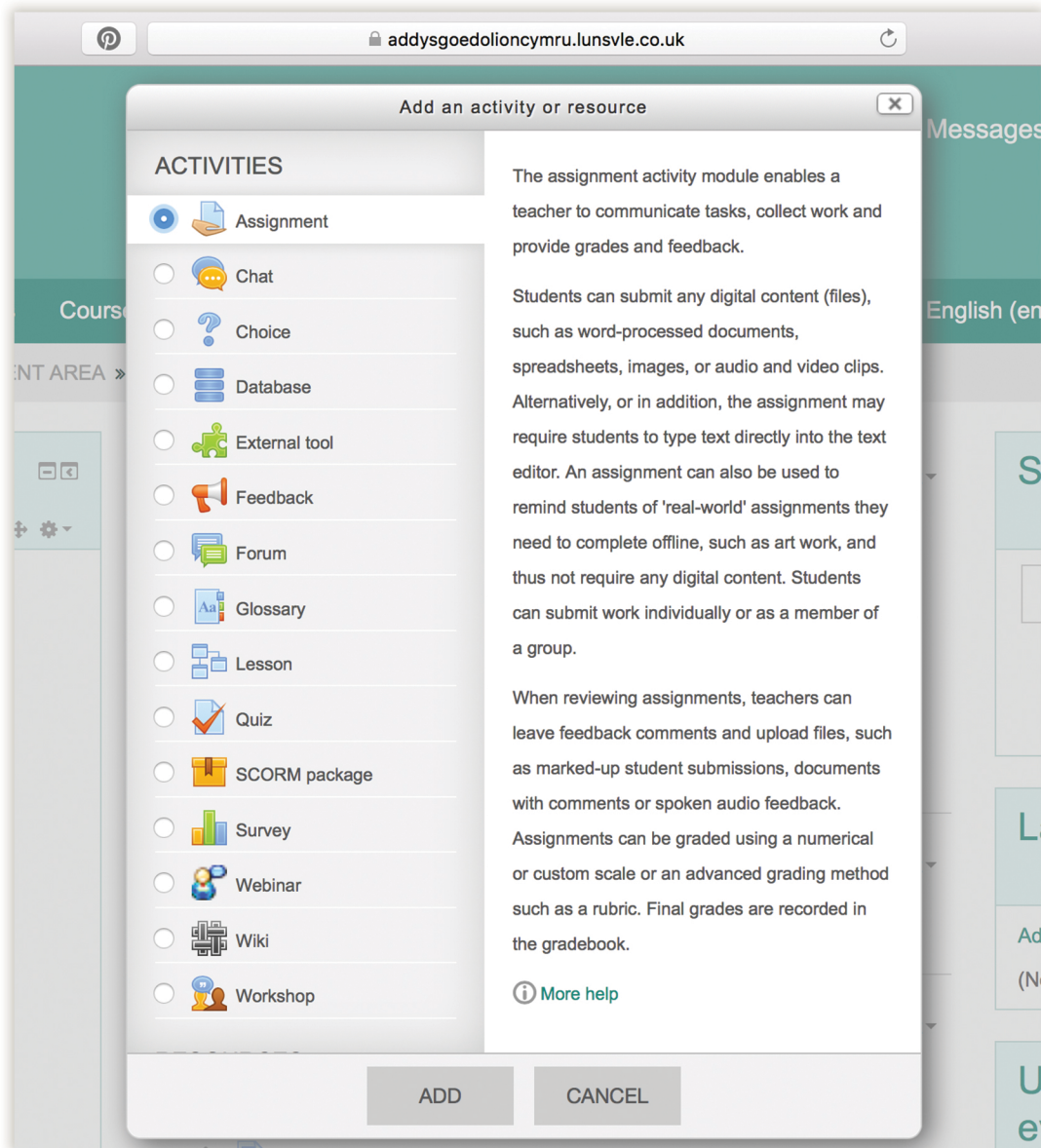


This screenshot shows the Moodle course administration page with editing enabled. The 'TURN EDITING OFF' button is visible at the top right. The left sidebar shows a list of activities with 'Add an activity or resource' buttons next to them, highlighted with an orange box. The main content area shows the same list of activities as the previous screenshot, but now with 'Add an activity or resource' buttons next to each topic, also highlighted with an orange box. The right sidebar contains 'Search forums', 'Latest News', and 'Upcoming events' sections.

+ Add an activity or resource



2

In the topic/ section where you wish to add the assignment, click 'add an activity or resource'



3 Select 'Assignment' and click 'add'.

4 Enter the name of the assignment.

 Adding a new Assignment to Topic 1 

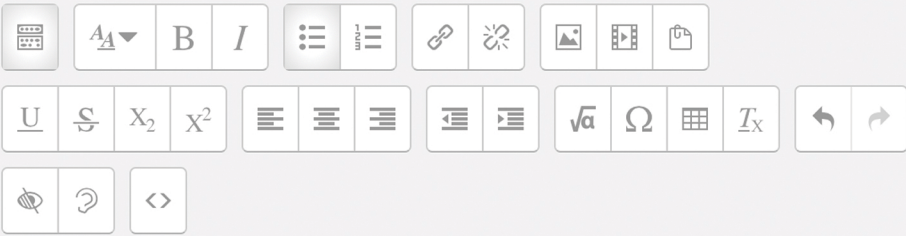
▶ Expand all

▼ General

Assignment name*

5 Enter a description for the assignment.

Description



Answer the following question:
Essay
(Word Count: 1,500 in total +/- 10%)
Analyse what has been learnt from different psychology approaches about how personality is formed.
Your essay **MUST** include the following:

- Psychoanalytical
- Humanistic
- Cognitive
- Behavioural

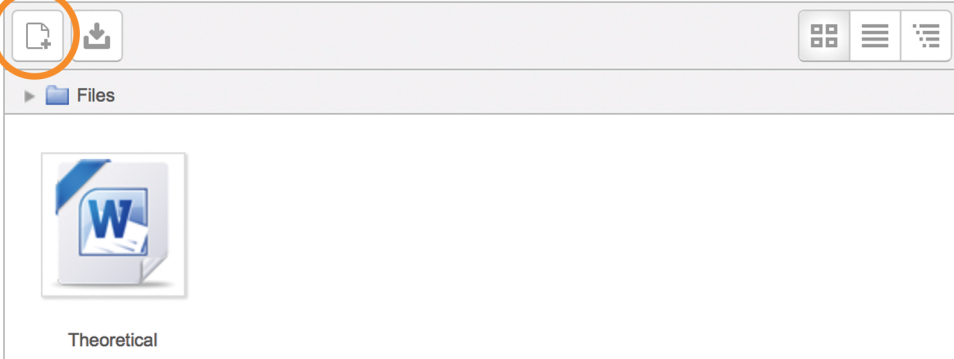
Display description on course page

6


To upload any supporting documents, drag and drop the file into the 'additional files' box, or click 'add file'.

Additional files 

Maximum size for new files: Unlimited



Files


Theoretical

7

Set the date and time from which assignments can be submitted, the assignment due date and, if required, a cut-off date for submissions.

▼ Availability

Allow submissions from ⓘ

4 January
2018 00
00 Enable

Due date ⓘ

11 January
2018 00
00 Enable

Cut-off date ⓘ

4 January
2018 14
30 Enable

Always show description ⓘ

Untick the checkboxes if you want to disable submission dates or the cut-off date.

8 Submission types: Select the ways in which learners can submit their work.

This option allows learners to type text directly into the submission window.

Select this option to enable learners to submit files (e.g. Word documents, etc.)

The screenshot shows the 'Submission types' configuration panel in Moodle. It includes the following elements:

- Submission types:** A section header with a dropdown arrow.
- Submission types:** A row of radio buttons. 'Online text' is unselected, and 'File submissions' is selected (checked).
- Word limit:** A text input field that is currently empty, followed by an 'Enable' checkbox which is unselected.
- Maximum number of uploaded files:** A dropdown menu currently set to '1'.
- Maximum submission size:** A dropdown menu currently set to 'Site upload limit (256MB)'.

Four orange callout lines point from the surrounding text to these specific settings: 'Online text', 'File submissions', 'Maximum number of uploaded files', and 'Word limit'.

Set the number of files that learners can attach on one submission

If online text is enabled, a word limit can be set here.

Note: Enabling 'online text' is useful for learners to write explanatory notes to the tutor about their submission if needed. However, it is advisable for essays or other written work, to be attached as a separate document or for a web link to be included, rather than typing the work directly into the online text box. A maximum word limit of 100 words is recommended for online text.

9

Feedback types: Choose what types of feedback the tutor will be able to give.

This option allows tutors to type feedback into the feedback box (recommended).

Select 'Feedback PoodLL' to enable the tutor to record audio and video feedback.

Feedback types

Feedback types Feedback comments Offline grading worksheet Feedback files Feedback PoodLL

Comment inline

PoodLL Recorder Type

Show download link

Enable offline grading worksheet to enable tutors to upload grades and feedback in bulk.

Ensure that 'comment inline' is set to 'yes', to enable tutors to annotate learners' work

Enable 'show download link' to enable learners to download assignment feedback.

Note: Enabling 'offline grading worksheet' enables tutors to record grades and feedback offline on a spreadsheet and upload them to Moodle in bulk, ensuring that all learners receive their grades and feedback at the same time, and improving the efficiency of the grading process for larger groups.

10 Submission Settings

It is recommended that this is set to 'yes'. Learners will then be required to confirm that their submission is final.

It is recommended that this is set to 'yes'. The submission statement requires learners to tick a checkbox to confirm their work is their own.

▼ Submission settings

Require students click submit button <small>?</small>	Yes
Require that students accept the submission statement <small>?</small>	Yes
Attempts reopened <small>?</small>	Manually
Maximum attempts <small>?</small>	Unlimited

Set the maximum number of times the assignment can be re-submitted.

Choose whether learners can re-submit the assignment an unlimited number of times until they pass, whether the tutor can choose to manually re-open assignment submissions, or whether learners can never re-submit once they have submitted their assignment.

11


Group submission settings are relevant to group assignments only. Learner groups must be created to enable group submissions. For more information on how to set up learner groups please contact the Digital Development team.

▼ Group submission settings

Students submit in groups 

No

If set to 'yes', learners will only be able to submit the assignment if they are a member of a group.

Require group to make submission 

No

Require all group members submit 

No


Grouping for student groups 

None

If set to 'yes', the assignment won't be considered as submitted until every member of the learner group has submitted it.


12

▼ Notifications

Notify graders about submissions 


Yes

Select 'yes' to enable email notifications to tutors when learners submit an assignment.

Notify graders about late submissions 

No

This is only applicable if 'notify graders about submissions' is set to 'no'.

Default setting for "Notify students" 

Yes

Select whether or not learners are notified by email when their assignment has been graded.

13 Grading

▼ Grade

Select whether to use scale or points grading (e.g. points out of 100).

Grade ? Type

Scale

Maximum grade applies if points grading is being used. Maximum grade

Grading method ?

Grade category ?

Grade to pass ?

Blind marking ?

Use marking workflow ?

Use marking allocation ?

If using a scale, select the appropriate scale, e.g. pass/resubmit or achieved/ not achieved. New scales can be created if required. Please contact the Digital Development Team.

The grading method for calculating grades. The default method is simple direct grading. To set up advanced grading please contact the Digital Development Team.

If points grading is being used, the pass grade can be set here.

Learner names can be hidden from markers.

See guidance on Moodle

14 Outcomes

Learning outcomes can be selected to enable the tutor to award separate grades for specific learning outcomes. For more information on how to create new learning outcomes please contact the Digital Development Team.


Choose whether to make the assignment visible to learners immediately, or hide it.

15


▼ Common module settings

Visible

ID number 

Group mode 

To set up groups, please contact the Digital Development Team.

Grouping 

ADD GROUP/GROUPING ACCESS RESTRICTION

▼ Outcomes

1. Understanding of Subject

5. Communication and Presentation

7. Quality

2. Application of Knowledge

3. Application of Skills

4. Use of Information

6. Autonomy and/or Independence

16

Access restrictions can be set to restrict access to the assignment until/ from a set date, or according to user type, etc.

▼ Restrict access

Access restrictions

None

ADD RESTRICTION...

17

▼ Activity completion

Select whether to automatically show the activity as completed when a particular action is completed, or whether to not indicate that the activity is complete.

Completion tracking ?

Show activity as complete ▾

Require view

Student must view this activity to complete it

Require grade ?

Student must receive a grade to complete this activity

Student must submit to this activity to complete it

Expect completed on ?

6 ▾

March ▾

2018 ▾

Enable

Tags can be used to link related resources/ course content/ activities together. For information on how to set up tags please contact the Digital Development Team.

18

▸ Tags

19

▾ Competencies

Course competencies ⓘ

× AC 1.1 Evaluate sociological perspectives EE23CY128 (AC 1.1)

Search ▼

Upon activity completion:

Complete the competency ⇅

SAVE AND RETURN TO COURSE

SAVE AND DISPLAY

CANCEL

Competencies (e.g. unit assessment criteria) can be attached to the course, to enable tutors and learners to track when unit criteria have been achieved. To add new competencies please contact the Digital Development Team.