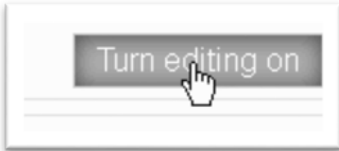

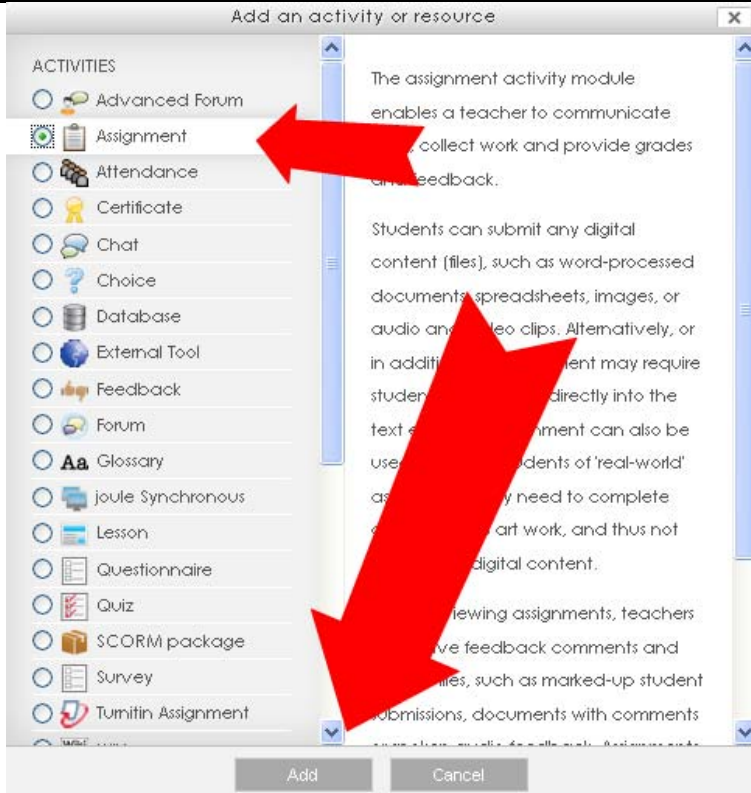


Creating Assignments in Moodle 2.4


Assignments have changed in Moodle 2.3. In Moodle 1.9 users had the choice of Online Text assignment, Ungraded assignment or Single Upload assignment or Advanced File Upload assignment. With Moodle 2, all these assignments can be done using the same assignment creator.

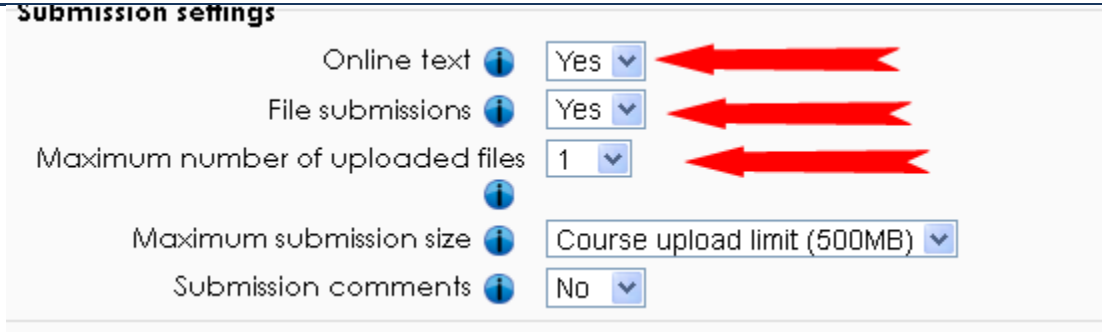
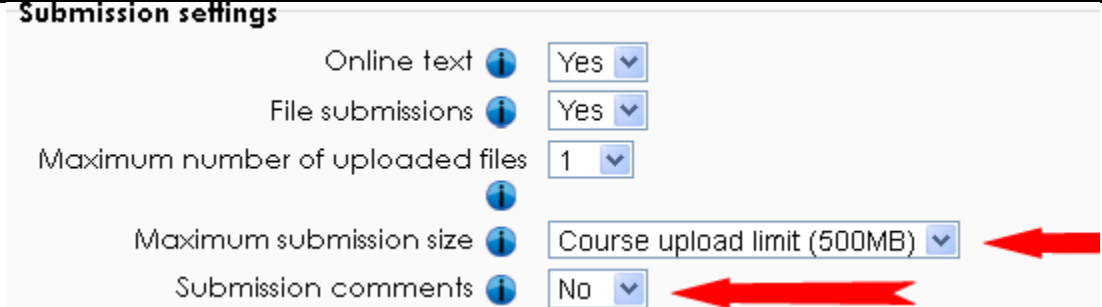
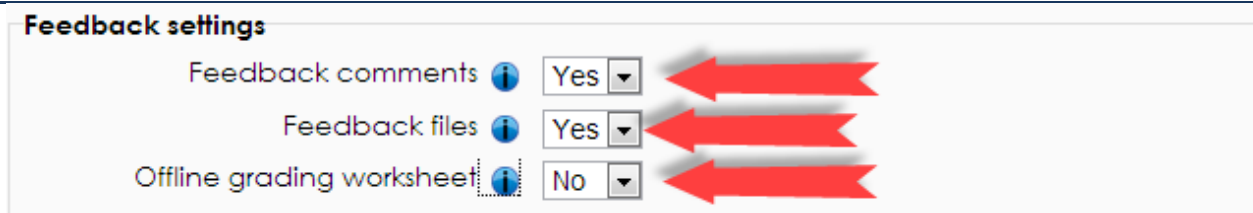
Task	Screen Shot
1. Open your Moodle course and turn Editing On.	 A screenshot of a Moodle interface showing a button labeled "Turn editing on". A mouse cursor is pointing at the button.
2. Select Add an Activity or Resource.	 A screenshot of a Moodle interface showing a button labeled "Add an activity or resource" with a green plus icon. A red arrow points to the button.

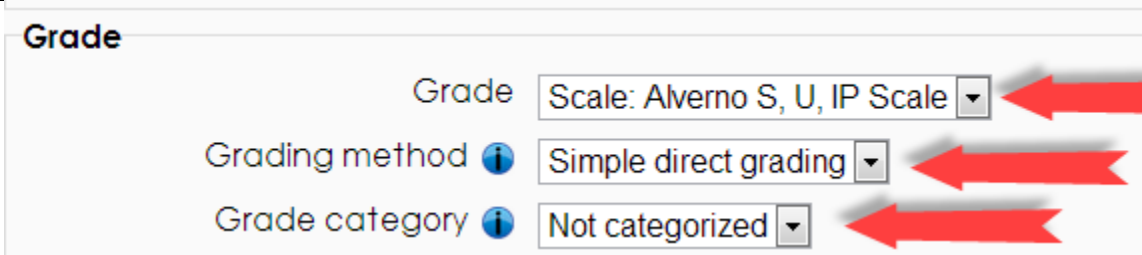
Task	Screen Shot
<p>3. Select the Assignment button.</p> <p>4. Press Add.</p>	 <p>The screenshot shows a dialog box titled "Add an activity or resource". On the left, under the heading "ACTIVITIES", there is a list of options: Advanced Forum, Assignment, Attendance, Certificate, Chat, Choice, Database, External Tool, Feedback, Forum, Glossary, Jolite Synchronous, Lesson, Questionnaire, Quiz, SCORM package, Survey, and Turnitin Assignment. The "Assignment" option is selected, indicated by a radio button. A red arrow points to this option. On the right side of the dialog, there is a description of the assignment module: "The assignment activity module enables a teacher to communicate, 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 upload content directly into the text editor. The assignment can also be used to create assignments of 'real-world' assignments that may need to complete assignments that require art work, and thus not be digital content. When viewing assignments, teachers can provide feedback comments and grades, such as marked-up student submissions, documents with comments, or audio and video feedback comments." A second red arrow points to the "Add" button at the bottom of the dialog. The "Add" and "Cancel" buttons are at the bottom of the dialog.</p>

Task	Screen Shot																																										
<p>5. General information.</p> <ul style="list-style-type: none">a. Give the assignment a name.b. Give the assignment a descriptionc. If you want the description to be visible on the course page, check the button at the bottom of the box.	<div><p>General</p><div><div>Assignment name*</div><div>Week 1 Essay</div></div><div><div>Description*</div><div>Reflect on your reading for the week 1 essay</div></div><div><div>Path: p</div></div><div><div>Display description on course page</div><div><input type="checkbox"/></div></div></div>																																										
<p>6. Assignment Settings</p> <ul style="list-style-type: none">a. When Allow submissions from is enabled, the instructor can control when students can start submitting work.b. Due date is when the assignment is due. Students will see an orange box on their calendar on the due date.c. Cut-off date is the date after which students will be prevented from submitting an assignment.	<div><p>Assignment settings</p><div><div>Allow submissions from</div><div><div><div></div></div></div><div><div>30</div></div><div><div>July</div></div><div><div>2013</div></div><div><div>15</div></div><div><div>55</div></div><div><div><input checked="" type="checkbox"/></div></div><div>Enable</div></div><div><div>Due date</div><div><div><div></div></div></div><div><div>6</div></div><div><div>August</div></div><div><div>2013</div></div><div><div>15</div></div><div><div>55</div></div><div><div><input checked="" type="checkbox"/></div></div><div>Enable</div></div><div><div>Cut-off date</div><div><div><div></div></div></div><div><div>6</div></div><div><div>August</div></div><div><div>2013</div></div><div><div>17</div></div><div><div>55</div></div><div><div><input checked="" type="checkbox"/></div></div><div>Enable</div></div></div> <div><div><div>August 2013</div></div><table><tr><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Task	Screen Shot
<p>d. Always Show descriptions, if set to no, the description only becomes visible to students after the “Allow submissions from” date.</p> <p>e. Require students click submit button is a “are you sure” reminder to students. If the student selects yes, no further submissions are allowed.</p> <p>f. Require that students accept the submission statement requires student to check a box stating that the work submitted is their own (see screenshot).</p> <p>g. Notify graders about submissions generates an email each time students submit an assignment</p> <p>h. Notify graders about late submissions alerts the instructor when students submit late work</p>	

Task	Screen Shot
<p>A new feature in Moodle allows students to submit and receive feedback as a group.</p> <ol style="list-style-type: none">Students submit in groups - if enabled, a group submission will be shared among group members and all members of the group will see each others changes to the submission.Require all group members submit - if enabled, all members of the student group must click the submit button before the group submission will be considered as submitted.Grouping for student groups - this is the grouping that the assignment will use to find groups for student groups. If not set - the default set of groups will be used.Blind marking hides the identity of the student from the grader.	 <p>The screenshot shows four settings for group submission in Moodle, each with a red arrow pointing to the dropdown menu:</p> <ul style="list-style-type: none">Students submit in groups: YesRequire all group members submit: NoGrouping for student groups: NoneBlind marking: No

Task	Screen Shot
<p>7. Submission Settings</p> <ol style="list-style-type: none"> Online Text gives students the option of typing in the online assignment. File submissions allows to upload files. Maximum number of uploaded files allows for multiple submissions. 	 <p>Submission settings</p> <p>Online text Yes </p> <p>File submissions Yes </p> <p>Maximum number of uploaded files 1 </p> <p>Maximum submission size Course upload limit (500MB) </p> <p>Submission comments No </p>
<ol style="list-style-type: none"> Maximum submission size limits the size of files that can be uploaded Submission comments allow students to add a comment at submission 	 <p>Submission settings</p> <p>Online text Yes </p> <p>File submissions Yes </p> <p>Maximum number of uploaded files 1 </p> <p>Maximum submission size Course upload limit (500MB) </p> <p>Submission comments No </p>
<p>8. Feedback settings</p> <ol style="list-style-type: none"> Feedback comments lets the instructor add feedback comments. Feedback Files allows instructor to upload files. Offline grading worksheet allows the instructor to download and upload a worksheet with student grades when marking the assignments. 	 <p>Feedback settings</p> <p>Feedback comments Yes </p> <p>Feedback files Yes </p> <p>Offline grading worksheet No </p>

Task	Screen Shot
<p>9. Grade – Select the grading scale.</p> <p>10. Grading Method - allows the instructor to calculate grades using rubrics and checklists in addition to the simple direct grading method.</p> <p>11. Grade category – if the course has grade categories, this allows instructors to select the appropriate category.</p>	
<p>12. Select Save and return to course</p>	