Assignments

The assignment activity module enables a teacher to communicate tasks, 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 type text directly into the text editor.

An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

> ➢ **Step 1:**   Turn editing on
> ➢ **Step 2:**   ✛ Add an activity or resource
> ➢ **Step 3:** Add Assignment
> ➢ **Step 4:** Add Name of Assignment and Description

📄 **Adding a new Assignment** ⑦

▶ Expand all

▾ General

Assignment name*	
Description*	[text editor toolbar]
Display description on course page	☐ ⑦

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DISPLAY DESCRIPTION ON COURSE PAGE

Enabling this will display the description on the course page just below the link to the assignment activity.

➢ **Step 5: AVAILABILITY**

Choices about the availability of an assignment:

AVAILABILITY SETTINGS FOR AN ASSIGNMENT

- **Allow submissions from**

This setting prevents students from submitting their assignment before the date shown. A teacher can to set a day, month, year and time from which learners can begin to submit their assignments.

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 by default and is set at the day and time you added the assignment. To disable this, remove the tick/check.

- **Due date**

The Due date 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. This option allows a teacher to set a day, month, year and time (24 hour clock) before which learners must submit their assignment.

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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. For more information on using the Due Date see Assignment

- **FAQ**

Assignments without a Due date will appear on the "my home" page with "No Due date" displayed.

- **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.

- **Always show description**

If the 'Always show description' checkbox is ticked, the assignment description is always shown. If the checkbox is not ticked, the assignment description will be hidden until the 'Allow submissions from' date.
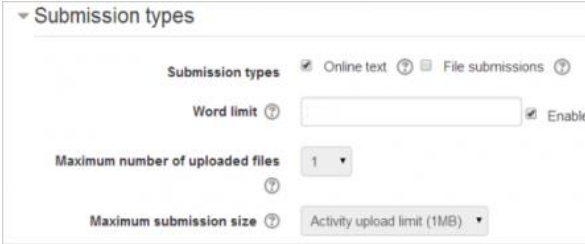
Assignment description hidden until the 'Allow submissions from' date. If 'Allow submissions from' is disabled, then this setting has no meaning: the assignment description will always be visible to students.

➢ **Step 6: SUBMISSION TYPES**

Here you can decide how you wish students to submit their work to you.

Note that if Submission comments are enabled in Administration>Plugins>Activity modules>Assignment>Submission plugins *then students will be able to add a note to their teacher on submitting work.*

UPLOADING MULTIPLE FEEDBACK FILES

It is also possible to upload multiple feedback files as a zip, from the dropdown above the grading list:

- Download the students' assignments using the "Download all submissions" link from the same dropdown menu;
- Extract the folder offline and add your comments to the student's submissions. Keep the names the same.
- Select the students' submissions and zip them into a new folder. Important: Don't just edit them inside their original folder and re-zip this; it will not work. The folder name does not matter as long as the feedback files have the same names as before.
- Upload this newly zipped folder.
- You will be presented with a confirmation screen displaying your feedback files.

➢ **Step 7:**