

Managing Assignments

Faculty

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Questions, errors, or omissions?

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Conventions

When you see...	You should...
Bolded words	Click the bolded item.
<i>Italicized words</i>	Refer to other resources.
[Square Brackets]	Press the [key] on your keyboard.
<u>Underlined words</u>	Set the underlined field to the value indicated.

Terminology/Icons

Term	Definition
	Warning.
	More information.
	Path/Screen.
Gradebook item	As assignment, quiz, etc. that is graded in the Moodle Gradebook.
Groupings	A collection of groups.
Groups	A way to separate students into different clusters.
Ungraded files	Documents the students must submit but do not require a grade.

The purpose of this document is to support creating and editing assignments in Moodle. There is a separate document supporting Gradebook.

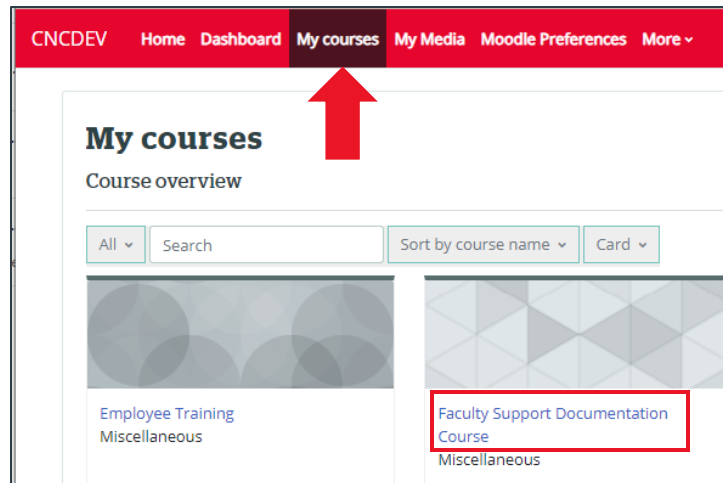
1. How to add an assignment



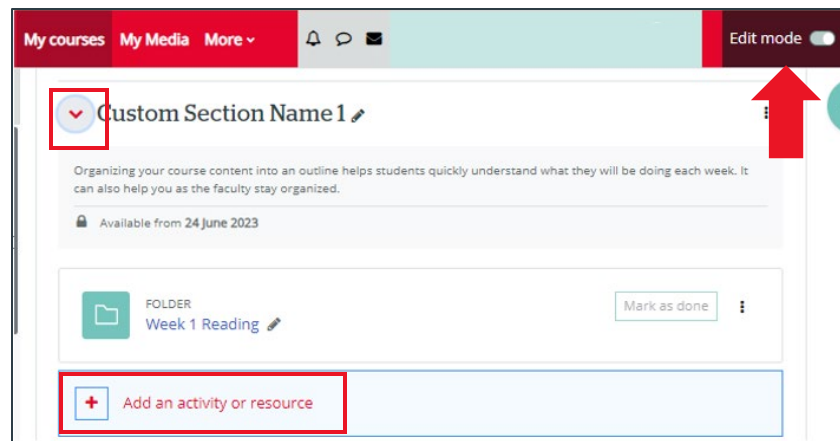
These steps only need to be completed when creating a new assignment, if you have already taught a course the content can be copied from section to section



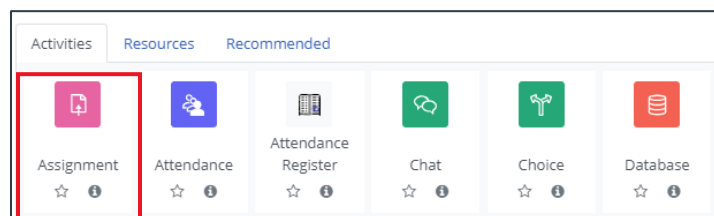
My Courses



1. Click into the course you would like to add an assignment to.
2. Turn on Edit mode (top right corner).
3. Expand the section you want to add an assignment to
4. Click **Add an activity or resource**.



5. On the Activities tab, click **Assignment**.



6. Enter the Assignment Name.
7. Enter instructions in the Activity Instruction area.
8. Use the additional files section to upload resource documents.
 - a. Files can be dragged from your computer into the section or click not the section and navigate to the file location.
9. In the Availability section, enter the assignments dates.
 - a. Enter the Allow submissions from – the first date students can submit the assignment.
 - b. Enter the Due date – the assignment due date. Assignments CAN be submitted after this date and up until the cut-off date.
 - c. Enter the Cut-off date - last date students can submit their assignment.
 - d. If always show description is unticked, the assignment description will only appear to students during the allow submission window.

Allow submissions from	<input type="text" value="30"/>	<input type="text" value="June"/>	<input type="text" value="2023"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input checked="" type="checkbox" value="Enable"/>
Due date	<input type="text" value="10"/>	<input type="text" value="July"/>	<input type="text" value="2023"/>	<input type="text" value="23"/>	<input type="text" value="59"/>	<input checked="" type="checkbox" value="Enable"/>
Cut-off date	<input type="text" value="12"/>	<input type="text" value="July"/>	<input type="text" value="2023"/>	<input type="text" value="23"/>	<input type="text" value="59"/>	<input checked="" type="checkbox" value="Enable"/>
Remind me to grade by	<input type="text" value="15"/>	<input type="text" value="July"/>	<input type="text" value="2023"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input checked="" type="checkbox" value="Enable"/>
<input checked="" type="checkbox"/> Always show description						

10. In the submission types section, select the limitations/regulations on how the assignment will be accepted.
 - a. Select the Submission type.
 - i. **File submission** – Students will upload a file from outside of Moodle.
 - ii. **Online text** – Students will type (journal style) directly into Moodle.
 - b. Set the Maximum number of files uploaded.
 - c. Set the Maximum submission size – The max size of the whole submission (i.e., if the student is uploading two files and the submission limit is 500MB the total of the two files cannot exceed 500MB – they cannot be 500MB each.)
 - d. Choose the Accepted file types – limit the types of documents that will be accepted.
 - i. Click **Choose**.
 - ii. Select the file type(s) you are willing to accept from the list → Click **Save Changes**.

11. In the Grade section, set up how the assignment will be graded.
- Leave Type as **point**.
 - Unless you are collecting ungraded files, then change it to **None**.
 - Enter the Maximum grade: the total you are grading the assignment out of.
 - Select a Grading method: how you will be grading the assignment
 - Simple direct grading** is marking by points out of the maximum grade.
 - Marking Guide** will prompt you to choose/create a marking guide when the assignment is saved.
 - Rubric** will prompt you to choose/create a rubric when the assignment is saved.
 - Select the appropriate Grade Category: Categories are created when you set up your gradebook.
 - If you have not set up your gradebook yet you can come back and enter the category later.

Grade	
Grade	Type: Point
	Maximum grade: 10
Grading method	Simple direct grading
Grade category	Uncategorised
Grade to pass	0.00
Anonymous submissions	No
Hide grader identity from students	No
Use marking workflow	No

12. Click **Save and display**.

2. How to add extra credit to a Gradebook item



You cannot make an item extra credit when you create it. You will need to edit it in the gradebook



Course page → Grades tab

1. Click the gear under the item.

Faculty Support Documentation Course: View: Preferences: Grader report

Course Settings Participants **Grades** Reports More ▾

Grader report ▾


Grader report
All participants: 1/1

First name
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Faculty Support Docume... ▾

First name / Last name ▾ ID number Email address Bird Assignment ▾ Course total ▾

Controls 

2. Add a checkmark in the Extra credit box.

Course Settings Participants **Grades** Reports More ▾


Edit grade item

Grade item

Item name Bird Assignment

Show more...

Parent category

Extra credit 

Save changes Cancel

3. Click **Save Changes**.



The item's maximum grade will not be added to the categories maximum grade. Allowing the possibility of achieving over the maximum grade.

3. How to grant specific students an assignment extension

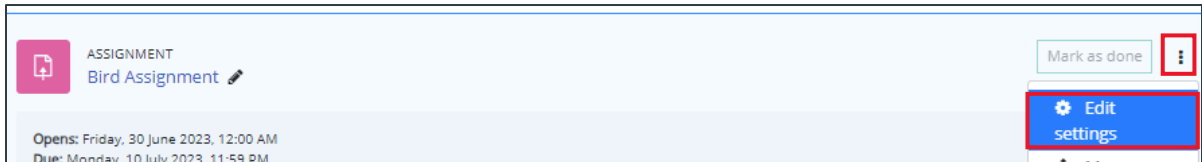


If you want to provide an extension to all students, change the dates in the assignment settings

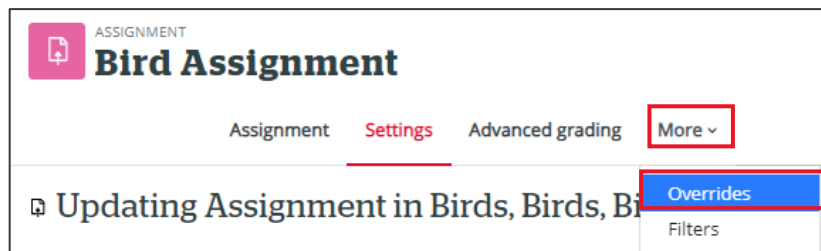


Course page

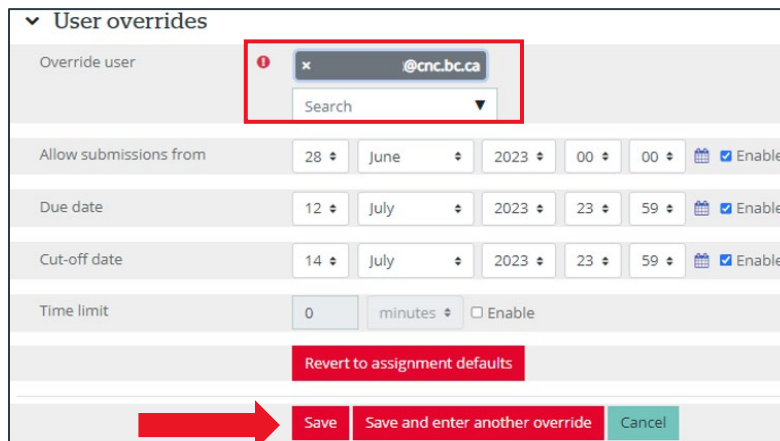
1. Click the three dots on the assignment you want to provide an extension to → click **edit settings**.



2. Click **More** → **Overrides**.



3. Click **Add user override**.
4. Override user: Select the student(s) you want to provide an extension to.
5. Enter the date(s) for the extension.
6. Click **Save**.



4. How to create group assignments

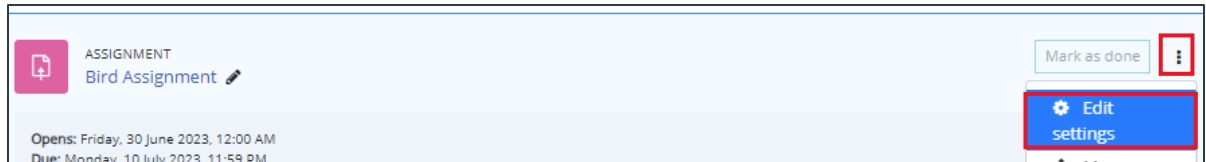


Before creating group assignments, you must create groups. Creating groups is covered in a separate document.



Course page

1. Click the three dots on the assignment you want to assign groups for → click **Edit settings**.



2. Scroll down and expand the Group Submission Settings.
3. Set Student submit in groups to **yes**.
4. Select a Grouping for student's groups.
 - a. If you do not select a grouping the default groups will be used.

Group submission settings		
Students submit in groups	?	Yes
Require group to make submission	?	No
Require all group members submit	?	No
Grouping for student groups	?	None

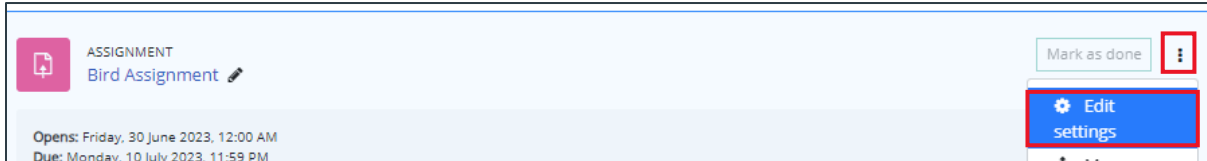
5. Click **Save and display**.

5. How to set different due dates for groups

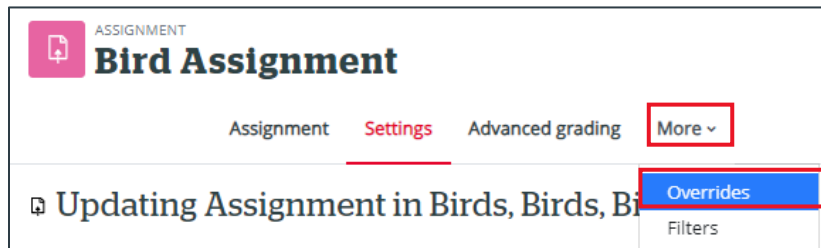


Course page

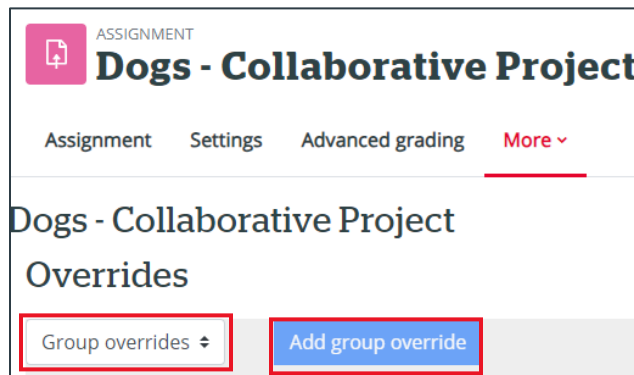
1. Click the three dots on the assignment you want to provide an extension to → click **edit settings**.



2. Click **More** → **Overrides**.



3. Change the Override type to **Group overrides**.
4. Click **Add group override**.



Version History

Version	Date	Description
1.1	August 2, 2023	Plain Language Review
1.0	June 28, 2023	Document Created



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