

ITRC Guide

Adding Assignment Activities

Introduction

There are several different types of assignments which can be added to your Moodle course, all of which are designed for slightly different situations and projects and each has slightly different settings. In this handout, you will find a basic summary of the Advanced Uploading Assignment, Online Text Assignment, Upload a single file and Offline activity. The chart below gives you an overview of what each assignment can do.

A Quick-Reference Comparison of the Different Assignment Types			
Assignment Type	Text Submission	File Submission	Recommended Use
Advanced Uploading of Files	YES, A notes box can be included to allow students to comment on their projects.	YES, Multiple files can be uploaded by students with a dynamic range allowed in file types.	Very good for large projects or when an electronic paper trail is required. Also can be good for progressive work, here students will upload files showing their progress over a limited time period. This option also offers the ability to return a document file with comments to the student.
Online Text	YES, A dynamic HTML-based text box allows a student type a large amount of text online at one time.	NO	Very good for a series short answer or essay questions. Also great for getting written student feedback or journals.
Upload a Single File	NO	YES, A single file can be uploaded in response to the given assignment. The file can be one of several different file types, including text, document, picture, and zip.	Very good for short essay or research assignments where students will be expected to have only one final product. Also good for case studies or current event analysis. No option to upload a graded file.
Offline Activity	NO	NO	This is designed specifically so you can keep track of grades and/or provide feedback to students online for offline work they have done. It can also be used to give assignment instructions to students who might have been absent to class.

Advanced Uploading of Files Assignment Type

This activity is useful when you want your students to turn in multiple files as an assignment. These files can be in any format (Word Document, Excel Files, images, etc...).

To add an 'Advanced uploading of files' assignment, Click on 'Add an activity' and select 'Advanced uploading of files'. This will take you to the screen below:

Note: Many of these settings apply to all the assignments. See the following instructions for settings unique to the other assignment options.

Assignment name –

Required. This is the name the students will see on the front page.

Description – Required.

This description should include any instructions for the assignment. It can have full formatting using the toolbar (bold, underline, images, etc.).

Grade - sets the grade as either a number (from 1-100), as a custom word-based scale set up in the "Scales" section, or as No Grade.

Available from – This is when students will begin to have access to this assignment.

Due Date – This is the due date.

Prevent late submissions - if set to "Yes", students cannot submit their assignment after the Due Date (all submissions are date and time stamped for your information). If set to "No" they will not be able to submit a late assignment.

Adding a new Assignment to week 1 ?

General

Assignment name*

Description* ?

Trebuchet 1 (8 pt) Lang B I U S x₂ x²

Path:

Grade ? 100

Available from 23 October 2008 12 55 Disable

Due date 30 October 2008 12 55 Disable

Prevent late submissions No

Advanced uploading of files

Maximum size 1MB

Allow deleting ? Yes

Maximum number of uploaded files ? 3

Allow notes ? No

Hide description before available date ? No

Email alerts to teachers No

Enable Send for marking ? No

Common module settings

Group mode ? No groups

Visible Show

ID number ?

Grade category Uncategorised

There are required fields in this form marked*.

Maximum size – lets you choose the maximum size of the files that can be uploaded.

Allow deleting - If enabled, participants may delete their uploaded files at any time before grading. After grading, a file cannot be deleted.

Maximum number of uploaded files – This is the maximum number of files each student may upload. This number is not shown to students, so it's best to specify how many files they are to submit in the *Assignment Description* (instructions). If you want to return a comments file you will need to add this file in the total count.

Allow notes - If enabled, participants may enter notes into a text area. It is similar to an online text assignment. This text box can be used for communication with the grader, assignment progress description, or any other written activity.

Hide description before available date - If enabled, assignment description is hidden before the opening date.

Email alerts to teachers If enabled, teachers are alerted with a short email whenever students add or update an assignment submission.


Enable send for marking – Allows users to indicate to graders that they have finished working on an assignment. Graders may choose to revert the assignment to draft status (if it requires further work, for example).

Common Module settings

The last three settings are common to all activities.

Groups - The group mode for each activity can be one of three levels:

- No groups - there are no sub groups, everyone is part of one big community
- Separate groups - each group can only see their own group, others are invisible
- Visible groups - each group works in their own group, but can see other groups

Visible – If set to show, students will see the assignment. If not, the assignment will be hidden. This is useful if you want to prepare an assignment in advance (like a pop-quiz). *Note: This can also be changed using the  icon on the front page.*

ID number- Setting an ID number provides a way of identifying the activity for a unique grade calculation. If the activity is not included in any unique grade calculation then the ID number field can be left blank. *Note: Very few instructors use a unique grade calculation.*

Grade category – this option allows you to place this assignment in a specific category in the gradebook.

Be sure to click '**Save and return to course**' or '**Save and display**' when you have selected the appropriate settings for your activity.

Online Text Assignment Type

The online text assignment allows students to submit editable text, using the Moodle editing tools. Teachers can grade them online, and even add inline comments or changes.

To add an 'Online text' assignment, click on 'Add an activity' and select 'Online text'. This will take you to the screen below:

Many of the options for this activity are the same as the "Advanced uploading of files" activity.

Two options unique to the 'Online text' assignment are:

Allow resubmitting - By default, students cannot resubmit assignments once the teacher has graded them.

If you turn this option on, then students will be allowed to resubmit assignments after they have been graded (for you to re-grade).

This may be useful if the teacher wants to encourage students to do better work in an iterative process.

The screenshot shows the Moodle interface for adding a new assignment. The title is "Adding a new Assignment to week 1". The form is divided into several sections:

- General**: Includes fields for "Assignment name*" and "Description*" with a rich text editor toolbar below. The toolbar includes options for text color (Trebuchet), font size (1 (8 pt)), language (Lang), and various text formatting tools (bold, italic, underline, strikethrough, link, unlink, list, ordered list, table, image, smiley, help, undo, redo).
- Path:**: A field for the assignment's path.
- Grade**: A dropdown menu set to "100".
- Available from**: A date selector set to "23 October 2008 13:15" with a "Disable" checkbox.
- Due date**: A date selector set to "30 October 2008 13:15" with a "Disable" checkbox.
- Prevent late submissions**: A dropdown menu set to "No".
- Online text**: Includes "Allow resubmitting" (set to "No"), "Email alerts to teachers" (set to "No"), and "Comment inline" (set to "No").
- Common module settings**: Includes "Group mode" (set to "No groups"), "Visible" (set to "Show"), "ID number" (empty field), and "Grade category" (set to "Uncategorised"). A "Show Advanced" button is also present.

Comment inline - If this option is selected, the original submission will be copied into the feedback comment field during grading, making it easier to comment inline (using a different color, perhaps) or to edit the original text.

Be sure to click 'Save and return to course' or 'Save and display' when you have selected the appropriate settings for your activity.

Upload a Single File Assignment Type

With this activity, each participant will be able to upload **ONE** file of any type. This may be a document, or an image, a zipped web site, or any other file.

To add an 'Upload a single file' assignment, click on '**Add an activity**' and select '**Upload a Single File**'. This will take you to this screen:

The fields found in this activity are identical to the ones found in either of the previous activities.

Be sure to click '**Save and return to course**' or '**Save and display**' when you have selected the appropriate settings for your activity.

Adding a new Assignment to week 1

General

Assignment name*

Description*

Trebuchet 1 (8 pt) Lang **B I U S** $x_2 x^2$

Path:

Grade 100

Available from 23 October 2008 12 55 Disable

Due date 30 October 2008 12 55 Disable

Prevent late submissions No

Upload a single file

Allow resubmitting No

Email alerts to teachers No

Maximum size 1MB

Common module settings [Show Advanced](#)

Group mode No groups

Visible Show

ID number

Grade category Uncategorized

Offline Activity Assignment Type

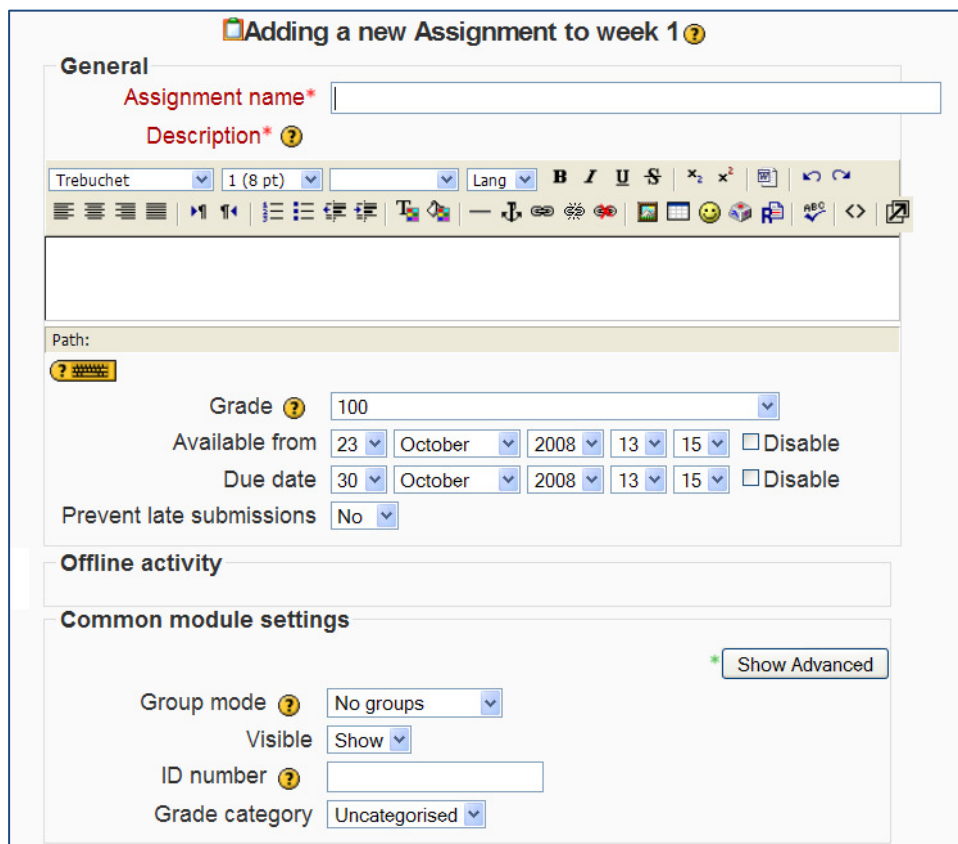
If you choose 'offline activity', students can see a description of the assignment, but can't upload files or edit anything online.

This is useful when the assignment is performed outside of Moodle. It could be something elsewhere on the web or face-to-face.

To add an 'Offline activity' assignment, click on '**Add an activity**' and select '**Offline activity**'. This will take you to this screen:

The fields found in this activity are identical to the ones found in either of the previous activities.

Be sure to click '**Save and return to course**' or '**Save and display**' when you have selected the appropriate settings for your activity.



The screenshot shows the Moodle interface for adding a new assignment. The title is "Adding a new Assignment to week 1". The form is divided into several sections:

- General:** Includes a text field for "Assignment name*", a rich text editor for "Description*" (with a toolbar showing options like font color, bold, italic, underline, strikethrough, link, unlink, list, and image), a "Path:" field, a "Grade" dropdown set to "100", "Available from" and "Due date" date pickers (both set to 23 October 2008, 13 15), and a "Prevent late submissions" dropdown set to "No".
- Offline activity:** A section with a single empty text field.
- Common module settings:** Includes a "Show Advanced" button, a "Group mode" dropdown set to "No groups", a "Visible" dropdown set to "Show", an "ID number" text field, and a "Grade category" dropdown set to "Uncategorised".

For more information please see the teacher documentation at <http://docs.moodle.org>



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