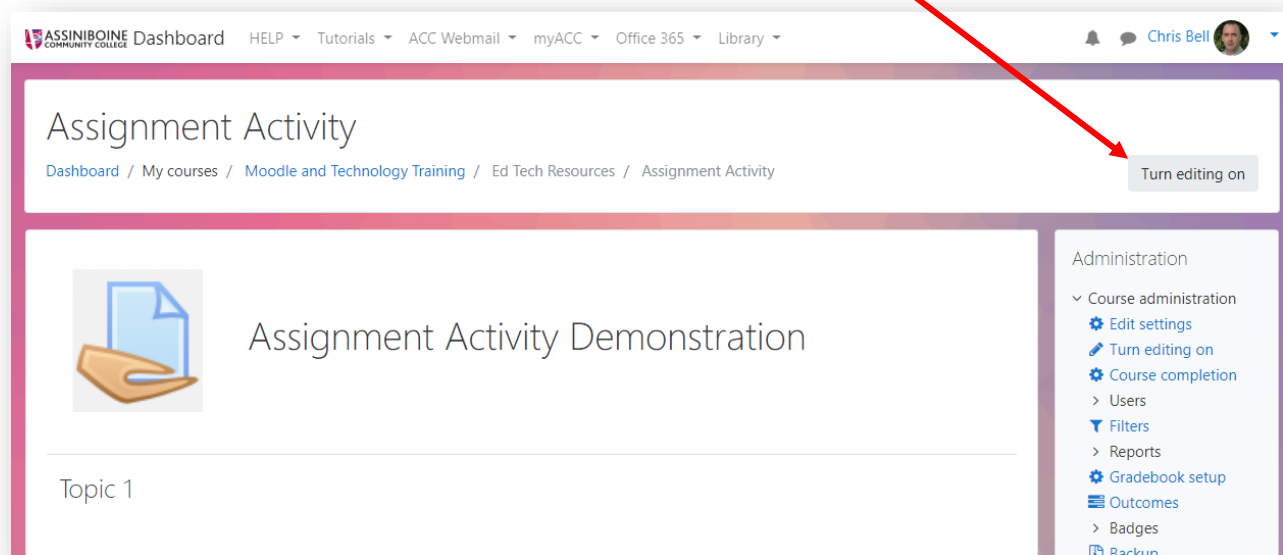


Setting up an Assignment Activity

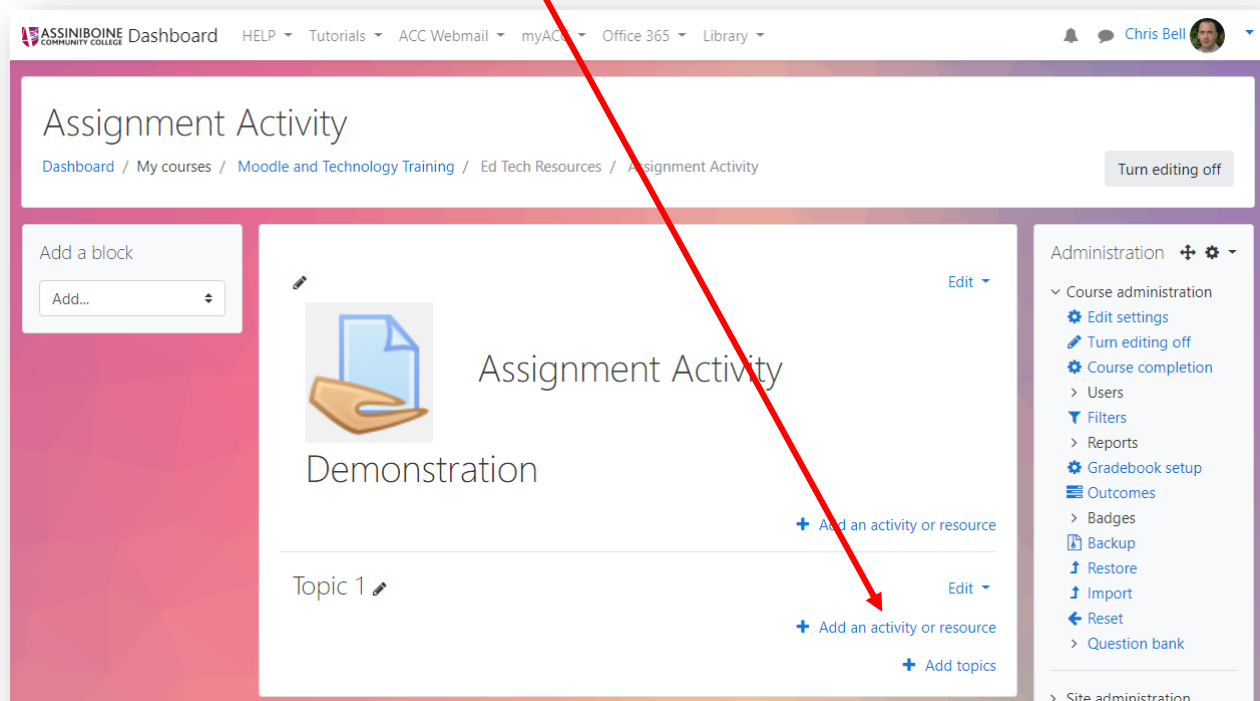
Workflow

1. Decide how the assignment will be submitted.
 - a) File submission
 - b) Enter text into a WYSIWYG editor
 - c) Poodll (video or audio) submission
2. Decide on how to provide feedback to the students.
3. Assemble the documents and resources that you will be providing to the student for the assignment.
4. Create the assignment activity on the course page.
5. Adjust the assignment settings to suit the assignment.

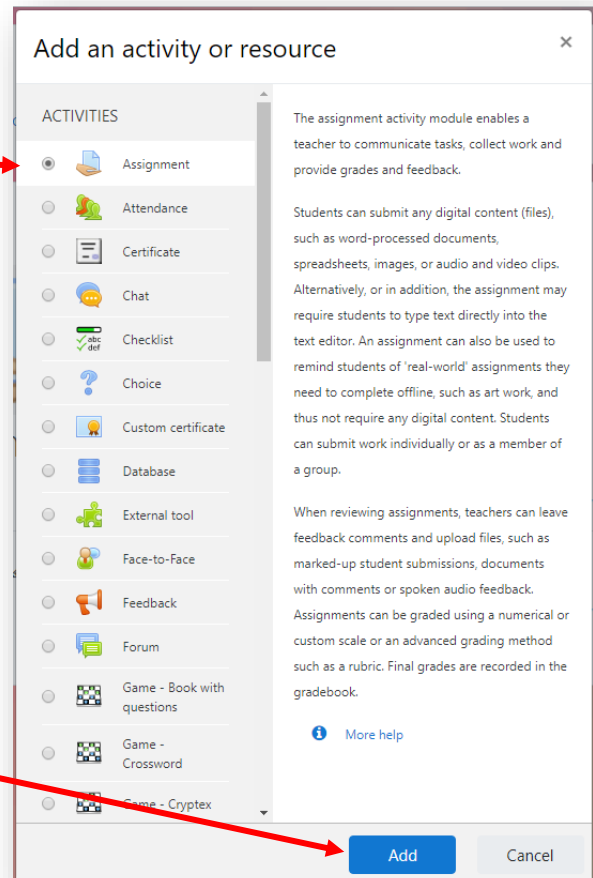
Step 1: On the main course page, select the button “Turn editing on”



Step 2: In the section where you want the activity to appear, select the link “+ Add an activity or resource”.



Step 3: In the Add an activity or resource pop-up window, select the radio button beside “Assignment”



Step 4: Select the button “Add”

Assignment Activity Settings

Step 1: Name the Assignment

Optional: Drag and drop a PDF of the assignment instructions, resource files that are required to complete the assignment, or even a template of the assignment. Students can download these files.

Adding a new Assignment to Topic 1

General

Assignment name: Assignment Example

Description: [Rich text editor]

Additional files: [Drag and drop area]

You can drag and drop files here to add them.

Step 2: By default, all the availability settings are not enabled. Set as desired.

Availability

Allow submissions from: 24 September 2019 14:56 [Enable]

Due date: 24 September 2019 14:56 [Enable]

Cut-off date: 24 September 2019 14:56 [Enable]

Remind me to grade by: 8 October 2019 00:00 [Enable]

☒ Always show description

A reminder email is sent to the teacher at this date and time

Submission are not accepted after this date and time

Submission are marked as "Late" after this date and time

Submission are accepted starting on this date and time

Step 3: Select the submission types you want to accept for this assignment. At least 1 type of submission must be selected. For this example, students have the option of:

1. A file submission (File Submission)
2. Enter text into the WYSIWYG editor (Online text)
3. Recording a video—15 minutes max length (Online Poodll)

Submission types

☒ File submissions
 ☒ Online text
 ☒ Online PoodLL

Maximum number of uploaded files

20

Maximum submission size

2GB

Accepted file types

No selection

Word limit

☐ Enable

PoodLL Rec. Type

Video Recorder

PoodLL Rec. Time Limit

15

minutes

PoodLL Whiteboard Back

Maximum size for new files: Unlimited, maximum attachments: 1

Files

You can drag and drop files here to add them.

PoodLL WhiteBoard Size

320x320

Step 4: Select how you will provide feedback to the students. (Selections depend on the submission types)

Feedback types

☒ Feedback comments
 ☐ Annotate PDF
 ☐ Feedback files
 ☐ Offline grading worksheet
 ☐ Feedback PoodLL

Comment inline

No

PoodLL Recorder Type

Audio recorder

Show download link

no

Step 5: Select the desired Submission settings (or leave as the defaults shown)

▼ Submission settings

Require students to click the submit button

?

Yes ▾

Require that students accept the submission statement

?

No ▾

Attempts reopened

?

Manually ▾

Maximum attempts

?

Unlimited ▾

Step 6: Leave the Group submission settings as the default (unless your course is using groups)

▼ Group submission settings

Students submit in groups

?

No ▾

▼ Notifications

Notify graders about submissions

?

Yes ▾

Notify graders about late submissions

?

Yes ▾

Default setting for "Notify students"

?

Yes ▾

Step 7: Set this to when you want/need students to be notified that their submission has been graded. By default, this is set to "Yes". If you want to mark all the student submissions before anyone can see their grade, set "Default setting for 'Notify students'" to No

Step 8: Assignment activities are automatically populated into the course gradebook unless, in the Grade section, the Type is set to “None”. Types include Point (the default) and Scale.

Grade

Grade

Type Point

Maximum grade 100

Grading method Simple direct grading

Grade category Uncategorized

Grade to pass

Blind marking No

Hide grader identity from students No

Use marking workflow No

Even when the Assignment activity is populated into the gradebook, the Maximum grade is set within the Assignment activity settings

The default Grading method is “Simple direct grading”.

Options include:

Marking guide and Rubric
(Set-up for these two items is shown later.)

Step 9: Leave the remaining settings as the default, and select the button “Save and return to course”

Common module settings

Restrict access

Activity completion

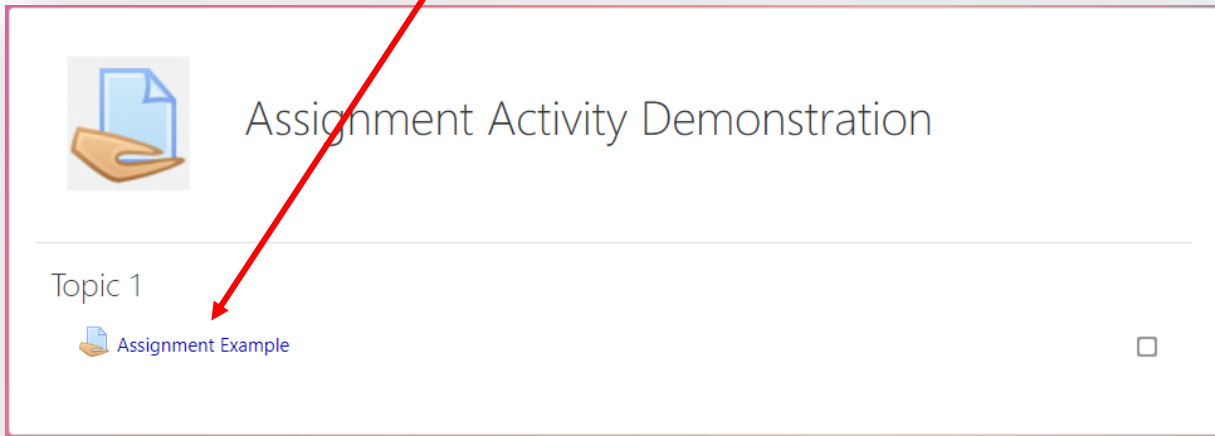
Tags

Competencies

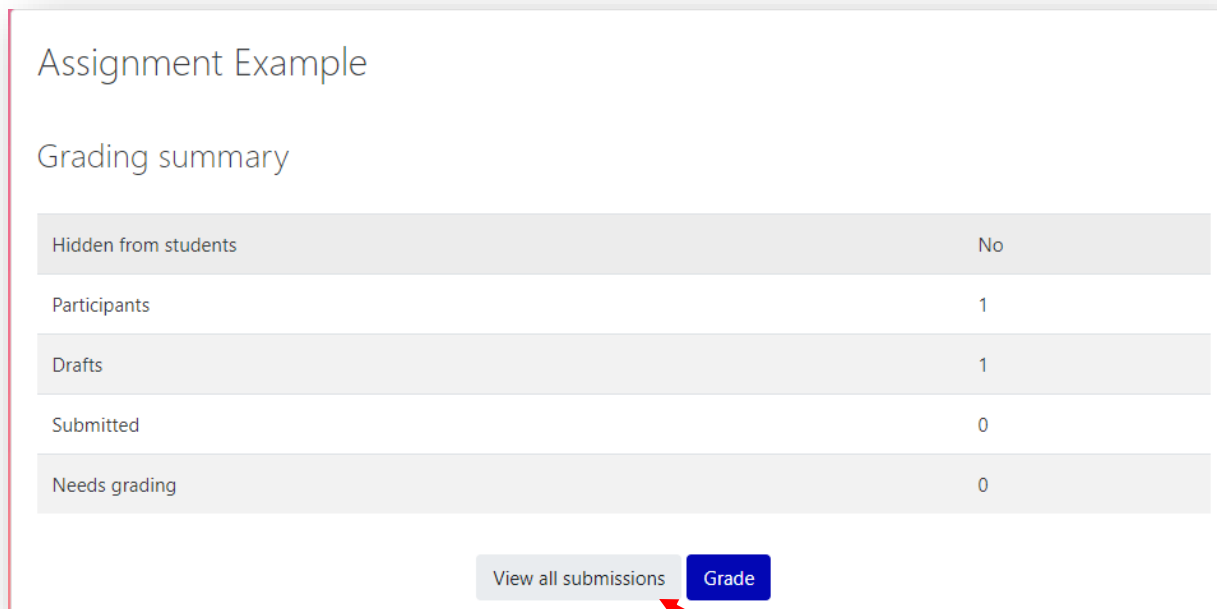
Save and return to course Save and display Cancel

Marking an Assignment Activity

Step 1: On the course page, select the link to the Assignment activity.



On the Grading summary page, you will be able to see the number of students in the class, the number of assignments that are “Drafts”, the number of assignments that have been “Submitted” for grading, and the number of assignments the “Needs grading”.





Step 2: On the Grading summary page, select the button “View all submissions”

The class list will present itself. If an assignment has been saved, but not submitted for grading, it will appear yellow.

Assignment Example

Grading action: View gradebook

[Reset table preferences](#)



Select	User picture	First name / Surname	Email address	Department	Status	Grade	Edit	Last modified (submission)	File
<input type="checkbox"/>		Chris Bell	bellc2@Assiniboine.net	Centre for Learning Innovation	Draft (not submitted)	Grade	Edit	Thursday, 10 October 2019, 2:42 PM	

An assignment that has been submitted for grading will appear green

Assignment Example

Grading action: Choose...

[Reset table preferences](#)

Select	User picture	First name / Surname	Email address	Department	Status	Grade	Edit	Last modified (submission)	File
<input type="checkbox"/>		Chris Bell	bellc2@Assiniboine.net	Centre for Learning Innovation	Submitted for grading	Grade	Edit	Thursday, 10 October 2019, 2:52 PM	

Step 3: On the row of the student that you intend to grade, select the button “Grade”

This is the annotating pain. You can mark-up the assignment. The student will be able to view your annotation.

The student's name, who submitted the assignment, will appear here

View the next student in the class by clicking here

Course: Assignment Activity
Assignment: Assignment Example
View all submissions

Chris Bell
bellc2@Assiniboine.net, Centre for Learning I...

Change user

1 of 1

Page 1 of 2

This assignment was submitted using a word document.

Roses are red, violets are blue,
Sugar is sweet, and so are ewe.
The roses are dying, the violets are dead,
The sugar-bowl's empty, and so is you're head.

Submission
Submitted for grading
Not graded
Student cannot edit this submission
Poem.docx
10 October 2019, 2:42 PM

(50 words)
To be, or not to be, that is the question.
Whether 'tis nobler of the mind to suffer the slings and arrows of outrageous fortune,
Or ...

Comments (0)

Grade
Grade out of 100
Current grade in gradebook

Feedback comments

Paragraph B I [list] [link] [image]
[undo] [redo] U S X₂ X² [bulleted list] [numbered list] [indent] [outdent]
Font family Font size [code] [math] [table] [table border] [table border style] [table border color]

Notify students ☒ Save changes Save and show next Reset

[PDF view] [Text entry view] [Video submission view]

If this box is remains checked, the student will be sent an email when you select either save button.

Either of these buttons will save your work/the grade.

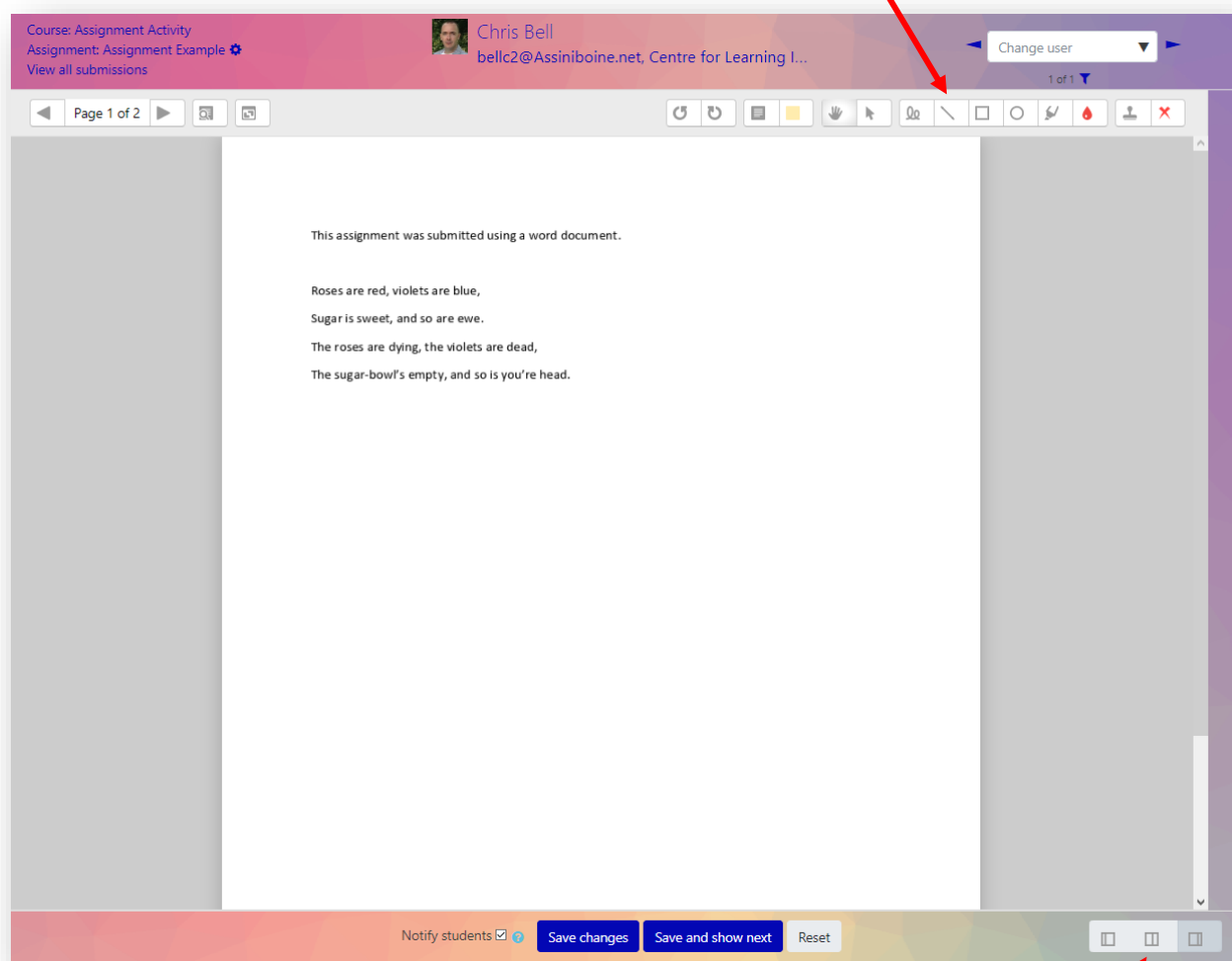
To change from viewing the PDF to viewing the Text entry or video submission, select one of these buttons.

Submissions.

File submissions can be downloaded, marked-up, and then submitted back to the student using the file submission box on the grading screen.

Or, file submissions can be marked-up directly in the Moodle grading page.

Hover over the tools to see their names. Anything added to the annotation screen will be saved and visible to a student.



Change the grading pane view by selecting one of these buttons.

Any submitted files will appear here.

Read text typed into the Moodle text editor here

Comments must be saved by clicking here

The screenshot shows a Moodle submission interface. At the top, a purple header bar contains the course name 'Course: Assignment Activity', the assignment name 'Assignment: Assignment Example', and a 'View all submissions' link. The user's name 'Chris Bell' and email 'bellc2@Assiniboine.net, Centre for Learning I...' are displayed. A 'Change user' dropdown menu is on the right.

The main content area is titled 'Submission'. It shows a submission status of 'Submitted for grading' with a green bar, and 'Not graded' in red. A message states 'Student cannot edit this submission'. Below this, a file named 'Poem.docx' is listed with a timestamp of '10 October 2019, 2:42 PM'. The submission text is a Shakespearean sonnet: 'To be, or not to be, that is the question. Whether 'tis nobler of the mind to suffer the slings and arrows of outrageous fortune. Or take up arms against a sea of troubles. Suppose to end them, to die, to sleep. To sleep, perchance to dream, there's the rub!'. Below the text is a 'Comments (0)' section with a text input field and 'Save comment' and 'Cancel' buttons.

The 'Grade' section shows a 'Grade out of 100' and a 'Current grade in gradebook' input field. At the bottom, there is a 'Feedback comments' section with a rich text editor. The footer contains a 'Notify students' checkbox, 'Save changes', 'Save and show next', and 'Reset' buttons. On the far right, there are three view icons: a list view, a split view, and a full view.

Red arrows point from external text to the following elements in the screenshot:

- From 'Any submitted files will appear here.' to the 'Poem.docx' file link.
- From 'Read text typed into the Moodle text editor here' to the sonnet text.
- From 'Comments must be saved by clicking here' to the 'Save comment' button.
- From 'Enter the student grade in this box.' to the 'Current grade in gradebook' input field.
- From 'Change the grading pane view by selecting one of these buttons.' to the view icons in the footer.

Enter the student grade in this box.

Change the grading pane view by selecting one of these buttons.

Course: Assignment Activity
Assignment: Assignment Example
View all submissions

Chris Bell
bellc2@Assiniboine.net, Centre for Learning I...

Change user

1 of 1

Grade

Grade out of 100

Current grade in gradebook

Feedback comments

Paragraph B I [Rich Text Editor Icons]

Path: p

Attempt settings

Attempts reopened
Manually
Maximum attempts
Unlimited
Attempt number
1
Allow another attempt
No

Notify students ☒ Save changes Save and show next Reset

Feedback comments can also be typed in here.

Step 4: Mark the student submission, and then select the button “Save changes”

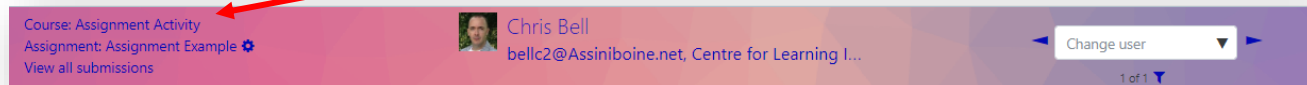
Step 5: On the confirmation pop-up, select the button “Ok”

Changes saved

The changes to the grade and feedback were saved

Ok

Step 6: To exit the assignment grading page, select the course link here

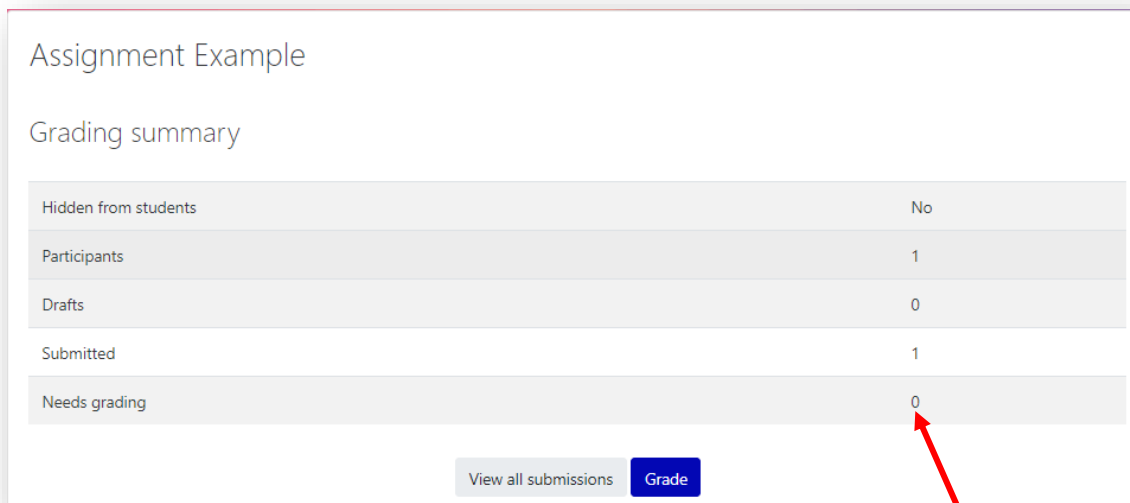


Course: Assignment Activity
Assignment: Assignment Example ⚙️
View all submissions

Chris Bell
bellc2@Assiniboine.net, Centre for Learning I...

Change user ▼

1 of 1



Assignment Example

Grading summary



Hidden from students	No
Participants	1
Drafts	0
Submitted	1
Needs grading	0

[View all submissions](#) [Grade](#)


On the Teacher's Grading summary page for the assignment, the "Needs grading" has now changed.

Students will be able to see all the assignment grade, your comments, feedback, and annotations when they click on the assignment link (on the main course page).

Submission status

Attempt number	This is attempt 1.	
Submission status	Submitted for grading	
Grading status	Graded	
Last modified	Thursday, 10 October 2019, 2:52 PM	
File submissions	<div>  Poem.docx 10 October 2019, 2:42 PM </div>	
Online text	<p>+ (50 words)</p> <p>To be, or not to be, that is the question.</p> <p>Whether 'tis nobler of the mind to suffer the slings and arrows of outrageous fortune,</p> <p>Or ...</p>	
Submission comments	<p>▶ Comments (1)</p> <div>  Chris Bell - Thu, 10 Oct 2019, 3:22 PM Comment </div> <div> <input type="text" value="Add a comment..."/> </div> <p>Save comment Cancel</p>	

Feedback

Grade	75.00 / 100.00
Graded on	Thursday, 10 October 2019, 3:22 PM
Graded by	 Chris Bell

Allowing another attempt after submission

If it is necessary to allow the student another attempt, this setting is after selecting clicking on the Assignment activity, and selecting the button “View all submissions”

On the row of the student, select the link “Edit”

Assignment Example

Grading action: Choose...

Reset table preferences

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

Surname: 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

1

Select	User picture	First name / Surname	Email address	Department	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		Chris Bell	bellc2@Assiniboine.net	Centre for Learning Innovation	Submitted for grading Graded	Grade 75.00 / 100.00	Edit	Thursday, 10 October 2019, 2:52 PM

From the pop-up, if the assignment has not been graded, select “Revert the submission to draft”.

If the assignment has been graded, select “Allow another attempt”

Either of these actions will allow the student to edit/submit the assignment.

Status	Grade	Edit
Submitted	Grade	Edit

- Update grade
- Revert the submission to draft
- Allow another attempt

End of Process