How to create a Moodle assignment

Moodle Help & Support (Staff)

This refers to Moodle 3.6 from July 2019 onward

A Moodle Assignment is an activity requiring students to either upload files or text, or that relates to an offline or other activity that needs to be marked.

NOTE: Marking in Moodle assignment should be carried out with the Moodle marking tools.
It is not intended that Turnitin Feedback Studio be used to mark a Moodle assignment. Turnitin in a Moodle assignment is solely intended for the production of similarity reports.

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1. Navigate to your module and click the editing icon (located in the top-right of the screen).

2. Within the section you wish to create the assignment click on the **+ Add an activity or resource** link.

3. Towards the top, in the ACTIVITIES section, select the radio button for **Assignment**.

4. Click **Add** and the assignment settings page will load.

General section

- **Assignment name:** Enter the assignment name, preferably recognisable and unique.
- **Description:** In the Description enter information about expected file type the student should submit and also provide a link to the assignment submission checklist: http://bit.do/assignmentcheck. This link helps increase the chances of the student's work being successfully submitting.
  To add the checklist link either type in the link address or the word **Submission checklist**. Highlight the link address or the words then press the chain icon button.
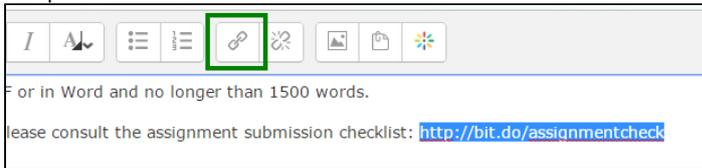
- A pop up window will appear. Type the link address http://bit.do/assignmentcheck in the **Enter a URL** text box. Check the box for **Open in new window** (this will mean the checklist opens in a new tab). Then press the **Create link** button.
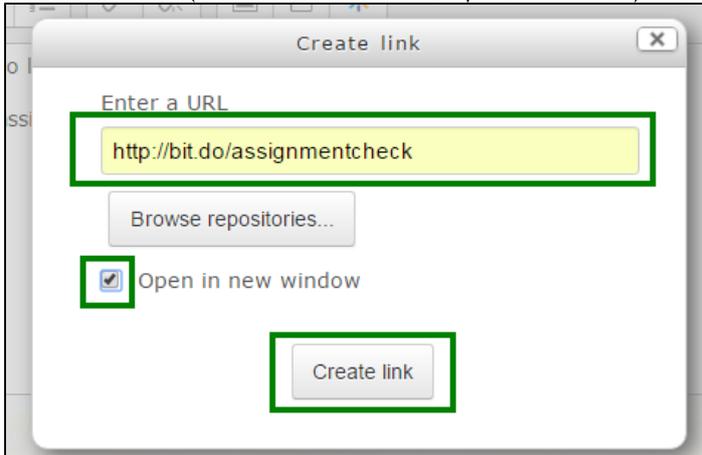
- **Display description on module page:** Tick this box for the Description text to appear beneath the Moodle assignment, this is recommended because it enables students to see any key information before they submit.
- **Additional files:** If you want to add a file for students that will assist them in the assignment then you can add this here.

Availability

- Set the dates and times in **Allow submission from** and **Due date** for the assignment and ensure the check boxes are ticked. It is recommended that **Always show description** is ticked.

1 Allow submissions from: This is the date and time when students can start submitting.
2 Due date: This is the date and time for the deadline of the assignment.
3 Cut-off date: After this date and time is passed students will not be able to submit at all.
4. Remind me to grade by: NEW in Moodle 3.4 The expected date that marking of the submissions should be completed. This date will appear as a reminder in the calendar and on dashboard notifications if the new overview block is selected.

Submission types

Leave the **File submissions** check box ticked as this will enable students to upload files. If you want students to type directly into a Moodle assignment or submit video, then tick the check box **Online text**. Select the maximum number of files they can upload if needed, leave the **Maximum submission size** at default unless you wish to restrict file size.

Submission types

1	Submission types
	Word limit
2	Maximum number of uploaded files
3	Maximum submission size
4	Accepted file types

☐ Online text   ☑ File submissions

Word limit   ☐ Enable

Maximum number of uploaded files   1 ▼

Maximum submission size   Site upload limit (250MB) ▼

Accepted file types   [ ] Choose

No selection

1 Submission types: Online text, file submission or both. If Online text is selected then can set a word limit.

2 Maximum number of uploaded files: Defaults to 1 but you can allow up to 20 files.

3 Maximum submission size: Up to **250mb**

4 Accepted file types: Able to restrict what file types will be accepted. Separate by using a comma, for example: .pdf, .docx

Feedback types.

1. Under **Feedback types** you have a selection of options which will impact how you give feedback to students. For the majority of general feedback, **Feedback comments** and/or **Feedback files** should suffice. Below gives an explanation about what type of each feedback offers.

Feedback types

Feedback types   ☑ Feedback comments ⑦   ☐ Offline grading worksheet ⑦   ☑ Feedback files ⑦

Comment inline ⑦   No ▼

Feedback comments (selected by default). This means entering the score and the student feedback within Moodle.
Offline grading worksheet. This enables you to download and upload a spreadsheet of grades in bulk. If you click the 'Feedback comments' button as well then you will have a column within the spreadsheet to enter feedback. This may not be suitable for longer types of written feedback as this will need to be entered into Excel.
Feedback files. This enables you to return files to the student, such as marked-up student submission documents with comments or even audio files with feedback.

Note: If you wish to annotate the students' submission, we recommend that you request your students to submit in PDF (if applicable) then you will be able to annotate their PDF submission regardless of what type of feedback selected. It does not work with any other file format.

Submission settings

If you expect the student to submit an initial draft then set **Require students to click submit** button to **Yes**, if not then leave as **No**. **Require that students accept the submission statement** should be left as **Yes**.

a Require students click submit button (students can keep a submission in draft form and resubmit if necessary until they click submit to send it finally for marking).

b Require that students accept the submission statement (if this is important).

c Attempts reopened (you can make each attempt final, permit resubmission to be enabled for a student by an editing teacher or allow the student to resubmit until they achieve a required pass grade).

d Maximum attempts (number of resubmissions allowed).

Group submission settings

1. If you wish to set up a group assignment then set **Student submit in groups** to **Yes**. You can then make selections as to whether students all need to submit as part of a group or someone from the group does. Please visit our How to enable group submissions in a Moodle assignment page for more information.

1 Students submit in groups: If enabled students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each others changes to the submission.
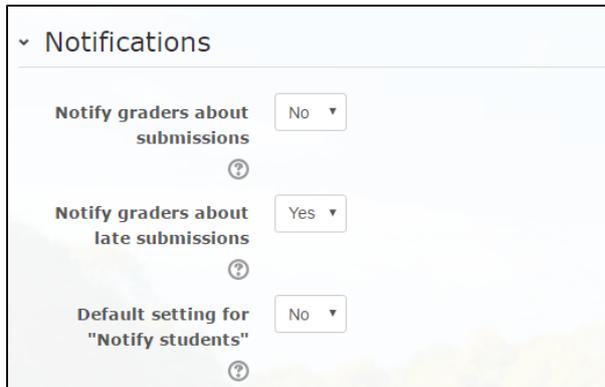
2 Require group to make submission: If enabled any student not in a group will be unable to submit.

3 Require all group members submit: whether all students in a group must approve a submission or just one can submit it on behalf of all.

4 Grouping for student groups: This is where Moodle looks to find the groups for this assignment. If not set - the default set of groups will be used.

Notifications

1. **Notify graders about submissions** will send an email to all **Teachers** and **Editing Teachers** on the module every time a students submits or updates their assignment. We recommend that this is left as **No** and **Notify graders about late submissions** is set to **Yes**. Leave **Default setting for 'Notify students'** to **No** otherwise an automated email will be sent to the student when their work has been marked.

Turnitin plagiarism plugin settings

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1. If you wish the assignment to be checked by Turnitin's text-matching system then set **Enable Turnitin** to **Yes**.

1 Enable Turnitin: Do you wish to send the submissions to Turnitin to check for plagiarism

2 Display Originality Reports to Students: Whether students can see their own originality reports. (Students can always check their work in the separate *TurnitinUK Test Your Text* module.)

3 When should the file be submitted to Turnitin?:Submit file when first uploaded is the default and is recommended.

4 *Allow submission of any file type*?*:* We recommend this option is set to **No** so that students may NOT submit files of types (e.g. .zip or .pages) which cannot produce an originality report. If **Yes** is set, Turnitin will accept, but not produce reports on some files.

5 *Store Student Papers:* Set this set to **Standard repository**.

6 Report Generation Speed: This refers to originality report generation (should they be generated each time a student resubmits – one per 24 hours – or only after the final submission?) and whether students can resubmit. We recommend **Generate reports immediately (resubmissions are allowed until due date)**.

7 Exclude Bibliography/Quoted Material/Small Matches: Choose whether to exclude the bibliography from Turnitin – this is often one of the biggest sources of matching, also exclude quoted material and small matches such as 4 or 6 words.

8 Attach rubric to this assignment: As this is a Moodle assignment leave this as No rubric. You cannot use Turnitin rubrics to mark a Moodle assignment. Please contact Learning Technologies if you would like to use a Moodle rubric.

Grade

1. Set the grade options as you wish. Leave **Use marking workflow** as **Yes**, otherwise students will be able to access their mark and feedback as soon as you have finished marking.

1 Grade: The types of grading available. Most will use 100.

2 Grading method: Most will use default of **Simple direct grading**.

3 Grade category: This is always set to **Uncategorised**.

4 Grade to pass: Can set a minimum grade a student must achieve to pass, has impact on activity completion

5 Blind marking: This hides the identity of the students.Recommend that blind marking is set to **No** if appropriate.

6 Use marking workflow: This is related to marking workflow and should be left set to **Yes**.

7 Marking allocation: Can be used in conjunction with marking workflow option and enables the manual allocation of markers to students.

Common module settings

Restrict access

This enables you to apply a restriction such as date restriction or group restriction.

If you wish to restrict the access of the assignment you can do so with 'Date', 'Grade', 'User profile', 'Group' and 'Restriction set'.

It is recommended that if you want to restrict access then you do so via 'Date'. To do this click Add restriction and then from the pop-up window click Date and set the date and timer restrictions you want.

Once you are happy with how you have set up the assignment click on the **Save and return to module** or **Save and Display** buttons.

Similar tutorials

The following other resources are also relevant to this topic:

- Assessment in Moodle
- Why might you need Groupings in Moodle?
- How to annotate student work in Word for Moodle assignment using a Microsoft Surface Pro
- Moodle Assignment: Marking and uploading feedback/marks in bulk
- How to create a rubric for an Moodle assignment
- Marking using Rubrics in Assignments
- Using Marking Workflow and Marking Allocation in Moodle Assignment
- How to download all submissions from a Moodle Assignment dropbox
- How to provide feedback individually in Moodle assignment
- How to create a non-numeric grading scale
- How to give feedback privately to students
- How to enable group submissions in a Moodle assignment
- How to grade using a rubric with a letter as the grade
- How to set up weighted grades in grade book