

Adding and Editing Assignments in Moodle


Course 2

[Dashboard](#) / [My courses](#) / [Course 2](#)

Turn editing on



General

 [Announcements](#)

To begin, turn editing on in the top right corner of your course. Then, click on "**Add an activity or resource**" in the section that you wish the assignment to.



January 24 - January 30

Forum: 1
Progress: 0 / 1

















January 31 - February 6

Assignment: 1
Progress: 0 / 1

Add an activity or resource



ACTIVITIES


-  Assignment
-  Attendance
-  Auto Attendance
-  Chat
-  Checklist
-  Choice
-  Course Choice
-  Database
-  External tool
-  Face-to-Face
-  Flash Card Set
-  Forum
-  Game - Book with questions
-  Game - Crossword
-  Game - Cryptex
-  Game - ...

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

You may add the assignment either by double clicking on the word "Assignment," or by clicking the circle to the left of it, and then clicking the **Add** button at the bottom of the menu.

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.

 [More help](#)

Add

Cancel

Course 2

Dashboard / My courses / Course 2 / Adding a new Assignment

There are many different options when editing assignments, here are a few of them.

It is important to name your assignment. Describe what you want your students to do in your description.

Adding a new Assignment

Expand all

General

Assignment name



Assignment

Description

Rich text editor toolbar with icons for Paragraph, Bold (B), Italic (I), Bulleted list, Numbered list, Link, Unlink, Image, Video, Document, and Print. Below the toolbar is a large text area for the description.

You can add images, media, and links by clicking on the corresponding icon.

You can display your description (and any instructions you have entered) on the course page by checking the box next to "Display description on course page."



Path: p
 Display description on course page

You may upload additional support documents if you wish. You can do this by dragging and dropping your files from your documents into the **Additional files** box. You can also click on the **Add** button and browse your files to upload the file(s) you want.

Additional files



Files upload area with a red document icon, a folder icon labeled "Files", and a dashed box for file drop. A red arrow points from the text box to the document icon.

You can drag and drop files here to add them.

▼ Availability

Allow submissions from	<input type="text" value="26"/>	<input type="text" value="February"/>	<input type="text" value="2018"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="checkbox"/> Enable
Due date	<input type="text" value="15"/>	<input type="text" value="March"/>	<input type="text" value="2018"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="checkbox"/> Enable
Cut-off date	<input type="text" value="28"/>	<input type="text" value="March"/>	<input type="text" value="2018"/>	<input type="text" value="15"/>	<input type="text" value="00"/>	<input type="checkbox"/> Enable
Remind me to grade by	<input type="text" value="15"/>	<input type="text" value="March"/>	<input type="text" value="2018"/>	<input type="text" value="01"/>	<input type="text" value="00"/>	<input type="checkbox"/> Enable

Always show description

NEW

Choose when you want your students to send in work by selecting due and cutoff dates.

You may also set yourself a reminder of when to grade the assignment by. The assignment's due date will display on the course overview for students, and your reminder to grade the assignment will display on the course overview for you.

▼ Submission types

Submission types	<input type="checkbox"/> GeoGebra <input checked="" type="checkbox"/> File submissions <input type="checkbox"/> Online text
GeoGebra template to use for student	<input type="text" value="Algebra"/> <input type="text" value="0"/>
... or use a ggb-file	<input type="checkbox"/> Drag and drop a GeoGebra file anywhere on the GeoGebra Applet section
Maximum number of uploaded files	<input type="text" value="1"/>
Maximum submission size	<input type="text" value="Site upload limit (2GB)"/>
Accepted file types	<input type="text"/>
Word limit	<input type="text"/> <input type="checkbox"/> Enable

Decide the submission type. You can have your students upload one or multiple files by selecting **File submissions** and specifying the number of files the students are allowed to upload. You can also specify the types of files the students can upload by entering the file types in the box next to **Accepted file types** separated by a comma (ex: .docx, .pdf).

If you want your students to type an essay using Moodle's text editor, select **Online text**. You can set a word limit on this by first selecting **Enable**, and then typing the limit into the box next to **Word limit**.

If you have questions or need help, you may click on the blue question marks to learn more about the available options.




▶ Feedback types


▶ Submission settings

▶ Group submission settings

Feedback types

Feedback types


Feedback comments  Feedback files  Offline grading worksheet 

Comment inline 


Yes ▾

Under **Feedback types**, selecting "Yes" in the drop down menu next to **Comment inline** will allow you to type directly on the students' work just as you would when grading on paper.

Submission settings


Require students click submit button 

Yes ▾


Require that students accept the submission statement 

Yes ▾

Under **Submission settings**, you can decide if you want your students to accept an agreement that their work is their own.


Attempts reopened 

Never ▾

Maximum attempts 


Unlimited ▾

Group submission settings


Students submit in groups 

Yes ▾


Under **Group submission settings**, you can have your students work and submit as a group.

Require group to make submission 

No ▾


Require all group members submit 

No ▾

Grouping for student groups 


None ▾

Notifications


Notify graders about submissions 

Yes ▾

Under **Notifications**, you can choose whether or not to be messaged when students submit, and also whether or not students are to be messaged when you have graded their work

Notify graders about late submissions 

No ▾

Default setting for "Notify students" 

Yes ▾

Grade

Grade

Type

Scale

Maximum grade

Type

Scale

Grading method

Grade category

Grade to pass

Under **Grade**, it is possible to choose a number after which the assignment can be graded.

You can also create your own scale, or use an already existing scale, and use this to grade your assignment.

Blind grading

Use grading workflow

Use grading allocation

If you enable blind marking, you won't initially be able to see which student has submitted their work.

Grading workflow and Grading allocation are useful when sharing a course with other teachers to divide up, moderate, and monitor the progress of grading.

Common module settings

Restrict access

Activity completion

Tags

Competencies

When you have finished editing your assignment, click on **Save and return to course** or **Save and display**.