

4: THE ASSIGNMENT ACTIVITY

WELCOME TO THE MOODLE ASSIGNMENT ACTIVITY TUTORIAL!

In this tutorial, you will learn:

- What the Assignment activity is
- Suggestions for using the Assignment activity
- How to set up an Assignment activity

If you have not used one of CareerTech’s “How to Moodle” tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should be familiar with:

- Setting up a course in Moodle

To begin, select from the menu below or simply turn to the next page.

MENU OF TUTORIAL TOPICS

- [Introduction](#)
- [Ways to Use the Assignment Activity](#)
- [Setting Up the Assignment Activity](#)

INTRODUCTION

The Assignment activity in Moodle is a go-to app for many kinds of online and offline student work. It allows you to:

- Have students submit work in the form of electronic files, or type directly into a text editor.
- Set up an offline assignment to create a placeholder in the Moodle course and automatically create the item in the gradebook.
- Plan activities so that students work and submit individually or as part of a group.
- Choose from multiple options to review work, grade, and give feedback.

The following steps outline the general process for using a Moodle Assignment in your online classroom:

1. The instructor designs the Assignment activity and sets it up in Moodle.
2. Students perform the work according to the instructions and other parameters provided in the assignment.
3. Students submit their work online or offline, according to the assignment directions.
4. Teachers can access, grade, and provide feedback to online submissions from within the Moodle Assignment or in an offline worksheet.

WAYS TO USE THE ASSIGNMENT ACTIVITY

Why use the Assignment activity with your class?

The following describes ways to make the Assignment activity an effective pedagogical tool.

- **As a dropbox for the assigned work**—Students can use the Assignment activity to submit digital files of their work. For example, if students turn in a research paper, they can submit their paper as a PDF.
- **As a reminder for offline work**—Although the assignment may be completed offline, such as a demonstration of welding skills, creating a corresponding Assignment activity allows you to show it on your course page and easily grade it according to your desired settings.
- **For direct text entry**—Perhaps you want a brief report from each student regarding an event that they attended. This easily can be done through the direct text entry option in the Assignment activity.

The Assignment Activity

- **For group work and presentations**—Use the Assignment activity along with another Moodle activity, such as a Database or Discussion Forum. The Assignment activity is a place for student groups to submit their work for a grade, while the wiki or forum allows them to collaborate as they develop their work. The assignment submission can include any electronic files created by the group, such as a PowerPoint or a video used during the group’s presentation to the class.

These are just a few suggestions. Talk with other instructors to see how they have used assignments in Moodle. Experiment with your own ideas.

SETTING UP THE ASSIGNMENT ACTIVITY

VIDEO DEMONSTRATION:

Watch this brief video to see a demonstration of the Assignment activity.

<https://www.youtube.com/watch?v=oyqSsvHtMo>

NOTE: Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones that you will use.

To set up any activity in Moodle, you must first:

1. Go to your course page.
2. Turn editing on by clicking the **Edit** toggle in the right corner of the screen.

Follow these steps to create the Assignment activity in your course:

Step	Action	Notes
1.	Choose the topic or section where you will add the activity and click the Add an activity or resource link.	
2.	Choose Assignment on the popup screen.	The Adding a new Assignment settings page will display.

The Assignment Activity

Step	Action	Notes
3.	<p>Section: General Field: Assignment name</p> <p>Enter a name for your Assignment.</p>	<p>The Assignment name should be concise but descriptive. This name will appear on the course page as a hyperlink and in the gradebook.</p> <p>For training purposes, name the assignment Documentary Review.</p>
4.	<p>Section: General Field: Description</p> <p>You may choose to type a brief introduction of the assignment, or you can use this as an alternate location to type instructions for completing the assignment.</p> <p>For training, leave this field blank.</p>	<p>Notice that you can use formatting tools for this text.</p>
5.	<p>Section: General Field: Display description on course page (checkbox)</p> <p>For this assignment, leave this box unchecked.</p>	<p>If you check the box, the course page will display the description below the assignment name.</p> <p>If you do not check this box, only the assignment name will appear on the course page. The assignment description will display when the student clicks to open the assignment page.</p>
6.	<p>Section: General Field: Activity instructions</p> <p>Enter instructions for the student describing how you want them to use this assignment.</p>	<p>For this training, type:</p> <p>Write a 1000-word review of the documentary. Address these questions: Do you trust the filmmaker to be objective? Why or why not? Upload your paper by Friday. Be sure to click the Submit button to indicate your work is ready for grading.</p>
7.	<p>Section: General Field: Additional files</p> <p>You can upload additional information needed to complete the assignment, such as a handout or answer sheet.</p>	<p>For this training, leave this field blank.</p>
8.	<p>Section: General Field: Only show files during submission</p>	<p>Clicking this box will display the additional files on the submission page. When left unchecked, the files will be visible on the assignment page and submission page.</p>

The Assignment Activity

Step	Action	Notes
9.	<p>Section: Availability Field: Allow submissions from</p> <p>If you want to use a start date for allowing submissions, click the Enable box and enter the desired start date.</p>	<p>If you do not enable this field, students can submit their work as soon as the assignment activity appears on the course page.</p>
10.	<p>Section: Availability Field: Due date</p> <p>Enter the due date for the assignment and click the Enable box.</p>	<p>The due date will show as an upcoming event on student calendars.</p> <p>Students can submit their work after this date, but any assignments submitted after this date will be marked as late.</p> <p>If you do not enable this field, students do not receive any notification from Moodle about an upcoming assignment due.</p>
11.	<p>Section: Availability Field: Cut-off date</p> <p>If you want to use a cut-off date for allowing submissions, click the Enable box and enter the desired date.</p>	<p>If you enable a cut-off date, the Assignment activity will not accept submissions after this date without an extension.</p> <p>If you do not enable this field, students can continue to submit their work after the due date, but it will be marked as late.</p>
12.	<p>Section: Availability Field: Remind me to grade by</p>	<p>This essentially functions as an auto-reminder for teachers about grading. The chosen date prioritizes notifications in the teacher’s dashboard.</p>
13.	<p>Section: Availability Field: Always show description</p> <p>For training, leave this setting at the default (checked).</p>	<p>If disabled, the assignment description will only be visible to students after the on the “Allow submissions from” date.</p>
14.	<p>Section: Submission types Field: Submission types</p> <p>Click to mark the type(s) of submission you will accept for this assignment.</p> <p>For training purposes, click to enable file submissions.</p>	<p>The choices for submission type are:</p> <ul style="list-style-type: none">• Online text—Students type the submission directly into an editor field.• File submissions—Students upload one or more files as their submission.• No selection—You can also use the Assignment as a placeholder for offline work. <p>You can enable both online text and file uploads.</p>

The Assignment Activity

Step	Action	Notes
15.	<p>Section: Submission types Field: Word limit</p> <p>The word limit option only appears when selecting the online text submission types. When using this option, you must click the Enable checkbox to activate the word limit.</p>	<p>If enabled, you can set a maximum for the number of words students can submit.</p>
16.	<p>Section: Submission types Field: Maximum number of uploaded files</p> <p>Select the maximum number of files you will accept for this assignment.</p>	<p>If enabled, this field limits the number of files each student can upload.</p> <p>For training purposes, set the upload limit to 1 file.</p>
17.	<p>Section: Submission types Field: Maximum submission size</p> <p>Select the maximum submission size you will accept for this assignment.</p>	<p>IMPORTANT: Consider limiting file size per student to something appropriate for the activity. This will help maintain server efficiency by not allowing students to upload inappropriately large files.</p>
18.	<p>Section: Submission types Field: Accepted file types</p> <p>Click the Choose button to bring up a menu that lists various file types.</p> <p>For this training, scroll down the menu and click the checkbox for Document files.</p> <p>From the Document files list, click the checkbox for PDF document.pdf and then click the Save changes button.</p>	<p>You can restrict submissions by overall file type, such as documents files, audio files, spreadsheet files, etc. You also have the option to select specific file types, such as Excel spreadsheet.xls, png, or mp4.</p> <p>Leaving this setting at No selection allows all file types.</p>

Step	Action	Notes
19.	<p>Section: Feedback types Field: Feedback types</p> <p>Select the types of feedback you will provide for this assignment.</p>	<p>This setting dictates how the grading page will appear for this activity. The choices are:</p> <ul style="list-style-type: none"> • Feedback comments—The grader can write feedback in a textbox to write feedback when grading. • Annotate PDF—The teacher can add comments, draw, or place stamps directly on the students’ work directly in their browser. • Feedback files—The grader can upload files with feedback when marking the assignments, such as marked-up student submissions, documents with comments, or spoken audio feedback. • Offline grading worksheet—This allows the teacher to download and upload a CSV worksheet with student grades when marking the assignments. <p>You can select all, some, or none of these types.</p> <p>For training purposes, click the checkboxes to enable all feedback types.</p>
20.	<p>Section: Submission settings Field: Require students to click the submit button</p> <p>Select Yes or No.</p>	<p>If this is set to Yes, students must click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system until they click Submit. After they click Submit, they cannot make changes to the submission.</p> <p>If this setting is changed from No to Yes after students have already submitted, those submissions will be regarded as final.</p>

Step	Action	Notes
21.	<p>Section: Submission settings Field: Require that students accept the submission statement</p> <p>Select Yes or No.</p>	<p>If set to Yes, students will see a submission statement when they click Submit. They must accept the submission statement to complete the submission. This is intended to ensure that students confirm that the submission is ready for grading.</p> <p>For training purposes, choose Yes to require students to click the submit button and to respond to the submission statement.</p> <p>Leave the remaining settings in their default state for training purposes.</p>
22.	<p>Section: Submission settings Field: Additional attempts</p> <p>Select if and how the student can reopen the submission.</p> <p>For training purposes, leave this setting at the default (Never).</p>	<p>Determines how student submission attempts are reopened. The available options are:</p> <ul style="list-style-type: none"> • Never—The student can only make one submission, and the submission cannot be reopened. • Manually—The student submission can be reopened by a teacher. • Automatically until pass—The teacher can reopen the submission until the student achieves the “grade to pass” value set in the gradebook for this assignment.
23.	<p>Section: Submission settings Field: Maximum attempts</p> <p>When allowing additional attempts, select the desired number of maximum attempts to reopen the submission.</p>	<p>The maximum number of submissions attempts that can be made by a student. After this number of attempts has been made the student’s submission cannot be reopened.</p> <p>This field is not active if Attempts reopened is set to Never.</p>
24.	<p>Section: Group submission settings Field: Students submit in groups</p> <p>Select Yes or No.</p>	<p>If no groups exist for this course, this field is not active.</p> <p>If set to Yes, students will be divided into the default groups that have been created for the course. If a custom set of groups will be used, you must use the Grouping for student groups field below. A group submission is accessible and editable by all group members.</p>

The Assignment Activity

Step	Action	Notes
25.	Section: Group submission settings Field: Require group to make submission Select Yes or No	If enabled, all members of the group must click the Submit button to trigger actual submission. If disabled, any student in the group can make the submission.
26.	Section: Group submission settings Field: Require all group members submit Select Yes or No.	This field is inactive if students are not required to click a Submit button. If set to Yes, all members of the student group must click the submit button for this assignment before the group submission will be considered as submitted. This allows each group member to make a separate contribution to the submission. If set to No, the group submission will be considered as submitted as soon as any member of the student group clicks the submit button.
27.	Section: Group submission settings Field: Grouping for student groups Select the desired grouping, if any.	This field is not active if Students submit in groups is set to No. If groupings are available, they will appear in the dropdown list. Select the grouping that uses the groups that should work together on this assignment. If set to None, the default set of groups will be used.
28.	Section: Notifications Field: Notify graders about submissions Select Yes or No.	If set to Yes, graders (usually teachers) receive a message whenever a student submits an assignment.
29.	Section: Notifications Field: Notify graders about late submissions Select Yes or No.	If set to Yes, graders (usually teachers) receive a message whenever a student submits an assignment late.
30.	Section: Notifications Field: Default for 'Notify student' Select Yes or No.	This sets the default for the "Notify students" field when the teacher has graded the submission.

The Assignment Activity

Step	Action	Notes
31.	Section: Grade Field: Grade Select the desired grading type from the dropdown list. Choices include Point , Scale , or None . Also type in a Maximum grade .	The default is a 100-point grading scale. You can determine any maximum number below 100 for the scale. Additional standard scales are available in the dropdown list. Any custom scales that are created for the course will display in the list also.
32.	Section: Grade Field: Grading method Select the grading method desired from the dropdown list.	The default grading method is Simple direct grading . Advanced grading methods that use criterion-based evaluations are Grading guide and rubric .
33.	Section: Grade Field: Grade category Select the desired category for this activity to reside within the gradebook.	The default is Uncategorized , which means that the activity grade will be aggregated as part of the course grade, rather than being aggregated within a category first. Any categories created in the course gradebook will appear in the dropdown list.
34.	Section: Grade Field: Grade to pass	This sets the minimum passing grade. This is used in the course completion and in the gradebook.
35.	Section: Grade Field: Anonymous submissions Select Yes or No, if the field is active.	This setting prevents the teacher from seeing the student's name on submissions being graded. The administrative default is No.
36.	Section: Grade Field: Hide grader identity from students	When enabled, this setting prevents from seeing who graded their submission.
37.	Section: Grade Field: Use grading workflow Select Yes or No.	If set to Yes, marks will go through a series of workflow stages before being released to students. This allows for multiple rounds of marking and allows grades to be released to all students at the same time.
38.	Section: Grade Field: Use grading allocation Select Yes or No, if the field is active.	This field is inactive if Use marking workflow is set to No. If set to Yes, markers can be allocated to certain students.

The Assignment Activity

Step	Action	Notes
39.	<p>Section: Common module settings Field: Availability</p> <p>Choose to show or hide the assignment on the course page. Or, you can make it available to students, but hide it from student view.</p>	<p>Use the Hide setting to prevent the activity from appearing on the course page.</p> <p>The Make available but don't show on course page option can help reduce clutter in your course.</p> <p>You may change the setting at any time.</p>
40.	<p>Section: Common module settings Field: ID number</p> <p>Enter an ID number if desired.</p>	<p>Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.</p>
41.	<p>Section: Common module settings Field: Force language</p> <p>Leave this setting at the default (Do not force).</p>	<p>Options include Do not force, English, and U.S. English.</p> <p>This setting can replace the British spelling of words, such as "enrol," as opposed to "enroll." However, forcing language preferences may occasionally interfere with screen readers used by disabled learners.</p>
42.	<p>Section: Common module settings Field: Group mode</p> <p>Choose the group mode desired for this assignment.</p> <p>If the assignment is set up as a group activity (see the Group submissions settings section), this setting determines how groups submit and how they see each other's work.</p> <p>If the group mode is forced at course level, you will not be able to change the group mode at the activity level.</p>	<p>There are 3 options:</p> <ul style="list-style-type: none">• No groups—There are no groups and all students see the same Assignment area when submitting• Separate groups—Students view group-specific assignment pages. Each group submits to their own submission area. Each member of the group can access the group's submission.• Visible groups—The Assignment activity does not use a visible group option. Choosing visible groups will give the same behavior for the activity as separate groups.
43.	<p>Section: Common module settings Field: Grouping</p> <p>Choose the grouping mode desired for this assignment.</p>	<p>The default is None. For other options to appear in this field, you must first set up a grouping in the course administration area.</p>

The Assignment Activity

Step	Action	Notes
44.	<p>Section: Restrict access > Access restrictions > Add restriction... (button)</p> <p>Fields: Activity completion</p> <p>If desired, select an activity from the dropdown list and the condition that must be met to allow access to the assignment.</p>	<p>This type of restriction may be used in place of the grade condition fields.</p>
45.	<p>Section: Restrict access > Access restrictions > Add restriction... (button)</p> <p>Field: Date</p> <p>If enabled, you must also enter the appropriate dates that will restrict access to the assignment.</p>	<p>This set of fields allows students to view and access the assignment only during the specified dates.</p>
46.	<p>Section: Restrict access > Access restrictions > Add restriction... (button)</p> <p>Field: Grade</p> <p>If desired, select an activity from the dropdown list and an acceptable grade range which must be met to allow access to the assignment.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that must be met prior to accessing the assignment.</p> <p>You may set multiple grade conditions. If you do, access to the assignment will only be allowed when ALL grade conditions that you specify here are met.</p>
47.	<p>Section: Restrict access > Access restrictions > Add restriction... (button)</p> <p>Field: Group</p> <p>Select a group criteria from the dropdown menu that must be met for the user to access the assignment.</p>	
48.	<p>Section: Restrict access > Access restrictions > Add restriction... (button)</p> <p>Field: User profile</p> <p>Select a field and a logical condition that must be met for the user to access the assignment.</p>	<p>You can restrict access based on any field from a user's profile.</p>

The Assignment Activity

Step	Action	Notes
49.	<p>Section: Restrict access > Access restrictions > Add restriction... (button)</p> <p>Field: Restriction set</p> <p>This setting allows nested restrictions.</p>	<p>This is an advanced setting that allows for restrictions to be placed within a restriction.</p>
50.	<p>Section: Activity completion</p> <p>Field: Completion tracking</p> <p>Select the desired completion tracking status from the dropdown list.</p> <p>The default is Students can manually mark the activity as complete. For training purposes, set this to Do not indicate activity completion.</p>	<p>The user will see a checkmark next to the activity name on the course page when the activity is complete, if tracked.</p> <p>Activity completion can be tracked manually by the student, automatically based on certain conditions, or not at all.</p> <p>Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.</p>
51.	<p>Section: Activity completion</p> <p>Field: Require view/Require grade > Show activity completion when conditions are met</p> <p>Click the appropriate boxes to enable if you are tracking completion with the system in any of these ways.</p>	<p>These are conditions that can be used if Completion Tracking is set as “Show activity completion when conditions are met.”</p> <p>You can check any, all, or none of these items. Based on the items checked, the assignment will be marked complete only when the student views the assignment, the assignment is graded, or the assignment is submitted.</p>
52.	<p>Section: Activity completion</p> <p>Field: Expect completed on</p> <p>If you check the “Enable” box for this field, you must also enter an appropriate date.</p>	<p>This field specifies the date when the activity is expected to be completed. The date is not shown to students and is only displayed in the activity completion report.</p>
53.	<p>Section: Tags</p> <p>Leave this field at the default for training.</p>	<p>Tags provide a way to locate related content in Moodle. You can choose from established tags, or you can create your own.</p>
54.	<p>Section: Competencies</p> <p>Leave this field at the default for training.</p>	<p>Competencies are proficiencies or defined levels of understanding. Teachers can add competency requirements to their courses.</p>
55.	<p>Click the Save and display button.</p>	<p>The assignment page is displayed.</p>

The Assignment Activity

After setting up your assignment, consider creating a separate user ID and logging in and submitting sample documents as a fictitious student. Then, log in as the teacher, enter the information and settings, and click **View all submissions** to display the grading table. Open and review the student submission according to your preferred method. If you enabled all feedback types, the grading table will allow you to enter general comments for the student, upload feedback files, and enter grades either online or offline with the grading worksheet.

HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- **As a self-paced lesson.**

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Many topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

- **As a lesson-plan for a classroom.**

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

We would appreciate feedback on this tutorial! Please contact the ctYOU.org Support Staff listed under Contact Info on ctYOU.org top navigation bar.

Other organizations may use this tutorial for their own Moodle training with written permission. To do so, please email the ctYOU.org support staff and describe the intended use. In your materials, give credit to the Oklahoma Department of Career and Technology Education, Stillwater, OK.