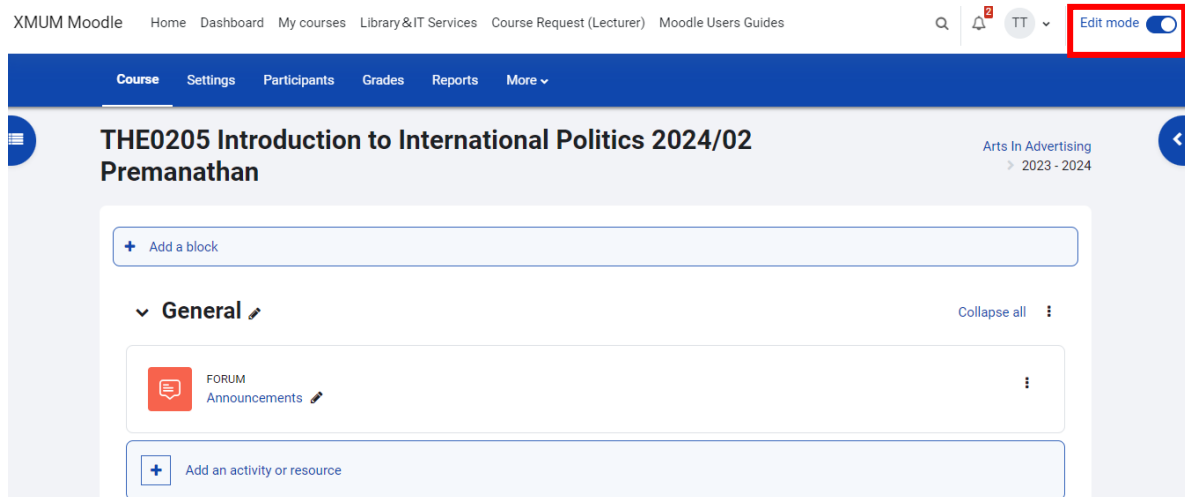




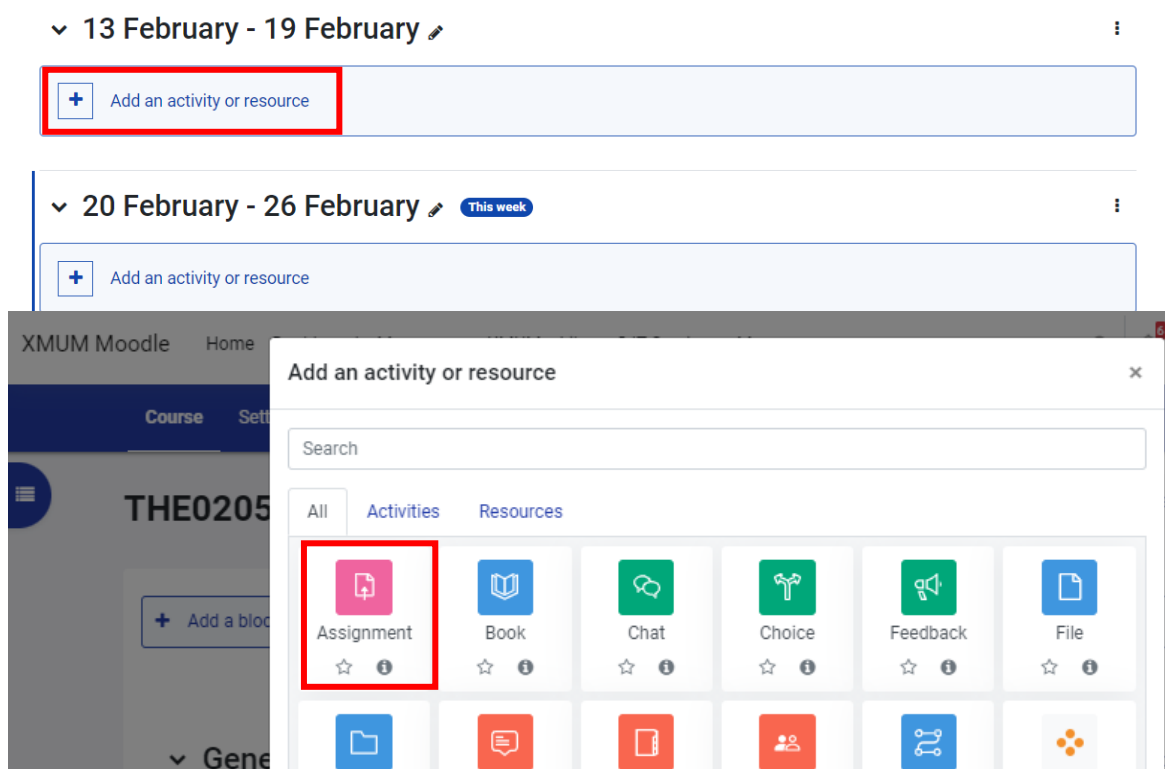
Creating Assignments

Assignment activity allows students to submit their assignment files to lecturers. It includes user friendly features and settings, that make it easy for lecturers to receive, manage and return those files back to students along with the feedback.

1. At course page, enable **Edit Mode**.



2. Click **Add an activity or resource** and select **Assignment**.





3. Add **Assignment name** and **Description**. Enter **Activity instructions** (if any).

Adding a new Assignment to 13 February - 19 February

[Expand all](#)

General

Assignment name

Enter title

Description

Edit View Insert Format Tools Table Help

Enter assignment's Description

0 words

☐ Display description on course page

Activity instructions

Edit View Insert Format Tools Table Help

Enter assignment's Instructions

0 words

4. At **Availability**, select the appropriate settings and values to specify when students can submit the assignment, due dates, and other relevant details. Click on [?](#) for full descriptions.

Availability

Allow submissions from	?	<input checked="" type="checkbox"/> Enable	27	February	2024	00	00	
Due date	?	<input checked="" type="checkbox"/> Enable	5	March	2024	00	00	
Cut-off date	?	<input checked="" type="checkbox"/> Enable	5	March	2024	00	00	
Remind me to grade by	?	<input checked="" type="checkbox"/> Enable	6	March	2024	00	00	

☒ Always show description [?](#)

Note: The assignment's Cut-off date is defaulted to 1 week, when it is disabled.

5. On **Submission types** setting:

- **Submission types:** select **Online text** (to allow students to enter text directly into an editor) and / or **File submissions** (to allow students to upload one or more files).
- **Maximum number of uploaded files allowed.**



- **Accepted file types:** limit submissions to specific file types (except video file due to large file size. Student can upload the video or mp4 file in one drive and save the file link instead). **Note: Lecturer is advised to choose Accepted file types for assignment submission is “Document files”.**

✓ Submission types

Submission types

☒ Online text ?

☒ File submissions ?

Word limit



☐ Enable

Maximum number of
uploaded files



1

Maximum submission
size



Site upload limit (20 MB)

Accepted file types



document

Choose

Document files .doc .docx .epub .gdoc .odt .ott .oth .pdf .rtf .ipynb

6. **Feedback Types** controls how lecturer can give feedback to students. Lecturer to select the appropriate feedback option(s), if needed.

✓ Feedback types

Feedback types

☒ Feedback comments ?

☒ Annotate PDF ?

☐ Offline grading worksheet ?

☐ Feedback files ?

Comment inline



Yes



7. **Submission Settings** is to control how students submit their work.

Submission settings

Require students to click the submit button	?	Yes
Require that students accept the submission statement	?	No
Additional attempts	?	Manually
Maximum attempts	?	1

The maximum number of submission attempts that can be made by a student. After this number has been reached, the submission can no longer be reopened.

Important:

Require students to click the submit button - If enabled, students must click the Submit button to declare their work as final, allowing them to keep a draft version in the system. If this setting is changed from No to Yes after submissions have been made, those submissions will be considered final.

Maximum attempts - Lecturers are advised to set the maximum attempts to "1" to ensure that students can only submit the assignment once, preventing them from reopening the submission option after it has been submitted.

8. Set the **Default setting for 'Notify students'** value. This will set the default value for "Notify students" checkbox at the grading form.

Notifications

Notify graders about submissions	?	No
Notify graders about late submissions	?	No
Default for 'Notify student'	?	Yes

Note: Lecturer to set "Notify students" setting as "No" when ready to perform grading especially for final exam.



9. **Grade** determine how the assignment will be graded in **Grade**.

Grade

Grade



Type Point

Maximum grade

100

Grading method



Simple direct grading

Grade category



Uncategorised

Grade to pass



Anonymous submissions



No

Hide grader identity from students



No

Use marking workflow



No

10. **Common Module Settings** and **Restrict Access** settings, give lecturers the ability to turn on group submission and create some restrictions for students in accessing the assignment.

Common module settings

Availability



Hide on course page

ID number



Force language

Do not force

Group mode



No groups

Add group/grouping access restriction

Restrict access

Access restrictions

None

Add restriction...

11. Click **Save and Return to course**.

Save and return to course

Save and display

Cancel