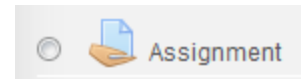


## How to create a Moodle assignment

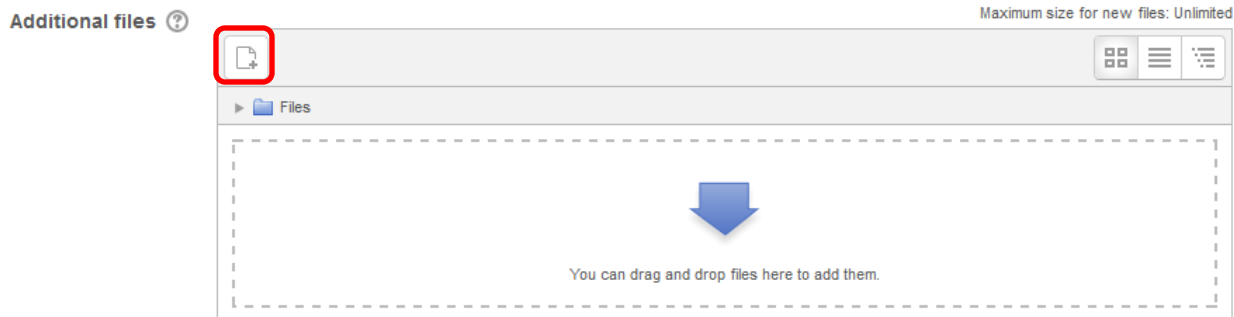
Click on the [+ Add an activity or resource](#) link in the appropriate section of your Moodle space and then choose **Assignment** from the dialogue box that appears; scroll to the bottom of the box and click on the **Add** button.



In the **General** section first of all click on the **Expand all** link at the top right of the screen to open up all of the fields (be warned there are a lot of them!) Then complete the **Assignment name** and **Description** fields and put a tick in the **Display description on course page** checkbox.

A screenshot of the Moodle 'Adding a new Assignment' form. The form has a title 'Adding a new Assignment' with a help icon. On the right, there is a red-bordered button labeled 'Expand all'. The 'General' section is expanded. It contains a text input field for 'Assignment name' with the value 'New assignment'. Below it is a rich text editor for 'Description' containing placeholder text. At the bottom, there is a checkbox labeled 'Display description on course page' which is checked. A red box highlights the 'Expand all' button, the 'Assignment name' field, the 'Description' field, and the 'Display description on course page' checkbox.

If you want to attach files (for example longer assignment instructions or forms that the students need to complete with their assignments) attach them in the **Additional files** section using either the **Add ...** button or by dragging and dropping the files from your desktop.



The **Availability** section allows you to set the submission **from**, **due** and **cut-off** dates. The 'from' date is the date from when the students can start to submit their assignments; the 'due' date is the date you want the assignment submitted by and the 'cut-off' date is the last date the dropbox will accept submissions without an extension. You will need to put a tick in the **Enable** checkboxes for each of these options to set the relevant dates and times. Also make sure that the **Always show description** checkbox is ticked.

▼ Availability

Allow submissions from ? 2 October 2015 00 00 ☒ Enable

Due date ? 10 October 2015 00 00 ☒ Enable

Cut-off date ? 24 March 2016 08 55 ☒ Enable

Always show description ? ☒

The **Submission types** section allows you to choose what your students can submit to the assignment dropbox. Depending on the options you select students can submit content from their Mahara portfolio; submit files (e.g. text, audio or video files); submit online audio recordings or submit online text (in a comment box).

By default the **File submissions** option is checked. If you choose the **Online audio recording** option students will be able to record an audio file from within their browser. Further information about these different submission options is available in the documents entitled *How to create a Mahara portfolio assignment*, *How to create an Online audio recording assignment* and *How to create an Online text assignment*. For the purposes of this guide we will be using the File submissions option.

▼ Submission types

---

**Submission types** ☐ Mahara portfolio ☒ **File submissions** ☐ Online audio recording ☐ Online text

**Site** Oxford Brookes Mahara

**Lock submitted pages** Yes

**Maximum number of uploaded files** 1

**Maximum submission size** Site upload limit (100MB)

**Maximum number of recordings** 1

**Default filename pattern** None (blank)

**Allow students to change filename** Yes

**Word limit**  ☐ Enable

Ignore the **Site** and **Lock submitted pages** fields as these only apply to Mahara portfolio submissions.

Choose the **Maximum number of uploaded files** you want the students to be able to submit from the drop down menu. Students can submit up to 20 files each. If you want to get your students to submit multi-part assignments this is the field you need to change.

The **Maximum submission size** (for each individual file submitted) is 100MB by default. You can reduce this if you want to limit the file size of the submissions.

Ignore the **Maximum number of recordings**, **Default filename pattern** and **Allow students to change filename** fields as these only apply to Online audio recording submissions.

Ignore the **Word limit** field as this only applies to Online text submissions.

▼ Feedback types

---

**Feedback types** ☒ Feedback comments ☒ Feedback files ☒ Mahara feedback ☒ Offline grading worksheet

**Comment inline** No

In the **Feedback types** section you can choose the type of feedback that you want to give to your students. By default all of the options are checked. **Feedback comments** enables a text box for you to add comments to; **Feedback files** allows you to attach files to each submission; **Mahara feedback** unlocks Mahara files and collections after feedback has been given and finally the **Offline grading worksheet** option allows you to create a marking rubric or grid for giving generic feedback. The **Comment inline** dropdown menu copies the submission text into the feedback field during grading making it easier to comment inline or edit the original text.

Further information about the different feedback types can be found in the document entitled *Feedback types in Moodle assignments*.

The **Submission settings** section allows you to format (to a limited extent) the submission interface that the students see when they upload or submit their work.

The **Require students click submit button** field adds a submit button to the submission interface that the students have to click before their work is successfully submitted. It is designed to allow students to keep a draft version of their assignment in Moodle. Several students have experienced problems with this option as they have not realised that they have not successfully submitted their assignment until they click the submit button so we recommend that this field is set to **No** (which is the default option).

▼ Submission settings

Require students click submit button	No
Require that students accept the submission statement	No
Attempts reopened	Never
Maximum attempts	Unlimited

The **Require that students accept the submission statement** field inserts an originality statement and a checkbox that the students have to tick before they can submit their assignment. This is the replacement for the assignment cover sheet and the originality statement has been approved by the Moodle Operational Group (MOG).

The **Attempts reopened** field has three options:

- Never - the student submission cannot be reopened.
- Manually - the student submission can be reopened by a lecturer.
- Automatically until pass - the student submission is automatically reopened until the student achieves the grade to pass value set in the Gradebook for this assignment.

This option might be useful if you want your students to submit draft assignments to the same dropbox as the final assignment; however most staff choose to set up two separate dropboxes one for drafts and one for final submissions.

The **Maximum attempts** field restricts the number of times that the students can submit (or resubmit) their drafts before their final submission. This can be set to any number up to unlimited.

▼ **Group submission settings**

Students submit in groups ?

Require all group members submit ?

Grouping for student groups ?

If you choose to create a group (rather than an individual) assignment the **Group submission settings** section is what you need to complete.

Set the **Students submit in groups** dropdown menu to **Yes** and then choose the appropriate **Grouping for student groups** from the third dropdown menu.

You will need to have set your groups and groupings up beforehand to use this feature. For further information about groups and groupings see the document entitled *How to set up groups in Moodle*.

The **Require all group members submit** option means that each student in a group will have to submit a piece of work before the assignment is recorded as complete. If you leave this setting on **No**, any member of the group can submit an assignment for the whole group and the activity will be marked as complete (this is the option that most staff choose to use).

The **Notifications** section has three fields that do have some fairly serious implications for lecturer's email inboxes so make sure you get these settings right!

**Notify graders about submissions** should be set to **No** otherwise every time a student submits a piece of work you will get an email telling you that they have submitted work.

**Notify graders about late submissions** should also be set to **No** otherwise when a student submits after the due date you will receive an email confirming this.

▼ **Notifications**

Notify graders about submissions ?

Notify graders about late submissions ?

Default setting for "Notify students" ?

**Default setting for “Notify students”** affects the marking interface and displays the menu to the right. If this is set to Yes, Moodle will send an email to each student as you finish marking their assignment. This can cause problems as students receive the email irrespective of the marker having completed the marking process or releasing the grades – therefore this setting should be changed to **No**.

Notify students

No ▼

You can overwrite this setting for individual students as you complete the marking process but by setting the field to No here you get to choose when you notify your students rather than Moodle choosing for you.

The **Grade** section is where you get to choose how you want to grade and mark the assignments.

▼ Grade

---

Grade ? Type **Point** ▼

Scale **BTEC** ▼

Maximum points **100**

The **Grade** field allows you to choose the marking scheme for the assignment. You can set the menu options to **None** (the assignment will not be graded); **Point** (the assignment will be marked out of a figure which you set in the **Maximum points** box) or **Scale** (the assignment will be graded using one of the preset options from the dropdown menu. Currently the options are BTEC; Masters; PMD and Separate and Connected ways of knowing).

**BTEC** marking is used mainly with vocational criteria which we do not tend to use here at Brookes. You enter a comment per pre-defined criteria and indicate if the student has met the criteria or not. There are no percentages, numbers or letters. Criteria are either met or not met and the students pass (with a pass, merit or distinction grade), fail or are referred.

**Masters** and **PMD** scales are essentially the same thing with students being awarded a pass, merit or distinction for their work. They can also fail and be referred.

**Separate and Connected ways of knowing** should be avoided but if you would like to know more see this link: [https://docs.moodle.org/24/en/Separate\\_and\\_Connected\\_ways\\_of\\_knowing](https://docs.moodle.org/24/en/Separate_and_Connected_ways_of_knowing)

The **Grading method** field has four options – Simple direct grading; BTEC marking; Marking guide and Rubric.

The image shows a screenshot of the Moodle assignment settings page. Five settings are visible, each with a question mark icon to its left and a dropdown menu to its right. The 'Grading method' dropdown is highlighted with a red rectangle and shows 'Simple direct grading'. The 'Grade category' dropdown shows 'Uncategorised'. The 'Blind marking', 'Use marking workflow', and 'Use marking allocation' dropdowns are also highlighted with red rectangles and all show 'No'.

Setting	Value
Grading method	Simple direct grading
Grade category	Uncategorised
Blind marking	No
Use marking workflow	No
Use marking allocation	No

**Simple direct grading** should be chosen when you want to award points or grade assignments using a non-numeric scale (e.g. Masters or PMD). Ignore the **BTEC marking** option as we do not really use that here at Brookes. Grading with the **Marking guide** and the **Rubric** options will be covered in the documents entitled *Creating and using Moodle Marking Guides* and *Creating and using Moodle rubrics* respectively. For the purposes of this guide we will only consider Simple direct grading.

The **Grade category** option controls the category in which this assignment's grades are placed in the gradebook. We do not use categories at Brookes so please ignore this field.

**Blind marking** is Moodle's term for anonymous marking – change this option to **Yes** if you want to hide the identity of students from markers. For further information about anonymous marking see the document entitled *Anonymous marking with Moodle*.

The **marking workflow** option puts the assignments through a series of workflow stages before the grades and feedback are released to students. This allows for moderation and for marks to be released to all students at the same time. Further information about the marking workflow is available in the document entitled *Using the marking workflow in Moodle*.

The **marking allocation** field allows Module Leaders and Co-teachers to assign marking to specific markers – it should be used in conjunction with the marking workflow option and will be discussed further in the document entitled *Using the marking workflow in Moodle*.

In the **Common module settings** section you have a number of options that only really apply if you are using group rather than individual assignments.

▼ Common module settings

Visible

Show ▼

ID number ?

Group mode ?

Separate groups ▼

Grouping ?

None ▼

**Visible** lets you show or hide the assignment to or from all of your students.

The **ID number** enables you to identify your assignment in the gradebook. Rather than using the assignment title as the column title, the gradebook will show a shortened ID number that you choose instead.

**Group mode** has three settings No groups, Separate Groups and Visible groups. If you choose **No groups** all of the students will submit their assignments to the same assignment dropbox. If you choose **Separate groups** the students will submit their work into separate group based dropboxes that you have set up. This is really useful for large groups with multiple markers. If you choose **Visible groups** the students will choose which dropbox they submit their work to. You still have to set up the group based dropboxes but they can see all of them and choose where to submit their assignment to.

**Grouping** simply allows you to combine sets of groups together. If you wanted multiple groups of students to use the same assignment dropbox you would select this option. The groups would remain distinct but they would all use the same assignment dropbox.

▼ Restrict access

Access restrictions

None

Add restriction...

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

The **Restrict access** section allows you to selectively release the assignment to your students. Click on the **Add restriction** button and then choose your option from the dialogue box that appears.

You can select more than one restriction by repeating this process.



The **Activity completion** section allows you to track whether the assignment has been completed by particular students. It can be tracked manually or automatically using the **Completion tracking** dropdown menu.

▼ Activity completion

Completion tracking ⓘ Students can manually mark the activity as completed ▼

Require view ☐ Student must view this activity to complete it

Require grade ⓘ ☐ Student must receive a grade to complete this activity

☐ Student must submit to this activity to complete it

Expect completed on ⓘ 24 ▼ March ▼ 2016 ▼ ☒ Enable

Save and return to course Save and display Cancel

You can require the students to view the assignment using the **Require view** option to mark it as complete. You can also use the **Require grade** option to mark the assignment as complete once you have awarded a grade to it. Finally you can require the student to **submit** the assignment to mark the activity as complete. To use any of these options simply put a tick in the relevant checkbox.

The **Expect completed on** option 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. Click the **Enable** checkbox to switch this option on.

Multiple conditions may be set. If so, the activity will only be considered complete when ALL conditions are met.

A tick next to the activity name on the Moodle course page indicates when the activity is complete.



Once you have made your choices choose to either **Save and return to course** or to **Save and display** the assignment straightaway.