

Assignment Manual

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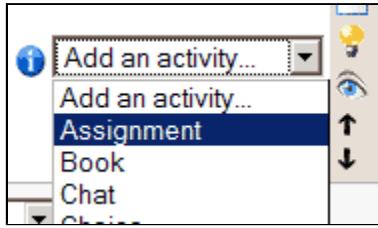
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1 How do I add an Assignment?

[How can I add a graded Assignment to my course?](#)



With editing on, choose “Add an Assignment” from the [Add an activity](#) drop down menu. This will take you to the assignment set up form. Here you can type in a title, and directions in the “Description” box.

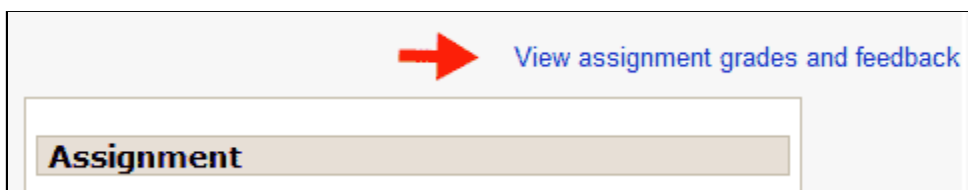
Next you can choose the assignment type. There are currently three types of assignments available: Offline, Upload a file, and Upload and review.

Offline Assignment: something the students are doing outside of Moodle that you want to add to the Moodle gradebook. Often faculty use this for attendance, field trips, class participation, etc. The standard grading scale is 1-100; if you click the “Custom Grade” checkbox you can choose any point value you like (even negative point values).

Finally, choose a due date and save changes. Students will now see the assignment in the course and it will show up in their gradebook with the point value you have selected. When you enter grades into the Assignment, they will be automatically added to the gradebook.

[How do I grade an Assignment?](#)





Click on the name of the Assignment in the course, and then click the “View assignment grades and feedback” link. This will open the grading window.



Here you will see a list of students, and you can enter their grades, and add comments if you wish.


Tip: you can use the Tab button on your keyboard to quickly move through the grading and

comment screens.

	demo10 demo10
	Maximum Grade: <input type="text" value="307.25"/> Student's Grade: <input type="text" value="302.33"/>  "No Grade" <input type="text" value="Good job!"/> 

At the bottom of the form is the “Save all my feedback” button. Click this and the grades you have entered will be saved in the gradebook. Students can view their grades in the gradebook, as well as see the grades and the comments by clicking the assignment’s name in the course.

The other two assignment types are similar, except that students will see a form to upload a file, such as an Office file (Word, PowerPoint, and Excel), a text file, etc. If you choose “Upload a file” or “Upload and review”, then you can choose whether to allow the students to send the file only once, or to let them send a new version in if they decide they sent the wrong file.

Allow re-sending of assignment: <input type="text" value="No"/> 

Moodle will let students send in a file after the due date, but it will tell you how late they were.

If you choose Upload a file, when you click the “View assignment grades...” link, you will see the files the students have sent in. When you click the assignment’s name in your course, it will show you how many students have already submitted assignments. You can view the submitted files and give the students a grade the same way as above.

View 1 submitted assignments
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For the “Upload and Review” assignment type, the main difference is that you can return a marked file to the student through the grading form.

How can I just add numerical grades without the comment boxes?

If you just want to quickly add grades to the gradebook without comments, you may prefer the Graded Event module to Assignment. Graded Events are added in the same manner as Assignments, choose "Graded Event" from the "Add an [activity](#)" drop down rather than Assignment and use the "custom grade" option to enter numerical grades directly to the grades table.

2 Types of Assignments

An assignment is a task with a due date and a maximum grade. There are several types of assignments:

Offline [activity](#)

This is useful when the assignment is performed outside of Moodle. It could be something elsewhere on the web or face-to-face.

Students can see a description of the assignment, but can't [upload files](#) or anything. Grading works normally, and students will get notifications of their grades.

Online text

This assignment type asks users to edit a text, using the normal editing tools. Teachers can grade them online, and even add inline comments or changes.

(If you are familiar with older versions of Moodle, this Assignment type does the same thing as the old Journal module used to do.)

Upload & Review

This assignment type allows the students to upload multiple files of any type.

The teacher can then view the files and upload a review or response file to that student's submission. This review can be a digital corrected version of the assignment, requests for changes, etc.

Upload a single file

This type of assignment allows each participant to upload a single file, of any type.

This might be a Word processor document, or an image, a zipped web site, or anything you ask them to submit.

3 New Assignment Features

At the request of a number of HSU faculty, we've added some new features to the assignment module. The standard assignment module enables you to post a graded or ungraded assignment, and choose whether you will have students upload a file for you to grade, or whether you will use it to grade an offline [activity](#) such as class participation, a field trip, etc.

Custom (decimal and/or >100 point) **scores:**

Several HSU faculty needed to be able to give grades on assignments that were out of the standard 1-100 point scale (for example 1.5 point assignments or 200 point assignments). We have enabled this by creating a 'Custom Score' type, which allows you to type in any score you like for the assignment, with 2 decimal places. See the 'Custom Score' chapter below for more.

Return marked assignment

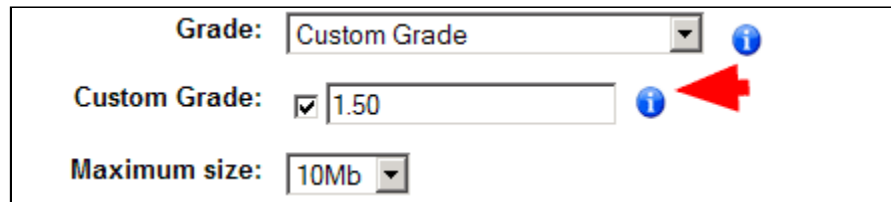
The second feature is the ability to return to the student a marked version of their file along with the grade and comments. For instance if a student submits a Word file, you can make comments in a copy of the student's file, and return it to them via the assignment module. When you upload the marked version of the assignment you can choose whether to have an [email](#) sent to the student to inform them you have graded and returned a commented version of their assignment.


Standard assignments you have already set up may be converted to this new type of "Upload and Review" simply by switching them to the new type in the assignment settings. See the "Upload and Review" section below for more detailed information.



4 Custom Score


The custom score option is a simple feature that enables you to input any numerical score (up to 2 decimal places) for an assignment.

To use a custom grade on your assignment, simply check the "Custom Grade" box as shown above, and type in a custom grade, from 0.01 to 999.99. This will now be the grade for the assignment.

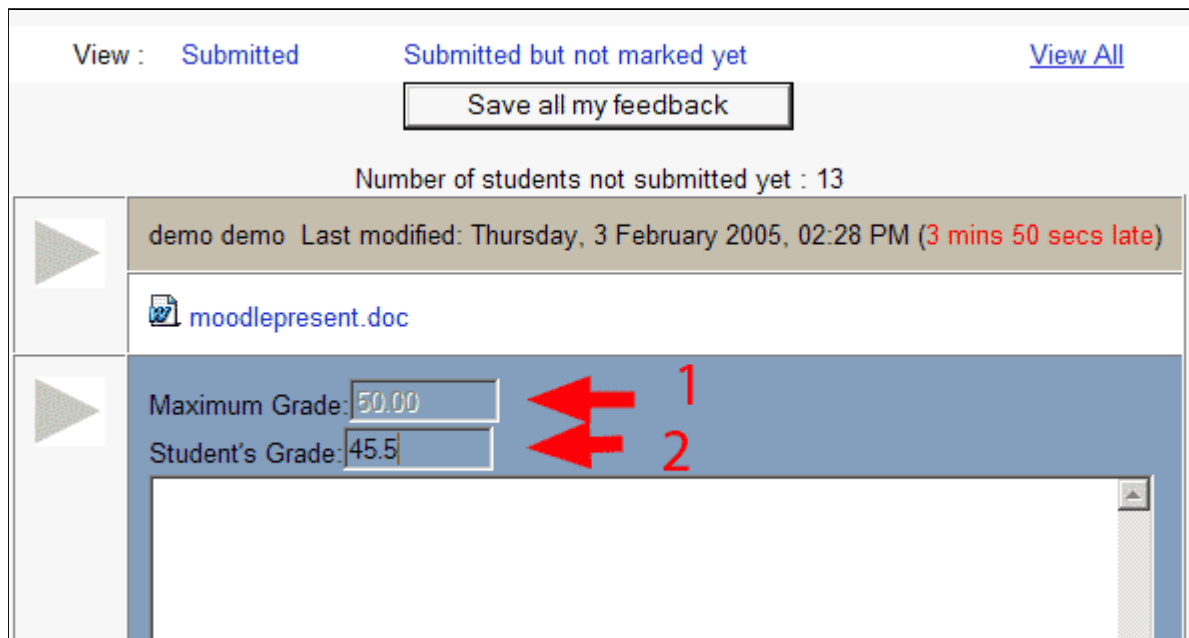


Grade: Custom Grade 

Custom Grade: 1.50  

Maximum size: 10Mb 

Grading a Custom Grade Assignment:





View : Submitted Submitted but not marked yet View All


Save all my feedback

Number of students not submitted yet : 13

demo demo Last modified: Thursday, 3 February 2005, 02:28 PM (3 mins 50 secs late)

 moodlepresent.doc

Maximum Grade: 50.00  1

Student's Grade: 45.5  2

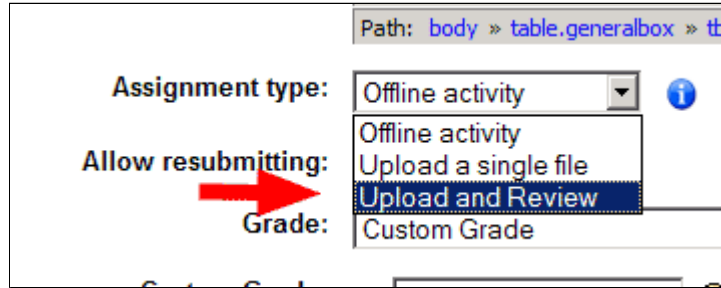
When grading a custom scored assignment, instead of the standard drop-down menu, you will see the Maximum Grade you have set in the Assignment Settings in light gray (1). Below that is a text box where you can type in the custom score.

Simply type in the scores for the assignments you wish to grade, type feedback comments if you like, and click the "Save all my feedback" button.

Custom scores can be used with all assignment types. However, if you switch an assignment from standard grading to custom scoring, you will **lose** the previous grades.

5 Upload and Review Assignment

To use the Return Assignment feature, simply choose the "Upload and Review" assignment type when setting up the assignment. You may convert standard "Upload a single file" or Offline [activity](#) assignments to Upload and Review assignments at any time. (To change the assignment type, click on the assignment's name and then the "Update this assignment" button in the upper right of the screen.)



If you use this feature, note that you will need to upload the reviewed assignments one at a time rather than grading all at once as with the standard (Upload a single file) assignment type.

Grading an Upload and Review assignment

Assignments submitted by students will show up **next to their names, below** "Student's current submitted file" (1). If you mark their file and re-submit it, the file you mark and upload will show up below "Current marked file".

Note the check box for sending students an [email](#) (2), if this is checked, students will receive an email when you grade their assignment. In the email will be a link they can click to go directly to the assignment to see their grades, any comments you have posted, and view their original and reviewed assignments.

If it is not checked, students will not receive an email when you grade their assignments, though they still may click the assignment link in the course to view their marked assignments.

The screenshot shows a Moodle assignment submission page for a student named 'Student Demo'. The page is titled 'Student Demo Last modified: Thursday, 10 February 2005, 05:32 PM (1 day 3 hours late)'. It features two main sections: 'Student's current submitted file' and 'Current marked file'. The 'Student's current submitted file' section shows a file named 'Enrollment_Challenges_and_Solutions.doc' with a red arrow and the number '1' pointing to it. The 'Current marked file' section is currently empty, showing 'No marked file'. Below these sections, there is a checkbox labeled 'X Email student after updating their information' with a red arrow and the number '2' pointing to it. There are two input fields: 'Maximum Grade' with the value '25.50' and 'Student's Grade' with the value '0.00', with a red arrow and the number '3' pointing to the 'Student's Grade' field. Below the input fields, there is a text area for comments with the text 'I think you did a great job and other comments!' and a red arrow and the number '5' pointing to it. At the bottom right, there is a button labeled 'Update/Upload feedback for this student' with a red arrow pointing to it.



Type a grade in the "student's grade" box to set a grade for the assignment (3). To upload a marked assignment, first you will have downloaded the student's assignment from the assignment window by clicking on it and choosing to save it. Then open it in the appropriate editor (for instance Word), add your comments (for instance in a different text color or with "Track changes" turned on), and then save the marked assignment to your computer. Now you just need to click the Browse button in the assignment window (4), browse to the saved, marked, file, and upload it.

Add any comments you would like (or leave this box blank) (5), and click the "Update/Upload feedback for this student" button (6). This will post the marked assignment to your Moodle course site for the student (and only that student) to view their grade, your comments, and the marked assignment.

When you have uploaded the marked file, it will show up under the yellow box. If you need to replace this file with another, check the "delete marked file" box click the Update button, then upload a new file.

number of students not submitted yet: 0

Student Demo Last modified: Thursday, 10 February 2005, 05:32 PM (1 day 3 hours late)

Student's current submitted file	Current marked file
 Enrollment_Challenges_and_Solutions.doc	 response.doc <input type="checkbox"/> delete marked file


X Email student after updating their information

Maximum Grade:

Student's Grade: Thursday, 10 February 2005, 05:41 PM

Use the browse function below to choose and upload the students marked file from your pc

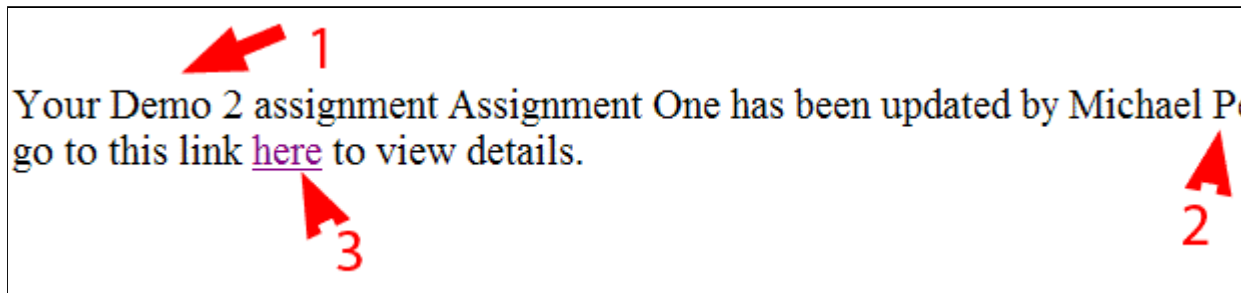
I think you did a great job and other comments!



Remember that in this format, marking must be done one student at a time. You can switch between *Upload and Review* and *Upload a single file* type assignments any time you like, the system will not delete your reviewed files, nor grades, if you switch to the Upload a single file assignment type.

5.1 Student View of Marked (Reviewed Assignment)

When you grade an assignment, if you choose the "[email](#) students" option, students will receive an email with a note from you (Moodle will put the course name (1) and your name in automatically(2)) with a link the student may click to view their returned assignment, grades, and your comments(3).



When the student clicks the link in the email or clicks the assignment's name in the course, they will see the screen below:

This screenshot shows the student's view of a submission. It is divided into several sections:

- Assignment Details:** Shows the title 'paper', the due date 'Thursday, 3 February 2005, 02:25 PM (6 days 22 hours)', and the maximum grade '50.00'. A red arrow labeled '1' points to the due date.
- Your submission:** Shows the submission title 'write about something', the last modified date 'Thursday, 3 February 2005, 02:28 PM', and the file 'moodlepresent.doc'. A red arrow labeled '2' points to the submission title.
- Your marked submission:** A yellow highlighted section showing the marked submission file 'response.doc'. A red arrow labeled '3' points to this section.
- Submission feedback:** Shows the grader's name 'Michael', the date and time 'Thursday, 10 February 2005, 12:55 PM', the grade 'Grade: 45.50', and a 'My Comments' section. A red arrow labeled '4' points to the feedback section.

This shows the original assignment information (1), the file they sent in for the assignment (2), the marked response you sent back to them (3), and their grade and any general comments (4). Students may click the marked submission to view and/or download and save the file that you marked.