

# Moodle Quick Start Guide: The Assignment Activity

If you assign written essays as part of your course work, you can have students print out paper copies and hand the physical document to you. However, you then need to remember to bring those copies with you in order to grade them, and you'll have to keep track of who turned the assignments in on time. You can also have students email you their essays, but then you'll have to find the submission from each student and download the attached file one student at a time. To simplify the process of receiving assignment submissions from students, Moodle has an Assignment activity that collects student essay files, time-stamps when the file was received, allows you to download all submitted documents as a single Zip file, allows you to add a final essay comment within Moodle itself, and also allows you to upload a commented version of the student file, if you want (for example) to use "track changes" or "New Comment" in Microsoft Word to reply to the student submissions. To create an Assignment in Moodle:

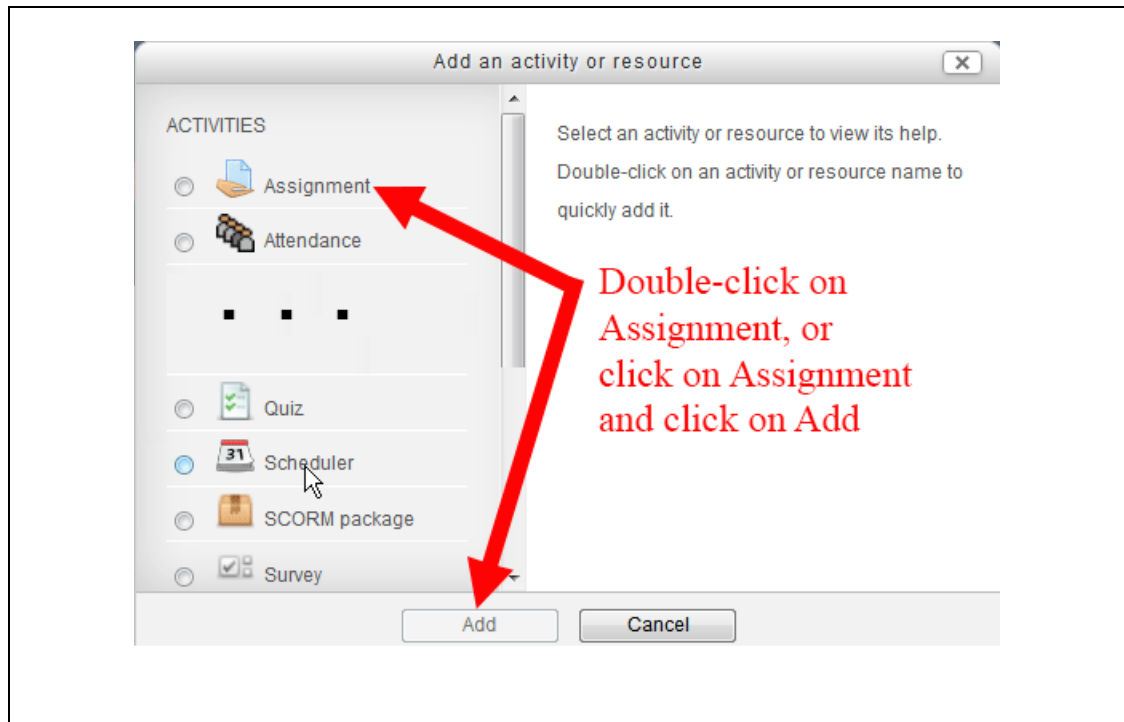
1. Go to our Moodle server at <http://moodle.bucknell.edu>, or use the Moodle link on the internal Bucknell home page at <http://www.bucknell.edu/x19222.xml>.
2. Find your course in the **Current Course List** module on the left-hand side of the screen, and click on the link for that course.
3. If the Edit Mode is "off," click on the Edit Mode button at the top-right of the screen to turn it on:



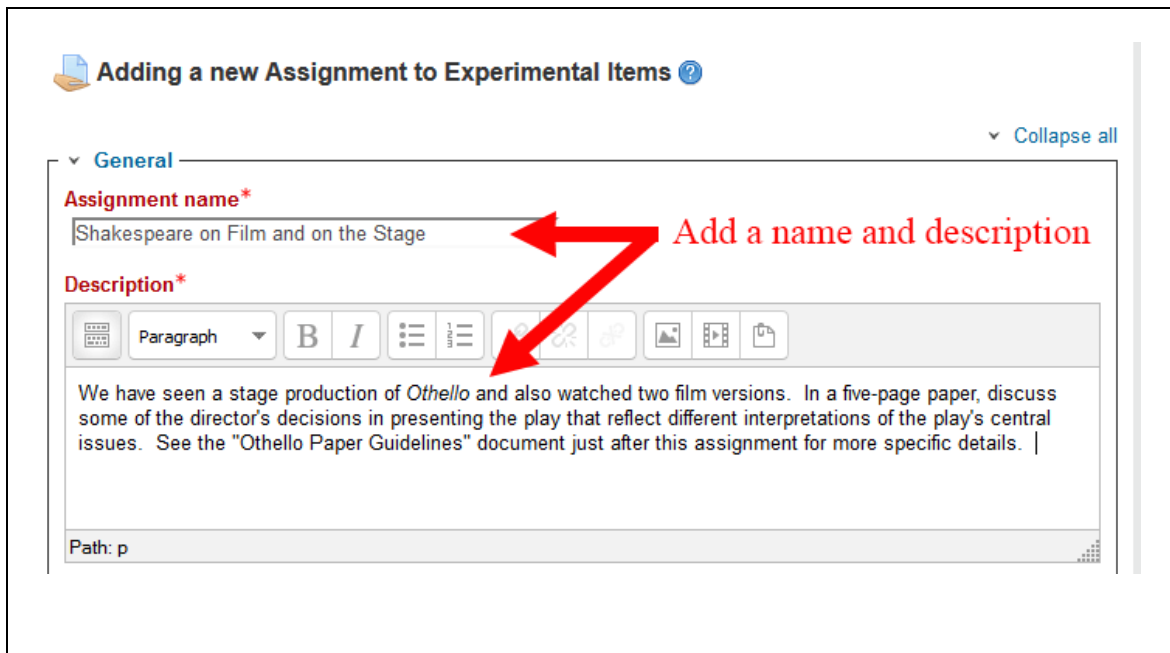
4. Move your mouse to the bottom-right corner of the topic area where you want to add the Assignment, and click on the link for "Add an activity or resource":



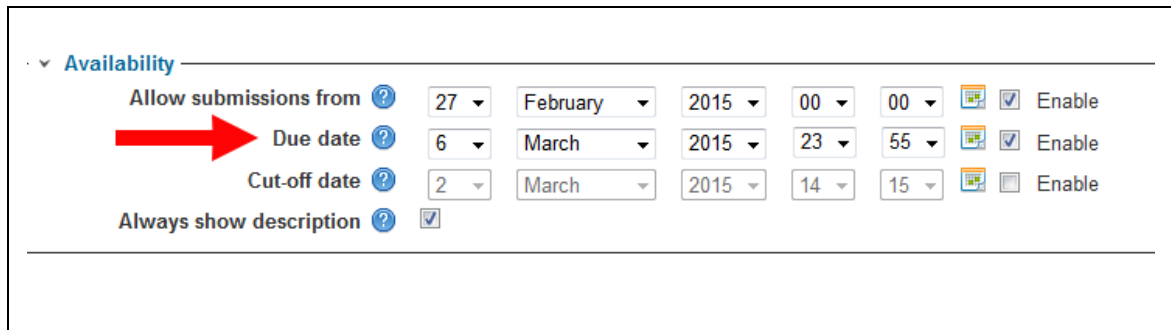
- The Assignment activity is the first one in the list of the Activities you can add to a course. Double-click on the Assignment link (or click on the radio button to the left of Assignment, and click on the Add button):



- On the "Adding a new Assignment" page, the Assignment name and Description are required fields. Since the students will see the description when they click on the link for the assignment, you can use that field to explain to the students some of your expectations for the assignment:



7. You'll want to check the "Availability" section, which is just below the "General" section that you just modified. By default, Moodle uses the midnight on the day you created the assignment as the "Allow submissions from" date, and it sets the "Due date" as one week away from that. You'll most likely want to change the Due date to something less confusing than midnight. Moodle uses "military time" (24-hour clock) for its time, so in the example below, the essay is due at 11:55 PM on March 6:



Availability

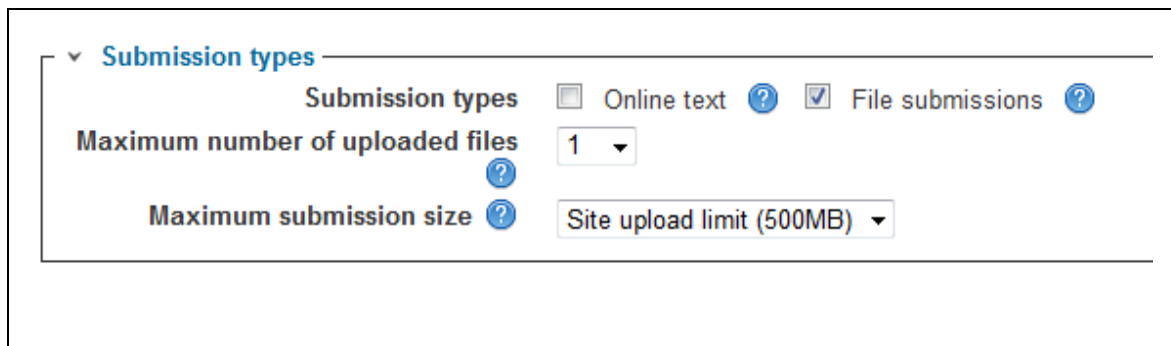
Allow submissions from       Enable

**Due date**       Enable

Cut-off date       Enable

Always show description

8. The default values in the next section – Submission types – should be fine. In other words, those settings assume students will submit a single file to the assignment and that the maximum file size is the maximum allowed – 500 MB. You would change that "Maximum number of uploaded files" only if you expect students to submit more than one file to the assignment:



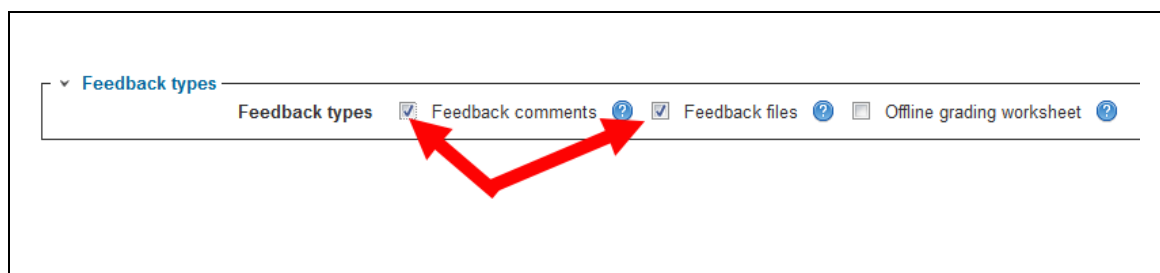
Submission types

Submission types  Online text  File submissions

Maximum number of uploaded files

Maximum submission size

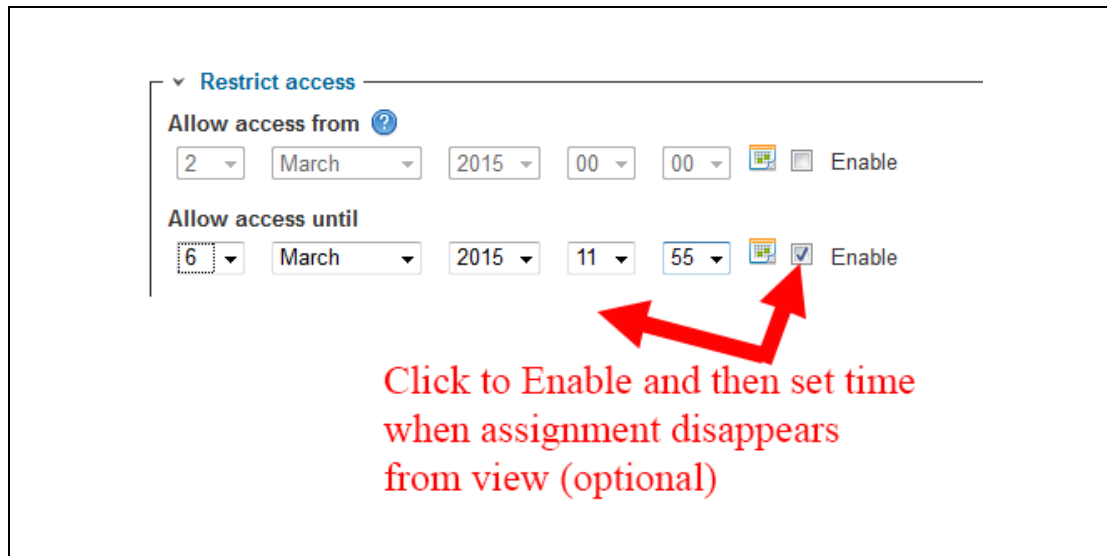
9. You'll want to expand the "Feedback types" section in order to allow for various ways to provide feedback to the student essay submissions. If you select "Feedback files," Moodle allows you to upload a commented version of the student essay as your feedback to each student. If you choose "Feedback comments," you can also type a summary comment into Moodle for each student. Selecting both of those choices doesn't require you to submit both kinds of feedback, but makes those methods available to you:



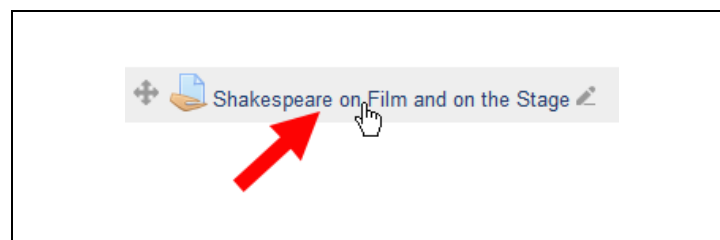
Feedback types

Feedback types  Feedback comments  Feedback files  Offline grading worksheet

10. You may want to expand the “Restrict access” section if you want to limit when the assignment link actually appears to students. In the “Availability” section that we discussed above, you could set a “Cut-off date” that prevents the assignment from accepting new submissions, even though students can see the link to the assignment. If you want the assignment link to *disappear* at a certain point, so that students can no longer see (or submit) the assignment, you could set an “Allow access until” time.



11. When you are finished modifying the settings for the assignment, scroll down to the bottom of the page, and click on the [Save and return to course](#) button.
12. Please note that to see the submitted essays, you click on the link for the assignment:



You then click on the link in the middle of the page – “View/grade all submissions:

