Moodle Teacher Guide: Using the Assignment Tool

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1. Introduction

1.1   What kind of assignments can I use Moodle for?

There are four different types of assignments and these differences are concerned with the type of student submission.

- **Advanced uploading of files –** permits the uploading of several files

- **Online text –** this can be used in a similar manner to a Reflective Journal as the student enters text in a space provided in Moodle.

- **Upload a single file –** permits the uploading of a single file as a submission

- **Offline activity –** facilitates assignments where students may have to submit assignments offline, for example in architecture where they may be required to build a model or do a presentation (Moodle can still be used to set the assignment details and for grading and feedback)

1.2   Can the assignment functionality in Moodle be used for all aspects of Assignments?

The Assignment functionality in Moodle can be used for all aspects of assignments starting with setting the assignment through to grading the assignment and giving feedback to students.

1.3   Additional detail on all aspects of Assignments

This manual endeavours to provide sufficient detail to explain the assignment functionality in Moodle from a lecturer perspective. However, the functionality in Moodle is continually improving and additional detail on all aspects of assignments can be found at the following website:

http://docs.moodle.org/en/Assignment_module

2   Setting up an Assignment in Moodle

2.1   How do I set up an assignment in Moodle?

Moodle provides a vast array of functionality for working with Assignments. The most complex assignment type in Moodle is the "Advanced Uploading of Files". This section details how to set up an assignment using the "Advanced Uploading of Files".

1. To set up an assignment in Moodle, you must first be logged into Moodle and in the relevant module. Ensure that editing is turned on by clicking on the "Turn editing on" button located on the top right of the screen.

2. Decide where you want to add the activity within the module, for example, Topic 1 or Week 1. Click on "Add an activity" from the available. A dropdown menu will appear. Click on "Advanced Uploading of Files" from the dropdown menu as shown in Figure 1.
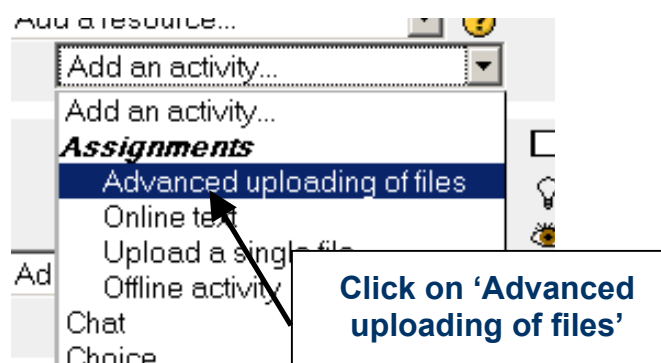

Click on 'Advanced uploading of files'

Figure 1: Setting up an assignment

3. The window shown in Figure 2 will automatically appear once you have clicked on the "Advanced uploading of files". Click on "Save and return to course" once you have set the various criteria relating to the assessment.

Figure 2: Options for setting up an assignment

Once you have set all the assignment specifics and clicked on "Save and return to course", an assignment icon will appear on your module homepage similar to that shown in Figure 3.

**Figure 3: Example of assignment icon**

2.2   Can I change the specifics of an assignment once I have it set up?

Yes, you can change the specifics of an assignment at any time. There are a number of ways that you can access the assignment information if you want to change or update any of the assignment specifics.

1. The simplest way to access the assignment specifics is to click on the assignment name.
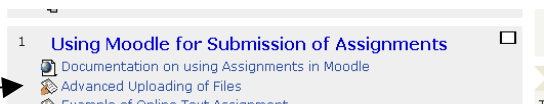
2. Next, click on 'Update this assignment'.
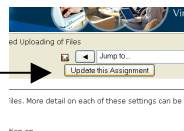
3. Edit the assignment specifics and click on 'Save and return to course'.

3   Student access to Assignment information

3.1   How do students view the assignment specifics?

Once you have created an assignment and the available date is passed, then the students can view the specifics of the assignment. The assignment specifics can be accessed in a number of ways.

The simplest way to access the assignment is for the student to click on the assignment link in the module area.
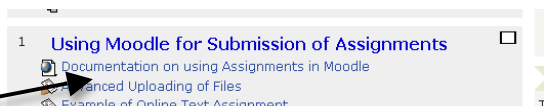
3.2   How can students upload files/assignments to Moodle?

Once the lecturer has created/uploaded an assignment to Moodle, students will automatically see an assignment icon   . Clicking on this icon automatically displays the contents of the assignment similar to that shown in Figure 4:
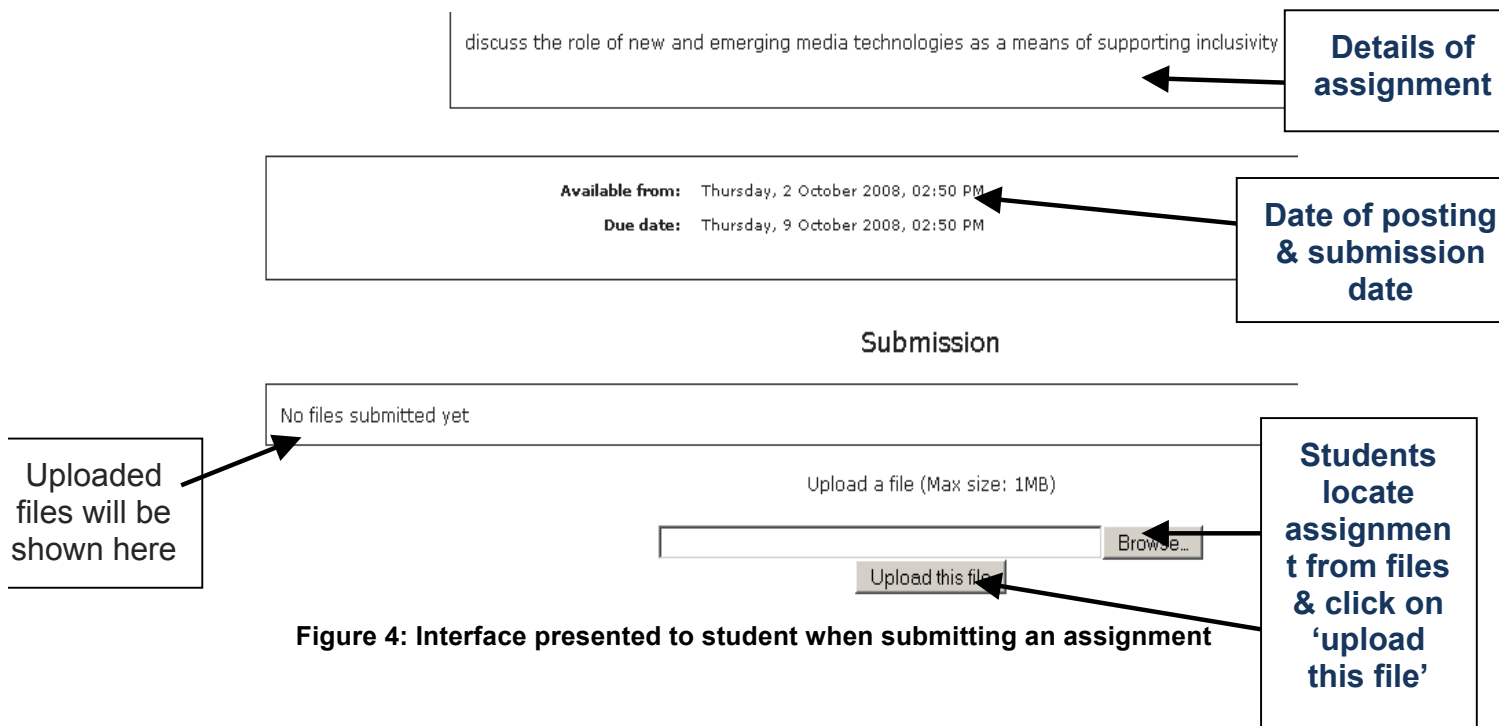
discuss the role of new and emerging media technologies as a means of supporting inclusivity

Details of assignment

Available from: Thursday, 2 October 2008, 02:50 PM

Due date: Thursday, 9 October 2008, 02:50 PM

Date of posting & submission date

Submission

No files submitted yet

Uploaded files will be shown here

Upload a file (Max size: 1MB)

Browse…

Upload this file

Students locate assignment from files & click on 'upload this file'

Figure 4: Interface presented to student when submitting an assignment

3.3   Are there any additional resources or guides to demonstrate how to submit assignments from a student perspective?

The eLearning Support Unit have developed a number of guides and tutorials to support students in their use of Moodle. A short video has been developed to explain how to submit assignments to Moodle from a student user perspective. This video and other Moodle training recourses are accessible from:

http://www.wit.ie/Elearning/StudentGuidetoMoodle/

4   Accessing & Grading Assignment Submissions

4.1   How can I view the assignments that the students have submitted?

Moodle can be used to access the submitted assignments, grade the assignments and make the grades and feedback available to students.

1. First, when logged into Moodle and in the relevant module, click on the assignment title on the module homepage.

Documentation on using Assignments

Advanced Uploading of Files

Example of Online Text Assignment
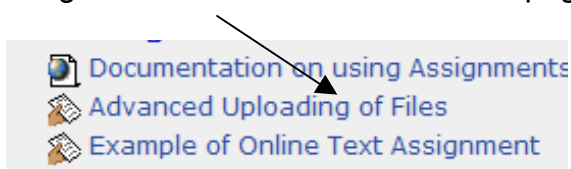
2. You will then be presented with the specifics of the assignment where you can also view the submitted assignments.

3. You can now see summary details of files that the students have submitted (student name and number, file name, time and date of submission. You can click on any of the file names to view the submitted file.

4.2   How can I grade the submitted assignments?

Once you have following the steps outlined in section 4.1, you will e presented with a screen similar to that shown in Figure 5.

Figure 5: Example of details of Submitted Assignments

You have two main options when using Moodle to grade assignments; Quick grading or standard grading.

Quick Grading

Quick grading allows you to access the submitted assignment files, enter feedback and grades directly in the submitted assignment window similar to that shown in Figure 5.

You can now enter the grade, comment and view the submitted file.

Grade the student

Enter feedback directly in the comment box

When you are finished entering grades, ensure to click on "Save all my feedback" to ensure that all your grades and feedback are stored.
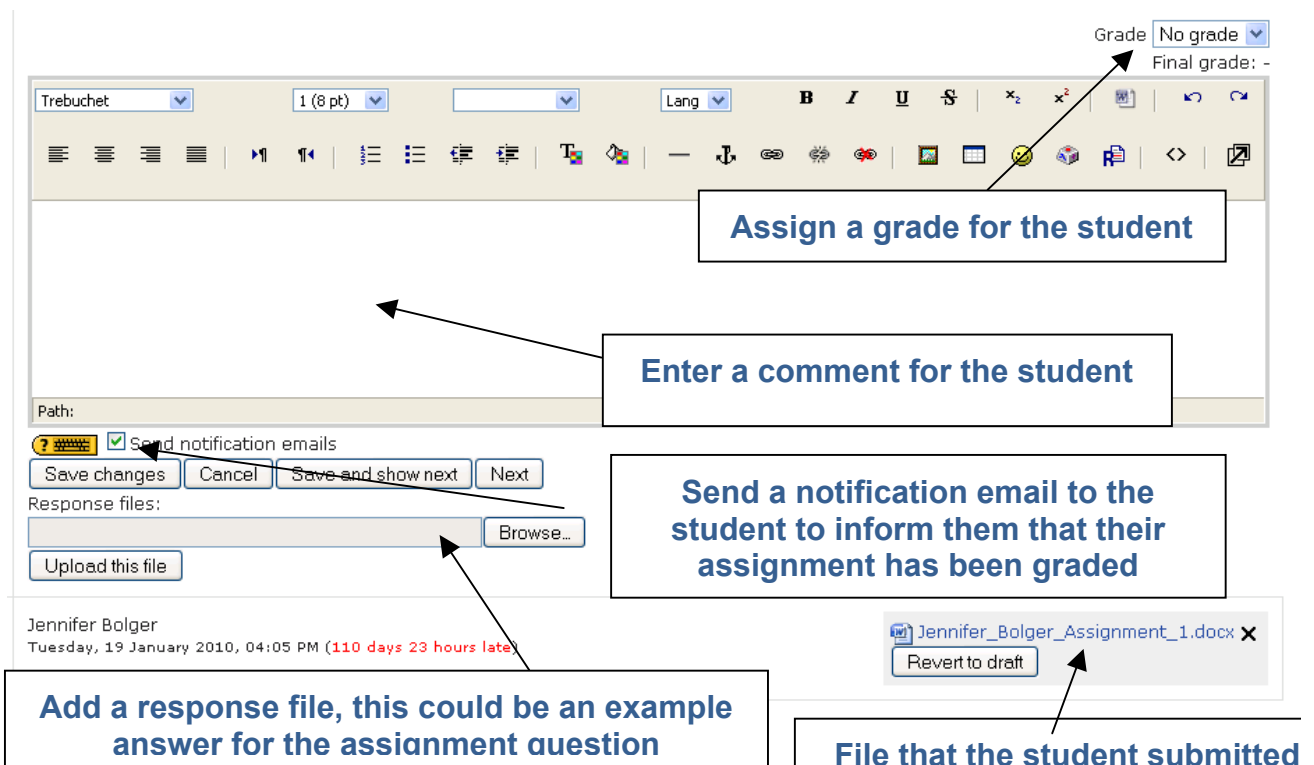
Please note that if you have enabled "Send Verification Emails', then the students will get emails indicating that their assignments have been graded and are now available in Moodle.

To disable "Quick Grading" just un-tick the check box.

Standard Grading

As alternative to Quick Grading, standard grading can be used to grade the submitted assignments in Moodle. The main difference between quick grading and standard grading is that lecturers can view individual assignment submissions in a separate window as opposed to in one window as seen with Quick Grading. Additionally, response files and links to websites can also be made available to the student.

To use standard grading you click on the "grade" button beside the student that you are grading.You will then be presented with an input screen similar to Figure 6.

Assign a grade for the student

Enter a comment for the student

Send a notification email to the student to inform them that their assignment has been graded

Add a response file, this could be an example answer for the assignment question

File that the student submitted

Figure 6: Example of standard grading window

4.3   Can the students see each other students grades and feedback?

Student can only see their own grades and feedback. They cannot see other students grades and feedback.

5   Archiving & Backing up Assignments

It is advisable to use the backup feature in Moodle to backup assignment data in Moodle.

### 5.1   How do I remove outdated Assignment information from the Moodle homepage?

Both students and lecturers are provided with a list of modules that they have access to when they log into Moodle. Additional information about these modules (such as assignments, discussions posts, etc,) is also displayed in this central area. Sometimes, information relating to overdue assignments is also displayed even if the assignment is hidden in the module area.

Example of outdated assignment information
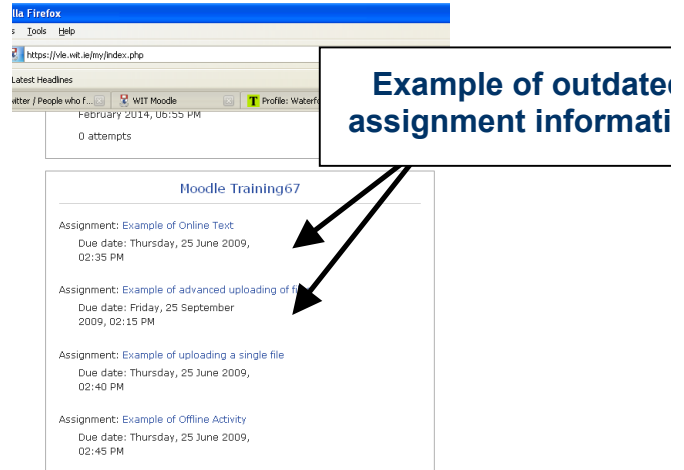
1. Firstly, you must be a teacher on the module that the assignment relates to. When logged into Moodle and in the relevant module, ensure that editing is enabled by clicking on the "**Turn editing on**" button on the top right hand corner of the screen.

Click on "Turn editing on"
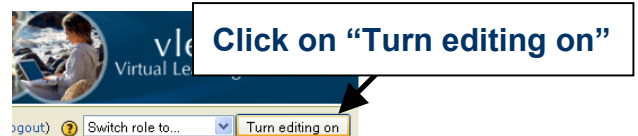
2. Click on the update icon next to the relevant assignment.

Click on update icon
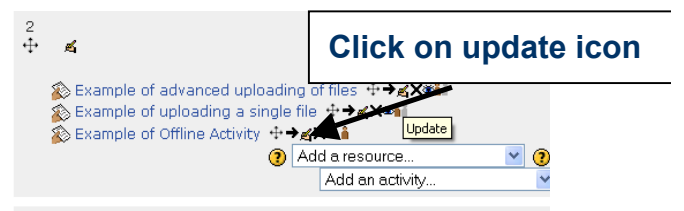
3. In the assignment settings area, disable the available and due date for the assignment by clicking on the check boxes.

Disable available & due date
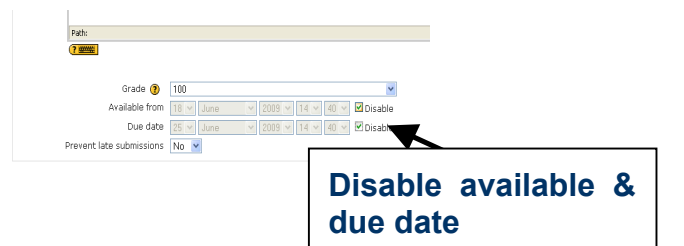
4. Scroll to the end of the page and click "Save and return to course". The assignment data for this particular assignment will no longer be displayed to the students when they log in.

6   Further Help

If you have any feedback, please email moodle@wit.ie or call into the eLearning Support Unit located opposite the Book Point at the front of the library on the cork road campus.

Please email moodle@wit.ie if you would like to arrange some training. Please suggest a suitable time and what you would like to cover in your training session.

Moodle Support Team
Currently, the Moodle support team consists of:
- Laura Widger (eLearning Co-ordinator)
- Viettrung Nguyen-Luong (eLearning Support Officer)
- Jenny Bolger (eLearning Library Liaison)
- Cathal O'Riordan (eLearning Development Officer)

The Moodle support team can be contacted via email at moodle@wit.ie or by phone on 051 834114.

Additional support materials, including Frequently Asked Questions, and short "how to …." movies are available from the Moodle support website: http://www2.wit.ie/Elearning/

Computer Services Helpdesk
The username and password that you use to access Moodle is the same as your Novell password that you use to log onto computers in WIT. Therefore, usernames and their associated passwords are centrally administered by Computer Services. If you have forgotten your Novell/Moodle password, please call to the Computer Services helpdesk in the Walton IT building on the main campus located on the Cork Road. Passwords cannot be given out over the phone for security reasons.

The Computer Services helpdesk is located on the ground floor of the Walton IT Building.   Computer   Services   can   be   contacted   via   email   at computerservices@wit.ie or by phone on 051 305524.