

Creating Assignments

The **Assignments** section gives you an easy way to allow students to upload files for grading and for the instructor to create an item for the Moodle Gradebook. Assignments, with the exclusion of Online Text, allow instructors to send files back to students in response to their submissions.

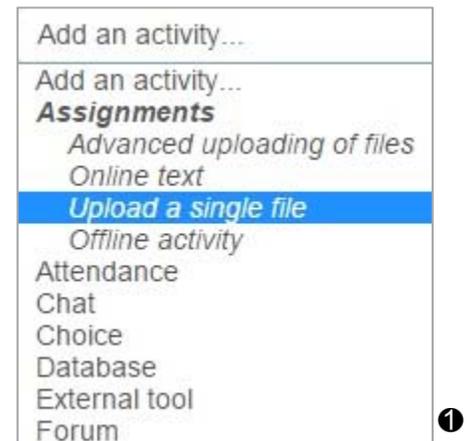
Assignment Types

- *Upload a single file*: Students will be allowed to upload only a single file of any type related to an assignment.
- *Advanced uploading of files*: Students may upload multiple files, delete files mistakenly and enter notes describing their submitted files.
- *Offline activity*: Add an assignment that will be completed outside of Moodle. Students can read the description and view grades of these assignments, but not submit files. Use this option to create a gradebook item for an activity that is not submitted via Moodle (e.g. field trips, classroom presentations).

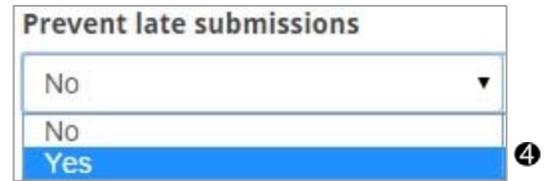
Note: If you are using a **weighted gradebook**, graded activities will only be weighted equally if the Grade drop-down has the same value for all activities contained within that category. That is, the number of possible points per assignment should be equal for every activity in the category.

Creating an Assignment – Upload a Single File

1. Click 
2. Select **Upload a Single File** from the **Add an activity** dropdown menu ①
3. Type in an **Assignment name** and write a **Description** for the assignment. These are the questions and instructions for the students to follow ②
4. You may also select **Display description on course page**, which places the assignment description directly on the module of the main course outline
5. Then define the **Available** and **Due** dates for submission. If you do not wish to restrict the availability of the assignment, uncheck the “enable” box next to these dates ③
6. In order to prevent students from submitting late assignments, select **Yes** from the **Prevent late submissions** option ④
7. Click on **Grade** in order to open up the options below. Set the **Grade** drop-down to the maximum number of points students can earn. For *Rubric* and *Marking Guide* grading set the **Grading Method** drop-down appropriately, otherwise leave it at *Simple direct grading*



- Click on **Upload a Single File** in order to open up the options below. If you would like to give your students the option of resubmitting documents, choose **Yes** underneath *Allow resubmitting*. Here you also have the option to email alerts to teachers, and choose the largest file size students can upload



Prevent late submissions

No

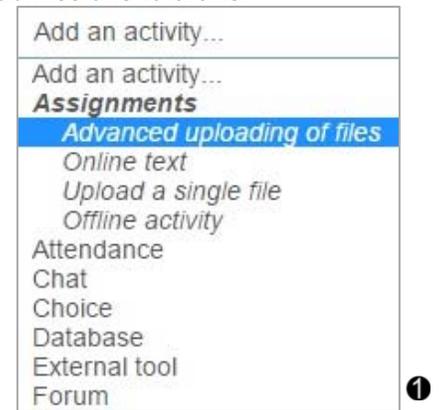
No

Yes

Creating an Assignment – Advanced Uploading of Files

The student must manually finalize submission of this type of assignment by clicking on the ‘Submit for Marking’ button. Teachers can revert any submitted assignment back to draft form after a student has submitted a file for grading. Please see the *Grading Assignments* tutorial for steps on reverting submissions to drafts.

- Click **TURN EDITING ON**
- From the drop-down **Activities** menu of your chosen topic, select **Advanced uploading of files** ①
- Type in an **Assignment name** and write a **Description** for the assignment. These are the questions and instructions for the students to follow. You may also select **Display description on course page**, which places the assignment description directly on the module of the main course outline ②
- Then define the **Available** and **Due** dates for submission. If you do not wish to restrict the availability of the assignment, uncheck the “enable” box next to these dates ③
- Set the **Grade** drop-down to the maximum number of points students can earn. For *Rubric* and *Marking Guide* grading set the **Grading Method** dropdown appropriately, otherwise leave it at *Simple direct grading* ④
- Underneath the drop down for **Advanced Uploading of Files**, and *Maximum number of uploaded files*, designate the number of files each student can upload (1 to 20)
- Specify whether the students can delete a file before it is submitted for grading
- In order for your students to send their paper for marking, choose **yes** underneath *Enable Send for Marking* button
- Click **SAVE AND RETURN TO COURSE**



Add an activity...

Add an activity...

Assignments

Advanced uploading of files

Online text

Upload a single file

Offline activity

Attendance

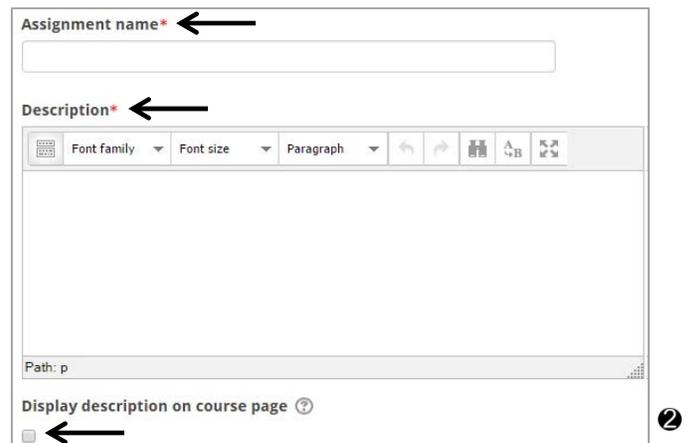
Chat

Choice

Database

External tool

Forum



Assignment name*

Description*

Font family Font size Paragraph

Path: p

Display description on course page ②

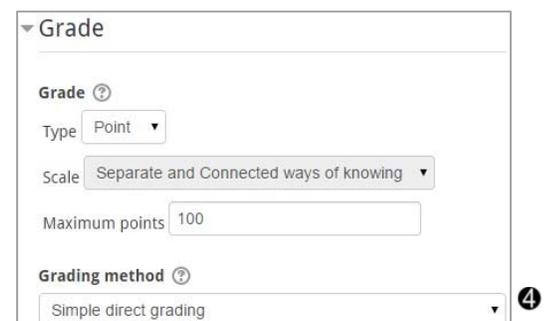


Available from

17 June 2015 12 35 Enable

Due date

24 June 2015 12 35 Enable ③



Grade

Grade ④

Type Point

Scale Separate and Connected ways of knowing

Maximum points 100

Grading method ④

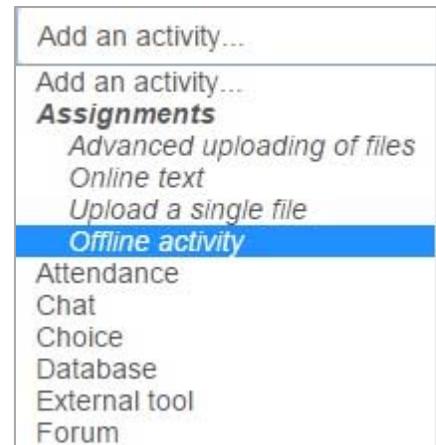
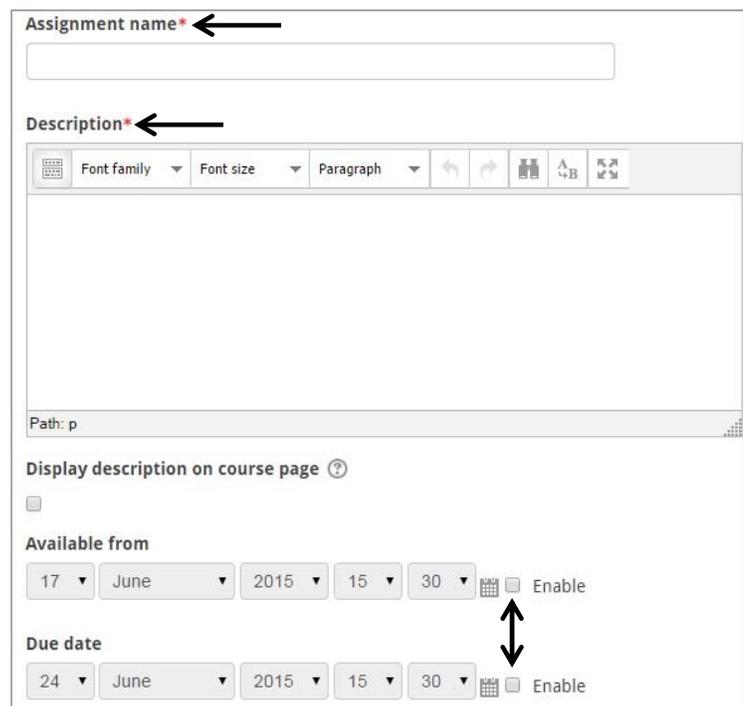
Simple direct grading

Important Note: Once students have hit the ‘Submit for Marking’ button they may no longer make changes to their submission. That includes uploading additional files or removing existing documents.

Creating an Assignment – Offline Activity

Grades for Moodle activities are automatically added to your gradebook. However, if you would like to add a score from activities completed outside of Moodle, it is recommended that you create an “Offline Activity.” This will add another grade column in your gradebook. To create an offline activity, follow these steps:

1. Click 
2. Select **Offline activity** from the **Add an activity** drop-down menu ❶
3. Create an **Assignment name**, write a **Description** and define the **Grade**. The **Available from** and **Due Date** should be disabled by unchecking the box next to **Enable** ❷
4. Click 

Assignment Administration

How to Upload Assignments (from students' perspective)

1. Access the course for which you wish to submit the assignment by clicking the course link; then click on **Assignments** in the **Activities** block ❶
2. Click on the name of the assignment you wish to submit
3. You will be redirected to an upload page where the question or the topic of the assignment will be displayed on top, along with the date it was **Available from** and the **Due date** ❷

4. Click on **Upload Files**. This will take you to the upload page. From here you may click on your file and drag it into the box that says "You can drag and drop files here to add them." or you may click this box to take you to a page that will allow you to **Browse** for the file on your computer ❸

Topic	Name	Assignment type	Due date	Submitted	Grade
Short Story	Short Story #1 Upload	Advanced uploading of files	Wednesday, 24 June 2015, 3:25 PM		-
Assignments	HW 1	Offline activity	-	Tuesday, 14 April 2015, 1:50 PM	100.00
	HW 2	Offline activity	-		50.00
	HW 3	Offline activity	-		100.00
	Paper 1	Offline activity	-	Tuesday, 14 April 2015, 2:01 PM	100.00
	Midterm	Offline activity	-		-
	Final	Offline activity	-		-

5. Press **SAVE CHANGES**
6. Click **Continue** to finish the task or Moodle will automatically redirect you to the upload screen again if more than one submission is allowed by the instructor. If the assignment is an advanced uploading of files, you may be asked to confirm the files you have submitted **SEND FOR MARKING**

Available from: Wednesday, 17 June 2015, 3:25 PM
Due date: Wednesday, 24 June 2015, 3:25 PM

Submission draft

No files submitted yet

UPLOAD FILES

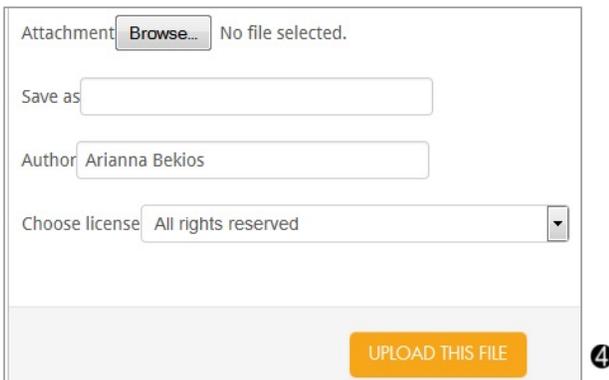
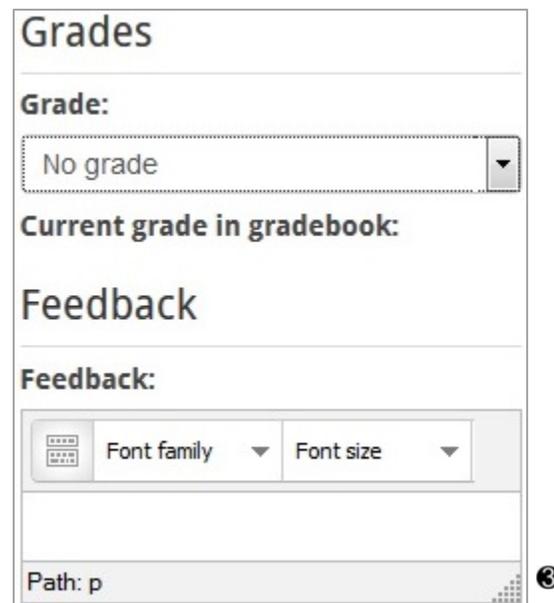
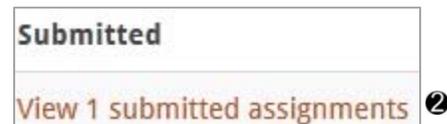
Reviewing Assignments

To view uploaded assignments in Moodle, follow the steps below:

1. Access the **Assignments** screen, under the **Activities** block ❶
2. Select the desired assignment you created and click on the **View # submitted assignments/no attempts have been made on this assignment** link ❷
3. Click on the link for the document the student has uploaded
4. In the pop-up window that appears, select **Save File** and click **OK**. Your computer will then ask you what folder you want to save it in. Downloading files this way rather than selecting the "Open with" option helps to prevent Downloading viruses as it allows your antivirus software to scan the document first

Sending a Response File to Your Students

1. In the **Activities** block, click on **Assignments** ❶
2. Select the desired assignment you created and click on the **View # submitted assignments** link ❷
3. Click on the **Grade** button on the far right of the student's name to whom you wish to send a response file
4. Designate their **Grade** for the assignment and enter any overall comments you might have in the text box ❸
5. You may now click on your file with annotations and drag it into the box that says "You can drag and drop files here to add them" or you may click this box to take you to a page that will allow you to **Browse** for the file on your computer ❹
6. Click on **SAVE CHANGES**



Grading Assignments

To grade assignments in Moodle is the same procedure for all assignment types (e.g. **Offline Assignments, Advanced Uploading of Files, etc.**).

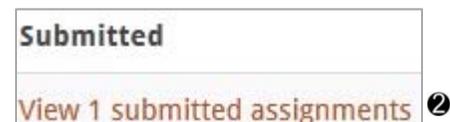
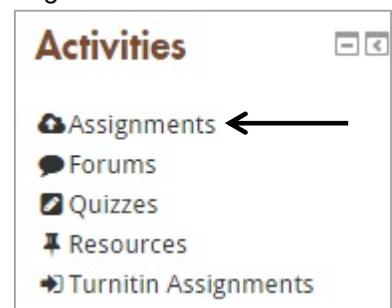
- **Simple Direct Grading** is the default grading format. Simple direct grading is generally based on a numeric scale from 0 to 100.
- **Rubrics** are advanced grading forms used for criteria-based assessment. The rubric consists of a set of criteria, each having several descriptive levels and a numerical grade assigned to each of these levels.
- **Marking guides** is an advanced grading form used for criteria-based assessment. Marking guides consists of a set of criteria, each having a large area for comments and a point box.

Turning Quick Grading On

The **quick grading** option enables easy grading of assignments. You will only need to perform these steps once. Once the **quick grading** option is enabled, the setting will be saved for use in your other classes. *We highly suggest you follow these steps.*

Note: To enable this option to grade students' assignments, an assignment (or other gradable item) must be created in your Moodle course. If none exists, create an offline assignment to input your grades.

1. Click on the **Assignments** link in the **Activities** block ①
2. Click on **View # submitted assignments/No attempts have been made on this assignment** of any gradable assignment ②
3. Scroll down to the bottom of the page
4. Check the box next to **Allow quick grading** underneath optional settings ③
5. Click on **Save preferences**



Note: It is suggested that you increase the number of **Submissions shown per page** to the number of students in your course.

Simple Direct Grading

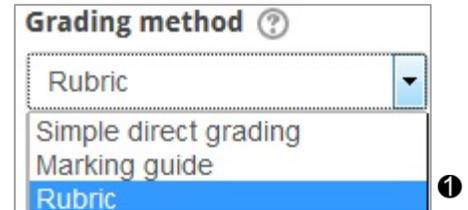
1. Follow steps 1 & 2 from above to access your assignment and grading options
2. In the **Grade** column, select each student's grade from the drop-down menu. Additionally you may leave some feedback for the student in the **Comment** box ④
3. When all of the students have been graded, click on Save All My Feedback. This action will save all the assigned grades to the gradebook



Note about "No grade:" We suggest assigning a grade of "0" if a student has failed to submit an assignment. This will place a value of zero in the gradebook.

Creating a Rubric for your Assignments

1. During assignment creation set the **Grading method** to Rubric ❶
2. Click on the Assignment, and then click **Advanced grading** under **Settings** ❷
3. Click on **Define new grading form from scratch**
4. Provide a name for the rubric. Try to remain general with the name of the rubric, as you may reuse rubrics later
5. Scroll down to **Rubric**. Select **Click to edit criterion** to type the first criterion of your rubric ❸
6. **Click to edit level** to provide descriptions of the extent to which each level meets the criterion and to change the point value ❹
7. To add more criteria click **ADD CRITERION**
8. To add more levels click **ADD LEVEL**
9. **Rubric Options** determine what is displayed to the students. Select your preferences from the list ❺
10. Once all of the information for the rubric is provided, scroll to the bottom and click **SAVE RUBRIC AND MAKE IT READY**



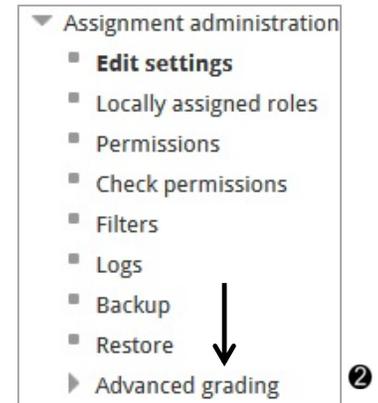
Grading method ?

Rubric

Simple direct grading

Marking guide

Rubric ❶



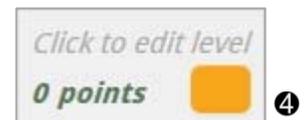
Assignment administration

- Edit settings
- Locally assigned roles
- Permissions
- Check permissions
- Filters
- Logs
- Backup
- Restore
- ▶ Advanced grading ❷



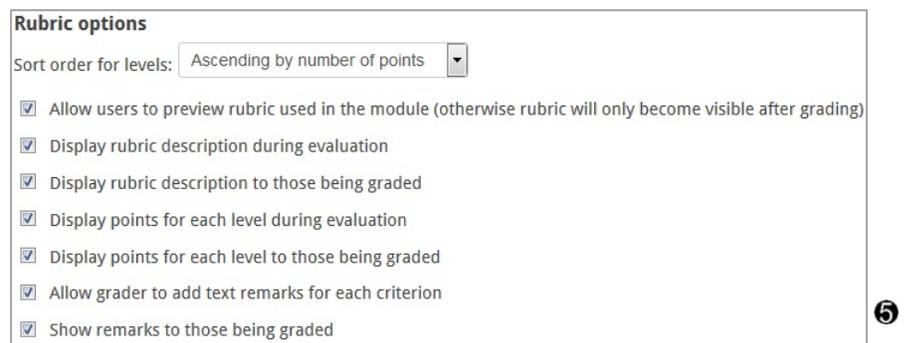
Rubric

Click to edit criterion ❸



Click to edit level

0 points ❹



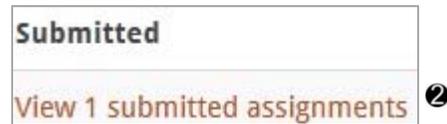
Rubric options

Sort order for levels: Ascending by number of points

- Allow users to preview rubric used in the module (otherwise rubric will only become visible after grading)
- Display rubric description during evaluation
- Display rubric description to those being graded
- Display points for each level during evaluation
- Display points for each level to those being graded
- Allow grader to add text remarks for each criterion
- Show remarks to those being graded ❺

Grading with Rubrics

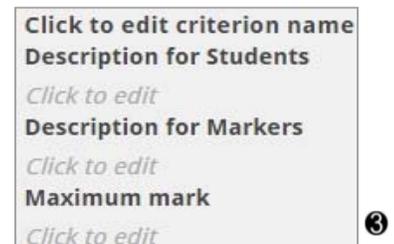
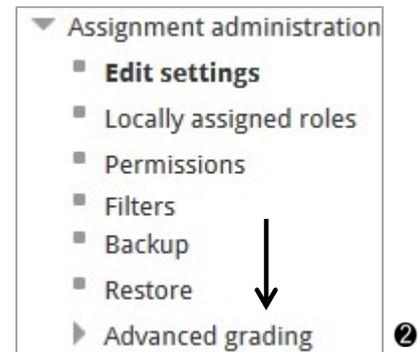
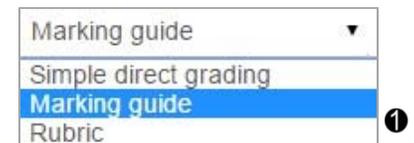
1. Click on the **Assignments** link in the **Activities** block ❶
2. Locate the assignment you want to grade and click on **View # submitted assignments** ❷
3. A list of students will appear. Scroll to the right of the student names and click **Grade** to provide feedback
4. On the feedback page, the rubric will be displayed. To grade, click on the appropriate levels next to the criteria and the level will turn green. You may also enter comments in the box next to each criteria ❸
5. After providing all of the necessary information, click **Save Changes**. To go immediately to the next student, click **Save and show next**



Grade:				
Ideas/Content	No progress 0 points	Satisfactory 1 points	Good 2 points	Excellent 3 points
Ogranization	No progress 0 points	Satisfactory 1 points	Good 2 points	Excellent 3 points
Spelling/Grammar	No progress 0 points	Satisfactory 1 points	Good 2 points	Excellent 3 points

Creating a Marking Guide for your Assignments

1. During assignment creation set the **Grading method** to **Marking guide** ❶
2. Click on the Assignment, and then click **Advanced grading** under **Settings** ❷
3. Click on **Define new grading form from scratch**
4. Provide a name for the **Marking guide**
5. Scroll down to **Marking guide**. Select **Click to edit criterion name** to type the first criterion of your marking guide. Under **Description for Students** click *Click to edit* and enter a detailed description of what is being assessed. Click **Description for Markers** to provide hints to others who may be marking using the guide. Finally, click **Maximum Mark** and enter the number of possible points awarded by this facet ❸
6. To add more criteria click **ADD CRITERION**
7. Once all of the information for the **Marking guide** is provided, scroll to the bottom and click **SAVE RUBRIC AND MAKE IT READY**



Grading with Marking Guides

1. Click on the **Assignments** link in the **Activities** block ❶
2. Locate the assignment you want to grade and click on **View # submitted assignments** ❷
3. A list of students will appear. Scroll to the right of the student names and click **Grade** to provide feedback
4. On the feedback page, the marking guide will be displayed. To grade, enter comments in the box by typing. Then enter a score for each criterion out of the maximum point value allowed ❸
5. After providing all of the necessary information, click **Save Changes** and repeat the process for other students. To go immediately to the next student, click **Save and show next**

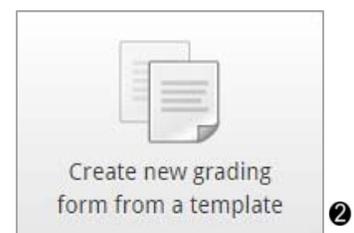
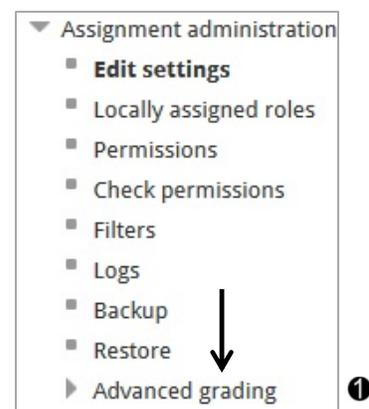


Using Existing Rubrics and Marking Guides

Created Rubrics and Marking Guides can be reused as templates once they are created.

1. Select the assignment and click **Advanced grading** ❶
2. Click **Create new grading form from a template** ❷
3. Check **include my own forms** and type the name of your rubric or marking guide into the search bar. Click search ❸
4. Scroll to the desired grading tool and click:

✔ Use this form as a template
5. Click **Continue** on the next page and the rubric will be ready for use. Follow steps 1-5 in the **Grading With Rubrics / Marking Guide** sections above to grade your assignment

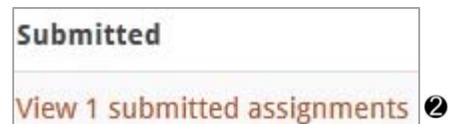


Allowing Resubmission of Assignments

If an assignment is created using the 'Advanced Uploading of Files' option, students can submit their work to be graded. Instructors also have the option to allow students to resubmit their assignments for grading. To send an assignment back for resubmitting, follow these steps:

1. Click on the **Assignments** link in the **Activities** block ❶
2. Locate the assignment you want to revert assignments in and click on **View # submitted assignments** ❷
3. Click on **Grade** under the **Status** column for the student for which you want to allow resubmitting
4. Click on **Revert to Draft** in order to allow this student to resubmit the assignment ❸
5. Your screen will change, reflecting the "Draft" status
6. Click on **SAVE CHANGES**

Note about "Revert to Draft:" You cannot allow for resubmission of assignments, or Revert to Draft once a submission is graded.



Turnitin Assignments

Turnitin

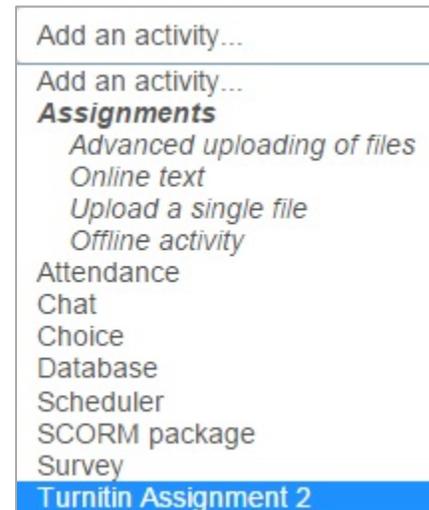
Turnitin is an internet-based plagiarism-detection service. It checks homework assignments and essays to an extensive global database and checks the documents for plagiarism.

To have the assignment linked to Turnitin, you have to first create an assignment.

Creating a Turnitin Assignment

1. Click 
2. Click on the Add an Activity dropdown menu and click on **Turnitin Assignment** ❶
3. Enter a **Turnitin Assignment Name** and **Maximum points**, if desired ❷
4. If the assignment has multiple drafts or parts, you can select how many separate pieces you want the Turnitin assignment to be divided into for upload ❸
5. Under *Assignment Part 1*, Type in the desired Name of part 1. Set the **Start Date**, **Due Date**, and **Post Date** ❹

Important Note: Be sure to set the **Post Date** to occur at the **same time or after the Due Date** of the assignment. The **post date** has no bearing on when grades are posted to the Moodle Gradebook.



Add an activity...

Add an activity...

Assignments

- Advanced uploading of files
- Online text
- Upload a single file
- Offline activity

Attendance

Chat

Choice

Database

Scheduler

SCORM package

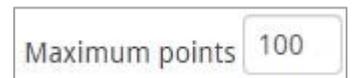
Survey

Turnitin Assignment 2 ❶

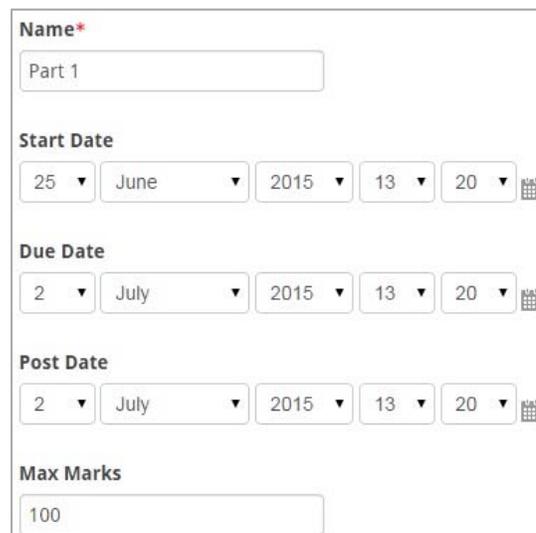


Turnitin Assignment Name*

❷



Maximum points 100



Name*

Part 1

Start Date

25 June 2015 13 20

Due Date

2 July 2015 13 20

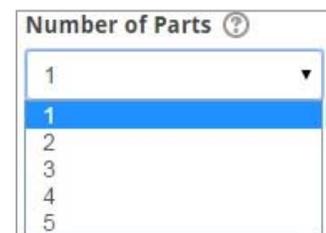
Post Date

2 July 2015 13 20

Max Marks

100

❹



Number of Parts ?

1

1

2

3

4

5

❸

You may also choose to customize the assignment further by setting the following options:

a. Summary

This option allows instructors to give a detailed description to the assignment.

b. Allow submissions after the due date

This option allows instructors to determine whether or not they wish to accept late submissions for the assignment.

c. Generate Originality Reports for submissions

This option allows instructors to view the Originality Reports for submissions to an assignment in the assignment's inbox.

c. Report Generation Speed

i. **Immediately (first report is final):** students are only allowed one submission.

ii. **Immediately (can overwrite previous reports until due date):** students may overwrite previous submissions.

iii. **On due date (generate report on the due date):** Report only generated on the due date.

d. Store Student Papers

This setting provides instructors with the ability to select whether papers are stored in a Turnitin student paper repository. The benefit of submitting papers to the student paper repository is that student papers submitted to the assignment are checked against other students' submissions within your current and previous classes. If you select "no repository," your students' papers will not be stored in the Turnitin student paper repository.

e. Check against stored Student Papers

Check against the Turnitin student paper repository when processing Originality Reports for papers. The similarity index percentage may decrease if this is de-selected.

f. Check against Internet

Check against the Turnitin Internet repository when processing Originality Reports for papers. The similarity index percentage may decrease if this is de-selected.

g. Check against journals, periodicals and publications

Check against the Turnitin journals, periodicals and publications repository when processing Originality Reports for papers. The similarity index percentage may decrease if this is de-selected.

h. Exclude bibliography

This setting allows the instructor to choose to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Originality reports.

i. Exclude quoted material

This setting allows the instructor to choose to exclude text appearing in quotes from being checked for matches when generating Originality reports.

j. Exclude Small Matches

This setting allows the instructor to choose to exclude matches that are not of sufficient length (determined by the instructor) from being checked for matches when generating Originality reports.

k. Allow students to see Originality Reports?

This option gives you the choice of whether or not students can see their Originality Reports in their class assignment portfolio.

l. Allow submission type of any file

This setting will allow any file type to be submitted. With this option set to **Yes**, submissions will be checked for originality where possible, submissions will be available for download and GradeMark feedback tools will be available where possible.

After identifying your preferences, click on **Submit** to make the assignment available. It will then show you a preview of how the assignment appears to the students and shows the **Due date** and **Time**.

Viewing Results

Once the assignment has been submitted, you will get a detailed report which will show the percentage of the paper that was plagiarized.

1. Go to the Turnitin assignment ①

2. You will then be directed to a page that shows the details of the Turnitin assignment you created



3. The following page resembles a typical email inbox with the submitted assignments listed there with the Author's name, the paper's title and the Similarity report ②

4. The Similarity column indicates whether the paper has a high percentage of content from other sources or low, with the red representing a high amount of content and the blue representing that the paper has little to no outside content. There is also a numerical percentage value next to the color to show the overall percentage of the paper

5. Click on the Similarity percentage to pull up the Originality Report where you can see the paper broken down with links to the potentially plagiarized text's location within the paper. You can click on the links in the paper itself to see exactly where the content comes from

Note: Turnitin detects if possible content comes from other sources like previously uploaded papers to Turnitin, Journals, Periodicals, and the Internet. **It does not detect if this information has been properly cited.** It only checks if it came from other places. Check the Originality report to get the full breakdown of what has been flagged as possibly plagiarized.

②

Student	Submission Title	Paper ID	Submitted	Similarity	Grade
<input type="checkbox"/> Bekios, Arianna	Research Paper #1	553257035	29/06/15, 15:36	0% 	--/100 

Grading a Turnitin Assignment

1. Click into the assignment that you would like to grade
2. From the Turnitin Inbox, click the Blue Pencil icon to open the GradeMark document viewer
3. Enter the grade for the assignment in the blank box on the upper right hand corner next to the originality percentage



Turnitin: From a Student's Perspective

1. Click on the assignment in the course page
2. It gives the description question and the **Due date**—Click on **Submit** to proceed to hand in the assignment

Title	Start Date	Due Date	Post Date	Marks Available	
Close Reading #1 (Part 1)	17 Jun 2015 - 15:39	24 Jul 2015 - 15:39	24 Jul 2015 - 15:40	100	
Summary: Please upload your Close Reading paper here. The paper should be at least three pages long, and takes a close look at how the writer has accomplished what he or she has done in the work. This paper is not a summary of the work, but rather an analysis of the techniques encompassed within the work.					
Refresh Submissions					
Student	Submission Title	Paper ID	Submitted	Similarity	Grade
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