Managing Assignments

http://E-learning.msa.edu.eg

Table of Contents

Setting up assignments in moodle, the options

There are several types of assignment available for you to use in moodle. You should choose the one which will suit your needs best. A brief outline of each is as follows:
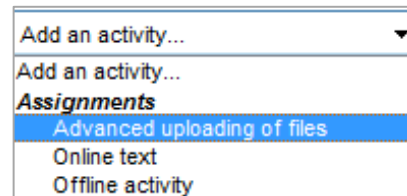
Advanced Upload of files **(recommended for most tutors)** –
Allows students to submit multiple files (Word, excel, PDF etc).

> **When?**
> You could use this if you want to let students submit a cover sheet, their essay and an appendix, each as separate files. You can also load annotated assignments back into the system using this method.

Online Text **–** Allows the students to submit editable text directly in Moodle using the normal WYSIWYG editing tools. These can be graded and inline comments and changes can also be added.

> **When?**
> You could use this option if you wanted students to submit a short piece of writing which may be a response to stimuli from a face to face session or a question you've asked them directly. The benefit of this is that students can submit concise responses which can be viewed and graded privately by the tutor.

Offline Activity **–** For assignments/activities that don't involve the uploading of files, but for which tutors may still like to provide a mark/grade/comment using moodle features.

> **When?**
> You could use this option, for example, if you wanted students to work on a presentation or practical exercise. You could use moodle to provide them with instructions and guidance. Once you have seen their presentation/practical exercise, you could use Moodle's assignment features to add a grade and feedback comments.

Assignment settings options

- **Assignment name –** is required, but can be anything you like.
- **Description** - is also required and describes the assignment. It can have full formatting using the toolbar (bold, underline, images, etc.).
- **Available from** - lets you pick the date that your students will begin to have access to this assignment
- **Due Date -** sets the date the assignment is due.
- **Prevent late submissions** - if set to "Yes" then students can submit their assignment after the Due Date. Otherwise they will not be able to submit a late assignment.
- **Grade -** sets the grade as either a number (from 1-100) or as a custom word-based scale set up in the "Scales" section, pass/fail etc.
- **Maximum size –** lets you choose the maximum size of the files which will be uploaded
- **Allow deleting -** If enabled, participants may delete uploaded files at any time before grading.
- **Maximum number of uploaded files –** This is the maximum number of files each participant may upload. This number is not shown to students, so it's best to write the actual number of requested files in the assignment description.
- **Allow notes -** If enabled, participants may enter notes into a text area. It is similar to an online text assignment. This text box can be used for communication with the grading person, assignment progress description or any other written activity.
- **Hide description before available date -** If enabled, assignment description is hidden before the opening date.
- **Email alerts to teachers** - If enabled, teachers are alerted with a short email whenever students add or update an assignment submission.
- **Common Module settings**
  The last three settings are common to all activities. So, we'll discuss them at this point, but won't talk about them for each subsequent activity. Just keep in mind that these options will always be available to you in any activity that you create:
- **Groups -** The group mode for each activity can be one of three levels.
  - **No groups -** there are no sub groups, everyone is part of one big community
  - **Separate groups -** each group can only see their own group, others are invisible
  - **Visible groups -** each group works in their own group, but can see other groups
- **Visible –** If set to show, students will see the assignment. If not, the assignment will be hidden. This is useful if you want to prepare an assignment in advance (like a pop-quiz).
- **Restrict access –** This can be used to restrict the availability of an activity according to specific conditions such as dates, grades obtained or activity completion.
  - **Allow access from and until –** This determines when a student can access an activity from and until via a link on the course page.
  - **Grade condition –** This determines any grade conditions that must be met in order to access the activity.
  - **Before activity can be accessed –** The activity can be shown as greyed out with restriction information displayed or hidden entirely.

Step by step guide to setting up an assignment

The following options presume that you have logged into E-learning.msa.edu.eg and chosen the course you wish to add an assignment to.

Step 1. Once in the course you wish to add an assignment to, click the **Turn Editing On** button.

Step 2. Choose the topic area where you would like to add a link to the assignment and click on the drop down arrow next to **Add an activity**.

Step 3. Select the assignment type which you feel is the most appropriate for the piece of work you wish to be submitted. For most people, this will be the first option, **Advanced uploading of files.**
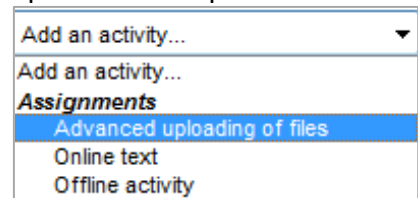
Step 4. Enter details in all of the relevant fields, making sure that the **Available from** and **Due Dates** are accurate.

Step 5. Click on **Save and return to course.**

If you have been successful, you should now be presented with a link to your assignment from the topic area where you added the activity.

The topic area in this case is number 2.

A link to the assignment created

2

1000 Word report

Submitting assignments

The submission of assignments via moodle is an extremely simple process, which is outlined below.

When a student logs into moodle, they are taken to their course overview page, which lists the courses they are enrolled on. If an assignment has been added to a course, a student will be able to see it from this page.

Coaching studies 2011-12

Assignment: 1000 word report
Due date: Thursday, 7 July 2011, 03:30 PM
Not submitted yet (6 days 23 hours early)

Assignment: 200 word subject proposal
Due date: Monday, 30 May 2011, 03:40 PM
Submitted, Graded

> A new assignment which has not been submitted or graded.

> An assignment which has been submitted and graded.

Alternatively, a student can click through to the module and choose the link to the assignment from the topic area where it has been added.

2

📋 1000 Word report

On clicking the assignment title, a student will be presented with the assignment overview page and will have the option to upload a file by selecting the file location from the file picker and browsing for the file(s) that they wish to submit.

1000 word report

| Available from: | Tuesday, 28 June 2011, 01:45 PM |
| Due date: | Tuesday, 5 July 2011, 01:45 PM |

Submission draft

No files submitted yet

Upload files

Final submission for assignment marking

Send for marking

Step by step guide to submitting an assignment file

This guide assumes that a student has located the assignment they wish to submit, has clicked on the assignment title, and can see the assignment overview page.

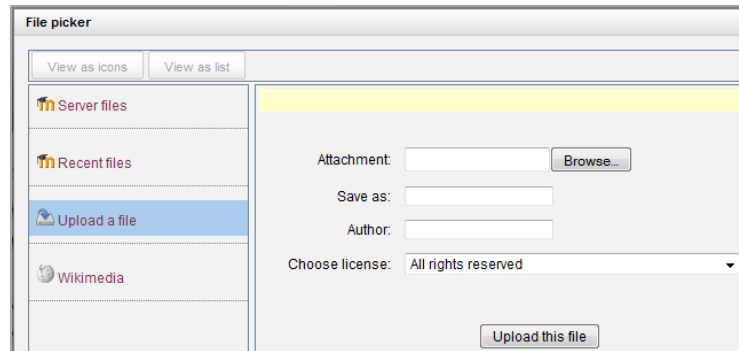**Step 1.** Click on **Upload files**.

Step 2. Click the **Add** button.

Step 3. Click on **Upload a file** in the file picker.

Upload a file   Add...   Create folder   Maximum size for new files: 50MB

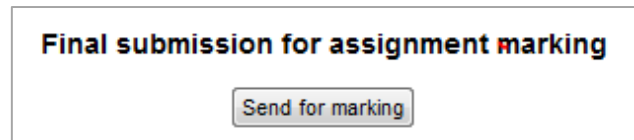No files attached

Save changes   Cancel

Step 4. In the file picker, select the location from where you wish to upload a file from. This example assumes you are uploading a file from you pc and therefore you'd click on **Upload a file** and then **Browse**.

Step 5. Locate the file that you wish to upload by double clicking or clicking on 'open' and then click on **Upload a file.** At this point, your file will be loaded into Moodle. You may have the option to delete the file (at any stage until the due date) you have loaded, or browse for more files to submit for marking (depending on whether your tutor has enabled these settings).

A list of files loaded for submission, with the option to edit, rename, browse for files & delete etc.
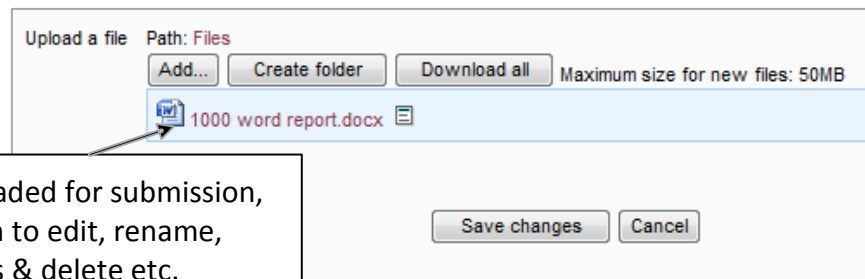
Step 6. If you are happy with your work, click the **Save changes** button.

Step 7. IMPORTANT. Now click the **Send for marking** button. At this point, you will be presented with the message to the right.
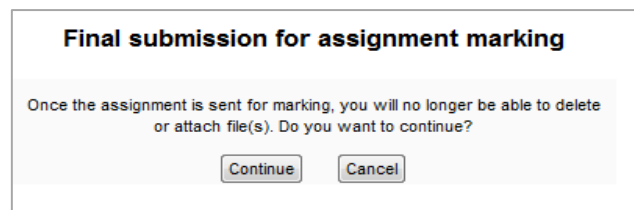
Step 8. If you are happy for your work to be submitted at this stage, please click on the **Continue** button. After this stage, you will receive an electronic receipt via email.

That's it! Your assignment has been submitted to your tutor for grading.

moodle
MSA university

MSA
University
October University for
Modern Sciences and Arts
جامعة أكتوبر للعلوم الحديثة والآداب

Viewing and marking assignments

Once your students have submitted assignments using the link in your moodle course, you will then need to retrieve them for marking, printing or archiving.

To view assignments which have been submitted, login to moodle and choose the course in which your assignment has been added. Click on the assignment title and you will see a page similar to the one below.

Look towards the top right, for a link which says **View (n) submitted assignments** and click on the link.

View 1 submitted assignments

1000 word report

| Available from: | Tuesday, 28 June 2011, 01:45 PM |
| Due date: | Tuesday, 5 July 2011, 01:45 PM |

Submission draft

Click here to view the submissions for the assignment.

This will take you to a list of students who are enrolled on your course and will allow you to see which ones have submitted work to the assignment.

Opening and downloading student files

To access an individual student's work, you can click on the title of the submission, where you will be presented with the option to download their assignment.

Download all assignments as a zip

	First name / Surname	Grade	Comment	Last modified (Submission)	Last modified (Grade)	Stat
Grade	Kate test Bridgeman	-				-
Update	Eddy Cordukes	-		Core Reading Week 1.doc Tuesday, 3 January 2012, 11:17 AM	Friday, 13 January 2012, 11:33 AM	-
Grade	Mark Dransfiel					
Grade	Andreas Liefer					
Update	Daniel Mackley	78 / 100	Great ...	aining_Schedule.c Friday, 13 January 2012, 0 PM		.c
Grade	Margaret Meredith	-				-
Grade	Ian Sadler	-				-

Click 'Grade' or 'Update' to grade, comment and upload response files, i.e. annotated or marked assignments.

Essay title and date of submission. Click to download assignment individually.

	First name / Surname ↓	Grade	Comment	Last modified (Submission)	Last modified (Grade)	Stat
Grade	Kate test Bridgeman	-				-
Update	Eddy Cordukes				riday, 13 January 2012, 1:33 AM	-
Grade	Mark Dransfield	-				-
Grade	Andreas Liefeith	-				-
Update	Daniel Mackley	78 / 100	Great ...	Training_Schedule.docx Friday, 13 January 2012, 03:19 PM	Friday, 13 January 2012, 03:27 PM	78.0
Grade	Margaret Meredith	-				-
Grade	Ian Sadler	-				-

Download all assignments as a zip

**Click this link to download all students' assignments at once.**

If you have several students who have submitted work, you may want to download them all at once, so that you can mark them offline, print them out or archive them. To do this, click on the **Download all assignments as a zip,** link.

Marking assignments

Since marking of assignments is done in a variety of ways depending on the preference of the tutor, it is not appropriate to cover them all here. However you decide to mark assignments, Moodle is capable of allowing you to provide written feedback to students.

Using the Comments feature in Word 2010 to annotate assignments

The **Comments** feature in Microsoft Word 2010 is a simple and effective way to electronically mark and provide feedback on assignments submitted by students. To add a comment, click the **Review** tab on the Ribbon. In the **Comments** group, click the **New Comment** command. You will then be able to type your comment/feedback into the balloon that appears at the side of the document.
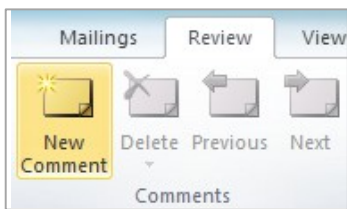
Note: Any comment you add, will begin with your initials.

To change your initials, click on the File Tab, in the top left hand corner of the Ribbon, and then select **Options** from the menu. In the **General** section (this should be the default when you open the options dialog box) there is a text field where you can change the initials.

If you are collaboratively marking student assignments (with your colleagues) you can change the **Comment** settings to distinguish which comments have been made by which tutor.

Grading assignments

Next to each student's name, you will see the option to click on a link called **Grade** or **Update.** This will let you enter a mark for the student's work, provide any written feedback and upload a response file, such as an annotated assignment.

Currently, if you are going to be attaching an annotated/marked file back for students, you will have to click on the **Grade** or **Update** link for *each* student you wish to provide feedback for. Unfortunately, there is no bulk upload option.

	Tip/Hint

If you are not providing an electronic attachment for feedback, such as an electronically marked essay or MP3 file, you might want to select the *quick grading* function, which will allow you to enter grades and feedback for all students on one screen.

When you click on the Grade link next to the student's submission, you will see a window like the one below. Below is a summary of the main options available in this grading window.

	Tip/Hint

Always add some text into the feedback area, even if it is simply some text to say, 'Please see the attached file'. If you don't, you may find that your students can see their grades, but cannot see the response file you have loaded into the system.

- **Submission** – Allows you to prevent the student from updating their submission
- **Grade** – Allows you to choose a mark for the work from 0 – 100
- **Feedback** – Add any feedback which you wish to provide to students

Feedback: Kate test Bridgeman

Kate test Bridgeman
Tuesday, 28 June 2011, 03:02 PM (6 days 22 hours early)

Submission

Draft:

Prevent submission updates

Grades

Grade: No grade ← Grade the assignment here

Current grade in gradebook: -

Feedback

Feedback: ← Enter feedback comments here.

Path:

HTML format

Response files: Add... Create folder Maximum size for new files: 50MB

No files attached

Send notification emails ? : ← Send an email notification to the student once their assignment has been graded.

Save changes Cancel

- **Response files** – Add a response file (for example if you have used the comments feature to annotate the assignment, send the document as response file)
- **Send notification email** – If enabled, a student will be notified that their work has been graded as soon as the **Save Changes** button is clicked.

Tip/Hint

*If you want all students to receive their feedback at the same time, do not check the **Send notification emails** box. If you do send notification emails, once you have graded the work and saved changes, students will be able to see their feedback.*

*See the section on **Hiding grades during marking** below for information on how to batch release feedback for a cohort of students.*

Hiding feedback and grades during marking

You may have realised from the information above that when you go through the marking process, students can see their grades as soon as you have saved them. If you are a tutor who likes to mark over a period of time, say 2/3 days, this means that there is potential for one student to receive their grades well in advance of another. So, how do you handle this?

There are **two things** that you should do in order to hide student feedback during the marking process:

1. Hide the Grades from the student administration block
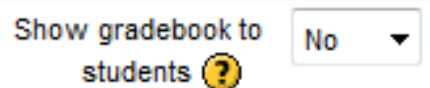2. Hide the link to the assignment

Tip/Hint

You must remember to reveal the information again at the end of the marking process; otherwise students won't be able to see their feedback.

Hiding Grades from the student administration block

Students can access their grade information for a variety of activities (quizzes, assignments etc.) through a link under the settings block on their page. Note that even if you hide the assignment (see below), students will still be able to access their feedback/grade until the link to the **gradebook** has been hidden.

To disable the gradebook tool:
1. Under the Settings block click on **Edit settings** find the option **Show gradebook to students**
2. Set this option to **No**
3. **Save changes**

Hiding the link to the assignment

You should also hide the link to the original assignment, since this is another route by which students can access grading information/feedback. One thing to be aware of is that once the assignment is hidden, no one can submit anything to it. So, if you have students with extensions or mitigating circumstances, they will not be able to submit to the original assignment once it's hidden. To overcome this, create a new assignment specifically for extensions and mitigation.

Hiding an assignment is a simple process: Turn editing on

1. Turn editing on
2. Find the assignment on the main page
3. Click the eye icon next to the assignment

Click on the eye icon to close it which in turn will hide the assignment.

1000 Word report