

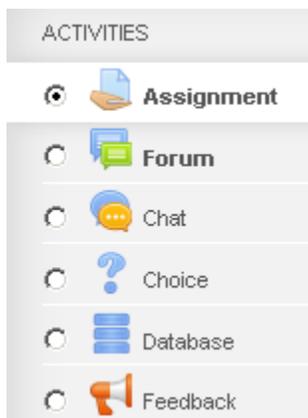
# ASSIGNMENTS

The assignment activity allows teachers to collect works from students, review them and provide feedback. Usually the teacher creates the activity and students upload their files (papers) to the e-Learning site.

**STEP 1.** : Go to your course and click on the **TURN EDITING ON** button (top right)

**STEP 2.** Icons and menus will appear. Click on the menu called **ADD an ACTIVITY and RESOURCE at the appropriate topic and Choose Assignment.** (Double click or select and click “ADD” at the bottom.)

+ Add an activity or resource



**STEP 3.** A form will appear. You have to fill in the first few fields and change the settings if necessary. You can leave most of the settings on the default value except the following (detailed description is available next to each field 

**This guide try to cover only the most important options (relevant for most basic users). Please ask for assistance regarding other options you may need.**

### Mandatory and important fields:

- **Assignment name:** This will appear as the link name on the main course page.
- **Description:** Fill the details and expectations to this field.

You can copy paste the following section also, to provide technical help:

You can find help and details in the "[Student Guide](#)" about the technical details if needed.

- **Allow submissions from:** The students **will not be able to start / submit their work** before the first **date** (default – they can start immediately).

- **Due Date:** This date shows the **deadline** of the assignment in the course and on the assignment page.(upcoming events block). After this date, students can not modify their submissions but if they did not submit anything, they can upload their paper once. It will be registered that the submission is late.

- **Cut-off Date:** If you enable this option and set a date after the due date, students will not be able to submit / modify their assignments after this time. Cut-off date is hidden from students. (default – disabled. It is not recommended to use this option without an important reason.)

- **Submission types** (default: 1 file upload)

You can select more than one method, but usually the default “**file upload**” is recommended. You can deselect this, or change the number of files necessary.

- **Restrict file type:** You can ask for specific file types here, separated by semicolons. E.g. .docx, .pdf

- If you enable “*online text*”, students are able to type rich text directly into an editor field for their submission. You can specify a word limit for this type.

- If you disable all of these methods, you can create an “*offline*” assignment. Students do not need to provide anything online, but you can still provide them the description and deadline and mark them in Moodle.

## Turnitin(new option!)

### ▼ Turnitin plagiarism plugin settings

 [Launch Quickmark Manager](#)

Enable Turnitin

Display Originality Reports to Students



Store Student Papers

Attach a rubric to this assignment

 [Launch Rubric Manager](#)

You can “*Enable Turnitin*” in the “*Turnitin plagiarism plugin settings*”. If Turnitin is enabled, all student papers will be automatically submitted to Turnitin, and you will be able to check the reports and give feedback with Grademark at the Grading Screen.

*Note:* If you change this setting **after** the students submitted their papers, the reports will NOT be created automatically. Students need to resubmit them (just open and save if enough) or ask for assistance to “force” the papers to Turnitin.

- **Student Originality Reports:** This option of assignment creation provides instructors with the ability to control **whether students are allowed to view the Originality Report of their own paper or not**. Change the setting to yes to allow students to see the Originality Report for the assignment. The default setting is no.

- The **Store Student Papers** setting has three options: in the Standard Repository, the institution’s repository, or to not store the papers. If the paper is stored in the “repository” it will be part of the Turnitin database so if anyone use parts of this paper in the future, Turnitin will be able to find this paper as the source.

**You can check if Turnitin is enabled or not at the Grading Summary table, if you open an assignment:**

Turnitin status **Active** - papers are submitted to Turnitin

**Turnitin changed the design of their reports, the new integrated view is called "Feedback studio".**

#### Quick help for feedback studio

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor\\_Guides/Feedback\\_Studio/01\\_Quick\\_Tips\\_for\\_Mastering\\_Feedback\\_Studio](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/01_Quick_Tips_for_Mastering_Feedback_Studio)

Video about feedback studio: <https://www.youtube.com/watch?v=tIKjBzJJe2g>

Typical plagiarism cases: [http://turnitin.com/assets/en\\_us/media/plagiarism\\_spectrum.php](http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php)

## **Other basic, useful fields**

The other options are closed by default, you have to open the menus to see the details.

### **- Grade:**

The default 100 means that you can assign any value to the work of individual students from **0 to 100**. You can change the maximum to a lower value or choose CEU Grading (A-F), Pass/Fail, etc. It is recommended to use the default “simple” grading method. You can gather more information about the advanced methods here:

[http://docs.moodle.org/22/en/Advanced\\_grading\\_methods](http://docs.moodle.org/22/en/Advanced_grading_methods)

**- Blind marking (anonymous grading):** Blind marking hides the identity of students to markers. Blind marking settings will be locked once a submission or grade has been made in relation to this assignment. If you use this option, you will need to “reveal student identities” after the marking is finished.

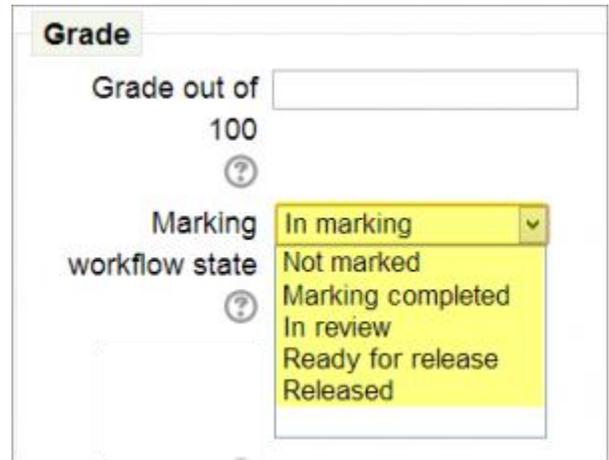
**- Use marking workflow:** When set to Yes, teachers will be able to specify the stage they are at in their grading of individual assignments (as in the screenshot to the right).

One advantage of using marking workflow is that the grades can be hidden from students until they are set to '**Released**', and the other can be useful if a paper will be marked by the cooperation of two or more markers. The actual list of steps are:

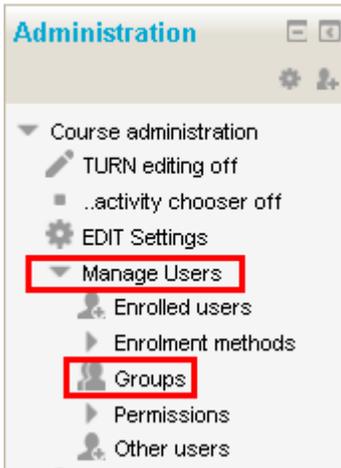
- Not marked (the marker has not yet started)
- In marking (the marker has started but not yet finished)
- Marking completed (the marker has finished but might need to go back for checking/corrections)
- In review (the marking is now with the teacher in charge for quality checking)
- Ready for release (the teacher in charge is satisfied with the marking but wait before giving students access to the marking)
- Released (the student can access the grades/feedback)

***Note:** Their own grades are immediately available for students by default if Marking workflow is not used.*

*Moodle grades are not yet connected to Infosys.*



## Group submission – students submit in groups



If enabled, students will be divided into groups based on the default set of groups or a custom grouping already set up in the course. A group submission will be shared among group members and all members of the group will see the changes to the submission, the feedback, etc.

**Important: Do not use this setting without setting up groups first in the course as the assignment will not work this way!**

**STEP 1.** Go to your course and click on **Manage users**, then **Groups** in the Administration block (menu).

**STEP 2. Create the Groups with the “Create Group” button.** You can manually assign students to the groups (select the group, then click the “add/remove users button, select the users to add to the group) or use the “**Group Choice**” activity to enable them to select their own group.

You can find details about Groups and groupings in the “**Forums**” guide.

New activity: **Group Choice**

This is a separate activity, you just need to fill the mandatory fields and add the maximum number of students allowed in each group. Details:

[https://docs.moodle.org/30/en/Group\\_choice\\_activity](https://docs.moodle.org/30/en/Group_choice_activity)

### - *Submission notifications*

Moodle allows notifications to teachers either when students submit assignments, or when students submit assignments late, or both. This feature notifies markers of the presence of assignments, or provides a reminder to access assignments submitted after the due date. The settings are in the “Notifications” menu. Notify Graders about Submissions / Late Submissions. The first option will notify the graders on any/all submissions made. The second will only send a notification for assignments submitted after the ‘Due Date’.

### **STEP 4. Save and return to course.**

You will see that a link appeared with the name of the assignment. You just have to inform your students about the assignment, then grade / give feedback after the deadline.

**This guide try to cover only the most important options (relevant for most basic users). Please ask assistance about other options you need or check moodle.org.**

[https://docs.moodle.org/28/en/Assignment\\_settings](https://docs.moodle.org/28/en/Assignment_settings)

<https://docs.moodle.org/28/en/Gradebook>

## Grading and feedback - Assignment 'View Submissions' page

### Grading summary

Participants	2
Submitted	1
Needs grading	1
Due date	Tuesday, 12 November 2013, 4:50 PM
Time remaining	Assignment is due
Late submissions	No more submissions accepted

To grade items, click on the **name of the assignment** on the course page (or select it from the “This course” menu at the top). Then, on the middle of the submission page (or at the administration menu), click on the link **View / grade all submissions button**

[View/grade all submissions](#)

A new page (Grading screen) will open that lists all the users in the course along with the submitted assignments and a time stamp indicating when the submission was last modified. You may need to scroll to see all columns for more complicated assignments.

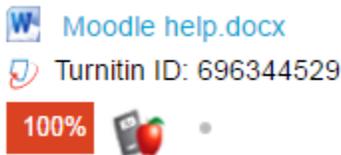
You can change the order of the students if you click on the headings of the appropriate columns.

Select	Picture	First name / Surname	Status	Grade	Edit	Submitted	File submissions	Students' comments	Graded	Feedback comments	Feedback files	Final grade
<input type="checkbox"/>		Test Student	Submitted for grading	Grade this user / 100.00	ER	Tuesday, 9 September 2014, 12:06 PM	e-learning handout_moodle 2.5.1 (1).pdf	Comments (1)			Provide Quick Feedback	

Use Quick Grading

Open the Advanced Grading Menu

Check the Assignment



If **Turnitin** is enabled for this assignment, you will see the Turnitin icons below the submissions.

If the status is “pending”, the report is not ready (yet), if you see a percentage, you can click on it to open the “Originality Report”.

The apple icon opens Gradmark, the feedback facility of Turnitin.

### Quick help for feedback studio

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor\\_Guides/Feedback\\_Studio/01\\_Quick\\_Tips\\_for\\_Mastering\\_Feedback\\_Studio](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/01_Quick_Tips_for_Mastering_Feedback_Studio)

### Troubleshooting for Turnitin

It may happen that the report does not appear, or the status is “pending”. This may be caused by the following reasons:

- It may take **24 hours** for Turnitin to create the report. If a student modifies his submission, Turnitin will always wait 24 hours before the report is done.
- Turnitin can work with most editable file types, but will not work with images, excel or powerpoint files, or low quality PDF files.
- The student has to accept the terms and conditions of Turnitin before she submits her first paper. If it is not done yet (or she selected “not agree”) the report will not be created. The only solution to this if the student accepts the terms and resubmit his paper (the filename needs to be changed).
- The student submitted his paper before the “Enable Turnitin” setting were set to yes. Students need to resubmit them (just open and save if enough) or ask for assistance to “force” the papers to Turnitin.

## **1. Advanced grading**

Click on "**Grade**" beside an individual submission to grade or add feedback for that particular one. On the left side you will find the "Annotator", on the right the advanced grading form.

### **Annotator:**

This function offers an identical tool to Turnitin Gradmark, but for native Moodle assignments (you need to ask students to upload their assignments in simple PDF or MS Word format to utilize this function.)

You can mark / highlight and comment directly to the student paper, and the students will be able to view your feedback.

Help: <https://www.youtube.com/watch?v=dSxxdglCaeE>

### **Form:**

Grade

Grade out of 100

Current grade in gradebook -

Feedback comments

Paragraph **B** *I* [List] [List] [Link] [Unlink] [Image] [Video] [Code]

You can write detailed feedback here.

Path: p

Feedback files

Maximum size for new files: Unlimited

Files

Upload a feedback file

You can drag and drop files here to add them.

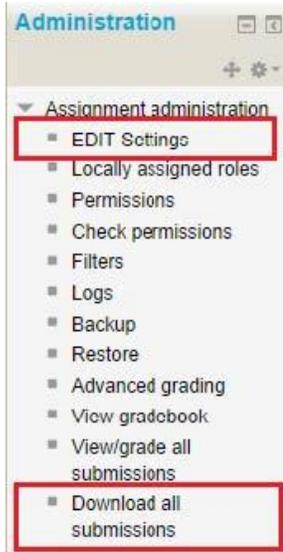
Notify students  Yes **Save changes (if notify students is set to yes, he will get an email/message)**

Cancel

**Note 1.** You can upload and return a file as Feedback to students You can return more than 1 file to the student.

**Note 2.** "Students` comments" enable them to comment their submission, teachers can also use it to answer quick questions.

## 2. Quick grading

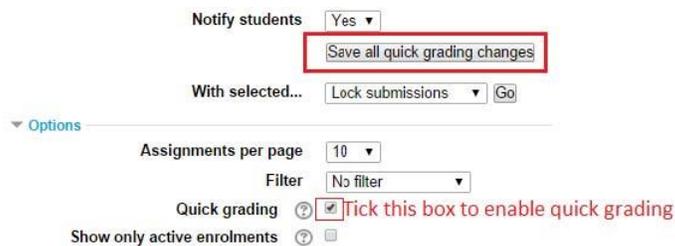


You can use **Quick grading** if the box “**Allow Quick Grading**” at the bottom right side of the page is checked. This feature enables the quick grading of multiple assignments at once and giving quick feedback.

Make sure that you click the "**Save all quick grading changes**" button at the bottom of the page when you are done.

If the "**Notify students**" box is set to “Yes” students will receive an email/message about this.

You may also filter by submissions, change the number of students displayed/page and make other, more advanced mass actions. **You can also download all submissions at once in “administration”.**



### Other Feedback and Grading options

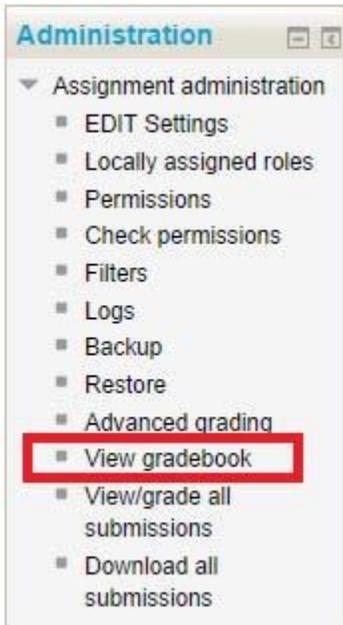
- **Rubrics** are [advanced grading forms](#) used for criteria-based assessment. The rubric consists of a set of criteria. For each criterion, several descriptive levels are provided. A numerical grade is assigned to each of these levels. The rater chooses which level answers/describes the given criterion best. The raw rubric score is calculated as a sum of all criteria grades. The final grade is calculated by comparing the actual score with the worst/best possible score that could be received. <https://docs.moodle.org/28/en/Rubrics>

### - Feedback studio (Feedback with the Turnitin service)

Help: **Quick help for feedback studio**

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor\\_Guides/Feedback\\_Studio/01\\_Quick\\_Tips\\_for\\_Mastering\\_Feedback\\_Studio](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/01_Quick_Tips_for_Mastering_Feedback_Studio)

## How to export all the grades and feedback from Moodle?



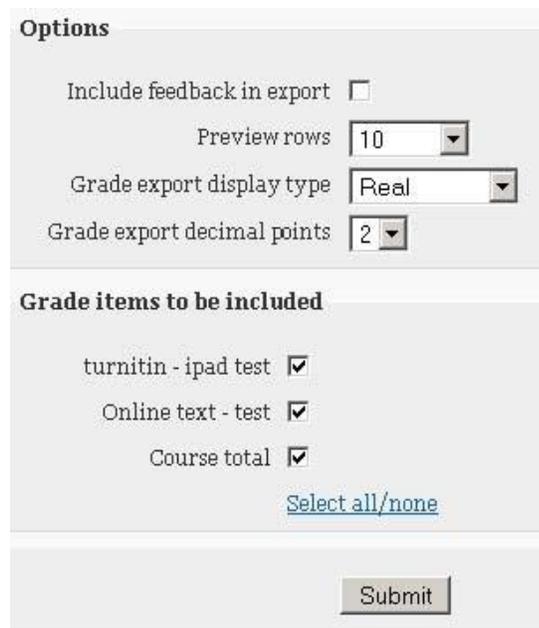
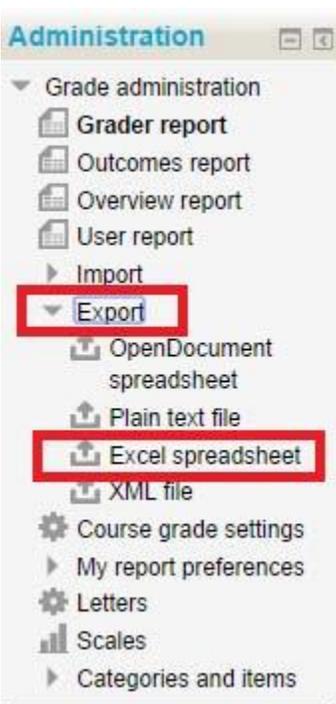
Infosys and Moodle are NOT connected but grades can be easily exported from Moodle in many formats.

**Step 1.** : Go to your course and click on the “**Grades**” link in the Administration block / menu (or “**View Gradebook**” from an assignment)

**Step 2.** : Select “**Export**” and the format (e.g. *Excel spreadsheet*)

**Step 3.** : Change the options if needed then “**Submit**”  
e.g. Select “*include feedback in export*”.

**Step 4.** You will see a preview of the data you are about to save. Click on “**Download**” to save the grades to your computer.

A screenshot of the Moodle Export Options form. The 'Options' section includes: 'Include feedback in export' (checkbox), 'Preview rows' (dropdown menu set to 10), 'Grade export display type' (dropdown menu set to Real), and 'Grade export decimal points' (dropdown menu set to 2). The 'Grade items to be included' section has three checked items: 'turnitin - ipad test', 'Online text - test', and 'Course total'. There is a 'Select all/none' link and a 'Submit' button at the bottom.

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