

Assignments

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General description

With assignment activity, students can submit essays, documents, learning diaries, etc as files. Even video files are accepted.

- A teacher can grade and give individual feedback on assignments.
- Submission are visible to teachers only; (for peer feedback, use [Forum](#) or [Workshop](#) or other [collaboration tools](#))
- Also, group submissions are possible, when [groups are created](#).

ACTIVITIES

 Assignment

Note! You have to use separate assignment activities for individual and group assignments.



Note! if you want to publish students' submissions to other course students, restrict access to course students only. Do not publish without permission.

Video: Adding an assignment (starting 4:30)

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- To see the content list click the up arrow in the bottom middle. For the full-screen view, click the square brackets in the lower right corner

How to: ([moodle.org](#))

- [Using assignments](#)
- [Assignment quick guide](#)
- [Assignment FAQ](#)

Assignment settings

To set up an assignment, click *Turn editing on* click *Add an activity or resource* *Assignment*.

General

- Give a good name to your assignment and a description, what students should do, and how. You can also add files.

Availability

- *Due date* shows in the course calendar. Late submissions are possible.
- After the *cut-off date*, submission is no longer possible.

Submission types

- Students can submit files or editor text (or both). The number of files or words can be limited.
- You can also restrict submission to certain file types.

Feedback types

- You can give individual text feedback or give your feedback with a file.
- You can choose PDF annotation (no longer a default setting after Update summer 2019).

Group submission settings

- submission and grading only once for the small group.
- Groups must be created first, also, use grouping. More info: [Groups and groupings](#)

Notifications

Grade

- points (recommended)
- scales ("yes-no" for accepted-not accepted)
- You can create a [rubric \(advanced grading method\)](#).

Common module settings

Restrict access

Activity completion

How to: (moodle.org)

- [Assignment settings](#)

Grading and giving feedback on assignments

Video: How to grade and give feedback on assignments:

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- To see the content list click the up arrow in the bottom middle. For the full-screen view, click the square brackets in the lower right corner.
- Simple direct grading
- Marking guide
- Rubric

How to give grades at the same time / simultaneously

- a. hide activity column in grader report OR
- b. use workflow in assignment settings

How to use quick grading

How to use feedback files

How to use rubric (grading table)

Tips for grading and giving feedback in an Assignment

- PDF annotation is no longer a default setting in assignment grading. Students' submissions are not automatically converted to PDF files which can make grading quicker. You can choose PDF annotation in assignment settings: *Feedback types Annotate PDF*
- Teachers can record audio feedback in an assignment. Media and other file uploads are now permitted when grading assignments.
- To support "process writing"; students submit a version, get feedback, revise and edit: *Allow another attempt* versions + feedback saved into the submission history
- To give structured feedback easy and fast, use *Rubric*. In Assignment settings, choose *Grading method Rubric* and create a grading table. More info: <https://docs.moodle.org/38/en/Rubrics>
- To publish grades to all students simultaneously, use *Marking workflow*. In Assignment settings, click *Grade Use marking workflow yes*. More info: https://docs.moodle.org/38/en/Assignment_settings#Use_marking_workflow
- To allocate students' submissions to teachers, use *Marking allocation*. In Assignment settings, click *Grade Use marking allocation yes*. More info: https://docs.moodle.org/38/en/Assignment_settings#Use_marking_allocation

Group assignments

How to: (moodle.org)

- [Group submission settings](#)

Case 1. kuvaus

Error in a group assignment?

In a group assignment, you can get error info:

"The setting 'Require group to make submission' is enabled and some users are either not a member of any group, or are a member of more than one group, so are unable to make a submission."

In most cases, this error is because you have Oodi based groups and your own groups not separated in your workspace. You should separate (or "bundle up") your groups with a grouping, and then in an assignment use your grouping (your set of groups). Also, check that all the students are a member of some group.

What to do:

1. click Participants -> click the gear -> click Groups. Open Groupings -tab. Create a Grouping (= give a name to your set of groups, eg "Laboratory groups"). After that, populate the grouping with your groups (like you populated groups with people).

After that

2. Open assignment settings. Choose Group submission settings -> Grouping for student groups choose a grouping.

How to: (moodle.org)