

Module 4

Students assessment: Assignment

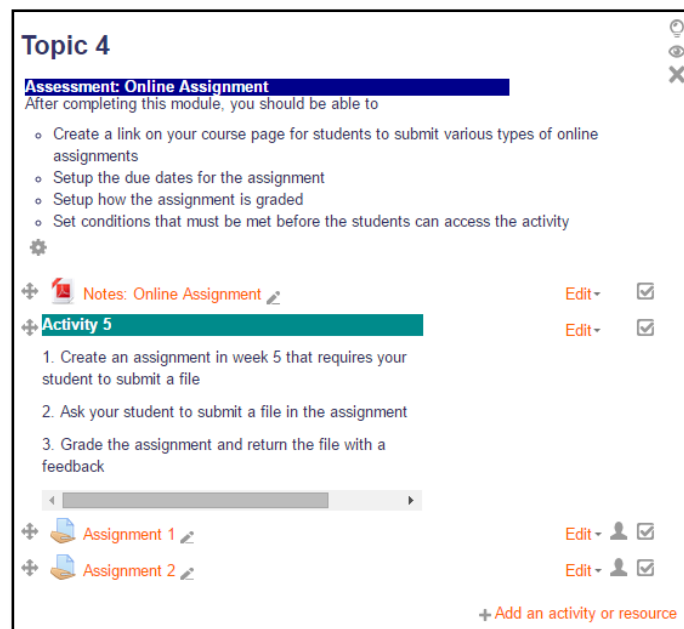
After completing this module, you should be able to

- Create a link on your course page for students to submit various types of online assignments
- Setup the due dates for the assignment
- Setup how the assignment is graded
- Set conditions that must be met before the students can access the activity

Introduction

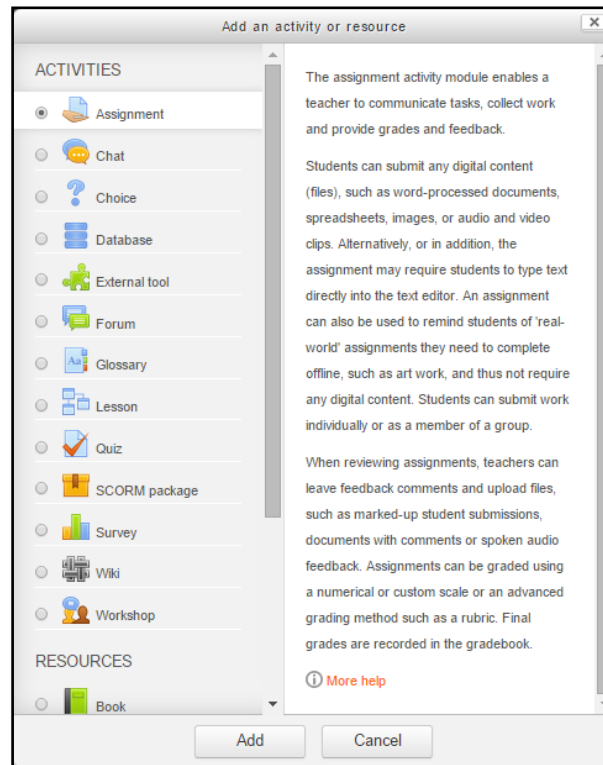
Assignments is an activity module that allows the teacher of a course to specify a task that requires students to prepare digital content (any format) and submit it by uploading it to the server. Typical assignments include essays, projects, reports and so on. This module includes grading facilities.

1. Click on the "Turn editing on" button
2. Click on "Add an activity or resource" selection button in the appropriate week.



The "+Add an activity or resource" menu allows you to add assignments, forums, wiki and more. These differ from resources in that they are interactive; they encourage and in some cases require student participation.

3. There are many options available in the "Add an activity or resource" menu. Select "Assignments" option.



General settings

Here we set the name of the assignment and the complete description (or instructions) about the assignment.

General

Assignment name*

Description

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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.).

Assignment Settings

Here we set when the student can start submitting the assignment and when it is due.

Availability

Allow submissions from ? 13 August 2015 00 00 Enable

Due date ? 20 August 2015 00 00 Enable

Cut-off date ? 13 August 2015 12 15 Enable

Always show description ?

Allow submissions from – If enabled, students will not be able to submit before this date. If disabled, students will be able to start submitting right away.

Due date – This is when the assignment is due. If late submissions are allowed, any assignments submitted after this date are marked as late.

Cut-off date – If enabled, students will not be able submit after the Due Date. If disabled, students will be able to submit assignments after the due date.

Always show description – If disabled, the Assignment Description above will only become visible to students at the "Allow submissions from" date.

Require students click submit button – If enabled, students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system. If this setting is changed from "No" to "Yes" after students have already submitted those submissions will be regarded as final.

Notify graders about submissions – If enabled, graders (usually teachers) receive a message whenever a student submits an assignment, early, on time and late. Message methods are configurable.

Notify graders about late submissions - If enabled, graders (usually teachers) receive a message whenever a student submits an assignment late. Message methods are configurable.

Submission settings

Here we are given the chance to have a significant control over the size and the number of files that the students can upload and what they can or cannot do during and after their assignment is uploaded.

Submission types

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files

Maximum submission size

Online text – If enabled, students are able to type rich text directly into an editor field for their submission.

File submissions – If enabled, students are able to upload one or more files as their submission.

Word limit - If online text submissions are enabled, this is the maximum number of words that each student will be allowed to submit.

Maximum number of uploaded files – If file submissions are enabled, each student will be able to upload up to this number of files for their submission.

Maximum submission size – Files uploaded by students may be up to this size.

Feedback settings

The feedback settings determine whether the teacher will be able to include feedback comments and files after marking the assignment.

Feedback types

Feedback types Feedback comments Offline grading worksheet Feedback files

Comment inline

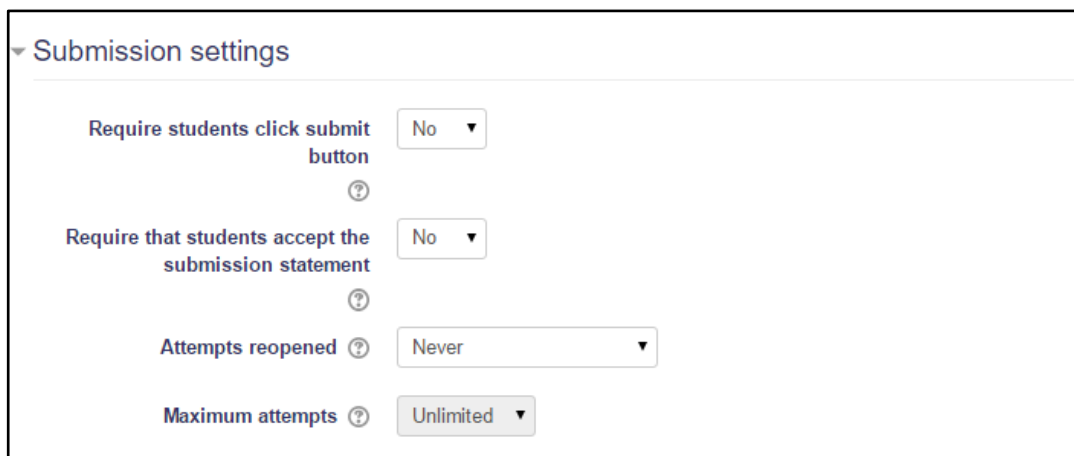
Feedback comments – If enabled, the marker can leave feedback comments for each submission.

Offline grading worksheet – If enabled, the teacher will be able to download and upload a worksheet with student grades when marking the assignments.

Feedback files – If enabled, the teacher will be able to upload files with feedback when marking the assignments. These files may be, but are not limited to marked up student submissions, documents with comments or spoken audio feedback.

Submission settings

In this section we can set assignment submission for individual student.



Submission settings

Require students click submit button

Require that students accept the submission statement

Attempts reopened

Maximum attempts

Require students click submit button – If enabled, students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system. If this setting is changed from "No" to "Yes" after students have already submitted those submissions will be regarded as final.

Require that students accept the submission statement – If enabled, require that students accept the submission statement for all submissions to this assignment.

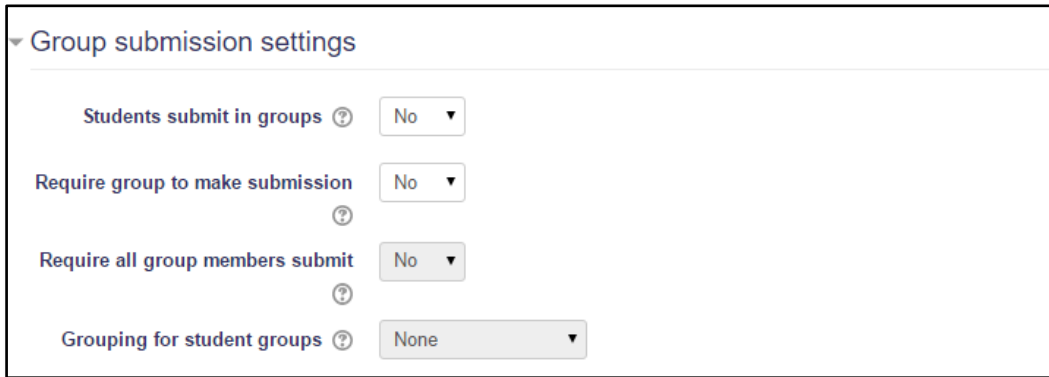
Attempts reopened – Determines how student submission attempts are reopened. The available options are:

- Never - The student submission cannot be reopened.
- Manually - The student submission can be reopened by a teacher.
- Automatically until pass - The student submission is automatically reopened until the student achieves the grade to pass value set in the Gradebook (Categories and items section) for this assignment.

Maximum attempts – The maximum number of submissions attempts that can be made by a student. After this number of attempts has been made the student's submission will not be able to be reopened.

Group submission settings

In this section we can set assignment submission for group of students.



▼ Group submission settings

Students submit in groups ? No ▼

Require group to make submission ? No ▼

Require all group members submit ? No ▼

Grouping for student groups ? None ▼

Students submit in groups – If enabled students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each others changes to the submission.

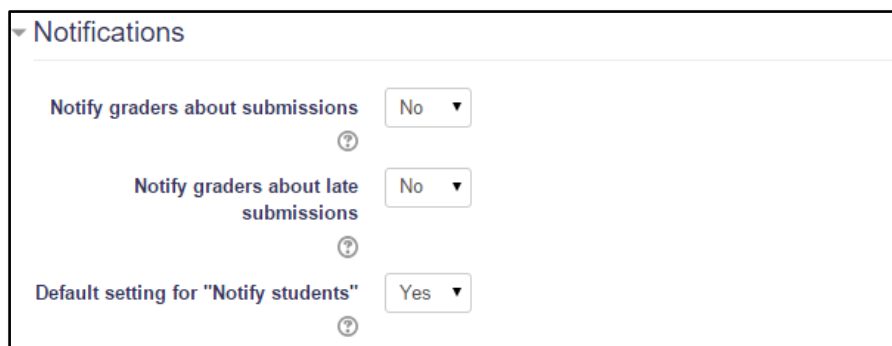
Require group to make submission – If enabled, users who are not members of a group will be unable to make submissions.

Require all group members submit – If enabled, all members of the student group must click the submit button for this assignment before the group submission will be considered as submitted. If disabled, the group submission will be considered as submitted as soon as any member of the student group clicks the submit button.

Grouping for student groups – This is the grouping that the assignment will use to find groups for student groups. If not set - the default set of groups will be used.

Notifications

In this section we can set notification for student.



▼ Notifications

Notify graders about submissions ? No ▼

Notify graders about late submissions ? No ▼

Default setting for "Notify students" ? Yes ▼

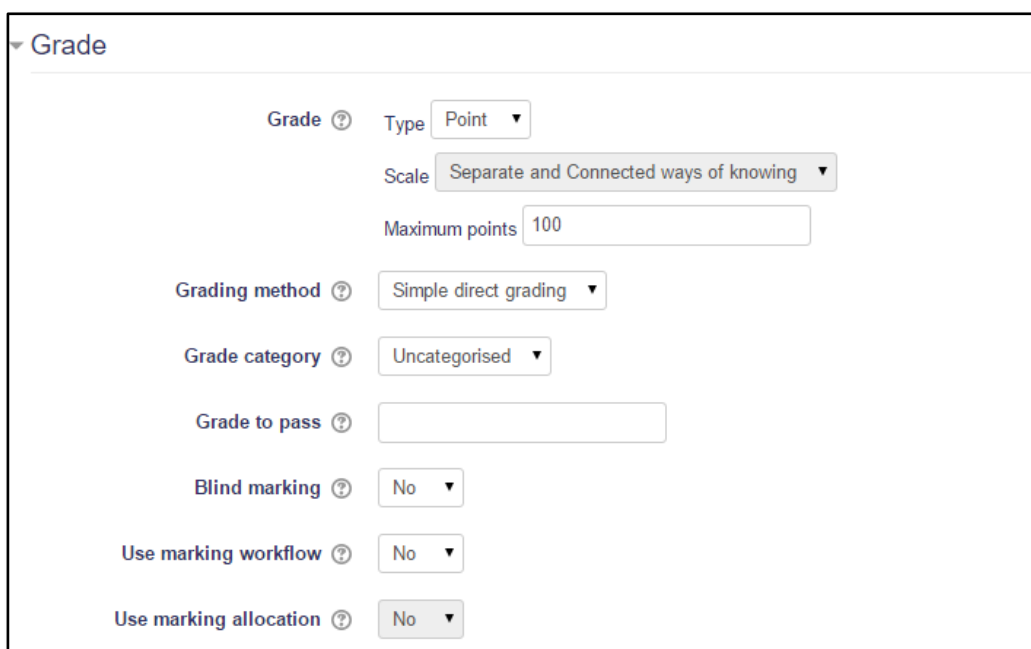
Notify grades about submissions – If enabled, graders (usually teachers) receive a message whenever a student submits an assignment, early, on time and late. Message methods are configurable.

Notify grades about late submissions – If enabled, graders (usually teachers) receive a message whenever a student submits an assignment late. Message methods are configurable.

Default setting for “Notify students” – Set the default value for the "Notify students" checkbox on the grading form.

Grade

In this section we can set the maximum grade for this assignment and the grading method.



The screenshot shows a configuration panel titled "Grade". It contains the following settings:

- Grade** (with a help icon):
 - Type: Point (dropdown)
 - Scale: Separate and Connected ways of knowing (dropdown)
 - Maximum points: 100 (text input)
- Grading method** (with a help icon): Simple direct grading (dropdown)
- Grade category** (with a help icon): Uncategorised (dropdown)
- Grade to pass** (with a help icon): (empty text input)
- Blind marking** (with a help icon): No (dropdown)
- Use marking workflow** (with a help icon): No (dropdown)
- Use marking allocation** (with a help icon): No (dropdown)

Grade – Select the type of grading used for this activity. If "scale" is chosen, you can then choose the scale from the "scale" dropdown. If using "point" grading, you can then enter the maximum grade available for this activity.

Grading method – Choose the advanced grading method that should be used for calculating grades in the given context. To disable advanced grading and switch back to the default grading mechanism, choose 'Simple direct grading'.

Grade category – This setting controls the category in which this activity's grades are placed in the gradebook.

Grade to pass – This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.

Blind marking – Blind marking hides the identity of students from markers. Blind marking settings will be locked once a submission or grade has been made in relation to this assignment.

Use marking workflow – If enabled, marks will go through a series of workflow stages before being released to students. This allows for multiple rounds of marking and allows marks to be released to all students at the same time.

Use marking allocation – If enabled together with marking workflow, markers can be allocated to particular students.

Common Module settings

The last two 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.

The screenshot shows the 'Common module settings' section of a software interface. It contains the following elements:

- Visible:** A dropdown menu currently set to 'Show'.
- ID number:** A text input field with a question mark icon to its left.
- Group mode:** A dropdown menu currently set to 'No groups'.
- Grouping:** A dropdown menu currently set to 'None'.
- Add group/grouping access restriction:** A button located below the other settings.

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).

ID number – Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank. The ID number can also be set in the gradebook, though it can only be edited on the activity settings page.

Group mode – This setting has 3 options:

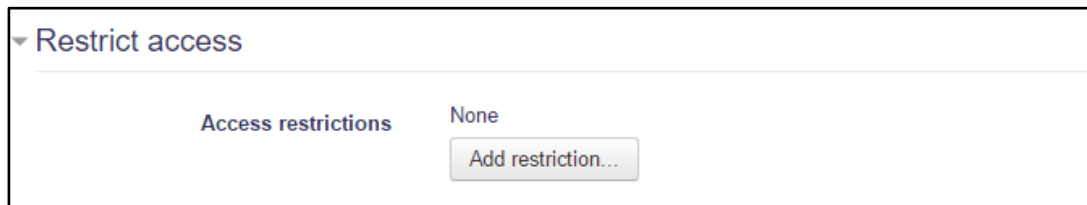
- No groups - There are no sub groups, everyone is part of one big community
- Separate groups - Each group member can only see their own group, others are invisible
- Visible groups - Each group member works in their own group, but can also see other groups

Grouping – A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.

The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode, though if the group mode is forced at course level, the group mode setting for each activity is ignored.

Restrict Access

This section allows you to set when students can access the assignment via the link on the course page. You can also set conditions that have to be met before the students are allowed to access the activity.



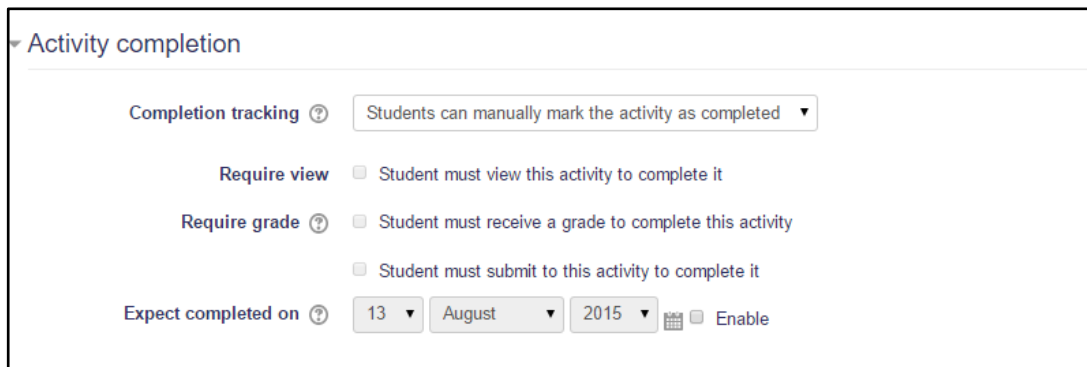
▼ Restrict access

Access restrictions None

Add restriction...

Activity completion

In this section we can set activity completion for student.



▼ Activity completion

Completion tracking ⓘ Students can manually mark the activity as completed ▼

Require view Student must view this activity to complete it

Require grade ⓘ Student must receive a grade to complete this activity

Student must submit to this activity to complete it

Expect completed on ⓘ 13 ▼ August ▼ 2015 ▼ Enable

Completion tracking – If enabled, activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.

A tick next to the activity name on the course page indicates when the activity is complete

Require grade – If enabled, the activity is considered complete when a student receives a grade. Pass and fail icons may be displayed if a pass grade for the activity has been set.

Expect completed on – This setting specifies the date when the activity is expected to be completed. The date is not shown to students and is only displayed in the activity completion report.