

Assignments

Assignments, sometimes called drop boxes, are repositories for student submissions. Students can submit files or online text, and instructors have a variety of options to customize their assignments in Moodle.

Assignment name*

Unit 2 Dropbox (Assignment)

Description

Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Video icon] [File icon]

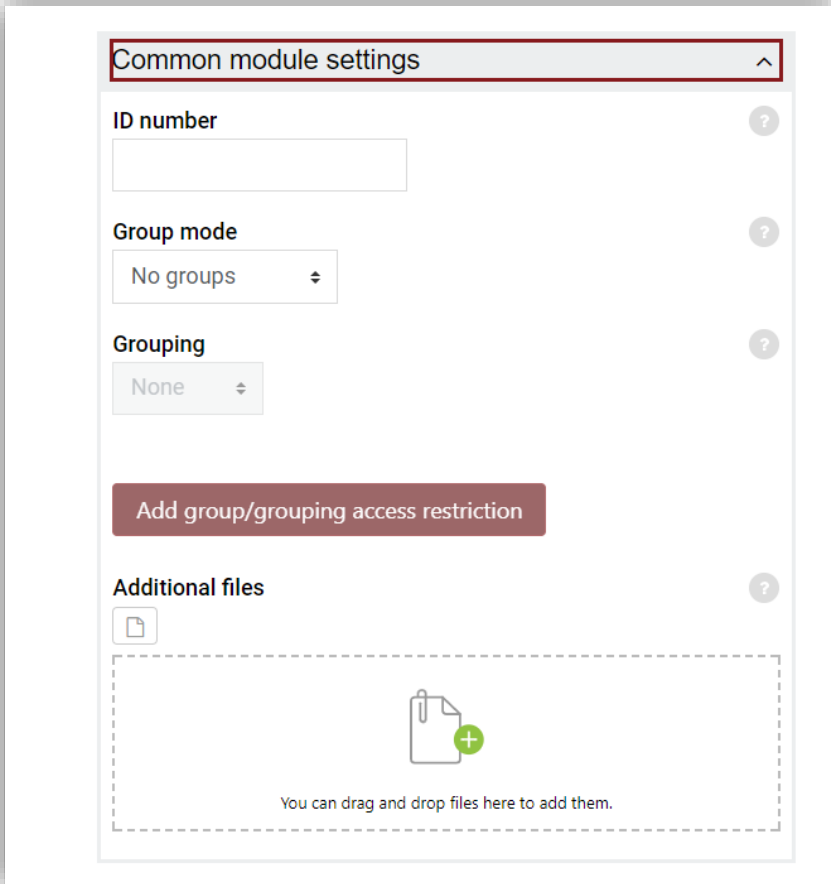
[Undo] [Redo] U ~~S~~ X₂ X² [Text alignment icons] [Color icon] [Background color icon] [Text color icon]

Font family Font size [Code icon] [Table icon] [Table border icon] [Table border style icon] [Table border width icon] [Table border height icon] [Table border color icon] [Table border style icon] [Table border width icon] [Table border height icon] [Table border color icon]

Please summarize Unit 2. Submit either one picture or 1000 words.

Path: p

Additional files students may need to complete the assignment, such as answer templates or example submissions, can be added from the assignment's settings page. They can be added via the **Common module settings** area of the assignment set up page.



Common module settings ^

ID number ?

Group mode ?

No groups

Grouping ?

None

Add group/grouping access restriction

Additional files ?


You can drag and drop files here to add them.

Availability

Availability ^


Allow submissions from ?

15 ⇅ December ⇅ 2017 ⇅ 12 ⇅

35 ⇅  Enable


Cut-off date ?

15 ⇅ December ⇅ 2017 ⇅ 12 ⇅

35 ⇅  Enable

Remind me to grade by ?

15 ⇅ December ⇅ 2017 ⇅ 12 ⇅

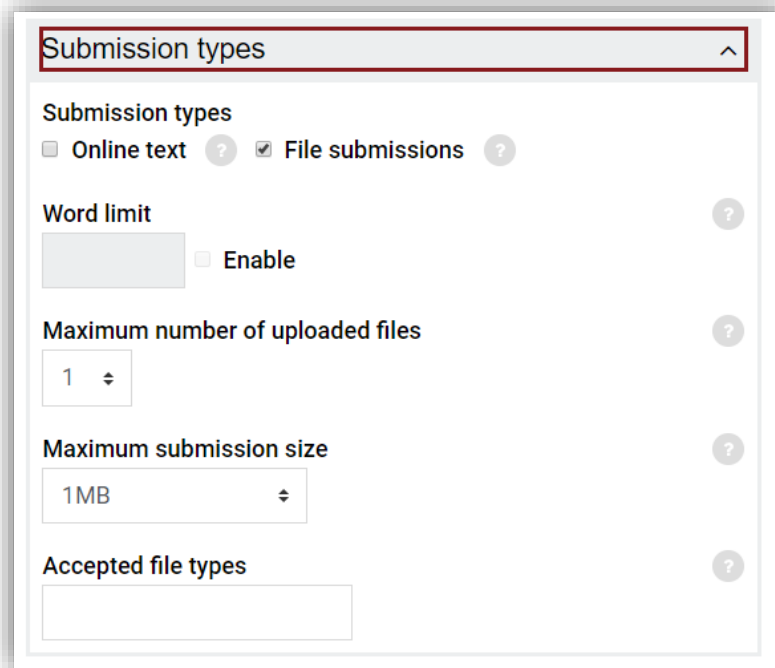
35 ⇅  Enable

Always show description ?

Cut-off date: If enabled, students will not be able to send their assignment beyond the date and/or time, as the button for doing so will no longer be displayed. **Note:** An extension can be granted by going to the class assignment grading screen, selecting the **Edit** link in the edit column, and choosing **grant extension** for a student.

Remind me to grade by: This is a date by which the marking of submissions should be completed. This helps prioritize dashboard notifications for instructors.

Submission Types



The screenshot shows the 'Submission types' configuration window in Moodle. At the top, there is a title bar with the text 'Submission types' and an upward-pointing arrow. Below the title bar, the main content area is titled 'Submission types'. It contains several settings: 'Submission types' with two radio buttons, 'Online text' (unchecked) and 'File submissions' (checked); 'Word limit' with a text input field (empty) and an 'Enable' checkbox (unchecked); 'Maximum number of uploaded files' with a dropdown menu set to '1'; 'Maximum submission size' with a dropdown menu set to '1MB'; and 'Accepted file types' with an empty text input field. Each setting has a question mark icon to its right.

Online text: Provides a text editor box where students can type in text and submit that text for the assignment. Online text submissions are useful because you can read them from within Moodle instead of opening an attachment.

File submissions: Used if you want to allow students to upload one or more files.

Word Limit: If students are submitting assignments through the online text editor, this sets the maximum number of words the student is allowed to submit.

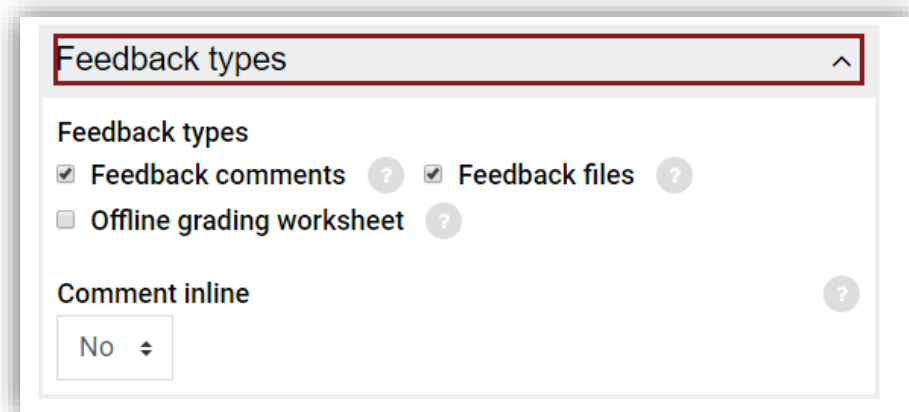
Maximum number of uploaded files: Used to limit the amount of files students can upload. Increasing this to two or three accounts for students accidentally uploading the wrong file.

Maximum submission size: Used to limit the sizes of files students can upload. If students will be submitting anything other than text files or word documents, make sure to use the Course upload limit (50MB).

Accepted file types: Accepted file types can be restricted by entering the desired type of files separated by a comma. If the field is left empty, all file types are accepted.

NOTE: Students may need assistance with saving files in the desired file type. Instructions for students on how to save files as another file type can be found at <http://www.okcc.edu/onlineresources/kb/Files.pdf>

Feedback Types



The screenshot shows a configuration window titled "Feedback types" with a collapse arrow in the top right. The window contains the following settings:

- Feedback types**
 - Feedback comments ?
 - Feedback files ?
 - Offline grading worksheet ?
- Comment inline** ?
 - No ⇅

Feedback comments: If enabled, instructors will be able to leave feedback comments for each submission.

Feedback files: If enabled, instructors will be able to upload files with feedback when grading the assignments.

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

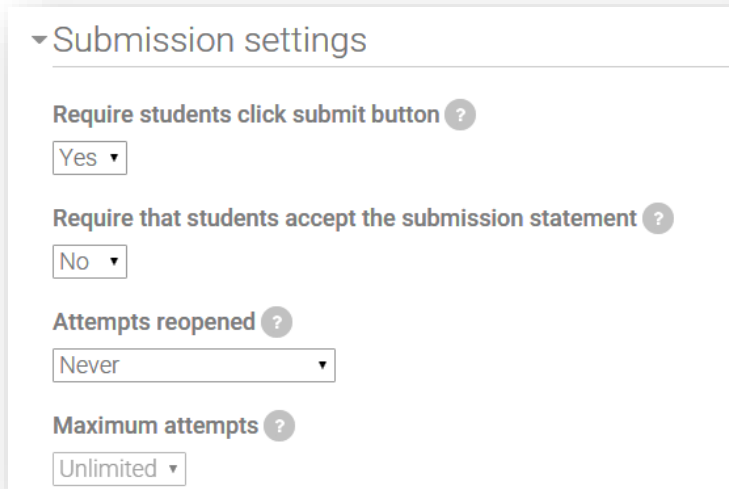
Comment inline: If enabled, the students' text will be copied into the feedback field for easier in-line commenting or editing.

NOTE

Annotating PDF Files

If students submit PDF files, they can be annotated within Moodle on the Submission page and will be returned to the student as a feedback file.

Submission Settings



▼ Submission settings

Require students click submit button ?
Yes ▼

Require that students accept the submission statement ?
No ▼

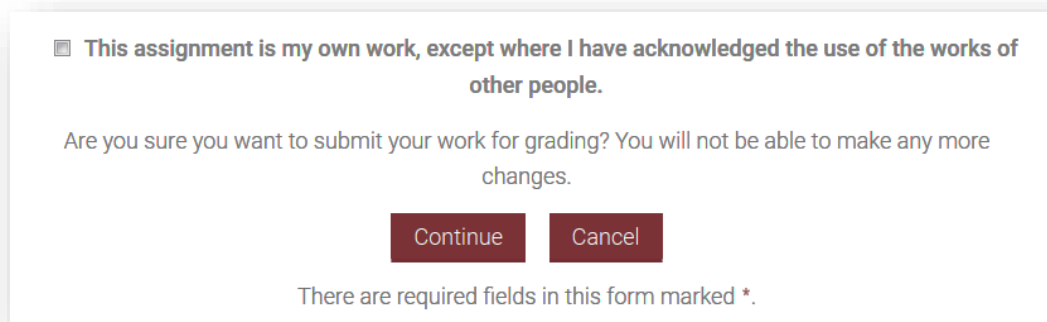
Attempts reopened ?
Never ▼

Maximum attempts ?
Unlimited ▼

Require students click submit button: Students are able to upload drafts of the assignment before submitting their final version.

Teaching Tip: This feature is not recommended unless students are working in groups on the file to be submitted. If students do not use the **Submit** button, you will not be able to access the document.

Require that students accept the submission statement: Requires that students accept the submission statement for all submissions to this assignment. **Note:** If this is enabled, students will receive the following message before submitting their final version.



This assignment is my own work, except where I have acknowledged the use of the works of other people.

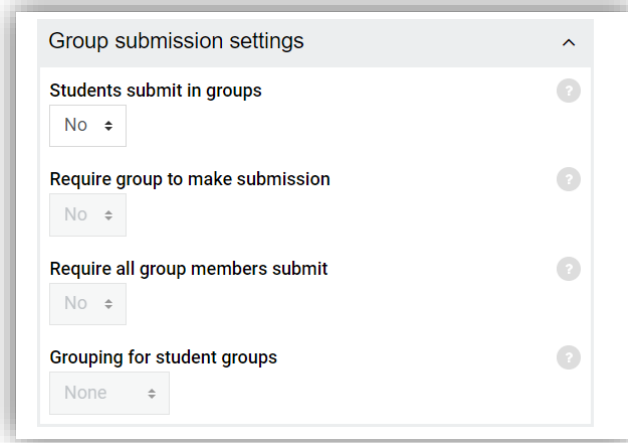
Are you sure you want to submit your work for grading? You will not be able to make any more changes.

There are required fields in this form marked *.

Attempts reopened: Allows instructors to select how student submission attempts are reopened – **Never, Manually** by instructor, or **Automatically until pass** once a certain grade is achieved.

Maximum attempts: Allows instructors to select if a student is allowed to resubmit and how many times they can resubmit before they are no longer allowed to do so. (**Note:** If **Automatically until pass** is selected and a student has to keep attempting until they get a passing grade, the instructor might decide that five attempts is enough even though they have not received a passing grade.)

Group Submission Settings



The screenshot shows a settings panel titled "Group submission settings" with a collapse arrow (^) in the top right. It contains four settings, each with a dropdown menu and a help icon (?):

- Students submit in groups:** Set to "No".
- Require group to make submission:** Set to "No".
- Require all group members submit:** Set to "No".
- Grouping for student groups:** Set to "None".

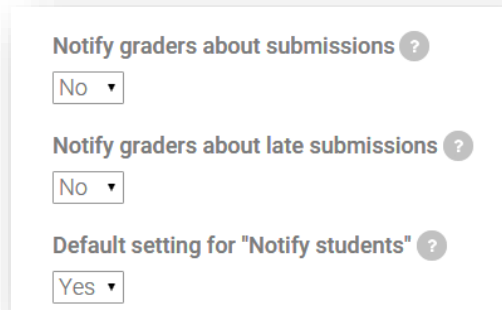
Students submit in groups: If enabled, students will be able to collaborate on an assignment. They will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each other's changes to the submission.

Require group to make submission: If this is marked as yes, a student will not be able to make a submission to this assignment unless he/she is a member of a group.

Require all group members submit: If enabled, all members of the student group must use 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 uses 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



Notify graders about submissions ?
No ▾

Notify graders about late submissions ?
No ▾

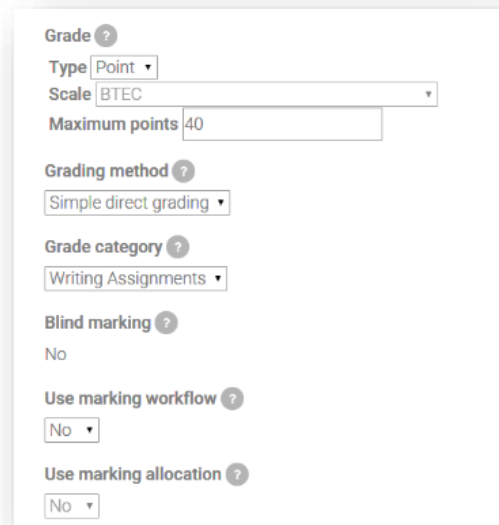
Default setting for "Notify students" ?
Yes ▾

Notify graders about submissions: If enabled, instructors are emailed every time a file has been submitted.

Notify graders about late submissions: If enabled, instructors are emailed every time a student submits an assignment late.

Default setting for "Notify Students": If enabled, the grading form for this assignment will automatically be set to notify students when their assignment has been graded.

Grade



The screenshot shows a form for configuring assignment grading settings. It includes fields for 'Grade' (with a help icon), 'Type' (set to 'Point'), 'Scale' (set to 'BTEC'), and 'Maximum points' (set to '40'). Below these are sections for 'Grading method' (set to 'Simple direct grading'), 'Grade category' (set to 'Writing Assignments'), 'Blind marking' (set to 'No'), 'Use marking workflow' (set to 'No'), and 'Use marking allocation' (set to 'No'). Each section has a help icon.

Grade: Choose between a point system or a scale for grading this assignment.

Grading Method: If a Grading Method other than Marking guide is desired, please contact the CLT at 405-682-7838 for assistance.

Grade Category: Choose the gradebook category for this item.

Blind marking: Blind marking hides the identity of students to graders. Blind marking settings will be locked once a submission or grade has been made in relation to this assignment. **Note:** This is not totally blind marking because you can reveal students' identities in the assignment settings and you can work out identities from logs.

Use marking workflow: Allows use of Marking Workflow settings to stage grading process and control when grades are released to students.

Use marking allocation: Allows grading responsibilities to be assigned among instructors in the course.