CENTER FOR
LEARNING
& TEACHING

Creating an Assignment (Dropbox)
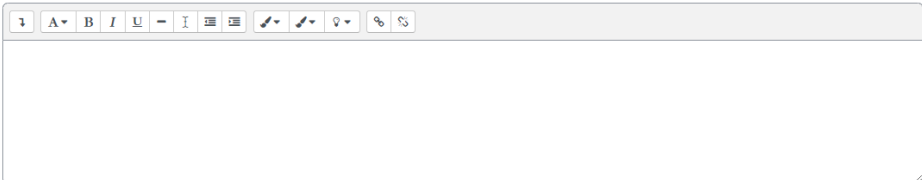
Table of Contents

Assignments

Assignments, sometimes called drop boxes, are repositories for student submissions. Students can submit files or online text, and instructors have various options to customize their assignments in Moodle. To begin, add the **Assignment name**, **description**, and **Activity instructions** to the General description area
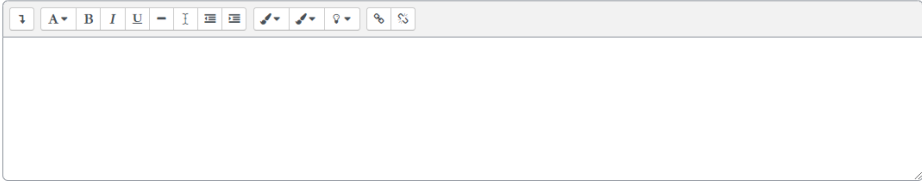
Additional files students may need to complete the assignment, such as answer templates or example submissions, can also be added to this section.
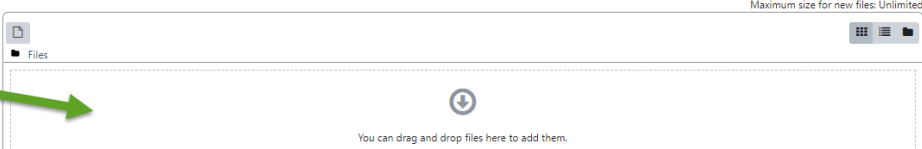

Availability

Cut-off date: If enabled, students cannot 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

Online text: Provides a text editor box where students can type in text and submit that text for the assignment. Online text submissions are helpful 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 submit 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 number 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 submit anything other than text files or word documents, 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.

Feedback Types

Feedback comments: If enabled, instructors can leave feedback comments for each submission.

Feedback files: If enabled, instructors can upload files with feedback when grading the assignments.

Offline grading worksheet: If enabled, instructors can 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

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

> **Teaching Tip**: This feature is not recommended unless students work in groups on submitting the file. Students cannot access the document if they do not use the Submit button.

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.
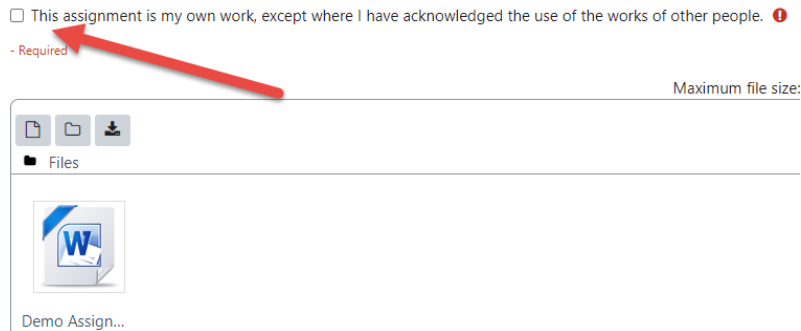

Attempts reopened: Allows instructors to select how student submission attempts are reopened – **Never**, **Manually** by the instructor, or **Automatically until pass** once a specific grade is achieved.

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

Group Submission Settings

Students submit in groups: Students can collaborate on an assignment if enabled. 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 student group members must use the submit button for this assignment before the group submission is considered as submitted. If disabled, the group submission will be considered as submitted as soon as any student group member 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: 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 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

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

Grading Method: If a Grading Method other than the 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 from 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 work out identities from logs.

Use marking workflow: Allows Marking Workflow settings to stage the grading process and control when students receive grades.

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