

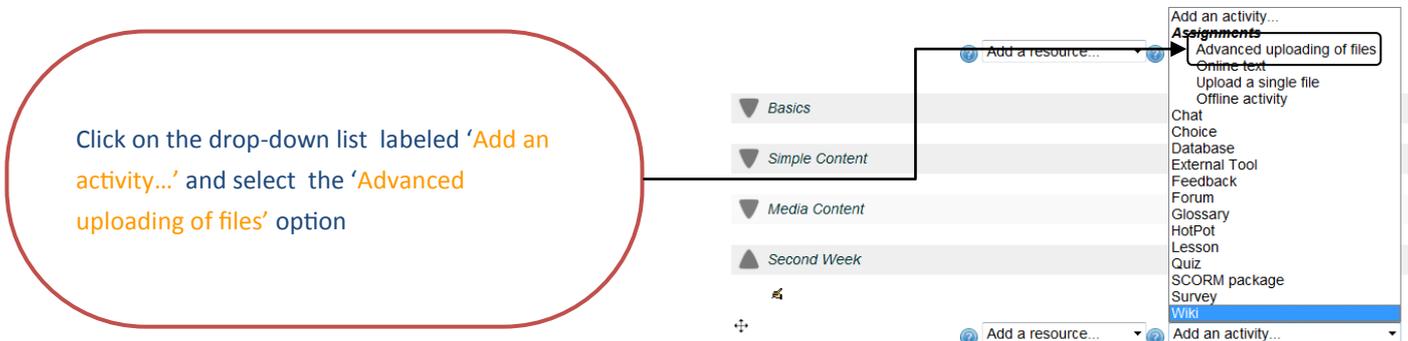
Adding An Assignment Submission Point

The most flexible type of assignment is the Advanced uploading of files option. This allows multiple file submission, allowing students to type a message alongside their submission and the ability to return a file as feedback.

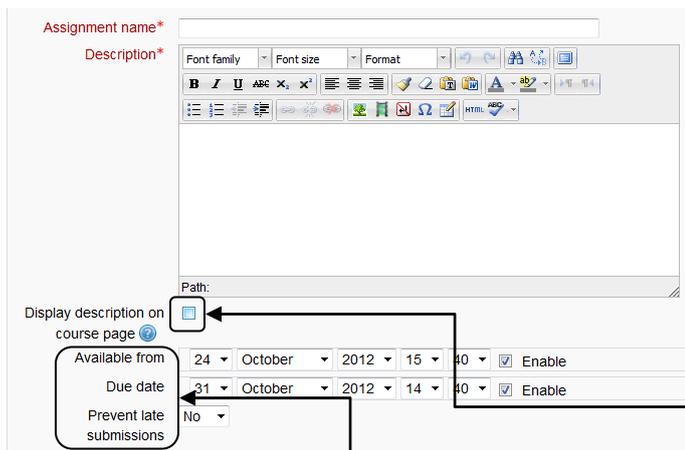


Go to the course where you want to add the assignment submission point. Click on the 'Turn editing on' button (top right of the screen)

Decide on the section where you want your assignment to appear.



This will open the 'Add an Assignment' window.



You must enter a name for the assignment, this is the text that will appear in the link to the Assignment submission point and should be meaningful to students.

You must enter a description for the assignment. This should typically tell the students, briefly, what the assignment is for and what is expected of them. It is recommended that if you have an assignment brief this is added as a separate 'File' (covered in another InfoSheet)

To display the description on the course page tick the box under the description field

The 'Available from' setting prevents the student from submitting before the date and time shown. It does not hide the assignment from the student.

The 'Due date' prevents the student from submitting after the date and time shown, unless 'Prevent late submissions' is set to No, when submissions are allowed after the due date but marked as late.

You can choose a grade, either a number (1-100) or text scale e.g. Pass/Refer.

N.B. You do not need to set a grade and can simply use the submission point to collect assignments and/or provide feedback.

Grade

Grade	100
Grading method	Simple direct grading
Grade category	Uncategorised

Advanced uploading of files

Maximum size	75MB
Allow deleting	Yes
Maximum number of uploaded files	3
Allow notes	No
Hide description before available date	No
Email alerts to teachers	No
Enable "Send for marking" button	Yes

Finally scroll down to the bottom of the page and click on the 'Save and return to course' button.

You can safely ignore the other advanced options on the page, these will be explained in more detail in a later Info-Sheet.

Return to your course and 'Turn editing off'.

Finally decide on a number of options, e.g.

A maximum file size for each submission

If you would like the student to be able to delete uploaded files at any time before finally submitting

How many files you want the students to be able to submit

If you would like to be sent an e-mail when a student submits

It is recommended that you always enable the 'Send for marking' button

Save and return to course Save and display Cancel