



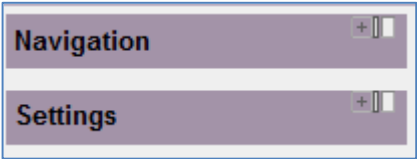

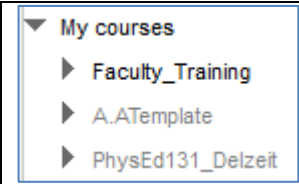




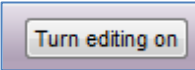
LATTC Faculty Technology Training Tutorial

Moodle 2 Assignments

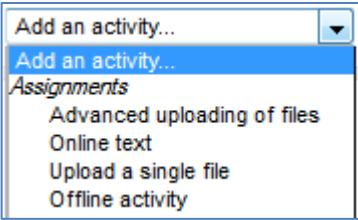
	<p>This tutorial begins with the instructor already logged into Moodle 2.</p> <p>http://moodle.lattc.edu/</p> <p>Faculty login id is same as email login id. Student login username is student ID number.</p>
	<p>The navigation menu is shown to the left with options to click on My Home, Site Pages, My Profile and My courses. When a user clicks on My Home, they go to their personal dashboard showing their courses and recent activity. When you click on My Courses, the courses to which you are enrolled as student, non-editing teacher or teacher will be displayed in the navigation menu. Clicking on the links will display items lower in the structure and clicking on it a second time collapses the list.</p>
<p>a)  b) </p> <p>1. </p>	<p>The upper right corner of the navigation menu has a central bar that divides the hide/show option on the left and the command to dock the menu on the right. Notice the difference between image a) and b) to the left. Image a) has a minus sign and matches the Navigation menu image above it. That indicates the Navigation menu displays items.</p> <p>Clicking on the minus sign hides the list of items and the right corner turns to a + sign. See image c) for two collapsed menus.</p> <p>Each of the menus that appear on the left and right of the center primary Moodle window operate in the same fashion.</p>
	<p>Clicking on the right white rectangle docks the menu, which means it collapses and turns on its side and moves to the far left of the screen. To undock the menu, click on it once to reveal the white rectangle and then click on the white rectangle.</p>



Go to your class by either clicking on **My Home** or **My Courses** or then by clicking on your course. If the course name appears in dark letters, the course is available to students. If the course name appears in light colored letters, the course is not available to students but is available to teachers.

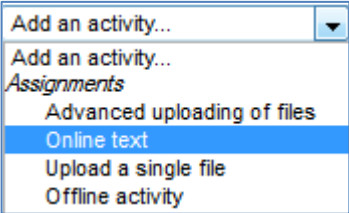


Once inside your class, click the **Turn Editing On** button in the upper right hand corner. This reveals the icons and menu options to add different types of assignments.



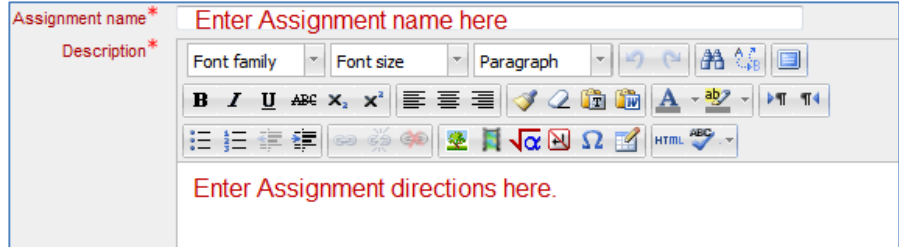
To create an assignment, you first click on the Add An Activity drop down menu to reveal the different types of assignments you can select.

1. Advanced Uploading of files allows the student to upload multiple files and add notes.
2. Online text assignments have the student enter text into a box.
3. Upload a single file type of assignment asks the student to upload one file.
4. Offline Activity assignments do not ask the student to enter any information but provide an opportunity for the teacher to enter scores into the grade book.
5. Coming in the near future will be the Mahara Assignment type. A new tutorial will be written to cover how to use it.



The Online Text assignment is the most common and the easiest for the student to do. To create one of these assignments, choose it from the drop down menu as shown to the left.

Online Assignment Example



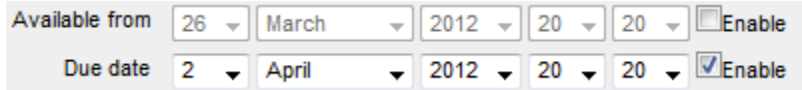
Enter the assignment name and directions in the top two boxes in the form.

BEST PRACTICES

When you create assignments, you want to provide the students with as much information as possible so they have few, if any, questions about what you want. Include the following whenever you can:

- 1. Give the assignment goals and/or objectives.
- 2. Name the resources the student is to use to complete the assignment and when possible, link directly to those resources online or within Moodle.
- 3. Give step-by-step directions for the student to follow.
- 4. Give a format for the student to follow. This helps the instructor read and grade the assignment and helps the student recognize if meeting the expectations.
- 5. Provide a rubric or detail of how the grading will be done. Include overall scoring and scoring of individual components.

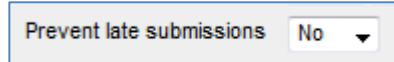
Assignment Dates



Available from 26 March 2012 20:20 Enable
Due date 2 April 2012 20:20 Enable

Assignment dates can be enabled or disabled by checking the box to the right. You can enter day, month, year, hour, and minute it is available to students and when it is due. **The assignment due date, when enabled, is automatically entered into the calendar.**

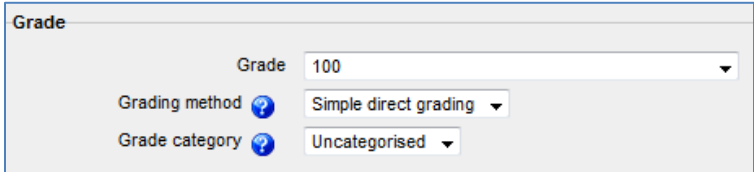
Handling Late Submissions



Prevent late submissions No

You have the option to electronically prevent students from submitting assignments after the due date set above. Just use the drop down menu to select YES or use the default setting of NO.

Grade Settings



Grade 100
Grading method Simple direct grading
Grade category Uncategorised

The drop down menu next to the work Grade allows you to select the type of grade and if you want to use points, the maximum number of points that can be given. The grading method allows simple direct grading (the awarding of points) or the use of a rubric. [See the video on how to use the rubric option.](#)

The grade category will display categories you previously added to the gradebook. If you have not added any, the only category will be the default Uncategorized.

Online Text Options

The screenshot shows the 'Online text' settings in Moodle. It includes three options, each with a help icon and a dropdown menu set to 'No':
- Allow resubmitting: No
- Email alerts to teachers: No
- Comment inline: No

The online text options allow the student to resubmit their work or not. There are advantages to allowing the student to save, correct and resubmit. This is especially true if they don't copy and paste from a Word doc and are slow typers.

The next option tells Moodle to send the teacher an email every time a student submits work to be graded. This can be set to NOT send the email. The Comment inline option when turned to YES, creates a copy of the student work in the teacher comments box. Then the teacher can use strike-through editing features, insert comments between text, and even color text to provide specific feedback to a student.

If the comment inline is set to YES, once the teacher grades the work and allows the student to correct and resubmit, the original submission remains in the top box, while the student submission below can be totally changed. If a lesson asks the student to submit for grading and then to revise and resubmit, there are definite advantages to having Comment Inline set to YES.

Common Module Settings

The screenshot shows the 'Common module settings' in Moodle. It includes three settings:
- Group mode: No groups (dropdown)
- Visible: Show (dropdown)
- ID number: (text input field)

The common module settings allow the assignment to be set to group mode and type of group mode. It can be set to be seen or hidden from students. The ID number can be set for use with the ELIS program.

Individual Learning Paths through Access Restriction Settings

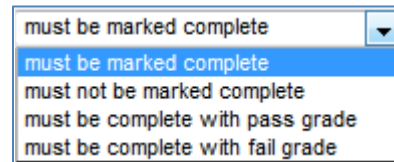
The screenshot shows the 'Restrict access' settings in Moodle. It includes several options:
- Allow access from: 26, March, 2012, 00, 00, Enable
- Allow access until: 26, March, 2012, 00, 00, Enable
- Grade condition: (none), must be at least [] % and less than [] %
- Activity completion condition: (none), must be marked complete
- Before activity can be accessed: Show activity greyed-out, with restriction information

Individualized learning paths can be set by settings when a student can access an assignment, a resource, or a quiz. Each activity and resource has this common setting in Moodle 2.

Dates – can be set to allow access FROM or UNTIL.

Grade conditions can be set for PREVIOUS resources or activities that were marked for completion previously. The grade conditions can include a Course Total or an Assignment or a Quiz percentage range.

Activity completion conditions can be set for previously determined activities that were completed or even resources that were marked completed. Completion options include:



and are set for each completion item set. Multiple completion items can be set, including resources and activities.

Visibility - Lastly, the assignment can be set to be visible with completion criteria shown, but the activity is not available. It can also be set to be completely hidden until the criteria is met. In one instance, an assignment can be set as an additional help to learn skills before moving forward. In another instance, criteria ensures that a previous lesson is mastered before moving to the next assignment.

<p>Individual Learning Paths through Activity Completion Settings</p>	<div data-bbox="667 175 1629 423" data-label="Form"> </div> <p data-bbox="1646 175 1856 435">Completion tracking works with the access restrictions and must be set BEFORE access restrictions can</p> <p data-bbox="667 448 1839 516">be set on another activity. Completion tracking can be set by the student or can be turned off completely in the top drop down menu.</p> <p data-bbox="667 542 1864 646">Completion can be met when the student views the activity or submits it or receives a grade. The Expected Completion date does not impact the assignment due date and is displayed nowhere except in this menu.</p>
<p>Save and Display or Save and Return to course.</p>	<p>Once you have completed all of the settings for the assignment you can save and display it or save and return to the Moodle course home page.</p>
<p>Offline Assignment</p>	<p>The offline assignment type follows all of the directions and best practices for the Online Text assignment, except the student will not submit anything to the instructor. The instructor can enter grades into the gradebook. This can be used when students submit work in class, participate in a field trip or lab project, or do an oral presentation.</p>
<p>Upload a Single File Assignment</p>	<p>All of the Online Text assignment directions apply for the upload a single file type of assignment with the exception of details for the file upload.</p> <ol data-bbox="716 1084 1856 1308" style="list-style-type: none"> 1. It is recommended that directions be included about the TYPE OF FILE that you want the students to upload. Do you want a .doc or .docx or .PDF or .rtf or .ppt or something else? Please be specific so you know you can open the type of file that is submitted to you. 2. Upload file size. The default upload file size limit is 1 MB but you can use the drop down menu to select a size less or up to the course limit of 65 MB.

Advanced Uploading of Files Assignment

In the Advanced Uploading of Files you will follow the general directions listed for the Online Text Assignment and the Upload a Single File Assignment with a few additional options.

1. You can set the number of files to upload between 1 and 20.
2. You can allow the student to delete any of the individual files.
3. You can allow an online text notes area.
4. You can enable "Send for Marking" button. The "Send for marking" button allows students to indicate to the teacher that they have finished working on an assignment. The teacher may choose to revert the assignment to draft status (if it requires further work, for example).
5. You can upload one or multiple files to provide feedback to the student.

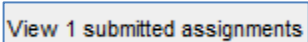
Grading Assignments and Providing Feedback

For each of the assignment types, you can enter a grade based on the grade settings you set previously.

1. Simple grading – you can points or other grading scales by using a drop-down menu.
2. Rubrics – you can click on the Rubric grading boxes for each criteria you previously set.

Feedback can be entered into the Feedback Box that accompanies each of the assignment types.

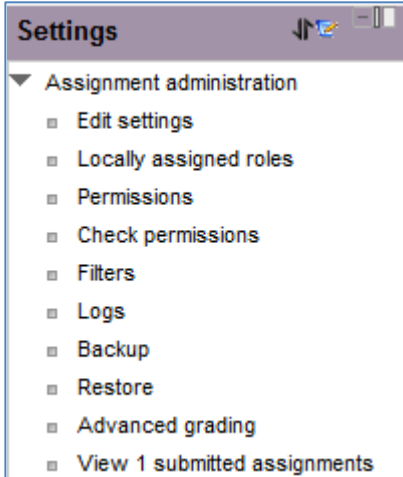
In order to go to the grading area, follow these steps:

1. Click on the assignment.
2. Click on the View Submitted Assignments  in the upper right corner.
3. In the Status column, click on the word "Grade" on the line for a student.
4. Enter the grade and feedback. If you have the Advanced Uploading of Files assignment type you have the option to both revert to draft and to upload feedback files.
5. If you created Offline assignments, you won't have any submitted work but you can still go down the list of participants and quickly enter grades. Be sure to save all of the grades you enter by using the button at the bottom of the page to save updates.

Additional Options

1. When you enter the grading area for an assignment you have the option to display all grades or to display only the assignments that need to be graded.
2. In this same area, you can click the box to allow Quick Grading. This is ESPECIALLY USEFUL for Offline Assignment types.
3. You can select how many assignments to show per page. If you have extremely large class sizes, you can set limits that allow your page to load faster.
4. You can sort the page by date last submitted by the student and bring all of the most recent submissions to the top.
5. You can download all submissions for that assignment as a single zip file. Then you can take the file and go grade the work offline or save it as back-up documentation.
6. If you previously set OUTCOMES for your course, you can add OUTCOMES for any of your assignments.

Assignment Settings Menu



The course settings menu changes when you create an assignment. You will find many of the standard settings but you will also find some specific assignment settings. In this case you will find the Edit settings for that assignment.

In Moodle 1.9, the upper right corner would have a button that read "Update Settings" for the assignment. That button is replaced with the "Edit Settings" in the Settings menu.

The menu also provides you with options to view your own assignment and those of students.

This concludes the Moodle 2 Assignments Tutorial.