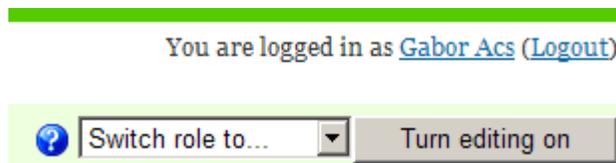


ASSIGNMENTS

The assignment activity allows teachers to securely collect works from students, review them and provide feedback. Usually the teacher creates the activity and students upload their files (papers) to the e-Learning site.

STEP 1. : Go to your course and click on the **TURN EDITING ON** button (top right)



STEP 2. Many icons and drop down menus/lists will appear. Click on the menu called **ADD an ACTIVITY** at the bottom of the appropriate topic and **Choose the Assignment you want to use.**



Online Text - Students will not upload files, but write text to the browser
Pro: Students can easily edit the assignment multiple times, feedback possible directly into the text

Con: Harder to save to your personal computer, careless students can lose their progress, recommended for only really short assignments

Single file - Students will be able to upload 1 file

Pro: This is the simplest assignment

Con: Lack of options

Advanced uploading of files (multiple files) - Students will be able to upload multiple files

Pro: Feedback option: Response file, many other possibilities

Con: More complex, settings can confuse students (e.g. send for marking)

Turnitin Assignment - The assigned papers will be checked by Turnitin

Pro: Plagiarism check

Con: Harder to set up, not flexible - you can't copy it to your next course, does not work on all end devices (smart phone, ipad).

STEP 3. A form will appear. You can leave all fields/settings on default values except the following (detailed description is available next to each field 

IMPORTANT FIELDS SHARED BY ALL TYPES

- **Assignment name (mandatory):** This will appear as the link name on the main course page.
- **Description (mandatory):** Fill in the details and expectations to this field. You can copy paste the following section also, to provide technical help: *If needed, you can find help and details on the "[Student help page](#)" the assignments.*
- **Grade:** The default 100 means that you can assign any value to the work of individual students from **0 to 100**. You can change the maximum to a lower value or choose CEU Grading (A-F). **Note:** *Their own grades are immediately available for students; it is not connected to Infosys.*
- **Available from / Due Date:** The students **will not be able to submit their work** before the first **date**. The second date shows them the **deadline** in the course (upcoming events block/Moodle calendar).
- **Prevent late submissions:** If you change this to "yes", the system will refuse to accept any work from students after the due date.

OTHER SHARED OPTIONS

- **Allow resubmitting:** By default, students cannot resubmit assignments once the teacher has graded them. If you turn this option on, then students will be able to resubmit assignments after they have been graded (for re-grade). This may be useful if you want to encourage students to do better work in an interactive process.
- **Email alerts to teachers:** If enabled, then all teachers are alerted with a short email whenever students add or update an assignment submission.

OPTIONS UNIQUE FOR DIFFERENT TYPES OF ASSIGNMENTS

1. Only for “Online text”

- **Comment inline** If this option is selected, then the original submission will be copied into the feedback comment field during grading, making it easier to comment inline (using a different color, perhaps) or to edit the original text.

2. Only for “Advanced uploading of files”

- **Allow deleting:** By default, students can delete files before the teacher grades them.
- **Allow notes:** *If enabled, participants may enter notes into text area to make comments about their uploaded files.* This option makes “advanced uploading” the most versatile assignment type, combining the most important elements of “online text” and “single file” assignments.
- **Maximum number of uploaded files:** Maximum number of files each participant may upload. This number is not shown to students; please write the actual number of requested files in assignment description. You can set this 1-20 so you may use this assignment instead the single file upload to benefit from the advanced feedback possibilities (with the option to upload a response file).
- **Enable send for marking (Recommended change it to NO):** The “Send for marking” button allows students to indicate that they have finished working on the assignment. Graders may choose to revert the assignment to draft status (if it requires further work, for example). *Please note that it can cause problems if students click on this button before they are finished with the assignment so enable this option only if it is relevant to know that students are done (the number of files is uncertain, or there is no exact deadline).*

3. Options for Turnitin Assignments

These special assignments have a different and more complex approach and options, please find the official and detailed guide at the following link:

http://pages.turnitin.com/rs/iparadigms/images/Moodle_Direct_Integration_Instructor_Manual.pdf

STEP 4. Save and return to course.

You will see that a link appeared with the name of the assignment. You just have to inform your students about the assignment, then grade / give feedback after the deadline.

Most common problems students can experience:

- **Can’t upload / submit a file:** Maybe the deadline is over and the “prevent late submissions” option is set to “yes” – you can change it back to “NO” to solve this problem.
- **Can’t change an uploaded submission:** For “Advanced uploading”, you either have to “revert their submission to draft” or set “allow deleting” to yes. For **Turnitin assignments** set “report generation speed” to “generate reports immediately, reports can be overwritten until due date.”

GRADING AND FEEDBACK - ASSIGNMENT 'VIEW SUBMISSIONS' PAGE

To grade items, click on the **name of the assignment** on the course page. Then, on the top-right hand corner of the submission page, click on the link **View (xxx) submitted assignments**.



A new page will open that lists all the users in the course along with the submitted assignments and a time stamp indicating when the submission was last modified.

Sort the order by any columns

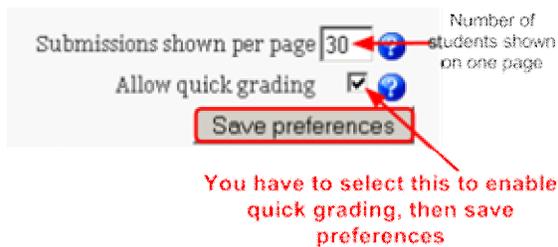
<input type="checkbox"/>	First name / Surname <input type="checkbox"/>	Grade <input type="checkbox"/>	Comment <input type="checkbox"/>	Last modified (Student) <input type="checkbox"/>	Last modified (Teacher) <input type="checkbox"/>	Status <input type="checkbox"/>
	test elearntest	15.5	Insufficient	saskia.jpg Thursday, 9 December 2010, 11:23 PM	Wednesday, 16 February 2011, 02:08 PM	Update
	Test Student	18	Good	o8oavela.jpg Thursday, 9 December 2010, 11:19 PM	Wednesday, 16 February 2011, 02:08 PM	Update
	Gabor Test	No grade		saskia.jpg Thursday, 9 December 2010, 11:10 PM	Tuesday, 31 January 2012, 11:34 AM	Grade

Click on the menu and select the grade

Click on the box then provide quick feedback

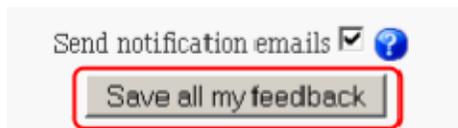
View/download submitted file

Open the advanced grading menu



1. QUICK GRADING

You can use **Quick grading** if the box "Allow Quick Grading" at the bottom right side of the page is checked. This feature enables the quick grading of multiple assignments at once and giving quick feedback.



Make sure that you click the "Save all my feedback" button at the bottom of the page when you are done. If the "send notification emails" is checked students will receive an email about this.

2. ADVANCED GRADING

Click on "Grade" next to an individual submission to grade or add feedback for that particular one.

The screenshot shows the advanced grading tool interface. At the top right, a "Grade" dropdown menu is open, showing a list of scores from "No grade" to "100 / 100". A red arrow points to the "No grade" option with the text "Select the grade from the drop-down menu". Below the grade menu is a rich text editor with a toolbar and a text area containing the message "You can write detailed feedback here." A red arrow points to the "Send notification emails" checkbox with the text "If you select this, the student will receive an email notification". Below the text area are buttons for "Save changes", "Cancel", "Save and show next", and "Next". A red arrow points to the "Save changes" button with the text "Do not forget to save after you are done". Below the buttons is a "Response files" section with a "Browse..." button and an "Upload this file" button. A red arrow points to the "Browse..." button with the text "Do not click on this as you would delete the student file". At the bottom, a submission is shown for "test elearntest" on "Tuesday, 31 January 2012, 12:12 PM". The submitted files are "Binder1.pdf" and "Expressions.doc", both with red 'X' marks. A red arrow points to these files with the text "The submitted files".

NOTE 1. - You cannot input fractional grades using the Assignment submission grading tool. You are limited to integer grading via the drop-down box based on either your total score or the scale you have selected. You are able to use custom scales that specify a fraction range but must create these in advance.

NOTE 2. - To be able to upload and return a file as Feedback to students When you create the assignment it must be an "Advanced uploading of files". You can return more than 1 file to the student. With the "Online text" type assignment you can place your feedback directly into the work of the student.

NOTE 3. - For "Advanced uploading of files", if the Send for Marking option is set to "Yes", students are not able to modify their submission after they declared they are ready. You can "revert to draft" their submission manually at the Advanced grading page thus allowing them to modify their submission.

ANNEX 1. ANONYMOUS GRADING

Unfortunately no official solution exists for anonymous grading, but there is a workaround for professors to avoid seeing student names while grading.

1. Click on the minus signs above the student picture and First name / Surname column. This will hide the student names/pics from you for this session.

<input type="checkbox"/>	First name / Surname <input type="checkbox"/>	Grade <input type="checkbox"/>	Comment <input type="checkbox"/>	Last modified (Student) <input type="checkbox"/>	Last modified (Teacher) <input type="checkbox"/>	Status <input type="checkbox"/>
	 test_elearnstest	15.5 <input type="checkbox"/>	Insufficient	 saskia.jpg Thursday, 9 December 2010, 11:23 PM	Wednesday, 16 February 2011, 02:08 PM	Update
	 Test Student	18 <input type="checkbox"/>	Good	 o8ozvela.jpg Thursday, 9 December 2010, 11:19 PM	Wednesday, 16 February 2011, 02:08 PM	Update
	 Gabor Test	No grade <input type="checkbox"/>		 saskia.jpg Thursday, 9 December 2010, 11:10 PM	Tuesday, 31 January 2012, 11:34 AM	Grade

2. Click on the "Last modified (student)" column heading to sort the assignments by submission date to avoid the alphabetical order.

3. Open the student submissions and use the Quick grading / comment fields as usual.

The "view submissions" page will look like this:

<input type="checkbox"/>	<input type="checkbox"/>	Grade <input type="checkbox"/>	Comment <input type="checkbox"/>	Last modified (Student) <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	No grade <input type="checkbox"/>		 Systems Theory Task.pdf Friday, 27 January 2012, 04:26 PM
<input type="checkbox"/>	<input type="checkbox"/>	No grade <input type="checkbox"/>		 Systems Theory Task pdf-notes 201201271625.pdf Friday, 27 January 2012, 04:26 PM
<input type="checkbox"/>	<input type="checkbox"/>	No grade <input type="checkbox"/>		 Systems Theory Task pdf-notes 201201271616.pdf Friday, 27 January 2012, 04:26 PM

ANNEX 2.

HOW TO EXPORT ALL THE GRADES AND FEEDBACK FROM MOODLE?

Infosys and Moodle are NOT connected, but grades can be easily exported from Moodle in many formats.



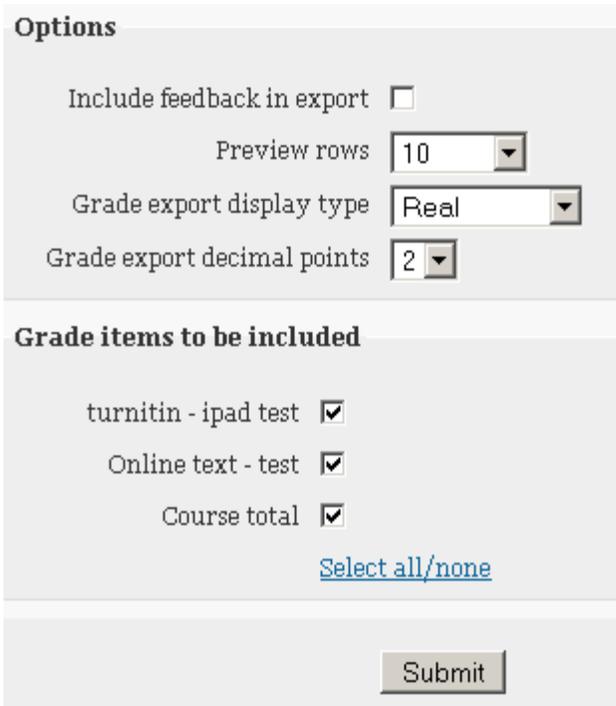
The screenshot shows the Moodle Administration menu. The 'Grades' link is highlighted with a red circle. Other links include Turn editing on, Settings, Assign roles, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, and Profile.

STEP 1. : Go to your course and click on the “Grades” link in the Administration block / menu

STEP 2. : Select “Export” and the format (e.g. *Excel spreadsheet*)



The screenshot shows the 'Export to Excel spreadsheet' dialog box. The 'Export' button is highlighted with a red circle. Below it, the 'Excel spreadsheet' option is also highlighted with a red circle. Other options include OpenDocument spreadsheet, Plain text file, and XML file.



The screenshot shows the Moodle 'Options' section. The 'Include feedback in export' checkbox is unchecked. The 'Preview rows' dropdown is set to 10. The 'Grade export display type' dropdown is set to Real. The 'Grade export decimal points' dropdown is set to 2. Below this is the 'Grade items to be included' section, which has three items checked: 'turnitin - ipad test', 'Online text - test', and 'Course total'. A 'Select all/none' link is present. At the bottom is a 'Submit' button.

STEP 3. : Change the options if needed then “Submit”
e.g. Select “include feedback in export”.

STEP 4. You will see a preview of the data you are about to save. Click on “Download” to save the grades to your computer.