This quick guide covers the basics to creating links for:

1. File uploads
2. Online text
3. Offline activity (for homework that isn't digital)

For information about all options available in assignment links, see this guide. To learn about incorporating Turnitin plagiarism checker in an assignment, refer to Turnitin Help.

Good to know: When you create an assignment, a corresponding item will automatically be added to the gradebook. If a due date is included, it will be added to the course calendar.

Figure 1 illustrates an assignment link on your course page and Figure 2 illustrates what an assignment link might look like for your students.

Set Key Assignment Options

While there are many option areas in the assignment creation page, you can safely ignore many of them. The areas described below **do** *require your attention.*

1. Begin by turning editing on in your course.

2. Click on the **Add an activity or resource link** and choose **Assignment** from the **Activities** tab.

3. In the **General** area (Figure 3), enter a brief name for the assignment—the length of the name will determine the width of the corresponding column in the gradebook, so shorter is better. In the **Description** area, enter complete instructions for the assignment. For file uploads and online text assignments, be sure to instruct students to click on **Add submission** and **Save changes** to submit their work.

But wait! What about the Activity instructions *field?*

The Activity instructions field (Figure 4) is only visible to students when they click on *Add submission*, so it is not the best place to provide information on what they need to do to create their submission! Just ignore that field or include any special instructions about the actual submission process, if needed.

Check the **box** below the description (Figure 3) if you wish to display your instructions on the front page of your course.

Bonus Tip #1: All information about the assignment can be included in the **Description** textbox. You can embed links to web pages, rubrics, score sheets—anything that learners will need.
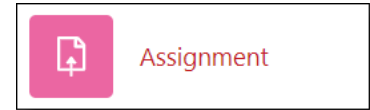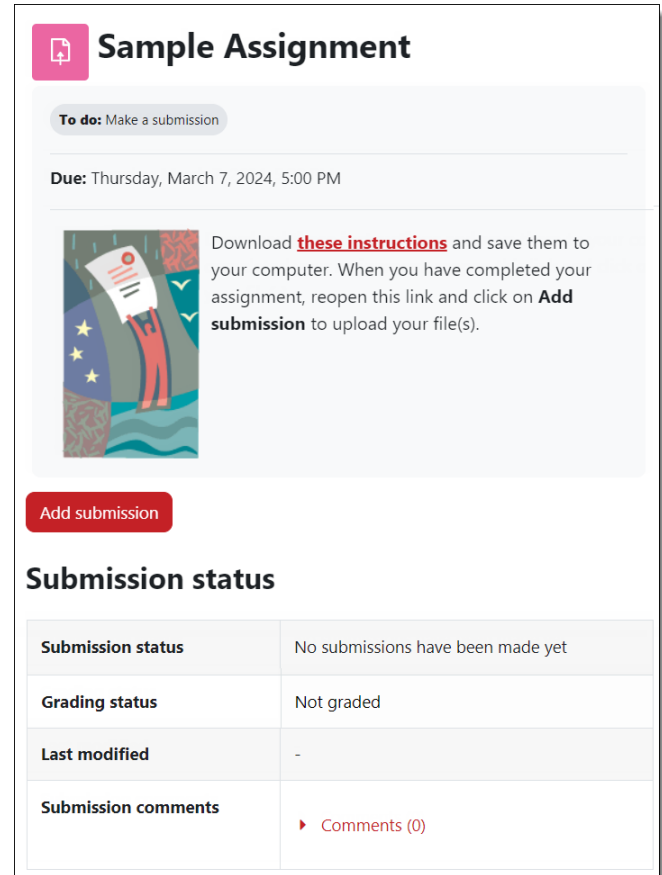
Assignment

Figure 1: Assignment Link

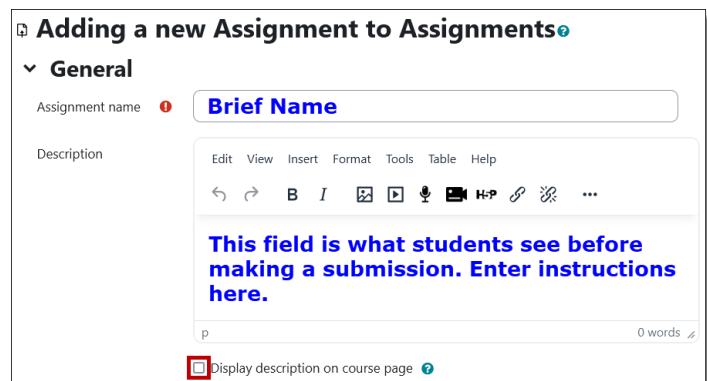**Figure 2: Assignment Interface (Student View)**

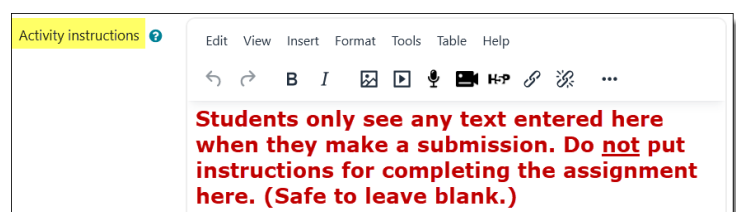**Figure 3: Assignment Name and Description**

Figure 4: Activity Instructions Field

Bonus Tip #2: If you do choose to display instructions on the course main page, consider unchecking the box after the assignment has been completed to reduce scrolling between items.

Figure 5: File Picker for Additional Files

4. Use the **File picker** (Figure 5) to add related files. These will be posted in the assignment link for students to download as needed.

5. Set dues dates and times in the **Availability** area (Figure 6). Submission links are available if the assignment is visible to students, so you **don't** need to enable **Allow submissions from**. Click the **Enable** box as shown to select a due date and time (note the 24-hour clock and handy **calendar**). If you enable the **Cut-off date** and select a date and time, the **Add submission** and **Edit my submission** links will be removed from a student's page at that time, preventing further submissions.
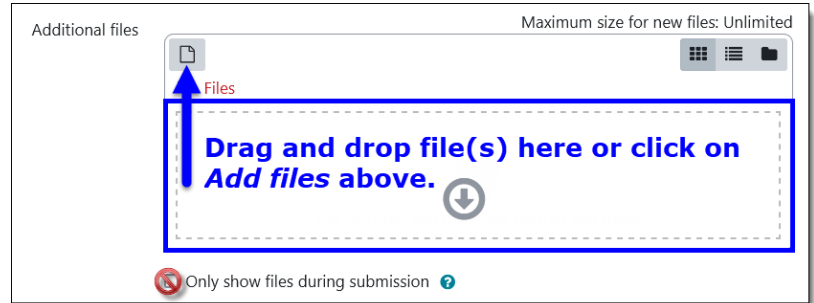

Figure 6: Assignment Availability

6. Set the desired Submission type (Figure 7):

- Check the **Online text** box for students to draft a response directly in Moodle, i.e., short writings—information that might otherwise be sent by email (brief reflections, thesis statements, project titles, internship site information, etc.). These responses remain private between you and the student; no one else can view them. Uncheck the **File submissions** box if you choose online text.

Figure 7: Submission Types

- Leave the default selection of **File submissions** in place if you want students to upload a file for your review. Note that you can restrict the type of file that students upload. For a broad selection of file types, click on the **Choose** link.

- For an **offline activity**—homework that does not generate a digital artifact—uncheck the **File submissions** box and leave both boxes unchecked. This kind of link is great for grading presentations, assigning points for attendance at a special event, or awarding credit for other homework that isn't submitted digitally. It automatically creates an item in the gradebook, provides instructions and resources for students, and adds a due date to the calendar.
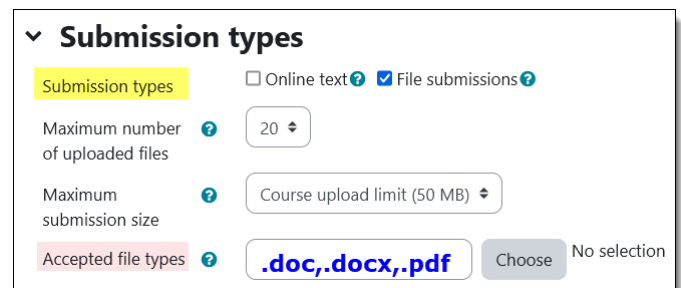
Set the total possible point value for the assignment in the **Grade** options area. New assignments default to 100 points as the maximum possible (Figure 8), but the system maximum is 500 points. If you have created **Grade categories** in the gradebook, use the drop-down menu to put this assignment in a category.
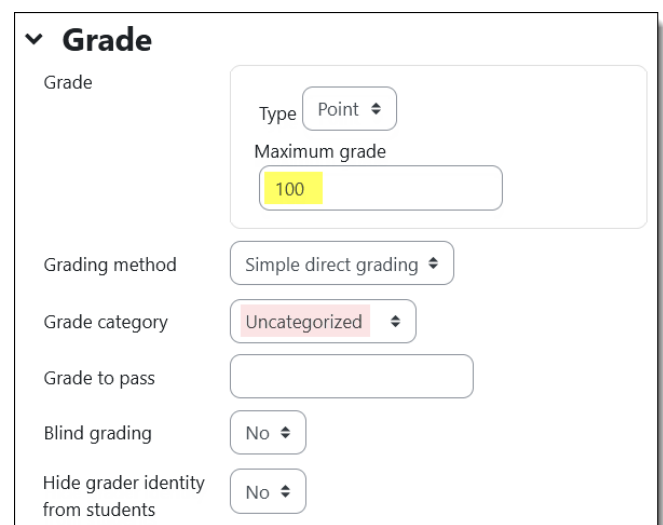

Figure 8: Grade Options

If you don't want to give points for this assignment, select **None** from the grade **Type** pull-down menu as shown here in Figure 9.
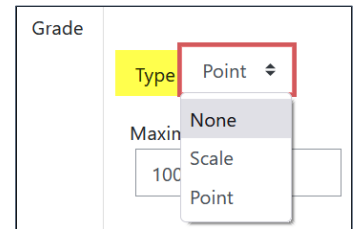
You can safely ignore the other options in this area.

Bonus Tip #3: To change the points possible or remove an assignment from the gradebook, return to the assignment link itself and make the desired change—you cannot make those adjustments directly in the gradebook. Learn more.

Figure 9: No Grade Option

7. In the **Activity completion** menu (Figure 10), the drop-down menu is preset for the condition that students must meet for the assignment to be considered complete: ***Student must make a submission***. Learn more about completion tracking.
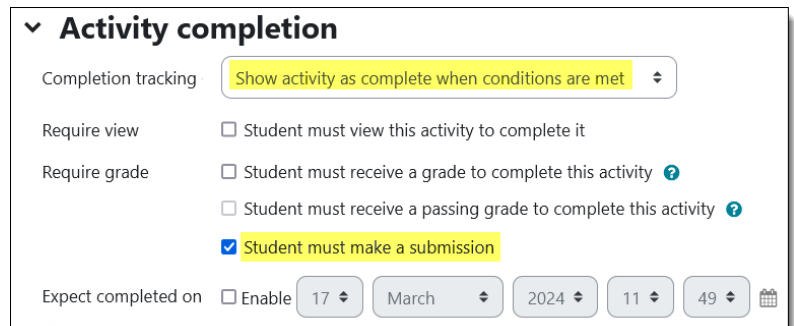
8. When you have finished setting up the assignment, click on **Save and return to course** to go back to your course main page, or **Save and display** to review your work (Figure 11). Check the box provided to let students know that you've made a change in the assignment if necessary.
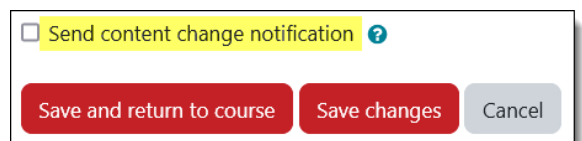
Figure 10: Activity Completion

Bonus Tip #4—If you plan to post several assignments with the same general settings, you can easily copy an assignment by clicking on the **Duplicate** icon in the **Edit** menu associated with the assignment link (Figure 12). Update the description and availability dates and you're good to go!
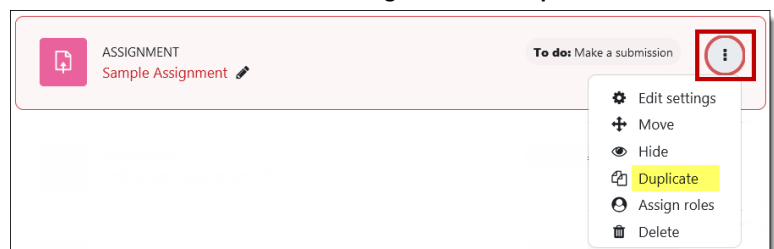
Figure 11: Save Options

View Student Submissions

File Uploads

To view submissions, open the assignment link on the main course page and click on **View all submissions** (Figure 13). Opening this link will allow you to see which students have submitted files and when they submitted them. You can also download files one by one in this view. To work with a batch of files, use the **Download all submissions** link in the upper right corner:

1. Click on the **Download all submissions** link.
2. In the pop-up dialogue box that appears, select **Save**, then click on **OK**.
3. Navigate to a folder where you would like to save the downloaded files.
4. Rename the zip file if you wish, then click on **Save**.
5. Open the zip file, then locate **Extract all files** (you'll find a link just below the address bar at the top of the page in Windows Explorer) and follow the steps to extract the files. (**Note**: Moodle will add the name of
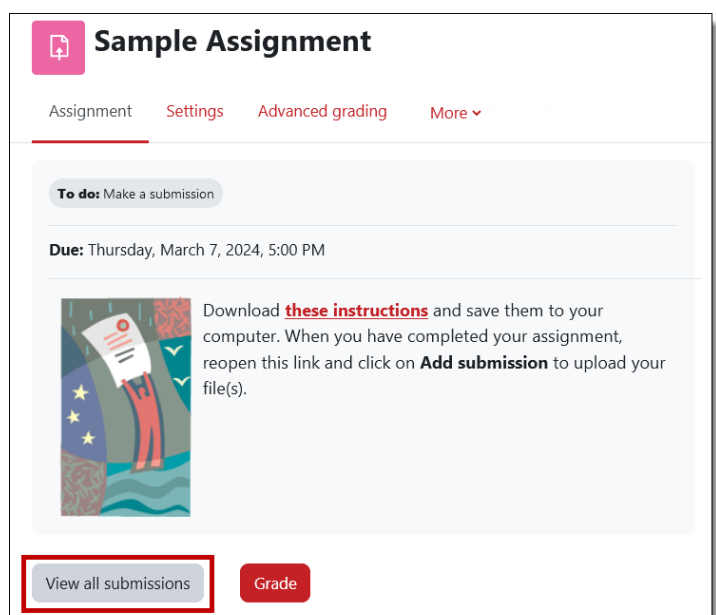
Figure 12: Edit Options—Duplicate

Figure 13: View All Submissions

the assignment and the student's name to each file in a batch download. If you download a file separately, we suggest changing the file name as you save it so that if you return the file to the student, it will not have the same name as their original file.)

Once you have saved the files to your computer, you can print them or use Word's *Track Changes* feature to comment on them. Files with tracked changes can be saved and returned to students in Moodle when you enter their scores and feedback. If you grade work by hand, you can use a campus copier to scan it to PDF and then upload it with their scores and feedback.

TIP: If you want to use *Track Changes* to comment on a student's work, but don't want the student to be able to simply adopt your suggestions, save the file as a PDF. Doing so will preserve your comments and edits, but they will not be easily incorporated by the student into the next draft.

Online Text

To view student submissions for online text assignments, open the link for the assignment and click on **View all submissions** as shown in Figure 13 above.

Figure 14 reflects what you'll find when you view all submissions. Depending on the length of the student's posting, you may need to click on the **magnifying glass** to display the entire submission. You can also view student submissions by clicking on **Grade**.
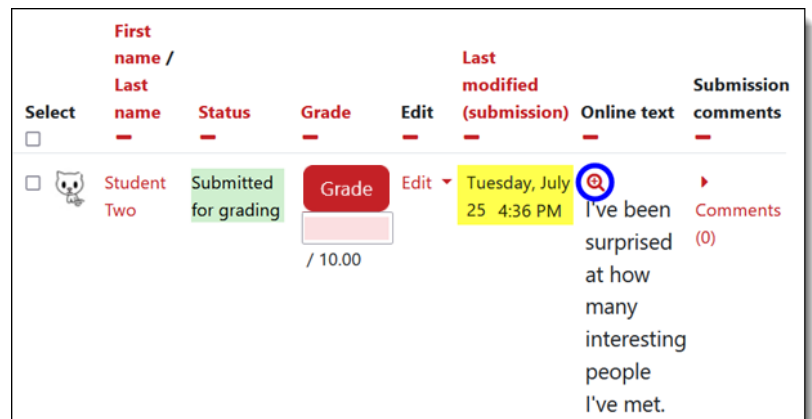

Figure 14: View Online Text Submission

Offline Activity

Figure 15 shows an example of an offline assignment link. This link is designed to provide information and resource links for an assignment that will not result in a digital artifact. No submissions will be viewable by clicking on the **View all submissions** link, but you can use the link to assign grades and provide feedback.

Related Resources

See these articles for more on assignments:

[Advanced Grading: Create a Checklist](#)

[Advanced Grading: Create a Grading Guide](#)

[Advanced Grading: Create a Rubric](#)

[Annotate a PDF](#)

[Create and Manage a Hypothes.is Annotation Link](#)

[Extend Assignment Due Date](#)

[Find Missing Assignment Files](#)

[Limit File Types for Student Submissions](#)

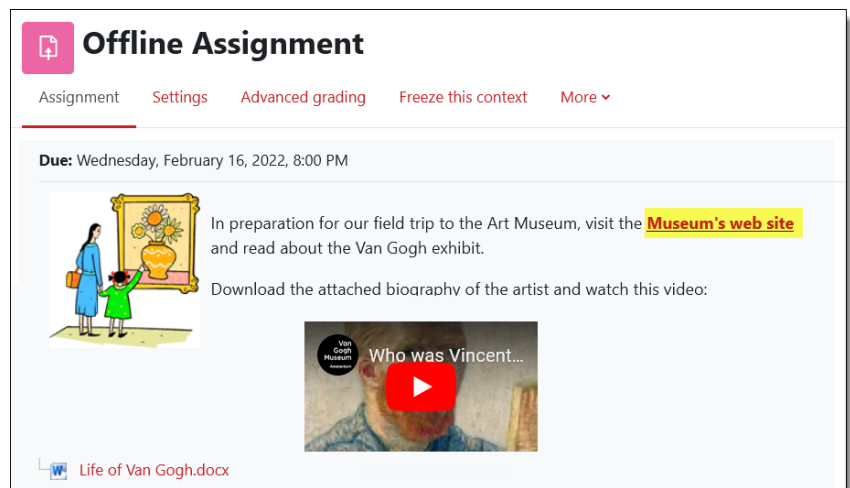[Prevent Student File Downloads in Individual Folders](#)

[Update Due Dates](#)

Figure 15: Offline Assignment Description