

This comprehensive guide details creation and grading of three types of assignment:

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

We recommend this [Quick Guide to Assignments](#) if you're just getting started with Moodle. 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 2 illustrates what an assignment link might look like for your students.

## Create an Assignment Link

1. Turn editing on in your course.
2. Click on the **Add an activity or resource link** and choose **Assignment** from the **Activities** tab (Figure 3).

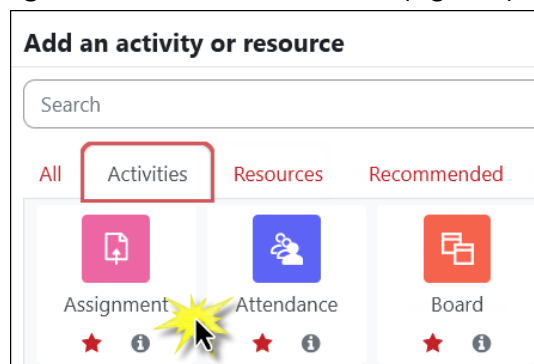


Figure 3: File Picker for Additional Files

3. In the **General** area (Figure 4), enter a 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 5) only appears 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.

4. Check the **box** below the description (Figure 4) if you wish to display your instructions on the course main page.

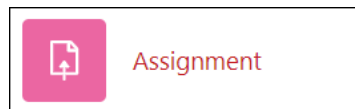


Figure 1: Assignment Link

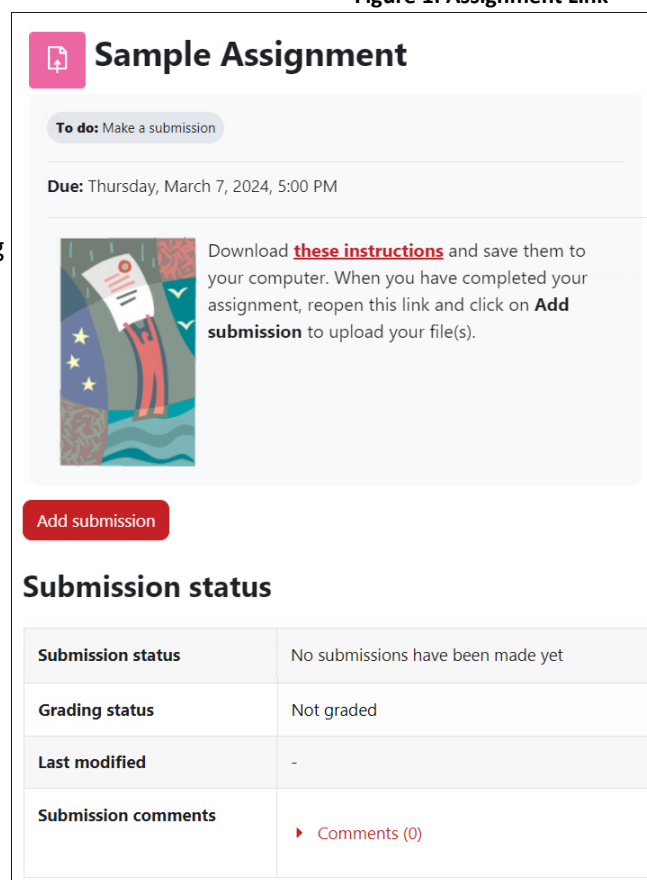


Figure 2: Assignment Interface (Student View)

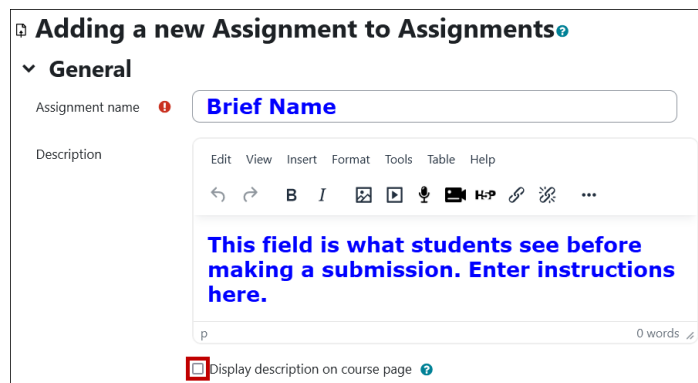


Figure 4: Assignment Name and Description

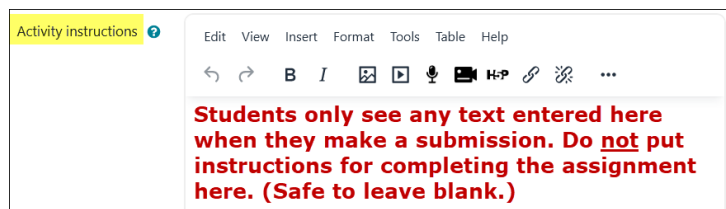


Figure 5: Activity Instructions Field

**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. See *Get the Most from Your Assignment Links* on page 10 for instructions.

**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.

5. Use the **File picker** (Figure 6) to add related files. These will be posted in the assignment link for students to download as needed.
6. Set due dates and times in the **Availability** area (Figure 7). By default, submission links are available to students if the assignment is visible to them. Click the **Enable** box as shown to select a due date and time for the assignment (note the 24-hour clock). 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 any further submissions.
7. Set the desired **Submission type** (Figure 8):

- 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.
  - 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.
8. Set the desired **Feedback types** to provide feedback beyond a score. Comments, an annotated PDF, and files are selected by default, as shown in Figure 9.

- **Feedback comments** provide a text box where you can enter written feedback to students. When you assign grades, you can also [record up to two minutes of audio or video](#) comments for each student.
- Add comments on student work and save them as a PDF file by following [these instructions](#).

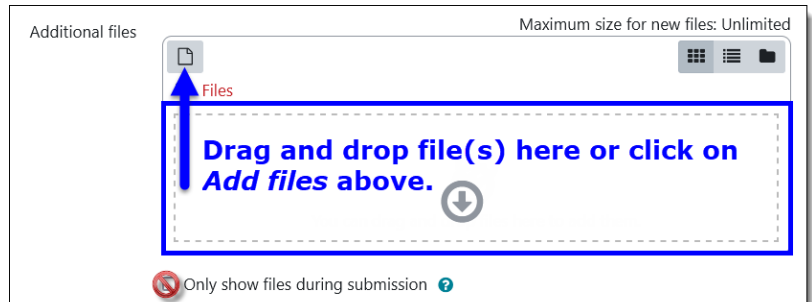


Figure 6: File Picker for Additional Files



Figure 7: Assignment Availability

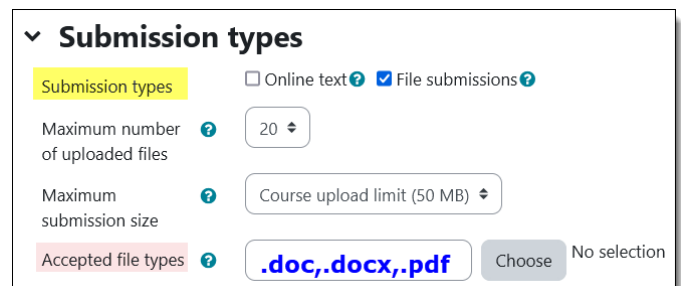


Figure 8: Submission Types

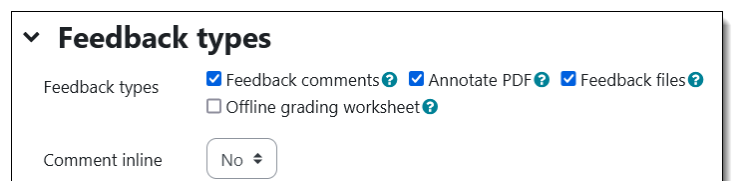


Figure 9: Feedback Types

- The **Feedback files** option provides a link for you to return a file to a student. You can upload a document with tracked changes in it, a rubric or checklist, or a scanned PDF of comments you've made on a printed copy of the student's submission.
- **Offline grading worksheets** can be used if you prefer to enter grades in a spreadsheet and then upload them to your course. This feature is useful if your students are completing work in a publisher's site and you'd like to import those grades into Moodle. [This Knowledgebase article](#) has instructions for using this feature.
- **Comment inline** allows you to insert text directly in a student's online text submission.

9. Require students to stipulate that the work they are submitting is their own, by opening the **Submission settings** options (Figure 10) and selecting **Yes** from the drop-down menu. When this requirement is set, the text shown in Figure 11 will appear, preventing students from uploading files until they have checked the box to acknowledge the originality of their work.

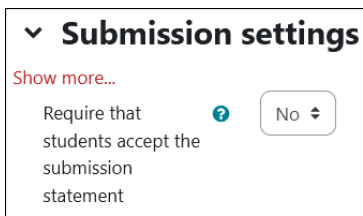


Figure 10: Submissions Settings

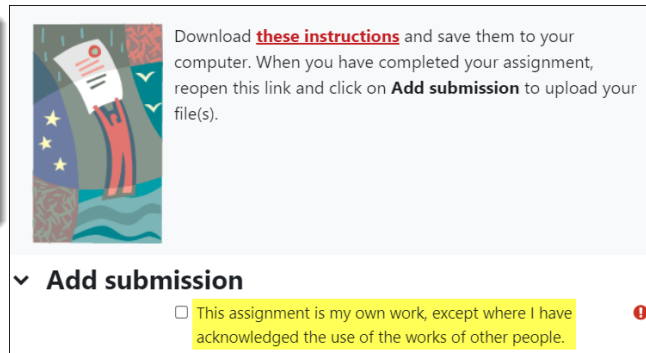


Figure 11: Required Submission Statement

10. The **Group submission settings** options (Figure 12) allow you to [provide one grade and the same feedback](#) to all the members of a group at one time. Comments and scores for individuals can then be adjusted if necessary from the blanket score and feedback. If you are using [groupings](#) to manage multiple sets of groups, you can specify the applicable grouping for this assignment.

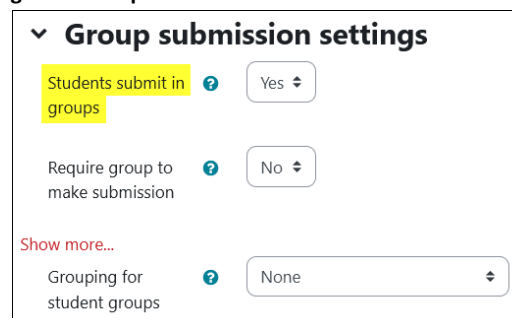


Figure 12: Group Submission Settings

11. Moodle offers the option of being notified by email when students have submitted assignments. By default, **notifications** are turned off. Set the grader notification option to **Yes** if you wish to receive an email notice each time a student posts an assignment. Activating notifications for **late submissions**, as shown here in Figure 13, will result in an email being sent to you when a student submits the assignment after the due date. (We find this a pretty handy feature. 😊)

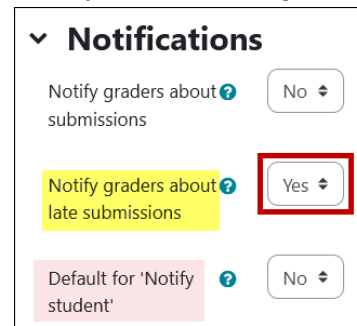


Figure 13: Notifications

12. Student work can be submitted to Turnitin (Figure 14) to assess its level of originality. We recommend allowing students to view similarity reports in order to improve their citation skills.

Students must agree to Turnitin's End User License Agreement (EULA) in order for their work to be reviewed. You can share this link to [Turnitin's Terms and Conditions](#) with your students.

Turnitin released an AI "detector" in the spring of 2023. **Because the technology behind the detector is notoriously unreliable, faculty are advised to ignore any reported "infraction" related to AI detection.** Any AI score displayed by Turnitin should be disregarded as a means of detection and should not be considered in any disciplinary proceeding.

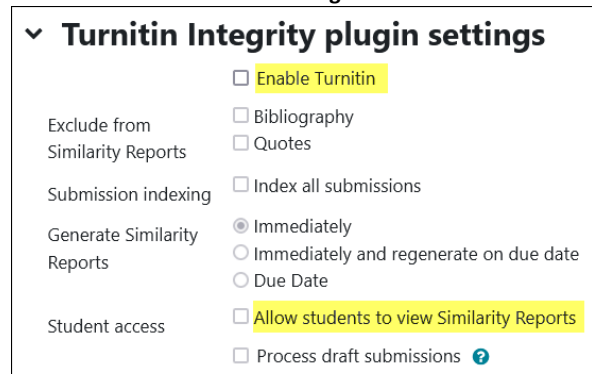


Figure 14: Turnitin Options

13. **Grade** options (Figure 15) include setting the total possible point value for the assignment. New assignments default to 100 points as the maximum possible, but the system maximum is 500 points. If you don't want to give points for this assignment, select **None** from the grade **Type** pull-down menu shown below in Figure 16.

Other options include choosing a **Grading method**. Simple direct grading means simply assigning points. "Advanced" grading methods include [rubrics](#), [checklists](#) and [grading guides](#).

If you have created **Grade categories** in your gradebook, you can use the drop-down menu to assign this item to the appropriate category.

You don't need to indicate a **Grade to pass**, but this option is available if you want to limit the availability of other items in your course to a specific score on this assignment.

**Blind grading** offers the opportunity to grade student work without knowing which student has submitted it. When grading is completed, click on **Reveal student names** to release grades to students. Learn more about blind grading at [Moodle.org](https://moodle.org).

**Hide grader identity from students** is a useful option if multiple individuals will be grading in the course.

Figure 15: Grade Options

Figure 16: No Grade Option

**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.

14. In the **Common module settings** area (Figure 17), you can hide the assignment and/or use the **Group mode** setting to identify groups when viewing, downloading or grading submissions, or to limit access to the assignment to a particular grouping. Generally, the default setting of **No groups** will work just fine. For assistance in working with groups, contact the Center for the Advancement of Teaching and Learning.

15. **You can safely ignore the Restrict access options.** These settings (Figure 18) allow you to place restrictions on when the assignment may be accessed by students. If you are already controlling access via availability dates at the top of the page, you do **NOT** need to activate these restrictions for dates (and may run into unexpected results if you do). Learn more about [Restrict access](#).

16. In the **Activity completion** menu (Figure 19, next page), use the drop-down menu to set conditions that students must meet for the assignment to be considered complete. By default, students can manually check off a box as they complete an item to track their progress, but you can set conditions for how completion will be tracked.

We recommend requiring students to **submit to the activity to complete it**. To learn more about completion tracking, see [this article](#) posted on the Moodle How-Tos web page.

Figure 17: Common Module Settings

Figure 18: Restrict Access

17. When you have finished setting up the assignment (which is much faster to do than it is to read about doing it!), click on **Save and return to course** to go back to your course main page, or **Save and display** to review your work (Figure 20). To provide a notice to students that you've added the assignment, check the **Send content change notification** box.

Figure 19: Activity Completion

Figure 20: Save Options



**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** pull-down menu associated with the assignment link (Figure 21). Update the description and availability dates, and you're good to go!

Figure 21: Edit Options—Duplicate

## View Student Submissions

The **View all submissions** interface enables you to enter grades, download files, view submission status, extend due dates for individuals, and more! See page 10 for details.

## File Uploads

To view submissions, open the assignment link on the main course page and click on **View all submissions** (Figure 22 and Figure 27). 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, click on the button in the upper right corner labeled "**Download all submissions** (Figure 23)." Follow these steps:

1. Click on the **Download all submissions** button.
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 name if you wish, then click on **Save**.
5. Open the zip file, then locate **Extract all files** (on a PC, 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 the assignment and the student's name to each file in a batch download. If you download a file separately, change 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 the original file.)

Figure 22: View All Submissions

Figure 23: Download All Submissions



Once you have saved the files to your computer, you can print them or use Word's *Track Changes* feature to mark them up. Files with tracked changes can be saved, and hand-graded files can be scanned for return to students in Moodle.

**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 22 above.

Figure 24 reflects what you'll find when you view all submissions. Besides being time stamped, late submissions will be highlighted in red instead of green, and how late the submission was made will be indicated. 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**.

Select	First name / Last name	Status	Grade	Edit	Last modified (submission)	Online text	Submission comments
<input type="checkbox"/>	Student Two	Submitted for grading	Grade / 10.00	Edit	Tuesday, July 25 4:36 PM	I've been surprised at how many interesting people I've met.	Comments (0)

Figure 24: View Online Text Submission

## Offline Activity

Figure 25 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/grade all submissions** link, but you can use the link to assign grades and provide feedback. The link displays a message to students that they are not expected to post anything to it.

Figure 25: Offline Assignment Description

## Record Grades

Scores and feedback entered for an assignment are displayed in the gradebook as well as in the assignment link. Moodle also accommodates "comments" for both students and instructors which appear within the assignment link, not in the gradebook. Students can only see their own grades. **Note:** Grades are entered in Moodle in the form of scores, not letters. You can set your gradebook preferences to display a letter grade in addition to a numeric score, but all grades are driven by points.

There are several ways to enter grades and feedback for an assignment. You may find you prefer different methods for different kinds of assignments.


1. To enter grades, provide feedback, and/or return files to students, use the **Assignment Link** method.
2. To enter grades only (for an offline activity, for example), use the [Single View](#) feature in the gradebook.
3. To enter grades recorded in an outside site (such as a publisher's support site, e.g. "My \_\_\_\_ Lab") or import grades in a spreadsheet, update the assignment link and choose **Offline grading worksheet** in the **Feedback settings** area.
4. To use an online checklist grading guide or rubric, update the assignment link, open the **Grade** options and choose the **Grading method** you prefer. (See guides to using advanced grading options under **Assignments** on the [Moodle How-Tos](#) page.)

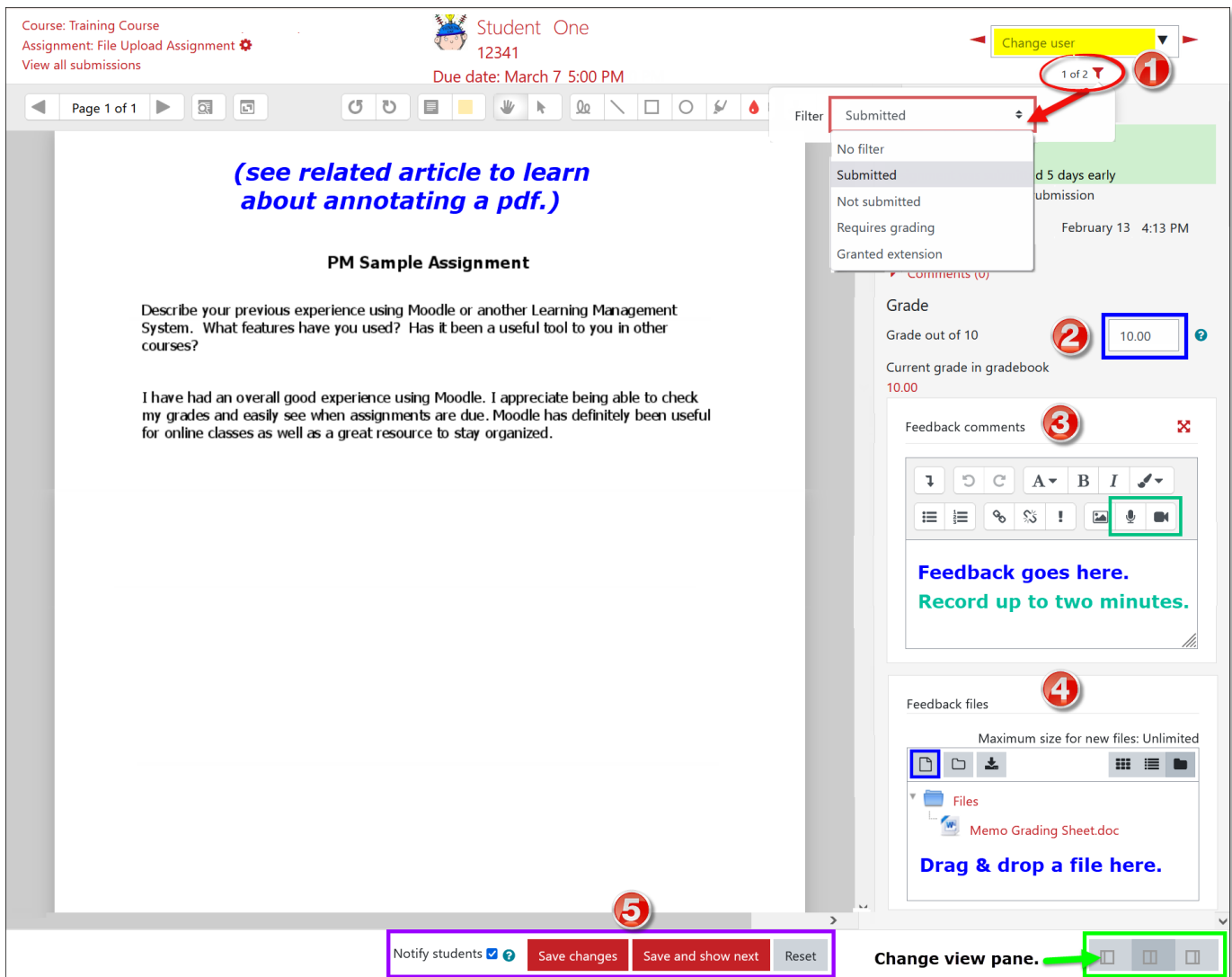
## Grading in the Assignment Link

When you open an assignment link on your course main page, you can assign grades from the **View all submissions** link or the **Grade** link.

**Grade.** Open the grading interface by clicking on **Grade** in the assignment link or in the **View all submissions** page. The student's submission will be converted to an image that you can mark up as shown below in Figure 26 (see [instructions for annotating a pdf](#)). Your notes will be converted to a PDF and posted for the student when you save. Return to your course or view the assignment link by clicking on the links in the upper left corner.

Here are some tips for navigating and using this interface:

1. Use the **Change user** pull-down menu to select a user name. To save time, click on the **funnel icon** to filter by submission/grading status (*Submitted, Not submitted, Requires grading or Granted extension*).
2. Enter a score in the **Grade out of [# possible]** field.
3. Scroll down and enter comments for this student in the **Feedback comments** area. You can use the expand icon  or **collapse the view pane** to expand the feedback textbox, but it's best to attach extensive comments in a file. Note that you can [record up to two minutes](#) of audio or video feedback.



Course: Training Course  
Assignment: File Upload Assignment  
View all submissions

Student One  
12341  
Due date: March 7 5:00 PM

Page 1 of 1

(see related article to learn about annotating a pdf.)

**PM Sample Assignment**

Describe your previous experience using Moodle or another Learning Management System. What features have you used? Has it been a useful tool to you in other courses?

I have had an overall good experience using Moodle. I appreciate being able to check my grades and easily see when assignments are due. Moodle has definitely been useful for online classes as well as a great resource to stay organized.

Filter: Submitted

Grade  
Grade out of 10  
Current grade in gradebook  
10.00

Feedback comments  
Feedback goes here.  
Record up to two minutes.

Feedback files  
Maximum size for new files: Unlimited  
Files  
Memo Grading Sheet.doc  
Drag & drop a file here.

Notify students ☒ Save changes Save and show next Reset

Change view pane.

Figure 26: Assignment Grading Interface

4. To upload a file to return to the student, **drag and drop** a marked-up file or click on the **add file** icon in the **Feedback files** area to browse for a file.
5. Click on **Save changes**, then select the next student. If the **Notify students** box is checked, emails will be sent to students letting them know that a grade has been entered. ([Notification preferences](#) are set by users, so you cannot count on your students being notified, but there’s a good chance they will be.)

**View all submissions.** Click on **View all submissions** to display an interface that looks something like Figure 27. Note that you can see the submission **Status** for each student, as well as **files submitted** and **submission time-stamps**.

Additional columns indicate when grades were entered and display files uploaded to be returned to students. See **Submission Page Options** on page 10 to learn more about what you can do in this page.

Turn "Quick grading" on (check box under Options—Figure 32) to enter **grades** and **feedback** in the fields provided. Click on **Save all quick grading changes** below the grade sheet when you're finished.

If you add feedback comments, you may notice some html code (<p>, </p>) inserted in the field. Those codes will not be displayed to the students, so you don't need to worry about them.

File Upload Assignment

Grading action Choose...







Select	User picture	First name / Last name	ID number	Status	Grade	Edit	Last modified (submission)	Online text	File submissions	Feedback comments
<input type="checkbox"/>		Student One	12341	No submission Assignment is overdue	Grade / 10.00	Edit				
<input type="checkbox"/>		Student Two	12342	Submitted for grading	Grade / 10.00	Edit	Monday, January 29 5:43 PM		 Homework.doc	<p>Great job, Student Two!</p>
<input type="checkbox"/>		Student Three	12343	Submitted for grading	Grade / 10.00	Edit	Monday, January 29 11:29 AM		 Agenda draft.doc	<p>Good work!</p>

Figure 27: View All Submissions Grade Entry

**What students see.** Students have a **Grades** link in at the top of the course like you do. They can see their scores and feedback in their gradebook. If you provide feedback files to students, they will be posted within the assignment link itself. Here's what that looks like for students in Figure 28.



**Bonus Tip #5**—Post this link in your course to help students [See Instructor Feedback](#).

Feedback



Grade	10.00 / 10.00
Graded on	Friday, March 10 11:11 AM
Graded by	 Test Teacher
Feedback comments	Great job, Student One! See my comments in the attached file.
Annotate PDF	 Student1 One_30232_0.pdf March 10 11:11 AM <a href="#">View annotated PDF...</a>

Figure 28: Student View of Feedback



You can also enter grades directly in the gradebook using the **Single view** option. **TURN EDITING ON** to get started.

- The following page describes all the options available in the **View all submissions** page.



## View All Submissions Page Options

Take a moment to review the options available to you on the **View all submissions** page (Figure 32):

The screenshot shows the 'View All Submissions' interface. At the top, there's a 'Sample Assignment' section with a 'Grading action' dropdown (callout 1) and a 'Separate groups' dropdown (callout 2). Below these are input fields for 'First name' and 'Last name' with dropdowns for 'All', 'A', and 'B' (callout 3). A table of submissions follows, with columns for 'Select', 'User picture', 'First name / Last name', 'ID number', 'Status', 'Grade', 'Edit', 'Last modified (submission)', and 'File submissions'. The table lists three students: 'Student One', 'Student Two', and 'Student Eight'. Below the table, there's a 'With selected...' dropdown (callout 5) and a 'Save all quick grading changes' button (callout 4). The 'Options' section at the bottom includes 'Assignments per page' (callout 6), a 'Filter' dropdown (callout 7), checkboxes for 'Quick grading' (callout 8), 'Show only active enrollments' (callout 9), and 'Download submissions in folders' (callout 10). A context menu is open over the 'Filter' dropdown, showing options like 'No filter', 'Not submitted', 'Draft', 'Submitted', 'Requires grading', 'Granted extension', 'Lock submissions', 'Unlock submissions', 'Download selected submissions', 'Remove submission', 'Grant extension', and 'Send feedback files'.

Figure 32: View All Submissions Page Options

- The **Grading action** pull-down menu allows you to:
  - Upload multiple feedback files in a .zip file. **Note:** You will still need to attach each file to the student's Feedback files link; files are **not** distributed automatically.
  - Switch to the course gradebook.
  - Download a blank worksheet (.csv format) to enter grades or to upload a completed worksheet. (Option only appears if offline grade worksheet has been selected.)
- Display submissions by *All participants* or by specific **groups** if the assignment is set for groups.
- Select all or any students to apply actions detailed in #5 below.
- Save any grades and feedback that you have entered.
- Manage individual submissions by checking the box next to the student's name. You can:
  - Lock or unlock submissions to control students' ability to submit or edit their submissions.
  - Download selected submissions to manage files submitted at different times.
  - Remove student submissions.
  - Grant an extension to create an alternate due date.
  - Send the **same** feedback file to multiple students.

In the **Options** area below the grade table you can:

- Adjust the number of students listed per page.
- Filter submissions to display students who have not yet submitted their work, those who have already submitted their work or submissions that have not yet been graded. You can also filter by students granted an extension for submitting their work.
- Check the box for quick grading to enter grades and feedback in this page. If you use this method, **be sure to click on Save all quick grading changes when you have finished entering grades.**
- We only see active enrollments in our courses, so you can ignore the **Show only active enrollments** option.
- Turn off the **Download submissions in folders** option unless students have uploaded multiple files. Otherwise, each student's file will be downloaded in an individual folder, creating many unnecessary clicks when they are downloaded.

## Get the Most from Your Assignment Links

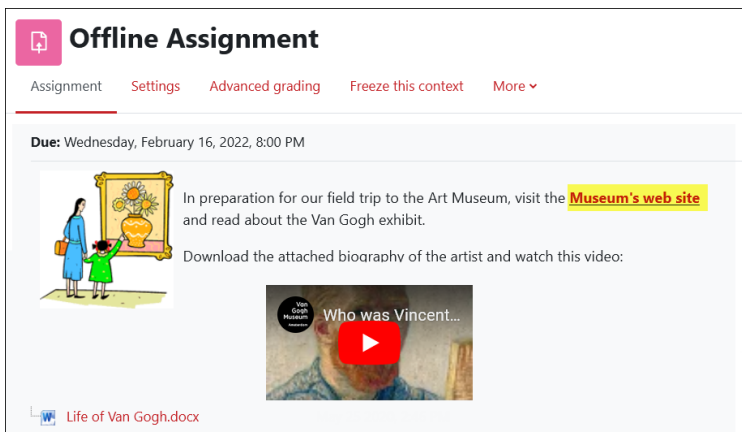


Figure 33: Offline Assignment Description

The offline assignment shown here in Figure 33 demonstrates how a single assignment link can organize a variety of resources for your students—and reduce the number of items linked to your course main page. Note the **embedded link** to a website and the attached article added to the instructions on what to read to prepare for the activity. The related video has also been embedded in the instructions.

Links may be embedded in web pages, discussion forum prompts, assignment overviews, quiz instructions—anywhere you have a text box!

### Embed a Link to a Web Page

1. Type your instructions in the **Description** textbox.
2. Select the appropriate text, then click on the **link** icon in the toolbar shown in Figure 34.
3. In the **Create link** page, enter or paste the desired web address in the field provided (Figure 35), being sure to include `http://`.
4. Click on **Open in new window** if desired.
5. Click on **Create link** to complete the embedding process.
6. **Save** the assignment and return to your course. Open the assignment and test the link to ensure that the web page opens correctly.

For more on embedding links to files, web sites and videos, see [this article](#) posted on the Moodle How-Tos web page.

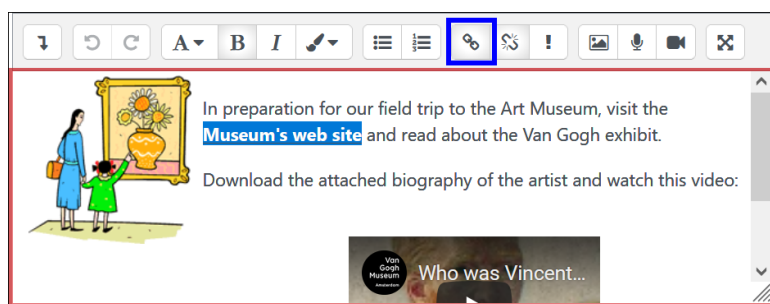


Figure 34: Embedded Link Icon

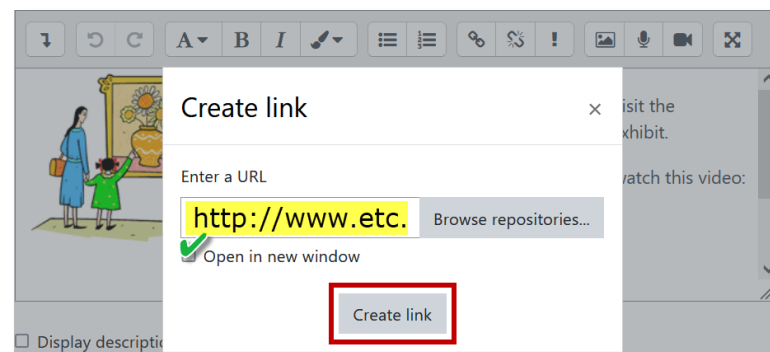


Figure 35: Insert/Edit Link Options