## A ‘How To’ Video Transcript

# Faculty Fast FAQ: How to Create an Assignment Activity

First log into Moodle and click on the course into which you wish to create the assignment activity. Turn your editing on and locate the week where you would like the assignment. Click on the ‘+add an activity or resource’ link in the bottom right corner. Choose the assignment activity under activities. Click Add.

Name the assignment and provide a description if you would like. You can click on this icon here to get a second row of icons in the editor.

Scroll down to the availability section. This section includes the date and times during which you will start accepting submissions (allow submission from) and when the submission is due (the due date). If you wish to prevent submissions after the due date you must enable the cutoff date and time. If you wish students to be able to continue submitting online but have the system note that it is late, you do not want to enable the cutoff date. These times are in 24-hour time so this is the hours and this is the minutes. Remember that in 24-hour time, midnight begins the day, 00:00; it does not end the day.

Next to the submission types: if you want to accept a file then you want to make sure you keep the file submissions checked. If you want the student to type directly into the browser you will want to check the online text option. You can verify your maximum submission size. If it is not 64 megabytes you can go to your course settings and up the limit so that you can go up to 64 megabytes which is the site-wide limit.

Next you want to check under feedback types. If you have had your students submit a file submission and you want to be able to send them a file back either a tracked copies version or just a regular file with some feedback, you want to check the box next to feedback files.

Under submission settings if you would like the students to be required to click a button to finalize their submission you would change this from no to yes. Under notifications you can actually change this so that you get an email each time a student submits if you would prefer, and under grade this is where you would change the value of this 100 to whatever the assignment is worth so if the assignment is worth 20 points you would change it here. If you want to set up an assignment that is not graded under type, you would change that to none. You'll notice all of these become grayed out. We're going to keep this at Point.

The common module settings and the restrict access settings are the same as they are on all other assignments and activities in Moodle, and then you can save and return to course.

You'll now notice that there is an assignment activity right here in the week that you chose. The assignment activity is noted by an icon that is a hand holding a piece of paper.

 As a side note once you have created a graded assignment activity in Moodle there will also be a space in your gradebook for the grades. Go to administration. Click on grades. You'll notice now there is a column for the writing assignment. So when you come into your writing assignment, either directly from there or from the main page of the course, and you view and grade all your submissions grade here in the column, once you give a grade and return to your gradebook, you'll notice that that assignment grade populated automatically into your gradebook.

(You can find this video at http://www.trinitydc.edu/moodle/2016/01/11/fast-faq-creating-an-assignment-activity/ )