

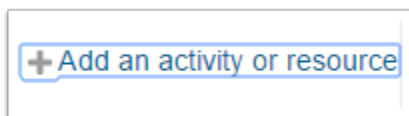
How to Create an Assignment Dropbox

The Assignment activity allows students to submit work to their teacher for grading. The work may be text typed online or uploaded files of any type the teacher's device can read for example, word-processed documents, spreadsheets, images, audio, and/or video clips. Grading may be by simple percentages or custom scales, or more complex rubrics may be used. Students may submit as individuals or in groups.

When reviewing assignment submissions, instructors can leave feedback comments, upload files such as student submissions with comments, or audio feedback. Assignments can be graded using points, a rubric, or grading guide. Grades entered on the Assignment grading page are automatically added to the Moodle gradebook.

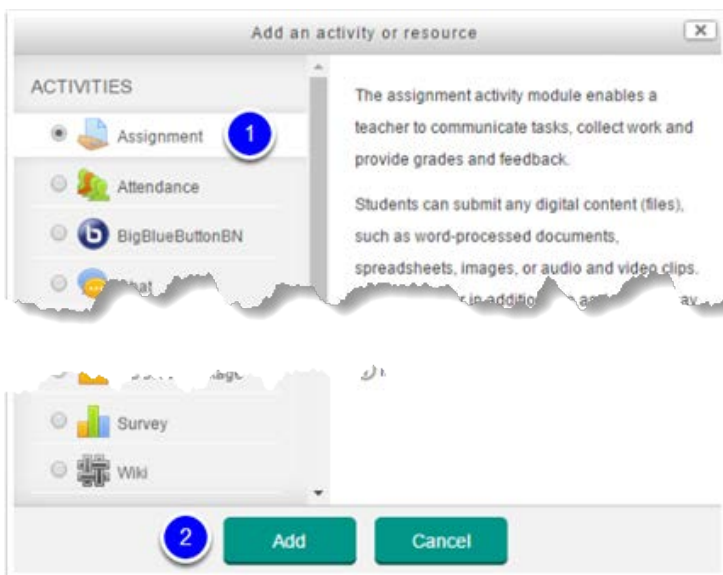
Step 1

Ensure editing is turned on. Locate the Section where you would like to add the assignment activity then click + **Add an activity or resource**



Step 2

Select **Assignment** from the activities list then click **Add**, the *Adding a new Assignment* page will open



Step 3

Give the assignment a name, in the description area you can explain what the students must submit and you can upload supporting documents in the *Additional files* area. Expand all opens the topic headings to display their configuration setting.

1. Assignment name
2. Description Area (Optional)
3. Additional files (Optional)

The screenshot shows the 'Adding a new Assignment' interface. At the top right, there is a red circle around the 'Expand all' button. The form is divided into sections: 'General', 'Description', and 'Additional files'. The 'Assignment name*' field is marked with a blue circle '1'. The 'Description' text area is marked with a blue circle '2' and includes a rich text editor toolbar. The 'Additional files' section is marked with a blue circle '3' and shows a dashed drop zone with a blue arrow and the text 'You can drag and drop files here to add them.' The text 'Maximum size for new files: Unlimited' is visible above the file manager interface.

Step 4

Configure the assignment options. Click Expand all to view all the possible settings or click each topic heading to view the settings for each topic individually.

Under the heading Availability we recommend adjusting the due date to reflect when the assignment is due.

The screenshot shows the 'Availability' section with the following settings:

Setting	Value	Enable
Allow submissions from	12 March 2020 00:00	<input checked="" type="checkbox"/>
Due date	19 March 2020 00:00	<input checked="" type="checkbox"/>
Cut-off date	12 March 2020 14:31	<input type="checkbox"/>
Remind me to grade by	26 March 2020 00:00	<input checked="" type="checkbox"/>

Always show description

Under the Feedback types heading we recommend checking the feedback comments checkbox and the feedback files checkbox.

The screenshot shows the 'Feedback types' section with the following settings:

Setting	Value
Feedback types	<input checked="" type="checkbox"/> Feedback comments <input type="checkbox"/> Annotate PDF <input checked="" type="checkbox"/> Feedback files <input type="checkbox"/> Offline grading worksheet
Comment inline	No

Step 5

Click Save and return to course to return to your course or click Save and display to view the assignment. Alternatively click Cancel to return to your course without creating the assignment.

The screenshot shows three buttons: 'Save and return to course', 'Save and display', and 'Cancel'.