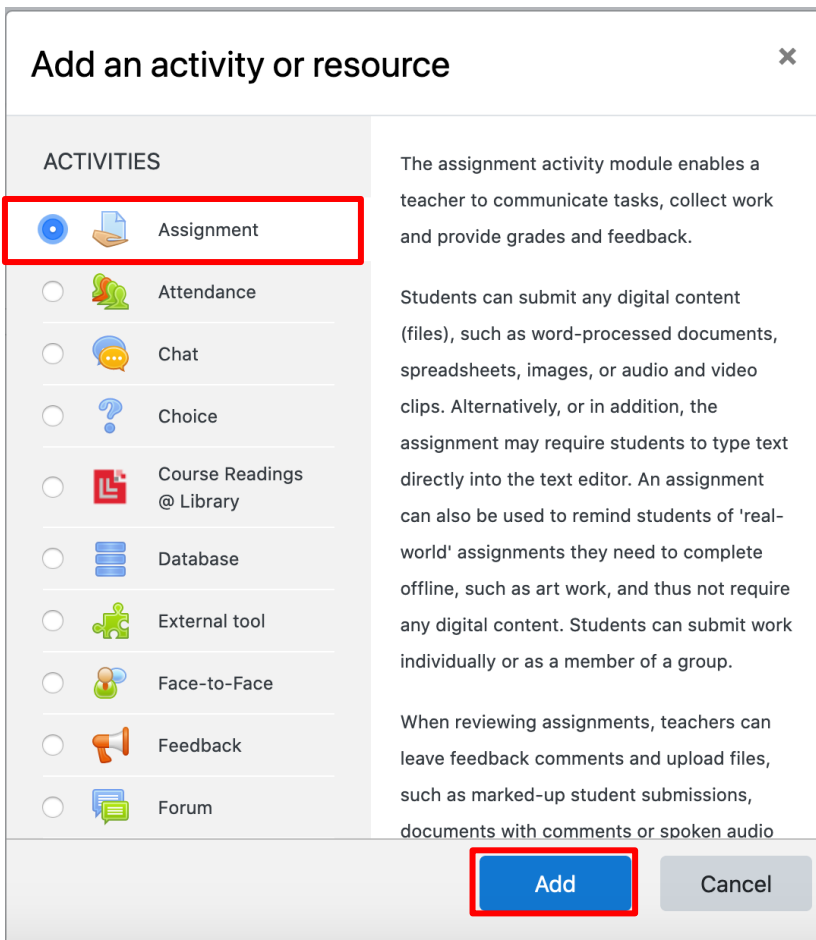


The screenshot shows the Moodle course editing interface. On the left, there are sections for 'Announcements', '30 May - 5 June', and '6 June - 12 June'. A red box highlights the '+ Add an activity or resource' button in the 'Announcements' section. On the right, there is a 'Search forums' search bar and a 'Latest announcements' section with a '+ Add a new topic...' button.

Step 1

Click **'Turn editing on'** and click **'Add an activity or resource'**.



The screenshot shows the 'Add an activity or resource' dialog box. On the left, under the 'ACTIVITIES' heading, a list of activity types is shown. The 'Assignment' option is selected and highlighted with a red box. On the right, there is a description of the assignment activity module. At the bottom, there are 'Add' and 'Cancel' buttons, with the 'Add' button highlighted by a red box.

Add an activity or resource

ACTIVITIES

- Assignment
- Attendance
- Chat
- Choice
- Course Readings @ Library
- Database
- External tool
- Face-to-Face
- Feedback
- Forum

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio

Add Cancel

Step 2

Select **'Assignment'** and then click **'Add'**.

Adding a new Assignment

Expand all

General

Assignment name

Description

Display description on course page

Step 3

Type your assignment name and give it a description.

Additional files Maximum size for new files: 500MB

Files

↓

You can drag and drop files here to add them.

Availability

Allow submissions from: 16 July 2020 00:00 Enable

Due date: 23 July 2020 00:00 Enable

Cut-off date: 16 July 2020 22:21 Enable

Remind me to grade by: 30 July 2020 00:00 Enable

Always show description

Step 4

You can also upload file in it.

Select the available date and due date of the assignment.

Grade

Grade Type: Point

Maximum grade:

Grading method:

Grade category:

Grade to pass:

Blind marking:

Hide grader identity from students:

Use marking workflow:

Step 5

Select the maximum points for the assignment.

Choose '**Rubric**' as the grading method.

Advanced | Using rubrics speed up grading and provide feedback

Common module settings

Restrict access

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked !.

Step 6

Press the **'Save and display'** button at the bottom of the page.

Advanced grading: Assignment (Submissions)

Change active grading method to Rubric

Define new grading form from scratch

Create new grading form from a template

Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status. ×

Step 7

Click **'Define new grading form from scratch'** to create a new grading form. If you want to re-use the previously defined form, click **'Create new grading form from a template'** instead.

Name !

Description

Rubric

× Click to edit criterion	× Click to edit level 0 points	× Click to edit level 1 points	× Click to edit level 2 points	+ Add level
--	---	---	---	--------------------------

+ Add criterion

Step 8

Give the grading form a name and then edit the rubric.

Advanced | Using rubrics speed up grading and provide feedback

Rubric options

Sort order for levels: Ascending by number of points

- Calculate grade having a minimum score of the minimum achievable grade for the rubric
- Allow users to preview rubric (otherwise it will only be displayed after grading)
- Display rubric description during evaluation
- Display rubric description to those being graded
- Display points for each level during evaluation
- Display points for each level to those being graded
- Allow grader to add text remarks for each criterion
- Show remarks to those being graded

Save rubric and make it ready

Save as draft

Cancel

There are required fields in this form marked .

Step 9

Press **'Save rubric and make it ready'** to complete.

Assignment

Grading summary

Hidden from students	No
Participants	26
Submitted	0
Needs grading	0
Due date	Thursday, 23 July 2020, 12:00 AM
Time remaining	6 days 1 hour

View all submissions

Grade

Step 10

You can see the grading summary and click **'grade'** to give marks.

Administration

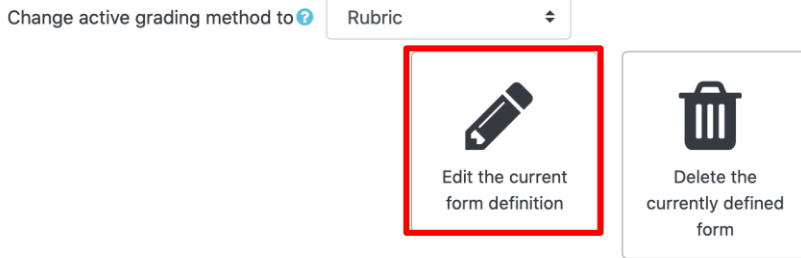
Assignment administration

- Edit settings
- Group overrides
- User overrides
- Locally assigned roles
- Permissions
- Check permissions
- Filters
- Competency breakdown
- Logs
- Backup
- Restore
- > **Advanced grading**
- View gradebook
- View all submissions
- Download all submissions

Step 11

You can also edit your rubric by clicking the **'Advanced grading'** in the **"Administration"** block under the **"Navigation"** block.

Advanced grading: Assignment (Submissions)



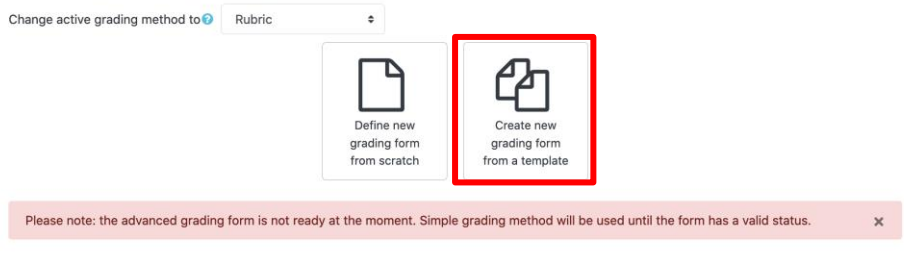
Step 12

Press '**Edit the current form definition**' to make changes in your rubric. Then, press '**Save**' to complete.

Follow steps 1 to 6 to create a new assignment,

Alternative method using an existing template

Advanced grading: Assignment (Submissions)



Step 13

Click "**Create new grading form from a template**" to re-use a previously defined form.

Grading forms search



Step 14

Check the box labeled '**include my own forms**' and click '**Search**'.

ePortfolio Assessment Criteria Own form

Location: Assignment Test (Submissions)

Criteria for essay	No work submitted	2-3 brief sentences	2-3 detailed paragraphs
	0 points	1 points	2 points

Rubric options

Sort order for levels: **Ascending by number of points**

- Calculate grade having a minimum score of the minimum achievable grade for the rubric
- Allow users to preview rubric (otherwise it will only be displayed after grading)
- Display rubric description during evaluation
- Display rubric description to those being graded
- Display points for each level during evaluation
- Display points for each level to those being graded
- Allow grader to add text remarks for each criterion
- Show remarks to those being graded

Use this form as a template

Confirm

Do you want to use the grading form 'ePortfolio Assessment Criteria' as a template for the new grading form in 'Test B (Submissions)'?

Continue

Cancel

Step 15

Select the one you want to re-use and click '**Use this form as a template**'.

Step 16

Press '**Continue**' to confirm. Click '**Edit the current form definition**' to make changes if needed.

Finally, press '**Save**' to complete.