Moodle Assignments

# Important Assignment Settings

There are several important settings to watch out for when submitting assignments in Moodle.

These include:

* File Submission versus Online Text
* Due Dates/Cutoff Dates
* Draft versus Submission

# File Submission vs. Online Text

There are two types of assignments in Moodle: File Submission and Online Text.

* **File Submission** assignments require you to attach a file and submit for grading. This might include essays, reports, spreadsheets, presentations, or any other file or document relevant to your course.
* **Online Text** assignments require you to type a response directly into a text box in Moodle.

Many assignments will include both file submission and online text, so be sure to read the instructions for your assignment carefully**.**

# Due Dates vs. Cutoff Dates

The **Due date** is the date and time the assignment is due. Assignments submitted after this date may be counted late and points deducted from the overall grade. Late submissions will be marked in red text on the assignment grading page.

The **Cut off date** is thedate and time the assignment is closed for submissions. Instructors may deduct points for submissions through this date. You will no longer be allowed to submit the assignment beyond that date.

# Draft vs. Submission

Depending on how your instructor has set up an assignment, when you submit text or a file to a Moodle assignment, the submission may be considered to be in Draft mode until the assignment reaches the due date. You may be able to remove, edit, and re-submit draft submissions until the due date when the files are submitted for grading by the assignment tool.

Once you have submitted an assignment, if you revisit the assignment page you will be able to follow the status of your assignment.

You will see the submission status (Submitted for Grading, or Draft (not submitted), the grading status, modification date, File submissions and Submission comments.



If the due date of the assignment has passed, the option to edit your submission will disappear.

You may have the option to modify your assignment if your instructor has allowed this option.

To modify your assignment, click on the **Edit submission** button, select the uploaded file, click **delete**, and then upload the correct version.

If you are ready to submit the final version of your assignment, click on **Submit Assignment.**

# Opening an Assignment

Course assignments can be assessed from the main course page. Assignments are identified by the "hand icon". Click on the assignment link to open it.



You will then see the assignment instructions, the current status of the assignment, and the **Add submission** button.



# File Submission Assignments

A file submission assignment requires you to upload a file to Moodle.

1. Click the **Add submission** button.

2. In the **File Submissions** box, you can either “drag or drop” a file from your computer into the box, or Click on the **Add** icon under File Submissions.



3. Click on Upload a file. Then click on **Choose File.**



4. Locate and select the file you want to attach. Click **Open.**



5. Verify that your file appears next to Choose File, and then click **Upload this file.**



6. Verify that your file appears in the File submissions window, and then click **Save changes.**



7. You will come to a screen that will show you that status of your submission and the file name.



# Online Text Assignments

How to access and submit an online text assignment:

1. Click on the assignment link.

2. Read the instructions provided by your instructor.

3. Click the **Add submission** button.



4. Type your response in the Online Text box and click **Save Changes**.



# Grades and Feedback

Once you have submitted an assignment, you will want to see how you did and any feedback supplied by your instructor. This section will show you how to view your grades and feedback for a specific assignment. Viewing overall grades will be covered in a later section.

**How will I know when my assignment has been graded?**

Once your instructor has graded an assignment, you may receive an e-mail directly from Moodle informing you that a grade has been assigned. Should you have questions, your instructor will always be your best resource about matters concerning grades.

**Viewing the Grade**

To view your grade:

* Click on the assignment link in your course.
* Scroll down to the Feedback section.
* You will find a box labeled Grade, along with your grade and the maximum grade allowed for the assignment.
* You will be told on this screen who graded your assignment, so if you have multiple instructors and have questions about a grade, you can direct your questions to the correct person.

