

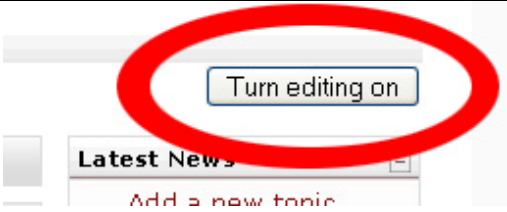
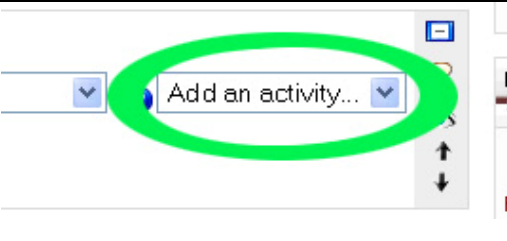
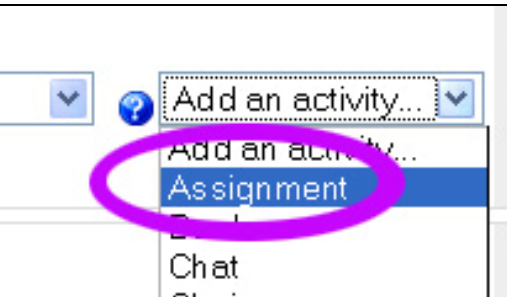
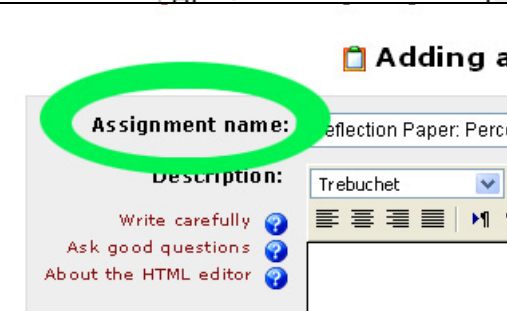
# Title III

## Part II: Editing Your Class 2.3 Creating an Assignment

### What is this feature?

A Moodle assignment allows an instructor to quickly and easily develop student assessment tools that can be remotely graded and reviewed. Students can submit essays, spreadsheets, photos, and even small video and audio files either in class or through Moodle. Instructors can then review these submissions and give students grades and feedback through Moodle.

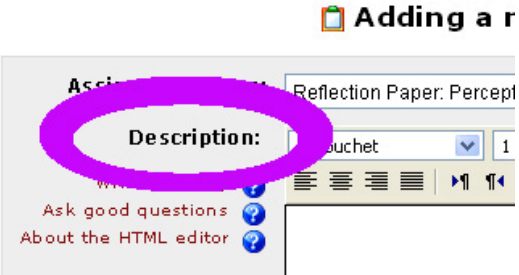
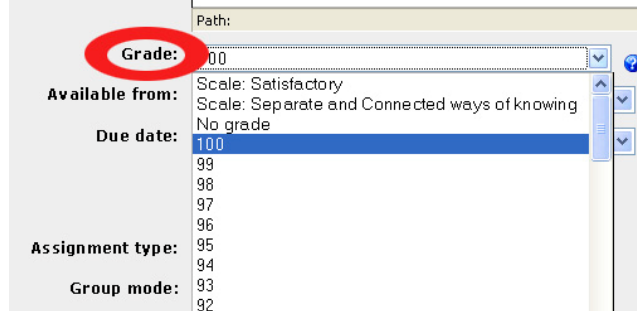
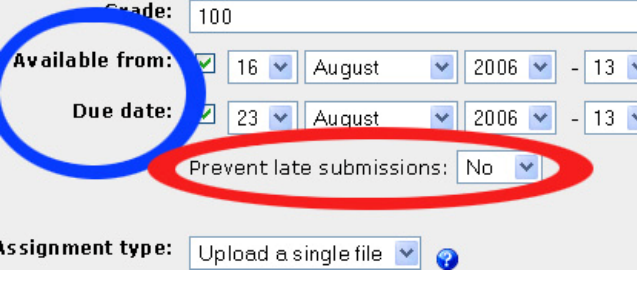
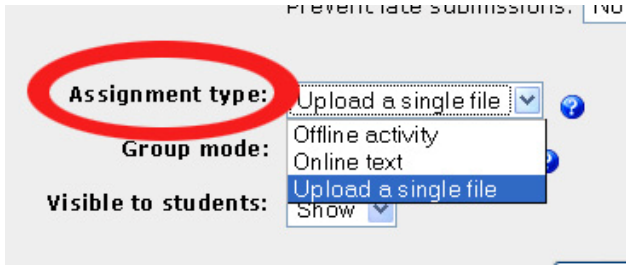
### From your course's homepage:

1	<p>In order to add content, activities, and information to your course, first turn on the editing commands. To do this:</p> <p><b>CLICK</b> the "Turn editing on" button (located in the top right corner of your screen).</p>	 A screenshot of the Moodle course homepage. The 'Turn editing on' button is circled in red. Below it, there is a 'Latest News' section with an 'Add a new topic' link.
2	<p><b>CLICK</b> the drop down arrow to the right of the "Add an activity" box.</p>	 A screenshot of the Moodle 'Add an activity' dropdown menu. The dropdown arrow and the text 'Add an activity...' are circled in green.
3	<p><b>CLICK</b> "Assignment."</p>	 A screenshot of the Moodle 'Add an activity' dropdown menu. The 'Assignment' option is circled in purple.
4	<p><b>TYPE</b> the name of your assignment in the field marked "Assignment name."</p>	 A screenshot of the Moodle 'Adding a new activity' form. The 'Assignment name:' field is circled in green. The form also shows a 'Description:' field with a dropdown menu set to 'Trebuchet' and a '1' in a box. There are also links for 'Write carefully', 'Ask good questions', and 'About the HTML editor'.

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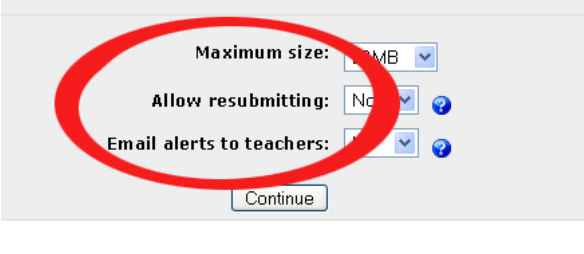
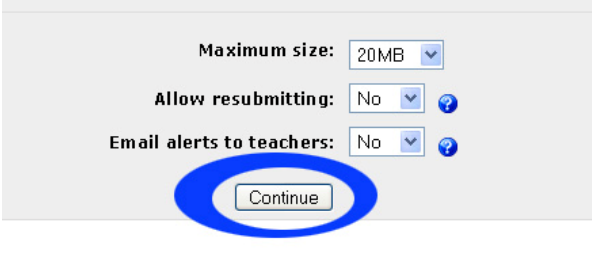
## Part II: Editing Your Class

### 2.3 Creating an Assignment

<p>5</p>	<p><b>TYPE</b> or <b>PASTE</b> a detailed description of your assignment in the text box under “Description.” This text box fully supports html formatting.*</p> <p>*To include web links or images in your assignment text, see section 2.2: <i>Adding Content: Creating a Moodle Web Page: Inserting Images and Inserting Web Links</i> of this manual.</p>	 <p>The screenshot shows the 'Adding a r' (likely 'Adding a resource') interface. The 'Description' field is highlighted with a purple oval. The title is 'Reflection Paper: Percept' and the category is 'Bouchet'. There are also links for 'Ask good questions' and 'About the HTML editor'.</p>
<p>6</p>	<p><b>SELECT</b> a grading scale from the dropdown menu. It can be set as either a number from 1 – 100, Satisfactory – Unsatisfactory, or no grade.*</p> <p>*If you would like to set up a custom grade scale, please see the Pierce College Moodle system administrator.</p>	 <p>The screenshot shows the 'Grade' dropdown menu highlighted with a red oval. The selected value is '100'. Other options include 'Scale: Satisfactory', 'Scale: Separate and Connected ways of knowing', and 'No grade'. The 'Available from' and 'Due date' fields are also visible.</p>
<p>7</p>	<p><b>SELECT</b> “Available from,” “Due date,” and “Prevent late submissions” options by clicking on the appropriate dropdown menus.*</p> <p>*You may eliminate “Available from” and “Due date” by clicking on the check box located to the left of each option.</p>	 <p>The screenshot shows the 'Available from' and 'Due date' fields highlighted with blue ovals. The 'Prevent late submissions' dropdown is highlighted with a red oval and set to 'No'. The 'Assignment type' is set to 'Upload a single file'.</p>
<p>8</p>	<p><b>SELECT</b> “Assignment type:”</p> <p><b>Upload a single file</b> – requires students to upload a file, like a Word document or picture. Instructors can then provide feedback and grades.</p> <p><b>Online text</b> – allows students to type their assignments directly into Moodle without uploading a document.</p> <p><b>Offline Activity</b> – assumes that the activity happens offline. This feature is useful to remind students that there is an in-class assignment due, to direct students to a source for their assignment, or even to give course participation points.</p>	 <p>The screenshot shows the 'Assignment type' dropdown menu highlighted with a red oval. The selected option is 'Upload a single file'. Other options include 'Offline activity', 'Online text', and 'Show'.</p>

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## Part II: Editing Your Class 2.3 Creating an Assignment

9	<b>CLICK</b> “Next.”	 A screenshot of a user interface showing two buttons: 'Next »' and 'Cancel'. The 'Next »' button is circled with a thick blue oval.
10	<b>FOLLOW</b> the prompts to answer a few other questions, depending on what type of assignment you selected.	 A screenshot of an assignment configuration screen. It includes three settings: 'Maximum size: 20MB', 'Allow resubmitting: No', and 'Email alerts to teachers: No'. Each setting has a dropdown arrow and a help icon. A red oval highlights the entire settings area.
11	<b>SELECT</b> “Continue.”	 A screenshot of the same assignment configuration screen as in step 10. The 'Continue' button at the bottom is circled with a thick blue oval.
	<i>TO GRADE your assignment, see “3.1. Grading Assignments” of this manual.</i>	