


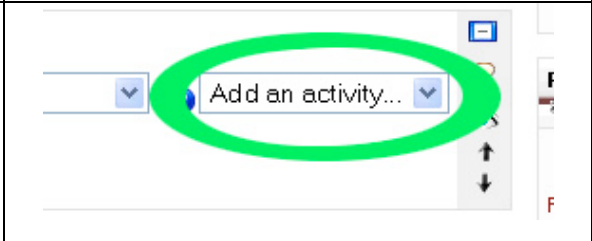
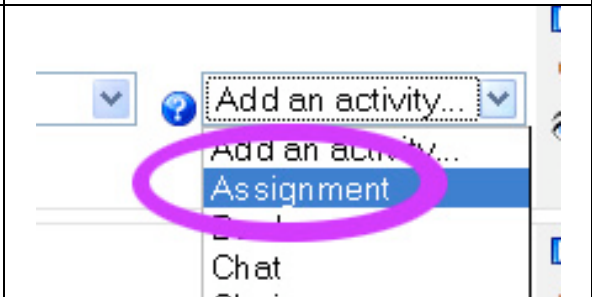
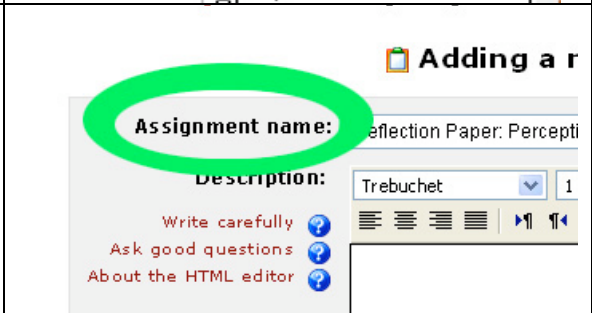
Part II: Editing Your Class

2.3 Creating an Assignment

What is this feature?

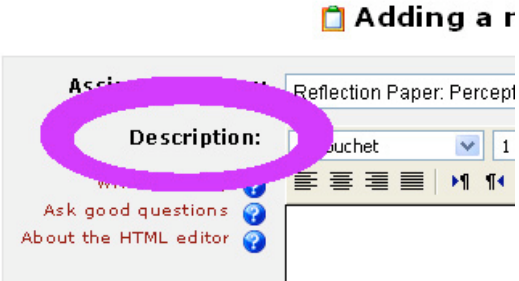
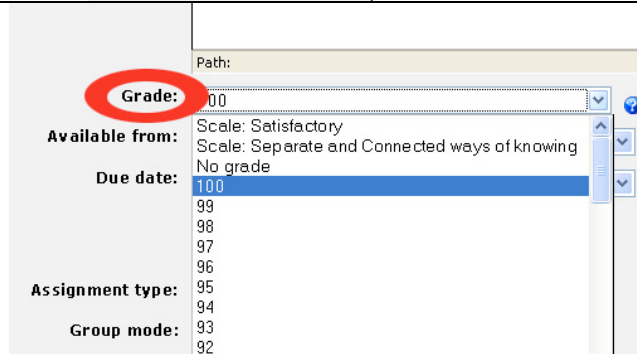
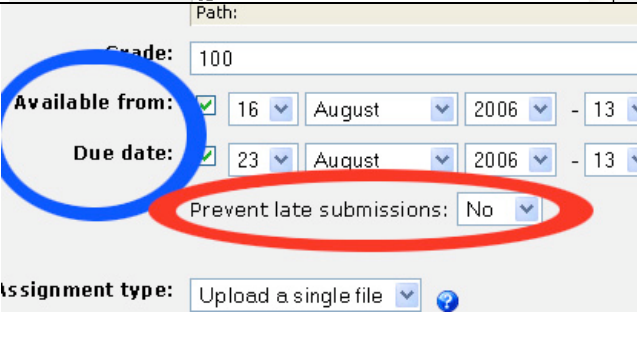
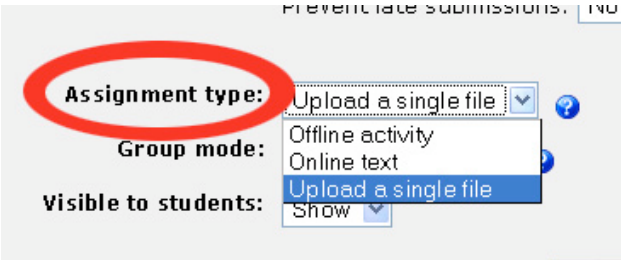
A Moodle assignment allows an instructor to quickly and easily develop student assessment tools that can be remotely graded and reviewed. Students can submit essays, spreadsheets, photos, and even small video and audio files either in class or through Moodle. Instructors can then review these submissions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

From your course's homepage:

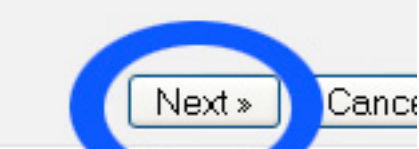
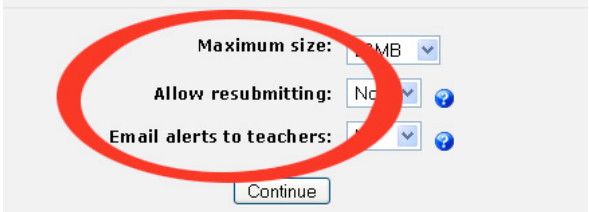
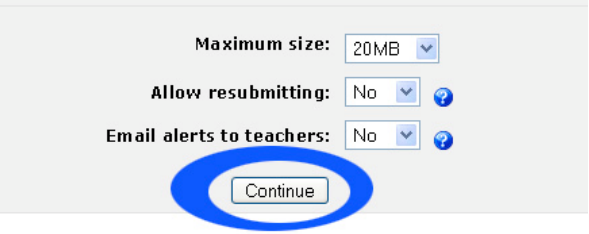
1	<p>In order to add content, activities, and information to your course, first turn on the editing commands. To do this:</p> <p>CLICK the "Turn editing on" button (located in the top right corner of your screen).</p>	
2	<p>CLICK the drop down arrow to the right of the "Add an activity" box.</p>	
3	<p>CLICK "Assignment."</p>	
4	<p>TYPE the name of your assignment in the field marked "Assignment name."</p>	

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<p>5 TYPE or PASTE 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>6 SELECT 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>7 SELECT “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>8 SELECT “Assignment type:”</p> <p>Upload a single file – requires students to upload a file, like a Word document or picture. Instructors can then provide feedback and grades.</p> <p>Online text – allows students to type their assignments directly into Moodle without uploading a document.</p> <p>Offline Activity – 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>	

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9	CLICK "Next."	
10	FOLLOW the prompts to answer a few other questions, depending on what type of assignment you selected.	
11	SELECT "Continue."	
	TO GRADE your assignment, see "3.1. Grading Assignments" of this manual.	