ASSIGNMENTS

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The assignment allows the teacher to give students writing exercises to do either in the classroom or at home. The teacher can see all the students' work, whereas each student can only see his/her own (and the teacher's evaluation of it).

Depending on the settings, the student can send one or more files, which the teacher can correct, or the teacher can write feedback directly in a space provided within the online course or send a file with a reply.

To add an assignment, **click on the settings button in the top right corner under the user name > Turn editing on.**

Then click

.

Select ASSIGNMENT in the ACTIVITIES section.

On the right-hand side of the window you will find a text which illustrates and explains how the resource can be used. Click on 'Add'.

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Creating an assignment

Insert the title and description of the assignment that the students should carry out.

Additional files

If desired, the teacher can add additional/explanatory files; for example an example text with possible answers, which students can use as a guide.

Students will see these inks under the description of the assignment.

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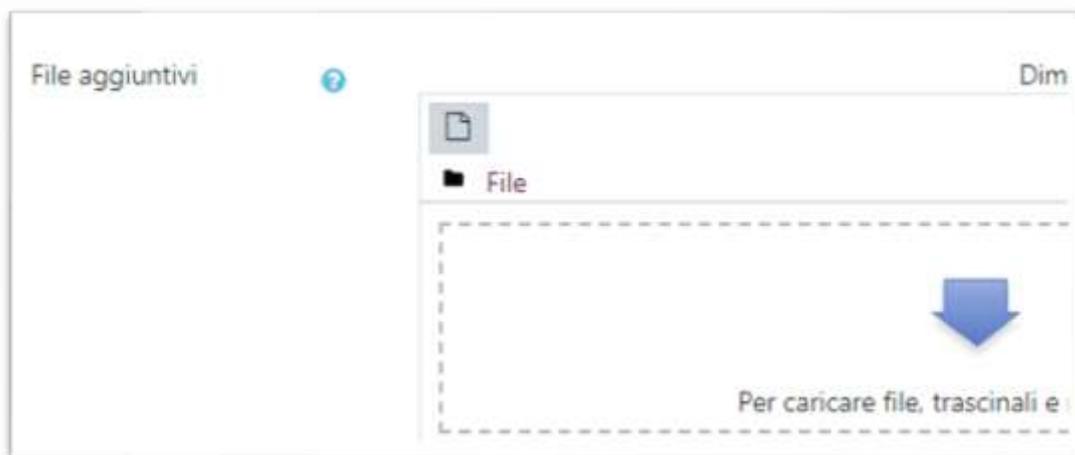
Availability

It is possible to limit the dates within which the assignment can be submitted by ticking the boxes and choosing the dates.

If 'Cut off date' is enabled students cannot submit their assignment after that date; however the teacher also has the possibility of allowing an extension.

Submission types

- Online text: students can write their text directly in the window given using the editor and submit it online
- File submissions: students upload a file (of any type) with their assignment.

With online text it is possible to define a maximum word limit.

With file submissions, it is possible to decide the maximum number of files which can be uploaded, and also to define the maximum size and type.

Feedback types

- Comments: the teacher can add comments to the assignment
- Feedback files: the teacher can upload a file with comments; for example the student's assignment with corrections, or an audio file with voice comments.

These two types of feedback are the most used.

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Submission settings

If 'yes' is selected, students can keep their submission as a draft until it is ready. **In this case it is important to clarify with students that they must click submit when their assignment is ready.**

The submission statement obliges students to declare that the work is their own.

It is also possible to reopen assignment submissions, up to a number of times fixed by the teacher, or an unlimited number of times.

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Group submission settings

This can be used when students in the same group share and can all modify an assignment.

Notifications

It is possible to receive an email notification when an assignment has been submitted.

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Grade

The grading can be a mark, or evaluation scale, which can be personalized (see tutorial 'grading scale').

Once you have set your options, remember to save the changes!

Click on 'Save and return to course' to save the settings and return to the home page.

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Teacher's view

The teacher accesses the assignments by clicking on the title in the home page.

The teacher sees a summary box with the number of students, draft files (if this has been set up), submitted files, those awaiting evaluation and the due date and time left for submission. Underneath are the buttons 'View all submissions' and 'Grade'.

Clicking on 'View all submissions' the teacher will find the list of students and files submitted, and have the possibility to carry out various actions.

First there is the list of students taking the course; using the scrolling bar it is possible to see who has submitted an assignment.

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From the drop down menu at the top the teacher can:

- download all the assigments onto their own computer
- View the gradebook (a general report on all the gradable activities which the course contains)

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Or, to view and comment on/correct one assignment at a time, the teacher should click on the button 'Grade' in the row corresponding to each student.

Nome / Cognome	Indirizzo email	Dipartimento	Stato	Valutazione
Andrea Test 2	silvestrino@hotmail.com		Consegnato per la valutazione	Valutazione

A window will appear in which it is possible to write comments, give marks and, if previously set up, attach files:

After saving, on the page which shows all the assignments, the comments and files uploaded by the teacher are displayed.

NOTE

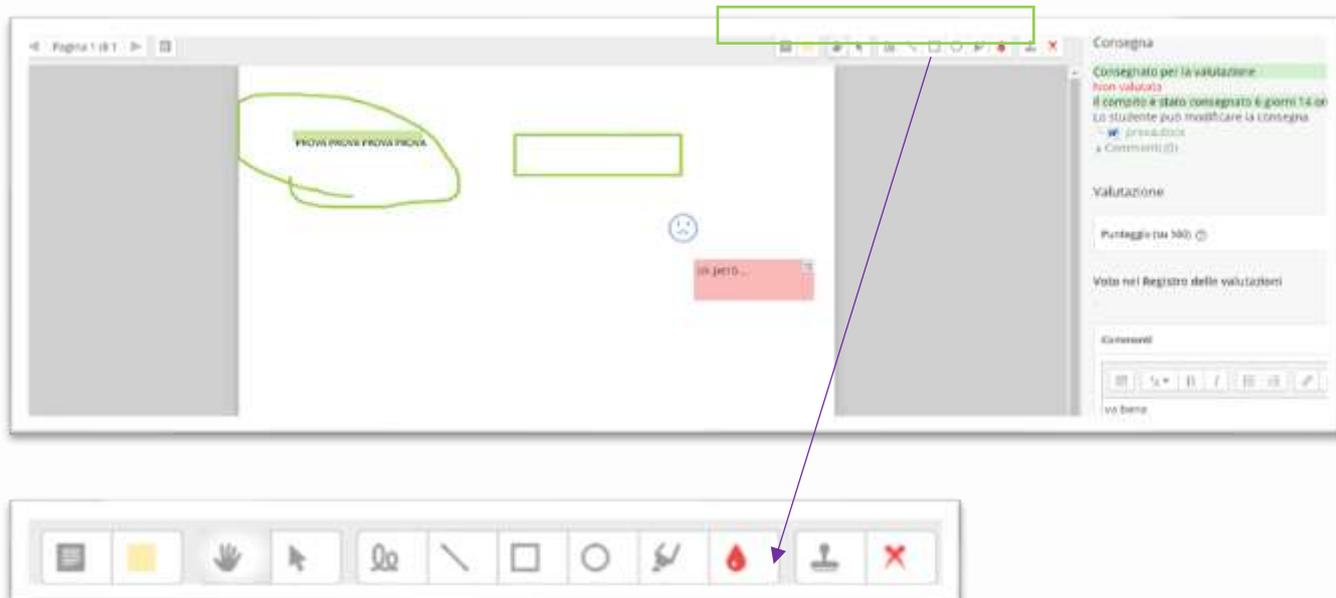Moodle offers another possibility, if this has been configured as a plugin.

The teacher can view the student's file, automatically converted into pdf, and annotate it with their comments, underlining or highlighting parts of it directly onto the file itself.

After clicking on the button Grade, the page is viewed as below:

The central area shows the student's pdf; whereas the upper area of the page has a number of buttons which allow the teacher to annotate the text.

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Student's view

The student can access their assignment by clicking on the title on the home page.

The student will see information about the due date and time left for submission of the assignment and whether it has been graded; in addition there is the Add submission button.
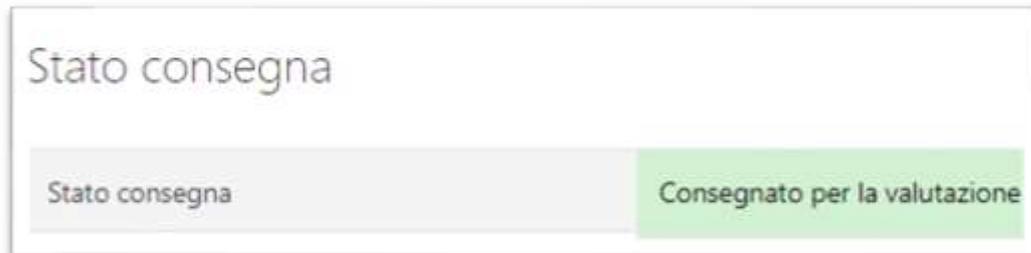

Clicking on Add submission the student will find a box in which to upload their files which is the same as the box which the teacher sees when uploading material; if the

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option is supported, it is also possible to drag and drop. Otherwise, the file can be uploaded by selecting it from the computer.

After uploading the file the student will see the following box:

Stato consegna

Stato consegna	Consegnato per la valutazione

After the assignment has been evaluated, the following box will be seen:

Commento

Valutazione	60.00 / 100.00
Data di valutazione	mercoledì, 7 agosto 2019, 09:45
Valutatore	docente
Commenti	bene

For further information:
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