



**UNIVERSITÀ  
DI TRENTO**

Direzione  
Didattica e Servizi agli Studenti

## ASSIGNMENTS





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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The screenshot shows a Moodle activity selection menu. The 'Compito' (Assignment) option is highlighted with a purple box. Below the menu, there is a purple button labeled 'Aggiungi' (Add). The right side of the screenshot shows a preview of the assignment activity page, which includes text explaining that an assignment can be used for both online and offline activities, and that it can be used for individual or group work. It also mentions that teachers can comment on student work and use various grading methods like numerical scores or rubrics.

Compito può anche prevedere l'online di un testo sia in alternativa aggiunta al caricamento di file. usare il compito per attività da fuori di Moodle, dove non sono contenuti digitali. Gli studenti possono consegnare i lavori individualmente come membri di un gruppo.

I docenti possono commentare degli studenti e caricare file a loro esempio i compiti corretti e validi di commento. I compiti possono utilizzare sia voti numerici, sia valutazione avanzata tipo rubrica vengono memorizzate nel registro.

[Info](#) Aiuto ulteriore

**Aggiungi**



## Creating an assignment

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

▼ **Generale**

Titolo del compito !

Descrizione

Paragrafo ▼ **B** *I*

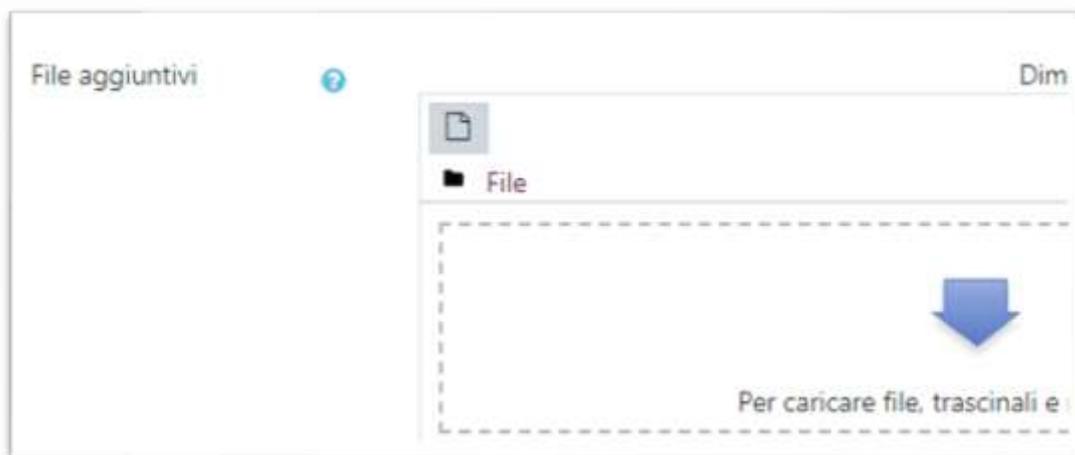
Percorso:

Visualizza descrizione nella home del corso ?

## 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.



## 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.

Disponibilità								
Inizio consegne		7	agosto	2019	00	00		<input checked="" type="checkbox"/> Abilita
Termine consegne		14	agosto	2019	00	00		<input checked="" type="checkbox"/> Abilita
Data limite		7	agosto	2019	09	28		<input type="checkbox"/> Abilita
Ricordami di valutare entro		21	agosto	2019	00	00		<input checked="" type="checkbox"/> Abilita



## Submission types

▼ **Tipi di consegne**

Tipi di consegne  Testo online  Consegna file

Limite parole   Abilita

Numero massimo di file caricabili

Dimensione massima file

Tipi di file accettati   Nessuna selezione

- 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.



▼ **Tipi di feedback**

Tipi di feedback

Commenti   Annotazione PDF   File di commento 

Foglio di valutazione offline 

Commenti tra le righe 

### 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.

▼ **Impostazioni consegna**

Gli studenti devono premere il pulsante di consegna 

Obbliga gli studenti ad accettare la dichiarazione sulla consegna 

Riapertura tentativo 

Numero massimo tentativi 



## Group submission settings

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

▼ Impostazioni consegna di gruppo

Consegna di gruppo ?

► Notifiche

▼

No
No
Si

## Notifications

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

▼ Notifiche

Notifica le consegne ai valutatori ?

Notifica le consegne in ritardo ai valutatori ?

Impostazione di default per "Notifica agli studenti" ?



## Grade

Valutazione

Tipo: Punteggio

Scala: Nessuno, **Scala**, Punteggio

Punteggio massimo: 100

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.



## 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'.

compito

### Riepilogo delle valutazioni

Nascosta agli studenti	No
Partecipanti	1
Consegne	1
In attesa di valutazione	1
Termine consegne	mercoledì, 14 agosto 2019, 00:00
Tempo rimasto	6 giorni 14 ore

[Visualizza tutte le consegne](#) [Valutazione](#)

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.



Immagine dell'utente	Nome / Cognome	Indirizzo email	Dipartimento	Stato	Valutazione	ultima modifica (consegna)	Consegna file
	Andrea Test 2	silvestrino@hotmail.com		Consegnato per la valutazione	Valutazione	mercoledì, 7 agosto 2019, 09:39	File_cometto.docx

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

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





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	<b>Valutazione</b>

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

Valutazioni

Punteggio (su 100)

Voto nel Registro delle valutazioni

Commenti

File di commento

Dimensione massima dei nuovi file: 200M

Per caricare file, trascinali e rilasciali qui.



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

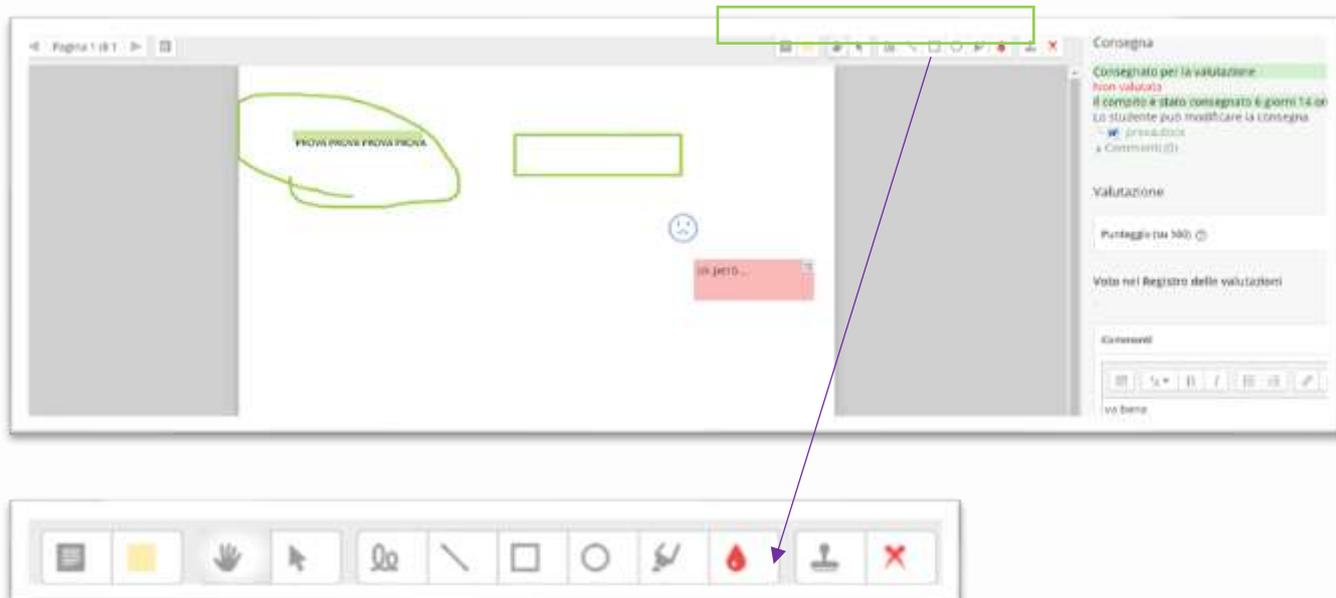
Ultima modifica (consegna)	Consegna file	Commenti alle consegne	modifica (valutazione)	Commenti	Annotazione PDF	Valutazione finale
mercoledì, 7 agosto 2019, 09:39	File_corretto.docx 7 agosto 2019, 09:39	Commenti (0)	mercoledì, 7 agosto 2019, 09:45	bene		60.00 / 100.00

**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.



## 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.

compito

Stato consegna

Stato consegna	Nessun tentativo
Stato valutazione	Non valutata
Termine consegne	mercoledì, 14 agosto 2019, 00:00
Tempo rimasto	6 giorni 14 ore
Ultima modifica	-
Commenti alle consegne	+ Commenti (0)

Aggiungi consegna

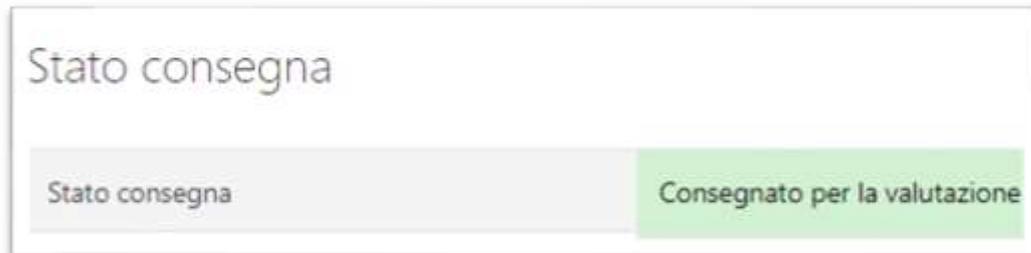
Non hai ancora consegnato

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



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:



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



For further information:

**Didattica OnLine**

Divisione Centro Linguistico Test Center e Didattica Online

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