

Learning Hub Quick Reference Guide: Assignments



<p>☐ Types of Assignments/dropbox</p>	<p>Quick tip: There are two types of assignments/dropbox</p> <ul style="list-style-type: none"> • Assignment – use for any documents that you want students to electronically submit • Turnitin Assignments – use if you want the document to be run through the plagiarism checking software.
<p>☐ How do I create an assignment/dropbox</p>	<p>How to: The directions for creating an Upload for a single file and Advanced Uploading of files is done the same</p> <ul style="list-style-type: none"> • Turn editing on • Click on Add an activity • Choose Assignment • Give the assignment a name • Give a brief description, example: Upload Essay 1 • Complete the settings – if you want to make comments and give feedback, make sure you set the feedback settings • Select the points possible • Select grade category • Click on Save and return to course
<p>☐ How do I create a Turnitin Assignment – NEW INSTRUCTIONS</p>	<p>Information: As an updated feature in Moodle, you no longer have to create a special Turnitin assignment but you can create it in the regular assignment/dropbox function.</p> <p>How to:</p> <ol style="list-style-type: none"> 1. Turn editing on 2. Click on Add an activity 3. Choose Assignment 4. Give the assignment a name 5. Give a brief description, example: Upload Essay 1 6. Leave Submission type as Any submission type 7. Submission settings <ol style="list-style-type: none"> a. Leave students click submit button as No b. Require students accept the submission statement change to NO c. Attempts reopened: change to Automatically until pass – if you want the students to upload more than one part. d. Change the Maximum attempts to the number you want them to submit 8. Group submission settings – use only if you want a group to submit just one paper for the whole group 9. Set notifications as desired 10. Turnitin Plagiarism settings: <ol style="list-style-type: none"> a. Change Enable Turnitin to Yes b. Generally you will leave the Turnitin settings as the defaults are set, but review them just in case you want to make a change. c. Put in a rubric if you desire, click on Launch Rubric Manager to add the rubric d. For how to use Peer Mark – see the Quick Reference Guide: Grading 11. Select grade category 12. Click Save and Return to Course
<p>☐ How do I grade assignments online</p>	<p>Quick tip: For grading instructions please see the Quick Reference Guide: Grading</p>
<p>☐ How do I create a self-check assignment</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click Turn editing on

2. Click on **Add an activity**
3. Scroll to near the bottom and click on **Quiz**
 - Give the quiz a name
 - Check the **Disable** boxes for **Open the quiz** and set the dates (only if it is to be open a specific period of time).
 - Under **Time limit**, check **Enable** and set a time limit (only if it is to be open a specific period of time).
4. Change attempts as needed
5. Choose review options for each category – check all items in each column
6. Click Save and Display to put in questions
7. Change the name next to category - select the one that is the same name as the quiz.
8. In the create new questions box, choose the type of question you want to create
9. Give the question a name
10. Enter the question in the **Question Text** box – this will be the question the student sees
11. Enter answers to the questions under Choice 1, Choice 2, etc....
 - a. If it is a true or false question, select true or false in the **Correct Answer** box
 - b. If it is a multiple choose question, select 100% in the **Grade** box for the correct one. If there are multiple or partially correct answers, change the percentages to match
12. Click **Save changes**