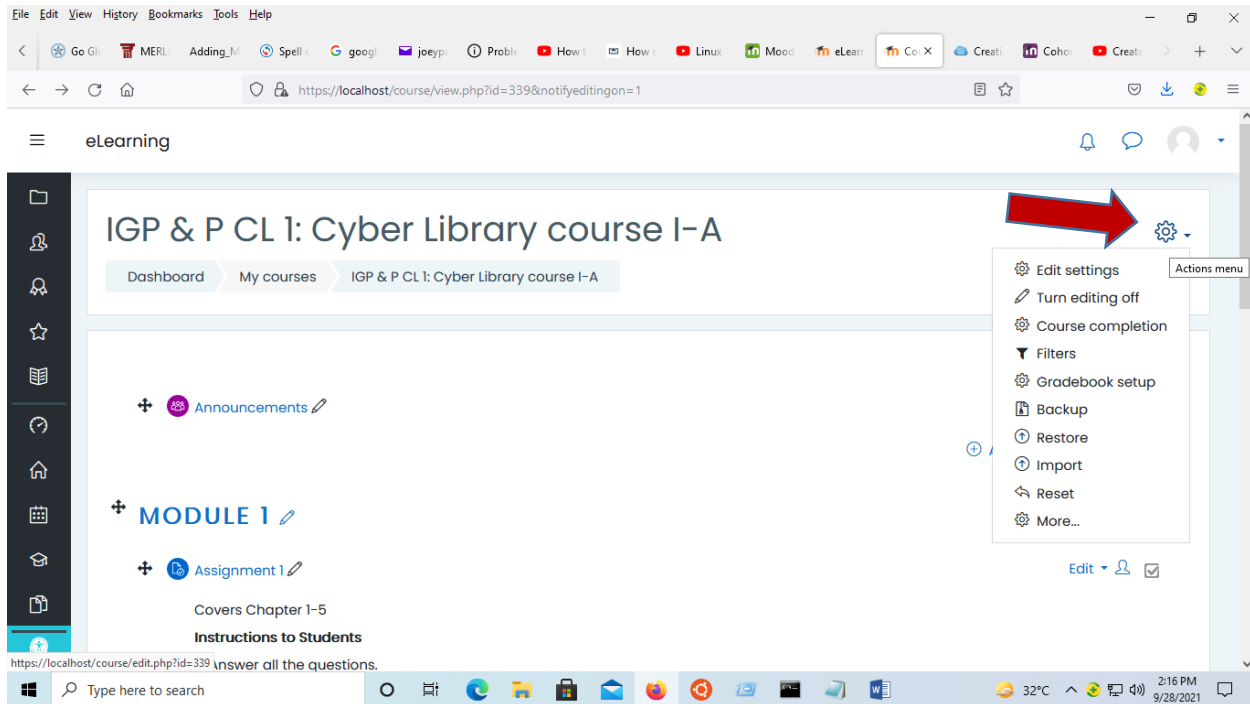


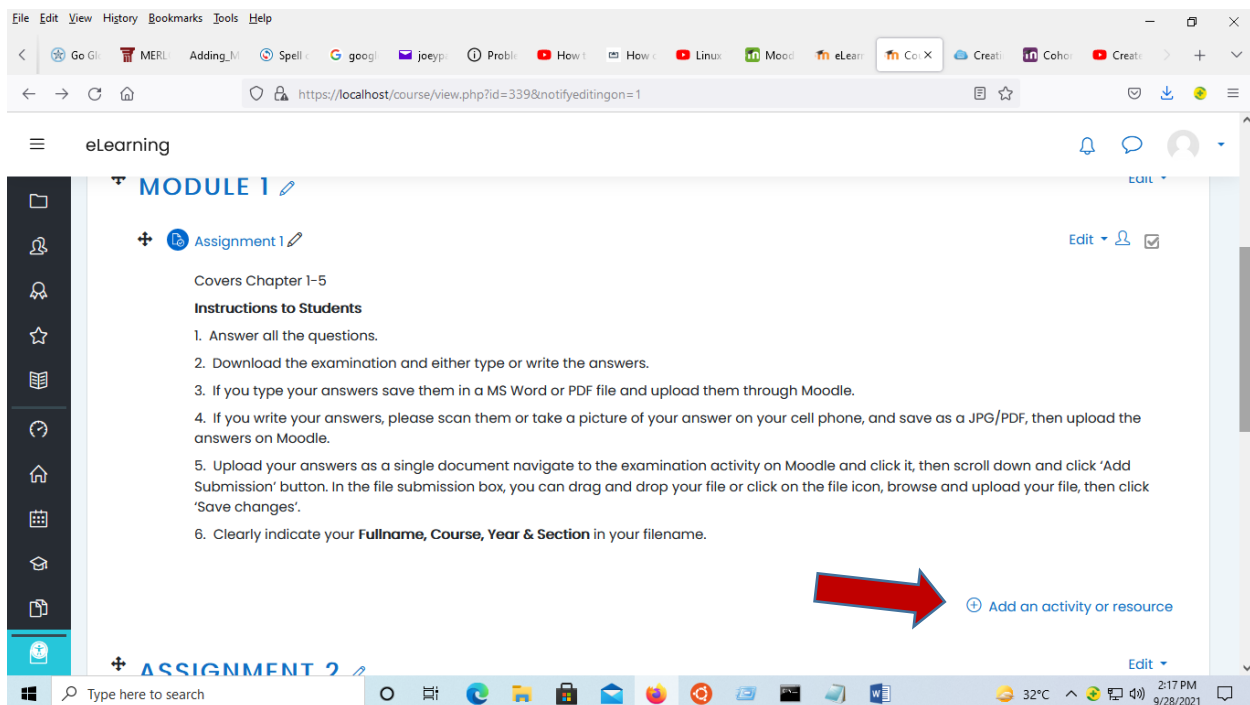
HOW TO CREATE ASSIGNMENTS IN MOODLE

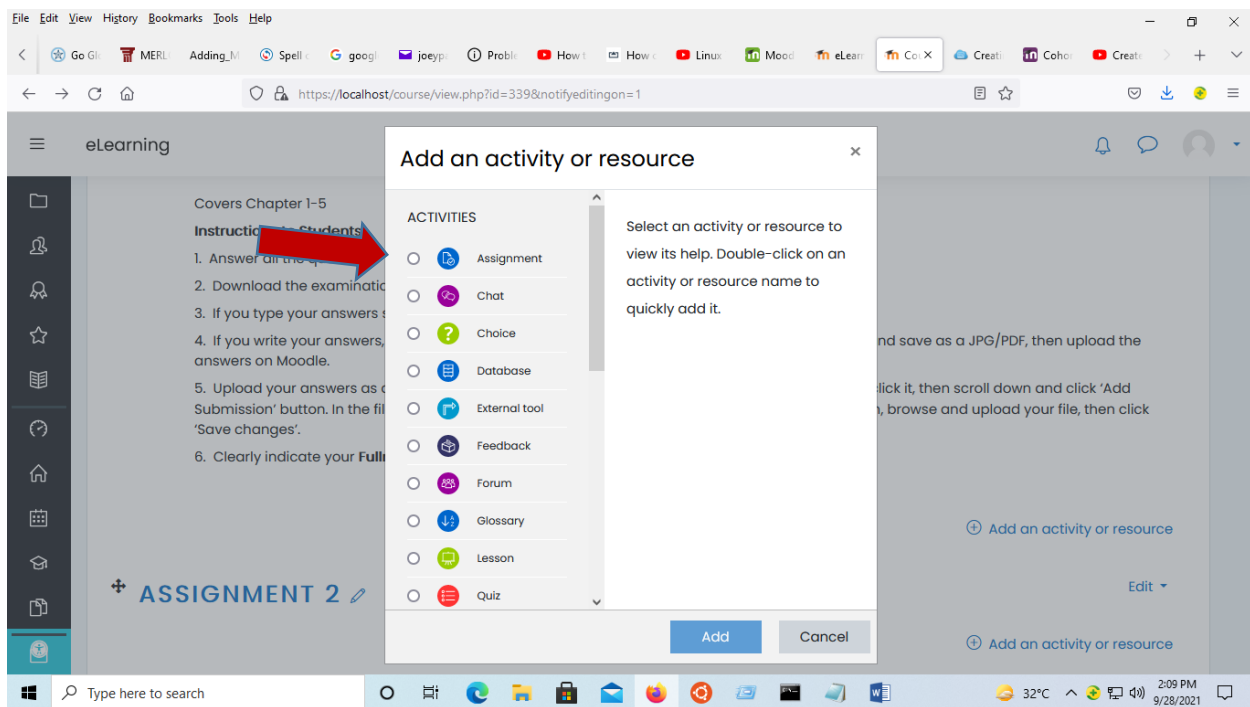
CREATING ASSIGNMENTS

STEP 1: In the upper right-hand corner, click the **Turn editing on** under Gear icon on the top right:

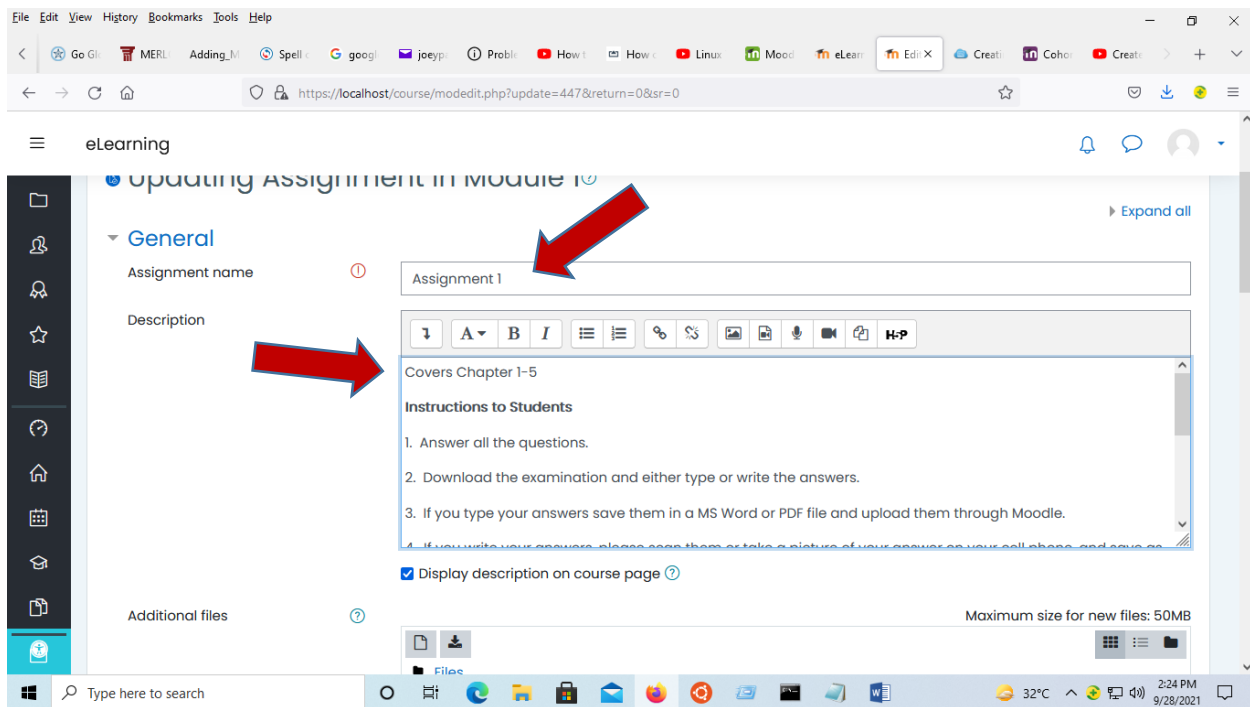


STEP 2: Next, click **Add an activity or Resource** on the course front page within a topic or a week field: Select **Assignment**.

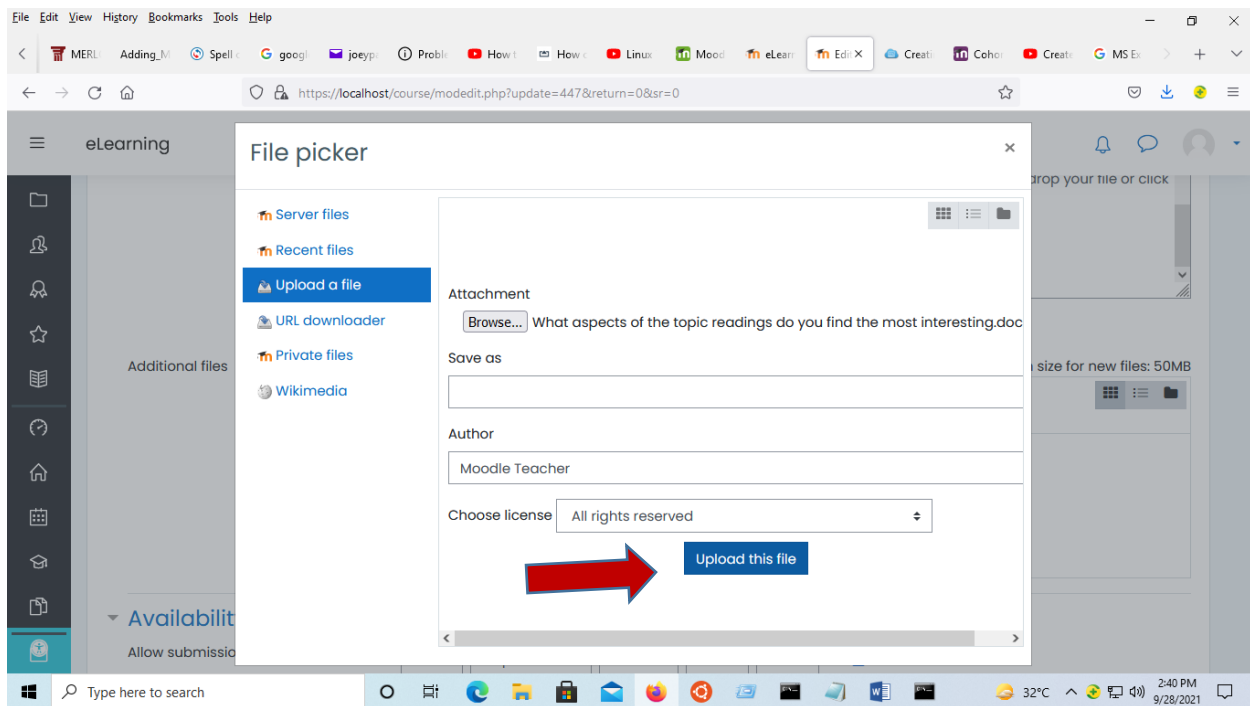
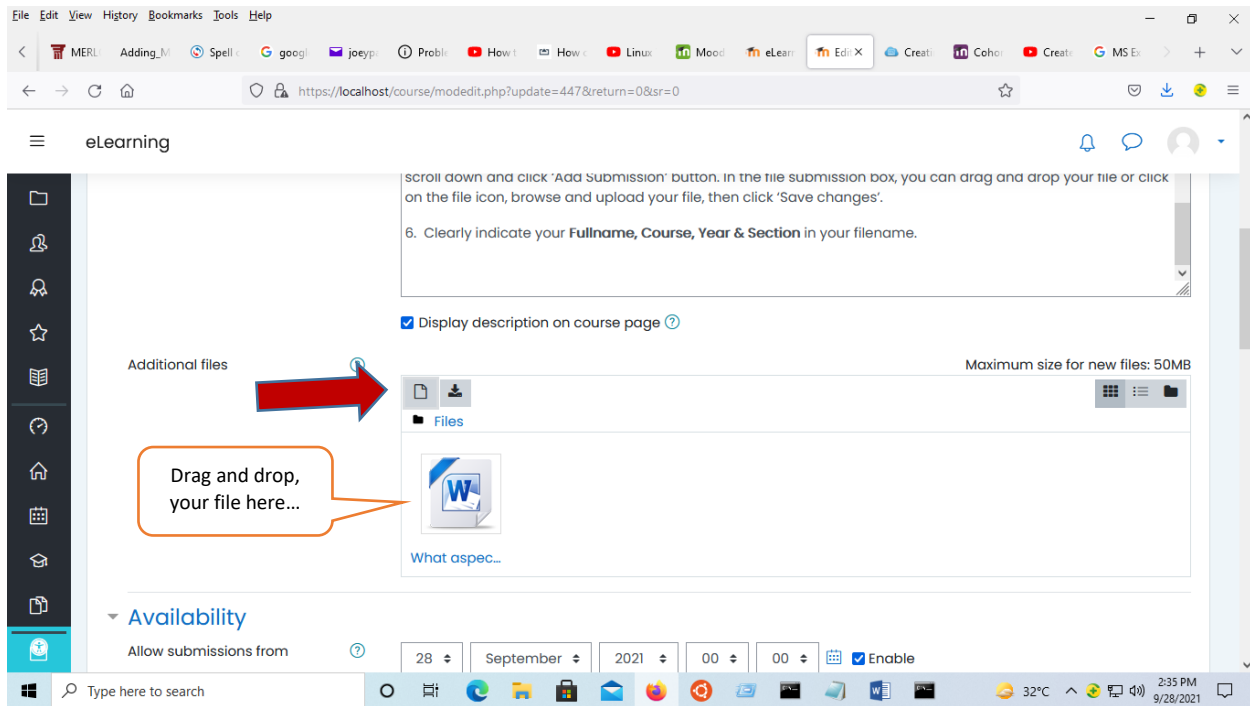




STEP 3: Add a title in the assignment name box and add the assignment details in the description box:



STEP 4: You can drag and drop your file (Questioner) in MS Word/MS Excel or click on the file icon, browse and upload your file, then click 'Upload this file'.



STEP 5: Select appropriate for your assignment values in the **Availability** block. These settings will determine when students will be able to submit the assignment, due dates, etc.

The screenshot shows the 'Availability' settings block in Moodle. It includes a 'What aspect...' section with a Word icon. Below it, the 'Availability' section has four rows of date and time pickers, each with an 'Enable' checkbox. The 'Always show description' checkbox is also checked. The 'Submission types' section is partially visible at the bottom.

Setting	Value	Enable
Allow submissions from	28 September 2021 00:00	<input checked="" type="checkbox"/>
Due date	5 October 2021 00:00	<input checked="" type="checkbox"/>
Cut-off date	28 September 2021 14:22	<input type="checkbox"/>
Remind me to grade by	12 October 2021 00:00	<input checked="" type="checkbox"/>

☒ Always show description

Submission types

☐ Online text ☒ File submissions

STEP 6: Next block called **Submission Settings** controls how students will submit the assignment: whether they submit an independent file or type their assignment directly into Moodle, etc.

The screenshot shows the 'Submission Settings' block in Moodle. It includes sections for 'Submission types', 'Feedback types', 'Submission settings', and 'Group submission settings'. The 'Submission types' section has a 'Maximum number of uploaded files' dropdown set to 20, a 'Maximum submission size' dropdown set to 'Course upload limit (50MB)', and an 'Accepted file types' field with a 'Choose' button. The 'Submission settings' section has three rows of dropdowns for 'Require students to click the submit button', 'Require that students accept the submission statement', and 'Attempts reopened'. The 'Group submission settings' section has a 'Students submit in groups' dropdown set to 'No'.

Submission types

☐ Online text ☒ File submissions

Maximum number of uploaded files: 20

Maximum submission size: Course upload limit (50MB)

Accepted file types: Choose No selection

Submission settings

Require students to click the submit button: No

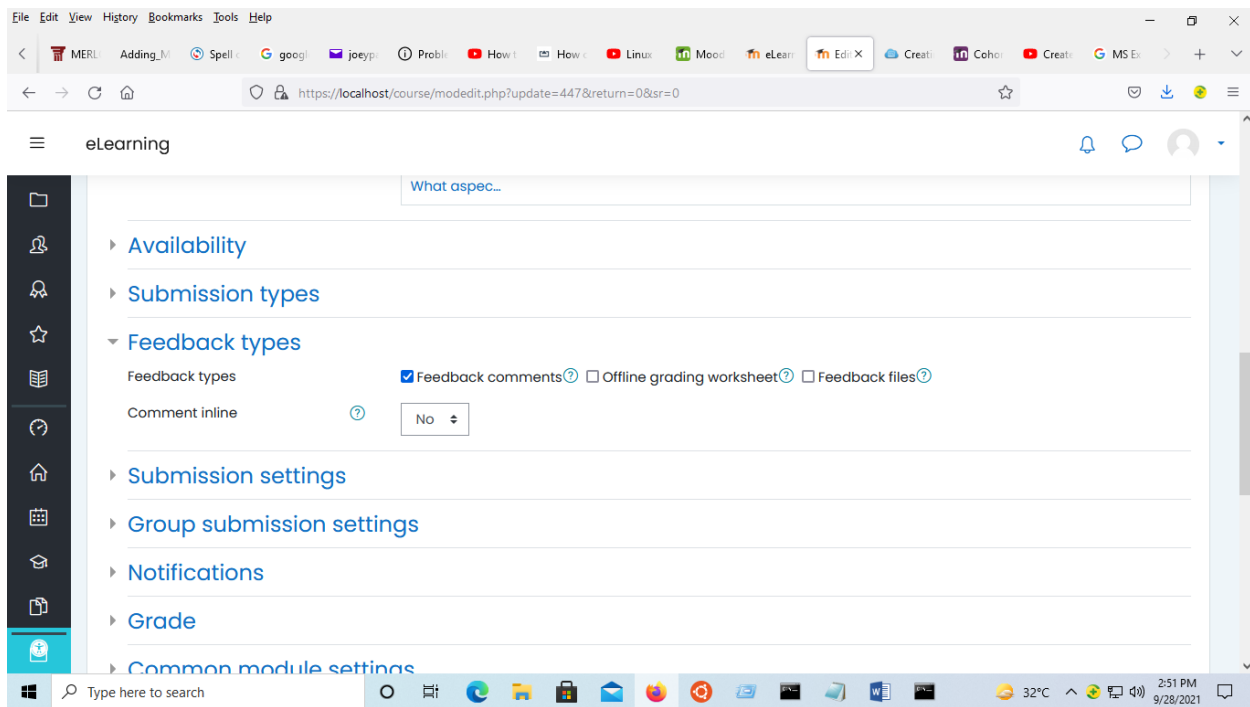
Require that students accept the submission statement: No

Attempts reopened: Never

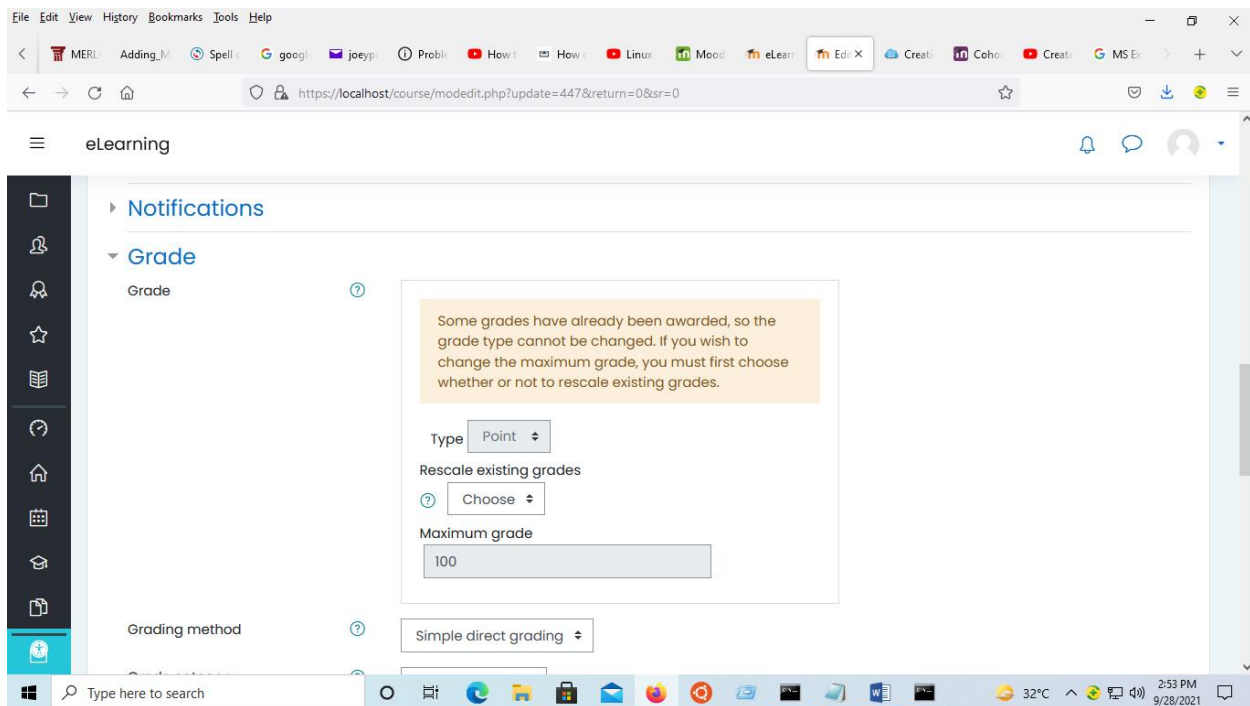
Group submission settings

Students submit in groups: No

STEP 7: The block called **Feedback Types** controls how instructors will give feedback to students.



STEP 8: Determine how the assignment will be graded in **Grade**.



STEP 9: The last two blocks, **Common Module Settings** and **Restrict Access**, give you ability to turn on group submission and create some restrictions for students accessing the assignment.

The screenshot shows the Moodle course editing interface. The left sidebar contains navigation icons. The main content area is divided into sections. The 'Common module settings' section includes fields for 'Availability' (set to 'Show on course page'), 'ID number' (empty), and 'Group mode' (set to 'No groups'). Below these is a button 'Add group/grouping access restriction'. The 'Restrict access' section shows 'Access restrictions' set to 'None' with a button 'Add restriction...'. The browser's address bar shows the URL 'https://localhost/course/modedit.php?update=447&return=0&sr=0'. The Windows taskbar at the bottom shows the time as 2:57 PM on 9/28/2021.

STEP 10: Once all appropriate settings are selected and set, click "Save and Return to course."

The screenshot shows the Moodle course editing interface with the 'Restrict access' section selected. Below the settings, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red arrow points to the 'Save and return to course' button. Below the buttons, a message states: 'There are required fields in this form marked [red circle with exclamation mark]'. The footer of the page includes the text 'Stay in touch', 'Palompon Institute of Technology', the website 'https://pit.edu.ph', and contact information for Moodle Admin and other staff. The browser's address bar shows the same URL as the previous screenshot. The Windows taskbar at the bottom shows the time as 2:58 PM on 9/28/2021.



Contact us if you have any Questions or Clarifications? (PIT Moodle Admin):



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