

# Assignment

The activity „**Assignment**“ is suitable for collecting files from students , commenting and evaluating them. The submission can also consist of entries in the text editor. Only teachers in the course room see the submissions. Save the results using the „Download all submissions“ function.

## Set up an assignment

*Example: Students should e.g. submit a text or a homework as PDF .*

**Procedure:** Add the activity „**Assignment**“ to your course.

Configure the settings you want to use.

1. Switch on the edit mode via the slider at the top right in the navigation bar: „**Edit mode**“. Click on „**Add an activity or resource**“, the dialog box opens.
2. Click on „**Assignment**“ and fill in the form with the settings of the assignment on the next page. A detailed description of the activity „**Assignment**“ can be found in „[Assignment settings](#)“ at moodle.org.

**Hint:** If you have a large number of submissions, you can use „[marking workflow](#)“. The feedback will reach the participants only after all submissions have been corrected.

## Group Submissions

Students can submit as a group. To do this, activate the option „**Students submit in groups**“. Do NOT activate the „**Group mode**“!

More about „[Group submissions](#)“ at moodle.org

The question marks  help you. Clicking on them opens a context help.

3. „**Save and return to course**“. You can still change your settings later: Either click on the activity and select the tab „**Settings**“ under the heading, or select „**Edit settings**“ in edit mode on the course main page via the three dots on the right side of the activity.

## Grade assignments

When students submit assignments  you can grade the submissions.

To do this, click on the assignment on the course page. On the overview page you can see how many students are in the course, how many have submitted something and how many submissions have to be evaluated.

Click on the „**View all submissions**“ link if you want to see an overview of all students and their

submissions. In this view you can also do „**Quick grading**“ (see below). Alternatively, you can click on the „**Grade**“ button.

This will take you to a page where you can view and grade the first participant's submission in the overview list.

More about „[Quick grading](#)“ at [moodle.org](https://moodle.org)

## Check plagiarism by PlagAware for "Assignment" activity in Moodle

Teachers can use PlagAware via Moodle and activate it for the activity „**Assignment**“.

**PlagAware** is a plagiarism checking tool and search engine that matches texts with documents from online sources. The result report displays found sources graphically, so that it is easy to check whether correct citations have been made.

More about PlagAware can be found on the wiki page [PlagAware](#).

## Download all submissions (save results)

1. Click on the assignment on the course page and select „**View all submissions**“. The assessment table is displayed.
2. Select the „**Download all submissions**“ button on the right above the table and save the ZIP file with all submissions.
3. Unzip the ZIP file to a new directory on your computer. Do not save the ZIP file too deep in a directory for unzipping to avoid errors.

*(Reason: On Windows systems file name and full path together must not exceed 255 bytes).*

### Download submissions individually:


If the download does not work as a whole (e.g. due to insufficient bandwidth of the Internet connection), it is also possible to download submissions individually (or e.g. three or four submissions together):

1. Click on the assignment on the course page and select „**View all submissions**“. The assessment table is displayed.

# Test

Assignment Settings Advanced grading More v

Due: Monday, 2 October 2023, 12:00 AM


View all submissions
Grade

## Grading summary

|                      |                 |
|----------------------|-----------------|
| Hidden from students | No              |
| Participants         | 1               |
| Submitted            | 1               |
| Needs grading        | 1               |
| Time remaining       | 5 days 11 hours |

Edit submission Remove submission

→ Ankündigungen

Jump to...

2. Put a check mark in front of the respective entry of one or more students.

3. at the bottom of the page, in the drop-down menu „**With selected...**“, click and select „**Download selected assignments**“ and „**Go**“.

Back Download all submissions

### Submissions

Grading action: Choose...

First name: [A-Z] Last name: [A-Z]

| Select                              | User picture | First name / Last name | Status                | Grade | Edit | Last modified (submission)           | File submissions | Submission comments | Last modified (grade)       | Annotate PDF | Final grade |
|-------------------------------------|--------------|------------------------|-----------------------|-------|------|--------------------------------------|------------------|---------------------|-----------------------------|--------------|-------------|
| <input checked="" type="checkbox"/> |              | [Name]                 | Submitted for grading | Grade | Edit | Tuesday, 26 September 2023, 11:51 AM |                  |                     | 26 September 2023, 11:51 AM | Comments (0) |             |

With selected... Download selected submissions

Options

Assignments per page: 10

Filter: No filter

Quick grading  
 Show only active enrolments  
 Download submissions in folders

## Download annotated files

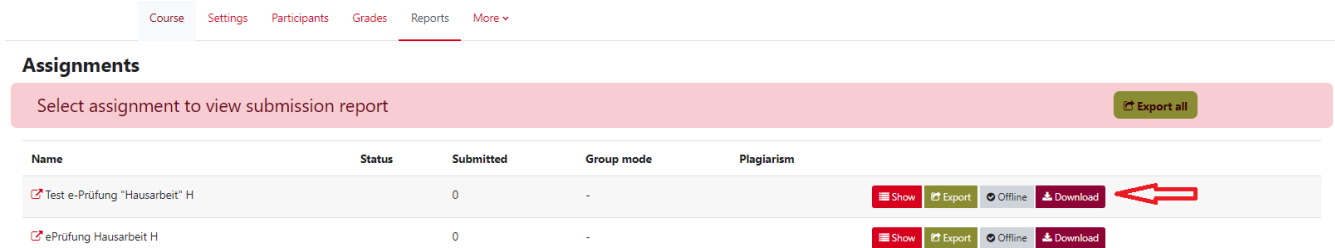
The additional function (report\_assign) is only available in exam courses.

1. Click on the tab „**Reports**“ on the course main page.

2. In the „**Reports**“ area, click on „**Assignment submission report**“.



3. Click on the „**Download**“ button for the desired assignment.



4. The files can now be downloaded as a ZIP file.



## Delete all submissions



Deleting the submissions cannot be undone! If necessary, save the results first.

1. On the course main page, click on the tab „**More**“ and select „**Course reuse**“.
2. Below the tabs on the left side you will find the drop-down menu „**Import**“. There, select „**Reset**“.
3. Expand the „**Assignments**“ area and activate the „**Delete all submissions**“ option.
4. Confirm with „**Reset course**“.



### Reset course

This page allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that by choosing items below and submitting this page you will delete your chosen user data from this course forever!

#### General

Course start date  Enable 26 September 2023 14 05

Course end date  Enable 26 September 2023 14 05

Delete events

Delete all notes

Delete all comments

Delete completion data

Delete blog associations

Delete competency ratings

#### Roles

#### Gradebook

#### Groups

#### Forums

#### Assignments

Delete all submissions

Delete all user overrides

Delete all group overrides

## Use the activity "Assignment" repeatedly

If the course room is to be used again the next semester with new students (and repeaters, if applicable. See also [new semester term](#)), we recommend the following procedure:

1. If necessary, save the submissions (Download submissions).
2. Clean up the activity „**Assignment**“ from old submissions, see „[Delete all submissions](#)“. This prevents the old submissions of repeaters to reappear.

More documentation about „Assignments“ at docs.moodle.org

- [Instructions for the activity "Assignment"](#)
- [Using the activity "Assignment"](#)
- ["Assignment" FAQ](#)

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