## 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  $\hfill$  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

# 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 A	dvanced grading More 🗸					
Due: Monday, 2 October 2023,	12:00 AM					
<b>₽</b>						
View all submissions Gr	ade					
Grading summary	1					
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**".



### **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.

	Course	Settings	Participants	Grades	Reports	More 🗸									
Assignments															
Select assign	ment to	o view s	ubmissior	report									C Export	all	
Name				Status	s	ubmitted	Group me	de	Plagiarism						
Name	usarbeit" H			Status	<b>S</b>	ubmitted	Group mo	de	Plagiarism	Show C Expo	C Offline	🛓 Download	4	-	

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

Course Settings Participants	Grades Reports More -
Test e-Prüfung "Hausarbeit" H	
Select the items you want in your export (default is everythin	ing)
	Z Submissions
	🖉 Feedback files
	Feedback comments
	Annotated PDFs
	Dump files Cancel

## **Delete all submissions**



- 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	
Course end date	
	Delete events
	Delete all notes
	Delete all comments
	Delete completion data
	Delete blog associations
	Delete competency ratings
> Roles	
> Gradebook	
> Groups	
> Forums	
Assignments	
	Z Delete all submissions
	Delete all user overrides
	Delete all group overrides
Ť	Reset course Select default Deselect all Cancel

## 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



Permanent link: https://lms-wiki.jade-hs.de/en/moodle/activities/assignment/start

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