


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](https://moodle.org)“ at moodle.org

Checking plagiarism with PlagScan in the Moodle activity "Assignment"

PlagScan is a plagiarism checking tool. It compares work with documents within an organization, with Internet sources, and with publisher databases. See also „[Avoiding plagiarism with PlagScan](#)“. In addition to the actual document, the first name, last name and e-mail address of the student are transmitted to PlagScan exclusively for the purpose of checking for plagiarism. Consent to the transmission of this personal data by the students is required. Students can object to the check by clicking off in the assignment.

Tip: First log in to the PlagScan portal using Shibboleth. This way you can use PlagScan both via the portal and integrated in Moodle. *(Background: To avoid inconsistencies, logging in via Shibboleth is no longer possible after the first access via Moodle.)*

- [PlagScan in einer Moodle-Aufgabe - Anleitung Lehrende \(PDF\)](#)

Download all assignments (save results)

1. Click the **assignment** on the course page and click the link „**View all assignments**“. The assessment table will be displayed.
2. Above the table, select **Download All Submissions** from the **Evaluation Process Selection Menu** and save the ZIP file containing 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 unpacking to avoid errors.

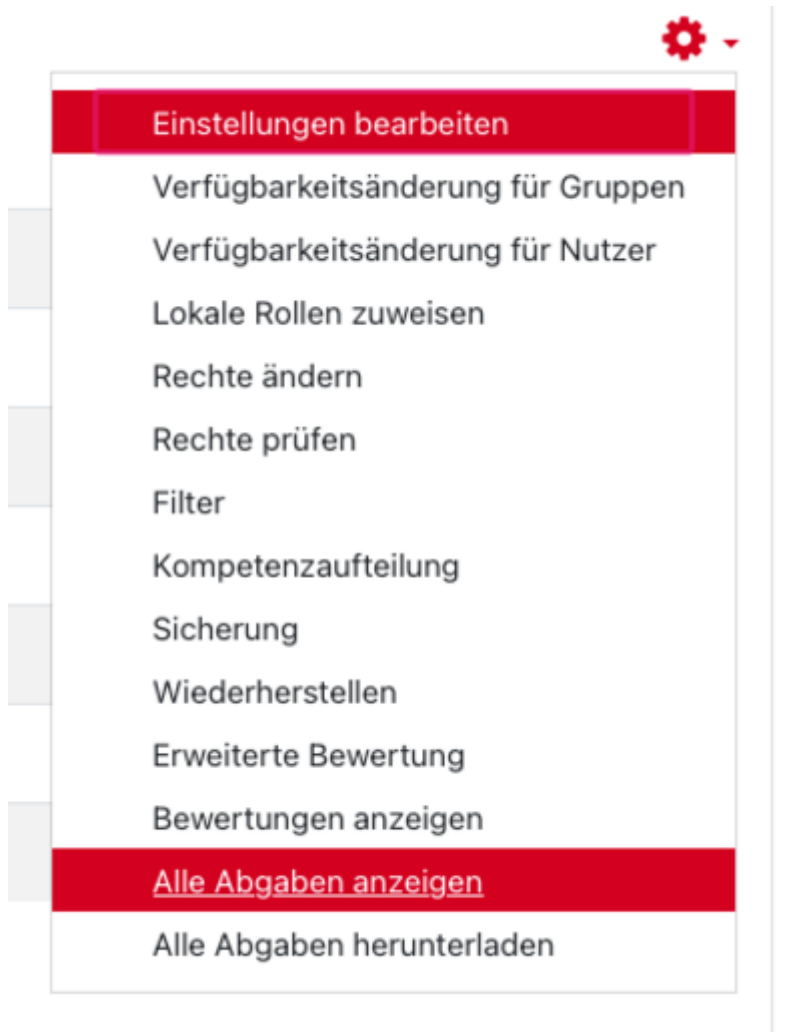
(Reason: On Windows systems, the file name and full path together must not exceed 255 bytes.)

Download individual deliverables:

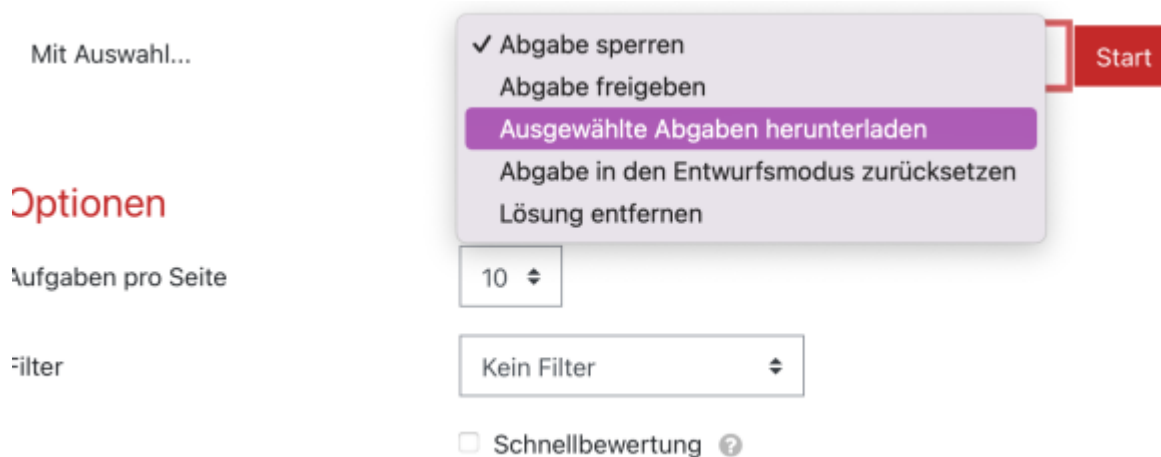
If the download does not work as a whole (e.g. due to too low bandwidth of the internet connection), it is also possible to download single deliveries (or e.g. three or four deliveries):

1. **Call up assessment settings** by clicking on the assignments \.
2. Click on the cogwheel „**Settings**“, then „**Show all assignments**“.
3. Place a check mark in front of the respective entry of the student \
4. At the bottom of the page, select „**Download Selected Submissions**“ and click „**Start**“.

Show all submissions:




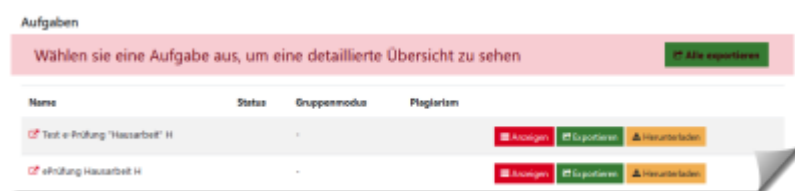
Download selected levies:



Download annotated files

*The additional function (report_assign) is only available in exam courses. *

1. Point to the settings (action menu) in the course and click „**More** „ \
2. In the section „**Reports** „, click „**Overview of assignments** „ \ 
3. Click on the „Download“ button for the desired task



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



Delete all submissions



Deleting submissions cannot be undone. Save the results first if needed.

1. Open course settings (via the cogwheel at the top of the course) and select „Reset“.
2. Open section „**assignment**“ and activate option „**Delete all assignments**“
3. Confirm with „**Reset course**“.



Use activity "assignment" repeatedly

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

1. Save the submissions if necessary (download submissions).
2. Clean up the activity „assignment“ from old submissions, see “[delete submissions](#)“. This will prevent old submissions from repeaters from reappearing.

More documentation on „assignment“ at docs.moodle.org.

- [Assignment Quick Reference Guide](#)
- [Use assignment](#)
- [Assignment FAQ](#)

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