

# Tasks

The activity „**Task**“ 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 can see the hand-ins. Save the results using the „Download all submissions“ feature.

## Set up an assignment

*Example: Students should submit a text or a term paper as a PDF, for example □. \*

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

Make the desired settings.

1. switch on the editing mode via the cogwheel at the top of the course room: „**Switch on editing**“. Go to „**Add material or activity**“, the dialog box will open.
2. click on „**Task**“, confirm with „**Add**“. Fill in the form. A detailed description of the activity „Task“ can be found in ["Configure Task"](#) on moodle.org.

**Tip:** \ If you have a lot of submissions, you can use the [Evaluation workflow](#). Feedback will not reach students until all submissions have been corrected.

## Group Submissions

Students can submit as a group. To do so, enable the „Students submit in groups“ option. **Do NOT activate „Group Mode“**. More on group submissions at [moodle.org](#).

The question marks □ will help you: Click to open context help.

3. „**Save and go to course**“ You can still change your settings later: Either call up the activity and click the screw icon, or in edit mode via „Edit“ and „Edit settings“.

## Grade assignments

When course participants submit assignments □ you can grade the submissions.

To do so, click 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 need to be graded.

Click on the link **Show all submissions** if you want to see an overview of all students and their submissions. In this view you can also do the **Quick Assessment** (see below). Alternatively, you can click on the **Evaluation** button.

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

Read more about **Quick Assessment** at [moodle.org](https://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 a Moodle Assignment: Instruction Teachers \(PDF\)](#)

## Download all assignments (save results)

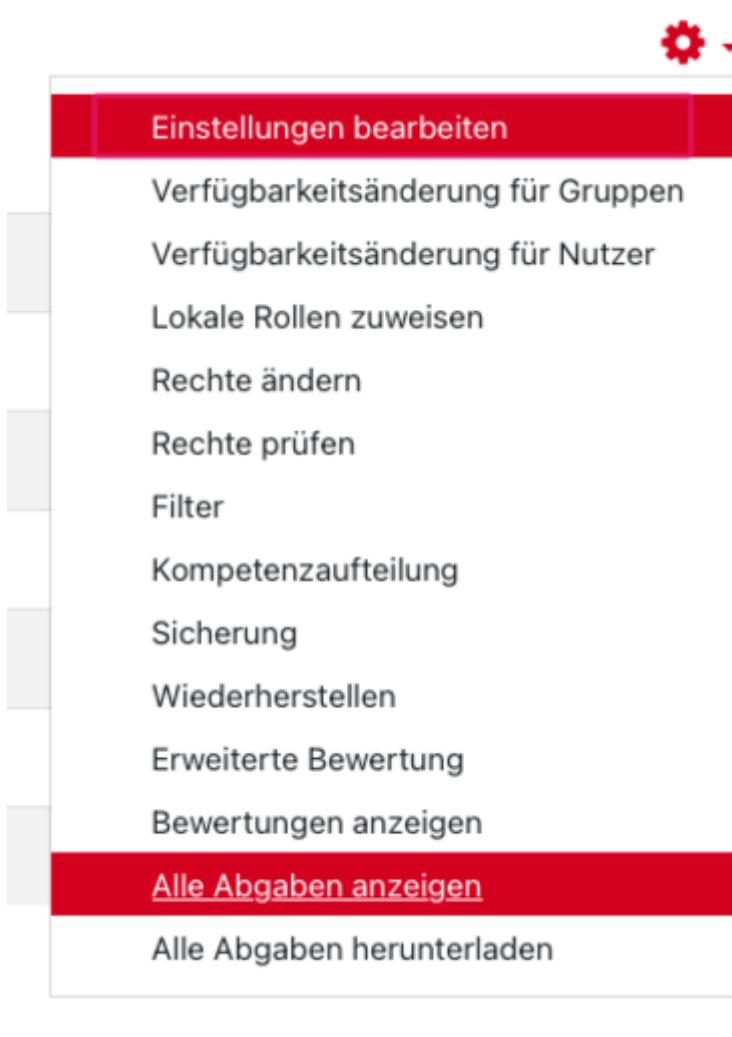
1. click the **assignment** on the course page and click the link „**View all assignments**“. The assessment table will be displayed.
2. above the table, select **Download All Submissions** from the **Evaluation Process Selection Menu** and save the ZIP file containing all submissions.
3. unzip the ZIP 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 task \ 2. click on the gear „**Settings**“, then „**Show all tasks**“.
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:

The 'Optionen' page includes the following controls: 'Mit Auswahl...' (With selection...), a dropdown menu with options like '✓ Abgabe sperren' (Lock submission), 'Abgabe freigeben' (Release submission), 'Ausgewählte Abgaben herunterladen' (Download selected submissions, highlighted in purple), 'Abgabe in den Entwurfsmodus zurücksetzen' (Reset submission to design mode), and 'Lösung entfernen' (Remove solution); 'Aufgaben pro Seite' (Tasks per page) set to 10; a 'Filter' dropdown set to 'Kein Filter' (No filter); and a checkbox for 'Schnellbewertung' (Quick grading) with a help icon.

## 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“

Berichte

[Übersicht über Aufgaben](#)

[Kompetenzaufteilung](#)

[Kursaktivität](#)

[Kursbeteiligung](#)

[Aktivitätsabschluss](#)

click „Overview of tasks“ \

3. click on the „Download“ button for the desired task

Aufgaben

Wählen sie eine Aufgabe aus, um eine detaillierte Übersicht zu sehen [Alle anzeigen](#)

Name	Status	Gruppenmodus	Plagiat
Test e-Prüfung "Hausarbeit" H			<a href="#">Anzeigen</a> <a href="#">Exportieren</a> <a href="#">Herunterladen</a>
ePrüfung Hausarbeit H			<a href="#">Anzeigen</a> <a href="#">Exportieren</a> <a href="#">Herunterladen</a>

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

**Test e-Prüfung "Hausarbeit" H**

Wählen Sie die Dateien aus, die Sie herunterladen möchten (standardmäßig sind alle)

- Abgaben
- Feedback Dateien
- Feedback Kommentare
- Annotierte PDFs

[Dateien herunterladen](#) [Abbrechen](#)

## Delete all submissions



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

1. open course settings (via the gear at the top of the course) and select „Reset“<WRAP>. 2. open section „Tasks“ and activate option „Delete all assignments“ \ 3. confirm with „Reset course“.

### Aufgaben

Alle Abgaben löschen

Alle Verfügbarkeitsänderungen für Nutzer löschen

Alle Verfügbarkeitsänderungen für Gruppen löschen

## Use activity "Task" 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 „task“ from old submissions, see “[delete\\_submissions](#)“. This will prevent old submissions from repeaters from reappearing.

More documentation on „task“ at [docs.moodle.org](#).

- [Task Quick Reference Guide](#)
- [Use Task](#)
- [Task FAQ](#)

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