

## Assignment

Assignment activity allows you to collect student work individually or in groups, then provide grades and feedback.

### **A) Create an Assignment activity**

- 1) In course main page, press **[Turn editing on]** at top right corner
- 2) Press **[ + Add an activity or resource ]** under a course section
- 3) Press the **“Assignment”** box
- 4) Enter the Assignment name
- 5) Select/Modify the options from **“General”** and **“Availability”** categories:
  - **Additional files** - whether to provide additional file(s) for use (e.g. cover sheet, answer template) , whose links will be shown under Assignment description in its page
  - **Allow submission from** - the date and time when students can submit to the Assignment
  - **Due date** - the date and time when the Assignment is due
  - **Cut-off date** - the date and time when the Assignment does not accept student submissions
- 6) Select the options from **“Submission types”** category:
  - **Submission types**
    - *Online text* - if checked, students can enter text in text editor as their submissions
    - *File submissions* - if checked, students can upload one or more files as their submissions
  - The options below are only for *“Online text”* submission:
    - **Word limit** - maximum number of words each student can submit
  - The options below are only for *“File submissions”*:
    - **Maximum number of uploaded files** - maximum number of files uploaded by each student for submission
    - **Maximum submission size** - maximum size of files uploaded by each student for submission
    - **Accepted file types** - specify what file format(s) is/are accepted for student submission, which will be shown in student’s Assignment submission page
- 7) Press **“Feedback types”** category, then select the appropriate options:
  - **Feedback comments** - if checked, you can give feedback comments (text, images and/or multimedia) for each student submission
  - **Annotate PDF** - if checked, you can add annotation comments (text, drawing and/or stamps) on each student submission that has been converted into PDF file format in grading interface
  - **Offline grading worksheet** - if checked, you can download the grading worksheet (in spreadsheet file format) and then upload the completed one to update the Assignment Grading page
  - **Feedback files** - if checked, you can upload feedback files (text, images and/or multimedia) for each student submission

- 8) Press **“Submission settings”** category, then select the appropriate options:
  - **Require students to click the submit button** - If enabled, students can upload and replace their own work's drafts, and then press **[Submit]** to finalize their submissions
  - **Additional attempts** - whether students can resubmit their work after re-opening the Assignment activity by you, or automatically when they receive a fail grade
  - **Maximum attempts** (only if *“Additional attempts”* option is enabled) - maximum times students can resubmit their work
- 9) Press **“Group submission settings”** category, then select the appropriate options:
  - **Students submit in groups** - If enabled, students will be divided into groups according to a grouping to work on an assignment
  - **Grouping for student groups** – Select the grouping that will be applied to the Assignment activity
- 10) Press **“Grade”** category, then select the appropriate options:
  - **Grade** - whether or not the Assignment activity is graded (in terms of point or scale)
  - **Grading method**
    - *Simple direct grading* - directly enter the grade or select the scale item
    - *Marking guide* - enter a grade up to a maximum and a comment per criterion in a pre-set marking guide
    - *Rubric* - grade students' work based on your defined set of criteria that connect with several levels of achievement
- 11) If necessary, modify its Common module, Restrict access and Activity completion settings
- 12) Press **[Save and return to course]**

**Note:**

- 1) After *“Due date”* (in step 5), students can still submit their work to the Assignment activity but their submissions will be marked as late.
- 2) Leaving the field of *“Accepted file types”* (in step 6) blank will allow all formats of files for student submission.
- 3) Please note that *“Annotate PDF”* function (in step 7) involves the conversion of students' submitted work from other file formats (e.g. MS Word) to PDF file format before adding annotation comments on student work. Your browser might subsequently have loading issue because such conversion may take a very long time to complete.
- 4) You need to create a grouping before applying *“Grouping for student groups”* (in step 9) to the Assignment activity.

**B) Grant time extension of assignment submission for a student**

- 1) In course main page, press the name of the Assignment activity
- 2) In Assignment Grading Summary page, press **[View all submissions]**
- 3) In the row of the student you want to delete the submission, Press **[Edit ▼]**, then press **[Grant extension]**
- 4) Select the date and time in “**Extension due date**” option
- 5) Press **[Save changes]**

**C) Grade a student’s assignment**

- 1) In course main page, press the name of the Assignment activity
- 2) In Assignment Grading Summary page, press **[Grade]**
- 3) You can press the file name to download a student’s submission
- 4) Enter the grade or select the scale item
- 5) If necessary, enter feedback comments and/or upload feedback file(s)
- 6) If you want SOUL 2.0 system to send a notification email to the student after grading his/her submission, check the “**Notify students**” checkbox
- 7) Press **[Save changes]**

**D) Delete a student’s assignment**

- 1) In course main page, press the name of the Assignment activity
- 2) In Assignment Grading Summary page, press **[View all submissions]**
- 3) In the row of the student you want to delete the submission, Press **[Edit ▼]**, then press **[Remove submission]**
- 4) In the confirmation page, press **[Continue]**

**Note:**

- 1) Only programme administrators (but NOT instructors) can update and delete students’ submitted assignments.
- 2) The last modified (submission) time of a student’s submitted assignment will remain even after you have deleted such submission.