

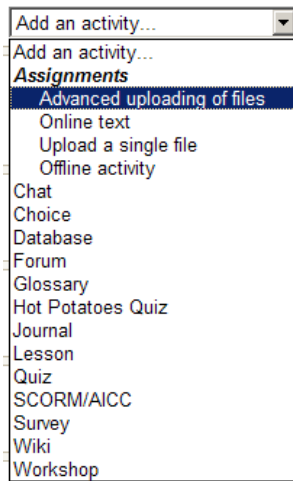
# Moodle: Assignments

http://moodle.washington.edu

## 1. Set Up Assignment

### Edit Course & Add Activity:

Go to your course, turn editing on, and click on the “Add an activity...” drop down list. Select the “Advanced uploading of files” option. Provide the required information, and specify when assignments will be accepted and how many points it is worth. If you chose to allow late submissions, you can still see when students submit the assignment to know if it is on time. We recommend you allow deleting, and that you restrict the maximum number of uploaded files to that needed for the assignment (and tell students they can only upload x many files in the assignment description). If you wish to receive an email when a student adds or updates the files, you can indicate that.



## 2. Retrieve & Review Files

**Retrieve Files:** After students upload their files and click on “send for marking” you can retrieve them. Go back to the assignment, and click on the “View x submitted assignments” link in the upper right.

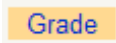


You should then see a list of all the students in the course, and their files will be listed in the “Last modified (Student)” column. Click on the file name and click on Save to save the file to your desktop or somewhere on your computer where you can find it later.

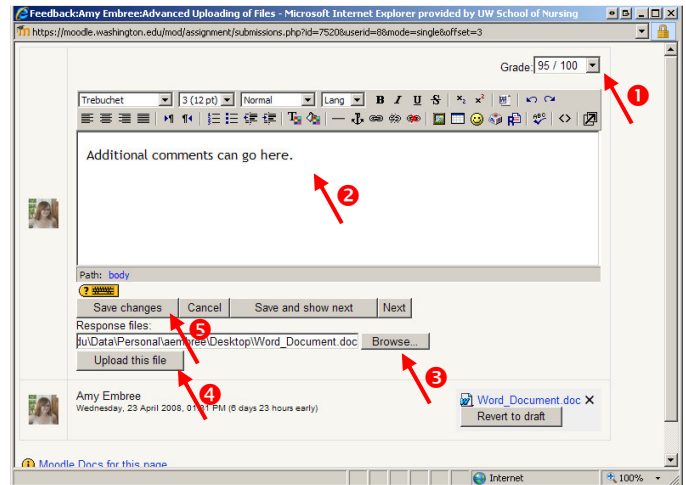
**Review Files:** Go to where you saved all the student files, and open them to review them. If they are Word documents, we recommend turning on Word’s track changes feature to add your suggestions to the file, and using the comments feature to add side notes. Remember to save the document when you are ready to send it back to the student!

## 3. Upload New Files

**Return files:** Go back into the assignment and click on the “View x submitted assignments” link. Then find the student your file should be returned to and click on the “Grade” link in the status column.



1. Enter a grade in the top right.
2. Enter any additional comments in the box.
3. Browse to find the file you want to give back to the student (where you saved it on your computer).
4. Upload the file you have selected.
5. Very important: click the “save changes” button.



**Adding Additional Feedback:** If you want to change the grade or feedback, or provide additional or revised files, the “Grade” link has been changed to “Update,” but will take you back to the same feedback screen. You can upload as many additional documents as you like, but only the last entry in the grade and textbox will be available to the student. If multiple instructors will be providing feedback on an assignment, they can all provide separate files, but they should collaborate on the overall comments and grade that will be given to the student on this screen.

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status
Susan Blackburn	-				Grade
Catherine Carr	-				Grade
MEI-RONG CHEN	-				Grade
Amy Embree	95 / 100	Additional ...	Word_Document.doc Wednesday, 23 April 2008, 01:31 PM	Wednesday, 23 April 2008, 03:03 PM	Update