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This page explores in more detail the settings for the Assignment activity once you have added it to your course and also covers the Site administration settings.

Note that if you want to edit an existing assignment, click the Edit link to its right and choose the action you wish to take, e.g. 'Edit settings'.

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General

- In the Description, give a general explanation of the assignment. Check the box if you want this description to display on the course page.
- In Additional files, you can add files which may be of help to the students as they do their assignment, such as example submissions or answer templates.

- In Activity instructions, explain in greater detail what students must do. This is displayed when they edit and submit their assignment.

Availability

Allow submissions from
: This stops students from submitting before the shown date, but it doesn't hide the assignment and any included instructions or materials.

Due date
: Submissions are still allowed after this date but will be marked as late. Disable it by unticking the checkbox. Assignments without a due date will appear on the dashboard with 'No Due Date' displayed.

Cut-off date
: After this date, the submit button will be hidden, and students will not be able to submit.

Remind me to grade by.
: A date needs to be entered here for the assignment to display on the teacher's Timeline block and in the Calendar. It will show when at least one student has submitted.

Time limit
: An assignment may have a time limit, similar to a the Quiz activity. However, the time limit does not prevent learners from submitting after the time has passed. They can still submit but their submission is marked as submitted after the time limit. The time limit feature must be enabled by the admin from *Site administration > Plugins > Assignment settings > Enable timed assignments.*

Submission types

Here you can decide how you wish students to submit their work to you.

Note: If Submission comments are enabled in *Administration>Plugins>Activity modules>Assignment>Submission plugins*, students will be able to add a note to their teacher on submitting work. If Anonymous submissions are enabled, student comments display in the gradebook as from "Participant 01 etc" to avoid revealing identities.

Online text
: Students type their responses directly in Moodle using a text editor, which automatically saves text at regular intervals.

It's possible to set a word limit on an online text assignment. Students get a warning if they try to exceed the word limit. Numbers are counted as words and abbreviations such as *I'm* or *they're* are counted as single words.

File submissions
: Students can upload one or more files of any type the teacher can open. The teacher can annotate uploaded PDFs, docx and odt files within the browser, and on saving, the annotated

file is made available to the student. (Check with your admin that Ghostscript and a document converter are enabled, if you can't annotate uploaded files.)

404annotateassignment.png

Comments may be collapsed to make it easier to read the original text:

collapsedcommentexample.png

Maximum submission size
: The maximum upload size refers to each file a student uploads. It cannot be larger than the limit in the Course settings.

Accepted file types
: The teacher can specify the types of file the students may upload to the assignment. A file type selector appears upon clicking 'Choose', offering a choice of different file types. (See the video File type selection for more information.) Leaving the field blank will allow all file types.

If the file types have been restricted, then when students attempt to submit the assignment, they will see a message telling them which files are accepted:

500px-studentfiletyperestrictions.png
Student view of specified files

Feedback types

Feedback comments
: With this enabled, markers can leave comments for each submission (which appear on the assignment grading screen.) Audio and video comments may also be left, using the icon in the text editor.

Annotate PDF appears if this setting is enabled by the Site administrator in the *Manage assignment feedback plugins* section of Site admin and will allow the teacher to annotate using comments, stamps and other features.

Offline grading worksheet
: This is useful if you wish to download the grading list and edit it in a program such as MS Excel.

300px-excelgrades.png
Editing the grades offline

When the teacher has completed their grading offline, they can then upload the spreadsheet, confirm the changes and the grades and comments will be transferred over into Moodle's gradebook:

300px-uploadgradingworksheet.png Uploading the grading worksheet	300px-confirmchanges.png Confirming the changes

Feedback files

This allows markers to upload files with feedback when marking. These files may be the marked up student assignments, documents with comments, a completed marking guide, or spoken audio feedback. It enables the Feedback Files column in the assignment grading screen (accessed from the Submissions link in Assignment navigation). To upload feedback files, click the Grade button top right and then upload either with drag and drop or using the File picker. Alternatively, click the three dots next to a specific student in the grading screen, click Grade and upload in the same way.

300px-45feedbackfiles.png Uploading feedback files

Uploading multiple feedback files is also possible:

1. Download the students' assignments using the "Download all submissions" link.
2. Extract the folder offline and add your comments to the student's submissions. Keep the names the same.
3. Select the students' submissions and zip them into a new folder. Important: Don't just edit them inside their original folder and re-zip this; it will not work. The folder name does not matter as long as the feedback files have the same names as before.
4. Upload this newly zipped folder.
5. You will be presented with a confirmation screen displaying your feedback files. (If you zip files from a Mac, make sure to remove the folder _MACOSX)

300px-multiplezip1.png Confirmation screen displaying the feedback files to be uploaded	300px-multiplezip2.png Screen confirming uploaded feedback

Comment inline

This usefully allows you to comment directly on an 'online text' type submission.

Submission settings

Require students click submit button

If this is set to 'No' students can make changes to their submission at any time. (If you want to stop them changing work once you are ready to grade, click the Submissions link; locate the student and From the Status column, click the the three dots icon and select 'Prevent submission changes'.)

If set to 'Yes', students can upload draft versions of the assignment until such time as they are ready to submit. Clicking the submit button tells the teacher they have finished drafting and want the work to be graded. They can no longer edit it and must ask the teacher to revert to draft status if they need to change it again. To do that, click the Submissions link, locate the student and from the Status column, click the three dots icon and select 'Revert the submission to draft'. To do this in bulk, select the relevant students and from the Status menu at the top of the grading screen, select your chosen action.

300px-preventsubmissionchanges45.png Prevent submission changes	300px-revertdraft.png Status at top of screen for bulk select

Require that students accept the Submission statement

An administrator can define a "Submission statement" (see below) i.e. a statement where students promise the work is their own and which they must agree to before submitting their work. If the administrator has given teachers the option of using a submission statement or not, then it will be available in the assignment settings screen. If the administrator has forced the statement throughout the site, a teacher will not have this option in the settings but a student will see the statement when accessing their assignment. Note: The admin can set different submission statements for individual or group submissions.

Allowed attempts

The maximum number of attempts that a student can make. Once this number is reached, the submission can no longer be reopened.

Grant attempts

If 'Allowed attempts' is set to unlimited or more than 1, you can specify how to grant further attempts - Manually (via the Submissions page or Grader page), Automatically (after grading), or Automatically until pass (after grading, until the student achieves the passing grade).

Groups submission settings

These settings allow students to collaborate on a single assignment, e.g. working in the same online area or uploading, editing and reuploading an MS Powerpoint in the common assignment area.

When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.

Require group to make submission
: Students not in a group can still submit assignments unless this is forced in *Site administration > Plugins > Assignment > Assignment settings*. Moodle will then display a message *You're not a member of any group; please contact your teacher* , and the student will not be able to submit the assignment.

Require all group members submit
: This setting will only appear if the teacher has ticked the "Require students click submit button" earlier. The assignment will not be classed as "submitted" until all members of the group have made a contribution. When one student has submitted, the other members of the group will be able to see who still has to submit.

Grouping for student groups
: If a particular grouping is selected here, then the gradebook will display any other groups and non-grouped students in the "default group", while naming the group(s) that are in the chosen grouping. If "none" is selected, then the gradebook will display the names of all groups and put any non-grouped students in the "default group". See this forum post on grouping for student groups for examples of how this might be used.

Notifications

(Note that if you are using group mode then course teachers need to be members of the group in order to receive submission and late submission notifications.)

Learners receive the following assignment notifications (via their preferred notification format):

- Assignment due in 7 days
- Upcoming assignment due (48 hours before the due date)
- Assignment overdue.

These notifications can be switched on or off, site wide, by an administrator in the site Notifications configuration.

- Teachers can send notifications to students when an assignment is graded.
- Teachers can receive notifications when students submit an assignment.
- Teachers can receive notifications when students submissions are overdue

These notifications can be controlled by a teacher from the assignment settings page.

Grade

- See Grade points and Advanced grading methods for more information on the settings here.
- Setting a passing grade may be connected with Activity completion and Restrict access such that a student will not be able to access a follow up activity until they have passed this assignment.

Anonymous submissions

This hides students' names when grading and instead shows randomly generated Participant numbers.

With Anonymous submissions, students cannot see the final grade until all of the students' names have been revealed. Rubrics will also be hidden from students' view until the names are revealed. To reveal student names after you are finished grading, look under *Assignment settings* > *Reveal student identities*. Feedback comments will appear whether or not student names are hidden or revealed. Note that this level of anonymity might not suit the privacy requirements of your organisation. See MDL-35390 for more details.

Users with the capability View student identities when Anonymous submissions are enabled (by default managers only) can view student identities and participant numbers.

Users with the capability View anonymous events in reports (by default managers only) can view student submissions to assignments with Anonymous submissions (in Moodle 3.9 onwards).

Marking (grading) workflow

This lets you keep grades and feedback hidden until you are ready to release them to students. It is also useful if you want to show your progress in grading, or co-ordinate multiple markers/graders.

300px-26markingworkflow.png Marking workflow state in the individual grading screen	300px-26quickgradingworkflow.png Dropdown to select marking workflow state when quick grading

The phases are:

- Not marked (the marker has not yet started)
- In marking (the marker has started but not yet finished)
- Marking completed (the marker has finished but might need to go back for checking/corrections)
- In review (the marking is now with the teacher in charge for quality checking)

- Ready for release (the teacher in charge is satisfied with the marking but wait before giving students access to the marking)
- Released (the student can access the grades/feedback)

Note: If the student's grade is locked or overridden in the Gradebook, changing the Marking Workflow State has no effect (either on the grading form or as a bulk action on multiple submissions)

Marking allocation
: Marking allocation can be used if marking workflow is set to Yes. Teachers can then be selected to grade or review submitted work of specific students.

300px-marking45.png
Allocated markers on the grading screen

Multiple markers

New feature

in **Moodle 5.3**!

Number of required markers and Number of optional markers fields in the Grade section of the
: Number of required markers and Number of optional markers in the assignment's Grade settings

Multiple markers can be assigned to a single assignment submission.

Number of required markers
: When marking allocation is enabled, this sets how many markers must mark each submission. Each allocated marker grades independently and their grade is called a **mark** (as distinct from the final **grade** recorded in the gradebook).

Number of optional markers
: Sets how many optional marker slots each submission has. An optional marker is off until a teacher enables it for a student on the Submissions page. See Using multiple markers.

Calculate grade
: When more than one marker is used, this setting determines how the final grade is derived from the individual marks:
  - **Manual**: no calculation, the teacher in charge enters the final grade
  - **Maximum mark**: the highest of all marks given becomes the final grade
  - **Average mark**: the average of all marks given becomes the final grade

Rounding

Visible only when **Calculate grade** is set to **Average mark**. Determines how the averaged mark is rounded:

- Round up
- Round down
- Natural rounding
- No rounding

Note: Number of required markers, Number of optional markers and Calculate grade are only available when both **Use marking workflow** and **Use marking allocation** are enabled.

Update agreed grades

Appears when some grades have already been agreed. Changes that affect how grades are calculated, such as increasing the number of required markers, can only be saved once this is set, for example to **Recalculate agreed grades**. The number of required markers can't be reduced below the number already allocated.

For information on using these settings to assign markers to students and manage the grading process, see Using multiple markers.

Other settings

Depending on what is enabled for your site and course, you may also need to explore Common module settings, Restrict access, Activity completion, Tags and Competencies

Assignment capabilities

- Export own submission
- Grade assignment
- Submit assignment
- View assignment

Role permissions for the activity can be changed from the gear icon Actions menu.

Site administration settings

Administrators can access assignment configuration options by expanding *Administration* > *Site administration* > *Plugins* > *Activity modules* > *Assignment*.

Site-wide assignment settings

In *Site administration* > *Plugins* > *Activity modules* > *Assignment* > *Assignment settings*, the administrator can set defaults for certain settings. They may also make certain settings 'Advanced' which means a course teacher has to click the 'Show more' link to see them, or they may 'lock' settings which means a course teacher cannot alter that setting.

If the site contains courses with over 100 participants, the number of assignments listed on the assignment grading page may be limited using the Maximum assignments per page (assign | maxperpage) setting. This removes 'All' from the 'Assignments per page' setting.

Submission statement

Here is where the administrator can enter text which will appear when students are about to submit an assignment. There are three options:

300px-submission37.png Admin view of Submission statement set up screens - click to enlarge	300px-44submissionstatement.png Student view when about to submit - click to enlarge

If it is left as the default "No", then teachers will have the choice within their own assignments to force this or not.

The submission statement may be shown in different languages. See Multi-language content filter for how to do this.

Note for sites using languages other than English: There is currently a bug affecting the default assignment submission statement - it doesn't display in a user's language (MDL-54731). A workaround is to enter the submission statement in the required language (using the multi-lang filter if multiple languages are required) in the 'Submission statement' (submissionstatement) field then save the changes.

Marker limits

New feature

in **Moodle 5.3**!

Maximum required markers limit and **Maximum optional markers limit** cap how many required and optional markers an assignment can have. Under **Default assignment settings** on the same page, **Number of required markers** and **Number of optional markers** set the defaults for new assignments.

Maximum required markers limit and Maximum optional markers limit settings under Site adm
Site-level marker limits

Submission plugins

Here the administrator can enable, disable or change the order and default settings for any submission plugins.

Submission comments
Note that if submission comments are enabled here AND comments enabled globally in *Site Administration* > *Advanced features*) then students will be able to send a message to their teacher when submitting their assignment. If either of those settings is disabled, then the submission comments link will not appear.

Feedback plugins

Manage assignment feedback plugins

Here the administrator can enable, disable or change the order and default settings for any feedback plugins.

Annotate PDF
This is the place to upload stamps for teachers to use when annotating student PDFs.

Check Ghostscript

You can also check the ghostscript path from here:

300px-Selection_116.png Ghostscript not installed or incorrectly installed	300px-Selection_115.png Ghostscript correctly installed

If the default stamps are deleted by accident, they can be found in mod/assign/feedback/editpdf/pix and re-uploaded.

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