

NCKU Moodle Instruction Manual – Create assignment

I.	Create Assignment	2
II.	Setting	3
III.	View Assignment	6
IV.	Contact Us.....	7

NCKU Moodle Instruction Manual

Teacher can assign homework to student, then view, grading and give a comment to the homework. Teacher can set the due date and mark someone who overdue.

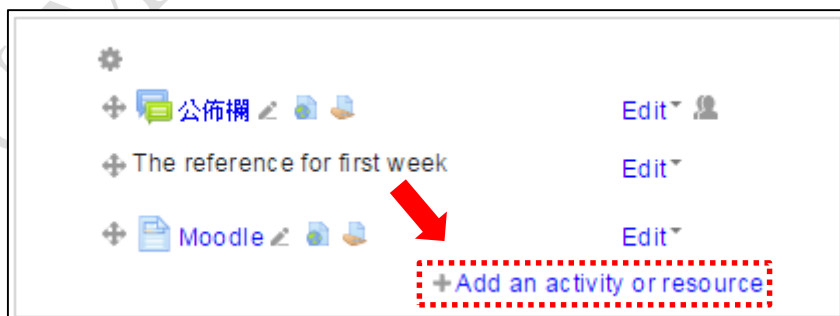
I. Create Assignment

1. Turn on editing mode



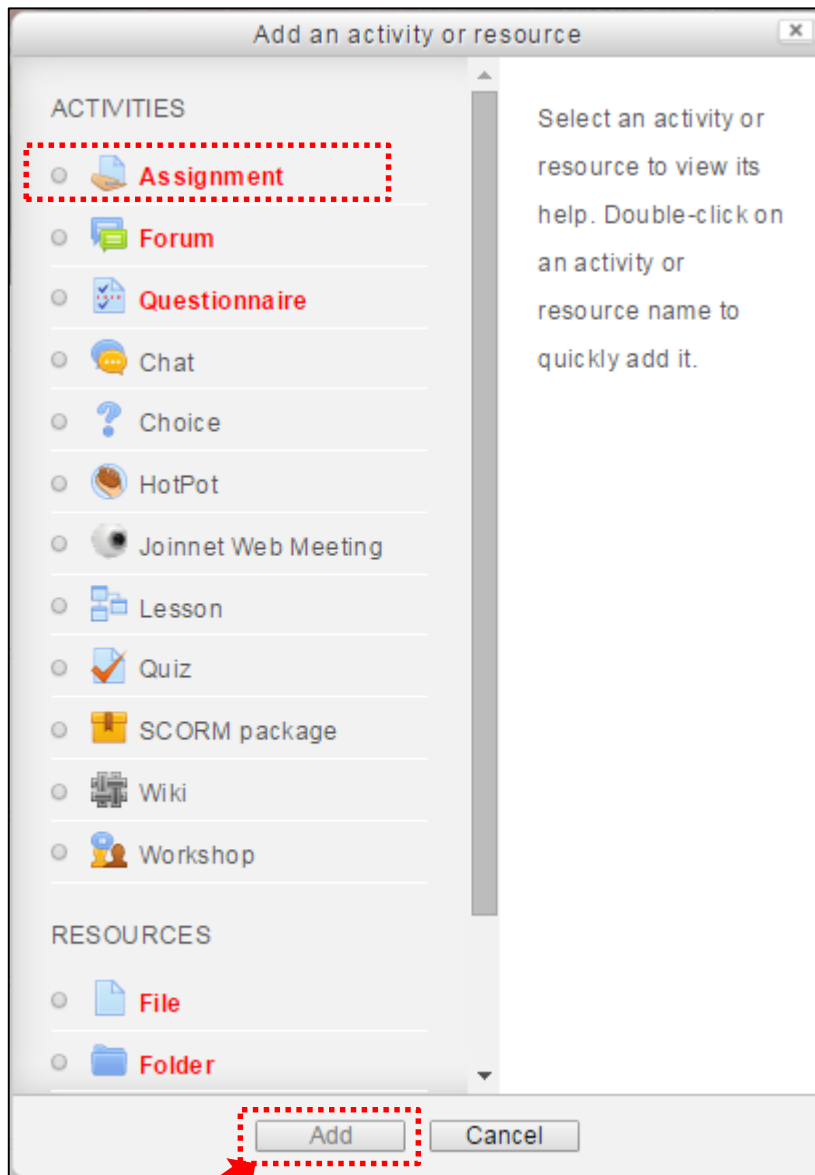
The screenshot shows the Moodle course interface for 'TEST10'. At the top, there is a banner with the course title '試用課程10' and '成功大學 數位·學·習·平·台'. Below the banner, the user is logged in as '試用帳號10' and the language is set to 'English (en)'. The main content area shows a navigation menu on the left, a central content area with '公佈欄' (Announcements) and 'Moodle' resources, and a right sidebar with 'Quicksets' and 'Latest news'. A red arrow points to a 'Turn editing on' button in the top right corner of the main content area.

2. Enter editing mode then click “add an activity or resource”



The screenshot shows the Moodle course page in editing mode. The central content area displays a list of resources: '公佈欄', 'The reference for first week', and 'Moodle'. Each resource has an 'Edit' button. A red arrow points to a red dashed box containing the '+ Add an activity or resource' button.

3. Open “add an activity or resource” menu → Select “Assignment” and click “Add” button



II. Setting

1. General setting

(1) Assignment name

Assignment name, it will show on the course page.

(2) Description

The description of the assignment. It can insert image and URL.

2. Availability

(1) **Allow submissions from**

If enabled, students will not be able to submit before this date. If disabled, students will be able to start submitting right now.

(2) **Due date**

This is when the assignment is due. Submissions will still be allowed after this date but any assignments submitted after this date are marked as late. If you don't accept last submission, please set cut-off date.

Select	First name	ID number	Status	Submitted	Due date
<input type="checkbox"/>	試用帳號09	test09	Submitted for grading	19 hours 45 mins late	Friday 7:45 f

Mark the late submission

(3) Cut-off date

If set, the assignment will not accept submissions after this date without an extension.

3. Submission types

Submission types

Submission Online text File submissions (1)

Maximum number of uploaded files: 1 (2)

Maximum submission size: Site upload limit (200MB) (3)

(1) Submission types

Online text : If enabled, students are able to type text directly into an editor field for their submission.

File submissions : If enabled, students are able to upload one or more files as their submission.

(2) Maximum number of uploaded files

If “File submissions” is enabled, each student will be able to upload up to this number of files for their submission.

(3) Maximum submission size

Files uploaded by students may be up to this size.

4. Feedback types

Feedback types

Feedback Feedback comments Feedback files

a. Feedback comments

If enabled, the marker can leave feedback comments for each submission.

b. Feedback files

If enabled, the teacher will be able to upload files with feedback when marking the assignments.

5. Notifications

▼ Notifications

Notify graders about submissions No

Notify graders about late submissions No

Submission reminder No

Send reminder mail before due date 1

Submission reminder : If enabled, system will send email to the student who doesn't hand in homework.

Send reminder mail before due date : Set the reminder days before due date.

6. Grade

▼ Grade

Grade 100

Grade category Uncategorised

+ Show more...

Grade : Set the highest score.

After the all setting complete, click "Save and return to the course".

III. View Assignment

After creating the assignment, click the assignment name to enter assignment page.

+ 公佈欄 Edit

+ The reference for first week Edit

+ Moodle Edit

+ HW01 Edit

+ Add an activity or resource

HW01

HW01

Grading summary

Participants	9
Submitted	1
Needs grading	1
Due date	Sunday, 8 November 2015, 12:00 AM
Time remaining	1 day 3 hours

[View/grade all submissions](#)

IV. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 ~ 61029.