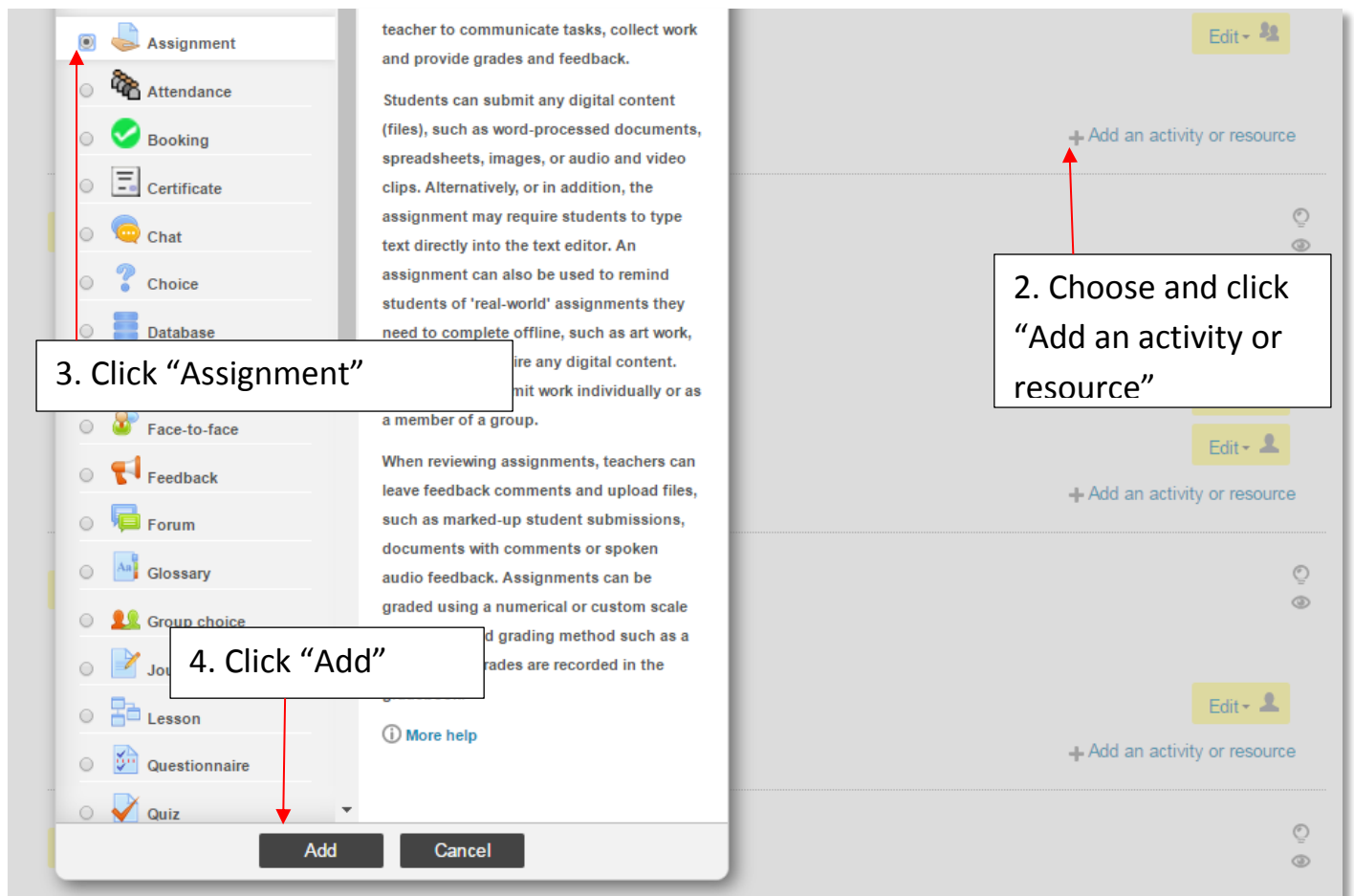
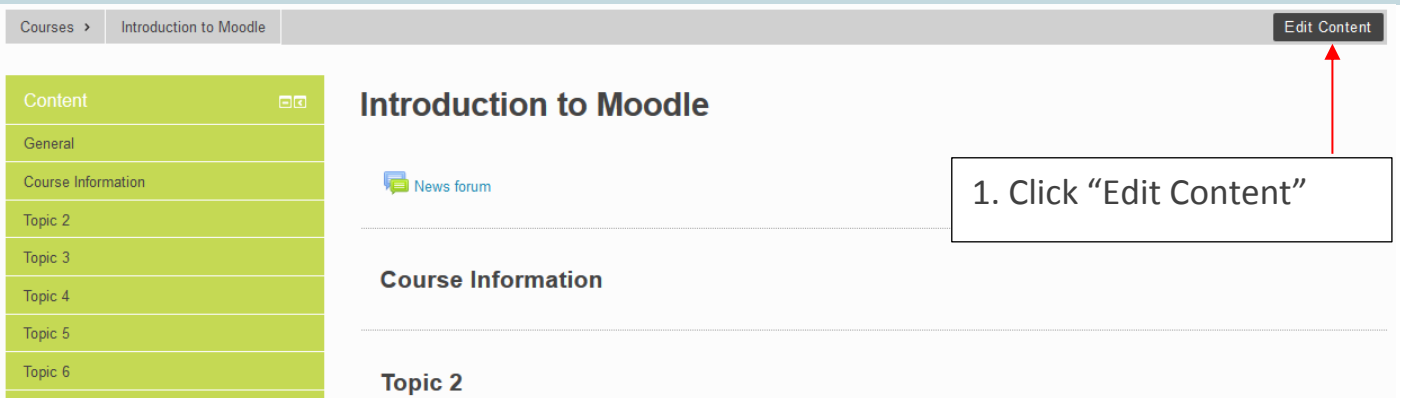


How to set up a File Submission



Introduction to Moodle

Adding a new Assignment to Topic 5

5. Click "Expand All" to see all options

Expand all

General

Assignment name*

Description*

6. Add an Assignment name and clear instructions for the student.

Display description on course page

Additional files

Maximum size for new files: Unlimited

7. Add example submission or answer templates (optional)

▼ Availability

Allow submissions from ? 13 May 2016 00:00 Enable

Due on ? 20 May 2016 00:00 Enable

Cut-off date ? 13 May 2016 10:10 Enable

Always show description ?

▼ Submission types

Submission types File submissions ? Mahara portfolio ? Online text ?

Maximum number of uploaded files ? 1

Maximum submission size ? Site upload limit (100MB)

Site ? Home - workflow

Lock submitted pages ? Yes

Word limit ? Enable

8. Choose timing

9. Choose File Submission

10. Choose a number of files the student can

11. Choose a maximum file size the student can upload

Feedback types

Feedback types Feedback comments Feedback files Mahara feedback Offline grading worksheet

12. Choose feedback comments

No

Require students click submit button

No

13. If set 'No' students can make changes to their submission at any time.

Require that students accept the submission statement

No

14. Choose 'Yes' if students have to agree on statement that this their own work

Attempts reopened

Never

Maximum attempts

Unlimited

Group submission settings

Students submit in groups

No

Require all group members submit

No

Grouping for student groups

None

Notifications

Notify graders about submissions

No

15. Choose "Yes" If you would like to receive an email when a student submits or submitted late

Notify graders about late submissions

No

Grade

Grade ? Type Point

Scale BTEC

Maximum points 100

Grading method ? Simple direct grading

Grade category ? Uncategorized

Anonymous marking ? No

Use marking workflow ? No

Use marking allocation ? No

▶ Common module settings

▶ Restrict access

15. Click Save and return to course

Save and return to course Save and display Cancel

Further Support

Additional support is on hand should you require help. Contact the Digital Learning team at dlsupport@arts.ac.uk



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