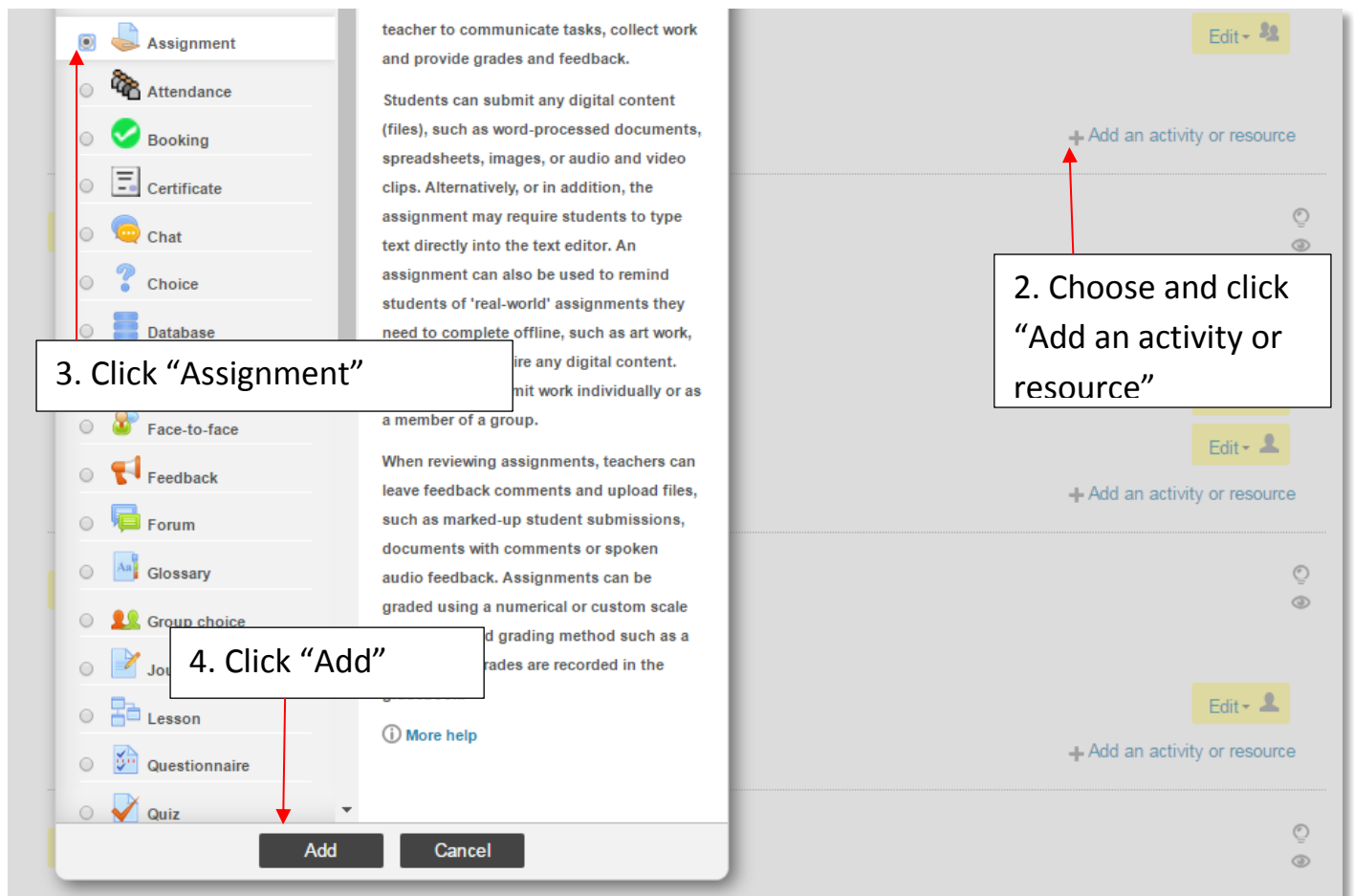
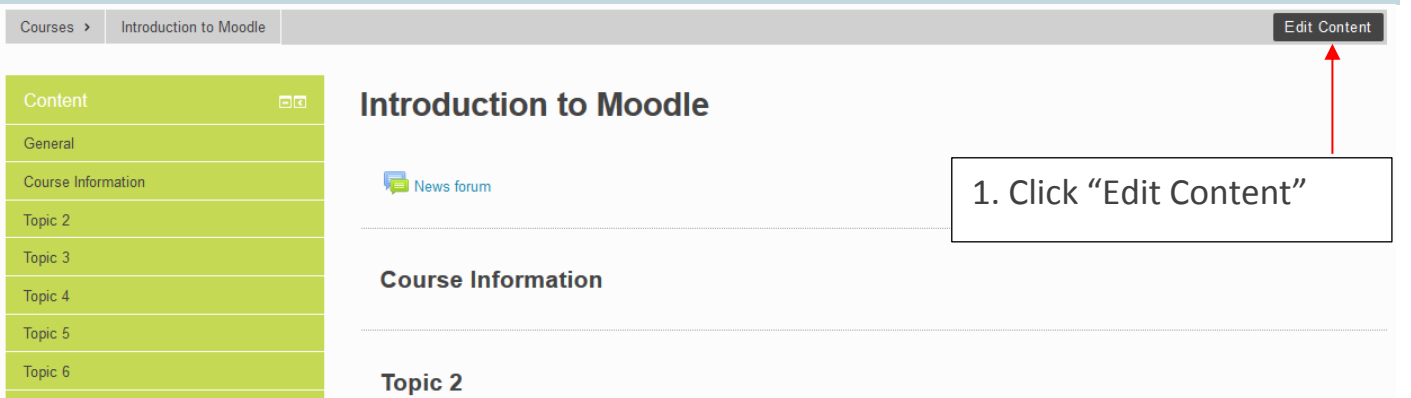


## How to set up a Workflow Submission



### Introduction to Moodle

▼ General

Assignment name\*

HTML format

Display description on course page

Additional files

▼ Availability

Allow submissions from 31 October 2016 00:00

Due on 7 November 2016 00:00

Cut-off date 20 December 2016 11:20

5. Click "Expand All" to see all options

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

7. Add example submission or answer templates (optional)

8. Choose availability times and dates

The image shows a Moodle assignment configuration page. It is titled 'Introduction to Moodle' and has a 'General' section expanded. The 'Assignment name' field contains the text 'test'. Below this is a large text area for instructions. The 'HTML format' dropdown is set to 'HTML format'. There is a checkbox for 'Display description on course page'. Below that is a file manager area for 'Additional files'. The 'Availability' section is expanded, showing three rows: 'Allow submissions from' (31 October 2016 00:00), 'Due on' (7 November 2016 00:00), and 'Cut-off date' (20 December 2016 11:20). Each row has an 'Enable' checkbox. Red arrows point from callout boxes to these elements: box 5 points to the 'collapse all' link; box 6 points to the 'Assignment name' field and the instructions text area; box 7 points to the file manager area; and box 8 points to the date and time fields in the 'Availability' section.

▼ Submission types

Submission types  File submissions  Mahara portfolio  OneNote submissions  Online text

Maximum number of uploaded files

Maximum submission size

Site

Lock submitted pages

Maximum number of uploaded OneNote pages

OneNote page size

Word limit   Enable

9. Choose Mahara portfolio

10. Setting allows the page to be submitted and pages stay locked until after grading

▼ Feedback types

Feedback types  Feedback comments  Feedback files  Offline grading worksheet  Feedback OneNotes

Require students click submit button

Require that students accept the submission statement


Attempts reopened

Maximum attempts

11. Choose feedback comments


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

▼ **Group submission settings**


Students submit in groups  No


Require group to make submission  No


Require all group members submit  No

Grouping for student groups  None

▼ **Notifications**

Notify graders about submissions  No

Notify graders about late submissions 

Default setting for "Notify students"  Yes

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


▼ **Grade**

Grade 


Type Point

Scale BTEC


Maximum points 100


Grading method  Simple direct grading

Grade category  Uncategorized

Grade to pass  0.00

Anonymous marking  No

Use marking workflow  No

Use marking allocation  No

▼ Common module settings

Visible  14. Select show/hide for student visibility

ID number

Group mode  15. Keep as No groups

Grouping

▼ Restrict access

Access restrictions  16. Click Save and return to course

There are required fields in this form marked \*.

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning team at [dlsupport@arts.ac.uk](mailto:dlsupport@arts.ac.uk)



*This work by Digital Learning Support, University of the Arts London is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License.*