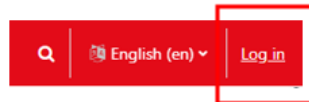


ADDING AN ASSIGNMENT ACTIVITY IN LEARN2024

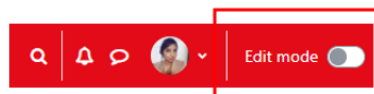
1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



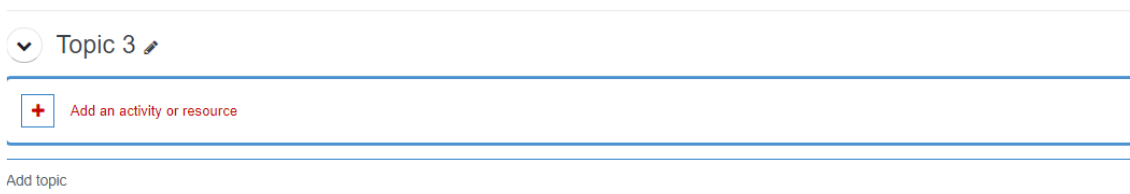
2. Enter your UKZN LAN credentials and click log in.



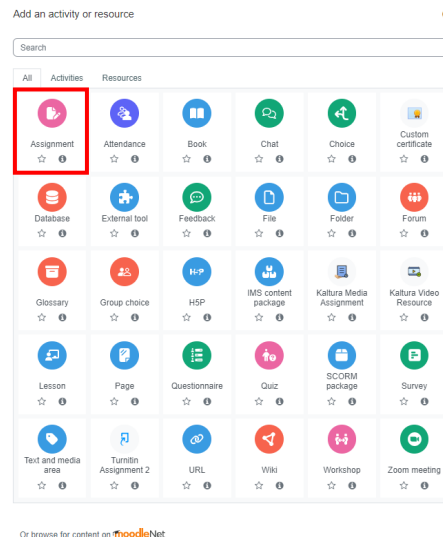
3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.



4. Locate the Section where you want to add the Assignment.
5. At the bottom left of the Section, click + Add an activity or resource. The Add an activity or resource window will open.



6. In the Add an activity or resource window, select Assignment. The Adding a new Assignment page will open.



7. On the Add a New Assignment page, enter an informative name. The name of the assignment is mandatory.
8. Add an optional description.

Adding a new Assignment to Assignment

General

Assignment name

Description

Display description on course page

9. Additional files may be uploaded where necessary using drag and drop or the file picker. The maximum upload size is 4GB.

Additional files

Maximum size for new files: 4 GB

You can drag and drop files here to add them.

Only show files during submission

10. Availability

Select the corresponding Enable check box to set a date and time for

Allow submissions from

Determines when students can begin to submit the assignment.

Due date

Determines when the assignment is due. The due date will show in the course Calendar and within the Activities block.

Cut-off date

Determine when the assignment will no longer accept submissions. (You can manually Grant Extensions Beyond the Cut-off Date to specific students if they need to submit after the cut-off date.)

▼ Availability

Allow submissions from	☒ Enable	21	November	2023	00	00	
Due date	☒ Enable	28	November	2023	00	00	
Cut-off date	☐ Enable	21	November	2023	10	36	

11. Submission Types

With Online text, students can enter text directly into an editor. If File submissions are enabled, students can upload one or more files.

Note: To create an offline assignment where students will submit or perform work outside Moodle, leave both Online text and File submissions unchecked. You can still provide a description, set due dates and have the activity shown in the course Calendar and Gradebook.

Maximum number of uploaded files

If file submissions are enabled, each student will be able to upload up to the set number of files for their submission.

Maximum submission size

If file submissions are enabled, each upload cannot exceed this file size per upload. (If a student can upload multiple files and upload files at different times, the total can exceed the set size.)

Accepted file types

To limit submissions to specific file types, select Choose. A pop-up window will open with file type options. Select the file types for which submissions you would like to enable by clicking the radio button next to each option. Select Save Changes.

▼ **Submission types**

Submission types	☐ Online text ? ☒ File submissions ?
Maximum number of uploaded files ?	20 ↕
Maximum submission size ?	Site upload limit (4 GB) ↕
Accepted file types ?	Choose No selection

12. Feedback Types

Feedback comments

If enabled, graders can provide written feedback for each submission. These comments are from the grader to the student.

Annotate PDF

If enabled, graders can mark assignments directly on Moodle with comments.

Feedback files

If enabled, graders can upload files containing feedback when marking assignments. For example, you can upload marked-up student submissions, documents with comments, or spoken audio feedback.

Offline grading worksheet

If enabled, graders can download a spreadsheet to enter grades without having to be logged in to Moodle. This can be useful if you anticipate grading while disconnected from the Internet.

Comment inline

If enabled, the submission text will be copied into the feedback comment field during grading, making it easier to comment inline or edit the original text.

Feedback types

Feedback types

Comment inline

☒ Feedback comments  ☒ Annotate PDF  ☐ Offline grading worksheet  ☐ Feedback files 



No 

13. Submission Settings

Require students to click the submit button.

If enabled, students will have to select a Submit button to declare their submission as final. Requiring the Submit button allows students to keep a draft version of the submission on the system.

Note: If this setting is changed from No to Yes after students have made submissions, the submissions will be regarded as final.

Require that students accept the submission statement

If enabled, students will be shown a statement that declares they are submitting their own original work, and they will have to accept the statement before their submission is processed.

Additional attempts

Select an option for additional attempts in order to set the maximum attempt per student.

Maximum attempts

The maximum number of submission attempts that can be made by a student. After this number of attempts has been made, the student's submission will not be able to be reopened.

Submission settings

Require students to click the submit button



No 

Require that students accept the submission statement



No 

Additional attempts



Manually 

Maximum attempts



4 

14. Group Submission Settings

Students submit in groups.

If enabled, students submit work together in groups rather than individually. For example, a group of students can submit one file that contains the group's joint work.

Require all group members to submit.

If enabled, all students in a group must individually select the Submit button in order to acknowledge that they are signing off on their group's joint submission.

Note: This option is available only if both the Students submit in groups and requires students to select the submit button.

Grouping for student groups

If Students submit in groups is enabled, this option shows which Grouping has been selected in the Common module settings (see below).

▼ **Group submission settings**

Students submit in groups	?	Yes ▾
Require group to make submission	?	No ▾
Require all group members submit	?	No ▾
Grouping for student groups	?	None ▾

15. Notifications

Notify graders about submissions.

If enabled, instructors and TAs will receive an email alert whenever a student makes a submission. (This may not be manageable in a class with a large number of students.)

Notify graders about late submissions.

If enabled, instructors and TAs will receive an email alert whenever a submission is made after the due date.

The default setting for "Notify students."

If enabled, the default setting for notifying students when grades are released will be set in the assignment grading interface. This can be changed manually during grading.

Note: Students always receive an email confirmation when a submission is successfully made.

▼ Notifications

Notify graders about submissions	?	No ▾
Notify graders about late submissions	?	No ▾
Default for 'Notify student'	?	Yes ▾

16. Grade

Select the Grade Type:

None - The assignment will be ungraded and worth no points.

Point - Grade out of a simple number of maximum points. Enter the maximum possible score for the assignment in the Maximum points field.

Scale - Select a preset or custom scale from the scale drop-down menu.

Grading method

Choose Simple direct grading, Grading guide or Rubric to grade the assignment.

Grade category

Select a Category in your gradebook under which you would like the assignment grade to be placed.

Anonymous submissions

If enabled, instructors will not see student names when grading submissions.

Hide grade identity from students

Use marking workflow

When enabled, grading an assignment goes through a series of workflow stages: Not graded, In grading, Grading completed, In review, Ready for release, and Released.

▼ Grade

Grade	?	Type: Point ▾
		Maximum grade: 100
Grading method	?	Simple direct grading ▾
Grade category	?	Uncategorised ▾
Grade to pass	?	
Anonymous submissions	?	No ▾
Hide grader identity from students	?	No ▾
Use marking workflow	?	No ▾

17. Common Module Settings

Availability

Set whether or not an assignment is visible to students. By default, new assignments are set to Show on the course page. (This is comparable to using the Hide/Show icon for the activity on your course page.)

ID number

Setting an ID number identifies the activity for grade calculation purposes.

Group mode

These options let you restrict the assignment to particular groups of students you have already created in Moodle.

▼ Common module settings

Availability	 Show on course page
ID number	
Force language	 Do not force
Group mode	 No groups

[Add group/grouping access restriction](#)

18. Restrict Access

Use Restrict Access settings with care and check for conflicts with other settings you may have made for the activity. Settings may prevent students from accessing restricted content, including grades and due dates.

To add restrictions on accessing the activity, click Add restriction... The Add restriction window will open, containing the following options:

Date To prevent access until (or from) a specified date and time.

Grade To require students to achieve a specified grade.

User profile: To control access based on fields within the student's profile.

Restriction set To add a set of nested restrictions to apply complex logic.

If you have groups in your course, you will see the following additional options:

Group To allow or prevent access only to students who belong to a specified group or all groups.

Grouping To allow or prevent access only to students who belong to a group within a specified grouping.

▼ **Restrict access**

Access restrictions

None

Add restriction...

Add restriction...

Activity completion

Require students to complete (or not complete) another activity.

Date

Prevent access until (or from) a specified date and time.

Grade

Require students to achieve a specified grade.

User profile

Control access based on fields within the student's profile.

Restriction set

Add a set of nested restrictions to apply complex logic.

Cancel

19. In the activity completion section, you can allow completion tracking.

▼ **Activity completion**

Completion tracking



Students can manually mark the activity as completed ▾

Expect completed on



☐ Enable

26 ▾

October ▾

2023 ▾

10 ▾

16 ▾



20. Click save and return to course or save and display. If you wish to cancel, simply click cancel.

Save and return to course

Save and display

Cancel