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# Structuring a course in the electronic environment Moodle. Add activities.

The course is developed under Erasmus+ Program Key Action 2:  
Cooperation for innovation and the exchange of good practices [Knowledge Alliance](#)

**ICT IN TEXTILE AND CLOTHING HIGHER EDUCATION AND BUSINESS**

Project Nr. 612248-EPP-1-2019-1-BG-EPPKA2-KA

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# Adding an assignment

- **Editing mode**
- The menu “Add activity or resource” → Section “Activities”

Add an activity or resource

Search

All **Activities** Resources

|                   |                 |                 |                 |                      |                      |
|-------------------|-----------------|-----------------|-----------------|----------------------|----------------------|
| Assignment<br>☆ ⓘ | Chat<br>☆ ⓘ     | Choice<br>☆ ⓘ   | Database<br>☆ ⓘ | External tool<br>☆ ⓘ | Feedback<br>☆ ⓘ      |
| Forum<br>☆ ⓘ      | Glossary<br>☆ ⓘ | H5P<br>☆ ⓘ      | Lesson<br>☆ ⓘ   | Quiz<br>☆ ⓘ          | SCORM package<br>☆ ⓘ |
| Survey<br>☆ ⓘ     | Wiki<br>☆ ⓘ     | Workshop<br>☆ ⓘ |                 |                      |                      |



# Defining an assignment

- The assignment activity allows a task to be set and to be assessed
- Assignments can be graded on a digital or other scale
- The final grade is recorded in the grade book

Add an activity or resource ×

Search 🔍

All **Activities** Resources

|                   |                 |                 |                 |                      |                      |
|-------------------|-----------------|-----------------|-----------------|----------------------|----------------------|
| Assignment<br>☆ ⓘ | Chat<br>☆ ⓘ     | Choice<br>☆ ⓘ   | Database<br>☆ ⓘ | External tool<br>☆ ⓘ | Feedback<br>☆ ⓘ      |
| Forum<br>☆ ⓘ      | Glossary<br>☆ ⓘ | H5P<br>☆ ⓘ      | Lesson<br>☆ ⓘ   | Quiz<br>☆ ⓘ          | SCORM package<br>☆ ⓘ |
| Survey<br>☆ ⓘ     | Wiki<br>☆ ⓘ     | Workshop<br>☆ ⓘ |                 |                      |                      |

**Grade**

Grade ?

Type **Point** ↔ **Point** ↕  
None  
Scale  
**Point**

Maximum grade  
100

Grading method ? **Simple direct grading** ↔ **Simple direct grading** ↕  
Simple direct grading  
Marking guide  
Rubric

Grade category ? Uncategorized ↕

Grade to pass ?

Blind marking ? No ↕

Hide grader identity from students ? No ↕

Use marking workflow ? No ↕



# Assignment – staging

Adding a new Assignment ? Expand all

**General**

Assignment name !

Description

Display description on course page ?

Additional files ? Maximum size for new files: 1GB

Files

You can drag and drop files here to add them.






Instructions







Additional resources,  
blanks, etc.



# Assignment – deadlines


## ▼ Availability

Allow submissions from  22  March  2021  00  00   Enable

Due date  29  March  2021  01  00   Enable

Cut-off date  22  March  2021  17  36   Enable

Remind me to grade by  5  April  2021  01  00   Enable

Always show description 

Enable if you want it to close automatically on defined date

Enable if you need a rating reminder




# Assignment – type of submitted work


## ▼ Submission types

Submission types


Online text   File submissions 

Maximum number of  
uploaded files 

20 

Maximum submission  
size 

Site upload limit (1GB) 

Accepted file types 

No selection

Check depending on what you expect students to submit




If necessary, list the allowable file formats. Ex: .zip, .rar




# Assignment – feedback

## ▼ Feedback types

Feedback types

Feedback comments   Offline grading worksheet   Feedback files 

Comment inline 

No 

Select the type of feedback:

- comments
- file with corrections

If student submit an online text,  
you can correct it directly



# Assignment – transmission

## ▼ Submission settings

Require students to  
click the submit button ?

Require that students  
accept the submission  
statement ?

Attempts reopened ?

Maximum attempts ?

If "Yes" is selected, the student decides whether to submit a draft or a final version. Use the option if you allow drafts and giving instructions. If "No", the uploaded file is treated as a draft.

In case of dissatisfaction with the assessment, will the student be able to submit a new decision. If yes, how will you get permission.





# Assignment – notifications

You decide who will be notified about what through the system's communication means (messages, email)

## ▼ Notifications

Notify graders about  
submissions



Notify graders about  
late submissions



Default setting for  
"Notify students"





# Assignment – access

## ▼ 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

Determine under what conditions / for which students the assignment should be visible.

Use to ensure **differentiation** of the learning process.



# Assignment – assessment (1)

## Grade

Grade



Type Scale

Scale

- Default competence scale
- Default competence scale
- Separate and Connected ways of knowing

Choose from predefined scales.

Grading method



Simple direct grading

Grade category



Uncategorised

Grade to pass



At what grade the task is  
considered to be successfully  
completed.

Blind marking



No

Hide grader identity  
from students



No

Use marking workflow

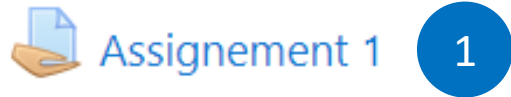


No



# Assignment – assessment (2)

- **Grade** and **Comments** fields to put quick ratings and short reviews to everyone
- Use the **Grade** button to give a detailed review, accompanied by corrections
- In both cases, be sure to write down the grades



Assignment 1

Instructions

Grading summary

|                             |                                |
|-----------------------------|--------------------------------|
| <b>Hidden from students</b> | Yes                            |
| <b>Participants</b>         | 10                             |
| <b>Submitted</b>            | 0                              |
| <b>Needs grading</b>        | 0                              |
| <b>Due date</b>             | Monday, 29 March 2021, 1:00 AM |
| <b>Time remaining</b>       | 6 days 5 hours                 |

[View all submissions](#) [Grade](#)

Assignment 1

Grading action

First name  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Select                   | User picture | First name / Surname | Email address | Status        | Grade                 | Edit | Last modified (submission) | File submissions | Submission comments | Last modified (grade) | Feedback comments | Feedback files |
|--------------------------|--------------|----------------------|---------------|---------------|-----------------------|------|----------------------------|------------------|---------------------|-----------------------|-------------------|----------------|
| <input type="checkbox"/> |              | [blurred]            | [blurred]     | No submission | <a href="#">Grade</a> | Edit | -                          |                  |                     | -                     |                   |                |
| <input type="checkbox"/> |              | [blurred]            | [blurred]     | No submission | <a href="#">Grade</a> | Edit | -                          |                  |                     | -                     |                   |                |
| <input type="checkbox"/> |              | [blurred]            | [blurred]     | No submission | <a href="#">Grade</a> | Edit | -                          |                  |                     | -                     |                   |                |



# Assignment – assessment (3)

Course:   
Assignment: Assignment 1   
[View all submissions](#)



Due date: 29 March 2021, 1:00 AM

Change user   
10 of 10

## Submission

No attempt

Not graded

6 days 5 hours remaining

Student can edit this submission

[Comments \(0\)](#)

[Save comment](#) | [Cancel](#)

## Grade

Grade out of 100

Current grade in gradebook

Feedback comments

Notify students

[Save changes](#)

[Save and show next](#)

[Reset](#)

4

Feedback files

Maximum size for new files: 1GB

Files



You can drag and drop files here to add them.



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# DEFINE GRADES SCALES



# Grades scales

- Built-in:
  - Simple scale: Yes / No / Excellent
  - Percentage (point) scale: 0% - 100%
- User defined scale

- ICT II
- Participants
- Badges
- Competencies
- Grades**
- General
- Materials for students
- Materials for staff trainees
- Introduction to artificial intelligence and machine learning
- Internet of things and

Course scales

[View](#) [Setup](#) **[Scales](#)** [Letters](#) [Import](#) [Export](#)

Custom scales

Standard scales

| Scale   | Used | Edit  |
|---|------|---|
| Separate and Connected ways of knowing<br>Mostly separate knowing, Separate and connected, Mostly connected knowing | No   | <a href="#">Settings</a> <a href="#">Delete</a> |
| Default competence scale<br>Not yet competent, Competent  | No   | <a href="#">Settings</a> <a href="#">Delete</a> |

[Add a new scale](#)

# Define new scale (1)

- The values can be for quantitative or qualitative evaluation
- They are separated by a comma

▼ Scale

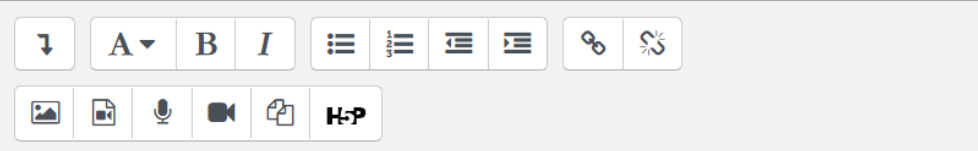
Name !

Standard scale ?

Used No

Scale ! ?

Description







# Define new scale (2)

▼ Scale

Name !

Standard scale ?

Used No

Scale ! ?

Description

Rich text editor toolbar with icons for: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, and Help.

Custom scales

| Scale  | Used | Edit   |
|--|------|--|
| Quality grade from Poor to Excellent<br>Excellent 6, Very good 5, Good 4, Medium 3, Weak 2 | No   | <span style="color: blue;">⚙️</span> <span style="color: red;">🗑️</span> |



# Use new scale (1)

If we define a task with the new scale, we will evaluate the results on it

## Defining assignment and scale

### Grade

Grade



Type

Scale

Grading method



Scale

- Quality grade from Poor to Excellent
- Default competence scale
- Separate and Connected ways of knowing
- Quality grade from Poor to Excellent

## Evaluation

Course:

Assignment: Assignment 1

[View all submissions](#)

Change user

Due date: 29 March 2021, 1:00 AM

10 of 10

6 days 5 hours remaining  
Student can edit this submission

Grade

Grade:

- No grade
- No grade gradebook
- Weak 2
- Medium 3
- Good 4
- Very good 5
- Excellent 6



## Activity *Glossary*

- An interactive vocabulary in which learners could add records, could be graded or could rate peer notes
- It is possible to dynamically connect the terms in the dictionary with their use in the resources and assignments in the course

To create a *Glossary* activity:

- Turn on edit mode
- From the ***Add an activity or resource*** menu, select ***Glossary***
- Set up the Glossary
- Write down the Glossary



## Activity *Glossary*: Specific settings

- Name
- Description
- Number of records per page
- Type: primary / secondary
- Enable / disable duplication of terms
- Opportunity for comments on the recordings
- Automatic connections
- Approval of an entered record
- Assessment (traditional) of a record entered by a student
- Rate of an entered by a student, record
- Choice of rating method – average value, number of voters...
- Restrictions on rating time



# Gradebook

## Opportunities for:

- Direct input of grades
- Setting weights
- Setting a formula for calculating the final grade
- View a student's gradebook

The sidebar contains the following items from top to bottom:

- ICT II
- Participants
- Badges
- Competencies
- Grades** (highlighted with a red box)
- General
- Materials for students
- Materials for staff trainees
- Introduction to artificial intelligence and machine learning
- Internet of things and embedded systems

The screenshot shows the 'Grader report' page with the following elements:

- Navigation tabs: View, Setup, Scales, Letters, Import, Export
- Sub-navigation tabs: Grader report (highlighted with a red box), Grade history, Outcomes report, Overview report, Single view, User report
- Summary: All participants: 10/10
- Search filters: First name (All, A-Z) and Surname (All, A-Z)
- Table with columns: First name / Surname, Email address, All in one - Quiz, Quiz Module

| First name / Surname | Email address | All in one - Quiz | Quiz Module |
|----------------------|---------------|-------------------|-------------|
| [blurred]            | [blurred]     | [blurred]         | [blurred]   |
| [blurred]            | [blurred]     | [blurred]         | [blurred]   |
| [blurred]            | [blurred]     | [blurred]         | [blurred]   |

# CONTACTS

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**ICT-TEX**

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