

Assignment Settings

Contents

About	1
Adding or Editing an Assignment in your course	2
Settings	3
General	3
Availability.....	4
Submission Types	5
Feedback Types	6
Submission settings.....	7
Group submission settings.....	8
Notifications.....	9
Grade	10
Common module settings.....	11
Restrict access	11
Activity completion.....	11

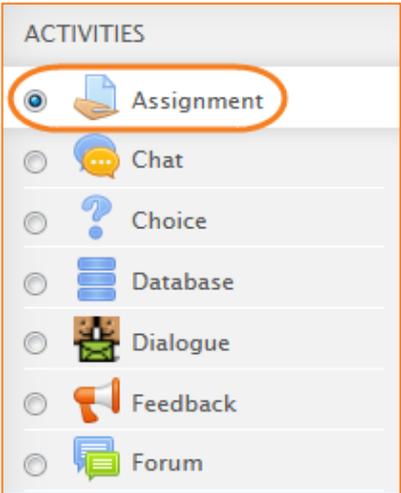
About

The assignment module allows teachers to collect work from students, review it and provide feedback, including grades. The work a student submits is visible only to the teacher and not to other students.

Students can submit any files, including word documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into a text field in eLearn. Or they can ask student to do both, upload a file or files and type text directly into eLearn. An assignment activity can also be set up not to accept any student submissions and serve as a reminder to students of a 'real-world' assignment they need to complete and to record grades in eLearn for activities that don't have an online component.

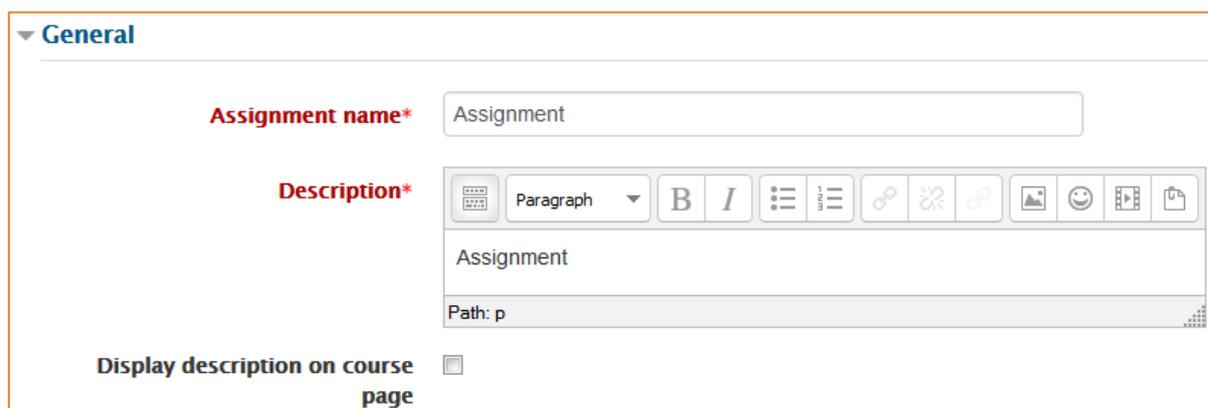
Adding or Editing an Assignment in your course

1. Login to eLearn and open up the appropriate course. Once in this course, Turn editing on using the orange icon at the top right.
2. If creating a new assignment, click on Add an activity or resource and choose Assignment.
3. If editing an existing page, locate the assignment, select the Edit menu to the right and choose Edit settings.



Settings

General



▼ **General**

Assignment name*

Description*

Paragraph **B** *I* [List] [List] [Link] [Image] [Smiley] [Video] [File]

Assignment

Path: p

Display description on course page

Assignment name

Give your assignment a name (e.g. “Report on Topic 1 Content”). The title entered here will be the name that learners see in the course content area. Learners will click on this name to view the details of the assignment and, if applicable, submit their work.

Description

Provide instructions for your students here so they are clear what they have to do. Click [Show editing tools](#) to display the rich text editor and drag the bottom right of the text box out to expand it. You can also provide information or resources related to the assignment, such as a video clip, an image, or a link to a webpage.

Display description on course page

Enabling this will display the description on the course page just below the link to the assignment activity.

Availability

Availability

Allow submissions from ? 21 January 2015 14:35 Enable

Due date ? 28 January 2015 14:35 Enable

Cut-off date ? 30 January 2015 14:35 Enable

Always show description ?

Allow submissions from

The ***Allow submissions from*** setting prevents students from submitting their assignment before the shown date. A teacher can to set a day, month, year and time (24 hour clock) from which learners can begin to submit their assignments. Please note that this setting does not hide the activity from the learners. Instead, the learner will see the activity, be able to view the instructions and use any materials you have included in the description, but the learner will not be able to submit or complete the assignment until this date. To first enable this setting, tick the ***Enable*** box to the right.

Due date

The ***Due date*** setting prevents students from submitting their assignment after the shown date. This option allows a teacher to set a day, month, year and time (24 hour clock) before which learners must submit their assignment. To first enable this setting, tick the ***Enable*** box to the right.

Cut-off date

The ***Cut-off date*** is the date beyond which students will not be able to send in their assignment as the button for doing so will no longer be displayed. After that date (or time) a teacher may, on request, grant an extension by going to the class assignment grading screen, clicking the ***Edit*** column and choosing ***Grant extension*** for the relevant student. To first enable this setting, tick the ***Enable*** box to the right.

Always show description

This setting is used in conjunction with the ***Allow submissions from*** setting. If it is set to ***Yes***, the assignment ***Description*** will become visible to students at the ***Allow submissions from*** date. If it is set to ***No***, the assignment ***Description*** will be hidden from students until the ***Allow submissions from*** date, only the assignment ***Name*** will be displayed. If ***Allow submissions from*** is disabled, then this setting has no meaning: the assignment description will always be visible to students.

Submission Types

Submission types Online PoodLL File submissions Online text

PoodLL Rec. Type MP3 Voice Recorder

PoodLL Rec. Time Limit 0 minutes

PoodLL Whiteboard Back Maximum size for new files: 100MB, maximum attachments: 1

Files

You can drag and drop files here to add them. Please note, all teachers must upload course content to eLR as per CIT policy.

PoodLL WhiteBoard Size 320x320

Maximum number of uploaded files 1

Maximum submission size Site upload limit (100MB)

Word limit Enable

Online PoodLL

Students are able to record audio, snap pictures, or use a whiteboard for this assignment.

Note: the following 4 settings only need to be used if you have selected the Online PoodLL submission type above.

PoodLL Rec. Type

Change this to choose whether you want the students to submit a **MP3 Voice Recording**, a **Whiteboard** or a **Snapshot**.

PoodLL Rec. Time Limit

If choosing MP3 Voice Recording, you can set a time limit here.

PoodLL Whiteboard Back

If choosing the Whiteboard, you can add a background image for the whiteboard. Note, images from eLR do not display at the moment. Please upload small files from your computer.

PoodLL Whiteboard Size

Change the size of the whiteboard here.

Online text

Learners can type their response directly in eLearn using the text editor.

File submissions

Students can upload and edit one or more files of any type the teacher can open. If the student uploads a pdf file, the teacher can annotate it within the browser, and on saving, the annotated file is made available to the student. See Assignment Grading guide for more information.

Maximum number of uploaded files

Here you can decide the maximum number of files which may be uploaded by each student.

Maximum submission size

This setting specifies the maximum size per file of each of the files that the students can upload as part of their submission. This maximum upload size may only be equal to or less than the course limit. The maximum size of each file is displayed to students at the point where they upload files.

Feedback Types

Feedback types

Feedback comments Feedback files Offline grading worksheet

Comment inline

Feedback comments

Setting this to yes means that markers can leave feedback comments for each submission. It enables the Feedback Comments column in the grading table. Feedback comments are also accessible by clicking on the green tick in the grade column on the grading table.

Feedback files

This allows markers to upload files with feedback when marking. These files may be the marked up student assignments, documents with comments, a completed marking guide, or spoken audio feedback. It enables the Feedback Files column in the grading table. To upload feedback files, click on the green tick in the grade column on the grading table and then upload using the File picker.

Offline grading worksheet

If set to yes, the teacher will have a link to download the grading list as a spreadsheet. They will then be able to enter grades and feedback comments offline. When the teacher has completed their grading offline, they can then upload the spreadsheet, confirm the changes and the grades and comments will be transferred over into eLearn's gradebook. More information can be found in the Assignment Grading guide.

Comment inline

If set to Yes, a teacher can comment directly on the text which a student has submitted as an online text type assignment.

Submission settings

▼ **Submission settings**

Require students click submit button No

Require that students accept the submission statement Yes

Attempts reopened Never

Maximum attempts Unlimited

Require students click submit button

Students can upload draft versions of the assignment until such time as they are ready to submit. Once they click the submit button they indicate to the teacher that they have finished working on the assignment. They can then no longer edit their submission. If they need to change it, they must ask the teacher who can revert the assignment to draft status.

To revert to the draft stage, click on the assignment activity and then [View/Grade all Submissions](#). Locate the student and click the icon in the Edit column. Select [Revert the submission to draft](#).

If this setting is No, then students do not have to click a submit button and are able to make changes to uploaded files at any time. If this setting is No but the teacher wishes to grade students work, then you can stop students from making further changes by using Prevent submission changes. Prevent submission changes can also be used in cases where students have neglected to click the Submit button and grading has commenced. To prevent submission changes, click on the assignment activity, then click on the [View/Grade all submissions](#) link. On the grading table, locate the student and click the icon in the Edit column. Select [Prevent submission changes](#).

To do either of these with a number of students, select the required students and use the [With selected](#) menu at the bottom of the grading table.

Require that students accept the Submission statement

CIT has defined a "Submission statement", i.e., a statement where students promise the work is their own and which they must agree to before submitting their work. This states that "This assignment is my own work, except where I have acknowledged the use of the works of other people".

This is enabled by default, meaning students will have to check a button before they can submit their assignment.

Attempts reopened

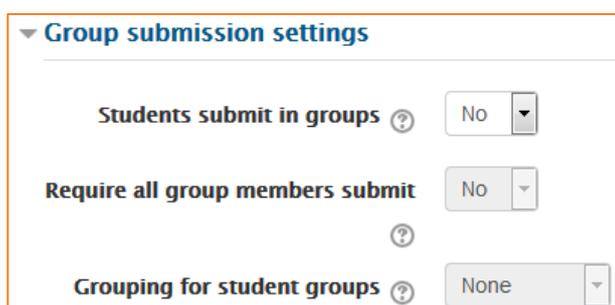
This setting allows the teacher to decide how submissions are reopened. The default is "Never", in that students may only submit once. However, a teacher can set this to "Manually" and reopen it

themselves for the student to resubmit, or to "Automatically until pass". The student must then keep trying and resubmitting until they get a pass grade.

Maximum attempts

If a student is allowed to resubmit, this setting will determine how many times they can resubmit before they are no longer allowed to do so. (For example, if a student has to keep trying until they get a pass grade, the teacher might decide that ten attempts is enough even though they have not yet passed.)

Group submission settings



The screenshot shows a section titled "Group submission settings" with three settings, each with a help icon (question mark) and a dropdown menu:

- Students submit in groups**: Set to "No".
- Require all group members submit**: Set to "No".
- Grouping for student groups**: Set to "None".

Students submit in groups

If this box is ticked, then students are able to collaborate on an assignment.

When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.

If no groups have been made, then eLearn will make a default group of every student in the course.

Require all group members submit

This setting will only appear if the teacher has ticked the "Require students click submit button" earlier. The assignment will not be classed as "submitted" until all members of the group have made a contribution. When one student has submitted, the other members of the group will be able to see who still has to submit.

Grouping for student groups

If a particular grouping is selected here, then the gradebook will display any other groups and non-grouped students in the "default group", while naming the group(s) that are in the chosen grouping. If none is selected, then the gradebook will display the names of all groups and put any non-grouped students in the "default group".

Notifications

▼ **Notifications**

Notify graders about submissions No

?

Notify graders about late submissions No

?

Default setting for "Notify students" Yes

?

Notify graders about submissions

Teachers will receive a message (of a type they choose) whenever a student submits an assignment.

Notify graders about late submission

Teachers will receive a message (of a type they choose) whenever a student submits a late assignment.

Default setting for "Notify students"

Set the default value for the **Notify students** checkbox on the grading form.

Grade

Grade

Type Scale

Scale Assessment Grades

Maximum points 100

Grading method Simple direct grading

Grade category Uncategorised

Blind marking No

Use marking workflow No

Use marking allocation No

Grade

- Select **Points** or **Scale** from the dropdown. If you will not be giving a grade for the assignment, choose **None**.
- If choosing scale, select the appropriate scale for your assignment. For more information on the scales and their values, see the guide on scales on http://teacher.cit.edu.au/elearn_guides/course_administration_in_elearn.
- If choosing points, enter the maximum grade available for this activity.

Grading method

There are 3 options:

- Simple direct grading (entering a grade or scale item)
- Marking guide
- Rubric

Grade Category

Any custom Grade Categories that have been created within your site or course will be listed here and will be available for selection. Select the required Grade Category to add this assignment as a Grade item within this Category.

Blind marking

If this setting is enabled, then a teacher will not see the names of students who have submitted their assignments. Instead, they will see randomly generated Participant numbers. (The student view of the assignment does not change.) This is also the case if student comments have been enabled. Once they have graded the assignment, it is however possible for teachers to see who submitted what by clicking on **Reveal student identities** in the Assignment settings.

Returning Marks to Students

Because of the nature of blind marking, the students cannot see the final grade until all of the students names have been revealed.

Use marking workflow

When set to Yes, teachers will be able to specify the stage they are at in their grading of individual assignments.

One advantage of using marking workflow is that the grades can be hidden from students until they are set to Released. The actual list of steps are:

- ***Not marked*** (the marker has not yet started)
- ***In marking*** (the marker has started but not yet finished)
- ***Marking completed*** (the marker has finished but might need to go back for checking/corrections)
- ***In review*** (the marking is now with the teacher in charge for quality checking)
- ***Ready for release*** (the teacher in charge is satisfied with the marking but wait before giving students access to the marking)
- ***Released*** (the student can access the grades/feedback)

Use marking allocation

If marking workflow (see above) is set to Yes, it is possible to enable marking allocation. This means that teachers can be selected to grade or review the submitted work of specific students. Colleagues can monitor progress through the displayed marking workflow states.

Common module settings

See eLearn guide – [Groups and Groupings](#).

Restrict access

See eLearn guide – [Conditional Release](#).

Activity completion

See eLearn guide – [Completion Tracking](#).

Once you have filled in all the require settings, click on ***Save and display*** to bring up the assignment, or ***Save and return to course*** to go back to the course.

