

## Using the Assignment Drop-Box

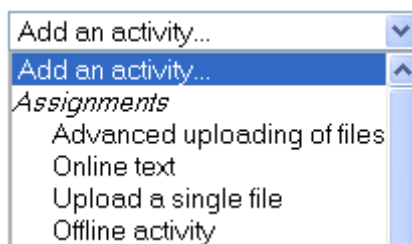
The Assignment tool enables you to specify a task requiring students to create a file or files (any format – e.g. a word document, spreadsheet, image or video) and submit it by uploading it to eLearn. It also enables you to grade all student submissions in eLearn.


You can choose from four different options with the Assignments tool.

- **Advanced uploading of files**
  - Allows your students to submit multiple files.
- **Online text**
  - Provides a text window for students to type (or paste) their assignment into directly.
- **Upload a single file**
  - Allows your students to submit a single file.
- **Offline activity**
  - Enables you to provide students with information about an assignment that is to be completed outside of eLearn.


### Adding an Assignment to eLearn




1. Log into eLearn and click into the course that you want to add the activity to. **Turn editing on.**
2. Select one of the four Assignment types from the **Add an activity** menu in a topic in your eLearn course.







































- Fill in the form, selecting the options that are appropriate to your assignment. If you are unsure about the meaning of the options, you can click the question mark  next to most options for more information. Your instructions to your students about the assignment need to go in the **Description** field. Be sure to check the release date and due dates, as well as options about late submissions and resubmitting.


Assignment name\*

Description\* 

Trebuchet  1 (8 pt)  Lang  **B** *I* U ~~S~~ |  $x_2$   $x^2$  |   

    |   |   |                          

Path:  

Grade 

Available from       Disable

Due date       Disable

Prevent late submissions

- Scroll to the bottom of the page and click **Save and return to course**.

## Grading Assignments

- Log into eLearn and click into the course that you want to grade assignments in.
- At the top right of the page, click the link stating that **(number) attempts have been made on this assessment**.
- Click **Grade** in the row with the name of the student to see their submitted work and to open the feedback window.
- Choose their Grade from the **Grade** menu in the top left of the window and add feedback in the text field. You can also upload a feedback document if you prefer in the **Response files** section.
- Click **Save changes**.

