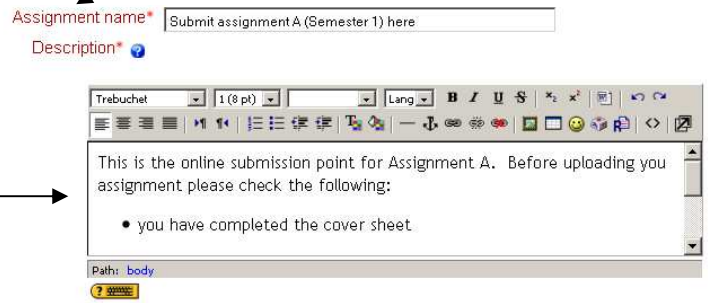
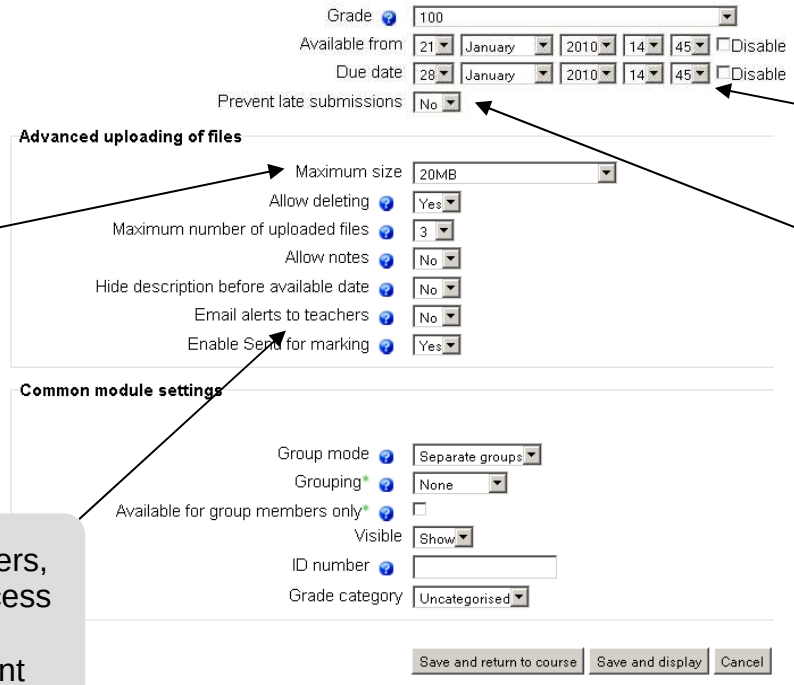
Setting up an assignment activity in Moodle

The description box gives you a space where detailed submission instructions can be highlighted for students.

Many departments include in this section: requirements about file types, naming conventions, cover sheet details, statements about plagiarism, information about when and how feedback will be provided to students.

Elements with an asterisk and highlighted in red must be completed.





Set your deadline here.

Maximum file sizes are important when dealing with digital content such as images, audio or video. You may also need to amend the maximum file upload settings for the whole unit via the Settings link in the Administration block.

Decisions on late submissions tend to vary from department to department. If late submissions are prevented completely then online resubmission will not be possible. However, if they are allowed, then students will be able to overwrite their work after the deadline has expired. To allow for a 'soft' deadline, some courses allow late submissions but take a back-up copy of the assignment straight after the deadline so that there is a reference point for checking that files have not been changed.

If you enable the e-mail alerts to teachers, every member of staff with teacher access assigned for this unit on Moodle (all teachers and administrators) will be sent an e-mail alerting them to every file uploaded to this assignment activity. Most units leave this switched off and send a reminder e-mail directly to tutors (with marking to complete) once the deadline has passed.