

Assignment Activity

The assignment activity allows students to submit an assignment to the instructor for grading purposes. It can be set up for students to submit their work in two different ways:

- Students can type their response directly in a Moodle text box at the assignment link
- Students can create their response in a program (word processing, spreadsheet, powerpoint, etc.) and then upload the saved file to the assignment link.

To insert a new **Assignment** activity on a course page:

Contents List:

- CONTENTS
- Course Introduction
- 1. Current Business News and Opinions
- 2. Syllabus and Quick Links
- 3. Class Orientation - due by Jan. 31
- 4. Chapter 1 Activities - due by Feb. 4
- 5. Chapter 2 Activities - due by Feb. 11
- 6. Chapter 3 Activities - due by Feb. 18
- 10. Chapter 7 Activities - due by March 25
- 11. Chapter 8 Activities - due by Apr. 1
- 12. Chapter 9 Activities - due by Apr. 8
- 13. Chapter 10 Activities - due by Apr. 15
- 14. Chapter 11 Activities - due by Apr. 22
- 15. Chapter 17 Activities - due by Apr. 29
- 16. Chapter 20 Activities - due by May 6
- 17. Final Exam - due by May 7

Section Page:

4. Chapter 1 Activities - due by Feb. 4

Not available unless: The activity *Course Preview* is marked complete

Create learning activity

Drop files to attach, or browse

Create learning activity dialog:

Activities Resources

Click Assignment

Assignment, Certificate, Chat, Choice, Database, External tool, Feedback, Forum, Glossary, Lesson, Moodlerooms Forum, Questionnaire, Quiz, SCORM package, Survey, Turnitin Assignment, Turnitin Assignment 2, Wiki, Workshop, Zoom

Once the Assignment activity is inserted into the section, you can [move it](#) to where you want it to appear in the section (or even to a different section).

Recommended settings for an Assignment activity

Note: There are **two dates** to enable for an Assignment activity. There are **two methods** for students to submit assignments. Watch carefully for those settings.

Assignment name
Chapter 1 Assignment

Description
Instructions:
Respond to each of the Critical Thinking questions of then answer it. Answer each question in detail using you are running a restaurant. If you want to, you may what that type of business would be.
In your response to Question 1, also explain WHY you (restaurant).
This is an "online text" type of assignment. Create your response in one of two ways:
Path: p > strong > span

☐ Display description on course page

Due date
4 February 2018 23 55 ☒ Enable
Save and return to course Save and display Cancel

Enable and set this Due date. The date you set will appear to students in 4 different places:

- beside the assignment link itself
- in the Deadlines area on the My Courses page
- in the Upcoming Events block on the Course Dashboard if you have added that block to your course
- on the course calendar

Visibility Show

Availability
Allow submissions from
20 February 2018 14 05 ☐ Enable
Cut-off date
4 February 2018 23 55 ☒ Enable
Remind me to grade by
11 February 2018 23 55 ☐ Enable
Always show description

Submission types
Submission types
☒ Online text ☐ File submissions

Type name of the link students see

Type assignment instructions in the Description text box. [Click here](#) for examples of what should be included in the instructions.

Do not enable the "Display description on course page." Students will see instructions when they click the link to the assignment.

When finished, click **Save and return to course**.

Then [move the assignment](#) where you want it in the section (or even another section).

Determines method students will use to submit their assignment: typed in a text box that appears (Online text) or typed in another program, saved, and submitted in Moodle (File submission).

Important!
Check out the rest of the settings to be set for a [File submission](#) type of assignment.
Check out the rest of the settings to be set for an [Online text](#) type of assignment.