

## Common "Upload file" Assignment Settings

ASSIGNMENT  
Chapter 4 Assignment 1

Click **Edit** icon below forum to select settings for the way the assignment works.

These examples demonstrate the most common settings chosen when students will submit a saved file.

(Click the mark beside any one you want more information about.)

Assignment name \* Required

Chapter 4 Assignment 1

Description

Paragraph

This is an "online text" type of assignment where you will either type your responses at this link or type them first in a word processor.

**Instructions:**  
Answer the 4 questions in the textbook. In your response, type your answers in your own words. As with all assignments, use your own wording in your response instead of copying/pasting from a website or using exact wording from the textbook. If you paraphrase, cite the source. If you use a direct quote, cite the source.

Display description on course page

Due date

25 February 2018 23 55  Enable

The enabled cut-off date determines the last date a student can submit the assignment. If you allow no late submissions, set it the same as the due date below.

The enabled due date will appear in the Deadlines area on the My Courses page, to the right of the assignment link on the course page, and on the calendar.

If you only accept certain types of files, list their extensions here.

Example of how to specify only Word documents (doc or docx) or rtf file:

Visibility Show

Availability

Allow submissions from

21 February 2018 17 35  Enable

Cut-off date

25 February 2018 23 55  Enable

Remind me to grade by

4 March 2018 23 55  Enable

Always show description

Submission types

Submission types

Online text  File submissions

Word limit

Enable

Maximum number of uploaded files

1

Maximum submission size

Site upload limit (5)

Accepted file types

.doc,.docx,.rtf

Group submission settings

Students submit in groups

No

Require group to make submission

No

Require all group members submit

No

Grouping for student groups

None

Notifications

Notify graders about submissions  
No

Notify graders about late submissions  
No

Default setting for "Notify students"  
Yes

Grade

Grade

Type Point

Scale BTEC

Maximum grade  
100

If using a rubric, select the type used instead of Simple direct grading.  
[Click here](#) for information about advanced grading methods using rubrics.

Grading method

Simple direct grading

Simple direct grading  
Checklist  
Marking guide  
Rubric

Select the appropriate grading category name in your gradebook setup.

Grade category  
Assignments

Grade to pass  
0

Blind marking  
No

Use marking workflow  
No

Use marking allocation  
No

Common module settings

ID number

Group mode  
No groups

Grouping  
None

Add group/grouping access restriction

If appropriate, this is where you would place a file for students to access while working on the assignment.

Additional files

You can drag and drop files here to add them.

Restrict access ^

Access restrictions

None

Add restriction...

This choice enables the activity completion checkmark to appear beside the assignment link based on the criteria you select below.

Activity completion ^

Completion tracking ?

Show activity as cc ▾

Require view

Student must view this activity to complete it

Require grade ?

Student must receive a grade to complete this activity

Student must submit to this activity to complete it

Expect completed on ?

22 ▾ February ▾ 2018 ▾

Enable

Best criteria to choose for an assignment.

Tags ^

Tags

No selection

Enter tags... ▾

No suggestions

Collapse all