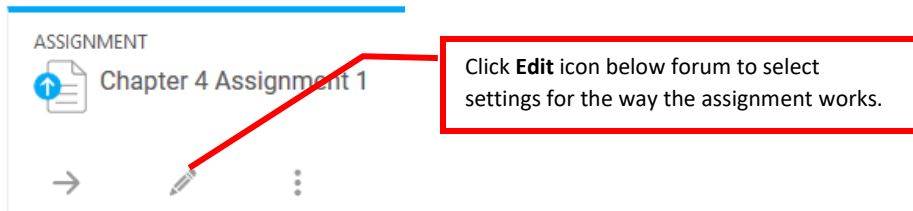



## Common "File submission" Assignment Settings



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

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, use quotation marks.

☐ Display description on course page

Due date

25 February 2018 23 55 ☒ Enable

The enabled Due date will appear in the Deadlines area on the My Courses page, at the right of the assignment link on the course page, on the Upcoming Events block, and on the Calendar.

Choose **File submission** and the **maximum number of uploaded files** students can upload.

Choose the **maximum number of uploaded files** students can upload.

Choose **Site upload limit (500 Mb)** for maximum size of each of the student's saved files they can upload.

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

[Click here](#) for example of how to specify only Word documents (doc or docx) or rtf file:

Enable **Feedback files** if you intend to place comments in a student's Word document and return the file to the student.

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

Feedback types

Feedback types

☒ Feedback comments ☒ Annotate PDF ☒ Feedback files ☐ Offline grading worksheet

Comment inline

No

Generally choose **No** so student's submission is uploaded by simply choosing "Save changes" instead of also having to click a "Submit" button.

**Submission settings** ^

Require students to click the submit button ?

Require that students accept the submission statement ?

Additional attempts ?

**Group submission settings** ^

Students submit in groups ?  
No

Require group to make submission ?

Require all group members submit ?

Grouping for student groups ?  
None

**Notifications** ^

Notify graders about submissions ?

Notify graders about late submissions ?

Default setting for "Notify students" ?

**Grade** ^

**Grade** ?

Type

Scale

Maximum grade

**Grading method** ?

?

If using a rubric, select the type used instead of Simple direct grading.

[Click here](#) for information about advanced grading methods using rubrics.

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

**Add file for students to open with your instructions.**

If appropriate, this is where you would place a file for students to access while working on the assignment. It would appear directly below the instructions you placed in the Description window for the assignment.

In your instructions, mention students need to open the document "below."

Common module settings

ID number

Group mode  
No groups

Grouping  
None

Add group/grouping access restriction

Additional files

You can drag and drop files here to add them.

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

Restrict access

Access restrictions  
None

Add restriction...

Best criteria to choose for an assignment is **Student must submit to this activity to complete it**.

Why? Students need to see that they submitted it instead of waiting for you to grade it before seeing the activity completion check mark.

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

Tags

Tags

No selection

Enter tags...

No suggestions

Collapse all