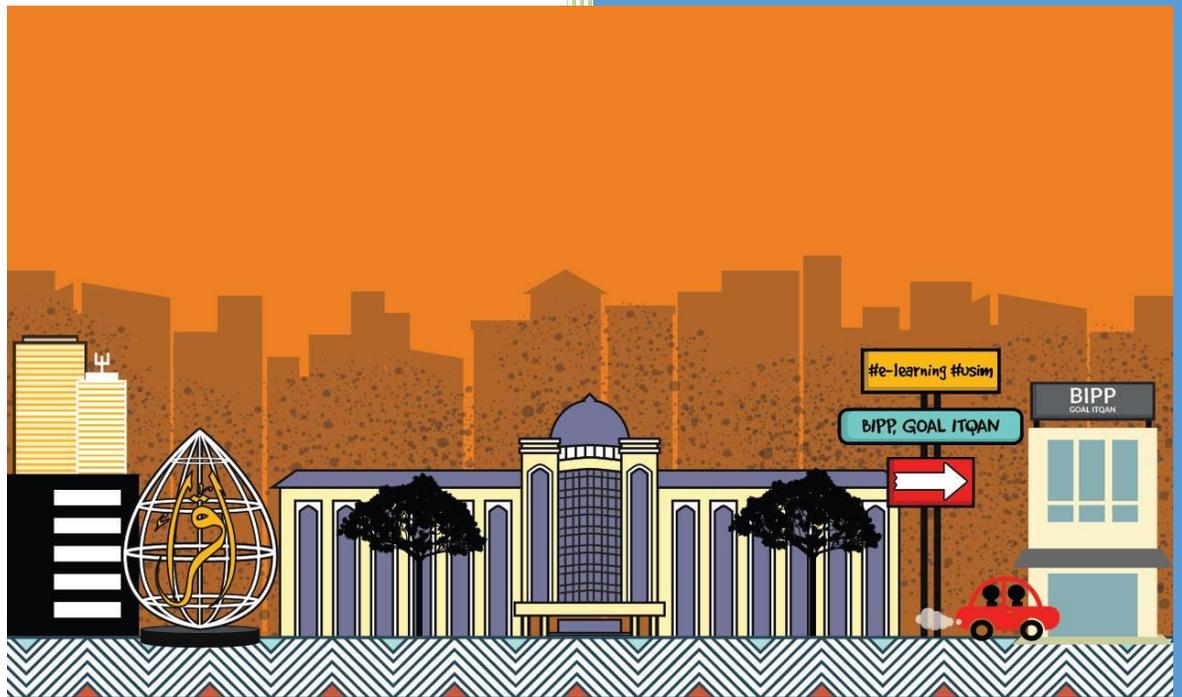


2017

GOALS ASSIGNMENT MANUAL



USIM

Bahagian Inovasi Pembelajaran &
Pengajaran (BIPP)

TABLE OF CONTENTS

1.0	PREPARING AN ASSIGNMENT	3
1.1	Assignment Submission Types	3
1.1.1	Online Text	3
1.1.2	File Submissions	3
1.2	Assignment Settings	3
1.2.1	Assignment Name	4
1.2.2	Description	5
1.2.3	Availability	5
1.2.4	Submission types	6
1.2.5	Feedback Types	7
1.2.6	Submission Settings	8
1.2.7	Groups submission settings	10
1.2.8	Notifications	10
1.2.9	Grade	12
1.2.10	Common Module Settings	12
1.3	View all submission & Grading	14
1.3.1	Grading Summary	14
1.3.2	Assignment Grading	15

1.0 PREPARING AN ASSIGNMENT

The assignment module allows teachers to collect work from students, review it and provide feedback including grades. Students can submit any digital content (files), including, for example, word-processed documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into GOALS using an online text assignment. There is also an offline activity assignment which can be used to remind students of 'real-world' assignments they need to complete and to record grades in GOALS for activities that don't have an online component.

1.1 Assignment Submission Types

1.1.1 Online Text

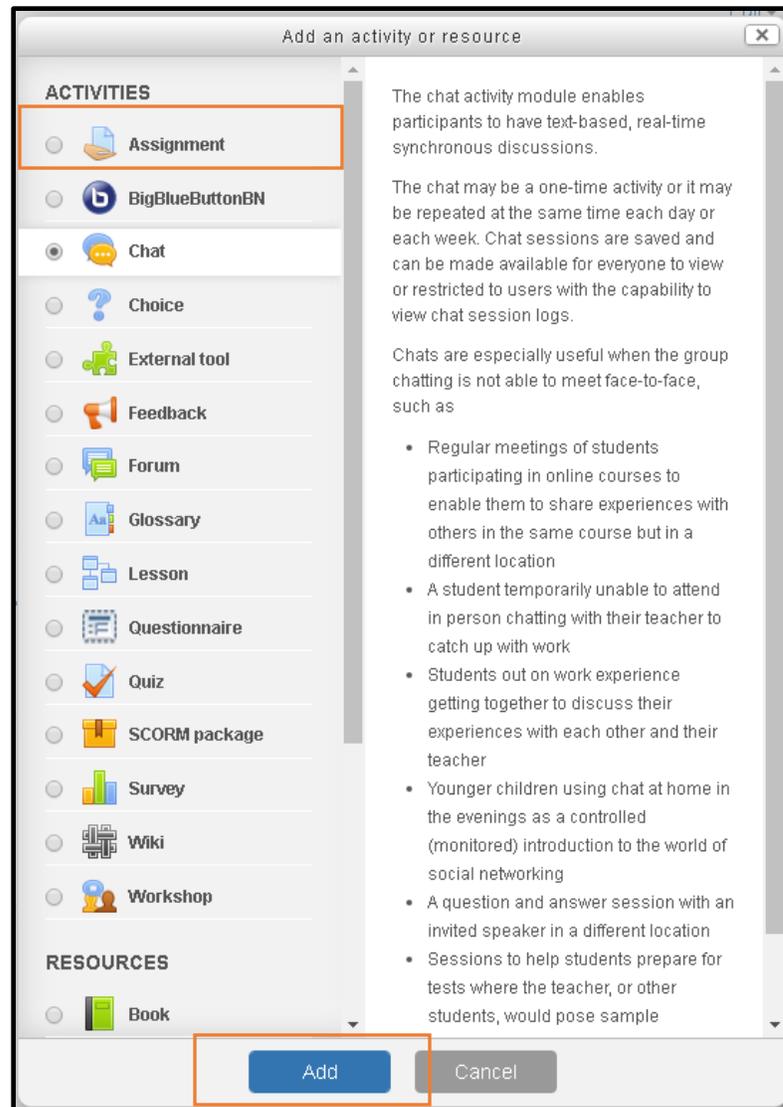
Text typed into the Atto editor is automatically saved and the teacher can set a Word limit which will display a warning if students exceed it.

1.1.2 File Submissions

Students can upload files of any type the teacher can open. The teacher can select a maximum number of files to upload and a maximum size for each file. This will depend on the site settings. If a student uploads a PDF file, the teacher can annotate it within the browser and once saved, these annotations are available for the student.

1.2 Assignment Settings

- Click on **Add an activity or resource** and choose **Assignment**. Then click **Add** button.



1.2.1 Assignment Name

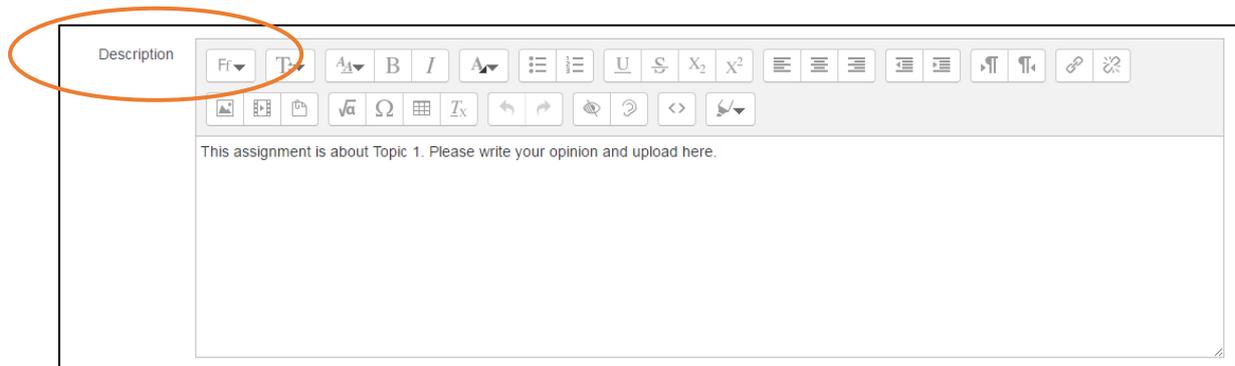
Give your Assignment a name (e.g. "Report on Topic 1 Content"). The title entered

The screenshot shows the "General" tab of the assignment configuration form. The "Assignment name*" field is highlighted with an orange box and contains the text "testing 1".

here will be the name that learners see in the course content area. Learners will click on this name to view the details of the assignment and, if applicable, submit their work

1.2.2. Description

The description of the assignment, should include precise instructions for students regarding the subject of the assignment, the form, in which it should be submitted, the grading criteria etc.



1.2.3 Availability

A teacher should set the Availability date for the assignment given. Tick on "Enable" box to adjust the date of the submission. The "Allow submissions from" prevents students from submitting their assignment before the date.

Set the "due date" according to the assignment due. Submissions will still be allowed after this date, but any assignments submitted after this date would be marked as late.

The Cut-off date is the date beyond which students will not be able to send in their assignment as the button for doing so will no longer be displayed. After that date (or time) a teacher may, on request, grant an extension by going to the class assignment grading screen, clicking the "Edit" column and choosing "grant extension" for the relevant student.

▼ Availability

Allow submissions from ? 7 February 2017 10 50 Enable

Due date ? 7 February 2017 10 50 Enable

Cut-off date ? 17 March 2017 10 10 Enable

Always show description ?

1.2.4 Submission types

Lecturers can choose the submission types whether Online Text or File Submissions.

- Online Text

If enabled, students are able to type rich text directly into an editor field for their submission. Then, lecturers can set the maximum number of words that each student will be allowed to submit by enable the 'Word limit' box.

Word limit ? Enable

- File Submissions

If enabled, students are able to upload one or more files as their submission. Then, lecturers can set the number of file submissions for the students to upload

Maximum number of uploaded files 1 ?

1.2.5 Feedback Types

Feedback types

Feedback types Feedback comments  Feedback files  Offline grading worksheet 

Comment inline 

- **Feedback comments**

If enabled, the marker can leave feedback comments for each submission.

- **Feedback files**

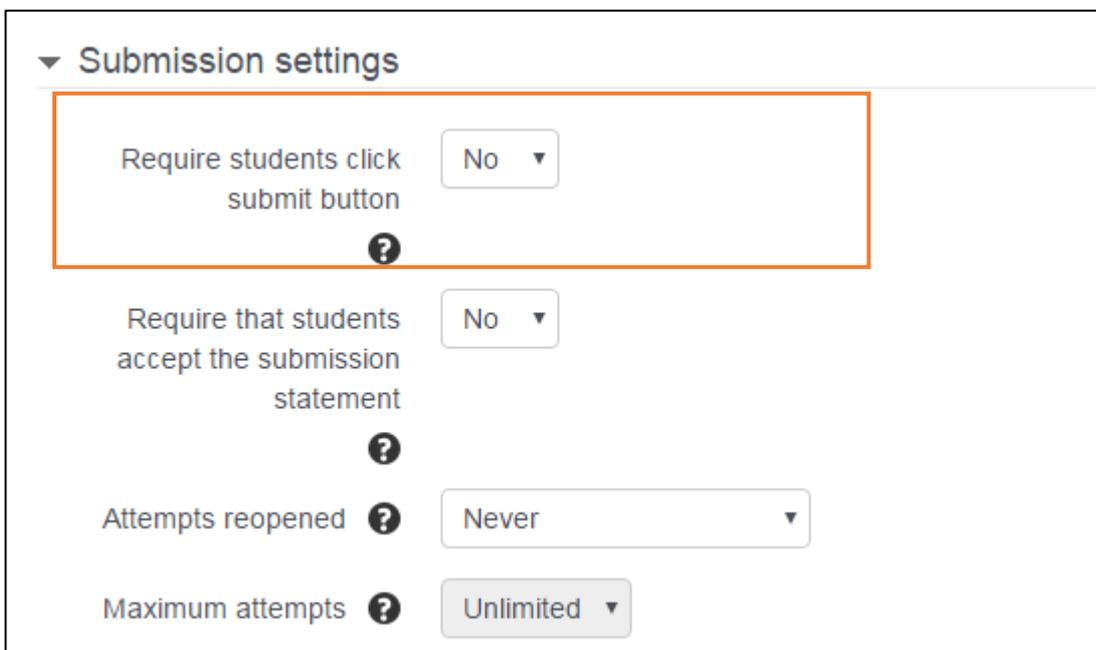
If enabled, the teacher will be able to upload files with feedback when marking the assignments. These files may be, but are not limited to marked up student submissions, documents with comments or spoken audio feedback.

- **Offline grading worksheet**

If enabled, the teacher will be able to download and upload a worksheet with student grades when marking the assignments.

1.2.6 Submission Settings

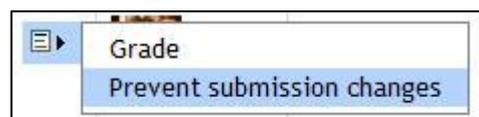
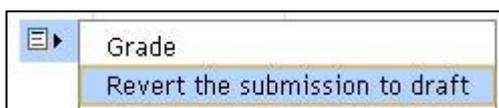
- **Require students click submit button**



The screenshot shows a 'Submission settings' panel with four configuration options, each with a help icon (question mark):

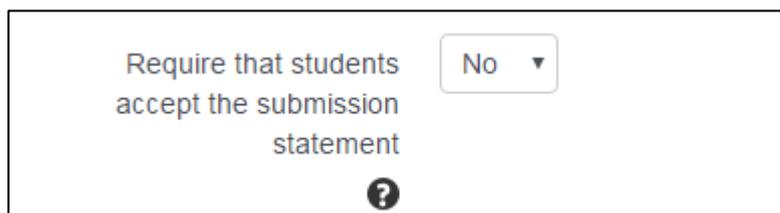
- Require students click submit button:** Set to 'No'.
- Require that students accept the submission statement:** Set to 'No'.
- Attempts reopened:** Set to 'Never'.
- Maximum attempts:** Set to 'Unlimited'.

- If this is set to 'No' students can make changes to their submission at any time. If you want to stop them changing work once you are ready to grade, click 'View/Grade all submissions'; locate the student and From the Edit column, click the action icon and select 'Prevent submission changes.'
- If set to 'Yes', students can upload draft versions of the assignment until they are ready to submit. Clicking the submit button tells the teacher they have finished drafting and want the work to be graded. They can no longer edit it and must ask the teacher to revert to draft status if they need to change it again. To do that, click 'View/Grade all submissions'; locate the student and from the Edit column, click the action icon and select 'Revert the submission to draft'.



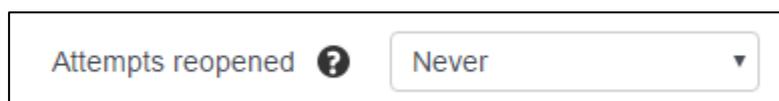


- **Require that students accept the Submission statement**



An administrator can define a "Submission statement", ie, a statement where students promise the work is their own and which they must agree to before submitting their work. This may be done via Site administration>Plugins>Activity modules>Assignment. (A default statement is also available.) If the administrator has given teachers the option of using a submission statement or not, then it will be available in the assignment settings screen. If the administrator has forced the statement throughout the site, a teacher will not have this option in the settings but a student will see the statement when accessing their assignment.

- **Attempts reopened**



If 'require students to click submit' is enabled, then students may only submit once. You can change this here to 'Manually' and reopen it for students to resubmit, or you can change it to 'Automatically until pass', for the students to keep resubmitting until they get a pass grade.

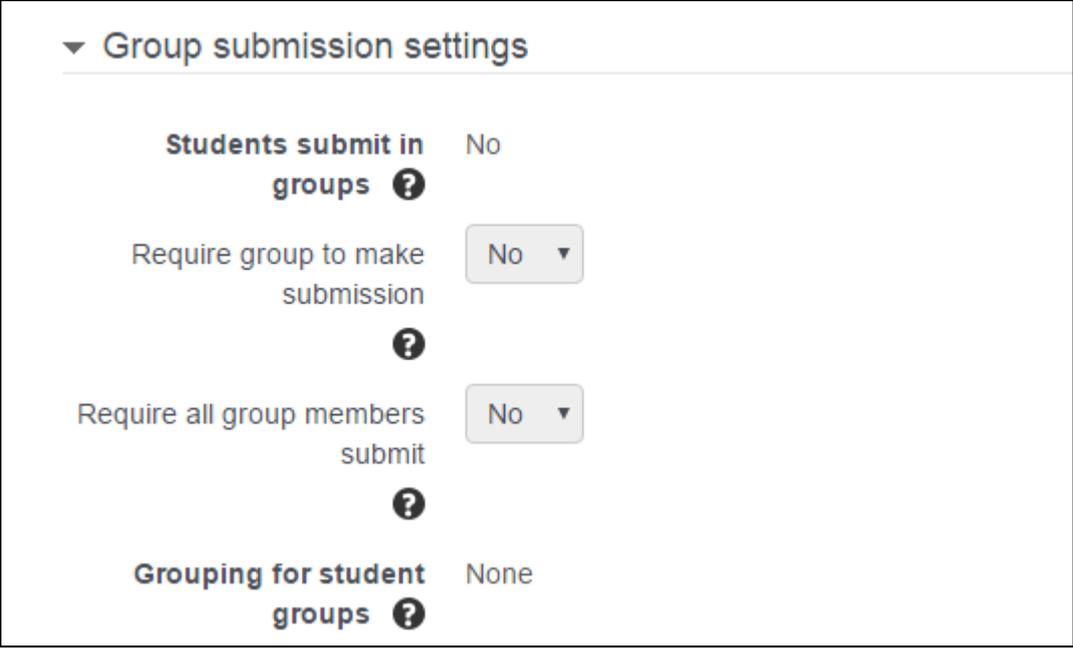
- **Maximum attempts**

Here lecturer can decide how many attempts to allow if students can resubmit. If a student has to keep trying until they get a pass grade, lecturer might decide to limit the attempts even though they have not yet passed.

1.2.7 Groups submission settings

These settings allow students to collaborate on a single assignment, e.g., working in the same online area or uploading, editing and reuploading an MS PowerPoint in the common assignment area.

When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.



The screenshot shows the 'Group submission settings' section in Moodle. It contains four settings, each with a question mark icon for help:

- Students submit in groups**: Set to 'No'.
- Require group to make submission**: Set to 'No' (dropdown menu).
- Require all group members submit**: Set to 'No' (dropdown menu).
- Grouping for student groups**: Set to 'None'.

- **Students submit in groups**

If enabled students will be divided into groups based on the default set of groups or a custom grouping in the Course setting. A group submission will be shared among group members and all members of the group will see each other's changes to the submission.

- **Require group to make submission**

Students not in a group can still submit assignments unless this is forced in Site administration > Plugins > Assignment > Assignment settings. Moodle will then display a message You're not a member of any group; please contact your teacher, and the student will not be able to submit the assignment.

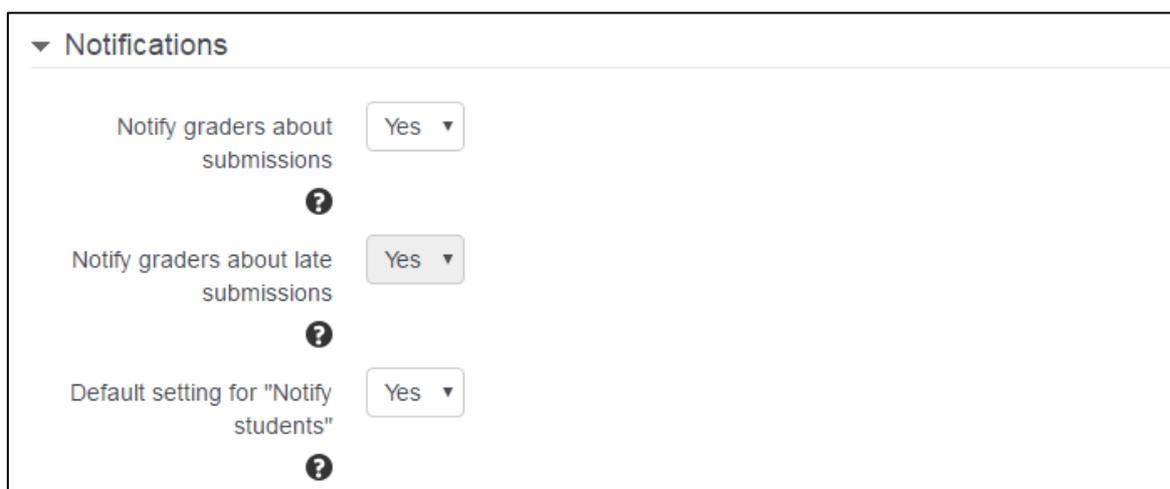
- **Require all group members submit**

This setting will only appear if the teacher has ticked the "Require students click submit button" earlier. The assignment will not be classed as "submitted" until all members of the group have contributed. When one student has submitted, the other members of the group will be able to see who still has to submit.

- **Grouping for student groups**

If a grouping is selected here, then the gradebook will display any other groups and non-grouped students in the "default group", while naming the group(s) that are in the chosen grouping. If "none" is selected, then the gradebook will display the names of all groups and put any non-grouped students in the "default group".

1.2.8 Notifications



▼ Notifications

Notify graders about submissions Yes ▾ ?

Notify graders about late submissions Yes ▾ ?

Default setting for "Notify students" Yes ▾ ?

- i. **Notify graders about submissions:**
Teachers will receive a message (of a type they choose) whenever a student submits an assignment.
- ii. **Notify graders about late submission:**
Teachers will receive a message (of a type they choose) whenever a student submits a late assignment.

1.2.9 Grade

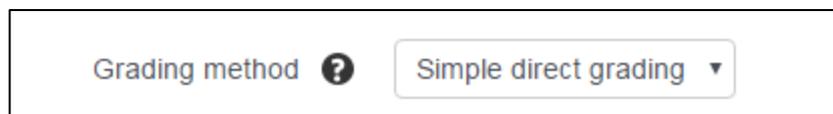
Select the type of grading used for this activity. If "scale" is chosen, you can then choose the scale from the "scale" dropdown. If using "point" grading, you can then enter the maximum grade available for this activity.



The screenshot shows a form for setting grading options. It includes a 'Grade' label with a help icon, a 'Type' dropdown menu set to 'Point', a 'Scale' dropdown menu set to 'Default competence scale', and a 'Maximum grade' text input field containing the number '100'.

Choose the advanced grading method that should be used for calculating grades in the given context.

To disable advanced grading and switch back to the default grading mechanism, choose 'Simple direct grading'.



The screenshot shows a 'Grading method' label with a help icon and a dropdown menu set to 'Simple direct grading'.

1.2.10 Common Module Settings

The common module setting has three options:

- No groups
- Separate groups - each group can only see their own group; others are invisible

- Visible groups - each group works in their own group, but can also see other groups

▼ Common module settings

[Save and return to course](#) [Save and display](#) [Cancel](#)

ID number ?

Group mode ?

Grouping ?

After all settings, have been completed, click **Save and display** button

Then, the Assignment view will be displayed as the figure below:

Assignment 1

Sila bincangkan topik 1

Grading summary

Participants	5
Submitted	0
Needs grading	0

[View all submissions](#) [Grade](#)

Submission status

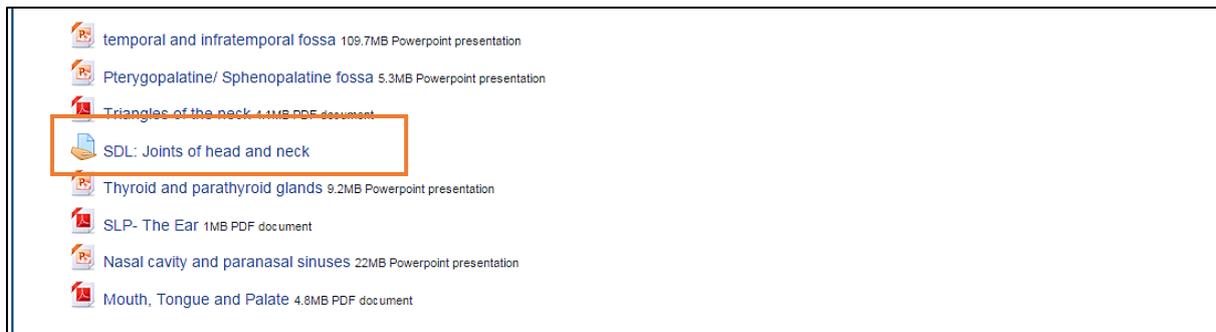
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

[Add submission](#)

Make changes to your submission

1.3 View all submission & Grading

To view all student's submissions after the assignment was closed, lecturers have to click at the  Assignment activity at the course page



1.3.1 Grading Summary

The system will show all the Grading and Submissions Summary including Participants (*list of students that enrol in your course*), Submitted (*the number of students that have submit their assignment*), Need Grading (*the number of students that lecturers should make grading*), Due Date (*due date of Assignment activity*), and Time Remaining

Participants	82	} Grading and Submission status
Drafts	2	
Submitted	1	
Needs grading	1	
Due date	Tuesday, 7 March 2017, 10:00 AM	
Time remaining	6 days 18 hours	

1.3.2 Assignment Grading

Once students have submitted work, click on the assignment and click “Grades”. Picture below shows the Assignment Grading section. For more easier grading view, please suggest your students to upload their file in .pdf files.

The screenshot shows the Assignment Grading interface for a PDF submission. The interface is divided into several sections:

- Course Information:** "Course: Introduction to Climbing" and "Safety when solo climbing".
- Teacher Profile:** "Frances Banks" with email "francesbanks231@example.com".
- Document Viewer:** A PDF viewer showing the document "SoloClimbingSafety.pdf". The document content includes the title "Safety considerations when solo climbing" and several paragraphs of text. A red circle with the number "1" is placed over the document content.
- Grade Section:** A "Grade" section with a "Grade out of 100" input field. A red circle with the number "3" is placed over the input field. Below it, the "Current grade in gradebook" is shown as a dash.
- Feedback Comments:** A "Feedback comments" section with a rich text editor. A red circle with the number "4" is placed over the text area.
- Navigation and Actions:** At the bottom, there are buttons for "Notify students" (checked), "Save changes", and "Reset". A red circle with the number "5" is placed over the "Save changes" button. At the top right, there is a "Change user" dropdown menu with a red circle with the number "6" next to it.

1. Submissions may be annotated
2. Submissions may be downloaded
3. Enter the grade for the student's submission here
4. Individual feedback given
5. Teacher saves the changes
6. Moves to the next student