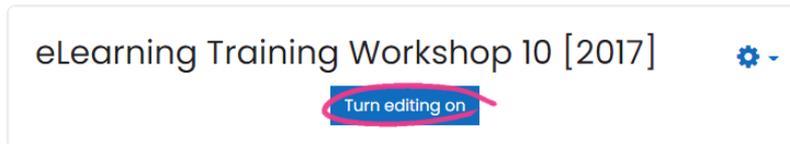


Self-help Guide for MOODLE Users

Create an Assignment

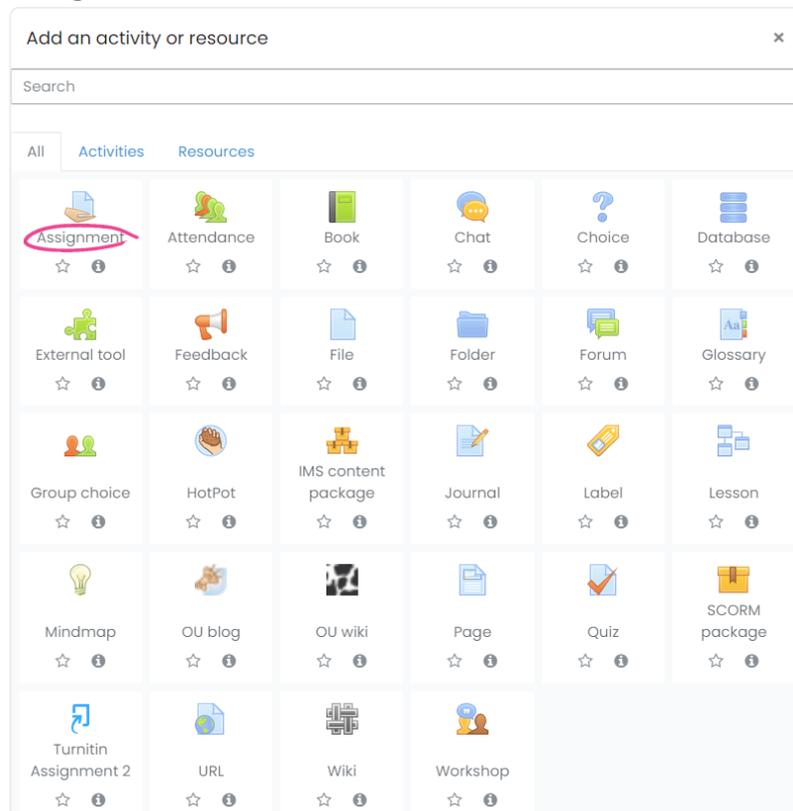
1 Click "Turn editing on".



2 After clicking "Add an activity or resource",

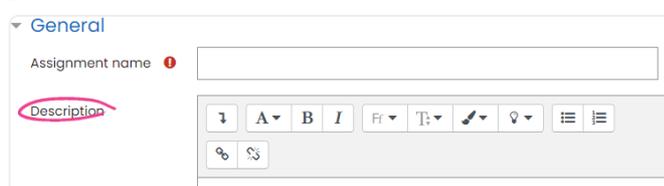


select "Assignment" under **ACTIVITIES**.



3 Configure the following settings: Assignment name, Description, Grade, Allow submissions from and Due date, Prevent late submissions, Maximum submission size etc.

Description (optional): description for the assignment requirement.



Allow submissions from Due date and Cut-off date: time period of submitting assignments.

Availability

Allow submissions from 1 August 2022 00:00 Enable

Due date 8 August 2022 00:00 Enable

Cut-off date 1 August 2022 11:49 Enable

Remind me to grade by 15 August 2022 00:00 Enable

Grade: the grade for student's assignments.

Grade

Type Point

Maximum grade

100

Maximum number of uploaded files: allow the students to resubmit assignment.

Submission types

Online text File submissions

Maximum number of uploaded files 20

Maximum submission size Course upload limit (100MB)

Accepted file types Choose No selection

4

Keep all the remaining as default settings.

5

Scroll to the bottom of the screen and press the **"Save and return to course"** button.

Save and return to course Save and display Cancel