

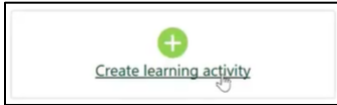
# Assignments

Video Tutorial: [Assignments](#)

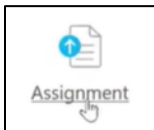
This includes nearly any assignment where a file or text needs to be uploaded, as well as activities which do not require uploads. As an example, you might want to provide assignment instructions online and ask your students to turn in the assignment in person, during their seated session. Alternately, you might choose to provide directions in class, then ask your students to upload the assignment to Moodle.

## To add an assignment:

1. Scroll to the bottom of the page where the Assignment should appear and select **Create learning activity**.



2. Select **Assignment**.



3. Enter a descriptive activity name. We recommend a unique name for each assignment in order to reduce confusion in the gradebook. Review [Naming Conventions](#) for suggestions on how to do this most effectively.

A text input field with the label "Assignment name" above it. The text "Activity 2.2: Final Paper Topic" is entered into the field.

4. Enter assignment instructions in the **Description** field. You may want to include requirements, such as length, due date, or specific resources that might be helpful.

A rich text editor window titled "Description". It contains a toolbar with various icons for text formatting and insertion. The text area contains the following content:

Introduction  
For your research paper due in Week 7, you will write an analytical research paper addressing an organization's incident response capability.

Activity Instructions  
For this assignment, you are essentially determining the type of organization (select the

5. **Due dates** - We recommend not setting a due date, as this can cause difficulties if a student tries to submit a late assignment. You will always be able to see what time/day a student submitted an assignment. Instead, we recommend you enter the due date as part of the description.

6. On the right side of the window, select **Grade**.

A dropdown menu with the word "Grade" and a downward-pointing arrow on the right side.

7. The default grade for an assignment is 100. To set a different grade, simply change the value. In general, the default settings will work for grading assignments. If you wish to discuss other grading options, please contact the Center for Online and Extended Learning at [moodlesupport@tiffin.edu](mailto:moodlesupport@tiffin.edu).

A text input field with the label "Maximum grade" above it. The number "100" is entered into the field and is highlighted with a red rectangular box.

8. Click on **Save changes**.

