

# Moodle Assignments with Ability to Upload Files with Comments

This handout describes how to configure and use the Assignments module in Moodle to allow for the instructor to submit/send a paper with comments back to the student. This would be similar to handing back a paper with written comments to the student in a face-to-face course. Before you begin, you must have editing permissions for the course, which are given to the “Teacher” and “Teaching Assistant” roles.

## Configuring Assignment: Advanced Uploading of Files

1. With editing turned on, select **Advanced uploading of files** underneath **Assignments** in the **Add an activity** drop-down menu.
2. Provide a **name** and **description** (detailed instructions) for the assignment.
3. Select the **available from** (when the student can first submit the assignment) and the **due date** (when the assignment is due) from the drop-down menus. You have the option of disabling the available from date.
4. If you would like to lock the module from accepting assignments after the due date, select **Yes** from the **Prevent late submissions** drop-down menu.
5. Select the total points possible from the **Grade** drop-down menu. You may instead select a scale that you configured in the gradebook or no grade. You also have the option of selecting a pre-defined rubric and grade category.
6. Select the applicable options for the assignment:
  - a. **Maximum size:** This determines how large the file uploaded can be. The default is 1 MB, which should be large enough for most assignments.
  - b. **Allow deleting:** This determines whether or not the student can delete uploaded files before submitting a final version for grading.
  - c. **Maximum number of uploaded files:** This determines how many files the student can upload for a particular assignment.
  - d. **Allow notes:** This determines whether or not a text box accompanies the area for file submission to allow the student to add notes along with the file(s).
  - e. **Hide description before available date:** This determines whether or not the description (instructions) is hidden before the date indicated in the **available from** drop-down menus.
  - f. **Email alerts to teachers:** This determines whether or not the instructor receives an e-mail from Moodle whenever a student uploads an assignment.
  - g. **Enable Send for marking:** This determines whether or not the student has the option to control when the whole assignment is completed. If **Yes** is selected, the student places the file(s) into a “draft” area before submitting the file(s) for grading.
7. As with every module, you have the option of setting the **Restrict access**, which allows modules to be completed in a particular order and/or with set conditions.
8. Click the **Save and return to course** button to complete the assignment configuration.

### Downloading and Reading the Assignments

1. After the students have submitted their file(s) for the assignment, click on the Assignment module on the Moodle course page.
2. In the upper-right-hand corner, click **View # submitted assignments**.
3. The gradebook entry for that particular assignment appears.
4. To download and read the files, click on each individual file in the **Last modified (student)** column. You may save the files to anywhere on your computer (like a temporary location).

### Adding Comments to Assignments in Microsoft Word 2007

*The following instructions are for Word 2007 for Windows only. Consult the help files of the application you are using (such as Word 2003, any version of Word for Mac, or Pages on Mac).*

1. Open the document in Microsoft Word.
2. From the toolbar, select **Review**.
3. Highlight the word or phrase on which to make your comment, and then click on the **New Comment** button in the toolbar.
4. Type your comment in the bubble on the right-hand side of the screen.
5. Once you have finished making all your comments, save the file in the Word 97-2003 format (which allows for compatibility with the most users).

### Submitting and Grading the Assignments in Moodle

1. Return to the Assignment module in Moodle, and click **View # submitted assignments** to open the gradebook entry for that particular assignment.
2. In the **Status** column, click on **Grade** in a particular student's row.
3. The feedback pop-up window appears.
4. If a student has forgotten to submit the files for marking (if **Send for marking** is enabled), click the **Prevent submission updates** button underneath the assignment files.
5. Under **Response files**, click the **Add** button.
6. In the pop-up window, click **Upload a file**, click **Browse**, locate the assignment file with comments, and then click the **Open** button.
7. Click the **Upload this file** button.
8. Repeat steps 6 and 7 for additional assignment files with comments.
9. In the upper-right-hand corner of the window, select the grade or scale from the **Grade** drop-down menu.
10. In the large text box, you must enter additional comments that you did not include on the assignment itself or indicate that all the comments are on the assignment.
11. If you would like the student to receive an e-mail indicating that you have finished commenting on and grading the assignment, place a checkmark next to **Send notification emails**.
12. Click the **Save changes** button to finish grading this student's assignment.
13. Repeat these steps for the rest the students in this assignment.