

# LMS

## Guide for Lecturers:3 Assignments & Grading



# How to Give an Assignment on LMS

First go to your course page. Then, for Editing click the **Turn editing on** setting as following

# GENI 1102.2 Information Technology

[Home](#) / [My courses](#) / [GENI 1102.2](#)

- Announcements
- Social forum

## Handouts in Sinhala

- Introduction to Computers
- Computer Devices

## Handouts in English

- Introduction to Computers
- Computer Devices

Step 1



Setting

Step 2



Turn Editing On

- Edit settings
- Turn editing on
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Reset
- More...



# 1. Click + Add an activity or resource to add activity (Assignment)

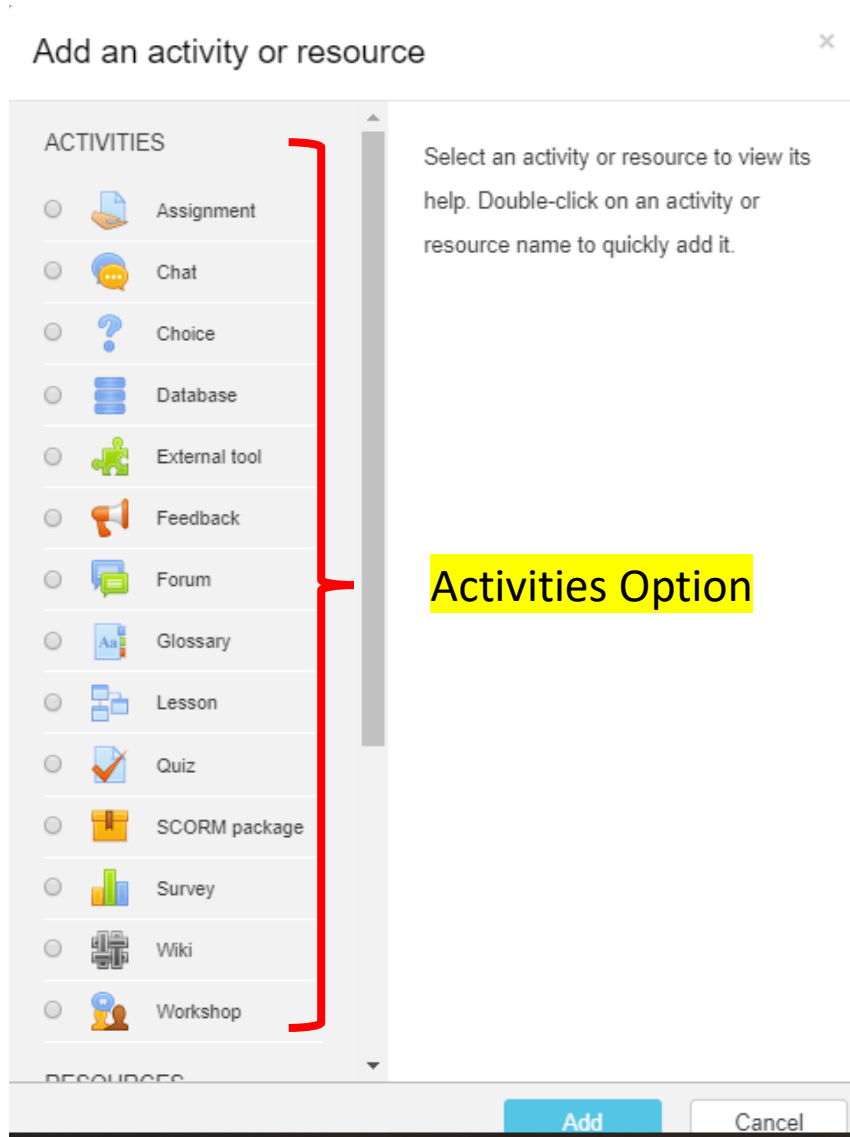
The screenshot shows a user interface for a user named G.A.Y.R. Balasooriya. At the top, there are notification and chat icons, the user's name, and a profile icon. Below this, there is a list of items. Each item has a blue plus sign followed by the text 'Add an activity or resource'. To the right of each item is a blue 'Edit' button with a downward arrow. The interface is partially obscured by a vertical grey bar on the right side.

Add an activity or resource

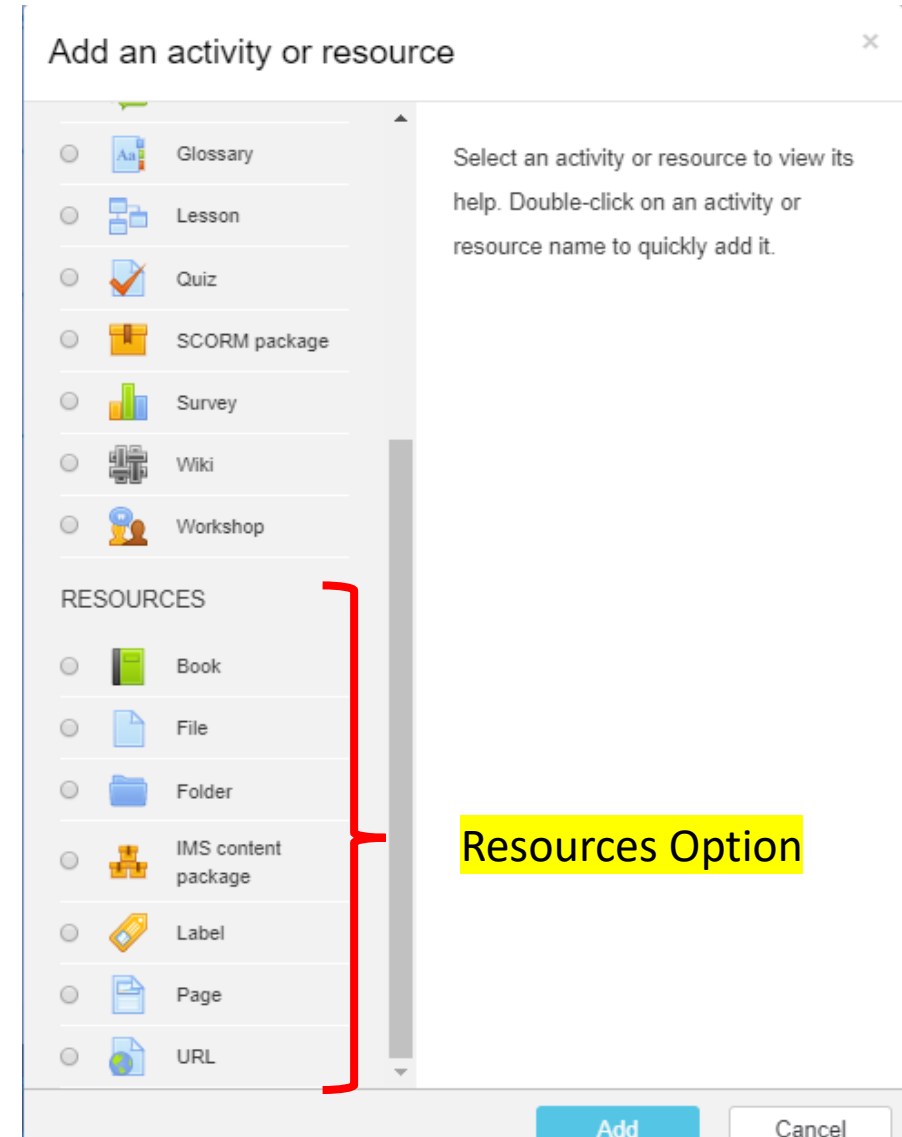
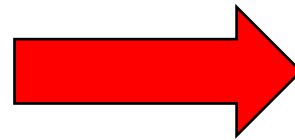


+ Add an activity or resource

2. After you click + **Add an activity or resource**, it will get you something like bellow. It has a Activities an Resource parts separately to choose.



Scroll down



### 3. Click **Assignment** radio button and click **Add** button

Step 1

Select Assignment

The screenshot shows a dialog box titled "Add an activity or resource" with a close button (X) in the top right corner. On the left side, there is a list of activities under the heading "ACTIVITIES". The "Assignment" activity is selected, indicated by a filled radio button. Other activities listed include Chat, Choice, Database, External tool, Feedback, Forum, Glossary, Lesson, Quiz, SCORM package, Survey, Wiki, and Workshop. On the right side of the dialog, there is a description of the Assignment activity. At the bottom of the dialog, there are two buttons: "Add" (highlighted in blue) and "Cancel".

Description  
(Assignment Description  
for read)

Step 2

Add Button

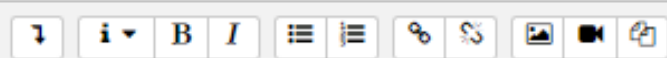
## 4. After click Add button, you will have page like bellow.

Adding a new Assignment to Assignment 2 [?](#) ▶ Expand all

▼ General





Assignment name !

Description




Display description on course page [?](#)

Additional files ? Maximum size for new files: 50MB

Files



You can drag and drop files here to add them.

▼ Availability

## 5. Enter Assignment name and other details as follow.

### Adding a new Assignment to Assignment 2

#### General

Assignment name

Web Page Creating

Step 1

Assignment name (required)

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, and link icon.

Empty text area for the assignment description.

Step 2

Assignment Description (If necessary)

Display description on course page

If mark this, above description will show in course page

Additional files

Step 3

File attachment button (File Picker)

File attachment area with a file picker icon and a dashed box for file uploads.

Files

You can drag and drop files here to add them.

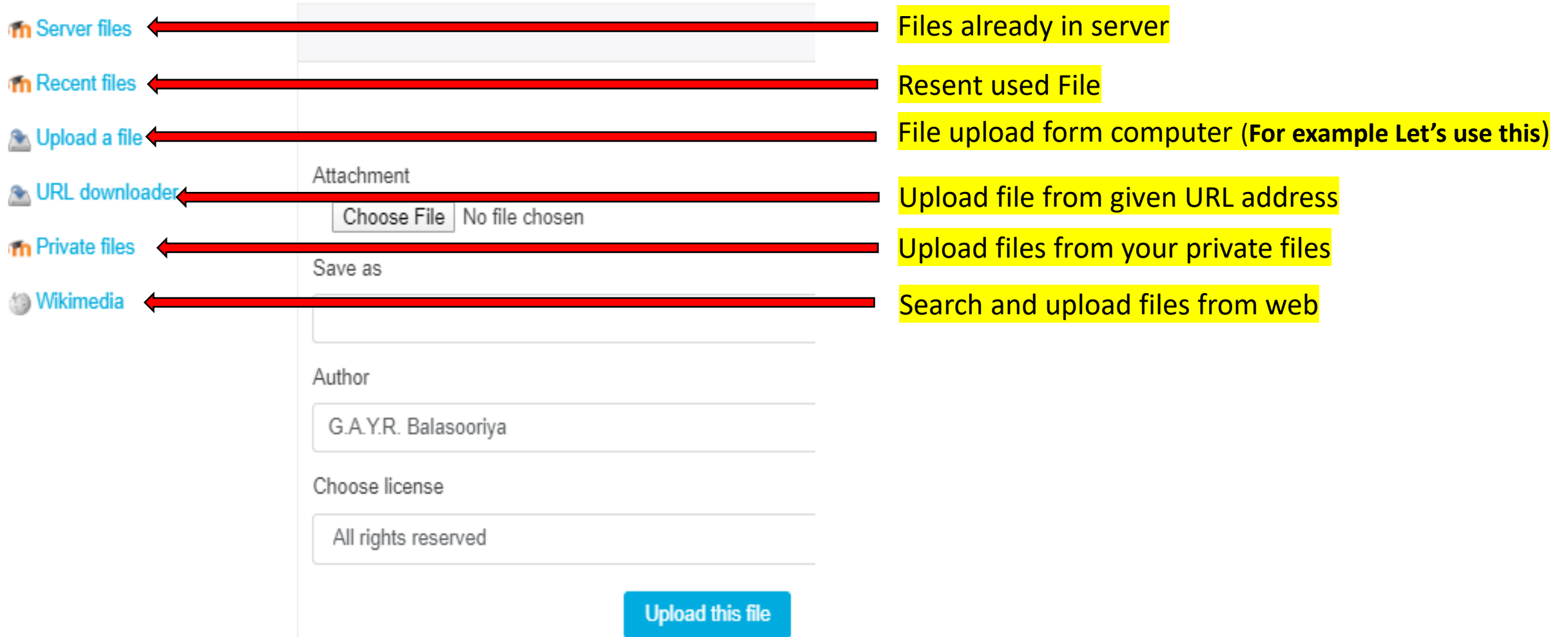
Attachments to students from lecturer will show here after **step 3** finished (Question paper, eBook, etc. under 50MB size)

#### Availability



6.If you click **File attachment button (File Picker)** as shown in previous page (step 3), it will bring **File Picker** page as bellow. It show 6 ways to upload a file as below.

## File picker



The image shows a file picker interface with several options and a form. Red arrows point from text descriptions on the right to the corresponding options in the interface. The options are: Server files, Recent files, Upload a file, URL downloader, Private files, and Wikimedia. The form includes fields for Attachment, Save as, Author (G.A.Y.R. Balasooriya), and Choose license (All rights reserved), along with a blue 'Upload this file' button.

Option	Description
Server files	Files already in server
Recent files	Resent used File
Upload a file	File upload form computer (For example Let's use this)
URL downloader	Upload file from given URL address
Private files	Upload files from your private files
Wikimedia	Search and upload files from web

Attachment

Choose File No file chosen

Save as

Author

G.A.Y.R. Balasooriya

Choose license

All rights reserved

Upload this file

7.If you upload a file from your computer, file name show like following. Then click **Upload this file** button

File picker

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Choose File Web Assignment 2.txt

Save as

Author

G.A.Y.R. Balasooriya

Choose license

All rights reserved

Upload this file

Step 1

Choose File to upload file/s

Uploaded File Name show here

Step 2

File upload button

8. After clicking upload button, open **Availability** tab (It's in below the File picker). Choose appropriate options (1 - 4) for your assignment. Use ticks to enable or disable options.

▼ Availability

Allow submissions from	<input type="text" value="29"/>	<input type="text" value="April"/>	<input type="text" value="2020"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input checked="" type="checkbox"/> Enable	←	1
Due date	<input type="text" value="6"/>	<input type="text" value="May"/>	<input type="text" value="2020"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input checked="" type="checkbox"/> Enable	←	2
Cut-off date	<input type="text" value="29"/>	<input type="text" value="April"/>	<input type="text" value="2020"/>	<input type="text" value="18"/>	<input type="text" value="55"/>	<input type="checkbox"/> Enable	←	3
Remind me to grade by	<input type="text" value="13"/>	<input type="text" value="May"/>	<input type="text" value="2020"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input checked="" type="checkbox"/> Enable	←	4

Always show description

▼ Submission types

Use this ticks to Enable or disable options

- 1 - Assignment start date and time
- 2 - Assignment finishing date and time
- 3 - After this date students can't submit
- 4 - Reminding date to teacher to check and grade students

9. Then, open **Submission types** tab (Its in below the **Availability tab**). Choose submission type as **File submission**,

Submission types

Submission types

Online text  File submissions

Word limit



Enable

Maximum number of uploaded files



Maximum submission size



Accepted file types



Feedback types

Submission settings

Step 1

Tick the File submission

Step 2

Number of files student can upload

Step 3

Step 4

Upload file size (Make it maximum)

File type students should upload (it's better this part leave empty most of time)

If you choose submission types as **Online text**[1], Only you have to do is set the word limit[2] for student's text if you want. Other options will disable automatically.

Submission types

Submission types

Online text  File submissions

Word limit



Enable

1

2

**10.**Then, open **Submission setting** tab (Two step below the **Availability Tab**) and set below settings.

▶ Feedback types

▼ Submission settings

Require students click submit button ?

Step 1

If this yes, student have to click Submit button to finalize there upload

Require that students accept the submission statement ?

Step 2

Attempts reopened ?

Keep this as No

Maximum attempts ?

Step 3

Choose Manually

▶ Group submission settings

▶ Notifications

Step 4

How many times student can submit (1 or 2 is good)

**11.** To finish click **Save and return to course** or **Save and display** button bottom of the page.

▶ [Group submission settings](#)

▶ [Notifications](#)

▶ [Grade](#)

▶ [Common module settings](#)

▶ [Restrict access](#)

▶ [Activity completion](#)

▶ [Tags](#)

▶ [Competencies](#)

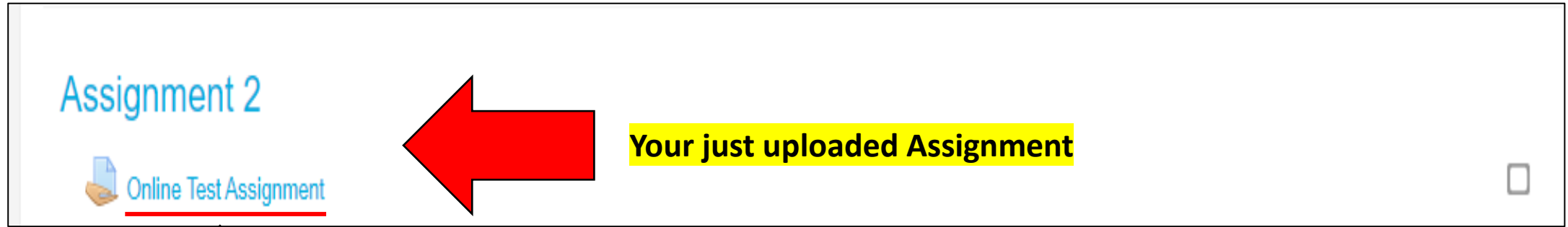
Save and return to course

Save and display

Cancel

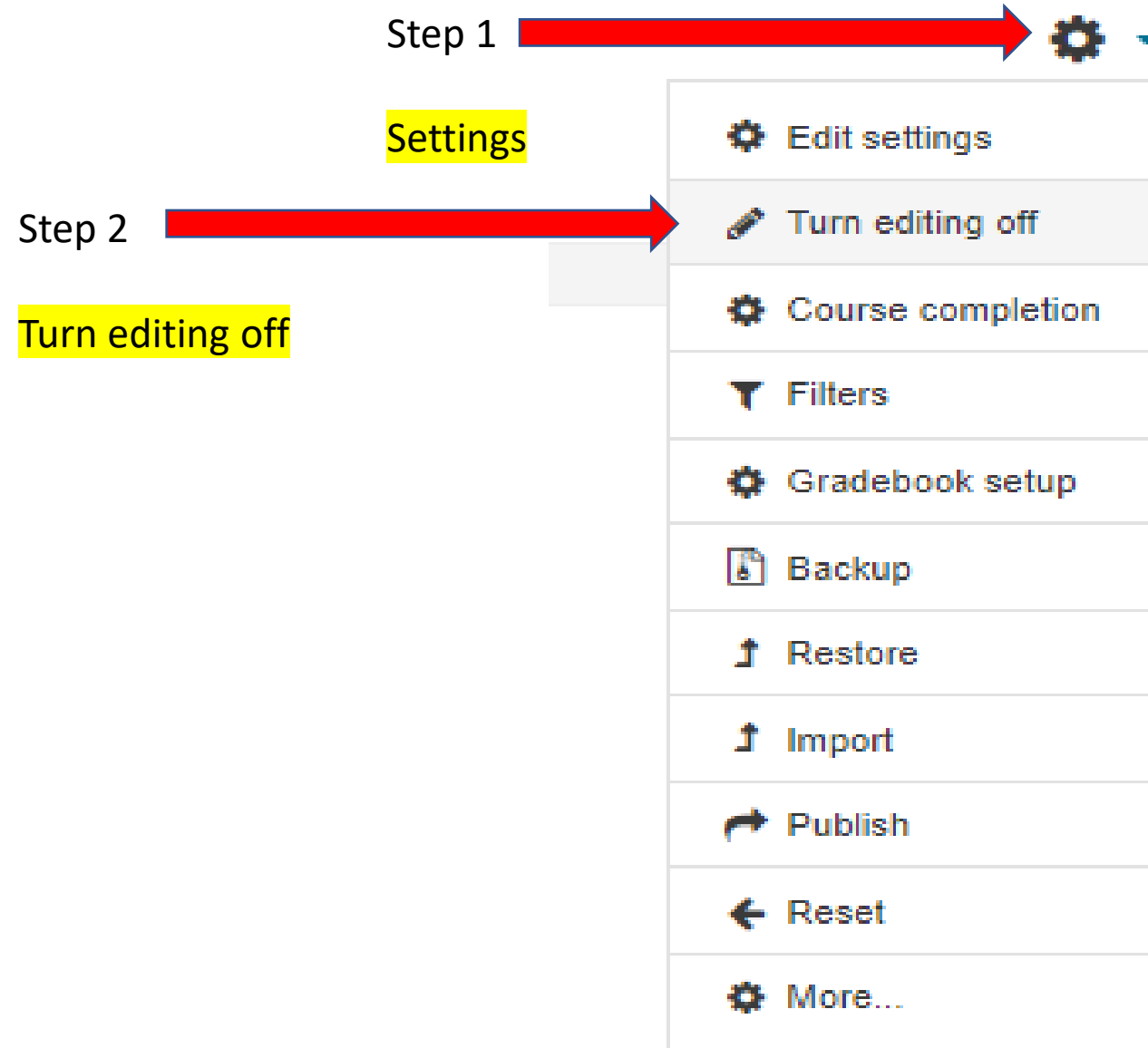
There are required fields in this form marked  .

**12.** If you click **Save and display** button, it will show something like following in course page.



Name you give as **Assignment name**

**13.**In course page, Click the **Turn editing off** setting in settings as following.  
Now you have given an Assignment to your students.





# How to Hide Grades from Students

**01.**First go to your course page. Then, for Editing click the **Gradebook setup** setting as following

## GENI 1102.2 Information Technology

[Home](#) / [My courses](#) / [GENI 1102.2](#)

-  Announcements
-  Social forum

### Handouts in Sinhala

-  Introduction to Computers
-  Computer Devices











### Handouts in English

-  Introduction to Computers
-  Computer Devices

Step 1



Setting

-  Edit settings
-  Turn editing on
-  Course completion
-  Filters
-  Gradebook setup
-  Backup
-  Restore
-  Import
-  Reset
-  More...

Step 2



Gradebook setup







**02.** Under, **Setup > Gradebook Setup** it will show all the activities you given in course. Click the **edit drop down menu** on relevant activity.

## Gradebook setup

[View](#) [Setup](#) [Scales](#) [Letters](#) [Import](#) [Export](#)

[Gradebook setup](#) [Course grade settings](#) [Preferences: Grader report](#)

Name	Weights <a href="#">?</a>	Max grade	Actions
 Certificate Course in Multimedia Applications 2019		-	<a href="#">Edit</a> ▾
  Illustrator Home Assignment	<input type="checkbox"/> 100.0	100.00	<a href="#">Edit</a> ▾
 Course total		100.00	<a href="#">Edit</a> ▾

[Save changes](#)

[Add category](#)

[Add grade item](#)

Step 1

Edit drop down menu



**03.** Then click the **Hide** icon and click **Save changes**. If activity's marks are hidden, whole line belong to the relevant activity will be gray. Now students can't see their Grades.

## Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions
Certificate Course in Multimedia Applications 2019		-	Edit ▾
Illustrator Home Assignment	<input type="checkbox"/> 100.0	100.00	Edit ▾
Course total		100.00	<input type="checkbox"/> Edit settings <input type="checkbox"/> Hide

Save changes ← Step 2

Step 1 → Click Hide

Add category Add grade item

After click **Hide**, the whole line become gray color

Illustrator Home Assignment

Course total



Save changes

100.00 Edit settings  Show |



# This is how students will see their page when Marks are **hidden**

 [Home Assignment.pdf](#)



## Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Thursday, 13 February 2020, 11:55 PM
Time remaining	Assignment was submitted 19 mins 2 secs late
Last modified	Friday, 14 February 2020, 12:14 AM
File submissions	 <a href="#">assignment.zip</a>
Submission comments	 <a href="#">Comments (0)</a>

# This is how students will see their page when Marks are **not hidden**

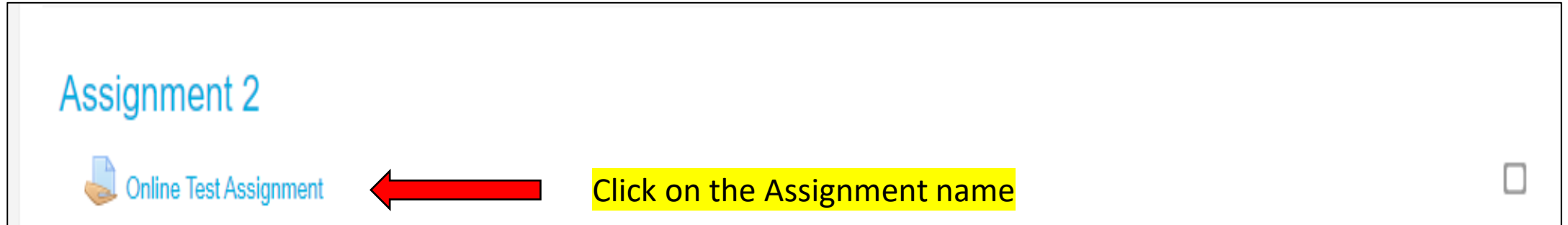
Submission status	Submitted for grading
Grading status	Graded
Due date	Thursday, 13 February 2020, 11:55 PM
Time remaining	Assignment was submitted 19 mins 2 secs late
Last modified	Friday, 14 February 2020, 12:14 AM
File submissions	 <a href="#">assignment.zip</a>
Submission comments	 <a href="#">Comments (0)</a>

## Feedback


Grade	85.00 / 100.00		Marks are Shown
Graded on	Monday, 15 June 2020, 9:30 AM		
Graded by			

# How to Collect Assignments from Students and Grading

1. Click on the assignment name you given on course page



Assignment 2

 Online Test Assignment

← Click on the Assignment name



2. It will show page like following. Click **View all submissions** button.

## Online Test Assignment



This is a test run. Not for Students to do!



Test.txt



The file you upload for student (Question paper, etc.)

### Grading summary

Participants	68
Drafts	0
Submitted	0
Needs grading	0
Due date	Sunday, 3 May 2020, 12:00 PM
Time remaining	19 hours 58 mins

View all submissions



View all submissions

Grade

### 3.View all submissions button will show page like following.

Online Test Assignment

Grading action

First name

Surname

Nothing to display

With selected...

Options

Assignments per page

Filter

Quick grading ?

Show only active enrolments ?

Download submissions in folders ?



Assignment submitted Students names in alphabetical order



How many assignments show per page



This will help to filter submissions




This will create folder for each student's submission if it ticks

4. After students submit answered files, those files will show as following in **View all submissions** page. You can select students and give some options.

Online Test Assignment

Grading action Choose...

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		Student name here	76926@x.com	Submitted for grading Graded	Grade 95.00 / 100.00	Edit	Saturday, 2 May 2020, 4:08 PM

Step 1

Student can select here by tick

With selected...

Lock submissions

Go

Options

Assignments per page

100

Filter

Submitted

Quick grading

Show only active enrolments


Download submissions in folders


Step 2


This options can give to selected students

5. You can download all the submitted files by choosing **Download all submissions** option in **Grading action**. Then automatically files will be downloaded.


## Online Test Assignment








Grading action Choose...  Step 1

Choose...  Grading action

Download all submissions  Step 2

View gradebook

Download all submissions 

Select	picture	Surname	address	S
				
		<div data-bbox="420 942 637 1149">Student name here</div>	76926@x.com	S fc G

6. Go back to previous page from **View all submissions** page. Then, click **Grade** button to grading students one by one in online. Click **Grade** button.

## Online Test Assignment

This is a test run. Not for Students to do!

 Test.txt

### Grading summary

Participants	68
Drafts	0
Submitted	0
Needs grading	0
Due date	Sunday, 3 May 2020, 12:00 PM
Time remaining	19 hours 58 mins

[View all submissions](#)

[Grade](#)



**Grade button**

7. This will help you to grade student. After grading click **Save changes**, then move to next student by using arrow key.

The screenshot shows a student submission interface with several key elements and annotations:

- Student name:** Located at the top left, highlighted in yellow, with a red arrow pointing to it.
- Due date:** "Due date: 3 May 2020, 12:00 PM" is displayed below the student name.
- Submission Status:** "Submitted for grading" is shown in a green bar, and "Graded" is shown in a grey bar below it.
- Time Remaining:** "16 hours 1 min remaining" and "Student cannot edit this submission" are displayed.
- Answer File:** A file named "Answer 1.txt" is listed, with a red arrow pointing to it labeled "Step 1". A yellow box above it says "Student answer file (Click to view/Download)".
- Grade Input:** A text box contains "95.00", with a red arrow pointing to it labeled "Step 2". A yellow box above it says "Marks for Assignment".
- Comments:** A section for "Comments (0)" is visible, with a red arrow pointing to it labeled "Step 3". A yellow box below it says "Teacher's Comments (If necessary)".
- Save Changes:** A blue "Save changes" button is at the bottom, with a red arrow pointing to it labeled "Step 4". A yellow box below it says "Save changes".
- Notify Students:** A checkbox labeled "Notify students" is checked and highlighted with a red box. A yellow box to its left says "If You remove this tick, student will not notify when marks are given." A red arrow points from this box to the checkbox.
- Navigation:** A "Change user" dropdown menu is at the top right, with red arrows pointing to it labeled "Step 5". A yellow box below it says "This arrow keys navigate student to students".

## 8. After done every student grading, go back to **View all submissions** page

### Online Test Assignment

This is a test run. Not for Students to do!

 Test.txt

### Grading summary

Participants	68
Drafts	0
Submitted	0
Needs grading	0
Due date	Sunday, 3 May 2020, 12:00 PM
Time remaining	19 hours 58 mins

**View all submissions**




View all submissions


Grade








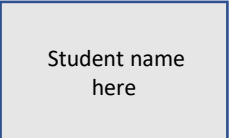

## 9. Click **View gradebook** on **Grading** action.


Online Test Assignment

Grading action **View gradebook**  **Step 1**

**Grading action**

- Choose...
- Download all submissions
- View gradebook**  **Step 2**

Select	picture	Surname	address	S
				
			76926@x.com	

With selected...  Lock :



**10.**It will bring **Grader report** page like bellow. To get result sheet, go to **Export** tab

## Grader report







View Setup Scales Letters Import **Export** ← Export tab

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 69/69

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Certificate in Website Devel... -

Sumame ▲	First name	Email address	Java Script Assignment ⚙️
 S.V.N.AMASHA 89060	 	svnamasha@gmail.com	-
 W.H.W.S.DE SOYSA	 	whswasana@gmail.com	-

# 11. Choose **Excel spreadsheet** tab (or any other output file you want), choose options and click **download**.

The screenshot shows the Moodle 'Export to Excel spreadsheet' page. The browser address bar is 'lms.fhss.sjp.ac.lk/grade/export/xls/index.php?id=1253'. The page title is 'Export to Excel spreadsheet'. There are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Under the 'Export' tab, there are three options: 'OpenDocument spreadsheet', 'Plain text file', and 'Excel spreadsheet'. The 'Excel spreadsheet' option is highlighted with a red box and a red arrow labeled 'Step 1'. Below this, there is a section 'Grade items to be included' with three checked items: 'Java Script Assignment', 'Online Test Assignment', and 'Course total'. A red bracket groups these items with a red arrow labeled 'Step 2'. Below that is the 'Export format options' section with 'Include feedback in export' (unchecked), 'Exclude suspended users' (checked), and 'Grade export display types' (Real, Percentage, Letter). A red arrow points to the 'Real' option with the label 'Step 3'. At the bottom, there is a 'Download' button highlighted with a red arrow labeled 'Step 4'. A red arrow also points to the 'Download' button with the label 'Download button'.

Step 1

Excel spreadsheet tab

Step 2

All activities student did (You can choose which one should in result sheet)

Step 3

Step 4

Download button

This show how grade show in result sheet(recommend to use only one option)

# How Students Submit Answers (In student's view)

**01.** First student should enter the relevant course page and click on the **Assignment**.

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## Illustrator Home Assignment



Illustrator Home Assignment

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## Test Assignment



Test Assignment



Step 1

Click on the Assignment

**02.** Then it will show page as following. First, student should download the Assignment paper.

## Test Assignment

[Assignment0.txt](#)

← Step 1

### Submission status

Click here to download  
Assignment paper

Attempt number	This is attempt 1 ( 1 attempts allowed ).	← How many attempts student have to upload
Submission status	No attempt	← Answers submit or not
Grading status	Not graded	← Marks given or not
Due date	Monday, 22 June 2020, 12:00 AM	← Assignment ending date and time
Time remaining	6 days 3 hours	← Time remaining for do the Assignment
Last modified	-	
Submission comments	<a href="#">+ Comments (0)</a>	

Add submission


Make changes to your submission

**03.** After done answer the Assignment paper (By separate document), to submit the answer file click the **Add submission** button.

## Test Assignment

 [Assignment0.txt](#)

### Submission status

Attempt number	This is attempt 1 ( 1 attempts allowed ).
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 22 June 2020, 12:00 AM
Time remaining	6 days 3 hours
Last modified	-
Submission comments	 <a href="#">Comments (0)</a>

 Step 1

Click **Add submission** button

**04.** It will show page like below. Click the **File picker** icon as follow to submit answer file.

## Test Assignment

File submissions

Maximum size for new files: 150MB, maximum attachments: 1

Step 1



Click **File picker** icon

The interface shows a file submission area. At the top left, there are two icons: a document icon (the file picker) and a folder icon. A red arrow points to the document icon. Below these icons is a dashed box representing a drag-and-drop area. Inside this box, there is a blue downward-pointing arrow and the text "You can drag and drop files here to add them." At the bottom of the interface, there are two buttons: "Save changes" (a blue button) and "Cancel" (a white button with a grey border).

**05.** Clicking the **File picker** icon will bring following page. Under **Upload a file** tab follow the steps.

File picker

- Recent files
- Upload a file**
- URL downloader
- Private files
- Wikimedia

Attachment

Choose File No file chosen

Save as

Author

G.A.Y.R. Balasooriya

Choose license

All rights reserved

Upload this file

Step 1

Choose File to upload file/s

Uploaded File Name show here

Step 2

File upload button

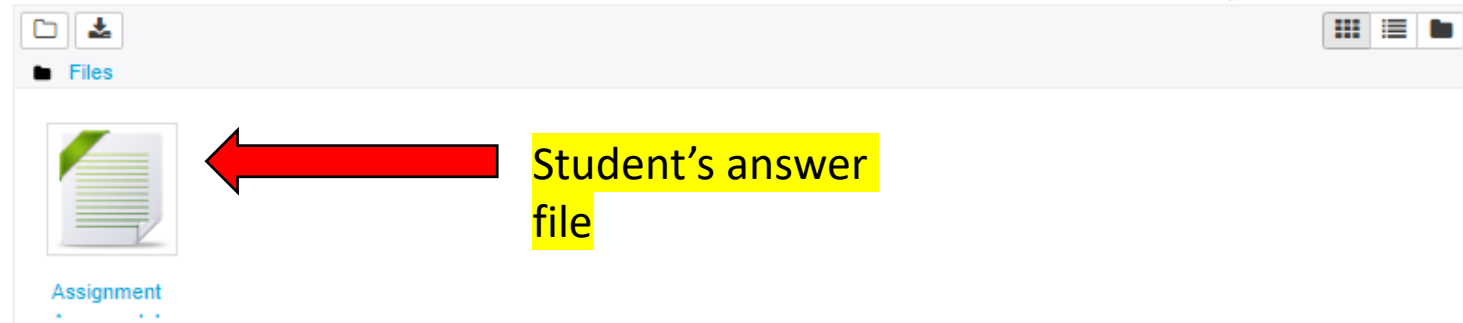


**05.** After click **Upload this file** button student's submitted file show as follow. Click the **Save changes** button

## Test Assignment

File submissions

Maximum size for new files: 150MB, maximum attachments: 1



Student's answer  
file

Step 1



Save changes

Cancel




Click the **Save changes** button

**05.** After click the **Save changes** button, student will see page like follow. If lecturer allows, student can edit his submission 2<sup>nd</sup> time or more by clicking the **Edit submission** button.

## Test Assignment

 [Assignment0.txt](#) ← **Assignment Paper**

## Submission status

Attempt number	This is attempt 1 ( 1 attempts allowed ).
Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 22 June 2020, 12:00 AM
Time remaining	6 days 3 hours
Last modified	Monday, 15 June 2020, 8:44 PM
File submissions	  <a href="#">Assignment Answers.txt</a> ← <b>Student's Assignment Answer file</b>
Submission comments	 <a href="#">Comments (0)</a>

[Edit submission](#) ← **Edit Submission button**

Make changes to your submission