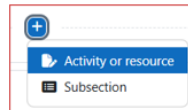


# Assignment

## Assignment:

In a section click on plus button and then click on Activity or resource to add it.

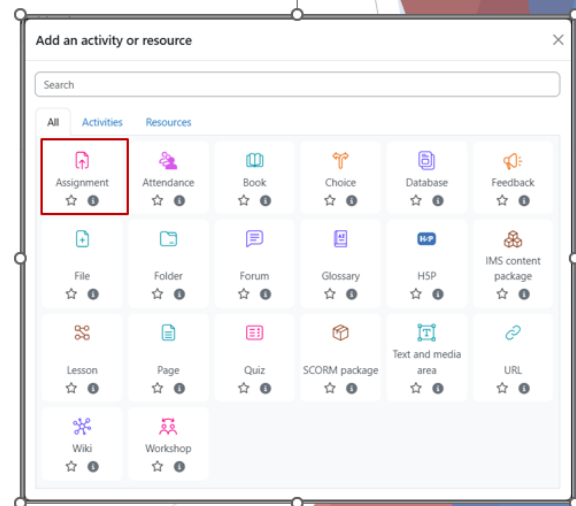


Now select your relevant activity you need to add

**We are practicing following activities:**

### 1. Assignment

Above mentioned activities are commonly used and we are going to learn how to create them.



## Assignment:

In General Section you need to add following:

1. Add Assignment Name
2. Description (Optional)
3. Activity Instruction (Optional)

In Availability Section you need to add following:

### Allow submissions from

The **start date** when students can begin uploading their assignment

### Due date

The official deadline for the assignment

Submissions are still possible after this (if late submission is allowed), but they will be marked as late.

### Cut-off date

The final closing date for submissions.

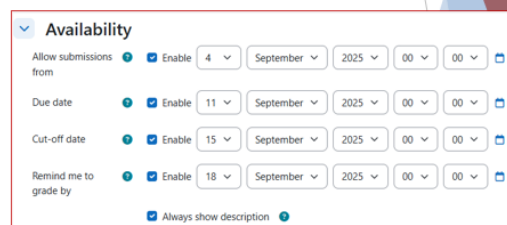
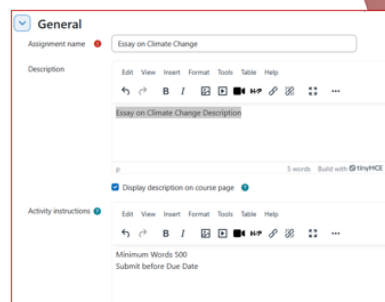
After this date, students cannot submit at all (unless you give them an extension individually)

### Remind me to grade by

This is for teachers, not students.

It adds a reminder in the teacher's Timeline block to complete grading by that date.

It does not block students or affect submissions; it's just a personal reminder.



## Assignment:

In Submission Types (**Online**) you need to add following:

### Enable word limit (Optional)

Means max word a student can type

The word limit applies **only** to online text submissions.

In Submission Types (**File Submission**) you need to add following

1. Maximum Number of Upload files set to 1
2. Maximum Submission Size set to 2MB
3. Click on Choose to set file type

then find Document File option and select

- => PDF document .pdf
- => Word document .doc

**Submission types**

Submission types ☒ Online text ☐ File submissions

Word limit  ☒ Enable

**Submission types**

Submission types ☐ Online text ☒ File submissions

Maximum number of uploaded files

Maximum submission size

Accepted file types   PDF document .pdf  
Word document .doc

☐ **Document files** .doc .docx .epub .gdoc .odt .ott .oth .pdf .rtf [Collapse](#)

- ☐ application/vnd.google-apps.document .gdoc
- ☐ EPUB ebook .epub
- ☐ OpenDocument Text document .odt
- ☐ OpenDocument Text template .ott
- ☐ OpenDocument Web page template .oth
- ☒ PDF document .pdf
- ☐ RTF document .rtf
- ☐ Word 2007 document .docx
- ☒ Word document .doc

## Assignment:

In Feedback Types (**Un-Check**) all options

In Submission settings

1. Require student to click the submit button (**Yes**)
2. Allowed Attempts (**1**)

other remain as default

In Notifications

1. Notify Grader about submission (**Yes**)

other remain as default

**Feedback types**

Feedback types ☐ Feedback comments ☐ Annotate PDF ☐ Offline grading worksheet ☐ Feedback files

**Submission settings**

Require students to click the submit button

Require that students accept the submission statement

Allowed attempts

**Notifications**

Notify graders about submissions

Notify graders about late submissions

Default for 'Notify student'

## Assignment:

### In Grade Section

- 1) Type set (**Point**)
- 2) Maximum Grade set as per requirement (**100**)
- 3) Hide grade identity from student (**Yes**)
- 4) Grade to pass as per requirement

all other options remain as default

### In Completion conditions

- 1) Select (Student must manually mark the activity as done)
- 2) Set reminder in Timeline  
(Due date of the assignment)

After that click on **Save and display**

**Grade**

Grade

Type **Point** ▾

Maximum grade

100

Grading method

Simple direct grading ▾

Grade category

Uncategorised ▾

Grade to pass

Anonymous submissions

No ▾

Hide grader identity from students

Yes ▾

Use marking workflow

No ▾

**Completion conditions**

☐ None

☒ Students must manually mark the activity as done

☐ Add requirements

Set reminder in Timeline

☒ Enable

11 ▾

September ▾

2025 ▾

00 ▾

00 ▾

🕒

**Tags**

Save and return

Save and display

Cancel