

Assignments in Moodle

A Guide for Students

Version 2.1 (October 2014)



03/10/2014 – updated details about the new TurnItIn EULA agreement on page 5

TurnItIn EULA

There is a NEW TurnItIn Agreement that all TurnItIn users (students and staff) will need to sign this before they can submit their coursework to Moodle. It is a once-only event, so after it is accepted once, it will not require action again.

We are working with TurnItIn and the LU legal team to investigate if this agreement can be signed in advance on an institutional level which will remove this inconvenient step.

Written by Tom Burrell

ASSIGNMENTS IN MOODLE

Assignments in Moodle allow students to upload work for teachers who then review it and provide feedback and grades. When you submit, work you upload may be run through the TurnItIn software to check for plagiarism before it is marked. For more information about plagiarism refer to the plagiarism framework at:

<https://gap.lancs.ac.uk/ASQ/Policies/Pages/PlagiarismFramework.aspx>

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HOW TO VIEW MY ASSIGNMENTS

Assignments can be viewed in two different ways, either through **'My home'** listed under the relevant module name, or embedded as part of the module's Moodle page.

The screenshot shows a Moodle page with two main sections: 'Module Materials' and 'Coursework'. Under 'Module Materials', there are two links for 'Lecture 1 Notes' and 'Lecture 2 Notes', each with a Word document icon. Under 'Coursework', there are two links: 'Coursework Topics' and 'Coursework: Essay'. The 'Coursework: Essay' link is highlighted with a red dashed border. Below the links, there is a text prompt: 'Please pick a topic from the essay. Please submit as a V'.

Assignments in Module Page

The screenshot shows the 'Moodle: My home' page. It features a 'Course overview' section with a dropdown menu set to 'Always show all'. Below this, there are two expandable sections: 'Moodle: User Guides' and 'Mahara: User Guides'. The 'Moodle: User Guides' section is expanded, showing a notification: 'You have assignments that are open'. Below this notification, there is a list of assignments with details: 'Assignment: An Example Standard Moodle Assignment Activity', 'Due date: Wednesday, 1 October 2014, 11:15', and 'My submission: Not submitted yet, Not graded'.

Assignments in My Home

If you click the assignment when in **'My home'** it will expand to provide further details about the assignment including: due date; whether you've made a submission; and whether the work has been graded by your tutor.

To submit your work or see more details about the assignment click on the assignment name. For example clicking **'Coursework: Essay'** will direct you to the submission area for that assignment.

SUBMITTING WORK TO MOODLE ASSIGNMENTS

After you enter the submission inbox you will see a summary of the submission status, this includes data about: whether you have submitted; whether the submission has been graded; when the assignment is due; and how long you have left to submit.

Coursework: Essay

Please pick a topic from the options given in the above work file. Write your name and the chosen topic on the front of your essay. Please submit as a Word document or PDF.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 5 September 2014, 00:00
Time remaining	2 days 8 hours

[Add submission](#)

1. Click the **'Add submission'** button
2. Read the declaration and tick the box to confirm that you have read, understood and agree with the statement

Note: If you do not agree with the declaration you will not be able to submit your coursework. If you are unsure about the content of the statement please contact your department for further clarification.

I declare that this submission is my own work. I have not submitted it in substantially the same form towards the award of another degree or other qualification. It has not been written or composed by any other person and all sources have been appropriately referenced or acknowledged. I consent to this work being stored electronically and copied for assessment purposes. This includes the University's use of plagiarism detection systems in order to check the integrity of assessed work.

Moodle assignments can accept different types of submissions, this includes direct text input, file uploads and Mahara portfolio submission (you may be given a choice as to the method you use to submit, or you may be required to submit in a defined format set by your tutor).

Please refer to the appropriate section below for detailed instruction for submitting.

The first time you submit work to an assignment that uses TurnItIn you will be asked to accept the new TurnItIn EULA agreement. You must do this in order to submit your work.


Submit your work here!

To complete your submission you must accept the latest Turnitin User Agreement. Please click here to read and accept the Agreement

* I declare that this submission is my own work. I have not submitted it in substantially the same form towards the award of another degree or other qualification. It has not been written or composed by any other person and all sources have been appropriately referenced or acknowledged. I consent to this work being stored electronically and copied for assessment purposes. This includes the University's use of plagiarism detection systems in order to check the integrity of assessed work.

File submissions Maximum size for new files: 100MB, maximum attachments: 1

Files



You can drag and drop files here to add them.

Note: the EULA agreement will open in a pop window. If you have a popup blocker on your computer it may prevent the windows from opening. Please refer to the links below for instructions on how to temporarily enable popups:

Safari: <http://support.apple.com/kb/ph11946>

Internet Explorer: <http://support2.microsoft.com/kb/909604>

Google Chrome: <https://support.google.com/chrome/answer/95472?hl=en>

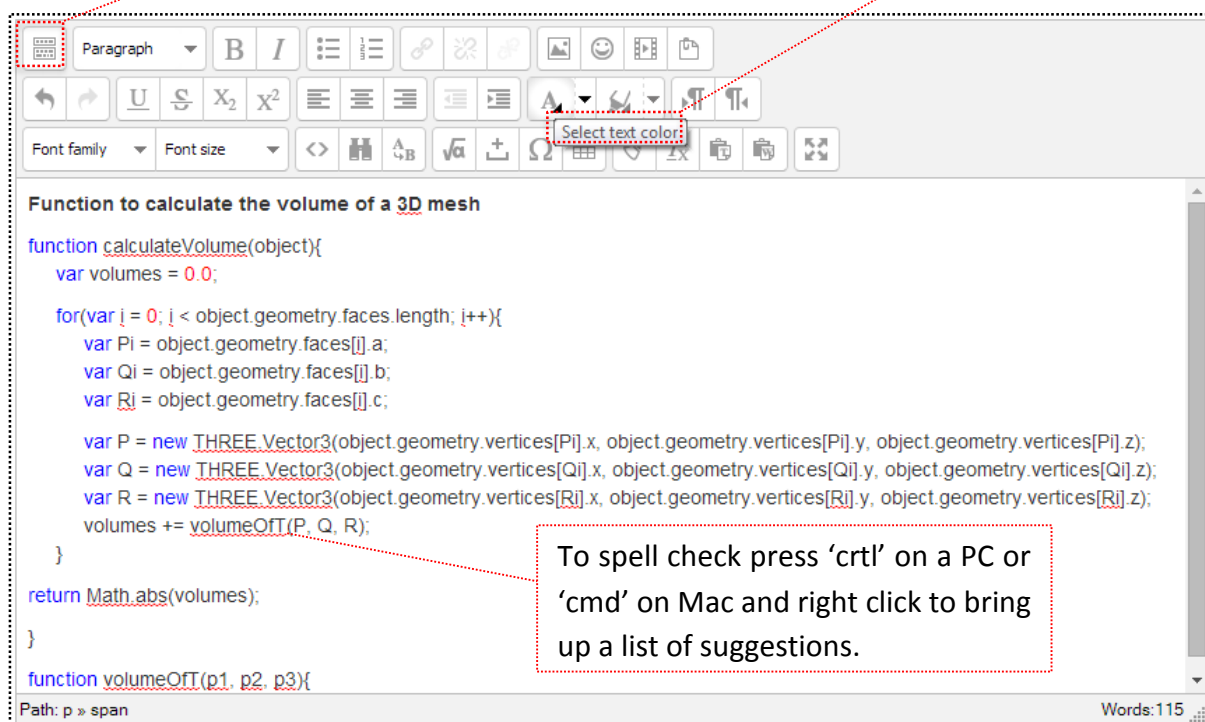
Firefox: <https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>

DIRECT TEXT INPUT

You are required to enter text directly into the Moodle text editor (you can copy and paste from another program such as Microsoft Word if you wish).

When the text editor opens not all tools are visible press here to reveal the hidden tools.

Hover over any of the tools to find out what they do.



The screenshot shows the Moodle text editor interface. The toolbar at the top includes options for Paragraph, Bold (B), Italic (I), bulleted and numbered lists, link, unlink, image, smiley, table, and document. Below the toolbar are options for Font family and Font size, followed by a 'Select text color' dropdown menu. The main text area contains the following code:

```
Function to calculate the volume of a 3D mesh
function calculateVolume(object){
  var volumes = 0.0;

  for(var i = 0; i < object.geometry.faces.length; i++){
    var Pi = object.geometry.faces[i].a;
    var Qi = object.geometry.faces[i].b;
    var Ri = object.geometry.faces[i].c;

    var P = new THREE.Vector3(object.geometry.vertices[Pi].x, object.geometry.vertices[Pi].y, object.geometry.vertices[Pi].z);
    var Q = new THREE.Vector3(object.geometry.vertices[Qi].x, object.geometry.vertices[Qi].y, object.geometry.vertices[Qi].z);
    var R = new THREE.Vector3(object.geometry.vertices[Ri].x, object.geometry.vertices[Ri].y, object.geometry.vertices[Ri].z);
    volumes += volumeOFF(P, Q, R);
  }
  return Math.abs(volumes);
}

function volumeOFF(p1, p2, p3){
```


At the bottom left, it says 'Path: p » span' and at the bottom right, it says 'Words: 115'.

1. Add your coursework text to the **'Online text'** area
2. Click the **'Save changes'** button

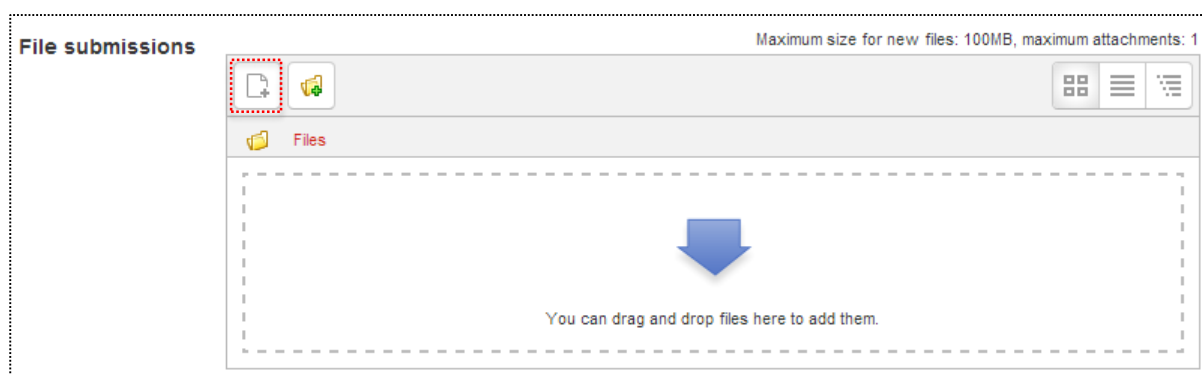
Note: if you have copied your work from another program check that the formatting has been preserved. For some programs this will not be the case and you may need to make a few alterations using the Moodle text editor.

FILE UPLOAD

You are required to upload a file(s) containing your coursework submission, this could be a word document, PowerPoint presentation, zip file containing code, an image, etc.

1. Click the **Add** button 
2. Click the **'Upload a file'** link
3. Click the **'Choose File'** button
4. Locate the file(s) on your computer (you must add files one at a time)
5. Click the **'Open'** button
6. Click the **'Upload this file'** button
7. Repeat if you need to add more files
8. Click the **'Save changes'** button

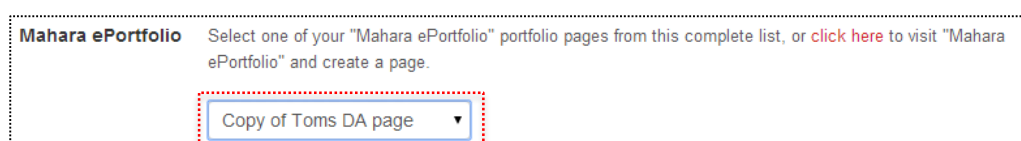
Note: if you are using Google Chrome, Mozilla Firefox, Apple Safari or Internet Explorer on Windows 8 you can drag and drop files directly onto the page instead of following the instructions above



MAHARA E-PORTFOLIO SUBMISSION

You are required to submit your Mahara E-Portfolio as your coursework. When you have made this submission your e-portfolio will be locked and you will no longer be able to make any changes to it.

1. Expand the **'Mahara ePortfolio'** drop down box
2. Select the appropriate page from the list of available pages
3. Click the **'Save Changes'** button



CHOICE OF SUBMISSION

You are sometimes able to make a choice as to what type of submission you make. In this case, you will see multiple options on the submission page e.g. direct text input and file upload. Decide which type of submission you would like to make and follow the appropriate instructions above.

Now that you've submitted your work, the submission area page will change to reflect this. The status will have changed to indicate that you've made a submission, a date will appear to signify when you last edited your submission and the **'Add submission'** button becomes an **'Edit submission'** button.

Coursework: Essay

Please pick a topic from the options given in the above work file. Write your name and the chosen topic on the front of your essay. Please submit as a Word document or PDF.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 5 September 2014, 00:00
Time remaining	1 day 12 hours
Last modified	Wednesday, 3 September 2014, 11:57
Mahara portfolio	Copy of Toms DA page
Submission comments	Comments (0)
Online text	<p>Coursework: Essay</p> <p>By Tom</p> <p>Opus esse testamur meum obsequium . Non idem in substantia in forma subiecti, vel alius ad alterum ...</p> <p>(56 words)</p>



Edit submission

Note: you may edit your submission up until the assignment deadline. If you edit your submission after the deadline it will be marked as late. Please contact your department for information regarding late submissions

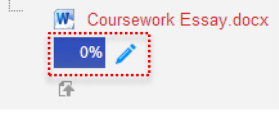


Important: depending on the settings your teacher has used you may also see a button called 'Submit assignment.' If this appears you **MUST** click this to submit the assignment otherwise it will not be counted. You will not be able to edit your submission after clicking this unless you contact your department and ask them to **'revert submission to draft.'** Do this **BEFORE THE DEADLINE.**

VIEWING FEEDBACK IN GRADEMARK

Some assignments are now handled in the same place as all other Moodle assignments. This means that you can submit your work in exactly the same way as described above. The only difference is that the work you submit will automatically be fed through the TurnItIn anti-plagiarism software.

Once you have submitted your work you may notice some differences. In the example below there are two icons that would not appear on a standard submission;  and 

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 3 September 2014, 17:00
Time remaining	4 hours 47 mins
Last modified	Wednesday, 3 September 2014, 12:09
File submissions	   Export to portfolio
Submission comments	Comments (0)

ORIGINALITY REPORTS

Some departments and tutors have decided to show TurnItIn similarity reports to students. If your TurnItIn assignment is configured to work in this way, you will see your similarity score as a percentage and then detailed in the document viewer. Please contact your department if you'd like help understanding your similarity score.

The percentage icon represents your originality report that can tell you how much of your work could be plagiarised.

Note: this will not always be present as the teacher can choose if you are allowed to see this or not. Clicking on this icon will take you to the full report.

GRADEMARK FEEDBACK

Some tutors may decide to give feedback using a Turnitin tool called GradeMark. If your tutor does this, you will see inline comments on your work.

Pressing the pen icon is used to view 'Grademark'. This will be available after the work has been marked and will display interactive feedback if used by your tutor.

GRADES

If the assignment is credit bearing, you will never receive a grade through Moodle. Marks for all credit bearing assignments will be shown to you via the Student Portal. Type 'how do I find my marks in the student portal?' into LancasterAnswers

<http://lancasteranswers.lancs.ac.uk>

APPENDIX 1 - COMMON QUESTIONS

What happens if my coursework doesn't show as submitted?

This is usually the result of a student not clicking Submit Assignment to finally submit the assignment. Click on the assignment name and ensure that you have uploaded files and that you have clicked '**Submit assignment**' if it is there. If you have uploaded your assignment multiple times and it still isn't showing as submitted then contact your tutor and inform them of the problem.

What happens if I submit the wrong file for the assignment?

Once you have clicked '**Submit assignment**' on moodle you cannot go back and change files without first asking your tutor to '**revert to draft**'. Therefore it is suggested that you first upload files and check they are correct before clicking the submit button. If the submit button is not there, then you will be able to edit up to the deadline, and perhaps beyond, but the time of your last edit will be sent to the office as official e-submission time and date and any other times and dates will be disregarded.

How will I find my grade for the assignment?

If your tutor has marked your assignment online it will show on '**My home**' under the relevant module saying Submitted, Graded. Click on the assignment name and you will be directed to a page which will show your grade and will also display feedback given by your tutor.

Note:

1. It is not a requirement that tutors leave online feedback
2. For credit-bearing pieces of work, you can only view the grades through the 'Interactive Transcript' link on your portal page. Grades may not be released until later in the year

If I submit online do I still have to submit a paper copy?

Please check your course handbook and with your department for the rules on your course.

What type of file should I upload for submission?

Most departments ask for you to upload any work in a PDF format however you should always check your course handbook and with your department for the rules on your course.

Can I still submit work after the assignment deadline?

You must check your course handbook and with your department for the rules on your course. If your tutor allows you to submit work after the deadline then this work will be marked as late and you will be subject to grade deductions as outlined in your course handbook.

USEFUL LINKS

Lancaster Answers

Lancaster Answers contains a large number of step-by-step guides, which explain many features of Moodle and more

<http://lancasteranswers.lancs.ac.uk>

ISS Service Desk

For further help and support, please contact the ISS Service Desk on:

Phone: 01524-510987

Email: iss-service-desk@lancaster.ac.uk

In person: Learning Zone in Alexandra Square