

2.2 The “Add an activity” menu

The “Add an activity” menu allows you to add assignments, forums, and more. These differ from resources in that they are interactive – they encourage and in some cases require student participation. There are many options available in the “Add an activity” menu:

Assignments

- Advanced uploading of files
- Online text
- Upload a single file
- Offline activity

Chat

Choice

Database

Forum

Glossary

Lesson

Questionnaire (Note: this is not standard w/ Moodle, it is an added feature)

Quiz

Scorm/AICC

Survey (Note: this one is mostly for online course evaluation)

Wiki

Workshop

2.2.1 Advanced uploading of files

This activity is useful when you want your students to turn in multiple files (Word Document, Excel Files, etc...) as an assignment. When you choose the “advanced uploading of files” activity, you are brought to the following screen:

The screenshot shows the Moodle interface for adding a new assignment. The title is "Adding a new Assignment to topic 4". The form is divided into several sections:

- General:** Includes a required "Assignment name" field (marked with a red border and error message "You must supply a value here"), a "Description" field with a rich text editor, and a "Path" field.
- Grade:** Set to 100.
- Available from:** 11 May 2007 15:00 (with a "Disable" checkbox).
- Due date:** 12 May 2007 15:00 (with a "Disable" checkbox).
- Prevent late submissions:** No.
- Advanced uploading of files:** Includes "Maximum size" (2MB), "Allow deleting" (Yes), "Maximum number of uploaded files" (3), "Allow notes" (No), "Hide description before available date" (No), and "Email alerts to teachers" (No).
- Common Module Settings:** Includes "Group mode" (No groups) and "Visible" (Show).

At the bottom, there are "Save changes" and "Cancel" buttons, and a red error message: "There are required fields in this form marked".

Assignment name – is required, but can be anything you like.

Description - is also required and describes the assignment. It can have full formatting using the toolbar (bold, underline, images, etc.).

Grade - sets the grade as either a number (from 1-100) or as a custom word-based scale set up in the “Scales” section (see earlier section).

Available from - lets you pick the date that your students will begin to have access to this assignment

Due Date - sets the date the assignment is due.

Prevent late submissions - if set to “Yes” then students can submit their assignment after the Due Date. Otherwise they will not be able to submit a late assignment.

Maximum size – lets you choose the maximum size of the files which will be uploaded

Allow deleting - If enabled, participants may delete uploaded files at any time before grading.

Maximum number of uploaded files – This is the maximum number of files each participant may upload. This number is not shown to students, so it’s best to write the actual number of requested files in the assignment description.

Allow notes - If enabled, participants may enter notes into a text area. It is similar to an online text assignment. This text box can be used for communication with the grading person, assignment progress description or any other written activity.

Hide description before available date - If enabled, assignment description is hidden before the opening date.

Email alerts to teachers If enabled, teachers are alerted with a short email whenever students add or update an assignment submission.

Common Module settings

The last two settings are common to all activities. So, we’ll discuss them at this point, but won’t talk about them for each subsequent activity. Just keep in mind that these options will always be available to you in any activity that you create:

Groups - The group mode for each activity can be one of three levels:

- No groups - there are no sub groups, everyone is part of one big community
- Separate groups - each group can only see their own group, others are invisible
- Visible groups - each group works in their own group, but can see other groups

Visible – If set to show, students will see the assignment. If not, the assignment will be hidden. This is useful if you want to prepare an assignment in advance (like a pop-quiz).

2.2.2 Online Text

On online text assignment allows students to submit editable text, using the normal editing tools. Teachers can grade them online, and even add inline comments or changes. To add an Online Text assignment, click on “Online Text” under the “Add an activity” menu. This will take you to the screen:

Adding a new Assignment

General

Assignment name* You must supply a value here.

Description* ?

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Path: ?

Grade ? 100

Available from 23 May 2007 10:00 Disable

Due date 30 May 2007 10:00 Disable

Prevent late submissions No

Online text

Allow resubmitting ? No

Email alerts to teachers ? No

Comment inline ? No

Common Module Settings

Group mode ? No groups

Visible Show

Save changes Cancel

Most of the options for this activity are the same as the “Advanced uploading of files” activity. However, there are two different options in the “Online Text” section:

Allow resubmitting - By default, students cannot resubmit assignments once the teacher has graded them. If you turn this option on, then students will be allowed to resubmit assignments after they have been graded (for you to re-grade). This may be useful if the teacher wants to encourage students to do better work in an iterative process.

Comment inline - If this option is selected, then the original submission will be copied into the feedback comment field during grading, making it easier to comment inline (using a different color, perhaps) or to edit the original text.


2.2.3 Upload a Single File


















































With this activity, each participant will be able to upload a single file, of any type. This might be a Word processor document, or an image, a zipped web site, or anything you ask them to submit. To add an “Upload a Single File” assignment, click on “Upload a Single File” under the “Add an activity” menu. This will take you to the screen:

Adding a new Assignment

General

Assignment name* You must supply a value here.

Description* 

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