

# **AUST LMS Faculty's Manual**

***HOW TO CREATE AN ASSIGNMENT ETC***

**Directorate of IT Services**

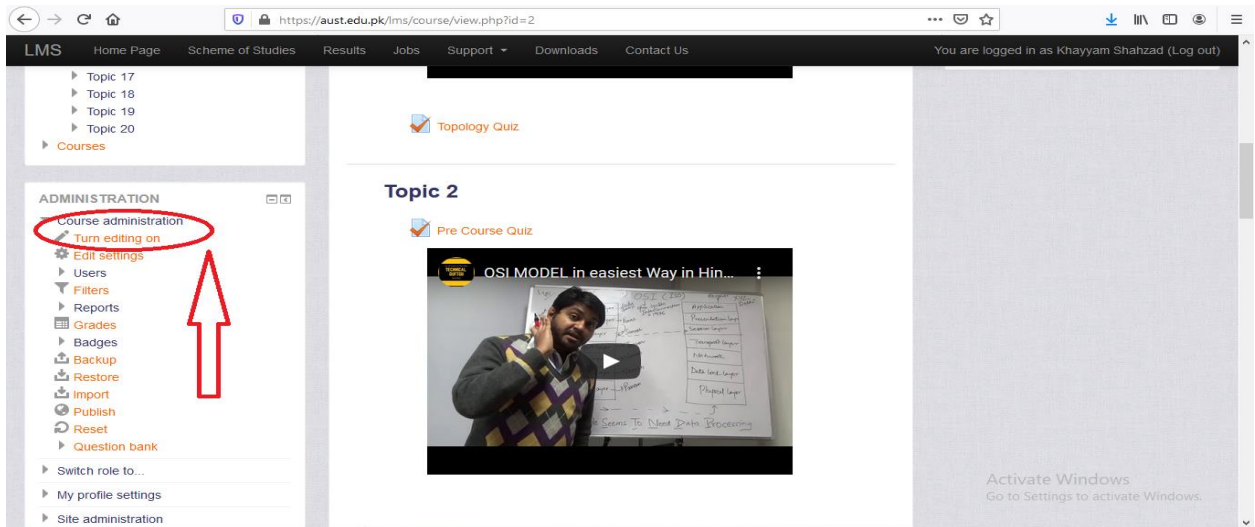
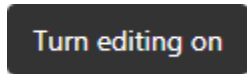
**Abbottabad UST**

**For any query/support pls mail us**

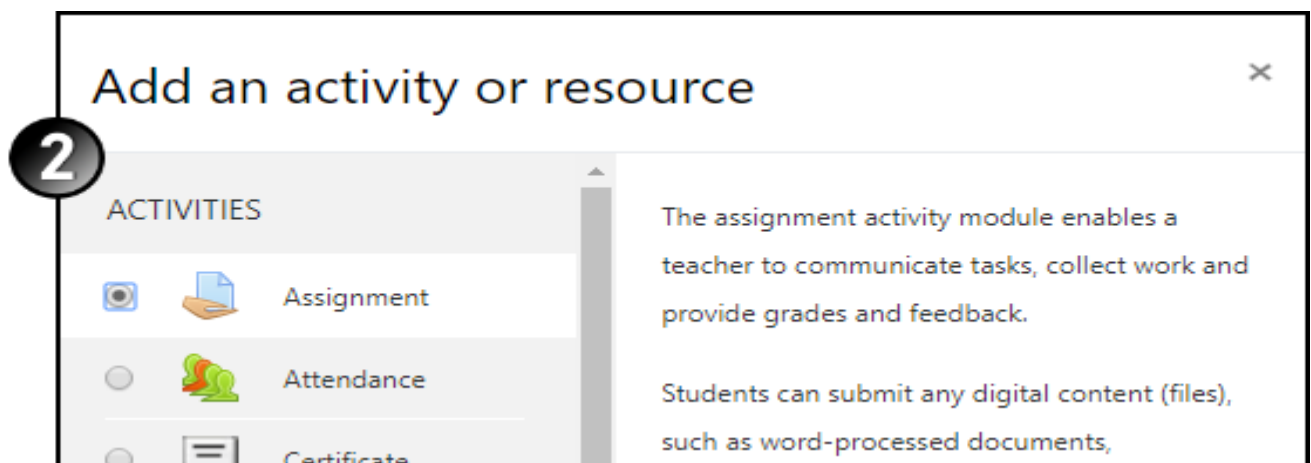
**[naeem@aust.edu.pk](mailto:naeem@aust.edu.pk), [khayyam@aust.edu.pk](mailto:khayyam@aust.edu.pk), [ahmed-var@aust.edu.pk](mailto:ahmed-var@aust.edu.pk)**

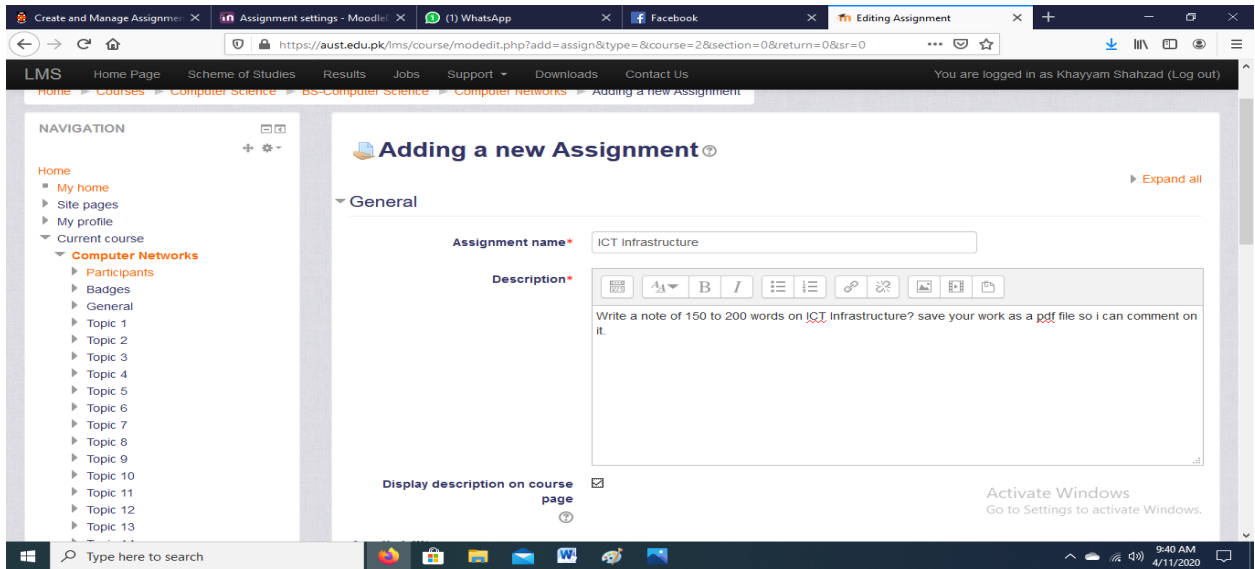
## HOW TO CREATE AN ASSIGNMENT

**1:** On your AUSTech course i.e Computer Networks course creator by Khayyam Shahzad, click **Turn editing on** In a course, with the **editing turned on**.



**2 :** In the relevant page section, click **Add an activity or resource** and in the resulting pop-up, under **ACTIVITIES**, select **Assignment**. Click **Add**.

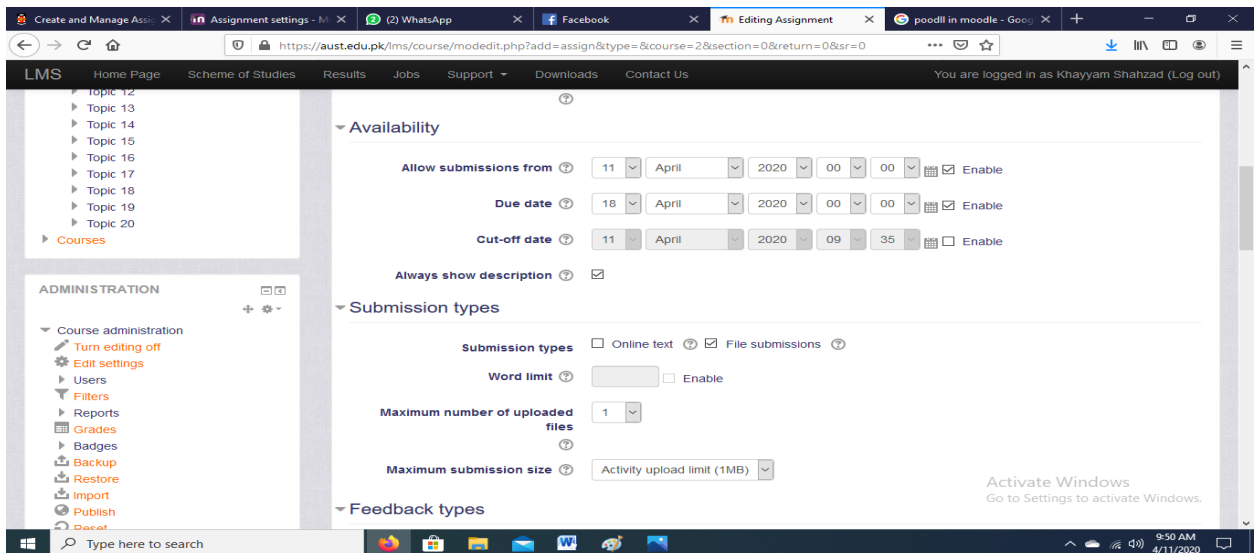




### 3: Enter an Assignment name.

Enter a **Description** of the assignment. It should contain all the instructions for formatting and submitting the assignment, as well as grading criteria. You may want to add a link to a rubric document. Be as detailed about your expectations as possible, especially early in the semester, to minimize questions, issues and anxiety for your students.

Select the **Display description** check box if you want the text you entered in the **Description** to display on the course home page below the assignment's link.



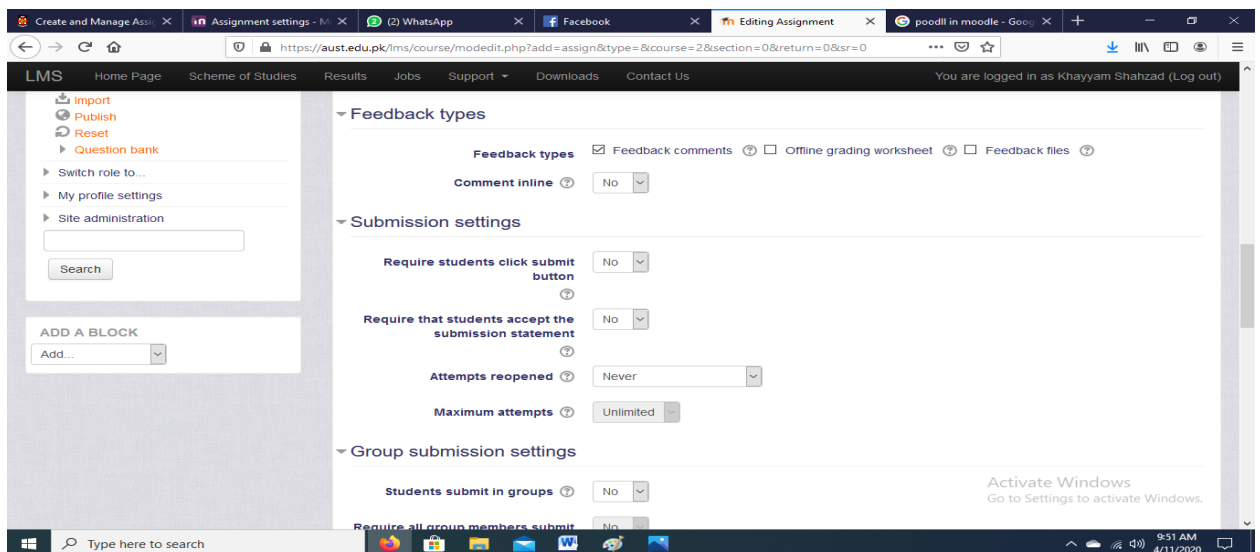
## 4: Complete the Availability section:

Selecting **Enable** and specifying dates and times at which you want to **Allow submissions**, the **Due date**, the **Cut-off date** . If you select **No** at **Always show description**, the text in the **Description** field will only display to students on and after the **Allow submissions from** date.

- Task dates display on a student's home page when they first log in,
- By default, students can submit after the **Due date**, but not after the **Cut-off date**. However, Instructors can grant an extension to allow an individual to submit later.
- The **Cut-off date** defaults to the **Due date** meaning no late submissions are enabled by default. To allow late submissions adjust the **Cut-off date**.

## 5: Similarly Complete the Submission types section.

- At **Submission types**:
  - Select **Online text** to have students submits their assignment by placing text in the text editor. For essays of any length, advise them to complete their work offline and cut-and-paste it into, rather than risk losing their work if anything happens to their AUST LMS connection mid-submission.
  - Select **File submissions** if you want to allow students to upload an assignment file as their submission.
- Specify the **Maximum number of uploaded files** and the **Maximum submission size**. (These settings relate to file submissions and to files uploaded to the assignment activity. The maximums for the media collection itself are specified in the media collection activity settings.)
- If you wish to set a word limit on the online text part of the assignment, **Enable** the **Word limit** field and enter the maximum number of words allowed.



## 5: Complete the Feedback types section.

- You can now allow feedback as comments and files, and create an **Offline grading worksheet** here instead of in the Gradebook. The offline worksheet ensures that marks go into the right activity.

## 6: Complete the Submission settings section:

- Selecting **Yes** for **Require students click submit button** will allow students to keep a draft version of the submission on the system, only submitting it when it is final.
- At **Attempts reopened**, click the Help icon (?) to help you decide which option to select.
- If you select anything other than **Never** at **Attempts reopened**, at **Maximum attempts** select the maximum number of attempts at this assignment that you will allow.

The screenshot shows the LMS submission settings page. The browser address bar displays the URL: <https://aust.edu.pk/lms/course/modedit.php?add=assign&type=&course=2&section=0&return=0&sr=0>. The page header includes navigation links: LMS, Home Page, Scheme of Studies, Results, Jobs, Support, Downloads, and Contact Us. The user is logged in as Khayyam Shahzad. The main content area is divided into sections: Group submission settings, Notifications, and Grade. Under Group submission settings, there are three dropdown menus: 'Students submit in groups' (set to No), 'Require all group members submit' (set to No), and 'Grouping for student groups' (set to None). Under Notifications, there are three dropdown menus: 'Notify graders about submissions' (set to No), 'Notify graders about late submissions' (set to No), and 'Default setting for "Notify students"' (set to Yes). The Grade section is partially visible at the bottom. A watermark 'Activate Windows' is present in the bottom right corner.

## 7: Will this assignment involve group submission?

- If no, continue to the next step.
- If yes, under **Group submission settings**:
  - At **Students submit in groups** select **Yes**.
  - At **Require all group members submit**, select **Yes** only if you want to prevent users who are not in a group from submitting an assignment.

- Select the appropriate **Grouping for students groups** from the drop-down list.

## 8: In the Notifications section:

- At **Notify graders about submissions**, select **No** unless it is particularly important that teachers be notified of each individual submission. Be sure to select **No** if you will be setting up blind marking for this assignment.
- If you selected **No** at **Notify graders about submissions**, you can also choose whether you want to **Notify graders about late submissions**.
- At **Default setting for "Notify students"**, you can set the default value for the **Notify students** check box on the grading form. The default setting is **No**.

The screenshot shows the 'Grade' settings section in an LMS interface. The settings are as follows:

- Grade**: Type: Point
- Scale**: Separate and Connected ways of knowing
- Maximum points**: 100
- Grading method**: Simple direct grading
- Grade category**: Uncategorised
- Blind marking**: No
- Use marking workflow**: No
- Use marking allocation**: No
- Common module settings**: Visible: Show
- ID number**: [Empty field]

## 9: At Grade,

- select the maximum attainable mark (or the appropriate scale) for this assignment from the drop-down list.
- At **Grading method**, you can choose to mark the assignment by simply assigning a grade, or using a marking guide or a rubric. To use a *rubric* instead of a **single grade scale**, change the **Grading method to Rubric**
- At **Grade category** select the Gradebook category where you want this assignment's marks to be placed (if used).
- Select whether you want **Blind marking** to be done for this assignment. Once an assignment has been submitted or a mark entered for the assignment, you will not be able to change the blind marking setting.

- Select **No** at **Use marking workflow** if you *do not* want to set up multiple rounds of marking and manually release marks to students. If you do, leave **Yes** selected. For further information
- Select **Yes** at **Use marking allocation** if you want to allocate students to a specific marker to selected students.

**10: Complete the remainder of the sections. If this is a group assignment, complete the extra steps.**

**11: Click Save and return to course.**