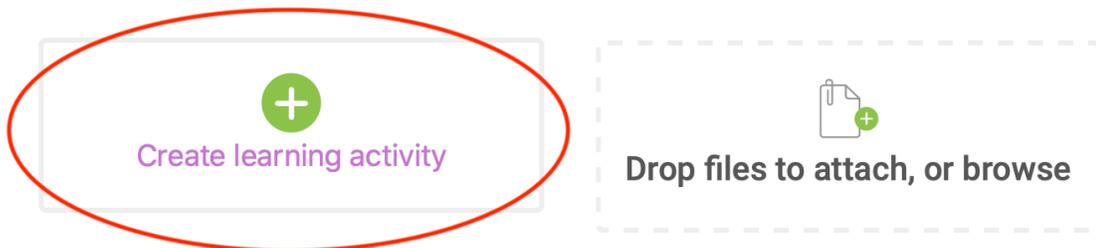


Adding an Assignment in Open LMS

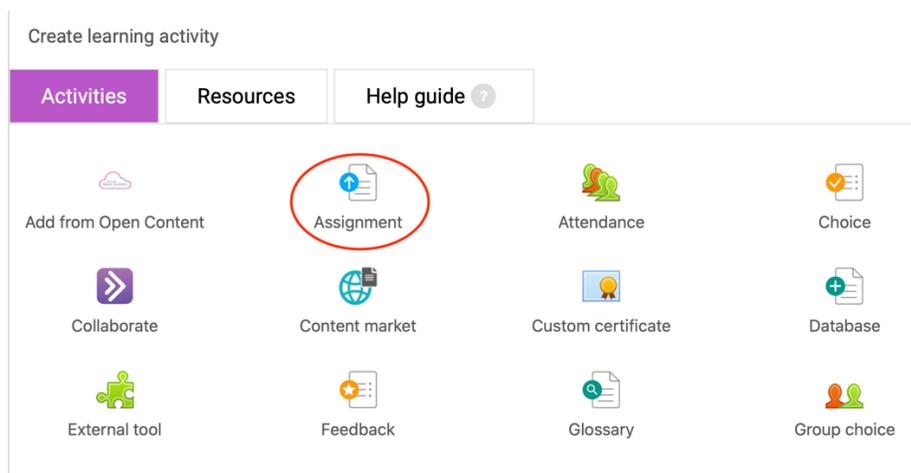
Mingo County Schools Open LMS Tutorial

The following is a guide to adding an assignment to your Open LMS course.

STEP 1: Click on “Create a learning activity”.



STEP 2: Click on “Assignment”.



STEP 3: Fill out the "Assignment name", "Description", and set a due date for the assignment. You can type text, embed links, video, audio, and etc.

The screenshot shows the assignment creation interface. On the left, there are three main sections: 'Assignment name' with a text input containing 'Our Sample Assignment' and a '* Required' label; 'Description' with a rich text editor containing the text 'This is our sample assignment. Please read the attached instructions. You may submit the assignment by entering text in the form or submitting a Word Doc (.docx); a PDF; or a Google Doc.'; and 'Due date' with a date picker set to '20 August 2020 00:00' and an 'Enable' checkbox. Below the due date are three buttons: 'Save and return to class', 'Save and display', and 'Cancel'. On the right, a sidebar lists various options: 'Visibility' (with a 'Show on cou' button), 'Availability', 'Submission ty', 'Feedback typ', 'Submission s', 'Group submis', 'Notifications', 'Grade', 'Common moc', 'Restrict acces', 'Activity comp', and 'Tags'. Red arrows point to the 'Assignment name' field, the 'Description' text area, and the 'Due date' field.

STEP 4: Set the Visibility and then start working on your assignment parameters or conditions by choosing the options in the right sidebar.

This screenshot focuses on the right sidebar of the assignment configuration. The 'Visibility' option is circled in red and has a dropdown menu open showing 'Show on course page'. A red arrow points from the text 'Under Visibility you may "show on course page" or "hide from students".' to this dropdown. Another red arrow points from the text 'Next you will want to edit the conditions listed in the right sidebar.' to the 'Availability' option in the sidebar. The sidebar also shows other options: 'Availability', 'Submission types', 'Feedback types', 'Submission settings', and 'Group submission settings', each with a downward arrow. The top of the sidebar has a 'help' link and a question mark icon. The background shows a partial view of the rich text editor from the previous step.

STEP 5: Consider choosing a cut-off date.

ase read the attached instructions. You may submit
ne form or submitting a Word Doc (.docx); a PDF; or

Availability- set a cut-off date for the assignment if you choose. This can be set later than the due date to allow for late submissions. You must click "Enable" to use this feature.

Availability ^

Cut-off date ?

27 July

2020 09 10 📅

Enable

Always show description ?

Show more...

ge ?

Submission types v

Feedback types v

STEP 6: Set the assignment submission types and perhaps choose the types of files students can upload.

📎 📁 U

Submission types: If you wish your students to type submissions directly in a text editor, you may select "Online text." If you select "file submissions" your students may attach a document for submission.

You can click "choose" under Accepted file types to see a menu where you can choose the types of files students can upload, such as Word, PPTX, PDFs, Google Docs, audio, or video files.

Submission types ^

Submission types

Online text ? File submissions

Word limit ?

Enable

Maximum number of uploaded files ?

20 ↕

Maximum submission size ?

Site upload limit (500MB) ↕

Accepted file types ?

Choose

No selection

STEP 7: Choose the feedback types you will use to comment on student work. You may also choose whether or not groups of students may collaboratively submit the assignment.

The **Feedback types** allows the instructor to choose the methods of feedback, available for the assignment. Select “feedback comments” to leave feedback directly in the comment section. “Annotate PDF” allows the instructor to make a PDF that is marked up with teacher feedback. “Feedback files” allows not only feedback on a document but also video or audio comments.

Feedback types ^

Feedback types

Feedback comments ?

Annotate PDF ? Feedback files

Offline grading worksheet ?

Comment inline ?

No ▾

The **Group submission settings** allows several students to submit assignments as a collaborative group.

Submission settings v

Group submission settings ^

Students submit in groups ! Advanced ? No ▾

Show less...

STEP 8: Set the grading parameters.

The **Grade** section allows the instructor to set a number of parameters for assignment grading, such as assigning points, choosing the grading method, and setting the passing grade for the assignment.

Grade ^

Grade ?

Type Point ▾

Maximum grade

100

Grading method ?

Simple direct grading ▾

Grade category ?

Uncategorised ▾

Grade to pass ?

60

Screenshot

STEP 9: Select whether or not students are part of a select group or if they are individuals in the whole class group. You may also add files to the assignment to provide instructions, relevant content, and/or resources that will be helpful to the student.

There are a couple of important parameters under “Common module settings.” The instructor can designate the assignment for a specific grouping of students.

The instructor can also attach files to provide resources or other content necessary to the completion of the assignment. This document could also be a more detailed assignment instruction sheet.

Common module settings ^

ID number ?

Group mode ?

No groups
▾

Add group/grouping access restriction

Additional files ?

📄

⌘

☰

📁

▶ Files

You can drag and drop files here to add them.

STEP 10: SAVE the assignment.

Display description on class page ?

Due date

20 ▾

August ▾

2020 ▾

00 ▾

00 ▾

📅 **Enable**

Remember to save the assignment after you have set all parameters you wish in the right sidebar.

Save and return to class

Save and display

Cancel

STEP 11: The assignment is now on the class page.

ASSIGNMENT **The Assignment is now added to our class page.** 

 **Our Sample Assignment**

This is our sample assignment. Please read the attached instructions. You may submit the assignment by entering text in the form or submitting a Word Doc (.docx); a PDF; or a Google Doc.

0 of 0 Submitted Due August 20, 2020


[Create learning activity](#)


Drop files to attach, or browse