## **Create an Assignment for Online Text and File Submission**

Moodle 4.1 Help (For Staff): https://www.lttc.eduhk.hk/moodle/help-staff

☑ Turn editing on ☐ Turn editing off	1. 'Turn editing on' in your course.
Add an activity or resource  Activities Resou  Assignment	<ol> <li>Click '(+) Add an activity or resource' and then click 'Assignment' in Activities tab to create a new Moodle assignment.</li> </ol>
Seneral Assignment name	3. Click the ' <b>Expand all</b> ' link at the top right corner of the page.
General Assignment name	<ol> <li>You are required to input a title into the 'Assignment name' field and instructions into the 'Description' text box.</li> </ol>
Availability  Allow submissions  Enable 26  September   2024  00  00    Due date  Cotober    Cotober    Cotober    Cotober    Cotober    Cotober    Cotober    Cotober	<ol> <li>Set the assignment submission period in 'Allow submissions from' and 'Due date' In 'Availability' section.</li> </ol>
Cut-off date  © Enable 26 © September © 2024 © 10 © 07 ©  Remind me to grade by  Time limit  © Manages and Manages	<b>Tip:</b> Students can even submit their assignments after the due date, but which will be marked as <u>late</u> submission. To prevent late submissions, 'Enable' the 'Cut-off date' and set the same as the due date.
✓ Submission types  Submission types  ☑ Online text ② ☑ File submissions ②  Word limit  ② □ Soo ☑ Enable	<ol> <li>In 'Submission types' section, check both boxes of 'Online text' and 'File submissions'.</li> </ol>
Maximum number of uploaded files  Maximum submission size  Accepted file types   Choose  No selection	<b>Tips:</b> You can modify the 'maximum number and size of uploaded files' and 'word limit' if you wish. You may also select the file types you wish to receive from student.
Save and display	7. Adjust the remaining settings as needed, then click 'Save and Display'.