
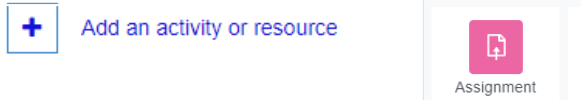


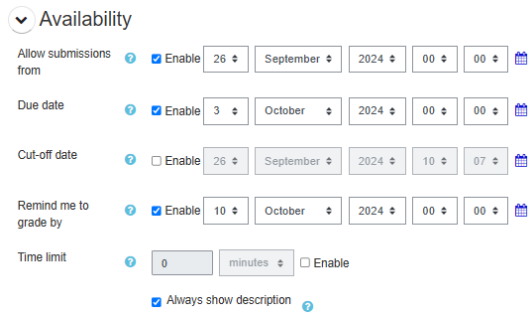
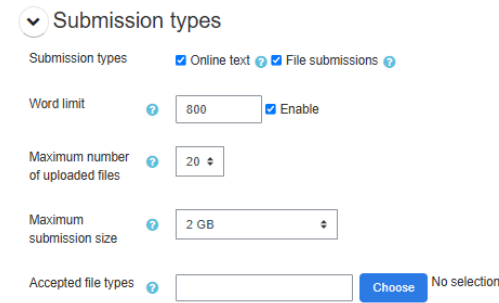
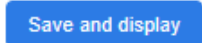


Create an Assignment for Online Text and File Submission

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

	<p>1. 'Turn editing on' in your course.</p>
	<p>2. Click '(+) Add an activity or resource' and then click 'Assignment' in Activities tab to create a new Moodle assignment.</p>
	<p>3. Click the 'Expand all' link at the top right corner of the page.</p>
	<p>4. You are required to input a title into the 'Assignment name' field and instructions into the 'Description' text box.</p>
	<p>5. Set the assignment submission period in 'Allow submissions from' and 'Due date' In 'Availability' section.</p> <p>Tip: 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.</p>
	<p>6. In 'Submission types' section, check both boxes of 'Online text' and 'File submissions'.</p> <p>Tips: 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.</p>
	<p>7. Adjust the remaining settings as needed, then click 'Save and Display'.</p>