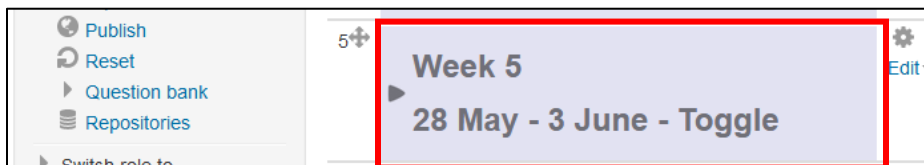


CREATE ASSIGNMENTS

1. Always turn editing on before you make any changes in Moodle:



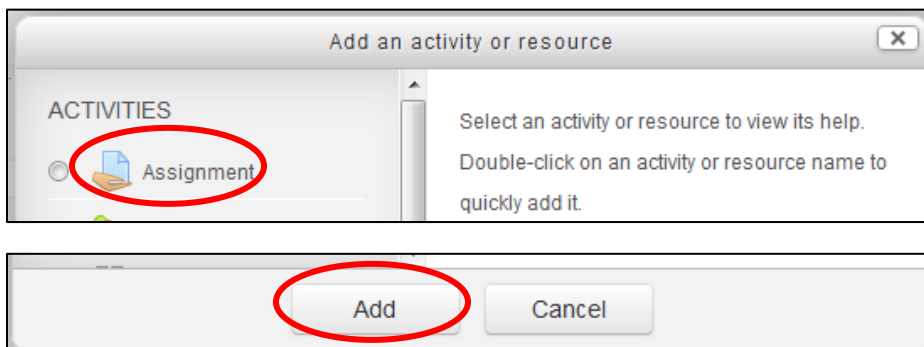
2. Scroll down to the week where you want to add an assignment, and click on the week to open it:



3. At the bottom of the week where you want to add an assignment, click on Add an activity or resource:



4. There are many options here, but most of the time, you'll select Assignment and then click Add:



5. On the next page, name your assignment:

A screenshot of the 'Assignment name' input field. The text 'Assignment name*' is displayed above a text input box. The asterisk indicates that this field is required.

6. Scroll down and edit the due date if it isn't accurate, and make sure it is enabled:

▼ **Availability**

Allow submissions from ?

1 June 2018 00 00 ☒ Enable

Due date ?

8 June 2018 00 00 ☒ Enable

Cut-off date ?

1 June 2018 07 50 ☐ Enable

7. Scroll down further and edit the points for assignments that are 100 points or less.
Note: For assignments over 100 points, you'll need to select "scale" in the Type dropdown, and select an appropriate scale.

Grade ?

Type Point

Scale 100 Points

Maximum points 100

8. Scroll down and click on Save and return to course:

Save and return to course **Save and display** Cancel

You'll notice that the Assignment is loaded at the end of the week by default.

New Assignment Edit

[+ Add an activity or resource](#)

- Click on to drag the assignment to another place in the week, or to another open week.
- Click on edit → edit settings to make any changes to the assignment.