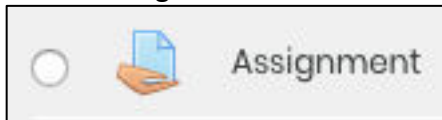


## Adding an Assignment Submission Link to Your Moodle Page

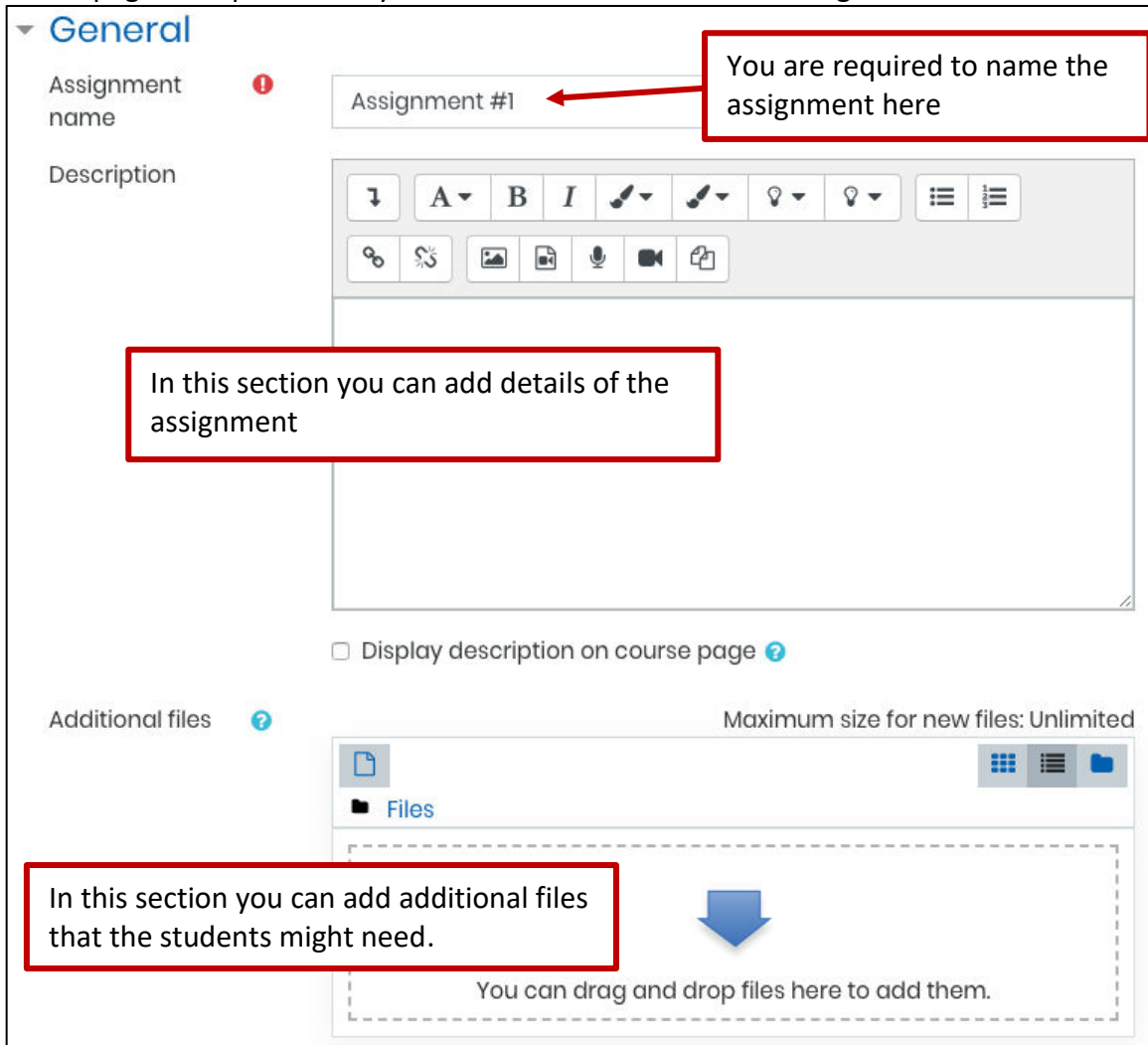
1. Log in to your Moodle page
2. In the module/week that you would like to add the assignment submission, click on “Add an activity or resource”.



3. Select “Assignment” and then “Add”.



4. A new page will open where you can enter the details of the assignment.

The screenshot shows the 'General' tab of the Moodle Assignment configuration page. It includes fields for 'Assignment name' (containing 'Assignment #1') and 'Description'. A red box with an arrow points to the name field with the text 'You are required to name the assignment here'. Below the description field is a large text area with a red box containing the text 'In this section you can add details of the assignment'. At the bottom, there is a 'Files' section with a red box containing the text 'In this section you can add additional files that the students might need.' and a blue arrow pointing to a dashed box with the text 'You can drag and drop files here to add them.'.

▼ General

Assignment name ! Assignment #1

Description

↕ A B I ↶ ↷ 💡 💡 ☰ ☷

🔗 🔄 🖼️ 📄 🎤 📺 📎

In this section you can add details of the assignment

☐ Display description on course page ?

Additional files ? Maximum size for new files: Unlimited

📄 ☰ ☷ 📁

Files

In this section you can add additional files that the students might need.

↓

You can drag and drop files here to add them.

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## Availability

5. “Enable” whichever Availability features are desired by checking the adjacent boxes and, conversely, uncheck the boxes for whichever Availability features are not desired. You must specify the date and time (24-hour clock) for each enabled feature.

The most used feature is the “Due date” because it conveys to course participants when assignments are due and is necessary for Moodle to indicate whether an assignment has been submitted on time or not. Some instructors select the “Remind me to grade by” if they want Moodle to remind them to grade the assignments.

It much easier to update a course from year to year if the “Allow submissions from” is not enabled. Nevertheless, you may have reasons for using it.

If the “Cut-off date” is enabled, then students will not be able to submit the assignment late even if they have extenuating circumstances. For this reason, we suggest leaving this feature disabled.

Note: All assignments are time stamped, so you will always be able to tell how early or late an assignment has been submitted.

The screenshot shows the 'Availability' settings section in Moodle. It contains four rows of settings, each with a label, a help icon, a date/time picker, and an 'Enable' checkbox. The 'Always show description' checkbox is also present at the bottom.

Feature	Day	Month	Year	Hour	Minute	Enable
Allow submissions from	25	February	2020	00	00	<input checked="" type="checkbox"/> Enable
Due date	3	March	2020	00	00	<input checked="" type="checkbox"/> Enable
Cut-off date	25	February	2020	14	19	<input type="checkbox"/> Enable
Remind me to grade by	10	March	2020	01	00	<input type="checkbox"/> Enable

☒ Always show description

6. Adjust the settings for “Submission types” and “Submission settings” as shown and explained below.

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**Submission types**

Submission types ☒ File submissions [?](#) ☐ OneNote submissions [?](#) ☐ Online text [?](#)

Maximum number of uploaded files [?](#)

Maximum submission size [?](#)

Accepted file types [?](#)   No selection

Maximum number of uploaded OneNote pages [?](#)

OneNote page size [?](#)

**Feedback types**

**Submission settings**

Require students to click the submit button [?](#)

Require that students accept the submission statement [?](#)

Attempts reopened [?](#)

Maximum attempts [?](#)

Change the "Maximum number of uploaded files" to 1 so that students can't upload multiple versions.

Change the "require students to click the submit button" from yes to no.

7. When you are finished adjusting the settings, click on "Save and return to course".

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