

# Assignments

1. Go to 'add an activity' and choose 'assignments'. You have the choice between, uploading one file or more than one file. Give it a name and I always add: **UPLOAD YOUR 'FILE' HERE**, so that pupils find it easily!

**4 Posters - Glogster**

Make a 'glogster' to advertise recycling. Go to [www.glogster.com](http://www.glogster.com) . register (it is free) then create your poster/glogster.

Here is my example:

<http://mercier.glogster.com/Die-Umwelt/>

**UPLOAD your glogster here**

2. You will be able to change the 'grading' and a few other important points such as 'resubmitting', the due date and the 'prevent late submission'.

**General**

Assignment name\*

Description

Teacher

File

Grade

Available from   Disable

Due date   Disable

Prevent late submissions

**Upload a single file**

Allow resubmitting

Email alerts to teachers

Maximum size

**Common module settings**

Group mode

Visible

ID number

Grade category

It can be out of 100 or if you work with levels, you can grade it out of 8.

It is up to you if you want to allow pupils to be able to resubmit their work and also to give them a timeframe to do the work.

3. Once all settings are done, click on **SAVE**.
4. This will take you back to the main page of the course.
5. To check if pupils have uploaded the work, click on 'UPLOAD YOUR WORK HERE' or the title you have given the assignment.

6. In the upper right hand corner of the screen, you will see if any assignments have been uploaded. Click on it.
7. This is what you will see. This is also here where you will add comments and their grades. All these comments and grades will be sent to the pupils.

Changes saved

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last modified (Teacher):

Last modified (Student):

Click here to choose the group

Write your comments here

Choose the grade here

Click here to view / mark the work

Name / Surname	Grade	Comment	Status	Final grade
Broschaw	No grade		Grade	
Calde	5/8	Handarbeit: 1. Job was die. 2. Video.	Update	5.00
aves	No grade		Grade	
a Langtree	No grade		Grade	
ikie	No grade		Grade	
in Robey	No grade		Grade	
harples	5/8	Super, danke!	Update	5.00
udcliffe	No grade		Grade	
arren	No grade		Grade	

Send notification emails

Save all my feedback

Submissions shown per page: 70

Allow quick grading

Save preferences

Click here to save your feedback and marks.

Most pupils know how to attach a file to an e-mail. This is the same process.