OpenKGUMSB

ASSIGNMENT MANUAL FOR TEACHERS

OpenKGUMSB Teacher Assignment Manual

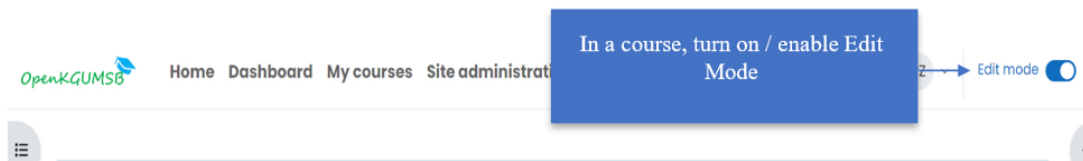| Written by:	ICT UNIT (OOP, FNPH, FOTM, FOUGM)
Department:	KGUMSB
Date:	31-05-2024
For:	OpenKGUMSB Teachers

ASSIGNMENT

The assignment activity enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. The assignment may require students to type text directly into the text editor. Students can submit work individually or as a member of a group.
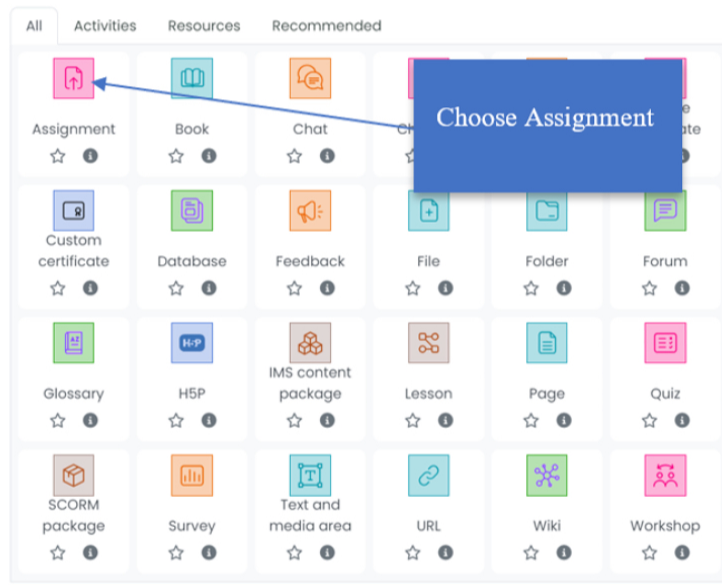
When reviewing assignments, teachers can leave feedback comments and upload files, such as marked up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the grade book.

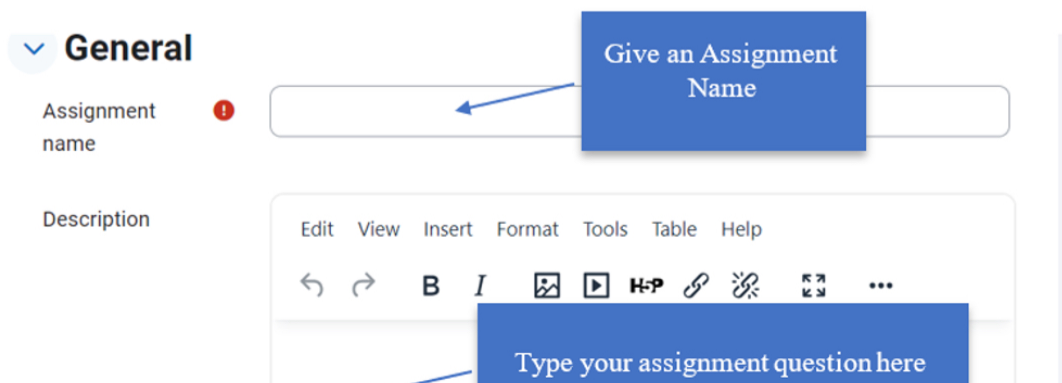Follow steps listed below to create and navigate Assignment.

1. Enable Assignment

OpenKGUMSB   Home   Dashboard   My courses   Site administrati

In a course, turn on / enable Edit Mode → Edit mode ⬤

2. Create Assignment

Note: Check the boxes below in each toggle to view the respective content.

Click here to choose an activity or resource → + **Add an activity or resource**

All   Activities   Resources   Recommended

Assignment ☆ ⓘ	Book ☆ ⓘ	Chat ☆ ⓘ
Custom certificate ☆ ⓘ	Database ☆ ⓘ	Feedback ☆ ⓘ
Glossary ☆ ⓘ	H5P ☆ ⓘ	IMS content package ☆ ⓘ
SCORM package ☆ ⓘ	Survey ☆ ⓘ	Text and media area ☆ ⓘ

Choose Assignment

File ☆ ⓘ	Folder ☆ ⓘ	Forum ☆ ⓘ
Lesson ☆ ⓘ	Page ☆ ⓘ	Quiz ☆ ⓘ
URL ☆ ⓘ	Wiki ☆ ⓘ	Workshop ☆ ⓘ

3. Configure Assignment

⌄ General

Assignment name ❗ [   ]   Give an Assignment Name

Description

Edit   View   Insert   Format   Tools   Table   Help

↩ ↪   **B**   *I*   🖼   ▶   H5P   🔗   ⚡   ⛶   •••

Type your assignment question here

p   0 words   ⊘ tiny //

☐ Display description on course page ❓

Activity instructions ❓

Edit   View   Insert   Format   Tools   Table   Help

↶ ↷   **B** *I*   🖼 ▶ H‑P 🔗 ✂   ⛶   ≡ ≡ ≡   ¶T ¶<   ⋯

p   0 words   ⊘ tiny //

Additional files ❓

📄 ⬇

📁 Files

Or upload your assignment questionnaire here

☐ Only show files during submission ❓

⌄ Availability

Allow submissions from   ❓ ☑ Enable 9 ⬍ August ⬍ 2024 ⬍ 00 ⬍ 00 ⬍ 📅
                                                                          Enable and set the submission date and time

Due date   ❓ ☑ Enable 16 ⬍ August ⬍ 2024 ⬍ 00 ⬍ 00 ⬍
                                                                          Enable and set the due date and time

Cut-off date   ❓ ☑ Enable 16 ⬍ August ⬍ 2024 ⬍ 10 ⬍ 10 ⬍ 📅
                                                                          If set, submission will be not accepted
                                                                          after this date without extension

Remind me to grade by   ❓ ☑ Enable 23 ⬍ August ⬍ 2024 ⬍ 00 ⬍ 00 ⬍

☑ Always show description ❓

⌄ Submission types

Submission types   ☐ Online text ❓ ☑ File submissions ❓
                                                                          Enable the checkbox to allow students
                                                                          to upload file from source

Maximum number of uploaded   ❓ 20 ⬍
files   Enable the checkbox to allow students
                                                                          to type their responses directly

Maximum submission size   ❓ Course upload limit (200 MB) ⬍

Accepted file types   ❓ [   ] Choose No selection

Save changes and return to the course.

4. **Grade Assignment**

Submitted assignments can be viewed by the teacher as below

Opened: Friday, 9 August 2024, 9:00 AM
Due: Friday, 9 August 2024, 10:00 AM

View all submissions   Grade

Grading summary

Hidden from students	No
Participants	2
Submitted	1
Needs grading	1
Time remaining	Assignment is due

Submissions

Grading action Choose... ⬍

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 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

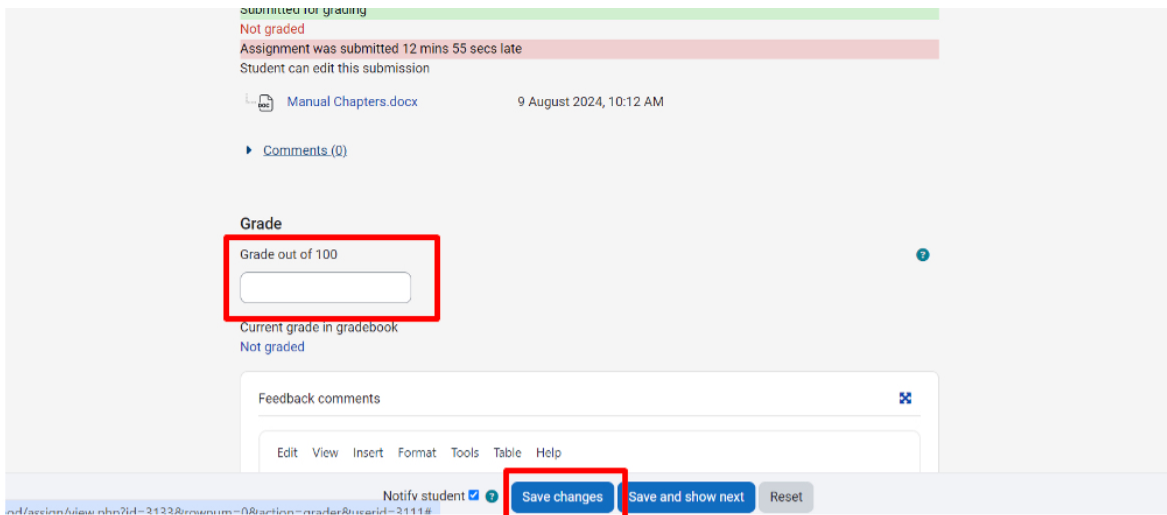| Select ☐	User picture —	First name / Last name —	Email address —	Status —	Grade —	Edit —	Last modified (submission) —	File subn —
☐	KW	Kencho Wangdi	kencho.wangdi@fnph.edu.bt	No submission Assignment is overdue by: 15 mins 7 secs	Grade -	Edit ⌄	-	
☐	KW	Kencho Wangdi	kencho.wangdi@fnph.edu.bt	Submitted for grading 12 mins 55 secs late	Grade -	Edit ⌄	Friday, 9 August 2024, 10:12 AM	📄 N

Course: Test Course
Assignment: Assignment 1 ⚙
View all submissions

Kencho Wangdi
kencho.wangdi@fnph.edu.bt
Due date: 9 August 2024, 10:00 AM

◄ Change user ▼ ►
2 of 2 ▼ Reset table preferences

Submission
Submitted for grading

Submitted for grading
Not graded
Assignment was submitted 12 mins 55 secs late
Student can edit this submission

📄 Manual Chapters.docx   9 August 2024, 10:12 AM

▸ Comments (0)

Grade

Grade out of 100   ❓

[   ]

Current grade in gradebook
Not graded

┌───┐
│ Feedback comments   ✖   │
│   │
│ Edit View Insert Format Tools Table Help   │
└───┘

Notify student ☑ ❓ [Save changes] [Save and show next] [Reset]

od/assign/view.php?id=3133&rownum=0&action=grader&userid=3111#

5. **Assignment Feedbacks and Resubmission**

Click on Edit submission

Select ☐	User picture	name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Fil
☐	KW	Kencho Wangdi	kencho.wangdi@fnph.edu.bt	No submission Graded	**Grade** 70.00 / 100.00	Edit ⌄	-	
☐	KW	Kencho Wangdi	kencho.wangdi@fnph.edu.bt	Submitted for 22 sec Gra	**Grade**	Edit ⌄	Friday, 9 August 2024, 10:22 AM	

Update grade
Prevent submission changes
Edit submission
Remove submission
Grant extension

With selected...   Lock submissions ⇅ ▮ GO

Upload the file that has feedbacks and comments

Upload file

∨ **Add submission**

File submissions   Maximum file size: Unlimited, maximum number of files: 20

📄 📁 ⬇   ⊞ ☰ 📁

▾ 📁 [Add...]

📄 Manual Chapters.docx

Save changes   Cancel

TEMPLATE.NET   ✕