

A HowTo UMT-LMS

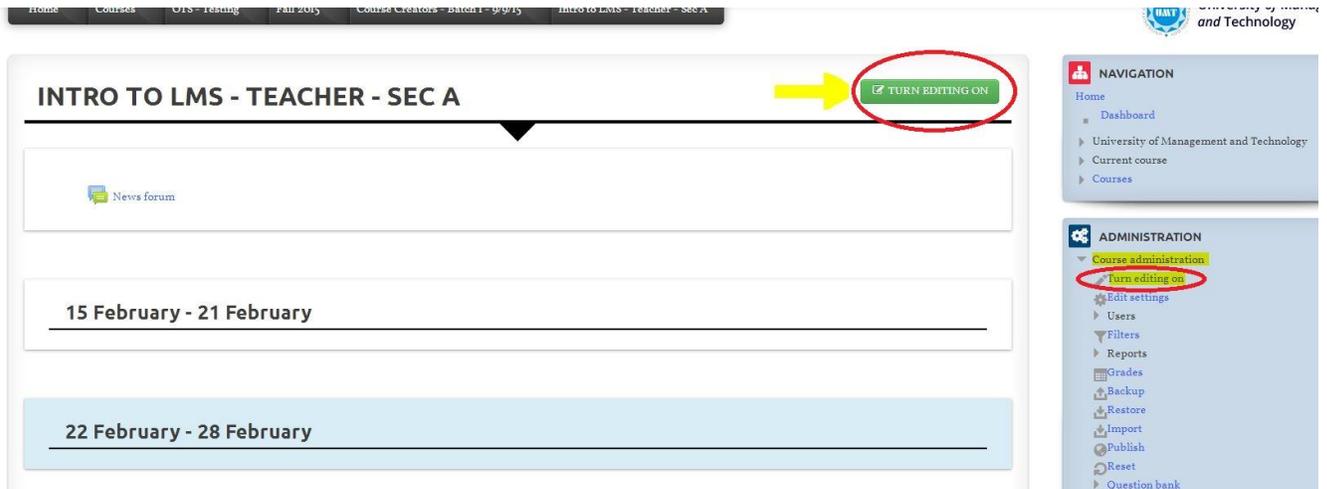
Step by Step Guide to Add an Assignment and to Grade submission

The screenshot displays the Moodle LMS interface for the University of Management and Technology. At the top, the header includes 'UMT-LMS' on the left and 'Test Account for Teachers' on the right. A 'Home' button is located in the top left corner. The main content area features a large banner with the text 'UNIVERSITY OF MANAGEMENT AND TECHNOLOGY' and a navigation bar with icons for 'My Home', 'Calendar', 'Badges', and 'Courses'. A search box labeled 'Find and Enroll in Courses:' is positioned on the right side of the banner. Below the banner is a large image of a busy computer lab. To the right of the main content area, there are two sidebars: 'NAVIGATION' with links to 'Home', 'Dashboard', 'University of Management and Technology', and 'My courses'; and 'CALENDAR' showing a calendar for October 2015. At the bottom of the page, a footer indicates 'You are logged in as Test Account for Teachers (Log out)' and the Moodle logo is centered. The background of the page is decorated with a pattern of stylized books.

UMT LMS

Step by Step Guide to Add an Assignment and to Grade it afterwards

- 1- Log in to your UMT-LMS account. And click into your UMT-LMS course. If you have **Teacher** rights for the course, you will be seeing a green button titled Turn Editing On and also the same link button in Course administration. Click on either buttons.



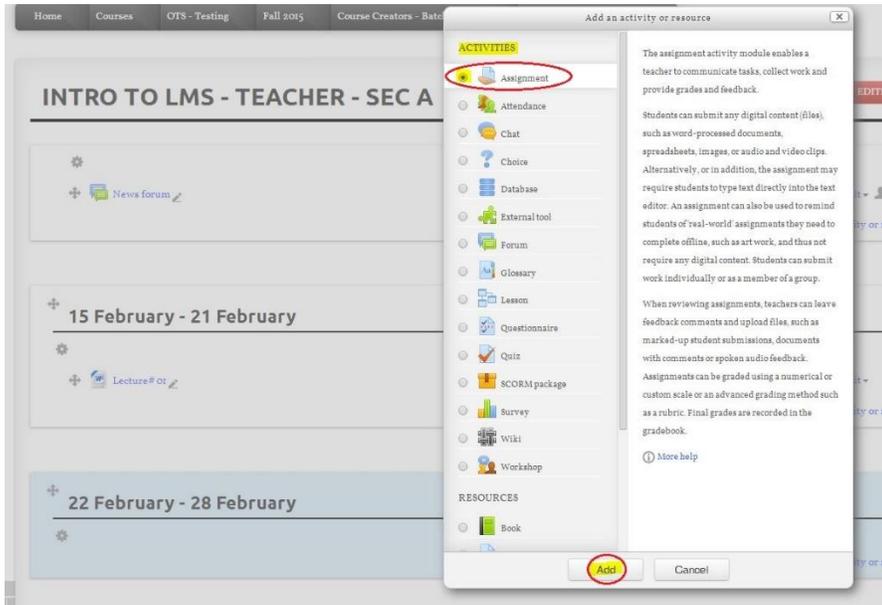
- 2- After Clicking on "Turn Editing On", button goes Red and you will see some extra options of "Edit" and "Add an activity or resource". Click on "**Add and activity or resource**".



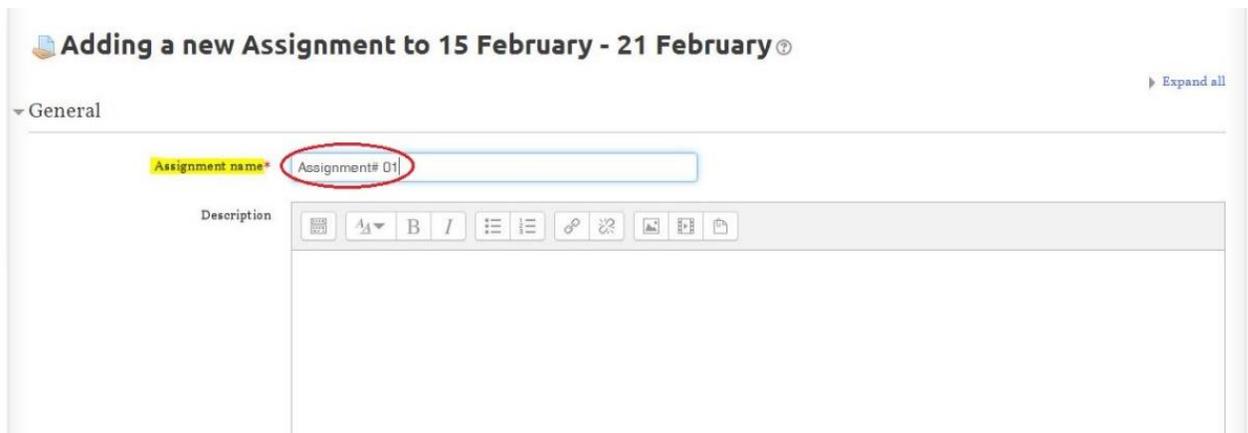
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- 3- Click on your **Assignment** button under ACTIVITIES block. Click on **Add** button.



- 4- In the Adding a new Assignment page, type in **Assignment name**.



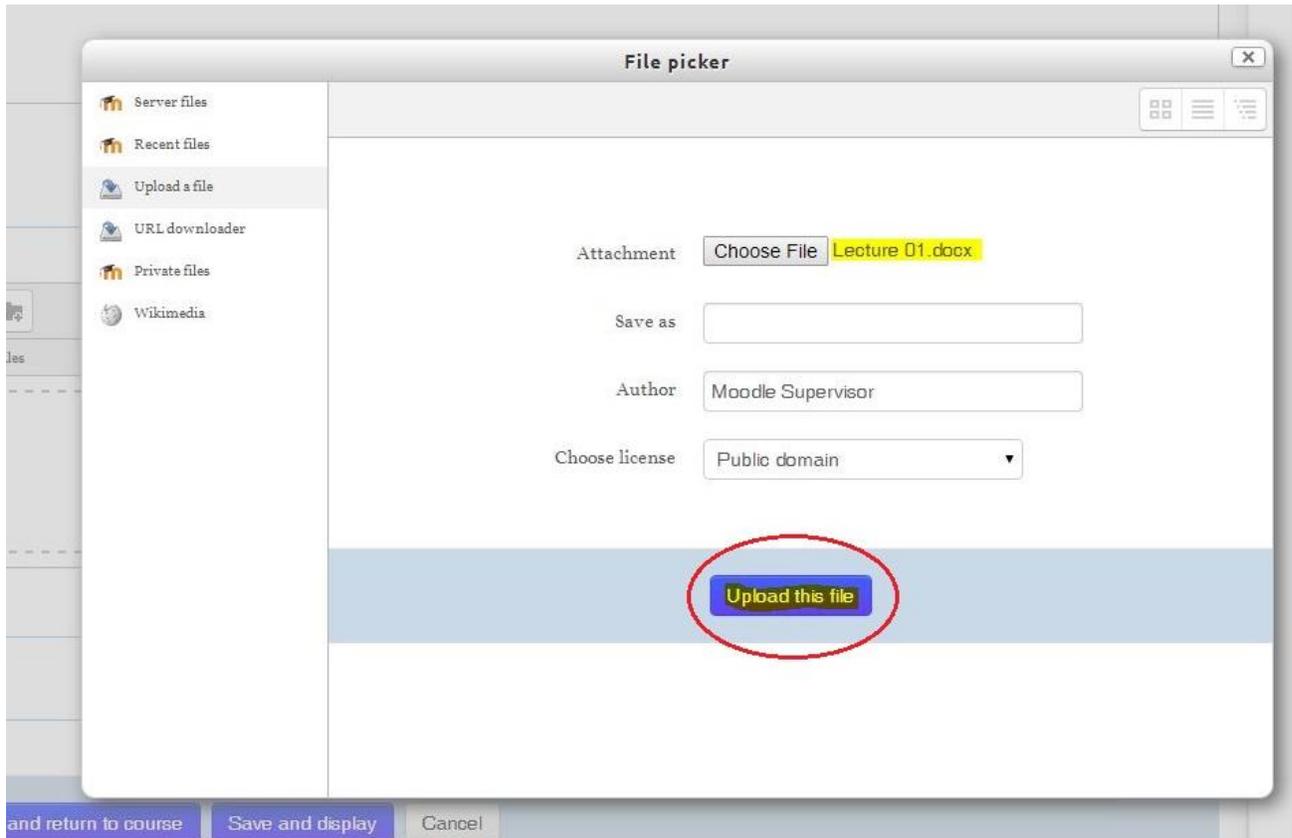
- 5- You can add file by either clicking on add a file button or by dragging file into the file box.



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- 6- Clicking on the  icon will open following window. Choose file from your library by clicking “Upload a file” button. File name will appear upon selection, click on “Upload the file” option. Your file will appear in the file section.



- 7- In the **Availability** section, click on Enable buttons to set “Allow Submissions from” and “Due Date” options. You can also set Cut-off date by first **Enable(ing)** it and later setting the date.

you can drag and drop files here to add them.

Availability

Allow submissions from

Due date

Cut-off date

Always show description

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- 8- In **Submission type** section, you have both options either go for both “**Online text**” and “**File submissions**” or any one of them.

▼ Submission types

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files

Maximum submission size

▶ Feedback types

▶ Submission settings

▶ Group submission settings

Above figure shows only for “**File submissions**” enabled. You can also enable “**Online text**”. Moreover, you can **Enable “Word Limit**” too for Assignment submission, which is more helpful in linguistic courses.

- 9- In “**Submission settings**”, the option “*Require students click submit*” button if enabled, *students will have to click a Submit button to declare their submission as final*. The option “*Require students to accept submission statement*” button if enabled, *students accept the submission statement for all submissions to this assignment*.

▼ Submission settings

Require students click submit button

Require that students accept the submission statement

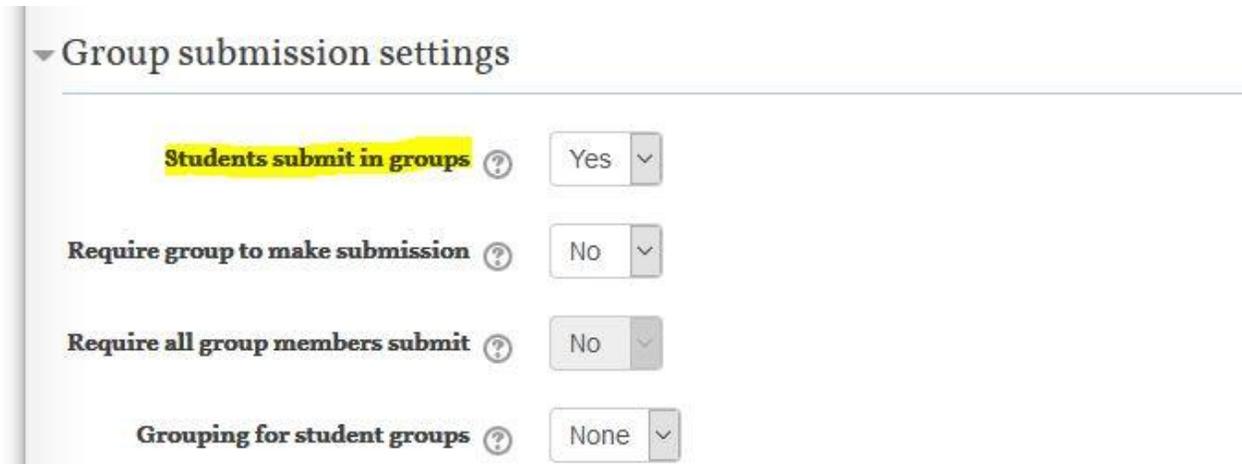
Attempts reopened

Maximum attempts

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10- For group assignments, “**Group Submission Settings**” gives to an option to collect assignment in groups.



▼ Group submission settings

Students submit in groups ? Yes ▾

Require group to make submission ? No ▾

Require all group members submit ? No ▾

Grouping for student groups ? None ▾

11- Click on “**Save and return to course**”.



▶ Group submission settings

▶ Notifications

▶ Grade

▶ Common module settings

Save and return to course Save and display Cancel

There are required fields in this form marked *.

12- Your added “**Assignment**” will appear on the course page as following.



+ 15 February - 21 February

⚙

+ Lecture# 01

+ Assignment# 01 ←

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13- You can also grade assignments upon students' submission on UMT-LMS. After clicking on the Assignment link on UMT-LMS course page. Click on "View/grade all submissions" to view/grade submissions.

Assignment #1 - Submission

Grading summary

Participants	65
Submitted	10
Needs grading	9
Due date	Monday, 2 November 2015, 12:00 PM
Time remaining	Assignment is due

[View/grade all submissions](#)

Submission status

Submission status	No attempt
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14- Assignment submission page will be opened and you can view whoever has submitted assignments and who else didn't.

Assignment #1 - Submission

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
Surname: 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
Page: (Previous) 1 2 3 4 5 6 7 (Next)

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Final grade
<input type="checkbox"/>		ADITHYAN SURESH	csnmpg43001@umt.edu.gk	No submission	-	Edit	Thursday, 29 October 2015, 3:35 AM		Comments (0)	-			-
<input type="checkbox"/>		ADITHYAN SURESH	csnmpg43001@umt.edu.gk	No submission 7 days 10 hours late	-	Edit	Monday, 9 November 2015, 10:44 PM		Comments (0)	-			-
<input type="checkbox"/>		ADITHYAN SURESH	csnmpg43001@umt.edu.gk	Submitted for grading	-	Edit	Monday, 2 November 2015, 11:07 AM	Assignment No 1.rar	Comments (0)	-			-
<input type="checkbox"/>		ADITHYAN SURESH	csnmpg43001@umt.edu.gk	Submitted for grading	-	Edit	Monday, 2 November 2015, 11:54 AM	assignment 1 snaps.zip	Comments (0)	-			-
<input type="checkbox"/>		ADITHYAN SURESH	csnmpg43001@umt.edu.gk	No submission	-	Edit	Monday, 2 November 2015, 3:02 AM		Comments (0)	-			-
<input type="checkbox"/>		ADITHYAN SURESH	csnmpg43001@umt.edu.gk	Submitted for grading	-	Edit	Monday, 2 November 2015, 11:01 AM	Assignment No 1.rar	Comments (0)	-			-

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15- To grade specific assignment, click on “Edit” and then on “Grade”.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	modified (submission)	File submissions	Submission comments
<input type="checkbox"/>		ABDULLAH MISHBOOB	23009065401@umt.edu.pk	No submission	-	Edit	Thursday, 29 October 2015, 3:35 AM		Comments (0)
<input type="checkbox"/>		MURHAMMAD AHMED	23009065401@umt.edu.pk	No submission 7 days 10 hours late	-	Edit	Monday, 9 November 2015, 10:44 PM		Comments (0)
<input type="checkbox"/>		ALI HAMEED	23009065401@umt.edu.pk	Submitted for grading	-	1 Edit 2 Grade	Monday, 2 November 2015, 11:54 AM	Assignment No I.rar assignment 1 snaps.zip	Comments (0)
<input type="checkbox"/>		MUSAB ABLAM	23009065401@umt.edu.pk	Submitted for grading	-				Comments (0)

16- On grading page, mark student’s numbers. Click on “Save Changes” to finalize grade of that specific student. Student will be notified if you have enabled “Notify students” option.

Last modified: Monday, 2 November 2015, 11:07 AM

File submissions: Assignment No I.rar

Submission comments: Comments (0)

Grade

Grade

Grade out of 100: 81

Current grade in gradebook: -

Grading student: 53 out of 65

Feedback comments: [Rich text editor]

Notify students: Yes

Save changes Save and show next Cancel