

## Assignments

Assignment is one of the activities in Moodle that can be graded. The course coordinator provides the instructions for the assignment in the Assignment activity. In response, you will either upload your response file(s) or enter your response directly into Moodle.

 **2.3 Determine and access resources and systems to manage financial management processes within the work team**

There are three types of assignments in Moodle:

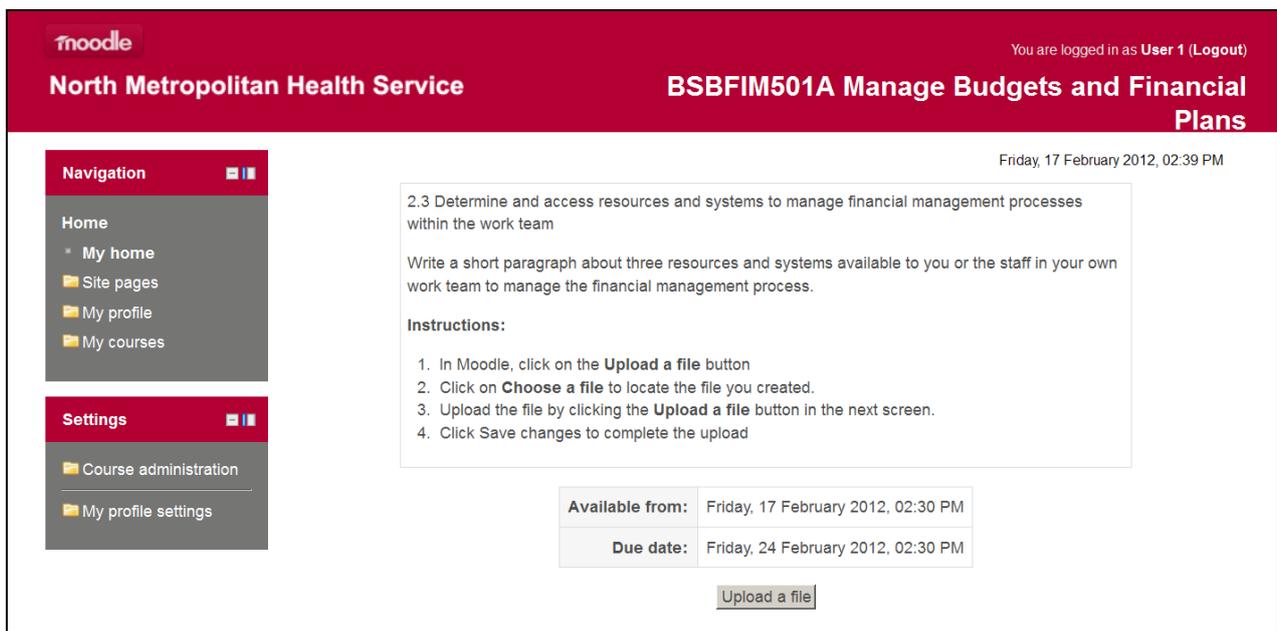
1. File upload
2. Online text
3. Offline activity

### 1. File Upload Assignments

The File Upload assignment option is used when a course coordinator requires you to submit a file online. The following screenshot is similar to what you will see before you submit your file.

It will usually contain the assignment instructions and directions. Below that is the availability and the due date of the assignment. You will only be able to upload your assignment after the due date if the course coordinator allows you to do so.

The **Upload a file** button is at the bottom of the screen.

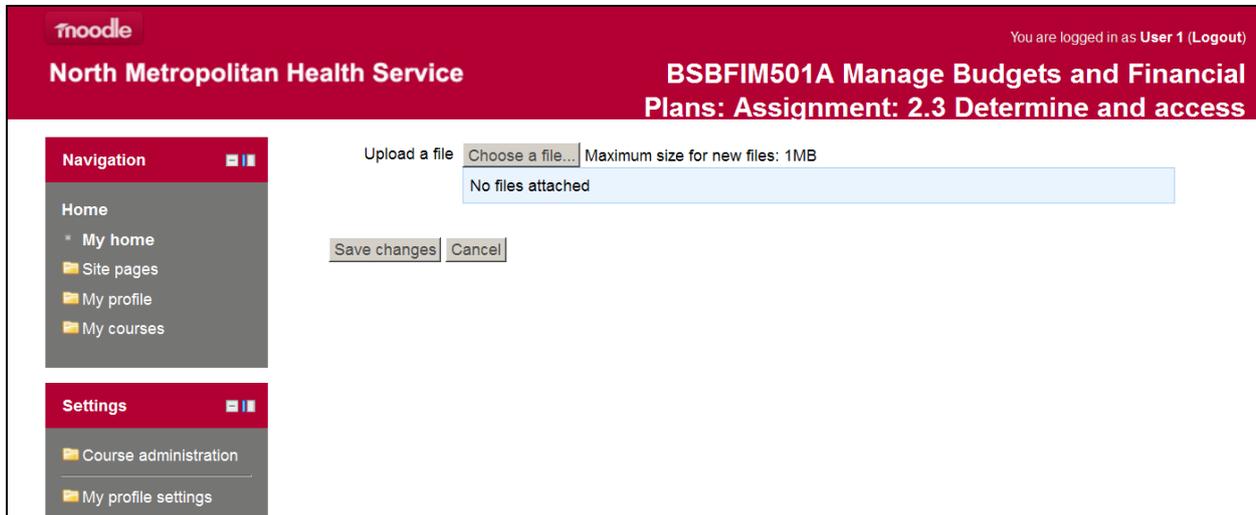


The screenshot shows a Moodle interface for a course titled "BSBFIM501A Manage Budgets and Financial Plans". The user is logged in as "User 1". The page displays the assignment title "2.3 Determine and access resources and systems to manage financial management processes within the work team". The instructions are: "Write a short paragraph about three resources and systems available to you or the staff in your own work team to manage the financial management process." The instructions list four steps: 1. In Moodle, click on the Upload a file button. 2. Click on Choose a file to locate the file you created. 3. Upload the file by clicking the Upload a file button in the next screen. 4. Click Save changes to complete the upload. The availability and due date are shown in a table: Available from: Friday, 17 February 2012, 02:30 PM; Due date: Friday, 24 February 2012, 02:30 PM. An "Upload a file" button is visible at the bottom.

Available from:	Friday, 17 February 2012, 02:30 PM
Due date:	Friday, 24 February 2012, 02:30 PM

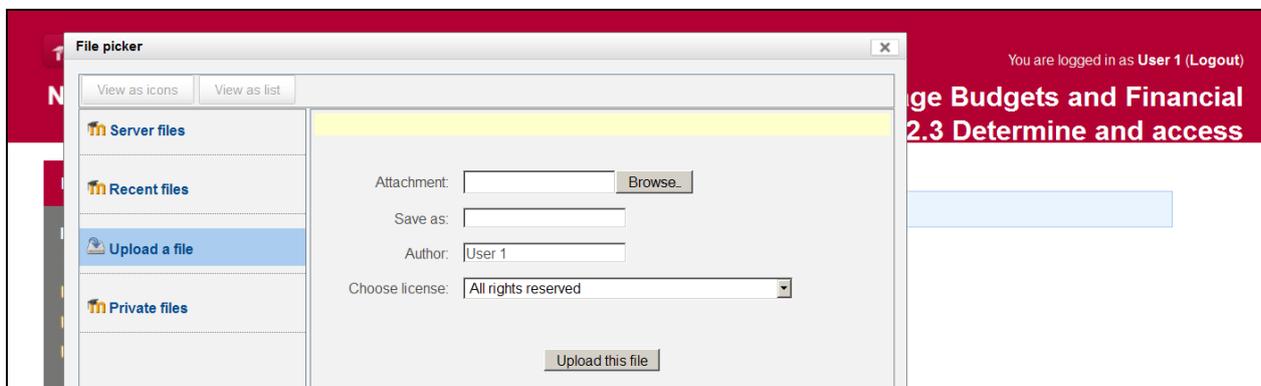
[Upload a file](#)

To begin uploading your assignment material, click on the **Upload a file** button. The following screen will open up.

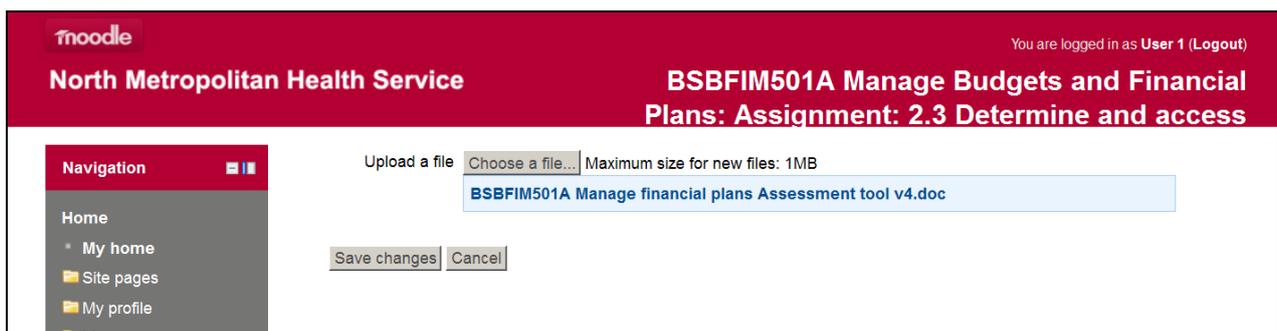


Next click on **Choose a file** to locate the file you created. Note that there is a maximum size for the file you can upload.

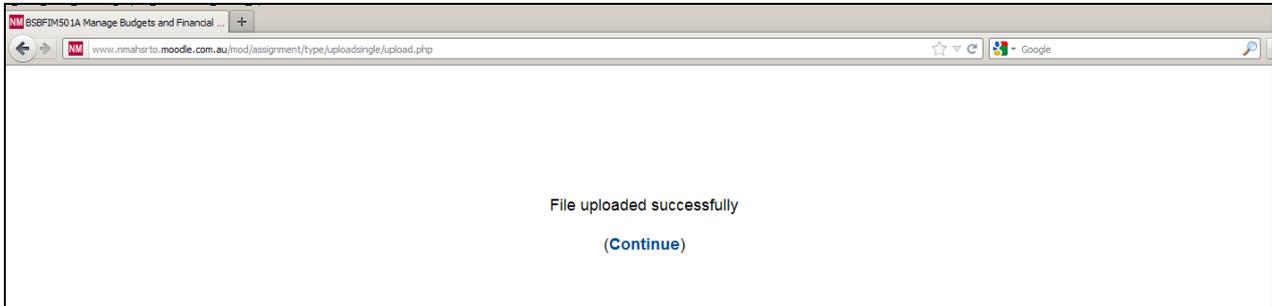
Upload the file by clicking the **Upload a file** button in the next screen and attaching the appropriate file.



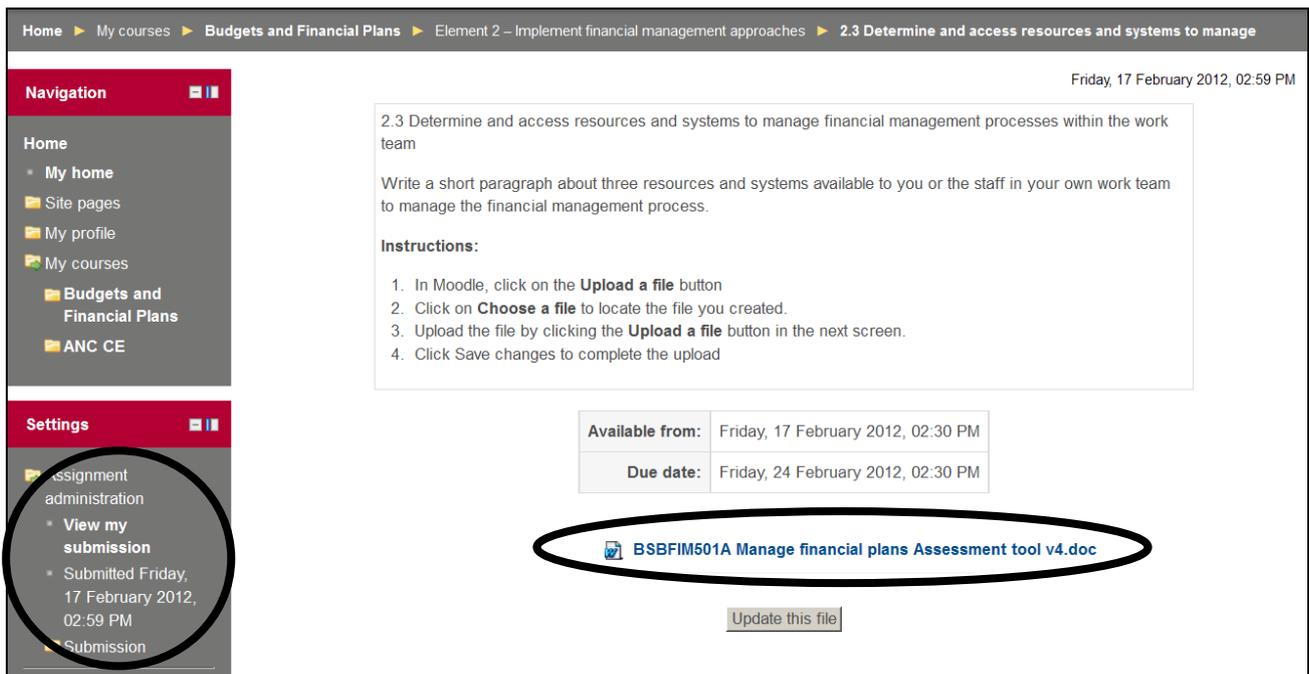
Click **Save changes** to complete the upload.



You should receive the following message advising that the file was uploaded successfully.



Click on **Continue** to return to the screen below. Note your file has been attached. You can also view your submission details under the **Settings** Block by clicking on **View my submission**.



## File Changes / Deletions

If your course coordinator chooses, s/he might allow you to delete a submitted file to replace it with another file. To complete this task, click on the **Update this file** button and follow the same procedure to upload the replacement file. Click on **Save changes** to automatically remove the old file and replace it with the new file.

## Final Submission for Marking

Depending on the settings specified by the course coordinator, you might see a **Final submission for assignment marking** heading with a **Send for marking** button beneath it.

Before you click this button, the file that you uploaded will show as a draft for your course coordinator. They will know that this is not your final submission, which means you can still make changes if you wish.

Once you select **Send for marking** your submission will no longer be editable.

The screenshot shows a Moodle submission page. On the left is a navigation menu with 'My home', 'Site pages', 'My profile', 'My courses', 'Settings', 'Assignment administration', 'Submission draft', 'Course administration', and 'My profile settings'. The main content area includes 'Instructions' (1. In Moodle, click on the Upload a file button, 2. Click on Choose a file to locate the file you created, 3. Upload the file by clicking the Upload a file button in the next screen, 4. Click Save changes to complete the upload), a table with 'Available from: Friday, 17 February 2012, 03:15 PM' and 'Due date: Friday, 24 February 2012, 03:15 PM', the heading 'Submission draft', a file icon and name 'BSBFIM501A Manage financial plans Assessment tool v4.doc', an 'Edit these files' button circled in black, the heading 'Final submission for assignment marking', and a 'Send for marking' button also circled in black.

## 2. Online Text Assignments

The **Online text** assignment is similar to the **File upload** assignment in a number of ways. You will see the assignment instructions added by the course coordinator at the top of the assignment, along with the assignment availability and due date.

A course coordinator will use the **Online text** assignment instead of the **File upload** assignment when they want you to create a page online. Therefore, you will not see an option to browse and upload a file. Instead there is an **Add submission** button.

The screenshot shows the Moodle interface for a course titled "North Metropolitan Health Service" and a specific assignment "2.3 Determine and access resources and systems to manage financial management processes within the work team". The assignment instructions are: "Write a short paragraph about three resources and systems available to you or the staff in your own work team to manage the financial management process." Below the instructions, the availability and due date are listed: "Available from: Friday, 17 February 2012, 03:35 PM" and "Due date: Friday, 24 February 2012, 03:35 PM". A message states "You have not submitted anything yet" and a button labeled "Add submission" is circled in black.

Click on it and start typing your response directly online.

Note that there is a full-featured word processor available to assist with your response. This page can include things like graphics and web links, not just text.

If you prefer, you can copy and paste text from a file prepared and saved on your computer, by clicking on the Paste from Word button in the toolbar.

This screenshot shows the submission editor interface. It includes the same assignment instructions and availability/due date information as the previous screenshot. Below this, there is a rich text editor toolbar with various formatting options. The "Paste from Word" button is circled in black. At the bottom of the editor, there are "Save changes" and "Cancel" buttons.

Click **Save changes** when finished. This will submit your assignment response.

### 3. Offline Assignments

The **Offline** assignment does not allow any online submission (neither a file nor an online text assignment). This type of assignment requires that you submit a hardcopy assignment to your course coordinator.

A course coordinator will use Moodle for this type of assignment as it enables him/her to use the facility to:

- Upload the assignment instructions/directions
- Set the availability and due dates so they also appear in your Upcoming Events block and in your Calendar.
- Grade your assignment through Moodle. Once graded, you will see it in your **Grades** block.