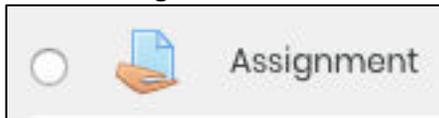


## Adding an Assignment Submission Link to Your Moodle Page

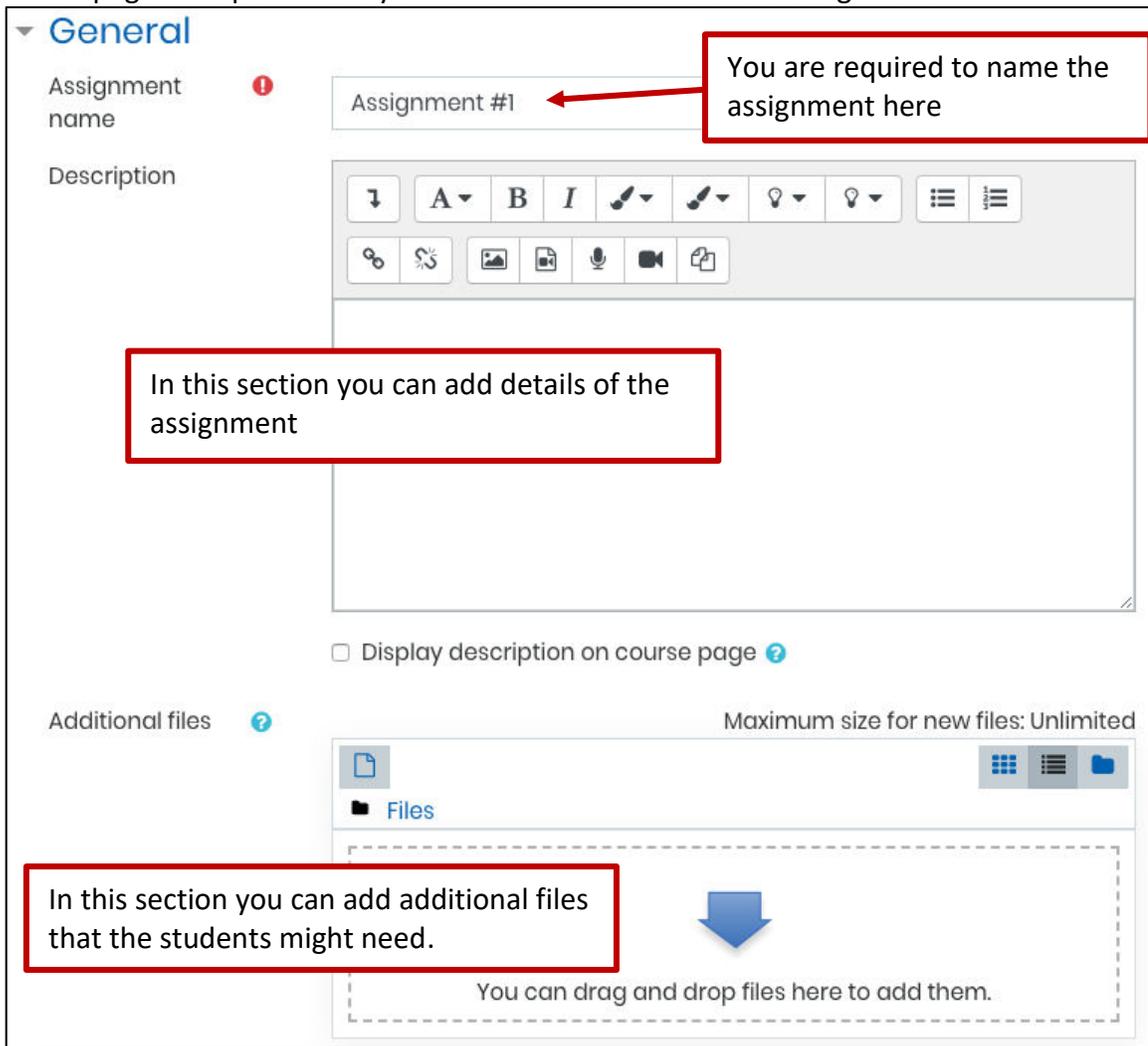
1. Log in to your Moodle page
2. In the module/week that you would like to add the assignment submission, click on “Add an activity or resource”.



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



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

A screenshot of the Moodle assignment configuration page. The page is titled "General" and has several sections. The "Assignment name" field contains "Assignment #1" and is highlighted with a red box and an arrow pointing to it, with a text box saying "You are required to name the assignment here". The "Description" field is a large text area with a rich text editor toolbar above it, highlighted with a red box and a text box saying "In this section you can add details of the assignment". The "Additional files" section shows a file manager interface with a "Files" folder and a dashed box for dropping files, highlighted with a red box and a text box saying "In this section you can add additional files that the students might need." A blue arrow points down to the dashed box, and a text box below it says "You can drag and drop files here to add them." There are also checkboxes for "Display description on course page" and "Maximum size for new files: Unlimited".

License



This article was developed by StFX Continuing and Distance Education and is part of their knowledge base. It is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).

## Availability

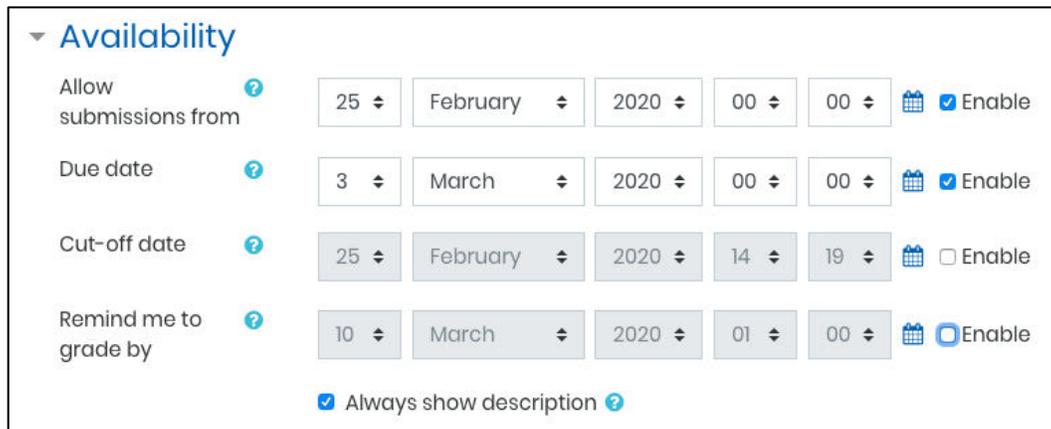
5. “Enable” whichever Availability features are desired by checking the adjacent boxes and, conversely, uncheck the boxes for whichever Availability features are not desired. You must specify the date and time (24-hour clock) for each enabled feature.

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 in Moodle. It includes four rows of settings, each with a label, a help icon, a date and time selector, and an 'Enable' checkbox. The 'Always show description' checkbox is also visible at the bottom.

Setting	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.

License



This article was developed by StFX Continuing and Distance Education and is part of their knowledge base. It is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).

**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”.

License



This article was developed by StFX Continuing and Distance Education and is part of their knowledge base. It is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).