Centre for Technology Enhanced Learning

Creating an Assignment Submission Area in KEATS

INTRODUCTION

This is one of a series of guides available from the [Supporting Teaching, Learning and Assessment with Technology series.](#)

This guide looks at the steps of creating an Assignment in KEATS. There is both a summary quick guide, and a more detailed guide. The KEATS assignment tool allows the tutor to set up a submission area, allowing the student to submit work for marking in a number of ways, such as single Office365 file submission, multiple file submissions,   online audio recording or online text.

Useful Information

Glossary:

- **Assignments:** This is a Moodle activity that allows teachers to collect work from students, review it and provide feedback including grades. The work a student submits is visible only to the teacher and not to other students.

- **Grades/Gradebook**: are scores attributed to participants in the KEATS Moodle module/course for a assignment that has been submitted. The grades are stored in Gradebook book that acts as a repository of these grades

- **Instructor:** the term used for teachers, tutors, or other student-assisting users that have been added and authorised to mark assignment in a particular assignment space.

Best Practice

Provide clear instructions on the format type of submissions that are accepted for the assignment submission, ensuring that the students are able to save the chosen file format, so reducing the chance of problems with file submissions.

Creating a mock assignment can give students the chance to practice e-submission process, allow tutors to go through the process, highlight any problems well before the submission date and allow them to be tackled ahead of time.

Faculty Specific Approaches

- Practice on how assignments within KEATS are set up varies across King's, as some faculties have support staff in admin roles who create the assignments with their corresponding start/due/post dates. Therefore, as a tutor you may or may not ever need to set up an assignment from scratch.

- The instructions on the next few pages cover the basics of setting up an assignment – you should always check in the first instance with your school or department before proceeding for local arrangements regarding high-stakes summative assignments, which in many cases are set up by central admin staff.
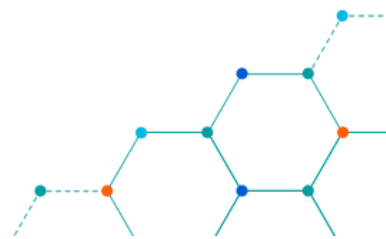
QUICK GUIDE

Setting up a KEATS Assignment Submission area

1. Sign into KEATS (https://keats.kcl.ac.uk) and navigate to the KEATS course you want to add the Quiz to.

2. Click the cog in the top right-hand corner and **Turn editing on.**
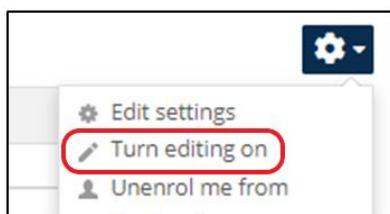
Select assignment activity

From the Add an activity drop down list (in the area/week you want it), select the Assignment type.

3. Assignment type: Important - there are three types of assignments here (all useful)

   a. **Offline activity** - If they cannot submit electronically you can examine student work in another way, but you can then use Moodle to award the marks and to send feedback. This facilitates fast communication back to the learner, but possibly even more importantly - keeps a record of the mark and feedback

   b. **Upload a single file** - if you want them to submit a file electronically (on the next page in a minute you will have to specify the maximum size, whether you want to be emailed for every submission and whether you will allow them to resubmit more than once)

   c. **Online Text** - if you just want them to type their submission directly into KEATS (instead of using Word). This is useful for shorter assignments, or where they are constantly making small changes. It also allows you to insert comments in the middle of their assignments. (on the next page in a minute you will have to specify whether they can resubmit more than once, whether you want to be emailed for every submission made and whether you want to be able to insert comments inside their submission "inline comments")

Fill in assignment settings

4. Fill in the form that comes up as follows:

5. **Assignment name:** a meaningful short description of the assignment that will appear in the area/week you put the assignment. (This should contain as much information as possible in a very terse form eg. "Assignment Submission area #4 A PowerPoint presentation" - it can stretch over more than one line if necessary)

6. **Description**: you can specify the activity to be carried out here.

   If it is a very long specifications that you may already have prepared in another format (eg. MS Word), you can upload and link to the full description elsewhere (Add a resource.. Link to file or website) and just write a few words here telling them where to find it.

   If you want to write a longer explanation here you can, or you can copy and paste from a Word document. If this is one of the first times your students have had to make an electronic submission you may wish to include a description of how to do it. you can copy and paste in these instructions if you like:

"To submit your document electronically, use the Browse button below, find the document form on your PC (you may have to select the correct drive and folder), click on it and then click on Open, then select Upload this file."

7. **Grade:** set the maximum mark for the assignment. You can have No grade if you just want to provide feedback only.

8. **Common module settings** This section of the assignment settings can be used to define restrictions - see more detailed guide for more info.

9. **Restrict access** In this section you can set the period of access to the assignment activity for the students. In addition, you can restrict access based on user grades.

10. **Available from and Due date:** make sure it is realistic. Prevent late assignments: check this box if they can (in which case you will be informed that the submission was late and can mark accordingly)

11. Select **Next** to move on to some other settings as described in the section immediately above.
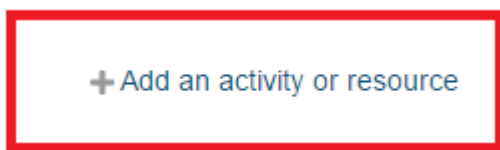
12. Click on the 'Save and return to course' button.
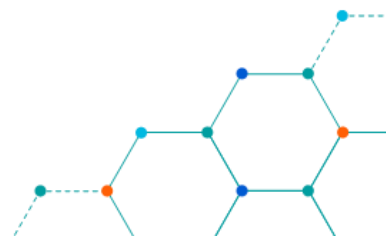
# DETAILED GUIDE

Creating an Assignment Submission Inbox

1. Inside your KEATS course, click on the Turn editing on button. If your course uses expandable topics, expand the topic you would like the submission area to be in.
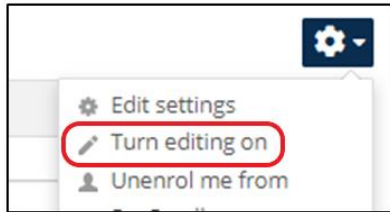
2. Select the Add activity or resource button at the bottom of the topic/section.

3. Create a new Assignment by selecting assignment from the menu listing, and clicking on the add button to confirm the selection.
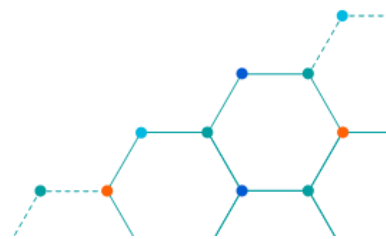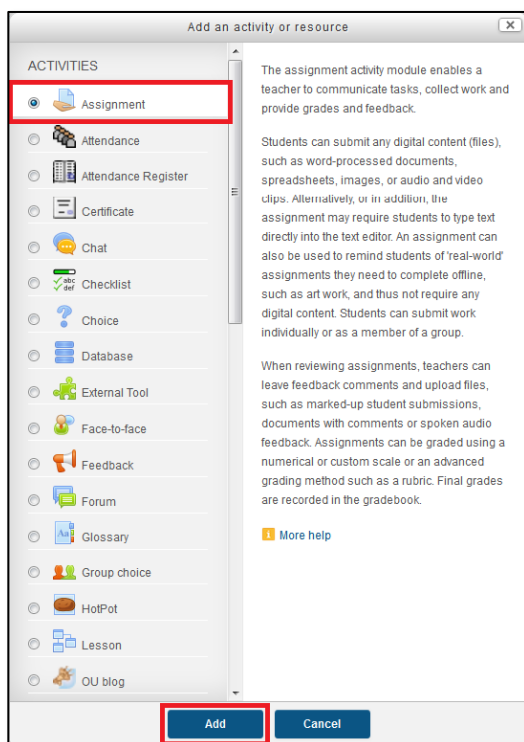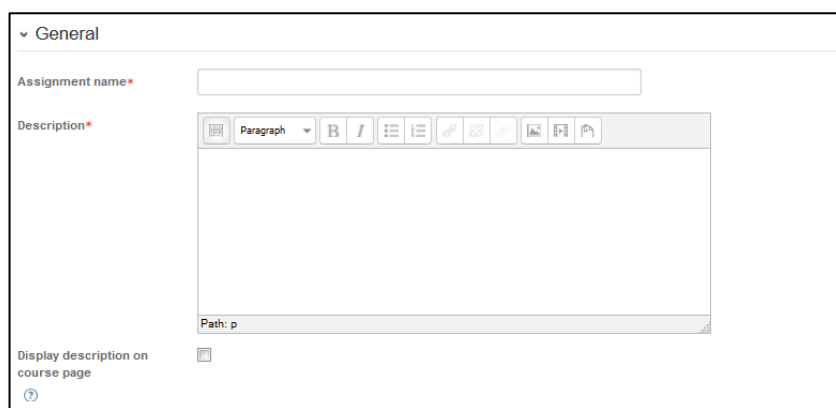
Assignment Settings

Adjust the assignment settings as need be, (for the assignment similar to what we have listed below:
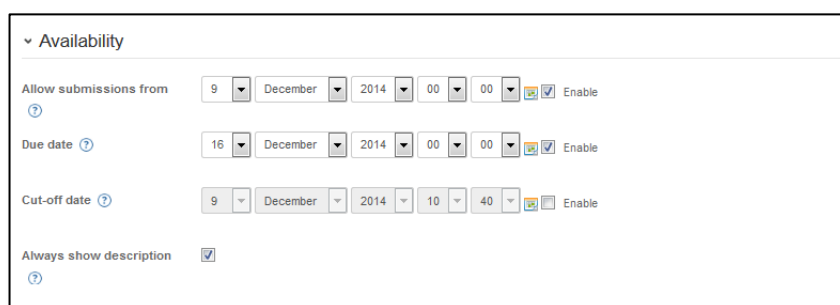
1. ## General

   - **Assignment name**: Is a required field, you should ensure it is descriptive of the nature and purpose of the activity.

   - **Description**: Is a required field, you should ensure that the description provides sufficient structure and guidelines for the assignment task (rich text formatting available).

   - **Display description on course page**: If checked, the assignment description will be displayed on the course page just below the link to the assignment activity.

2. ## Availability

   - **Allow submissions from**: If enabled, students will not be able to submit before this date. If disabled, students will be able to start submitting right away.

   - **Due date**: This is when the assignment is due.

   - **Cut-off date**: If set, the assignment will not accept submissions after this date without an extension.

   - **Always show description checkbox**: If disabled, the Assignment Description above will only become visible to students at the "Allow submissions from" date.

3. ## Submission types

   - There are three submission types available:

     o **Office365 submission files**: If enabled, students are able to submit Word Documents, Excel Spreadsheets, and PowerPoint Presentations for assignments via office365.

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- o **File submission:** If enabled, students are able to upload one or more files as their submission.

- o **Online audio recording:** If enabled, students are able to make audio recordings as their submission.

- o **Online text:** If enabled, students are able to type rich text directly into an editor field for their submission.

- o **Upload Office365 Document:** Upload a Word document, Excel spreadsheet, or PowerPoint presentation for course students to submit back via their Skydrive Pro accounts.

- • **Maximum number of uploaded files:** each student will be able to upload up to this number of files for their submission.

- • **Maximum submission size:** Files uploaded by students may be up to this size.

- • **Maximum number of recordings:** If online audio recordings are enabled, each student will be able to submit up to this number of recordings.

- • **Default filename pattern:** This option can be used to pre-fill the filename based on a pattern. The pre-filled filename can be enforced by setting "Allow students to change filename" to "No".

- • **Allow students to change filename:** If enabled, students can override the default file name with one of their own choosing. This option has no effect if the "Default file name pattern" is set to "None (blank)" as a name must be specified

4. Feedback types

- • There are three feedback types:

  - • **Feedback comments:** If enabled, the marker can leave feedback comments for each submission.

  - • **File feedback:** If enabled, the teacher will be able to upload files with feedback when marking the assignments. These files may be, but are not limited to marked up student submissions, documents with comments or spoken audio feedback.

- **Offline grading worksheet:** If enabled, the teacher will be able to download and upload a worksheet with student grades when marking the assignments.

5. Submission settings

- **Require students click submit button:** If enabled, students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system. If this setting is changed from "No" to "Yes" after students have already submitted those submissions will be regarded as final.

- **Require that students accept the submission statement:** Require that students accept the submission statement for all submissions to this assignment.

- **Attempts reopened:** Determines how student submission attempts are reopened. The available options are: Never, Manually or Automatically until pass.

- **Maximum attempts:** The maximum number of submissions attempts that can be made by a student.


6. Group submission settings

- **Students submit in groups:** If enabled students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each others changes to the submission.

- **Require all group members submit:** If enabled, all members of the student group must click the submit button for this assignment before the group submission will be considered as submitted.

- **Grouping for student groups:** This is the grouping that the assignment will use to find groups for student groups. If not set - the default set of groups will be used.
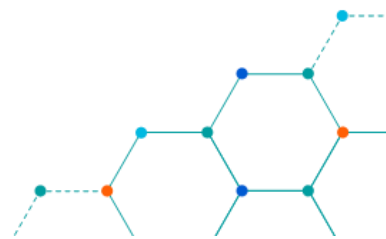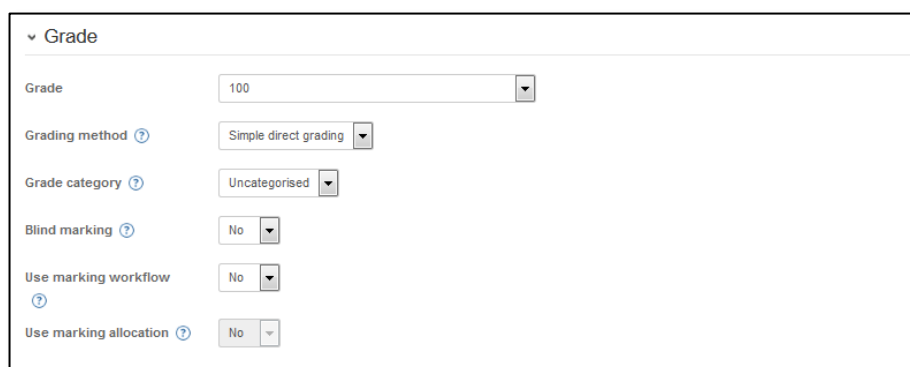
7. Notifications

- **Notify graders about submissions:** If enabled, graders (usually teachers) receive a message whenever a student submits an assignment, early, on time and late. Message methods are configurable.

- **Notify graders about late submissions:** If enabled, graders (usually teachers) receive a message whenever a student submits an assignment late. Message methods are configurable.

8. Grade

- **Grade display:** This option sets the display mode for grades the options are display as a percentage or display as a fraction.

- **Grading method:** Choose the advanced grading method that should be used for calculating grades in the given context.

- **Grade category:** This setting controls the category in which this activity's grades are placed in the gradebook.

- **Blind marking:** Blind marking hides the identity of students to markers.

- **Use marking workflow:** If enabled, marks will go through a series of workflow stages before being released to students. This allows for multiple rounds of marking and allows marks to be released to all students at the same time.

- **Use marking allocation:** If enabled together with marking workflow, markers can be allocated to particular students.

9. Common module settings

This section of the assignment settings can be used to define restrictions on the use of the submission area by specific groups of users.

- **ID Number:** The ID number can also be set in the gradebook, though it can only be edited on the activity settings page.

- **Group mode has 3 options:**

  a)   **No groups** - There are no sub groups, everyone is part of one big community

b) **Separate groups** - Each group member can only see their own group, others are invisible

c) **Visible groups** - Each group member works in their own group, but can also see other group

- **Grouping:** If a grouping is selected, students assigned to groups within the grouping will be able to work together.

10. Restrict access

In this section you can set the period of access to the Turnitin assignment activity for the students. In addition, you can restrict access based on user grades.

- **Access from and until:** Access from/to dates determine when students can access the activity via a link on the course page.

- **Grade condition:** This setting determines any grade conditions which must be met in order to access the activity.

- **User field:** You can restrict access based on any field from the users profile.

Once the relevant settings have been selected, click on the 'Save and return to course' button.

Edit the Assignment settings

1. Clicking on the Assignment Name, you will be taken to a screen that looks like the one below.

Grading summary	
Participants	13
Drafts	0
Submitted	0
Needs grading	0
Due date	Tuesday, 16 December 2014, 12:00 AM
Time remaining	6 days 11 hours

View/grade all submissions

Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 16 December 2014, 12:00 AM
Time remaining	6 days 11 hours

- In the Grading summary:
    a) Number of participants due to submit,
    b) Number of drafts submitted
    c) Number of assignments submitted
    d) Number of assignments that need to be graded
    e) The due date
    f) Time remaining till the due date
- In the Submission status:
    a) Submission status
    b) Grading status