## How to add an assignment (file submission)?

→ Start by toggling "Edit mode" on:



→ Then go to the section of your course that you wish to add the group selection choice to, and click on "Add an activity or resource":

| Y Topic 1 /                   | : |
|-------------------------------|---|
| + Add an activity or resource |   |

➔ Pick "Assignment":

| Add an activity or | resource  | ×      |
|--------------------|-----------|--------|
| Search             |           |        |
| All Activities     | Resources |        |
| <b>F</b>           | \$        | Str.   |
| Assignment         | Chat      | Choice |
| * 0                | * 0       | * 0    |
|                    |           |        |

→ Add an assignment name and a description, as well as any other relevant information in "General":

| ✓ General       |  |
|-----------------|--|
| Assignment name |  |
| Description     |  |

→ Under "Availability", set submission dates: "allow submissions from", "due date" and a "cut-off date" (if no cut-off date is enabled, students will still be able to submit after the due date, but submissions will be marked as late).

If you don't want to allow late submissions, set "cut-off date" and "due date" the same:

| ✓ Availability               |   |  |
|------------------------------|---|--|
| Allow submissions ()<br>from | $\blacksquare Enable 17 \Leftrightarrow September \Leftrightarrow 2023 \Leftrightarrow 00 \Leftrightarrow 00 \Leftrightarrow \\ \blacksquare$ |  |
| Due date 🔹 🕄                 | $\blacksquare Enable 24 \Leftrightarrow September \Leftrightarrow 2023 \Leftrightarrow 00 \Leftrightarrow 00 \Leftrightarrow \\ \blacksquare$ |  |
| Cut-off date ?               | <b>Enable</b> 17 $\Rightarrow$ September $\Rightarrow$ 2023 $\Rightarrow$ 23 $\Rightarrow$ 00 $\Rightarrow$                                   |  |
| Remind me to grade 🔋<br>by   | ✓ Enable 1 ♦ October ♦ 2023 ♦ 00 ♦ 00 ♦   |  |
|                              | Always show description ?   |  |

→ For file submissions, under "Submission type", check the "file submissions" box:

| <ul> <li>Submission types</li> </ul>             |  |  |  |
|--|--|--|--|
| Submission types                                 | 🗹 File submissions 📀 🔲 Jupyter notebooks 📀 🗌 Online text 📀 |  |  |
| Maximum number of <sub>3</sub><br>uploaded files | 20 🗢   |  |  |
| Maximum (?)<br>submission size                   | 1 GB 🗢   |  |  |
| Accepted file types ?                            | Choose No selection  |  |  |

➔ Under "Grade", set the grade type as "Point" and set the maximum points you wish to offer for this assignment:

| ✓ Grade        |   |                             |
|----------------|---|-----------------------------|
| Grade          | 8 | Type Point<br>Maximum grade |
| Grading method | 0 | Simple direct grading       |

→ You can also restrict the access to your assignment, then click on "Save and return to course":



→ Make sure to test your assignment before making it available by checking how it shows up as if you were a student!

