



A checklist when preparing your assignments

A step-by-step guide to **creating** a graded assignment is here:  
[https://www.ucd.ie/itservices/t4media/Graded\\_Assignment\\_Setup.pdf](https://www.ucd.ie/itservices/t4media/Graded_Assignment_Setup.pdf)

## VISIBILITY AND ADDING TO LEARNING MATERIALS

After creating your assignment remember to make it visible to students. A start date for the assignment does NOT make the assignment visible if it is still set to 'Hidden'. Click beside the Assignment in your Assignment list and select **Make Visible to Users**.

New Assignment Edit Categories More Actions ▼

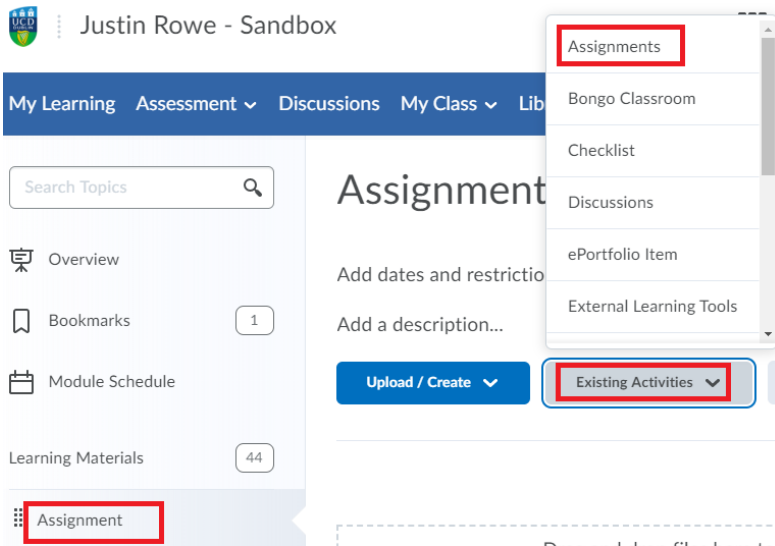
Bulk Edit

<input type="checkbox"/>	Assignment	New Submission
<input type="checkbox"/>	Assignment 1	
<input type="checkbox"/>	File Submissions	
<input type="checkbox"/>	Release Condition	
<input type="checkbox"/>	Monday 1st July E assignment	

- View Submissions
- Edit Assignment
- Make Visible to Users** (bordered in red)
- Delete Assignment
- Submission Log

## ADDING A LINK TO THE ASSIGNMENT IN LEARNING MATERIALS

You can optionally add a link to the assignment within a *Unit* in the *Learning Materials* of your module. From within a Unit, click on *Existing Activities* and select *Assignments*. Click on the assignment to be added to the content. If you are implementing an honesty statement by using a checklist item we also recommend adding the *Checklist Item* to the Unit from *Existing Activities*.



## START, END AND DUE DATES

In the **Restrictions** tab of your assignment setup you can apply start, end, and due dates/times to the assignment. Start and End dates **do not** hide the assignment, but the assignment is only accessible to students **within** those dates and times. A **due** date will be visible for students on the assignment and within the module schedule. Late submissions are flagged as overdue by the time margin after the due date/time has passed.

**Note:** An End date/time means a student can NOT submit to the assignment after that point.

For example: In this scenario the Assignment would open for students at 2:00PM. The due date of 4:00PM would mark any submission after that point as overdue and the assignment would close i.e. submission no longer possible at 5:00PM.

Properties | **Restrictions** | Outcomes

Hide from Users

Due Date

Has Due Date

12/05/2020 4:00 PM Now

Ireland - Dublin

Availability

Has Start Date

12/05/2020 2:00 PM Now

Ireland - Dublin

Has End Date

12/05/2020 5:00 PM Now



## IMPLEMENTING AN HONESTY STATEMENT

A checklist item, when applied to an assignment as a Release Condition, will require the student to tick the checkbox before the assignment will become available to them.

[https://www.ucd.ie/itservices/t4media/Student\\_declaration\\_using\\_Checklist.pdf](https://www.ucd.ie/itservices/t4media/Student_declaration_using_Checklist.pdf)

## ORIGINALITY CHECKING - URKUND

To check the originality of student assignments, turn on originality checking in the *Assessment* menu of your module.

Full instructions for the Urkund tool are here:

[Originality Checker / Urkund](#)

## GRANTING SPECIAL ACCESS BEFORE AN ASSIGNMENT

In the Restrictions tab of the Assignment setup, amend the start/end/due dates required. Click **Add users to Special Access** and select the student(s) to be granted the special access. Click **Save**. A key icon will appear beside the assignment in your assignment list to indicate special access has been granted. A different due date will mean the submission will only be flagged as overdue based on this date. A different end date/time will keep the assignment open until that time for special access students.

## ADDITIONAL INFORMATION

### GRANTING SPECIAL ACCESS AFTER A DUE OR END DATE

In the Restrictions tab of the Assignment setup, amend the end and/or due date, select **Add users to Special Access**, select the student(s) to be granted the access and click **Save**.

### ACCEPTED FILE TYPES

The assignment tool will accept a wide variety of files that will be viewable in the document viewer in the assignment submission folder. However, only the following formats can be checked for plagiarism by Urkund:

.doc, .docx, .xls, .xlsx, .sxw, .ppt, .pptx, .pdf, .txt, .rtf, .html, .htm, .wps and .odt

### ACCEPTED FILE NAMES

Students may experience issues submitting to the assignment if using illegal characters in the filename of their document e.g. "@:#\$%^>