

Adding Activities

1. Locate the **gear icon** in the upper right hand corner of Moodle (directly beneath the **search bar**)
 2. Select **turn editing on** (second option)
 3. Locate the section into which you wish to add the activity.
 4. To the right of the topic name, locate the **Edit** drop down menu.
 5. Select **Add resource** (last option on the drop down menu)
 6. You will be shown a list of resources and activities. Select the activity you wish to add from the **Activity** list.
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To Add an Assignment (dropbox)

1. Select **assignment** from the activity list.
2. Enter a **name** for the assignment.
3. **(optional)** You may add a description of the assignment in the **description** box. This will be visible once students click on the assignment or, by checking the box directly below description, you can make it visible to students on the front page of the course.

Assignment Settings

4. Set **Availability**. Some helpful reminders:
 - a. **Allow submission from:** This determines when students will be able to begin submitting. They will be able to view the activity prior to this, but will not be able to submit any assignments.
 - b. **Due date:** This displays to the student the date that the assignment is due but does not stop them from submitting after this date.
 - c. **Cut off date:** If a cut off date is set, students will not be allowed to submit assignments after this date/time.
 - d. **Remind me to grade by:** This option will send you a reminder when assignments need grading.
5. **Feedback types** determines how you will be able to grade the assignment. **Comments** allows you to provide comments which are visible alongside the grade in the gradebook. **Files** allows you to upload a file to the students, which they will have to download to view.
6. **VeriCite** is Lee University plagiarism detector. This checks against online databases and Lee's own collection of student submissions. [NB: By default, Vericite is *disabled* on all assignments. To enable, you must check the box labeled **Enable Vericite Plagiarism Detection Service.**]

7. **Grade** determines how the activity will appear in the gradebook. You may change the **maximum grade** depending on the points each assignment is worth and set the **category** it will be assigned to in the gradebook.
 8. You may also add additional restrictions on students' access of this activity under the **Restrict Access** setting. You may ensure that students cannot access the activity until a certain date, unless they have a certain grade, if they are part of a specific group, or until they have completed prior activities.
 9. When you have finished setting up the assignment, click **Save and display** to view the assignment or **Save and return to course** to be taken back to the course home page.
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Important notes: