





To add work to your Moodle area, navigate to your subject area:

Year 11 – GCSE Exam Countdown:
55 day(s) 21 : 22 : 34

ID: 13 Edit course settings  Maths	ID: 3 Edit course settings  English	ID: 11 Edit course settings  Science	ID: 5 Edit course settings  Religious Education
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Turn on editing:

Religious Education

Home / Courses / GCSE / Religious Education

TURN EDITING ON

Links



Navigation

Administration

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion

Select “Add an activity or resource”.

Home / Courses / GCSE / RE Top / Key Stage 3 / RE-Year 7

TURN EDITING OFF

CONTENT-TOP

- Announcements
- Y7 Revision
- + ADD AN ACTIVITY OR RESOURCE**
- Topic 1
- text

SIDE-PRE

- Activities
- Forums
- Quizzes
- Resources
- Add a block




SIDE-POST

- Navigation
- Administration
- Course administration
 - Edit settings
 - Turn editing off
 - Users
 - Filters
 - Reports

It’s recommended to use the upload “file” option for a single file and the upload “folder” option for multiple files.

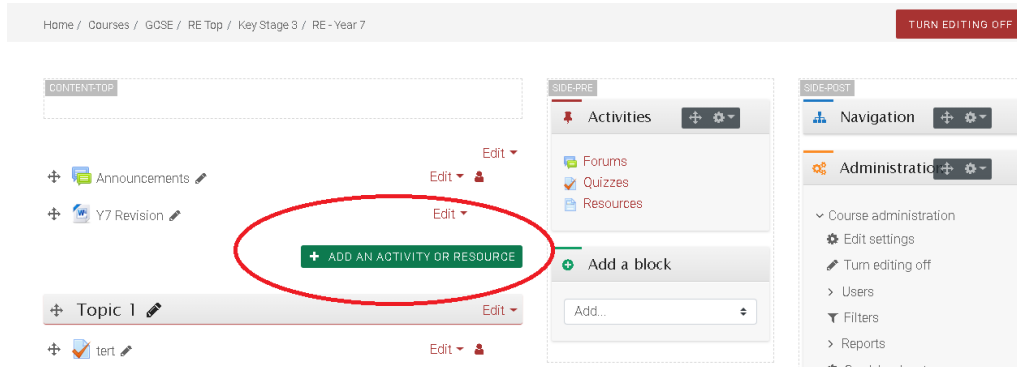
Add an activity or resource

RESOURCES

-  Book
-  File
-  Folder

To add an Assignment (so students can upload work).

Select “add an activity or resource” again.



This time select “Assignment”.

Under the “General” tab:

Define the Assignment name, description and add any additional files (this can be done by dragging from your desktop or navigating manually using “Upload a file”).

Availability

Define submissions dates for hands in if required (this can be disabled at the right hand side).

Submission types

Define submission type (file submission or online text).

Feedback types

Define how you would like to provide feedback (feedback comments or Feedback files).

Submission settings

Recommended settings:

Require students to click submit = no

Require that students accept the submission statement = no

Attempts reopened = automatically until pass.

Maximum attempts = unlimited

Grade

Select: Scale then the grading criteria.

Save and return to the page.

Viewing the uploaded assignments:

Click on the assignment upload you have just created on the Moodle page.

Baseline Test hand in

Hand in your completed spreadsheet here

Visible groups

Grading summary

Hidden from students	No
Participants	865
Submitted	141
Needs grading	137

[VIEW ALL SUBMISSIONS](#) [GRADE](#)

Select view all submissions.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Blessing Clinton Okoro	s19bbcli@aschc.com	Submitted for grading	GRADE	Edit	Wednesday, 11 September 2019, 9:45 AM	Computing_Baseline_Assessme 11 September 20
<input type="checkbox"/>		Caitlyn Choma	s19bccho@aschc.com	Submitted for grading	GRADE	Edit	Monday, 16 September 2019, 9:39 AM	Copy of Computing_Baseline_Assessment.x 16 September 20
<input type="checkbox"/>		Coby Roldan	s19bcrol@aschc.com	Submitted for grading	GRADE	Edit	Wednesday, 18 September 2019, 12:06 PM	Copy of Computing_Baseline_Assessment.x 18 September 20

If you press on the status tab, it will toggle between submitted and not submitted.

Baseline Test hand in

Grading action

Visible groups

First name 7C1 7C2 7C3 7C4 7H1 7H2 7H3 7H4

Surname J K L M N O P Q R S T U V W X Y Z

[Reset table preferences](#)

J K L M N O P Q R S T U V W X Y Z

5 6 7 8 9 10 ... 18 »

If you would like to organise your groups in terms of classes, these will need to be added per subject. As default the groups are years 7-11, dividing these further into classes will make it easier to manage. If you would like help creating these groups contact IT.