

Take Home Assignment Manual How to create an Assignment?

Step-1: Login to <https://ums.jgu.edu.in> .

Step-2: Click on the course for which assignment needs to create.



My courses ▶

COURSE OVERVIEW

Courses Attendance Result

In progress Future Past

0% L-EA-0141 / Gender, War And Peace: An Introduction To Feminist Approaches

Step-3: Click on **Turn editing on** button on right top corner of the course main page.



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Turn editing on

L-EA-0141 / Gender, War And Peace: An Introduction To Feminist Approaches

Your progress ⓘ

Attendance

Topic 1

Step-4: Click on **Add an activity or resource** icon (as mentioned in screenshot).

Page top

Header

Turn editing off

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Attendance

Edit

+Add an activity or resource

Topic 1

+Add an activity or resource

Topic 2

NAVIGATION

- Dashboard
- My courses
 - L-CA-0012 / Gender & Society
 - L-EA-0113 / Women's Movement in India
 - L-EA-0141 / Gender, War And Peace: An Introduction...
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Topic 1
 - Topic 2

Step-5: A new pop-up window will be appeared. Select Assignment radio button and click on Add button.

Add an activity or resource

ACTIVITIES

Assignment

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content.

Students can submit work individually

Add Cancel

Step-6: A new form will be open to fill the details.

Fill up the following mention details:

- **Assignment name-** Assignment 1 (name of assignment)
- **Description -** Assignment 1 (optional)

Adding a new Assignment ? Expand all

▼ General

Assignment name !

Description

Display description on course page ?

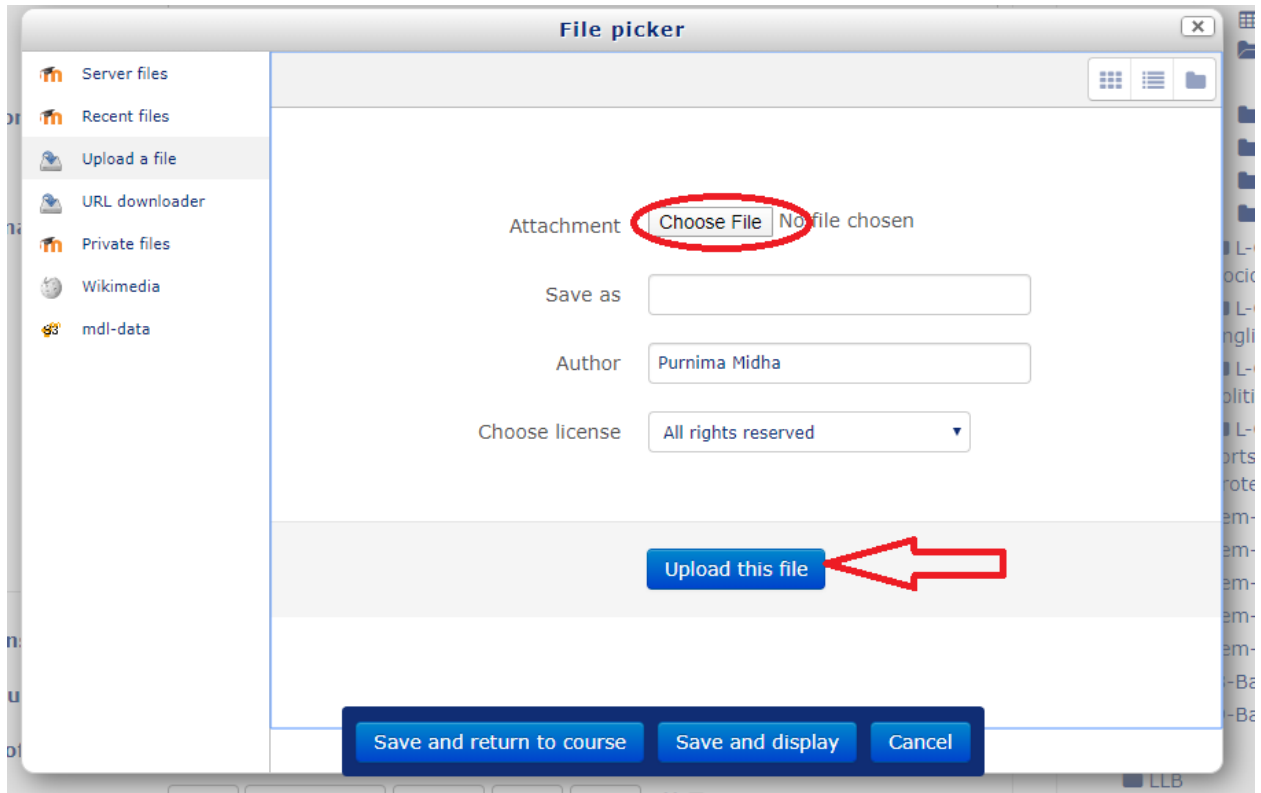
[Save and return to course](#) [Save and display](#) [Cancel](#)

- **Additional files-** Attach and upload the file of assignment paper.

Additional files ? Maximum size for new files: Unlimited

[Add...](#)

You can drag and drop files here to add them.





- **Allow submissions from-** (Start date) date from which you want to allow students to submit the paper.
- **Due date –** (End date) after due date, a submission will be count as late submission.
- **Cut-off date –** (final deadline) after cut-off, date student won't be able submit the assignment.


Additional files 



▼ Availability

Allow submissions from  27 ▾ April ▾ 2020 ▾ 00 ▾ 00 ▾  Enable 

Due date  4 ▾ May ▾ 2020 ▾ 00 ▾ 00 ▾  Enable 

Cut-off date  5 ▾ May ▾ 2020 ▾ 15 ▾ 08 ▾  Enable 


- All Checkbox should be enabled like mention in above screenshot.
- Enable **Pre-Reminder Date** checkbox and select a particular date from when students will get the reminder/notification email for assignment submission.

▼ Reminder

Pre Reminder Date  27 ▾ April ▾ 2020 ▾ 14 ▾ 29 ▾  Enable

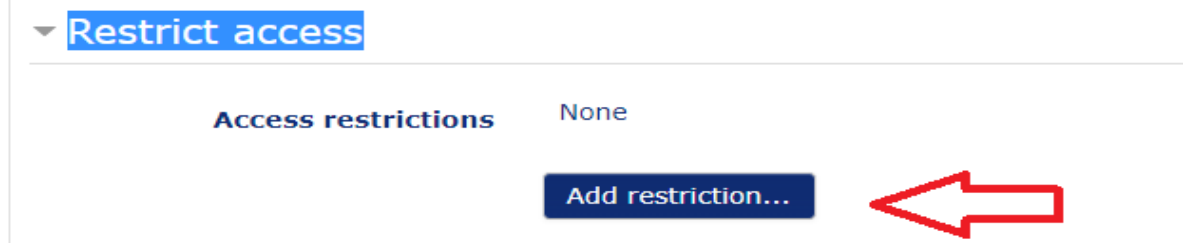
- Select **Yes** for **Require students to click the submit button** option under **Submission settings**.

▼ Submission settings

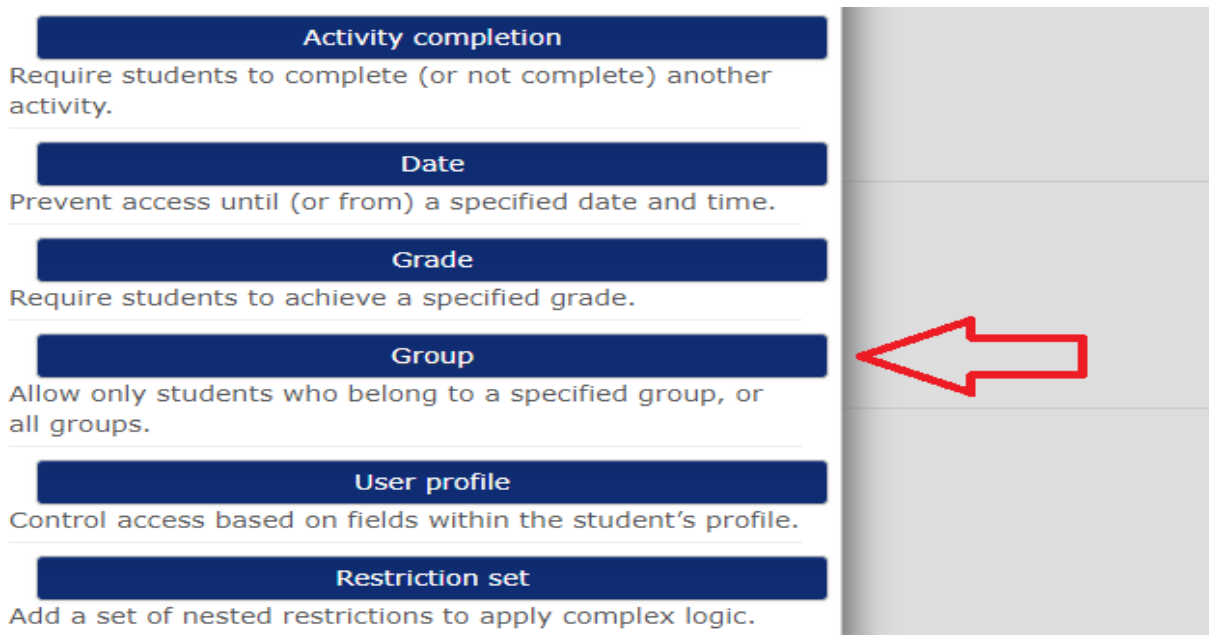
Require students to click the submit button Yes ▾ 

- **Restrict access** option is used to **map assignment to a particular section**. Please map your specific section while creating assignment.

Step-1: Click on **Add restriction** button under Restrict access tab.



Step-2: Select the **Group** option from new pop-up window



Step-3: Select the class section/**Group** for whom you want to create assignment.

In case of one section per assignment

- a) Follow the Step-1 and Step-2.
- b) Select the Section name from dropdown w.r.t Group.

▼ Restrict access

Access restrictions Student match the following

Group

- (Any group)
- Sec-A
- Sec-B
- Sec-C
- Sec-D

▶ Activity completion

▶ Tags

▶ Competencies

In case of multiple sections per assignment

If two or more sections have same assignment, follow the below steps:

- Follow the Step-1 and Step-2.
- Select Group as Sec-B (1st section)
- Repeat the Step-1 and Step-2.
- Select another Group as Sec-C (2nd Section)

▼ Restrict access

Access restrictions Student match the following


Group

- Choose... (Any group)
- Sec-A
- Sec-B
- Sec-C
- Sec-D

▶ Activity completion

Please note that in case of more than one sections, you have to choose the option of "any" so that all the students of those sections would be able to view assignment.

▼ Restrict access

Access restrictions  Student match of the following

Group ×

or

Group ×

Note: If you don't remember your section name, you can find it from This course -> People


- Click on **Save and return to course** button.


Tags No selection

There are required tags for this assignment.

- A new assignment will be created under the selected course.

L-EA-0141 / Gender, War And Peace: An Introduction To Feminist Approaches

 Attendance

 Assignment 1

Restricted Not available unless: You belong to **Sec-A**

How to edit the assignment?

If you want to edit the already created assignment, please repeat the Step-1, Step-2 and Step-3. You will be landed to Course main page.

Step-4: Click on **Edit** dropdown in front of that particular assignment. Then click on **Edit Settings** icon.

The screenshot displays a course management interface for 'BS-SOS-181 / Environmental Management'. The interface is divided into three main sections: Page top, Header, and Left. The Page top section shows the course title and a list of assignments: 'Attendance' and 'Test Assignment'. The 'Test Assignment' row has an 'Edit' dropdown menu open, with the 'Edit settings' option highlighted. The Header section contains a 'Turn editing off' button. The Left section shows a navigation menu with options like 'Dashboard', 'My courses', and 'Courses'. The Right section shows an 'ADD A BLOCK' button.

It will redirect you the assignment page.

Note: You can only update or extend the due date and Cut-off date.

How to Download assignment submissions of students?

Step-1: Login to <https://ums.jgu.edu.in> .

Step-2: Select the course/subject from Dashboard and then click on particular assignment for which you wish to download the submissions.

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Attendance

Assignment 1

Restricted Not available unless: You belong to **Sec-A**

Step-3: Click on **View all submissions** button.

Assignment 1

Assignment 2

link-1.xlsx

Separate groups: Sec-A

Grading summary

Participants	17
Drafts	0
Submitted	2
Needs grading	2
Due date	Monday, 4 May 2020, 12:00 AM
Time remaining	6 days 8 hours

View all submissions

Step-4: Select the particular section for which you want to download the assignments.

Test Assignment

Grading action

Separate groups

First name F G H I J K L M N O P Q R S T U V W X Y Z

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

Page: 1 2 3 4 5 6

All participants

Sec-A

Sec-B

Sec-C

Sec-D

Select	User picture	User name	Student ID	Email address	Status	Edit	Last modified (s)
<input type="checkbox"/>		Gurjar	19020001	19jgbs-ratesh.g@iou.edu.in	No submission	Edit	-

Step-5: Select **Download all submissions** from the list available for Grading action.

Assignment 1

Grading action

Separate groups

First name I J K L M N O P Q R S T

Surname I

Page: 1 2 (Next)

Download all submissions

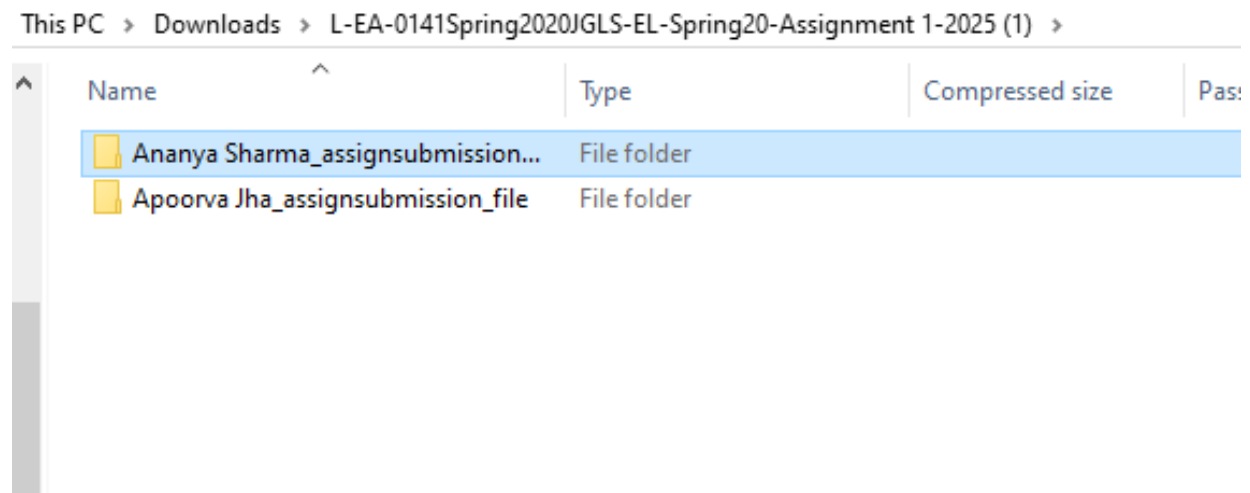
Step-6: All the submissions will be downloaded in a zip file for that section.

ps://staging.iou.edu.in/mod/assign/view.p

L-EA-0141Spring20....zip

Note: In case of multiple sections, you have to repeat the Step-4 and Step-5 for each section. Select the **Separate Group**: Sec-A /Sec-B etc.

Step-7: Unzip the file and all submissions will be available in a folder. There will be a separate Zip folder for each section/group. Inside the zip folder, folders are named as Student's name.



Note: The best practice is to download the submissions after the due date of deadline so that faculty can get the final version of assignments.