

## Assessment overview

### Assignments

An assignment is an option for students to submit a paper.

In the Grade Centre a column will be automatically added for each assignment. Here the submitted papers can be downloaded and graded.

To add an **Assignment** to your course:

1. Go to Assignments in the course menu
2. Click on the blue button Assessment at the top of the page
3. Select Assignment
4. Fill in the requested data (fields indicated with an orange asterisk are required)
5. Click on Submit

The submitted document can be checked for plagiarism with Safe Assign.

To make a **Safe Assignment**

1. Go to Assignments in the course menu
2. Click on the blue button Assessment at the top of the page
3. Select Assignment
4. Fill in the requested data (fields indicated with an orange asterisk are required)
5. Under Submission Details check the option Check submissions for plagiarism using SafeAssign
6. Click on Submit

If this option is selected the submitted papers and Safe Assign reports are also accessible through Course Tools> Safe Assign.

### A few tips:

Student Portal provides an overview of all coming deadlines for students. Deadlines are collected from EleUM. The system can only recognise a deadline for an assignment when either the due-date or the visible-until-date are completed. So please remember to set at least one of these dates when you prepare an assignment in EleUM. Students are able to submit after the due date but submissions will be marked Late. After the visible until date an assignment is no longer accessible for students.

When you make an assignment for a specific group of students, please use Adaptive Release to restrict the visibility to that group. Otherwise all students in the course will see the deadline for that assignment.

Be aware that not all files accepted for an Assignment are handled by Safe Assign.

The limit for Safe Assign is 10GB and the following file types can be checked:

We advise caution with pdf files as they can contain more than one layer of text and enter extra line breaks resulting in

[More information on assignments](#)

## Tests

Using the [Test functionality](#) you can offer your students tests consisting of various types of questions. To name a few:

- Multiple choice
- Multiple answer
- Essay

A Survey can offer the same question types as a test but a survey is anonymous; you can see whether a specific student has completed the survey but not what the answers are.

To make a Test (or Survey)

1. Go to Control Panel>Tests, Surveys and Pools
2. Select Test
3. Click on build test and enter the required information
4. Click on Submit
5. Click on Create Question and select a question type
6. Create as many questions as you need
7. Click on OK

To offer a Test (or Survey) to students

1. Go to Assignments in the course menu
2. Click on the blue button Test at the top of the page
3. Select the appropriate Test
4. Click on Submit
5. Fill in the requested data for the Test Options (fields indicated with an orange asterisk are required)
6. Click on Submit
7. When you make a test available to students a column will be added in the Grade Centre automatically
8. Afterward you can see the results there.