

Offline Assignment

This article explains how to set up the assignment activity in Myplace for coursework which is submitted (or presented) outside Myplace, so that you can provide marks and feedback but not accept submissions.

Specifically, this article will touch upon:

- [Assignment Settings](#)

Assignment Settings

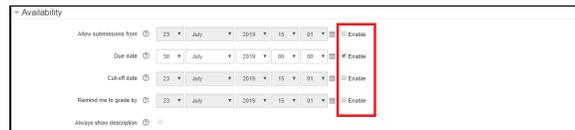
Note that below are shown only the settings that enable offline submissions, however other settings might also be relevant to your situation, e.g. group assignment settings. If you are setting up a **Group Assignment**, please ensure that you have created your groups before setting up the offline submission link on MyPlace. There are instructions to help you create groups [manually](#) or [automatically](#). In the instructions below, steps that are unique for group assignments are marked with a *) (**optional**).

Click on any image below to enlarge

1) With editing turned on, you can click **Add an Activity or Resource** on the page and choose **Assignment** activity from the list.



2) In the **General** category, enter the **Assignment name** and its **Description**. These are critical components to offline submissions as they enable students to view in advance that submissions for this activity should be made in-person. As with an online assignment, you can add any relevant **Files**.



3) In the **Availability** category, ensure that the **Allow submissions from** and the **Cut-off date** sections are **not** enabled.

Note: You are still required to indicate the **Due date**, as this will enable automatic notifications to be sent to students, as well as the assignment to appear in student calendars.

Similarly, to add reminders for grading submissions, you can enable the **Remind me to grade by** section and indicate a relevant date.

4) In the **Submission** category, ensure that all **Submission types** are **not** enabled.



5) In the **Feedback types** category, ensure that you have indicated the relevant feedback types for this activity. The assessment for offline submissions can be done through **Feedback comments**, **Offline grading worksheet** and **Feedback files**.



6) In the **Submission settings** category, ensure that you have indicated **No** to the **Require students to click the submit button**. Also, indicate at **Attempts reopened** - Never.



7) From the **Grade > Grade Category** section, select the relevant option that best describes this activity for the grade book. Alternatively, you can move the assignment into the correct category later.

Grade Type Point

Scale

Maximum grade 100

Grading method Simple direct grading

Grade category Formative

Grade to pass 6.00

Anonymous Marking (Student sees) Show from marks Yes

Use marking workflow No

Use marking allocation No

Group submission settings

Students submit in groups Yes

Require group to make submission No

Require all group members submit No

Grouping for student groups None

*) (optional) Group Assignment Submission Settings

With your groups set prior to starting the assignment set-up, in the **Group Submission Settings**, indicate that students will submit in groups by choosing **Yes** from the drop-down menu in the **Student Submit in Groups** button.

8) Click **Save and return to class** or **Save and display** (at the bottom of the screen) to save the settings and go back to the class or display the assignment, respectively.

From a course administrator/tutor perspective, the assignment section will look the same as for any other assignment activity, however for students, the assignment page will display the following message: **'This assignment does not require you to submit anything online'**.

Submission status	
Submission status	This assignment does not require you to submit anything online.
Grading status	Not graded
Due date	Tuesday, 30 July 2019, 12:00 AM
Time remaining	6 days 9 hours
Last modified	...
Submission comments	Comments (0)
Feedback Manager	