# Adding an Assignment Dropbox

Documentation

What Is an Assignment Dropbox?

An assignment dropbox is a tool in OpenLMS that allows your students to submit papers and projects as file attachments or as online text. OpenLMS simply calls assignment dropboxes "Assignments."
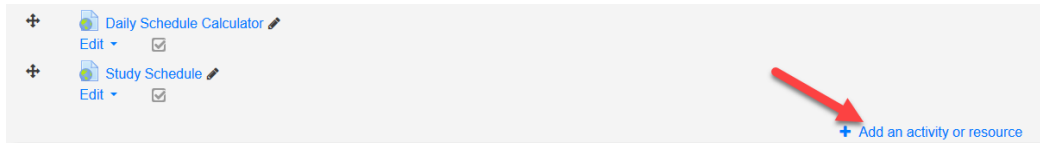
How Do I Add an Assignment Dropbox?

To add an assignment dropbox to your course, follow these steps:
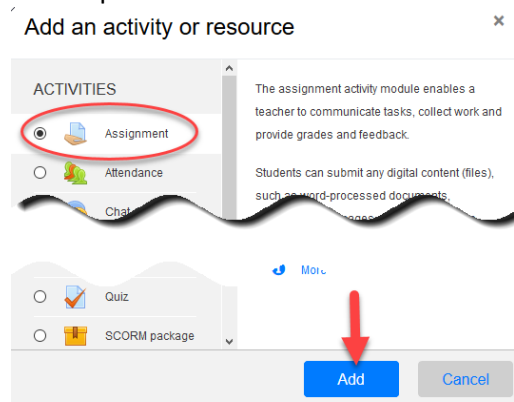
1. Click the **Actions Gear** button, towards the upper-right corner of your **Course Home** page. Click the link to **Turn editing on.**
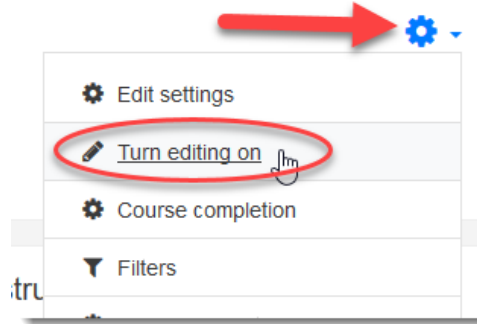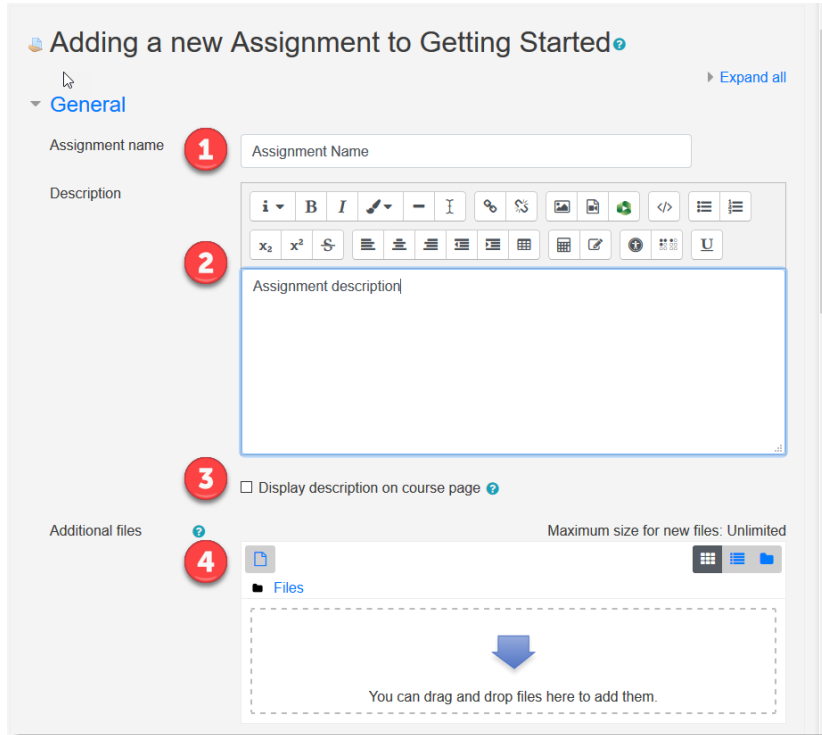

2. Locate the Topic/Section where you want to add the assignment drobox, and click the **Add an activity or resource** link.
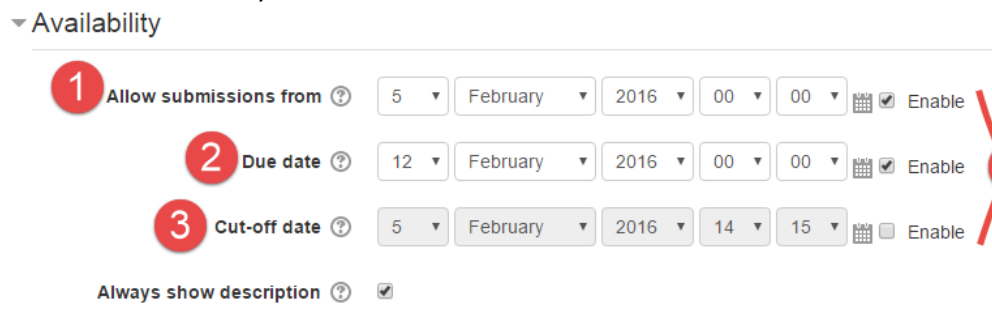

3. Choose the **Assignment** option. Click the Add button.

Documentation

4. Enter the **Assignment name** (1) and **Description** (2). Optionally, you may select the checkbox to **Display description on course page** (3) and/or you can upload a Word Doc/PDF with additional assignment instructions or a rubric (4).
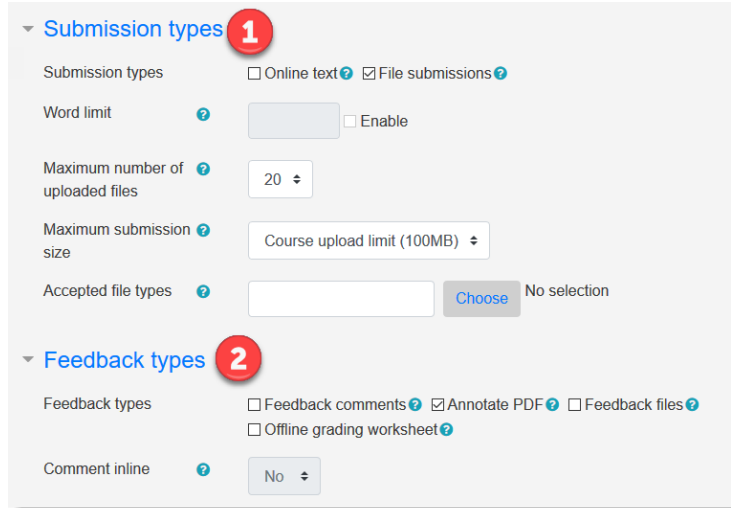

5. Scroll down to view additional options for the assignment dropbox. You can use the **Availability** options to determine the soonest date students can submit their work (1), the assignment due date (2), and the assignment cut-off date, which is the date and time from which students can no longer submit late work (3). You can also select to have OpenLMS remind you to grade the assignment on a certain date (4).If you want to leave the dropbox open indefinitely, you can de-select the **Enable** checkboxes (5) and not set the Availability dates and times.

Documentation

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6. Scroll down to view additional options for the assignment dropbox. You can use the **Submission types** options (1) to determine whether students must type their responses into a text box online ("Online text" option) or submit their work as a file attachment ("File submissions" option). You can also limit how many words students can use (for "Online text" submissions) or how many files students can submit (for "File submissions"). You can use the **Feedback types** options (2) to determine how instructors can provide feedback to students, such as online comments ("Feedback comments" option) or feedback in a MS Word document or PDF ("Feedback files" option).

7. Scroll down to view additional options for the assignment dropbox. You can use the **Submission settings** options to determine how many times students can submit and re-submit their work. If you want to prevent students from re-submitting their work without your permission, then you'll want to change the **Maximum attempts** field from "Unlimited" to "1."
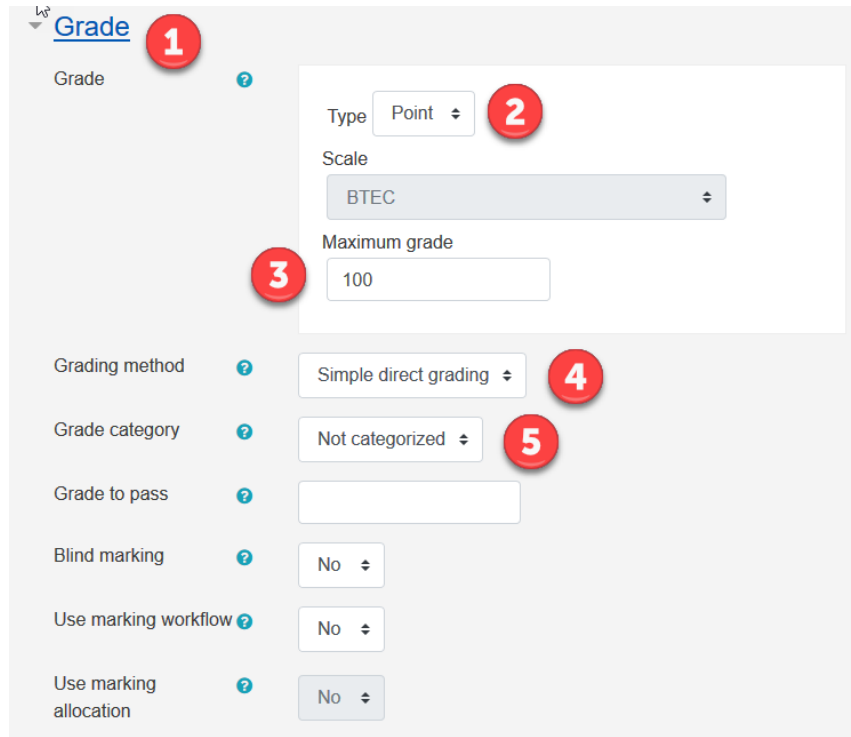
8. Scroll down to view additional options for the assignment dropbox. Go to the Grade drop down option (1). Leave the **Grade type** set to "Point" (2). Use the **Maximum points** field (3) to identify how many points the assignment is worth. You can leave the **Grading method** field (4) set to "Simple direct grading" if all you need to do is enter the students' grades for the assignment. If you have a rubric or other marking guide, you can select those options from the drop-down menu. Use the **Grade category** option (5) to identify which category (or "folder") of the Moodle Gradebook you want the assignment to appear in.

9. Scroll down and click **Save and return to course**.