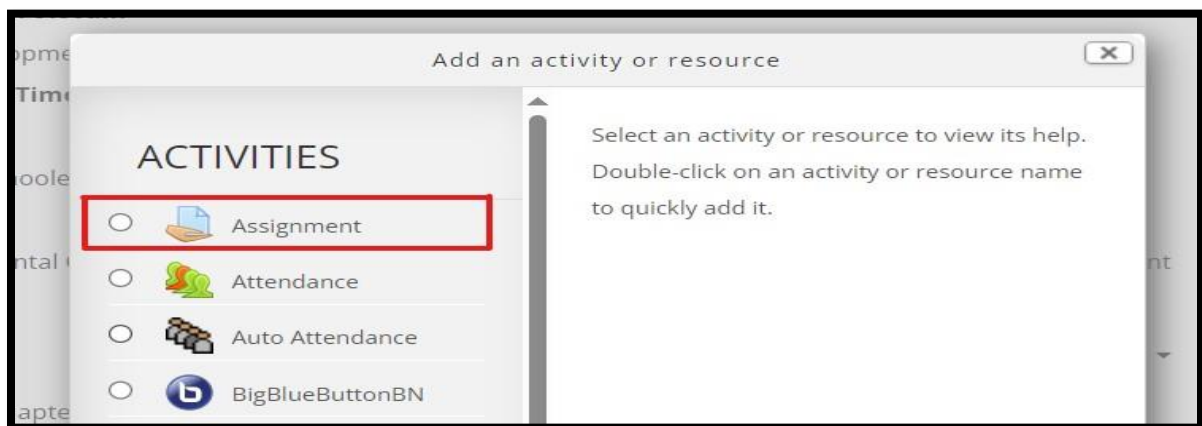


Creating Grades folder on Moodle

1. Please make sure that “**Editing**” is on in your course page.
2. Go to the week where you want to create the file for grades and click on “**Add an activity or resource.**”



3. Click on “**Assignment.**”



4. Use the proper name for the folder. **Ex: NSG 309 Unit Exam #2 (Grades)** and so relative to the course and name of assignment.



5. Uncheck the following boxes.

▼ Availability

Allow submissions from: 5 February 2024 00 00 ☒ Enable

Due date: 12 February 2024 00 00 ☒ Enable

Cut-off date: 5 February 2024 10 43 ☐ Enable

Remind me to grade by: 19 February 2024 00 00 ☒ Enable

☒ Always show description

▼ Submission types

Submission types

- ☐ Online Poodll
- ☒ File submissions
- ☐ Online text
- ☐

6. Finally save and display the file.

Save and return to course Save and display Cancel