General Education Moodle Instructions

1. Create an assignment in your Moodle course
   a. Turn editing on
   b. Select add an activity or resource
   c. Select Assignment
   d. Give it a name, description, and set availability.
2. Scroll down to Grade -> expand this option -> click Show More
   IMPORTANT: Select the Blind Marking toggle and select YES.
3. Have students submit their assignments to this Moodle module
4. Once all students have submitted their assignments:
   a. Turn editing on for your Moodle course
   b. Scroll down until you see Add a block
   c. Click the dropdown menu, select Sharing Cart
5. Click the edit icon next to the assignment you created and select Copy to Sharing Cart.
6. Then navigate to the GenEd Collection course – found in your course list.
7. Turn editing on for the GenEd Collection course
8. Add the Sharing Cart block for this course as well (same as step 4 above)
   a. Click on the last icon for the assignment listed in the Sharing Cart (when you hover over it, it says, copy to course)
9. Select the section your assignment should go under (i.e. HUM 110) and drop it there.
10. You are finished.