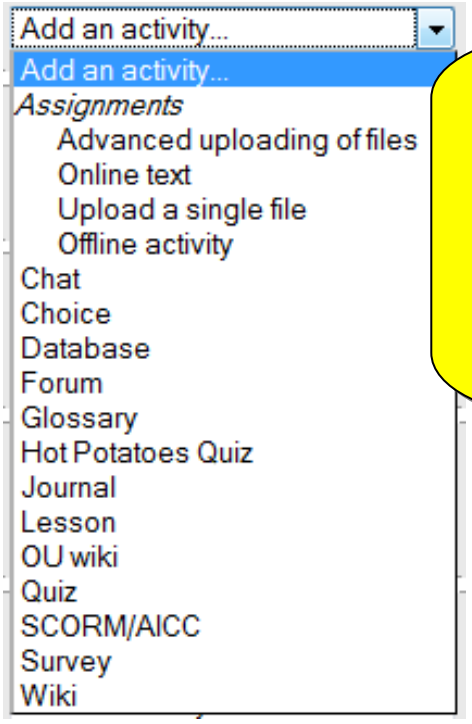
Adding activities

The next level up from adding resources such as weblinks, worksheets and presentations is to get students involved in activities.

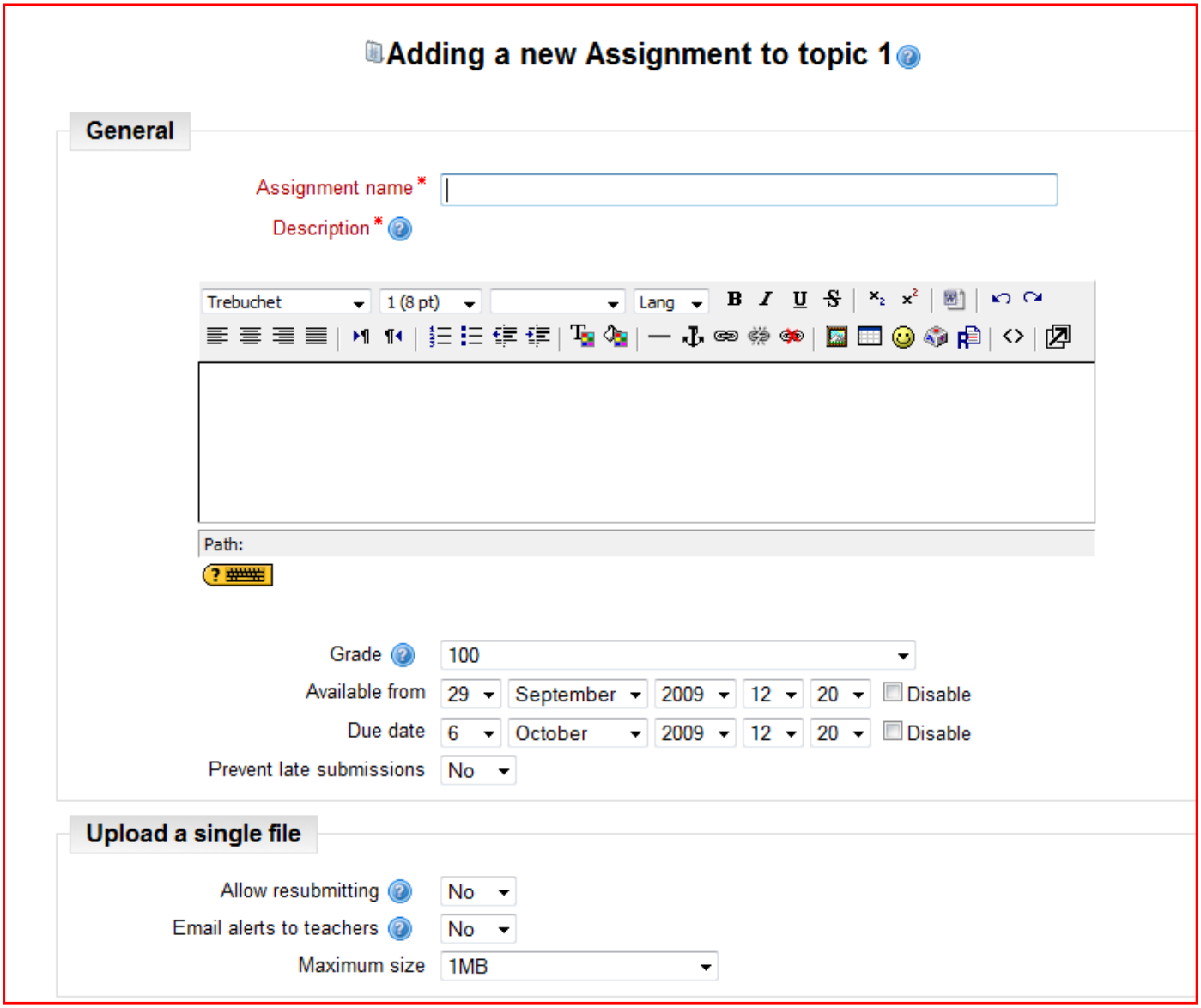
The main aspect is encourage students to login to the VLE and participate – submitting resource, sharing ideas and getting involved.

The previous section covered the 'Add a resource' drop-down – in this section you will use the 'Add an activity…' drop-down box:



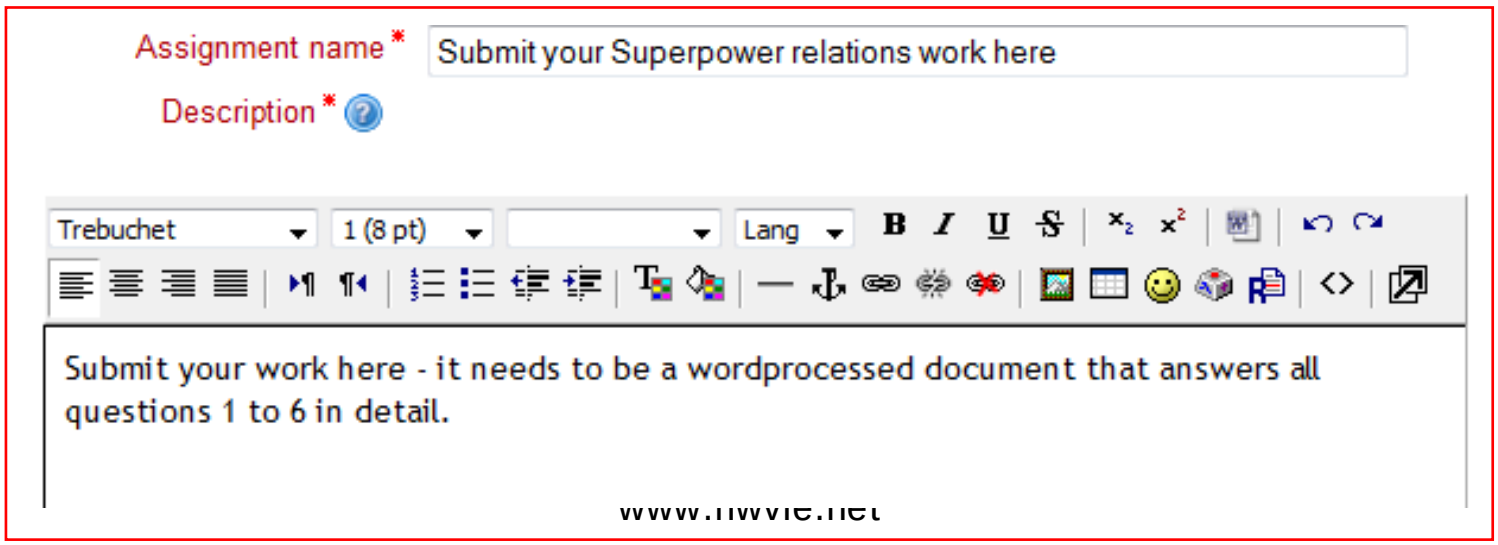
These are the 'key' features of your VLE. Play around and experiment with the options available. The guide below shows you how to gets students to submit work online.

- Select '**Upload a single file**' from the 'Add an activity…' drop down.
- The 'Add a new Assignment' page will appear:



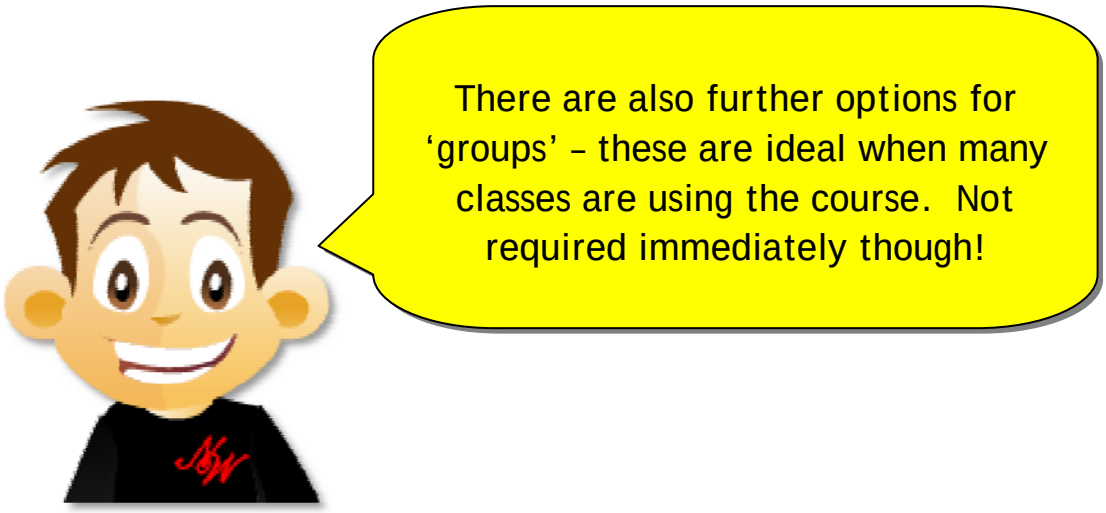
- It is worth taking care with the name – this is because the name is also used as the link for students to click. Thus it is better to call an Assignment '**Submit your ....**' rather than just the name.

- Add your '**Assignment name**' and then a '**Description**' (the description is shown to students before they submit their work:



- You can set the '**Available from**' and '**Due date**', plus decide whether you want to allow late work to be submitted.

- It is worth keeping the '**Maximum size**' setting down to something like **2mb** to encourage students to optimise images and keep file sizes down. Larger files are permitted but best used when students really need to.



- Scroll down to the bottom of the screen and select '**Save and return to course**'

- If all has gone well, you have now given your students the ability to submit work to your course.

- Students will only see the 'submit' option if they are 'enrolled' in your course (this means they've logged in and have joined the course). New courses are set to do this automatically.