

SUBMISSION LINK SET-UP GUIDE

Birmingham Assessments Team

14 May 2025

This guide provides instructions for setting up Moodle submission links. It includes:

- Submission link set-up (traditional Turnitin link)
- Submission link for specific file types (e.g. .zip files)
- Submission link via Panopto
- Submission link for external website submissions

IMPORTANT: All submission links should include both DRAFT and FINAL options.

PLEASE NOTE

IICL Birmingham offers a range of assessment types (e.g. presentations, essays, exams). Each assessment type may require a different submission link setup. Therefore, familiarity with the Assessment Specification (Spec) is essential. Always refer to the Assessment Spec before creating a submission link for a module. This ensures the link is tailored appropriately.

If unsure, contact the author of the Assessment Spec or the Module Leader (ML) / Programme Manager (PM) for clarification.

Assessment Type and Corresponding Link

Assessment Type	Link Type
Presentations / Group Discussions	Traditional Link for Presentations Only
Database / Code Submissions	Submission Link for Specific File Extension
Demonstrations / Student Recordings	Panopto Submission Link
E-portfolios / Websites	Submission Link – Text

Portfolios (TASKS)

Tabs under one submission link

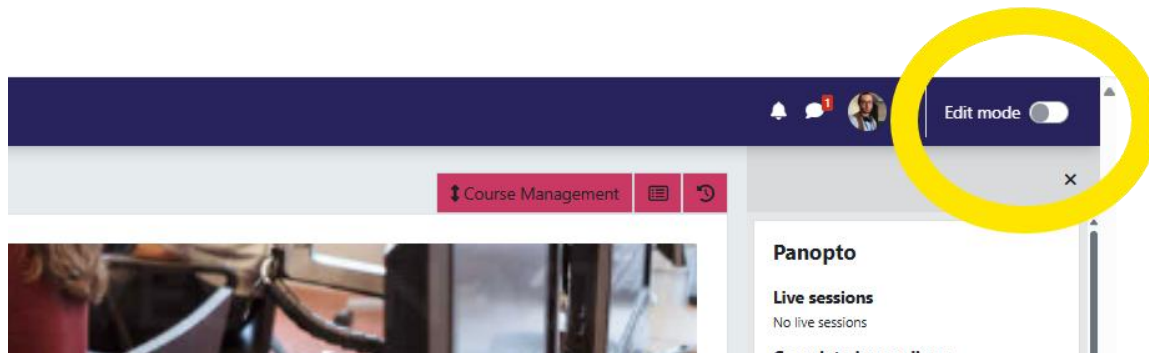
SUBMISSION LINK SET-UP

Initial Steps

1. Select the current Submission Link Tile



2. Enable Edit Mode



3. Click Add activity or resource

→FEEDBACK - January 2025 Term

▼  **Submission Links – May 2025 Term** ✎

🔒 Not available (hidden) unless any of: You belong to G1_CERTHE_BUSINESS_MAY25_WEEKEND ...
✎ Edit restrictions

 Submitting Assignment - Guide ✎ PDF

 DRAFT Portfolio Submission Link (LCLM4001 - May 25) ✎

 Submission Link (LCLM4001 - May 25) ✎

 Add an activity or resource

→FEEDBACK - January 2025 Term

Jump to...

4. Choose the appropriate submission link type based on the assessment

Search

All Activities Resources

 Assignment ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ	 File ☆ ⓘ
 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group choice ☆ ⓘ	 IMS content package ☆ ⓘ	 Interactive Content ☆ ⓘ
 Lesson ☆ ⓘ	 LinkedIn Learning ☆ ⓘ	 MATLAB Coding Problem ☆ ⓘ	 Microsoft Learn ☆ ⓘ	 Online Resource Lists ☆ ⓘ	 Page ☆ ⓘ
 Panopto Student... ☆ ⓘ	 Panopto Video ☆ ⓘ	 Questionnaire ☆ ⓘ	 Quiz ☆ ⓘ	 Reservation ☆ ⓘ	 Scheduler ☆ ⓘ
 SCORM package ☆ ⓘ	 Survey ☆ ⓘ	 Text and media area ☆ ⓘ	 Turnitin Assignment ☆ ⓘ	 Turnitin Assignment LTI ☆ ⓘ	 URL ☆ ⓘ
 Vevox ☆ ⓘ	 Whiteboard ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ		

Or browse for content on moodleNet

od=0

^ Traditional Submission Link

Search

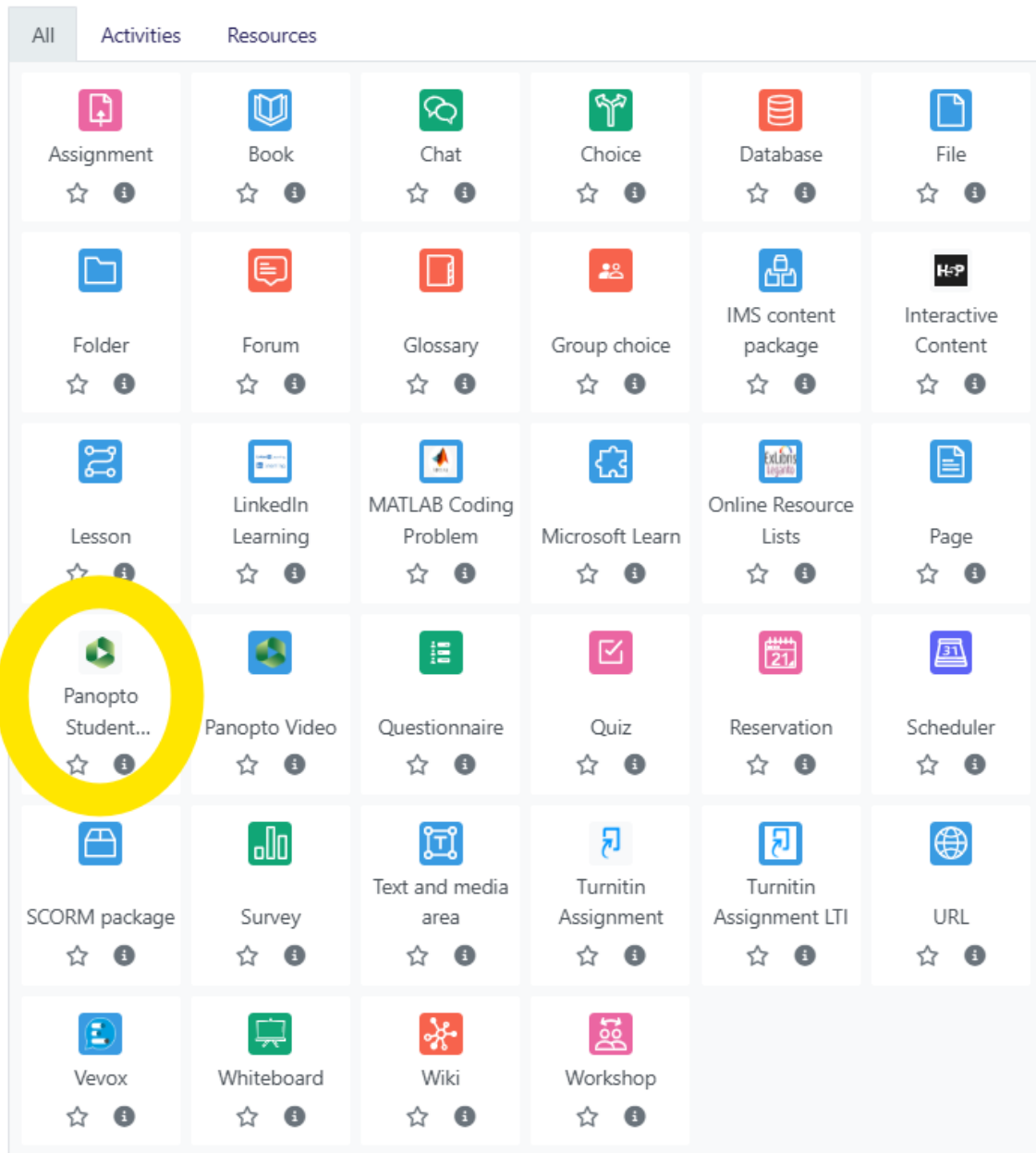
Activities Resources

 Assignment ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ	 File ☆ ⓘ
 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group choice ☆ ⓘ	 IMS content package ☆ ⓘ	 Interactive Content ☆ ⓘ
 Lesson ☆ ⓘ	 LinkedIn Learning ☆ ⓘ	 MATLAB Coding Problem ☆ ⓘ	 Microsoft Learn ☆ ⓘ	 Online Resource Lists ☆ ⓘ	 Page ☆ ⓘ
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 SCORM package ☆ ⓘ	 Survey ☆ ⓘ	 Text and media area ☆ ⓘ	 Turnitin Assignment ☆ ⓘ	 Turnitin Assignment LTI ☆ ⓘ	 URL ☆ ⓘ
 Vevox ☆ ⓘ	 Whiteboard ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ		

Or browse for content on [moodleNet](#)

od=0

^ Specific File Extension Link / E-Portfolios / Websites



^Panopto Submission Link

1. Traditional Link (Turnitin)

Settings – DRAFT & FINAL

- Use the correct naming conventions (refer to: [MOODLE IICL BIRMINGHAM \(AY 2425\) PDF](#))
- Use the following summaries:

DRAFT SUBMISSION LINK

- You will not receive marks for this draft submission.
- You may request feedback by contacting your lecturer via email.
- This link allows you to check your similarity score and similarity report before submitting your final assessment.

FINAL SUBMISSION LINK

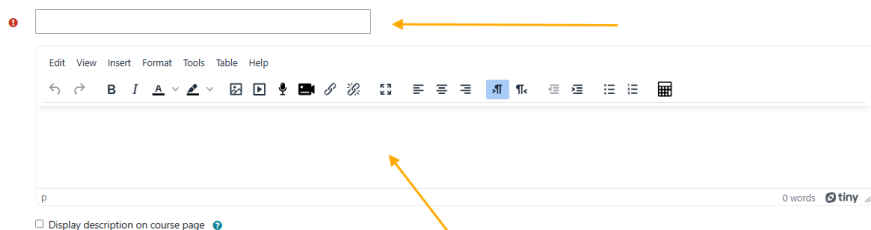
- Assessments submitted within one week of the deadline will be marked as late and capped at 40% (Undergraduate) or 50% (Postgraduate) unless extenuating circumstances apply.
- Assessments submitted after one week will not be marked and will be treated as non-submission.
- Note: The Birmingham Assessments Team cannot upload assessments to Moodle.

Adding a new Turnitin Assignment to Submission Links – May 2025 Term

General

Turnitin Assignment Name

Summary



0 words tiny

☐ Display description on course page

Settings to Configure

- Parts: Determines the number of tabs (used for some portfolio submissions).
- ⚠ Note: If using rubrics, each rubric must be in a separate link – not separate tabs.

p 0 words tiny

☒ Display description on course page

Submission Type: File Upload

Number of Parts: 1

Maximum File Size: Site upload limit (100 MB)

Anonymous Marking: No

Allow submission of any file type?: Yes

Display Similarity Reports to Students: Yes

Grade Display: Show grades as Fraction (e.g. 89/100)

Auto Refresh Grades / Scores: Yes, automatically refresh similarity scores and grades

☐ Set these values as assignment defaults

Grade

- Grading and Dates:

- Due Date: As per Assessment Spec
- Post Date: When students can view provisional results and feedback
- Max Marks: Usually out of 100, but check the Assessment Spec (e.g. some tasks may be out of 50)

Grade

Type: Point

Maximum grade: 100

Grade category: Uncategorised

Grade to pass:

Assignment Part 1

Name: Part 1

Start Date: 19 May 2025 10:46

Due Date: 26 May 2025 10:46

Post Date: 26 May 2025 10:46

Max Marks: 100

- Similarity Report:

- Configure separately for Draft and Final links

▼ Similarity Report Options

Allow Submissions after the Due Date	Yes
Report Generation Speed	Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours
Store Student Papers	No Repository

Note: If you do not select "Yes" for at least one of the "Check against..." options below then a Similarity report will NOT be generated.

Check against stored student papers	Yes
Check against internet	Yes
Check against journals, periodicals and publications	Yes
Exclude Bibliography	No
Exclude Quoted Material	No
Exclude Small Matches	Words

DRAFT SETTINGS ^

▼ Similarity Report Options

Allow Submissions after the Due Date	Yes
Report Generation Speed	Generate reports immediately (students cannot resubmit)
Store Student Papers	Standard Repository

Note: If you do not select "Yes" for at least one of the "Check against..." options below then a Similarity report will NOT be generated.

Check against stored student papers	Yes
Check against internet	Yes
Check against journals, periodicals and publications	Yes
Exclude Bibliography	No
Exclude Quoted Material	No
Exclude Small Matches	Words

FINAL SETTINGS ^

- Common Module Settings:

▼ Common module settings

Availability	 Show on course page 
ID number	
Force language	Do not force 
Include in course content download	 Yes 
Group mode	 Visible groups 

Add group/grouping access restriction

- Ensure Visible groups is selected – this helps academic staff identify their groups

 **Tip:** You can duplicate a draft link, rename it, and adjust settings to create the final link. Be cautious when duplicating, as Moodle may take time and it can become disorganised quickly.

2. Specific File Extensions / Ethics Forms / E-Portfolios / Websites

- Use the correct naming conventions (see PDF guide)

Submission Summaries

Use the same DRAFT and FINAL summaries as listed under the Traditional Link section.

▼ General

Assignment name

Description





Edit View Insert Format Tools Table Help

▼ **Availability**

Allow submissions from ☒ Enable 19 May 2025 00:00 

Due date ☒ Enable 26 May 2025 00:00  

Cut-off date ☐ Enable 19 May 2025 11:37 

Remind me to grade by ☐ Enable 2 June 2025 00:00 

☒ Always show description 

- Submission Type:

- For File Submissions: Use the “Choose” function to specify accepted file extensions

⚠ Use “All file types” for Ethics Forms unless otherwise specified

▼ **Submission types**

Submission types ☐ Online text  ☒ File submissions 

Maximum number of uploaded files  20

Maximum submission size  Course upload limit (100 MB)

Accepted file types  No selection

- For Online Text: Allows students to paste a web address (do not set a word limit)

▼ **Submission types**

Submission types ☒ Online text  ☐ File submissions 

Word limit  ☐ Enable

- Turnitin:

- Scroll to Turnitin Integrity Plugin Settings and disable Turnitin

Turnitin Integrity plugin settings

- ☐ Enable Turnitin
- ☐ Bibliography
- ☐ Quotes
- ☒ Index all submissions
- ☒ Immediately
- ☐ Immediately and regenerate on due date
- ☐ Due Date
- ☐ Allow students to view Similarity Reports
- ☐ Process draft submissions

[Learn more about Turnitin settings](#)

☐ Send content change notification

3. Panopto Submission Link

- Use the correct naming conventions (see PDF guide)
- No Draft Link required for Panopto submissions

FINAL SUBMISSION LINK

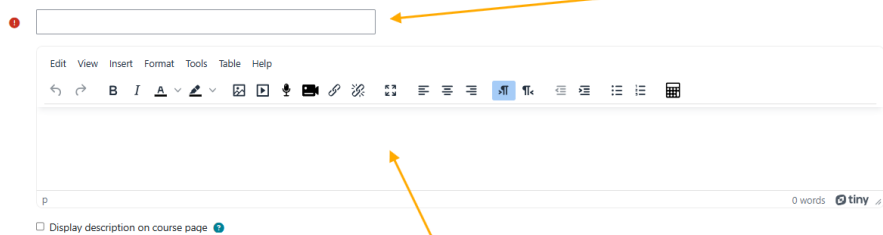
Use the same FINAL summary as above.

Adding a new Panopto Student Submission to Submission Links – May 2025 Term

General

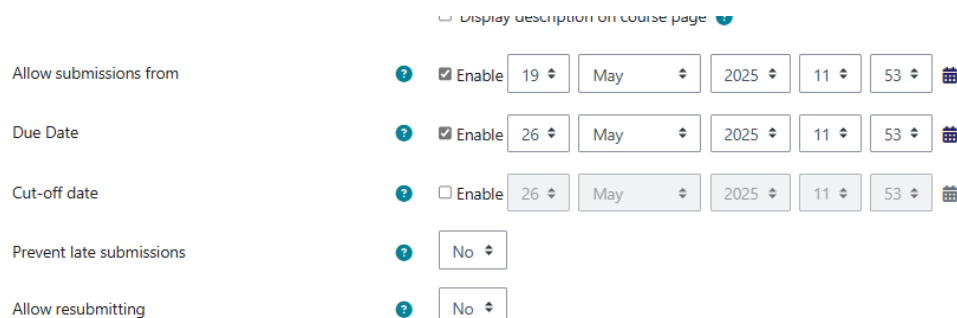
Name

Description



Settings to Configure

- Due Date: As per Assessment Spec
- Cut-off Date: Disable this option
- All other settings can remain as default



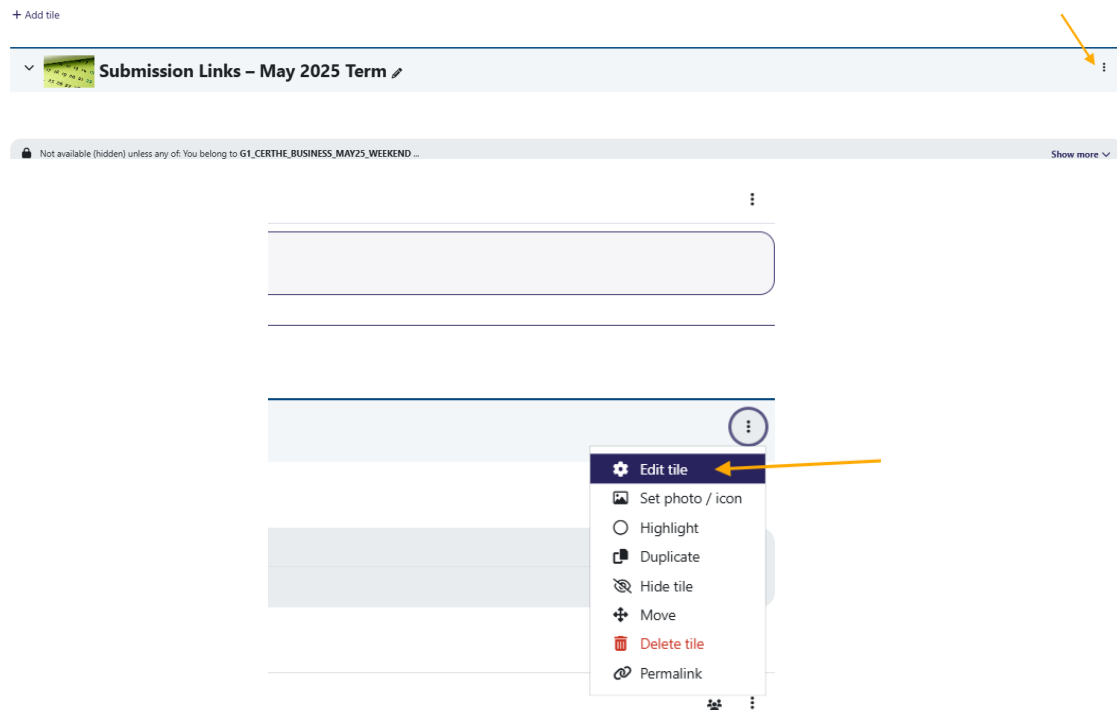
Final Tips

- Always double-check:
 - Dates
 - Visibility
 - Group settings
 - File types (if applicable)

When duplicating links, ensure all settings are updated to reflect the new assessment.

4. Restricting Tiles

- Please restrict the main submission tile by groups for the current term.



Restrict access

Access restrictions

The screenshot shows the "Restrict access" form. It has a title "Restrict access" and a subtitle "Access restrictions". The form contains a section for "Access restrictions" with the following fields: "Student" (with a dropdown arrow), "must" (with a dropdown arrow), "match" (with a dropdown arrow), "any" (with a dropdown arrow), and "of the following". Below this, there are three rows of "Group" selection boxes, each with a dropdown arrow and a close button (X). The groups are: "G1_CERTHE_BUSINESS", "G2_CERTHE_BUSINESS", and "G1_CERTHE_BUSINESS". There are "or" labels between the rows.