ASSIGNMENTS (MANAGER)

by CiL-Support-Team | Stand: January 2017

Content

1. General

The assignment is one of the assessment tools in L²P. Managers can provide digital exercise sheets with tasks that have to be processed within a certain period of time (see workflow in Fig. 1). Students download the task documents, create a digital solution individually or as a team, and submit it online. Once the deadline has expired, managers and tutors (see red box) will correct and evaluate the solutions. Achieved scores, correction documents with individual feedback and, optionally, a sample solution will be displayed to the students after completion of the correction.

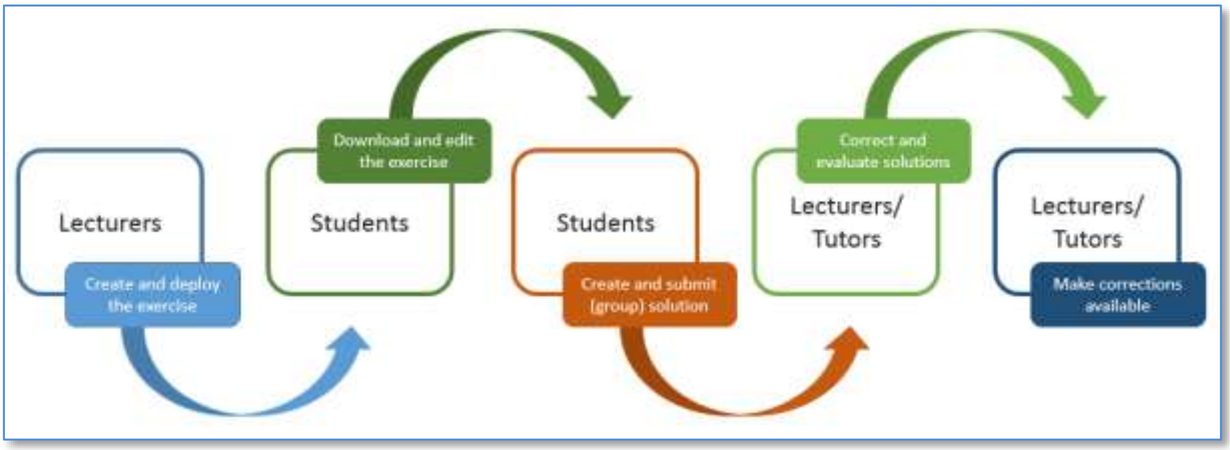

Fig. 1: Assignments Workflow

The process of the assignments therefore comprises, on the part of the managers, three phases:

1. Provide exercise sheets
2. Answer questions and answer solutions
3. Correct, evaluate and provide feedback

This workflow is illustrated in the components of the assignments section.

Tutors & aggregated course rooms

The appropriate role for tutors is TUTOR. In this role, they can examine, evaluate and correct the solutions of the students in the practice. Even sample solutions are visible to the supervisor immediately after their creation. In addition, they may, for example in the case of technical problems, make a deputy for study-based solutions. However, you cannot create exercise sheets.
To assign tutors to individual tutorials, use aggregated course rooms. The sub course rooms of these aggregations function as tutorials (see next page).

2. Distribution of rights

Right	Manager	Tutors	Students
Create exercise sheet	Yes	-	-
Edit exercise sheet	Yes	-	-
Delete exercise sheet	Yes	-	-
Add sample solution	Yes	-	-
Publish sample solution	Yes	-	-
Create solution	Yes (representative)	Yes (representative)	Yes
Edit solution	Yes (for comments)	Yes (for comments)	Yes
Lock solution (set deadline)	Yes	-	-
Delete solution	Yes	-	-
Create correction	Yes	Yes	-
Edit correction	Yes	Yes	-
Release correction	Yes	Yes	-
Delete correction	Yes	Yes	-

3. Use tutorials with aggregated course rooms

Many teaching events work with tutorials or practice groups, which are shared by the participants in the event. These tutorials can also be mapped into aggregated course rooms in L²P.

The sub-course rooms of such an aggregation - in the illustration above the example events 5 and 6 - represent the tutorials. In the course room settings of the upper training room managers assign the tutors to their respective tutorials. They then only see the solutions of those students who are supervised by you.
To do this, in the SETTINGS section, select a checkmark in the ASSIGN TUTORS TO SPECIFIC TUTORIUM menu and click on SAVE SETTINGS.

Note

You should always perform this action before you create an exercise sheet, otherwise all already existing groups and exercise sheets will be deleted irrevocably!

After saving, the additional button DISTRIBUTE TUTORS appears in the SETTINGS menu, which can be used to assign the tutors to their tutorials:

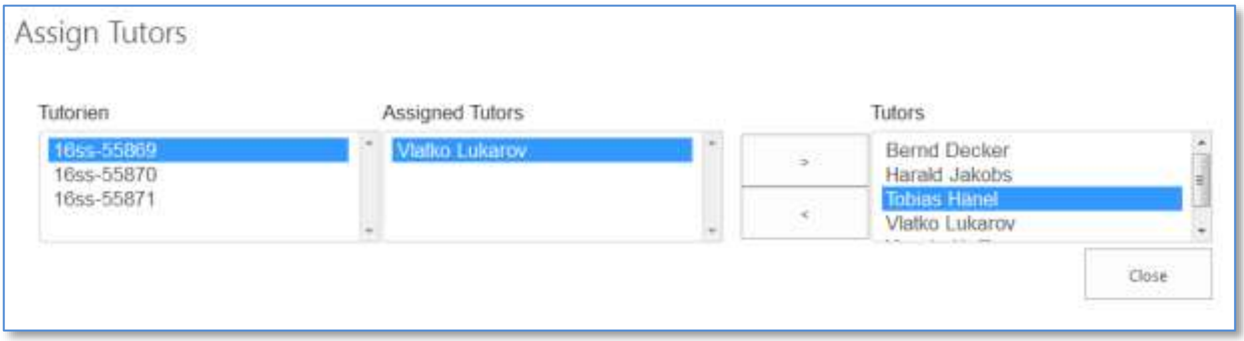

Fig. 2: Assign tutors to their tutorials

In this view (see fig. 2), first select a tutorial, then the tutor (tutor) from the list of tutors. Use this < to move the name to the middle list. If several tutors are responsible for a tutorial, repeat the procedure. Then go to the next tutorial. Press CLOSE to return to SETTINGS.

3.1. Group formation in tutorials

STUDENTS can make donation groups only with STUDENTS of the same tutorial. Delivery groups beyond tutorial boundaries are not possible.

FURTHER PARTICIPANTS can only be added to the master's classroom in aggregations. Therefore, these persons can only form abatement groups with other other participants or STUDENTS who are enrolled only in the upper secondary school.

4. Stage 1: Provide exercise sheets

Fig. 3: overview of all exercises

4.1. Area overview

Click on ASSIGNMENTS in the navigation bar to open the area overview. Here are all existing exercise sheets listed with title, publication date, deadline, total score and the information on whether group solutions are allowed. You can also add new exercise sheets, edit or delete existing exercise sheets, and switch to the views of the solutions or the corrections (s. Fig. 3).

4.2. Create exercise sheets

First, click on NEW ASSIGNMENT in the menu bar of the overview and fill out the form (s. Fig. 4)

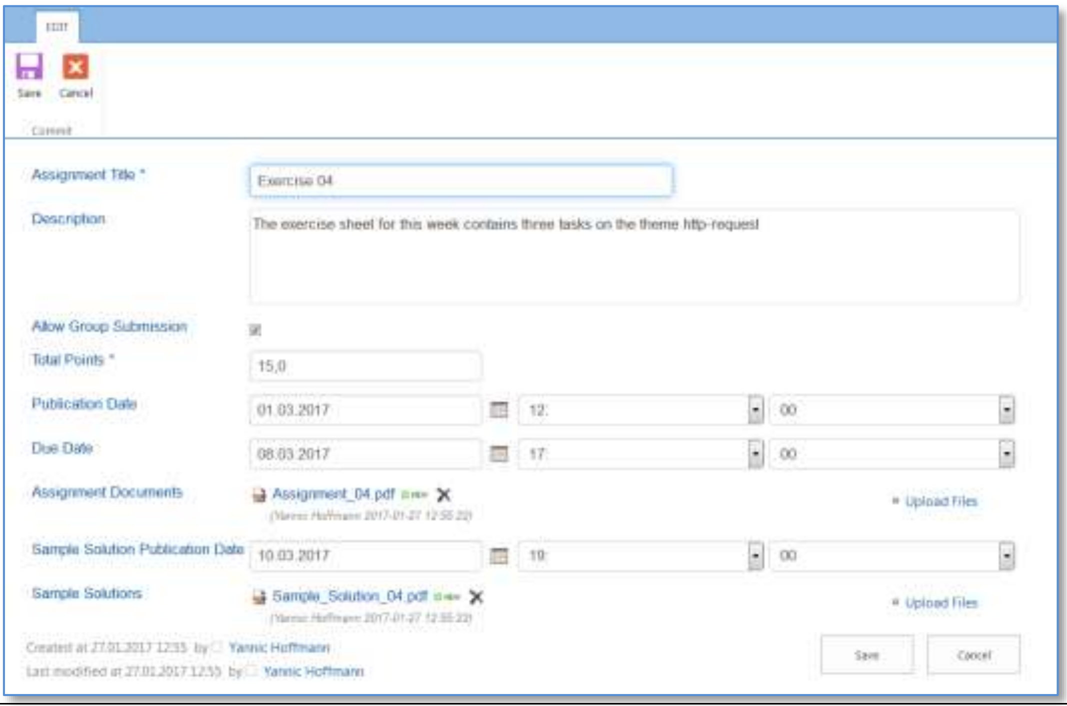

Fig. 4: Form for creating a new Assignment

In the individual fields, you can make different settings for the exercise sheet:

- ASSIGNMENT TITLE: Give the exercise sheet a meaningful name.
- DESCRIPTION: Optionally provide instructions to solve the tasks or add a different explanation of tasks and tasks.
- ALLOW GROUP SUBMISSION: Choose whether the student should solve the exercise sheet alone or in groups.
- TOTAL POINTS: Enter the total score to be reached.
- PUBLICATION DATE: If the exercise sheet is to be published at a later date, enter it here.
- DUE DATE: With the deadline, you determine the time at which the solutions of the students are delivered automatically and thus blocked for further processing. The deadline may be extended if necessary.
- ASSIGNMENT DOCUMENTS: Add all the task documents and other materials that are necessary or helpful to solve the tasks. Uploading files works like this:

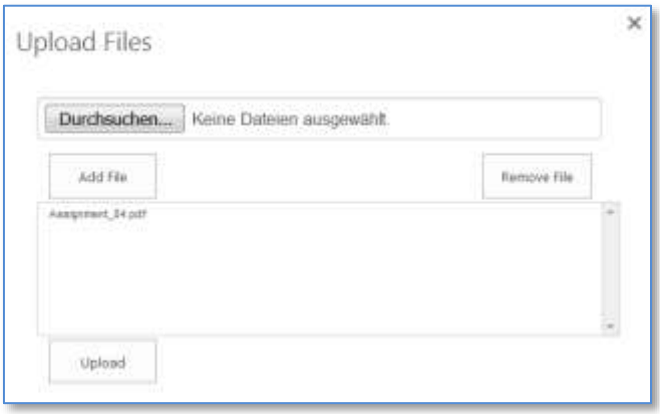

Fig. 5: Upload Manager

Click UPLOAD FILES, and then select the file you want by clicking on SEARCH. Use ADD FILE to transfer it to the selection list. If necessary, select more files after the same pattern. Finally, confirm with UPLOAD.

- SAMPLE SOLUTION: You can optionally provide a sample solution to the exercise sheet.
- SAMPLE SOLUTION PUBLICATION DATE: Enter the time at which the solution should be visible to students.

Confirm your entries with SAVE. The newly created exercise sheet now appears with a green star in the overview. As soon as it is published, an Announcement is automatically generated, informing you that a new exercise sheet is available.

5. Stage 2: Answer questions, answer solutions

5.3. Create solution (Students)

Once the exercise sheet is published, the students will be able to view the exercise sheet and to download and process the provided tasks. They also create their digital solution by means of a form in the practice, which is similar to the form for the preparation of an exercise sheet. The students contribute to the question whether they submit their own or alternatively for a group formed in the group area and upload all the necessary solution documents.

The solution is immediately visible to managers and tutors in the list of solutions after creation (s. Fig. 6). Until the (optional) deadline is reached, however, the students can revise their solution at any time and exchange the documents. Only then is the solution automatically released by the system and blocked for processing by the students.

5.4. Group solution

If managers have allowed this when creating the exercise sheet, students can also create a solution as a group (see above for solution). The necessary group is created in the group workplace. The max. Size of a group is determined by the managers in the learning room settings. When correcting a group solution, the score obtained is credited to each group member.

5.5. Create solutions for students

Managers and Tutors can also create solutions for students:

1. Open the exercise sheet to which the solution should belong.
2. Choose Add/Edit Student Solution from the ribbon.
3. For a group solution, select the desired group from the drop-down menu. For single solutions, click the icon to the right of the Student Selection in order to open the L²P Address Book. Search from the list or search for the names of the students to whom the solution is to be assigned.
4. Complete the step with Add Solution.
5. Now upload the solution documents. To do this, click Upload Files, and then select Search for Files from the File menu (s. Fig. 5). Use Add File to add it to the selection list. If necessary, select more files after the same pattern. Finally, confirm with Upload.
6. The names of the selected files are displayed as a list under Solution documents. Use the icon to delete the files if necessary.
7. Close the process with Save. You will return to the exercise sheet.

5.6. See the solution

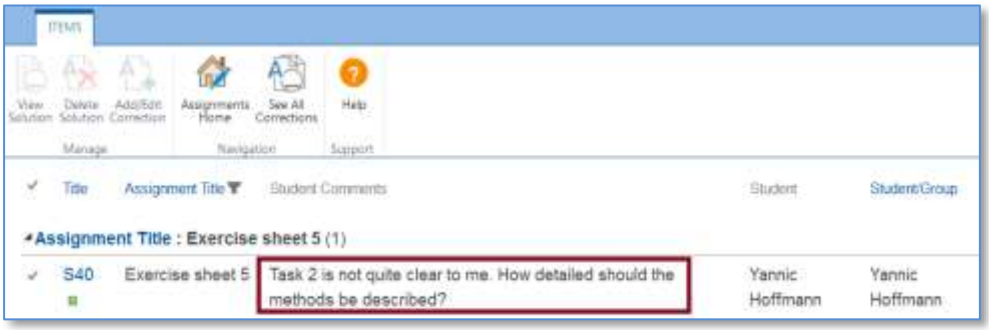

Fig. 6: List of solutions. Red borders the comments of the students.

To view a solution, call the exercise sheet to which the solution belongs, and then, on the ribbon, click SEE ALL CORRECTIONS.

You will then see the list of the solutions with the title, the name of the exercise sheet, the comments of the students, the names of the students, and the name of the group (in the case of group fees). To view a single solution, click on the title of the solution (S01, S02, ...).

5.7. Answering questions

When students create a solution, they can write a comment on the solution in a commentary or ask questions about the exercise sheet. Since the solutions are immediately visible after the creation, managers/tutors can see the questions, open the solution and answer directly in the same commentary.

Fig. 6: Detailed view of a solution with option to edit

1. Call up the appropriate exercise sheet in the Assignments, and then click on SEE ALL SOLUTIONS in the ribbon. You will now see the list of all solutions to this exercise sheet. In the column STUDENT COMMENTS you will find the questions and comments of the students (s. Fig. 6). To write a reply, click on the title of the solution.
2. In the menu bar, select EDIT SOLUTION (s. Fig. 7) and add your answer in the comment field.
3. Confirm your entries with SAVE. Via CLOSE, you return to the list of solutions for the exercise sheet.

5.8. Delete solutions

Students cannot delete a solution they have created. This authorization have only managers. To delete a solution, call it up, and then, in the menu, click DELETE SOLUTION.

6. Stage 3: Correct, evaluate, provide feedback

Once the deadline has been reached and the solutions for further processing are blocked, you can start the correction.

6.1. Download solutions

In the overview of the assignments, consult the exercise sheet whose solutions you want to download. Then, on the ribbon, click DOWNLOAD ALL SOLUTIONS. The solutions are packaged as ZIP files and stored on your computer. This allows you to correct and evaluate the solutions offline. Afterwards, you create a correction in the assignments and enter the points you have achieved and provide feedback documents that emphasize successful solutions, as well as indicate errors and possible ways to avoid them.

6.2. Create corrections

Corrections can only be made for individual solutions. Therefore, call up the exercise sheet whose solutions you want to correct, and then click SEE ALL SOLUTIONS in the ribbon.

You will now see all the solutions that belong to this exercise. Click on the title of the solution you want to correct (pattern: S01, S02, etc.). You will then enter the detail view of the solution (s. Fig. 8). Select ADD/EDIT CORRECTION here and fill in the fields.

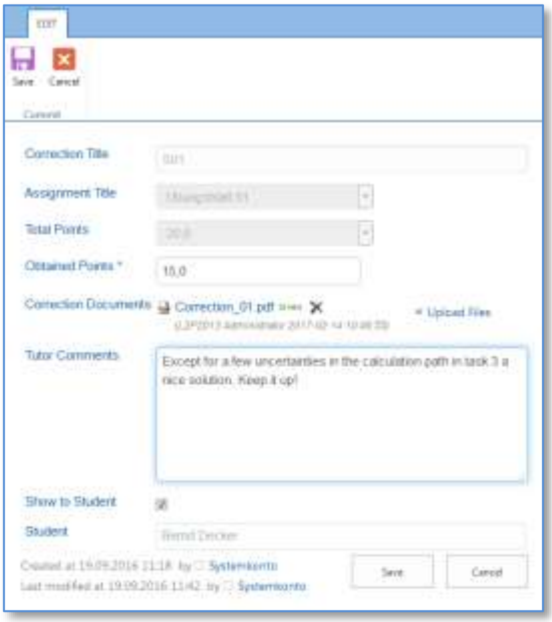

Fig. 7: Beispiel einer Korrektur

CORRECTION TITLE: Each solution is automatically assigned a title.

ASSIGNMENT TITLE: Here you will be shown again which exercise sheet the solution refers to.

TOTAL POINTS: The total number of points to be reached is automatically taken from the exercise sheet.

OBTAINED POINTS: Enter the number of points you have reached.

CORRECTION DOCUMENTS: If you keep your annotations to the solution in a document, you can upload and attach it here from your computer.

COMMENTS: You can optionally enter a short total feedback for the solution.

CORRECTIONAL RELEASES: As soon as you tick the box, the correction is released and the students who have submitted this solution can directly see the correction after saving. However, it is recommended that you first create all corrections and then release them globally (see publish corrections).

STUDENT: Here, once again, all students who have submitted this solution and who are credited with the points are listed automatically.

To stop the correction, click SAVE. You are now returned to the detail view of the solution that has just been corrected. Finish the process with CLOSE. This will take you back to the list of solutions for the exercise sheet you have selected.

6.3. View corrections

To view the corrections to an exercise sheet, first call up the exercise sheet. Then, in the ribbon, select SEE ALL CORRECTIONS.

6.4. Publish corrections

Managers and tutors can complete corrections individually and thus publish them successively (see Correction and evaluation of exercise sheets). However, this would have the effect that in the case of many corrections, some students would get their results much earlier than others. For reasons of fairness and to facilitate possible subsequent corrections, it is recommended to make the corrections visible only after <u>all</u> corrections have been made.

To do this, open the Exercise Sheet whose correction you want to complete, and then click PUBLISH CORRECTIONS on the ribbon. The corrections are now published asynchronously to avoid time-outs in large events. You will receive an email as soon as the corrections have been published. Assessment and correction documents are visible to all students at the same time. **This action cannot be undone!**