

## ASSIGNMENTS



**Assignments** allow professors to evaluate students' learning through the creation of an assignment that is reviewed, evaluated and graded.

Students can return the completed product in digital format (files) either as a text document, spreadsheets/calculations, images, videos, or other file. Alternatively, or in addition, the task may ask students to write directly in a field provided using the text editor. Assignments can also be used to remind students of 'real life' projects that they need to complete and that don't require the submission of anything in digital format.

While grading assignments, professors can provide feedback and upload files, such as notes on the students' submitted documents, documents with observations or audio comments.

Assignments are graded using the VCPH qualitative scale and final grades are posted in the grade book.

# Assignment Submission (Step 1)



When you click on an assignment in the course a page appears that contains: a description of the assignment, date when it will be available and due date, grading status, and how much time is left to submit it as well as the button to upload the file from your PC.

To submit the assignment, click the **"Add submission"** button.

**Administration**

- Course administration
- Grades

**Activities**

- Assignments
- Databases
- Feedback
- Forums
- Glossaries
- Lessons
- Quizzes
- Resources
- Simple Certificates

**People**

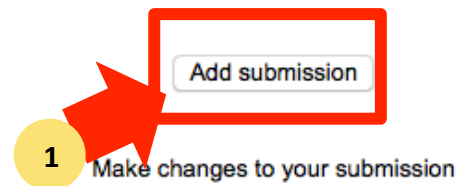
- Participants

## Assignment #1

In this assignment, you will need to send an essay of 2 pages related to Module 1 reading.

## Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 31 March 2016, 5:45 PM
Time remaining	22 days 1 hour
Last modified	Wednesday, 9 March 2016, 3:53 PM
Submission comments	▶ <a href="#">Comments (0)</a>



## Assignment Submission (Step 2)



You must complete the same process that you used to upload your profile picture.

The first option is to open your files explorer (Windows or MAC), then drag and drop the file in the space. The second option is to press the **“Add +”** button to select the file.

### Assignment #1

In this assignment, you will need to send an essay of 2 pages related to Module 1 reading.

#### File submissions

Maximum size for new files: 500KB, maximum attachments: 3

2

Files

You can drag and drop files here to add them.

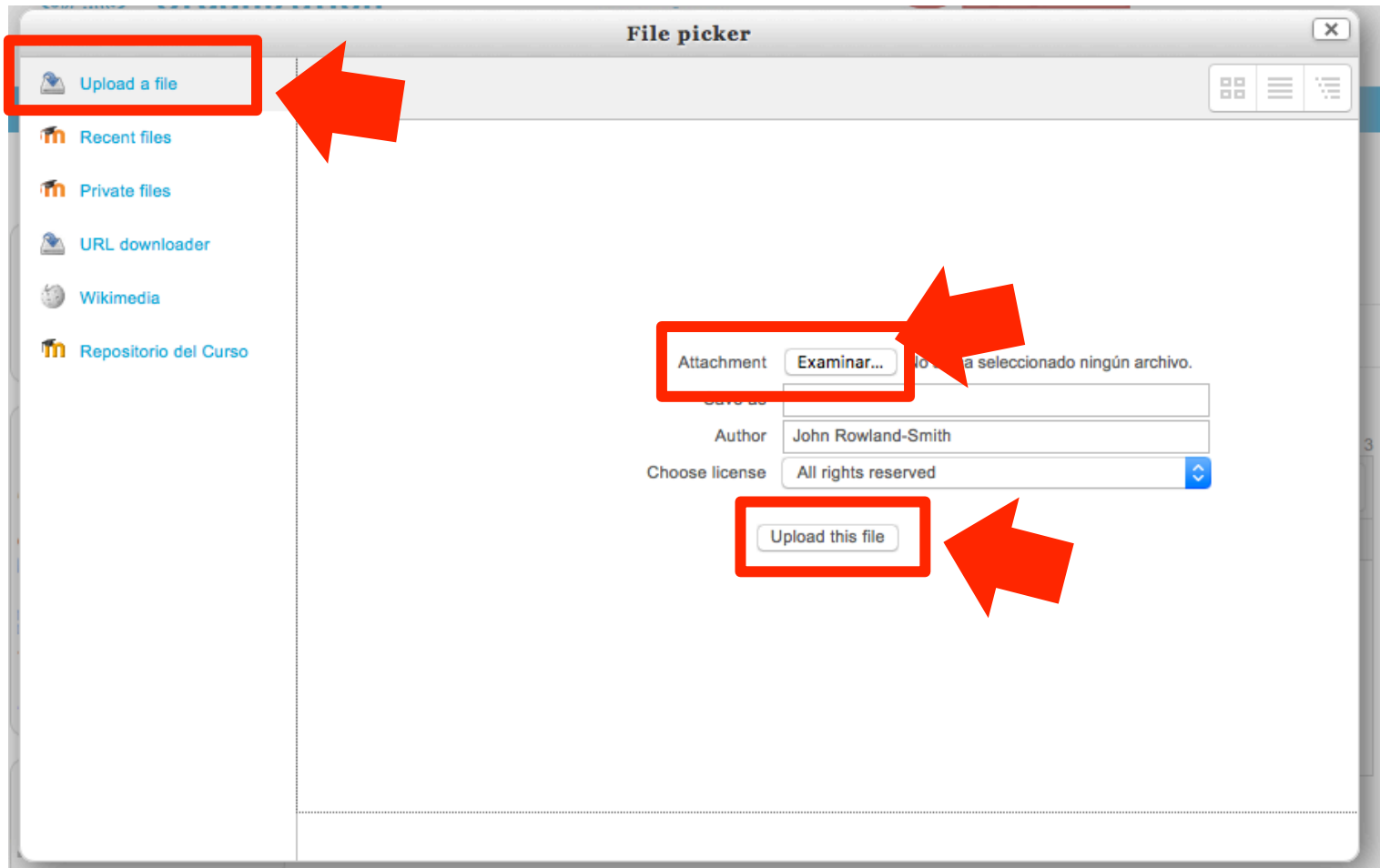
2

Save changes Cancel

## Select file



If you use the second option, once you press the **“Add+”** button, you will see the **“File picker”** window where you should click on **“Upload a file”** and then the **“Attachment”** button on the right. With the help of your files explorer (Windows or MAC), select the desired file from your computer. Press the **“Open”** button to select the file. Once you have done this, click **“Upload this file”**.



## Assignment Submission (Step 3)

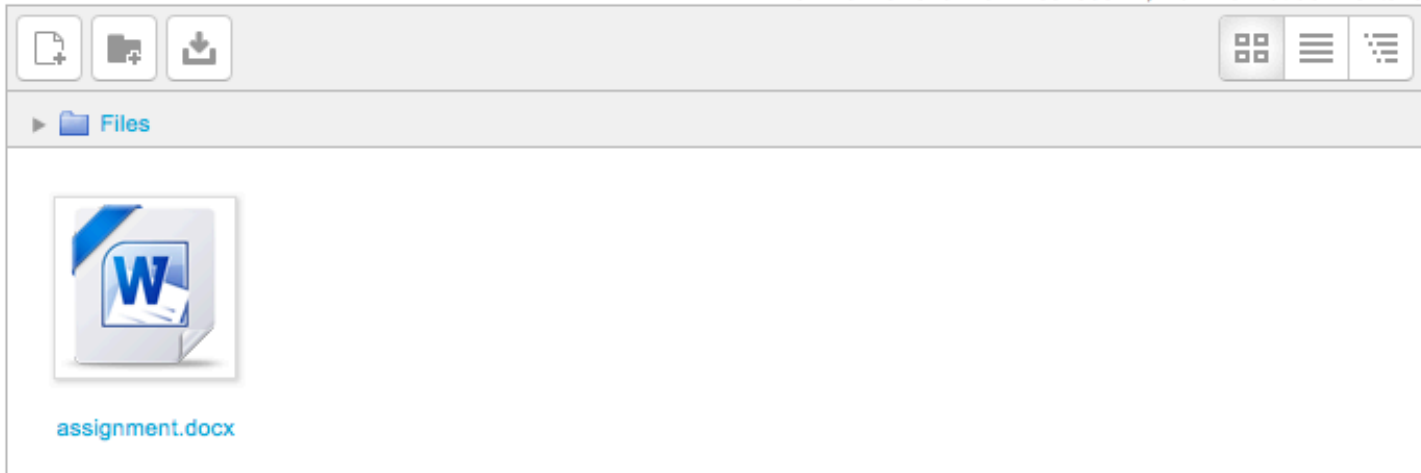
Once you have found the file and pressed **“Upload this file”**, you will see the icon of the selected file. To complete your submission, click on **“Save changes”**.

### Assignment #1

In this assignment, you will need to send an essay of 2 pages related to Module 1 reading.

#### File submissions

Maximum size for new files: 500KB, maximum attachments: 3



The screenshot shows a file submission interface. At the top, there are three icons: a document with a plus sign, a folder with a plus sign, and a download icon. To the right of these icons are three view options: a grid view, a list view, and a list view with a search icon. Below the icons is a folder icon labeled 'Files'. Inside the 'Files' folder, there is a document icon with a blue 'W' on it, representing a Word document. Below the document icon, the text 'assignment.docx' is displayed.

3

Save changes

Cancel

## Assignments – Submission and comments


Once the file/assignment is uploaded, you can view the attached file and you have the option to add comments to the submission.

You also have the option to edit your submission if you want to delete or add another file.

### Assignment #1

In this assignment, you will need to send an essay of 2 pages related to Module 1 reading.

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 31 March 2016, 5:45 PM
Time remaining	22 days 1 hour
Last modified	Wednesday, 9 March 2016, 3:57 PM
File submissions	 <a href="#">assignment.docx</a>
Submission comments	<a href="#">Comments (0)</a>



[Edit submission](#)

Make changes to your submission

## Response by Tutor

Once the tutor gives you a grade for your assignment you can see it in the same link where you submitted your assignment along with any feedback comments.


Sometimes you will have the option to re-submit another file depending on how the assignment is configured.

If the tutor has made comments to the actual file, you can see them by clicking on the icon in “**Feedback files**”.

### Assignment #1

In this assignment, you will need to send an essay of 2 pages related to Module 1 reading.



#### Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Thursday, 31 March 2016, 5:45 PM
Time remaining	22 days 1 hour
Last modified	Wednesday, 9 March 2016, 3:57 PM
File submissions	 <a href="#">assignment.docx</a>
Submission comments	<a href="#">▶ Comments (0)</a>

[Edit submission](#)

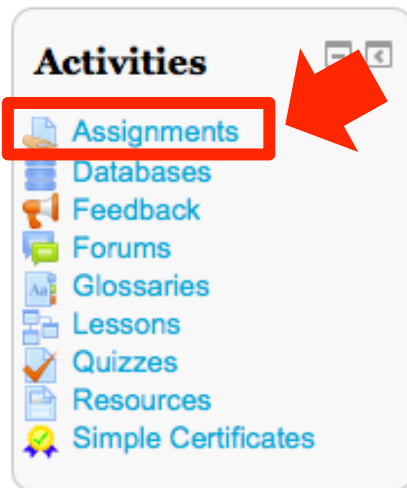
Make changes to your submission

#### Feedback

Grade	VG
Graded on	Wednesday, 9 March 2016, 3:59 PM
Graded by	 Nichole Anderson
Feedback comments	Great work!
Feedback files	 <a href="#">feedback.docx</a>

## View Summary

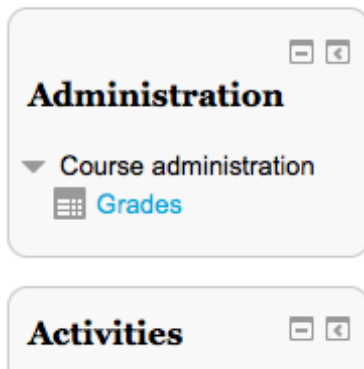
In the “**Activities**” block, when you click on “**Assignment**”, a page opens with a summary of all the course assignments.



On this page you can see all the due dates, submissions made and your grade.



If you click on the name of an assignment, a page will open with all the Tutor’s comments and/or a window to send a file.



### Assignments

Section	Assignments	Due date	Submission	Grade
	<a href="#">Assignment #1</a>	Thursday, 31 March 2016, 5:45 PM	Submitted for grading	VG
	<a href="#">Assignment #2</a>	Friday, 1 April 2016, 4:10 PM	No submission	-
	<a href="#">Assignment #3</a>	Sunday, 10 April 2016, 5:45 PM	No submission	-



## Types of Assignments



### - Assignments completed by submitting a file.

These are the assignments where you have to send the professor a file of some type. This can be one or several files previously specified by the Tutor.

The professors can grade the assignments submitted through this mechanism online. Professors with permission to grade these types of files receive an immediate alert by email when the student adds or updates the submission of the assignment.

### - Online Assignment

These assignments are done online on a webpage, using the Virtual Classroom text editor. It allows the student to edit the text through the use of the regular editing tools. The professors can grade and include comments.

### - Assignments NOT Online

These are assignments that are done in another way (activity with a tool outside the Virtual Classroom, WebEx attendance, etc.), but they are evaluated through the assignment module of the Virtual Classroom.

It is useful when the assignment is done outside the platform. Students can see a description of the assignment, but cannot upload files. However, the professors can grade all of the students, who receive notifications of their grades through the Classroom.

## Assignment Characteristics



Among the main assignment characteristics we wish to highlight the following:

- The final due date for a assignment may be specified, appearing in the course calendar, as well as the highest grade possible or the use of personalized scales that will be used.
- Students can upload their assignment (in any file format) to the server. The date the file was uploaded will be recorded.
- Assignments past the due date may or may not be permitted, but the teacher can clearly see when it was uploaded and if it is late.
- The teacher's observations are attached to the assignment page of each student and a notification message is sent.
- The teacher may allow for the resubmission of an assignment after it has been graded (to grade it again).
- Offline assignments consist of an external activity that must be completed, instead of sending a file through the platform.



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## VIRTUAL CAMPUS HELP DESK

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the Campus Help Desk:

<https://ayuda.campusvirtualsp.org/?q=en>



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