

SUBMITTING ASSIGNMENTS

ASSIGNMENTS

The Assignment module allows a teacher to assess students' learning by creating an activity for them to complete, which the teacher will then review, evaluate, and grade.

Students can submit any type of digital content (files), such as text documents, spreadsheets, images, audio, and videos, among others. Alternatively, or as a complement, the assignment may require students to write text directly in a field using the text editor. An assignment can also be used to remind students of other activities they need to complete that do not require submitting any digital content.

When reviewing assignments, teachers can leave feedback comments and upload files, such as annotations on students' submissions, documents with observations, or audio comments.

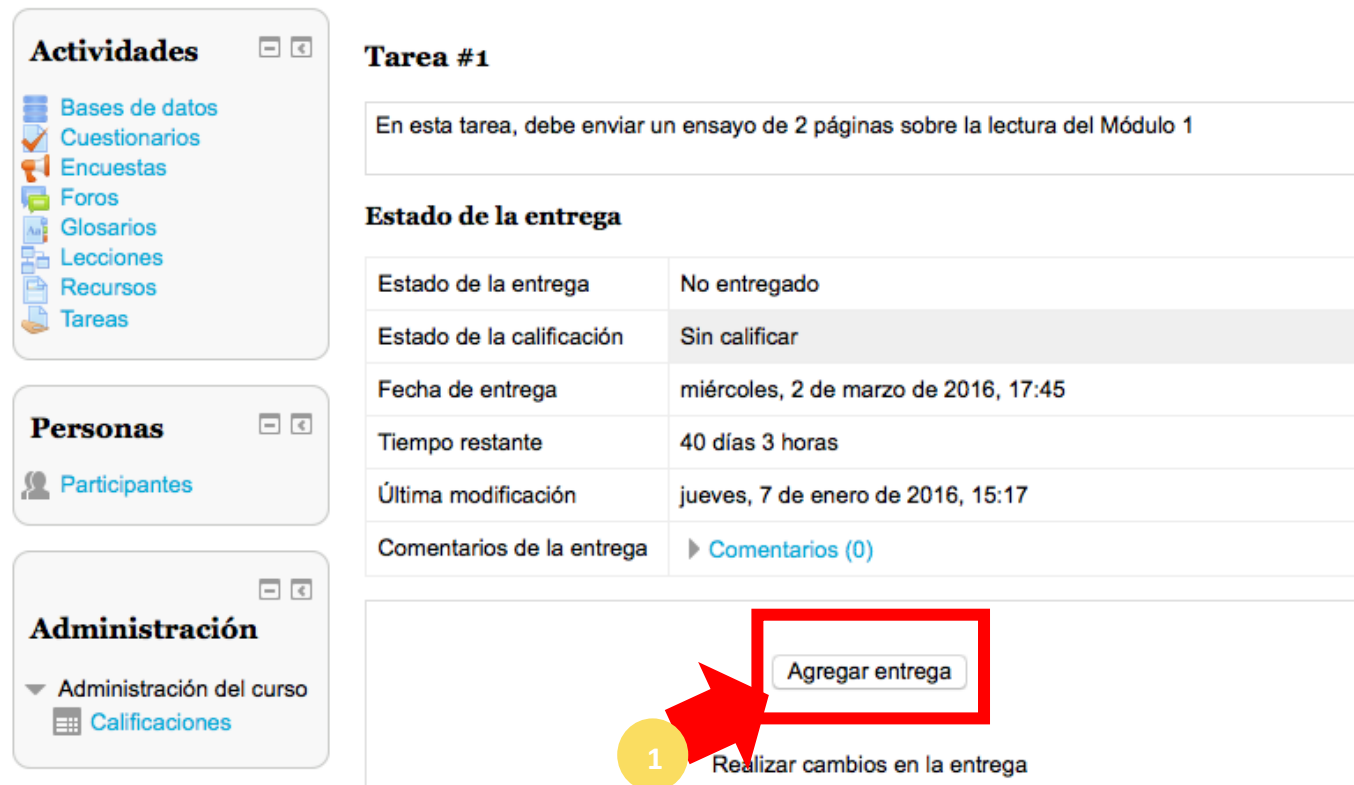
Assignments are graded according to the Virtual Campus qualitative scale, and final grades are recorded in the gradebook.

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Assignments – File submission (Step 1)

When you click an Assignment in the course, a page opens with the description of the assignment to complete, the availability and due dates, the grading status, the time remaining, and the button to upload the file from your PC.

To submit the assignment, click the “Add submission” button.



The screenshot displays a course interface with three main sections on the left: **Actividades** (Activities), **Personas** (People), and **Administración** (Administration). The **Actividades** section lists various activity types like Bases de datos, Cuestionarios, Encuestas, Foros, Glosarios, Lecciones, Recursos, and Tareas. The **Personas** section shows 'Participantes'. The **Administración** section shows 'Administración del curso' and 'Calificaciones'.

The main content area is titled **Tarea #1** and contains a text box with the instruction: "En esta tarea, debe enviar un ensayo de 2 páginas sobre la lectura del Módulo 1". Below this is the **Estado de la entrega** (Submission Status) table:

Estado de la entrega	No entregado
Estado de la calificación	Sin calificar
Fecha de entrega	miércoles, 2 de marzo de 2016, 17:45
Tiempo restante	40 días 3 horas
Última modificación	jueves, 7 de enero de 2016, 15:17
Comentarios de la entrega	► Comentarios (0)

At the bottom of the page, there is a red box highlighting the **Agregar entrega** button. A red arrow points to this button from a yellow circle containing the number 1, which is positioned above the text "Realizar cambios en la entrega".

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Assignments – File submission (Step 2)

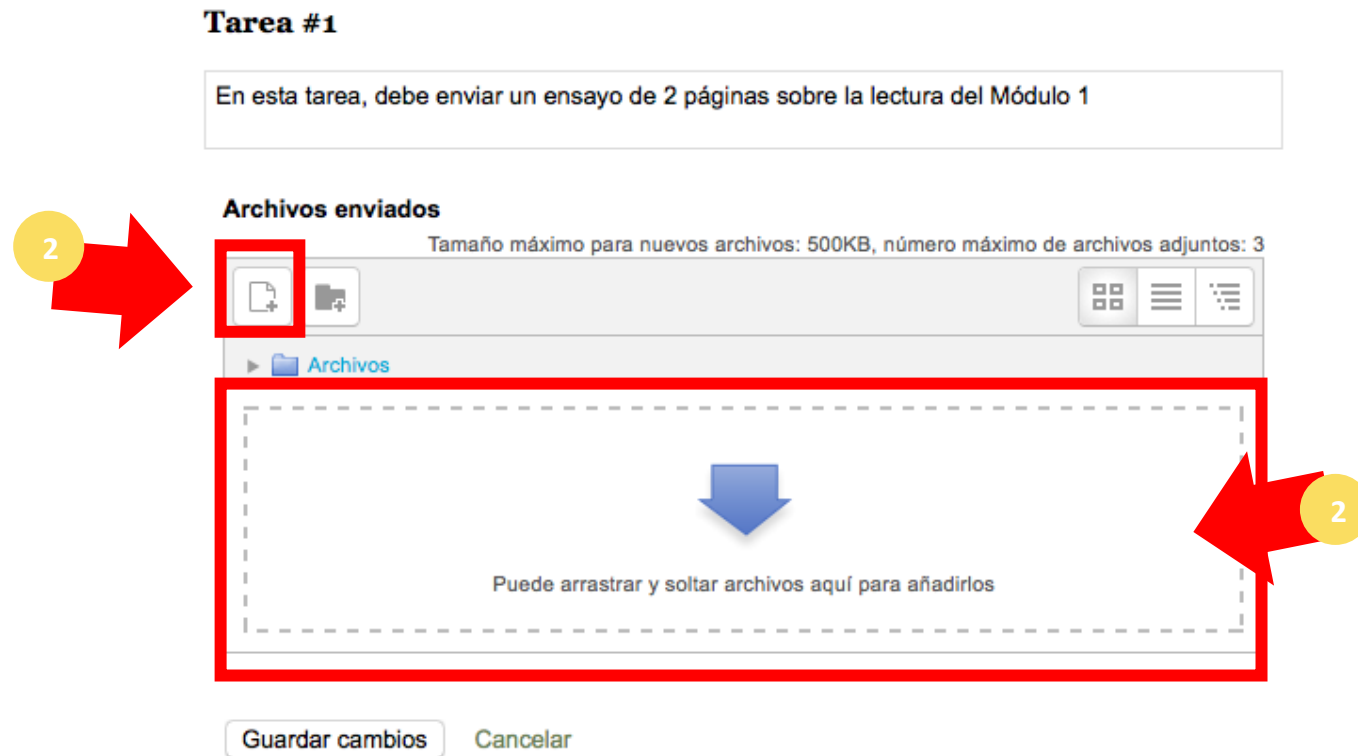
You should follow the same process you used to upload your profile photo.

The first option is to open your file explorer, then drag and drop the file into the indicated area. The second option is to click the “Add +” button to select your file.

Tarea #1

En esta tarea, debe enviar un ensayo de 2 páginas sobre la lectura del Módulo 1

Archivos enviados Tamaño máximo para nuevos archivos: 500KB, número máximo de archivos adjuntos: 3

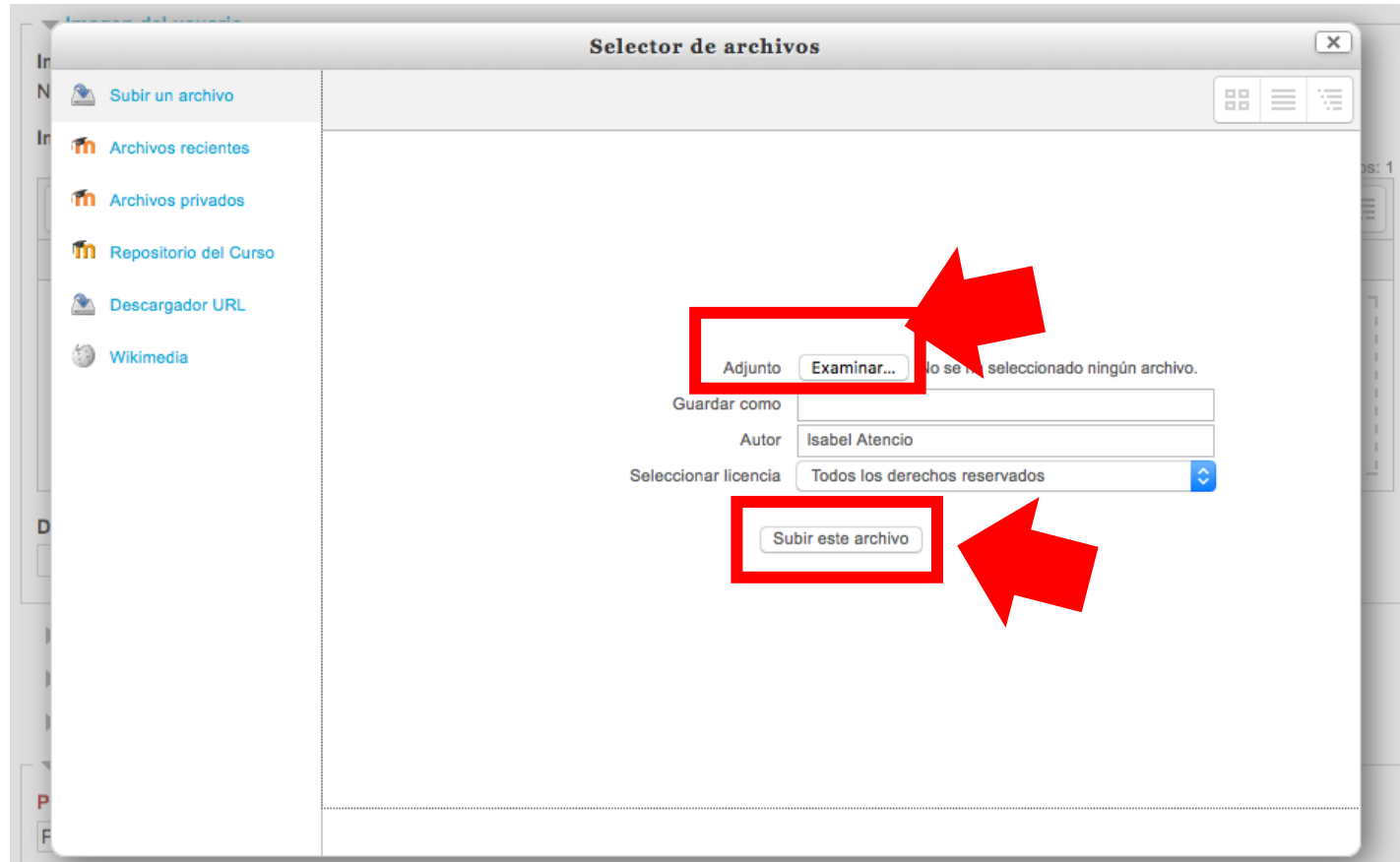


Guarda cambios Cancelar

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Select file

If you use the second option, once you click the “Add +” button, the file picker window will open. There, click “Attachment: Browse...”. Using the Windows or Mac file explorer, select the desired file on your computer. Then click “Upload this file”.



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Assignments – File submission (Step 3)

Once you have found the file in your folders and clicked the “Upload this file” button, you will see the icon for the selected file.

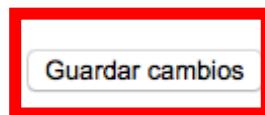
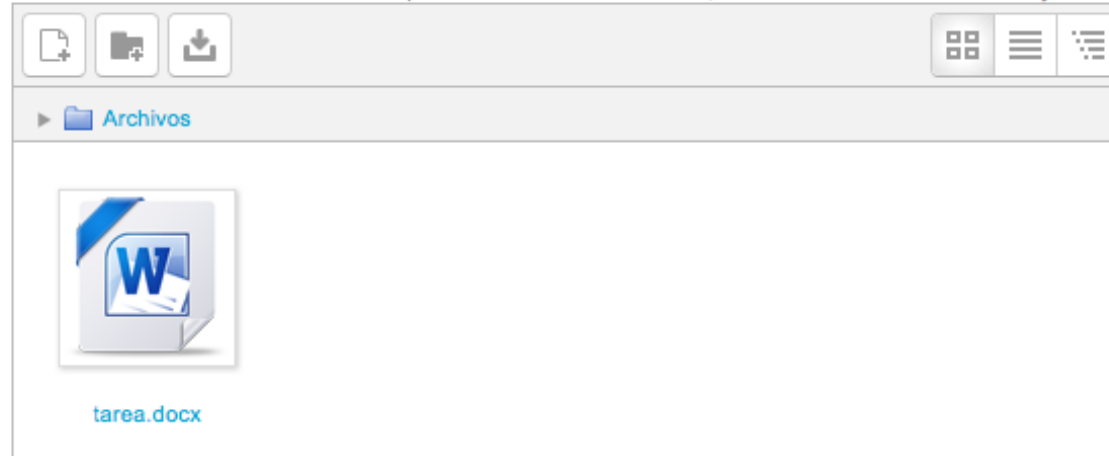
To complete the submission, click the “Save changes” button.

Tarea #1

En esta tarea, debe enviar un ensayo de 2 páginas sobre la lectura del Módulo 1

Archivos enviados

Tamaño máximo para nuevos archivos: 500KB, número máximo de archivos adjuntos: 3



Cancelar

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Assignments – File submission and comments


Once the file has been uploaded and the assignment submitted, you can view the attached file and add comments to the submission.


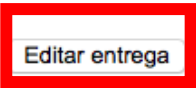
You also have the option to “Edit submission” if you want to add another file or delete one.

Tarea #1

En esta tarea, debe enviar un ensayo de 2 páginas sobre la lectura del Módulo 1

Estado de la entrega

Estado de la entrega	Enviado para calificar
Estado de la calificación	Sin calificar
Fecha de entrega	miércoles, 2 de marzo de 2016, 17:45
Tiempo restante	40 días 3 horas
Última modificación	viernes, 22 de enero de 2016, 14:00
Archivos enviados	 tarea.docx
Comentarios de la entrega	► Comentarios (0)

  Editar entrega

Realizar cambios en la entrega

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Tutor's response

Once the Professor/Tutor grades the submitted work, when the student accesses the Assignment again, they will see the grade assigned by the tutor and the feedback comments.


The student may or may not be able to submit a new file, depending on how that assignment has been configured.

If the professor has made annotations directly in the file, the student can access it by clicking the icon under "Feedback files".

Tarea #1

En esta tarea, debe enviar un ensayo de 2 páginas sobre la lectura del Módulo 1

Estado de la entrega

Estado de la entrega	Enviado para calificar
Estado de la calificación	Calificado
Fecha de entrega	miércoles, 2 de marzo de 2016, 17:45
Tiempo restante	40 días 3 horas
Última modificación	viernes, 22 de enero de 2016, 14:00
Archivos enviados	 tarea.docx
Comentarios de la entrega	▶ Comentarios (0)

[Editar entrega](#)

Realizar cambios en la entrega

Comentario

Calificación	MB
Calificado sobre	viernes, 22 de enero de 2016, 14:12
Calificado por	 María González
Comentarios de retroalimentación	Excelente ensayo. En el archivo adjunto más retroalimentación.
Archivos de retroalimentación	 retroalimentacion.docx

SUBMITTING ASSIGNMENTS

View Summary

In the course Activities block, clicking “Assignments” opens a summary table with the course assignments.



The assignment names, due dates, submissions made, and grades are displayed.



Clicking the assignment name opens the page with the Tutor’s comments and/or the window for file submission.



Tareas

Sección	Tareas	Fecha de entrega	Entrega	Calificación
	Tarea #1	miércoles, 2 de marzo de 2016, 17:45	Enviado para calificar	MB
	Tarea 2.1	lunes, 28 de marzo de 2016, 14:25	Enviado para calificar	-
	Tarea 2.3	sábado, 9 de abril de 2016, 16:15	No entregado	-

SUBMITTING ASSIGNMENTS

Types of Assignments

– File submission assignments.

These are assignments in which a file must be sent to the professor. It may involve submitting a single file or several files specified by the Tutor.

Professors can grade assignments submitted this way online, and they also receive an email alert whenever students add or update an assignment submission.

– Online assignments

These are completed online (while connected) on a web page using the Classroom editor. They allow students to edit text using the usual editing tools. Professors can grade them and add comments.

– Offline assignments

These are assignments completed in another way (an activity using a tool outside the Virtual Classroom, participation in WebEx sessions, etc.), but they are evaluated through this module.

This is useful when the assignment is completed outside the platform. Students can see a description of the assignment, but they cannot upload files. However, professors can grade all students, who will receive grade notifications through the Classroom itself.

SUBMITTING ASSIGNMENTS

Assignment features

The main features of assignments include:

A final due date can be specified for an assignment, which will appear in the course calendar, as well as the maximum grade or the use of custom scales that may be assigned.

Students can upload their assignments (in any file format) to the server. The upload date is recorded.

Late submissions may or may not be allowed, but the professor can clearly see how late the submission is.

The professor's comments are attached to each student's assignment page, and a notification message is sent to the student.

The professor has the option to allow an assignment to be resubmitted after it has been graded (so it can be graded again).

Offline assignments are allowed, where instead of a digital file, the assignment is an external activity.


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