



ASSIGNMENTS

# LP+365

HELP GUIDE

VERSION 2.1

## 1. Overview.

The **Assignments** tile is located on the **Class/Subject Dashboard** and allows users to view individual assignments relevant to the class.

You can locate assignments from two tiles: the Home or Personal dashboard and the Class/Subject Dashboard.

The tile displays the latest due assignment titles and due dates and can only be created by teachers who are permitted to the **Class/Subject Dashboard**.

## 2. Setting Assignments.

1. Navigate to the particular **Class/Subject Dashboard** from where you wish to create an assignment.

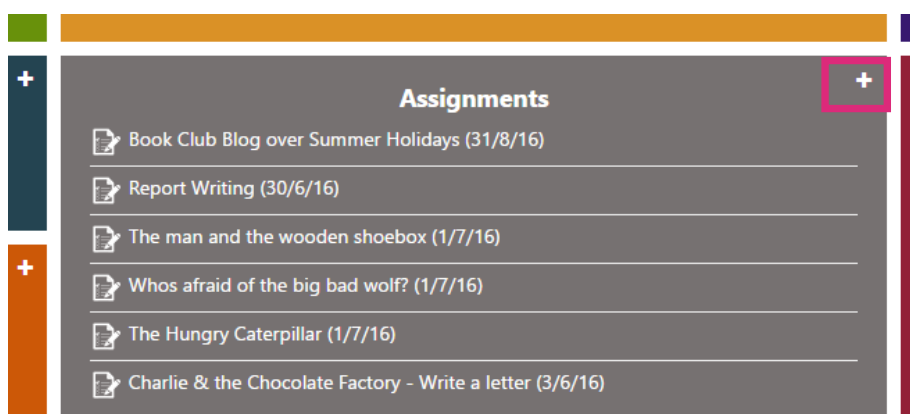


FIGURE 1. THE ASSIGNMENTS TILE ON CLASS DASHBOARD

2. From the Assignments tile class teachers can set an assignment by selecting **+** symbol as shown in Figure 1.

This launches the **Assignment Creation** pop up window as shown in Figure 2. From this window you can; edit the **Start/Due date**, set or create a **Grading Criteria**, **Marking Scheme**, (To read more about the difference between a formative and summative assignment, click on the link [here](#)) **Assignment Title** and **details**.

You also have the option to upload/remove an attachment from your local drive or OneDrive in the form of a **Resource** or **Template** related to the Assignment for student use.

3. Select all or the individual students required to complete the assignment by using the student pane underneath the Template section and select 'Save' to create and distribute the assignment.



On creation of the assignment: a new assignment event notification is created and visible on the Calendar Notification Bar which is displayed as a calendar icon, as shown in Figure 3. The event will invite the teacher who distributed the assignment and all the selected learners.

Clicking on a specific notification will launch a new browser tab to open your Calendar on Microsoft Exchange Online.

From here you can click on the assignment link to launch the **Learner Assignment Overview** as a student or launch the **Assignment Overview** page as the teacher.

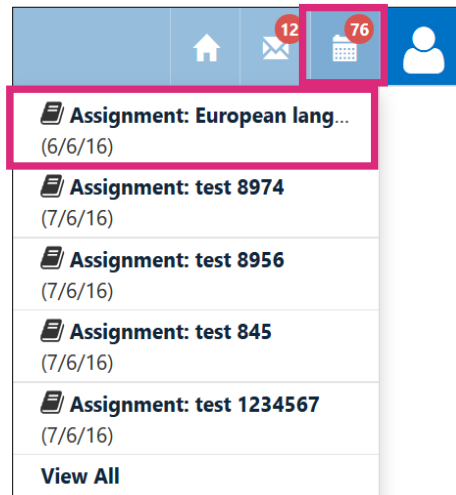


FIGURE 3. ASSIGNMENT EVENT NOTIFICATION

### 3. Viewing Assignments.

Once an assignment is created, a student or a teacher can view the **Assignment Overview** by clicking on a particular assignment from the tile or the title of **Assignments** tile.

This displays a view of **Assignments** for that particular class/subject as shown in Figure 4; which can be filtered to show **All items**, **Pending** and **Completed** Assignments.

Clicking on any particular assignment will launch a pop window to display the **Assignment Overview** with its details.

ASSIGNMENTS - All Items							
Subject	Title	Start Date	Due Date	Status	Grading Criteria	Marking Scheme	
Year 8	What Makes a Great Ch...	25/04/2016	29/04/2016	Pending	40/D 50/C 60/B 70/A	Summative	
Year 8	Story Writing Task	25/04/2016	25/05/2016	Pending	40/D 50/C 60/B 70/A	Formative	
Year 8	News Paper Article on C...	25/04/2016	27/05/2016	Pending	40/D 50/C 60/B 70/A	Formative	
Year 8	Charlie & the Chocolate...	03/05/2016	03/06/2016	Pending	40/D 50/C 60/B 70/A 8...	Formative	
Year 8	The Hungry Caterpillar	01/06/2016	01/07/2016	Pending	1st2:1,2,2,3rd	Formative	
Year 8	Whos afraid of the big ...	01/06/2016	01/07/2016	Pending	1st2:1,2,2,3rd	Formative	
Year 8	The man and the wood...	01/06/2016	01/07/2016	Pending	1st2:1,2,2,3rd	Formative	
Year 8	Report Writing	23/06/2016	30/06/2016	Pending	1st2:1,2,2,3rd	Formative	
Year 8	Book Club Blog over Su...	08/07/2016	31/08/2016	Pending	40/D 50/C 60/B 70/A	Formative	

FIGURE 4. ASSIGNMENTS VIEW

H-365-296 Assignments\_ClassDashboard.

© LP+365 | Learning Possibilities Limited. ® All rights reserved

## 4. Accessing Assignments.

A teacher can access the **Assignment Overview** by clicking on the assignment from Class/Subject Dashboard or from clicking on Assignment title and selecting the assignment from the filtered views.

The **Assignment Overview** is similar to the **Assignment Creation** view, however the assignment details can no longer be edited and the Learner selection table has been replaced with a **Learner work statuses** table as shown in Figure 5.

Email	Surname	Forename	DOB	Status	Grade
jessicawebb@lpplus365demo...	Webb	Jessica	10/05/2006	Completed	A+
ryanroberts@lpplus365demo...	Roberts	Ryan	22/07/2006	Rework	
gregatkinson@lpplus365dem...	Atkinson	Greg	25/07/2006	Pending	

[Export to CSV](#)

FIGURE 5. LEARNER WORK STATUSES TABLE

The **Learner work statuses** table identifies the status of the assignment per student and will display a **Grade** once marking for a particular assignment is complete. Grades can be exported using the **Export to CSV** button below the table.

## 5. Marking Assignments.

Double clicking an individual student from the **Learner work statuses** table will launch a pop up window to display the **Learner Assignment Overview** for a particular student. This view will display all assignment information and status. A **Submissions** table with all submissions to date and a section to exchange **Comments** with the student completing the assignment as shown in Figure 6.

Learner Assignment Overview (Roberts, Ryan) x

Assignment: The Hungry Caterpillar  
 Learner: Roberts, Ryan  
 Status: Rework

Completed	Learner Com...	Marked	Tutor Feedback	Grade	Final
6/17/2016 4:13 ...	Hi I think I have done this week's	6/17/2016 4:15 ...	Hi Ryan		false

Comments

New Comment:

✉

FIGURE 6. LEARNER ASSIGNMENT OVERVIEW

By selecting a particular submitted assignment, the **Assignment Submission** pop up will be displayed as Figure 7.

Assignment Submission for Ryan Roberts on 6/17/2016 4:13 PM

Assignment: The Hungry Caterpillar  
 Learner: Roberts, Ryan  
 Status: Rework  
 Completed Date: 6/17/2016 4:13 PM  
 Marked Date: 6/17/2016 4:15 PM  
 Grade:

Learner Comments:

Tutor Feedback:

Produced Work

Title	Description	URI	Version	Type	Feedback
My homework		https://lpplus365demo.sha...	1	.docx	

Feedback

Title	Description	URI	Version	Type	Action
-------	-------------	-----	---------	------	--------

Upload Feedback

Filename	Description	Action
----------	-------------	--------

Browse... No files selected.

Open from OneDrive

Mark

Grade:

Requires Rework:

Add any feedback you would like to give here.

Submit

FIGURE 7. ASSINGMENT SUBMISSION

**Learner Comments** section will show any comments made by the student.

**Tutor Feedback** section is to record any comments and will be saved once assignment is marked.

**Produced Work** section will display a table of all attachments as part of the student submission.

**Feedback** section will show a history of any attached Feedback.

**Upload Feedback** section will allow a teacher to upload any feedback from their local/OneDrive.

**Mark** section will record any **Grade** given for the assignment. If the assignment **Requires Rework** and the checkbox is selected: the assignment is made available for the student to resubmit.

The teacher is also able to add any written feedback in the section above the 'Submit' button.

## 6. Submitting Assignments.

Once an assignment is assigned: a Student can view the **Learner Assignment Overview** by clicking on the assignment from Home or Class/Subject Dashboards or from clicking on Assignment title and selecting the assignment from the filtered views.

The **Learner Assignment Overview** displays; the assignment details, any **Resources** and **Templates** as defined when creating the assignment.

The **Learner Assignment Overview** also displays a history of previous **Submissions** and the ability to upload an attachment from your local drive/OneDrive to the **Produced Work** section. Students can add any notes to the assignment or make any **Comments**.

Once the assignment is submitted it is removed from the Home and Class/Subject Dashboard tiles, and visible under the **All Items** or **Completed** filters when clicking on the Assignment tile title.

Once it is marked by the teacher the student can select the assignment to launch the **Learner Assignment Overview** where the **Submissions** section is updated with any feedback and Grade.

If the assignment requires rework the **Final** column will be false and the **Submit** button will be available to resubmit.

## 7. Additional Guides.

For more information, please see information on 'My Assignments' found within the guide on the Home Dashboard [here](#).

**Free Online Support:** <http://lpplus.com/support-home>

**Get in touch by email:** [lp365support@lpplus.com](mailto:lp365support@lpplus.com)