

MY ASSIGNMENTS

LP+365

HELP GUIDE
VERSION 2.2

1. Overview.

My Assignments tile is located on the **Home Dashboard** as shown in Figure 1. You can locate assignments from two tiles, one the **Home dashboard** and the other on the **Class/Subject Dashboard**.

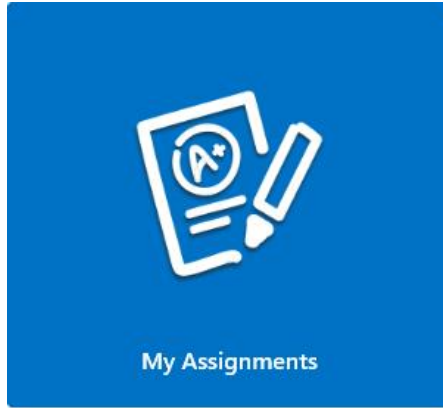


FIGURE 1. MY ASSIGNMENTS TILE ON SCHOOL DASHBOARD

2. Viewing Assignments.

Click on **My Assignments** and the tile rotates to display a preview of the 10 latest due assignments in descending due date order as shown in Figure 2. Assignments are assigned by teachers through the Class Dashboard.

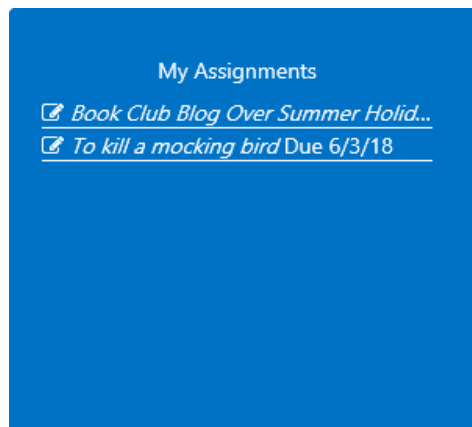


FIGURE 2. MY ASSIGNMENTS PREVIEW

3. Accessing Assignments.

Clicking on the title of **My Assignments** tile will launch a new browser tab to open a view of all **Assignments** from all class/subjects in descending due date order as shown in Figure 3, this view can be filtered to show **All Items**, **Pending** and **Completed Assignments**.

Subject	Title	Start Date	Due Date	Status	Grading Criteria	Marking Scheme
BA Hons	Global Marketing - Refr...	12/05/2016	12/06/2016	Completed	1st,2:1,2:2,3rd	Formative
BA Hons	Email Marketing - Dea...	12/05/2016	12/06/2016	Completed	1st,2:1,2:2,3rd	Formative
Class 4A	Design your own MiniB...	05/05/2016	13/05/2016	Pending	40/D 50/C 60/B 70/A	Summative

FIGURE 3. ASSIGNMENTS VIEW

4. Submitting and Marking Assignments.

Clicking on any particular assignment from **Assignment All Items** will display the **Assignment Overview** for teachers as shown in figure 4, or the **Learner Assignment Overview** for students as shown in figure 5. From here Students are able to submit their assignments and Teachers are able to Mark them. For more information, please see the full guide on Assignments [here](#).

FIGURE 4 Assignment Overview

Assignment Overview (Class: Class) ✕

Start date 12/03/2018

Due date 12/03/2018

Grading Criteria A-B-C ▼

Marking Scheme Formative ▼

Title The Hungry Caterpillar

Assignment details

Resources

Title	Type	Description

Templates

Title	Type	Description

Learner work statuses

Email	Surname	Forename	DOB	Status	Grade
Bobby.Brown@appstaging.on...	Bobby	Brown	24/04/2004	Pending	

Export to CSV

FIGURE 5. Learner Assignment overview

Learner Assignment Overview (Bobby, Brown) ×

Assignment: The Hungry Caterpillar
 Teacher: Michael Santos
 Status: Pending

Assignment details

Resources

Title	Type	Description

Templates

Title	Type	Description

Produced Work

Filename	Description

No file chosen

Submission Comment (Add any notes here you would like to submit along with your work)

B *I* U ~~X~~ ~~X'~~

Comments

New Comment:

5. Additional Guides.

For more information, please see the full guide on Assignments [here](#).

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

Get in touch by email: lp365support@lpplus.com