Laulima: Assignments Tool and Drop Box Tool

Laulima: Assignments Tool & Drop Box Tool

Introduction
This reference guide covers Laulima tools that are used to getting work from the participants in your worksites. You can use other tools already in your sites to get files (eg. Discussion and Private Messages), but these are other options that are geared especially for these tasks. Though the Drop Box is a simpler tool, the Assignments tool will be covered first as the Drop Box has been touched upon in other documents.
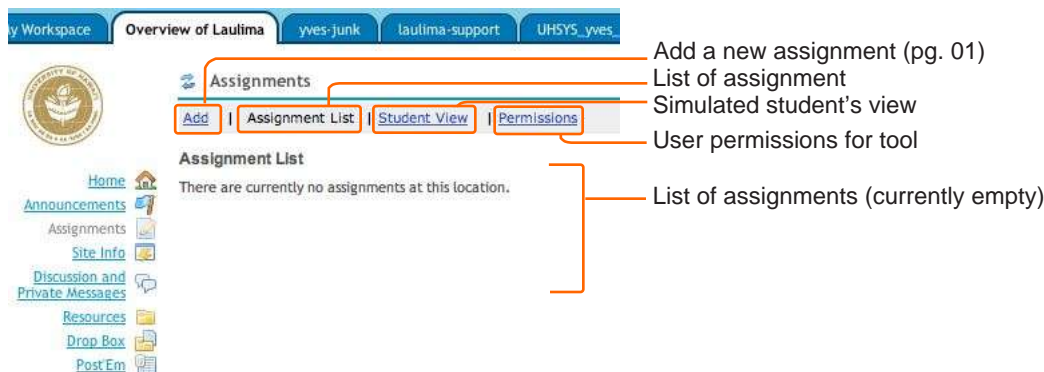
Assignments Tool Overview
As the built-in help states, the Assignments tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are private; student submissions are not visible to other users of the site. The Assignments tool offers multiple grading options to display to the student as feedback and can interface with the Gradebook tool (or not). Assignments can also be returned, with or without grades, for re-submission. Instructors can download all submissions to an assignment to their computer at once.

This tool does not come as a default tool in Laulima, so if you want to use it, you need to add it. To do this, click the "Site Info" tool on the left, then "Edit Tools" in that section. Check the checkbox next to "Assignments" in the list of tools, then scroll down to the bottom of the list and click to "Continue" to add the tool. The "Assignments" tool will then appear on the left of the workspace.
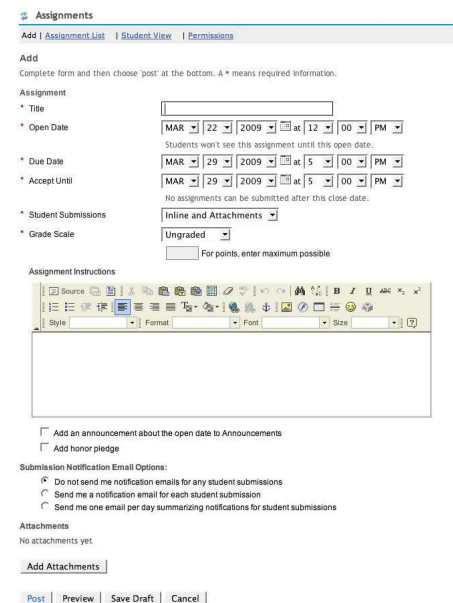
Anatomy of the Assignments Tool
When you first access the Assignments tool, there is not much to see. As you add assignments, other options will reveal themselves.

Add a new assignment (pg. 01)
List of assignment
Simulated student's view
User permissions for tool

List of assignments (currently empty)

Adding an Assignment
To add an assignment to the tool, click the "Add" link under the tool's title. You will then be presented with the assignment settings.

One thing you might want to consider with any tool in your course/workspace is to create a sample/test item for the participants in the space to make sure they understand how the tool works and if they technically able to use it. This may help iron out issues early on.

Assignments Tool - Adding an Assignment (cont'd)

Every assignment is created in a similar way. Note that items that are required to be filled in will have a red asterisk (*) next to it's label.

Add

Complete form and then choose 'post' at the bottom. A * means required information.

Assignment

* Title — **Sample Assignment**
  1. Title of assignment, what the student will see in the list

* Open Date — MAR ▼ 22 ▼ 2009 ▼ at 5 ▼ 00 ▼ PM ▼
  Students won't see this assignment until this open date.
  2. Date assignment starts, students will not see this item until this date & time

* Due Date — MAY ▼ 30 ▼ 2009 ▼ at 5 ▼ 00 ▼ PM ▼
  3. Date & time assignment is due

* Accept Until — MAY ▼ 30 ▼ 2009 ▼ at 5 ▼ 00 ▼ PM ▼
  No assignments can be submitted after this close date.
  4. Date & time submissions will be accepted until

* Student Submissions — Inline and Attachments ▼
  5. How a participant will be able to turn in work *(see Submissions Note pg. 02)*

* Grade Scale — Points ▼
  6. How a participant will be evaluated *(see Grade Scale Note pg. 03)*

  1.0 For points, enter maximum possible
  6a. Maximum number of points possible, *only* usable if using a point scale.

Assignment Instructions

[Text editor toolbar]
— Text editor toolbar; not available on all web browsers, recommend Firefox *(see FCK Editor Note pg. 03)*

This is to make sure you can hand in an assignment using this tool. Please type a short introduction and attach a small image that represents you using the attachment button.
7. Assignment instructions for participants

☐ Add an announcement about the open date to Announcements
a. *Option* Add an assignment announcement

☐ Add honor pledge
b. *Option* Add an honor pledge (particpant must agree to proceed)

Submission Notification Email Options:
◉ Do not send me notification emails for any student submissions
○ Send me a notification email for each student submission
○ Send me one email per day summarizing notifications for student submissions
c. *Option* You can choose to get an email when an assignment is submitted

Attachments
No attachments yet

[Add Attachments]
d. *Option* You can add attachments (upload from your computer or copy from your Resources); if there is an attachment, it will be listed above the button *(see Attachment Note pg. 03)*

[Post] [Preview] [Save Draft] [Cancel]

Post the assignment

Save a draft, not posted *(pg. 04)*

Preview the assignment

Cancel, do not post

Note: It is recommended that if you are not ready to post the assignment, save a draft or cancel the work before moving on to another tool or course

Note 2: If you have the Gradebook added, there will be additional options here. See pg. 12

If you have groups, there will also be an additional option to release only to a selected group. See pg. 06

Adding an Assignment - Submission Note (step 5)

Choose how you will accept a submission from the pop-up menu:
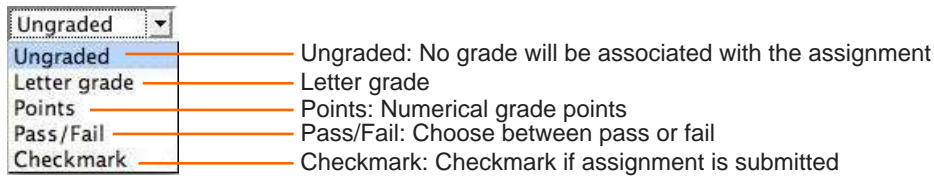
Inline and Attachments ▼
- Inline only
- Attachments only
- Inline and Attachments
- Non-electronic

Inline only: Only the web text editor is available for a typed response
Attachments only: Only the attachment button is available to upload item(s)
Inline and Attachments: Both web editor and attachments are accepted
Non-electronic: Assignment accepted outside of assignments tool
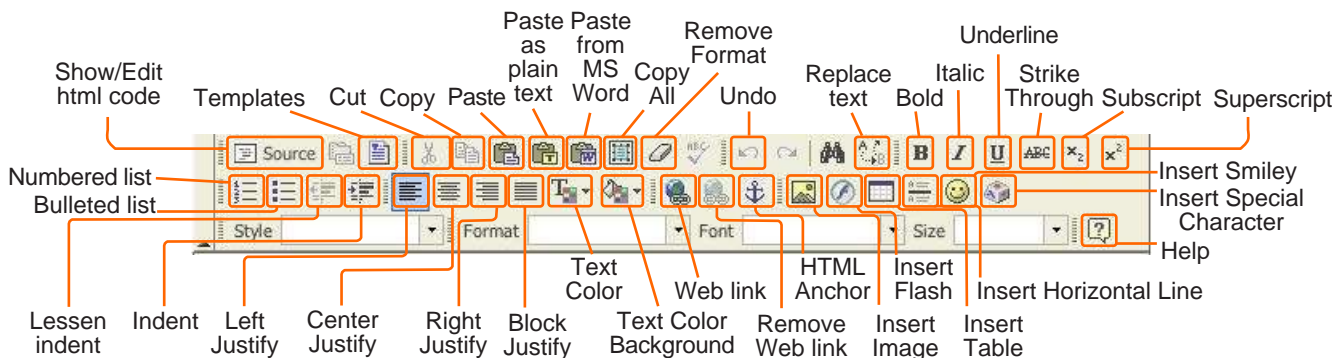
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Assignments Tool - Adding an Assignment - Grade Scale Note (step 6)
Choose how you will grade the assignment from the pop-up menu:

Ungraded: No grade will be associated with the assignment
Letter grade
Points: Numerical grade points
Pass/Fail: Choose between pass or fail
Checkmark: Checkmark if assignment is submitted

Adding an Assignment - FCK Editor Note (related to step 7)
A closer look at the tools in the text editor (you can roll over the tool to see it's name in the web browser):

Show/Edit html code
Templates
Cut
Copy
Paste
Paste as plain text
Paste from MS Word
Copy All
Remove Format
Undo
Replace text
Bold
Italic
Underline
Strike Through
Subscript
Superscript

Numbered list
Bulleted list
Lessen indent
Indent
Left Justify
Center Justify
Right Justify
Block Justify
Text Color
Text Color Background
Web link
Remove Web link
HTML Anchor
Insert Image
Insert Flash
Insert Table
Insert Horizontal Line
Insert Smiley
Insert Special Character
Help

Participants will also have this toolbar (using a compatible web browser) if given the option to submit inline assignments.

Adding an Assignment - Attachment Note (option d)
You can add an attachment for participants to download (additional material, template, etc). The steps for a student to attach if given the option are similar).

After clicking the "Add Attachments" button you will be taken to that section:

Option a- Browse button: Clicking this will open a new window that will let you browse your computer and choose a file(s) to upload

Option b- Add button: For weblinks, type in the link address in the field provided then click the "Add" button

When you are done using the options above, click to Continue or Cancel if you don't want to attach anything

Option c- Attach link: To attach a copy of something in your Resources tool(s)

When you are done using the options above, click to Continue or Cancel if you don't want to attach anything

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Assignments Tool - Adding an Assignment - Save Draft

If you are not yet ready to post your assignment, but don't want to cancel (thus losing what was added to the assignment settings) you can click the "Save Draft" button instead of the "Post" button. After clicking the "Save Draft" button, you will be taken to the assignment list. You can tell that the assignment is not yet posted by the red "Draft" text next to the item.
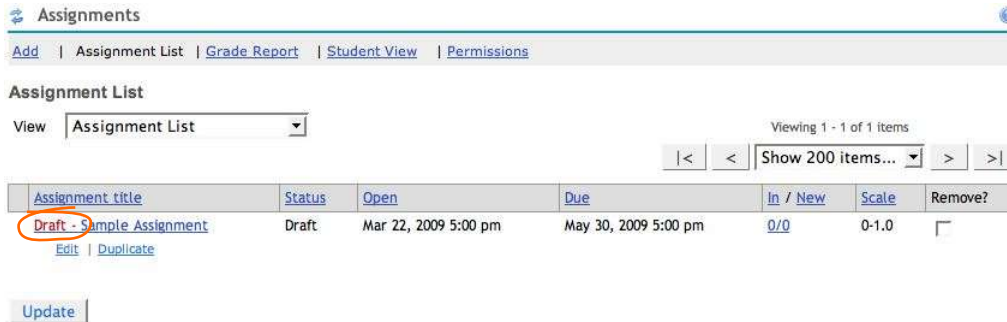
To work on the assignment further, click the "Edit" link under the assignment name (clicking on the assignment name will give you a summary of the assignment). When you are finshed editing the assignment and are ready to post the assignment, you can click the "Post" button. If you are not yet ready to post, you can click the "Draft" button again. Participants will not have access to the assignment until you post it.

Note that you can also recommend this to the students/participants if they need more time to work on their assignment and the due date has not yet arrived. Once an assignment is submitted, you will have to allow them to resubmit it if they want to make a change.

Anatomy of the Assignment Tool II

Once you have an assignment added to the Assignment tool, more options are available. Having more than one assignment also adds more options.
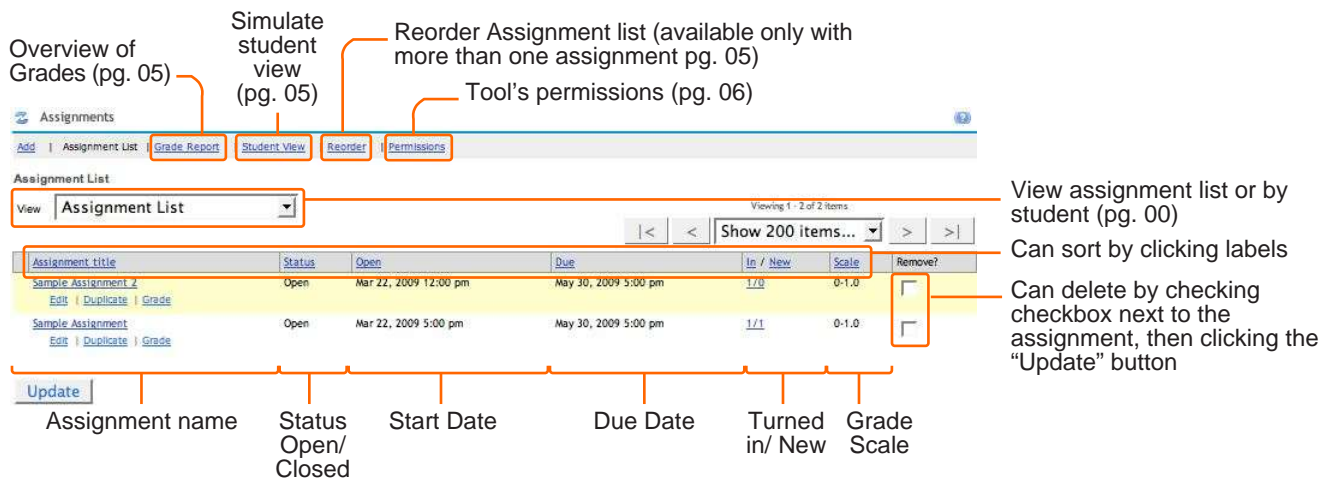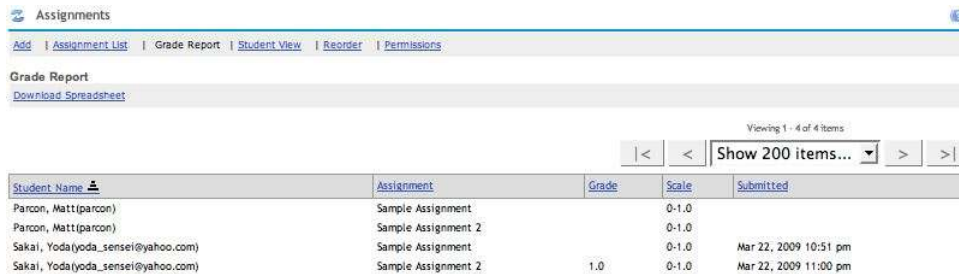
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Assignments Tool - Anatomy of the Assignment Tool II - Grade Report

The "Grade Report" link gives you an overview of grades in the Assignments tool.

The "Download Spreadsheet" link downloads an Microsoft Excel spreadsheet file (.xls) to your computer containing the Assignments tool assignments and grades.
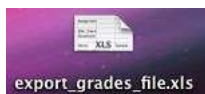
Anatomy of the Assignment Tool II - Student View

The "Student View" link allows you to see the assignment(s) as a student would. You can also simulate submitting an assignment ("Submit as Student" link under item) with this function.
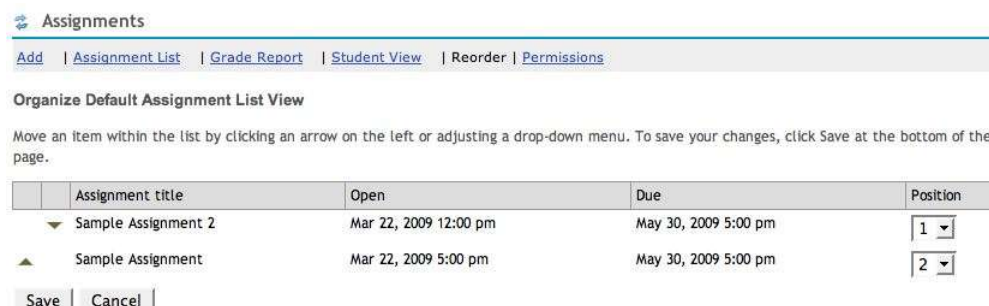
Anatomy of the Assignment Tool II - Reorder

You need to have more than one assignment in your list in order to see the "Reorder" option. Clicking this option will give you the ability to change the order that the assignments are listed.

You can click the up/down triangles on the left or the numerical pull down pop-up menus to change the order of the listed items. When you get the list in the order you want, clicking the "Save" button will save that order.

Assignments Tool - Anatomy of the Assignment Tool II - Permissions

Generally you will not have to change the selections in this option, but it is there for you if you want to change who can access what functions in the Assignment tool.

Assignments

Permissions

Set permissions for Assignments in worksite "Overview of Laulima" (2e8bd4c4-e1c8-4ab1-805f-1b0a9387fcd0)

Role	all.groups	new	submit	delete	read	revise	grade	receive.notifications
Instructor	☑	☑	☑	☑	☑	☑	☑	☐
Student	☐	☐	☑	☐	☑	☐	☐	☐
Teaching Assistant	☐	☐	☑	☐	☑	☐	☐	☐

Save   Cancel

- Role column
- Can see assignments for all groups
- Can create new assignments
- Can submit assignments
- Can delete assignments
- Can read assignments
- Can revise any assignment
- Can grade assignments
- Will get email about submissions

If you have groups in your workspace, you will be given the option to deliver the assignment to a selected group when creating or editing an assignment

Access
- ● Display to site
- ○ Display to selected groups

Submission Notification Email Options:
- ● Do not send me notification emails
- ○ Send me a notification email for ea
- ○ Send me one email per day summa

Attachments
No attachments yet

Add Attachments

Post | Preview | Cancel

Grading Assignments

The straightforward way to grade assignments, click the "Grade" link under the assignment item.

Assignments

Add | Assignment List | Grade Report | Student View | Permissions

Assignment List

View Assignment List ▼   Viewing 1 - 1 of 1 items

|< | < | Show 200 items... ▼ | >

Assignment title	Status	Open	Due	In / New	Scale	Rem
Sample Assignment	Open	Mar 22, 2009 5:00 pm	May 30, 2009 5:00 pm	1/1	0-1.0	☐
Edit	Duplicate	Grade				

Note: You can see if any assignments were submitted

❶ Click "Grade" link under the assignment you want to grade

The assignment grading screen will show you options for viewing, and a list of students and submission status.

Assignments

Add | Assignment List | Grade Report | Student View | Permissions

Submissions for "Sample Assignment"

View All Sections/Groups ▼

Download All | Release Grades | Upload All

Assign this grade to all participants without a grade: [   ] Apply

Viewing 1 - 3 of 3 items

|< | < | Show 200 items... ▼ | > |

Student ▲	Submitted	Status	Grade	Release
Parcon, Matt(parcon)		No Submission		
Sakai, Yoda(yoda_sensei@yahoo.com)	Mar 22, 2009 10:36 pm	Ungraded		
Sakai, Yves(yves)		No Submission		

Assignment Details

Assignment title   Sample Assignment
Created by   Yves Sakai (Mar 22, 2009 10:25 pm)

You can view everyone or by groups (if you have them)

Other options to grade (see pg. 00), Release Grades link returns this assignment to all students and gives them their grades

You can add a grade to all that have no grade for this assignment

❷ Click the name of the particpant whose assignment you want to grade

Assignments Tool - Grading Assignments (cont'd)

After clicking on the participant's name, you will be able to evaluate that participant's submission and add a grade:

Assignments

Add | Assignment List | Grade Report | Student View | Permissions

Important Reminder:

Please do not grade assignments with multiple browser windows or tabs. Only grade assignments and navigate Sakai with one browser window.

"Sample Assignment" - Grading

Student	Sakai, Yoda(yoda_sensei@yahoo.com)
Submitted Date	Mar 22, 2009 10:36 pm
Status	Ungraded

▶ Assignment Instructions

Assignment Submission

Submitted Text

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, {{like this}}, will appear red to the student.

Hi this is Yves, I am a student in your course. Here is my entry. {{Good job!}}

If you allowed an inline answer, you will see it here. You can also add a comment within the answer. Your comments will appear in red if you surround them with double curly braces ({{ }})

Submitted Attachments

alawaiharbor.jpeg (13 KB)

If you allowed for attachments, the student's attachment(s) will be listed here, you can download by clicking on the link

Instructor Comments

Use the box below to enter additional summary comments about this submission

Now you are ready for the assignments in the course.

You can add additional comment in this area

Attachments to Return with Grade

No attachments yet

Add Attachments

You can add an attachment as a response

Grade:	1.0 (out of 1.0)

③ *If your assignment is graded, assign the grade here*

☐ Allow Resubmission

Save | Return Assignment to Student | Preview | Cancel

To cancel grading the assignment

④a
You can save your grading, the participant will not see it

④b
Returning the assignment will show the grade

You can preview your response

Note: If you want to allow the student to resubmit an assignment, you need to click BOTH the "Allow Resubmission" checkbox and click the "Return Assignment" button

Assignments Tool - Grading Assignments (cont'd)

After saving or returning, you will see the grade reflected next to the participant's name. *If* you clicked to return the assignment, you will also see that the grade is released to the participant.

From the participant's perspective, if you've returned the assignment with a grade, they will see "Returned" for it's status:

Clicking on the assignment's title will show the participant their results:

Participant's grade

Sample of an inline comment (colored red by being surrounded by {{}})

If you allowed a resubmission (see note, page 07), the participant will have access to extra buttons near the bottom of their returned assignment.

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Assignments Tool - Grading Assignments - Download All

You can also choose to view/grade all submissions of an assignment by downloading all of the submissions of an assignment. To do this, click the "Grade" link under the desired assignment as normal. In the assignment grade summary screen, click the "Download All" link:

1 Click the "Download All" link

A compressed zip file will download to your computer (you may need to click to allow it to download):

2 Double-click the zip file to decompress it

A folder with the assignment's name will be extracted

The contents of the folder extracted from the zipped file includes a grades.csv file (csv - comma-delimited file containg participant and grade information) and participant folders which include instructor/maintainer feedback files (you can fill in for feedback) and the participant's submission files:
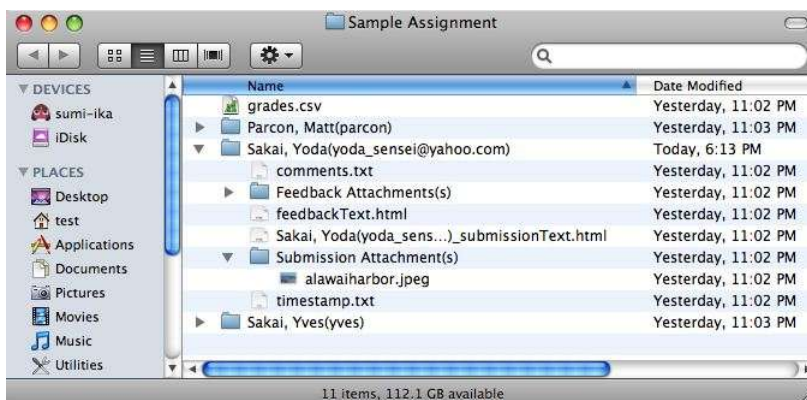
Sample files included in the download include:
- grades.csv - Contains participants' names & grades, can be imported into spreadsheet software
- Participant folders which contain:
  - * comments.txt - Text file that you can view or add comments to for upload
  - * Feedback attachments(s) folder - View the feedback attachments you added/add for upload
  - * feedbacktext.html - Text file that you can view or add feedback text to for upload (web editor)
  - * participant's_submissionText.html - Submission of participant's inline content
  - * Submission Attachment(s) - Folder that contains participant's attached files
  - * timestamp.txt - Text file with submission's timestamp

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Assignments Tool - Grading Assignments - Upload All
You can just use these files to view and evaluate or you can also use some of the files to grade or provide feedback to participants, this involves using the "Upload All" function. For instance, you can use the csv file and import it into a spreadsheet program to add grades. Another example is to add comments or feedback. Start by double-clicking the comments.txt file, which will open in a text editor. You can add a comment in the file, then save it:
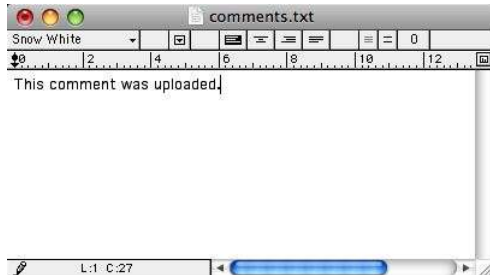
After you finish viewing, evaluating, and editing the files you want for each participants, it is time to prepare it for upload. It is important that even though you can edit the files, don't change the file structure of the original downloaded folder.

Right-click on the assignment folder (or control click for MacOSX) and select to zip the folder (it may be listed as "compress" or "archive":
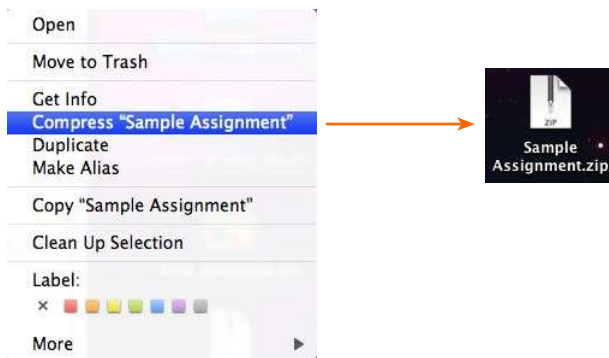
You will use this newly created zip archive file to upload into Laulima.

Return to the assignments tool and click the "Grades" link under the assignment you want to upload into. In the assignment grade summary area, click the "Upload All" link:

Assignments Tool - Grading Assignments - Upload All (cont'd)

You will now be in the "Upload All" section:

Note: "Download Template" link is the same as the "Download All" link from the previous page

1 — Click "Browse…" and select the zip file

2 — Check the item(s) you have updated

a — Option: You can choose to release the results

3 — Click "Upload" button

After uploading the file, the changes should be reflected in the edited submissions:

Assignments Tool - Gradebook Integration

If you have the Gradebook tool in your toolset, you will see extra options when you are adding/editing an assignment:

If you want the assignment's grades to show up in the Gradebook, select the "Add Assignment to Gradebook" radio button

If you have added items to the Gradebook manually, you will also have the option of adding the assignment's grades to that Gradebook entry:

Selecting "Associate with existing Gradebook entry" will bring up a popup of available Gradebook entries.

Gradebook Integration Considerations

In general, choosing "Add Assignment to Gradebook" is the simplest option because you can enter and edit assignment grades in one place (in the Assignments tool), and they will display both there and in the Gradebook. If you use "Associate with existing Gradebook entry", and want to edit settings, you must make the changes in both the Assignments and Gradebook tool. The upside to this is that you can use the Gradebook to override an assignment grade, though the change won't be reflected in the Assignments tool as you must manually change the scores in both Gradebook and Assignments(see online Help for more details on this).

If you do choose to add the assignment to the Gradebook, you will see that the score is from the Assignments tool in italics (a hint that you need to edit the score there) under the Grade editor column:

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Drop Box Tool Overview
The Drop Box tool allows the instructor/maintainer to share files with participants privately. The Drop Box works in a similar to the Resources Tool.

Since the Drop Box tool does not come default with a workspace, you will need to add the tool by going to the Site Info tool, then clicking "Edit Tools". Check the box next to the Drop Box listing, then scroll down and click to "Continue".

Anatomy of the Drop Box Tool
When you access the Drop Box Tool, you will notice that it resembles the Resources tool. It also functions much like the Resources tool, so if you know that tool, the Drop Box will be familiar to you.

Participants in the workspace will also have folders automatically added to the Drop Box when the tool is added. Instructor/maintainer-level users will not have folders created for them.

Link to WebDAV information

Add pop-up *(pg. 13)*

Main Drop Box Action pop-up

Participant Drop Box Action pop-up

Participant folders

Last modified

Number of items

Drop Box Tool - Add Pop-up Menu
The Add pop-up menu is to the right of each folder in the Drop Box and will add what you select to the folder it is associated with. The Add options are the same for both the tool-level and participants-level folders.

Upload Files - Upload file(s) from your computer
Create Folders - Create folders within a folder to organize items
Add a web link in a Drop Box folder
Add a citation list file in a Drop Box folder
Create a web page (with simple formatting)
Create a text file (just text, no formatting)

Sample usage of "Upload Files" to Drop Box
To the right of the Participant's folder, click the Actions pop-up menu and choose "Upload Files"

1 Select "Upload Files" from the "Add" pop-up

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Drop Box Tool - Add Pop-up Menu - Sample usage of "Upload Files" to Drop Box
Navigate your computer to find the file. It is recommended you name your files in an "internet safe" way, that is, no spaces and no odd non alphabetical or numerical characters in it's name. Also having the type tag (eg. .txt, .html, .doc, .pdf, etc) is helpful to the recipient.
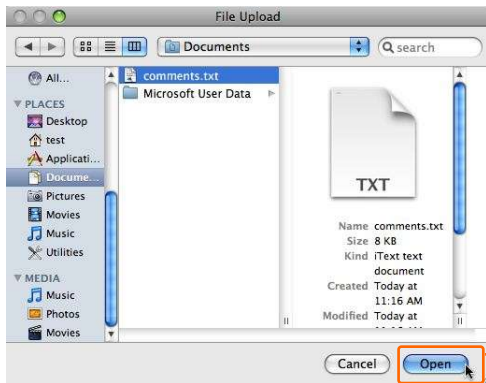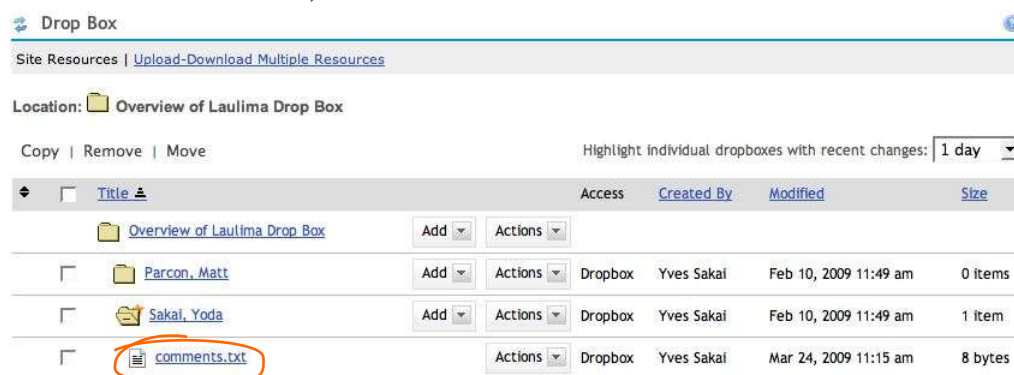

② Navigate to your file in the window that opens, select it, then OK it

You are now ready to upload the file(s) or you can upload another file by using the "Add Another File" link.
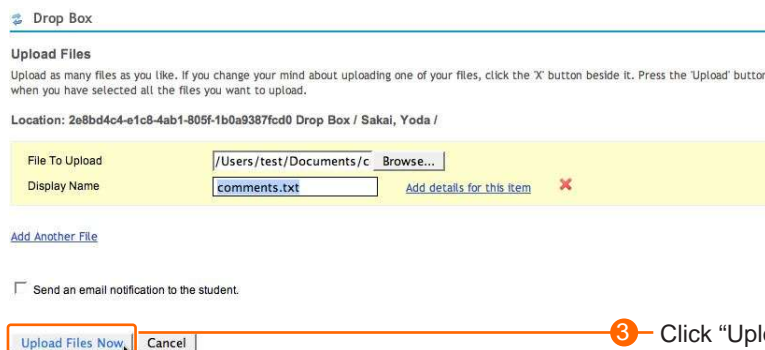
③ Click "Upload Files Now" button

The file will be uploaded into the participant's folder. Only the participant and you (or those with the instructor/maintain role) have access to this file.
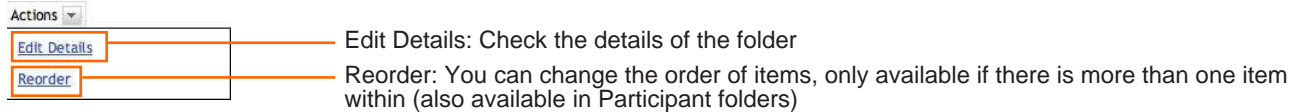

Note that since the folder was modified recently, there is an orange asterisk (*) on the folder to indicate this. Clicking on the folder name will take you into the folder, but clicking on the folder icon, will show the files listed under it (see image above). If there are items in the folder there will be a "+" on it when closed, or a "-" on it when open.
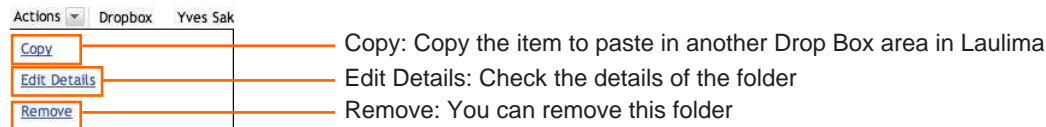
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Drop Box Tool - Actions Pop-up Menu

The "Actions" pop-up menu is located to the right of any folder and file. The options are slightly different for different items (main folder, participant folder, different file types, etc).
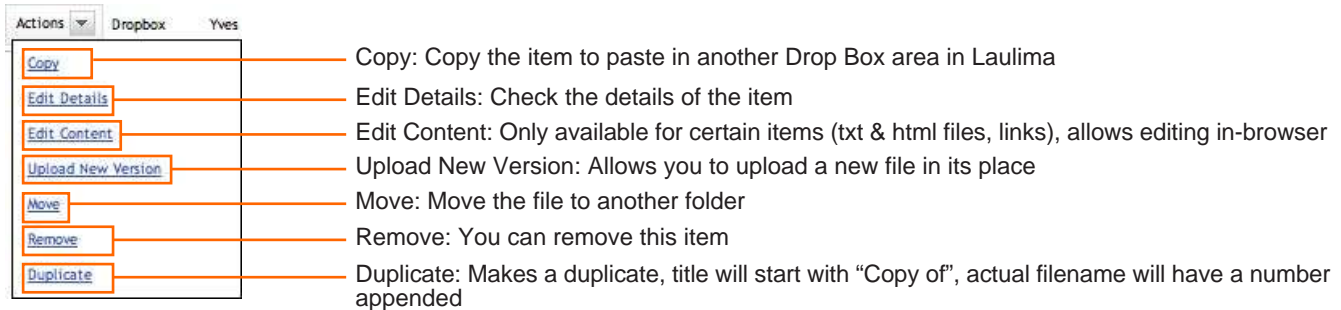
Main Drop Box folder Actions pop-up

Edit Details: Check the details of the folder

Reorder: You can change the order of items, only available if there is more than one item within (also available in Participant folders)

Participant Drop Box folder Actions pop-up

Copy: Copy the item to paste in another Drop Box area in Laulima

Edit Details: Check the details of the folder

Remove: You can remove this folder

Participant Drop Box item Actions pop-up

Copy: Copy the item to paste in another Drop Box area in Laulima

Edit Details: Check the details of the item

Edit Content: Only available for certain items (txt & html files, links), allows editing in-browser

Upload New Version: Allows you to upload a new file in its place

Move: Move the file to another folder

Remove: You can remove this item

Duplicate: Makes a duplicate, title will start with "Copy of", actual filename will have a number appended

There are also shortcut links for common actions above the folder listings. You can use these to take action on more than one folder/file at once:

① Check item(s) you want to take action on

② Choose an action (Copy/Remove/Move)
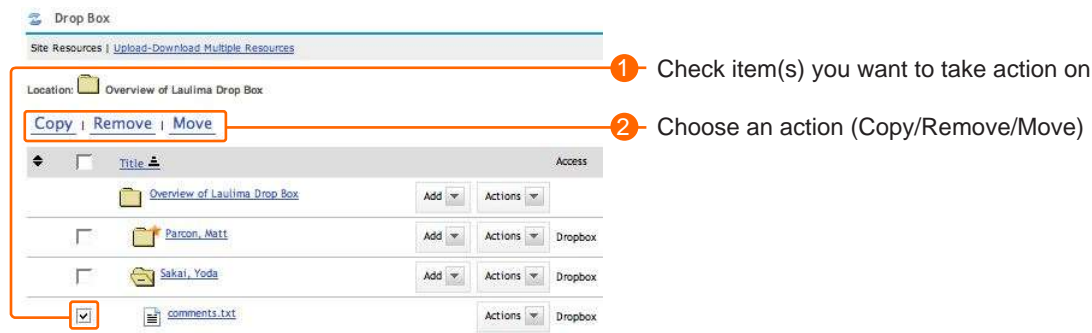
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Drop Box Tool - Upload-Download Multiple Resources
Clicking the "Upload-Download Multiple Resources" link in the Drop Box tool, gives you information on how to set up a WebDAV connection to your Drop Box. Participants can also use this option.

"Upload-Download Multiple Resources" link

Copy the site's unique Drop Box WebDAV adress to use for setting up your WebDAV connection

About WebDAV
WebDAV stands for "Web-based Distributed Authoring and Versioning". WebDAV can be used to manage files (eg. upload/download) on remote web servers (eg. Laulima). The interface is similar to having an external hard drive/flash drive attached to your computer, allowing you to drag multiple files to the server.

For more information on WebDAV see: http://webdav.org

Depending on the version of Windows (2000, XP, Vista) being used, access WebDAV may differ. However, the process of creating the connection will be very similar. This document will reference Windows XP for when regarding a Windows setup. Note: using WebDAV with Windows Vista requires the "Software Update for Web Folders (KB907306)" update from Microsoft:
http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382-987622ED1D64&displaylang=en

Macintosh users can also use WebDAV. WebDAV has been built in to the operating system since MacOS version 10.2 (Jaguar) and can be used via "Go -> Connect to Server…". Older versions of the operating systems (you can also use this with new systems) can download Goliath (http://www.webdav.org/goliath). Macintosh 10.5 (Leopard) changed the way that WebDAV was implemented, if you have issues with the built in WebDAV services, you may want to try Cyberduck (http://cyberduck.ch).

The basic process:
1. Go to the Drop Box tool you want to set up the connection for, then click the "Upload-Download Multiple Resources" link
2. Copy the WebDAV address for the Drop Box
3. Launch WebDAV software/open WebDAV connection
4. Create WebDAV connection using the Drop Box WebDAV address information
5. Drag and drop files to and from your computer and the Drop Box

For more information:
The "Upload-Download Multiple Resources" link in the Drop Box has more detailed information on using WebDAV. The TALENT web page (http://www.hawaii.edu/talent) also has tutorials and reference manuals on WebDAV and the Resources tool which uses the same technique.