


### Working with Assignments

#### Types of assignment

There are three different types of assignment that can be created by the teacher:

1. **Online test**  
This is a multiple choice style test that once completed will be marked by the system and the result will automatically appear within your online mark book.
2. **Offline assignment**  
This is an activity that isn't computer generated (such as a presentation or an experiment) but the teacher places the tasks into the course.
3. **Online assignment**  
This is a piece of work that creates a computer generated file which will be submitted electronically through the MLE to the teacher, an example could be a word processed piece of coursework or essay.

#### To access assignments

1. From the Course homepage click the  **Assignments** icon from the toolbar on the right of the window.
2. This will display all of the assignments that the teacher has created for this course and will look similar to the window below.

Click the assignment name to open it.

Course Home	Assignments	Markbook	
Progress	name	Start Date	Deadline
		01 Jan 1601 00:00	01 Jan 1601 00:00
	History Assignment 1	01 Aug 2006 00:00	01 Aug 2006 00:00
	Online Test	01 Jan 2007 00:00	19 April 2007 00:00
	The Civil Rights Movement	01 Sept 2005 00:00	01 Sept 2007 00:00

#### Completing an online test assignment

An online test assignment will look similar to this one:

**Assignment Details**

**Assignment Name** Online Test  
**Assignment Type** Online Test  
**Minimum Mark** 0  
**Maximum Mark** 10  
**Pass Mark** 5  
**Start Date** 01 Jan 2007 00:00  
**End Date** 19 April 2007 00:00

**Description**

**Online Test**


This test is designed to test your knowledge of the .....

Click on **Take Test** below to begin the test.

Good Luck!



**Take Test**

We can see it is an online test as the assignment name and type are **Online Test**.

1. Take the test by clicking **Take Test**.
2. Click  **Start Test** to begin the test, working through each question in turn by clicking **next**.
3. Once the test is complete the test window will close, click **done** to close the assignment window and to return to the course.

### Checking your marks

Following the steps above will return you to the assignment listing screen where an arrow should now appear alongside the assignment to identify that it has been completed and marked.

Course Home	Assignments	Markbook	
Progress	name	Start Date	Deadline
		01 Jan 1601 00:00	01 Jan 1601 00:00
	History Assignment 1	01 Aug 2006 00:00	01 Aug 2006 00:00
	Online Test	01 Jan 2007 00:00	19 April 2007 00:00
	The Civil Rights Movement	01 Sept 2005 00:00	01 Sept 2007 00:00

1. Click onto the **Markbook** tab to view your marks. The mark for the test is circled below:

Course Home	Assignments	Student Markbook	
Course progress	Course mark	Pass	Assignments completed
25%	1/4		1/4

Assignment	Start Date	Deadline	Mark	Pass
	01 Jan 1601 00:00	01 Jan 1601 00:00	-/100	
History Assignment 1	01 Aug 2006 00:00	01 Aug 2006 00:00	-/100	
Online Test	01 Jan 2007 00:00	19 April 2007 00:00	10/10	Yes
The Civil Rights Movement	01 Sept 2005 00:00	01 Sept 2007 00:00	-/100	View History

### Completing an online submission assignment

An online submission assignment is one in which you are required to upload work to submit for marking. It will look something like this:

History Course / Assignments / The Civil Rights Movement log out

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Assignment Details

<b>Assignment Name</b>	The Civil Rights Movement
<b>Assignment Type</b>	Submission
<b>Minimum Mark</b>	0
<b>Maximum Mark</b>	100
<b>Pass Mark</b>	50
<b>Start Date</b>	01 Sept 2005 00:00
<b>End Date</b>	01 Sept 2007 00:00

**Description**  
 To what extent was Martin Luther King Jnr responsible for the successes of the Civil Rights Movement from 1956 to 1965?

Write an essay, using a range of sources, in response to this question.


Done
work on this assignment
Submit Work


We can see that this is an online submission as the assignment type is **Submission** and there is a **Submit Work** link at the bottom of the screen.

### Steps in submitting an online assignment

1. Create the file to be submitted in an appropriate programme, e.g. Word. The file should be saved as normal in that programme.
2. If you would like to access this file another location or the teacher has asked to see the file before it is complete then return to the assignment window and click **work on this assignment** to upload the file into your personal and private work folder. The teacher will be able to access this file to check your work before the final submission.
3. Once the file is complete and ready to submit for marking it will need to be re-uploaded (if any changes have been made to the original file). If the file is the same then click **Submit Work** from the assignment window.

This window will appear:

4. You can either upload from your computer or choose to browse from one of your Digitalbrain folders by clicking the **browse** button.
5. Open the correct  assignment folder.
6. Click the name of the file.

 **Browsing...**

**select** **upload** **cancel**

7. Click **ok** and finally click **Done**.
8. To submit a number of assignments do not open the assignment folder at step 5 (above) but tick the folder and click **select**.

### Working on an offline assignment

An offline assignment can be identified as assignment type **Offline**, the instructions that the teacher adds to the assignment will include the assignment requirements and submission details.