Working with Assignments

QuickStart Video Transcript

This is a transcript of the Creating an Account & Registering for a Course student eLab training video. Use it in conjunction with the associated video file.

Welcome to today's student training session. Today's topic is working with assignments.

To work with assignments in eLab, from the My Courses page, click the Assignments link under your course. This will open up a new window and will display all the current assignments in your course.

From the main Assignments page you can gain some basic information about the assignment, such as:

The title.

The assignment type.

The date available, which is the date that you may begin submitting the assignment to eLab (you cannot submit an assignment in eLab prior to the Date Available).

The date due.

If your instructor allows for late submissions there will also be a late submission date.

The Submit column allows you to view your submission or to submit your assignment.

And the Grade column shows your grade for this assignment.

So let's work with an assignment. We're going to work with the Apply Your skills 10.1 lab assignment. This assignment has a Date Available of August 17 and is due by August 24.

To view the assignment details, click the link for the assignment title. This provides you with the assignment information, such as the title, the description, the maximum points, the date available and the due date, as well as any assignment files.

The Assignment Files field for this assignment is blank; however, some assignments will have files attached to them that you'll need to complete the assignment. If the assignment has an attached file, there will be a link to download that file in the Assignment Files field.

This assignment tells you, in the Description field, to complete the Apply Your Skills 10.1 exercise on page 308 of your Labyrinth Learning textbook. So what you would do is you would go to the textbook and complete this assignment. When you're finished and you wish to submit the assignment, you can either click the Submit Assignment button or click the Submit Assignment link in the Submission column from the main Assignments page.

There I clicked the Submit Assignment button. You can type notes to your instructor for the assignment. For example, I'll just type "Attached is my AYS 10.1 exercise."

If the exercise requires you to complete the work in a document or a spreadsheet or a PowerPoint, for example, and you need to upload that file to your instructor, you do so by selecting a number of files you wish to attach. In this case, one.

These two new fields will then appear and you click the Browse button to browse for the file on your hard drive or your flash drive.

Here's my assignment that I completed. I'm going to double-click it, and the file is now displayed in the File field and the name is displayed in the Filename field.

Next I click Save. And my assignment has been successfully submitted and uploaded to my instructor.

The instructor will then go in and grade your assignment and probably provide you with some feedback. To view the feedback from an instructor, go to your assignment, for example Reinforce Your Skills 7.1, and click the View Submission link in the Submit Assignment field.

Here at the top was the basic information for the assignment, and at the bottom is a log for Attempt #1. Sometimes your instructor may allow you multiple submissions of assignment. If that's the case, then you'll have information listed for each attempt. In this case, the student only made one attempt at the assignment.

Here is displayed the date the assignment was submitted and the learner notes.

The submitted file is the file that the student submitted to the instructor. The instructor file is the file that the instructor may upload to you when they grade the assignment. So, some instructors may simply assign a grade and provide feedback to you in the Feedback field—such as here, "Nice work on this assignment…"

Some instructors may mark up your document, insert comments, or make highlights where you made errors and then upload their marked-up version of your assignment to eLab. If the instructor does that, then the instructor's marked-up version of the file will appear in the Instructor Files field.

As a student, you can then click the link for that file, open up the document in Word, and view the instructor's comments. I'm just going to cancel out of here.

And then, of course, the Feedback field is the direct feedback the instructor gives you, such as "Nice work on this assignment. See my attached file for feedback."

And then your grade is listed in the Grade field. In this case, the student received 18 of 20 possible points, or a 90% grade on this assignment.

If you wish to return to the main Assignments page, you can click the Back button.

This concludes our eLab student training session. To view additional recorded training eLab webinars, click the Recorded Training Webinars link in the Help section of your eLab My Courses page.