

Instructions for Using the “Assignment Administration” Function on the Administrator’s Page

Revised: on Sep 1, 2014 (Ver.1.2)

The companies, names, addresses, telephone numbers, etc. used on the screens in this information are fictitious.

The actual screen may differ from this sample screen.

NetLearning[®]

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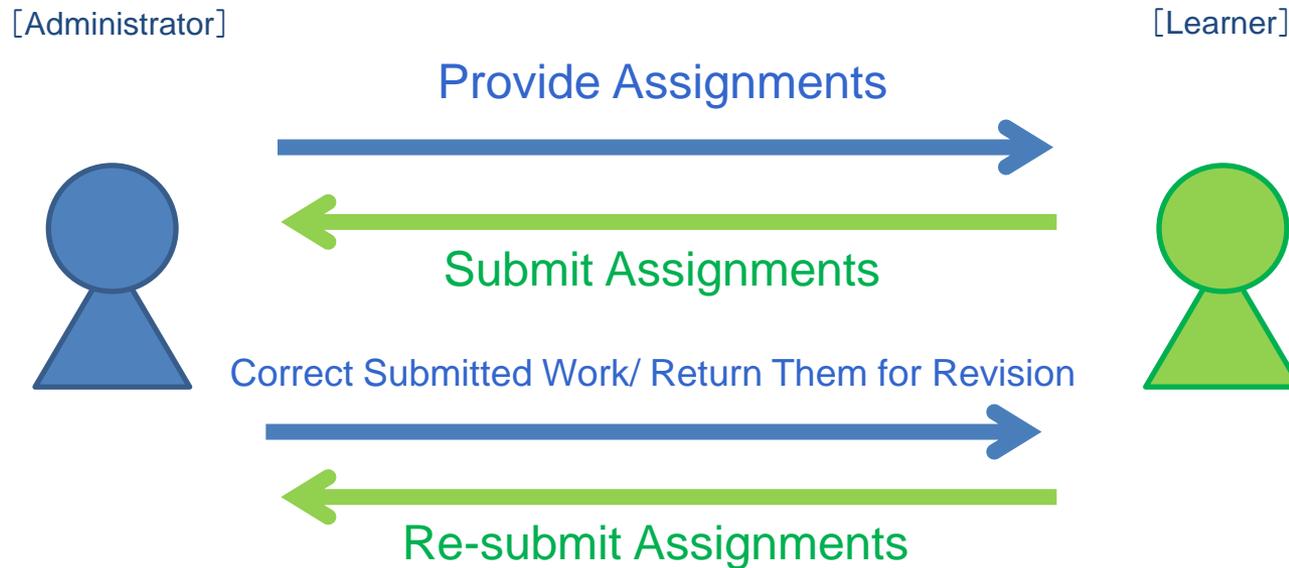
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Assignment Administration Function

The Assignment Administration Function allows the Administrator to provide assignments for the learners.

The learners can read the assignments in 'My Room' and submit their work in free-style text format or by attaching files.

The Administrator can check the submission status in a list format and return the corrected/ marked assignments to the learners.



Register Assignments

After logging in to the Administrator's Page, click on the 'Information' tab. Clicking on the 'Assignment' will show the list of assignments.

- 1 Click on the 'Register New Assignment' button on the 'List of Assignments' page.

(1) Click 'Information'

(2) Click 'Assignment'

(3) Click 'Register New Assignment' ⇒ Go to the next page.

List of assignment (Total/limit file size: 0.00GB/10GB)

Register new assignment

Search assignment

Due date: 2014 / 1 / 27 ~ 2014 / 4 / 26

Title:

Search Reset

Release date and time	Due date	Title	Number of to be corrected/all persons	
2014/01/27	2014/01/28	Writing I	0/15	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

Note: The Group Administrator's page will show only the information concerning one's own group.

Register Assignments

② Enter the information of the assignment on the 'Register New Assignment' page. Then, click on the 'Confirm' button.

Note: Available types are ".ppt", ".pptx", ".xls", ".xlsx", ".doc", ".docx", ".pdf", ".txt", ".zip". Maximum upload size: 20MB per file, 20MB in total.

Home Basic Setting **Information** Option SNS

CONTROL PANELS Notice | Library | Questionnaire | Assignment

Information Assignment Register assignments for users. The assignments will be shown in users' My Room page. For one assignment, files up to 20MB can be uploaded.

Register assignment

Title※ Writing I
Up to 50 characters(including space character, punctuation mark)

Description※ Read the text for this assignment and complete the writing task. Your written assignment should not exceed 1000 words.
Up to 1000 characters(including space character, punctuation mark)

Release date and time※ 2014/1/27 14 : 35

Due date※ 2014/1/28 18 : 30 Allow late submissions No

Attachment Add

Available file types are as below.
".ppt", ".pptx", ".xls", ".xlsx", ".doc", ".docx", ".pdf", ".txt", ".zip".
Maximum upload size: 20MB per file, 20MB in total.

Grade Score

To All Specify group

※Must be filled in.

Confirm Reset

Release date and time

Date and time when the assignment is released to the learners.

Note: Past dates cannot be set as the release date and time.

Due date

Due date for the assignment submission.

Allow late submissions

No ⇒ The learners are not allowed to submit the assignment after the due date.

Yes⇒ The learners are allowed to submit the assignment even after the due date.

Grade

Off ⇒ Select when the assignment does **not need to be graded**.

Score ⇒ Select when the assignment is **graded with points**.

Comment Select when the assignment is **evaluated by words**.

Space ⇒ (Excellent, Good, Satisfactory, Not Satisfactory, etc.)

To

Set destinations to whom the assignment is provided

All ⇒ Provide to all learners

Note: Displayed only on the General Administrator's page

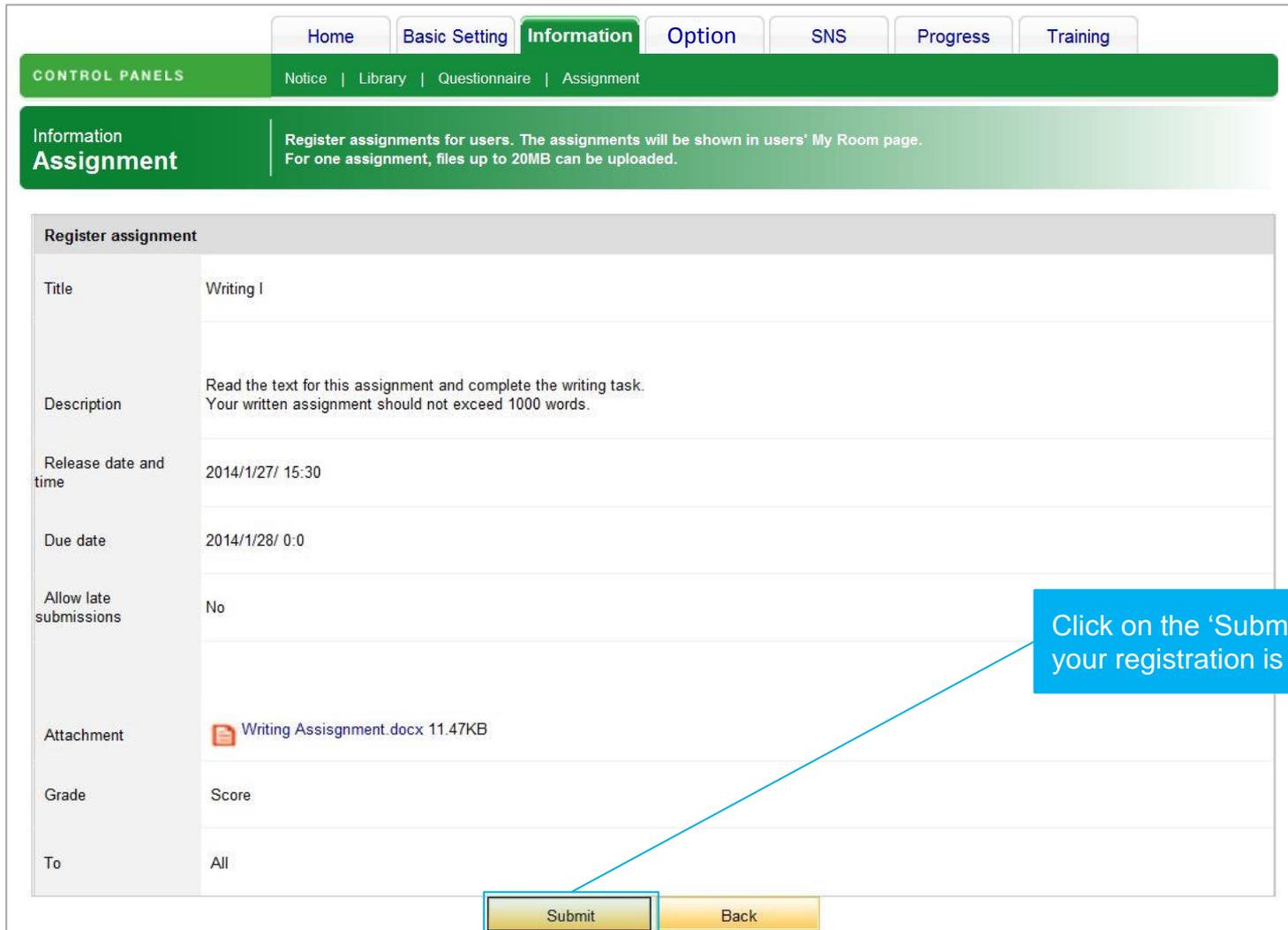
Specify group ⇒ Provide to specified groups

Note: You can specify only the groups that you administrate.

Click on the 'Confirm' button ⇒ Go to next page.

Register Assignments

- ③ Confirm whether the information you entered on the previous page is displayed on the Confirmation page. After confirming, click on the 'Submit' button.



Home Basic Setting **Information** Option SNS Progress Training

CONTROL PANELS Notice | Library | Questionnaire | Assignment

Information
Assignment

Register assignments for users. The assignments will be shown in users' My Room page.
For one assignment, files up to 20MB can be uploaded.

Register assignment	
Title	Writing I
Description	Read the text for this assignment and complete the writing task. Your written assignment should not exceed 1000 words.
Release date and time	2014/1/27/ 15:30
Due date	2014/1/28/ 0:0
Allow late submissions	No
Attachment	 Writing Assignment.docx 11.47KB
Grade	Score
To	All

Submit Back

Click on the 'Submit' button, and your registration is complete.

'My Room' Page Display (Assignment)

Registered assignments are displayed on the learner's 'My Room' page as follows:

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My Room SNS Research

My Room Top page Inquiries Library Electronic library

Profile [Edit](#)

ID:nlp3E101

Mr./Ms. learner

Course(1) Group Training(1) Assignment(3)

Search Clear All

Title	Release date	Due date	Status
Writing I	2014/01/27	2014/01/28	Unsubmit

■ Assignment Details

Currently released assignments are displayed in the list.

Clicking the title will show the details of the assignment.

(Whether late assignments can be allowed or not is not shown on the learner's page.)

Assignment details

Writing I (Mr. Admin)

Release date and time	2014/1/27/ 15:30
Due date	2014/1/28/ 0:0
Attachment	Writing_Assignment.docx 11.47KB
Grade	Score
Status	

Read the text for this assignment and complete the writing task.
Your written assignment should not exceed 1000 words.

[Submit assignment](#)

The name of the Administrator who provided the assignment is shown next to the assignment title.

Modify/ Delete Assignments

The General Administrator can modify/ delete all assignments.

(Warning: The work submitted by learners are also deleted in this case.)

The Group Administrator can only modify/ delete one's own group.
Other group assignments are not shown on the page.

- ① Find the assignment to be modified/ deleted from the List of Assignments page, and click either the 'Modify' or 'Delete' button.

Home Basic Setting **Information** Option SNS Progress Training

CONTROL PANELS Notice | Library | Questionnaire | Assignment

Information
Assignment

Register assignments for users. The assignments will be shown in users' My Room page.
For one assignment, files up to 20MB can be uploaded.

List of assignment (Total/limit file size: 0.00GB/10GB) Register new assignment

Search assignment
Due date 2014 / 1 / 27 ~ 2014 / 4 / 26
Title

Search Reset

Release date and time	Due date	Title	Number of to be corrected/all persons	
2014/01/27	2014/01/28	Writing i	0/15	Modify Delete

Modify

Click on the 'Modify' button for the assignment to be modified.

⇒ Use the same process as the registration procedure (p. 5 - 6) for modifying the assignment information.

Delete

Click on the 'Delete' button for the assignment you want to delete.

Check Learner's Status/ Work Submitted

The learner's status ('to be corrected', 'unsubmitted', and 'corrected') and the content of works submitted by each learner can be checked.

Marking assignments, making comments, and other feedback can also be made from this page.

Group administrators can only correct/ evaluate their own groups' assignments.

- ① To check learners' status and works submitted, click the assignment title on the List of Assignments page.

The screenshot shows the 'Assignment' page in the NetLearning system. At the top, there are navigation tabs: Home, Basic Setting, Information (selected), Option, SNS, Progress, and Training. Below these is a 'CONTROL PANELS' bar with links for Notice, Library, Questionnaire, and Assignment. A green banner for 'Information Assignment' contains the text: 'Register assignments for users. The assignments will be shown in users' My Room page. For one assignment, files up to 20MB can be uploaded.'

The main content area is titled 'List of assignment (Total/limit file size: 0.00GB/10GB)' and includes a 'Register new assignment' button. A search section titled 'Search assignment' has a 'Due date' filter set to 2014/1/27 ~ 2014/4/26 and a 'Title' search box. 'Search' and 'Reset' buttons are provided.

Below the search is a table with columns: Release date and time, Due date, Title, and Number of to be corrected/all persons. A blue callout box points to the 'Writing I' assignment title with the text: 'Click the assignment title => Go to the next page.' To the right of the table are 'Modify' and 'Delete' buttons.

Release date and time	Due date	Title	Number of to be corrected/all persons
2014/01/27	2014/01/28	Writing I	

Check Learner's Status/ Work Submitted

- ② On the List of Assignments page, the learners for the assignment are listed **according to submission status** (Shown in 3 categories: ('to be corrected', 'unsubmitted', and 'corrected')). Click on the learner's name under 'To be corrected' to confirm/ mark the work submitted.

Note: 'Corrected' works are available only for reading access.

Assignment details

Title: Writing 1

Description: Read the text for this assignment and complete the writing task. Your written assignment should not exceed 1000 words.

Release date and time: 2014/1/27/ 15:30

Due date: 2014/1/28/ 0:0

Allow late submissions: No

Attachment: Writing Assignment.docx 11.47KB

Grade: Score

To: All

Search user

Name User ID

Period for Submission

2014 / 1 / 27 0 : 0 ~
 2014 / 4 / 28 0 : 0 ~

Number of to be corrected/all persons (0/15) You can arrange the list in ascending or descending order by clicking "name", "User ID" or "Submitted date and time".

学習者 (英語)

Number of unsubmitted/all persons (15/15) You can arrange the list in ascending or descending order by clicking "name", "User ID" or "Submitted date and time".

Name	User ID
学習者test	NLM00000078
学習者 (日本語)	nlp3J101
学習者 (英語)	nlp3E102
学習者 (英語)	nlp3E101
学習者 (中國語)	nlp3C101

■ Assignment content

Number of to be corrected/all persons (1/15) You can arrange the list in ascending or descending order by clicking "name", "User ID" or "Submitted date and time".

Name	User ID
Learner A	nlp3E101

By clicking on the learner's name under 'To be corrected', you can correct and evaluate individual work submitted.
 ⇒ Go to the next page

Check Learner's Status/ Work Submitted

- ③ Works submitted by the learner are shown on the Individual Assignment Details page. Download any attached files by clicking on the file name.

Writing (Mr. Admin)	
Release date and time	2014/1/27/ 15:30
Due date	2014/1/28/ 0:0
Allow late submissions	No
Attachment	 Writing Assisgnment.docx 11.47KB
Grade	
Status	To be corrected

Read the text for this assignment and complete the writing task.
Your written assignment should not exceed 1000 words.

[Correct/Comment](#)

3 Learner A

It was difficult.

 Writing Assisgnment.docx 11.47KB

■ Marking/ making comments

Click to return feedback and evaluation to the learner.
⇒ Go to the next page.

■ Work submitted by the learner.

Feedback to Learners

On the Correction page, you can provide feedback (comments, evaluation and marks) individually for the learner.

- 1 Either attach corrected files, or make comments in the free text section; then, click on the 'Correction complete' or 'Return' button.

Note: When 'Score' or 'Comment Space' was selected upon registering the assignment or during the editing, score or comment need to be filled in.

■ Grade

The Grade section will appear when 'Score' or 'Comment Space' is selected in the assignment registration.

'Score' ⇒ You can enter up to 3-digit number.

'Comment Space' ⇒ You can enter up to 20 characters.

■ Correction complete

Click here to **complete** the evaluation process with the learner. ^{*1}

The learner's status will be indicated as 'Corrected'.

■ Return

Click here to request the learner re-submit the assignment. ^{*2}

The learner's status will be indicated as 'Returned'.
(The learner's name will appear under the status 'Unsubmitted' on the Administrator's Page.)

^{*1} When you click on the 'Correction complete' button, **the learner cannot re-submit the assignment**. Also, the Administrator cannot further make any corrections or comments.

^{*2} When you set 'No' on the 'Late Submission' setting as you create the assignment, the learner cannot re-submit the assignment even if you click on the 'Return' button after the submission due date. (The learner status will remain under 'Returned'.)

If you request the learner to re-submit the assignment after the submission due date, set the 'Allow late submissions' to 'Yes'.

'My Room' Page Display (Feedback from the Administrator)

Feedback from the Administrator will appear as follows on the learner's My Room page.

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My Room SNS Research

My Room Top page Inquiries Library Electronic library

Profile [Edit](#)

ID:nlp3E101

Mr./Ms. learner

Course(1) Group Training(1) Assignment(3)

Search Clear All

Title	Release date	Due date	Status
Writing I	2014/01/27	2014/01/31	Corrected
Writing II	2014/01/28	2014/01/31	Returned

List of assignments

Shows the list of all released assignments.

Clicking on the assignment title will show the details of the assignment.

Assignment details

Writing II (Mr. Admin)

Release date and time	2014/1/28/ 10:37
Due date	2014/1/31/ 0:0
Attachment	
Grade	80Score(Grade evaluator:Mr. Admin)
Status	Corrected

Read the text for this assignment and complete the writing task.
Your written assignment should not exceed 1000 words.

[Submit assignment](#)

2 Mr. Admin

The STEP analysis was not included.

Assignment details

When the Administrator provides feedback, the evaluation results and evaluator's name will appear. The status will be changed from 'To be corrected' to 'Corrected'.

The text entered by the Administrator in the free text section will appear.

Note: When the assignment is returned, the status will be 'Returned', and the 'Submit assignment' button appears.

Administrations and Access Authority (1)

All Administrators (General Administrators and Group Administrators) may create assignments, but Group Administrators have limited privileges.

The following will explain each authority for Assignments created by General Administrators.

1. Register

Only General Administrators can register assignments for all users.

* Only General Administrators can select "All" as the target.

Target Specification	General Administrators	Group Administrators	
All	<input type="radio"/>	×	
Specify group	*All groups can be specified <input type="radio"/>	Specified Group Administrators	Non-specified Group Administrators
		<input type="radio"/>	×

2. Access

The following is the access authority for registered assignments.

If the General Administrator sets the target as "All", all Group Administrators can access the assignment.

If the target is set as "Specify group", only specified Group Administrators can access the assignment.

NOTE: If the target is set as "Specify group", the assignments for other group are not shown on Group Administrator's page.

Target Specification	General Administrators	Group Administrators	
All	<input type="radio"/>	<input type="radio"/>	
Specify group	<input type="radio"/>	Specified Group Administrators	Non-specified Group Administrators
		<input type="radio"/>	×

*General Administrators can access all assignments.

Administrations and Access Authority (2)

Continued from the previous page.

The following will explain each authority for Assignments created by General Administrators.

3. Modify

Only General Administrators can modify assignments for all users.

Specified Group Administrators can modify assignments for their own group.

NOTE: Assignments for other group are not shown on the page.

Target Specification	General Administrators	Group Administrators	
		Specified Group Administrators	Non-specified Group Administrators
All	<input type="radio"/>	<input checked="" type="checkbox"/>	
Specify group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

*General Administrators can modify all assignments registered by Specified Group Administrators.

4. Delete

Only General Administrators can delete assignments for all users.

Specified Group Administrators can delete assignments for their own group.

NOTE: Assignments for other group are not shown on the page.

Target Specification	General Administrators	Group Administrators	
		Specified Group Administrators	Non-specified Group Administrators
All	<input type="radio"/>	<input type="radio"/>	
Specify group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

*General Administrators can delete all assignments registered by Specified Group Administrators.

Administrations and Access Authority (3)

Continued from the previous page.

The following will explain each authority for Assignments created by General Administrators.

4. Check learner's status / Feedback

Only General Administrators can check all learner's status and provide feedback (comments, evaluation and marks) about works submitted by all learners.

Specified Group Administrators can check only status of learners in their own group and provide feedback about works submitted by them.

NOTE: Information about other groups is not shown on the page.

Target Specification	General Administrators	Group Administrators	
All	○	○ ※Only leaners in their own group	
Specify group	○	Specified Group Administrators	Non-specified Group Administrators
		○ ※Only leaners in their own group	×

*General Administrators can check status of all learners in specified group and provide feedback about assignment registered by Group Administrators.