

# Setting up exercises in ILIAS

## Overview

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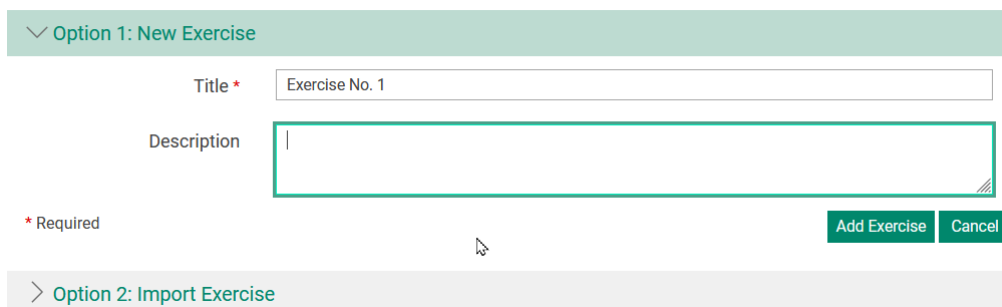
Important information is marked in yellow.

Additional information is marked in blue.

## Create an exercise

First, the object "Exercise" is created as the controlling container for the exercise. The actual exercise units (see there) will later be integrated into it. An exercise can consist of a single or multiple exercise units.

First, you set the title of the exercise and save it.



Option 1: New Exercise

Title \*

Description

\* Required

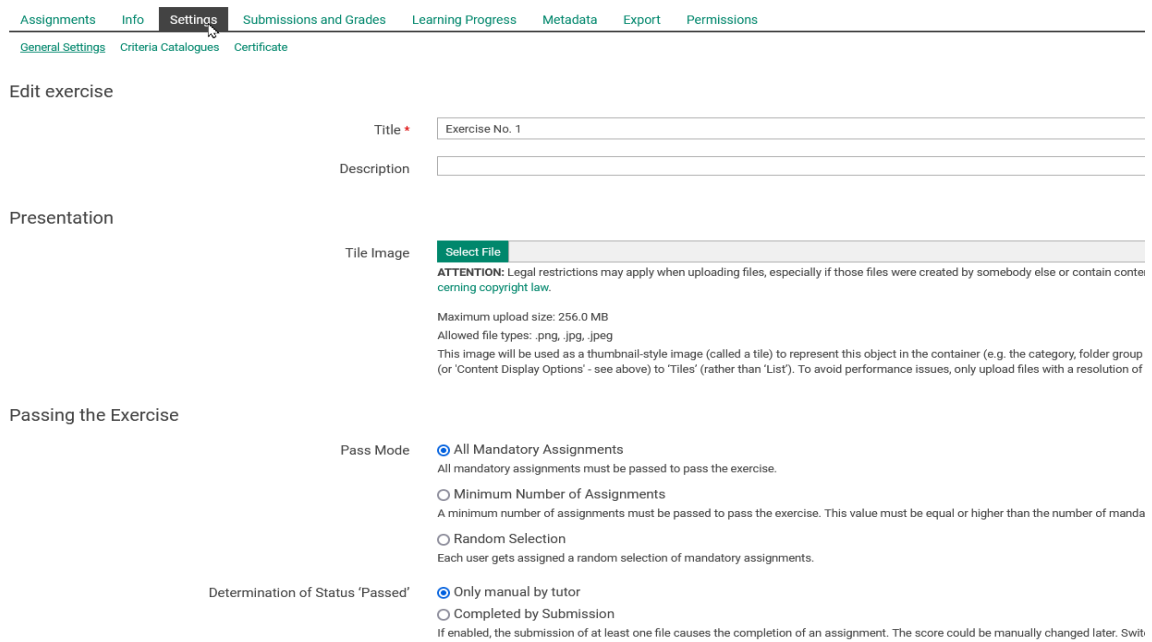
Add Exercise Cancel

Option 2: Import Exercise

Figure 1 Creating an Exercise

In the settings of the "Exercises" object, all specifications are made that regulate the passing of an exercise or, for example, what the form of its feedback on a submission should look like. This is where the requirement is formulated as to when an exercise is considered passed. Either whether the participants have to pass all practice units, or whether a minimum number of n exercise units must be passed in order to pass the entire exercise. There are two options to set the "Passed" status: either manually, i.e. correction, by tutors, or automatically when the required number of exercises to be completed is submitted.

After the deadline, the submitted solutions can be published automatically. In order to automatically



Assignments Info **Settings** Submissions and Grades Learning Progress Metadata Export Permissions

General Settings Criteria Catalogues Certificate

Edit exercise

Title \* Exercise No. 1

Description

Presentation

Tile Image [Select File](#)

**ATTENTION:** Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content concerning copyright law.

Maximum upload size: 256.0 MB  
Allowed file types: .png, .jpg, .jpeg

This image will be used as a thumbnail-style image (called a tile) to represent this object in the container (e.g. the category, folder group (or 'Content Display Options' - see above) to 'Tiles' (rather than 'List'). To avoid performance issues, only upload files with a resolution of

Passing the Exercise

Pass Mode

- All Mandatory Assignments  
All mandatory assignments must be passed to pass the exercise.
- Minimum Number of Assignments  
A minimum number of assignments must be passed to pass the exercise. This value must be equal or higher than the number of manda
- Random Selection  
Each user gets assigned a random selection of mandatory assignments.

Determination of Status 'Passed'

- Only manual by tutor
- Completed by Submission  
If enabled, the submission of at least one file causes the completion of an assignment. The score could be manually changed later. Swit

Figure 2 Settings of the Exercise Object

keep an eye on the receipt of new information about an exercise unit, an automatic notification (by e-mail) can be activated. The form of feedback on a submission can be done in three different ways. The ability to send feedback by e-mail makes it possible to send it directly from the system to participants, for example after a course has expired, if it has been taken offline. Feedbacks can also be set directly within an exercise. Either as text input via the native rich text editor or as an externally created file. With both options, the feedback is stored on ILIAS and retrieved by the participant (only visible and accessible to the respective person).

Publishing

Publish Submissions after Deadline   
Publish all submissions to all learners after the deadline.

Personal Notification

E-Mail Notification on Submissions   
You will be notified when submissions are uploaded. This is a personal setting which does not affect other administrators of the exercise.

Evaluation by Tutor

Evaluation  By Mail  
Tutors enter their evaluation into a mail form. The evaluation is sent to participants.

By File  
Tutors upload a file. The participant receives a notification about it and can access the file at the assignment overview.

Text Input  
Tutors type their evaluation in a text field. The participant receives a notification about it and the text is displayed at the assignment overview.

Additional Features

Manage Custom Metadata   
Custom Metadata sets can be managed in the "Metadata" tab.

Figure 3 Additional Settings of the Exercise Object

## Creation of exercise units

Exercise units are the actual tasks of an exercise. They are, for example, the task sheet that has to be solved or the reflection report that has to be prepared. To create exercise units, switch to the tab of the same name and select the *Edit* option.

There are five different types of exercise available.

- **file**, everyone submits their solution as a file.
- **Submit a file as** a team, e.g. a team submits its project report.
- **Text**, everyone sets their solution directly via the rich text editor in ILIAS.
- **Blog**, everyone writes a blog post in a (ILIAS) blog.
- **Portfolio**, each expands, depending on the task, (s)one (ILIAS) portfolio.

The most common form is to submit a file, individually or as a team. In the case of teams, e.g. the members of a group, the respective persons still have to be assigned.

The free text input should only be used for short statements, as there is always the risk of losing its previously written text if the system times out during input. Otherwise, it makes sense to advise participants to write the text in another editor and then copy and paste it.

In the case of blog or portfolio entries, it is possible to post either entries in your own blog or portfolio or one generated for the exercise.

The type cannot be changed after saving. If changes are made, a new unit must be generated.

What all exercise units have in common is that the following information must be stored.

**Title:** The title identifies the exercise unit, e.g. exercise sheet 1st lecture week or similar.

**Mandatory:** By activating the option, a unit is marked as mandatory to solve (default setting). For optional tasks, the option must be deactivated by removing the check mark.

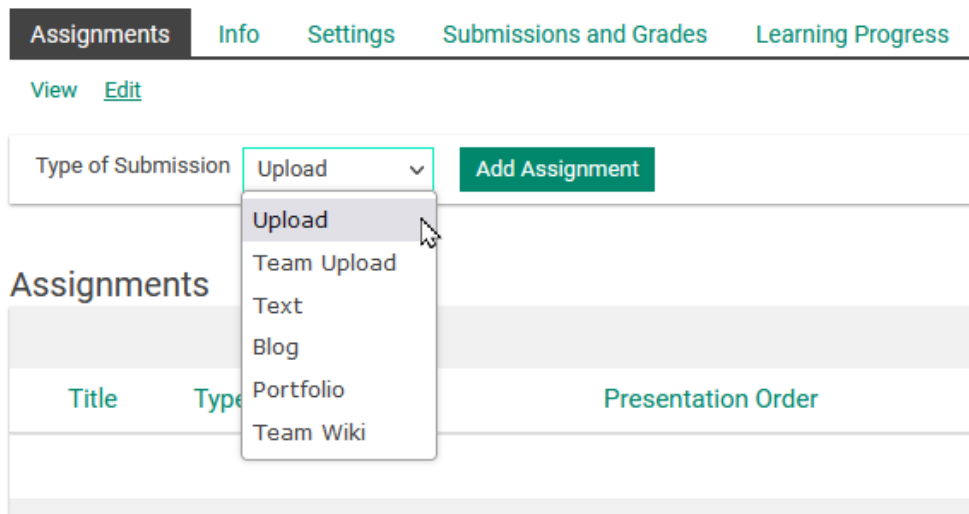


Figure 4 Select the type of the exercise unit

**Work instructions:** The work instruction describes the exercise unit and formulates, for example, the procedure.

**Files:** Files can be assigned to a work instruction. This can be, for example, a more detailed task, the actual task sheet or written procedural instructions.

**Schedule:** The schedule is used to schedule the exercise session. The start time automatically regulates the release of the task or the earliest possible date by which solutions can be submitted. The deadline excludes the possibility of submission. A grace period may be granted. Until this date, subsequent submission is still possible. However, a subsequent submission will be marked accordingly.

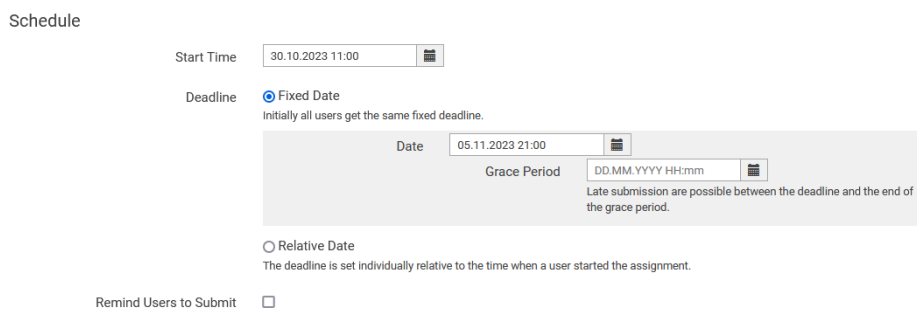


Figure 5 Scheduling the Exercise Unit

**Sample solution:** Sample solutions (file) can be stored, which are released to the participants at a defined time. This can be done depending on the deadline or after submitting your own solution.

## Submission and grades

Entrants' submissions can be viewed via the Submissions and Sheet Music tab. Of course, this only applies to tutors.

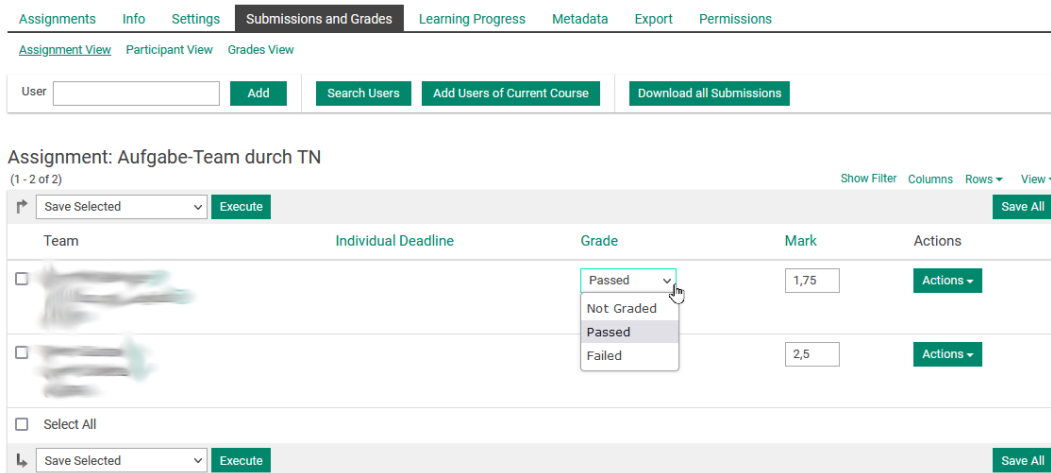


Figure 6 Management of submissions under "Submissions and grades"

Submissions can be accessed separately according to exercise session. In a list sorted by participant, all received submissions can be retrieved and evaluated. The submitted solutions can either be downloaded separately for each participant or together ("Download all submissions") after the deadline has expired. In the case of a complete download, the submissions are packed together in a zip archive. For each participant, a correspondingly named folder including the submission is generated. This has the advantage that when the archive is unpacked, the submissions are already sorted by participant. With the single download (see drop-down above) you only get the incoming file. The evaluation and feedback takes place directly, participant-related in this window.

## Info & Contact

Last updated 13.09.2023

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### Imprint

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