

## Setting up exercises in ILIAS

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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.

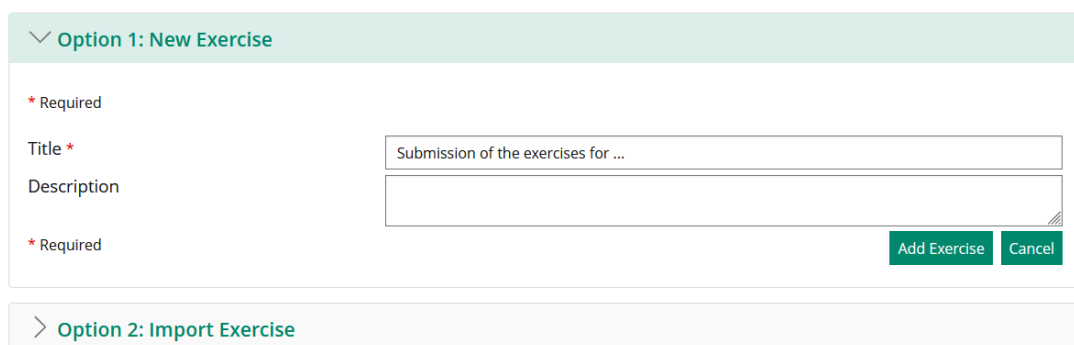
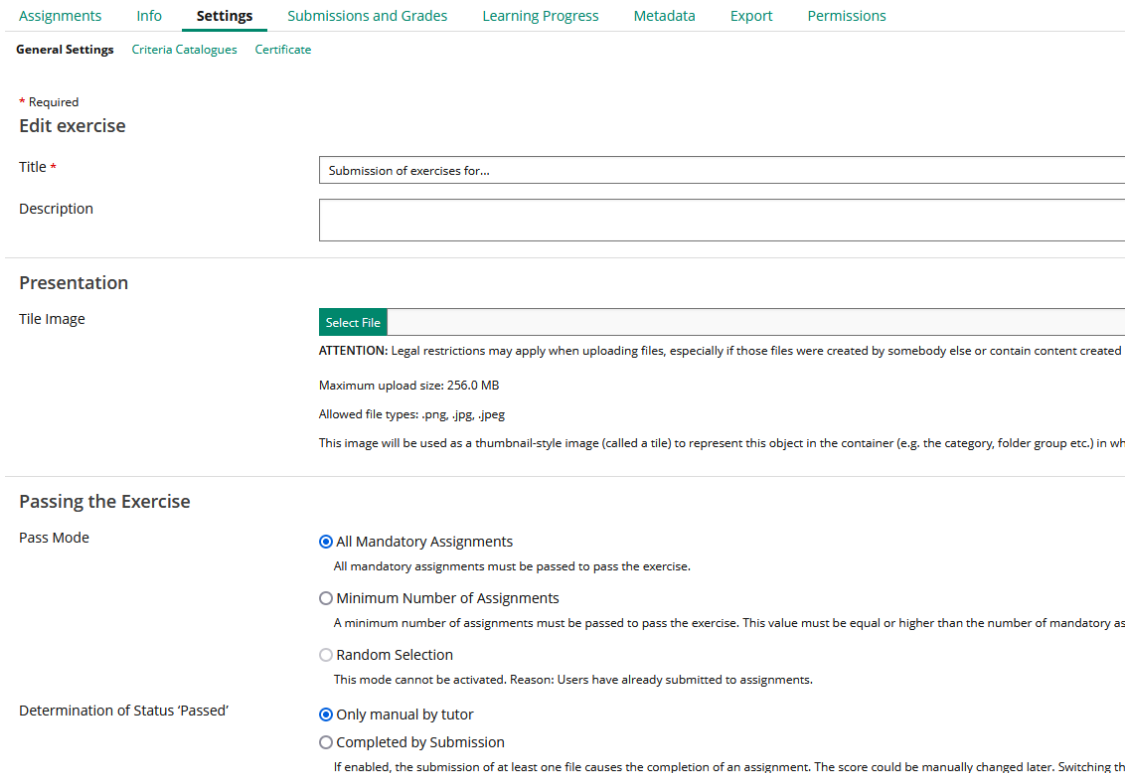


Figure 1 Creating an Exercise

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.



The screenshot displays the 'Settings' tab for an exercise object. The top navigation bar includes 'Assignments', 'Info', 'Settings' (active), 'Submissions and Grades', 'Learning Progress', 'Metadata', 'Export', and 'Permissions'. Below this, the 'General Settings' section is active, with sub-tabs for 'Criteria Catalogues' and 'Certificate'.

**Edit exercise**

**Title \***: Submission of exercises for...

**Description**: [Empty text area]

**Presentation**

**Tile Image**: [Select File button]

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

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 etc.) in which it is located.

**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 mandatory assignments.
- ☐ Random Selection  
This mode cannot be activated. Reason: Users have already submitted to 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. Switching this option on will deactivate the 'Only manual by tutor' option.

Figure 2 Settings of the Exercise Object

After the deadline, the submitted solutions can be published automatically. In order to automatically 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 ☐  
For assignments with a fixed submission deadline, participants can view all submissions after the

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**Personal Notification**

E-Mail Notification on Submissions ☐  
You will be notified when submissions are uploaded or individual deadlines are requested. This is

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**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
- ☒ Text Input  
Tutors type their evaluation in a text field. The participant receives a notification about it and

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**Additional Features**

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

\* Required

Figure 3 Additional Settings of the Exercise Object

## Creation of Assignments

Assignments 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 assignments, switch to the tab of the same name and select the *Edit* option.

There are five different types of exercise available.

- **Upload**, everyone submits their solution as a file.
- **Team Upload**, a team, for example, 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.
- **Team-Wiki**, based on a template, the team develops a common wiki.

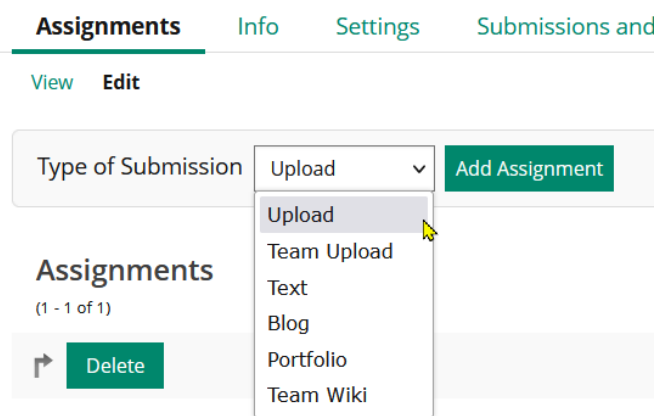


Figure 4 Select the type of the exercise unit

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.


**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 controls the time of the exercise unit. The start time automatically regulates the release of the assignment and the earliest possible date for submitting the solutions. The submission deadline restricts the submission options to various degrees. Only the "No Submission Deadline" option allows unrestricted submission of work results. The following time-limit options are available:

1. **Fixed Date.** Submission must be completed by a fixed date. A grace period can be granted. Late submission is still possible up until this date. A late submission will then be marked under "Submissions and Grades."
2. **Individual Dates Only.** Each student can be assigned an individual submission deadline (see Figure 7).
3. **Relative Date.** This provides a fixed period of time for completing and submitting an assignment. This period begins with individual access to the exercise unit.


#### Schedule


Start Time  

Deadline

☐ No Deadline  
There is no submission deadline for participants.

☒ Fixed Date  
Initially all users get the same fixed deadline.

Date \*  

Grace Period  

Late submission are possible between the deadline and the e

☐ Individual Deadlines Only  
There is no common deadline. Tutors must set individual deadlines for each participant individually.

☐ Relative Date  
The deadline is set individually relative to the time when a user started the assignment.

Figure 5 Scheduling the Assignment

**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.

After submission

Peer-Feedback ☐

Sample Solution ☒

Users can rate the solutions of their peers after the deadline and if granted the grace period lapsed. Specific settings on peer-feedback are made in the respective tab. After activation this option and saving it, the tab 'Peer-Feedback' will be displayed.

File \*

Select File

ATTENTION: Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the e-learning pages of KIT concerning copyright law.

Maximum upload size: 256.0 MB

Availability \*

☒ After deadline

☐ After submission

☐ After set Date

Notification ☐

All learners will be notified via cron job when the sample solution becomes available.

\* Required

Save Cancel

Figure 6 Provision and scheduling of sample solutions

## Submission and grades

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

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

Assignment View Participant View Grades View

Assignment: Submission of exercise sheet no. 1 Select User Add Search Users Add Users From Current Course Evaluate Multiple Participants Download All Submissions

Assignment: Submission of exercise sheet no. 1  
(1 - 2 of 2)

Show Filter Columns Rows View

Save Selected Apply Save All

Name	Login	Grade	Mark	Actions
<input type="checkbox"/>		Passed	1.2	Download Submissions (1) Set Individual Deadline Send Evaluation Mail Evaluation by File Write Evaluation Statement
<input type="checkbox"/>		Failed	5	
<input type="checkbox"/>				

Select All

Save Selected Apply

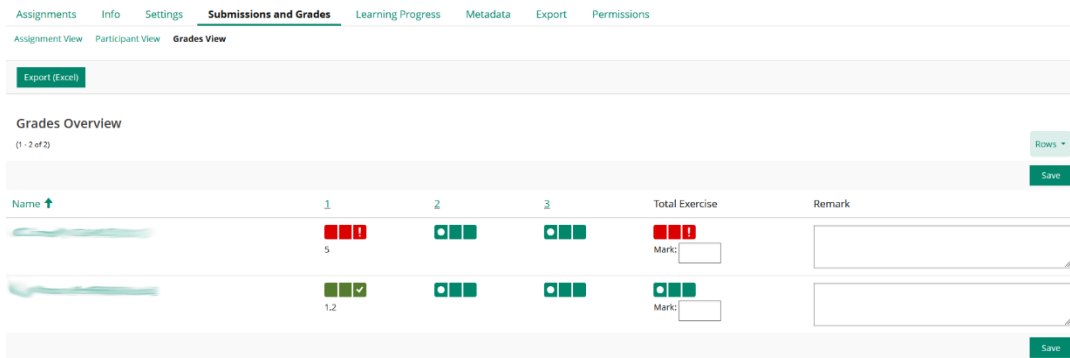
Figure 7 Management of submissions under "Submissions and grades"

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.

### Assign rating/grading

The individual submissions can be assessed and graded directly. The status "Passed" or "Failed" is set in the "Evaluation" column. By default, a submission will be marked as "Not rated". In addition,

there is the option to assign a grade/point in the “Grade” column. The grade is displayed to participants together with feedback on an exercise unit.



Name	1	2	3	Total Exercise	Remark
[Redacted]	5	[Icons]	[Icons]	[Redacted]	
[Redacted]	1.2	[Icons]	[Icons]	[Redacted]	

Figure 8 Grades view

An overall overview of the grades for the individual exercise units can be opened via the “Grades view” submenu. At the same time, an overall grade can be awarded for the entire exercise. The overall grade can be viewed individually by participants in the learning progress view of the exercise. The individual grades can be viewed in the “Tutor’s Rating” area for each exercise unit.

## Giving Feedback

You can give individual feedback on each submission using the action button (see Figure 6). There are three feedback options available in the exercise settings in the “Feedback” section.

- “By mail”
- “By File”
- “Text input”

By default, all three options are activated, which can then be executed accordingly via the action menu. The feedback is only accessible individually to the respective student, either in the message box (email) or within the exercise unit (attached file or displayed text).

For feedback via file, it is possible not to upload it individually for each person, but as a so-called multi-feedback file.

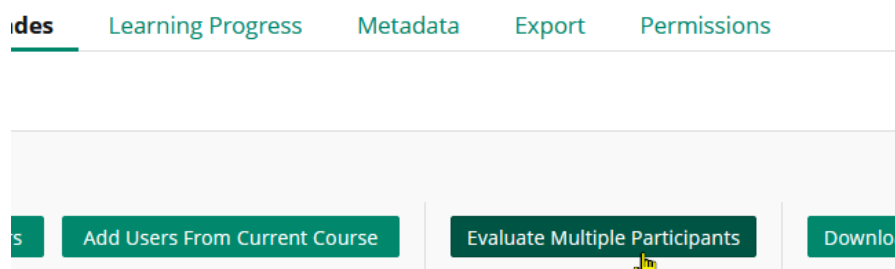


Figure 9 Start Evaluation of multiple Participants

This is an archive file in which the personal assignment of the feedback is saved. To do this, first select the “Feedback to multiple participants” option in the “Submissions and Grades” window. In order to be able to carry out the individual assignment, first download the necessary zip directory structure (1) and unzip it locally.

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

Assignment View Participant View Grades View

On this screen you can upload feedback for multiple participants in one file. First click on 'Download ZIP Structure', save the ZIP file and extract it on your local computer. Then put the feedback files into the corresponding user directories. Now compress the whole directory as one ZIP file again. Browse your local filesystem for the file and select it as the 'Multi-Feedback File' in the form below. After that click 'Upload'. A confirmation screen will list the files. Please avoid using any special characters in your file names.

Download ZIP Structure ①

Submission of exercise sheet no. 1 Save

Multi-Feedback File ② Feedbacks.zip 0.5 MB ⌵

Select Files

Allowed Types: application/zip, application/x-compressed, application/x-zip-compressed

Save

Figure 10 Perform multi-feedback

You will receive a directory structure consisting of folders named after the exercise participants. Put the respective feedback file there and at the end create a zip archive from it. You can now

easily upload this as a multi-feedback file (2). The feedback contained is assigned accordingly.

## Info & Contact

**Last update:** 2025-05-06

### Licence note



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### Imprint

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