

# Setting up exercises in ILIAS

## Overview

<b>Setting up exercises in ILIAS .....</b>	<b>1</b>
<i>Create an exercise .....</i>	<i>1</i>
<i>Creation of exercise units .....</i>	<i>3</i>
<i>Submission and grades.....</i>	<i>5</i>
Giving Feedback .....	6
<i>Info &amp; Contact .....</i>	<i>7</i>
Last update: 2024-11-26 .....	7
Licence note .....	7
Imprint.....	7

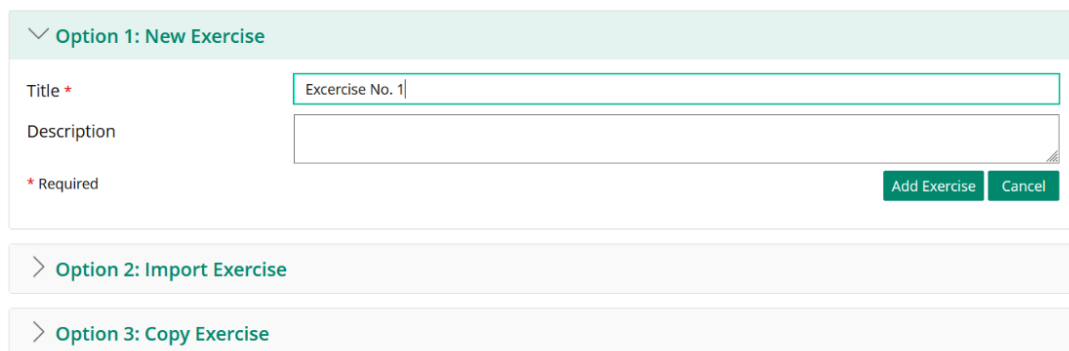
Important information is marked in yellow.

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

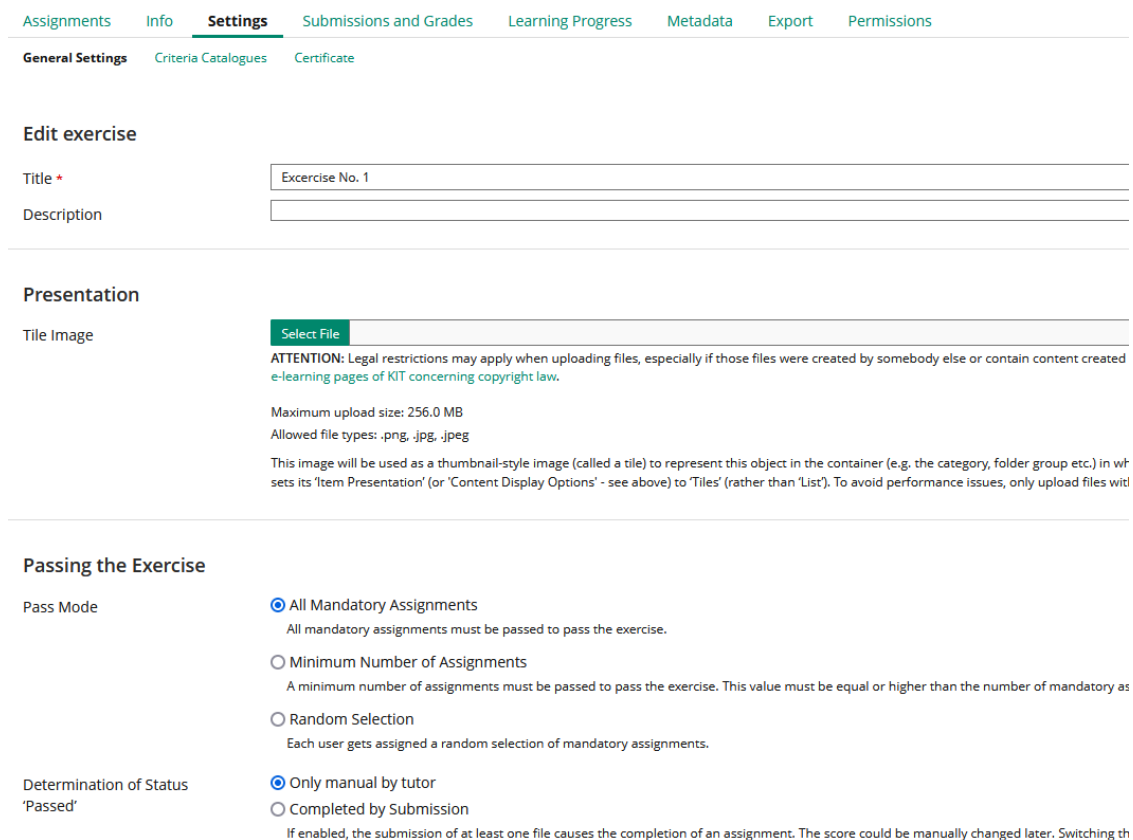
Add Exercise Cancel

> Option 2: Import Exercise

> Option 3: Copy 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.



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 created e-learning pages of KIT 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 etc.) in which it is set its 'Item Presentation' (or 'Content Display Options' - see above) to 'Tiles' (rather than 'List'). To avoid performance issues, only upload files with a maximum size of 256.0 MB.

**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  
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. 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 ☐ 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 ☐ Enable management of Custom Metadata sets in the 'Metadata' tab.

\* Required

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.
- **Team-Wiki**, based on a template, the team develops a common wiki.

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.

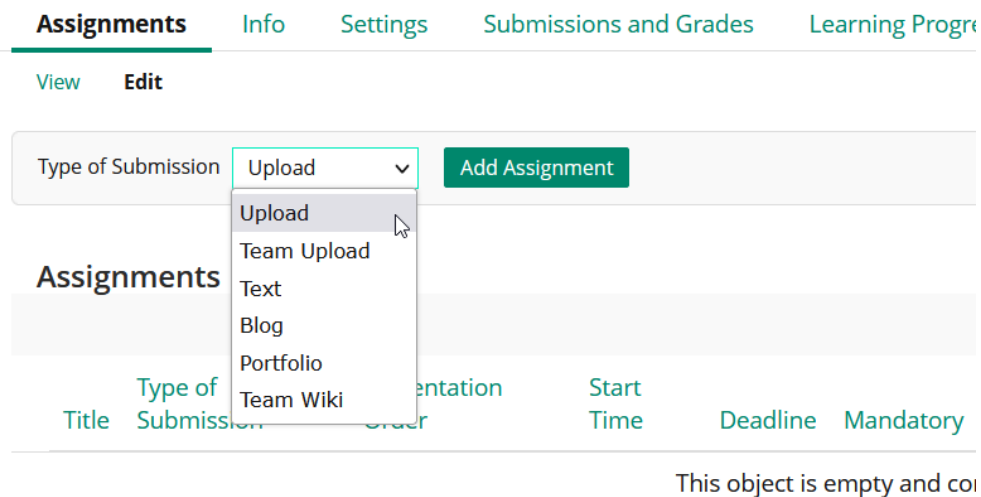
In the case of blog or portfolio entries, it is possible to post either entries in your own blog or portfolio or one generated for the exercise.

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.



The screenshot shows the 'Assignments' page with tabs for 'Assignments', 'Info', 'Settings', 'Submissions and Grades', and 'Learning Progress'. Under 'Assignments', there are 'View' and 'Edit' buttons. A 'Type of Submission' dropdown menu is open, showing options: 'Upload', 'Team Upload', 'Text', 'Blog', 'Portfolio', and 'Team Wiki'. An 'Add Assignment' button is visible. Below the dropdown, a table header is partially visible with columns: 'Title', 'Type of Submission', 'Order', 'Start Time', 'Deadline', and 'Mandatory'. A message at the bottom states 'This object is empty and contains no data'.

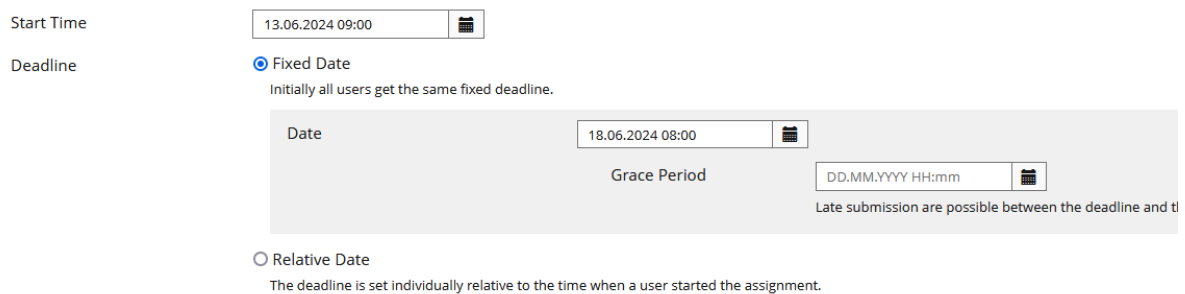
Figure 4 Select the type of the exercise unit

**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.

#### Schedule



The screenshot shows the 'Schedule' form. It has two main sections: 'Start Time' and 'Deadline'. The 'Start Time' section has a text input field with '13.06.2024 09:00' and a calendar icon. The 'Deadline' section has a radio button selected for 'Fixed Date' with the text 'Initially all users get the same fixed deadline.' Below this, there is a 'Date' input field with '18.06.2024 08:00' and a calendar icon, followed by a 'Grace Period' section with a text input field 'DD.MM.YYYY HH:mm' and a calendar icon. A note below the grace period says 'Late submission are possible between the deadline and ti'. At the bottom, there is a radio button for 'Relative Date' with the text 'The deadline is set individually relative to the time when a user started the assignment.'

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.

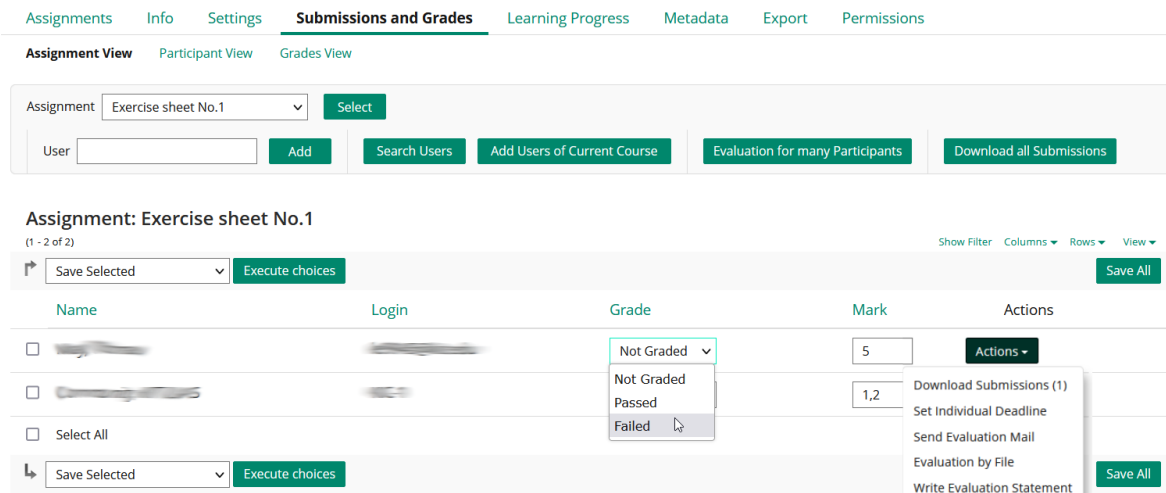


Figure 6 Management of submissions under "Submissions and grades"

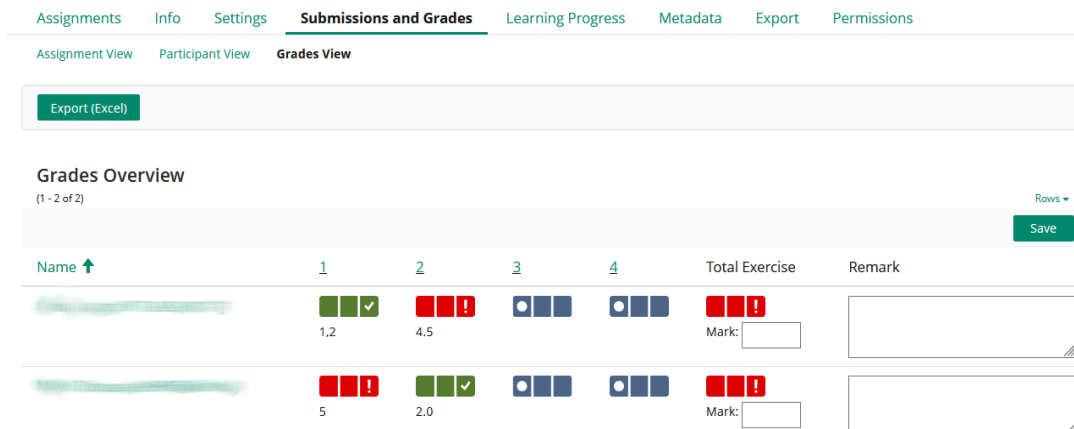
Submissions can be accessed separately according to exercise session. In a list sorted by participant, all received submissions can be retrieved and evaluated. The submitted solutions can either be downloaded separately for each participant or together ("Download all submissions") after the deadline 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.

### 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.

An overall overview of the grades for the individual exercise units can be opened via the "Grades overview" 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.



The screenshot shows the 'Submissions and Grades' tab with the 'Grades View' sub-tab selected. An 'Export (Excel)' button is at the top left. Below it is a 'Grades Overview' section showing '(1 - 2 of 2)' rows. A 'Save' button is at the top right of the table. The table has columns: Name, 1, 2, 3, 4, Total Exercise, and Remark. Each grade cell contains a visual representation of the grade using colored squares (green for correct, red for incorrect) and a numerical value. The 'Total Exercise' column shows a summary of the total grade and a 'Mark:' input field. The 'Remark' column has a text area for comments.

Name	1	2	3	4	Total Exercise	Remark
[Blurred Name]	1.2	4.5			Mark: [Input Field]	
[Blurred Name]	5	2.0			Mark: [Input Field]	

Figure 7 Grades view

## 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.

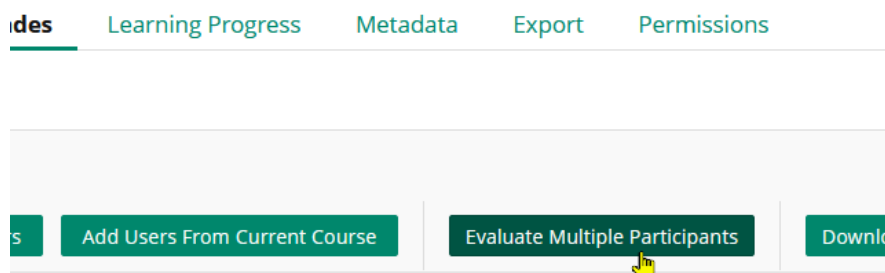
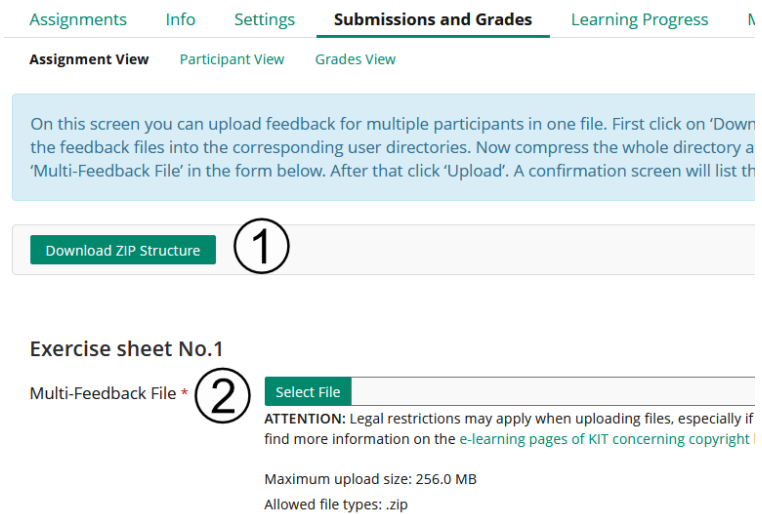


Figure 8 Start Evaluation of multiple Participants

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.

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.



The screenshot shows the 'Submissions and Grades' tab selected in the top navigation bar. Below it, there are tabs for 'Assignment View', 'Participant View', and 'Grades View'. A blue information box states: 'On this screen you can upload feedback for multiple participants in one file. First click on 'Download the feedback files into the corresponding user directories. Now compress the whole directory as a 'Multi-Feedback File' in the form below. After that click 'Upload'. A confirmation screen will list the...' Below this, a button labeled 'Download ZIP Structure' is circled with a '1'. Further down, under 'Exercise sheet No.1', there is a 'Multi-Feedback File \*' label and a 'Select File' button, which is circled with a '2'. Below the upload section, it says 'ATTENTION: Legal restrictions may apply when uploading files, especially if you find more information on the e-learning pages of KIT concerning copyright'. At the bottom, it specifies 'Maximum upload size: 256.0 MB' and 'Allowed file types: .zip'.

Figure 9 Perform multi-feedback

## Info & Contact

**Last update:** 2024-11-26

### Licence note



These instructions from the Center for Technology Enhanced Learning (ZML) at the Karlsruhe Institute of Technology (KIT) are licensed under a Creative Commons Attribution 4.0 International License.

### Imprint

**Publisher:** Karlsruhe Institute of Technology (KIT), Kaiserstraße 12, 76131 Karlsruhe

**Contact:** Adenauer Ring 12 (InformatiKom) 76131 Karlsruhe Germany Phone: +49 721 608-48200 E-Mail: [zml-info@sdn.kit.edu](mailto:zml-info@sdn.kit.edu)