Setting up exercises in ILIAS

Overview

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.

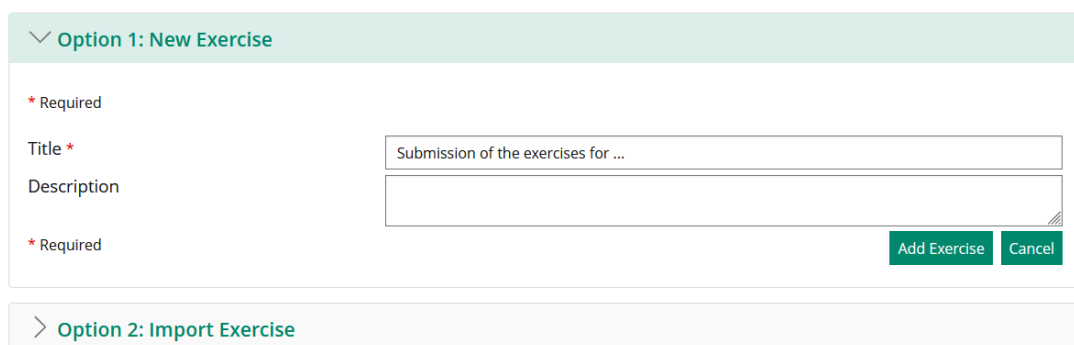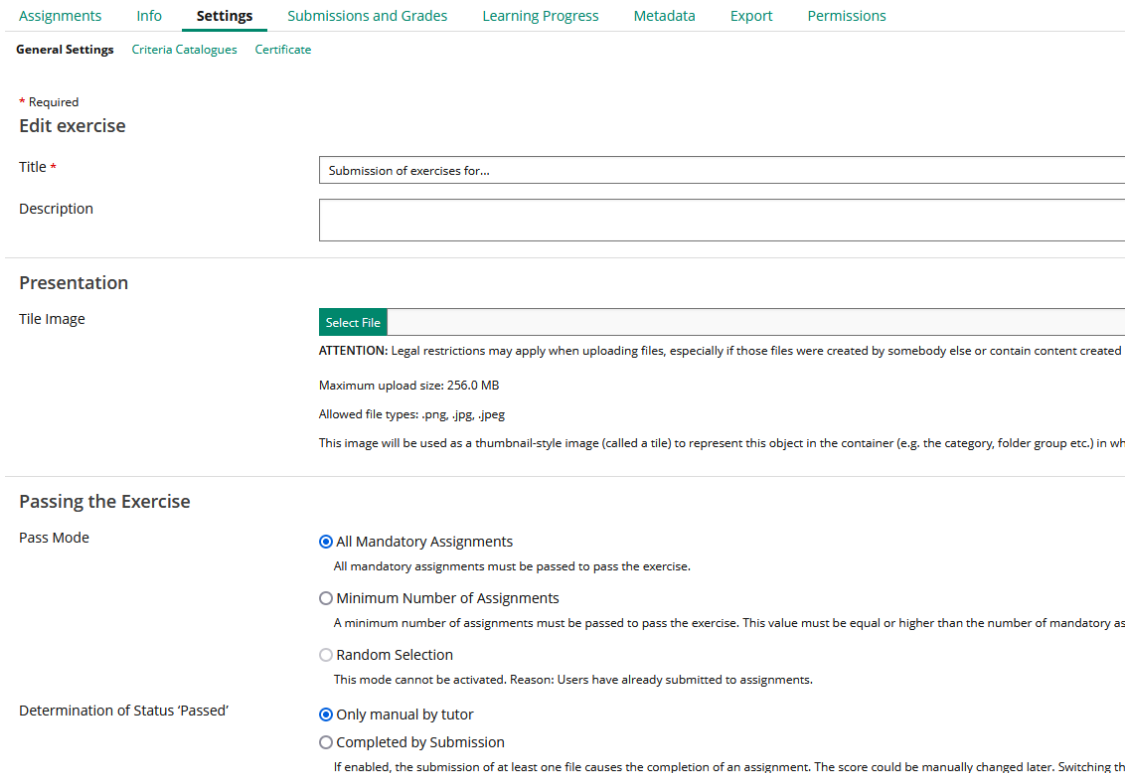First, you set the title of the exercise and save it.

Figure 1 Creating an Excercise

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.

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).

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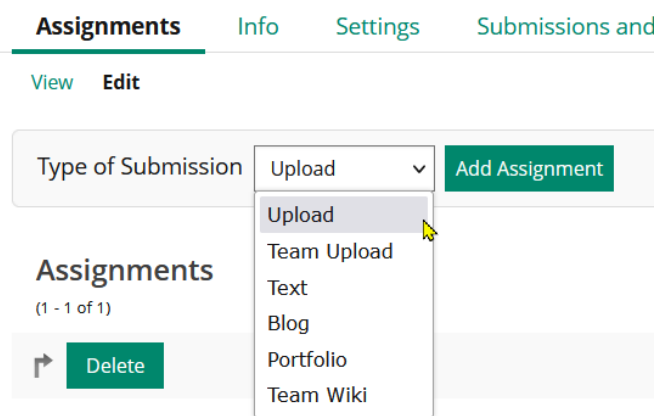- *Team-Wiki,* based on a template, the team develops a common wiki.

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.

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.

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.
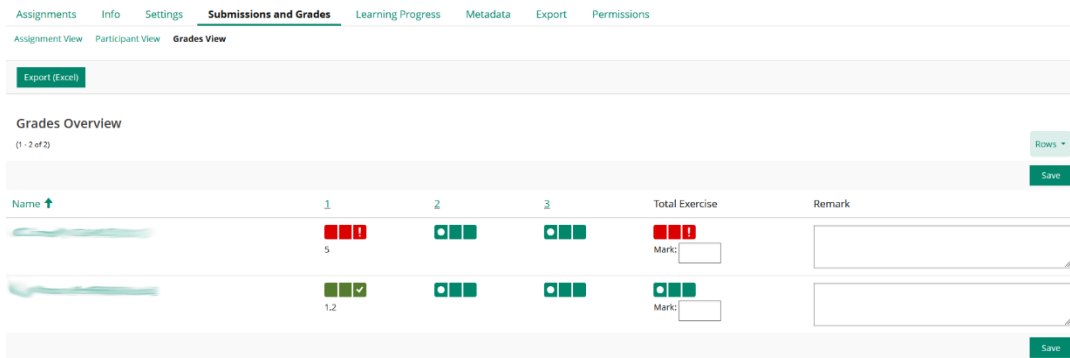

Figure 7 Management of submissions under "Submissions and grades"

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,

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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.

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.
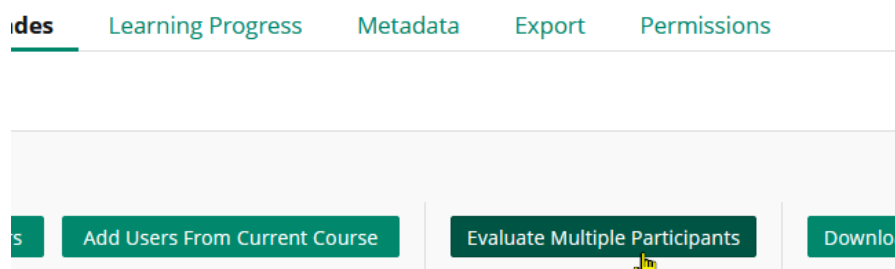

Figure 9 Start Evaluation of multiple Participants

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.

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

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