OLAT / COURSE ELEMENT TASK

1. Overview

The course element **Task** is used to distribute and assess homework assignments and exercises. Students can upload their solutions to assignments, and course administrators and supervisors can comment on and assess these solutions.

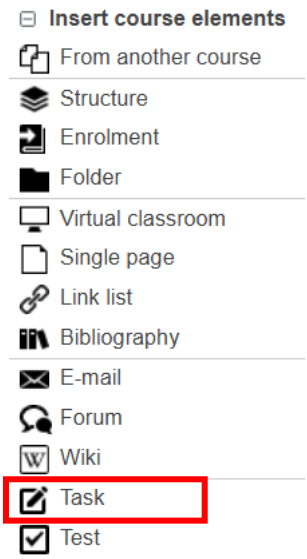
2. How it works

Unlike the option of allowing students to upload their assignments to an upload folder, this element offers the advantage that cheating is not possible, as the submissions can only be viewed by the users themselves and the responsible supervisors. Individual tasks can be given, which are then also displayed to the relevant students in the course.

PLEASE NOTE: If several tasks are to be completed one after the other in a course, a separate element of the task type must be set up for each of these tasks. This topic is discussed separately in *section 8*.

3. Setting up the course element (standard case)

The course element *Task* can be found in the editor View under **Insert course elements.**



Like any other element, the element is added to the course menu. Give the element *Task* a **title** and, if desired, a **description**.

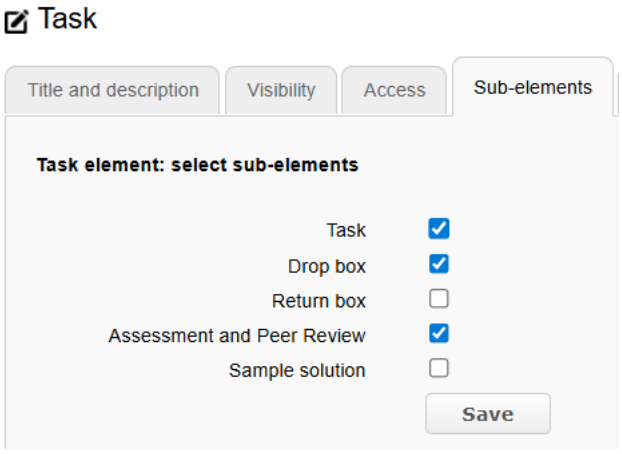
The *most commonly used scenario* is described below (deviations and extensions are covered in section 4).
Characteristics of the standard case:

- The assignment is posted in the course (and not just communicated verbally).
- All participants receive the same assignment.
- Participants can upload their solutions within a specified period of time.
- Course coordinators and supervisors can mark assignments as “pass/fail” and add comments.
- Participants can view their assessment in the course.

PLEASE NOTE: In order for assignments to be saved in the system, students working on the assignment must be members of a course group.

Standard procedure:

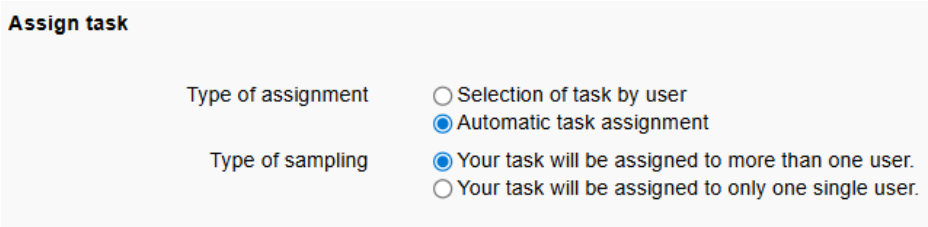
- In the **Visibility** tab, tick the box next to **Group-dependent** and select the learning group (If the element is already subordinate to another element to which only the learning group has access, this step can be skipped).
- In the **Sub-elements** tab, you only need to choose the three sub-elements: *Task*, *Drop box*, as well as *Assessment and Peer Review*.



- In the **Task** tab, select **Open task folder**. This is where you store your task settings. You can also add a *note* here for students regarding task assessment.



- Below that, under **Type of assignment**, select *Automatic task assignment* and, under **Type of sampling**, select *Your Task will be assigned to more than one user*:



PLEASE NOTE: Do not change the task if solutions have already been submitted, as this will delete them. If a change is unavoidable, save the existing solutions on your computer beforehand.

- The settings in the **Access** tab are already preset for this case and can remain unchanged:
  - *Access* (no restriction),
  - *Task* (no restriction)
  - *Edit task folder* (locked for learners)
  - Assessment (no restriction).

Furthermore, in the **Drop box** under *Depending on date*, you can specify the time period during which solutions may be uploaded.

PLEASE NOTE: The *Edit task folder* setting should always remain locked for learners, otherwise they may accidentally upload their solutions there and these may be misinterpreted and worked on by other students as tasks.

Tip: By setting the deadline only in the **Drop box**, and thus applying it only to the submission of the solution, you also enable access to the assessment results (and possibly a sample solution) in this element beyond this time.

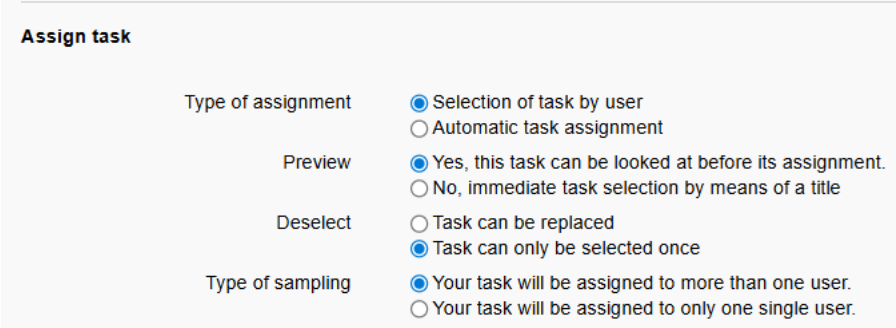
- **Save** all changes and **publish** them.

4. Further design options

Possible modifications to the procedure described above are explained below.

4.1 Course participants should choose a task from a selection themselves.

- In the **Task** tab, select **Open task folder** and place at least two equivalent tasks there. The settings will then look like this:



Tip: If, as in this case, the individual assignment cannot be exchanged/returned, then students should have the opportunity to look at it beforehand before making their decision.

4.2 Course participants receive an e-mail confirmation when they submit their solution (recommended)

- The **Handing in** tab is preset so that participants must upload their assignment solution as a file (*learners can only upload documents*). This is a prerequisite for a system e-mail to be sent after successful submission: *Send hand in confirmation via e-mail*.
- You can change the text of this system e-mail if needed.



4.3 Assessment according to a points system

- The assessment sub-element is set up by default so that assessors manually note whether the task is *passed* or *failed*, and so that they have the option of adding an individual comment.

This can be modified/expanded:

- Points can be awarded and a point value can be set as a threshold for *pass/fail*.

Tip: When points are awarded, the assessment scheme can be stored in the **Notice for all users**. This makes the quality criteria transparent even before the task solution is created.

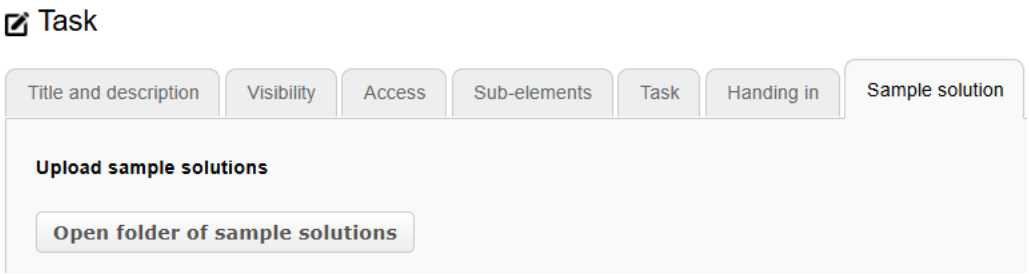
- Instead of a point value, or in addition to it, a grade may be awarded.

4.4 Course participants should not only receive a grade (+ comment), but also an annotated version of their assignment solution for review.

- In the **Sub-elements** tab, activate the **Return box**.
- In the assessment tool (see section 6), where you will find the submitted solutions for each course participant, a return box is now also created for each participant, into which you can upload the corrected solution. The participants will then find this in the course, when they re-select the assignment.

4.5 Course participants are provided with a sample solution.

- In the **Sub-elements tab**, you can view a **sample solution** and upload it in the Sample solution tab (*Open folder of sample solutions*).



PLEASE NOTE: To prevent course participants from accessing the sample solution before they have formulated their own solution, the sample solution should only be displayed after the submission deadline (→ set deadline in the **Access** tab).

- It is also possible to declare a submitted genuine solution as a model solution. To do this, select Submit for publishing in the **Drop box** in the assessment tool when displaying the participant's submission folder. If the participant agrees, the task solution is also stored in the Model solution folder and can then be accessed there.

4.6 Course participants are given the opportunity to provide each other with feedback.

- In the **Peer Review** tab, tick the box next to **Activate Peer Review**.



A separate manual is dedicated to this variation: https://www.rz.uni-frankfurt.de/190931910.pdf

5. Task from the students' perspective

Most commonly used scenario: Everyone is given the same task, which is assigned automatically.



In this example, the assignment was uploaded to the course as a Word file and opens when the file name is clicked. As soon as the assignment is opened, the participant has access to an individual upload area. Here, the assignment solution can be uploaded.

Variation: Selection of a task required



By clicking on the file, a task can be opened and viewed.
The task is selected by clicking on the box to the right of the file.
Only after selection will the submission folder appear for the participants.

Variation: Task with return box

Setting up a return box allows the correctors to provide a revision/commentary on the task solution. This is displayed (only) to the relevant participant in the **Returned documents** area.



6. Assessment

Course owners and persons registered as group owners can generally assess performance. However, the latter can only view and assess the performance of participants from the group they supervise.
Assignment solutions (as well as test and questionnaire results) can generally be found in the **Assessment tool**:



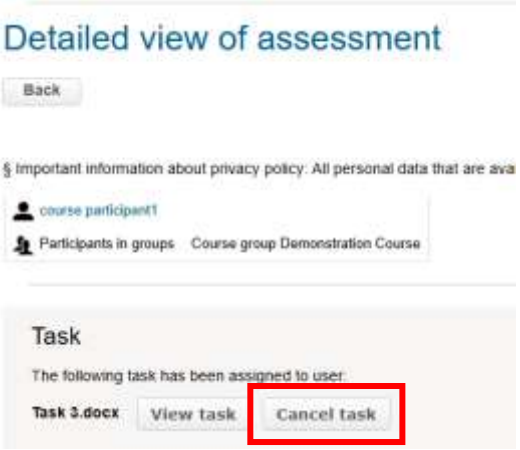


Overview

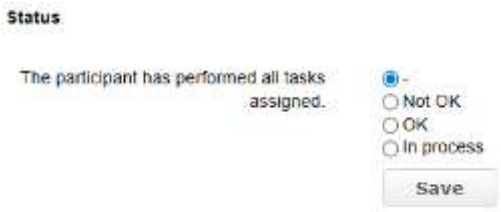
- The overview of submitted solutions can be accessed (left-hand menu) via **course structure** > (Task selection) **Select participants** > **Group name**.
- Here you can see at a glance which task was selected by whom and, if applicable, how many files were created/uploaded by each person.
- The **status** (is the task in progress, not okay or okay) shows any co-correctors in this view what the processing status is.
- In the last column, you can see directly how the task solution was **assessed** or whether it was **passed**. A participant list including the assessments can be downloaded as an Excel table.

Individual assessment

- Clicking on the student's name takes you to a detailed view of the assessment, where you can cancel the student's task selection under the **Tasks** heading if there was a mistake.



- The completed task can be found in the **Drop box**.
- In the **Return box** (if available), you can upload a commented version of the submitted task solution.
- The information on the processing **status** is intended for your own overview and that of the co-markers.



- The **pass/fail grade or points** are displayed to the participant in the task element and in the **performance results** – both in the course and in the overall overview on their own 'Teach & Learn' page.

- The **comments for users** on the task solution is displayed to the participant later in the task element.

PLEASE NOTE: For the comment to be displayed, the task solution must have been assessed as passed or failed.

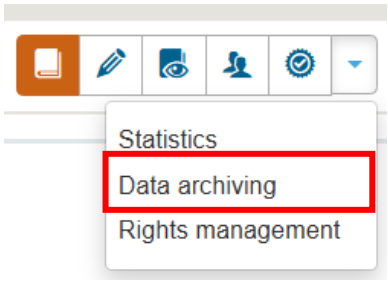
Assessment view for students



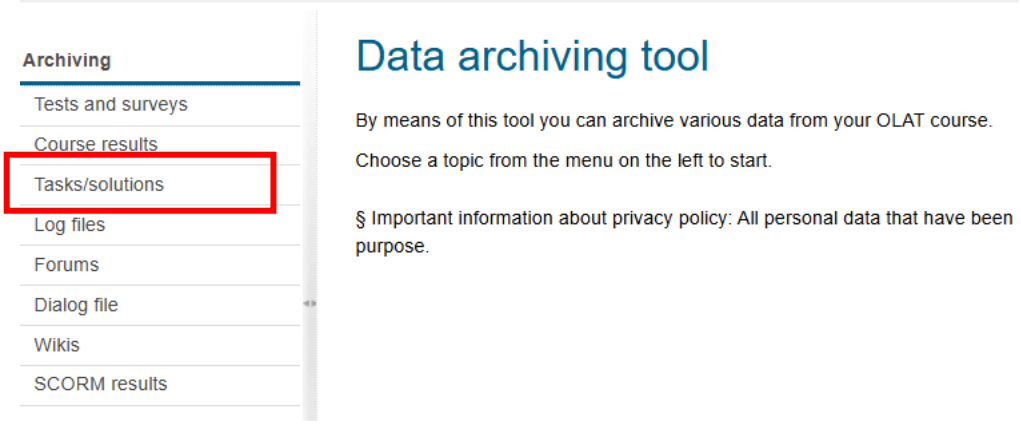
- In their course view, students will see an empty circle to the right of the assignment element for any assignments that are still open or solutions that have not yet been assessed.
- If a solution has been submitted and graded as “passed”, a green circle with a tick will be displayed to the right of the element. If the grade is “failed”, a red circle with a cross will be displayed.
- If the assessment is not automatic, students will only see the green or red circle after the tutors have manually assessed their work.

7. Downloading task solutions

- The data archiving function is provided for downloading collected task solutions to your own computer:



- The **data archiving** tool lists the various service options in the menu on the left. To back up task solutions, select **Tasks/Solutions**. This will take you to a course overview with all the task elements available in the course.



- **Select** (in the line to the right of the element) to choose the task whose results you want to back up.



- A pop-up window indicates that the information has been saved in your **personal folder**.
- Close the data archiving tool and return to the mobile interface. At the top of the drop-down menu next to your name is the link to your **personal folder**.
- The **archive** subfolder contains all courses in which you have saved data to date. Here, you can access the zip file containing the task solutions via the course name and the name of the task element. You can download this file to your computer and unzip it there.

8. Working with multiple task elements

Assignments are often set at different times during a course. As mentioned above, a new task element should be created for each new assignment.

Failure to do so will have undesirable consequences:

- Previous assignment solutions may be overwritten.
- Previous assessments may be overwritten. The consequences:
  - Students will no longer be able to access previous assessments.
  - Solutions will have to be saved manually several times during the semester.
- The date filters for the submission deadlines will have to be changed several times.

However, working with several task-type elements not only avoids the above-mentioned problems, but also opens up additional possibilities:

- The submission deadlines can be set for all assignment elements at the beginning of the course (in the Access tab).

- A summary assessment of all course performance can be displayed in the course (this includes not only assignments, but also tests and other kind of assessments, for example):
    - Create an element of type **Structure** in the course and name it, for example, *Overall Assessment*.
    - In the **Assessment** tab of this element, you can specify which performances contribute to this overall assessment. You have several options
        - If you have assigned points to the course performances, you can have them added up
        - If you have assigned grades, these can be displayed as average values (the grades for failed assignments are also included in the calculation).
        - If you have marked **pass/fail**, the overall performance will be marked as pass at this point, provided that no single assignment has previously been marked as **fail**.

If you would like to watch a video about a specific example of assessment in the Task element, please follow this link (in German only): https://video01.uni-frankfurt.de/Mediasite/Play/180eea90594643798e726229d85d748a1d?playFrom=9188&popout=true