PDF assignments on JGU-LMS

Submitting, grading and archiving PDF assignments |Kompetenzteam Digitale Lehre JGU | Stand: 15.02.2021

PDF assignments are an easy and secure way to submit, grade and save digital exams on the learning platform JGU-LMS.

Following, you will find all steps for teachers and students, so that teachers know what students should see and which notifications they should be getting.

## Step 1: Adding an assignment (teacher's view)

Log into JGU-LMS, navigate to your course and, in the upper right corner, turn editing on.

https://lms.uni-mainz.de

1. Add the activity "Assignment".
    The options menu opens.

2. Choose your preferences.
    We are going into detail about a couple of options, the ones we have experienced as especially useful to consider.

3. **Availability**: Choose when the assignment and/or its description will be available, due and closed.

4. **Submission types**: You can choose if students are required to write in a text box or hand in a (certain type of) document. Here, we will choose PDF files, with a limit of 1 file per person and 10MB per file.
    For assistance on how to digitise and upload handwritten documents, see our PDF tutorial (in German).
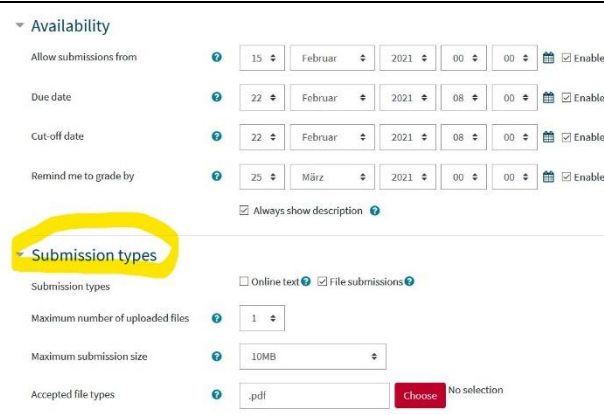
5. **Feedback types**: You can choose which of the feedback types you want to give in the grading area.

6. **Submission settings**: Require students to click the submit button: If enabled, students will have to click a submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system. If this setting is changed from "No" to "Yes" after students have already submitted, those submissions will be regarded as final.

7. Attempts reopened: Determines how student submission attempts are reopened. The available options are:

   a) Never: The submission cannot be reopened.

   b) Manually: The submission can be reopened by a teacher.

   c) Automatically until pass: The submission is automatically reopened until the student achieves the grade to pass set in the gradebook for this assignment.

8. **Notifications**: Notify graders about submissions: If enabled, graders (usually teachers) receive a message whenever a student submits an assignment, early, on time and late. Message methods are configurable.

9. Once you set up everything as you want it to be, you can save and close this menu.
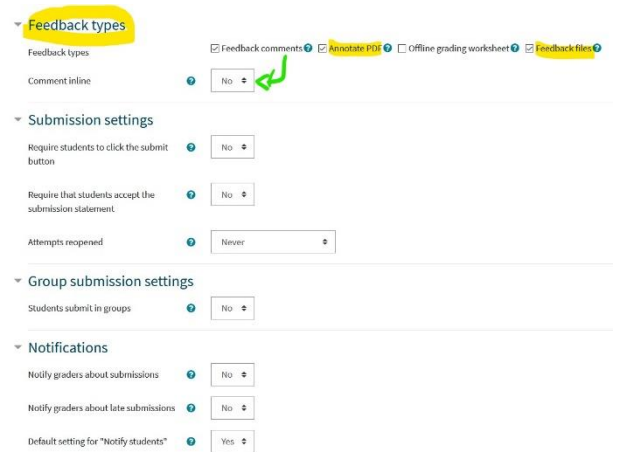
Step 2: Submitting an assignment (student's view)

Prepare you document and save it in its native format, e.g. DOCX, XLSX, JPG. Now, save it as a PDF. This way you can come back to the original and edit it, rather than start from scratch if you would have only saved it as a PDF file.

For assistance on how to digitise and upload handwritten documents, see our PDF tutorial (in German).

1. To submit a document, navigate to your course, scroll to the assignment (or click on the calendar entry) and click the assignment.
   What you find on the submission page, all be it a little small, are the specifications set by your teacher, in our example: 1 PDF file with a maximum size of 10 MB.

2. Drag and drop your file into the box.

3. Save changes.

4. You will receive an email, telling you the title of the course, the type of activity and the title of the activity. To double check or change your submission (if this possibility was set in the preferences), click "status".
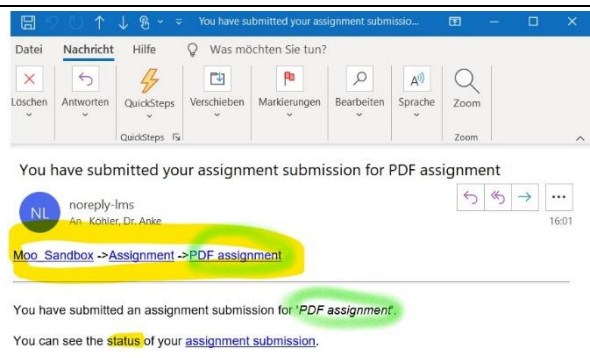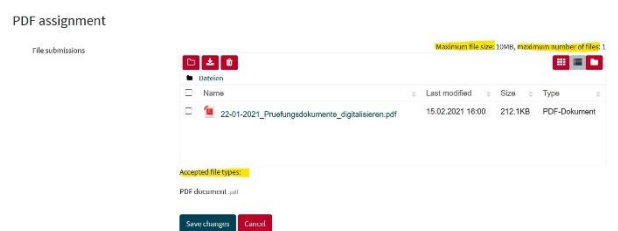
5. After having received feedback or grading, students will be notified as well, if this was marked in the options.
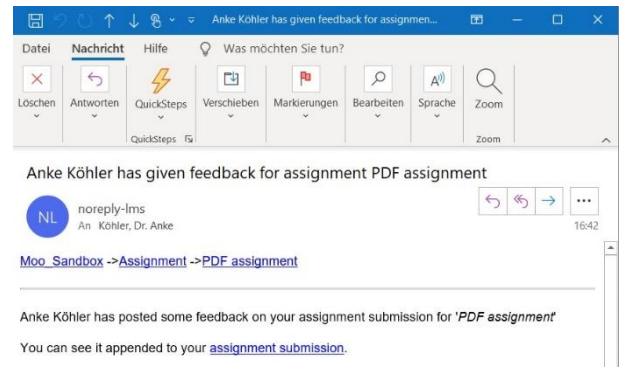
6. **Submission status**: When you return to the starting page of the assignment, you get the overview of the submission, including whether or not you can still make changes to your submission.
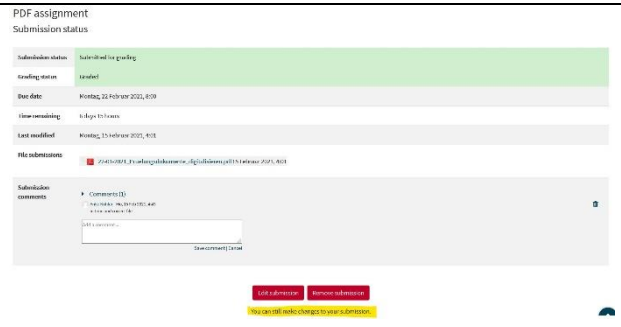
7. **Feedback**: Here you see all the feedback comments. When clicking "View annotated PDF", the integrated PDF tool opens. By clicking the file link, you can download the annotated file.

8.

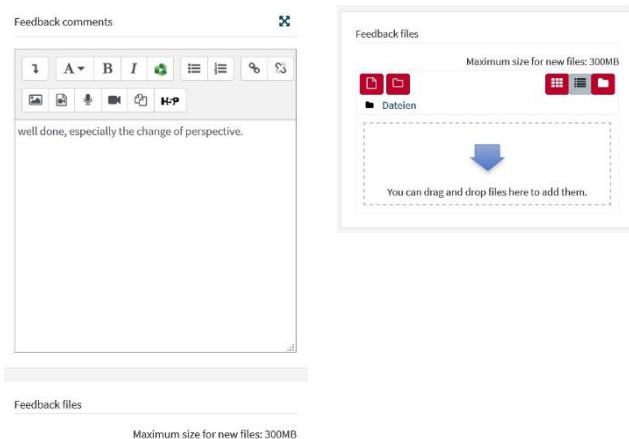## Step 3: Grading and saving assignments (teacher's view)

1. Click the link to the assignment. You see a list of submissions with the status in the grading process. Depending on what you set in the preferences, you can
   - Download selected or all submissions, e.g. to archive them
   - See and change the **Grade**: Enter the score
   - **Edit**: Annotate the PDF submission in the integrated PDF tool
   - **Comment** on the submission
   - Give **feedback comments** to the document in general
   - See the **teacher's annotated** submission
   - See further **feedback files** you uploaded
   - See the **final grade**

2. To annotate the submitted PDF online in the LMS integrated PDF tool, click "Grade" and choose "Grade" from the menu.

3. As you can see, in this view teachers can also grant extensions to closed submissions or prevent submission changes in still ongoing submissions.

4. The submitted PDF file opens.
   At the top you find the title of the course and the course activity; the student's name and the assignment's due date.
   The bigger window shows the document and annotation tools. You can highlight, comment or stamp – and change these annotations.
   At the bottom you can choose what to do next: save changes, save and show next or reset your feedback.
   If you enable "Notify students" they will receive an email similar to the submission confirmation (see above).

On the right-hand side are all the feedback and grading options regarding the whole document.

Next to written feedback, you can also send files: Further reading, different solutions, and also audio files with a spoken commentary.

In our example, the filled in table looks like this.

5. When you return to the starting page of the assignment, you get the overview of the submissions.