HOW TO MANAGE ASSIGNMENTS IN A WORKSPACE

The following guide covers:

1) How to create a new assignment in ATLAS
2) How to manage students' submissions within the assignment

It is assumed that you have a basic understanding of what ATLAS does and that you have the role of workspace manager (lead tutor) so that you can create the assignment. Otherwise, visit PebblePad's pages on introduction to ATLAS and roles in ATLAS.
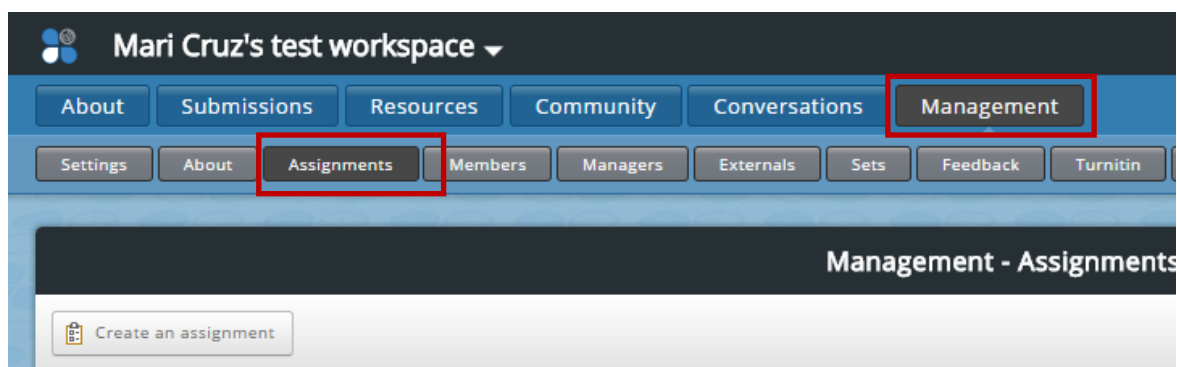
1) Create a new assignment

In PebblePad, students share their assets for assessment to workspaces in ATLAS. Usually a student creates an asset (e.g., a blog, a portfolio or a file) in ATLAS and submits this asset for assessment to a particular workspace. The terminology used in PebblePad v5 is that the student "shares the asset for assessment".

Students can submit their work to workspaces in ATLAS even if there are no assignments created. However, we recommend creating a new assignment as it is easy to handle students' submissions, in particular if students are expected to submit specific evidence of work around particular dates of the academic year. Setting an assignment dropbox in a workspace provides useful features for tutors and programme administrators such as: setting submission deadlines, handling late submissions, restricting submissions to specific file types, etc.

In order to create a new assignment for a given workspace:

1) Select the menu "Management" from the workspace's front page and the select "Assignment":

2) Select "**Create an assignment**" and complete the settings for the assignment:

This page allows you to create an assignment to manage deadlines for submitted work. If work is always submitted w... offered as the work is developed, then set the submission and revision deadlines for the same date.

Choose an assignment type

● Member initiated submissions

The standard option when workspace **members** are expected to submit/upload their own Assets.

○ Assessor initiated submissions

Use this option when **assessors** are required to complete a template for the members.

  ○ Deadlines are not in use
  ○ Users cannot submit their own work
  ○ A template or workbook must be chosen for assessment

ⓘ You will not be able to change this option once the assignment has started and it has submissions on it.

By default, new assignments in ATLAS have the option "Member initiated submissions" as students are expected to submit their own assets from ATLAS. Make sure that you allow students to auto submit resources from Pebble+ and consider if you will accept all types of assets or restrict the submissions to specific asset types.

Which types of submissions should be accepted?

☑ Allow submissions from Pebble+

Submissions will be accepted from Pebble+ and may be restricted to specific Asset types

  ● Accept all types of assets
  ○ Restrict submissions to specific Asset types

☑ Allow auto submit resources
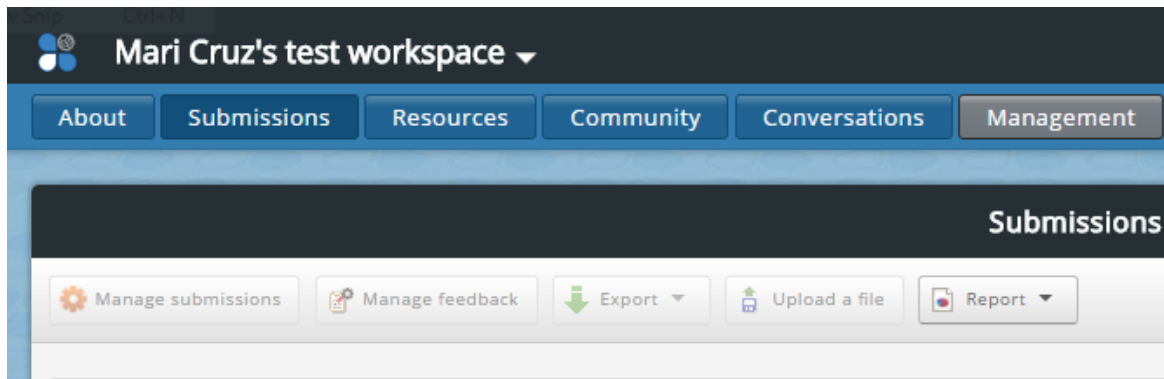
Auto submitted resources will be accepted

☐ Allow direct file uploads

Submissions will be accepted by file upload and may be restricted to specific file types

You can find more information on how to configure the different settings and dates at the PebblePad ATLAS Help pages.

2) Accessing students' submissions.

Students' submissions can be accessed via the tab "Submissions":

For workspaces which hold more than one assignment, it is possible to select the assignment containing the submissions you need to access as well as submissions before a specific date:

You can also find a specific student submission by typing the student's uun in the filter box.

It is possible to download students'' submissions and ATLAS supports some reporting tools that may be useful, such us the number of students who submitted. You can find more information about this in the ATLAS Help pages.