

## Creating Assignments in LEA

If you would like your students to be able to submit their assignments to you electronically you can do so through LEA. To do this, use the Assignments and Dropbox option.

To allow your students to submit assignments to you, you must first set up the assignment in your class. Once you have created an assignment, students will see the assignment listed under their assignments for your course. If they click on a particular assignment, they will be able to view the assignment instructions and they will be able to submit documents for that assignment.

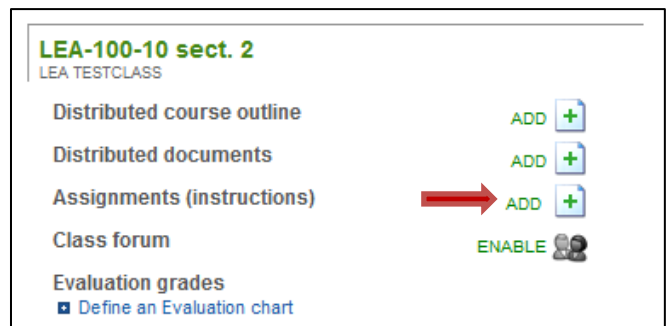
This guide will show you how to create assignments in LEA. It will then show you how to retrieve assignments submitted electronically through LEA. You will also learn how to return corrected electronic documents to students and to check if they retrieved those documents.

You can use this guide to do the following:

- [Add or edit an assignment](#)
- [Retrieve student assignments that were submitted electronically](#)
- [Return corrected assignments to students](#)
- [Check if students have retrieved their corrected assignments](#)

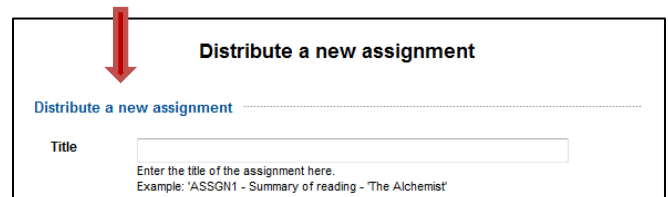
### Adding an Assignment

- First, locate the course for which you would like to add an assignment.
- Under that class, click on the add button next to the *Assignments (instructions)*



### Assignment name

- Next to the line *Distribute a new assignment*, enter the name for your assignment (note this is the name that students will see in their LEA, so try to make the name clear for them)

A screenshot of a form titled "Distribute a new assignment". A red arrow points down to the form. The form has a label "Distribute a new assignment" followed by a dotted line. Below that is a "Title" label and a text input field. Underneath the input field, there is a small instruction: "Enter the title of the assignment here. Example: 'ASSGN1 - Summary of reading - The Alchemist'".

### Assignment instructions

- The next step is to post the assignment instructions. You can either enter the instructions directly in the text box, or you can upload a document that already has the instructions (for example, if you have typed them up in a word document, you can upload the document with the assignment). To upload the document click on the *Browse* button, choose your document from your files, and then click open.

**Assignment instructions** You must indicate here the assignment instructions to be given to the students. You can either send it to them in text form by entering the text in the box below and / or give them the assignment as a file.

Textual assignment instructions (optional if you upload a document)

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You can enter the assignment instructions which will be sent to the students here. If you are using an assignment in file format instead, you do not need to complete this section. If you have already handed out copies of the assignment on paper, we suggest you enter 'Assignment already distributed on paper'.

Assignment instructions in file format

(Maximum file size: 5 MB)  
Should you wish to do so, your assignment can be sent out in file format (.pdf, .doc, .xls, .ppt, etc.) If the assignment is made of several files, use a compressed document (ZIP file format) to include them all.

If the name of your file contains forbidden characters (spaces, accents and some special characters like ?, !, \$, etc.) they will automatically be replaced by the system.

### Assignment category and diffusion

- Next, you can designate the assignment to a specific category. This helps if you have lots of different assignments for students. Their assignments will be grouped together into categories. You can add a new category by selecting *Other* and adding the name to the box.
- You can decide if this assignment is just for the students of one course, of one section of one course, or all of your courses.
- You can also decide when the assignment, and the assignment instructions, will become available to the students. If you choose *As of now* it will appear immediately. If you choose *Not for the moment*, it will only appear when you change this option. If you choose *As of the following date*, you can enter a date when the assignment will become available.

**Category** Other

Enter the title of the category to add:   
Choose the category to which this assignment belongs. If the desired category doesn't appear in the list, you can add a category by selecting "Other" in the list.

**Intended audience**

Students of all the courses that I teach (Fall 2011)

Students of all sections for my course LEA-100-10 - LEATESTCLASS

Students of course LEA-100-10 sect.2

**Diffusion date**

As of now

Not for the moment (students cannot view the document)  
The assignment will not be visible for the students.

As of the following date

Loading of the instructions will only be available as of that date.

### Assignment submission

- To allow your students to submit a document through LEA make sure the option *Student assignments are submitted via LEA* is selected.
- If you want students to submit their documents via email or through Turnitin, select the option *Alternative electronic delivery mode*. In the text box explain how they should submit their documents, including email address or the URL if using a website.
- If you would like to receive a paper copy, select the *No electronic submission* option. You can then give students instructions on how you would like the papers to be submitted.

### Assignment submission date

- You must assign a submission deadline for your assignment. If you do set a deadline, make sure you decide if students can still submit assignments even after the deadline. If you choose to refuse late assignments, students will not be able to send you their assignments after this date.
- You should allow students to make several submissions. This will prevent problems if students have more than one file to submit, or if they submit the wrong file.

Once you have filled in all of the sections for your assignment, make sure to click on the save button at the bottom.


### Retrieving Submitted Assignments












- To access the assignment dropbox, select List of Assignments under Assignments and Dropbox from the menu on the left hand side.

- To retrieve the assignments submitted by your students, click on the number under the section *Assignments submitted*.


Title	Section	Deadline	Status	Instructions	Assignments retrieved	Assignments submitted
Grammar					22 / 26	16 / 26
Parallel structure exercise	00063	Nov 18, 2011	Deadline passed	-	22 / 26	16 / 26

### Download one assignment

- To download an assignment for a particular student, click on blue circle  next to their name.
- This will open the file on your computer, remember to save the file somewhere on your computer before you start making corrections.
- Note: if a student has left you a comment with their paper, an icon of a little yellow notepad will show up next to their name under the *Student's comment* column.

Student number	Last name, first name	Section	Submission date	Download	Student's comment	Corrected copy
0000000	Student name	00063	Nov 17, 2011 at 20:39		-	
0000000	Student name	00063	Nov 15, 2011 at 13:08			
0000000	Student name	00063	Nov 16, 2011 at 19:06		-	
0000000	Student name	00063	Nov 16, 2011 at 21:41		-	
0000000	Student name	00063	not submitted	-	-	-
0000000	Student name	00063	Nov 17, 2011 at 18:10		-	

### Download all assignments

- If you would like to download all the assignments submitted by students, click on the blue circle  in the area above the student list.

**Downloading assignments**

*Individual download*  
Click the download icon located to the right of the student's name.

*Downloading of all the assignments submitted by your students*  
To download the sum total of all the assignments submitted by your students, click on the button **Download all of the assignments submitted by my students on my work station**. Downloading options will then be offered.

**Download all of the assignments submitted by my students on my work station**

**WARNING:** We suggest you always wait a few minutes after the deadline before downloading the assignments, to ensure that students who have a slower Internet connection have completed their submission.

*Return corrected assignments to students*  
After having loaded the students' assignments and having corrected them, you can send each of your students a corrected copy of their assignment. To do so, click on the 'Read instructions and transfer the corrected copies of the assignments' icon and follow the instructions on your screen.

**Read instructions and transfer the corrected copies of the assignments**

- When you choose to download all the files at once you will be shown a new page with a couple of options for your download.
- In the first section you can choose if you want to download all the files that have been submitted, or only the latest file submitted by each student.
- In the second section you can choose how the files will be downloaded on to your computer. You can have it download all of the files into one zip folder (this option will standardize the name of each file as required for resubmitting the corrected copy). Or you can have a folder created for each student, with all of their submissions for this assignment in that folder.

**Select all submissions of your students**

The configuration of this assignment allowed multiple assignment submissions. It is possible that students have made several submissions. Please select if you want to include all submissions of your students or just the final submission.

**Include all assignments submitted**  
All assignments submitted by your students will be included in the ZIP format file.

**Select only the latest submission of each student**  
For each of your students, Lea will select only the last submission made.

**Submissions grouping**


In order to facilitate the correction, it is possible to select the grouping method of assignments submitted by your students.

**List all submissions in the same folder**  
Lea will then prepare a ZIP file containing all the files submitted and standardize the name of each file.

**Group by directory and extract the compressed files**  
Lea will prepare a ZIP file and place it in a folder with the name of the student. ZIP files submitted by students will be extracted automatically by Lea, so you do not have to unpack the files yourself.

- Note: If you are downloading all of the files for the assignment (option one in the first section) you should have the download group the files for you (option two in the second section). This will place all the assignments from each student under their own folder.
- Note: When you choose to download all of the files, make sure to save them on your computer in a location that you will be able to remember.

## Returning Corrected Assignments

- To send back corrected copies of student work click on the green circle  above the student list.
- You will be brought to a page that will give you instructions on how you will need to name your files to be able to upload them. If you are returning your corrections in the original submitted assignments, the name of each file will already include the student name and number (see download instructions above). Otherwise,
  - For a single student, you will need to name the file starting with the student's ID number. For example:  
0123456\_assignment1.doc
  - For a group assignment, you will need to name the file starting with each of the students' numbers separated by a hyphen (-). For example:  
0123456-0234567\_assignment1.doc
- If you wish to upload multiple files at once, you will need to follow the above naming system and then put them in a zipped folder
  - To create a zip folder put all of your files into one folder named "Assignments". Then do the following:
    - Windows: right-click on the folder and select *send to* and then select *compressed folder*
    - Mac: ctrl-click on the folder and select *create archive of* or *compress*

**Downloading assignments**

*Individual download*  
Click the download icon located to the right of the student's name.

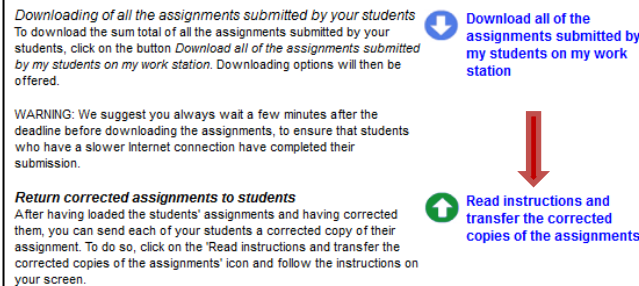
*Downloading of all the assignments submitted by your students*  
To download the sum total of all the assignments submitted by your students, click on the button *Download all of the assignments submitted by my students on my work station*. Downloading options will then be offered.

**Download all of the assignments submitted by my students on my work station**

**Read instructions and transfer the corrected copies of the assignments**

**WARNING:** We suggest you always wait a few minutes after the deadline before downloading the assignments, to ensure that students who have a slower Internet connection have completed their submission.

*Return corrected assignments to students*  
After having loaded the students' assignments and having corrected them, you can send each of your students a corrected copy of their assignment. To do so, click on the 'Read instructions and transfer the corrected copies of the assignments' icon and follow the instructions on your screen.

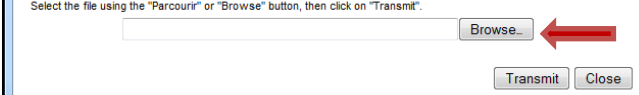


**1. Transmit a corrected copy to a single student**  
To transmit a corrected copy to a student number 0123456 you could upload a file named "0123456\_Assignment1.doc".

**2. Transmit a corrected copy to a team**  
For a team comprising a student 0123456 and a student 6543210 you could upload a file named "0123456-6543210\_Assignment1.doc".

**3. Transmit multiple corrected copies in a single upload**  
To save time, you can upload multiple corrected copies in a single upload. To do so, you must create a compressed file (ZIP file format) named "Assignments.zip". This file can contain corrected copies to be transmitted to students or teams.

Select the file using the "Parcourir" or "Browse" button, then click on "Transmit".



- To upload your files click on the *Browse* button.
- Select the file you want to upload and click ok. If you are uploading a zipped folder select it and click ok.

### Checking if Students Retrieved Assignments

- You can check to see if students have viewed their returned assignments by clicking on the number under the *Assignments retrieved* column.
- You will see a page that lists each student, the date it was first consulted, and the number of times the student consulted the corrected paper.
- If you click on the white paper icon under the *History of consultations* column, you will be able to get a list of each date the document was consulted.

Title	Section	Deadline	Status	Instructions	Assignments retrieved	Assignments submitted
<b>Grammar</b>					22 / 26	16 / 26
Parallel structure exercise	00063	Nov 18, 2011	Deadline passed	-		



Student number	Last name, first name	Section	Date of first consultation	No. Consultations	History of consultations
0000000	Student name	00063	Nov 17, 2011 at 19:35	1	
0000000	Student name	00063	Nov 15, 2011 at 09:52	2	
0000000	Student name	00063	Nov 15, 2011 at 12:04	5	
0000000	Student name	00063	Nov 16, 2011 at 21:24	2	
0000000	Student name	00063	---	---	---
0000000	Student name	00063	Nov 15, 2011 at 14:21	3	
0000000	Student name	00063	Nov 15, 2011 at 11:56	1	