

Manage Assigned Items

Available in Release 3.3



FEATURE OVERVIEW

Manage assigned items is a feature that enables instructors to manage the due dates of milestones. Due dates/finish dates can be specified on an individual user using this feature. The due dates specified in this area will override any due dates specified by other means i.e. via integration or via objective / milestone offsets from start date. In the case where a group due date has been specified, an individual's due date will supersede the group date.

Manage assigned items also allows the instructor to edit due dates on any assigned assessments. For assessments the instructor can alter the due date for an individual student, but also the max time allowed, max attempts and the password for the assessment.

FEATURE USE

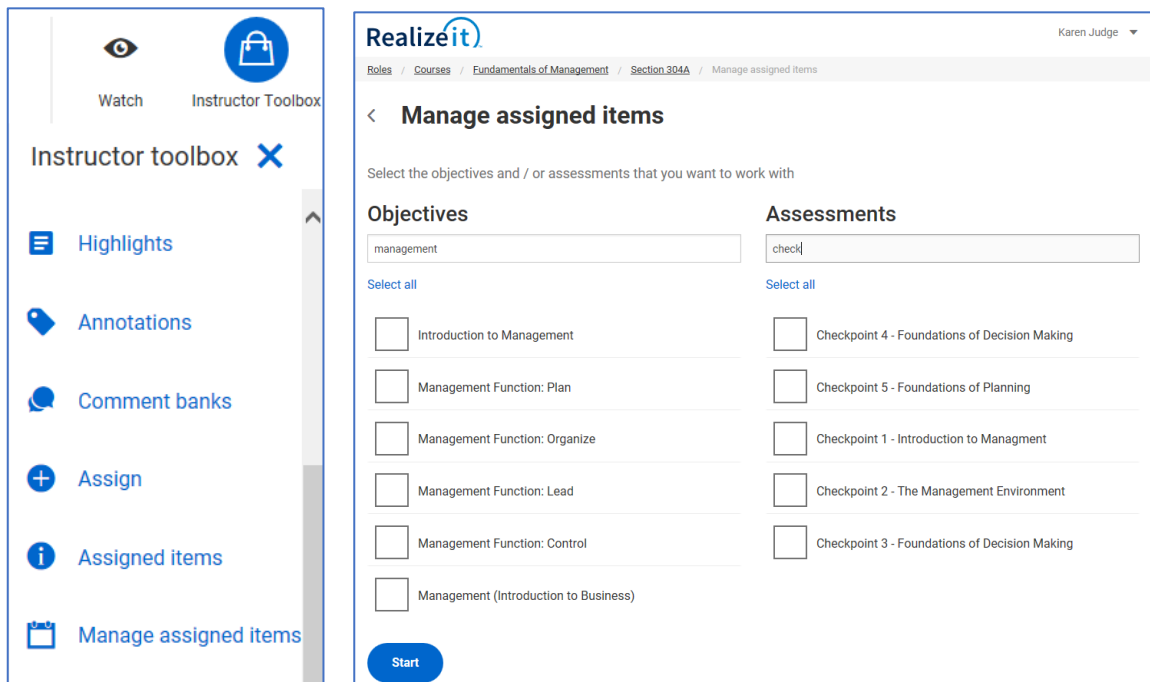
CONFIGURATION

The **Managed assigned items** feature can be enabled by setting the appropriate option in the instructor record on the group, or more generally using the equivalent setting at the organization level.

The screenshot shows the 'Instructor record' form. At the top, there is a blue header bar with the text 'Instructor record'. Below this, there is a search bar with the text 'Instructor' and a 'Find' button. To the right of the search bar, the text 'Dunn, Isaac (demo_instr)' is displayed with a dropdown arrow. Below the search bar, there are two checkboxes: 'Role(s) ☒ Primary instructor' and 'Role(s) ☐ Secondary instructor'. Below these, there are two columns of options. The left column is titled 'Edit options' and contains three items: 'Can edit grouping' with a '[default]' dropdown, 'Can add people' with a '[default]' dropdown, and 'Can remove people' with a '[default]' dropdown. The right column is titled 'Other options' and contains seven items: 'Can grade' with a 'Yes' dropdown, 'Can correct' with a 'Yes' dropdown, 'Can send messages' with a 'Yes' dropdown, 'Can access content' with a 'Yes' dropdown, 'Can customise content' with a 'No' dropdown, 'Should receive e-mails' with a 'No' dropdown, and 'Can manage assigned items' with a 'Yes' dropdown. At the bottom of the form, there are two buttons: 'Create new instructor record' and 'Cancel'.

INSTRUCTOR EXPERIENCE

Once enabled, this feature is available in the Instructor Toolbox, called ***Manage assigned items***.



The ***Manage assigned items*** page lists all the assessments and objectives assigned to the group, each with a checkbox beside them. The instructor can select all or some of the objectives and/or assessments.

Once the objectives and/or assessments have been selected the user is provided a grid like view listing all the students on the left, with the objectives horizontally across the top. The user can choose to edit the dates for the whole group by selecting edit dates under the name of the objective or assessment. This will override any other due dates specified for this objective/assessment.

If the user wishes to edit the date for an individual student, click on edit date for the objective and the user. Specify the date and Save the changes at the bottom of the page.

<

Manage assigned items

Introduction to Management

Start date:


Finish date:

Update

Cancel

Management Function: Plan

[Edit dates](#)




Abbott, Sarah

☒

[Edit dates](#)

☒

[Edit dates](#)



Brown, Michel

☒

[Edit dates](#)

Start date:

Finish date:

Update

Cancel

Introduction to Management

Start date:

Update

Cancel

☒

Edit dates

☒[Edit dates](#)☒[Edit dates](#)☒

Start date:

Finish date:

Update

Cancel

The assessment due dates can be edited at a group level in the same way as the objective. At a student level, the due dates can also be edited. There is also a field for 'Time allowed', which will provide this individual student a specific amount of time for the assessment. The 'Max attempts' will provide them a number of attempts allowed that will override the number of attempts specified on the assessment definition. The ability to designate a separate password or turn off the requirement for a password is also available.

Checkpoint 1 - Introduction to Management

Start date:

Finish date:

Update

Cancel

☒[Edit details](#)☒

Start date:

Finish date:

2018-06-16

Time allowed (hh:mm):

1:30

Max attempts:

2

Password:

abc123|

☐ No password

Update

Cancel

STUDENT EXPERIENCE

The student will see the due date that pertains to them on the objectives and assessments within Realizeit. (A point to note in the case where Realizeit is integrated with an LMS and due dates have been defined on the assignment in the LMS; these will not be the date at which Realizeit posts the grades to the LMS. In other words, the dates specified in Realizeit will be the controlling dates).

Students can now be given the opportunity to have more attempts and/or time at an assessment individually where an instructor allows them to do so.