

Company: Realizeit

Document Title: Creating a Submission Activity

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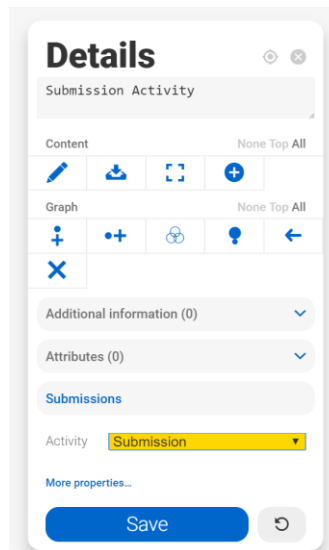
1. Introduction

This document will review how to set up a submission activity on a node and review submission options.

2. Creating a node to represent a submission activity

To create a node that represents a submission activity, the following steps can be taken:

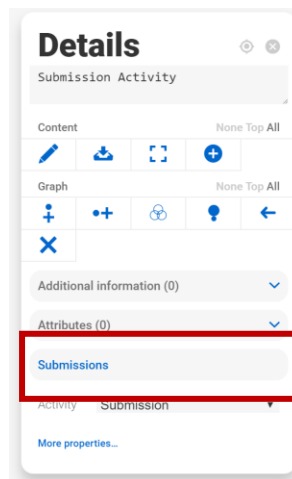
1. Access the curriculum.
2. Create a new child node; provide a name for the node and from the *Activity* dropdown choose *Submission*.



3. Select the node and go to the node information panel on the right
4. Click on *Save*.

2.1 Submission settings

1. Click on the *Submission* link located on the node information panel.



2. Enter a description in the *Description* field.
 3. In the *Instructions* field, provide the student with the submission instructions.
 - a. *Use editor for instructions* can be checked to open the HTML editor in the Instructions field.
 4. If applicable, select the set of file types from the dropdown.
 5. A grading rubric can be used to grade a submission. To associate the submission with the grading rubric, choose the rubric from the *Grading rubric* dropdown.
 6. Type a value for the maximum number of uploads allowed in the *Max uploads* field.
 7. *Alt code* can be used in cases where the author may have defined multiple submissions records however the student will only be required to complete one of the submissions if the alternative code is provided. If for example the author defines two submission records and the Alt code for each is inserted as "Sub1" for both, the student will only be required to complete one of the two submissions.
 8. Options
 - a. **Per product** – If this submission node is used in multiple products in Realizeit, the ability to decide if the student must complete this node in two products is available. If the student must start from scratch again for the product which contains this submission, Per Product must be selected. If the data must remain against the node in the new product this option must be unchecked.
 - b. **Optional** – If Optional is selected, the submission will be optional for the student, if not the submission will be required.
 - c. **Instructor makes available** – this can be checked if the instructor is required to make the node available for students to complete. This can be made accessible by an instructor at an individual student level.
 - d. **Evidence** – The score applied to submission by an instructor can be applied as evidence on a node if Evidence is checked.
 - e. **Final Score** – This field can be used in cases where the author has defined multiple submission records and a final submission can then be used to calculate the final score and apply as evidence to a node. The final score can be based on the weighting values of the other submissions; these values can be placed in the Score weight field.
 9. The author can specify a weighting for the submission by typing in the value in the Score weight field.
 10. *Supporting info* if there are *Additional information* for the node, such as documents, URL, etc. select the available information from the drop down.
 11. *LTI Tools* can be launched with the submission if required (e.g. Turnitin).
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12. Click on *Save Changes*.

3. End Results to the student

< Project Goals and Activities

Main Details History Extra

Submission: 1

Human Resources

[Show grading rubric](#)

[Upload](#)

Instructions

Download the SAW for human resources.

- Complete the section 1.0 Goals and Activities.
- Develop three goals (in addition to the four provided) for the manager of human resources.
- Identify activities that support achievement of each goal, and the achievement deadline needed to complete the activity

Supporting material

[SAW for Human Resources](#)

Submission: 2

One-page Reflection

[Show grading rubric](#)

[Upload](#)

Instructions

Prepare a one-page reflection write up on the sections you just completed for the human resources area, which addresses the following questions:

- Justify the goals and activities you included in your SAW for the human resources
- Why is planning important to strategic management?
- How is it important to the achievement of organizational goals?
- What current or past experience did you draw from, if any?
- What research was used to support your work in arriving at the goals and activities? Use APA style and formatting to cite your sources.

Project Goals and Activities

Fundamentals of Management



Describe the sequence evolution of relational databases as a tool for information management using two or more supporting sources.

Value: none

Explanation:

N/A

Student did not attempt this part

Beginning

Student failed to describe the sequence evolution of relational databases as a tool for information management using two or more supporting sources.

Developing

Student provided little to no description of the evolution sequence of relational databases as a tool for information management using very little supporting sources.

Accomplished

Student described somewhat the sequence of the evolution of relational databases as a tool for information management using two or more supporting sources.

Exemplary

Student clearly described the sequence evolution of relational databases as a tool for information management using two or more supporting sources.