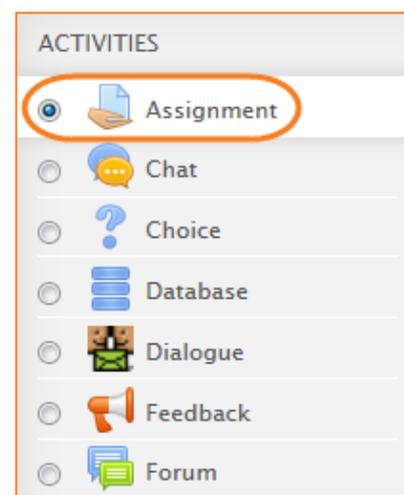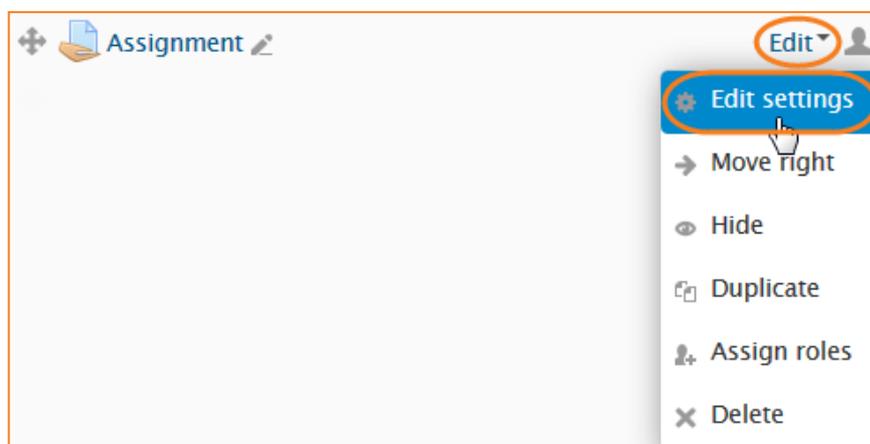# Assignment
Complete Guide

Contents

About

The assignment module allows teachers to collect work from students, review it and provide feedback, including grades. The work a student submits is visible only to the teacher and not to other students.

Students can submit any files, including word documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into a text field in eLearn. Or they can ask student to do both, upload a file or files and type text directly into eLearn. An assignment activity can also be set up not to accept any student submissions and serve as a reminder to students of a 'real-world' assignment they need to complete and to record grades in eLearn for activities that don't have an online component.

# Adding or Editing an Assignment in your course

1. Login to eLearn and open up the appropriate course. Once in this course, *Turn editing on* using the orange icon at the top right.
2. If creating a new assignment, click on *Add an activity or resource* and choose *Assignment*.
3. If editing an existing page, locate the assignment, select the *Edit* menu to the right and choose *Edit settings*.

Settings
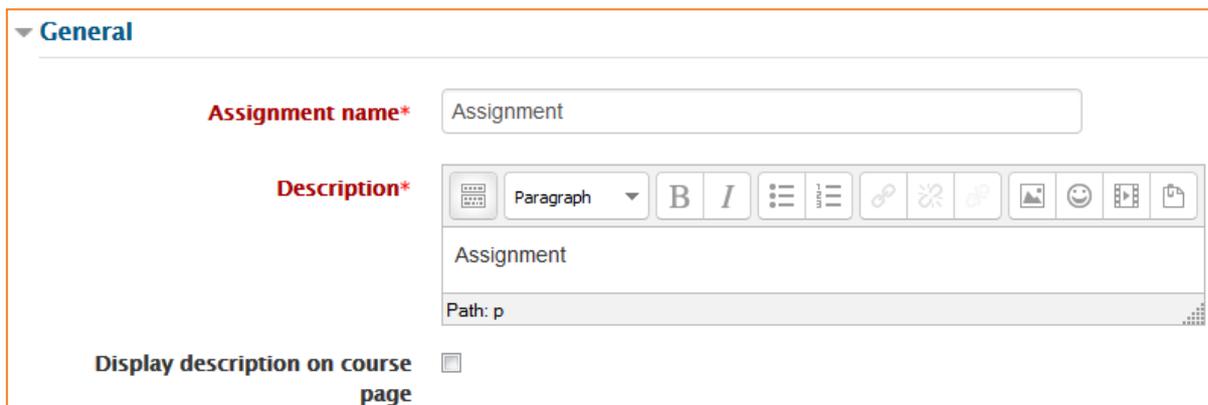
General

Assignment name

Give your assignment a name (e.g. "Report on Topic 1 Content"). The title entered here will be the name that learners see in the course content area. Learners will click on this name to view the details of the assignment and, if applicable, submit their work.

Description

Provide instructions for your students here so they are clear what they have to do. Click *Show editing tools* to display the rich text editor and drag the bottom right of the text box out to expand it. You can also provide information or resources related to the assignment, such as a video clip, an image, or a link to a webpage.

Display description on course page

Enabling this will display the description on the course page just below the link to the assignment activity.

Availability

Allow submissions from

The *Allow submissions from* setting prevents students from submitting their assignment before the shown date. A teacher can to set a day, month, year and time (24 hour clock) from which learners can begin to submit their assignments. Please note that this setting does not hide the activity from the learners. Instead, the learner will see the activity, be able to view the instructions and use any materials you have included in the description, but the learner will not be able to submit or complete the assignment until this date. To first enable this setting, tick the *Enable* box to the right.

Due date

The *Due date* setting prevents students from submitting their assignment after the shown date. This option allows a teacher to set a day, month, year and time (24 hour clock) before which learners must submit their assignment. To first enable this setting, tick the *Enable* box to the right.

Cut-off date

The *Cut-off date* is the date beyond which students will not be able to send in their assignment as the button for doing so will no longer be displayed. After that date (or time) a teacher may, on request, grant an extension by going to the class assignment grading screen, clicking the *Edit* column and choosing *Grant extension* for the relevant student. To first enable this setting, tick the *Enable* box to the right.

Always show description

This setting is used in conjunction with the *Allow submissions from* setting. If it is set to *Yes*, the assignment *Description* will become visible to students at the *Allow submissions from* date. If it is set to *No*, the assignment *Description* will be hidden from students until the *Allow submissions from* date, only the assignment *Name* will be displayed. If *Allow submissions from* is disabled, then this setting has no meaning: the assignment description will always be visible to students.

Submission Types

Online PoodLL

Students are able to record audio, snap pictures, or use a whiteboard for this assignment.

Note: the following 4 settings only need to be used if you have selected the Online PoodLL submission type above.

PoodLL Rec. Type

Change this to choose whether you want the students to submit a *MP3 Voice Recording*, a *Whiteboard* or a *Snapshot*.

PoodLL Rec. Time Limit

If choosing MP3 Voice Recording, you can set a time limit here.

PoodLL Whiteboard Back

If choosing the Whiteboard, you can add a background image foe the whiteboard. Note, images from eLR do not display at the moment. Please upload small files from your computer.

PoodLL Whiteboard Size

Change the size of the whiteboard here.

Online text

Learners can type their response directly in eLearn using the text editor.

File submissions

Students can upload and edit one or more files of any type the teacher can open. If the student uploads a pdf file, the teacher can annotate it within the browser, and on saving, the annotated file is made available to the student. See Assignment Grading guide for more information.

Maximum number of uploaded files

Here you can decide the maximum number of files which may be uploaded by each student.

Maximum submission size

This setting specifies the maximum size per file of each of the files that the students can upload as part of their submission. This maximum upload size may only be equal to or less than the course

Feedback Types

Feedback comments

Setting this to yes means that markers can leave feedback comments for each submission. It enables the Feedback Comments column in the grading table. Feedback comments are also accessible by clicking on the green tick in the grade column on the grading table.

Feedback files

This allows markers to upload files with feedback when marking. These files may be the marked up student assignments, documents with comments, a completed marking guide, or spoken audio feedback. It enables the Feedback Files column in the grading table. To upload feedback files, click on the green tick in the grade column on the grading table and then upload using the File picker.

Offline grading worksheet

If set to yes, the teacher will have a link to download the grading list as a spreadsheet. They will then be able to enter grades and feedback comments offline. When the teacher has completed their grading offline, they can then upload the spreadsheet, confirm the changes and the grades and comments will be transferred over into eLearn's gradebook. More information can be found in the Assignment Grading guide.

Comment inline

If set to Yes, a teacher can comment directly on the text which a student has submitted as an online text type assignment.

Submission settings

Require students click submit button

Students can upload draft versions of the assignment until such time as they are ready to submit. Once they click the submit button they indicate to the teacher that they have finished working on the assignment. They can then longer edit their submission. If they need to change it, they must ask the teacher who can revert the assignment to draft status.

To revert to the draft stage, click on the assignment activity and then *View/Grade all Submissions*. Locate the student and click the icon in the Edit column. Select *Revert the submission to draft*.

If this setting is No, then students do not have to click a submit button and are able to make changes to uploaded files at any time. If this setting is No but the teacher wishes to grade students work, then you can stop students from making further changes by using Prevent submission changes. Prevent submission changes can also be used in cases where students have neglected to click the Submit button and grading has commenced. To prevent submission changes, click on the assignment activity, then click on the *View/Grade all submissions* link. On the grading table, locate the student and click the icon in the Edit column. Select *Prevent submission changes*.

To do either of these with a number of students, select the required students and use the *With selected* menu at the bottom of the grading table.

Require that students accept the Submission statement

CIT has defined a "Submission statement", ie, a statement where students promise the work is their own and which they must agree to before submitting their work. This states that "This assignment is my own work, except where I have acknowledged the use of the works of other people".

This is enabled by default, meaning students will have to check a button before they can submit their assignment.

Attempts reopened

This setting allows the teacher to decide how submissions are reopened. The default is "Never", in that students may only submit once. However, a teacher can set this to "Manually" and reopen it

themselves for the student to resubmit, or to "Automatically until pass". The student must then keep trying and resubmitting until they get a pass grade.

Maximum attempts

If a student is allowed to resubmit, this setting will determine how many times they can resubmit before they are no longer allowed to do so. (For example, if a student has to keep trying until they get a pass grade, the teacher might decide that ten attempts is enough even though they have not yet passed.)

Group submission settings

Students submit in groups

If this box is ticked, then students are able to collaborate on an assignment.

When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.

If no groups have been made, then eLearn will make a default group of every student in the course.

Require all group members submit

This setting will only appear if the teacher has ticked the "Require students click submit button" earlier. The assignment will not be classed as "submitted" until all members of the group have made a contribution. When one student has submitted, the other members of the group will be able to see who still has to submit.

Grouping for student groups

If a particular grouping is selected here, then the gradebook will display any other groups and non-grouped students in the "default group", while naming the group(s) that are in the chosen grouping. If none is selected, then the gradebook will display the names of all groups and put any non-grouped students in the "default group".

Notifications

Notify graders about submissions

Teachers will receive a message (of a type they choose) whenever a student submits an assignment.

Notify graders about late submission

Teachers will receive a message (of a type they choose) whenever a student submits a late assignment.

Default setting for "Notify students"

Set the default value for the *Notify students* checkbox on the grading form.

Grade

Grade

- Select *Points* or *Scale* from the dropdown. If you will not be giving a grade for the assignment, choose *None*.
- If choosing scale, select the appropriate scale for you assignment. For more information on the scales and their values, see the guide on scales on http://teacher.cit.edu.au/elearn_guides/course_administration_in_elearn.
- If choosing points, enter the maximum grade available for this activity.

Grading method

There are 3 options:

- Simple direct grading (entering a grade or scale item)
- Marking guide
- Rubric

Grade Category

Any custom Grade Categories that have been created within your site or course will be listed here and will be available for selection. Select the required Grade Category to add this assignment as a Grade item within this Category.

Blind marking

If this setting is enabled, then a teacher will not see the names of students who have submitted their assignments. Instead, they will see randomly generated Participant numbers. (The student view of the assignment does not change.) This is also the case if student comments have been enabled. Once they have graded the assignment, it is however possible for teachers to see who submitted what by clicking on *Reveal student identities* in the Assignment settings.

Returning Marks to Students

Because of the nature of blind marking, the students cannot see the final grade until all of the students names have been revealed.

Use marking workflow

When set to Yes, teachers will be able to specify the stage they are at in their grading of individual assignments.

One advantage of using marking workflow is that the grades can be hidden from students until they are set to Released. The actual list of steps are:

- *Not marked* (the marker has not yet started)
- *In marking* (the marker has started but not yet finished)
- *Marking completed* (the marker has finished but might need to go back for checking/corrections)
- *In review* (the marking is now with the teacher in charge for quality checking)
- *Ready for release* (the teacher in charge is satisfied with the marking but wait before giving students access to the marking)
- *Released* (the student can access the grades/feedback)

Use marking allocation

If marking workflow (see above) is set to Yes, it is possible to enable marking allocation. This means that teachers can be selected to grade or review the submitted work of specific students. Colleagues can monitor progress through the displayed marking workflow states.

Common module settings

See eLearn guide – Groups and Groupings.

Restrict access

See eLearn guide – Conditional Release.

Activity completion

See eLearn guide – Completion Tracking.

Once you have filled in all the require settings, click on *Save and display* to bring up the assignment, or *Save and return to course* to go back to the course.

[Save and return to course] [Save and display] [Cancel]

Grading

Overview

When students have submitted their assignments, they can be accessed by clicking on the assignment activity. This will bring up the Grading Summary page.

The Grading Summary page displays a summary of the assignment, including; number of participants, number of drafts, number of submitted assignments, due date and time remaining.

Clicking on the *View/grade all submissions* link will bring up the Grading Table.

The Grading Table contains columns of information about the student, the status of their submission, a link to grade their submission, a link to each submission and feedback comments and files.

Simple Grading

Simple Direct Grading

This is the default grading method. Here you can choose to use Scales or a grade from 1 - 100. When using this method, you grade to a number or scale as defined. You can also use Quick Grading. From the *View/grade all submissions* page, under *Options* (scroll to bottom of the page) you can determine your preferences for the number of *Assignments per page*. You can *Filter* the page to either show all (no filter), submitted, or requires grading. This is also where you can turn on quick grading.

Quick grading allows you to enter grades and a feedback comment directly into the grading table. Quick grading is not compatible with advanced grading (see more about advanced grading below) and is not recommended when there are multiple markers.

You can enter grades and feedback comments using quick grading.

1. Enter the grades
2. Scroll to the bottom of the grading table and click 'Save all quick grading changes'
3. A confirmation screen will appear.

Scales

Scales are a way of evaluating or rating a students' performance. CIT has a number of Standard Scales, however, teachers can create their own scales within their course.

The standard scales are as follows:

Scales	Grades Used
Satisfactory/Not yet satisfactory	Not yet satisfactory, Satisfactory
Competence	NYC, C
Final Competence Grades	WW, WA, F, EG, AP, UP
Assessment Grades	DNS, NYC, NA, RS, C
Final Results	WA, WW, F, UP, P, CR, D, HD
Custom Competence	NYC, RESIT, UP

NOTE: There are a few more scales, starting with the words "DO NO USE". These are incorrect scales. If you are creating a new course, please make sure these scales are not used. If they are, you may notice that a Fail grade awards a student 100% and a Pass grade will award them 0%. If you are setting up an existing course, or using the backup/restore or import, please make sure you have changed your grade scale over BEFORE you complete any grading of that activity.

Creating course scales

1. Click the *Add a new* scale button in via the Scales tab in the gradebook.

2. On the next page give your scale a name in the *Name* that will identify it among other scales.

3. In the *Scale* box, create your scale. Each item in the scale should be separated by a comma. You can use as many options here as you require. You must order the comma separated elements in increasing order of value. For example, an A,B,C,D scale must be entered as D,C,B,A.

4. Write a detailed description in the Description box for your scale. Your students will have access to the description, and you can use this to give them additional feedback. The more details you put in the description, the more students will understand what each scale item means.

Advanced Grading

The link 'Advance grading' in the activity settings form leads to a management screen where the assessment form can be defined, edited and deleted. If there is no form of the selected method defined yet, there are two options:
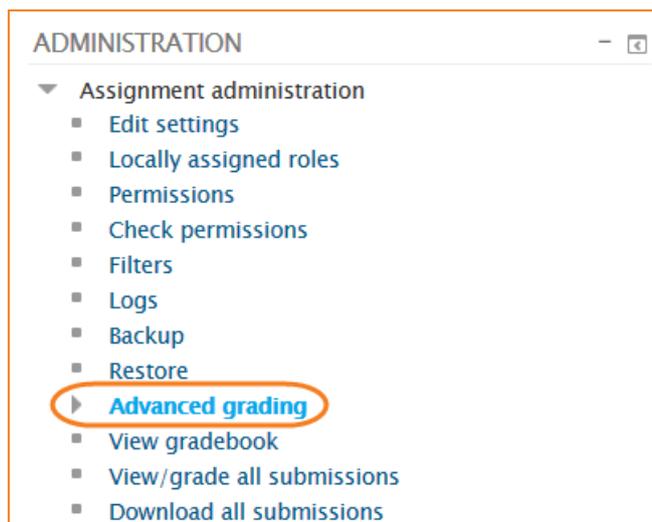
- *Define new grading form from scratch* - creates a blank grading form and lets you define it. Each grading type provides its own grading form editor.
- *Create new grading form from a template* - lets you re-use a previously defined form. You can copy any of your own grading forms (that is those you have created elsewhere) or a grading form that was shared.

Every grading form has a name and a description. These are not displayed to students. The description should summarize the form, explain its usage etc.

The grading form definition can be saved as a draft or as a final version. If the grading form is saved as a draft, it cannot be used for assessing. To release the form and make it available to assessment, save it using the button *Save and make it ready*. The current status of the form definition is indicated via a tag displayed next to the form name.

To change to advanced grading in your assignment, go to:

1. The assignment settings, choose *Marking guide* or *Rubric* under the *Grading method*,

<p align="center">**OR**</p>

2. From the assignment page, in the Administration block to the right, click on *Advanced grading*. Here you can *Change active grading method* to *Marking Guide* or *Rubric*.

ADMINISTRATION

▼ Assignment administration
- Edit settings
- Locally assigned roles
- Permissions
- Check permissions
- Filters
- Logs
- Backup
- Restore
- ▶ Advanced grading
- View gradebook
- View/grade all submissions
- Download all submissions

Marking Guide

A marking guide is an advanced grading method where a teacher enters a comment per criterion and a mark up to a maximum.

To create a new marking guide:

1. From the Advanced grading page, choose *Define new grading form from scratch*.
2. Give the guide a *Name* and *Description*.
3. Click on the *Click to edit criterion name* to edit it. It will open up a box for typing into.
4. Click the *Click to edit* links to provide an explanation for students and for markers as to what is required.
5. Click the *Click to edit* link to allocate a maximum mark for this criterion.
6. Click the *+ Add criterion* button to add one or more criteria (and then repeat steps 3 - 5 as above)
7. If a teacher regularly uses the same comments when marking, it is possible to add these to a *Frequently used comments* bank.
8. Click the *Click to edit* link and add a comment.
9. Click the *+ Add frequently used comment* button to add another one and repeat as needed.
10. Once completed, the guide may be saved as a draft or saved and made ready to use, according to the button selected at the bottom of the screen.

Rubrics

Rubrics are advanced grading forms used for criteria-based assessment. The rubric consists of a set of criteria. For each criterion, several descriptive levels are provided. A numerical grade is assigned to each of these levels. The marker chooses which level answers/describes the given criterion best. The raw rubric score is calculated as a sum of all criteria grades. The final grade is calculated by comparing the actual score with the worst/best possible score that could be received.

To create a new rubric:

1. From the Advanced grading page, choose *Define new grading form from scratch*.
2. Give the guide a *Name* and *Description*.
3. Click on the *Click to edit criterion name* to edit it. It will open up a box for typing into.
4. The rubric is set out in criteria's, each criteria has a multiple level of competence and a point value. See example below:

5. Once completed, the rubric may be saved as a draft or saved and made ready to use, according to the button selected at the bottom of the screen.

Marking in eLearn

1. Log into eLearn and click into the course that you want to grade assignments in.

2. Depending on the assignment settings, the teacher may receive an email notification of an assignment submission, and the student may also receive a notification via their profile email address (see guide Profile - Updating your profile in eLearn on the CIT Teacher for more information on updating your profile email address).

3. A grading summary displays number of submitted assignments and ones needed grading.

4. Click *View/grade all submissions* to start the marking process (all submissions can be downloaded under Settings in the right hand column or from the drop down in the top left).

Grading summary

Participants	3
Submitted	0
Needs grading	0
Due date	Friday, 20 December 2013, 12:00 AM
Time remaining	2 days 8 hours

View/grade all submissions

5. To grade click on the icon in the Grade column or use the icon in the Edit column and select Grade.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments
☐				Submitted for grading		▸	Wednesday, 18 December 2013, 3:55 PM	Assignments.docx	▸ Comments (0)

Via Simple Direct Grading

With Simple Direct Grading, you can complete your marking using the Quick Grading feature.

When you turn on Quick Grading, the assignment table will add in dropdown menus under the grade column, and, if feedback comments are turned on, a text box in the Feedback comments column.

1. To enter your grade, click on the dropdown menu next to your student, and choose the required grade.

2. To enter feedback, scroll to the right and type in your feedback in the text box.

3. Continue this until you have completed all grades on the page. To save at any time, click on *Save all quick grading changes*.

First name / Surname	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments
	Submitted for grading	No grade ▾	▸	Wednesday, 18 December 2013, 3:55 PM	Assignments.docx	▸ Comments (0)	–	Well done.
		No grade / C / NYC						

Save all quick grading changes

Via Marking Guides

1. Click on the grade icon ⬚ next to the student you want to grade. You will be presented with the marking guide form you have created.
2. If using frequently used comments, click into the box you want to add the comment to, scroll down to your *Frequently used comments* click on the one you want to use.
3. Otherwise, just type your comment into the box.
4. Enter the associated *Score* on the right. Repeat for each line of your marking guide.
5. When finished, click *Save changes*.

Ethical Issues Sketches in general terms ONE ethical issue that may arise from the restaurant's marketing campaign	Excellent work, you have shown a great grasp of restaurant marketing	score 5 /5
Learning outcome 1 – diagnose key learning design elements Design and create 10 online interactive activities to replace or compliment existing resources.	good effort - you have a basic understanding of the principles, don't forget to use a range of activities	score 10 /20

Via Rubrics

1. Click on the grade icon ⬚ next to the student you want to grade. You will be presented with the rubric you have created.
2. Select the level describing the students' performance best for each criterion. Currently selected levels are highlighted in light green. A level must be selected for each criterion, otherwise the rubric is not validated by the server as the final grade can't be calculated.
3. If the form allows it, an optional remark can be filled for each criterion providing a detailed feedback/explanation of the assessment.
4. When finished, click *Save changes*.

Active Faciliation	Lax in facilitation (i.e solicits few comments) *0 points*	Solicits comments and posts follow ups *1 points*	Solicits comments, posts and follow up questions *2 points*	Very active facilitation, solicits comments, posts, follow questions and provides additional information *3 points*	
Establish and demonstrate protocols for participation	Protocols are posted *0 points*	Post protocols for participation, facilitator generally 'practices' what she/he preaches *1 points*	Clearly identified protocols for participation. Facilitator clearly 'practices' what she.he has preached *2 points*	Very clearly identified protocols for participation. Modeling ideal participant behaviour *3 points*	

Via Offline Grading Worksheet

### *Turn on the Offline Grading Worksheet*

The Offline Grading Worksheet first needs to be turned on if you wish to use it:

5. In your assignment, click on *Edit settings* in the *Administration* block on the right.

6. Scroll down to the *Feedback types* section and tick the checkbox next to *Offline grading worksheet*.

**7.** Save and display.
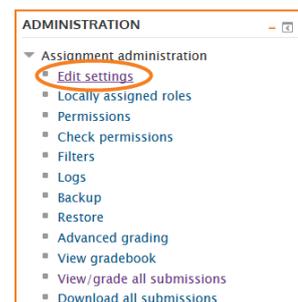
Download the Offline Grading Worksheet

1. On the assignment grading page, click on the *Grading action* drop-down menu at the top and choose *Offline grading worksheet*.

2. Your browser will prompt you to download the worksheet. Save this where you will find it again.

3. When you open the worksheet, you can go ahead and edit all the grade fields, including feedback comments if so desired.

4. Save the file when you are done. **NOTE: The file must be saved in the same format it was downloaded in.**
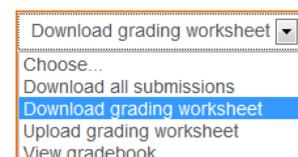
	A	B	C	D	E	F	G	H	I
1	Identifier	Full name	Email address	Status	Grade	Scale	Grade can be changed	Last modified (submission)	Last modified (grade)
2	Participant 971216	Student 02	noemail@noemail.com	No	NYC	NYC	Yes	-	-
3	Participant 971222	TEST STUDENT	student@student.com	No	NYC	NYC	Yes	-	-
4	Participant 971227	Kerry Student	kerry.trabinger@cit.act.edu.au	No		NYC	Yes	-	-
5	Participant 963781	Jos Student	joanne.steel@cit.act.edu.au	Submitte	C	NYC	Yes	Friday, 30 May 2014, 8:25 AM	Friday, 30 May 2014, 8:27 AM
6	Participant 963772	Colin Student	colin.simpson@cit.act.edu.au	Submitte	C	NYC	Yes	Friday, 30 May 2014, 8:20 AM	Friday, 30 May 2014, 8:29 AM
7	Participant 971231	Jo Waldren Student	joanna.waldren@cit.act.edu.au	No		NYC	Yes	-	-
8	Participant 971234	Emma Hawkings Student	emma.hawkings@cit.act.edu.au	No		NYC	Yes	-	-
9	Participant 964460	Penny Neuendorf Student	penelope.neuendorf@cit.act.edu.au	Submitte	C	NYC	Yes	Friday, 30 May 2014, 9:52 AM	Friday, 30 May 2014, 9:52 AM
10	Participant 971236	Penny Neuendorf Student 2	email@noemail.com	No		NYC	Yes	-	-
11	Participant 963762	Amy Holland Student	email@fake.com	Submitte		NYC	Yes	Friday, 30 May 2014, 8:20 AM	Friday, 30 May 2014, 8:30 AM

Upload the Offline Grading Worksheet

1. On the assignment grading page, click on the *Grading action* drop-down menu at the top and choose *Upload grading worksheet*.

2. Drag and drop the saved worksheet (will not work in all browsers), or use the Choose a file button to browse for and find your saved worksheet.

3. The checkbox below the file upload box can be checked or unchecked. The following is an explaination of it's meaning:

   a. When the grading worksheet is downloaded from eLearn, it contains the last modified date for each of the grades. If any of the grades are updated in eLearn after this worksheet is downloaded, by default eLearn will refuse to overwrite this updated information when importing the grades. By selecting this option, eLearn will disable this safety check and it may be possible for multiple markers to overwrite each other's grades.

4. Click *Upload grading worksheet* and you will be presented with a confirmation page. Check this is correct and what you wanted to change, then click *Confirm*.

5. The following page confirms how many grades you changed.

6. *Continue* and you will be taken back to the assignment grading page to see your changes.
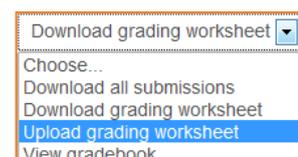
Annotate PDF's

Annotate PDF allows a teacher to annotate and return PDF files that have been submitted to the Assignment tool by students. Teachers can add and position comments and draw lines, ovals, stamps, rectangles and highlights onto the student's work, from within the browser.

If the student has uploaded a PDF file you will see a link to *Launch PDF editor* on the students' individual grading screen.

This will display the PDF inline, allowing you to annotate it, using a variety of tools, stamps and comments.
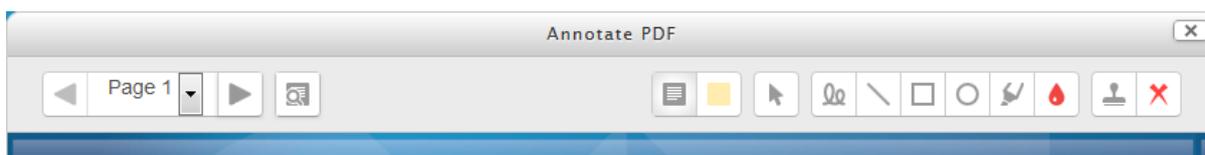
When the annotations are complete, close the annotator (using the X at the top right, then clicking *Save changes*. This will result in it being displayed to the student as part of their feedback. *(Note that simply clicking on the file itself will not display it inline for annotating.)*

Comments may be added and then saved in a quick list for future use. When adding a new comment, click the icon top right to access previously saved comments:
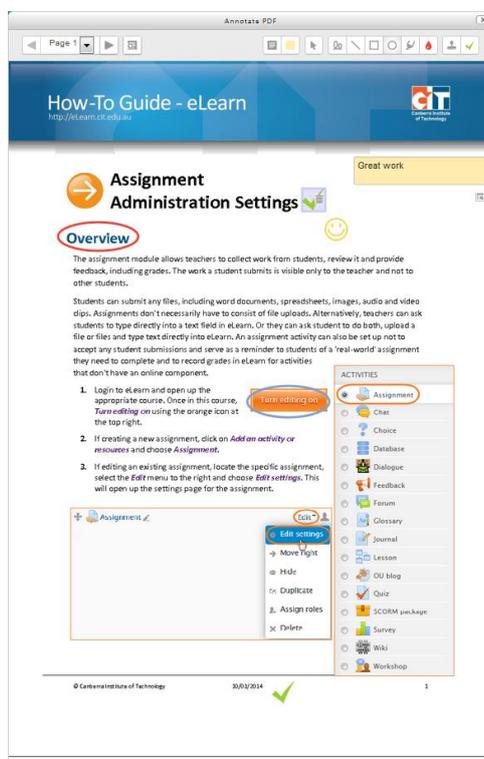
PoodLL Assignment Submission

The PoodLL tool in eLearn adds an audio recorder, a whiteboard or a camera to the assignment submission. This means students can use this feature to submit audio, whiteboard or snapshots in their assignments.
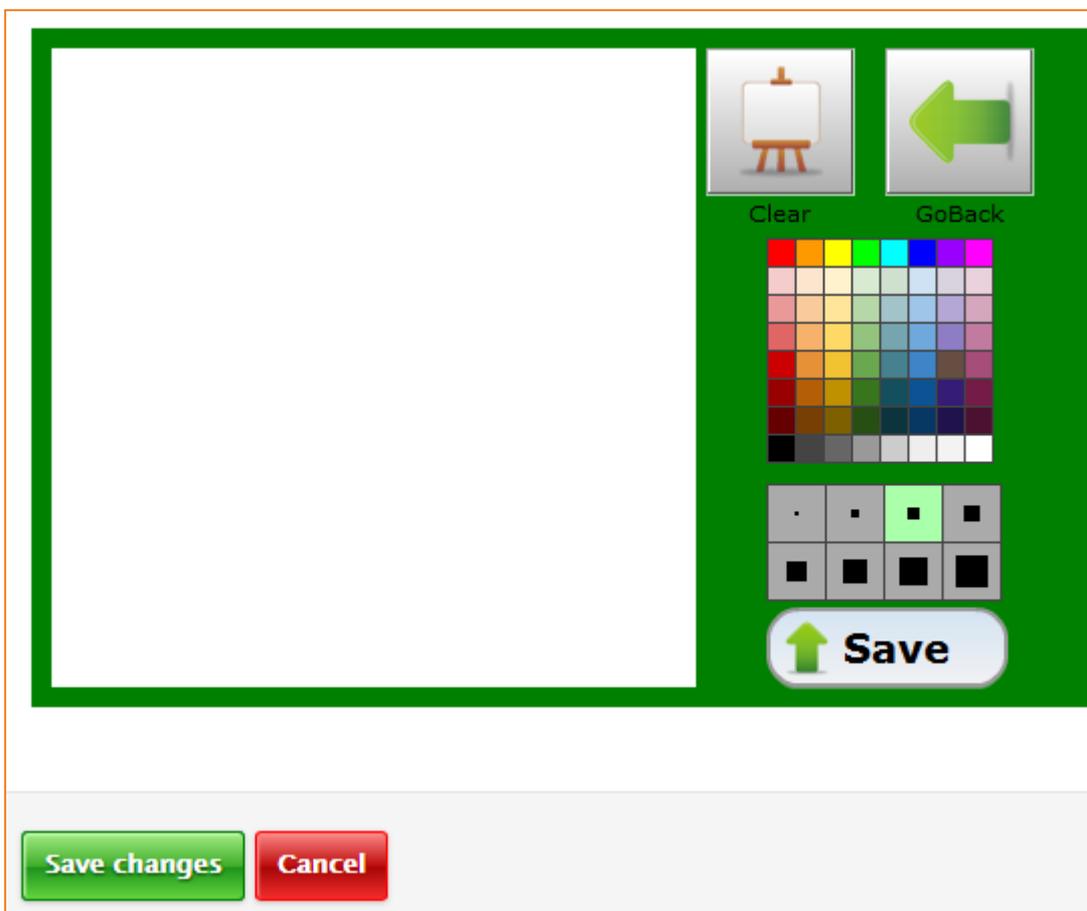
Recording Audio

To use the audio recorder, you first need to make sure you have a microphone on your computer. This tool will not work without a microphone.

1. Open your assignment to submit.

2. This will bring up the recorder.

3. You may get a notification from Adobe Flash player requesting permission to use the microphone. Please select *Allow*. In some browsers, you may also get a bar or notification elsewhere in the browser seeking permission. You will also need to allow this.

4. Once allowed, you can click on *Record* to record your audio. *Play* to playback what you have recorded, and *Stop* to complete the recording. When you are recording, under these buttons will be a bar. This bar will move up and down green according to the volume of your voice. If this is not moving, your microphone may not be working. Please make sure your microphone is set as the right device in your computer sound settings or that it is plugged in correctly.

5. When you have stopped the recording and are happy with it, click on *Save changes* to save your recording before submitting it.

6. Note: if your teachers has set it so, you may have to agree to the assignment submissions above before you can proceed.
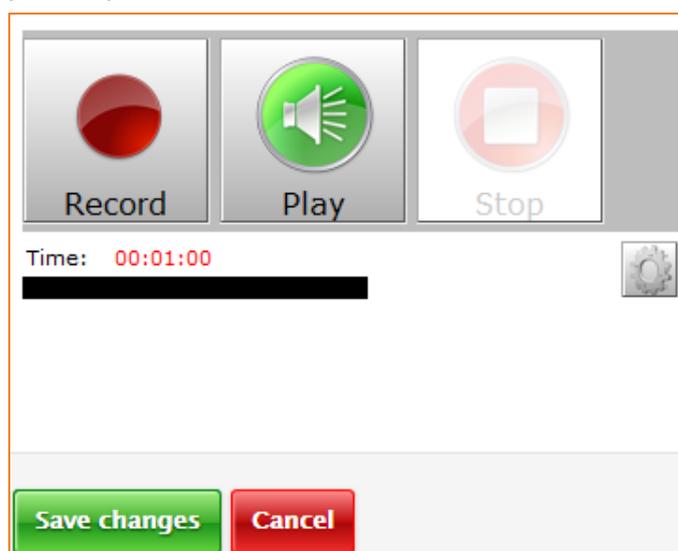
Draw a Picture

1. Open your assignment to submit.
2. This will bring up the whiteboard.
3. Click and draw in the white section, change your colours and brush size over on the right and clear all of you like.
4. When you have finished your drawing, click on *Save changes* to save your drawing before submitting it.
5. Note: if your teachers has set it so, you may have to agree to the assignment submissions above before you can proceed.

Snapshot

To use this tool, you first need to make sure you have a camera on your computer. This tool will not work without a camera.

1. Open your assignment to submit.

2. This will bring up the camera box.

3. You may get a notification from Adobe Flash player requesting permission to use the camera. Please select *Allow*. In some browsers, you may also get a bar or notification elsewhere in the browser seeking permission. You will also need to allow this.

4. Once allowed, you will now see the take a picture box and if your camera is working correctly, it will show whatever the camera is pointing at. Click on the *Camera* icon on the bottom to take a photo.

5. When you are happy with thepicture, click on *Save changes* to save it before submitting it.

6. Note: if your teachers has set it so, you may have to agree to the assignment submissions above before you can proceed.