2019-04-10

Document students that has not completed the course

Background

Students who are not approved on the course can come back and want to complete the course, then we need to know what is done in the course or not.

If the students have been removed from the course room in Fronter, you cannot see the compilation of submitted information in the portfolio.
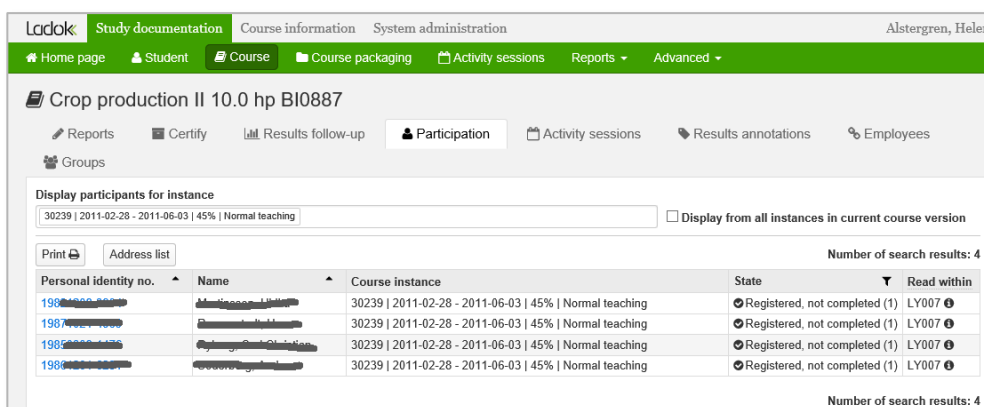
Prerequisites

In Fronter you need to have access to the course room as an Owner to be able to see and export submitted files and any comments from teachers, and add the tool Portfolio if needed.

In Ladok you need to have reading rights at SLU / the institution that gives the course to see which students are not approved at the course.

Ladok

Check in Ladok which students are not approved for the course.

Postadress: Postadress   Tel: 018-67 10 00 (vx)
Besöksadress: Besöksadress Mobilnr: XXX-XXX
Org nr: 202100-2817   fornamn.efternamn@slu.se
www.slu.se

Portfolio in the course room

If the Portfolio tool is not displayed in the course room's left menu, you as the Owner in the room can add it to the tool package.

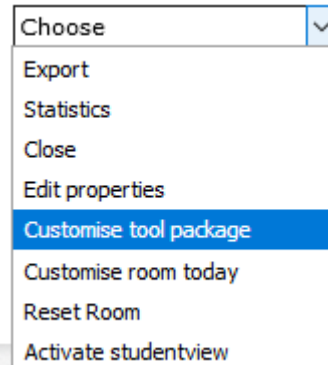(Note the symbol for Portfolio if the tool already exists with another name.)
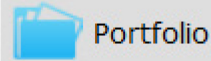
Go to Room

(Note the symbol for Room if the tool already exists with another name.)

In the drop-down menu at the top right corner, select "Customize tool package"

Select New tool and check for Portfolio

Click in Save

Scenario 1 – the student has handed in an assignment but is incomplete and has not been graded

Go to Portfolio in the left menu.
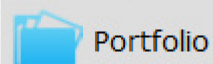
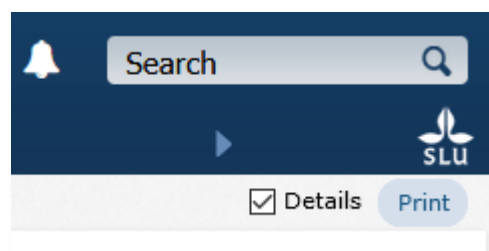**Group/student:** Select the link View all and choose the student from the list, click on the button View

Note! Only handed in files will show, if the student has not handed in a file then not even the hand-in folder will show!
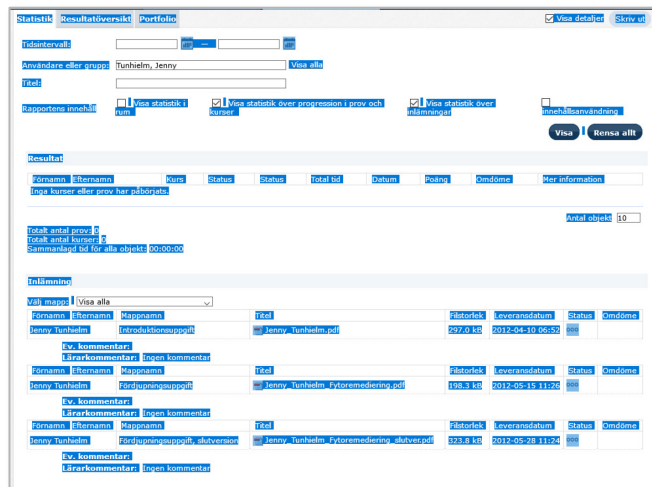
Comments written directly in Fronter

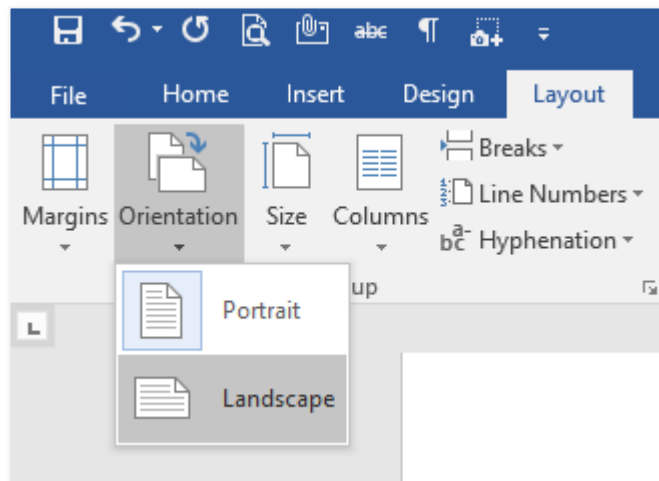To show any comments on a submitted task check "Details" (upper right corner of the page)
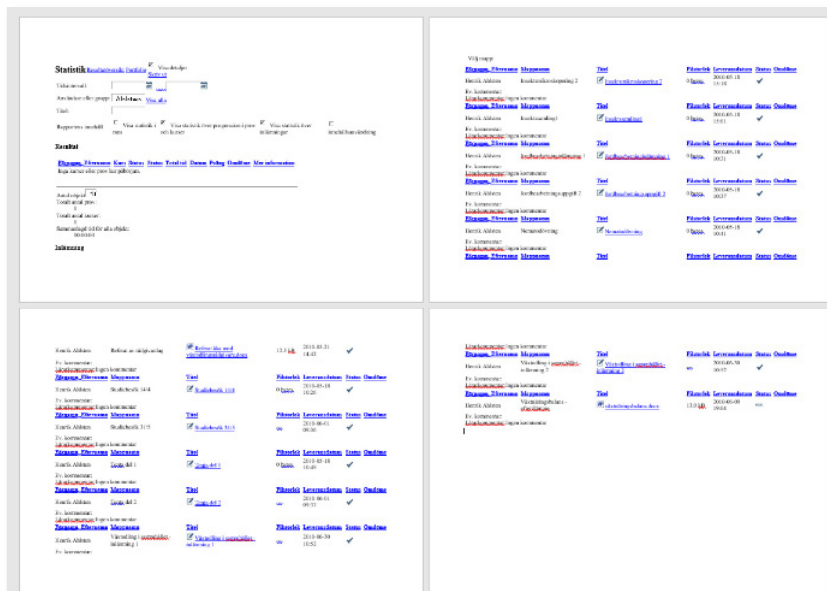
Save to Word

Start by selecting/marking everything on the page, and Copy (CTRL+C on a PC)

Open Word and a new document, change the orientation to Landscape

Paste (CTRL+V on a PC)

Scenario 2 – the student has not handed in anything in the hand-in folder

When the student has not submitted a file at all, the hand-in folder doesn't appear in Portfolio. You then need to document what is in the hand-in folder.

Open the hand-in folder and take a screenshot to document that there is no document handed in by the student. If the student is a participant in the room the name will appear, otherwise there will be no record of the student in the folder.