

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.

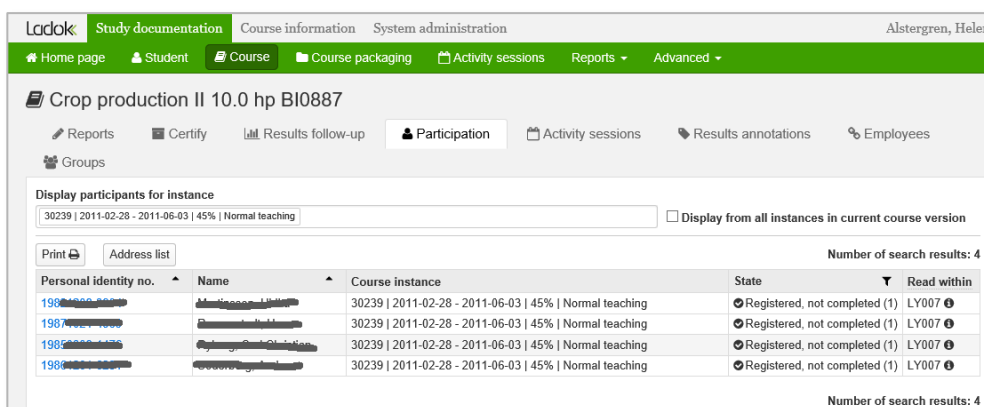
Prerequisites

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.



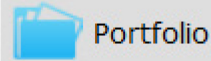
The screenshot shows the Ladok system interface. The top navigation bar includes 'Study documentation', 'Course information', and 'System administration'. The main menu has 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The current view is 'Crop production II 10.0 hp BI0887'. Below the menu, there are tabs for 'Reports', 'Certify', 'Results follow-up', 'Participation', 'Activity sessions', 'Results annotations', and 'Employees'. The 'Participation' tab is selected. The 'Display participants for instance' section shows a dropdown menu with '30239 | 2011-02-28 - 2011-06-03 | 45% | Normal teaching' and a checkbox for 'Display from all instances in current course version'. Below this, there is a table with columns: 'Personal identity no.', 'Name', 'Course instance', 'State', and 'Read within'. The table contains 4 rows of data, all showing 'Registered, not completed (1)' and 'LY007'. The number of search results is 4.

Personal identity no.	Name	Course instance	State	Read within
1986-08-08-1986	Mattias Lindberg	30239 2011-02-28 - 2011-06-03 45% Normal teaching	Registered, not completed (1)	LY007
1987-02-28-1987	Emilia Lindberg	30239 2011-02-28 - 2011-06-03 45% Normal teaching	Registered, not completed (1)	LY007
1985-08-08-1985	Emilia Lindberg	30239 2011-02-28 - 2011-06-03 45% Normal teaching	Registered, not completed (1)	LY007
1986-08-08-1986	Emilia Lindberg	30239 2011-02-28 - 2011-06-03 45% Normal teaching	Registered, not completed (1)	LY007

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.)

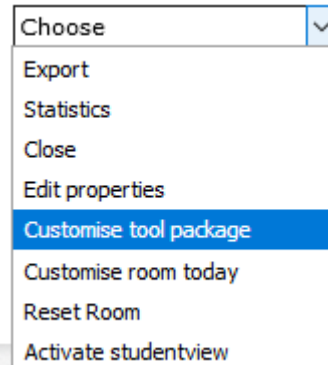


Go to Room



(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

Customise tool package

Name of tool package

Title: Custom Classroom
Description: Custom A virtual classroom with educational tools [Edit](#)

Tools

Room
Members
Blank space
Resources
Blank space
Hand-in
New tool

New tool

☐ **Activity folder**
The activity folder gives you overview of progress, timespan and resources in a project.

☐ **Assignment**
Teachers can assign work to students, who can submit their work in any format

☐ **Blank space**
Blank space between tools.

☐ **ClassLive**
In a ClassLive members of a selected Fronter room have access to participate in a group collaboration session. During the session users can use the full-duplex audio, interactive whiteboard, and direct messaging tools, while advanced moderator tools are available for all teachers (room owners). For even greater functionality within this room tool, upgrade to the Fronter Plus Pack - Collaborate ClassLive Pro

☐ **Classreports**
Fronter can create a number of pre-defined reports, produced on the basis of the

☐ **Hand-in**
Students can submit projects, individually or as a group. Teachers can comment and grade the projects, and obtain reports.

☐ **Links**
Share web links with other users by organising them into searchable folders.

☐ **News**
You may publish news to other users - in public or private rooms

☒ **Portfolio**
The Portfolio tool gives statistics of activity and progression in Fronter; you can also see learning goals and overview of all students work towards learning goals

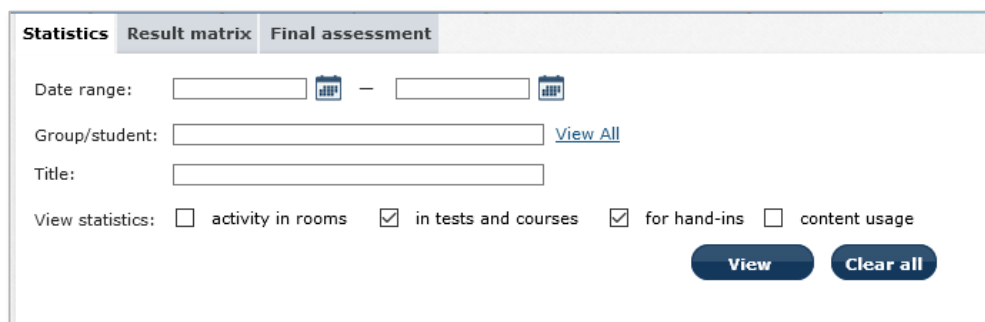
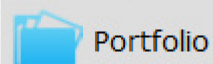
☐ **Question DB**
A database for the sharing of questions to

Save

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.

A panel titled "Statistics" with tabs for "Statistics", "Result matrix", and "Final assessment". It contains filters for "Date range" (with calendar icons), "Group/student" (with a "View All" link), and "Title". Below these are checkboxes for "View statistics": "activity in rooms" (unchecked), "in tests and courses" (checked), "for hand-ins" (checked), and "content usage" (unchecked). At the bottom right are "View" and "Clear all" buttons.

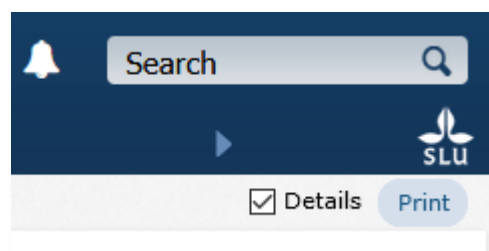
Group/student: Select the link View all and choose the student from the list, click on the button View

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!

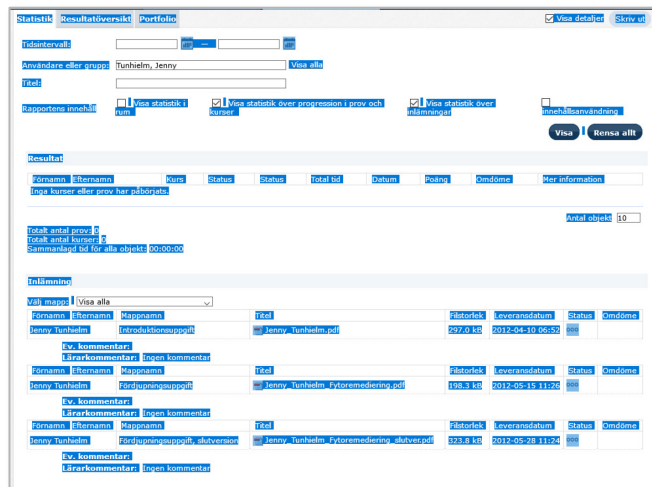
Comments written directly in Fronter

To show any comments on a submitted task check “Details” (upper right corner of the page)

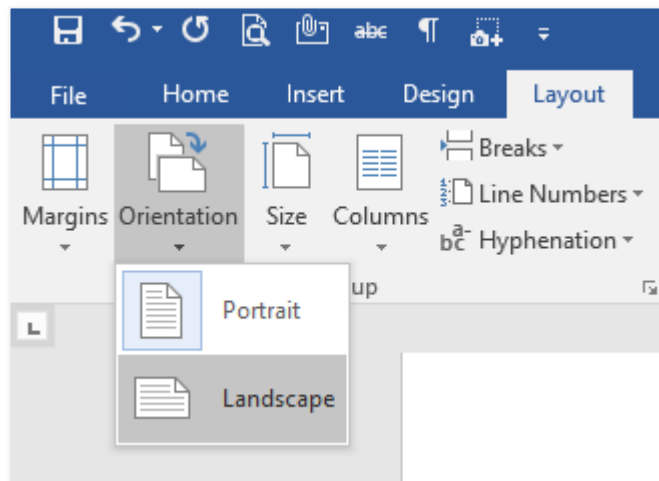


Save to Word

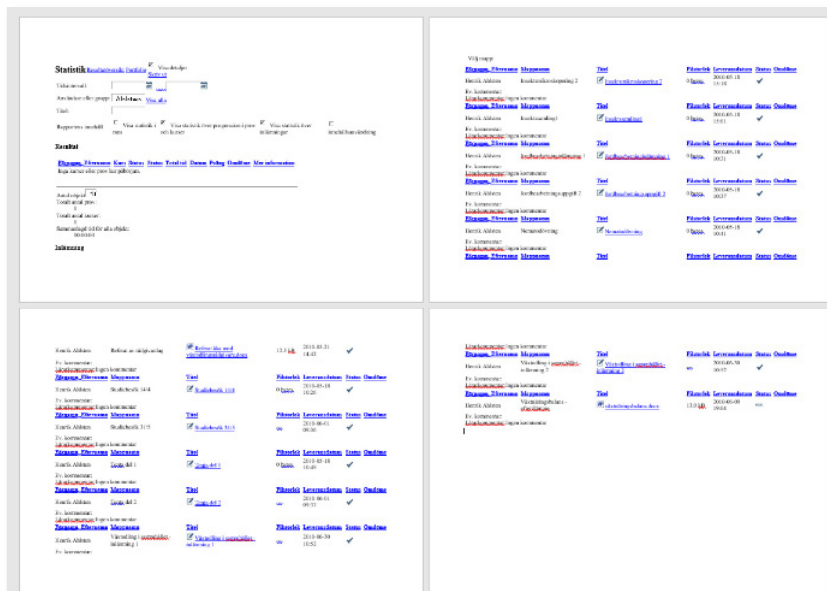
Start by selecting/marketing everything on the page, and Copy (CTRL+C on a PC)



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.

Du är här: MV0182 (40060.1112) - Tillämpad markvetenskap, avancerad kurs > Inlämning > Fördjupningsuppgift, slutversion ☐ Sök ... ☐

Inlämning ☐ Visa detaljer Lämna in:

Beskrivning:
Uppgift: Överför uppgift (som fil)
Från: 2012-05-28 06:48
Till: 2012-06-27 06:48

<input type="checkbox"/>	Förnamn	Efternamn	Titel	Inlämnad	Status	Filstorlek
	Flytta upp en nivå.					
	<input type="checkbox"/>		[redacted]_Fördjupningsuppgift.pdf	2012-05-28	ooo	146.2 kB
	<input type="checkbox"/>	J	[redacted]ytoremediering_slutver.pdf	2012-05-28	ooo	323.8 kB
	<input type="checkbox"/>		Kr [redacted]on Fördjupningsuppgift rev 1.pdf	2012-05-28	ooo	180.2 kB
	<input type="checkbox"/>		Förbifart_St [redacted] version2.pdf	2012-05-28	ooo	131.1 kB
	<input type="checkbox"/>		[redacted]_Fördjupningsuppg.,_20012-05-28.doc	2012-05-28	ooo	42.0 kB
	<input type="checkbox"/>	En	[redacted]_Fördjupningsuppg.,_20012-05-28.doc.pdf	2012-05-28	ooo	45.3 kB
	<input type="checkbox"/>	H	Fördjupningsuppgift.docx	2012-05-28	ooo	1.1 MB
	<input type="checkbox"/>	L	[redacted]_Fördjupningsuppgift.pdf	2012-05-28	ooo	79.0 kB
<input type="checkbox"/>					Inte skickat	

Lämna in som .. Kommentar Kopiera till Portfolio Radera Hämta