

# All About File Exchange

## What is File Exchange?

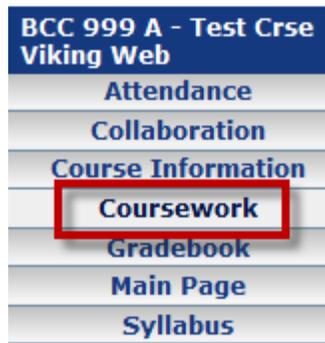
*File Exchange is a way for faculty members to receive student assignments electronically in VikingWeb. This can be a great alternative to receiving assignments via email, as they won't get lost in your Inbox. File Exchange is not meant to be way to collaboratively work on a document. If you ask students to submit a rough draft and a final draft of a paper, you will need to set up two assignments to do this.*

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## How to set-up a File Exchange Assignment

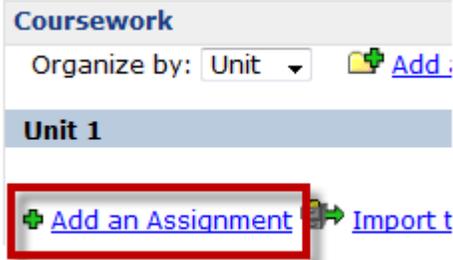
1. After logging in to VikingWeb, go to one of your courses

2. Click on the **Coursework** link in the left hand navigation.



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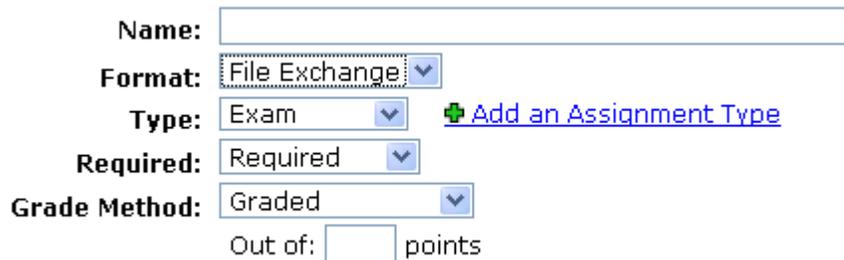
3. Click the “Add an Assignment” link



The screenshot shows a 'Coursework' section with an 'Organize by: Unit' dropdown and an 'Add' button. Below this is a 'Unit 1' section containing two links: 'Add an Assignment' (highlighted with a red box) and 'Import t'.

4. When entering a new File Exchange assignment, you will have to:

- **Name:** You will need to enter a Name for the assignment. (Required field)
- **Format:** You will need to change the Format from Offline to File Exchange.
- **Type:** Most likely, you will want to change this field to Paper. You can also create an assignment type by clicking on the “Add an Assignment” link if none of the default options suits your needs.
- **Required:** You can choose from Required, Extra Credit, or Optional
- **Grade Method:** You can choose from Graded or Credit/No Credit. You will see Not Graded as a choice, but that option is only available for Offline Assignments. NOTE: If you select, Credit/No Credit you will not have to complete the Out of \_\_ Points field.
- **Description & Instructions:** You may enter a description and instructions for the assignment if you would like.



The form contains the following fields and options:

- Name:**
- Format:**
- Type:**  [+ Add an Assignment Type](#)
- Required:**
- Grade Method:**
- Out of:**  points

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5. You will then need to complete a few more fields:

These options give you more flexibility with the start date, due date, and grade availability.

- **Start:** This option allows you to immediately activate the assignment, enter a date for assignment to be active, or allows you to enter the date later. NOTE: Students cannot submit files to you before the activation date.
- **Due:** This field is mandatory. You can also allow students to submit late assignments, and determine how much to penalize late assignments.
- **Show Grade:** There are two options for this area- “As soon as grade is available, and due date has passed” or “As soon as grade is available.” NOTE: If you select “As soon as grade is available” the student can see any files that you have uploaded to them before the due date has passed.
- **Relevant Files:** You can upload any files that are pertinent to the assignment.

6. Click **Save**.

The screenshot shows the configuration interface for an assignment. It includes the following sections:

- Start:** Radio buttons for "Active Now", "Activate Later Manually", and "Active From:" (with a date/time picker set to 12:00 AM). A checkbox for "Display While Inactive".
- Due:** A date/time picker set to 5:00 PM. A checkbox for "Include this assignment's due date in the course calendar".
- Allow Late Assignments UNTIL:** A date/time picker set to 12:00 AM. A checkbox for "Penalize Late Assignments:" with a percentage input field and radio buttons for "Total" and "Per day late".
- Show Grade:** A dropdown menu set to "As soon as grade is available, and due date has passed".
- Relevant Files:** A sub-form titled "Add a file" with fields for "File:" (with a "Browse..." button), "Label:", and "Description:". It includes an "Upload" button and "Save" and "Cancel" buttons at the bottom.

### How to grade a File Exchange Assignment

Now that the assignment is set-up, it will appear in your Coursework list:

**Unit 1**

[+ Add an Assignment](#)
[Import test from File Cabinet](#)

Assignment	Format	Due Date	Type	Required
<a href="#">Term Paper</a>		11/19/2010 2:00 PM	Paper	Required

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1. Click on the Assignment Name.

**Coursework - Assignment Info**

**Paper: Term Paper**

Unit 1

Format: **File Exchange**

Grade Method: **Graded out of 100**

**You have 1 assignment that needs grading  
1 Student has not yet completed this assignment**

This assignment is **required**.  
It is **due TODAY** at 2:00 PM.

[Edit this assignment](#) | [Delete this assignment](#) | [Save to File Cabinet](#)

[Download all of the submitted files for this assignment.](#)

*Note: Not all of your students have completed the assignment. You will have to download their files later.*

**Student Results**

Student	Date Finalized	Grade
<a href="#">Frosh-Plants, Iam New</a>	Incomplete	
<a href="#">Tallent, Sandra Ann</a>	Friday, November 19, 2010 1:43 PM	--/100

**Bonus**

This bonus will be added to the assignment grade of all students -- those who have already completed the assignment and those who cor

**Bonus Points:**

On the Assignment Information page you can see:

- The number of assignments that have been submitted for grading and the number of students who have not completed the assignment.
- You can also download all of the submitted assignments at one time. The file will download as a .zip file. Contact CIT for assistance in getting a program to access .zip files.
- You will also see a list of students of students in the class and their status on the assignment. You will either see Incomplete or a time stamp of the when the assignment was uploaded.

If you click on a student's name:

There are four important areas on this page:

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**Ms. Sandi Ann Tallent -- Assignment Details** ( <-Previous | [Back to Assignment Info](#) | )

**1 Workflow**

Action	Date	Note
Submitted by Sandi	Friday, November 19, 2010 1:43 PM	On time

**2 Results for Ms. Sandi Ann Tallent**

Grade:  /100

Completed On: Friday, November 19, 2010 1:43 PM

Feedback:

File:

**3 Files Submitted by Ms. Sandi Ann Tallent**

File	Date Uploaded
<a href="#">Class list.docx</a>	Friday, November 19, 2010 1:42 PM

[Download all of this student's files for this assignment.](#)

**4 Reopen Assignment**

If the student has not completed all the work, has mistakenly submitted the assignment as final, or needs an extension, you can reopen the assignment for more work by using the following form:

Note:

Due Date:  No Change  
  :  :  AM

**1) Workflow:** this porlet allows you to see the details of the workflow on the assignment.

**Workflow**

Action	Date	Note
Submitted by Sandi	Thursday, August 13, 2009 4:29 PM	On time

**2) Results:** This is where you enter the grade for the assignment, enter brief feedback, and upload files to be sent back to the student.

**Results for Ms. Sandi Ann Tallent**

Grade:  /100

Completed On: Thursday, August 13, 2009 4:29 PM

Feedback:

File:

**3) Files Submitted by:** Click on the File Name to open the submitted file. You can save the document with comments and upload it to the student.

You can also download all the students' assignments from this section.

**Files Submitted by Ms. Sandi Ann Tallent**

File	Date Uploaded
<a href="#">Class list.docx</a>	Friday, November 19, 2010 1:42 PM

[Download all of this student's files for this assignment.](#)

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**4) Reopen Assignment:** You may reopen the assignment if necessary. If the original due date has passed, you need to designate a new due date or the assignment will automatically close again.

NOTE: Once you enter a grade, feedback, or upload a file, you may not reopen the assignment.

**Reopen Assignment**

If the student has not completed all the work, has mistakenly submitted the assignment as final, or needs an extension, you can reopen the assignment for more work by using the following form:

Note:

Due Date:  No Change  
   :  :  AM

After submitting a grade, some feedback, and/or a file you may edit these entries by clicking the **Re-enter grade/feedback** link.

Results for Ms. Sandi Ann Tallent	
Final Grade	85/100
Completed On	Thursday, August 13, 2009 4:29 PM
Graded On	Friday, August 14, 2009 8:55 AM
Feedback	good first paper
File	<a href="#">Re-enter grade/feedback</a>

If during the initial set-up, if you selected Credit/No Credit as the grading method you will have drop down menu from which to select the grade.

Results for Ms. Sandi Ann Tallent	
Grade	<input type="text" value="Incomplete"/>
Completed On	<input type="text" value="Credit"/> 14, 2009 9:01 AM
Feedback	<input type="text" value="Incomplete"/>
File	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

### What happens if a student doesn't submit a file on time

If a student does not submit a file, VikingWeb automatically closes the assignment and puts the time stamp of the due date and time on the assignment in the Date Finalized column. VikingWeb also automatically gives the student a grade of 0 for the assignment.

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Student Results		
Student	Date Finalized	Grade
<a href="#">Frosh-Plants, Iam New</a>	Friday, November 19, 2010 2:00 PM	0/100
<a href="#">Tallent, Sandra Ann</a>	Friday, November 19, 2010 1:43 PM	--/100

### What happens if a student doesn't finalize the assignment

If a student submits a file, but does not click the Mark as Final button the assignment the assignment will show as incomplete.

If you look at the Student Results table, you will see an exclamation mark next to the student who submitted a file, but did not click the Mark as Final button. You will also see the time stamp of when the student submitted the file. Also, VikingWeb will not automatically grade the assignment.

Coursework - Assignment Info

**Exam: Term Paper 2**

Unit 1

Format: File Exchange

Grade Method: Graded out of 100

**2 Students have not yet completed the assignment**

This assignment is required.  
It was due today at 2:15 PM.

[Edit this assignment](#) | [Delete this assignment](#) | [Save to File Cabinet](#)

[Download all of the submitted files for this assignment.](#)

**Assignment Stats:**

- Percent Final: 100%
- Percent Graded: 50%
- Average Score: **0/100**
- High Score: 0/100
- Low Score: 0/100

Student	Date Finalized	Grade
<a href="#">Frosh-Plants, Iam New</a>	Friday, November 19, 2010 2:15 PM	0/100
<a href="#">Tallent, Sandra Ann</a>	Friday, November 19, 2010 2:07 PM	--/100

When you click on the student's name you will see a screen similar to the one below:

**Workflow**

Action	Date	Time
Automatically submitted	Friday, November 19, 2010 2:07 PM	no time

**Results for Ms. Sandra Ann Tallent**

Grade:  /100

Completed On: Friday, November 19, 2010 2:07 PM

Feedback:

File:

**Files Submitted by Ms. Sandra Ann Tallent**

File	Date Uploaded
<a href="#">class lat.docx</a>	Friday, November 19, 2010 2:07 PM

[Download all of this student's files for this assignment.](#)

**Reopen Assignment**

If the student has not completed all the work, has mistakenly submitted the assignment as final, or needs an extension, you can reopen the assignment for more work by using the following form:

Note:

Due Date:  No Change

The workflow section will show that the assignment as automatically submitted. You can download the file in the File section.

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### How to grant an extension on an assignment

**Extensions:** You may also grant to student an extension.

The student cannot have submitted a paper or marked the assignment as final. To grant an extension, click on the student's name in the Assignment Info page. An Extension portlet will be on the page.

**Extension**

If the student needs an extension, you can extend his/her deadline by using the following form:

**Note:**

**New Due Date:**   :  :  AM

### What the student sees:

You can use the student emulation feature in VikingWeb to see what the student sees on your assignment.

Before submitting a file a student sees a screen similar to the one below:

The screenshot shows a web interface for "Coursework - Student Assignment Detail". The page includes the following elements:

- Paper:** Term Paper
- Unit:** Unit 1
- Format:** File Exchange
- Grade Method:** Graded out of 100
- Status:** Your assignment is in progress. This assignment is required. It is due TODAY at 2:00 PM.
- Coursework Section:**
  - Upload a File:** Includes a "File:" input field with a "Browse..." button, a "Note:" input field, and an "Upload" button.
  - My Files:** Shows "No files" with a trash icon.
- Important Information:** A red text block stating: "When you are ready, mark this assignment as final and it will be submitted for grading. Once you mark the assignment as final, you will not be able to add, edit, or remove any files. Please be sure you have fully completed the assignment and consider your submission final before marking it as final. You must mark the assignment final or you risk the assignment being marked late and/or getting a 0." Below this is a "Mark as Final" button.

The student uses the Browse button to find the file to submit then clicks the Upload button. At that point the Mark as Final button become clickable.

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The screenshot shows a web interface for 'Coursework - Student Assignment Detail'. At the top, it identifies the assignment as 'Paper: Term Paper' for 'Unit 1'. The format is 'File Exchange' and the grade method is 'Graded out of 100'. A status message indicates 'Your assignment is in progress' and 'This assignment is required. It is due TODAY at 2:00 PM.' Below this, there is an 'Upload a File' section with a 'File:' input field, a 'Browse...' button, a 'Note:' text area, and an 'Upload' button. To the right, a 'My Files' table lists an uploaded file: 'class list.docx' on 'Friday, November 19, 2010 1:42 PM'. At the bottom, an 'Important Information' section explains that marking the assignment as final is irreversible and that failing to do so could result in a late submission or a grade of 0. A 'Mark as Final' button is located at the bottom left of the information section.

After uploading a file, the Mark as Final button is clickable and a student can see the file he/she uploaded. The student must click the Mark as Final button to finalize the assignment.

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with questions or comments.