Students receive their homework and quizzes in a designated area of after they log into their student profile.

The most recent tasks show under the Pending Assignments & Homework area.

KM Online Teaching & Training									
						*1	$\bowtie$	L George Smith	C Dublin, Edinburgh
₩ Live Classes	My Courses	★ Homework & Quizzes	My Files 🖪 Recorded	Cla	sses 🔹 Resource Library				
Latest Annound	cements				Upcoming Live Classes				
Date	Announcem	nent	Ву		Dec 4 - Dec 10, 2016				•
No messages					No upcoming live classes found.				
Pending Assign	nments & Homewor	k							
Task		Due Date	Status						
Basic ICT Quiz		12/26/2016 12:40 PM	Not Started						
English Reading	Task	12/10/2016 10:00 PM	Not Started						

To show all assignments, homework and quizzes students click on the main menu -Homework & Quizzes. They can search there as well.

Assignments, Homework & Quizzes							
Q Search for							
ld ≑	Task / Quiz Title	Due Date 🔻	Created by 🔶	Status	Points Achieved		
ICT1	Basic ICT Quiz	12/26/2016 12:40 PM	Keira Mace	Not Started	0 / 26 (0%)		
2	English Reading Task	12/10/2016 10:00 PM	Keira Mace	Not Started	0 / 100 (0%)		
3	* Some other homework Maths only	© 5/26/2016 6:30 PM	Keira Mace	Expired			
E102	★ Write an essay about your visit to the museum	© 5/17/2016 9:00 AM	Keira Mace	Expired			
Showing 1 to 4 of 4 entries							
Previous 1 Next							

To start assignment or a quiz the student clicks on the title.

# **Completing an Assignment**

To complete an assignment click the title of the task to open it. Students have to read what is required and check if the teacher has provided an attachment. To upload their work (if required) they use the Upload Completion button and leave any necessary comments in the comments section.

<sup>r</sup> Assignment Comp	oletion		
In Progress	Upload Your Work		
★ English Reading Task	Capture001.png	8	
L Keira Mace			
₩ 12/10/2016 10:00 PM	Assignment Comments		
<ul> <li>Time Remaining: 106 h. and 33 min.</li> <li>email templates.docx</li> <li>Download Attachment</li> </ul>	[12/6/2016 11:27 AM (+00:00) Dublin, Edinburgh] George Smith: Dear Mrs. Mace, I have completed the task but I was not quite sure about point #3. Could you please review and let me know. Thanks.		
	Add Comment		
	Add		
	Mark Completed Return To Assignments		

When ready the student clicks the Mark Completed button so that the teacher knows the task is completed. Each time a comment is added the teacher receives an email.

### Video guide

# **Completing a Quiz**

Students take part in quizzes in a similar way. Quizzes that are pending for a student show under the Assignments, Homework & Quizzes menu. This will open the quiz. The student has to complete all quiz questions.

### **Q**uiz: Basic ICT Quiz

Question 1 of 5 5 Points	•         •         •         •					
What does it mean to 'rotate' an object or image?	Please, select the correct answer.					
	$\bigcirc$ The object is flipped so that it is displayed as a mirror image					
	○ The object is cut and pasted					
	○ The object is saved					
	The centre of the object stays in the same place while the object is turned					
	Submit					

Once the quiz is complete the student will be taken to a summary page. Some quizzes allow skipping questions while others will require a an answer to be submitted before the next question is displayed.

Quizzes with "open questions" require acceptance by a teacher.

### Video guide

Electa Live Virtual Classroom, LMS - Help & Support Portal <u>http://support.e-lecta.com/Knowledgebase/Article/50045</u>