Module 8

Using the homework drop box

Introduction/description

The homework drop box is an area that allows learners to submit their homework files. Many different file types can be uploaded into the homework drop box.

Teachers may flag work as having been marked by switching the status from 'pending' to 'approved' or incomplete by marking it as 'rejected'. Learners will not see the status of their work. A teacher may make feedback comments/marks visible to the learner.

Task

- Submit a document to the homework drop box in a class site.
- Edit the document within the homework drop box.
- Approve the document and add comments.

Suggestions for use in the classroom

- The homework drop box allows learners to submit documents to the teacher wherever they have access to the internet.
- The teacher is able to view submissions from all the learners and modify the documents to provide feedback.
- The teacher is able to approve the work and provide written comments.
- Learners are unable to view submissions from others, avoiding plagiarism.

N.B. The SharePoint dialogue box describes approval as making a document visible to all, but this is not the case.

Help file – communication

Using homework drop box

Before using this feature, you need to decide on how you will assign homework. It could be via a wiki, an announcement on your site or even verbally in class.

The assignment should not be placed in the homework drop box folder by the teacher. The drop box is only for collecting learners' work.

Once you have set your homework, the learners will place their work into the homework drop box where the teacher will be able to approve/mark the work and send feedback to the learner.

It is important to note that **learners will only see their own pieces of work** in the homework drop box whereas teachers will see the whole class.
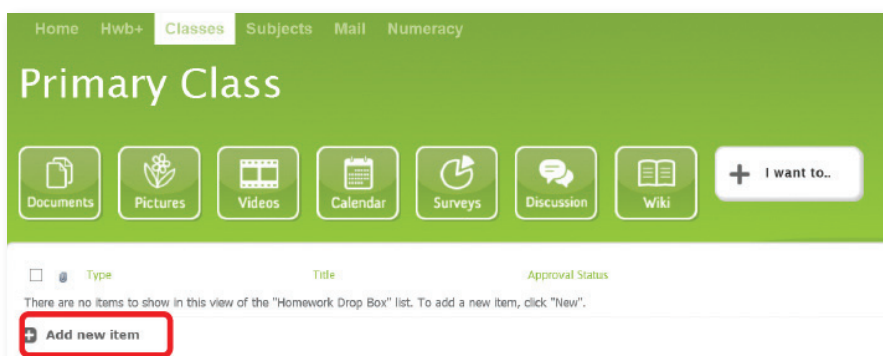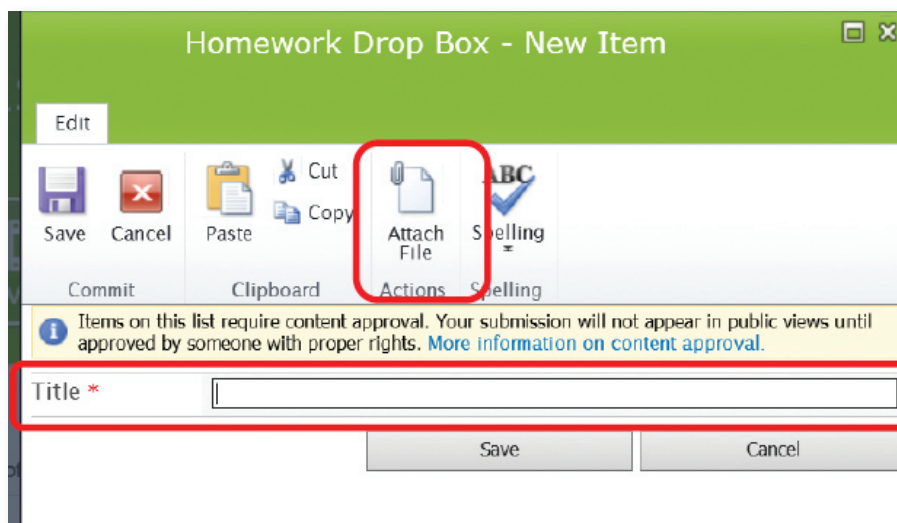

To upload their homework to the drop box learners should follow these steps.

Once homework has been set, learners will need to complete their task and save it locally.
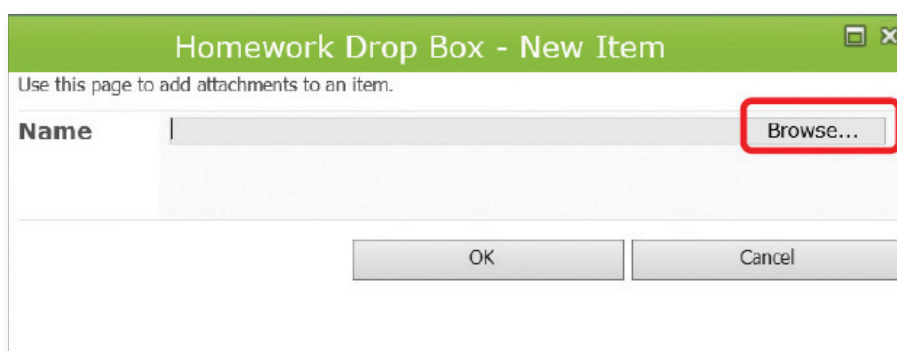
To submit their homework, they should click on the relevant **Homework drop box** icon in the class site.
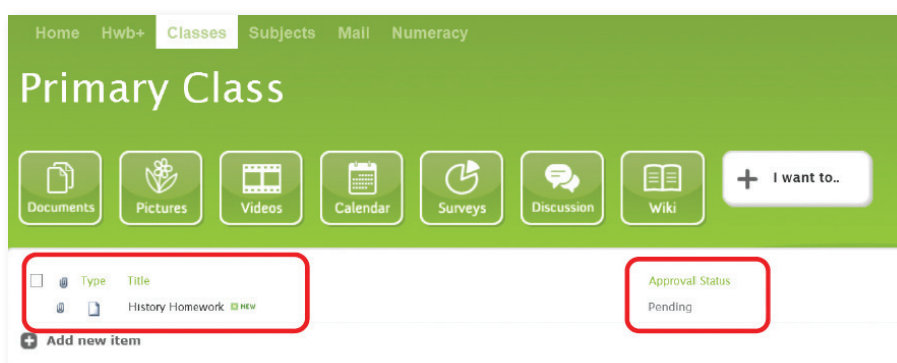

In order to add work, click **+ Add new item**.

The upload box appears. Give the homework a **Title** and click **Attach File**.

Browse for the file on the local machine and click **Open**, **OK** and then **Save**.

The homework file will now appear in the Homework drop box folder.

The work will remain as **Pending** until it has been approved by the teacher.

When the work has been approved you can click on the title and see any comment the teacher may have made too.

Teachers will be able to review learner's work and make comments in the following way.

To view learner's homework, click on the relevant **Homework drop box** icon in the class or subject site.

This will open the library and you can see any work that has been uploaded by learners. You will see any documents which have been approved or ones which are still **Pending**.

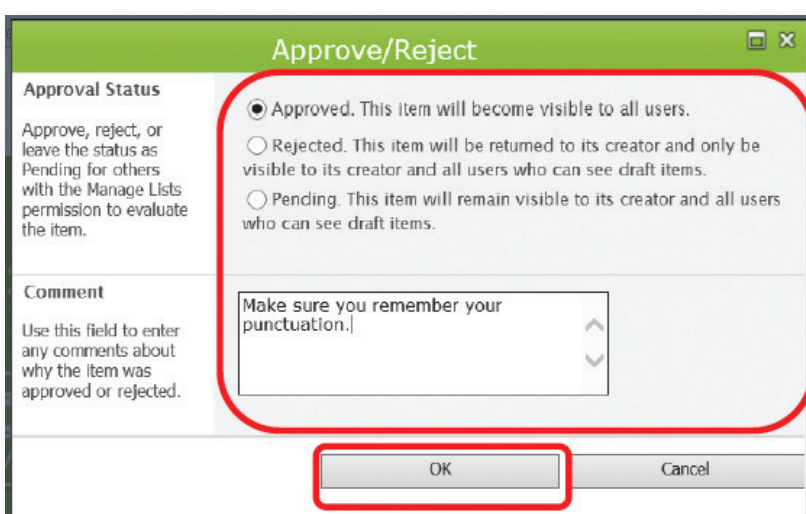In order to read learners work, click on the **title**.
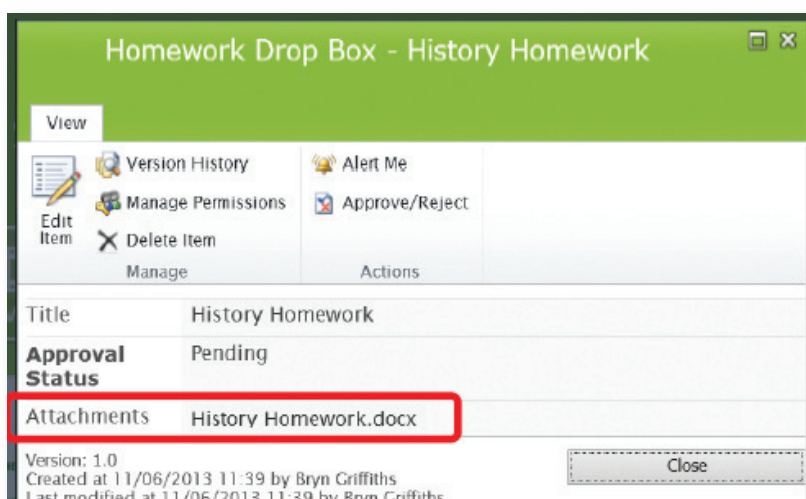
A new window will appear. Click on the **file attachment** to open it and view it. This will open it in whichever application they have used.
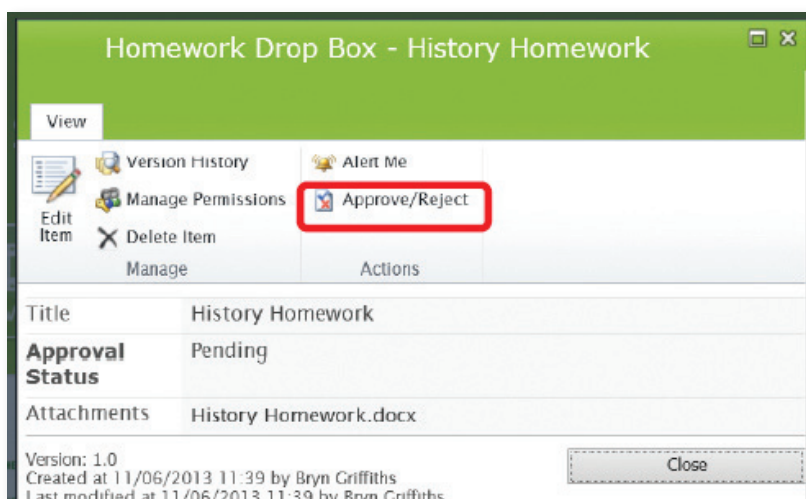
Once you have viewed and closed the attachment you will return to the dialogue window.

Click on the **Approve/Reject** option.

Learners will be able to see that you have marked their work when they go back to the homework drop box and will also be able to view your comments.

As before, each learner will only see their own homework.