USER MANUAL

Dialog
NIBELUNG
Digital Language Laboratory

Lain
LABORATORY

This document describes Nibelung Remote Assignments addon module
Document edition: 4.0.0.1

CONTENTS

1. NOTATION

Notation in this document:

Critical note

Important note

For your information

Nibelung	- software and window titles
Start	- user interface elements (menus, buttons, etc.)
\Nibelung\	- file names, paths, etc.
Admin	- keyboard input
Ctrl+Enter	- keyboard shortcut
google.com	- Internet addresses

2. INTRODUCTION

2.1 General

Remote Assignments is an addon module for the **Dialog Nibelung** software package that extends its capabilities by allowing the teacher to assign, review, and grade home- and classwork remotely to facilitate different aspects of **Remote Assignments** (see. *Словарь терминов и определений* on page 38).

Core functionality of the module:

- Allows any teacher at school to engage in **distant learning** process;
- remotely hand out, review, and grade assignments for the whole **class**, a **group** of students in the class, or **individual students**;
- use your own files for the assignments;
- save assignments as template for future **reuse** and/or **sharing** between teachers;
- students can work on the assignments in **iterations** with periodic review of their progress by the teacher, possibility to send it back to the student for reworking, all before issuing the final grade;
- same assignment can be handed out to different classes, group, and individual students in **parallel**;
- you can use assignments created in **Nibelung NQuiz** (freely distributed) **quiz builder**;
- built in facilities for **import**, **export**, **backup**, and filing assignments to the **archive**, as well as generating **reports** on active and completed assignments.

Architecture of the **Remote Assignments** module does not have a built in limit on the number of assignments, with all of them can be used simultaneously. In practice, this is limited only by the available school resources: disk space, internet connection, cloud storage, etc.

2.2 Installation notes

Prerequisites for **Remote Assignments** module installation:

- Teacher computer must have a working installation of **Dialog Nibelung** (requires license)
- Student computers must have a working installation of **Dialog Nibelung NPlayer** (freely distributed)

Installation of the **Remote Assignments** module is performed in a standard way. The are no additional setup actions required on the teacher side. Students will need to perform a one time setup of their module before the first run, see section *Setup* on page 29 for further details.

A **Remote Assignments** menu item will appear in the menus of **Dialog Nibelung** (teacher module) and **Dialog Nibelung NPlayer** (student module) upon successful installation of the **Remote Assignments** module.

> *Attention:* *An internet connection is generally required for **remote Assignments** module to work properly. However, once the students have downloaded their assignments, they can continue working on them offline (if the assignment materials do not require internet access).*

> *Important:* *The **Remote Assignments** module must be installed on each computer of the students participating in the remote learning program.*

> *Attention:* *An active **Subscription** (see Подписка on page 40) is required for the school to use the **Remote Assignments** module.*

2.3 Suggested workflow

1. **Teacher:** creates an assignment (see *Creating assignment* on page 16), fills in metadata and instruction for students and (optionally) attaches files for the students to work upon.

2. **Teacher:** publishes the assignment (see *Publishing an assignment* on page 19). Publishing an assignments involves specifying students to whom the assignment is handed out, deadline, and (optionally) additional instructions. Once the assignment is published it becomes **active**.

3. **Students:** receive an active assignment (see *Working on the assignments and submitting your work* on page 30) and start working on it. Once an assignment is published, it will appear in the list of active assignments in student module(s) upon their startup.

4. **Teacher:** monitors students' progress (see *Grading assignments* on page 23); reviews their work; performs intermediate grading (if necessary); sends the answers back for revision (if necessary); comments on work in progress.

5. **Students:** submit completed assignments (see *Working on the assignments and submitting your work* on page 30)

6. **Teacher:** finishes grading and issues final grades for the assignment (see *Grading assignments* on page 23); (optionally) files completed assignment to the archive (see *Filing assignments to the archive* on page 25), and export an assignment report (see *Creating assignment reports* on page 25)

7. **Students:** receive final grade for the assignment and review teacher comments (see *Assignment workspace window* on page 10)

8. **Teacher:** finalizes the assignment (see *End of assignment lifecycle* on page 24) at which point it is considered **closed** and further modifications become impossible.

3. TEACHER INTERFACE

3.1 Starting the module

A **Tools** > **Extensions** > **Remote Assignments** item will appear in **Dialog Nibelung** main menu upon successful installation of the **Remote Assignments** module.
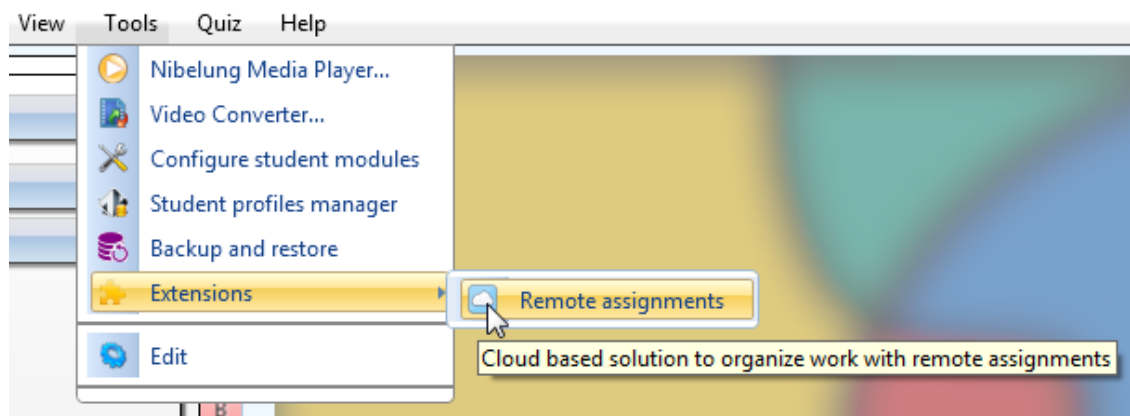

Figure 1: **Remote Assignments** in teacher menu

Tip: Remote Assignments module does not require any additional setup beyond installation on top of Dialog Nibelung and making sure that the school has an active subscription (see Подписка on page 40)

3.2 Main window

Select **Remote assignments** item from the menu. A remote assignments window will appear on your screen, containing several tabs:

Tab	Description
Assignments	Create and manage assignments
Published assignments	Manage published assignments
Progress	Monitor students' progress on a published assignment; review and grade their work

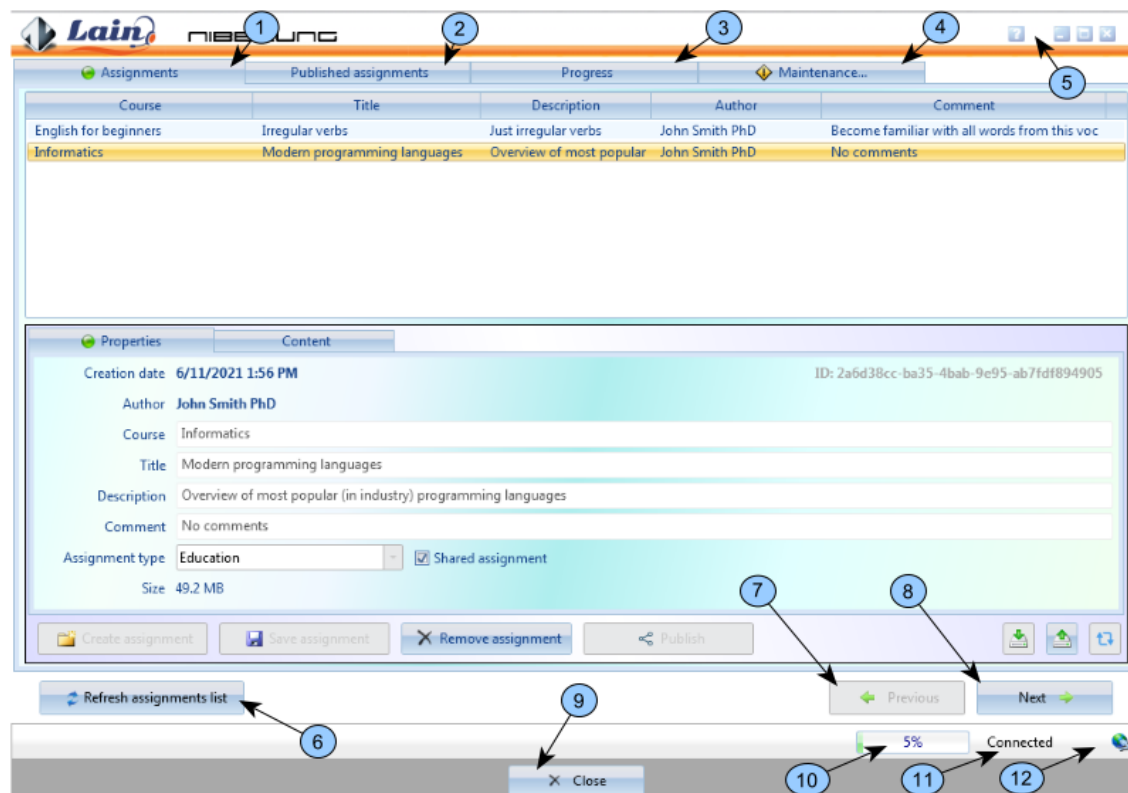| Tab	Description
Maintenance	System maintenance (performed by administrator, see *Administrative mode* on page 33)

Figure 2: Remote assignments main window on the teacher side

Controls of the remote assignment main window:

1   **Assignments** tab

2   **Published assignments** tab

3   **Progress** tab

4   **Maintenance** tab

5   Window control and help buttons

6   **Refresh** list button

7   **Previous** tab button

8   **Next** tab button

9   **Close** window button

10   Cloud quota indicator

11   Module status

12   Online and cloud connection indicator

Window control area **5** contain the standard Minimize/Restore, Maximize, and close buttons, plus a button that displays **About** dialog box (see *About dialog box* on page 15), from where an online copy of this manual can be consulted.

Refresh list refreshes the list displayed in the current tab from the cloud (see *Словарь терминов и опре-делений* on page 38). Please see the table below for detailed explanation of what exactly is refreshed in each case.

Active tab	Refreshed information
Assignments	List of assignments, both published and unpublished
Published assignments	List of published assignments with progress summary for each
Progress	Detailed progress of each student on the selected assignment

> ***Note:*** *If you hit **Refresh** with having any unsaved modifications, the software will prompt you to save them before proceeding.*

The status line at the bottom of the window will be updated on each cloud action. The **Quota indicator** 10 shows percentage of the cloud storage used. Hover the mouse pointer over it for additional information on the quota.

4. STUDENT INTERFACE

4.1 Assignment workspace window

An assignment workspace window will appear on the screen after start of the **Remote Assignments** module (see *Setup* on page 29) on a student computer.
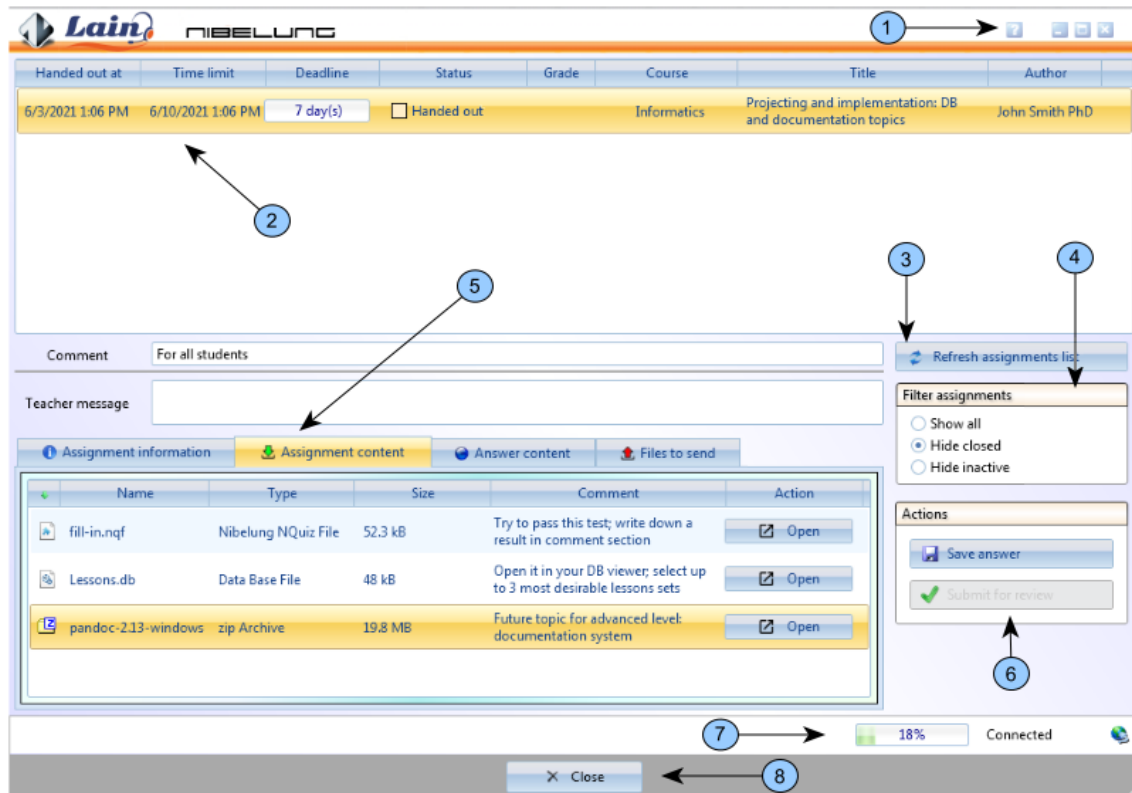
Figure 3: Assignment workspace window

Elements of the window:

1	Window control and help buttons area
2	List of handed out assignments
3	**Refresh assignments list** button
4	Assignments filter
5	Selected assignment panel
6	Answer actions panel
7	Status line
8	**Close** window button

Window control area **5** contain the standard Minimize/Restore, Maximize, and close buttons, plus a button that displays **About** dialog box (see *About dialog box* on page 15), from where an online copy of this manual can be consulted.

The assignment list **2** show all assignments handed out to the student. List content can be controlled by applying filters **4**. Selected assignment is displayed in the assignment panel **5**.

Press **Refresh assignments list** button to obtain update the list of assignments. Pressing this button will prompt you to save your work, after which assignments will be updated from the cloud (see *Словарь тер-*

минов и определений on page 38), including new assignments (if any), current assignment(s) status changes, grades, teacher comments, etc.

Assignment filter allows for a certain level of control over contents of the assignment list.

Filter	Action
Show all	Show all assignments handed out to this student
Hide closed	Hide assignments that are **Closed** or **Late** (see *Словарь терминов и определений* on page 38)
Hide inactive	Hide assignments that are **Closed**, **Late**, **Waiting** or **Graded**

Information about selected assignment, together with the tools for completion of the assignment, is displayed in the **Assignment panel** area. Buttons for **saving** and **submitting** your work are located in the **Answer actions** panel to the right of the **Assignment panel**.

5. COMMON ELEMENTS

5.1 List of common elements

This section describes several elements are common between teacher and student user interfaces of the **Remote Assignments** module. Those elements are:

- **Files to send** panel is displayed in the teacher interface when creating an new assignment (**Create assignment** tab, see *Creating assignment* on page 16) and in the student interface when selecting **Files to send** in the corresponding tab (see *Working on the assignments and submitting your work* on page 30).
- The **Contents** panel displays files attached to the assignment and allows to download from the cloud, open, copy, and delete them. This panel is displayed in the **Assignment contents** and **Answer contents** of the student interface; and in **Assignments** and **Progress** tabs of the teacher interface main window.
- **Status line** at the bottom of the main window shows **connectivity** status, cloud storage **quota**, as well as current action and miscellaneous additional information.
- **Add files** dialog box is displayed in the teacher interface when selecting files for a new **Assignment**, and in the student interface when selecting files that will serve as an answer for their **Assignment**.
- **Add URL** dialog box is displayed whenever **Assignment** a hyperlink is being specified in place of a local file.
- **Progress bar**
- **About** dialog box is displayed by pressing the **?** button in the window controls area of the **Remote Assignments** main window (see *Main window* on page 7 and *Assignment workspace window* on page 10).

> *Tip: Current status of a published assignment is the same for both the teacher and the students who received the assignment.*

5.2 Files to send tool

Use **Files to send** tool to select and upload files to the cloud storage. It is used on the teacher side when creating and modifying assignments and on the student side when files are used as a part of their answer to the assignment.
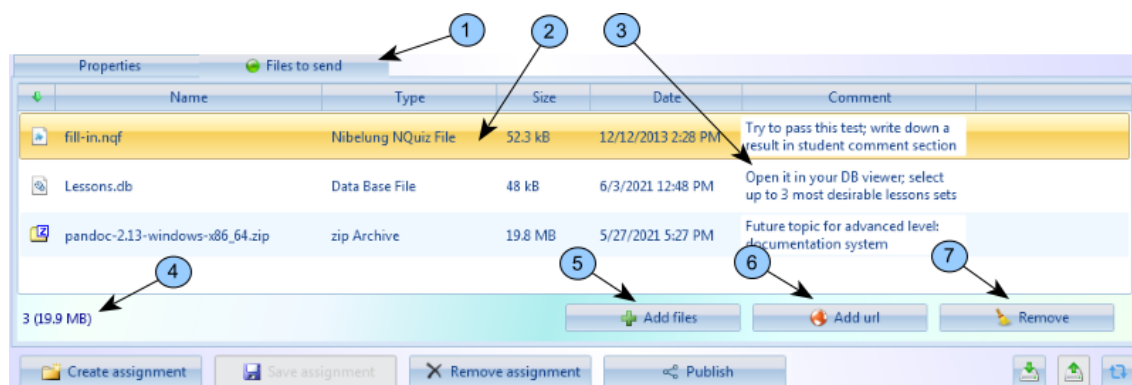

Figure 4: **Files to send** tab

Elements on the figure above are:

1	**Files to send** tab.
2	List of files to be uploaded.
3	**Comments** for the files.

4	**Total size**.
5	**Add files** button.
6	**Add URL** button.
7	**Remove** item button.

Border of the **Files to send** tab will turn red in any of the following cases:

- no files have been attached yet to the newly created assignment;
- total size of attached files exceeds the remaining cloud storage quota;
- total number of attached files plus files to be added exceeds **10**.

The list of files contains columns for the file name, file type, size, modification date and time, and an optional comment field.

The **Total size** field shows total number and size of files to be uploaded to the cloud. The **Add files** button opens a standard file selection dialog.

*Attention: An error message will be shown if the number of files for the assignment exceeds 10. The **Total size** field will turn red if total size of the assignment files exceeds the remaining could storage quota. Hover the mouse pointer over it for additional details.*
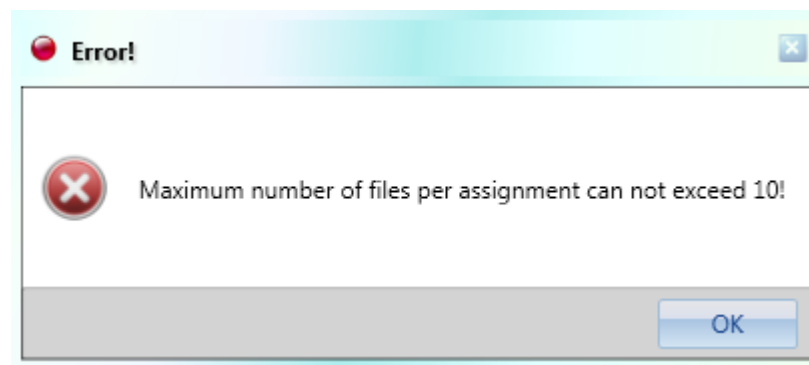

Figure 5: Excessive number of files error message

Press the **Add URL** button to add a WWW link as a part of the assignment or your answer to it (see *Adding a URL* on page 14 for further details). Press the **Remove** button to remove selected items from the list.

5.3 Content panel

Content panel can be encountered in both teacher and student interfaces. Its principal purpose os to list files attached to either the assignment or the answer and provide controls to manipulate those files.
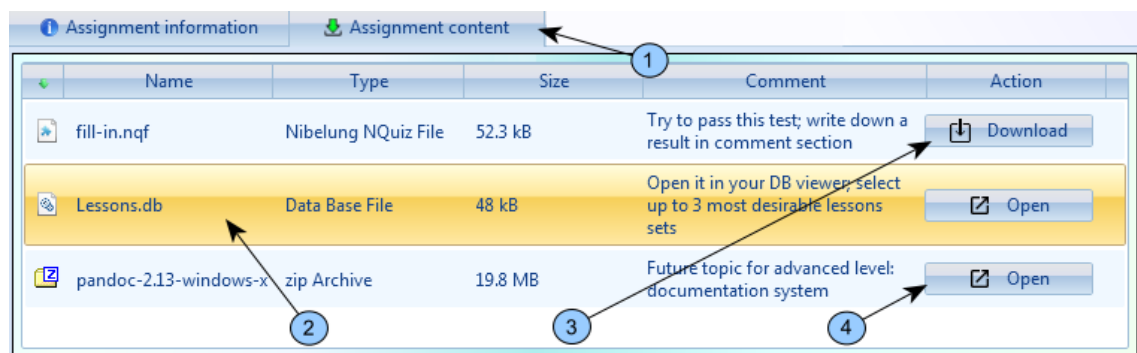

Figure 6: Assignment content panel

Elements of the content panel:

1	Content tab
2	Selected file
3	**Download** file button
4	**Open** file button

The file list includes columns for file name, file type, size, (optional) comments, and available actions for the file. The **Action** column will display either the **Download** button for files in the cloud storage or the **Open** button for local files.

> *Tip:* *Files will be opened by a default application for this particular file type. Use the* ***Copy*** *facility from the file context menu (see below) to create a copy of the file with different extension to open it in another application.*

Every file in the list also has a context menu that can be opened by right clicking on the file or pressing the **Menu** button on your keyboard. An example of a file context menu is shown below.
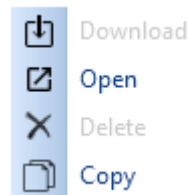

Figure 7: Context file menu

5.4 Adding a URL

The **Add URL** button in **Files to send** panel (see *Files to send tool* on page 12 section) opens a dialog box where you can insert an internet hyperlink into assignment instead of a local file.
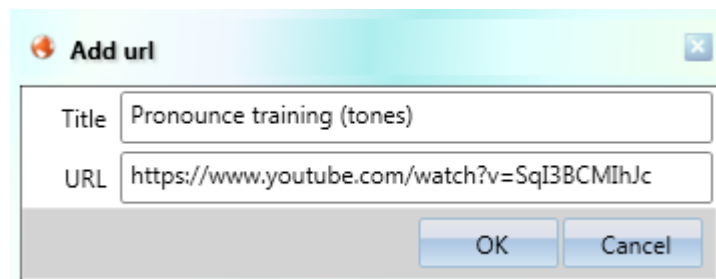

Figure 8: Add a hyperlink dialog box

Use the **Title** field to name the hyperlink. Enter a WWW address to the **URL** field either manually or pasting it from the clipboard.

> *Important:* *The hyperlink address must be entered in full. For example, https://www.youtube.com/ watch?v=AsJApGdm97c as opposed to www.youtube.com/watch?v=AsJApGdm97c or even youtube.com.*

5.5 Progress bar

The **Progress bar** indicator is used to update you on the progress of various potentially lengthy operations, such as saving a large file or synchronizing local data with the cloud.
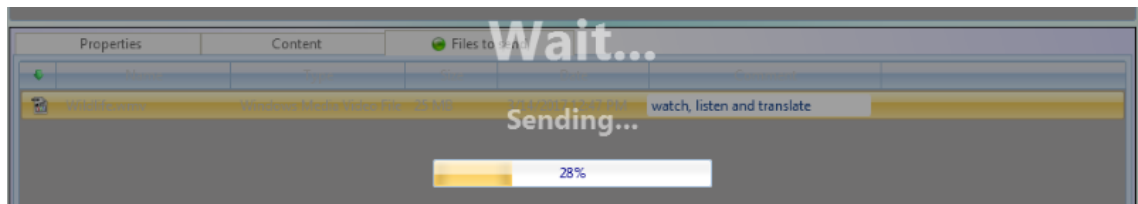

Figure 9: A window with the progress bar superimposed on it

5.6 About dialog box

A button located next to the window control buttons in both teacher and student interfaces opens up the **About** dialog box. This box displays the current version of the **Remote Assignments** module, copyright information and a button to display the online version of this **User manual**.

Figure 10: **About** dialog box

6. WORKING WITH THE TEACHER INTERFACE

6.1 Creating assignment

Select the **Assignments** tab in the remote assignments main window (see *Main window* on page 7) to create a new assignment.
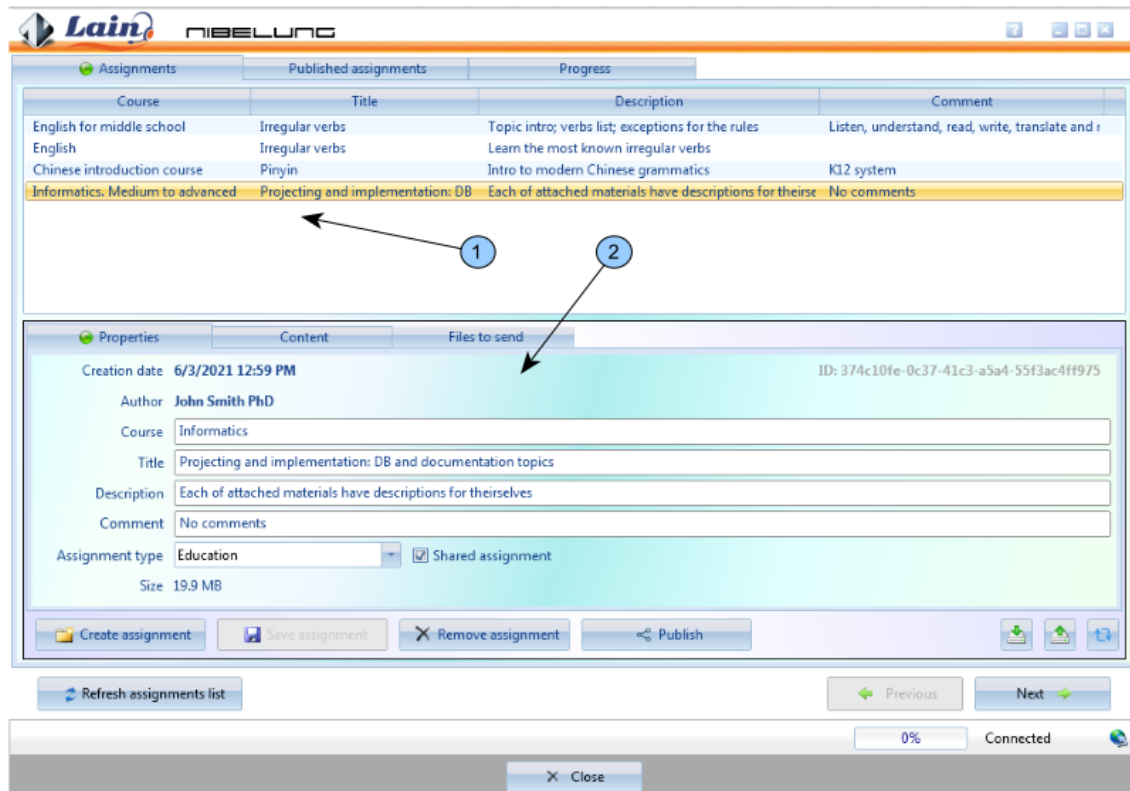

Figure 11: **Assignments** tab

Elements of the **Assignments** tab:

1	**List of assignments**
2	**Assignment editing panel**

List of assignments in this tab contains all the unpublished assignments that can still be edited, modified, extended, etc. All these operations are performed in the assignment editing panel.
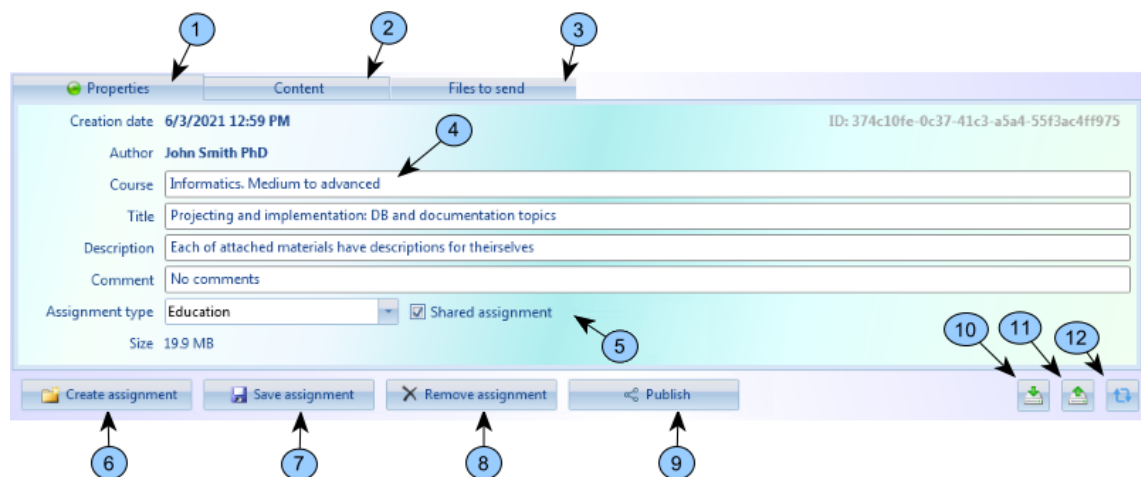

Figure 12: Assignment editing panel

Elements of the **Assignment editing panel**:

1	**Properties** tab
2	**Content** tab
3	**Files to send** tab
4	Assignment metadata
5	Indicates that this assignment is shared with other teachers in school
6	**Create assignment** button
7	**Save assignment** button
8	**Remove assignment** button
9	**Publish assignment** button
10	**Import assignment** button
11	**Export assignment** button
12	**Import shared assignment(s)** button

Properties tab displays field for entering and editing general information about the assignment: creation date, author, course title, assignment title, description, optional comment, and assignment type.

Files attached to the assignment are displayed in the **Content** tab.

Tools for adding content files to the assignment are located in the **Files to send** tab (see *Files to send tool* on page 12). The tab will be displayed with a red border whenever there are no content files in the assignment, as well as when the total size of the files exceeds cloud quota.

> *Note: The **Files to send** tab is displayed only for unpublished assignments.*

Press the **Create** button to start creating a new assignment. An empty template will be presented to you that you can start populating with assignment data. Press **Save assignment** to save current assignment with any modifications to the cloud. Once the assignment is safely stored in the cloud, it will appear in the list displayed in the upper portion of the window; at this point you can also publish the assignment, i.e. make it available to the students. Press **Cancel** to cancel creating a new assignments and return to the list of existing assignments.

> *Note: You can only edit and modify unpublished assignments.*

> *Note: Check the **Shared assignment** box to make this assignment available for the other teachers in your school. They will be able to import the assignments into their workspace once you save the assignment to the cloud. (see Shared assignments on page 18)*

Press **Publish** button to publish the current assignment. This will open publication dialog box (see *Publishing an assignment* on page 19).

Press **Remove** button to initiate the removal of the assignment. You will be prompted for further confirmation of your intentions (see *Removing assignments with multiple publications* on page 27).

Press **Import assignment** button to import an assignment previously exported via the **Export assignment** button. These tools import/export assignments to the local storage, allowing you to store unfinished work locally without uploading it to the cloud or create assignment templates for future reuse.

> *Attention: Only assignment metadata (as displayed in the **Properties** tab), and content files are saved using the export tool. Use the archive facility (available in the **Published assignments** tab, see Filing assignments to the archive on page 25) to save a published assignment together with student answers, grades, and all the comments.*

Press the **Import shared assignments** to start importing assignments shared by other teachers of your school (see *Shared assignments* on page 18).

6.2 Shared assignments

An assignment will be made available for the other teachers of your school using the **Remote Assignment** module whenever **Shared assignment** box was checked during creation of the assignment (see *Creating assignment* on page 16) (see *Creating assignment* on page 16).

Press **Import shared assignments** button in the **Assignments** tab to import assignments shared by other teachers.
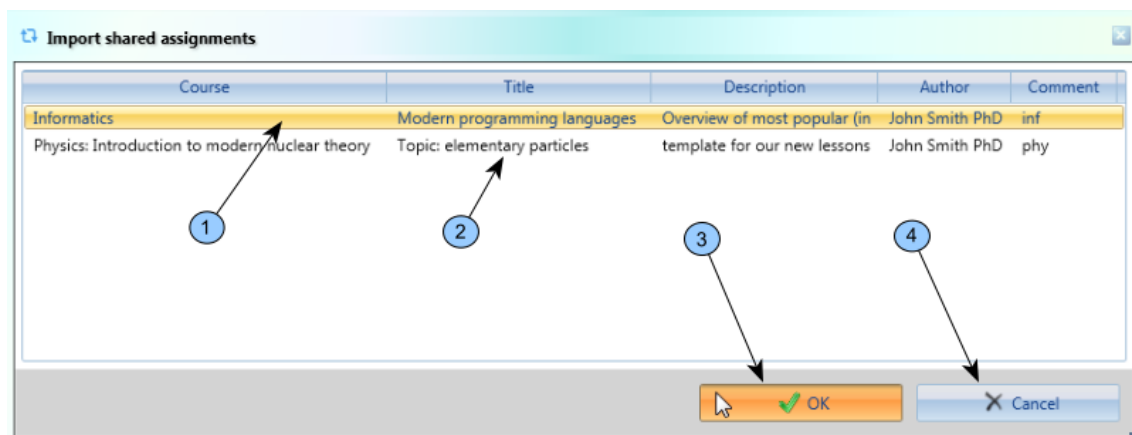

Figure 13: Importing a shared assignment

Elements of the **Import shared assignments** dialog box:

1	Not selected assignment
2	Assignment selected for import
3	Import selected assignments
4	Cancel import and close window

Select assignments from the list and and press **OK** to import them into your workspace. Copies of imported assignments will appear in the list of unpublished assignments, where you can modify them to suit your needs.

6.3 Publishing an assignment

Select the **Assignments** tab in the main window (see *Main window* on page 7), select an assignment from the list, and press the **Publish** button to initiate publication of an assignment. This will open the assignment publication dialog box.

Figure 14: Assignment publication dialog box

Elements of the publication dialog box:

1	General information about the assignment
2	Publication comment for the assignment
3	Deadline settings area
4	Deadline date and time
5	Calendar lookup button
6	**Days remaining** drop down box

7	**Hours remaining** drop down box
8	Class entry field
9	List of students to receive the assignment
10	Student ID
11	Screen name
12	**Add student** button
13	**Edit student** button
14	**Remove student from the list** button
15	**Load class list** button
16	**Save class list** button
17	**Publish** button
18	**Cancel** button

You can choose one of the three methods for setting the deadline by selecting an appropriate radio button:

Method	Allotted time limit
Set date and time	From the moment of assignment publication until specified date and time
Set number of days	Specified number of days (24 hour periods) from the moment of assignment publication
Set number of hours	Specified number of hours from the moment of assignment publication

You can use the **Add student** and **Edit student** buttons to add students to the list of assignment recipients or to edit their data. This will open a dialog for adding or editing student data. Student data consists of a mandatory **student ID** and an optional student **screen name**. Screen name is how the name of the student will be displayed throughout the assignment.
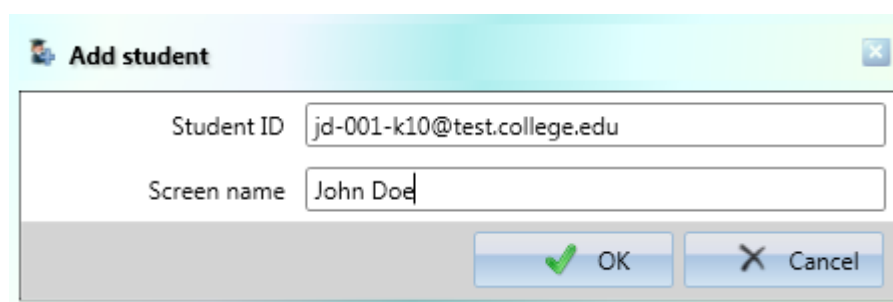
Figure 15: Add/edit student dialog box

You can also import a class list to save the hassle of adding students manually. Press the **Load class list** button to import class list from a **Nibelung Class List** file (these files have the NCL extension). You will be prompted to select an NCL file. Student list and course title in the assignment will be filled in automatically upon a successful importation of the class list.

Attention: *Class list file must have the student ID field filled in for every student in the class.*

Press the **Save class list** button to save the student list into a **Nibelung Class List** file. This class list can be reused in another assignment prepared with in **Remote Assignments** module, as well as loaded into **Dialog Nibelung** itself.

Attention: *An assignment can not be published if any of the students in the list are missing their student IDs (empty fields will be marked with red borders). Assignment also can not be published with an empty student list.*

The **description** and **comment** fields are optional and serve for informational purposes only.

Press the **Publish** button to publish the assignment. The assignment will receive the **Published** status, from that moment students will see the assignment upon startup or refresh of their **Remote Assignments** interfaces and can start working on it. This will also start the clock for the time allotted for the assignment.

Status of the assignment will change from **Published** to **Handed out** once this particular student actually receives the assignment.

Press the **Cancel** button to cancel without publishing the assignment. This button will close the publication dialog box **without saving any modifications** to the assignment.

6.4 Manage published assignments

Published assignments appear on the **Published assignments** tab.
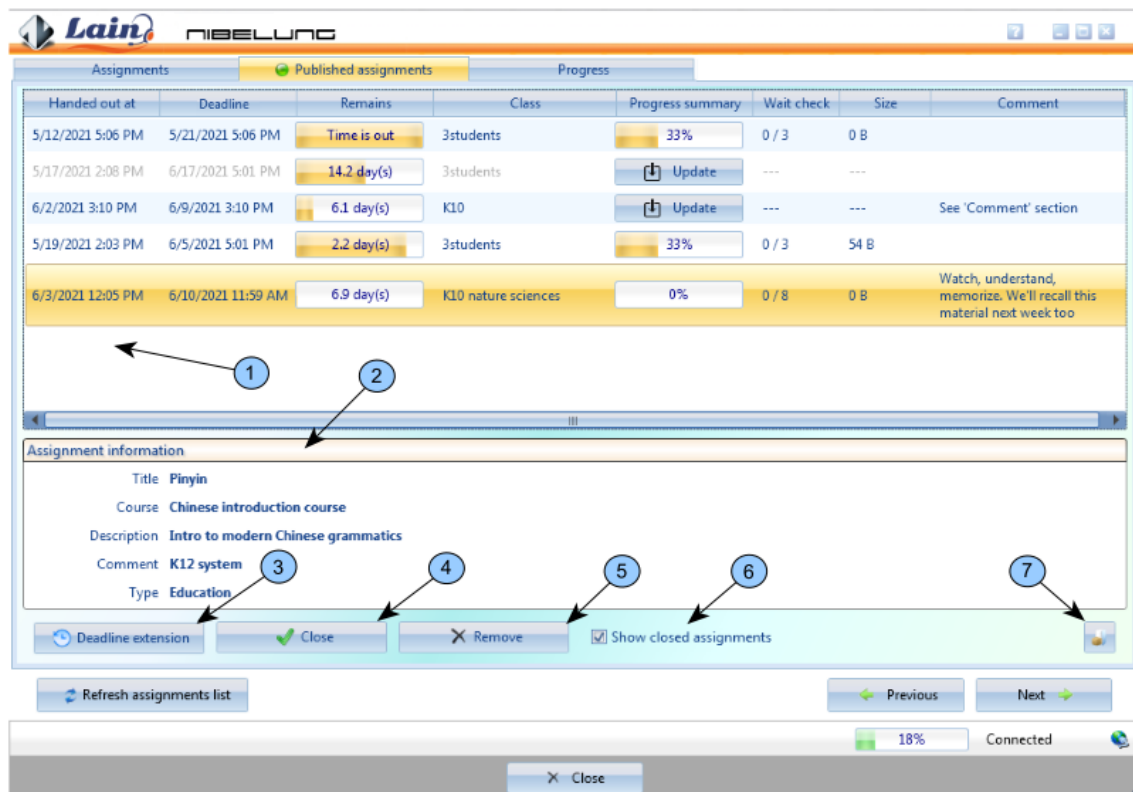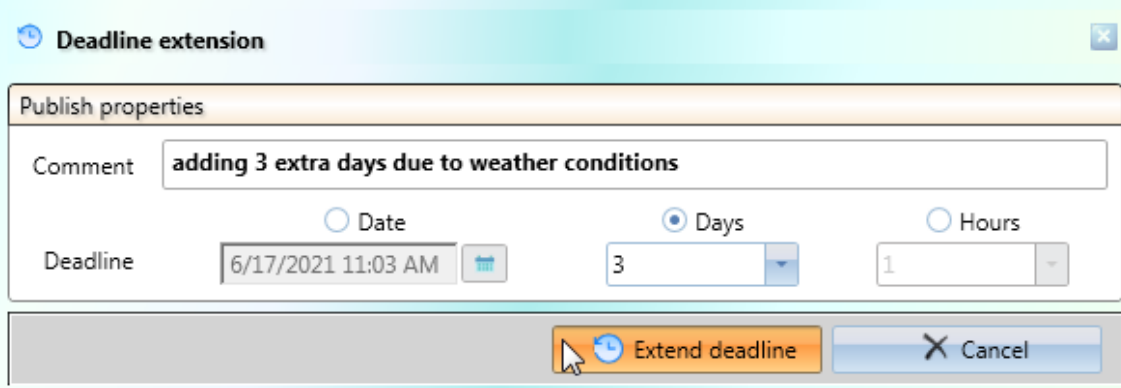

Figure 16: **Published assignments** tab in teacher interface

Elements of the **Published assignments** tab:

1	List of published assignments
2	Assignment information panel
3	**Extend deadline** button
4	**Close** button
5	**Remove** button
6	**Show closed assignments** checkbox
7	**File to archive** button

Press the **Extend deadline** button to extend the assignment deadline. A dialog box will appear on your screen.

Figure 17: Deadline extension dialog

> ![Tip icon] ***Tip:*** *Information in the **Progress** tab (see Grading assignments on page 23) refers to the assignments selected in the **Published assignments** tab.*
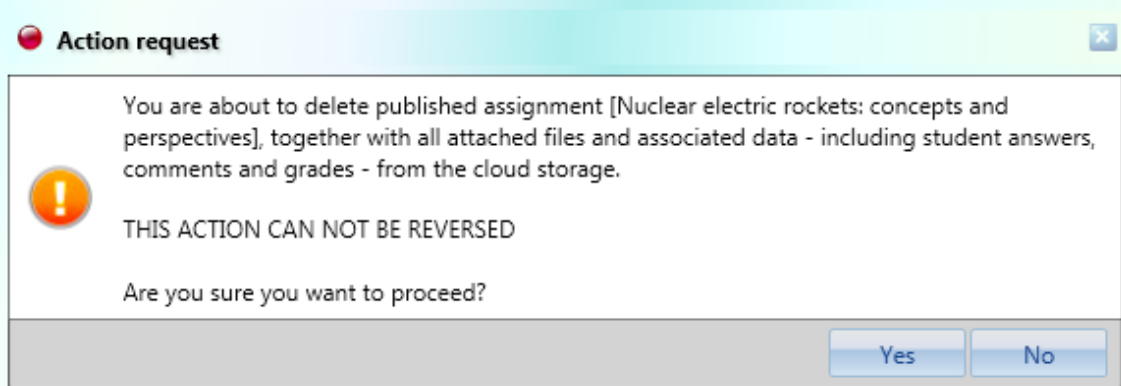
Press the **Close** button to finish working with the assignment (see *End of assignment lifecycle* on page 24). It makes sense to close an assignment for which all students have turned in their work and it has been graded by the teacher.

The **Show closed assignments** checkbox triggers display of closed assignments in the list. Closed assignments will be listed in gray if this option is enabled.

> ![Tip icon] ***Tip:*** *After assignment is closed, the **Close** button becomes **Open** and can be used to reopen the assignment.*

Press the **Remove** button to delete current assignment. You will be asked for a confirmation.

Figure 18: Remove published assignment confirmation dialog

> ![Attention icon] ***Attention:*** *Removing a published assignment will irrevocably delete the assignment, together with all attached files and associated data -- including student answers, comments, and grades -- from the cloud storage (see Словарь терминов и определений on page 38). It is strongly recommended to create an assignment report (see Creating assignment reports on page 25) and file a copy of the assignment to the archive (see Filing assignments to the archive on page 25) before removing it.*

6.5 Grading assignments

Select an assignment in the **Published assignments** tab (see *Publishing an assignment* on page 19) and switch to the **Progress** tab to see the status of the assignment and perform grading of the turned in student work.
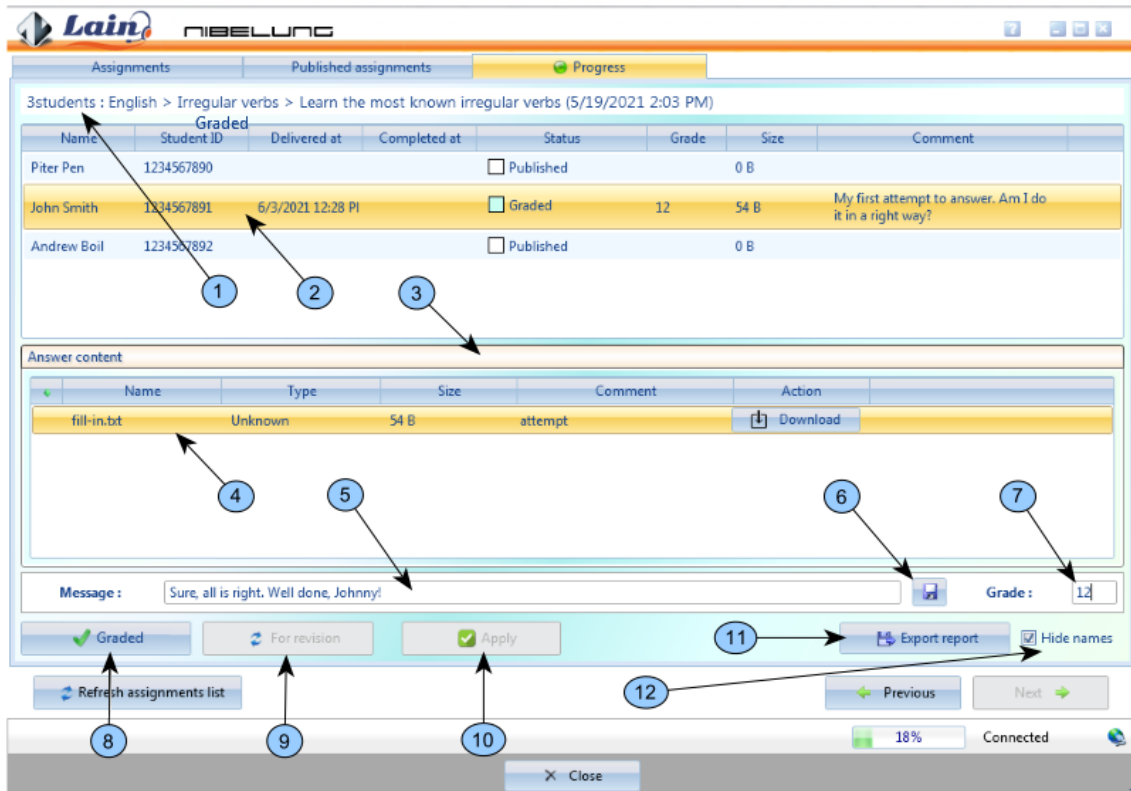
Figure 19: Teacher interface: progress tab

Elements of the **Progress** tab:

1	General information about the assignment
2	Student list
3	Contents of the work turned in by the student
4	Files turned in by the student
5	Message for the student
6	**Save message** button
7	Assignment grade
8	**Graded** button
9	**For revision** button
10	**Apply** button
11	**Export report** button
12	**Hide names** checkbox

Select a student from the list to review their work. Submitted files and comments will appear in the content panel (see *Content panel* on page 13).

Use the **Assignment grade** field to issue a formal grade for the assignment. This grade will be considered **preliminary** as long as the assignment has status **In progress** or was sent back to the student **For review**).

> **Tip:** *You can adjust student grades at any point in the assignment lifecycle.*

> **Tip:** *Formal assignment grades can include up to 3 alphanumeric symbols. Formal grades are also optional -- you can evaluate student work with free form comments instead.*

Use the **Message** field to give the student comment on the grade or to explain the reasons why you are sending their work back for revision. Don't forget to save the message (**Save** button is located immediately to the right of the **Message** field). This message is optional.

Press the **Graded** button to finalize review of the submitted work. Pressing this button confirms that the teacher has **reviewed**, **checked for correctness**, **issued a grade** and/or **commented** on the turned in assignment work. The formal grade and commentary are both optional, giving you maximum flexibility in your teaching process.

Students can not submit any further revisions or comments for their work after their assignment is **Graded**. They can still view the assignment, together their grades and teacher comments.

You can also sent turned in assignment work back for revision by using the **For revision** button; add a comment in the **Message** field explaining the reasons for sending it back.

> **Important:** *Grade is saved only by pressing the **Graded** or **For revision** buttons. The save message button does not save the grade.*

Чтобы применить результаты работы по проверке и оценке ответов учащихся, сделанные на вкладке **Published assignments** по **каждому** из учащихся задания, следует нажать кнопку **Применить**. Это достаточно сделать один раз для всех произведенных изменений. _fixme_

Use the **Export report** button to create a report for the assignment with grades for each student and assignment statistics. Please see section *Creating assignment reports* on page 25 for further details.

> **Tip:** *Use the **Refresh assignment** button located in the lower left corner of the **Progress** tab to get the up to date status of the assignment and student progress on it.*

6.6 End of assignment lifecycle

Each assignment has its own lifecycle, which includes creating an assignment, making it available to the students (**Publication** in terms of the **Remote Assignments** module), grading it, and eventually finish working with the assignment.

Select the **Published assignments** tab (see *Publishing an assignment* on page 19), then select an assignment and press the **Close** button to finalize the assignment. The assignment will be considered **Closed**, no further student work can be turned in, all grades will be considered final, and the assignment will be displayed as inactive in the student interface. **Show closed assignments** option in the teacher interface controls display of the closed assignments.

> **Tip:** *A closed assignment can be **reopened** by selecting the assignment and pressing the **Open** button. You can also use the **Extend deadline** button to allow for extra time even for the assignments that are already past their due date.*

Figure 20: Closed assignment actions

You can finish the assignment lifecycle by removing it. Use the **Remove** button located in the **Published assignments** tab (see *Publishing an assignment* on page 19) for this.

> **Attention:** *Removing a published assignment will irrevocably delete the assignment, together with all attached files and associated data -- including student answers, comments, and grades -- from the cloud storage (see Словарь терминов и определений on page 38). It is strongly recommended*

to create an assignment report (see Creating assignment reports on page 25) and file a copy of the assignment to the archive (see Filing assignments to the archive on page 25) before removing it.

6.7 Creating assignment reports

Select an assignment for which to create report from the **Published assignments** tab, then switch to the **Progress** tab (see *Grading assignments* on page 23). Use the **Hide names** option to control display of student screen names in the report. Only student IDs will be shown if this option is checked.

You can now create the report by pressing the **Export report** button. A standard **Save as** dialog box will open where you can specify file name and report format.
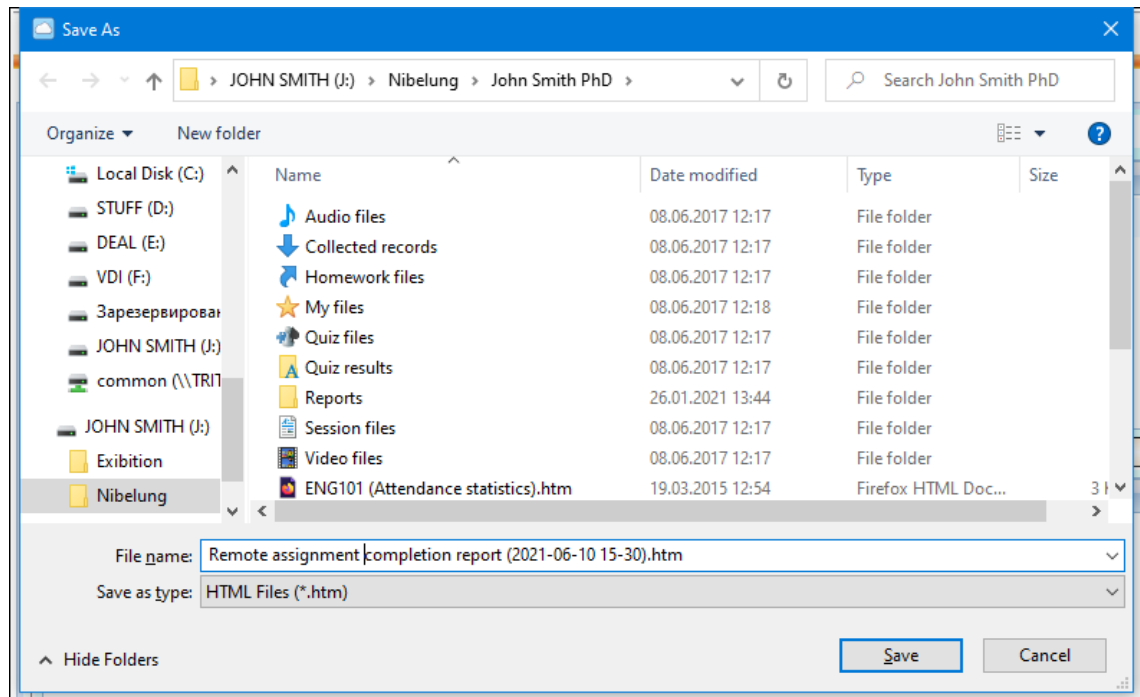

Figure 21: Save report dialog box

Report can be exported into **CSV** and **HTML** formats. **CSV** (comma separated values) is a machine readable format useful for importing the data into spreadsheets or database management software for further processing. **HTML** is primarily intended for human consumption.

*Tip: Template for the **HTML** reports is specified in the **Liquid** language (see Liquid template language) and is located in %PROGRAMDATA%\ProgramData\LAIN\Nibelung\data\taskreport.htm. You can customize the template to suit your needs. It is highly recommended to make a backup copy of that file before making any modifications as an invalid template can preclude creating HTML reports until **Remote Assignments** module is reinstalled. It is also highly recommended to save a backup copy of your customized template as reinstalling the module will overwrite it with the default one.*

6.8 Filing assignments to the archive

You can file published assignments to the archive. This function can be used to save a local copy of an assignment for future reference and clear it from the cloud to remove the clutter and free up storage space.

Select the **Published assignments** tab in the main window (see *Publishing an assignment* on page 19), refresh the list of publications, and select an assignment for filing to the archive. Press the **File to archive** button in the lower left corner of the tab, this will open a standard **Save as** dialog box.
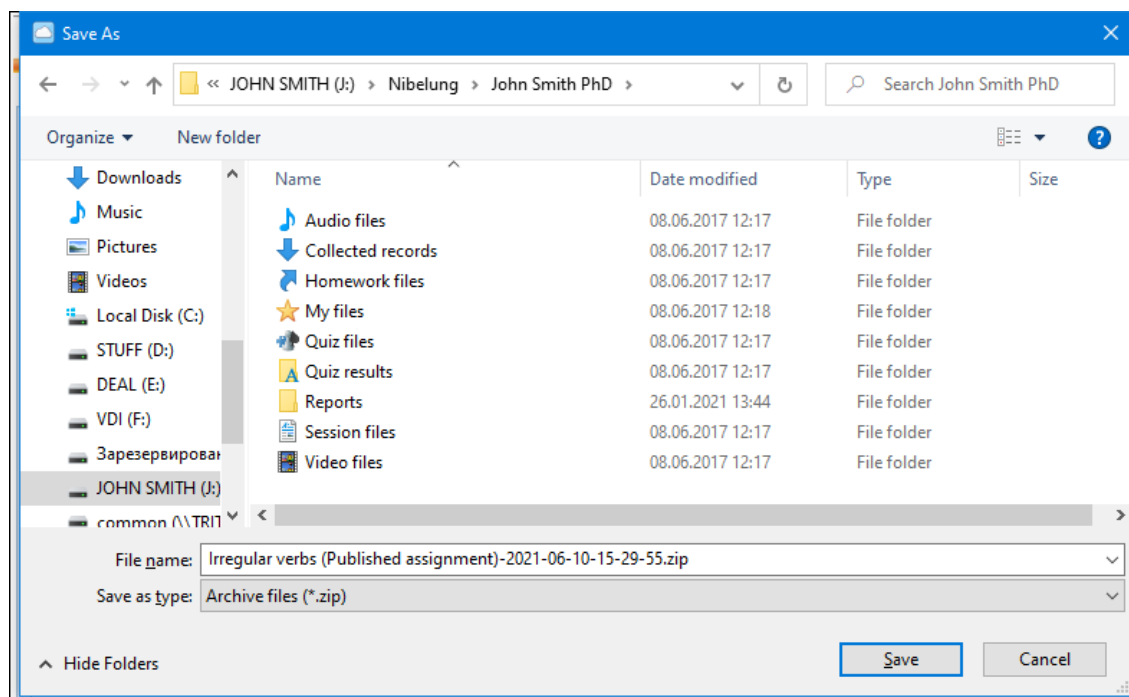

Figure 22: Save archive dialog box

Enter the file name and press **Save** to proceed with filing to archive.
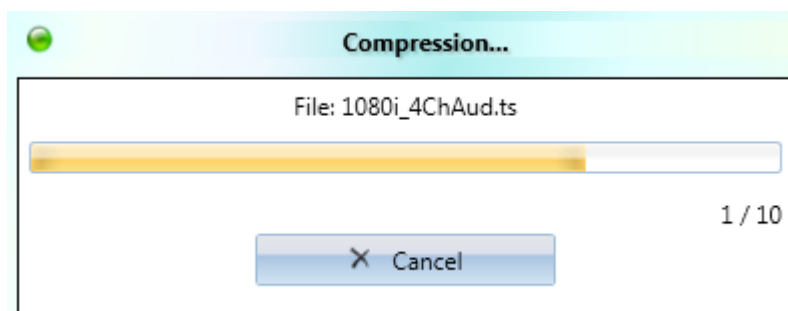

Figure 23: Archive compression progress

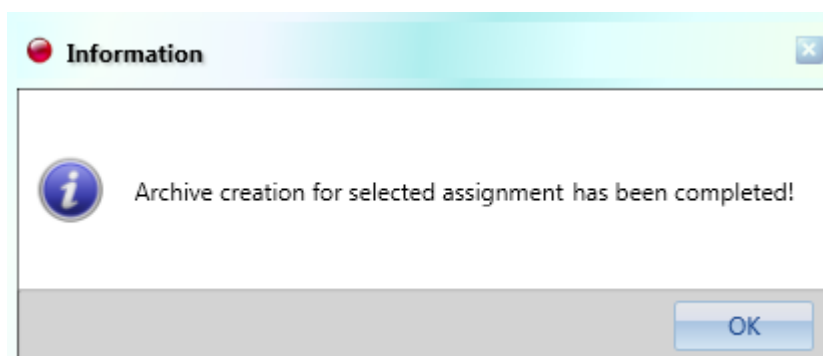You will be informed about successful completion of the process.

Figure 24: Archive created message box

Assignment archive will contain:

- original unpublished assignment with all attached files and associated metadata
- student work turned in for the assignment, including files and comments
- grades and teacher comments
- other metadata associated with the assignment, such as time and date of student submissions

> *Tip:* *An archive can be used outside of scope of this software. The archive is contained inside a .zip compressed file. Data from the archive can be extracted using the operating system facilities or third party software. Assignment data (author, creation time and date, student grades, etc) is stored .json files.*

> *Important:* *There needs to be enough free disk space on the local drive to create an archive. Filing to archive will fail otherwise.*

6.9 Removing assignments with multiple publications

The same assignment can be published multiple times, for example, for different groups of students. The procedure for removing such an assignment requires a higher level of confirmation because all data on all associated publications will be deleted permanently. The only way to save local copies is to manually file each publication to the archive.

Select the **Assignments** tab (see *Main window* on page 7) in the main window and select an assignment you wish to delete from the list. Press the **Remove** button, which will open the confirmation dialog box.

Figure 25: Remove assignment with multiple publications dialog box

> *Attention:* *Removing such assignment also irrevocably removes all instances of its publication, including all submitted student work, all comments, and all grades. Make absolutely sure that nobody will ever need neither the assignment, nor results of any of its publications.*

You have to actually type `DELETE` in the corresponding field to confirm the removal of an assignment with multiple publications.

Tip: *This facility can also be used to remove assignments that were never published.*

7. WORKING WITH THE STUDENT INTERFACE

7.1 Setup

An **Extensions** > **Remote Assignments** menu item will appear in the upper left corner of the **Dialog Nibelung NPlayer** after a successful installation of the **Remote Assignments** module on a student computer.
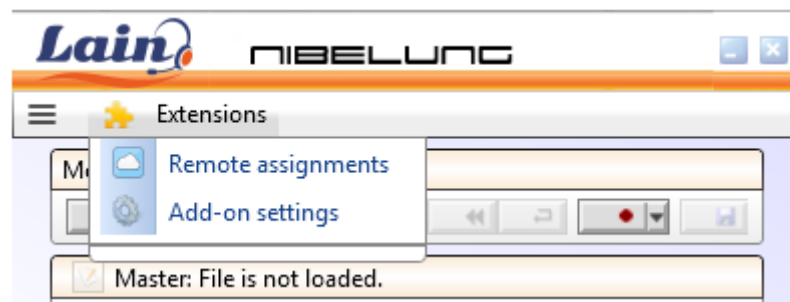
Figure 26: **Remote Assignments** menu in the **Dialog Nibelung NPlayer** main window

The **Extensions** includes two items:

- **Remote Assignments** item opens the assignment workspace *Assignment workspace window* on page 10)
- **Add-on settings** opens the settings dialog box
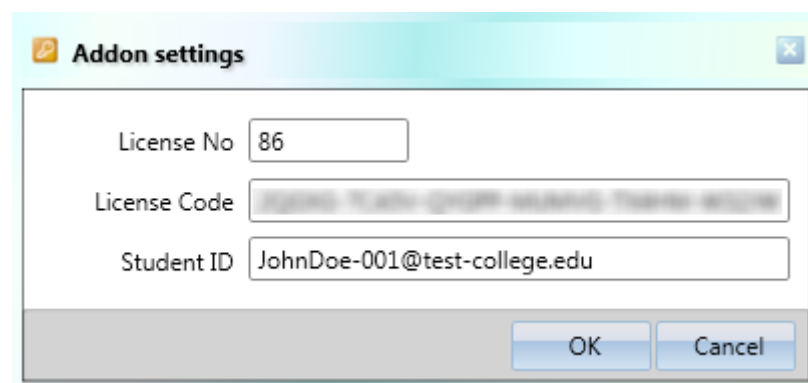
Figure 27: **Remote Assignments** setup on the student side

Enter **Dialog Nibelung** license serial number and code, as well as student ID. There are different setup scenarios for different use cases of **Remote Assignments**:

- Single student, single school with single license: a one-time setup.
- Multiple students, single license: change **student ID** at the beginning of each student's session.
- Multiple students, multiple licenses: change serial number, license code, and student ID at the beginning of each student's session.

Students obtain license serial number, license code, and their IDs from the teacher or their school administration. See also *Словарь терминов и определений* on page 38 for further information pertaining to student IDs.

7.2 Working on the assignments and submitting your work

Select an assignment from the list (see _fixme_ [xref]). The selected assignment will be displayed in the assignment workspace area:

Figure 28: Student interface: assignment workspace

Elements of the assignment workspace:

1	Teacher comment for this assignment
2	Student comment
3	**Assignment overview** tab
4	**Assignment content** tab
5	**Answer content** tab
6	**Files to send** tab
7	Selected file of the assignment content
8	Open content file
9	**Context menu for the content file**
10	**Interim submission** button _fixme_ [ui]
11	**Final submission** button

Teacher comment (1) is common for all students receiving this assignment and is not directed to anyone personally.

> **Tip:** *If the assignment assumes a short answer not requiring sending back any files, you can put the answer into the comment box (2). This box can also contain a comment or a short explanation for the work you are submitting.*

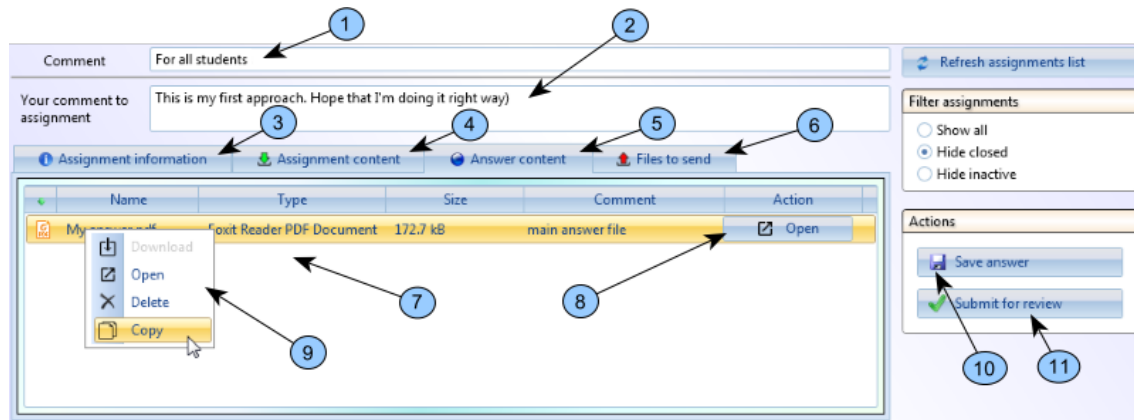The **Assignment content** tab lists files attached to the assignment by the teacher (see *Content panel* on page 13 for further details). The **Answer content** tab contains files constituting your work for the assignment. These files have already been saved to the local drive, but are not necessarily submitted to the teacher for review and grading. _fixme_ [how2distinguish]

The **Files to send** tab contains tools for selecting files stored locally and attaching them to you answer for submission (see *Files to send tool* on page 12). Files will be uploaded to the cloud after pressing either **Interim submission** or **Final submission** buttons.

Use the **Interim submission** button to save intermediate results of your work to the cloud. Use this button to let the teacher know that you have started working on the assignment. Your assignment will receive **In progress** status, which means that your are working on the assignment, but not ready yet to turn in your work (see *Словарь терминов и определений* on page 38). Your uploaded work will also be made available to the teacher for viewing, so they could potentially catch early on if you are on the wrong path.

Tip: *You can attach, delete, and modify files, and edit your comments without limitations until you turn the assignment in using the* **Final submission** *button.*

Use the **Final submission** button to turn it your work for grading. At this point status of the assignment will become **Grading** and no further modifications will be possible. Wait for the teacher to check your work and (optionally) issue a grade.
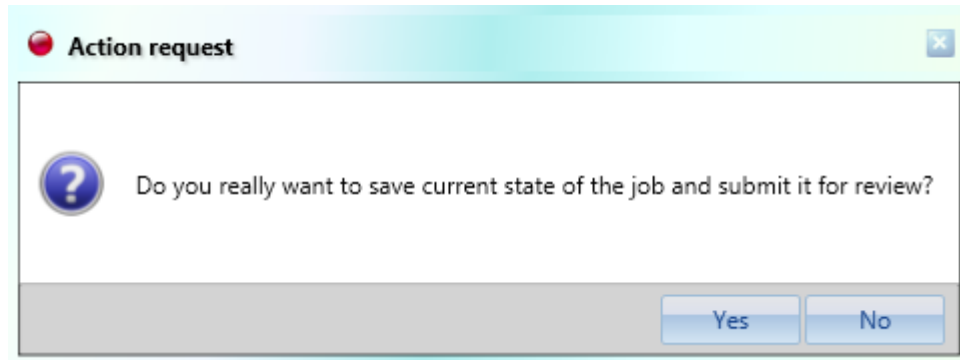
Figure 29: Submission confirmation dialog _fixme_ [ui]

Important: *If you have not submitted any work before the deadline, your assignment will be considered* **Late** *and receive appropriate status.*

The teacher will review and check your work for correctness and ther assignment will either receive a formal grade or sent back to you for a revision.

Attention: *Teachers can send the assignment back for revision as many times as they deem necessary. The teacher can also extend the deadline. The new deadline will equally apply to the whole group of students who received the assignment in the first place. See section Publishing an assignment on page 19 for more information about the deadlines.*

Cloud storage quota, status of the internet connection and connection to the cloud are shown in the status line at the bottom of the window (see _fixme_ [xref fig]).

The **Comment** field (see (1) in _fixme_ [xref fig id="student_answer_part_png"]) can contain either message from the teacher (regarding progress on the assignment, grade, direction for a revision, etc.) or student's comments and explanations for their work.

Selected tab	Field contents
Assigment overview	Message from the teacher
Assignment content	Message from the teacher
Answer content	Student comment
Files to send	Student comment

7.3 Revising an assignment

Teacher can send assignments back for revision. Student interface with assignment sent for revision is show in the figure below:
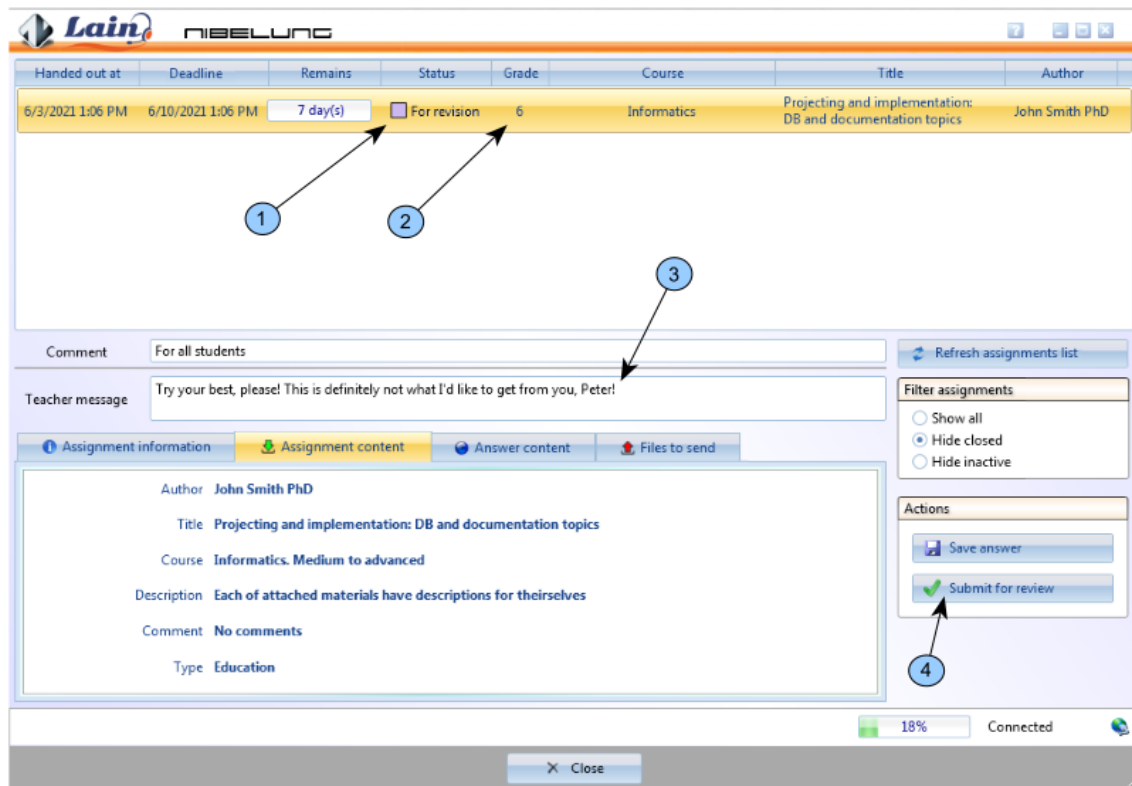
Figure 30: Student interface: assignment revision

Elements of this interface:

1	Assignment status.
2	Assignment grade.
3	Message from the teacher.
4	**Final submission** button.

Assignment that are sent back are shown with **For revision** status. This status mean that the grade is not final and can be revised based on your revised work. The **Teacher message** field usually contains the reason(s) why the assignment was sent back.

Use the **Final submission** to turn in your revised work back to the teacher. No modification of your work will be possible beyond this point.

> **Important:** *Teacher can send an assignment back for revision multiple times.*

8. ADMINISTRATIVE MODE

The **Remote Assignments** module has an **administrative mode** for performing certain system maintenance operations. This mode is activated when you open the teacher interface when logged into **Dialog Nibelung** as the built-in user **Admin**.

In administrative mode you can:

- Perform garbage collection and cleanup in the cloud storage.
- Check for available module updates and install them.
- Management of **all** assignments and their publication instances, including viewing, export, filing to the archive, and removal.

Tip: Administrative mode is intended for maintenance purposes only. Creating and publishing of assignments, grading, commenting, and other operations regularly performed by the teachers in the course of working with the module, are not available in this mode.

A warning to that effect will be displayed whenever you access the **Remote Assignments** module as **Admin** user:
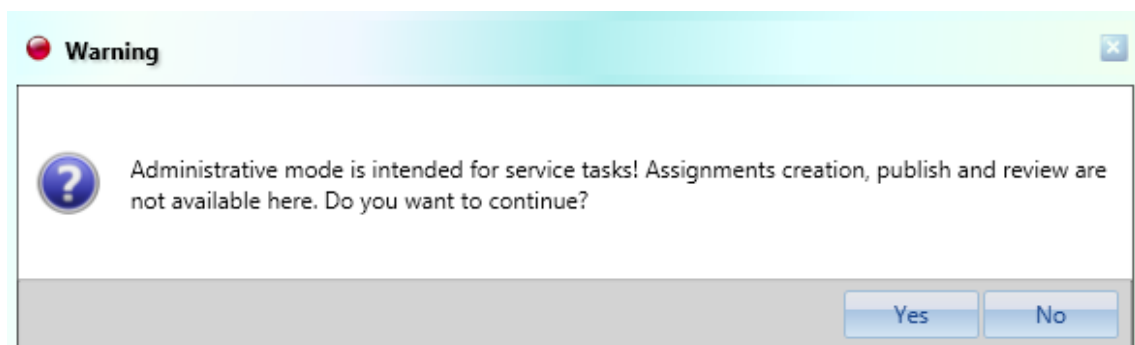
Figure 31: Administrative mode startup warning _fixme_ [ui]

*Important: It is highly recommended that **Admin** user has a very strong password to prevent unauthorized access to assignments, publications, and student grades.*

A special **Maintenance** tab will appear in the teacher interface main window (see *Main window* on page 7) in administrative mode. This tab contain actions available for system maintenance.

Important: Assignments and their publications belonging to all the teachers are available in the administrative mode allowing to perform their export, (see sections Creating assignment reports on page 25 , Creating assignment on page 16 , and Publishing an assignment on page 19), filing to the archive (see Filing assignments to the archive on page 25), or removal (see xref and xref _fixme_).

Press the **Cloud cleanup** _fixme_ [ui] button that initiates garbage collection in the cloud storage, which in certain cases allows to increase available free space.
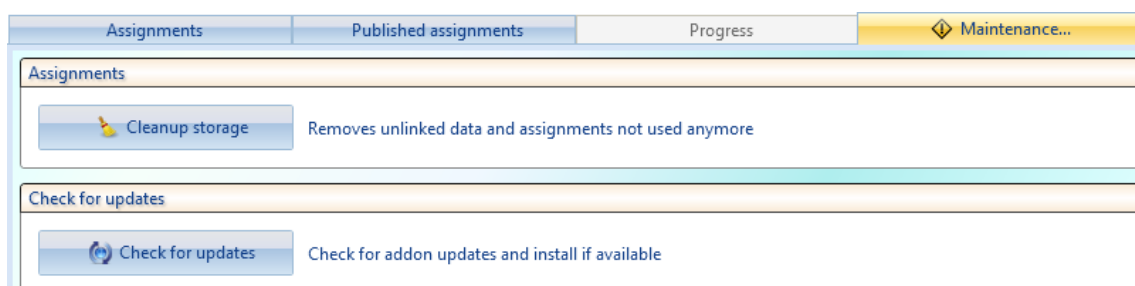
Figure 32: **Maintenance** tab

Cloud cleanup may take a fairly long time. During this time the window will be blocked and a progress bar displayed:
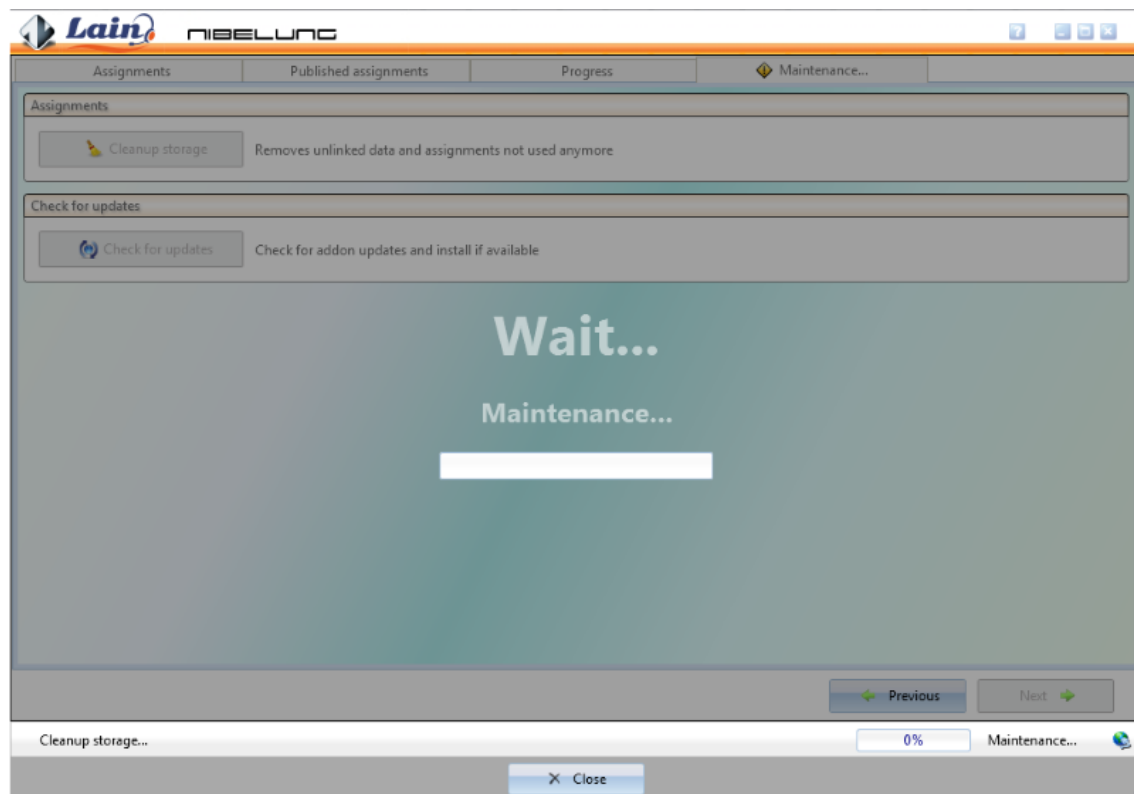
Figure 33: Cloud storage cleanup

Press the **Check for updates** button to check if a new version of the **Remote assignments** module is available.

> **Attention:** *Don't forget that computer running the teacher interface in administrative mode must have an active internet connection to perform these maintenance operations.*

A message will be displayed if an update is available (*Figure 34:* on page 34).
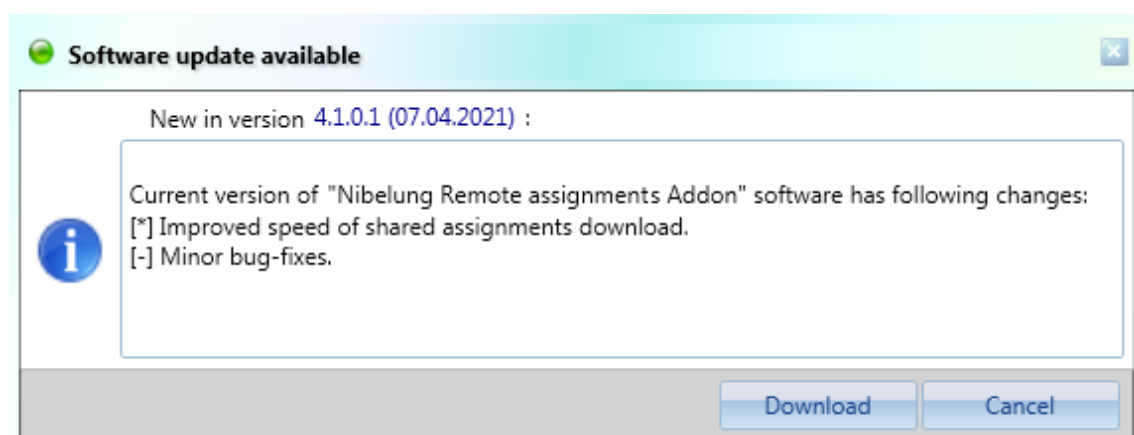
Figure 34: **Update is available** message box _fixme_ [ui]

Press the **Download** button to start downloading the update.

A download progress box (*Figure 35:* on page 35) will appear.
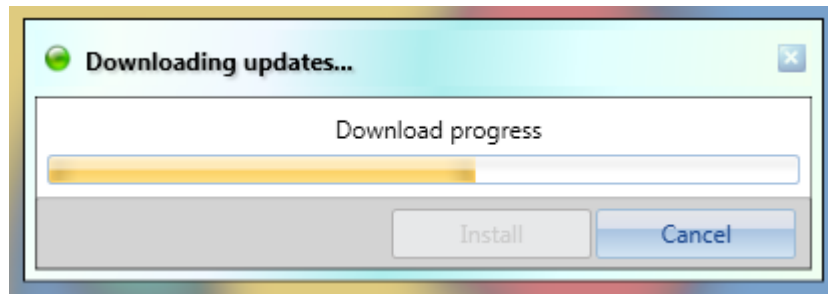
Figure 35: Update download progress box

Press **Install** after the download is finished to install **Remote Assignments** updates.

9. ЧАСТО ЗАДАВАЕМЫЕ ВОПРОСЫ (FAQ)

Какие могут возникнуть трудности при установке и настройке модуля?

Перед началом установки модуля **Задания через Интернет** рекомендуем прочитать соответствующий раздел настоящего Руководства *Installation notes* on page 5 . Для установки требуется наличие административных полномочий. Также требуется достаточное количество свободного места на диске, куда будет производиться установка (не менее нижней границы допустимого свободного места на системном диске плюс двойной размер инсталляционных файлов модуля)

Что необходимо преподавателю для начала работы с модулем Задания через Интернет?

Компьютер, подключенный к сети Интернет, установленная программа **Диалог Nibelung** с активным лицензионным ключом и установленный модуль **Задания через Интернет**.

Запуск производится через пункт меню **Инструменты** > **Дополнения** > **Задания через Интернет** программы **Диалог Nibelung**.

Attention: *Для возможности работы преподавателей и учащихся с модулем* ***Задания через Интернет*** *у учебного заведения должна быть активна соответствующая подписка.*

Что необходимо учащимся для начала работы с модулем Задания через Интернет?

Компьютер, подключенный к сети Интернет, установленная программа **Диалог Nibelung NPlayer** (распространяется свободно) и установленный модуль **Задания через Интернет**.

Запуск производится через пункт меню **Дополнения** > **Задания через Интернет** программы **Диалог Nibelung NPlayer**.

Attention: *Для работы над заданиями учащемуся прежде следует произвести настройку модуля (подробнее см.* Setup *on page 29)*

Что делать, если задание было создано или опубликовано с ошибками?

Шаблон задания, которое еще не было опубликовано, можно редактировать. Шаблон задания можно удалить, однако это приведет к удалению и всех публикаций этого задания, включая ответы учащихся!

Любую публикацию можно удалить отдельно, не затрагивая исходный шаблон; при этом будут удалены ответы учащихся по этой публикации, при их наличии, и утеряна информация о ходе выполнения задания и выставленных оценках.

Перед удалением опубликованного задания рекомендуется произвести **архивирование** (см. *Filing assignments to the archive* on page 25); для сохранения шаблона задания и возможности его последующего использования, даже если задание будет удалено полностью, рекомендуется произвести его **экспорт** (*Creating assignment* on page 16). Экспортированный шаблон задания можно свободно хранить и обменивать, а при необходимости импортировать обратно для последующей работы.

Какие проблемы могут возникнуть при работе с модулем?

Для штатной работы с модулем **Задания через Интернет** требуется несколько условий.

• Стабильное подключение к Интернету
• Достаточное количество места на системном диске (минимум 1Gb, но не менее размера установленной квоты)
• Отсутствие блокировок и ограничений по отношению к модулю со стороны имеющихся на компьютере и/или в сети антивирусных программ и брандмауэров

В остальном технические требования к аппаратному и программному обеспечению для модуля **Задания через Интернет** соответствуют таковым для программ **Диалог Nibelung** и **Диалог Nibelung NPlayer**, соответственно.

Что делать, если превышено количество файлов для шаблона задания? Для этого задания мне необходимо больше файлов.

Для создания шаблона задания доступно использование максимум **10** файлов. В случае с шаблонами, требующими большего количества файлов, используйте архивы. Количество файлов в архиве ничем не ограничено; модуль **Задания через Интернет** не анализирует состав архива, входящего в шаблон задания. При добавление в шаблон задания архива убедитесь, что учащиеся, которым будут назначены задания на основе этого шаблона, умеют работать с архивами. Используйте для архивов наиболее стандартный формат **ZIP**.

Что делать в случае превышения квоты?

Квота является общей для учебного заведения, а не преподавателя. Сообщение о превышении квоты может появляться как у преподавателей при создании и публикации заданий, так и у учащихся при отправке ими ответов. Актуальное состояние квоты отображается в статусной строке едино для всех пользователей, использующих одну и ту же лицензию. Освободить место в облачном хранилище возможно следующими способами:

- **Удалить ненужные (архивные) публикации**. Публикации с результатами выполнения учащимхся занимают больше всего места, поскольку содержат все файлы, присланные каждым из учащихся по данной публикации
- **Удалить неиспользуемые шаблоны заданий**
- **Произвести очистку хранилища (функция доступна в административном режиме)**
- **Для больших файлов, таких как аудио- и видео-, стараться использовать ссылки на материалы, находящиеся в сети Интернет** (см. *Adding a URL* on page 14)
- **Избегать использования несжатых изображений и аудиофайлов**
- **(Учебному заведению) запросить дополнительную квоту**

Attention: *Рекомендуется освободить место или увеличить квоту, прежде чем продолжать работу, если осталось менее 10% свободного места*

Что может быть причиной статуса "Ошибка"?

Основные причины ошибки при работы с модулем **Задания через Интернет**:

- Нестабильное подключение к Интернету или отсутствие подключения
- Превышение квоты
- Неверно установленное время на компьютере
- Нехватка свободного места на системном диске
- Неверные данные о лицензии
- Ошибочно введенный ID

10. СЛОВАРЬ ТЕРМИНОВ И ОПРЕДЕЛЕНИЙ

ID учащегося

Уникальный идентификатор учащегося в рамках данного учебного заведения; в качестве ID могут использоваться:

• номер СНИЛС
• номер полиса ОМС
• номер ученической карточки
• email учащегося
• номер студенческого билета или ISIC
• идентификатор для входа в электронный дневник
• номер телефона учащегося
• учетный номер учащегося во внутреннем делопроизводстве
• иные данные на выбор ответственного лица

Основными принципами выбора ID учащегося являются:

• Наличие ID у **каждого** учащегося
• **Неповторяемость**: учащемуся должен соответствовать ID, **не встречающийся** у других учащихся
• **Согласованность**: сделанный выбор должен быть одинаковым для всех преподавателей и учащихся, использующих модуль в рамках одной лицензии

Attention: *Ошибочный ввод ID учащегося - как при назначении задания преподавателем, так и при настройке дополнения учащимся, - приведет к тому, что задания не будут им получены (а преподаватель, соответственно, не сможет получать результаты выполнения задания учащимся с этим ID)! Эта ситуация будет длиться до тех пор, пока ошибка в ID учащегося не будет исправлена.*

Шаблон задания

Заготовка для учебного задания. Шаблон задания содержит только общую информацию (название, автор и т.п.) и набор файлов.

Публикация (опубликованное задание)

Шаблон задания, назначенный к выполнению. Публикация обязательно содержит список учащихся, которые должны ее выполнить, и конкретные сроки выполнения.

Статус задания

Статус задания - свойство опубликованного задания, отражающее ход его жизненного цикла. В терминологии модуля **Задания через Интернет** задания могут иметь следующие статусы в течение своего жизненного цикла:

Название	Область действия	Описание
☐ Published	Общий	задание опубликовано преподавателем для учащихся
☐ Handed out	Персональный	задание получено учащимся
☐ In progress	Персональный	учащийся работает над заданием
☐ Grading	Персональный	учащийся в ожидании; он закончил выполнение и отправил свой ответ на проверку

Название	Область действия	Описание
☐ For revision	Персональный	выполнение задания учащимся проверено преподавателем, однако выдано обратно для доработки
☐ Graded	Персональный	ответ учащегося проверен и оценен преподавателем
☐ Late	Персональный	выполнение задания учащимся просрочено
☐ Closed	Общий	задание более не используется ни преподавателем, ни учащимися

Область действия **Персональный** означает, что статус индивидуален для учащихся задания. Область действия **Общий** означает, что статус относится к к каждому из учащихся, которым выдано задание.

*Tip: Статусы **Опубликовано**, **На доработку**, **Проверено** и **Закрыто** присваиваются преподавателем. Статусы **Доставлено** и **Просрочено** назначаются автоматически. Статусы **В работе** и **Ожидает проверки** присваиваются учащимся.*

Дистанционное обучение

В терминологии модуля **Задания через Интернет** под дистанционным обучением понимается любые форма и содержание учебного процесса, при которых используются возможности модуля. Это может быть:

- заочное обучение
- работа с дополнительными заданиями при очной форме обучения
- дистанционная форма обучения, введенная особым распоряжением
- индивидуальная работа с учащимся в случае болезни или при иных обстоятельствах
- любые другие ситуации и сценарии, в которых модуль **Задания через Интернет** используется преподавательским составом с целью обучения в рамках учебных программ или вне таковых

Облачное хранилище

Инфраструктурная часть модуля **Задания через Интернет**, находящаяся в сети Интернет. В облачном хранилище находятся все шаблоны заданий, опубликованные задания, ответы учащихся и другие подобные данные. Обмен информацией между преподавателем и учащимися в процессе дистанционного обучения осуществляется через облачное хранилище.

11. ПОДПИСКА

Форма лицензирования программного обеспечения, подразумевающая покупку лицензии на право использования в течение **определенного периода времени**. Функции модуля **Задания через Интернет** доступны при наличии активной подписки.

12. LEGAL

12.1 License Agreement

In this License Agreement with the end user (hereinafter referred to as Agreement), the definition of the Program is composed of the **Dialog Nibelung Remote assignments addon** software (including, but not limited to any designations, computer codes, themes, object names, concepts, sounds and working methods) and all related printed matters, dialog/electronic documents, as well as all copies and all derivatives of this program (if available) taken all together.

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The program is protected in accordance with the Russian copyright laws, international copyright agreements and other applicable laws.

2. License grant

All cases of program use fall under the aforementioned Agreement. The program can be used only during its validity period, and any use of the program or any part thereof, including, but not limited to any duplication and dissemination beyond conditions of this Agreement is unambiguously prohibited.

Herewith **LAIN Ltd.** grants you a limited, nonexclusive license (hereinafter referred to as "License") for installation and use of one (1) copy of the program for your personal use. Placement of the Program in the Internet is forbidden.

Installing the Program you become a license user and agree to fulfill the respective conditions of the mentioned Agreement. The license doesn't mean any ownership rights to the entire program or any part thereof.

You grant **LAIN Ltd.** an unlimited gratuitous right to use the feedback, which you send to **LAIN Ltd.** Any comments or materials sent to **LAIN Ltd.**, including feedback information, such as questions, comments, suggestions, error messages or other information related to the Program and sent using any communication channels, including Internet, (hereinafter collectively referred to as "Feedback") will be regarded as non-confidential information. **LAIN Ltd.** can freely reproduce, use, disclose, demonstrate, show, transform, create derived works and disseminate the feedback among other Parties without any limitation. In the future, **LAIN Ltd.** can freely use any ideas, concepts, know-how's or technologies contained in the feedback, for any purpose including, but not limited to correction and/or improvement of the Program.

3. Limitations on use

You have no right to use the Program applying a method different from the aforementioned one, and in particular you have no right:

- To fully or partially edit, copy, photocopy, reproduce, translate or redesign the program, extract or change its source code, dismount or decompile, create any derivatives basing on the Program with exception of the cases allowed by the current law in spite of this limitation;
- To remove any warnings and proprietary marks from any part of the Program without **LAIN's Ltd.** prior written permission;
- To extract or detach some program's constituents for using them at more than one PC, or use some similar parts on more than one PC;
- To sell, pledge or pass on any program copies (or any parts thereof) to a third party using any method, or lease/sublease it to a third party without **LAIN's Ltd.** prior written permission.

4. Transfer of rights

You can permanently transfer all your rights specified in the License, but only to such person, who will accept all conditions advantageous for **LAIN Ltd.**, and in this case you should delete the Program from the PC, on which you have installed it.

5. Annulment of the agreement

The license is in effect until the end of its validity period. You can refuse the License any time by deleting the Program on the PC you have installed it on or deleting by any other method all other parts of the Program you have at your disposal. **LAIN Ltd.** can revoke the License if you do not observe these and other deadlines and conditions of the aforementioned Agreement, and then you are obliged to delete the Program on the PC you have installed it or to delete by any other method all other parts of the Program you have at your disposal.

6. Limited warranty

LAIN Ltd. unambiguously refuses to make any warranties or statements, to the extent allowed by the current law, with respect to any program submitted to you by **LAIN Ltd.** on the "as is" conditions.

In particular, **LAIN Ltd.** refuses without any limitations to the extent allowed by the current law, to make any warranties or statements, both direct and implied, as to demand for the program, its fitness for a particular purpose, its ability to correctly process data, present and/or receive information. in addition, while you use the program for your work, **LAIN Ltd.** doesn't guarantee that the program will sufficiently satisfy your needs, and refuses in the maximum manner allowed by the current law to give any other guarantees.

You shall assume all risk arising from the use of the program or from working with it.

7. Limitation of liability

Subject to the provisions of the current legislation, **LAIN Ltd.** will not be liable to you for any damages arising from the use of the program, including without any restrictions, loss of favorable business reputation, work stoppage, faults and failures in operation of the computer equipment, as well as other commercial losses / damages, under condition that this provision shall not exclude or limit liability of **LAIN Ltd.** for lethal cases or injuries, or any other liability, which cannot be excluded or limited according to the current legislation.

8. Information protection

Your program supplier bears exclusive liability for rendering support and services for the program.

You express your consent in relation to you program supplier, allowing **LAIN Ltd.** to collect both personally identifiable and unidentifiable information concerning your use of the Program.

You express your consent in relation to you program supplier, providing **LAIN Ltd.** with your name, mail address and E-mail, and specify exactly the number of program copies purchased by you, for the purpose of **LAIN's Ltd.** use of this information to provide and find alternative Suppliers for the case of termination of his relations with your supplier, so that he could pass this information to any other supplier to be used for similar purposes. Also, you express your consent that **LAIN Ltd.** would pursuing the same purposes pass this information to countries outside the EEC, including the countries that do not ensure the same level of data protection as in the EEC countries. If you have any question as to the use of you personal data by LAIN Ltd., please contact **LAIN Ltd.** at the address shown above.

9. Miscellaneous

This Agreement is assumed to have been made up according to the law of the Russian Federation, and any dispute or a claim will be dealt with according to the Russian legislation. The courts of the Russian Federation will have exclusive jurisdiction in relation to this Agreement and any such disputes and claims.

If any provision of this Agreement is held to be illegal for some reason or otherwise unenforceable, then, to the extent so held, it shall be removed from this Agreement, the rest of the provisions remaining in full force and effect.

No breach of any provision of this Agreement shall be deemed to have been waived, but only by a written statement by one of the parties, and no breach or delay in execution of its provisions by any of the Parties is regarded as a refusal to execute them, and has no influence of the ability of the other party to exercise such right of theirs.

Except in cases of intentional fraud or information concealment:

• This Agreement together with any other documents mentioned here constitutes the entire Agreement between you and **LAIN Ltd.** in relation to its subject;
• Neither you, nor **LAIN Ltd.** has concluded this Agreement due to some guarantees or promises given to you or to **LAIN Ltd.**, or any other statements of any kind concerning this Agreement, but those unambiguously worded in the text of this Agreement.

You acknowledge that **LAIN Ltd.** might suffer irreparable loss, if the provisions of this Agreement are not observed, and therefore you agree that in case of a breach **LAIN Ltd.** is granted a right to seek protection in court, including but not limited to additional facilities not contradicting current law.

This license can be entered any corrections, additions and changes under condition that they are in a written form with specification of the particular refinement or addendum and signed by authorized representatives of **LAIN Ltd.** and yours.

Provisions of this Agreement printed on a hard carrier (hard copy) prevail over inconsistent conditions of any version included in the Program and displayed on the PC's screen, when this program is installed.

12.2 Contact us

Web	*http://www.lainlab.com*
Email	*sales@lainlab.com*
Phone	+372 5622 6873

12.3 Примечание

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