

**USER MANUAL**

# *Dialog* **NIBELUNG**

**Digital Language Laboratory**

[www.lainlab.com](http://www.lainlab.com)



**Lain**  
LABORATORY



This document describes Nibelung Remote Assignments addon module

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## CONTENTS

<b>1. NOTATION.....</b>	<b>4</b>
<b>2. INTRODUCTION.....</b>	<b>5</b>
2.1 General.....	5
2.2 Installation notes.....	5
2.3 Suggested workflow.....	5
<b>3. TEACHER INTERFACE.....</b>	<b>7</b>
3.1 Launching Remote Assignments.....	7
3.2 Main window.....	7
<b>4. STUDENT INTERFACE.....</b>	<b>10</b>
4.1 Assignment workspace window.....	10
<b>5. COMMON ELEMENTS.....</b>	<b>12</b>
5.1 List of common elements.....	12
5.2 Files to send tool.....	12
5.3 Content panel.....	13
5.4 Adding a URL.....	14
5.5 Progress bar.....	14
5.6 About dialog box.....	15
<b>6. WORKING WITH THE TEACHER INTERFACE.....</b>	<b>16</b>
6.1 Creating assignment.....	16
6.2 Shared assignments.....	18
6.3 Publishing an assignment.....	19
6.4 Managing publications.....	21
6.5 Grading assignments.....	24
6.6 End of assignment lifecycle.....	25
6.7 Creating assignment reports.....	26
6.8 Filing assignments to the archive.....	26
6.9 Removing assignment together with all its publications .....	28
<b>7. WORKING WITH THE STUDENT INTERFACE.....</b>	<b>30</b>
7.1 Setup.....	30
7.2 Working on the assignments and submitting your work.....	32
7.3 Revising an assignment.....	34
<b>8. ADMINISTRATIVE MODE.....</b>	<b>35</b>
<b>9. FREQUENTLY ASKED QUESTIONS.....</b>	<b>40</b>
<b>10. GLOSSARY.....</b>	<b>42</b>
<b>11. SUBSCRIPTION.....</b>	<b>44</b>
<b>12. LEGAL.....</b>	<b>45</b>
12.1 License Agreement.....	45
12.2 Contact us.....	47

## 1. NOTATION

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### 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

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### 2.1 General

---

**Remote Assignments** is an add-on 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 distant learning.

Core functionality of the module:

- Allows any teacher at school to engage in the **distant learning** process;
- remotely hand out, review, and grade assignments for the whole **class**, a **group** of students in the class, or **individual students**;
- allows using your own files for the assignments;
- allows saving assignments as templates 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, with capability to send it back to the student for revision of their work, all before issuing the final grade;
- same assignment can be handed out concurrently to different classes, groups, and individual students;
- teachers can use assignments created in **Nibelung NQuiz** -- a 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 assume any innate limits on the number of assignments. All assignments in the system can be used simultaneously. In practice, this is limited only by the available resources: disk space, internet connection, cloud storage, etc.

### 2.2 Installation notes

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**Remote Assignments** module installation prerequisites are:

- 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. There are no additional setup actions required on the teacher side. In most cases students will need to perform a one-time setup of their module before the first run, see section [Setup](#) on page 30 for further details.

A **Remote Assignments** menu item will appear in **Dialog Nibelung** (teacher interface) and **Dialog Nibelung NPlayer** (student interface) 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, provided that assignment materials themselves do not require internet access.



**Important:** Every student participating in the remote learning program must have access to a computer with installed **Remote Assignments** module.



**Attention:** An active **Subscription** is required for the school to use the **Remote Assignments** module (see [Subscription](#) on page 44).

### 2.3 Suggested workflow

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1. **Teacher:** creates an assignment (see [Creating assignment](#) on page 16), fills in metadata and instructions 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 assignment involves specifying students to whom the assignment is being handed out, a deadline, and (optionally) additional instructions pertaining to this particular publication. Once an assignment is published it becomes **active**.
3. **Students:** receive the assignment (see [Working on the assignments and submitting your work](#) on page 32 ) and start working on it. Published assignments will appear in the list of active assignments in the student interface upon startup.
4. **Teacher:** monitors student progress (see [Grading assignments](#) on page 24 ); reviews student work; optionally performs intermediate grading; optionally sends submitted work back for revision; comments on work in progress.
5. **Students:** submit completed assignments (see [Working on the assignments and submitting your work](#) on page 32 )
6. **Teacher:** finishes grading and issues final grades for the assignment (see [Grading assignments](#) on page 24 ); (optionally) files completed assignment to the archive (see [Filing assignments to the archive](#) on page 26 ), and creates assignment report (see [Creating assignment reports](#) on page 26 )
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 25 ) at which point it is considered **closed**.

### 3. TEACHER INTERFACE

#### 3.1 Launching Remote Assignments

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

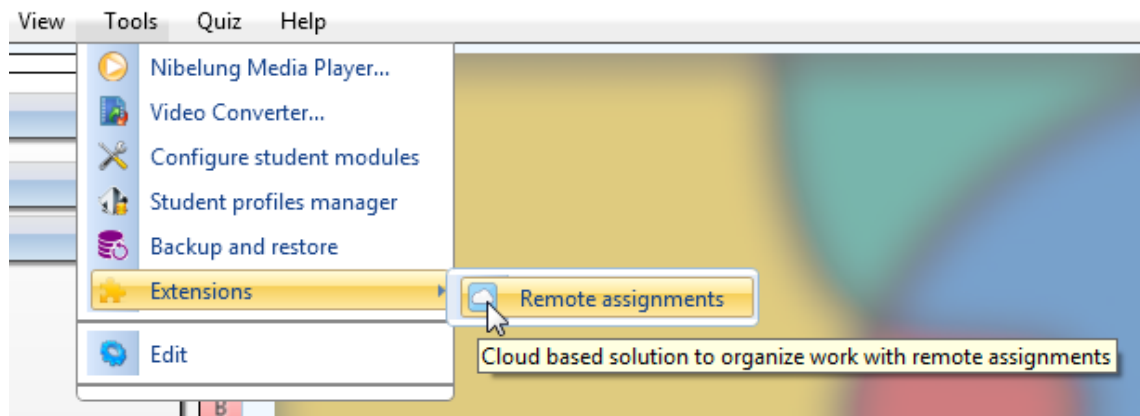


Figure 1: **Remote Assignments** in teacher menu



**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 [Subscription](#) on page 44 )

#### 3.2 Main window

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

Tab	Description
<b>Assignments</b>	Create, publish, and manage assignments
<b>Published assignments</b>	Manage published assignments
<b>Progress</b>	Monitor students' progress on a published assignment; review and grade their work

Tab	Description
<b>Maintenance</b>	System maintenance (performed by administrator, see <a href="#">Administrative mode</a> on page 35 )

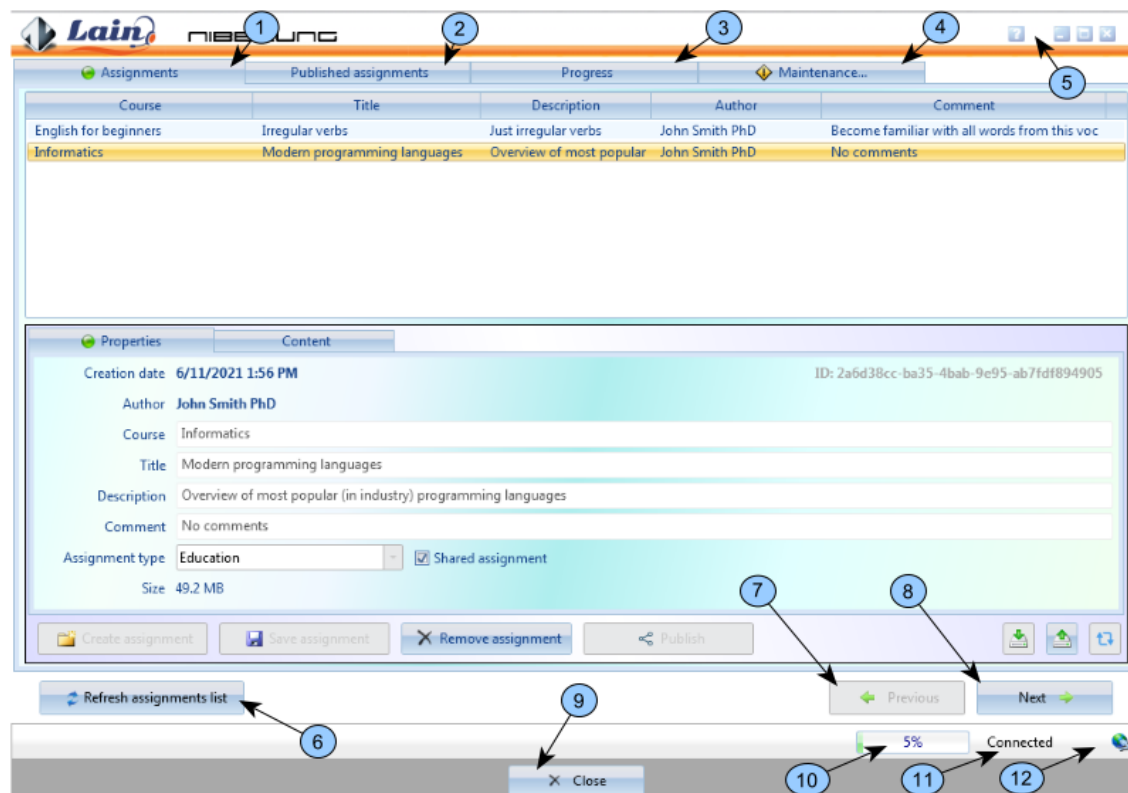


Figure 2: Remote assignments main window on the teacher side

Controls of the **Remote assignments** 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 storage 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 [Glossary](#) on page 42 ). See the table below for details of what exactly is being refreshed for each tab.



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



**Note:** If you hit **Refresh** button while 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.

## 4. STUDENT INTERFACE

### 4.1 Assignment workspace window

An assignment workspace window will appear on the screen after launching the **Remote Assignments** module (see [Figure 26:](#) on page 30 ) on a student computer.

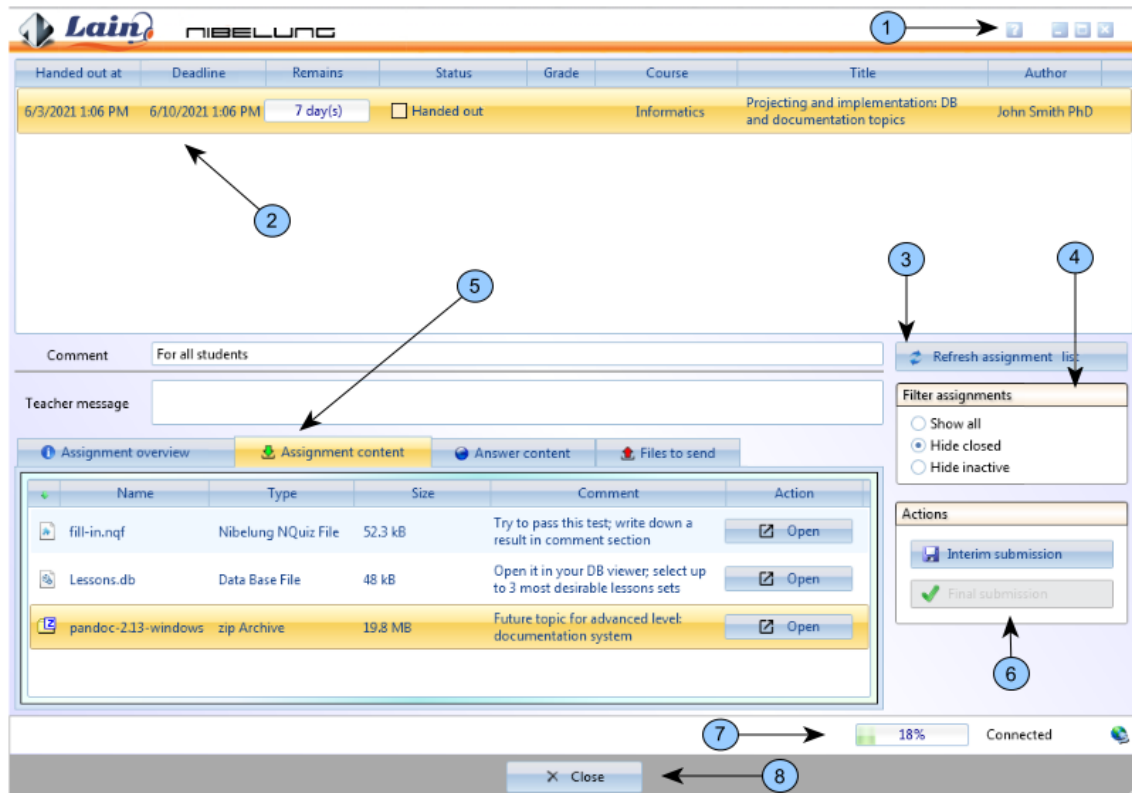


Figure 3: Assignment workspace window

Elements of the window:

- 1 Window control and help buttons
- 2 List of handed out assignments
- 3 **Refresh assignment list** button
- 4 Assignment filter
- 5 Selected assignment panel
- 6 Submission 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.

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 assignment list** button to 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 [Glossary](#) on page 42 ), including new assignments (if any), current assignment(s) status changes, grades, teacher comments, etc.

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

Filter	Action
Show all	Show all assignments handed out to this student
Hide closed	Hide assignments that are <b>Closed</b> or <b>Late</b> (see <a href="#">Glossary</a> on page 42 )
Hide inactive	Hide assignments that are <b>Closed</b> , <b>Late</b> , <b>Grading</b> or <b>Graded</b>

Information about selected assignment, together with the tools for completion of the assignment, is displayed in the **Assignment panel** area. Buttons for **interim** and **final** submission of your work for the assignment are located in the **Actions** panel to the right of the **Assignment panel**. **Interim submission** saves you work to the cloud, lets the teacher know that you have started working on the assignment, and makes your work available to the teacher for an optional early review.

## 5. COMMON ELEMENTS

### 5.1 List of common elements

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

- **Files to send** panel is displayed in **Create assignment** tab when creating an new assignment (see [Creating assignment](#) on page 16) in the teacher interface; 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 32 ).
- The **Contents** panel displays files attached to the assignment and allows to download, 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 the answer for their assignment.
- **Add URL** dialog box is displayed whenever a hyperlink is being specified in place of a local file.
- **Progress bar** indicated progress of (potentially) lengthy operations.
- **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 ).

### 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.

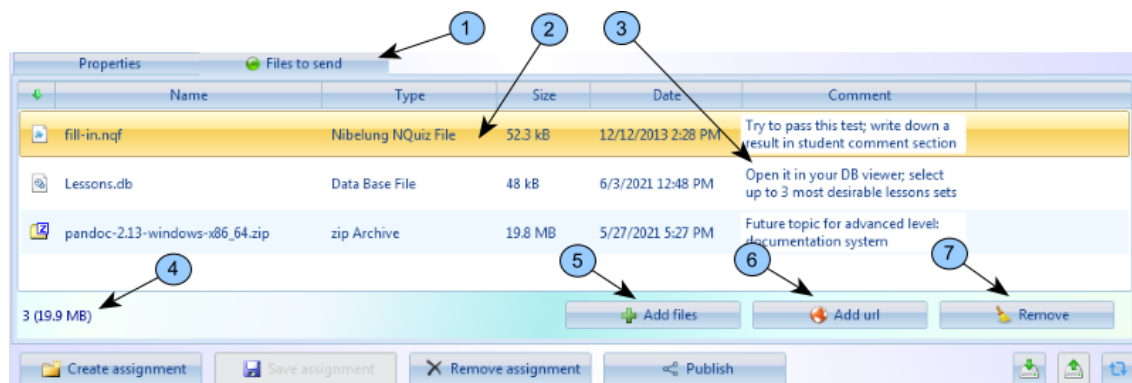


Figure 4: **Files to send** tab

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** of the upload.
- 5 **Add files** button.
- 6 **Add URL** button.

## 7 Remove item button.

Border of the **Files to send** tab will turn red if any of the following applies:

- no files have been attached yet to a 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**.

List of files (2) contains columns for the file name, file type, size, modification date and time, and an optional comment field.

The **Total size** field (4) shows total number and size of files to be uploaded to the cloud. The **Add files** button (5) opens the 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 cloud storage quota. Hover the mouse pointer over it for additional details.

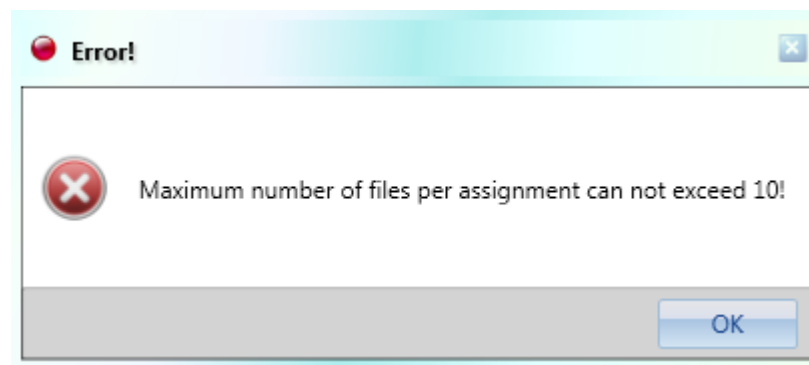


Figure 5: Excessive number of files error message

Press the **Add URL** button to add an internet hyperlink as a part of the assignment or an 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 is to list files attached to either the assignment or the answer and provide controls to manipulate those files.

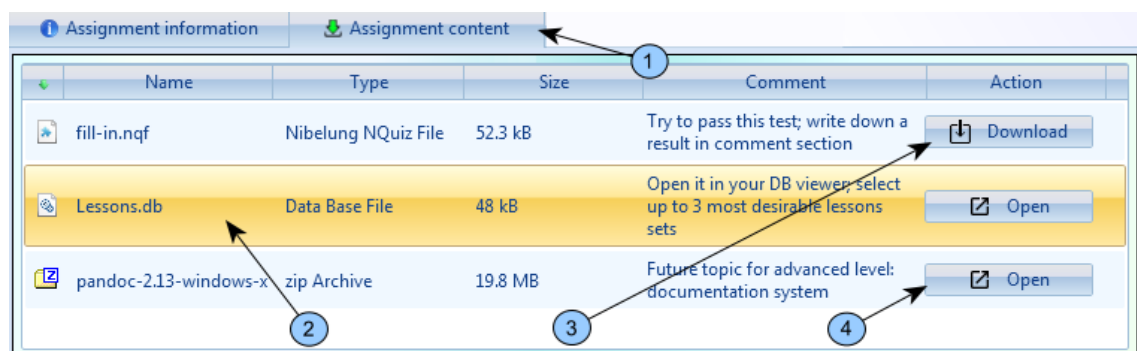


Figure 6: Assignment content panel

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 files downloaded to the local drive.

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.

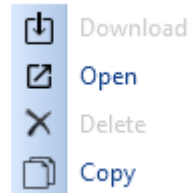


Figure 7: Context file menu



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

## 5.4 Adding a URL

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

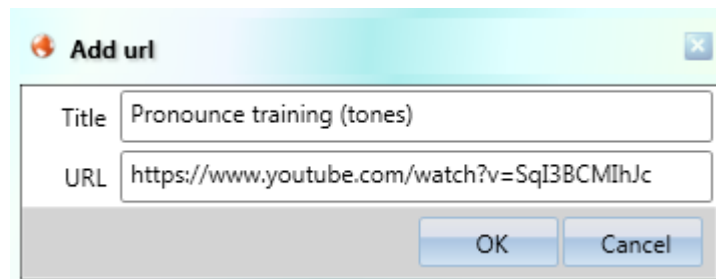


Figure 8: Add a hyperlink dialog box

Use the **Title** field to name the hyperlink. Enter a WWW address to the **URL** field either typing it manually or by 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.

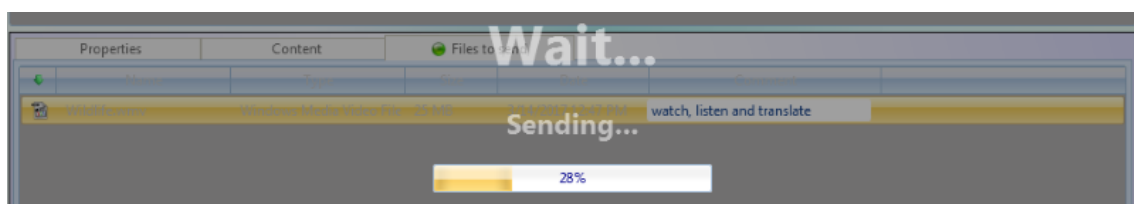


Figure 9: A window with the progress bar superimposed on it

## 5.6 About dialog box

Button located next to the window control buttons in both teacher and student interfaces opens up the **About** dialog box. This box shows 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.

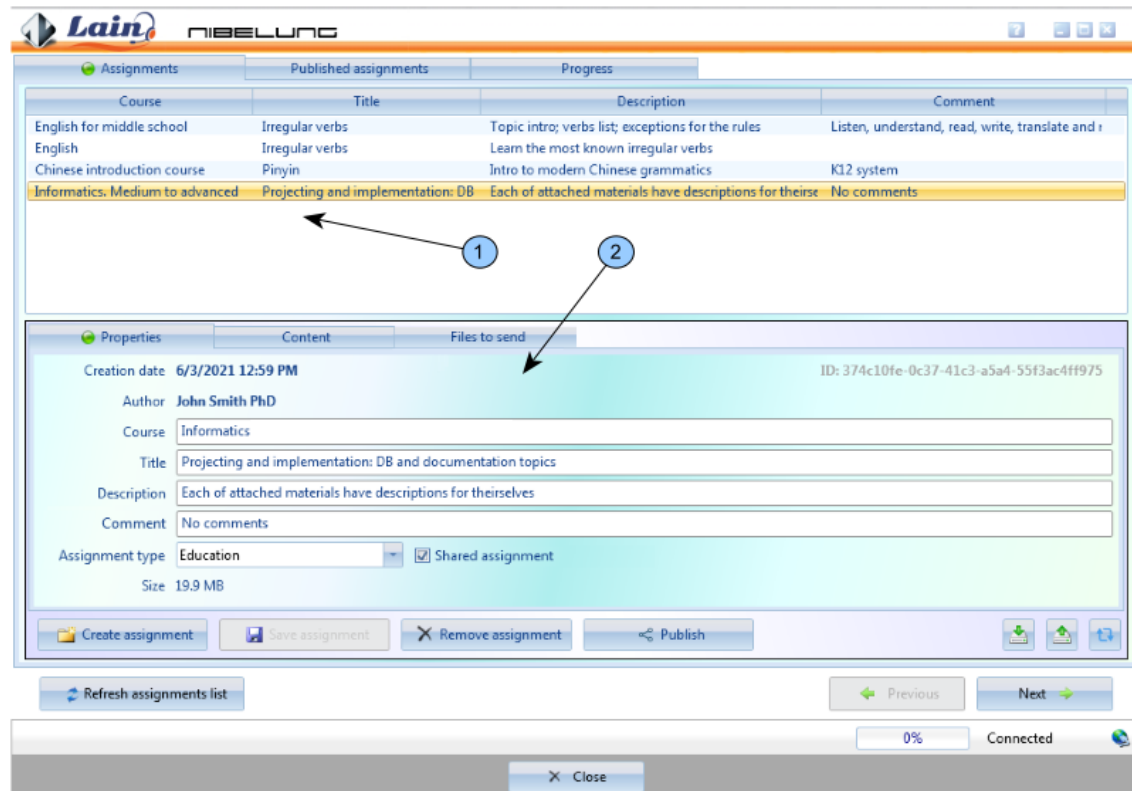


Figure 11: **Assignments** tab

Elements of the **Assignments** tab:

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



List of assignments in this tab contains all assignments that have been created by this teacher. Assignments that have not been published can be edited, modified, extended, etc. Those operations are performed in the assignment editing panel.

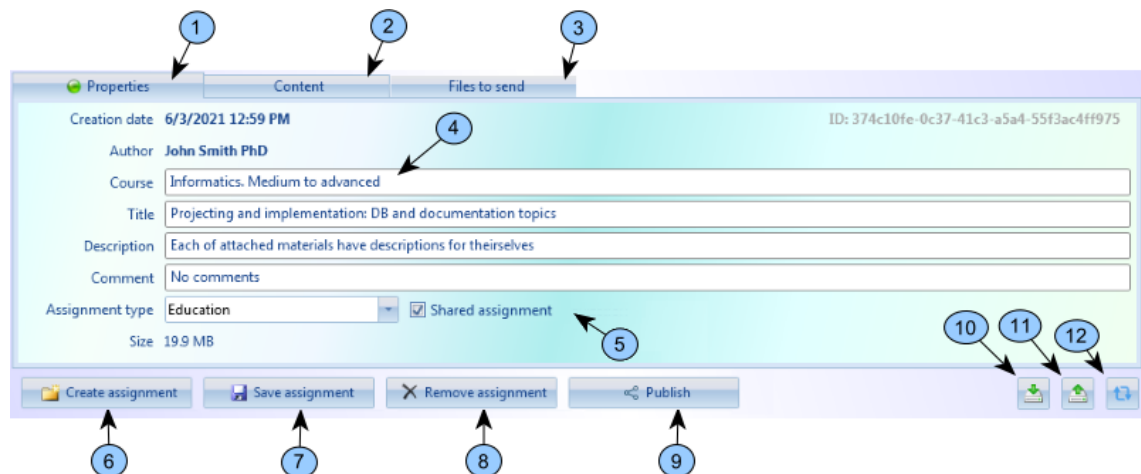


Figure 12: Assignment editing panel

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 fields 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 storage quota.



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

Press **Create** button to start creating a new assignment. An empty template will be presented 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 assignment 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, i.e. make it available to the students. This will open the 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 assignment together with all its publications](#) on page 28 ).

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 26) to save a published assignment together with submitted student work, grades, and comments.

Press the **Import shared assignments** button to initiate importing assignments shared by other teachers in your school (see [Shared assignments](#) on page 18 ).

## 6.2 Shared assignments

An assignment can be made available to the other teachers of your school that are using the **Remote Assignment** module. In order for this to happen, you'll need to check the **Shared assignment** box during creation of the assignment (see [Creating assignment](#) on page 16 ).

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

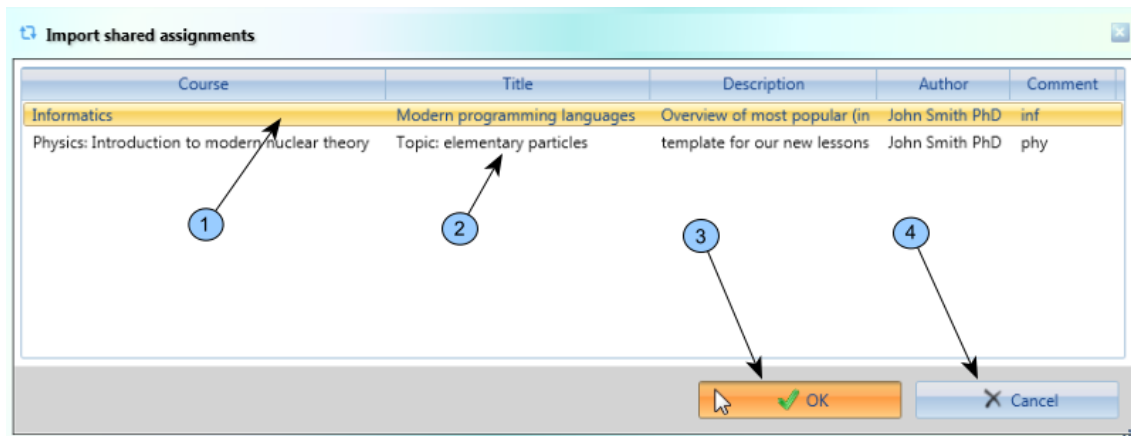


Figure 13: Importing a shared assignment

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

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

Select assignments from the list 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 that assignment. This will open the assignment publication dialog box.

The screenshot shows the 'Publishing assignment' dialog box with the following sections and elements:

- Assignment overview:** Contains fields for Title (Pinyin), Course (Chinese introduction course), Description (Intro to modern Chinese grammatics), Comment (K12 program), and Type (Education). Callout 1 points to the Course field.
- Comment:** A text area containing 'Watch, understand and memorize. We'll recall this material next week'. Callout 2 points to this section.
- Publication start date and time:** A date/time picker showing '6/29/2021 1:17 PM'. Callout 3 points to the date field, and callout 4 points to the calendar icon.
- Deadline:** Includes a radio button for 'Date' (selected), a date/time picker showing '6/30/2021 1:17 PM', and radio buttons for 'Days' and 'Hours'. Callout 5 points to the 'Days' radio button, callout 6 to the date field, callout 7 to the 'Days' dropdown, and callout 8 to the 'Hours' dropdown.
- Students:**
  - A 'Class' dropdown menu showing 'k10-a278'. Callout 9 points to this dropdown.
  - A table with columns 'Student ID' and 'Screen name'. Callout 10 points to the 'Student ID' column header.
  - The table lists students: Kate, Martin, George (highlighted), Viktor, Juliana, Peter, and Abraham. Callout 11 points to the 'Student ID' of George, and callout 12 points to his 'Screen name'.
  - A vertical toolbar on the right of the table contains icons for adding, removing, and refreshing the list. Callout 13 points to the top icon, callout 14 to the middle icon, and callout 15 to the bottom icon.
  - Callout 16 points to the 'Publish' button and callout 17 to the 'Cancel' button at the bottom of the dialog.

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 Календарь для установки даты и времени начала публикации \_fixme\_ [translate]
- 4 Calendar lookup button
- 5 Deadline settings area
- 6 Календарь для установки срока выполнения публикации \_fixme\_ [translate]
- 7 **Days remaining** drop down box

- 8 **Hours remaining** drop down box
- 9 Class entry field
- 10 List of students to receive the assignment
- 11 Student ID {input area (?)}\_fixme\_ [translate]
- 12 Screen name
- 13 **Add student** button
- 14 **Edit student** button
- 15 **Remove student from the list** button
- 16 **Load class list** button
- 17 **Save class list** button
- 18 **Publish** button
- 19 **Cancel** button

Задание будет опубликовано в соответствии с выбранной датой и временем начала публикации. По умолчанию выбирается текущее время и дата, но с помощью календаря можно сдвинуть момент публикации на нужный срок вправо по линии времени. До наступления указанного момента публикация будет видна преподавателю и доступна для редактирования, но не будет видна учащимся. С момента наступления указанных даты и времени начала публикации она появится у учащегося в списке назначенных заданий (см. [Assignment workspace window](#) on page 10 ) при очередном сеансе его работы с модулем **Задания через Интернет**. \_fixme\_ [translate]

You can choose one of the three methods for setting the deadline by selecting the 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	Specific number of days (24 hour periods) from the moment of assignment publication
Set number of hours	Specific 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 class in the assignment will be filled in automatically upon 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 the help of **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). Assignments 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. Assignment status will change to **Published**. 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** when particular student actually receives the assignment.

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

## 6.4 Managing publications

Once an assignment is published, its instance will appear in the **Published assignments** tab.

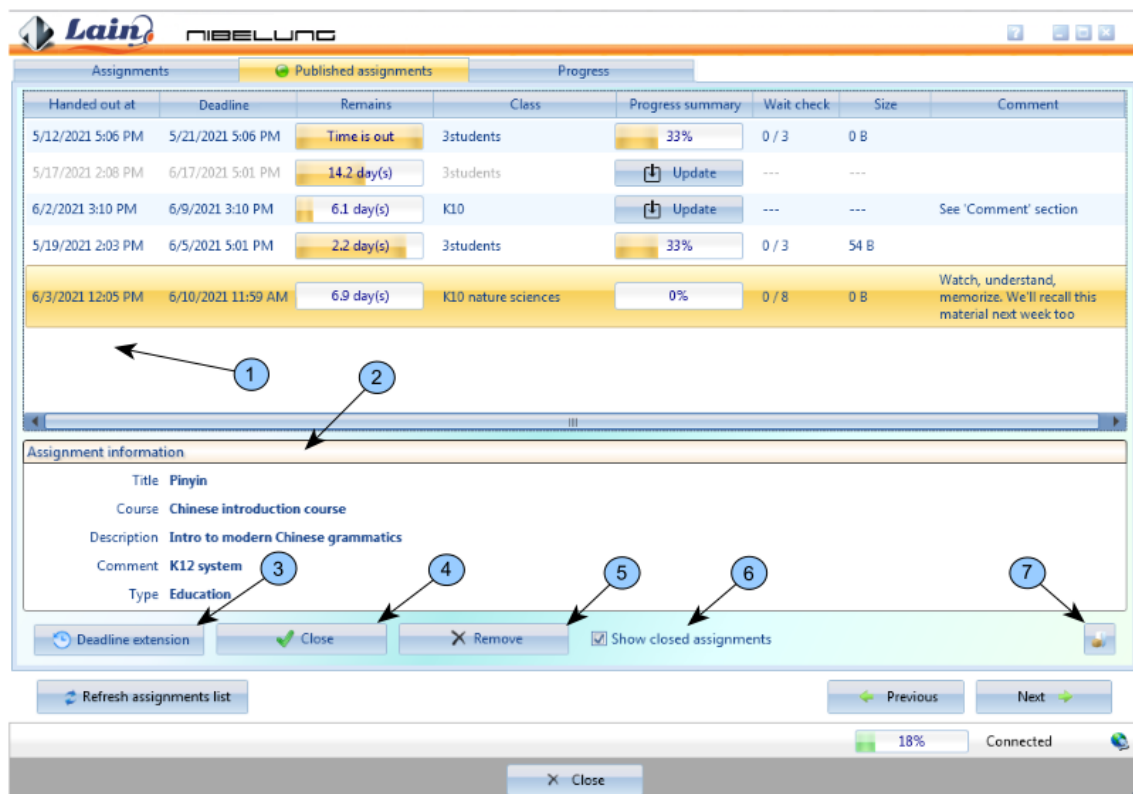


Figure 16: **Published assignments** tab in teacher interface

Elements of the **Published assignments** tab:

- 1 List of publications
- 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 assignment deadline. A dialog box will appear on your screen.

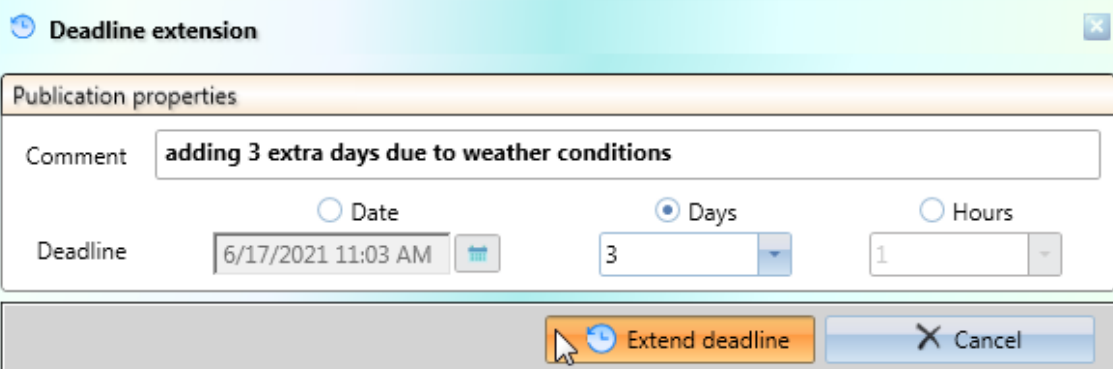


Figure 17: Deadline extension dialog



**Tip:** Information in the **Progress** tab (see [Grading assignments](#) on page 24) refers to the assignment selected in the **Published assignments** tab.

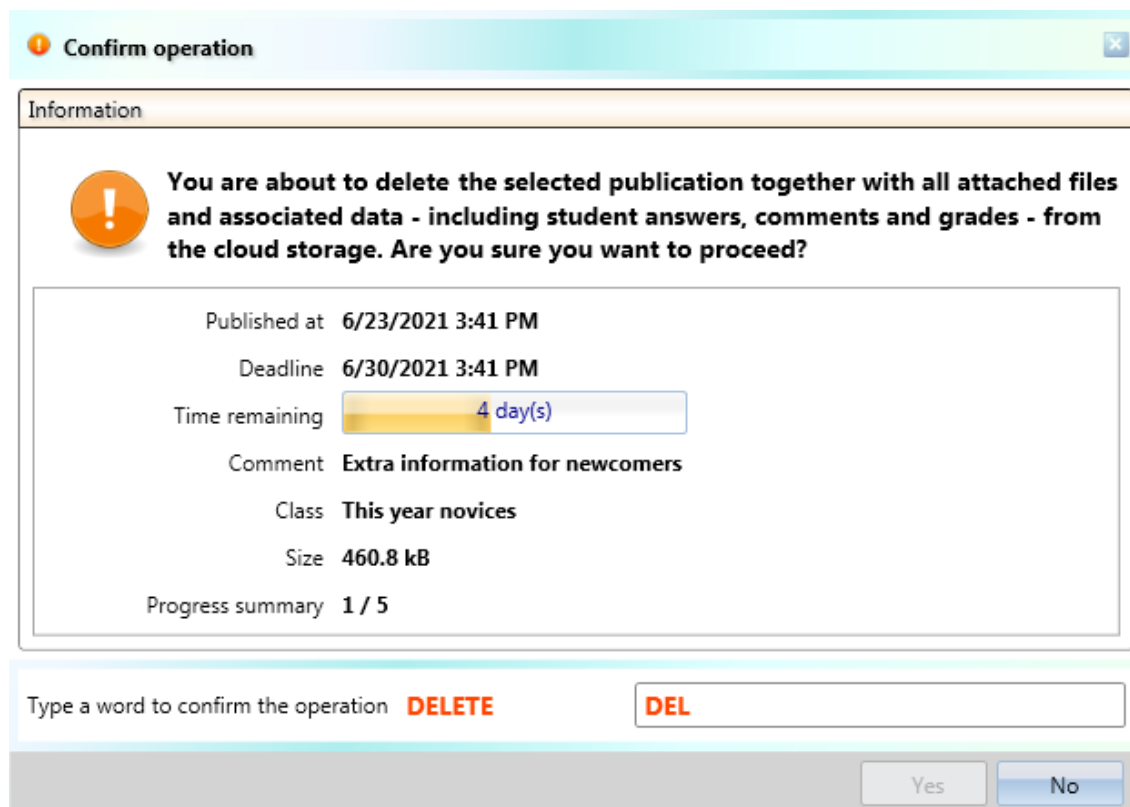
Press the **Close** button to finish working with the assignment (see [End of assignment lifecycle](#) on page 25). It is recommended to close an assignment for which all students have turned in their work and it has been graded by the teacher.

The **Show closed assignments** checkbox triggers display of closed assignments in the list. Closed assignments will be listed in gray.



**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 publication. You will be asked for a confirmation.



**Confirm operation**

Information

**You are about to delete the selected publication together with all attached files and associated data - including student answers, comments and grades - from the cloud storage. Are you sure you want to proceed?**

Published at 6/23/2021 3:41 PM

Deadline 6/30/2021 3:41 PM

Time remaining 4 day(s)

Comment **Extra information for newcomers**

Class **This year novices**

Size **460.8 kB**

Progress summary **1 / 5**

Type a word to confirm the operation **DELETE**

Figure 18: Remove publication confirmation dialog

You have to actually type **DELETE** in the corresponding field to confirm the removal of an assignment with all its publications.



**Attention:** Removing a publication will irrevocably delete this instance of the assignment, together with all attached files and associated data - including student answers, comments, and grades - from the cloud storage (see [Glossary](#) on page 42). It is strongly recommended to create an assignment report (see [Creating assignment reports](#) on page 26) and file a copy of the assignment to the archive (see [Filing assignments to the archive](#) on page 26) before removing it.

See also section [Removing assignment together with all its publications](#) on page 28 for deleting an assignment with all its publications in a single operation.



## 6.5 Grading assignments

Select an assignment in the **Published assignments** tab (see [Figure 16](#) on page 21) and switch to the **Progress** tab to see status of that assignment and grade student work on the assignment.

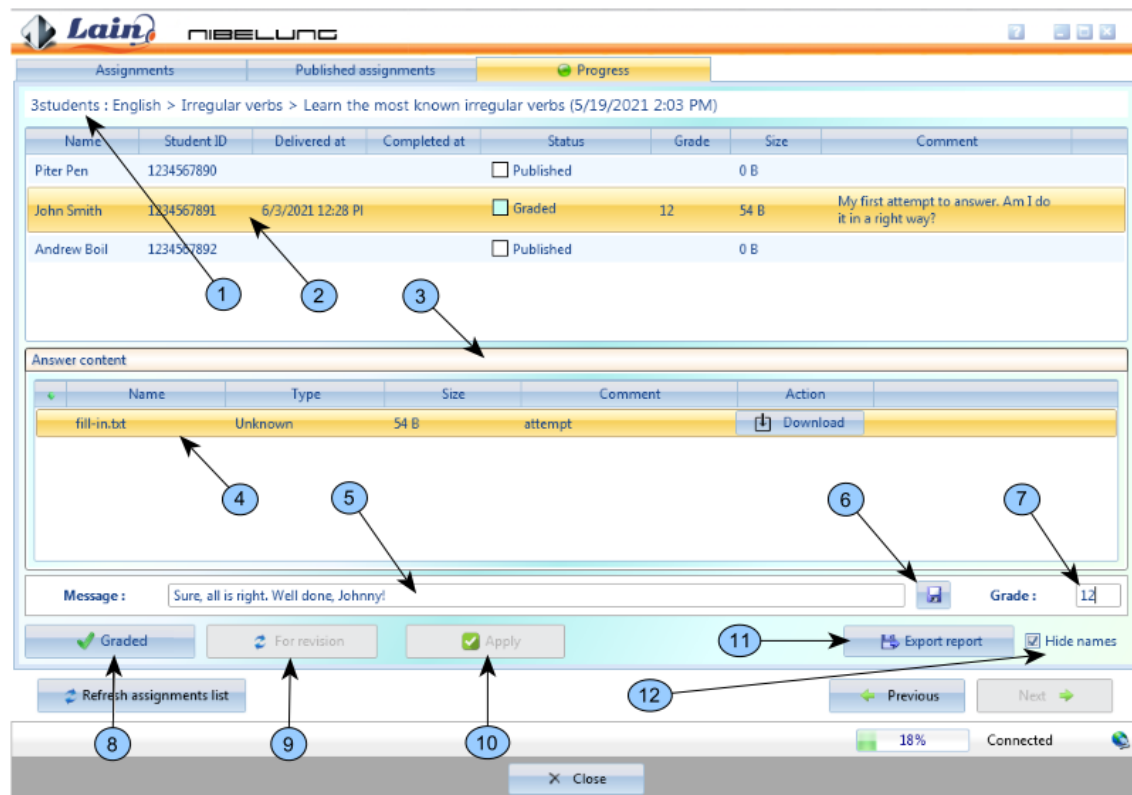


Figure 19: Teacher interface: **Progress** tab

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 characters. Formal grades are also optional - you can evaluate student work with free form comments instead.

Use the **Message** field to give the student feedback on their work 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 to the student 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.

Use the **Apply** button to save grades and your comments for all the students on the list at once. This allows you to save everything at the end of a session.

Use the **Export report** button to create assignment report with grades for each student and associated statistics. Please see section [Creating assignment reports](#) on page 26 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 finishing working with the assignment.

Select the **Published assignments** tab (see [Figure 16:](#) on page 21 ), then select an assignment and press the **Close** button to finalize the assignment. This assignment will be considered **Closed**, no further student work can be turned in, all grades will be considered final, and assignment will be shown 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 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 for this (see [Managing publications](#) on page 21 ).



**Attention:** Removing a publication will irrevocably delete the assignment, together with all attached files and associated data - including student answers, comments, and grades - from the cloud storage (see [Glossary](#) on page 42). It is strongly recommended to create an assignment report (see [Creating assignment reports](#) on page 26) and file a copy of the assignment to the archive (see [Filing assignments to the archive](#) on page 26 ) 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 [Figure 19](#): on page 24 ). Use the **Hide names** option to control display of student 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.

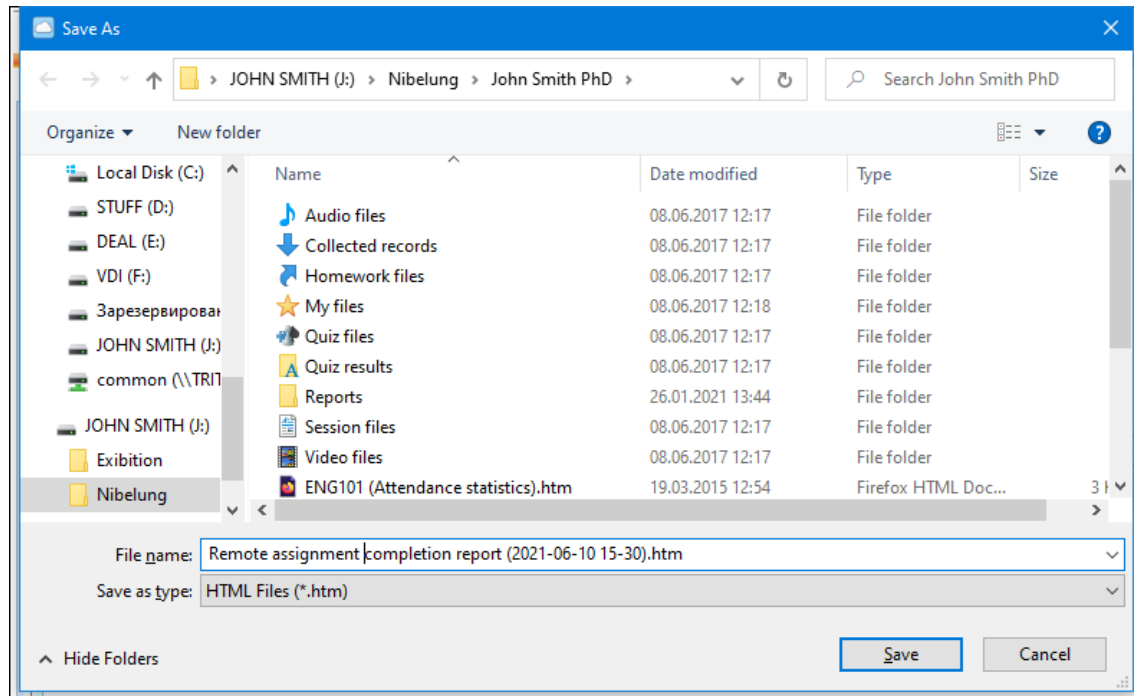


Figure 21: Save report dialog box

Reports 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 and can be viewed in a web browser of your choice.



**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 this 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 the template with the default one.

## 6.8 Filing assignments to the archive

You can file assignment publications 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 [Figure 16:](#) on page 21 ), 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.

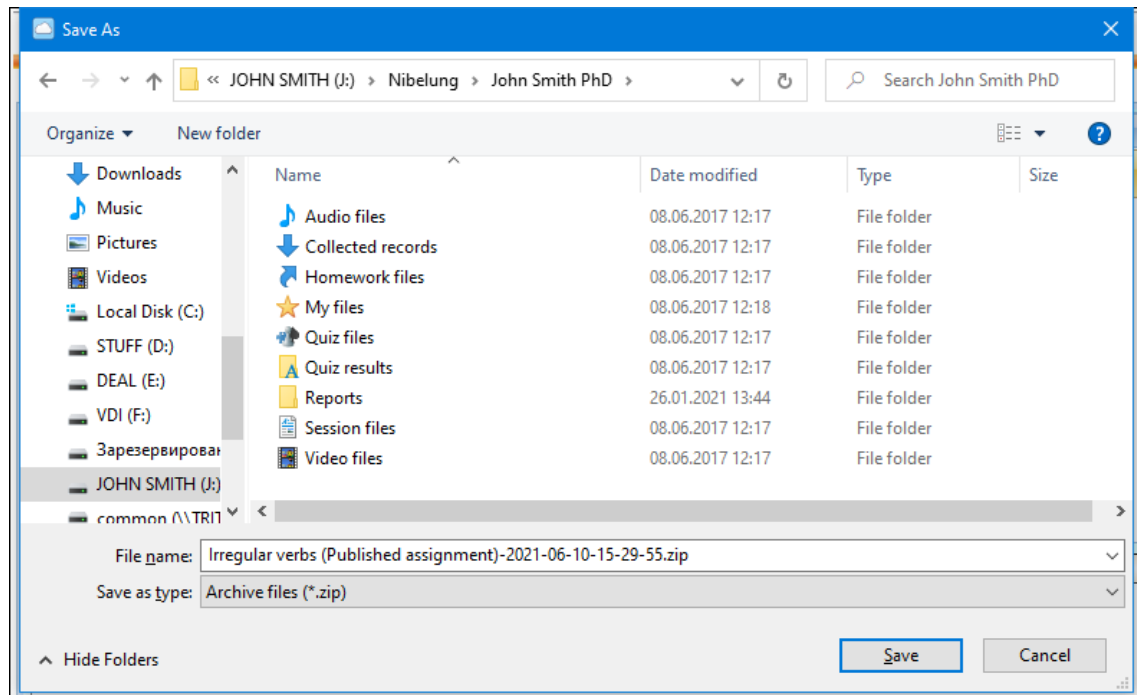


Figure 22: Save archive dialog box

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

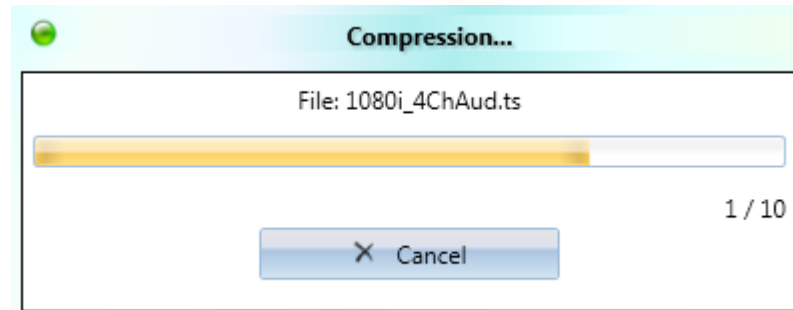


Figure 23: Archive compression progress

You will be informed about successful completion of the process.

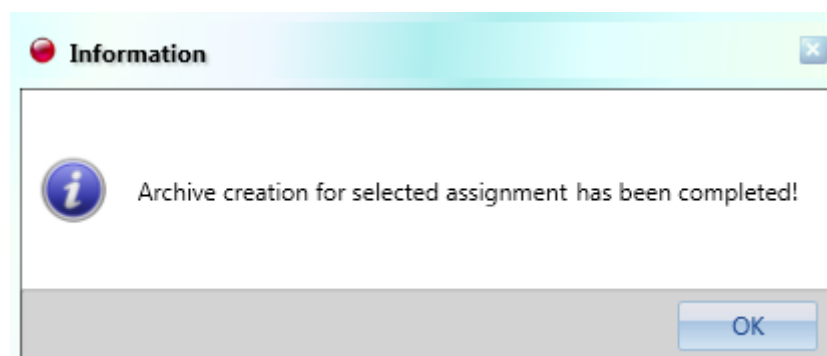


Figure 24: Archive created message box

Assignment archive will contain:

- original unpublished assignment with all attached files and associated metadata
- publication data, including student list, deadline, and publication comments
- 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 in industry standard .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 assignment together with all its publications

The same assignment can be published multiple times, for example, for different groups of students. It is possible to delete an assignment together with all its publications. 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 prior to the removal of the assignment.

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

The dialog box is titled "Confirm operation". It contains an "Information" section with a warning icon and the text: "Do you really want to delete selected remote assignment, its publications and all associated data?". Below this, the following details are listed:

- Author: John Smith PhD
- Title: Irregular verbs
- Course: English for middle school
- Description: Topic intro; verbs list; exceptions for the rules
- Comment: Listen, understand, read, write, translate and memorize em all, fully!!!
- Type: Education
- Size: 1.3 MB
- Published assignments: 3

At the bottom, there is a text input field with the prompt "Type a word to confirm the operation" and the word "DELETE" in red. The field contains the text "DELE". To the right of the field are "Yes" and "No" buttons.

Figure 25: Remove assignment with multiple publications confirmation dialog



**Attention:** Removing such an 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 all its publications.



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

See also section [Managing publications](#) on page 21 for removal of individual publications of an assignment.

## 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.

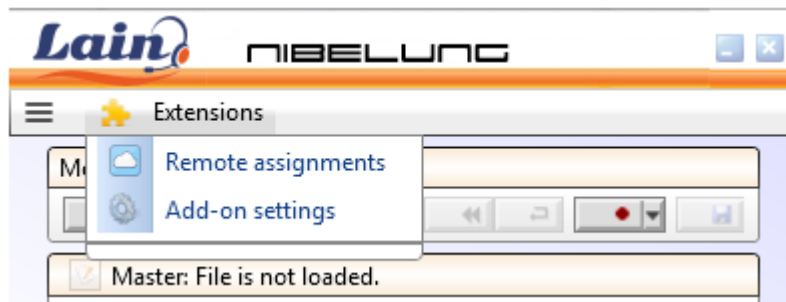


Figure 26: **Remote Assignments** menu in the **Dialog Nibelung NPlayer** main window

The **Extensions** menu includes two items:

- **Remote Assignments** item opens the assignment workspace (see [Assignment workspace window](#) on page 10 )
- **Add-on settings** opens setup dialog box

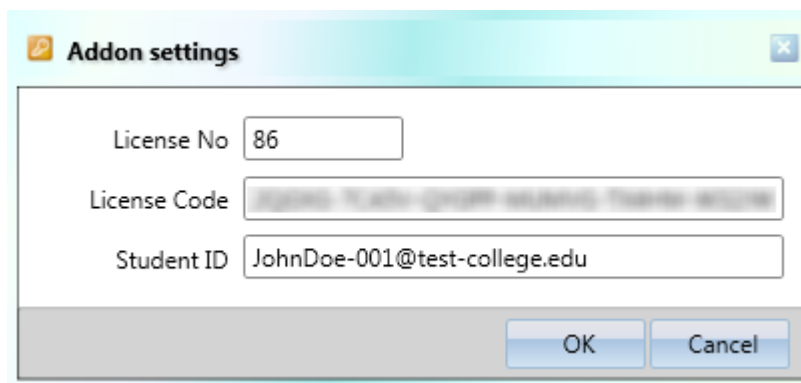


Figure 27: **Remote Assignments** setup on the student side

Enter **Dialog Nibelung** license serial number and code, as well as the 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 [Glossary](#) on page 42 for further information about student IDs.

\_fixme\_ [translate] После первоначальной настройки и закрытия диалога, в случае правильно введенных данных о лицензии, открывается диалог установки пароля для указанного учащегося. Пароль требуется для защиты ответов учащегося от просмотра и изменения.

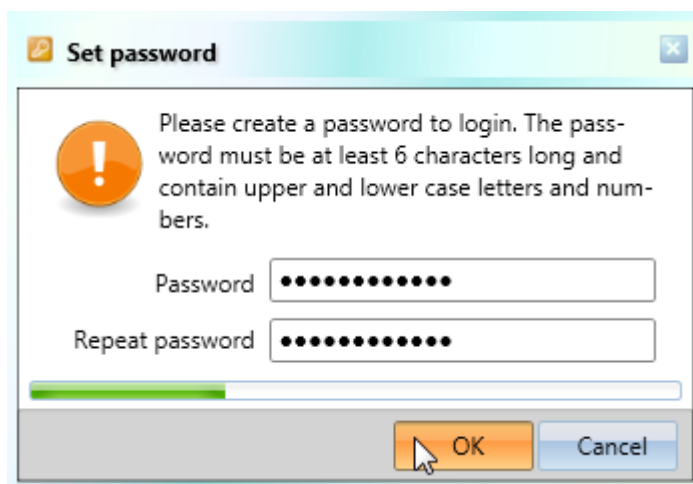


Figure 28: Диалог установки пароля учащегося

Пароль должен быть длиной не менее 6 символов и содержать в составе заглавные и строчные буквы, а также цифры. Для успешной установки пароль и его подтверждение должны совпадать. После нажатия кнопки **ОК** пароль будет задан. На этом настройка модуля **Задания через Интернет** для учащегося заканчивается.

В случае, если настройка производится у учащегося, уже имеющего установленный ранее пароль, после окончания настройки откроется диалог ввода существующего пароля учащегося.

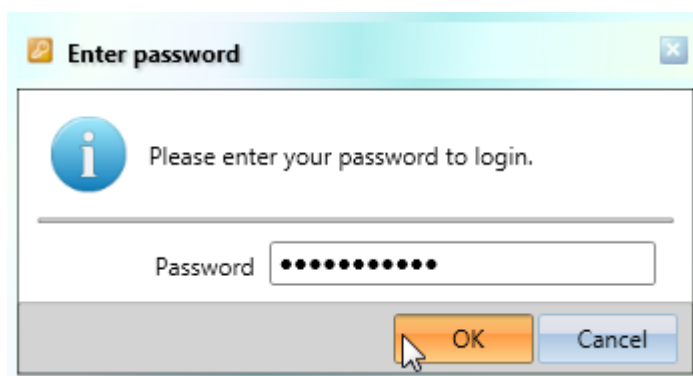


Figure 29: Диалог ввода пароля учащегося



**Attention:** Для сброса *забытого* или *скомпрометированного* пароля следует обратиться к преподавателю. Сброс пароля учащегося производится преподавателем в административном режиме (см. [Administrative mode](#) on page 35).

## 7.2 Working on the assignments and submitting your work

Select an assignment from the list (see [Assignment workspace window](#) on page 10 ). Selected assignment will be displayed in the assignment workspace area:

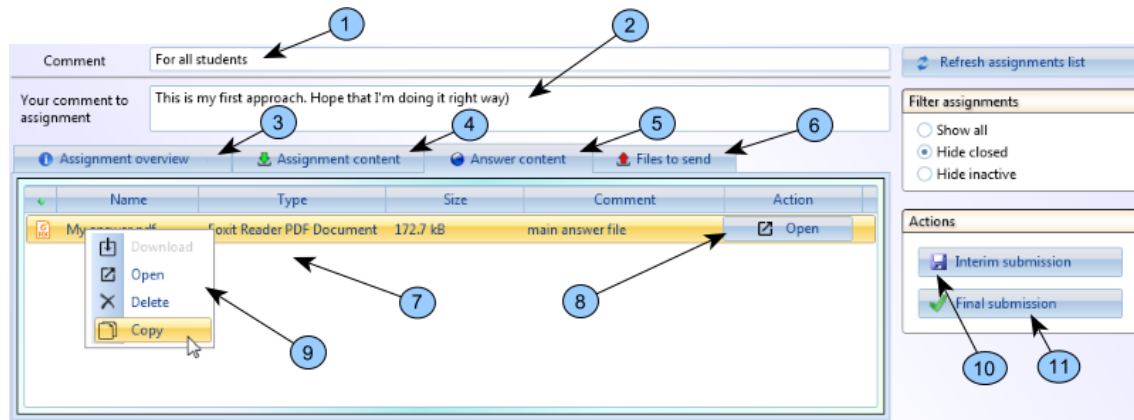


Figure 30: Student interface: assignment workspace

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
- 11 **Final submission** button

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



**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.

The **Files to send** tab contains tools for selecting files stored locally and attaching them to your 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. This will also let the teacher know that you have started working on the assignment. Your assignment will receive **In progress** status, which means that you are working on the assignment, but not ready yet to turn in your work (see [Glossary](#) on page 42). 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 in 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 give you feedback.

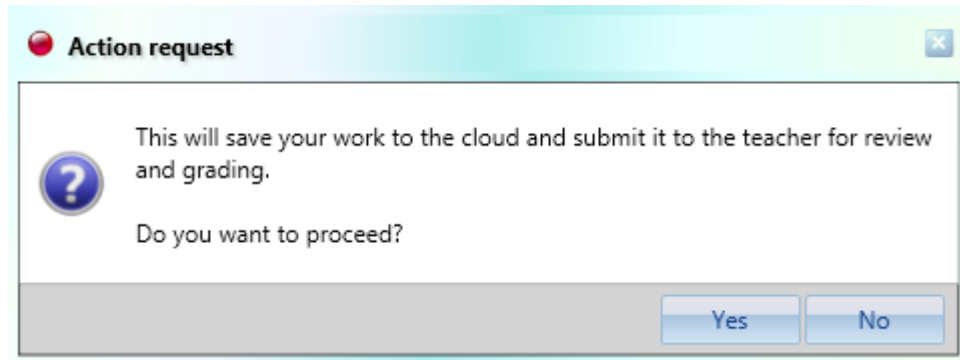


Figure 31: Submission confirmation dialog



**Important:** If you have not made a final submission before the deadline, your assignment will be considered **Late** and receive appropriate status.

The teacher will review and check your work for correctness, give you some feedback, and (optionally) mark a formal grade. The assignment can also be sent back to you for a revision.



**Attention:** Teachers can send the assignment back for revision as many times as they deem necessary. Teachers 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 [Figure 26:](#) on page 30 ).

The **Comment** field (see (1) in [Figure 26:](#) on page 30 ) can contain either message from the teacher (regarding progress on the assignment, grade, direction for a revision, etc.) or comments from the student and explanations for their work.

Selected tab	Field contents
Assignment 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 assignment back for a revision. Student interface with assignment sent for revision is shown in the figure below:

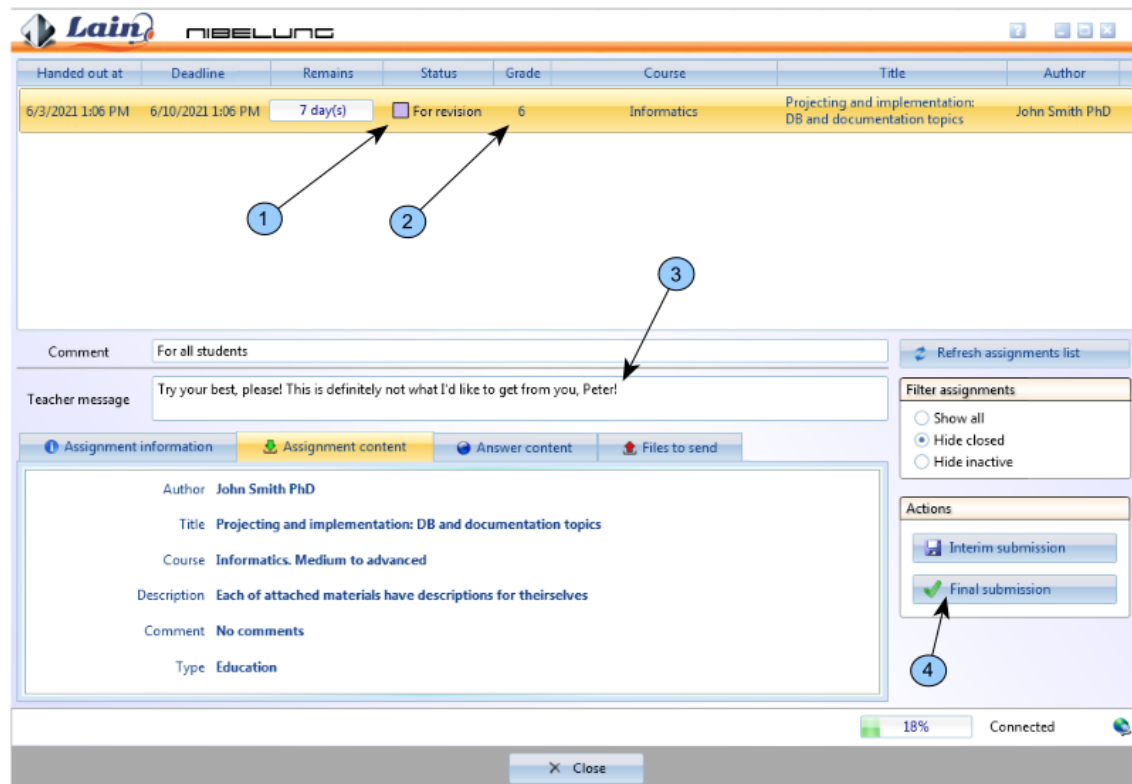


Figure 32: Student interface: assignment revision

Elements of this interface:

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

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

Use the **Final submission** button to turn in your revised work back to the teacher. No further modification of your work will be possible beyond this point (unless the teacher is still not satisfied and sends it for revision again).



**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 upon opening the **Remote Assignments** window 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.
- `_fixme_` [translate] **Управление учащимися**, включая следующие операции: **Просмотр зарегистрированных учащихся, сброс пароля выбранным учащимся, управление активностью учетных записей выбранных учащихся, удаление выбранных учащихся** (включая всю информацию в облачном хранилище, связанную с данными учащимися!)
- Check for available software updates and install them.
- Manage **all** assignments and their publications, including viewing, exporting, filing to the archive, and removing.



**Tip:** The 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 **Remote Assignments** module as **Admin** user:

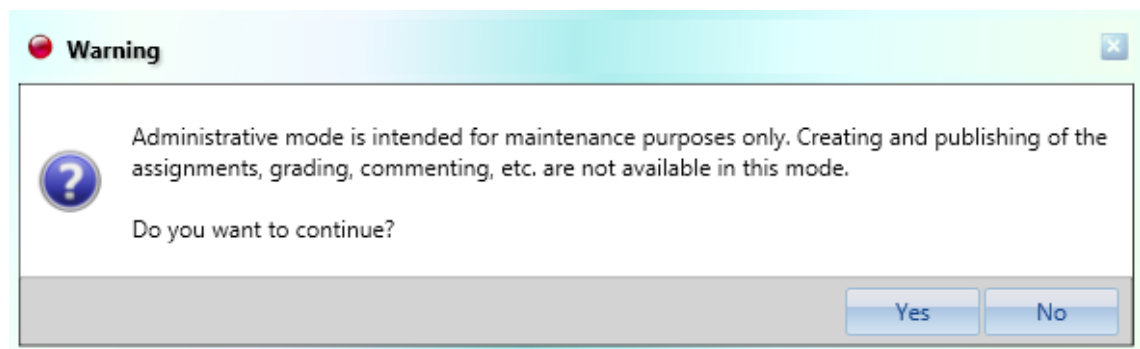


Figure 33: Administrative mode startup warning



**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 teachers are available to **Admin** in the administrative mode allowing them to perform their export, (see sections [Creating assignment reports](#) on page 26 , [Creating assignment](#) on page 16 , and [Publishing an assignment](#) on page 19 ), file to the archive (see [Filing assignments to the archive](#) on page 26 ), or removal (see

*Filing assignments to the archive on page 26 and Removing assignment together with all its publications on page 28 ).*

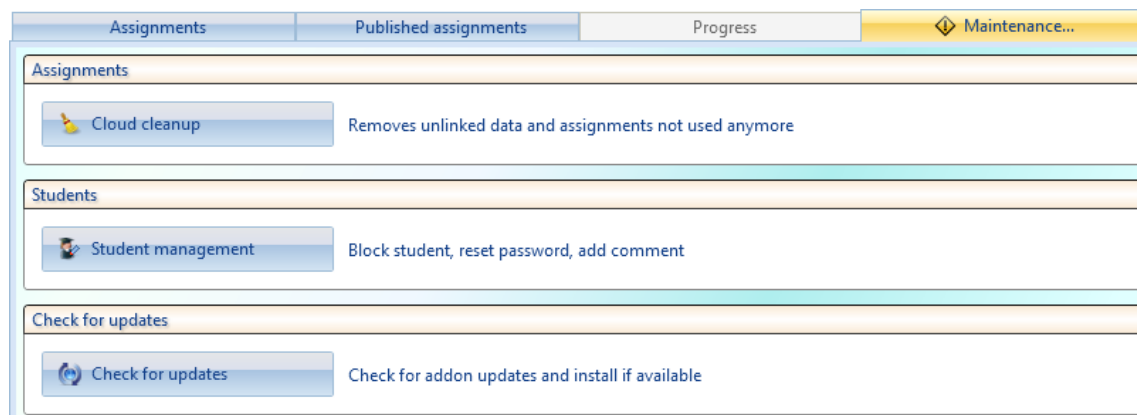


Figure 34: **Maintenance** tab

Pressing the **Cloud cleanup** button initiates garbage collection in the cloud storage, which in certain cases allows to increase available free space.

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

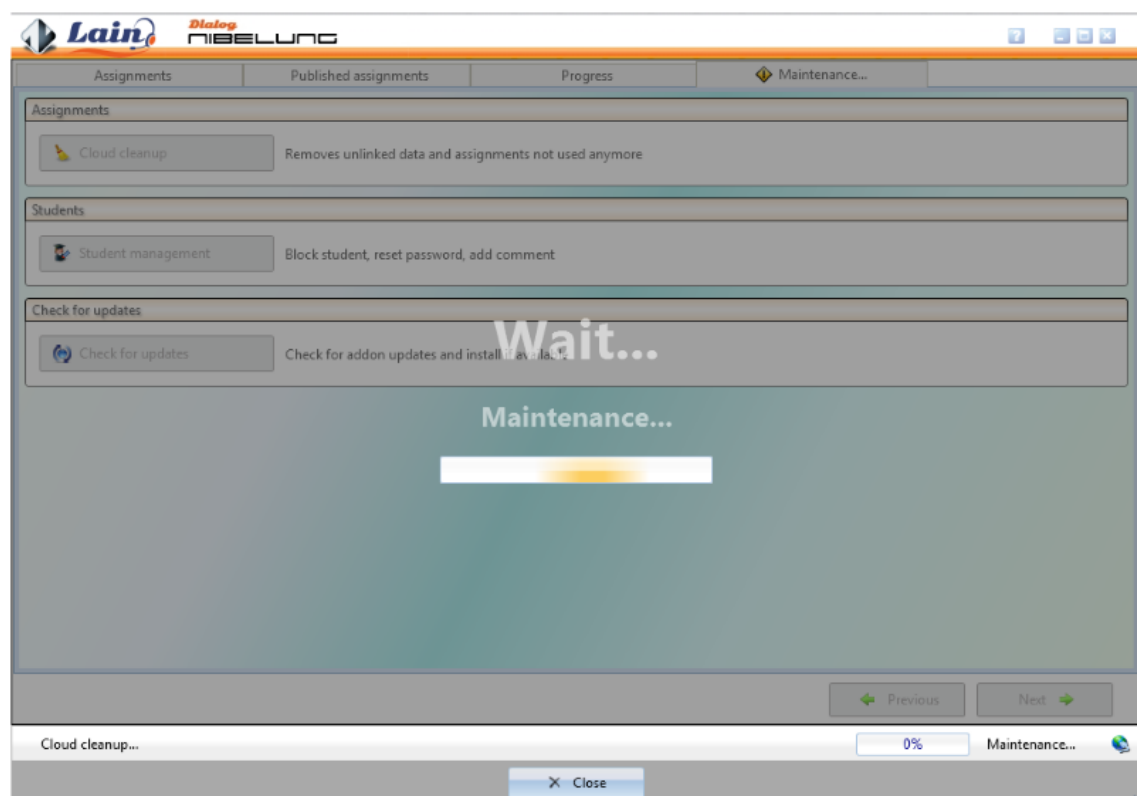


Figure 35: Cloud storage cleanup

\_fixme\_ [translate]Кнопка **Управление учащимися** служит для открытия одноименного диалога.

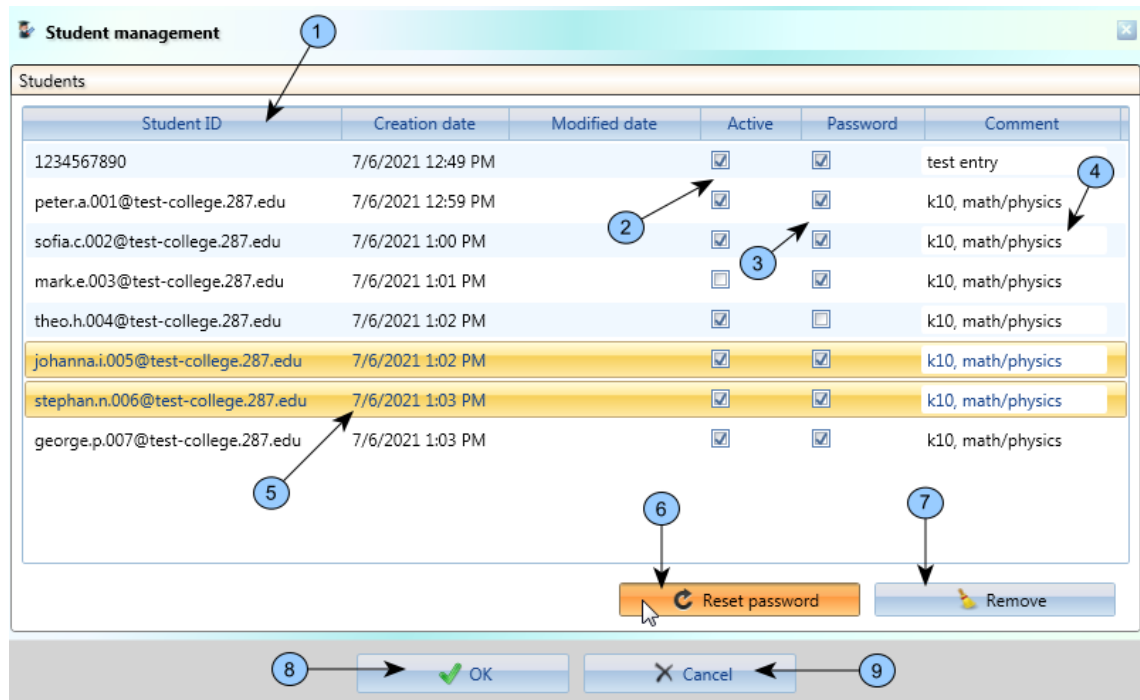


Figure 36: Диалог **Управление учащимися**

На этом рисунке цифрами обозначены:

- 1 Столбец с ID зарегистрированных учащихся
- 2 Переключатель активности выбранного ID учащегося
- 3 Переключатель сброса пароля выбранного ID учащегося
- 4 Поле комментария к ID учащегося
- 5 Выбранные учащиеся
- 6 Кнопка **сброса пароля** у выбранных учащихся
- 7 Кнопка **удаления** данных о выбранных учащихся
- 8 Кнопка **ОК**
- 9 Кнопка **Отмена** изменений

В таблице диалога **Управление учащимися** отображаются все ID, зарегистрированные учащимися при настройке ими модуля **Задания через Интернет**, в рамках текущей лицензии.

Для управления активностью ID следует воспользоваться переключателями активности ID в столбце **Активный**. Деактивированные ID не могут быть использованы для работы с модулем **Задания через Интернет** до тех пор, пока не будут активированы вновь или же удалены.

Для сброса существующего пароля следует снять переключатель сброса пароля у всех ID учащегося, для которых это требуется, или же, выделив мышкой требуемые ID (удерживая клавишу **Ctrl**), нажать кнопку **Сброс пароля**.

Поле комментария к ID может использоваться в административном режиме для служебных пометок. По умолчанию данное поле содержит дату и время регистрации соответствующего ID в облачном хранилище.

Для удаления **всех данных**, относящихся к выбранным ID учащихся, служит кнопка **Удалить**. После ее нажатия откроется диалог подтверждения удаления данных выбранных учащихся.

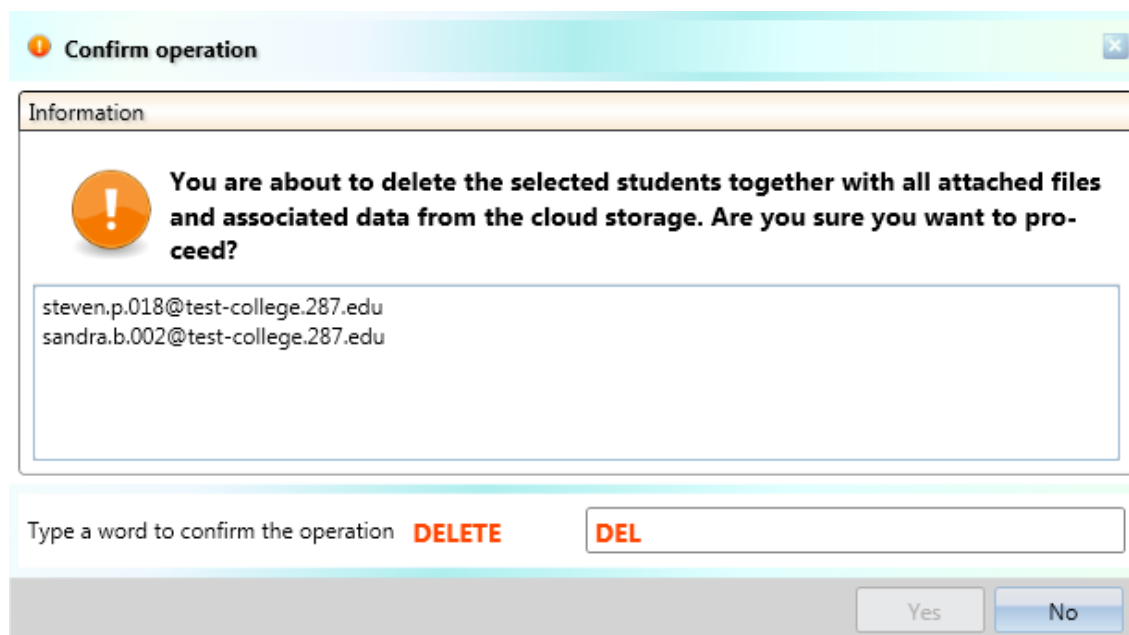


Figure 37: Диалог подтверждения удаления данных об учащихся



**Important:** *Выбранные ID учащиеся будут удалены из списка только после введения подтверждающей фразы и нажатия кнопки **ОК**. Удаление из облачного хранилища будет произведено только после нажатия кнопки **ОК** диалога **Управление учащимися**!*

Кнопка **ОК** служит для **применения** сделанных изменений. Все изменения, указанные при работе с диалогом **Управление учащимися**, осуществляются только после нажатия данной кнопки!

Нажатие на кнопку **Отмена** закрывает диалог **Управление учащимися**. Закрытие происходит **без применения изменений**.

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 38](#): on page 38 ).

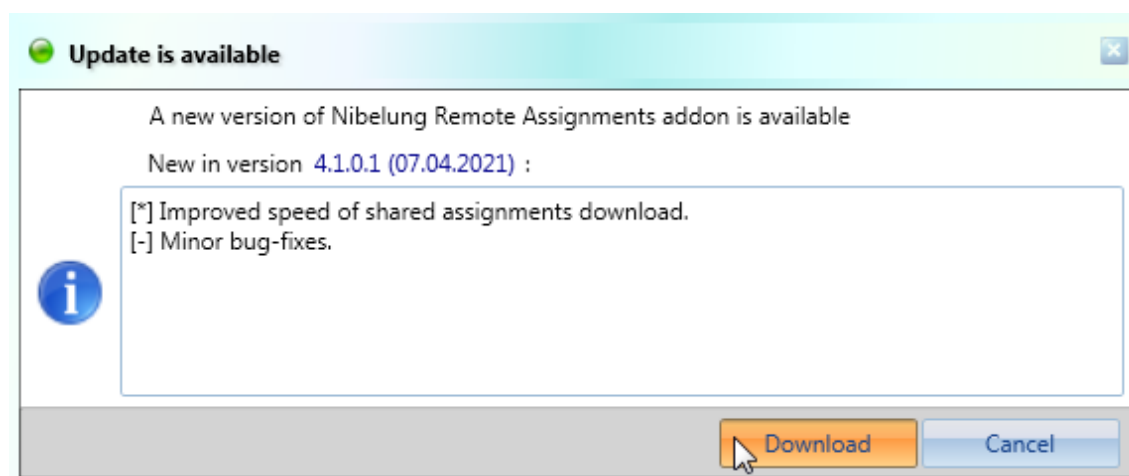


Figure 38: **Update is available** message box

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

A download progress box ([Figure 39:](#) on page 39 ) will appear.

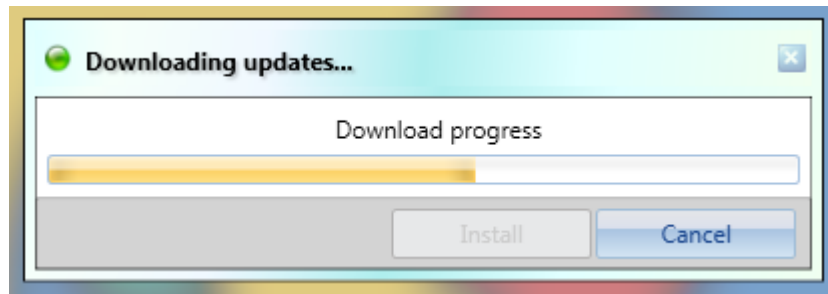


Figure 39: Update download progress box

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

## 9. FREQUENTLY ASKED QUESTIONS

### What are the difficulties that can arise during installation and setup of Remote Assignments?

We recommend reading the corresponding section (see [Installation notes](#) on page 5 ) of this document before proceeding with the installation of **Remote Assignments** module. You will need Windows Administrator privileges in order to install the module. You will also need a sufficient amount of free disk space (at least double the total size of installation files plus the minimum allowable free space on the Windows system drive)

### What are the technical prerequisites for working with Remote Assignments on the teacher side?

An internet connected computer running a recent version of Windows, installed **Dialog Nibelung** software with an active license key, and **Remote Assignments** module.

Start the module from the **Tools > Extensions > Remote Assignments** menu (see [Figure 1:](#) on page 7 ) of **Dialog Nibelung**.



**Attention:** The school must have an active subscription in order for teachers and students to use **Remote Assignments**.

### What are the technical prerequisites for working with Remote Assignments on the student side?

An internet connected computer running a recent version of Windows, installed **Dialog Nibelung NPlayer** software (freely distributed), and **Remote Assignments** module.

Start the module from the **Extensions > Remote Assignments** menu of **Dialog Nibelung NPlayer** (see [Figure 26:](#) on page 30 ).



**Attention:** **Remote Assignments** module on the student side requires further setup (see section [Setup](#) on page 30 for details).

### What if I created ad/or published an assignment with errors?

You can freely edit and modify an unpublished assignment. Published assignments can not be modified. Your only course of action would be to delete the assignment and create/publish it again.

Keep in mind that deleting a published assignment will delete all its publications, together with all the work already turned in by the students, and all the grades.

Any publication can be deleted separately from the others; all the work turned in by the students for this particular publication, as well as all the grades, will be deleted alongside with the publication.

It is strongly recommended to file a publication to the archive (see [Filing assignments to the archive](#) on page 26 ) before deleting it. An unpublished assignment can also be **exported** (see [Creating assignment](#) on page 16 ). An exported assignment can be imported back later, reused in another assignment, used as a template, and shared with other teachers.

### Any other common problems with Remote Assignments module?

Several conditions must be met in order for the module to function properly.

- a stable internet connection;
- enough space on the system drive (1Gb or cloud quota, whatever is greater);
- absence of excessive limitation from antiviral software and firewalls running both locally and on your network.



**Note:** **Remote Assignments** module communicates with the cloud by establishing a TCP/IP connection to port 443.

Other software and hardware prerequisites for the **Remote Assignments** match those specified for **Dialog Nibelung** or **Dialog Nibelung NPlayer** correspondingly.



### I need to attach more files for the assignment. What can I do?

You can put files in an archive if you need to use more than 10 files for the assignment. There is no limitation on the number of files in an archive. **Remote Assignments** does not analyze contents of an archive file and treats it as a single file. Make sure that your students will be able to extract files from the archive. The most common archive format is ZIP. Most recent Windows versions include software support to work with the ZIP archives.

### What happens if the cloud storage quota is exceeded?

Cloud quota is shared between teachers and students sharing the same **Dialog Nibelung** license. If the quota is exceeded, both teachers and students will start receiving error messages when trying to store their work in the cloud. Current state of the cloud quota is displayed in the status line of both teacher and student interfaces of the module.

There are several ways to free up space in the cloud:

- File old closed assignments to the archive (see [Filing assignments to the archive](#) on page 26 ) and delete them (see [Removing assignment together with all its publications](#) on page 28 ). Assignments with turned in student work take a lot of space because they include not only files handed out with the assignment, but also all the files turned in by all the students.
- Delete unpublished assignments that are no longer needed.
- Perform cloud storage cleanup. This operation is only available in **Administrative mode** (see section [Administrative mode](#) on page 35 ).
- Use internet hyperlinks (see [Adding a URL](#) on page 14 ) for your assignment instead of attaching audio and video files.
- Avoid using uncompressed audio (for example, WAV) and image (for example, BMP and PNG) files.
- Ask your school to increase the quota.



**Attention:** It is recommended to start freeing up space or increasing the quota once cloud utilization exceeds 90%.

### What can cause errors?

Principal causes of errors when working with the **Remote Assignments** module are:

- unstable internet connection;
- exceeding cloud storage quota;
- wrong time and date set on your computer;
- insufficient free space on your system drive;
- entering wrong license data;
- entering wrong student ID.

## 10. GLOSSARY

### Student ID

An alphanumeric student identifier that is unique within the given school. Student IDs can be just consecutive numbers issued by the school upon registration, or some sort of a national identification number (if it is legally permitted to be used for such purposes). Other examples of what can be used as a student ID, after carefully considering privacy implications are:

- email addresses
- mobile phone numbers

General considerations for choosing student IDs:

- every student must have an ID;
- the ID must be unique: no other student at the same school may have the same ID;
- consistency: the system for picking up student IDs must be the same across all the teachers and students using **Remote Assignments** under the same license.



**Attention:** Any error in entering a student ID - both on the teacher side and the student side - will result in this student not receiving assignments, therefore not submitting their work and not receiving grades. This situation will persist until the error is corrected.

### Unpublished assignment

An assignment that has never been published (made available to the students). An unpublished assignment only contains metadata (assignment title, author, course, etc.), a general assignment comment, and attached files with their comments.

### Published assignment

An assignment handed out to the students. Such assignments must include list of student assignees and a deadline. An assignment can be published multiple times, thus having multiple publications.

### Assignment status

Status is a property of an assignment reflecting certain stages in its lifecycle. In terms of the **Remote Assignments** module, assignments can have one of the following statuses:

Status	Scope	Description
<input type="checkbox"/> Published	Public	assignment has been made available by the teacher to the students
<input type="checkbox"/> Handed out	Private	assignment has been received by the student
<input type="checkbox"/> In progress	Private	student has started working on the assignment
<input type="checkbox"/> Grading	Private	student is waiting for the teacher to grade their work on the assignment
<input type="checkbox"/> For revision	Private	teacher has graded the assignment and sent it back to the student to revise and resubmit their work
<input type="checkbox"/> Graded	Private	teacher has reviewed and graded the assignment
<input type="checkbox"/> Late	Private	student failed to make a final submission of their work before the deadline

Status	Scope	Description
 Closed	Public	assignment is no longer in use by neither the teacher, nor the students

**Private** scope means that this status is private between the teacher and particular student. **Public** scope refers to statuses that are common for all students who have received the assignment.



**Tip:** Assignment will be considered **Published**, **For revision**, **Graded** or **Closed** after actions performed by the teacher. Assignment is considered **Handed out**, **In progress**, and **Grading** after actions performed by the student. The **Late** status is given to the assignment automatically upon absence of a final student submission at the deadline.



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

### Cloud storage

Internet infrastructure supporting the **Remote Assignments** module. All unpublished and published assignments, student work, grades, assignment files, and all associated data is stored in the cloud. Teachers and students communicate through the cloud in the course of distant learning.

## 11. SUBSCRIPTION

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Subscription is a form of software licensing that gives you the right to use the software and use of the associated internet infrastructure, for a limited time in exchange for a license fee. Software subscription may also include access to technical support and software updates. Functionality of the **Remote Assignments** module requires an active subscription.

## 12. LEGAL

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### 12.1 License Agreement

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2. *LICENSE GRANT*
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