



The Hand-In Tool in Fronter for students

With the Hand-In tool, it is easy to hand in term-papers to your teachers. The teachers can see who made the hand-in, the time and the files they have handed in.

You can get a reminder about the deadline for the hand in.

When you have handed in a term-paper your teacher can easily comment and grade your work.

You can also hand in term-papers in groups.

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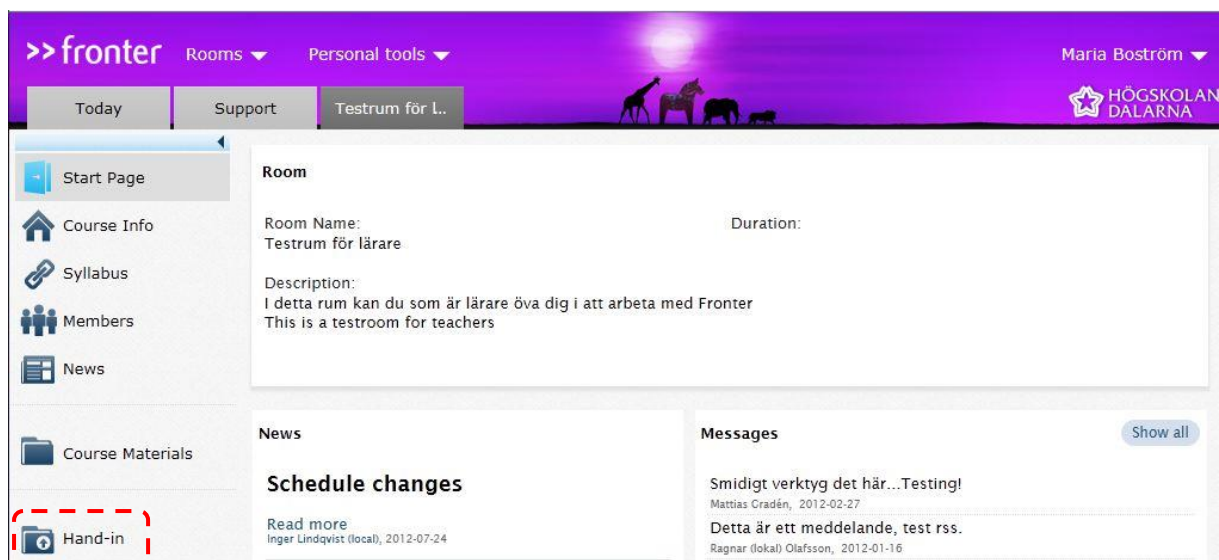
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Where do I find the Hand-in tool in Fronter?

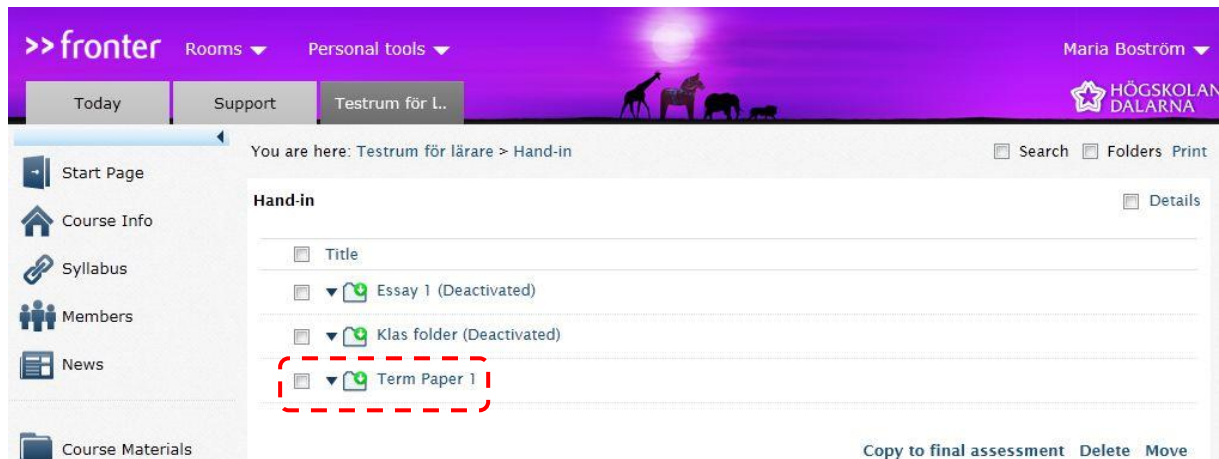


You will find the Hand-In tool in the left menu in your course room.



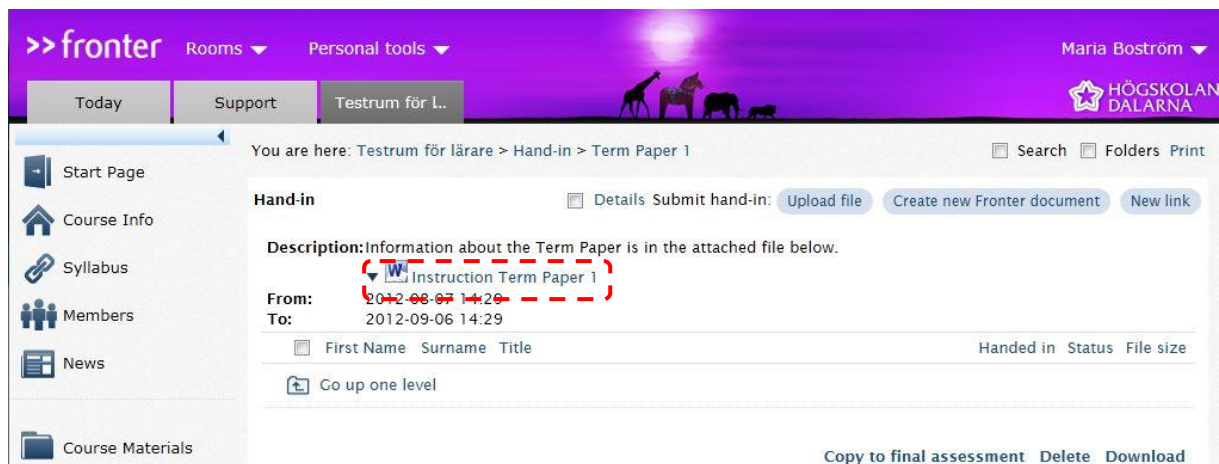
The screenshot shows the Fronter user interface. At the top, there is a navigation bar with 'fronter' and 'Rooms' and 'Personal tools' dropdown menus. The user's name 'Maria Boström' is visible in the top right. Below the navigation bar, there are tabs for 'Today', 'Support', and 'Testrum för L.'. The main content area is divided into several sections: 'Room' (with fields for Room Name: 'Testrum för lärare' and Duration), 'Description' (with text: 'I detta rum kan du som är lärare öva dig i att arbeta med Fronter. This is a testroom for teachers'), 'News' (with a section for 'Schedule changes' and a 'Read more' link), and 'Messages' (with a 'Show all' button and two message entries). The 'Hand-in' tool is highlighted with a red dashed box in the left-hand navigation menu.

Here you will see a list of folders that the teacher has created. Click on the name to open the folder.



The screenshot shows the Fronter interface. The top navigation bar includes 'Today', 'Support', and 'Testrum för L..'. The user 'Maria Boström' is logged in. The breadcrumb trail indicates the current location: 'You are here: Testrum för lärare > Hand-in'. The 'Hand-in' section contains a list of folders: 'Title', 'Essay 1 (Deactivated)', 'Klas folder (Deactivated)', and 'Term Paper 1'. The 'Term Paper 1' folder is highlighted with a red dashed box. At the bottom right, there are buttons for 'Copy to final assessment', 'Delete', and 'Move'.

In the folder you can read the teachers' instructions for the assignment (if there is any). The teacher may also have uploaded an external document with further instructions. On the picture below, there is both an instruction and a file.



The screenshot shows the Fronter interface with the 'Term Paper 1' folder selected. The breadcrumb trail is 'You are here: Testrum för lärare > Hand-in > Term Paper 1'. The 'Hand-in' section shows a 'Description: Information about the Term Paper is in the attached file below.' Below the description, there is an attached file named 'Instruction Term Paper 1' with a Word document icon. The file's metadata is shown: 'From: 2012-08-07 14:29' and 'To: 2012-09-06 14:29'. The file name 'Instruction Term Paper 1' is highlighted with a red dashed box. At the bottom right, there are buttons for 'Copy to final assessment', 'Delete', and 'Download'.

Sometimes you'll find the document with the instructions in the folder Course Materials, and the Hand In folder is just for the students' assignments.



How do I hand in an assignment?



To hand in an assignment, click **"Upload file"**.

You are here: Testrum för lärare > Hand-in > Term Paper 1

Hand-in Details Submit hand-in: **Upload file** Create

Description:

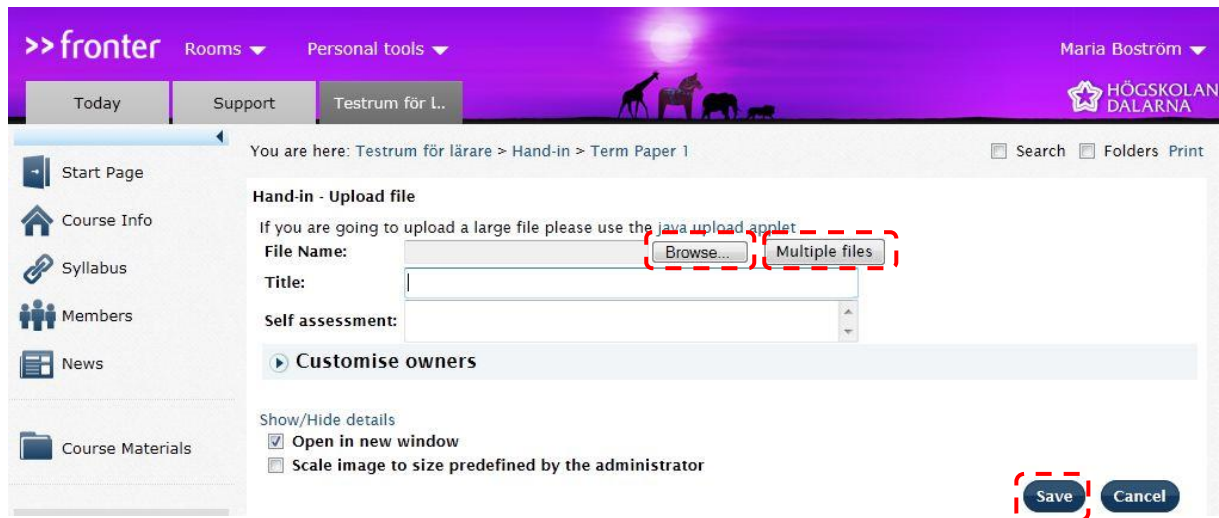
- Instruction Term Paper 1
- Upload task

From: 2013-03-06 10:25
To: 2013-04-05 11:25

First Name	Surname	Title	Handed in	Status	File size
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[Go up one level](#)

1. Click **"Browse"** to search for the document that you want to hand in. If you want to hand in more than one file, use the button **"Multiple files"**.
2. If you want you can give your term-paper a new title, otherwise the file name will be the title of the document.
3. When you are finished, click **"Save"**.



The screenshot shows the Fronter user interface. At the top, there is a navigation bar with 'fronter' and 'Rooms' and 'Personal tools' menus. The user's name 'Maria Boström' is visible in the top right. Below the navigation bar, there is a breadcrumb trail: 'You are here: Testrum för lärare > Hand-in > Term Paper 1'. The main content area is titled 'Hand-in - Upload file'. It contains a message: 'If you are going to upload a large file please use the java upload applet'. Below this, there are three input fields: 'File Name:', 'Title:', and 'Self assessment:'. The 'File Name:' field has two buttons: 'Browse...' and 'Multiple files'. Below the input fields, there is a section titled 'Customise owners' with a 'Show/Hide details' link. Under this section, there are two checkboxes: 'Open in new window' (checked) and 'Scale image to size predefined by the administrator' (unchecked). At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red dashed box.

Now you have handed in your assignment and you can just wait for the teacher to grade and evaluate your work!

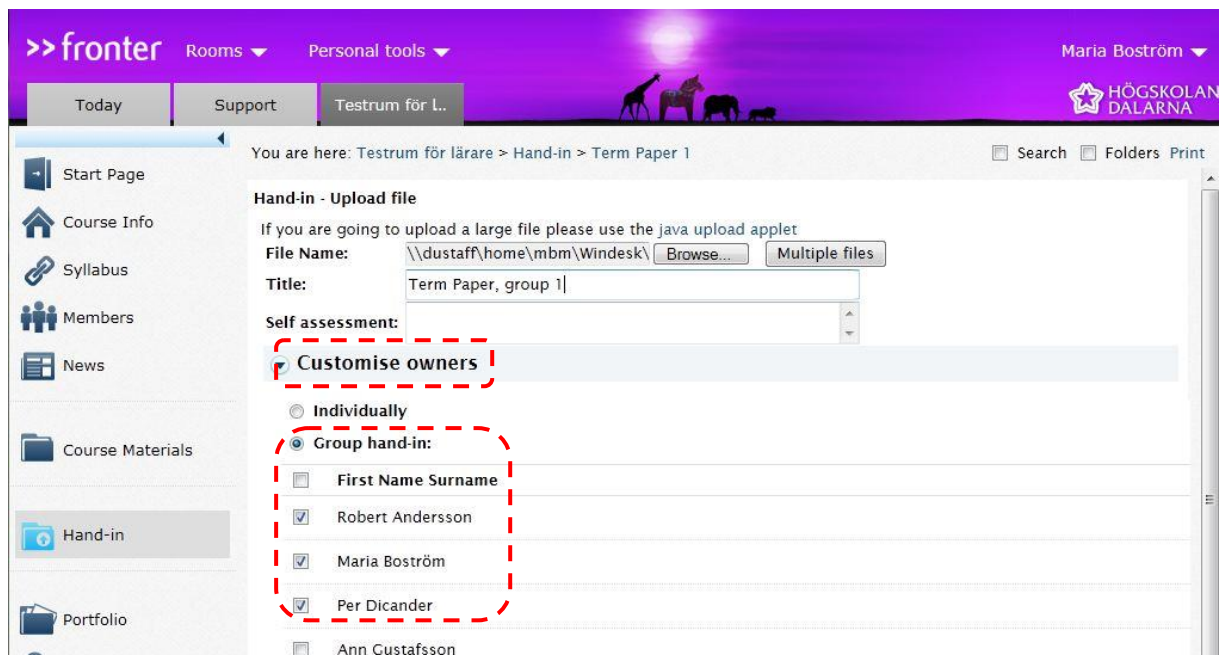


Is it possible to hand in group assignments?



If it is a group hand-in, select ***“Group hand-in”*** in the ***“Customize owners”*** menu.

First, upload the file or the files and give the hand-in a title, as described above. Then under ***“Group hand-in”***, mark the students that shall be a part of the term-paper. When you are finished, click on ***“Save”***.



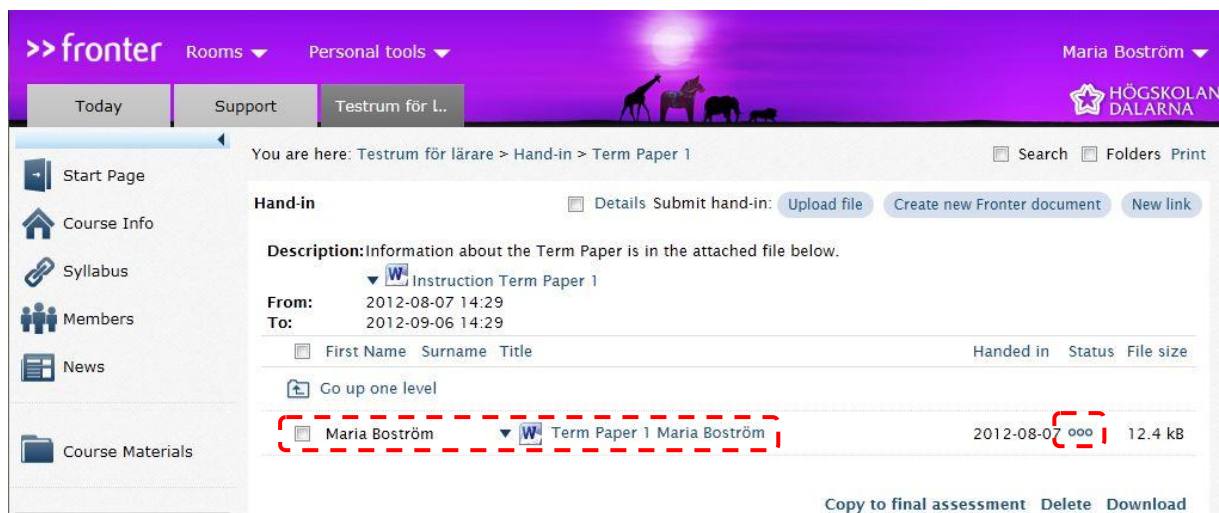
The screenshot shows the Fronter interface for uploading a hand-in. The breadcrumb path is "Testrum för lärare > Hand-in > Term Paper 1". The "Hand-in - Upload file" section includes a "File Name" field with a "Browse..." button and a "Multiple files" button. The "Title" field contains "Term Paper, group 1". Under "Self assessment:", the "Customise owners" section is expanded, showing two radio button options: "Individually" and "Group hand-in:". The "Group hand-in:" option is selected. Below it, a list of students is shown with checkboxes: "First Name Surname" (unchecked), "Robert Andersson" (checked), "Maria Boström" (checked), "Per Dicander" (checked), and "Ann Gustafsson" (unchecked). At the bottom right, the "Save" button is highlighted with a red dashed box, next to a "Cancel" button.



How do I know that the teacher has received my assignment?



If you see your name right beside the title of your hand in, it means that your assignment has been handed in properly. Below **"Status"**, you can see if the teacher has evaluated and approved your term-paper. In the example below, your hand-in is not yet evaluated.



The screenshot shows the Fronter interface. The top navigation bar includes 'Rooms', 'Personal tools', and the user name 'Maria Boström'. The main content area is titled 'Hand-in' and shows a submission for 'Term Paper 1'. The submission details include the description, from/to dates, and a table of submissions. The submission by Maria Boström is highlighted with a red dashed box, and its status is 'Not evaluated' (indicated by three circles).

First Name	Surname	Title	Handed in	Status	File size
Maria	Boström	Term Paper 1	2012-08-07	Not evaluated	12.4 kB

"Status" has different symbols depending how far the process your hand-in has come, see a description to the symbols below:



Not evaluated



In progress

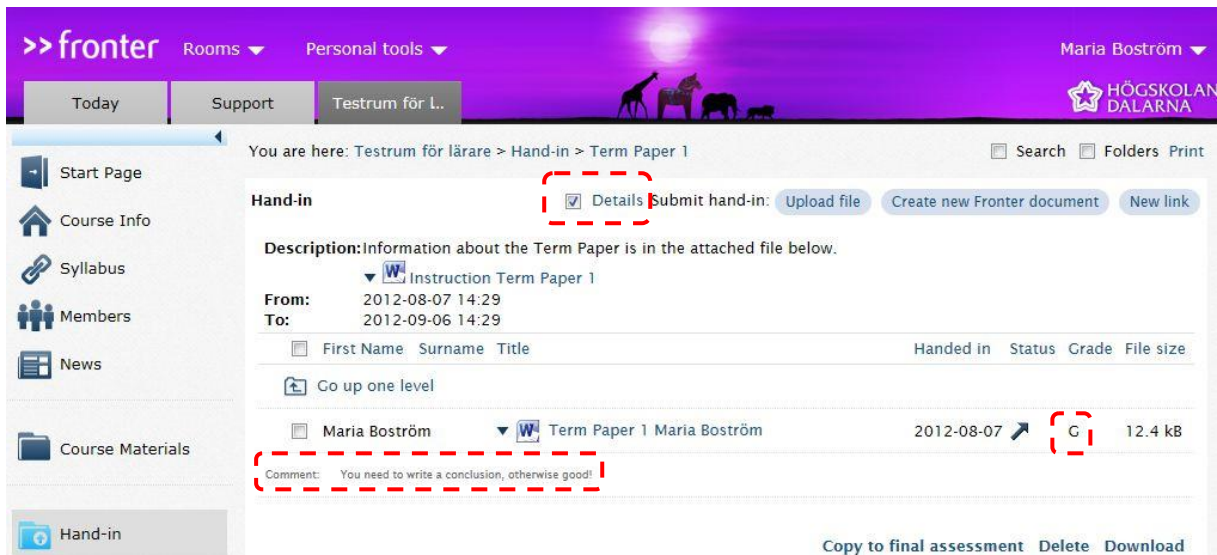


Approved



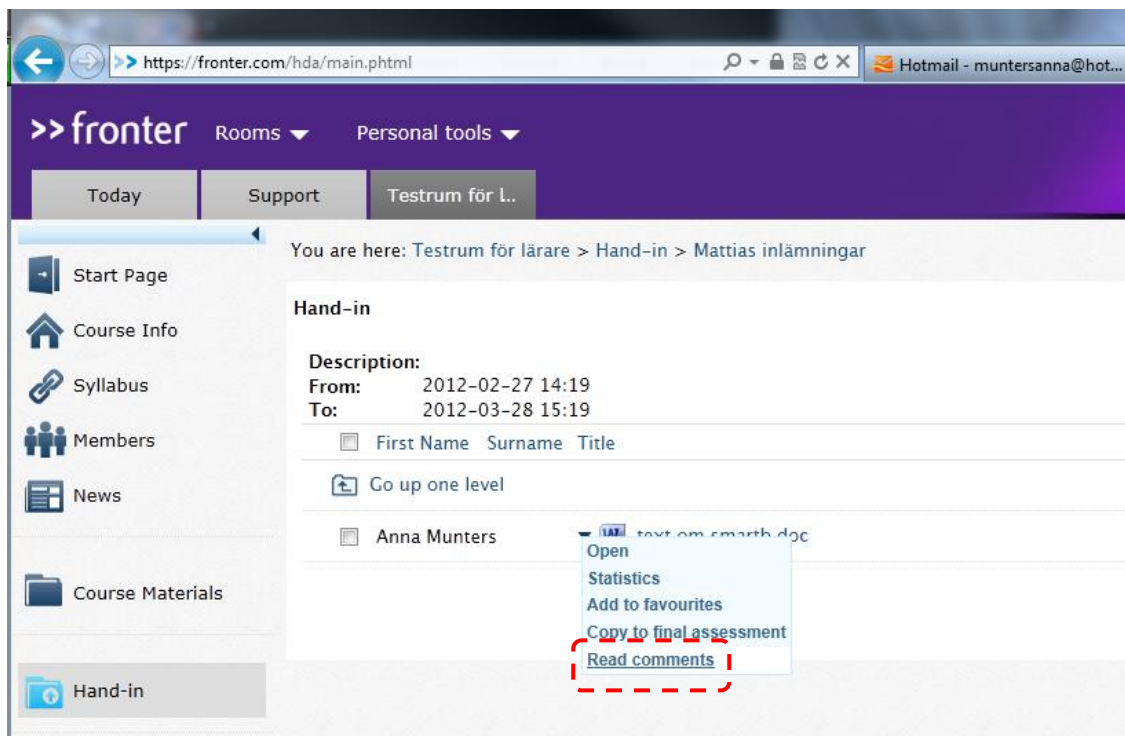
Not approved

If you want to see the comments, and the grades in the list, check the box **“Details”**.



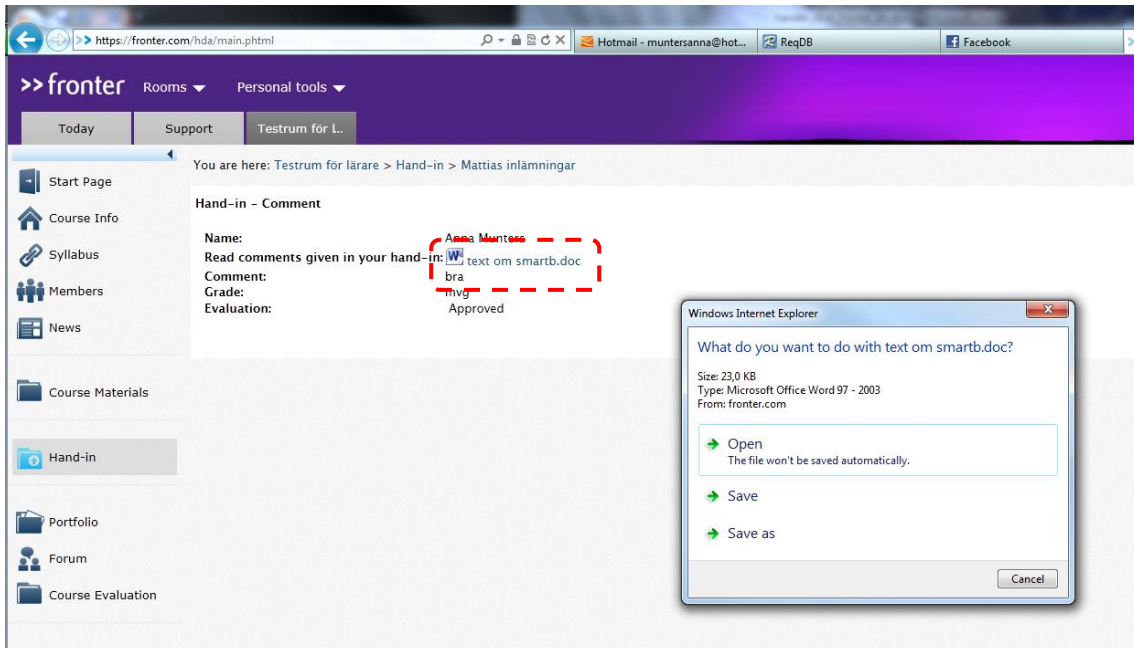
The screenshot shows the Fronter interface for a hand-in submission. The breadcrumb trail is 'You are here: Testrum för lärare > Hand-in > Term Paper 1'. The submission is for 'Term Paper 1' by Maria Boström, dated 2012-08-07. A comment is visible: 'You need to write a conclusion, otherwise good!'. The 'Details' checkbox is checked, and the grade 'G' is shown. The file size is 12.4 kB. The interface includes a sidebar with navigation options like 'Start Page', 'Course Info', 'Syllabus', 'Members', 'News', 'Course Materials', and 'Hand-in'. The top navigation bar shows 'Rooms' and 'Personal tools'.

Sometimes your teacher leaves you your comments in a file. Click on the small arrow in front of the file name and choose **“read comments”**



The screenshot shows the Fronter interface for a hand-in submission. The breadcrumb trail is 'You are here: Testrum för lärare > Hand-in > Mattias inlämningar'. The submission is for 'Mattias inlämningar' by Anna Munters, dated 2012-02-27. A context menu is open over the file name 'text om smartb.doc', with the 'Read comments' option highlighted. The interface includes a sidebar with navigation options like 'Start Page', 'Course Info', 'Syllabus', 'Members', 'News', 'Course Materials', and 'Hand-in'. The top navigation bar shows 'Rooms' and 'Personal tools'.

Click on the filename and make a choice between open the file or save the file.



The screenshot shows the Fronter LMS interface. The browser address bar displays <https://fronter.com/hda/main.phtml>. The page title is "Hand-in - Comment". The breadcrumb trail is "You are here: Testrum för lärare > Hand-in > Mattias inlämningar". The comment details are:

- Name: **Anna Munters**
- Read comments given in your hand-in: **text om smartb.doc**
- Comment: bra
- Grade: mvg
- Evaluation: Approved

A red dashed box highlights the filename "text om smartb.doc". A "Windows Internet Explorer" dialog box is open, asking "What do you want to do with text om smartb.doc?". The dialog provides the following information:

- Size: 23,0 KB
- Type: Microsoft Office Word 97 - 2003
- From: fronter.com

The dialog offers three options: "Open" (with a note "The file won't be saved automatically."), "Save", and "Save as". A "Cancel" button is also present.

NGL Centre

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