



HÖGSKOLAN DALARNA

The Hand-In Tool in Fronter for students

With the Hand-In tool it's easy to hand in term-papers to your teachers. The teachers can see which persons that have handed in the term-papers, the time and what 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.

Created: 2008-07-09

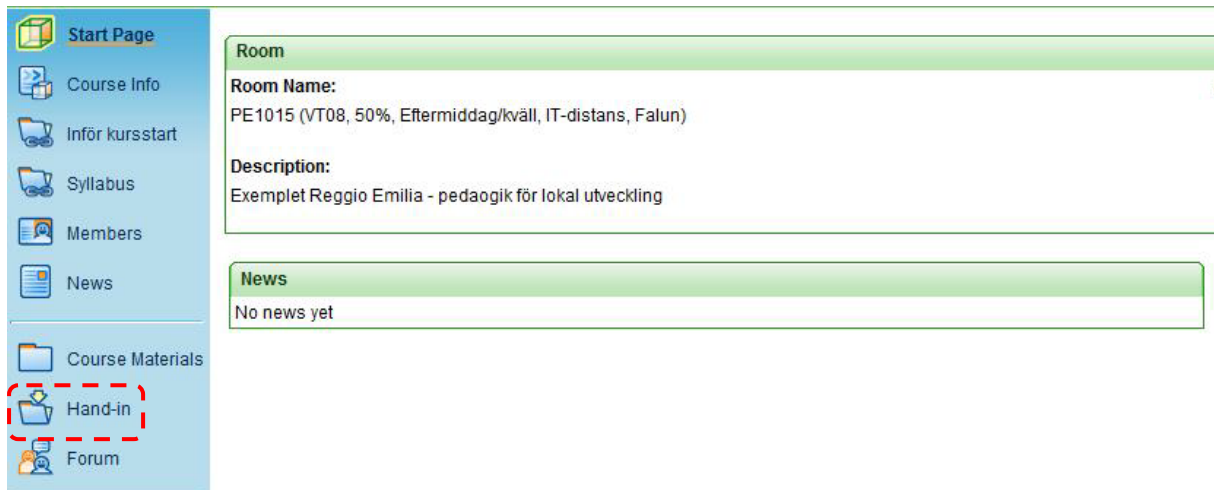
Version: 1.0



How do I use the Hand-In tool in Fronter?



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



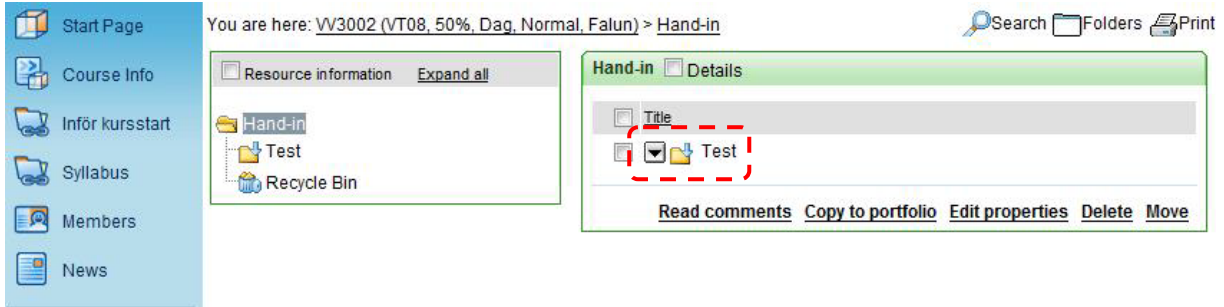
The screenshot shows a course room interface. On the left is a blue sidebar menu with the following items: Start Page, Course Info, Inför kursstart, Syllabus, Members, News, Course Materials, Hand-in (highlighted with a red dashed box), and Forum. The main content area has a green header for 'Room' and contains the following information:

Room Name:
PE1015 (VT08, 50%, Eftermiddag/kväll, IT-distans, Falun)

Description:
Exemplet Reggio Emilia - pedagogik för lokal utveckling

Below the room information is a green header for 'News' with the text 'No news yet'.

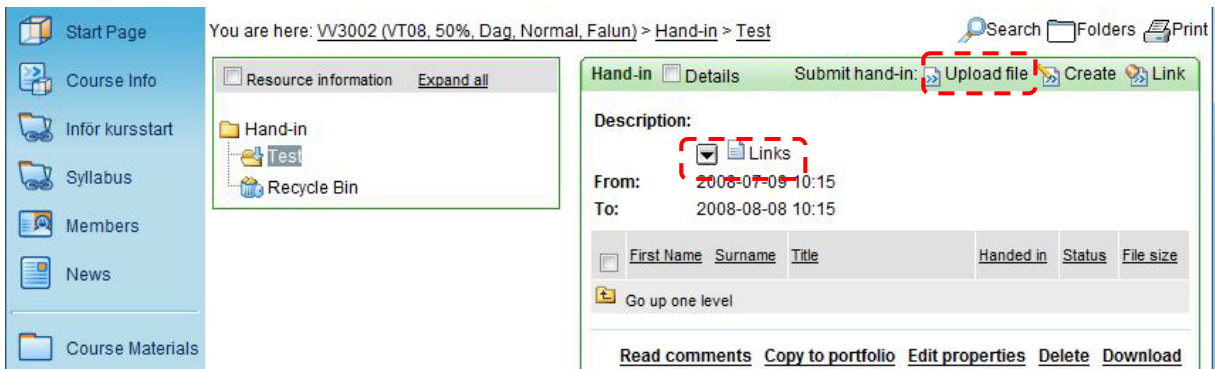
Here you will see a list of folders that the teacher has created. Click on it's name to open the folder.



In the folder you can read the teachers description about the assignment (if there is any).

The teacher can also have uploaded an external document with further instructions.

To hand in a term-paper, click on ***"Upload file"***.



1. Click on **“Bläddra”** to search for the document on your computer that you want to hand in.
2. if you want you can give your term-paper a new title
3. When you are done, click on **Save”**.

Hand-in - Upload file

If you are going to upload a large file please use the [java upload applet](#)

File Name: Bläddra...

Title:

Self assessment:

[Show/Hide details](#)

Open in new window





Scale images to convenient sizes

Save

You have now handed in your term-paper. Now you can just wait for the teacher to grade and evaluate it.

You can only see your own hand ins and you can hand in more than one document if you want to. Under **“Status”** can you see if the teacher have evaluated and approved your term-paper.

“Evaluation” has different symbols depending how far in the process your hand in has come, see a description to the symbols below:

	Approved		In progress
	Not approved		Not delivered
	Not evaluated		

If you want to see the comments, check the box **"Details"**. You can also check the box on the left to your name and then click on **"Read comments"**.

Hand in Details Submit hand-in: [Upload file](#) [Create](#) [Link](#)

Description:

Links

From: 2008-07-09 10:15

To: 2008-08-08 10:15

<input type="checkbox"/>	First Name	Surname	Title	Handed in	Status	Grade	File size
Go up one level							
<input checked="" type="checkbox"/>	David	Andersson	<input type="checkbox"/> Document 1	2008-07-09	✓	VG	202 bytes
Comment: Very Good!							

[Read comments](#) [Copy to portfolio](#) [Edit properties](#) [Delete](#) [Download](#)



If it's a group hand in you can under **"Upload file"** and then **"Customise owners"** mark the students that shall be a part of the term-paper.

Hand-in - Upload file

If you are going to upload a large file please use the [java upload applet](#)

File Name: [Bläddra...](#) [Multiple files](#)

Title:

Self assessment:

Customise owners

Individually

Group hand-in:

First Name Surname

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