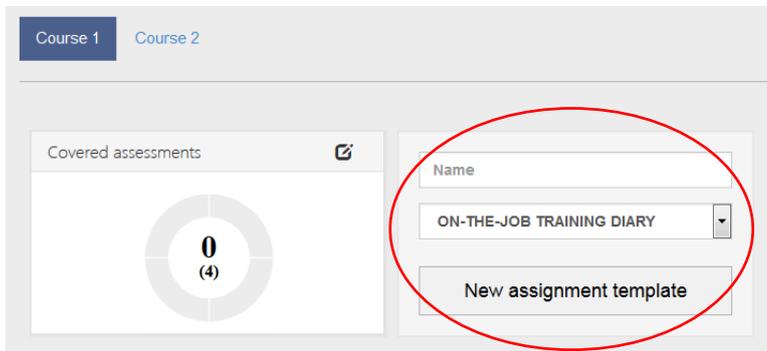


# 1 CREATING NEW ASSESSMENT TEMPLATES

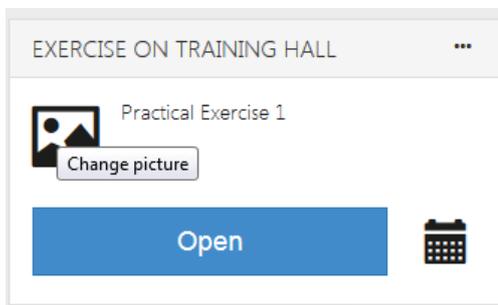
By selecting *Courses*, you can create templates for different types of practical learning assignments. The template provides the student the detailed task flow on how to complete the assignment, as well as instructions for making the required documentation. Name your assignment template, select which type of assignment it is and select *New assignment template*.



NOTE You can define assignment types at your organization *Settings*.

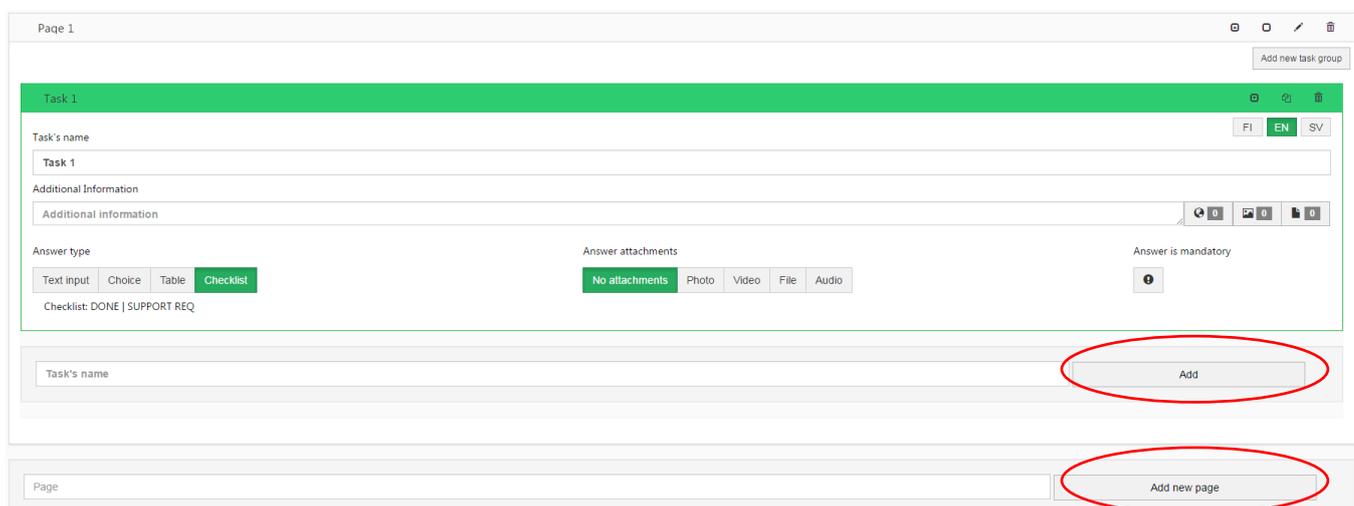
# 2 EDITING ASSESSMENT TEMPLATES

You can enrich the template by selecting an icon by selecting the icon symbol. Icons are easy way to improve the look and feel of Workseed. You can start defining content on your template by opening it on the editor.



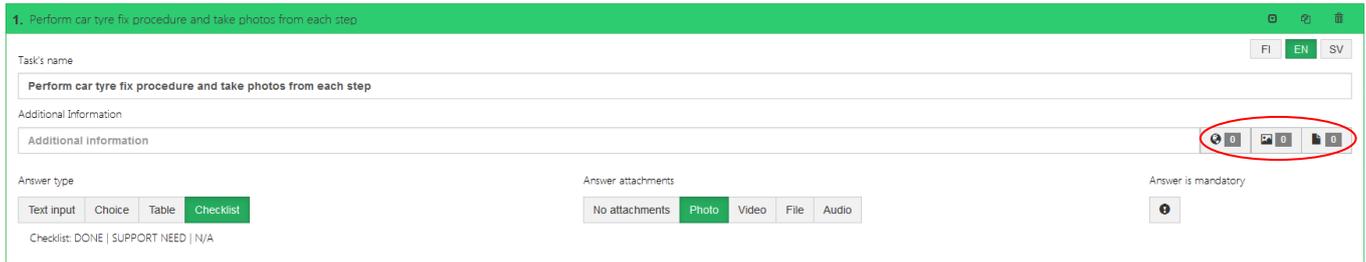
The templates are built on three layers: *Page*, *Task group* and *Task*. Pages are used for dividing the assignment to multiple pages, each visible to student at a time. You may group tasks into groups if there are multiple topics on the same page. Using task groups is optional.

You can add tasks and new pages on the buttons on the right hand side.



### 3 DEFINING TASK

After adding and naming a new task , if necessary, you can fill in *Additional information* using text, web links, photos, and other documents.

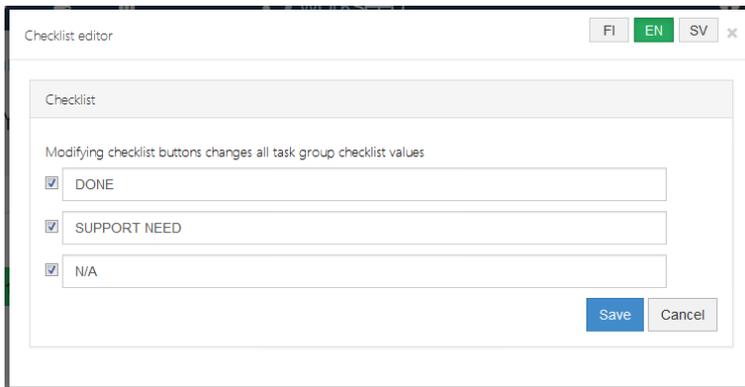


As an *Answer type* you can select *Text input* where a student enters text or numeric information.

*Choice* allows you to define a list of predefined values for students. It's a very handy way for collecting standard information instead of writing text.

*Table* is used for creating a compact table consisting of max 4 columns of information.

By selecting *Checklist*, you can create a checklist type of task. The student marks one of the items. You can rename the titles of the checklist items when you select the button.



NOTE You can rename the checklist button labels. The default values are DONE, SUPPORT REQ and N/A.

In the *Answer attachments* section you can specify the attachments required for completing the task.

*No attachments* Task doesn't require additional documentation

*Photo* Creates a shortcut to the camera application, allowing student to take photos and upload them into the task as attachments. This function is typically used for documenting the work flow.

*Video* Creates a shortcut to the camcorder, allowing student to capture a video clip and upload it to his/her private YouTube channel.

*File* Open the file selector to be used for selecting and uploading freely selected files to the task, such as PDFs, Word or Excel documents.

*Audio* Creates shortcut to the voice recorder, allowing the student to save audio as an attachment to the task.

*Answer is mandatory*

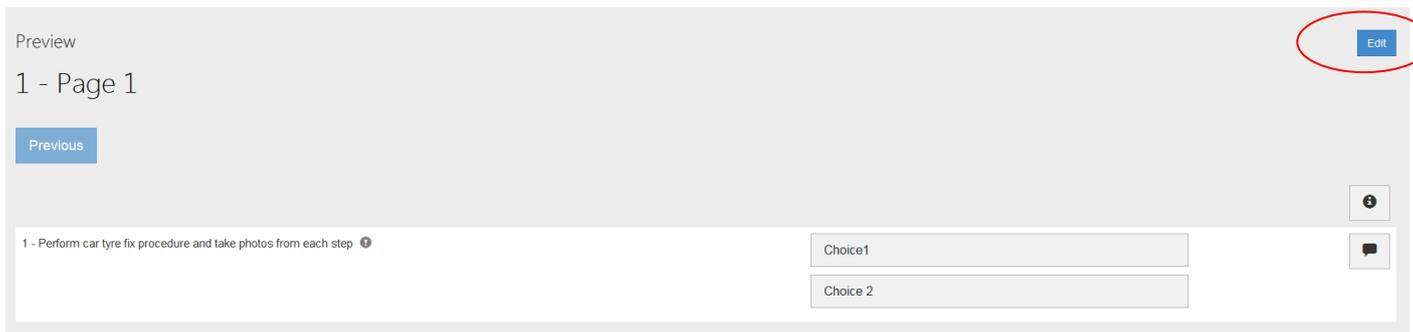
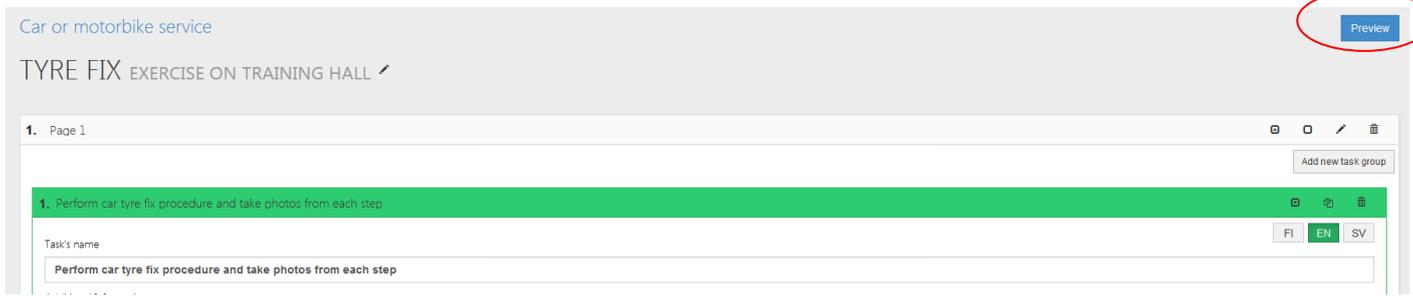


By setting the *Answer is mandatory*, student can't mark the assignment as done before the task is completed.

NOTE When students are making assignments with the answer attachments, Workseed automatically launches the camera, file selection or voice recorder application in user's device. This feature is mainly supported in all smartphones and tablets released after 2014, with Android, iOS, Windows Phone, or Windows 10 operating systems.

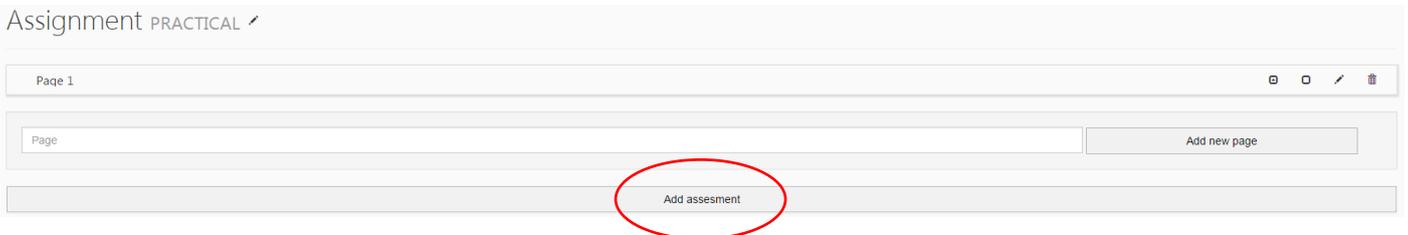
## 4 PREVIEW

You can go to the preview mode by selecting *Preview* at any time to see how your assignment template looks when the student is making the assignment. From the preview mode you can continue editing by selecting *Edit*.



## 5 DEFINING ASSESSMENT PROCESS

By selecting *Add assessment* you can define the assessment process for your assignment.



The assessment process is two-phased: On the first phase you define the assessors whose assessments are required and on the second phase you define the assessment targets (a.k.a learning objectives or skills) for the assignment from the course's common assessment targets.

Each assessment target is evaluated after the assignment completion by the selected assessors. Assessment targets are typically based on the qualification framework or some other standards.

### NOTE

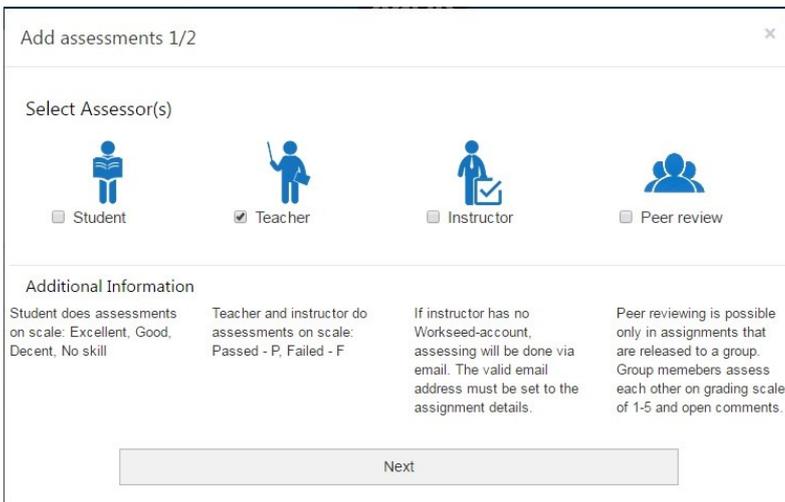
- Assessment targets can be defined for each learning path phase separately.
- Workseed offers connectors to qualification frameworks available as an open data or privately. For further information, take contact to [support@workseed.fi](mailto:support@workseed.fi).

## 5.1 SELECTING ASSESSORS

In the first step of creating the assessment process, you need to *Select Assessor(s)*. Typically assignments are assessed by the *Teacher*, but you can also allow the *Student* to do the self-assessment and reflection after completing the assignment.

Choose the *Instructor* if an external assessor makes the assessment. Typically this option is used on on-the-job training when a company's instructor participates on the assessment by giving regular feedback during the period. The instructor will also make the final assessment after the student sets the assignment completed.

*Peer review* allows the student group to assess each other and share feedback. The group consists of students to whom the assignment was published to.



Add assessments 1/2

Select Assessor(s)

Student  Teacher  Instructor  Peer review

Additional Information

Student does assessments on scale: Excellent, Good, Decent, No skill

Teacher and instructor do assessments on scale: Passed - P, Failed - F

If instructor has no Workseed-account, assessing will be done via email. The valid email address must be set to the assignment details.

Peer reviewing is possible only in assignments that are released to a group. Group members assess each other on grading scale of 1-5 and open comments.

Next

NOTE The instructor role requires no Workseed account. After the student marks the assignment done, Workseed informs the instructor automatically via email. The email includes a link button to the student's assignment report. After selecting the button the instructor can easily give feedback and make the assessment without sign in procedure. For further information, see Workseed Quick Start Guide 7.

## 5.2 SELECTING ASSESSMENT TARGETS

In the second phase of defining the assessment process, you see a list of all course's assessment targets (a.k.a learning objectives or skills) from which you need to pick only the ones this assignment is targeted to. It is recommended to make the selections carefully and use only the assessment targets this assignment specifically develops.



Add assessments 2/2

Choose assessment targets: View all

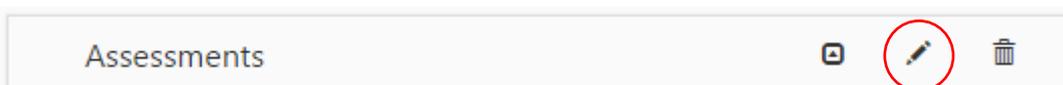
1. Mastering the work process

- Mastery of the work as a whole
- Economical and highquality performance

2. Mastering the work method, equipment and materia

- Bodywork service
- Maintenance service (without manufacturer's service programme)
- Regular service
- Camshaft drive service
- Brake service
- Tyre work

You may update the assessment targets later on by selecting the pen icon.



## 6 COURSE'S ASSESSMENT TARGETS

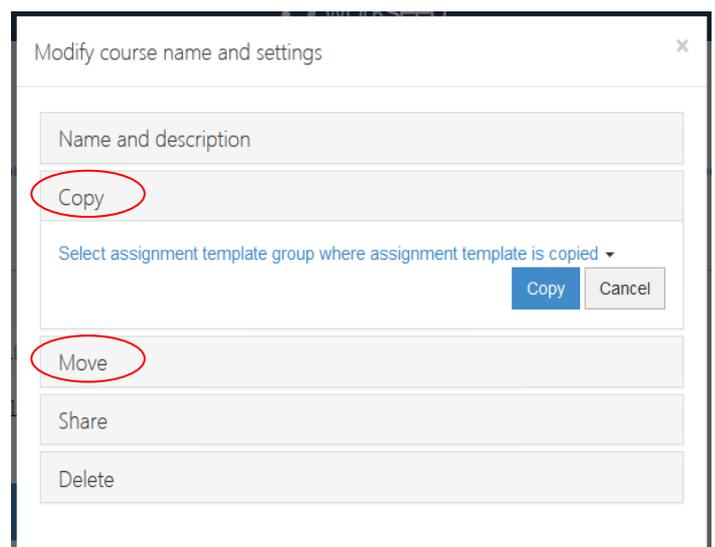
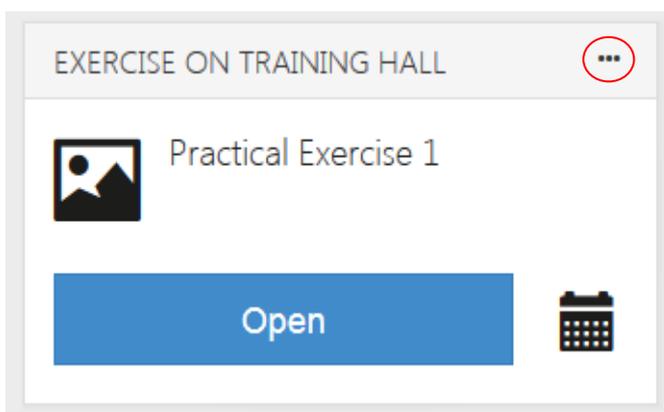
After defining an assignment templates with the two-phased assessment processes you can always check the status of the course in terms of all required assessment targets (a.k.a learning objectives or skills). In the course view, you can see the summary of all covered assessment targets. The diagram exposes the unselected assessment targets at a glance. On the example below, you can see the status 8 out of 14 which means 8 assessment targets are included in the assignment templates but 6 are still remaining. This information helps you to create complementary assignments for getting the full coverage in the course.



## 6 COPYING AND MOVING ASSIGNMENT TEMPLATES

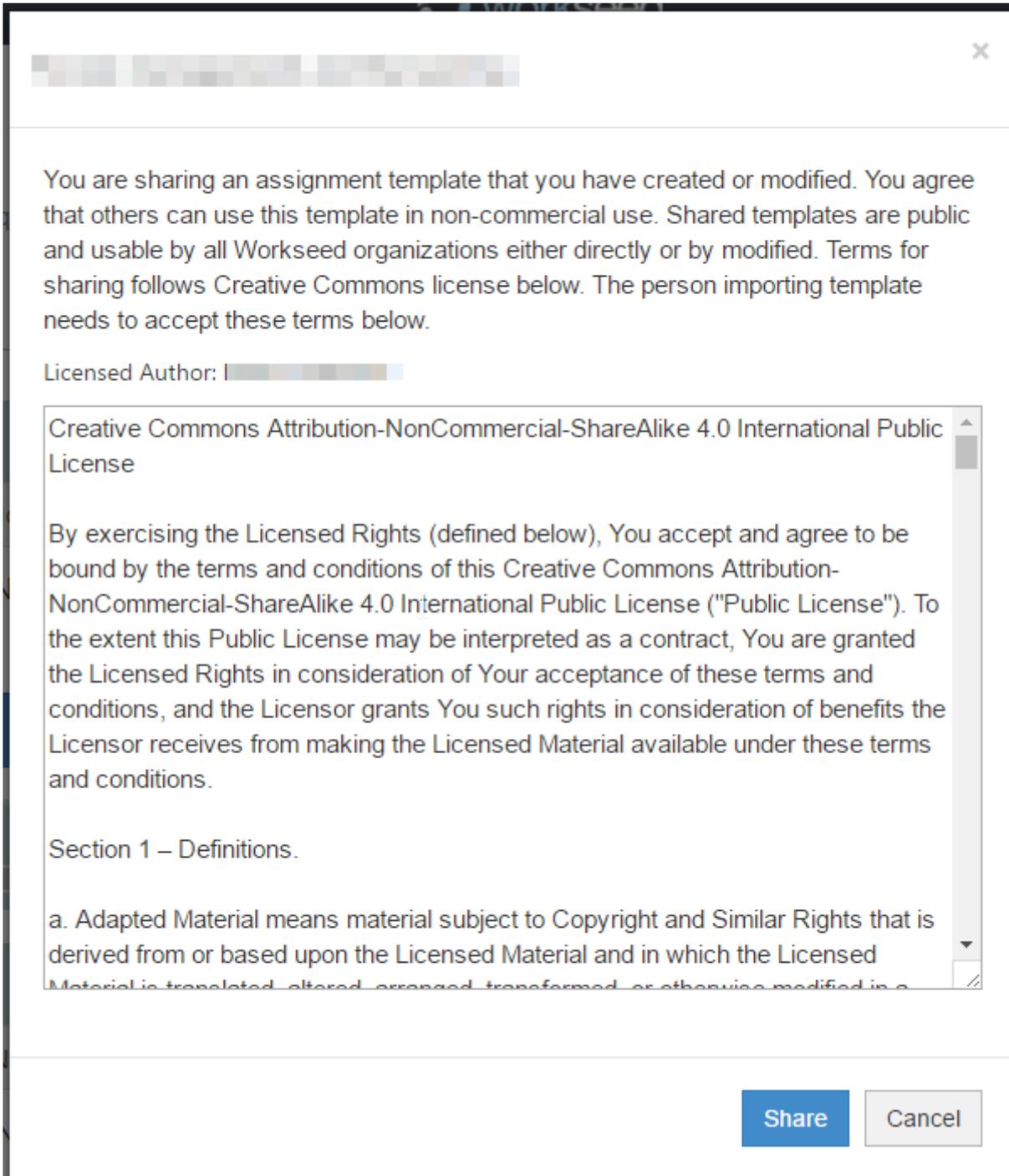
If you have defined multiple learning paths on *Settings*, you can move assignment templates from a path to another by drag and dropping. If you have defined the assessment targets to an assignment template, you need to re-define them after the transfer (see chapter 5).

You can *Copy* and *Move* assignment templates between course folders by selecting the menu button on the title bar. In the same view, you can also *Share* and *Remove* assignment templates.



## 6 SHARING ASSIGNMENTS

On the assignment template properties you can find *Share* for sharing any content you create in Workseed with the other Workseed users. It allows you to collaborate with your colleagues and other insititutes. On the sharing you grant a license to other Workseed users to use your content for non-commercial educational purposes. They may modify freely the material you shared. Workseed offers in-built Creative Commons license: *Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International Public License*.



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Section 1 – Definitions.

a. Adapted Material means material subject to Copyright and Similar Rights that is derived from or based upon the Licensed Material and in which the Licensed Material is translated, altered, arranged, transformed, or otherwise modified in a

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