


1 OPENING ASSIGNMENT REPORT

Assignment status table allows you to track the status of published assignments (and diaries). The table is divided on columns by assignment states: *Assigned*, *Delayed*, *Started*, *Ready* and *Assessed*. Assignments turn to assigned after publishing. The state turns to delayed if the due date expires before the assignment is marked as ready. The assignment turns to assessed after the all assessments are completed.

Assignment status		Calendar				
View recent View upcoming View expired		All teachers	All courses	All groups		
Due date	Assigned assignments	Delayed assignments	Started assignments	Ready assignments	Assessed assignments	
→ Car or motorbike service BRAKE MAINTENANCE 03/28/2017	→ 0 View all	- 0 View all	→ 0 View all	→ 1 View all	→ 0 View all	→ 0 View all
→ Car or motorbike service ENGINE OIL MAINTENANCE 04/16/2017	→ 0 View all	- 4 View all	→ 0 View all	→ 0 View all	→ 0 View all	→ 0 View all
→ Car or motorbike service TYRE FIX 04/16/2017	→ 0 View all	- 4 View all	→ 0 View all	→ 0 View all	→ 0 View all	→ 0 View all
→ Car or motorbike service 1ST TRAINING PERIOD 05/10/2017	→ 3 View all	- 0 View all	→ 0 View all	→ 1 View all	→ 0 View all	→ 0 View all

You can make assessments by selecting *View all* in one of the assignment's *Ready* column. On the assignment view, you can open any of the assignment reports by selecting *Assess*.


BRAKE MAINTENANCE
Car or motorbike service
EXERCISE ON TRAINING HALL

 Aaltonen, 1001

21 March (Tuesday) 08:06pm
Ready at

[Assess](#)

When *Assignment report* is opened, you can find all the documentation written by student and view the stored attachments such as photos and files. It is recommended to enrich the assessment by entering feedback to tasks if you notice the student has shown active attitude, good progress or high quality in training. Alternatively you may comment if you observed needs for further studying in terms of theory or school based training headed by the teacher.

BREAK MAINTENANCE Assignment location 1001 Aaltonen 




Car or motorbike service Student group A

EXERCISE ON TRAINING HALL

■ Ready

Started 03/21/2017 08:04pm (1001 Aaltonen) Ready 03/21/2017 08:06pm (1001 Aaltonen)

50% (1 / 2) of tasks completed

	Answer	File	Comment	Student
Page 1	Describe how you did break maintenance in Ford Focus 2011	■ First I was reading manual....		 1001 Aaltonen
	Insert photos from the work process			

NOTE For further information about the assessment process, see Workseed Quick Start Guide 3 - Assignment template creation with assessment process.

2 ASSESSMENT BY TEACHER

If the teacher's assessment is included in the assessment process, you find *Assessments* section in the bottom of the assignment report. It includes all the official assessment targets to be filled. You can select the assessment value and enter the written feedback.

The screenshot shows the 'Assessments' section of the assignment report. It features a table with two rows of assessment targets. The first row is titled 'Assessment: Teacher' and contains the target 'Mastery of the work as a whole'. The second row contains the target 'Economical and highquality performance'. Each row has a dropdown menu for selecting an assessment value and a text box for entering a comment. Below the table, there are buttons for 'PDF (text only)', 'PDF', 'Download', and 'Map', along with 'Save' and 'Reopen' buttons.

On the pictures below, you can see two assessment scales used for assessing learning and the E3-D1 scale used for assessing the competence.

This screenshot shows a dropdown menu for a learning assessment scale. The menu is open, displaying three options: 'Passed - P', 'Failed - F', and an empty option at the top.

This screenshot shows a dropdown menu for a competence assessment scale. The menu is open, displaying five options: 'Good - G2', 'Excellent - E3', 'Good - G2', 'Decent - D1', and 'Failed - F0'. The 'Good - G2' option is currently selected and highlighted in blue.

NOTE The assessment scale is defined in the course properties (for further information, see Workseed Quick Start Guide 2 - Defining course properties).



3 ADAPTED ASSESSMENT

By choosing *Adapted assessment* you can mark the given assessment is adapted for a student for example in a case when the student has a personalized study program. If you enable the adapting, you need to enter the *Support actions taken* to describe how the student has been supported during the assignment.

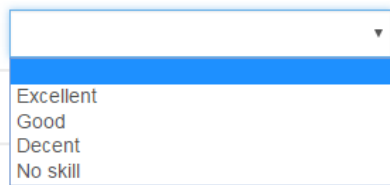
The screenshot shows the 'Adapted assessment' section of the assignment report. It features a table with one row of assessment targets. The target is 'Economical and highquality performance'. The row has a dropdown menu for selecting an assessment value and a text box for entering a comment. Below the table, there is a checkbox labeled 'Adapted assessment' which is checked. Below the checkbox, there is a large text box labeled 'Support actions taken...' for entering feedback.

4 STUDENT'S SELF ASSESSMENT

If the students' self assessment is included in the assessment process, the student finds his/her self assessment section in the end of the assignment report.

Assessment	Assessor
Assessment: Student	
<u>Mastery of the work as a whole</u> Excellent	Comment  1001 Aaltonen
<u>Economical and highquality performance</u> Good	Comment  1001 Aaltonen


For example the following four-step assessment scale can be used in student's self assessments.



5 ASSESSMENT BY INSTRUCTOR

If the instructor's assessment (typically used in on-the-job learning diaries) is selected in the assessment process, a person who doesn't have a Workseed account can also assess the assignment report. The assessment is made via an email link which is sent automatically to the instructor. The email carries a link to the students' assignment report. The instructor has 30 days to complete the assessment.

Hello!

 has completed his or her diary and it is waiting for your review. You have three (3) days after first evaluation to complete the assessment. After this period of time the link below won't work.

[Open diary](#)

Yours sincerely,



Workseed Ltd.
support@workseed.fi

NOTE Instructor's email address is specified in the Location of Assignment information. For more information see Workseed Quick Start Guide 4 - Assignment publishing.

After selecting the link on the received email, the instructor sees the assignment report to be assessed. After selecting the assessment values and entering written feedback, he selects *Set assessed*. If the instructor prefers to do partial assessment, he/she can continue later by selecting *Save*. If the student marks accidentally unfinished diary completed, the instructor can reopen the diary by selecting *Reopen diary*.

Assessment: Instructor

Mastery of the work as a whole	Excellent - E3	Comment	ohjaaja@workseed.fi
Economical and highquality performance		Comment	
Bodywork service		Comment	
Maintenance service (without manufacturer's service programme)		Comment	
Customer service, repair regulations and legislation		Comment	
Knowledge of overall car structure and systems		Comment	

PDF (text only) PDF Download Map

Reopen diary Save Set assessed