

## Assignment Procedures for Mr. Grieb

As you may have already experienced, issues associated with the online school interface sometimes interfere with the proposed time lines for the courses. Due dates come and go but technology messes things up constantly. Rest assured due dates are not written in stone but are guidelines for where a student should be in the course in order to complete the course in one semester. Be informed that I do not reject late submission or apply late penalties to materials handed in after the scheduled due date but before the submission cut off dates.

There are two submission cut off dates during the semester. The first cut off date is the date by which anything. (Assignments, quizzes, exams, tutorial summaries etc.) from the first two units in the course must be submitted. This date will be posted in the schedule. The second cut off date is the last day of classes in the semester for non diploma courses or a few days before the last day of classes for diploma courses. Again, these dates will be posted in the Moodle schedule. All remaining course work must be submitted by this date. Please check the schedule regularly for updates.

Assignment feedback also has a different procedure for online courses. Marks are available continuously on the Powerschools site. Marks are generally posted in Powerschools within 24 hrs of an assignment being submitted. (excluding weekends and holidays.) If it has been a couple of days since you submitted assignment, and no marks are available in Powerschools, first check that the assignment submitted properly to Moodle, then contact your instructor.

Online assignments provide immediate feedback and can be re-attempted multiple times to give the student an opportunity to demonstrate their learning from one attempt to the next.

Students can request a marked hardcopy (docx or pdf) assignment at any time after it has been submitted and a student may do corrections on assignments if they so choose. In order to do corrections on an assignment, the student must request the marked assignment(s) be forwarded to them by the instructor and the students can re-submit the assignment via the drop box. The student can obtain full marks for re-

submitted assignments. When submitting corrections, the regular file naming format is in effect except for the addition of the word “corrections” to the file name. Please also note that all corrections should be completed in a different color font and/or a different size, bold font so that the instructor can easily identify what has been corrected. It is strongly recommended that students request to see all of their marked assignments in a module or unit, prior to attempting a quiz or and exam.

Answer keys for assignments, quizzes and exams are not given to students. If a student wishes to go over any of the aforementioned with the instructor they can :

1. E-mail the question being specific about what subject, assignment and question is being asked about. Copying and pasting the relevant material with the question, including the original text of the question is recommended.
2. Ask the question(s) during a Live help sessions, whether online(Zoom session) or in person (scheduled with instructor.)

Students can also make arrangements to go over go over quizzes or exams with the instructor during my office hours, site visits or can schedule a private Zoom tutorial with the instructor to go over quizzes or exams.

Lastly, there are self-check assignments. These assignments provide practice for students concerning important aspects of course content but also provide the key for the assignment. Students are expected to check their own work against the key and ask questions (either via e-mail or online help sessions.) about anything they don't understand. These assignments are to be handed in showing the corrections the student made on the assignment document. Do not submit the marking key as your assignment.

Finally, it should be noted that only assignments that have a dropbox that correspond with the assignment or are an online assignment, are required to be submitted. Any assignments/assessment that have no dropbox are optional and are not to be submitted. Please note that properly naming format for digital copy assignments is as follows.  
Subject. Assignment number. Student name. file extention.  
Ie. Bio20 1.1.2 JSmith.docx

If you have any questions or concerns regarding the  
aforementioned procedures, please feel free to contact me at  
[ngrieb@rvschools.ab.ca](mailto:ngrieb@rvschools.ab.ca). Thanks and have a successful  
semester !