


File Exchange in e-Racer



Using the File Exchange [Digital
Dropbox] in e-Racer

Go to myTLU Portal: <https://my.tlu.edu/ics>

TLU
TEXAS LUTHERAN UNIVERSITY

User Name: Password:

You are here: Home

TLU
TEXAS LUTHERAN UNIVERSITY

MY.TLU.EDU

- Home
- Public Page
- Today @ TLU
- Photos
- Announcements

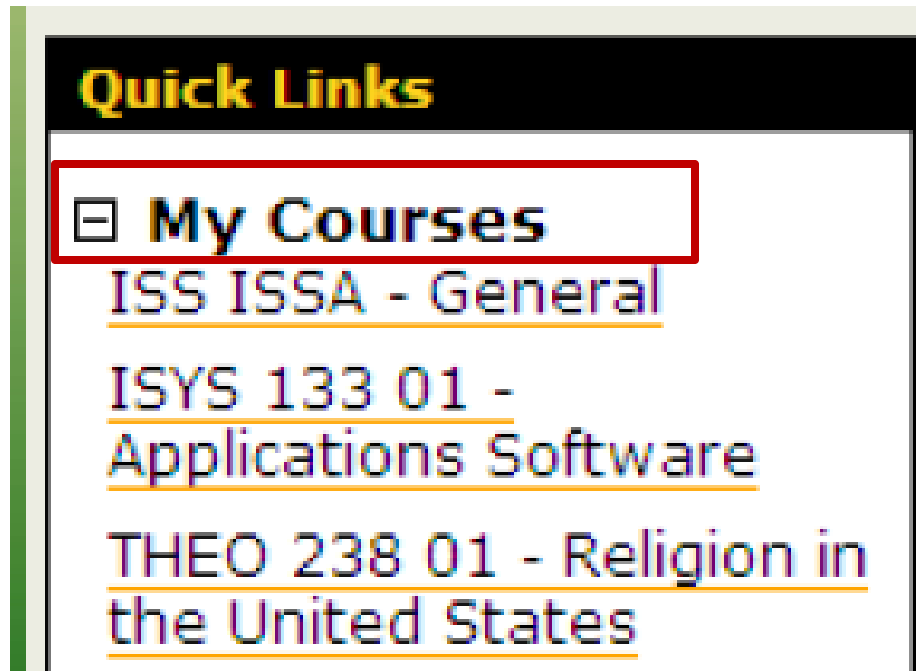
My.TLU.EDU

Public Page ? **A**

Welcome to TLU's web portal! This web platform is intended for students, faculty, staff, applicants to TLU and alumni. To access these services, please login with your TLU username and password.

If you have any questions, please contact the TLU IT Help desk at ishelp@tlu.edu or by calling ext. 6000 Monday thru Friday from 8am-5pm

Expand **My Courses**, under **Quick Links** to locate the class site you want to access



The image shows a screenshot of a web interface. At the top, there is a black header with the text "Quick Links" in yellow. Below this, a white menu is displayed. The first item in the menu is "My Courses", which is highlighted with a red rectangular border. To the left of "My Courses" is a small square icon containing a minus sign. Below "My Courses", three course titles are listed, each underlined: "ISS ISSA - General", "ISYS 133 01 - Applications Software", and "THEO 238 01 - Religion in the United States". The entire menu area is enclosed in a thin green border.

Quick Links

- My Courses**
 - [ISS ISSA - General](#)
 - [ISYS 133 01 - Applications Software](#)
 - [THEO 238 01 - Religion in the United States](#)


Access your course site and click on a **Coursework** (link)

3



ISS ISSA - GENERAL

- Attendance
- Collaboration
- Course Information
- Coursework**
- Gradebook
- Main Page
- Syllabus







 *Add a Page*

 *Context Manager*

- This example will **add Homework Three assignment** in a format that will allow students to submit answers online through e-Racer.
- Currently, we have **Two Homework** assignments as shown below.
- Click on **Add Assignment** link

Homework

[+ Add an Assignment](#)

| <u>Assignment</u> | <u>Format</u> | <u>Due Date</u> | <u>Unit</u> | <u>Required</u> |
|---|---------------|-------------------|-------------|-----------------|
| <u>Homework One</u>    | | 9/7/2011 5:00 PM | Unit 1 | Required |
| <u>Homework Two</u>    | | 9/14/2011 5:00 PM | Unit 1 | Required |


- Name:** Type the **Name** of the assignment
- Format:** Select **File Exchange** from the drop down menu
- Required:** Select **Required**
- Grade Method:** Select **Graded** and put the accepted points
-

New Assignment

| | |
|----------------------|--|
| Name: | <input type="text" value="Homework Three"/> |
| Format: | <input type="text" value="Offline"/> |
| Type: | <input type="text" value="Online"/> + Add an Assignment Type |
| Required: | <input type="text" value="Offline"/> |
| Grade Method: | <input type="text" value="Graded"/> |
| | Out of: <input type="text" value="50"/> points |















This is a point value for the assignment; it is not related to the weight of the assignment. To manage relative weights of assignments with regard to the final grade, please use the Gradebook.

Type **Description & Instructions** for the assignment (Optional)

Unit: Unit 1  Add a Unit

Description:















Default Font Size

 **B** *I* U    |     |   —    

Normal HTML

Instructions:

Default Font Size

 **B** *I* U    |     |   —    

Description:
The description of an assignment is always shown.

Instructions:
The instructions for an assignment are only shown once the assignment is active.

- Select **Start** date & **Due** date
 - Click on the **Browse** (tab) to **Add or Attach** a file with questions or assignment for your students to open and work on it.
 - Click on **Upload** (tab)
- & **Save**

Normal HTML

Start: Active Now
 Activate Later Manually
 Active From: DAY 12 : 00 AM

Display While Inactive

Due: 2/14/2010 DAY 12 : 00 AM


Show Grade: As soon as grade is available, and due date has passed

Relevant Files: **Add a File**

File:










Label:

Description:

Homework Three is now available to your students in a **File Exchange**  format


Homework

 [Add an Assignment](#)

| <u>Assignment</u> | | <u>Format</u> | <u>Due Date</u> | <u>Unit</u> | <u>Required</u> |
|-----------------------|---|---------------|-------------------|-------------|-----------------|
| <u>Homework One</u> |    | | 9/7/2011 5:00 PM | Unit 1 | Required |
| <u>Homework Two</u> |    | | 9/14/2011 5:00 PM | Unit 1 | Required |
| <u>Homework Three</u> |    | | 9/27/2011 5:00 PM | Unit 1 | Required |

Students will click on **Homework Three** assignment link

Homework Assignments

| <u>Assignment</u> | <u>Format</u> | <u>Due Date</u> | <u>Type</u> | <u>Required</u> |
|-----------------------|---|-------------------|-------------|-----------------|
| <u>Homework Three</u> |  | 9/27/2011 5:00 PM | Exam | Required |

- Students will find and open the attached **Assignment or Questions**
- Students will work on the assignment on their computer and save the assignment to a USB drive or Y (network) drive***
- After completing the assignment, students will click on the **Browse** (tab), **Attach** the file and click the **Upload** (tab)


Exam: Homework Three

Homework Assignments

Format: **File Exchange**

Grade Method: **Graded out of 50**

Your assignment is in progress

 This assignment is **required**.
It is **due TODAY** at 5:00 PM.

Files

Computing concepts.docx

Coursework

Upload a File

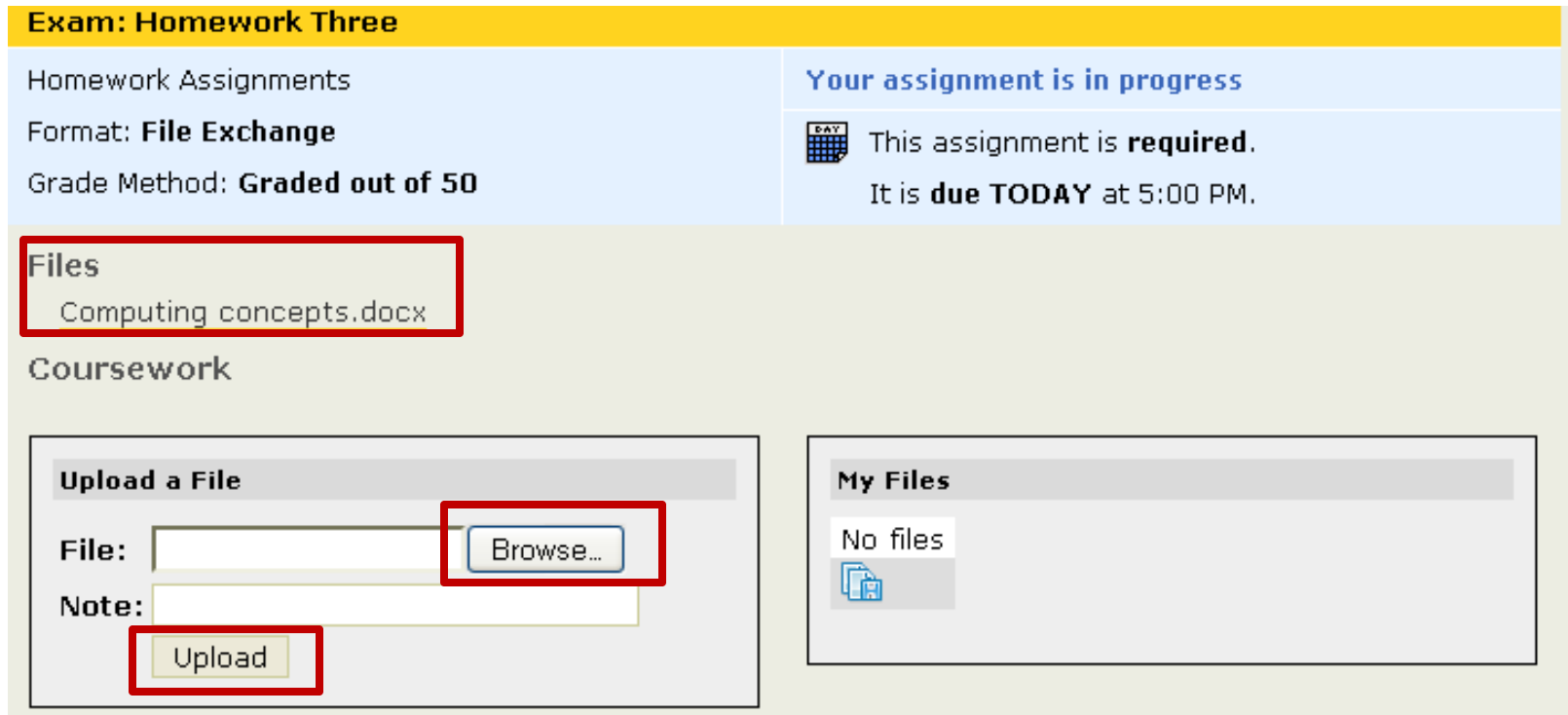
File: **Browse...**

Note:

Upload

My Files

No files



- Students will see and uploaded file under **My Files** area
- Students must click **Mark as Final** for the file to be fully submitted and the faculty member / instructor will be able to access each individual file, open and grade accordingly.

Files

[Computing concepts.docx](#)



Coursework


Upload a File

File:

Note:

My Files

| File | Date Uploaded | |
|---|--------------------------------------|---|
| Computing concepts.docx | Tuesday, September 27, 2011 10:19 AM |   |



Important Information:

When you are ready, mark this assignment as final and it will be submitted for grading. Once you mark the assignment as final, you will not be able to **add, edit, or remove** any files. Please be sure you have fully completed the assignment and consider your submission final before marking it as final.

You must **mark the assignment final** or you risk the assignment being marked late and/or getting a 0.

The assignment has now been successfully submitted for grading as shown below

Exam: Homework Three

Homework Assignments

Format: **File Exchange**

Grade Method: **Graded out of 50**

Your assignment is final and submitted for grading



This assignment is **required**.

It is **due TODAY** at 5:00 PM.

Files

[Computing concepts.docx](#)

Coursework

You submitted your assignment at 10:23 AM, Tuesday, September 27, 2011. It has not yet been graded.

My Files


| File | Date Uploaded |
|---|--------------------------------------|
| Computing concepts.docx | Tuesday, September 27, 2011 10:19 AM |






For Instructor:

Now, go back to the **Coursework page**, locate and open the assignment you want to grade. This example shows **Homework Three**

Homework Assignments

[+ Add an Assignment](#)  [Import test from File Cabinet](#)

| <u>Assignment</u> | <u>Format</u> | <u>Due Date</u> | <u>Type</u> | <u>Required</u> |
|---|---------------|-------------------|-------------|-----------------|
| <u>Homework Three</u>    | | 9/27/2011 5:00 PM | Exam | Required |