

Quick Guide for the Submission of Term Papers in Prüfungs-ILIAS for Teachers



Course settings

First, click on settings:



HAUSARBEITEN TEMPLATE ENGLISCH Alex

Content

Info

Settings

Members

Permissions

Show Member View >

Course Settings

Course Information

Preconditions

Start Objects

Multilingualism

Course settings

All courses are exported from the management systems with noon as placeholder.
Change the title of the course to the deadline you plan to set for the submission:

Edit Course

Title *



[2025.01.10 11:59] 17000-POL-BA-0-P - PS Einführung in die politische Soziologie: Elections and Voting

Description

Then click on “Save”!

Insert template

Go back to the "Content" tab and then to the drop-down menu

Template	Digital unterstützte Kurzhausarbeit ✓	
Start	30.05.2025 12:00	
Ende	30.05.2025 12:12	
<button>Template einfügen</button>		

Select the German or English template for submission and click on "Template einfügen"

- | | |
|------------------------------------|------|
| Template | late |
| Start | |
| Ende | |
| <button>Template einfügen</button> | |
- ✓ Digital unterstützte Kurzhausarbeit
 - Digital Take Home Exam
 - Elektronische Aufsichtsrarbeit
 - Digital Examination
 - Abgabe Haus- und Abschlussarbeit
 - Submission term paper and thesis

Step 1: Declaration of consent

Afterwards, click on step 1:

Inhalt



Step 1: Declare your consent here - Submission is only possible after the declaration!



Step 2: Submit your term paper here!

Vorbedingungen, die für einen Zugriff erfüllt werden müssen: » [Anzeigen](#)

Step 1: Declaration of consent

Administering the Test: Access

Start

03.12.2024 15:36



Time from which the test can be started.

End

29.12.2024 15:36



Time from which participants can no longer access the test (see also the section below). Only then will the test be ended (see also the section below).


Change the start and end times that you want to set for the submission period.


Then click on “Save”.

Step 2: Submission of term papers/theses

Click on Step 2:

Content

 Step 1: Declare our consent here - Submission is only possible after the declaration!

 Step 2: Submit your term paper here!
Deadline: 8 Days, 20 Hours
Preconditions that need to be fulfilled to access this object: » [Show](#)

Step 2: Submission of term papers/theses

Click on „task units“ and then on “Edit”



Step 2: Submit your term paper

task units

Info

Settings

Submissions and Grades

Pe

View



Edit

Step 2: Submission of term papers/theses

Click on „Edit“.

task units

(1 - 1 of 1)

 Delete								Order by Deadline Save Order	
	Title	Type of Submission	Presentation Order	Start Time	Deadline	Mandatory	Peer-Feedback	Work Instructions	Actions
<input type="checkbox"/>	Upload of the Exam	Upload	<input type="text" value="10"/>	18. Dec 2024, 13:38	29. Dec 2024, 13:38	Yes	No		Edit
<input type="checkbox"/>	Select All								
 Delete								Order by Deadline Save Order	

(1 - 1 of 1)

Step 2: Submission of term papers/theses

Scroll to „schedule“ and change the start time and deadline. Grace periods have to be kept empty.

Schedule

Start Time

18.12.2024 13:38



Deadline

☒ Fixed Date

Initially all users get the same fixed deadline.

Date

29.12.2024 13:38



Grace Period

DD.MM.YYYY HH:mm



Late submission are possible between the deadline and the end of the grace period.

☐ Relative Date

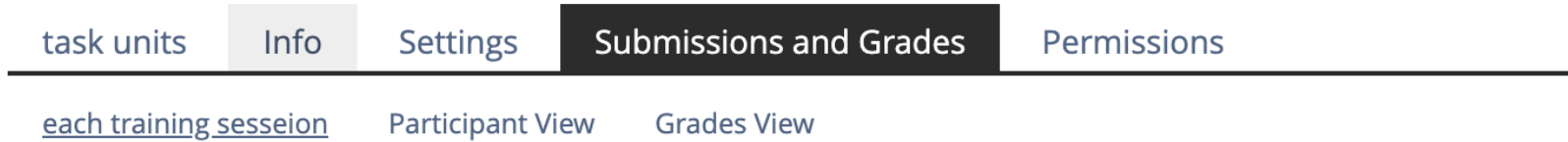
The deadline is set individually relative to the time when a user started the assignment.

Click on “save” at the end of the page!

Individual extensions

Sometimes students need more time for their term papers. You can also easily implement these individual deadlines by clicking on step 2 and then on the "Submissions and Grades" tab:

Step 2: Submit your term paper here!



Individual extensions

Enter and add the student ID.

[each training session](#)

Participant View

Grades View

User

Add

Search Users

Add Users of Current Course

Evaluation for many Part

Boehn, Svenja [sgeigle]

Individual extensions

Click on „Actions“

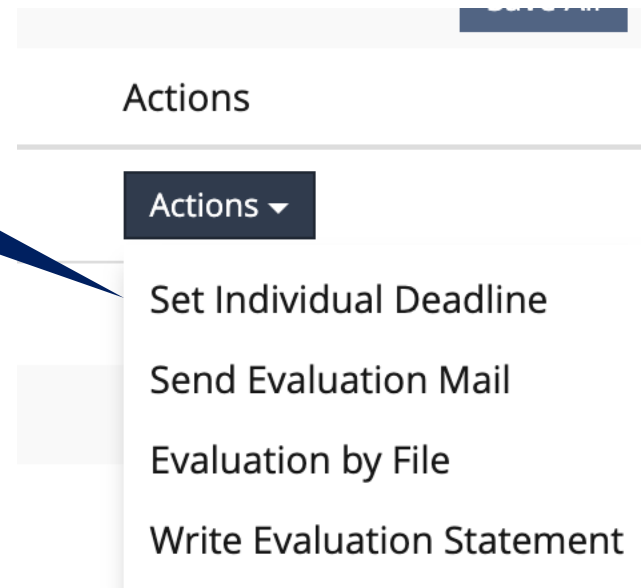
training session: Upload of the Exam
(1 - 1 of 1)

Save Selected Execute

Name ↑	Login	Individual Deadline	Grade	Actions
<input type="checkbox"/> Boehn, Svenja	sgeigle		Not Graded	Actions
<input type="checkbox"/> Select All				

Individual extensions

Select „Set Individual Deadline“.



Individual extensions

Select the submission deadline and click on "save".

Individual Deadline

WS

2

nf

ei

Upload of the Exam

Boehn, Svenja *

* Required

DD.MM.YYYY HH:mm

Save

Individual extensions

Now the student is displayed with their individual submission date:

training session: Upload of the Exam

(1 - 1 of 1)

Show Filter Columns Rows

Save Selected

Execute choices

Name	Login	Individual Deadline	Grade	Actions
<input type="checkbox"/> Boehn, Svenja	sgeigle	20. Jan 2025, 17:35	<div>Not Graded</div>	<div>Actions</div>
<input type="checkbox"/> Select All				