via™

by Watermark™

Activity Scheduler

The Via Activity Scheduler

Overview

Via's Activity Scheduler is a feature that allows Via to automatically create activities in future groups, based on a schedule set by Via administrators.

Activities can also be thought of as assignments. In Via, an activity **template** is created, which defines the content of an activity, such as what a student submits and the rubric that will be used to assess. Once a template is created, it can be "pushed out" to groups as an **activity**. Via's activity templates are useful because the actual content of an activity only needs to be created one time, and then can be used to create an activity any time necessary.

While activities can be created manually anytime, it can be cumbersome and time consuming, especially when creating a lot of activities. For example, it's very common for the same activity to be conducted in the same groups term over term. In fact, key assessments are often designed this way so that similar data is gathered at the same time each term, and then that data can be analyzed and compared over time. Using manual creation, an admin would need to create those activities at the beginning of every term.

So rather than using a template to manually create an activity each term, Via administrators can use the Activity Scheduler to designate a template, choose groups, and select a time to have Via automatically create the activities.

For example, if a Written Communication activity is conducted in ED-101 every time the group is offered, the Written Communication **template** is created. Then, a Written Communication activity can be **scheduled** to be automatically created in every future instance of ED-101. Next semester, next year, in 5 years... every time ED-101 is offered in Via, the activity will be added to it.

Prerequisites for the Activity Scheduler

The Activity Scheduler uses the same basic structure as manual activities. However, there are a few key differences.

Group Template Types

The Activity Scheduler is usable with Course and Internship type group templates. It is not usable with Group type group templates.

Templates and Template Workflows

The Activity Scheduler follows the same "tier down" hierarchy rules as a manual activity. only templates created with the following **workflows** can be used with the Activity Scheduler:
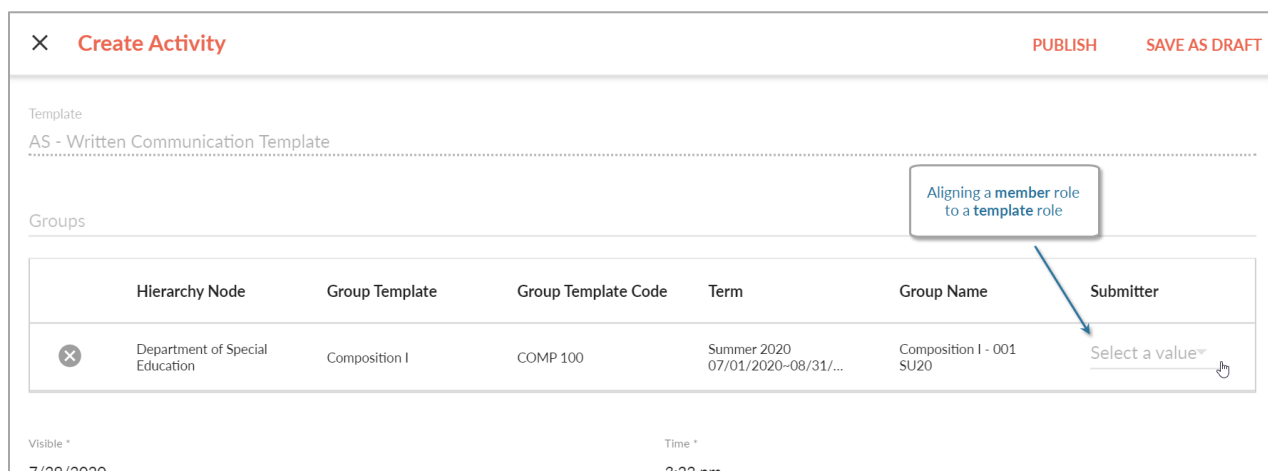
Course Based:
- Standard workflow
- Observational workflow
- Form workflow

Internship based:
- Internship workflow
- Internship Observational workflow
- Internship Form workflow

Aligning Group Member Roles

Just as with manually created activities, the template (or built-in) roles need to be aligned with a group's member roles. Via provides a dropdown menu for each template role that the template requires, and you choose which member role will act as each template role. Likewise, the Activity Scheduler needs to know which member roles are aligned to the template roles. These alignments will happen in the individual group's Members tab.

Aligning Roles Manually

In existing groups that already have a member role, aligning the role to a template role happens on the individual group's **Members** tab.

NOTE: This is the same process currently used for aligning intern, mentor, and supervisor roles in Internships.

To align roles manually:

1. Navigate to the Group Template containing the group whose members you will be aligning.
2. Click the **Settings** icon (gear icon).

3. Click the **Members** tab.
4. Choose an existing role, and click the role's **3 dots** icon.
5. From the dropdown, select **Edit**.

6. In the popup window, click the **Select a Value** dropdown menu and choose **Student**.

CREATE ROLE   ENROLL MEMBERS   DOWNLOAD MEMBER LIST

Edit Role

Click the dropdown to
select a role value.

Role Name*
student

Select a value

CANCEL   SAVE

CREATE ROLE   ENROLL MEMBERS   DOWNLOAD MEMBER LIST

Edit Role

From the dropdown
menu, select **Student**.

Role Name*
student

Student
Assisted Assessor

CANCEL   SAVE
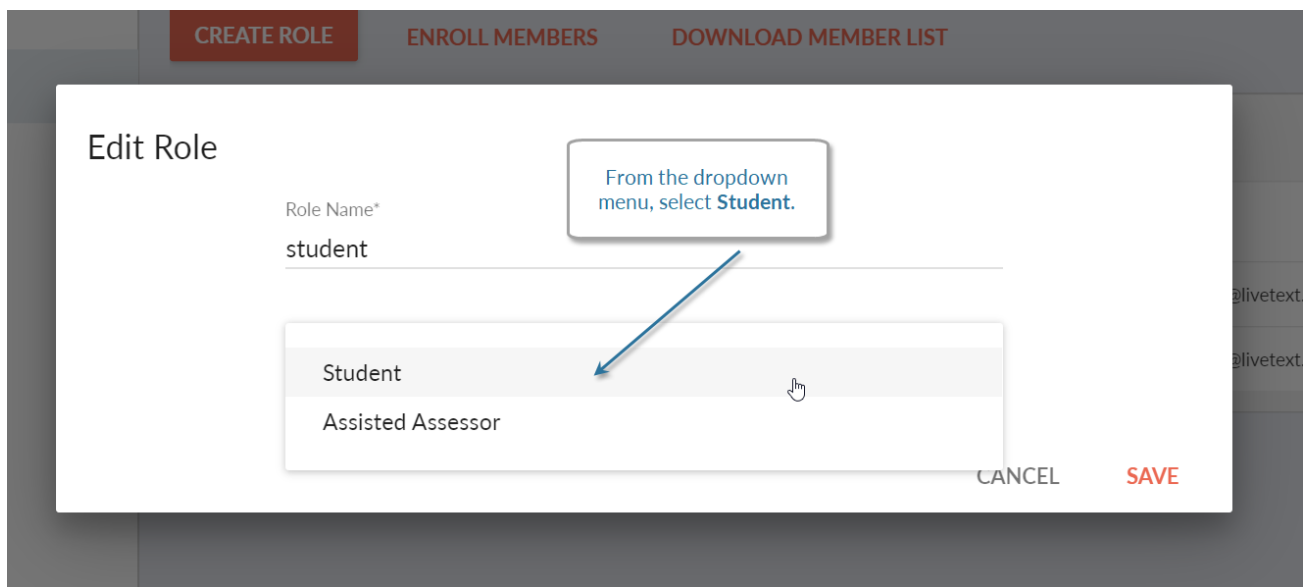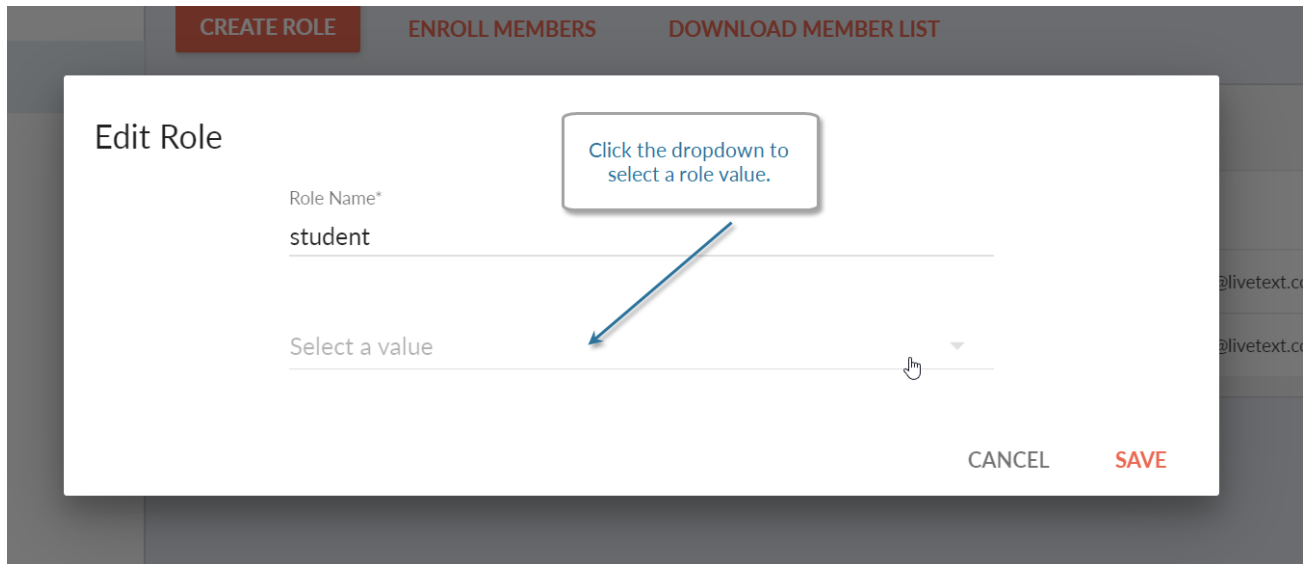
Creating a Schedule

Schedules are created at the group template level. This means that any schedule will apply to all future groups in the group template. To get started, navigate to the group template in which you would like to create an activity schedule.

To create an Activity Schedule:

1. From the Group Template screen, click the **Activity Scheduler** tab.
2. Click **Create Schedule**.
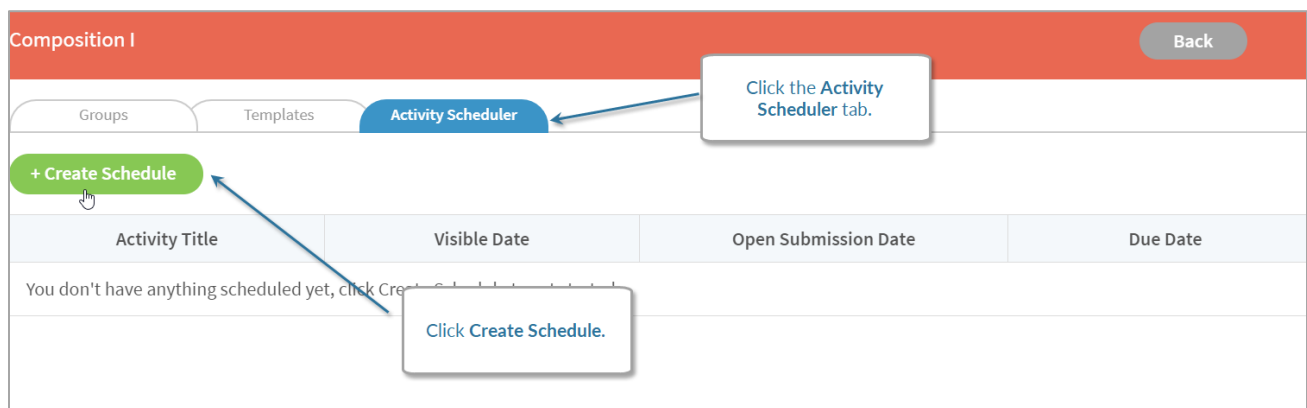
3. In the **New Activity Schedule** popup, give the activity a title.
4. Select a template from the dropdown menu.
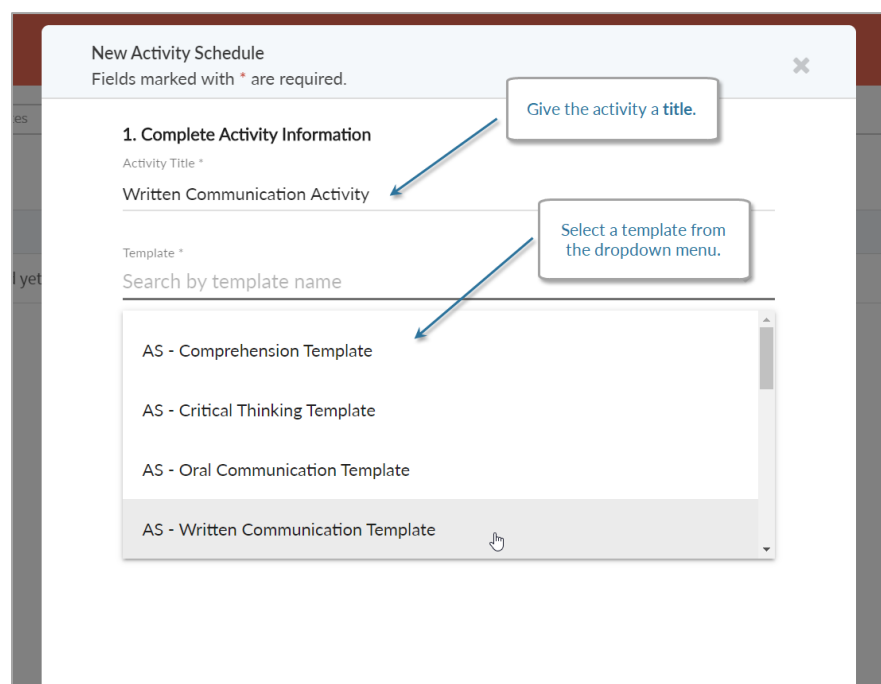
5. After selecting the template, the activity settings options will appear.
6. Select the activity options.
7. Set the Visible date, the Open for Submission date, and the Due date.

New Activity Schedule
Fields marked with * are required.

AS - Written Communication Template

This area shows the role required by the template, and the member role that's aligned.

Submitter *
Student

☑ Submitters can withdraw submission.

Additional activity options.

☑ This activity is required.

☐ Grade will be sent to LMS/CMS grade book.

2. Select Activity Distribution Date

Visible Date:

⦿ Group start date

◯ Custom

1 | Days

after group start date

Due Date:

1 | Days

after open submission date

Date fields for setting when the activity is **Visible, Submittable,** and **Due.**

☑ Visible and Open Submission dates are the same

Cancel   Schedule

8. When you're finished making settings, click the **Schedule** button.

Schedule Settings Details

Creating an activity schedule requires many of the same settings as a manually created activity. However, since the schedule can automatically create activities for sequential groups, the date fields work differently from manually creating activities.

When creating activities manually, you select specific dates for the activity to become Visible, Open for Submission, and to be labeled as Due.

- **Visible Date**: This defines the date that an activity will be viewable to students, mentors, and/or supervisors on their **In Progress** tab.

NOTE: Administrators and Group Owners/Instructors will see all activities, regardless of the Visible Date.

- **Open for Submission Date**: This defines the date that an activity will be submittable by students, mentors, and/or supervisors. By default, Open for Submission is the same date as the Visible Date. To select a different date, uncheck the "**Visible and Open Submission dates are the same**" checkbox.

- **Due Date**: This defines the date that appears to activity participants as the date the activity is due. It's important to note that the Due Date is just an on screen indicator, to remind participants of the expectation of completion. While this indicator will display "Overdue" once the date passes, all pariticipants will still be able to submit or assess.

NOTE: An activity schedule will create the scheduled activity in groups as soon as the group is created/imported. However, the activity will be in **Draft** status until the group's **Start Date**.

Editing / Deleting a Schedule

[This feature is part of an upcoming release.]