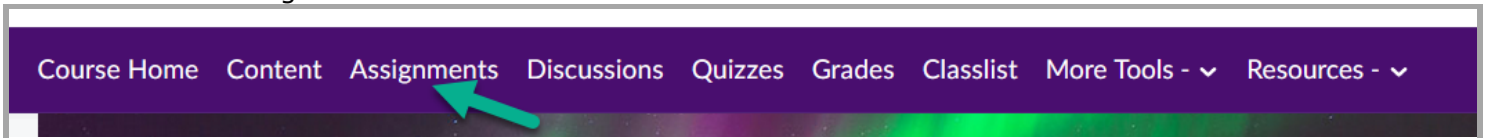# Creating and Grading Assignments in D2L

This document is broken into two segments:
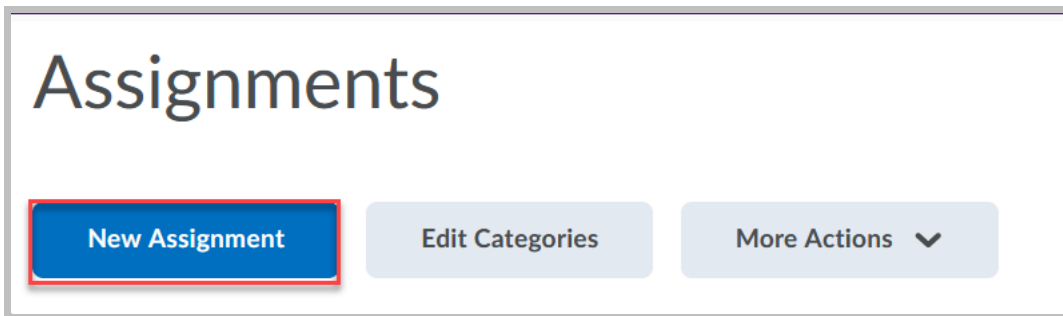
- 1) Creating Assignments – pp. 1 – 8 of this document.
- 2) Grading Assignments begins on page 9.

Creating Assignments

1. Click on Assignments on the Tool bar

2. Click on New Assignment

3. The screen below shows the entire list of options within a **New Assignment**. There are many items, and these are explained in more detail, below.
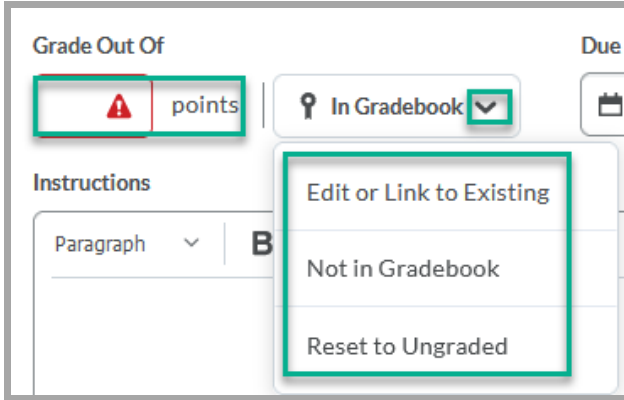

1. **Naming the Assignment**
   a. Highlight "Untitled" and rename the assignment
   b. If the assignment is not renamed, the default is "Untitled."
2. **Grade Out Of**
   a. Click into the "Ungraded" box under **Grade Out Of** to type in point value.

   b. Doing this releases the option to include points for the item as well as to link the assignment with the gradebook.
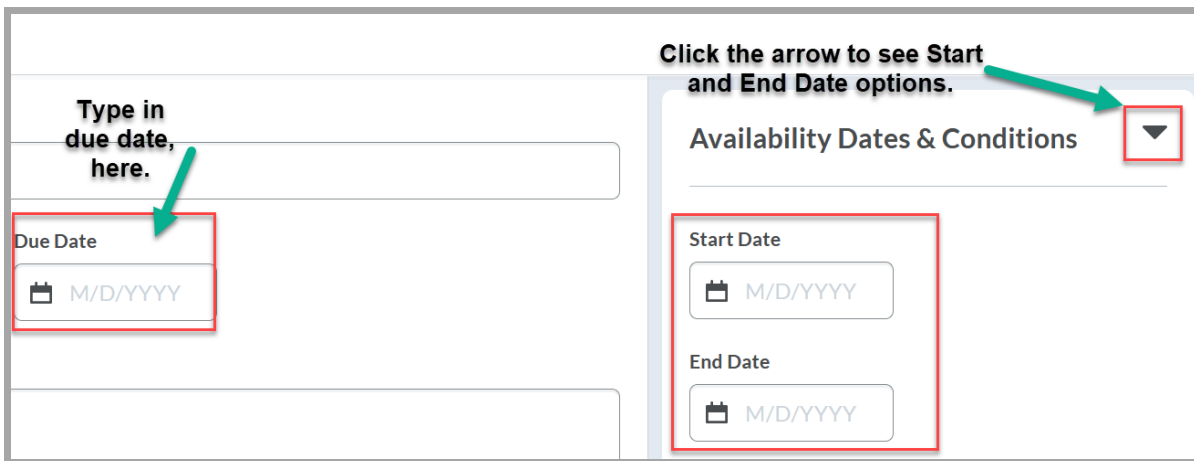
3. **Due Date**
    a. Type in the due date.
    b. Start and End date entries are in the far right of screen under the drop-down menu for **Availability Dates and Conditions.**
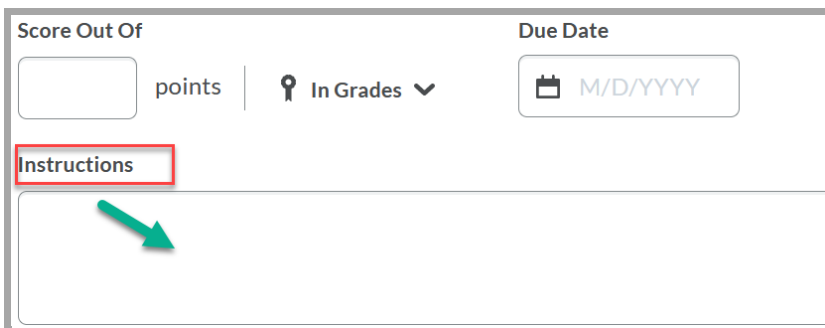
4. **Instructions**
    a. Type instructions into this box.

5. **Attachments**
    a. Include a file, link to existing activity, or web link.

6. **Availability Dates and Conditions**
   a. In addition to Start and End date settings are links to **Release Conditions** and **Special Access**.
      i. Release Conditions are items that require completion of an activity prior to being able to move onto the next activity. For more assistance with this feature, please contact the TLC at tlc@ccd.edu.
      ii. Special Access is for students who need extra time or a different due date.
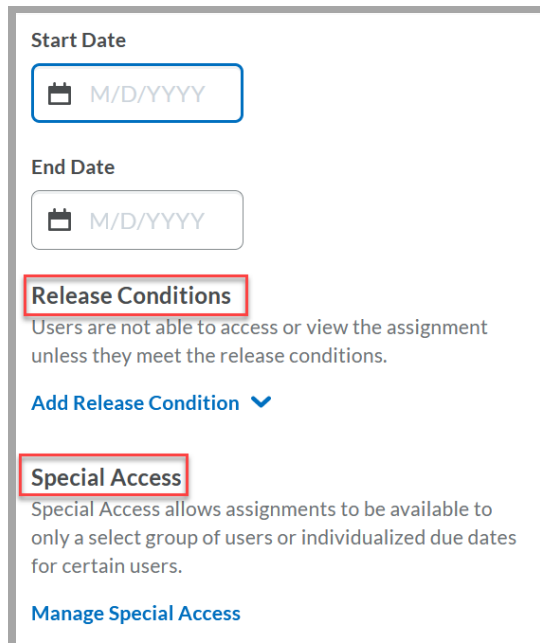
   1. **Special Access**
      a. Click on Manage Special Access

Manage Special Access

○ Allow users with special access to submit outside the normal availability dates for this folder
○ Allow only users with special access to see this folder

Add Users to Special Access

Save and Close   Cancel

b. Leave the first default bubble, click on the gray rectangle for "Add Users to Special Access"

c. Scroll **past the date selections** all the way down on the next screen to select the student who needs special access

Special Access - Untitled

☐	Demo AAstudent
☐	Jane Binns
☐	Student 012
☑	Student 014

d. The selection appears in the next screen with the option to edit due date and time for the student.

◉ Allow users with special access to submit outside the normal availability dates for this folder
◯ Allow only users with special access to see this folder

Add Users to Special Access

Student 014 ✏ ✕

e. Click on the pencil to choose start, due, and end dates. Save and Close.

7. **Submission and Completion**

a. Choose settings for type of files students will submit

Submission & Completion ▼

Assignment Type

Individual Assignment

No groups exist. Create new groups in the Groups tool.

Submission Type

File submission ▼

    b. Four options: **File submission, Text, On Paper, Observed in Person**
          i. Only **one option** available for each assignment
         ii. Once a selection is saved, **changing is not possible for that assignment** e.g. If File submission is chosen, the assignment cannot be changed to Text
    c. Default settings will allow students to submit multiple files and all are kept

Submission Options

▼ Hide Submission Options

Submission Requirements

◉ File based submission, attachment required

Files Allowed Per Submission Folder

◉ Unlimited
○ One file per submission folder

○ Text submission, no file required

File based submission allows attached documents to be uploaded. Turnitin works with this option. Text submissions can be typed in text box provided. Turnitin does not work with this option.

Submissions

◉ All submissions are kept
○ Only the most recent submission is kept
○ Only one submission allowed

i. Three options for how and when students are Marked as completed
ii. Manually by learners, Automatically on evaluation (by the instructor), Automatically on due date

iii. Once a selection is made, it cannot be revised
iv. Associate with Gradebook or not

8. **Evaluation and Feedback**
   This is where you will add a rubric, if you have created one in D2L already, associate a Learning Objective, using the Annotation tool, and associate the plagiarism detection tool, Turnitin.

a. **Rubrics** – see the Rubrics guide for how to set this up in D2L.
b. **Learning Objectives** – decide if you want to set these up.
c. **Annotations Tool** used to mark up a student submission in-line without downloading files.
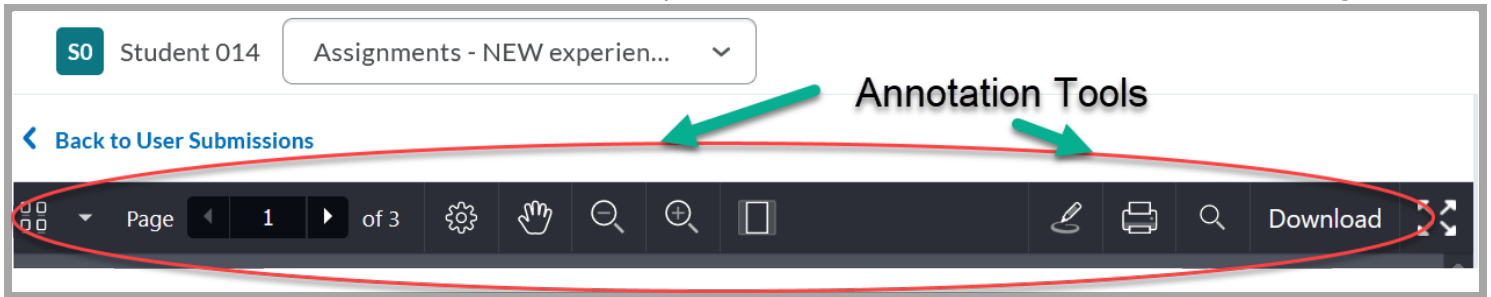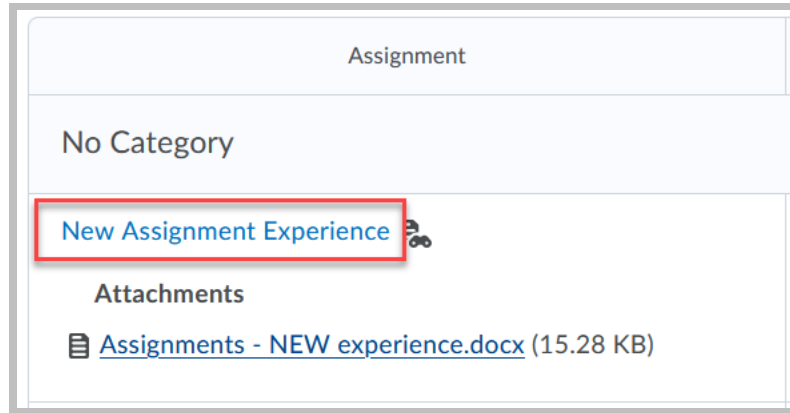

d. **Turnitin**
    i. Click on the box next to Enable Turnitin.
    ii. The box for More Options in Turnitin shows additional selections
   iii. Choose Allow learners to see Turnitin scores in Assignment
    iv. Grademark should within a week of the due date
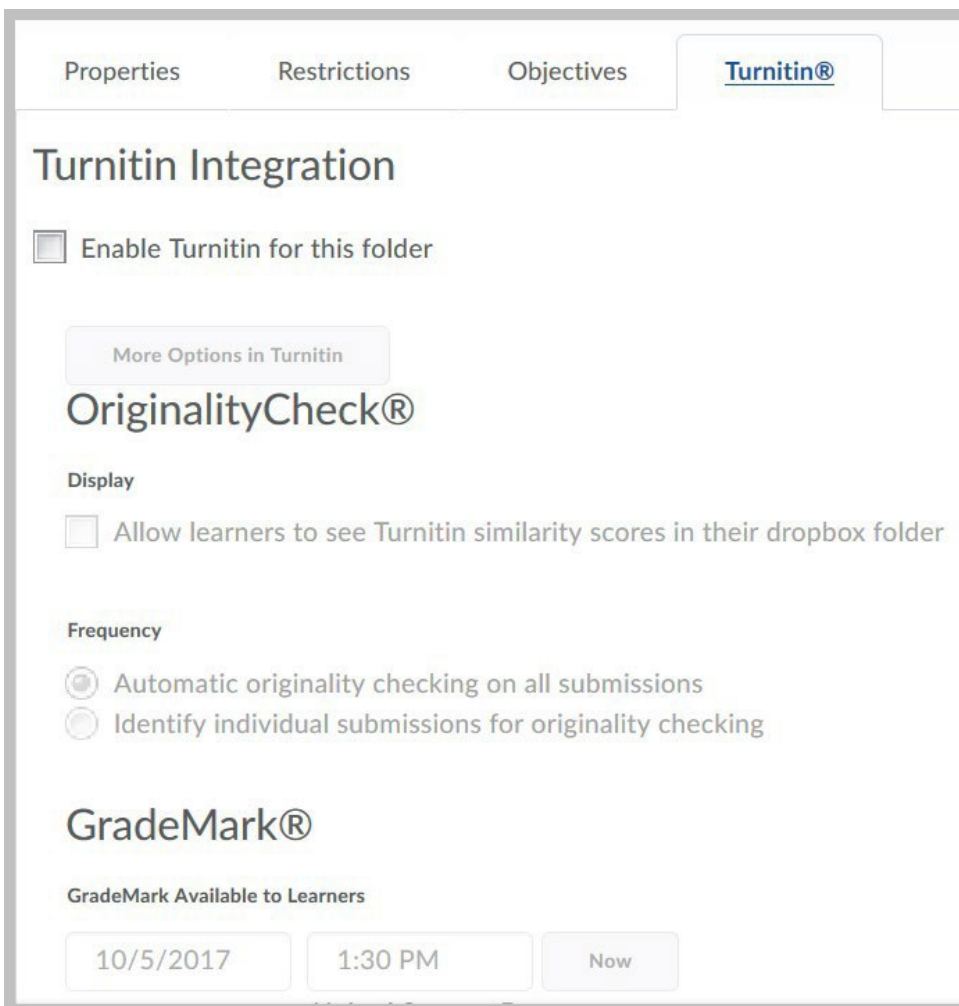
Grading Assignments

Student View – How to Submit Assignments

1. Click on **Assignments** and choose the name of the assignment

2. Click on **Add a File** to upload the assignment
   a. Include Comments if desired
   o Select file from computer hard drive or removable (flash) drive
   o Click on Submit
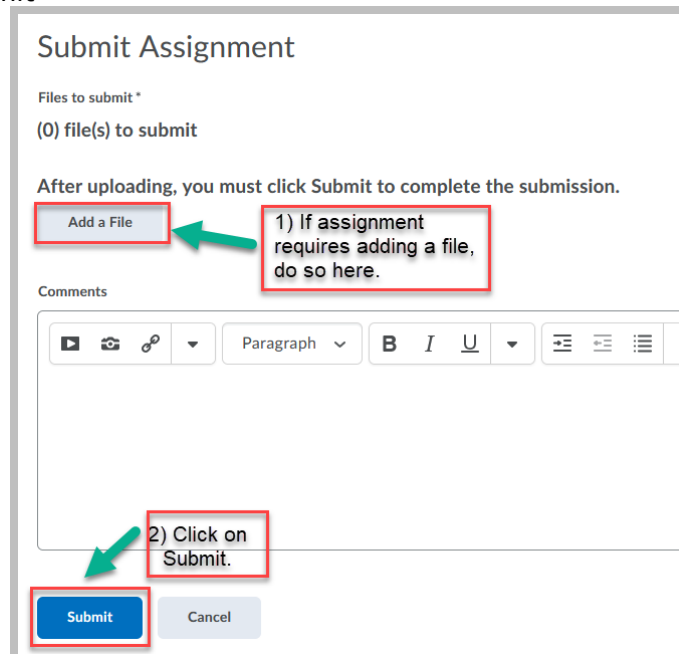
2. Automated confirmation message from D2L is sent that submission was successful
   o Wait for this message to arrive before logging off or closing out of D2L
   o Message is proof that assignment has been submitted

i.

3. Submission can be seen in the **Submissions column**, and by clicking on **1**.

Assignment Submission Folders

View History

Submission Folder	Score	Submissions	Feedback
No Category			
Assignment 1	- / 10	1	

Click on 1 to view submission.

How Faculty/Instructors Grade Assignments

1. Click on **Assignment Folder** to begin grading
   Note that once assignments have been submitted, the assignment type cannot be changed.

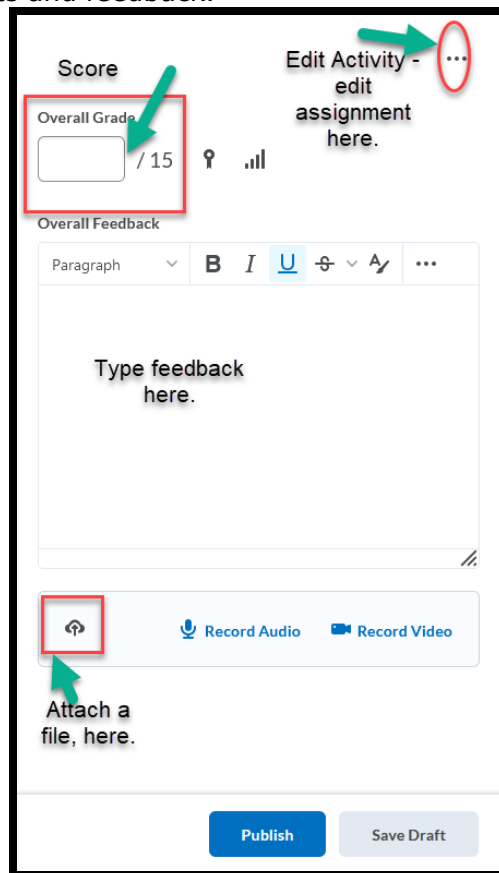| Back to Manage Assignments	New Assignment Experience
🔒 Some settings are locked because submissions have been received.	

2. **New, Completed, Evaluated**, and **Feedback Published**, and **Due Date** columns appear.

	Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date	>
☐	No Category						
☐	New Assignment Experience ⌄ 🔑 📍 🔗	1	1/7	0/7	0/7	Apr 9, 2021 11:59 PM	

3. The list of student submissions will appear.
4. Choose one student's submission and click on **Evaluate.**

	Last Name ▲ , First Name	Turnitin® Similarity	Turnitin® GradeMark®	Submission Date	Delete
☐	014, Student				💬 Evaluate
	🏴 📩 Assignments - NEW experience.docx (15.28 KB)	⚠️ 🐸		Apr 9, 2021 11:22 AM	🗑️

    i. Type in points and feedback.

    ii. Or, **Add a File** to provide feedback this way.
    iii. If **Turnitin** is activated, **Grademark** is another place where feedback appears.
    iv. For more assistance with Turnitin, contact TLC.
    v. Once feedback is complete, click on **Publish.**