



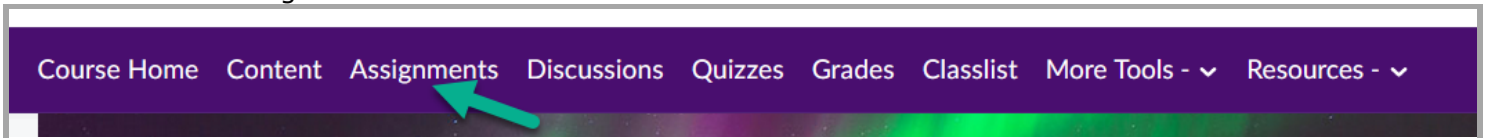
Creating and Grading Assignments in D2L

This document is broken into two segments:

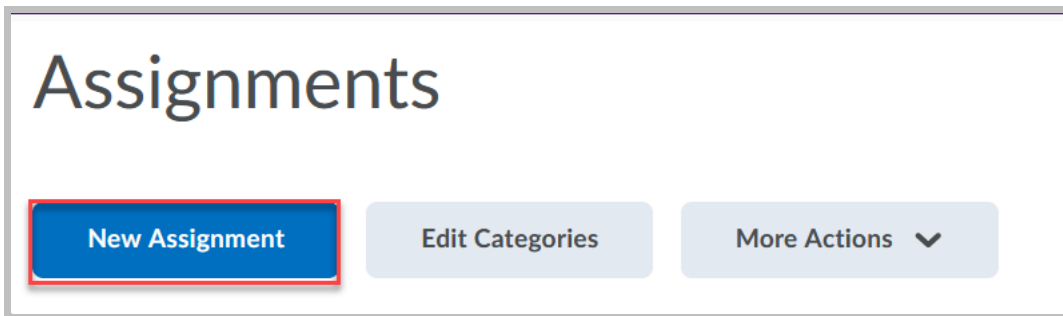
- 1) Creating Assignments – pp. 1 – 8 of this document.
- 2) Grading Assignments begins on page 9.

Creating Assignments

1. Click on Assignments on the Tool bar



2. Click on New Assignment





- 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.

The screenshot shows the 'New Assignment' form with the following elements:

- 1**: Name field containing 'Untitled'.
- 2**: 'Ungraded' box under 'Score Out Of'.
- 3**: Due Date field with a calendar icon and 'M/D/YYYY' placeholder.
- 4**: Large text area for 'Instructions'.
- 5**: Rich text editor toolbar with icons for undo, redo, bold, italic, underline, and link, plus a 'Record Audio' button.
- 6**: 'Availability Dates & Conditions' section with 'Always available' text.
- 7**: 'Submission & Completion' section with 'File submission' text.
- 8**: 'Evaluation & Feedback' section with 'No rubric added' text.
- 9**: 'Save and Close' button.

1. Naming the Assignment

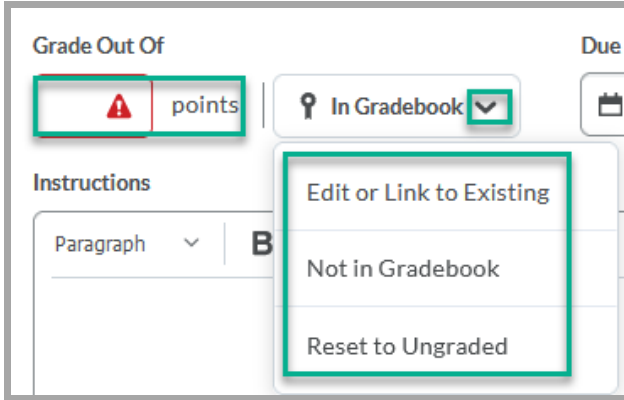
- Highlight "Untitled" and rename the assignment
- If the assignment is not renamed, the default is "Untitled."

2. Grade Out Of

- Click into the "Ungraded" box under **Grade Out Of** to type in point value.

This close-up shows the 'Grade Out Of' section. The 'Ungraded' box is highlighted with a green border. A callout box with a green border and arrow points to it, containing the text: "Click inside 'Ungraded' box to link assignment to gradebook." The 'Due Date' field is also visible next to it.

- Doing this releases the option to include points for the item as well as to link the assignment with the gradebook.



Grade Out Of

points

In Gradebook

Instructions

Paragraph

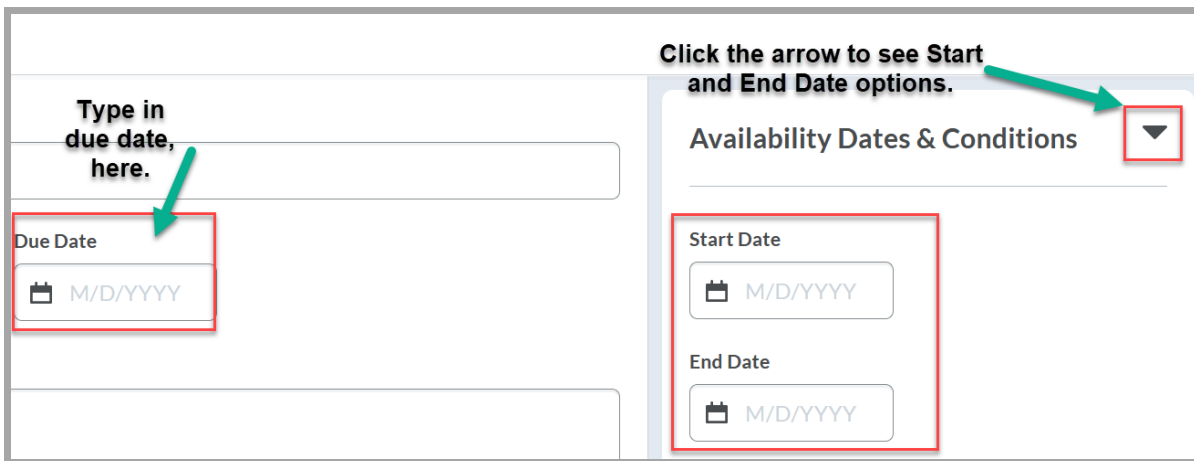
Edit or Link to Existing

Not in Gradebook

Reset to Ungraded

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**.



Type in due date, here.

Due Date

M/D/YYYY

Click the arrow to see Start and End Date options.

Availability Dates & Conditions

Start Date

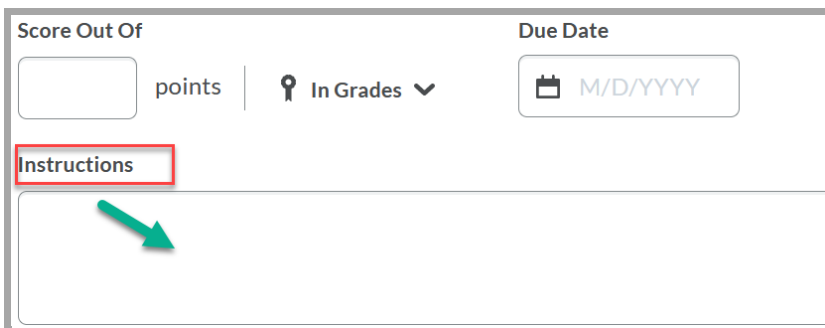
M/D/YYYY

End Date

M/D/YYYY

4. Instructions

- a. Type instructions into this box.



Score Out Of

points

In Grades

Due Date

M/D/YYYY

Instructions

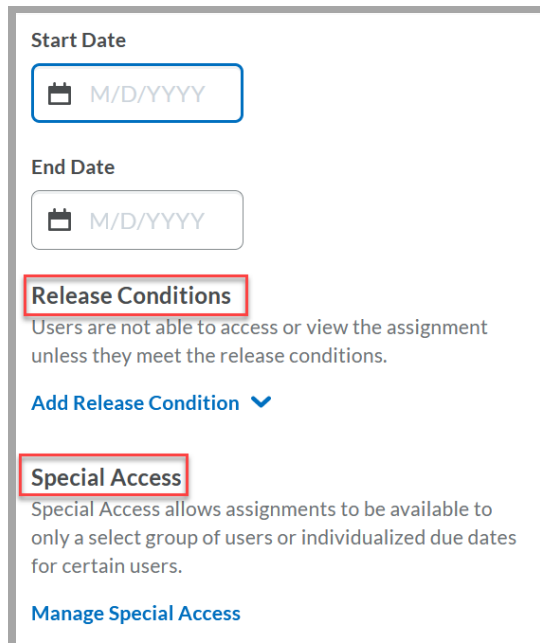
5. Attachments

- 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 | |
|-------------------------------------|-----------------|
| <input type="checkbox"/> | Demo AAsstudent |
| <input type="checkbox"/> | Jane Binns |
| <input type="checkbox"/> | Student 012 |
| <input checked="" type="checkbox"/> | 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   X

- 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

The screenshot shows the "Submission Options" interface. It includes a "Hide Submission Options" dropdown, a "Submission Requirements" section with radio buttons for "File based submission, attachment required" (selected) and "Text submission, no file required" (highlighted with an orange box). Below this is a "Files Allowed Per Submission Folder" section with "Unlimited" (selected) and "One file per submission folder". A "Submissions" section at the bottom has "All submissions are kept" (selected). A callout box on the right explains that file-based submission allows uploads and works with Turnitin, while text submission does not. Arrows point from the callout to the "File based submission" and "Text submission" options.

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

Submissions

All submissions are kept

Only the most recent submission is kept

Only one submission allowed

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.

A screenshot of a 'Submission type' dropdown menu. The menu is open, showing four options: 'On paper submission' (selected and highlighted in blue), 'File submission', 'Text submission', and 'Observed in person'. A red box highlights the dropdown arrow.

- 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

A screenshot of a 'Marked as completed' dropdown menu. The menu is open, showing three options: 'Manually by learners' (selected and highlighted in blue), 'Automatically on evaluation', and 'Automatically on due date'.

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

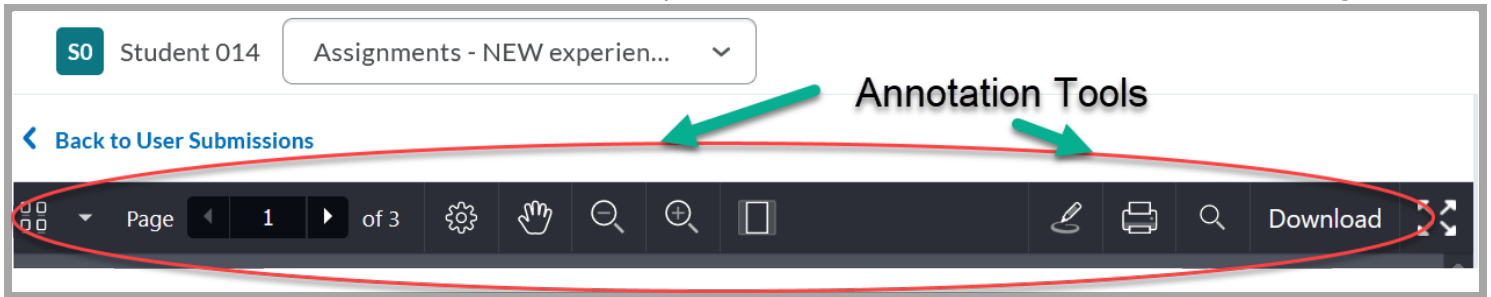
8. Evaluation and Feedback

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 screenshot of the 'Evaluation & Feedback' settings panel. The panel is titled 'Evaluation & Feedback' and has a dropdown arrow. It contains several sections: 'Rubrics' with an 'Add rubric' button; 'Learning Objectives' with 'No learning objectives' and a 'Manage Learning Objectives' link; 'Annotation Tools' with a checked checkbox for 'Make annotation tools available for assessment'; 'Turnitin Integration' with a 'Turnitin Integration' button, a description 'Turnitin® adds additional functionality to evaluation.', and two checked checkboxes for 'Originality Check On' and 'GradeMark On'; and 'Manage Turnitin' with a 'Manage Turnitin' button. Red boxes highlight the 'Add rubric', 'Turnitin Integration', and 'Manage Turnitin' buttons.

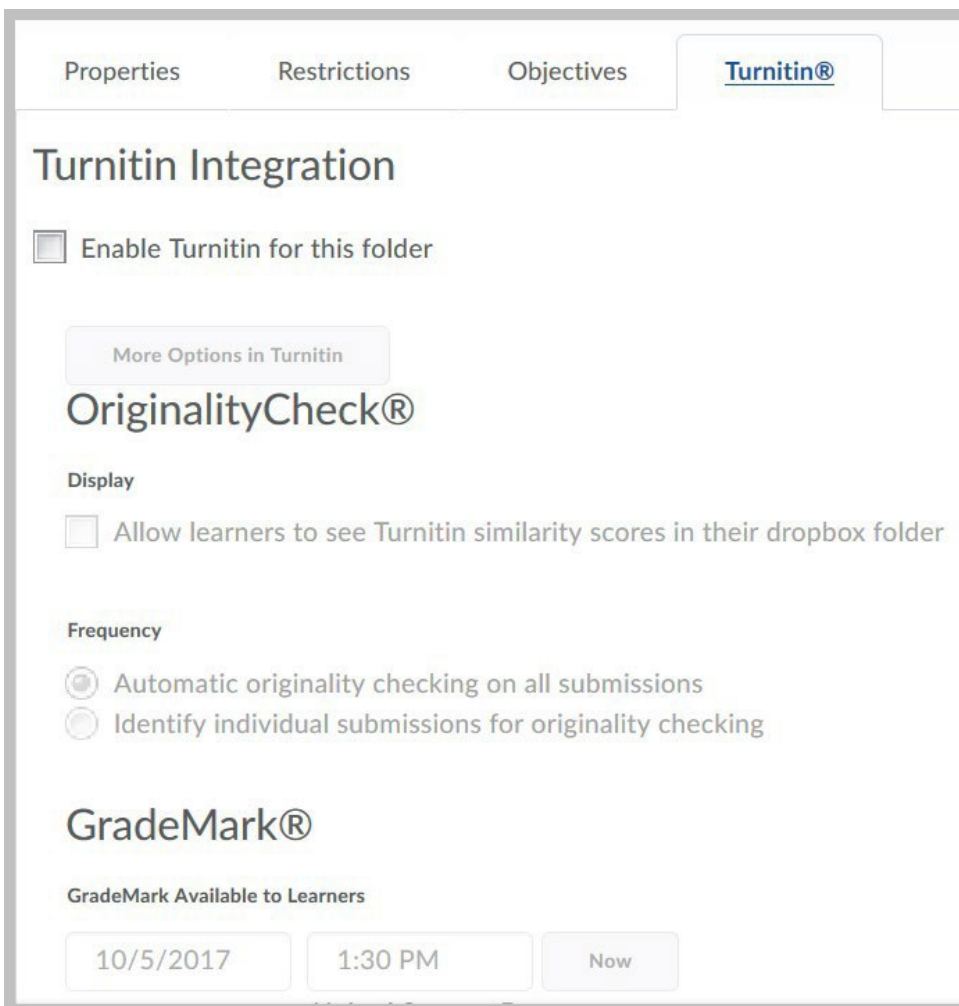


- a. **Rubrics** – see the Rubrics guide for how to set this up in D2L.
- b. **Learning Objectives** – decide if you want to set these up.
- c. **Annotations Tool** used to mark up a student submission in-line without downloading files.



d. **Turnitin**

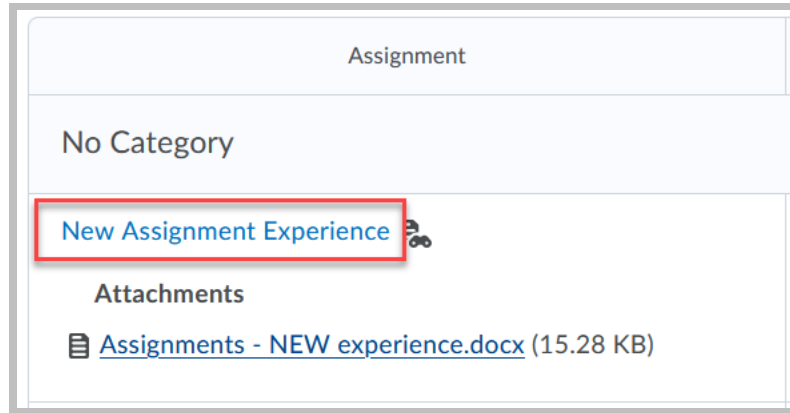
- i. Click on the box next to Enable Turnitin.
- ii. The box for More Options in Turnitin shows additional selections
- iii. Choose Allow learners to see Turnitin scores in Assignment
- iv. Grademark should within a week of the due date



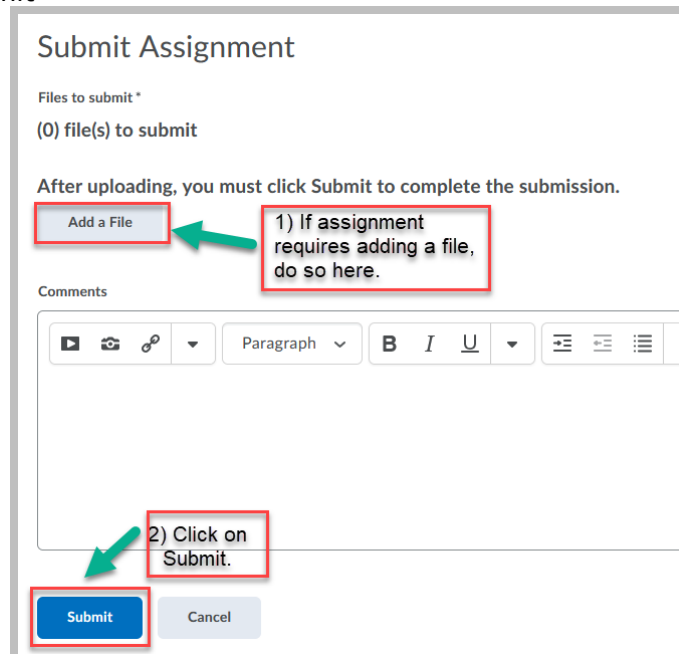
Grading Assignments

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. | |

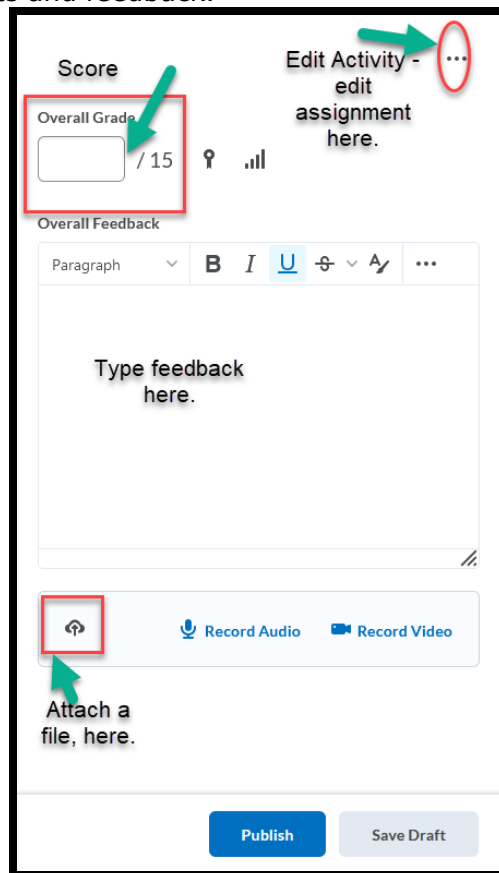
2. **New, Completed, Evaluated, and Feedback Published, and Due Date** columns appear.

| <input type="checkbox"/> | Assignment | New Submissions | Completed | Evaluated | Feedback Published | Due Date |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|-----------|--------------------|----------------------|
| | No Category | | | | | |
| <input type="checkbox"/> | 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**.

| <input type="checkbox"/> | Last Name ▲, First Name | Turnitin® Similarity | Turnitin® GradeMark® | Submission Date | Delete |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 014, Student | | | |  |
| |   Assignments - NEW experience.docx (15.28 KB) |   | | Apr 9, 2021 11:22 AM |  |

- i. Type in points and feedback.



The screenshot shows a grading interface with several key elements highlighted by red boxes and green arrows:

- Score:** A box labeled "Overall Grade" containing a text input field and the text "/ 15". A green arrow points to the input field.
- Edit Activity:** A button labeled "Edit Activity - edit assignment here." with a three-dot menu icon to its right. A green arrow points to the menu icon.
- Overall Feedback:** A rich text editor with a toolbar (Paragraph, Bold, Italic, Underline, Link, Unlink, Text Color) and a large text area containing the placeholder text "Type feedback here."
- Attach File:** A button with a plus icon and a document icon, labeled "Attach a file, here." A green arrow points to the button.
- Record Audio/Video:** Two buttons labeled "Record Audio" and "Record Video" are located to the right of the attach file button.
- Buttons:** At the bottom, there are two buttons: "Publish" (blue) and "Save Draft" (grey).

- 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**.