Assignments
Faculty Support Guide

D2L SERVICES
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Assignments Support for Faculty

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ASSIGNMENTS

The assignment submission folder is where students submit assignments to their instructor. Faculty can view students’ submissions, the time/date of submissions, download assignment folders to work offline, return submissions with grades and feedback, etc.

The following file formats are compatible with D2L Assignment's document viewer:

- MS Word (DOC, DOCX)
- MS PowerPoint (PPT, PPTX, PPS)
- Adobe Acrobat (PDF, PDFS)
- Web (HTM, HTML)
- Plain text (TXT)
- Images (BMP, GIF, JPG, JPEG, PNG)

HOW TO ACCESS ASSIGNMENTS

To access, click on Assessments from the course navigation bar, then click on Assignments from the drop down menu.
ASSIGNMENT CATEGORIES

To organize and make it easier to navigate to a specific folder, faculty can create categories for assignment folders. For example, you can create separate categories for General Submissions, Homework folders, Bonus items, etc.

Create an assignment category

1. Click on Assessments in the navigation bar, then click Assignments.
2. On the Assignment Folders page, click New Folder.
3. Click the New Category link beside the Category field.
4. Enter a Name for the new category.
5. Click Save.

Note: The new category appears on the Assignment Folders page only if there are assignment folders associated with it.
Edit an assignment category

1. On the Assignment Folders page, click the Edit icon beside the name of the category you want to edit.
2. Edit the Name of the category.
3. Click Save.

Delete an assignment category

1. On the Assignment Folders page, click the Delete icon beside the name of the category you want to delete.

Note: Assignment folders in the deleted category will appear in the No Category area on the Assignment Folders page.

ASSIGNMENT FOLDERS

Students submit their work to an assignment folder.

Create an assignment folder

1. On the Assignment Folders page, click New Folder.
2. Enter a Name for the assignment folder.
3. Select a Folder Type:
   o Individual submission folder: Select this option if you want each student to have their own submission.
   o Group submission folder: Select this option if you want one submission per group. You must associate the folder with a Group Category.

Note: Group submission areas are marked on the Assignment Folders page with the Group Submissions icon. Any group member can submit and view files for a group assignment folder.
4. Select from the Category drop-down list if you want to assign a category. You can click the New Category link to create a new category.

5. Associate the assignment folder with a Grade Item if you want submissions tied to an item in your grade book. Click the New Grade Item link to create a new grade item for the assignment folder.

6. Enter a value in the Out Of field for the assignment score.
7. If you associate the assignment folder with a grade item in your grade book, you can click Edit Display Settings from the Student View Preview dropdown menu to edit how grades display to students.
8. Click Add Rubric to associate the assignment folder with a rubric.
9. Add Instructions for students so that they can complete the assignment.
10. You can select the Allow users to add this folder to their ePortfolio check box if you want to allow users to include assignment submissions as ePortfolio artifacts.
11. You can include attachments such as a file, an audio recording, or a video recording.
12. Select the submission options you want.

13. Click Save.
SETTING ASSIGNMENT FOLDER RESTRICTIONS

Set availability dates for an assignment folder

1. On the Assignment Folders page, click Edit from the dropdown menu of the folder you want to set availability.
2. Click the Restrictions tab.
3. In the Availability section, set the assignment folder's Start Date, Due Date and End Date (when assignment is no longer available).
4. Click Save & Close.

Note: Assignment folder availability dates appear by default in Calendar. If you delete the assignment folder, its availability dates disappear from the course calendar. If you restore the assignment folder, its availability dates reappear in the course calendar.
Setting release conditions for an assignment folder

Release conditions allow you to associate an assignment folder with other items in D2L. For example, you can require that students meet some criteria, such as reading a set of lecture notes in the Content tool, before they can submit their work to an assignment folder. Or, you can make submission to the assignment folder a criteria for accessing another item, such as a quiz. You can also restrict access to an assignment to a particular group or section of a combined course.

Set release conditions for an assignment folder

1. On the Assignment Folders page, click Edit from the context menu of the folder you want to set restrictions for.
2. Click the Restrictions tab.
3. In the Release Conditions section, click either Attach Existing or Create and Attach.
4. Select from the drop-down list of all conditions must be met or any condition must be met to access the assignment folder.

Adding special access permissions to an assignment folder

Special access permissions allow you to set different availability dates and times for specific students. For example, you could extend the deadline for students who have special needs or who have a legitimate excuse for missing the deadline.

Add special access permissions to an assignment folder

1. On the Assignment Folders page, click Edit from the context menu of the folder you want to add special access permissions.
2. In the Restrictions tab, select one of the following:
   - Allow users with special access to submit files outside the normal availability dates for this folder.
   - Allow only users with special access to see this folder.
3. Click Add Users to Special Access.
4. On the Special Access page, select the Date Availability you want special access users to have.
5. Use the View By option and Search For field to locate the users you want to give special access to.
6. Select the check box beside each appropriate user’s name.
7. Click Save.

Once you have added special access permissions for users they are listed in the Special Access section. You can edit or delete users’ special access by clicking the Edit or Remove special access icons beside their names.
CHANGES TO AN EXISTING ASSIGNMENT FOLDER

Edit an assignment folder

1. On the Assignment Folders page, click Edit Folder from the dropdown menu of the folder you want to edit.
2. Make your changes in the Properties, Restrictions, and Objectives tabs.
3. Click Save and Close.

Edit multiple assignment folders

1. On the Assignment Folders page, select the check box beside each folder you want to edit.
2. Click Bulk Edit.
3. Update the appropriate fields.
4. Click Save.

Reordering assignment categories and folders

1. On the Assignment Folders page, click Reorder from the More Actions button.
2. Select the new position for a folder or category using the Sort Order drop-down list beside its name. The positions of other folders and categories adjust accordingly.
3. Click Save.
Delete an assignment folder

1. On the Assignment Folders page, click Delete from the More Actions button.
2. Select the check box beside each folder you want to delete.
3. Click Delete Selected.

Restoring deleted assignment folders

1. On the Assignment Folders page, click Event Log from the More Actions button.
2. Click Restore beside the folder you want to restore.

Note: If your assignment folder has availability dates associated with it, when you restore the folder, you also restore its dates in the Calendar.
VIEWING THE ASSIGNMENT EVENT LOG

The Assignments event log enables you to view information on specific activity for individual assignment folders. The event log tracks when users create, delete, and restore assignment folders. Once an action is taken, the event log records the name and ID of the assignment folder, the action, the user who made the change, and the date it was performed.

View the Assignments event log

1. On the Assignment Folders page, click Event Log from the More Actions button.
2. You can click on the Created, Deleted, and Restored filters underneath Event Log to view assignment folder items according to the action taken on them.
3. If you want to view all event log items, deselect all filters and perform a blank search in the Search field. You can also search for a specific folder or folder ID by entering it in the Search field and clicking Search.
4. You can change the sort order of results by clicking on the Item, Action, and Date column headers.
PREVIEWING ASSIGNMENT FOLDERS AND SUBMISSIONS

The preview option enables faculty to view the assignment folder as students would see it. Faculty can navigate the steps that students go through to submit files, review their submissions, and view submission history.

You can make a preview submission visible on the Submissions page, but you cannot give feedback, grades, or rubric scores to it because it is not tied to an actual user.

1. Click Preview from the More Actions button on the Assignment Folders page.
2. Click on the assignment folder you want to submit a file to.
3. Click Add a File to browse for the file you want to submit.
4. You can Add a File, Record Video, or Record Audio as feedback. When you finish a recording, click Add.
5. Enter any Comments you want to submit with the file.
6. Select the Allow this preview submission to be available in the assignment folder option if you want to search for and view the file on the Folder Submissions page after you leave the Preview area.
7. Click Submit.
8. Click View History.
9. Select the Folder you want to view from the drop-down list.
10. Click on your submission to preview.
VIEW ASSIGNMENT SUBMISSIONS

The Assignment Folders page provides a summary of the Total Files, Unread Files, Flagged Files, and Due Date for each assignment folder.

<table>
<thead>
<tr>
<th>Submission Folder</th>
<th>Total Files</th>
<th>Unread Files</th>
<th>Flagged Files</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Dec 15, 2017 12:00 AM</td>
</tr>
<tr>
<td>gratitude letter</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Dec 15, 2017 2:11 PM</td>
</tr>
</tbody>
</table>

View files using the Folder Submissions page

1. Do one of the following:
   - On the Assignment Folders page, click on the folder you want to view submissions for.
   - On a folder’s Edit Folder page, click Folder Submissions from the dropdown menu next to the page heading.
2. Use the Users tab or Files tab to view and search submissions by user or file name.

   - Searching by Users tab, enables you to search by (after selecting a filter option you must click on  to the right of Search For:
     1. First name or last name
     2. Submissions
        1. Show everyone
        2. Users with submissions
        3. Users without submissions
        4. Users with Preview submissions
        5. Users with graded unpublished submissions
3. Feedback
   1. Show everyone
   2. Users with feedback
   3. Users without feedback
   o Searching by Files tab, enables you to search by
     1. File name
     2. Submission date
     3. Read status
     4. Flagged status

View folder submission history

1. On the Folder Submissions page, click the Evaluate link beside the name of the user you want to view a history of.
2. On the Evaluate Submission page, click Folder Submission History.
3. You can select a different folder from the Folder drop-down list if a user submitted files to other assignment folders within the course.
EVALUATE ASSIGNMENT SUBMISSIONS

Accessing the Evaluate Submission page

1. From the drop-down menu of the selected assignment, select View Submissions.

2. On the Folder Submissions page, click the Evaluate link beside the name of the student you want to leave feedback for.

The Evaluate Submission page enables you to grade and leave feedback for student submissions.

The Evaluate Submission page contains two main sections:

1. The Submissions List panel (left hand side of screen) - Displays file submissions.
2. The Evaluation panel (right hand side of screen) - Use to grade and provide comments.

From the Evaluate Submission page, you can choose to publish feedback immediately or save your feedback as a draft and release it at a later time. This enables you to revise and review evaluations, and publish your feedback to multiple students at the same time. You also have the option to retract published feedback if you want to provide an update to past evaluations but only want students to access your most recent feedback.
View a file submission

In the submission list panel on the Evaluate Submission page, click View Document from the dropdown to the right of the file submission.

Evaluate an assignment submission

1. If you created a grade item in the grade book for the assignment folder, enter a value in the Score field.

2. Provide comments and suggestions in the Feedback field.
3. You can Add a File, Record Audio, or Record Video as feedback.
4. Click Save Draft to save feedback and continue grading submissions. Click Publish to release your feedback to the student.

Notes:

- As you grade each submission, you can click Next Student until you reach the final submission where you can click Finish to return to the Folder Submissions page.
- If you want to publish feedback simultaneously for multiple users, you can bulk publish from the folder's Folder Submissions page.

Evaluating non-submissions and external submissions

You can evaluate students from Assignments even if no submissions were made to an assignment folder. This enables instructors to assign comments and grades to students with no submissions. Also, this enables instructors to evaluate submissions that occur outside of D2L while keeping track of evaluations within assignment folders.

1. On the Assignment Folders page, click on the folder you want to view submissions for.
2. On the Folder Submissions page, there are several filters you can use to search for users with no submissions. You can select Users without submissions from the Submissions drop-down list to filter your search for empty submissions. Or, you can select Show everyone from the Submissions drop-down list to filter your search for submissions and empty submissions.
3. Click the Search icon.
4. Click the Evaluate link beside the name of the user you want to evaluate.
5. You can evaluate the user through any associated rubrics, or if you created a grade item for the assignment folder, enter a value in the Score field.
6. Provide comments and suggestions in the Feedback field.
7. You can Add a File, Record Audio, or Record Video as feedback.
8. Click Save Draft to save feedback and continue grading submissions. Click Publish to release your feedback to user.

Notes:

• As you grade each submission, you can click Next Student until you reach the final submission where you can click Finish to return to the Folder Submissions page.
• If you want to publish feedback simultaneously for multiple users, you can bulk publish from the folder's Folder Submissions page.

Bulk publishing assignment feedback evaluations

1. In the Users tab on the Folder Submissions page, select the check box beside the users you want to send feedback to.

   Note: If you select users who already received published feedback, bulk publishing will update their feedback to the latest feedback.

2. Click Publish feedback for selected users.

   Note: You cannot revert bulk publishing, but you can retract feedback for users individually on the Evaluate Submission page.

DOWNLOADING ASSIGNMENT FOLDER SUBMISSION FILES

If you would like to access submission files offline instead of viewing them directly from Assignment's document viewer, you can download submissions to your computer. You can also leave feedback in downloaded submission files, and upload the files back to the assignment folder in the form of attachments (files are attached to each user's submission evaluation).

Download submission files

1. On the Folder Submissions page, do one of the following:
   o In the Users tab, select the check box beside each user or group with assignment files you want to download.
   o In the Files tab, select the check box beside each file you want to download.
2. Click Download.
3. Click on the newly created zip folder.
4. Use your browser’s "Save" dialog to save the files to your computer.

Notes

- “Assignments” renames each downloaded submission file to include a unique user ID, the user's name, or the group's name along with the submitting user's name, and the submission date and time.
- “Assignments” marks downloaded submission files with a Read icon.

5. Extract the files from the saved zip folder.
6. You can open an extracted file to view the submission.

*Important: If you want to leave feedback directly in a downloaded submission and attach it to a user's assignment submission evaluation, do not rename the file name when you save your changes. This ensures easier upload and distribution back to students.*

### UPLOADING AND ATTACHING FEEDBACK FROM DOWNLOADED SUBMISSION FILES

If you download user submissions and leave feedback within the files, you can upload them back to the appropriate assignment folder so they appear as attachments to each user's submission evaluation. To ensure successful feedback upload and distribution back to students, *do not rename the downloaded files’ names after you enter feedback and save changes.*

*Note: Internet Explorer 9 and older currently do not support dragging and dropping files from your desktop into D2L.*

**Upload feedback files**

1. Do one of the following:
   - On the Assignment Folders page, click on the folder you want to view submissions for.
   - On a folder’s Edit Folder page, click Folder Submissions from the context menu beside the page heading.
2. Click Upload Feedback Files.
3. You can drag and drop multiple files from your computer or you can click ✉️ Upload to select them.

*Note: If you are uploading a compressed zip file that contains assignment folder submissions you previously downloaded to add feedback, your compressed zip file structure must be identical to the bulk submission download, and file names should remain unchanged. This ensures the automatic distribution process runs smoothly.*

4. By default, the system overwrites duplicate upload files. Clear the Overwrite duplicate files check box if you want to keep duplicates.
5. Click Upload.
6. Feedback files that do not automatically distribute display in the Distribute Feedback dialog. Select a file, and then click on the student you want to send the feedback to.

Retracting published feedback

If you want to remove published feedback, go to the user's submission on the Evaluate Submission page and click Retract and Clear Feedback in the Evaluation panel.

Marking assignment folder submissions as read or unread

On the Folder Submissions page, do one of the following:

- Click the Read or Unread icon beside the file you want to mark.
- Select the check box beside the files you want to mark as read or unread, and click Display Read or Display Unread.

Note: When you open or download a file, the Assignments tool marks it as "Read".

On the Folder Submissions page, click the Flagged or Not Flagged icon beside an item's name.

Note: You can use the Files tab to search for flagged submissions.

TURNITIN / GRADEMARK

Turnitin checks students' work for potential plagiarism. The Originality Reports that are generated provide a summary of matching or highly similar text found in a submitted paper. Turnitin will search the web and all documents submitted in Turnitin to check originality.

Files compatible with Turnitin/GradeMark

The following file types are compatible with GradeMark:

- MS Word (DOC, DOCX)
- WordPerfect (WPD)
- PostScript (EPS)
- Acrobat PDF
- HTML (HTM, HTML)
- Rich text (RTF)
- Plain text (TXT)

For additional information, please refer to the Turnitin / Grademark documentation.