



Creating an Assignment Folder – D2L Tutorial

This tutorial is for faculty who have previous experience using D2L. For further information, please contact elarning@camosun.ca for assistance. Note that this tutorial relates to the default Assignment creation interface available in August 2020. To create an assignment folder using the new Assignment Creation interface, see the tutorial **Using the New Assignment Create/Edit Experience**.

Scenario

This tutorial will cover the basic steps involved when you wish to create an assignment submission folder for individual students submitting files (e.g., Word documents, Excel spreadsheets, etc.), or embedding video/audio, etc., in the Assignments tool in D2L.

Steps

1. Go to the **Assignments** tool in your course (e.g., through the My Tools drop-down).
2. Click **New Assignment**.

Training Course 03 Course Home My Tools ▼ ePortfolio My Media Course Media Edit Course

Assignments Help

New Assignment Edit Categories More Actions ▼

[Bulk Edit](#)

<input type="checkbox"/>	Folder	New	Completed	Evaluated	Feedback Published	Due Date
	No Category					
<input type="checkbox"/>	Test Assignment ▼	5	4/4	0/4	0/4	
<input type="checkbox"/>	Video Assignment ▼	5	2/4	0/4	0/4	
<input type="checkbox"/>	Text submission assignment ▼	3	2/4	0/4	0/4	



3. Give your New Folder a **Name**. You can also add **Instructions** if you like, or click **Add Attachment** and select **File** to upload an assignment document or rubric you have created in WORD.

The screenshot shows a web interface for creating a new folder. At the top, there are three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'Properties' tab is active. Below the tabs, there is a 'Name' field with a red arrow pointing to it, containing the text 'Assignment 1'. Below the name field is an 'Instructions' text area with a red arrow pointing to it, featuring a rich text editor toolbar. Below the instructions area is an 'Attachments' section with a red arrow pointing to the 'Add Attachment' button. A dropdown menu is open below 'Add Attachment', showing options: 'File', 'Link', 'Existing Activity', 'Google Drive', and 'OneDrive'. The 'File' option is highlighted with a red arrow. To the right of the 'Add Attachment' button is a 'Record Audio' button. Below the 'Attachments' section, there is a 'Completion and Categorization' section with a 'Sign-up for Group Topics' dropdown menu.



4. Scroll down to the **Under Submission, Completion and Categorization** section.

Under Assignment type, keep **Individual assignment** selected, unless you are asking students to submit one assignment for a group, in which case you will select **Group assignment** and select the **Group Category** you wish to assign the Assignment folder to. For the purposes of this tutorial, we are selecting **Individual assignment**.

Submission, Completion and Categorization

Assignment Type

☒ Individual assignment ?

☐ Group assignment ?

Group Category Sign-up for Group Topics ▼

Submission type

File submission ▼

Files allowed per submission

☒ Unlimited

☐ One file per submission

Submissions

☒ All submissions are kept

☐ Only the most recent submission is kept

☐ Only one submission allowed

For **Submission type**, select **File submission** if you want students to upload something as their assignment (for example, a WORD document); select **Text submission** if you want students to type a short text directly into D2L, or to embed an image, video, or audio piece as their assignment (so you can view the media directly in D2L without downloading anything); select **On-paper submission** if students are handing in assignments in person; and select **Observed in person** to give feedback for an in-class presentation or activity. For the purposes of this tutorial, we have selected **File submission**.

Submission type

File submission ▼

File submission

Text submission

On paper submission

Observed in person

Submissions

☒ All submissions are kept

☐ Only the most recent submission is kept

☐ Only one submission allowed



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Files allowed per submission refers to how many files a student can upload at one time – for example, you may want students to submit a table of contents, a bibliography, or other separate files for submission. **Submissions** refers to how many submissions are kept in the folder at one time, and if a student can submit to the Assignment folder more than once. The most restrictive set of selections is “One file per submission” with “Only one submission allowed”, meaning a student can upload ONE file and submit to the Assignment folder only ONCE – which might be a setting to consider for a take-home exam.

Notification Email allows you to be notified to the entered email address of every time a student submits to the Assignment folder.

Use **Categories** if you have many assignments and need to keep them organized for both you and your students. Categories are also handy if you have a multi-instructor site and need to organize Assignment folders by instructor.

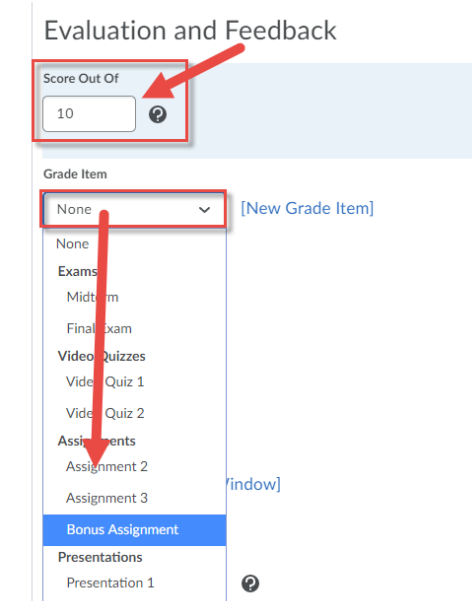
The screenshot shows a settings interface for an assignment. It features three main sections, each highlighted with a red rectangular box:

- Files allowed per submission:** This section contains two radio button options. The first is "Unlimited" (unselected). The second is "One file per submission" (selected, indicated by a black dot in the center of the radio button).
- Submissions:** This section contains three radio button options. The first is "All submissions are kept" (unselected). The second is "Only the most recent submission is kept" (unselected). The third is "Only one submission allowed" (selected, indicated by a black dot in the center of the radio button).
- Notification Email:** This section contains a text input field with a blue border. To the right of the input field is a small circular icon containing a question mark.

Below these sections is a **Category** section, which is not highlighted with a red box. It includes a dropdown menu currently showing "No Category" with a downward arrow, and a blue link labeled "[New Category]" to its right.

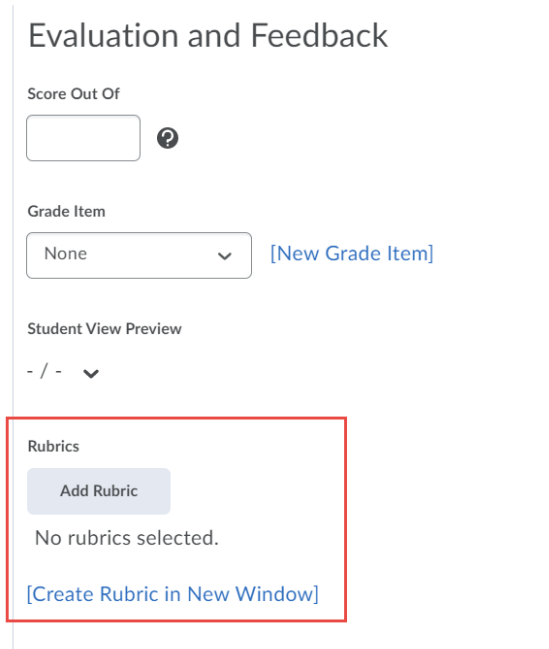


5. Scroll down to the **Evaluation and Feedback** section, and give your assignment a **Score Out Of** (points value) and if you want to connect it to the Grades tool, click the **Grade Item** drop-down and select the grade item you want to connect it to (this will mean that when you publish grades for the Assignment, they will go automatically to the Grades tool).



The screenshot shows the 'Evaluation and Feedback' section. The 'Score Out Of' field is set to 10. The 'Grade Item' dropdown menu is open, showing a list of items: None, Exams, Midterm, Final Exam, Video Quizzes, Video Quiz 1, Video Quiz 2, Assignments, Assignment 2, Assignment 3, Bonus Assignment, Presentations, and Presentation 1. The 'Assignment 3' item is highlighted in blue. A red arrow points to the 'Score Out Of' field, and another red arrow points to the 'Assignment 3' item in the dropdown menu.

You can also attach **Rubrics** created in the Rubrics tool to your Assignment folder. The advantage to this is that you can use the Rubric to assign consistent feedback to student work, and grades generated by a Rubric will automatically be assigned to the student's submission area.



The screenshot shows the 'Evaluation and Feedback' section. The 'Score Out Of' field is empty. The 'Grade Item' dropdown menu is set to 'None'. The 'Student View Preview' section shows a '- / -' dropdown. The 'Rubrics' section is highlighted with a red box, showing an 'Add Rubric' button, the text 'No rubrics selected.', and a link '[Create Rubric in New Window]'.



6. Finally, if you would like to use the **Annotation Tool**, make sure this box is selected (it is checked off by default – if you prefer not to use this tool, you can disable it for an Assignment folder here).

The screenshot shows a settings panel for a 'New Folder'. It has three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'Properties' tab is active. Under 'Rubrics', there is an 'Add Rubric' button and the text 'No rubrics selected.' with a link '[Create Rubric in New Window]'. Under 'Default Scoring Rubric', there is a dropdown menu showing 'No default selected' and a help icon. Under 'ePortfolio Artifacts', there is a checked checkbox 'Allow users to add this folder to their ePortfolio' and a help icon. The 'Annotation Tools' section is highlighted with a red box and contains a checked checkbox 'Make annotation tools available for assessment'. At the bottom are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

7. Scroll back up and click the **Restrictions** tab.

The screenshot shows the 'New Folder' settings panel with the 'Restrictions' tab selected. The 'Properties' tab is also visible. The 'Name' field contains 'Assignment 1'. The 'Instructions' field has a rich text editor with icons for video, image, link, paragraph, bold, italic, underline, and list. A red arrow points to the 'Restrictions' tab.



8. Give your Assignment a Due Date by selecting **Has Due Date** and click the calendar and time boxes to specify the date and time the assignment is due. Students will be able to submit after a Due Date, but if a student submits late, you will see this indicated in the submissions area. You could also give the Assignment a Start or End Dates – the **Start Date** “opens” the folder, and the **End Date** “closes” the folder. Click **Save and Close**.

The screenshot shows the 'Restrictions' tab of an assignment configuration interface. The 'Due Date' section is highlighted with a red box, indicating that the 'Has Due Date' checkbox is checked. Below this, the date '3-20-2020' and time '8:04 PM' are set, with a 'Now' button. The 'Availability' section below it shows options for 'Has Start Date' and 'Has End Date', each with a date, time, and 'Now' button. The 'Release Conditions' section has buttons for 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. The 'Special Access' section has two radio buttons: 'Allow users with special access to submit outside the normal availability dates for this folder' (selected) and 'Allow only users with special access to see this folder'. At the bottom, the 'Save and Close' button is highlighted with a red box. Red arrows point from the 'Restrictions' tab and the 'Save and Close' button.

Things to Remember

Review the other tutorials for the Assignments tool to find out how to add Special Access for students who need accommodations, for how to grade submissions, etc.



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