



## Submission Options in Assignments – D2L Tutorial

This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will describe the various submission options available in the Assignments tool, how to set them up, and how to grade them.

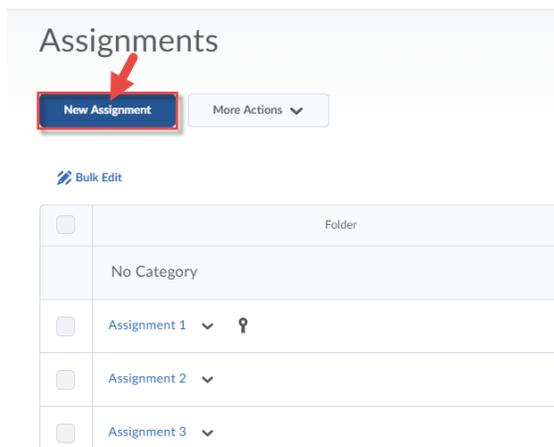
### Preamble

The four submission types available in the **Assignments** tool are:

- **File submission** (allowing student to upload a file of some kind for you to either download or view (for WORD, PDF, PPT, and EXCEL documents) in the Submissions area)
- **Text submission** (allowing students to write a short text without uploading a file, or embed an audio file, a video, an image, etc. into the HTML editor)
- **On-paper submission** (allowing you to use the Assignments to give feedback for something submitted in class)
- **Observed in person** (allowing you to use the Assignments to give feedback for an in-class presentation, for example)

### Creating Assignments with the different submission types

1. Go to the **Assignments** tool in your course.
2. Click **New Assignment**.



3. Give your Assignment a **Name**, then scroll down to the Submission, **Completion and Categorization** section. Click the **Submission type** drop-down menu and select the submission type you want.

Submission, Completion and Categorization

Assignment Type

Individual assignment ?

Group assignment ?

Group Category Assignment 1 Groups ▾

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

4. If you select **Text submission**, you don't need to do anything else. However, if you select **On paper submission** or **Observed in person**, you will also need to click the **Marked as completed** drop-down and select one of the following choices:
  - **Manually by learners** (the students will get a Mark as complete button to let you know that they have completed the assignment).
  - **Automatically by evaluation** (the assignment will be marked as completed once you, as the instructor, evaluate it).
  - **Automatically by due date** (the assignment will be marked as completed on the due date if one is set).
5. You can then finish setting up your Assignment (adding your due date, etc.) and click **Save and Close** when you are done. If you want to see what a student sees, you can then **Preview** the Assignment to make sure the assignment type you selected is indeed the one you want.



## Grading Assignments with the different submission types

1. **File submission** assignments can be graded by either downloading the assignments (bulk download or individual download),

Assignment 1 - Folder Submissions

Edit Folder Email Users Without Submissions Add Feedback Files More Actions

Users Submissions

View By: User Apply

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input checked="" type="checkbox"/>	Student, Training01	Draft Saved: Jun 4, 2020 4:18 PM	
<input checked="" type="checkbox"/>	media-elements-defined.mp4 (44.22 MB)	Sep 26, 2019 2:57 PM	
<input checked="" type="checkbox"/>	Student, Training04	Published: Apr 23, 2020 3:21 PM	
<input checked="" type="checkbox"/>	PrintingContentStudent-August2018.pdf (898.49 KB)	May 24, 2019 12:59 PM	

Back to Folder Submissions Assignment 1 Training Course 03 User 1 of 2

Assignment 1 - Submissions for Training01 Student

Select a document to view

media-elements-defined.mp4 (44.22 MB)

By: Training01 Student Submitted: Sep 26, 2019 2:57 PM

Download All Files Folder Submission History

Training01 Student Id: training.student01

Show Folder Information

Assignment Dates

Evaluation and Feedback

Rubrics

No Rubric Selected.

[Associate Rubric]

[Create Rubric]

Score

9 / 10

Publish Save Draft



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Using the **Annotation** tool (see the tutorial *Using the Annotation Tool in Assignments* for more information),

Back to Folder Submissions | Assignment 1 | Training Course 03 | User 2 of 2

< Back to User Submissions

PrintingContentStudent-August2018.pdf (898.49 KB)

By: Training04 Student Submitted: May 24, 2019 12:59 PM

1 / 4 | [Annotation Tools] | Download

eLearning D2L TUTORIALS

Printing Content – a Student Tutorial

This tutorial is for... For further information, please contact... for assistance.

Scenario

This tutorial will cover the steps involved with printing course materials (PDFs, WORD documents, PPTs, etc.) in the Content tool.

Steps

1. Go to your course in D2L.
2. Go to the **Content** tool (through the Tools drop-down menu in the navigation bar).

Training Course 03

Welcome to D2L

Training04 Student

Id: training\_four

Show Folder Information

Show Assignment Dates

Evaluation and Feedback

Rubrics

No Rubric Selected.

[Associate Rubric]

[Create Rubric]

Score

0 / 10

Update | Retract

Or viewing the submission in the Submission area and adding feedback in the **Feedback** box, or via a Rubric.

Back to Folder Submissions | Assignment 1 | Training Course 03 | User 2 of 2

Assignment 1 - Submissions for Training04 Student

Select a document to view

PrintingContentStudent-August2018.pdf (898.49 KB)

By: Training04 Student Submitted: May 24, 2019 12:59 PM

Download All Files | Folder Submission History

Evaluation and Feedback

Rubrics

No Rubric Selected.

[Associate Rubric]

[Create Rubric]

Score

0 / 10

Grade Item: Assignment 1

Student View Preview

- / 10

Feedback

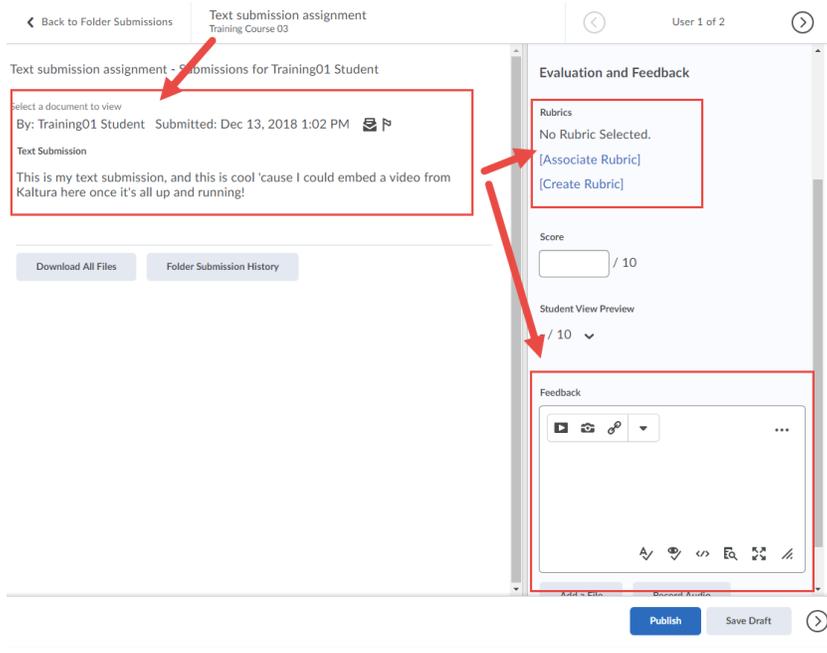
Feedback here...

Update | Retract

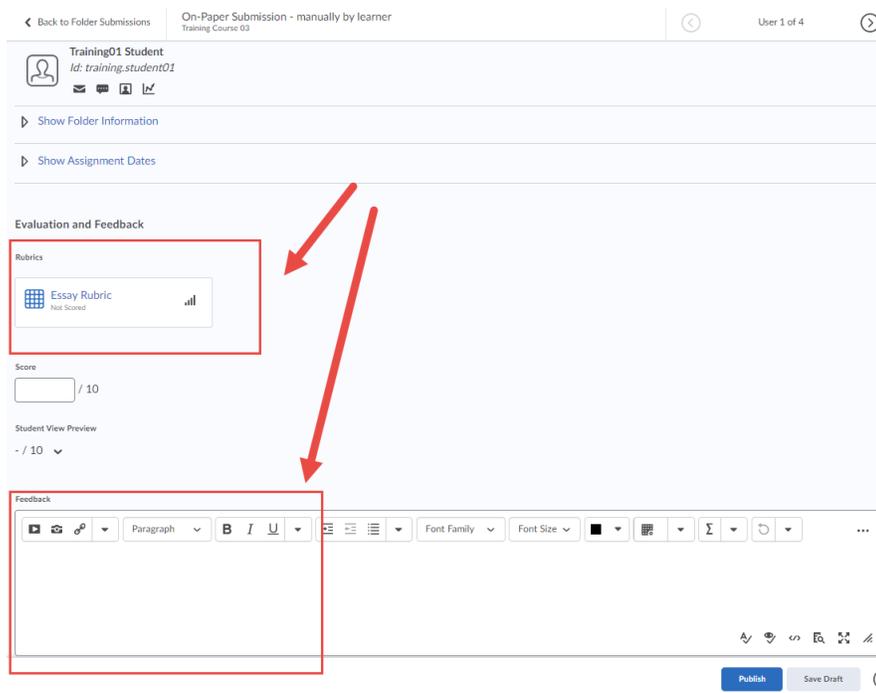


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2. **Text submission** assignments can be graded by viewing the submission in the Submission area and adding feedback in the **Feedback** box, or via a Rubric.



3. **On-paper submission** assignments can be graded by adding feedback in the **Feedback** box, or via a Rubric.



4. **Observed in person** submission assignments can be graded by adding feedback in the **Feedback** box, or via a Rubric.

Back to Folder Submissions | Observed in Person - Manually by Learner | Training Course 03 | User 1 of 4

Training01 Student  
Id: training.student01

Show Folder Information

Show Assignment Dates

Evaluation and Feedback

Rubrics  
No Rubric Selected.  
[Associate Rubric]  
[Create Rubric]

Score  
- / 10

Student View Preview  
- / 10

Feedback

Paragraph B I U List Font Family Font Size Color Background Color Link Unlink Undo Redo

Publish Save Draft

## Things to Remember

Once you have saved an Assignment as a specific **Submission type**, you can't change it, so if you choose the wrong assignment type for your purpose, you will have to delete the Assignment and create a new one.

All assignment types can be graded using the **Feedback** box or a **Rubric**, and you can also upload **Feedback files** or **Record Audio** feedback for all types. See the tutorial *Grading Assignment Submissions – Basics* for more information.



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