



## The Assignment Action Menu – 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 discuss the various functions available in the individual Assignment's "action menu" (the drop-down menu that appears when you click the down arrow next to the Assignment title).

### Preamble

1. Go to the **Assignments** tool in your course.
2. Click the down arrow next to an Assignment title. The choices you have are **View Submissions**, **Edit Folder**, **Hide from Users**, **Manage Exemptions**, **Delete Assignment**, **Copy Assignment**, and **Submission Log**. We will look at each function in turn.

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	
	No Category					
<input type="checkbox"/>	Video Assignment	4	1/4	0/4	0/4	
	Assignments					
<input type="checkbox"/>	Assignment 1		2/4	4/4	3/4	
<input type="checkbox"/>	Assignment 2		3/4	3/4	3/4	
<input type="checkbox"/>	Assignment 3		0/4	0/4	0/4	Jun 13,
<input type="checkbox"/>	Test Assignment	2	4/4	2/4	2/4	Aug 31,
<input type="checkbox"/>	Text submission assignment	3	2/4	0/4	0/4	



## View Submissions

**View Submissions** allows you to view all student submissions for the assignment (or to check to see who has NOT submitted). See the tutorial *Grading Assignment Submissions – Basics* for more information.

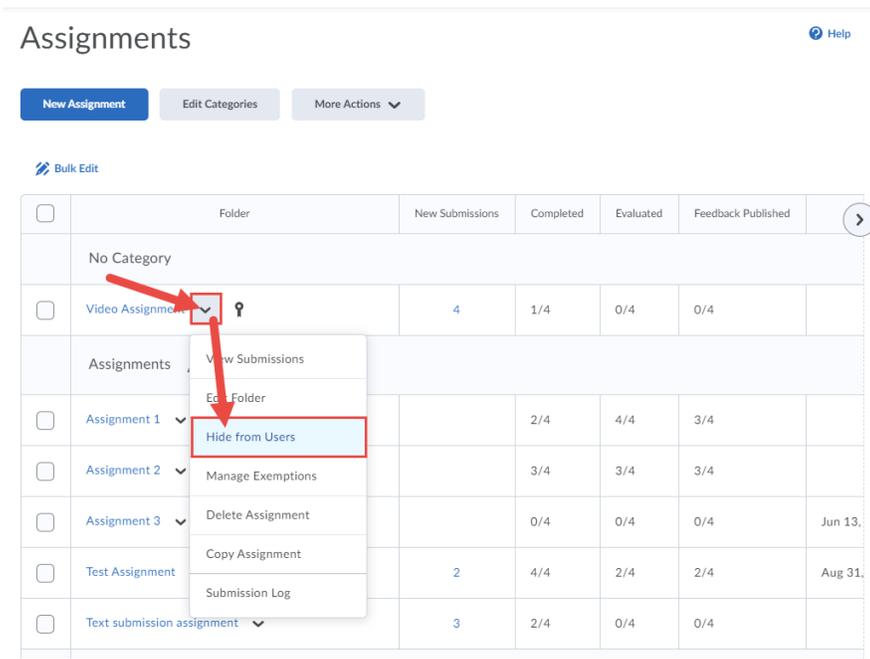
## Edit Folder

**Edit Folder** allows you to edit the Assignment settings. See the tutorial *Creating an Assignment in D2L – Basics* for more information.

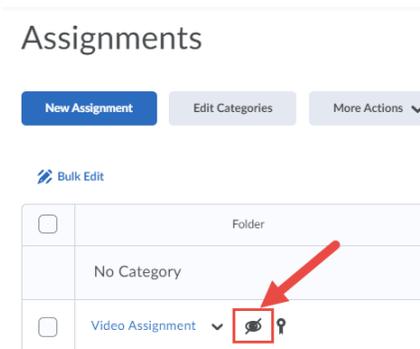
## Make Visible to Users/Hide from Users

Two sides of a coin, these functions allow you to hide and unhide Assignment folders from students. To **Make Visible** or **Hide** individual Assignment folders:

1. From the action menu, select **Hide from Users**.



2. The Assignment folder now has a closed eye icons next to its title. You can make it visible using the **Make Visible to Users** function.

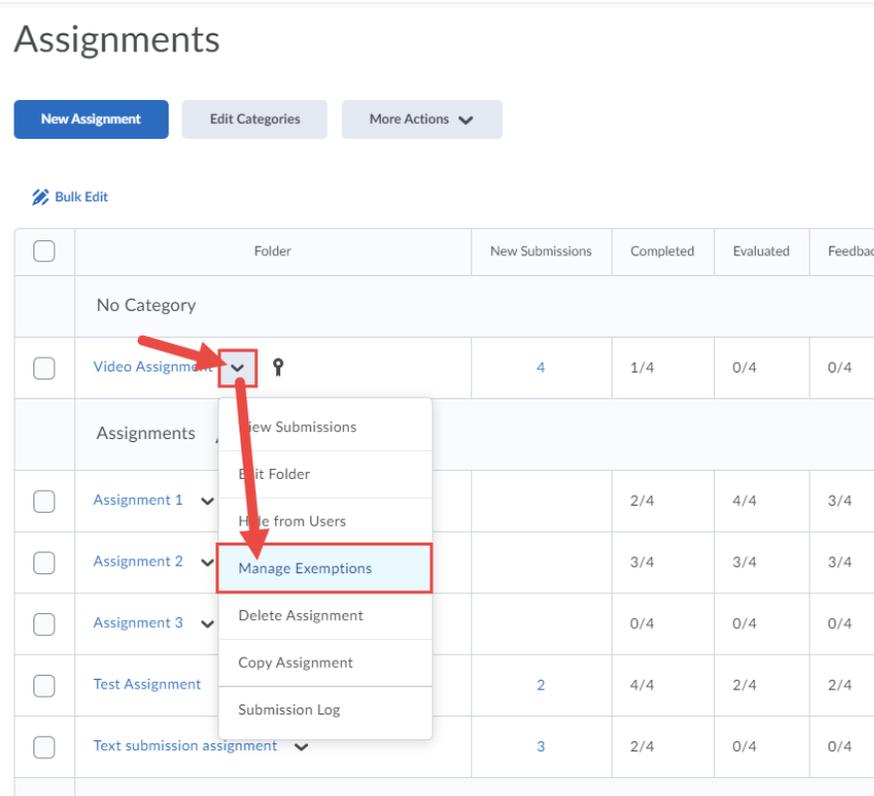


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## Manage Exemptions

**Manage Exemptions** allows you to exempt specific students from an Assignment. This will mean the student's overall grade (assuming the Assignment is connected to a grade item) will be redistributed across the course's grade, or across a Category if the Assignment's grade is part of a Category in the Grades tool.

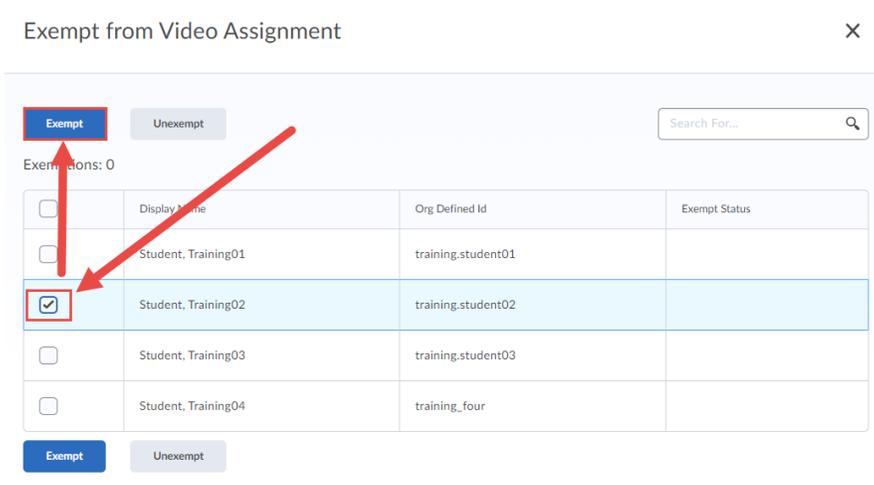
1. Select **Manage Exemptions**.



The screenshot shows the 'Assignments' tool interface. At the top, there are buttons for 'New Assignment', 'Edit Categories', and 'More Actions'. Below these is a 'Bulk Edit' link. The main area is a table with columns for 'Folder', 'New Submissions', 'Completed', 'Evaluated', and 'Feedback'. The table lists several assignments, including 'Video Assignment', 'Assignment 1', 'Assignment 2', 'Assignment 3', 'Test Assignment', and 'Text submission assignment'. A red arrow points to the dropdown arrow next to 'Video Assignment', and another red arrow points to the 'Manage Exemptions' option in the resulting dropdown menu.

	Folder	New Submissions	Completed	Evaluated	Feedback
<input type="checkbox"/>	No Category				
<input type="checkbox"/>	Video Assignment	4	1/4	0/4	0/4
<input type="checkbox"/>	Assignment 1		2/4	4/4	3/4
<input type="checkbox"/>	Assignment 2		3/4	3/4	3/4
<input type="checkbox"/>	Assignment 3		0/4	0/4	0/4
<input type="checkbox"/>	Test Assignment	2	4/4	2/4	2/4
<input type="checkbox"/>	Text submission assignment	3	2/4	0/4	0/4

2. Select the student(s) you wish to be exempted from the Assignment and click **Exempt**.



The screenshot shows the 'Exempt from Video Assignment' dialog box. At the top, there are buttons for 'Exempt' and 'Unexempt', and a search bar. Below this is a table with columns for 'Display Name', 'Org Defined Id', and 'Exempt Status'. The table lists four students: 'Student, Training01', 'Student, Training02', 'Student, Training03', and 'Student, Training04'. A red arrow points to the 'Exempt' button, and another red arrow points to the checkbox next to 'Student, Training02', which is checked.

	Display Name	Org Defined Id	Exempt Status
<input type="checkbox"/>	Student, Training01	training.student01	
<input checked="" type="checkbox"/>	Student, Training02	training.student02	
<input type="checkbox"/>	Student, Training03	training.student03	
<input type="checkbox"/>	Student, Training04	training_four	



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- The student(s) will now see that they are **Exempted** from the Assignment. They will also show as **Exempt** in the related Grade Item in the Grades tool (in Enter Grades). And if you delete their exemption from the Grades tool, that “unexemption” will also show up in the Assignments tool (in other words, the Grades tool and Assignments tool talk to each other with regards to exemptions!)

Student View:

Folder	Completion Status	Score	Evaluation Status
No Category			
Video Assignment	Exempted	- / 15	
Assignments			
Assignment 1	Not Submitted	- / 10	Feedback: Read

Instructors view of the **Enter Grades** area:

Enter Grades | Manage Grades | Schemes | Settings | Help

Import | Export | Switch to Spreadsheet View | More Actions

Note

- Some grade items/categories are not displayed, click More Actions - Hide/Show Columns to change which items are visible.
- \*Final Calculated Grade sums to 120%, not 100%. Verify the total weight of all top level categories and items is 100%.

View By: User | Apply

Search For... | Show Search Options

Email

	Last Name ▲, First Name	Presentations ▼		
		Presentation 1 ▼	Presentation 2 ▼	Presentation 3 ▼
<input type="checkbox"/>	Student, Training01 ▼	80 %	-%	-%
<input type="checkbox"/>	Student, Training02 ▼	-%	Exempt	-%
<input type="checkbox"/>	Student, Training03 ▼	-%	-%	-%
<input type="checkbox"/>	Student, Training04 ▼	-%	-%	Exempt

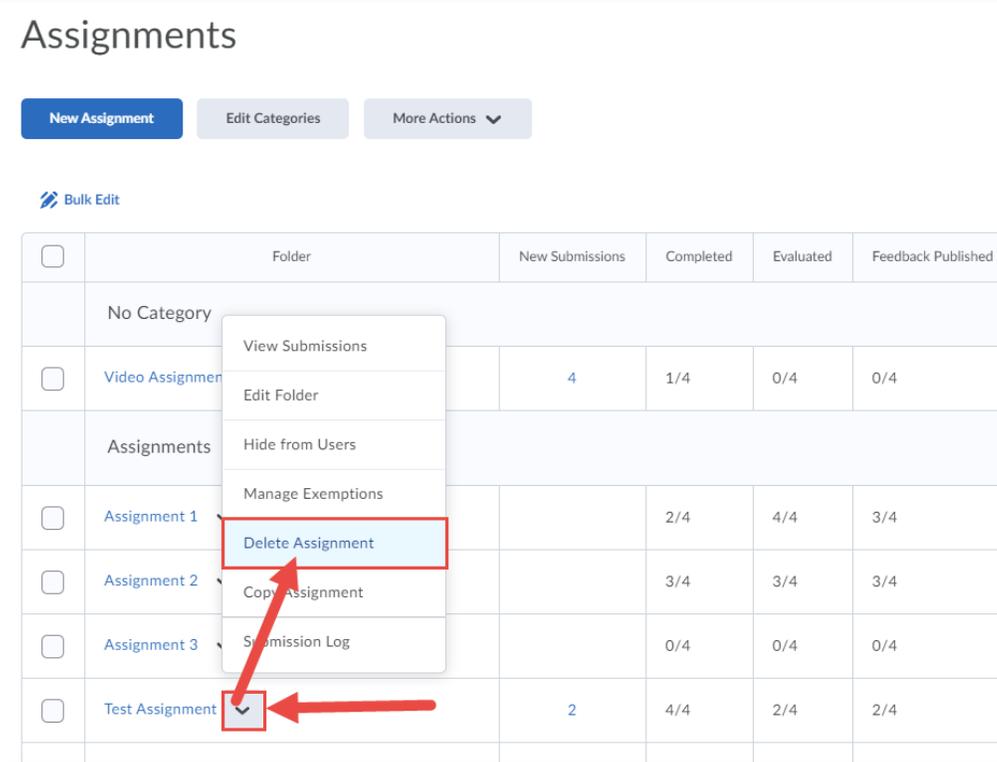


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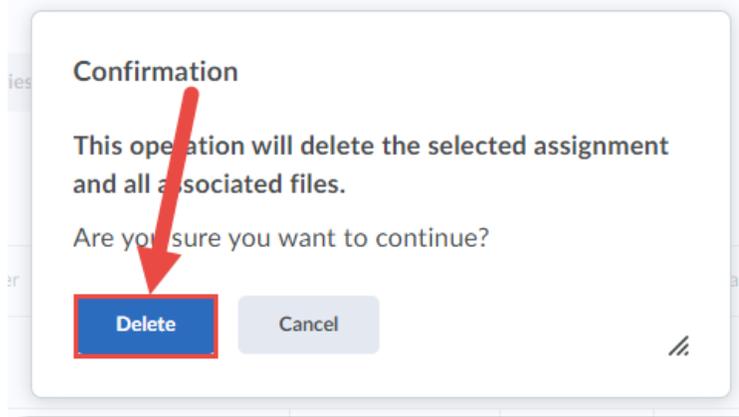
## Delete Assignment

This is how you can delete individual Assignment folders (use More Actions to delete multiple Assignments at once). To Delete an Assignment folder:

1. Select **Delete Assignment**.



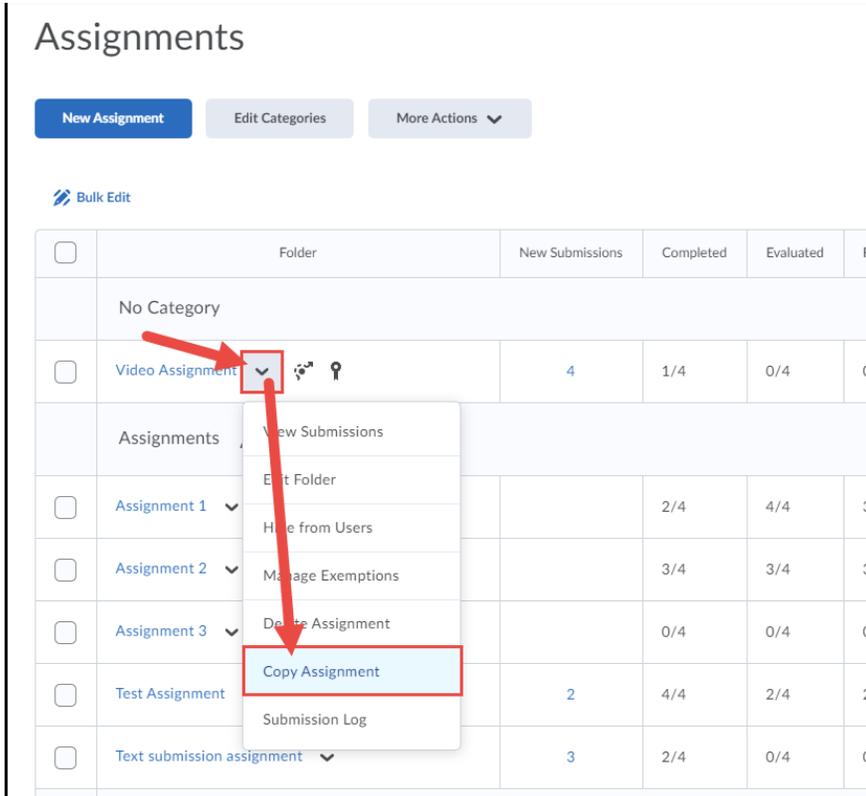
2. Select **Delete** in the **Confirmation** pop-up box. Remember, you can use the **Event Log** function under **More Actions** to **Restore** deleted folders if needed.



## Copy

Copy allows you create a copy of an existing Assignment, for example if you would like to create an Assignment with the same settings as another (like a Master Assignment).

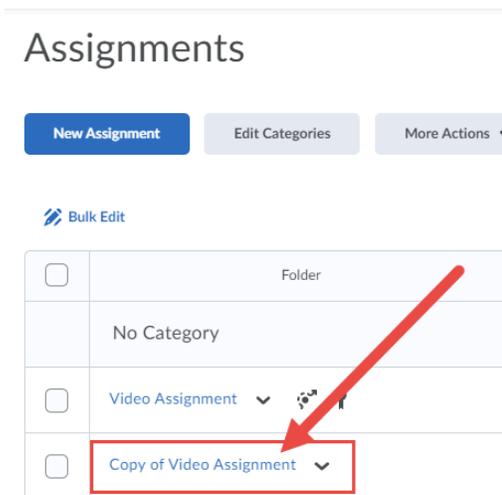
1. Select **Copy Assignment**.



The screenshot shows the 'Assignments' page with a table of assignments. A red arrow points to the dropdown menu of the 'Video Assignment' row, and another red arrow points to the 'Copy Assignment' option within that menu.

	Folder	New Submissions	Completed	Evaluated	F
<input type="checkbox"/>	No Category				
<input type="checkbox"/>	Video Assignment	4	1/4	0/4	0
<input type="checkbox"/>	Assignment 1		2/4	4/4	3
<input type="checkbox"/>	Assignment 2		3/4	3/4	3
<input type="checkbox"/>	Assignment 3		0/4	0/4	0
<input type="checkbox"/>	Test Assignment	2	4/4	2/4	2
<input type="checkbox"/>	Text submission assignment	3	2/4	0/4	0

2. You will then see a copy of the Assignment listed which you can now edit.



The screenshot shows the 'Assignments' page after creating a copy. A red arrow points to the newly added 'Copy of Video Assignment' entry in the table.

	Folder	New Submissions	Completed	Evaluated	F
<input type="checkbox"/>	No Category				
<input type="checkbox"/>	Video Assignment				
<input type="checkbox"/>	Copy of Video Assignment				

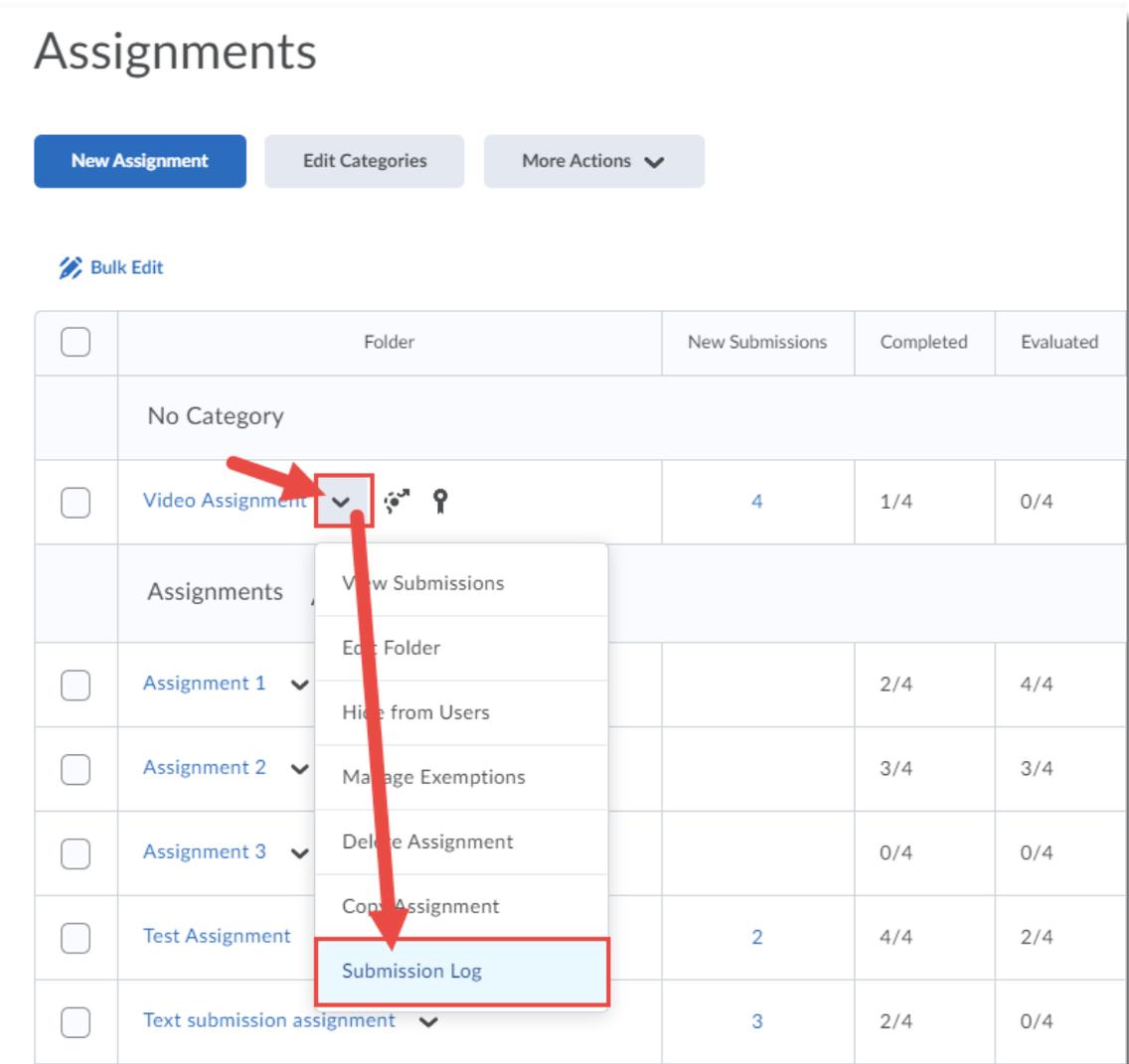


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## Submission Log

Use the **Submission Log** to view submitted, deleted, restored, and started submissions for a specific Assignment. This function is especially useful if you have accidentally deleted a submission and need to Restore it. To do this:

1. Select **Submission Log**.



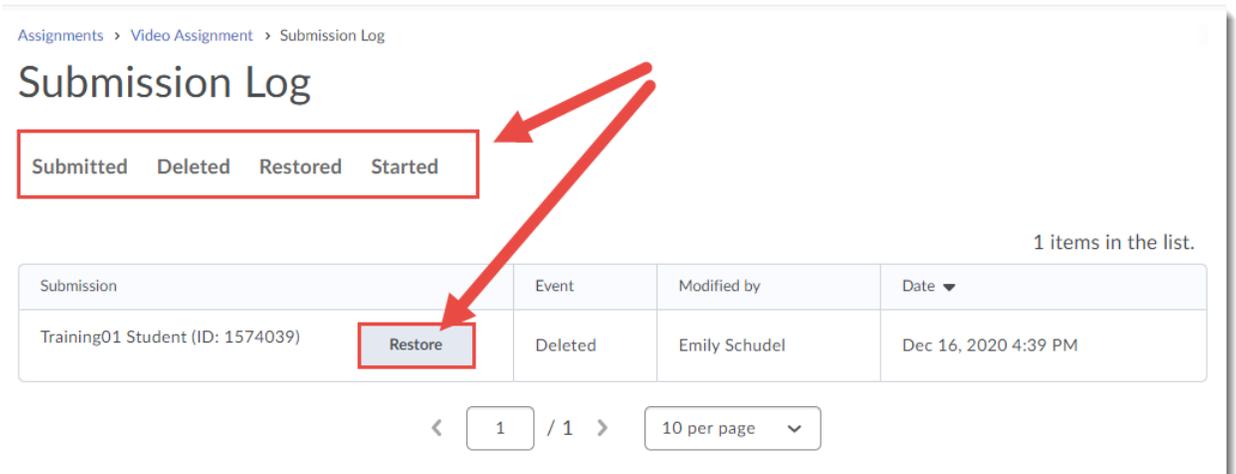
The screenshot shows the 'Assignments' page interface. At the top, there are buttons for 'New Assignment', 'Edit Categories', and 'More Actions'. Below these is a 'Bulk Edit' link. The main content is a table with columns for 'Folder', 'New Submissions', 'Completed', and 'Evaluated'. A dropdown menu is open for the 'Video Assignment' row, showing options like 'View Submissions', 'Edit Folder', 'Hide from Users', 'Manage Exemptions', 'Delete Assignment', 'Copy Assignment', and 'Submission Log'. The 'Submission Log' option is highlighted with a red box, and a red arrow points to it from the 'Video Assignment' row.

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated
	No Category			
<input type="checkbox"/>	Video Assignment   	4	1/4	0/4
	Assignments			
<input type="checkbox"/>	Assignment 1 		2/4	4/4
<input type="checkbox"/>	Assignment 2 		3/4	3/4
<input type="checkbox"/>	Assignment 3 		0/4	0/4
<input type="checkbox"/>	Test Assignment	2	4/4	2/4
<input type="checkbox"/>	Text submission assignment 	3	2/4	0/4



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- Use the tabs to view **Submitted**, **Deleted**, **Restored**, or **Started** submissions. Click **Restore** to “undelete” specific assignment submissions.



Assignments > Video Assignment > Submission Log

## Submission Log

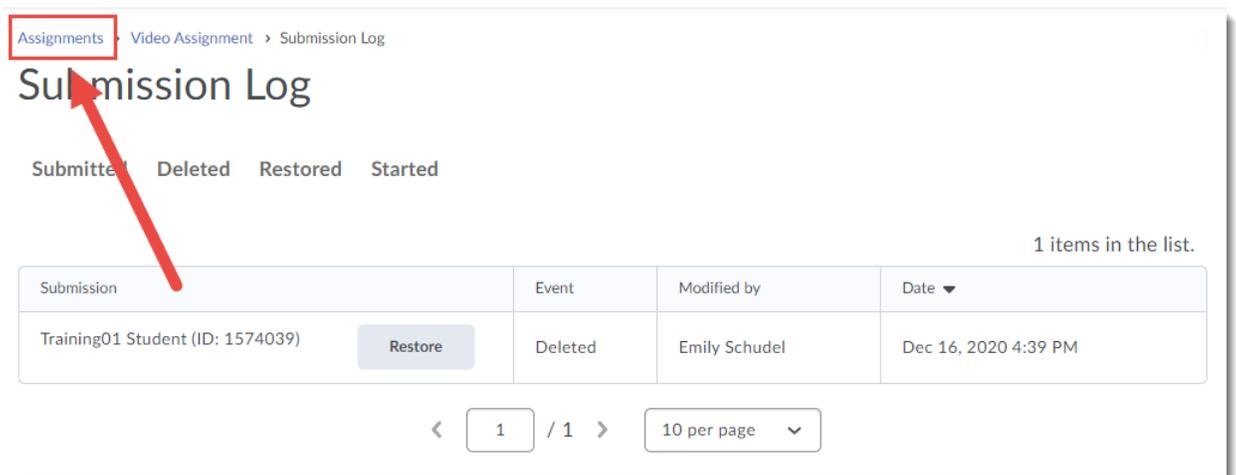
Submitted Deleted Restored Started

1 items in the list.

Submission	Event	Modified by	Date ▼
Training01 Student (ID: 1574039)	Deleted	Emily Schudel	Dec 16, 2020 4:39 PM

< 1 / 1 > 10 per page ▼

- Click **Assignments** in the bread crumb links to return to the main **Assignments** area.



Assignments > Video Assignment > Submission Log

## Submission Log

Submitted Deleted Restored Started

1 items in the list.

Submission	Event	Modified by	Date ▼
Training01 Student (ID: 1574039)	Deleted	Emily Schudel	Dec 16, 2020 4:39 PM

< 1 / 1 > 10 per page ▼

## Things to Remember

Use the **More Actions** menu to make changes to multiple folders at once (for example, Make Visible, Delete, etc.) See the tutorial *The More Actions Menu* for Assignments for more information.



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