

This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information, please contact <u>elearning@camosun.ca</u> for assistance.

Scenario

This tutorial will cover the steps involved when you wish to grade student submissions for an Assignment.

Steps

- 1. Go to the **Assignments** tool in your course.
- 2. Click on the title of the Assignment you wish to see submissions for.

| Training | Course 03 | Course Home | My Tools 🗸 | Edit Course | e Accessibil | ity Report | Collaborate | Course Media | My Media | |
|-------------|-------------|--------------------|-------------------|-------------|---------------|------------|-------------|--------------------|----------|----------|
| Assignments | | | | | | | | | Help | |
| New A | Assignment | Edit Categories | s More Ad | ctions 🗸 | | | | | | |
| 🌮 Bul | k Edit | | | | | | | | | |
| | | Folder | | Ne | w Submissions | Completed | Evaluated | Feedback Published | | Due Date |
| | No Caleg | ory | | | | | | | | |
| | Assignment | 1 🗸 🎙 | | | 1 | 3/4 | 2/4 | 2/4 | | |
| | Assignment | 2 🗸 | | | | 3/4 | 3/4 | 3/4 | | |
| | Assignment | 3 🗸 🎙 | | | 1 | 3/4 | 4/4 | 0/4 | | |
| | Text submis | sion assignment | ~ | | 3 | 2/4 | 0/4 | 0/4 | | |
| | On-Paper S | ubmission - manual | ly by learner 🛛 🗸 | | 1 | 1/4 | 0/4 | 0/4 | | |
| | Test Assign | ment Interface 🗸 🗸 | Ŷ | | | 0/4 | 0/4 | 0/4 | | |

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3. In the **Folder Submissions** area, click on the **Evaluate** link for the submission you wish to grade.

| Assignments | Assignment 1 > Folder Submissions nment 1 - Folder Submissions | | | | | | |
|---------------------|--|--|------------|--|--|--|--|
| Edit Folde | er Email Users Without Submissions Add Feedback Files Submissi | on Log Manage Exemptions | | | | | |
| Users | Submissions | | | | | | |
| View By Search F | View By: User Apply Search For | | | | | | |
| of Dowr | nload 🛛 Email 🗟 Mark as Read 🛛 Mark as Unread 🍵 Delete 🔒 Pu | blish Feederick | | | | | |
| | Last Name 🔺 , First Name | Submission Date | Delete | | | | |
| | Student, Training02 Published: Jan 11, 2021 3:53 PM Fei black Read: Jan 11, 2021 3:54 PM | | | | | | |
| | CreatingQuestionsQuestionLibrary-August2020.docx (399.16 KB) | lan 11, 2021 1-04 AM | 1 | | | | |
| | Student, Training03 | L. L |) Evaluate | | | | |
| | CreatingQuizReports-Jan2021.docx (1023.25 KB) | Jan 11, 2021 11:05 AM | Î | | | | |
| | | 20 per page | ~ | | | | |

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4. In the Evaluate Submissions area, you can view a student's submission and access the Annotations tool (which allows you to add feedback right in D2L) by clicking on its title, add an Overall Grade (if the Assignment is being graded), and add feedback (or use a Rubric for feedback if one is attached) by typing into the Overall Feedback box, or uploading a file (by clicking on the File Upload icon).

| 《 Back to Folder Submissions | Assignment 1 Training Course 03 | | ✓ User 2 of 2 |
|--|------------------------------------|----------------------------------|--------------------|
| TS Training03 Student User | Submissions 🗸 | | |
| Submission 1 Unevaluated Monday, January 11, 2 CreatingQuizReports-Jani DOCX • 1023.2 KB Ocx • 1023.2 KB | 021 11:05 7.04 | Download Mark as Read Flag | rics |
| | | | Publish Save Draft |

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5. Click Save Draft (to prevent some students from getting their feedback before other students)

| | Training Course 03 | | (User 2 of 2 |
|--|--------------------|-------------------------------|--|
| TS Training03 Student User | Submissions 🗸 | | |
| Submission 1 Unevaluated Monday, January 11, 2021 11:05 AM CreatingQuizReports-Jan2021 DOCK + 1023 2 KB | | Rubric | s C [*] |
| Download all files | | 8/2 Overa 4 B Sec | Il Grade I = I = I I = I = I I |
| | | ſ | Record Audio 📾 Record Video |
| | | | |

6. Click the arrows at the top right to move to the next or previous student's submission area.

| K Back to Folder Submiss | ions Assignment 1 Training Course 03 | User 2 of 2 | 2 > |
|--|--|---|----------------|
| TS Training03 Student | User Submissions 🗸 | | |
| Submission 1 Unevaluated Monday, Janu CreatingQuizRepc DOCX • 1023.2 K DOCX • 1023.2 K | ary 11, 2021 11:05 AM prts-Jan2021 8 | Rubrics Article Review Grading Rubric (Ana with Points) 8 / 20 | L [#] |
| | | Uverall vrade 4 / 10 B I U ⋮≡ See the rubric for your feedback. ♠ Q Record Audio | Record Video |
| | | Publish | Save Draft |

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7. When you have finished marking all student submissions, click **Back to Folder Submissions**.

| Back to Folder Submissions Assignment 1 Training Course 03 | User 2 of 2 > |
|--|--|
| Training Course 03 Training03 Student User Submissions Submission 1 Unevaluated Monday, January 11, 2021 14:05 AM CreatingQuizReports-Jan2021 DOCX • 1023.2 KB | Rubrics |
| | B I U := :≡ See the rubric for your feedback. |
| | Publish Save Draft |

Things to Remember

Once you have finished grading all your students and saving results as **Draft**, you can publish all the results at once to students (and to Grades if the Assignment is connected to the gradebook). See the tutorial *Publishing feedback for all students at once* for more information.

To learn how to use the Annotations tool, see the tutorial Using the Annotation Tool in Assignments.

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