Bulk Uploading Feedback Files in Assignments– D2L Tutorial

This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to upload *all* student feedback files/documents from your computer to the Assignments tool at once, rather than one at a time. This tutorial presumes that you have already downloaded student assessment files to your computer, and saved them as "marked" with your comments and feedback in the files. <mark>**Note:** when you save your "marked" files, the identification numbers at the beginning of the filenames MUST remain intact as those numbers will identify which student each file will go with</mark>.

Steps

1. Go to the folder on your computer where you have stored your feedback files/documents. Select all the "marked" files and zip them into one ZIP file. On a PC, you can do this by selecting all the files, clicking your right mouse button, and selecting the extraction program option in the list. In this case, we will select **7-Zip**, and choose "*Add to "Assignment 2 Download Aug 29, 2018 1047 AM.zip*". You will then see the new zip file appear in your folder.
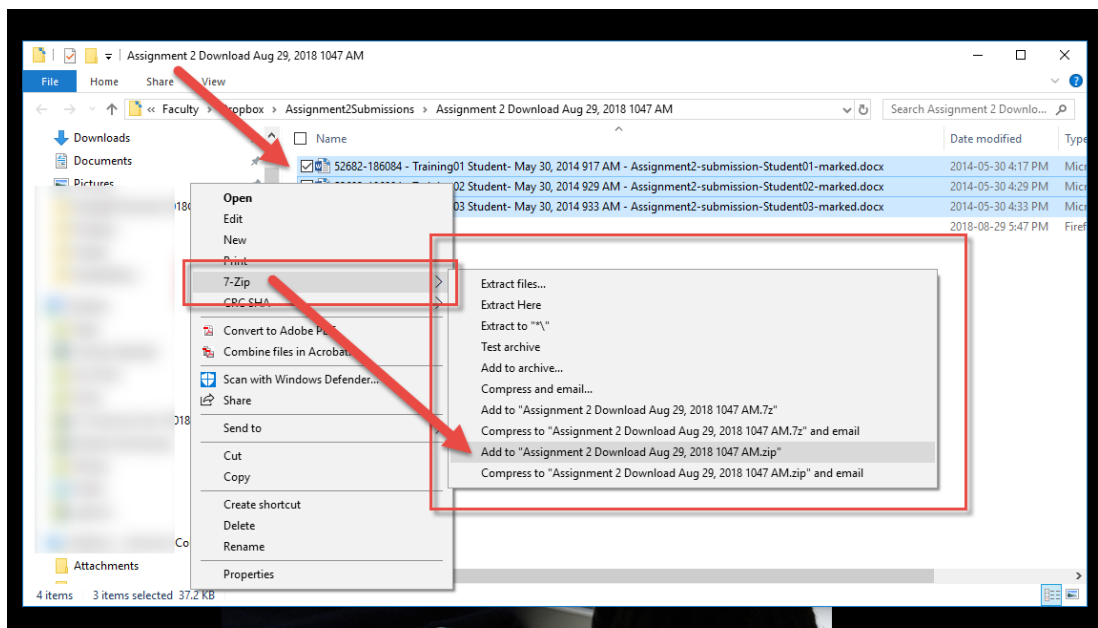
2. Go to the **Assignments** tool in your course.

3. Click on the title of the Assignment folder you wish to see submissions for.

4. In the **Folder Submissions** area, click **Add Feedback Files**.

5. First click the **Upload** button, then find the zip file on your computer, select it, and click **Open**.
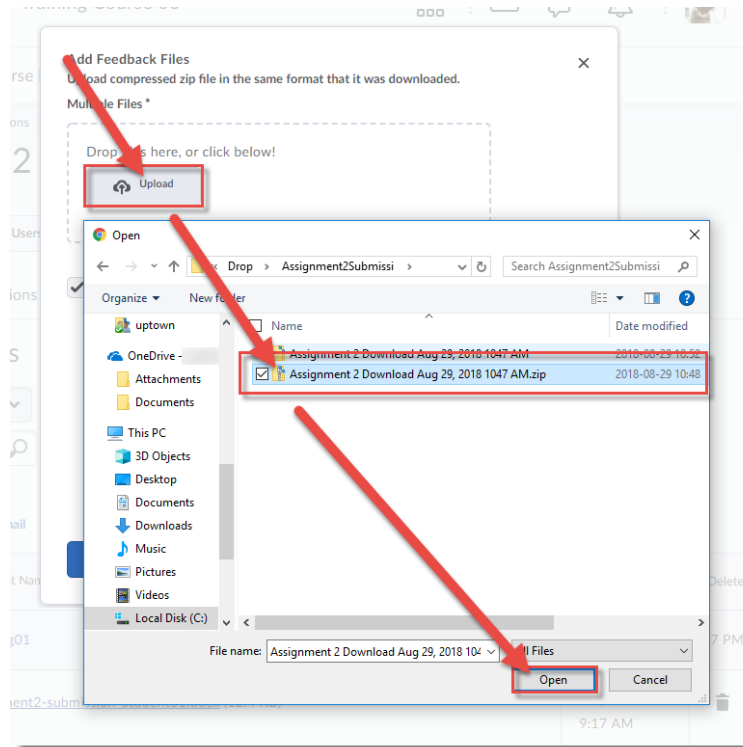
6. Click on the **Add** button to upload your zip file into the Assignments tool. The student feedback files will automatically be extracted and uploaded into the student feedback areas.
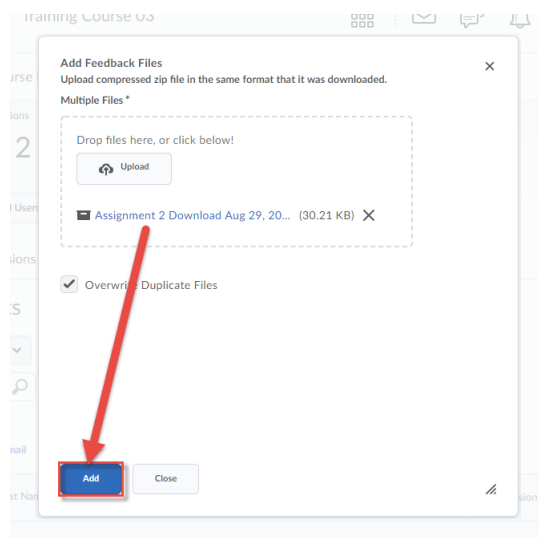
Things to Remember

Note: You should always check the student submission areas to ensure that each student has received a feedback file in case one was missed when the zip file was created.