



Grading Assignment Submissions – D2L Tutorial (new experience)

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 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 Accessibility Report Collaborate Course Media My Media

Assignments

New Assignment Edit Categories More Actions

Bulk Edit

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
No Category						
<input type="checkbox"/>	Assignment 1	1	3/4	2/4	2/4	
<input type="checkbox"/>	Assignment 2		3/4	3/4	3/4	
<input type="checkbox"/>	Assignment 3	1	3/4	4/4	0/4	
<input type="checkbox"/>	Text submission assignment	3	2/4	0/4	0/4	
<input type="checkbox"/>	On-Paper Submission - manually by learner	1	1/4	0/4	0/4	
<input type="checkbox"/>	Test Assignment Interface		0/4	0/4	0/4	



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

Assignments > Assignment 1 > Folder Submissions

Assignment 1 - Folder Submissions

Edit Folder Email Users Without Submissions Add Feedback Files Submission Log Manage Exemptions

Users Submissions

View By: User Apply

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student, Training02	Published: Jan 11, 2021 3:53 PM Feedback Read: Jan 11, 2021 3:54 PM	
<input type="checkbox"/>	CreatingQuestionsQuestionLibrary-August2020.docx (399.16 KB)	Jan 11, 2021 11:04 AM	
<input type="checkbox"/>	Student, Training03		Evaluate
<input type="checkbox"/>	CreatingQuizReports-Jan2021.docx (1023.25 KB)	Jan 11, 2021 11:05 AM	

20 per page



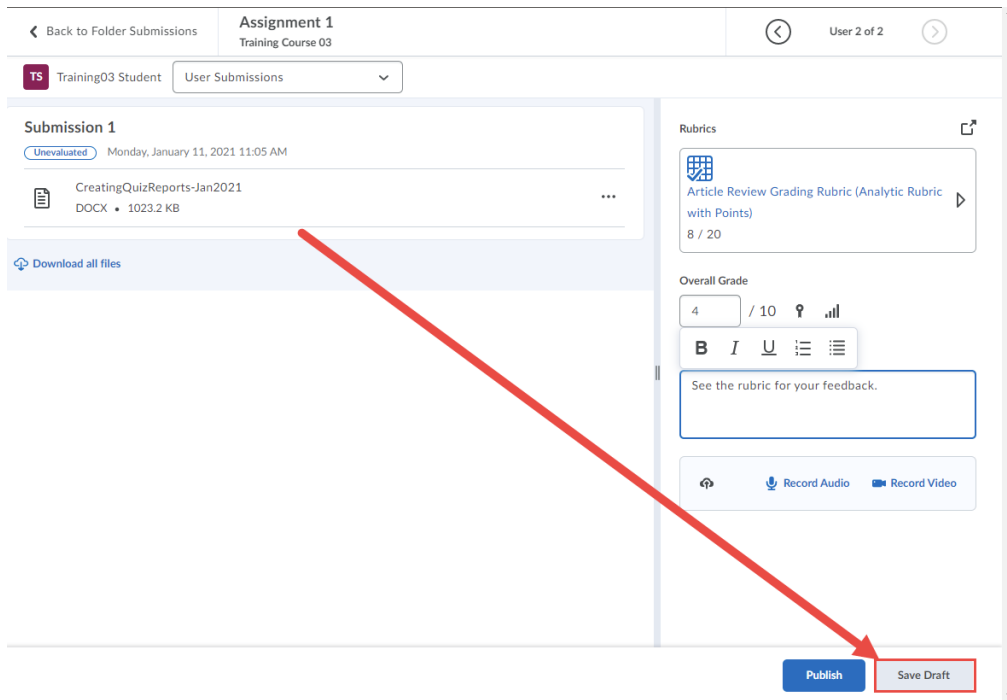
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4. In the **Evaluate Submissions** area, you can view a student's submission and access the **Annotations** tool (which allows you to add feedback right in D2L) by clicking on its title, add an **Overall Grade** (if the Assignment is being graded), 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).

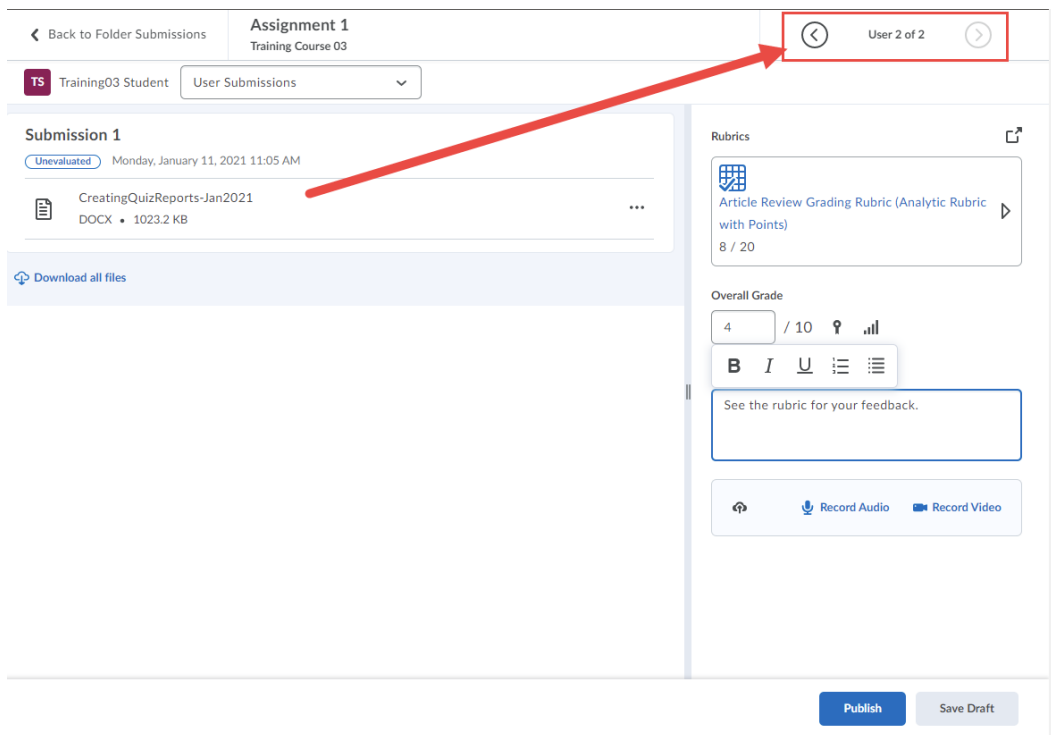
The screenshot displays the 'Evaluate Submissions' interface for 'Assignment 1' in 'Training Course 03'. The student 'Training03 Student' has a submission titled 'Submission 1' (document: 'CreatingQuizReports-Jan2021.DOCX', 1023.2 KB) which is currently 'Unevaluated'. A red arrow points from the 'Submission 1' title to a three-dot menu, which is highlighted with a red box and contains 'Download', 'Mark as Read', and 'Flag' options. Another red arrow points from the three-dot menu to the 'Overall Grade' field, which is also highlighted with a red box and shows a score of 0 / 10. A third red arrow points from the three-dot menu to the 'Overall Feedback' text area, which is highlighted with a red box. A fourth red arrow points from the three-dot menu to the 'File Upload' icon, which is highlighted with a red box. Below the 'Overall Feedback' box are 'Record Audio' and 'Record Video' options. At the bottom right, there are 'Publish' and 'Save Draft' buttons.



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



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



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

The screenshot shows a user interface for reviewing a student submission. At the top, there is a navigation bar with a button labeled 'Back to Folder Submissions' highlighted by a red box and a red arrow. The page title is 'Assignment 1' for 'Training Course 03'. Below the navigation bar, there is a dropdown menu for 'User Submissions' and a 'Submission 1' card. The submission card shows the status 'Unevaluated', the date 'Monday, January 11, 2021 11:05 AM', and a file named 'CreatingQuizReports-Jan2021.DOCX' (1023.2 KB). On the right side, there is a 'Rubrics' section with a rubric titled 'Article Review Grading Rubric (Analytic Rubric with Points)' and a score of 8 / 20. Below the rubric, there is an 'Overall Grade' section showing a score of 4 / 10. At the bottom right, there are 'Publish' and 'Save Draft' buttons.

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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