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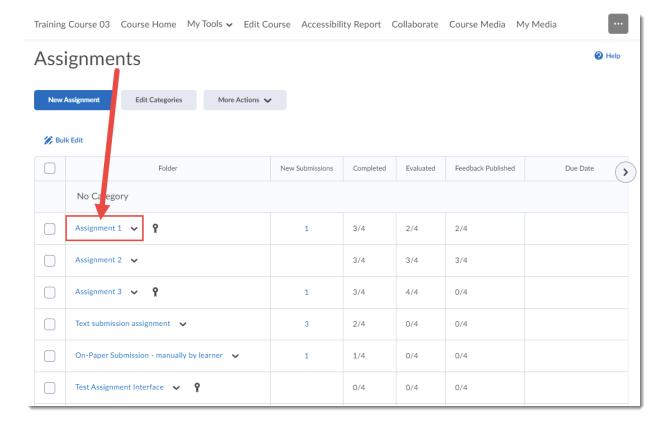
This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

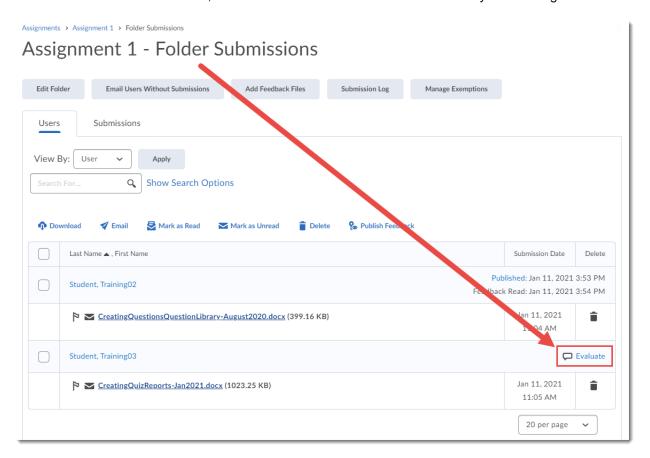This tutorial will cover the steps involved when you wish to grade student submissions for an Assignment.

Steps

1. Go to the **Assignments** tool in your course.

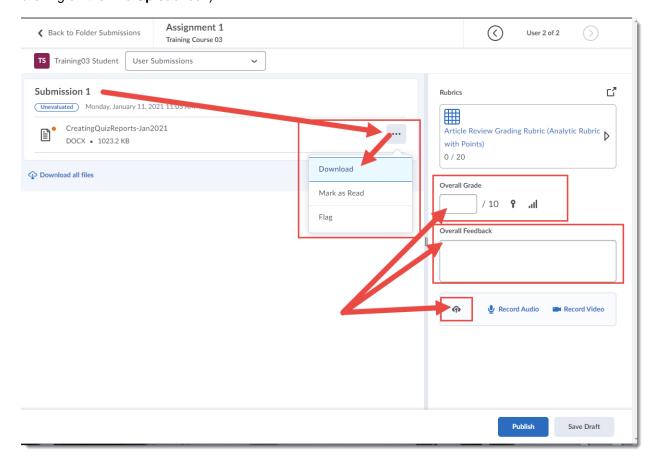2. Click on the title of the Assignment you wish to see submissions for.

Training Course 03   Course Home   My Tools ⌄   Edit Course   Accessibility Report   Collaborate   Course Media   My Media

Assignments

? Help

New Assignment   Edit Categories   More Actions ⌄

✎ Bulk Edit

	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date	
	No Category						
☐	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 submission assignment ⌄	3	2/4	0/4	0/4		
☐	On-Paper Submission - manually by learner ⌄	1	1/4	0/4	0/4		
☐	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.
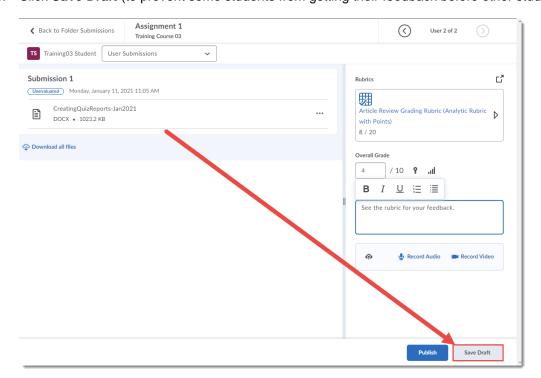
4. In the **Evaluate Submissions** area, you can view a student's submission and access the **Annotations** tool (which allows you to add feedback right in D2L) by clicking on its title, add an **Overall Grade** (if the Assignment is being graded), and add feedback (or use a Rubric for feedback if one is attached) by typing into the **Overall Feedback** box, or uploading a file (by clicking on the **File Upload** icon).
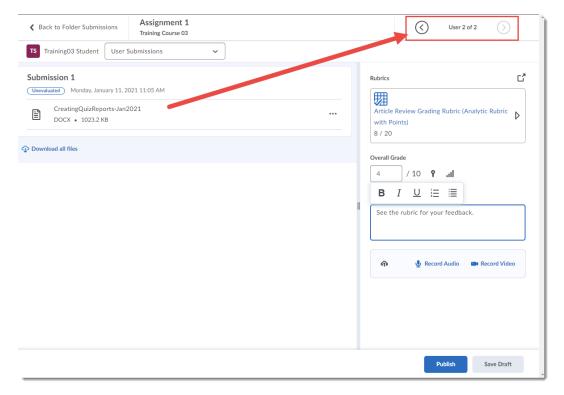
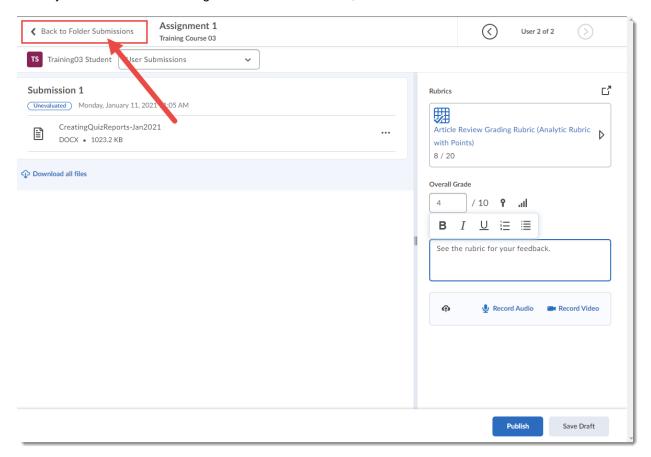5. Click **Save Draft** (to prevent some students from getting their feedback before other students)

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

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

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*.