



## Viewing all Students in Assignments Submissions – 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 see all your students listed in the Submissions area of the Assignments tool (i.e., not just Students with submissions).

### Steps

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

The screenshot shows the 'Assignments' tool interface. At the top, there is a 'New Assignment' button and a 'More Actions' dropdown. Below that is a 'Bulk Edit' link. The main area is a table with columns: Folder, Completed, Evaluated, Feedback Published, and Due Date. The table contains several rows, with 'Assignment 1' highlighted by a red box and a red arrow pointing to it. The 'Assignment 1' row shows 5/9 completed, 2/9 evaluated, and 1/9 feedback published. Other rows include 'Assignment 2', 'Assignment 3', 'Text submission assignment', and 'On-Paper Submission - manually by learner'.

	Folder	Completed	Evaluated	Feedback Published	Due Date
	No Category				
<input type="checkbox"/>	Assignment 1	5/9	2/9	1/9	
<input type="checkbox"/>	Assignment 2	3/9	3/9	3/9	
<input type="checkbox"/>	Assignment 3	0/9	0/9	0/9	Jun 13, 2014 9:00 PM
<input type="checkbox"/>	Text submission assignment	1/9	0/9	0/9	
<input type="checkbox"/>	On-Paper Submission - manually by learner	1/9	0/9	0/9	



3. In the **Folder Submissions** area, click **Show Search Options** (if this link is showing).

Assignment 1 - Folder Submissions

Edit Folder Email Users Without Submissions Add Feedback Files Submission Log

Users Submissions

Folder Contents

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, Training01		Evaluate
<input type="checkbox"/>	LoggingIntoD2LDaylight-March2018.pdf (286.91 KB)	Aug 28, 2018 3:37 PM	

4. Select **Show everyone** from the **Submissions** drop-down menu.

Assignment 1 - Folder Submissions

Edit Folder Email Users Without Submissions Add Feedback Files Submission Log

Users Submissions

Folder Contents

View By: User Apply

Search For... Hide Search Options

Search In

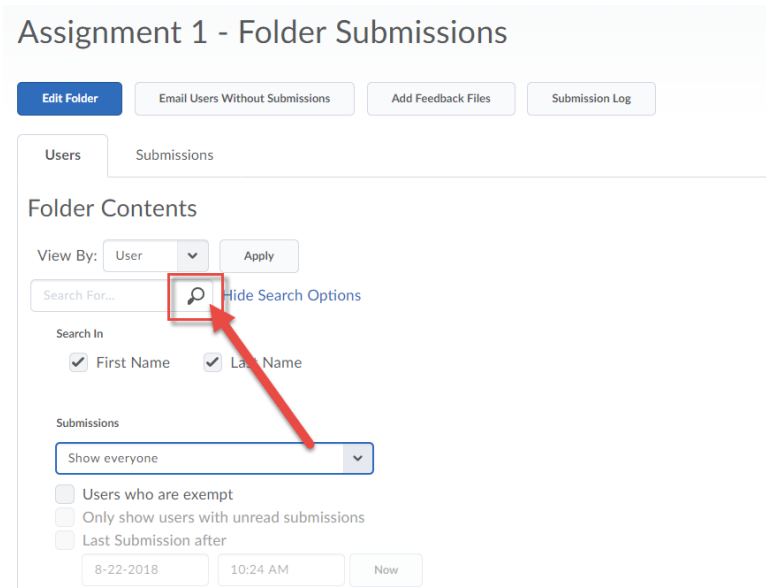
First Name  Last Name

Submissions

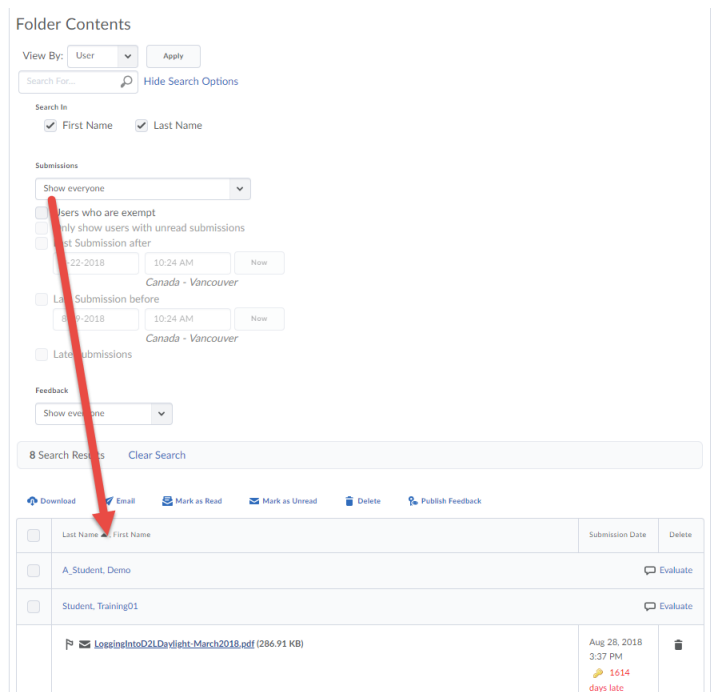
- Users with submissions
- Show everyone
- Users with submissions
- Users without submissions
- Users with preview submissions
- Users with graded unpublished submissions
- Last Submission before



5. Click on the magnifying glass next to the **Search For** box (above the **Submissions** drop-down menu).



6. You will now see ALL your students listed in the **Folder Submissions** area.



## Things to Remember

**Note:** Next time you return to the Folder Submissions area, the Submissions dropdown menu will be set back again to the default: *Users with submissions*.



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