



## The More Actions Menu in the Assignments Tool – 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 discuss the various functions available in the More Actions menu in the Assignments tool.

### Preamble

1. Go to the **Assignments** tool in your course.
2. Click on the **More Actions** menu. The choices you have are **Preview**, **Reorder**, **Event Log**, **Make Visible to Users**, **Hide from Users**, and **Delete**. We will look at each function in turn.

The screenshot shows the 'Assignments' tool interface. At the top, there are buttons for 'New Assignment' and 'Edit Categories', and a 'More Actions' dropdown menu. A red arrow points to the 'More Actions' button. Below the buttons is a 'Bulk Edit' link. The main area is a table with columns for 'Folder', 'Assignments', 'Completed', 'Evaluated', 'Feedback Published', and 'Due'. The table contains three rows of assignments: 'No Category', 'Test Assignment', and 'Video Assignment'. The 'More Actions' dropdown menu is open, showing the following options: Preview, Reorder, Event Log, Make Visible to Users, Hide from Users, and Delete.

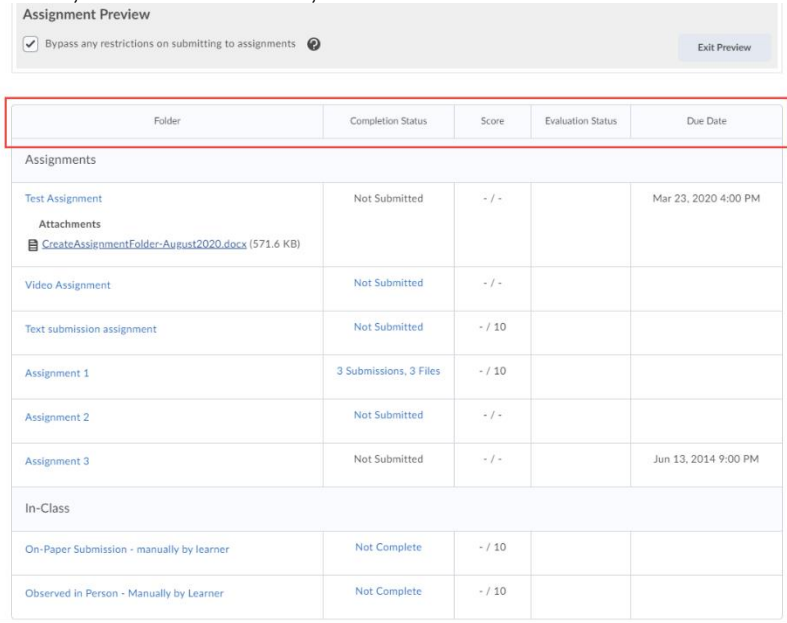
	Folder	Assignments	Completed	Evaluated	Feedback Published	Due
<input type="checkbox"/>	No Category					
<input type="checkbox"/>	Test Assignment		4/4	2/4	1/4	Mar 23, 2020 4:00
<input type="checkbox"/>	Video Assignment		2/4	0/4	0/4	
<input type="checkbox"/>	Text submission assignment	3	2/4	0/4	0/4	



## Preview

Preview allows you to view the Assignment tool as a student would, to review instructions, settings, and to submit a practice assignment. Once you click **Preview**:

1. You will see a table containing links to your Assignment **Folders**, as well **Completion Status**, **Score**, **Evaluation Status**, and **Due Date**.

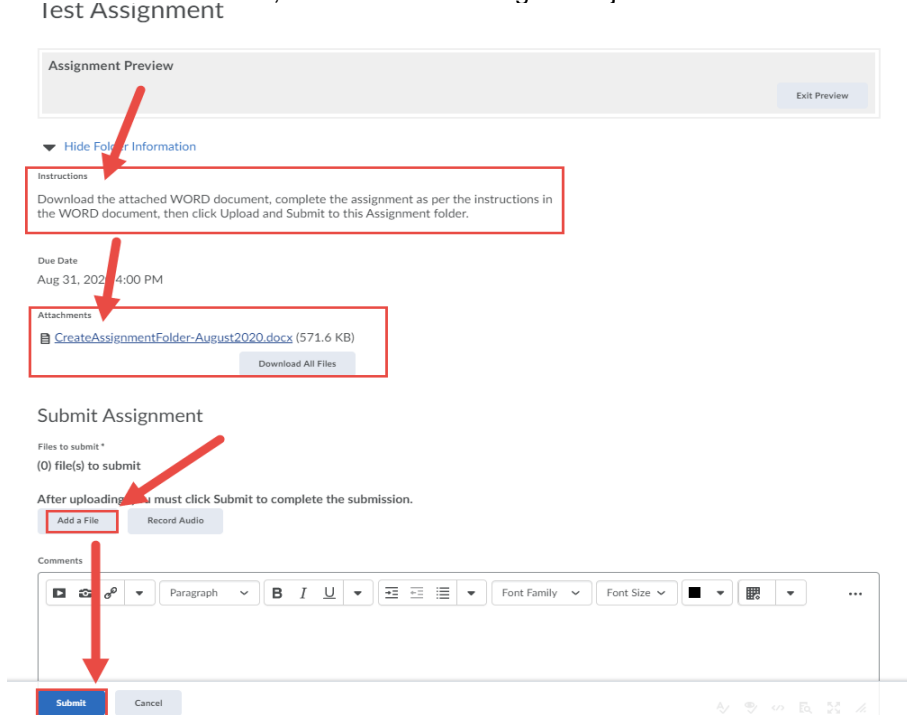


Assignment Preview

Bypass any restrictions on submitting to assignments ⓘ Exit Preview

Folder	Completion Status	Score	Evaluation Status	Due Date
Assignments				
Test Assignment	Not Submitted	- / -		Mar 23, 2020 4:00 PM
Attachments				
<a href="#">CreateAssignmentFolder-August2020.docx</a> (571.6 KB)				
Video Assignment	Not Submitted	- / -		
Text submission assignment	Not Submitted	- / 10		
Assignment 1	3 Submissions, 3 Files	- / 10		
Assignment 2	Not Submitted	- / -		
Assignment 3	Not Submitted	- / -		Jun 13, 2014 9:00 PM
In-Class				
On-Paper Submission - manually by learner	Not Complete	- / 10		
Observed in Person - Manually by Learner	Not Complete	- / 10		

2. If you click on an Assignment folder title, you will be able to review the Instructions, test for any attachment downloads, and Submit an assignment just as a student would.



Assignment Preview

Exit Preview

▼ Hide Folder Information

Instructions  
Download the attached WORD document, complete the assignment as per the instructions in the WORD document, then click Upload and Submit to this Assignment folder.

Due Date  
Aug 31, 2020 4:00 PM

Attachments  
[CreateAssignmentFolder-August2020.docx](#) (571.6 KB)  
Download All Files

Submit Assignment

Files to submit \*  
(0) file(s) to submit

After uploading files, you must click Submit to complete the submission.

Add a File Record Audio

Comments


Submit Cancel




This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounsproject.com/).

- The links in the Completion Status column indicate the submission status for a folder. Clicking on a **Not Submitted** link takes you to the submission area for that folder, clicking on a Submission link takes you to a list of any files you have submitted in past tests of the Preview area.

Assignment Preview


Bypass any restrictions on submitting to assignments 

[Exit Preview](#)


Folder	Completion Status	Score	Evaluation Status	Due Date
Assignments				
<a href="#">Test Assignment</a> Attachments  <a href="#">CreateAssignmentFolder-August2020.docx</a> (571.6 KB)	<a href="#">Not Submitted</a>	- / -		Aug 31, 2020 4:00 PM
Video Assignment	<a href="#">Not Submitted</a>	- / -		
Text submission assignment	<a href="#">Not Submitted</a>	- / 10		
Assignment 1	<a href="#">3 Submissions, 3 Files</a>	- / 10		
Assignment 2	<a href="#">Not Submitted</a>	- / -		

- Click **Exit Preview** to return to the main Assignments area.

Assignment Preview

Bypass any restrictions on submitting to assignments 

[Exit Preview](#)

Folder	Completion Status	Score	Evaluation Status	Due Date
Assignments				
<a href="#">Test Assignment</a> Attachments  <a href="#">CreateAssignmentFolder-August2020.docx</a> (571.6 KB)	<a href="#">Not Submitted</a>	- / -		Aug 31, 2020 4:00 PM
Video Assignment	<a href="#">Not Submitted</a>	- / -		
Text submission assignment	<a href="#">Not Submitted</a>	- / 10		



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

## Reorder

Reorder allows you to change the order of the Assignments and Categories you have created. Once you click **Reorder**:

1. Use the **Sort Order** select boxes to reorder your folders. Click **Save**. **Note** that if some of your folders are not in a Category, they will appear under **No Category** which can NOT be reordered.

### Reorder

Expand All Collapse All

Categories/Assignments	Sort Order
▼ Assignments	1 ▼
Test Assignment	4 ▼
Video Assignment	5 ▼
Text submission assignment	6 ▼
Assignment 1	1 ▼
Assignment 2	2 ▼
Assignment 3	3 ▼
▼ In-Class	2 ▼
On-Paper Submission - manually by learner	1 ▼
Observed in Person - Manually by Learner	2 ▼

Save Cancel

## Event Log

The Event Log shows you a list of all Assignment folders you have created in your course, as well as when they were created. If you have deleted any folders, you will be able to Restore them from the Event Log.

### Event Log

Created Deleted Restored

46 items in the list.

Assignment Name	Action	Changed by	Date ▼
test (ID: 266808)	Created	Emily Schudel	Aug 12, 2020 2:52 PM
Assignment 5 (ID: 266645)	Deleted	Emily Schudel	Aug 12, 2020 2:33 PM
Presentation 1 (ID: 260920)	Deleted	Emily Schudel	Aug 12, 2020 2:33 PM
Test Assignment for deleting submissions for Presentation 1 (ID: 259277)	Deleted	Emily Schudel	Aug 12, 2020 2:33 PM
Group Assignment (ID: 266757)	Deleted	Emily Schudel	Aug 12, 2020 2:31 PM
Midterm Paper (ID: 266643)	Deleted	Emily Schudel	Aug 12, 2020 2:31 PM

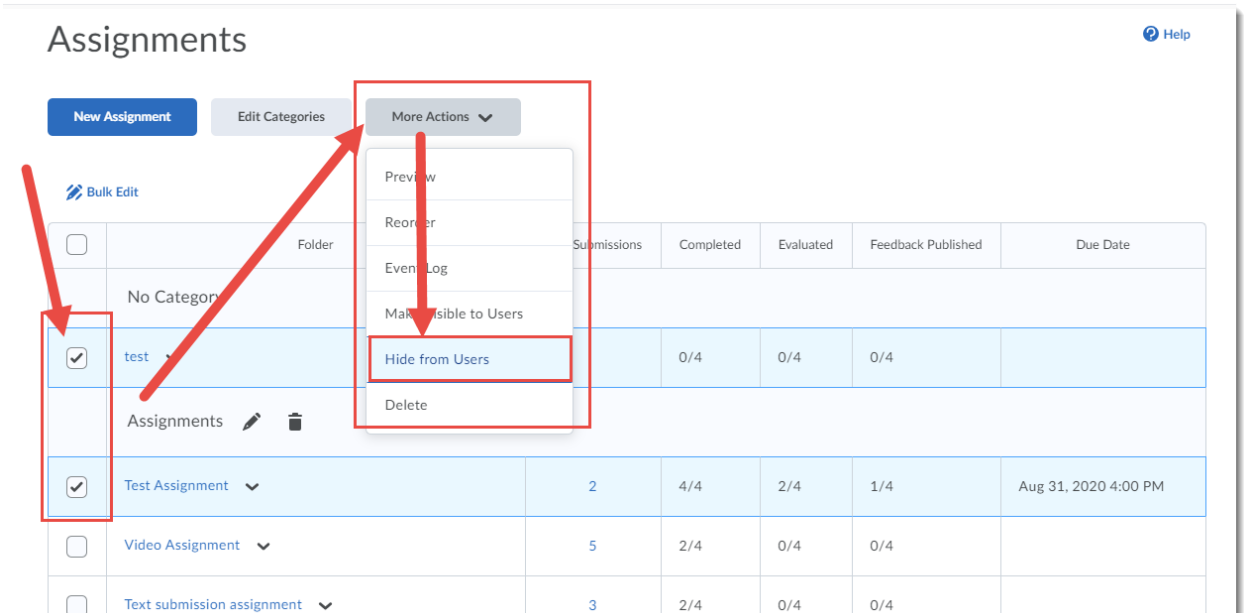


This content is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun](https://nounsproject.com/) Project.

## Make Visible to Users/Hide from Users

Two sides of a coin, these functions allow you to hide and unhide Assignment folders from students. To Make Visible or Hide Assignment folders:

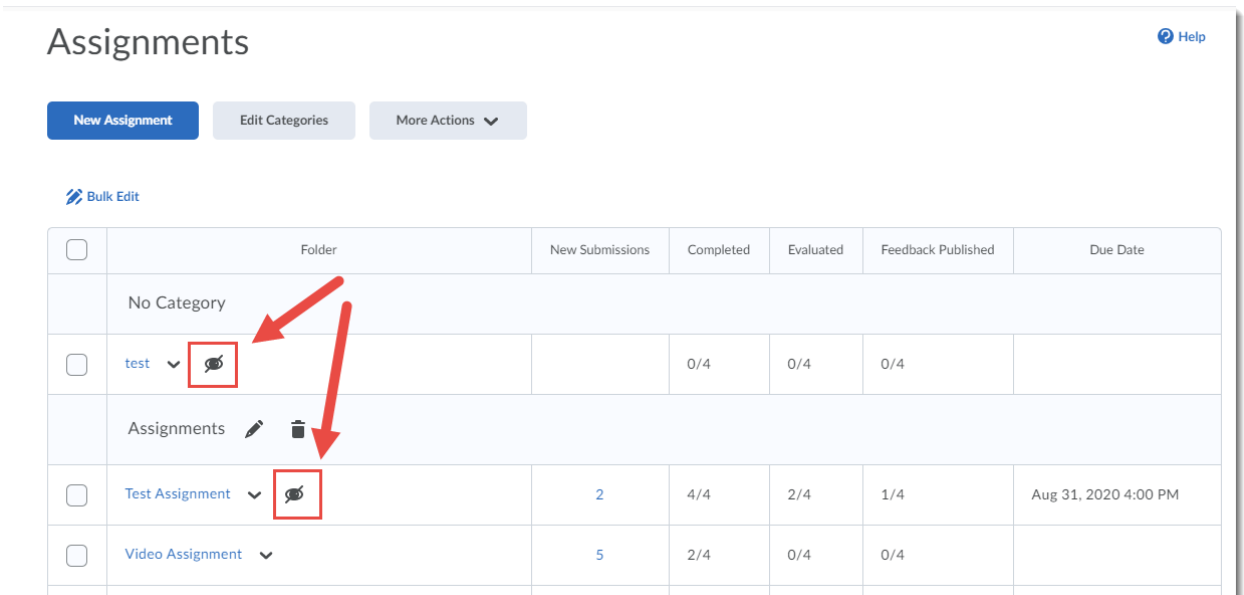
1. Select the folder(s) you want to **Make Visible** or **Hide**. Click **More Actions**, and select the function you want. Here we are selecting **Hide from Users**.



The screenshot shows the 'Assignments' page with a table of folders. The 'test' folder is selected, and the 'More Actions' dropdown menu is open, highlighting the 'Hide from Users' option. Red boxes and arrows indicate the selection process.

	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
<input type="checkbox"/>	No Category					
<input checked="" type="checkbox"/>	test		0/4	0/4	0/4	
<input checked="" type="checkbox"/>	Test Assignment	2	4/4	2/4	1/4	Aug 31, 2020 4:00 PM
<input type="checkbox"/>	Video Assignment	5	2/4	0/4	0/4	
<input type="checkbox"/>	Text submission assignment	3	2/4	0/4	0/4	

2. The selected folders now have closed eye icons next to them. You can make them visible either through the **More Actions** function, or by clicking the individual Assignment folder's menu.



The screenshot shows the 'Assignments' page with the 'test' and 'Test Assignment' folders. Red boxes and arrows highlight the closed eye icons next to the folder names, indicating they are hidden from users.

	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
<input type="checkbox"/>	No Category					
<input type="checkbox"/>	test		0/4	0/4	0/4	
<input type="checkbox"/>	Test Assignment	2	4/4	2/4	1/4	Aug 31, 2020 4:00 PM
<input type="checkbox"/>	Video Assignment	5	2/4	0/4	0/4	

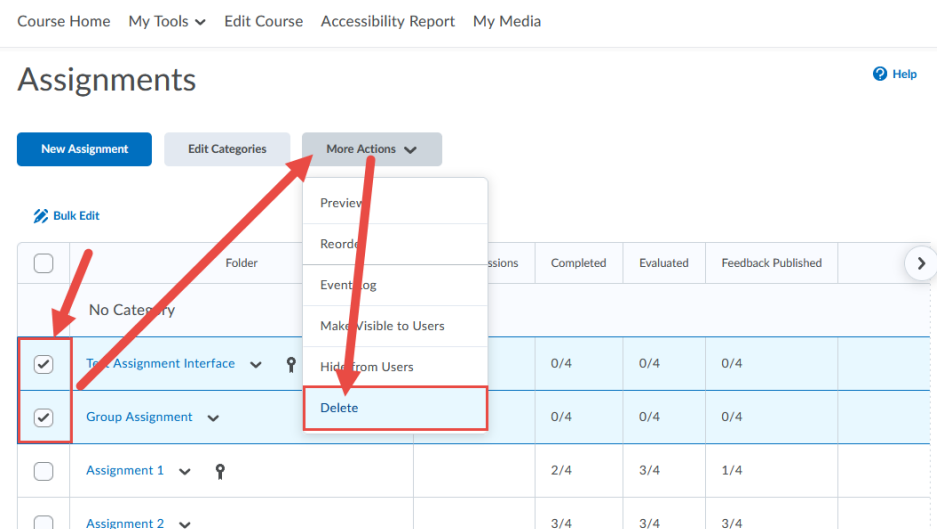


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

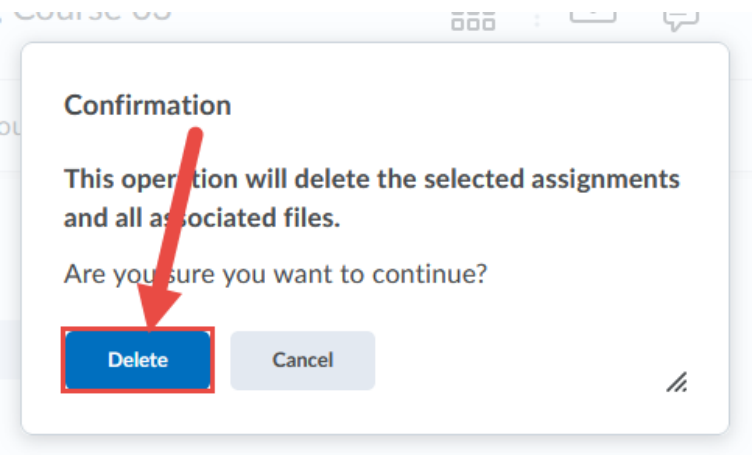
## Delete

And finally, this is how you can bulk delete Assignment folders (use the individual Assignment folder drop-down menus to delete individual assignments). To Delete Assignment folders:

1. Select the folder(s) you want to delete. Click **More Actions** and select **Delete**.



2. Select **Delete** in the **Confirmation** pop-up box. Remember, you can use the **Event Log** to **Restore** deleted folders if needed.



## Things to Remember

Use **More Actions** to make changes to multiple folders at once (for example, Make Visible, Delete, etc.) If you want to only change one folder, use that folder's drop-down menu.



This content is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).