



## Submission Options 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 describe the various submission options available in the Assignments tool, how to set them up, and how to grade them.

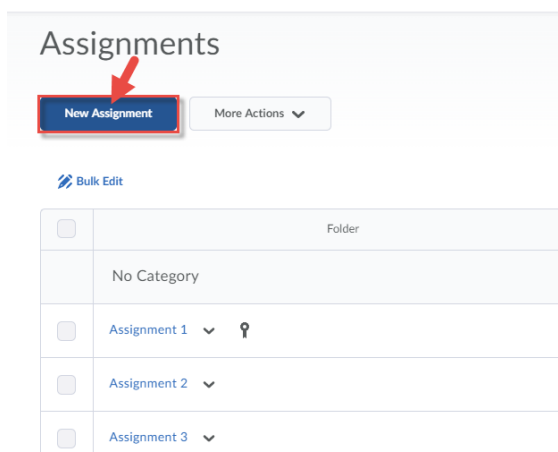
### Preamble

The four submission types available in the **Assignments** tool are:

- **File submission** (allowing student to upload a file of some kind for you to either download or view (for WORD, PDF, PPT, and EXCEL documents) in the Submissions area)
- **Text submission** (allowing students to write a short text without uploading a file, or embed an audio file, a video, an image, etc. into the HTML editor)
- **On-paper submission** (allowing you to use the Assignments to give feedback for something submitted in class)
- **Observed in person** (allowing you to use the Assignments to give feedback for an in-class presentation, for example)

### Creating Assignments with the different submission types

1. Go to the **Assignments** tool in your course.
2. Click **New Assignment**.



3. Give your Assignment a **Name**, then click on the **Submission & Completion** box on the right.

The screenshot shows the 'New Assignment' form. The 'Name' field contains 'Assignment 5'. A red arrow points from the 'Name' field to the 'Submission & Completion' section on the right, which is highlighted with a red box. The 'Submission & Completion' section is currently set to 'File submission'. Other sections include 'Availability Dates & Conditions' (set to 'Always available') and 'Evaluation & Feedback' (set to 'No rubric added'). The form also includes fields for 'Grade Out Of' (Ungraded) and 'Due Date' (M/D/YYYY), an 'Instructions' text area with a rich text editor, and buttons for 'Save and Close', 'Save', 'Cancel', and a 'Visibility' toggle.

4. Click the **Submission type** drop-down menu and select the submission type you want.

The screenshot shows the 'New Assignment' form with the 'Submission & Completion' section expanded. The 'Submission Type' dropdown menu is open, showing options: 'File submission', 'Text submission', 'On paper submission', and 'Observed in person'. A red arrow points to the 'File submission' option. The 'Assignment Type' is set to 'Individual Assignment'. The 'Submissions' section has 'All submissions are kept' selected. The 'Notification Email' field is empty. The form also includes fields for 'Name' (Assignment 5), 'Grade Out Of' (Ungraded), 'Due Date' (M/D/YYYY), an 'Instructions' text area, and buttons for 'Save and Close', 'Save', 'Cancel', and a 'Visibility' toggle.



5. If you select **Text submission**, you don't need to do anything else. However, if you select **On paper submission** or **Observed in person**, you will also need to click the **Marked as completed** drop-down and select one of the following choices:
- **Manually by learners** (the students will get a Mark as complete button to let you know that they have completed the assignment).
  - **Automatically by evaluation** (the assignment will be marked as completed once you, as the instructor, evaluate it).
  - **Automatically by due date** (the assignment will be marked as completed on the due date if one is set).

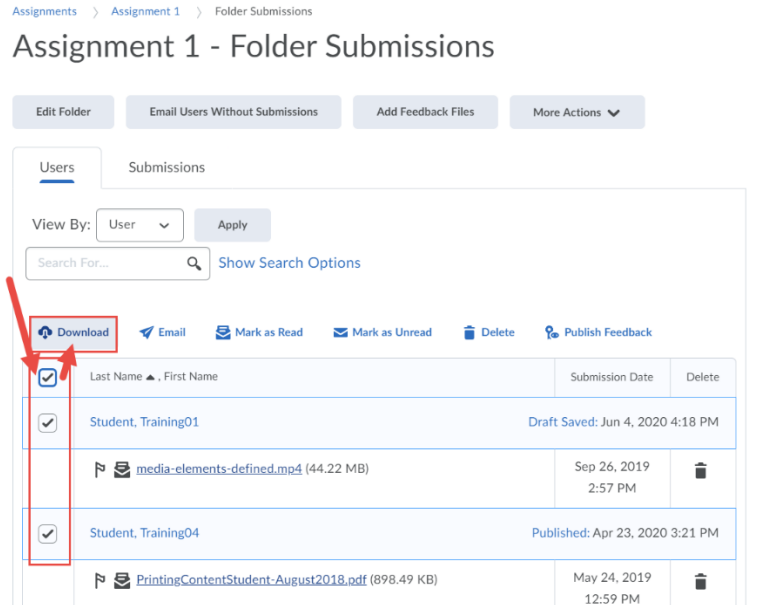
The screenshot shows the 'New Assignment' form. The 'Name' field contains 'Assignment 5'. The 'Grade Out Of' is set to 'Ungraded' and the 'Due Date' is 'M/D/YYYY'. The 'Instructions' field is empty. The 'Availability Dates & Conditions' section is set to 'Always available'. The 'Submission & Completion' section has 'Assignment Type' set to 'Individual Assignment'. The 'Submission Type' is 'On paper submission'. The 'Marked as completed' dropdown is highlighted with a red box and a red arrow pointing to the 'Automatically on due date' option. Below this dropdown are options for 'Manually by learners', 'Automatically on evaluation', and 'Automatically on due date'. At the bottom, there are buttons for 'Save and Close', 'Save', 'Cancel', and a 'Visibility' toggle.

6. You can then finish setting up your Assignment (adding your due date, etc.) and click **Save and Close** when you are done. If you want to see what a student sees, you can then **Preview** the Assignment to make sure the assignment type you selected is indeed the one you want.

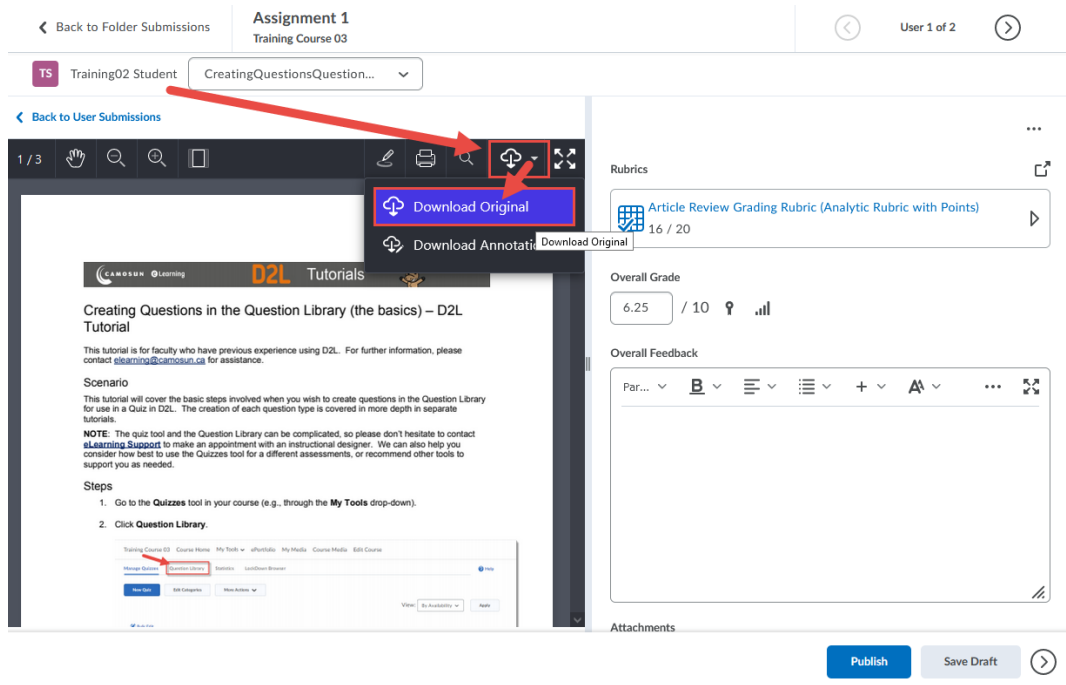


## Grading Assignments with the different submission types

1. **File submission** assignments can be graded by either a) downloading the assignments (bulk download or individual download) and grading them off-line. For bulk download, go to the Folder Submissions area, select the students whose files you want to download, and click **Download**.

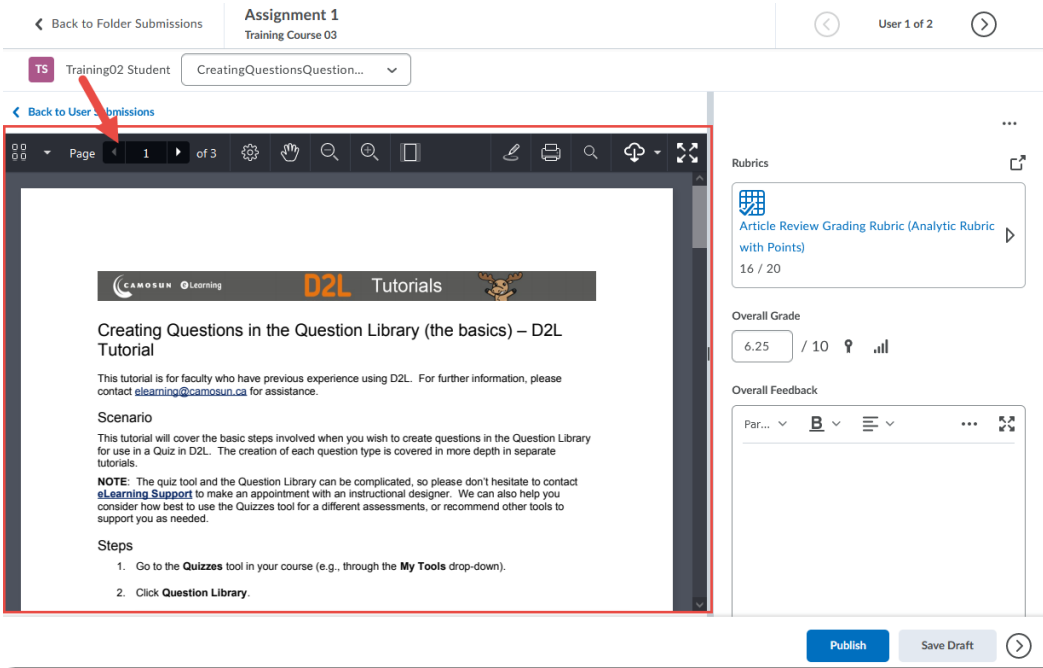


For individual download, go to a specific student's submission area, and click the **Download** icon (at the top right of the black annotation bar), and select **Download Original**.

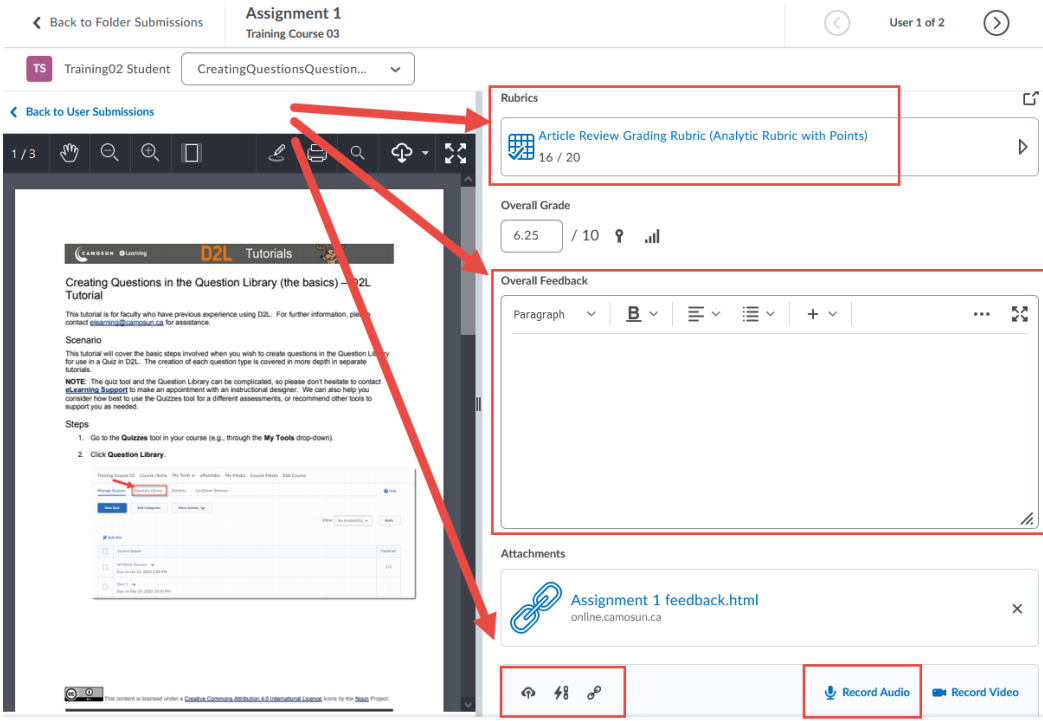


This content is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounsproject.com/).

Using the **Annotation** tool (see the tutorial *Using the Annotation Tool in Assignments* for more information),

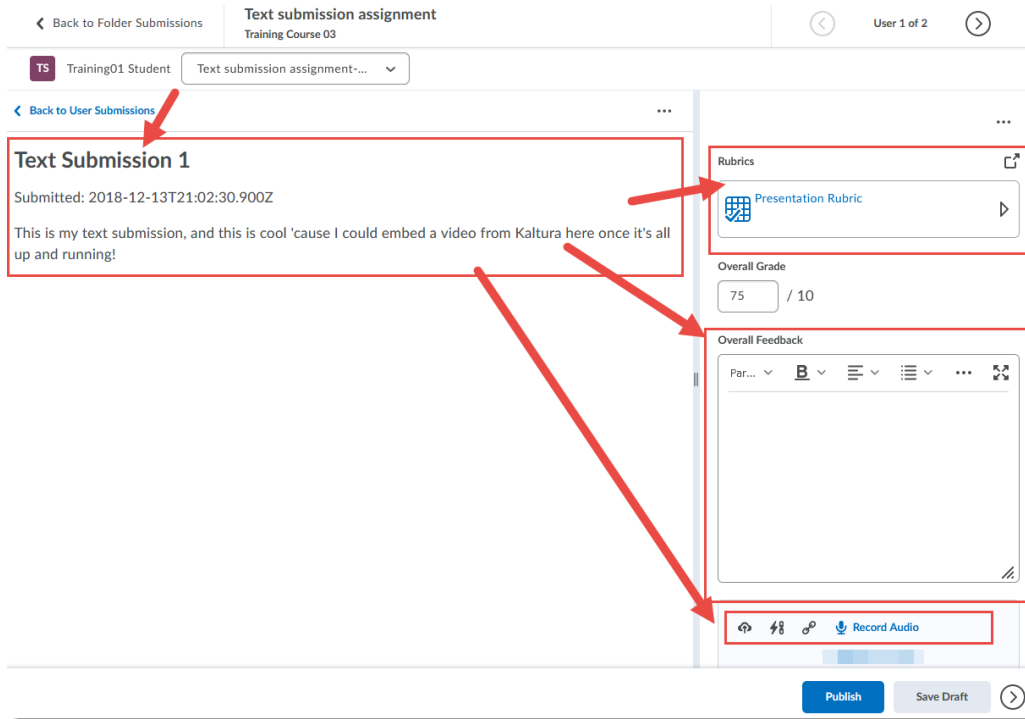


Or adding feedback in the **Feedback** box, uploading a file, recording audio feedback, or using a Rubric, in the Submission area.

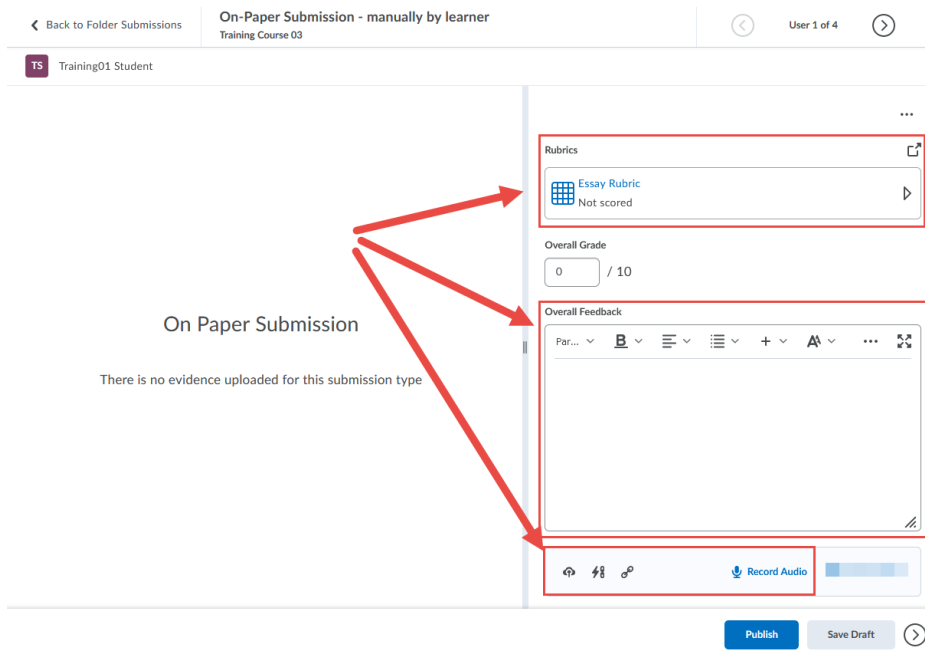


This content is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun](https://nounsproject.com/) Project.

2. **Text submission** assignments can be graded in the Submission area by adding feedback in the **Feedback** box, uploading a file, recording audio feedback, or using a Rubric.



3. **On-paper submission** assignments can be graded in the Submission area by adding feedback in the **Feedback** box, uploading a file, recording audio feedback, or using a Rubric.



4. **Observed in person** submission assignments can be graded in the Submission area by adding feedback in the **Feedback** box, uploading a file, recording audio feedback, or using a Rubric.

Observed In Person

There is no evidence uploaded for this submission type

Rubrics

Discussions Rubric  
Not scored

Overall Grade  
0 / 10

Overall Feedback

Paragraph

Record Audio

Publish Save Draft

## Things to Remember

Once you have saved an Assignment as a specific **Submission type**, you can't change it, so if you choose the wrong assignment type for your purpose, you will have to delete the Assignment and create a new one.

All assignment types can be graded using the **Feedback** box or a **Rubric**, and you can also upload **Feedback files** or **Record Audio** feedback for all types. See the tutorial *Grading Assignment Submissions – Basics* for more information.



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://nounsproject.com/).