D2L Quickguide: Assessing Assignment Submissions

Overview

D2L allows you to view submissions online alongside the grading interface or to download them. If you view submissions online, you can only provide holistic feedback. If you want to insert text-level comments on individual sentences and paragraphs, you must download the file, use your word-processing software to insert comments, and upload the modified file when entering student feedback.

How to Access Assignments

Select **Assignments** from the **Activities** dropdown menu on the course navigation bar.

In This Guide

Downloading All Submissions as a Zip File
Uploading Edited Submissions in Bulk
View Submissions Online, Leave Feedback, and Enter a Score
Leave Feedback for Students Who Did Not Submit Through Assignments
Leave Audio Feedback
Email Students Who Have Not Submitted

For more D2L resources, go to http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/.

Email selected students

Download selected files

Mark selected files as read

Mark selected files as unread

Delete selected files

Make feedback viewable for selected students

						Page:		per page
☐	⊙ Download	✉ Email	📖 Display Read	📖 Display Unread	🗑 Delete	📤 Publish Feedback	1 of 2 ▾	20 ▾

	Last Name ▲, First Name	Report	Submission Date	Delete
☐	Ahrens, Andrew		📝 Draft Saved: Nov 14, 2013 3:25 PM	
	🏳🖉 BT_CarbonCycle.docx (25.26 KB)	100 % ▮	Mar 21, 2014 2:06 PM	🗑
☐	Almazan, Moshe		📝 Published: Sep 29, 2014 4:27 PM	
	🏳🖉 BT_CarbonCycle.docx (25.26 KB)	100 % ▮	Apr 10, 2014 10:16 AM	🗑
☐	Barbosa, Jeanette		📝 Published: Sep 29, 2014 4:28 PM	
☐	Blackstone, Shirley		📝 Published: Sep 29, 2014 4:28 PM	
	🏳🖉 **BT_CarbonCycle.docx (25.26 KB)**	100 % ▮	Apr 10, 2014 11:17 AM	🗑
☐	Boots, Broderick		📝 Published: Sep 29, 2014 4:29 PM	
	🏳🖉 CarbonCyle.docx (25.93 KB)	💬	Mar 21, 2014 2:26 PM	🗑

Flag a file

Files in bold are unread

View the full TurnItIn report

Submit the file to TurnItIn for originality checking

View feedback entered on the file

Delete the file

Downloading All Submissions as a Zip File

Use these instructions to download a zip file of all student submissions. Each submitted file will be renamed with the submitting student's name and the date and time it was submitted.

1. Click the checkbox at the top of the list to select all students.

2. Click ⚫ **Download** at the top of the list (Figure 1). A pop-up window will appear.

3. Click the name of the zip file that is created.

4. Use your browser's save dialog box to save the file to the appropriate location on your computer.

Figure 1

You can unzip this file, add your comments in the student submissions, and upload them in bulk or individually when giving feedback.

Note: If you plan on bulk uploading your feedback files, do not change the code in the file name, as this is what D2L will use to re-associate the file with the student who submitted it.
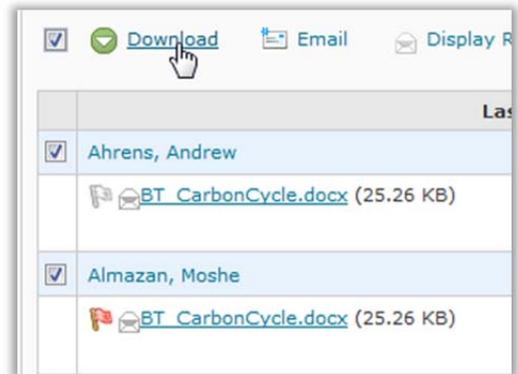
Uploading Edited Submissions in Bulk

After you have downloaded student submissions and made comments on them, you can upload them all at once. As long as you didn't change or delete the code in the file name, the files will automatically be re-associated with the correct students.

Figure 2

Note: Feedback will not be published to students immediately, and you will need to evaluate students individually to enter a score and leave general feedback. See the next section, "View Submissions Online, Leave Feedback, and Enter a Score," for more information.

1. Click the name of the Assignment Folder to which you want to upload files.

2. At the top of the screen, click **Add Feedback Files** (Figure 2).

3. Click **Upload**.

4. Select the files on your computer. You can upload a zip file or select multiple files at once.

5. Click **Add**. The files will be uploaded and set as feedback for the appropriate students.

Note: If any file cannot be associated with a student, the system will prompt you to select the correct student for these files.
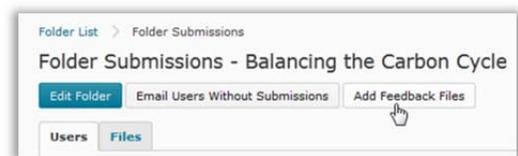
View Submissions Online, Leave Feedback, and Enter a Score

The "Evaluate" page allows you to leave students feedback on their performance while viewing the assignment online. You can also enter a score, which will transfer to the Grades area if you linked the assignment to a Grade Item.

1. From the main Assignments page, click the name of the assignments folder you wish to assess.

2. Click the 🗨 Evaluate **Evaluate** link to the right of the name of the student you want to assess.

3. Click the filename of the student submission to view it in the browser (Figure 3).

Note: The online viewer will show common document file formats. For other file types, clicking the filename will prompt you to download the file.

4. In the "Evaluation" section, enter the student's score in the "Score" field, if applicable (Figure 4).

5. Enter your feedback for the student in the "Feedback" text box.

6. If you have a separate file with feedback, such as a copy of a student paper you have made comments on, click **Add a File** and **Upload** to upload it from your computer.

Note: If you upload a file with feedback, you MUST also type something in the "Feedback" text box, or the file will not show up for students.

7. Save your work.

- Click **Save Draft** if you do not want to give this student immediate access to his or her feedback.

- Click **Publish** to make the feedback available to students.

8. At the top of the screen, click **Next Student** to assess the next submission or **Back to Folder Submissions** at the top to leave the grading screen.

Publishing Feedback

Use these instructions if you want to publish feedback for all students at once if you have already saved your feedback in draft form.

1. From the main Assignments page, click the name of the relevent assignment folder.

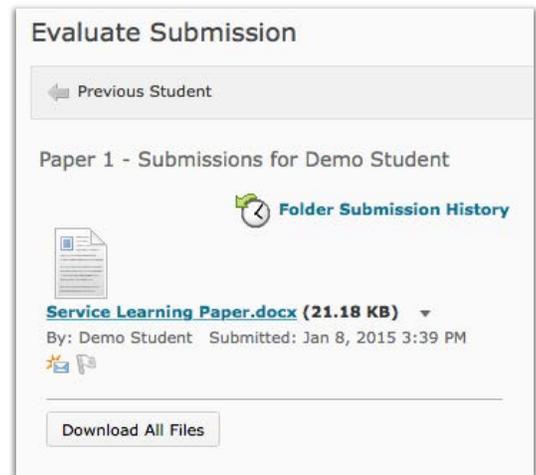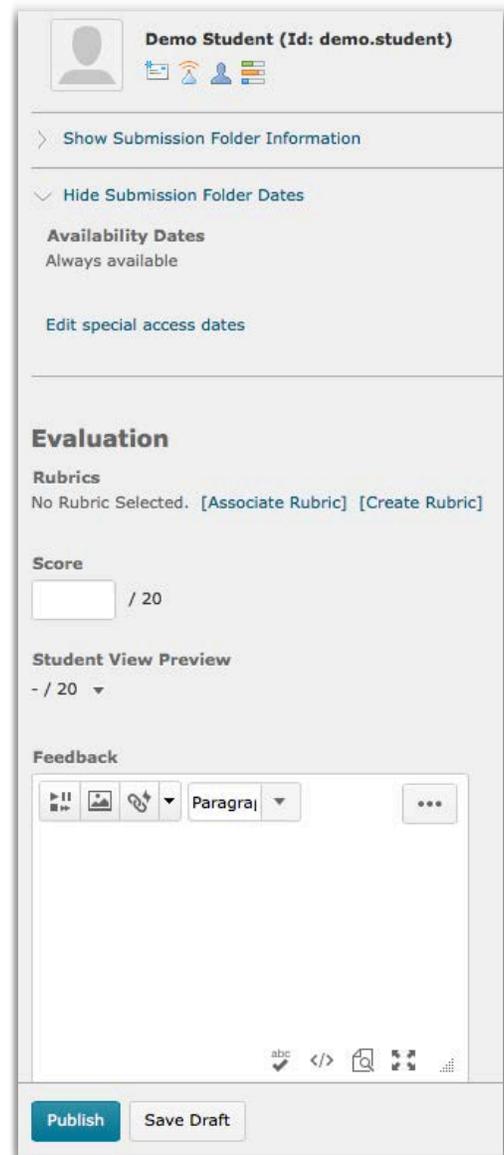2. Click the checkbox above the student list to select all.

Figure 3

Figure 4

3. Click ![Publish Feedback] **Publish Feedback.**

4. Click **Yes** to confirm.

Leave Feedback for Students Who Did Not Submit Through Assignments

You can evaluate a student through Assignments even if they submitted their assignment through email or with a paper copy.

1. Click the name of the Assignment Folder you are evaluating.

2. In the **Submissions** drop-down menu, select **Show Everyone** (Figure 5).

3. Click the search icon to the right of the "Search for" text box (Figure 6). All students will appear in the list.

4. Click **Evaluate** next to the student you want to leave feedback for.

Leave Audio Feedback

You can use D2L to directly record audio feedback on student submissions. Note that you must have Adobe Flash Player installed and a working microphone connected to your computer to use this feature.

1. From the "Folder Submissions" page, click the **Evaluate** link beside the name of the student you want to leave feedback for.

2. Under "Evaluation," click [Record Audio] **Record Audio**.

3. The first time you use this feature, you will have to enable audio input through Adobe Flash. Click **Allow,** and select **Remember** (Figure 7).

4. Click the red record when you are ready to speak into your microphone (Figure 8). You can enter up to a minute of audio feedback.

Note: If you make a mistake and want to start over, click the red record button again to pause. Then click **Clear** and click the record button again to start over.

5. Click the red record button again to stop recording when you have finished.

6. Click the green play button to preview your recording.

7. Click **Add**. You will see a .wav file listed under the attachments section.
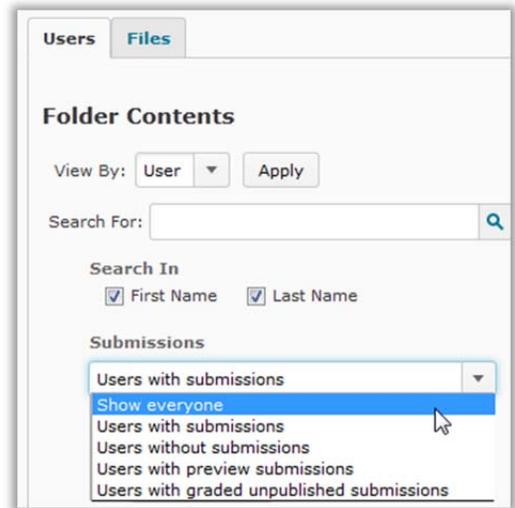
8. Click **Save**.

Figure 5

Figure 6

Figure 7

Figure 8

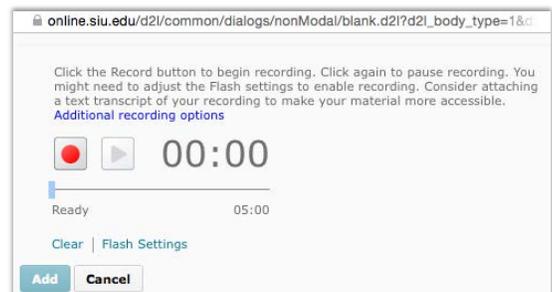## Email Students Who Have Not Submitted

1. From the "Folder Submissions" page, click **Email Users Without Submissions** (Figure 9).

2. Enter your message in the "Compose New Message" pop-up. The email addresses of the selected students will populate automatically in the "BCC" field of the message.

3. Click **Send**.

Note: If any member of a group submits an assignment to a group Assignments folder, no one in that group is emailed when **Email Users Without Submissions** is selected.
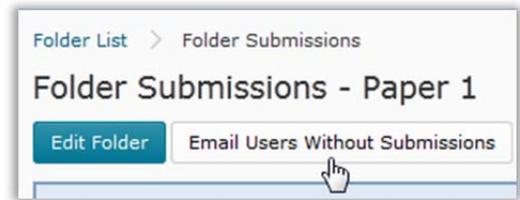

Figure 9