

## Overview

Updated 08/30/2016. Version 10.6.x

The Assignments tool allows you to set up folders where students can turn in assignments online. You can set up separate Assignment folders for each assignment and set up start dates and deadlines. Once assignments are submitted, you can view them online, download them, check submission times, enter a score, add qualitative feedback, and return submissions with comments, all from within the Assignments tool. You can also check the originality of the writing through the Assignments tool using Turnitin.

## How to Access Assignments

Click **Activities** on the course navigation bar, and then click **Assignments**.

## In This Guide

Creating Assignment Folders

Setting Submission Dates and Deadlines

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

The screenshot shows the 'Assignment Submission Folders' interface. At the top left, there is a 'New Submission Folder' button. To its right is a 'More Actions' dropdown menu. Below these are checkboxes for 'Bulk Edit' and a 'per page' selector set to 20. The main area is a table with columns: 'Submission Folder', 'Total Files', 'Unread Files', 'Flagged Files', and 'Due Date'. The table lists several folders, including 'Fall 2015 Assignments & Turnitin Training', 'Fall 2014', 'TA Training', and 'September 2014 Training'. Each folder row has a checkbox, a dropdown menu, and icons for editing and deleting. At the bottom, there is another 'Bulk Edit' checkbox and 'per page' selector.

Callouts from the interface:


- Create a new Assignment folder**: Points to the 'New Submission Folder' button.
- Drop-down menu with options to preview, reorder or delete Assignment folders or view an event log for the Assignment area**: Points to the 'More Actions' dropdown menu.
- Indicates that Originality Check has been enabled**: Points to the pencil icon in the 'Submission Folder' column.
- Drop-down menu with options to view files submitted to the folder by students or edit the folc**: Points to the dropdown menu in the 'Submission Folder' column.
- Edit multiple folders at once**: Points to the 'Bulk Edit' checkbox at the bottom left.




## Creating Assignment Submission Folders

Assignment Submission folders are where students submit assignments. You should set up a separate Assignment Submission folder for each assignment students will submit through D2L.

1. From the “Assignment Submission Folders” page, click **New Submission Folder** (Figure 1).
2. Enter the title of the assignment in the “Name” field.
3. Choose a folder type:
  - **Individual submission folder:** Leave this option selected if you want each student to submit her own assignment.
  - **Group submission folder:** Select this option if you want one assignment submitted per group. See the “Groups” quickguide for more information about working with Groups.

**Note:** Group Assignment areas are marked on the “Folder List” page with the  Group Submissions icon. Any group member can submit and view files in a group Assignment.

4. Assign the folder to a category (optional).
  - If you have not created a category for this folder, click **New Category**, enter a name, and click **Save**.
  - If you have already a category for this folder, select it from the “Category” drop-down menu.
5. Associate the folder with a Grade Item if you want submitted assignments to be tied to a column in your class Grades area. See the “Grades” quickguide for more information.
  - If you have already set up a grade item for this assignment, select it from the “Grade Item” drop-down menu.
  - If you have not created a grade item for this assignment, click **New Grade Item** (Figure 2).
6. If you will be assessing these submissions, enter the maximum number of points in the “Out of” field (Figure 3). Do this even if you are not using the Grades tool in D2L.
7. Add any instructions about submitting the assignment in the “Instructions” text box.
8. If you have a file you want to make available to students, such as an assignment description or a sample paper, click **Add a File** and **Browse** to upload it from your computer.
9. Click **Save and Close**.

**Note:** To edit any of these settings later, click the drop-down arrow next to the Assignment Folder you want to add date restrictions to and select  **Edit Submission Folder**.

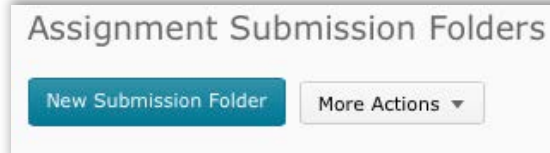


Figure 1

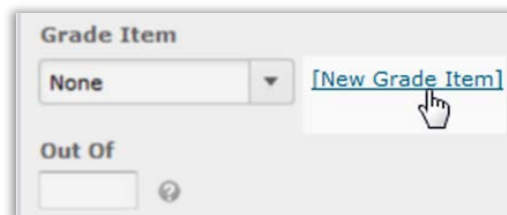


Figure 2

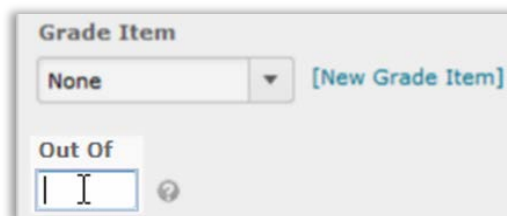


Figure 3

## Setting Submission Dates and Deadlines

Use these instructions to set the timeframe during which students can submit. You can set a start date, a deadline, or both.

1. Click the drop-down arrow next to the Assignment you want to add date restrictions to and select **Edit Submission Folder**(Figure 4).
2. At the top of the screen, click the **Restrictions** tab (Figure 5).
3. Select the appropriate date options:
  - **Has Start Date:** Use this option if you do not want students to access a folder before a project is assigned.
  - **Has Due Date:** Select this option to make the due date visible to students on the Assignment Submission Folder and in the Calendar widget on your Course Home page.
  - **Has End Date:** Use this option if you want to stop students from submitting assignments after a due date.
4. Use the calendar and time selectors to set the appropriate dates and times (Figure 6).
5. Click **Save**.

### Use Special Access to Set an Extended Deadline

Special access permissions allow you to set different availability dates and times for specific students. For example, you could extend the deadline for a student who was unable to meet a deadline due to a personal emergency.

1. On the “Restrictions” tab, select **Allow users with special access to submit assignments outside the normal availability dates for this folder**.
2. Click **Add Users to Special Access** (Figure 7). The “Special Access” page will open.
3. Select **Has End Date** in the “Properties” section.
4. Use the calendar and time selectors to set the deadline for the extended-access student(s).
5. Select the boxes beside the the names of the student(s) you want to give extended access in the “Users” section.
6. Click **Save**. Once you have added special access permissions for students, they are listed in the “Special Access” section in the Assignment folder’s “Restrictions” tab.

**Note:** You can edit or delete students' special access by clicking icons beside their names in the “Special Access” section.

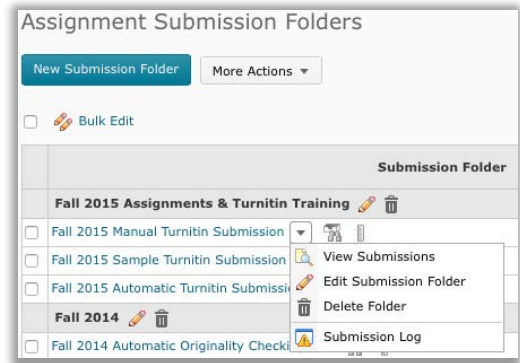


Figure 4



Figure 5

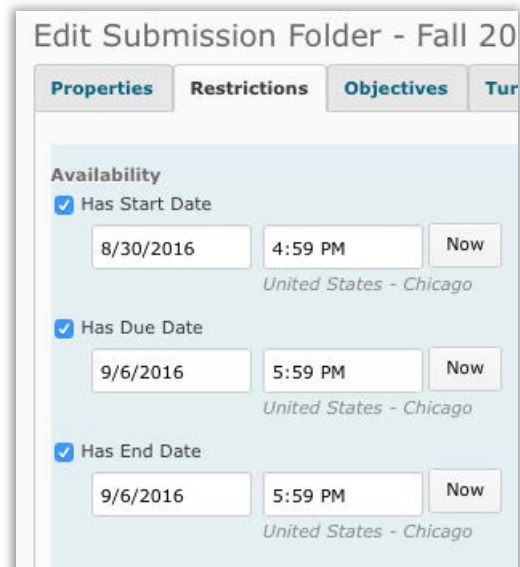


Figure 6

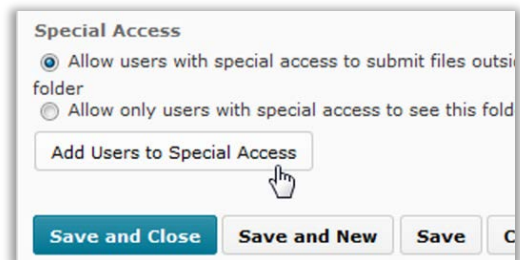


Figure 7