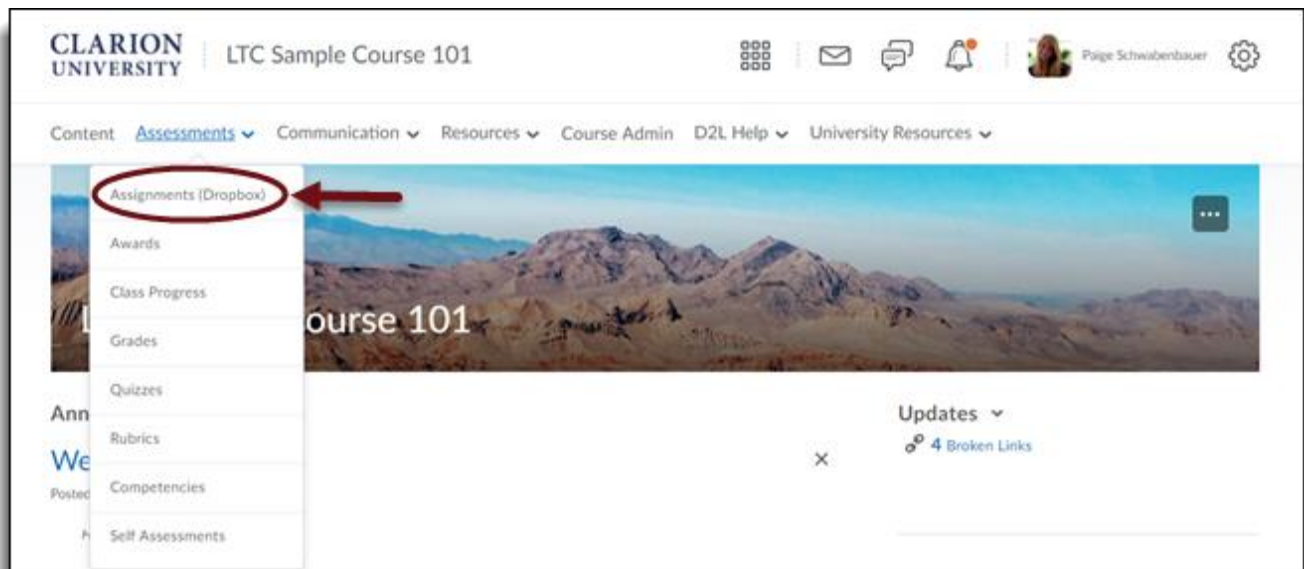


Assignments

The Assignments (previously called “Dropbox”) tool enables users to submit files through the Learning Environment by uploading a file to the appropriate folder. Instructors typically set up one folder per assignment or group assignment which helps track submitted files by user, date, and time of submission.

The Assignments tool allows instructors to see users' submission times, download assignments to a computer, and view submissions in the document viewer on the Evaluate Submission page. This is also the tool where plagiarism detection can be enabled. Clarion University subscribes to a service called Turnitin, which is integrated within D2L. Click “Turnitin” below for more information.



File formats compatible with the Assignments document viewer (the document viewer allows a document to be viewed within D2L) are as follows:

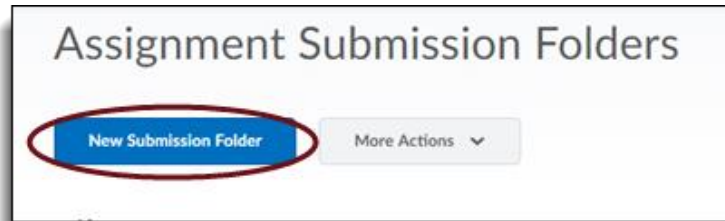
- MS Word (DOC, DOCX)
- MS PowerPoint (PPT, PPTX, PPS)
- Adobe Acrobat (PDF, PDFS)
- Web (HTM, HTML)
- Plain text (TXT)
- Images (BMP, GIF, JPG, JPEG, PNG)

[Managing Assignments](#) | [Adding Restrictions](#) | [Add Special Access](#) | [Leaving Feedback and Grading](#)
[Using TurnItIn/Grademark](#) | [Managing Folders](#) | [Emailing Users](#) | [FAQ](#)

Managing Assignments

Creating a New Folder

1. From the Folder List page, click New Submission Folder.



2. Enter a Name for the assignment folder.
3. Next, choose if you would like to use a(n):
 - *Individual submission folder*: Select this option if you want each user to submit their own assignment.
 - *Group submission folder*: Select this option if you want one assignment submitted per group. You must associate the folder with a Group Category.
4. Assign the folder to a submission category, if desired. Click the New Category link to create a new category. (optional)

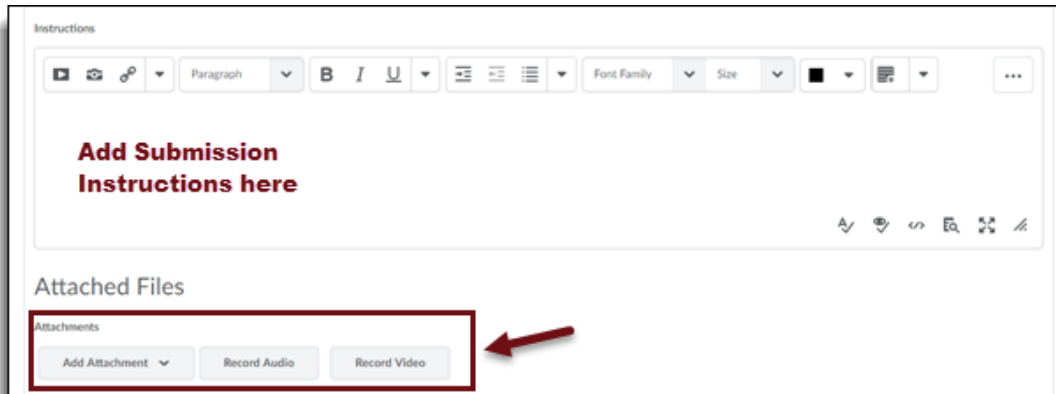
 A screenshot of the "Folder Properties" form. The form has three tabs: "Properties", "Restrictions", and "Objectives". The "Properties" tab is active. The form includes a "Name*" field with a red placeholder text "Enter Submission Folder Name". Below it is an "OriginalityCheck" section with an unchecked checkbox "Enable for this folder" and a link "How does originality checking work?". The "Folder Type" section has two radio buttons: "Individual submission folder" (which is selected and highlighted with a red box) and "Group submission folder". Below this is a "Group Category" dropdown menu showing "-- No Group Categories Exist --". At the bottom, there is a "Category" dropdown menu showing "No Category" and a link "[New Category]", both highlighted with a red box.

5. If you would like the grade for the assignment to be published to the gradebook, select a grade item to associate your assignment to, or click "new grade item" to create a new grade item.
6. Enter a value in the Out of field for the assignment score.
7. Click Add Rubric to associate the folder with an existing rubric. Click the Create Rubric in New Window link to create a new rubric for this assignment.

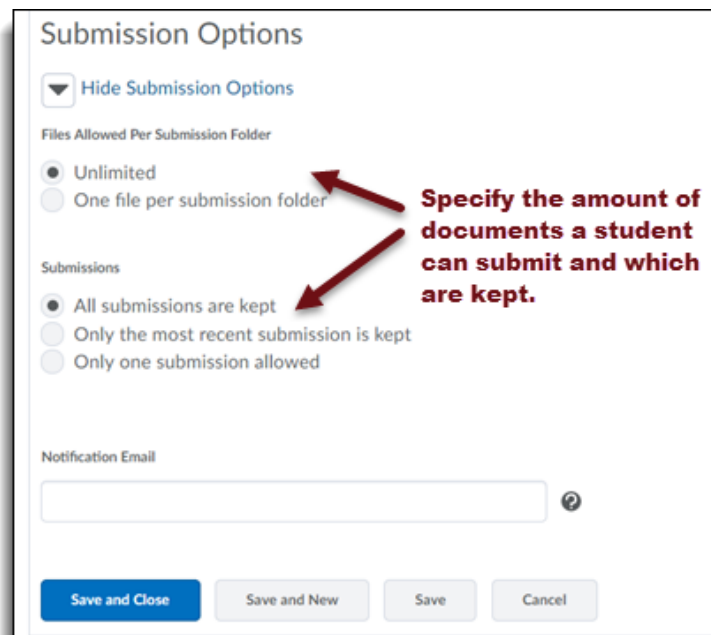
 A screenshot of the "Grade Item" form. It includes a "Grade Item" dropdown menu showing "None" and a link "[New Grade Item]", both highlighted with a red box. Below is an "Out Of" field with a red box around it. There is a "Student View Preview" section with a "- / -" dropdown. At the bottom, there is a "Rubrics" section with an "Add Rubric" button highlighted with a red box. Below the button, it says "No rubrics selected." and a link "[Create Rubric in New Window]".

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- 8. Add any instructions about submitting the assignment in the Custom Instructions text box.
- 9. Attach files or record an audio or video message for the assignment folder (3 min. max for Audio or Video)



- 10. Select the submission options you want.
- 11. Click Save or Save and Close if finished.



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Adding Restrictions to Assignment Folder

1. Click the Restrictions tab.
2. Set the appropriate dates and times.
3. Select Display in Calendar if you want the availability dates for an Assignments folder to appear in users' calendars.

4. Release conditions allow you to associate an Assignments folder with other items in Learning Environment. For example, you can require that users meet some criteria, such as reading a set of lecture notes in the Content tool, before they can submit an assignment to the Assignments folder. Or, you could make submission of material to the Assignments folder the criteria for accessing some other item, like a quiz.
5. In the Release Conditions section, click either Attach Existing or Create and Attach.
6. Choose whether access to the folder is dependent on meeting all or any of your conditions.

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Add Special Access Permissions

Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the assignment. You can also add special access after a folder's end date has passed for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography.

- On the Restrictions tab, select either:
 - Allow everyone to access this folder, but apply special access dates for users listed below
 - Only allow access to this folder for users listed below.
- Click the Add Users to Special Access button.

Special Access

Allow users with special access to submit files outside the normal availability dates for this folder
 Allow only users with special access to see this folder

Add Users to Special Access

- Select the Date Availability you want for the special access users.
- Select the boxes beside the appropriate users' names in the grid.
- Click Save.

Special Access - Week 1- Assignment

Properties

Availability

Has Start Date
 12/13/2017 9:52 AM New
 Canada - Toronto

Has Due Date
 12/21/2017 3:28 PM New
 Canada - Toronto

Has End Date
 12/21/2017 3:28 PM New
 Canada - Toronto

Users

Search For...

<input type="checkbox"/>	First Name Last Name	Email
<input type="checkbox"/>	LTC1 Student	causel@clarion.edu
<input type="checkbox"/>	LTC2 Student	causel@clarion.edu

20 per page

Select the dates you would like to change for specific users.

Check the boxes beside the students names you would like to add.

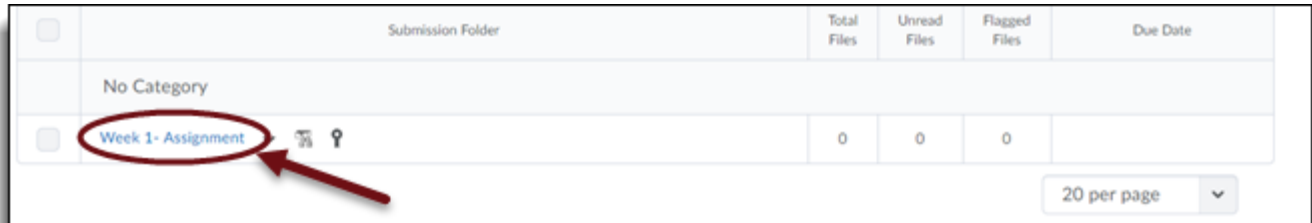
- Once you have added special access permissions for users they are listed in the Special Access section. You can edit or delete users' special access by clicking the Edit or Delete icons beside their names.

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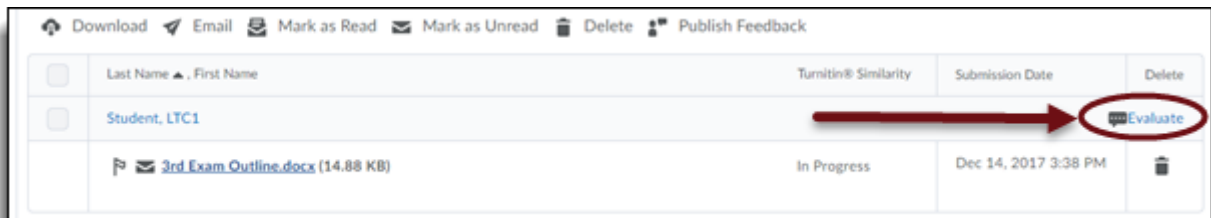
Leaving Feedback and Grading Assignments

The Assignments tool enables instructors to evaluate and leave feedback for submitted assignments in D2L, or transfer from Turnitin. Faculty can also download Assignment submissions from the Folder Submissions page to work on files offline in a text program, and then upload later to each student.

1. Click on an Assignment folder to view the Submissions page.

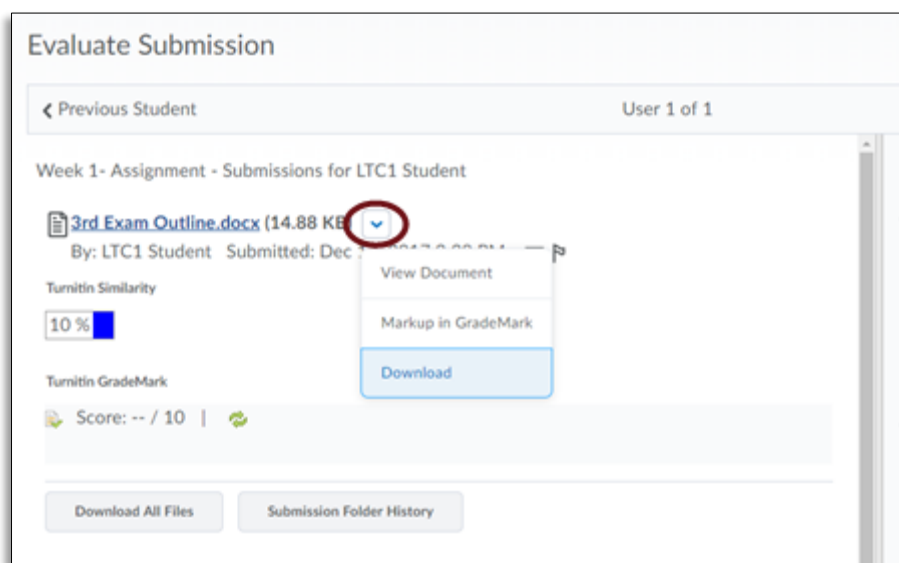


2. The Submissions list page displays a user's file submissions ordered by date.
3. Use the Evaluate function to grade and provide comments on Assignment submissions.



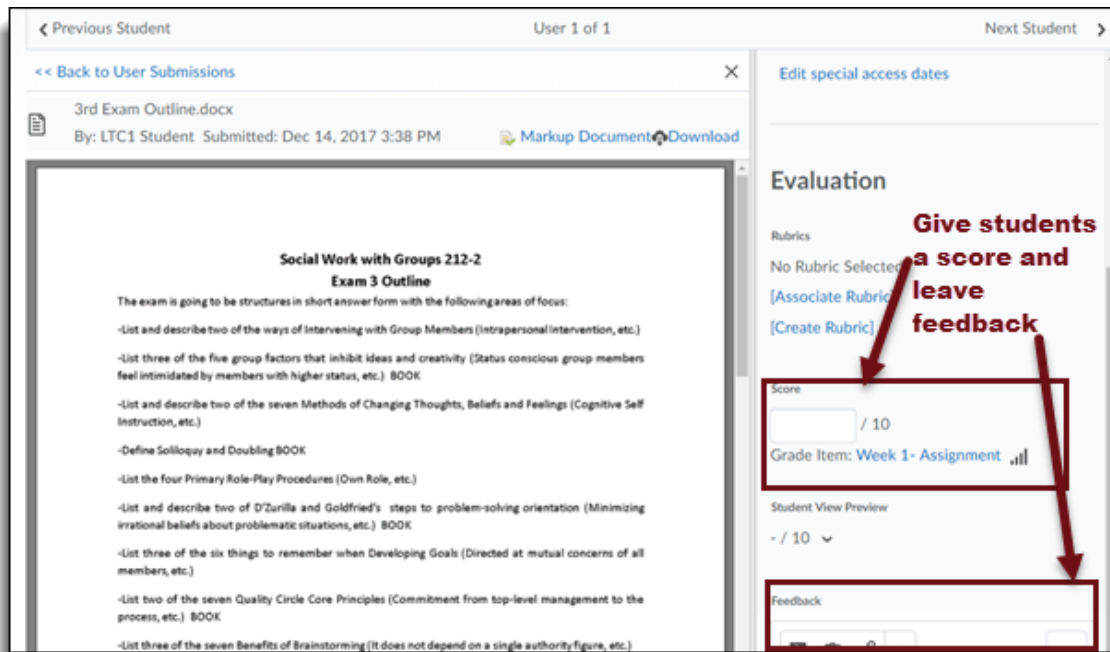
Note: If you use rubrics to assess Assignments submissions, you can choose to append the overall rubric feedback to the Assignments submission feedback field. If the rubric uses points, you can also choose to scale and transfer the overall rubric score to the Assignments assessment score field. Both of these fields transfer to Grades if the folder is associated with a grade item.

4. In the submission list on the Leave Feedback page, click on the file submission you want to view.



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- The document will appear in the same window. A window will appear on the right side of the screen, which allows instructors to leave feedback and give the user a score.



- After leaving feedback and/or a score, click Publish to release the grade/feedback to students, or Save Draft to release the information later.

Using TurnItIn/Grademark with D2L Assignment

TurnItIn/Grademark is the PASSHE contracted third-party tool integrated with D2L that checks for plagiarism (originality checking) and enables faculty to grade and provide feedback online. When files are submitted to an originality-checking-enabled Assignment, documents are automatically processed through TurnItIn and may take a while depending on how long the documents is. Documents must have a minimum of 20 words to process.

[To learn more about Turnitin/Grademark and how to use it, click here.](#)

Managing Assignments Folders or Categories

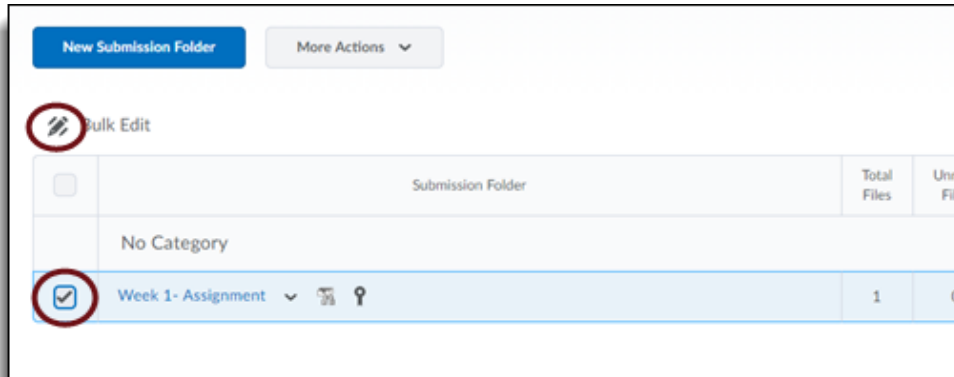
Edit an Assignments Folder

- From the Folder List page, click the Edit icon beside the folder you want to edit.
- Update the Properties, Restrictions, or Objectives tab, as desired
- Click Save.

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Edit multiple Assignments Folders

1. From the Folder List page, select the Assignments folders you want to edit.
2. Click the Edit icon at the top or bottom of the page.



3. Update the appropriate fields.
4. Click Save.

Edit an Assignments category

1. On the Folder List page, click the Edit icon beside the name of the category you want to edit.
2. Edit the Name of the category.
3. Click Save.

Reorder Assignments folders and categories

1. From the Folder List page, click Reorder.
2. Select the new position for a folder or category using the Sort Order drop-down list beside its name. The positions of other folders or categories adjust accordingly.
3. Click Save.

Delete an Assignments folder

1. From the Folder List page, click Delete on the top tool menu.
2. Select the folders you want to delete.
3. Click Delete Selected.

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Delete an Assignments category

On the Folder List page, click the Delete icon beside the name of the category you want to delete.

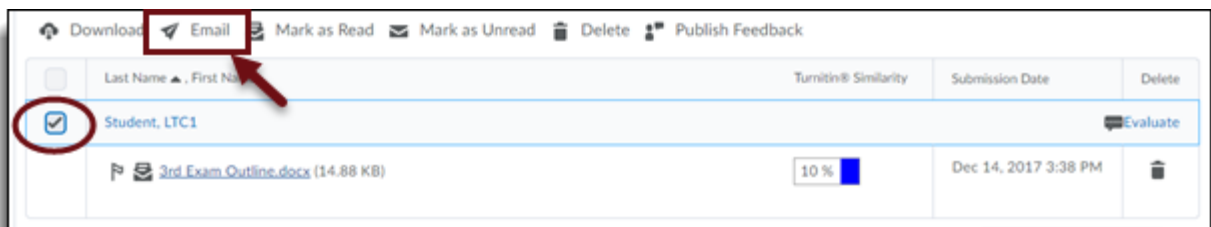
Download (retrieve) files

1. Do one of the following:
 - On the Users tab, select the users or groups you want to download assignments for.
 - On the Files tab, select the files you want to download.
2. Click the Download submissions icon at the bottom of the list.
3. Right-click the name of the .zip file that is created to download.
4. Use your browser's save dialog to save the file to the appropriate location.

Emailing Users

Email users from Assignments

1. From the Folder Submissions page, click the user's name, or select the multiple users or groups and click Email selected users/groups.
2. Type your message in the Compose New Message pop-up. (See Creating and sending email for more information.)



3. Click Send.

Email users who have not submitted an assignment to the Assignment folder

1. From the Folder Submissions page, click Email Unsubmitted Users or Email Unsubmitted Groups on the action bar.
2. Type your message in the Compose New Message pop-up. (See Creating and sending email for more information.) The email addresses of the selected users populate automatically in the To field of the message.
3. Click Send.

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Mark assignments as read or unread

Do one of the following:

- From the Folder Submissions page, click the Read or Unread icon beside the name of the file you want to mark.
- Select the files you want to mark as read or unread, and click the Display submissions for selected users as unread or Display submissions for selected users as read icons at the top or bottom of the list.

Flag Assignments

Click the Flagged or Unflagged icon beside an item's name on the Folder Submissions page.

FAQs

- I graded an Assignment, but the gradebook is showing a different score.

This could be the results of two different actions:

1. The gradebook item does not have the same point value as the Assignment item.
 - To correct this problem, you must check the gradebook item from the "Manage grades" area and make sure the point value is correct OR change the grade in the Assignment area by editing the Assignment folder. THEN you must go into each student's feedback area and click "save" again. This should send the correct grade to the gradebook.
2. You have recently changed the point value of the gradebook item after students have already been graded. To fix the problem, simply go into each student's feedback area and click "save" again. This should send the correct grade to the gradebook.

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