Assignments Tool Guide

WHAT IS THE ASSIGNMENTS TOOL?

The Assignments tool enables you to submit assignments or files in the Learning Environment, eliminating the need to mail or email work or forms to instructors/ managers. Simply upload your submission to the appropriate assignment folder and submit.

WHY USE THE ASSIGNMENTS TOOL?

Use the Assignments tool to:

- Set-up folders for assignment submissions.
- Restrict access by date, time, group membership and/or special access permissions.
- See individual or group users' submission time & date.
- Download assignments to your computer.
- View submissions with the document viewer on the **Leave Feedback** page.
- Associate assignment folders to rubrics and competencies.
- Evaluate non-submissions and system-external submissions.
- Return submissions with grades and feedback.

Submit Files
Time and date-stamped, file "locked".

Download Files
Provide feedback, use rubrics, grade offline.

Publish
See marks and feedback, share with ePortfolio, connect to Grades tool.

Each assignment folder's search and filter options enable you to find users' submitted files by username, submission history, and feedback received.

USER STORY

Mr. Daniels is running a training course that will have trainees present to a manager at their organization. In advance of their presentation, he has the trainees submit their PowerPoint presentations to an assignment folder. He uses his iPad to open the rubric and enter initial grades and comments while they were speaking. Will Wheaton is a trainee in Mr. Daniels course and really values that he can see the rubric while preparing his presentation. The detailed feedback he receives from the rubric provides him insight on how he can improve in the future. His presentations really improve over time because he knows which elements to focus on.

CREATING AN ASSIGNMENT FOLDER

Properties Tab: Use categories to organize the Assignments tool, create assignment folders, identify submission types and choose submission options.

- Create a folder/category by selecting **New Folder**
- Include a name and enable originality checking (if available)
- Identify submission type (individual or group) noting that the groups must already be established
- Associate with a rubric or a grade item, and give a score **Out of** if this assignment folder will be graded
- Determine number of files allowed per submission and number of submissions, and include this information in the **Instructions** area

Restrictions: Enable availability, release conditions and special access.

- Create a start, due and end date
- Create and attach existing release conditions
- Allow users with special access to submit assignments outside the normal availability dates or create a special access assignment folder

VIEWING AND ASSESSING SUBMISSIONS

The **Assignments Folders** page provides a summary of the **Total Files, Unread Files, Flagged Files** and **Due Date** for each assignment folder. Click on a folder to navigate to its **Folder Submissions** page and view submitted files.

The **Evaluate Submissions** page can be accessed by clicking on a user submission and allows you to view, download, grade, grade with rubric, and provide feedback.

DOWNLOADING/ UPLOADING FEEDBACK FILES

Assignment submissions can be downloaded in bulk, edited and then re-uploaded with comments and edits in place.

- Click on the assignment folder in question
- Using the checkboxes, select the files you wish to download
- Click the **Download** icon

Each file will have a unique identifier that the system uses to recognize it upon upload. Once you are done editing, you can upload the file by following these steps:

- In the assignment folder, click **Upload Feedback Files**
- Using the **Upload** icon or the drag-and-drop function, place the files in the dialogue box and upload
- If the identifiers are not recognized, manually link each file to the appropriate submission

Feedback can be retracted using the **Retract** button on the **Evaluate Submissions** page. Another way to grade assignment submissions is using the **Assignment Grader** mobile app, which allows you to grade offline.
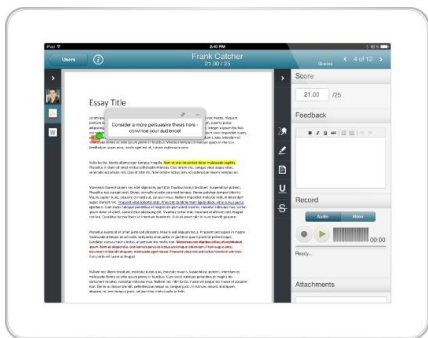
RESTORE DELETED ASSIGNMENTS

Deleted assignment folders can be restored using the **Event Log**.

- On the Assignments main menu, click **More Actions**
- Locate the folder in question and click **Restore**

Note: If your assignment folder has availability dates associated with it, when you restore the folder, you also restore its dates in the Calendar.

WHAT TOOLS INTERACT WITH ASSIGNMENTS?

The Assignments tool interacts with a number of other tools in the Learning Environment, including:
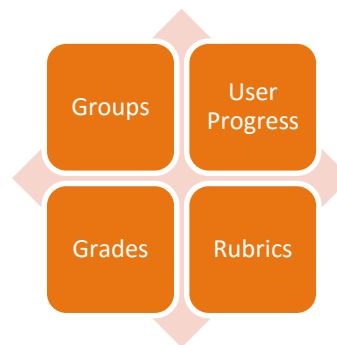
Groups | User Progress | Grades | Rubrics

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform. The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and 13 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies. The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.