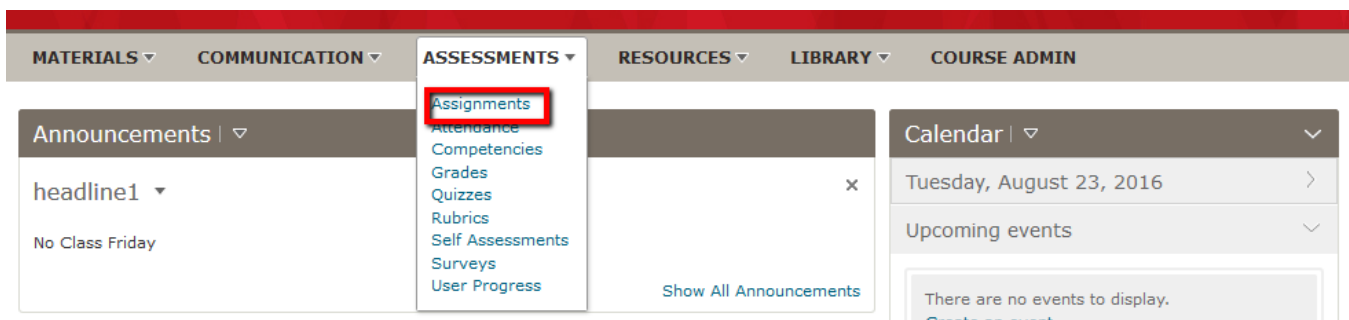


Topic: Grading Assignment Submissions

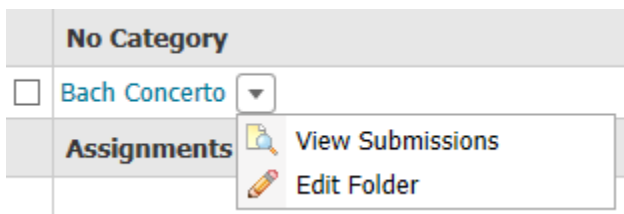
You can review student submissions and enter the grades and feedback directly in the Assignment. To do this, you need to be sure to associate the **Assignment** folder to a **grade item** in the **Gradebook**.

Associating With Grade Items

Click on **Assignments** from the **ASSESSMENTS** dropdown menu on the navigation bar.

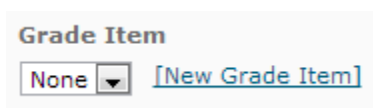


Once in the Assignment page, click the dropdown menu on desired Assignment name.



Select the pencil tool (edit icon) for the Assignment folder that you wish to use.

From the Properties tab, scroll down to **Grade Item**.



If you have already created the grade item in the Grades tool, you can select that Grade Item from the dropdown menu.

✎ If you need to create the Grade Item, click **[New Grade Item]**.

⇒ Complete the New Grade Item form to create your grade item for this Assignment folder.

→ **Note:** At minimum, you have to enter a **Name** and the **Max Points** for the assignment (e.g., 100 points). You can edit this grade item later if necessary.

The screenshot shows the 'General' and 'Grading' sections of a form. Under 'General', there is a 'Type' dropdown set to 'Numeric', a 'Name' text field, a 'Short Name' text field with a help icon, a 'Category' dropdown set to 'None', and a 'Show Description' link. Under 'Grading', there is a 'Max. Points' text field set to '10', a 'Can Exceed' checkbox, a 'Bonus' checkbox, an 'Exclude from Final Grade Calculation' checkbox, and a 'Grade Scheme' dropdown set to '-- Default Scheme -- (Classic-90-80-70-60)'.

Note: You can also add **Restrictions** and **Objectives** for grade items.

The screenshot shows the 'Objectives' tab of the form, which is highlighted with a red box. The tab is part of a set including 'Properties', 'Restrictions', and 'Objectives'. The 'Objectives' section has a title 'Objectives', a button 'Associate Learning Objectives', a message 'There are no associated learning objectives.', and a 'Save and Close' button.

Rubrics

Add Rubric

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Restrictions

Visibility

☒ Grade item is always visible

☐ Hide this grade item

☐ Grade item is visible for a specific date range

☐ Has Start Date

4/30/2013 3 48 PM **Now**

Canada - Winnipeg

☐ Has End Date

5/7/2013 3 48 PM **Now**

Canada - Winnipeg

☐ Display in Calendar

View and Grade Submissions in Assignments

Filtering & Sorting Submissions

You may want to filter/sort results to view submissions in a desired order. You can filter or sort submissions by Name, Date, Groups, and more. After choosing the Assignment you want,

Folder Contents

View By: User **Apply**

View by User or Groups

Search In

☒ First Name ☒ Last Name

Submissions

Show everyone

☐ Only show users with unread submissions

☐ Last Submission after

4/24/2013 **Now**

Canada - Winnipeg

☐ Last Submission before

5/1/2013 **Now**

Canada - Winnipeg

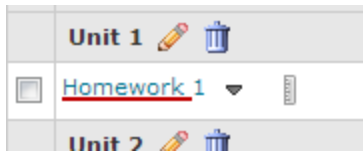
Feedback

Show everyone

Filter Results by submissions/feed back/etc.

Viewing Submissions

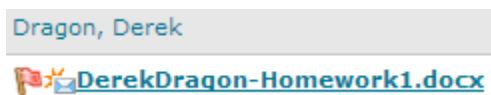
Click the Assignment name to look at and grade submissions from students.



Scroll down on this page; you should see students enrolled in the class and their submissions to the Assignment if they have made one.

Last Name ▲, First Name	Submission Date	Delete
Melander, Jane	Published: Jan 29, 2013 3:51 PM Feedback Read: Feb 1, 2013 4:57 PM	
BonusPoints.png (44.21 KB)	Jan 29, 2013 3:47 PM	
<div> Download Email Mark as Read Mark as Unread Delete Publish Feedback</div>		
20 per page		

Flagging submissions can be used as a visual cue to keep track of submissions.



Grading and Feedback

To grade and leave feedback for user submissions, click **Grade and Leave Feedback** in the submission window.

Submission Date	Delete
Grade and Leave Feedback	
May 1, 2013 2:03 PM	
Grade and Leave Feedback	
May 1, 2013 2:04 PM	


A new page will open. In this page you will see:



- Submission History
- Rubrics (If associated)
- Feedback
- Folder Information and Dates
- Score
- File attachment.



Viewing/Downloading Options


You can view all submissions by the student for a certain Assignment. Here you are allowed to download either one or all files the student submitted.


Homework 1 - Submissions for Derek Dragon

 **Folder Submission History**

 **DerekDragon-Homework1.docx (14.35 KB)** 

By: Derek Dragon  


 View Document

 Download

Download All Files



Click **Folder Submission History** to view all submissions and their timestamps by students.

Folder

Homework 1 

Folder Type


Individual submission folder




























Submitted Files	Date Submitted ▼
  DerekDragon-Homework1.docx (14.35 KB)	May 1, 2013 2:03 PM

Feedback

To add feedback for students, go in the evaluation window, and go to **Feedback**.

Feedback

 **Basic** **Advanced**

 **B** **I** **U** |     |   |   |   |   |   |   |   |   |   |   |   | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Attaching Files

You may also provide feedback by directly annotating the submitted document. To do this, you will need to save the student's submission (to your H drive, a flash drive, or other space), add your annotations, and attach back to that student's Feedback area.

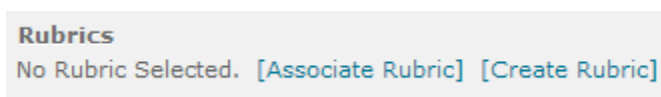
To attach files to an Assignment, click **Add a File** under the feedback textbox.



Follow the prompts to attach.

Using Rubrics

To associate a rubric or create a rubric to be used with the Assignment, click one of the below links in the page.

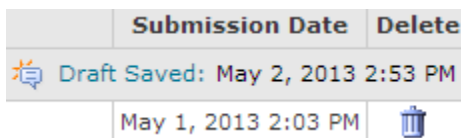


To learn how to use rubrics, check out the D2L Brightspace Faculty Rubric Tutorial.

Once you're done grading, writing feedback, and evaluating, select **Publish**, **Save Draft**, or **New Student** in the grading window.

Publish: Publishes all feedback and evaluations to student's submission(s)

Save Draft: Saves a temporary draft.



Publish

Save Draft

Next Student ➡

	Download		Email		Display Read		Display Unread		Delete		Publish Feedback	50 per page
<input type="checkbox"/>	First Name ▲, Last Name							Submission Date		Delete		
<input type="checkbox"/>	Annie Apple							Draft Saved: Apr 30, 2013 10:50 AM				
	AnnieApple-LoremAssignment.docx (12.69 KB)							Apr 17, 2013 10:51 AM				
<input type="checkbox"/>	Becky Banana							Grade and Feedback Published: Apr 30, 2013 2:11 PM				
	BeckyBanana-LoremAssignment.docx (12.7 KB)							Apr 17, 2013 10:52 AM				
<input type="checkbox"/>	Carrie Cucumber											
<input type="checkbox"/>	Erica Eggplant											
<input type="checkbox"/>	Frank Fajita							Grade and Leave Feedback				
	FrankFajita-SecondEssay.docx (11.72 KB)							Apr 30, 2013 10:09 AM				
<input type="checkbox"/>	Heidi Holly											
<input type="checkbox"/>	Irene Icecream											

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.