Assignments

The Assignments tool provides functions for managing the submission of assignments. From Assignments, you can:

- Create categories of assignments.
- Associate the assignments with grade items that appear in the grade book.
- Check assignment submissions for plagiarism.
- Associate grading rubrics with assignments.
- Create and attach restrictions on the assignment submission folder.
- Provide feedback and grades to the student.

Creating an Assignments Submission Folder

**Step 1:** Select Assignments from the navigation bar.

**Step 2:** If this course shell is new (not copied from a previous D2L class), the list of assignment folders will be empty. Select **New Folder** to start building assignment folders.

**Step 3:** Specify folder properties on the **Properties** tab of **New Folder**. After entering a folder name, the following properties may be set.

- **Folder Type:** Select **Individual submission folder** if you want individual users to submit their own assignment files for individual grades. Select **Group submission folder** to allow members of a group to submit files for a common grade.
- **Category:** Choose an existing Category to associate with this new assignment folder or select **New Category** to create a new Category for this assignment.
- **Grade Item:** Choose an existing Grade Item to associate with assignments submitted to this folder, or select **New Grade Item** to create a new Grade Item for this assignment.
- **Out Of**: If entered, this value will override that of the associated Grade Item.

- **Rubrics**: If you have created grading rubrics, select **Add Rubric** to specify one or more existing rubrics that you will use to grade this assignment. To create a new rubric for this assignment, select **Create Rubric in New Window**.

- **Default Scoring Rubric**: This sets the default rubric used to generate a score for each student as you score each users submissions to the folder. This only applies when a score is recorded for the folder and multiple points based rubrics are used for evaluation.
  
  **Note**: Text-only rubrics do not show up in this list as they have no points to generate a score.
• **Instructions**: Enter any assignment instructions that you want students to see.

• **Attached Files**: To attach documents or links select the **Add Attachment** dropdown menu. To record an audio message, select **Record Audio**.

• **Submission Options**: Select **Show Submission Options** to control whether assignments can be submitted more than once and whether multiple submissions are kept.

• **Notification Internal Message**: To be notified when there is a new submission to this folder, enter your internal messaging address. You can enter more than one address separated by commas.

**Step 4**: Select **Save and Close** to save the new assignment folder.
Set Availability and Release Conditions for an Assignment Folder

Assignments Availability allows you to specify when the student will have access to this Assignment folder.

Release Conditions allow you to associate a submission folder with other items in the course. 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 access the Assignment Folder.

Setting Assignment Folder Availability

Step 1: For the assignment folder you want to edit, select Edit Folder from the dropdown menu.

Step 2: Select the Restrictions tab on the Edit Folder screen.
Step 3: In the Availability section, set Start, Due and End Date as desired.

Creating Assignment Release Conditions

Release Conditions allow you to associate an assignment submission folder with other activities in the course. For example, you can require that users meet some criteria, such as viewing a document or watching a video, before they can submit their work to the assignment submission folder.

Step 1: Under Release Conditions, select Create and Attach.

Step 2: Select the Release Condition Type, specifying what type of condition must be met.
Step 3: Select the particular activity that must be completed and select Create.
Step 4: The release condition will appear. Select Save and Close.

The release condition icon will appear next to the folder, indicating that there is a release condition associated with the assignment folder.
Enabling and Configuring Assignments Submission Folder Originality Check Options

Turnitin is a cloud-based solution with capabilities in originality checking and online grading through the use of their OriginalityCheck and GradeMark tools. Turnitin saves instructors time and facilitates personalized feedback for learners.

OriginalityCheck enables you to monitor assignments submissions and identify potential cases of plagiarism by automatically comparing submissions to an online database of original content. You can then view Originality Reports which highlight key areas, show a breakdown of matching sources, and provide direct links to the matching content.

You can also take advantage of the integrated GradeMark which enables you to add comments, inline text, and highlight sections in file submissions, directly from the Assignments tool.

Note: The use of Turnitin combined with the special access features in the Assignments tool is not supported. If you set a due date for a user with special access that is different than the due date set on the Turnitin tab, the Turnitin due date does not change.

Enable Turnitin for an Assignment Folder

Step 1: On the Edit Folder page select the Turnitin tab.

Step 2: Select Enable Turnitin for this folder.
Step 3: Under OriginalityCheck you can set the Display option to allow learners to see their own similarity scores by selecting the checkbox. You can also set Frequency options.

OriginalityCheck®

Display
- Allow learners to see Turnitin similarity scores in their Assignments folder
- Allow learners to see Turnitin similarity scores in their submission folder

Frequency
- Automatic originality checking on all submissions
- Identify individual submissions for originality checking

Step 4: Under GradeMark® set the feedback release date for Turnitin and select Save and Close.

GradeMark®

GradeMark Available to Learners

7/2/2018  3:44 PM  Now
United States - Denver
This is the Feedback Release Date in Turnitin.

Save and Close  Save and New  Save  Cancel

Step 5: To set more advanced options, select More Options in Turnitin.

Assessing Assignment Submissions

The Submissions page lets you view and assess assignment submissions. You can view submissions from a list of students who have submitted assignments or a list of files that have been submitted.
Step 1: On the Assignment Folders page, select the folder to navigate to its Folder Submissions page to view submitted files.

Select the pulldown arrow under the Submissions heading to select a sort option, options include:

- Show Everyone
- Users with submissions
- Users without submissions
- Users with preview submissions
- Users with graded unpublished submissions

Step 2: After selecting your desired option, select the search button (indicated by the magnifying glass).
Step 3: Scroll down to view your search results and select Evaluate next to the student that you would like to assess.

Step 4: On the Evaluate Submission page you can:
- View, download, and markup the submitted file(s)
- View the Turnitin originality report for the submitted file(s)
- View the Folder Submission History for the student
- Enter a score for the assignment
- Edit the student view of the grade.
- Provide Feedback via text, file or audio
You can also go to the **Next Student** or return to the **Folder Submissions** page.

**Note:** If you are using rubrics, students submitting to an assignment folder from **Content** can view the rubric before submission and after the evaluations are published.