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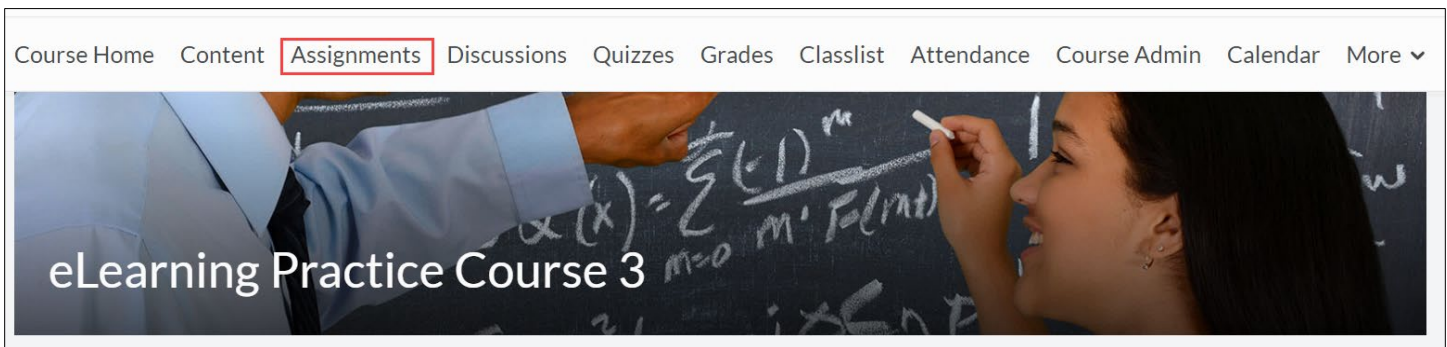
Assignments

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

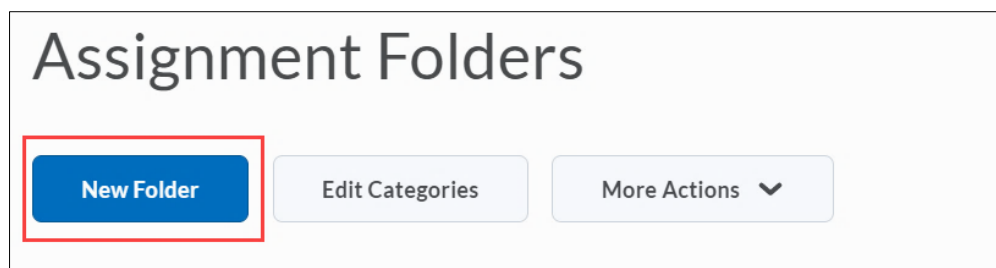
- Create categories of assignments.
- Associate the assignments with grade items that appear in the grade book.
- Check assignment submissions for plagiarism.
- Associate grading rubrics with assignments.
- Create and attach restrictions on the assignment submission folder.
- Provide feedback and grades 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 an Assignment Type, **Individual assignment** or **Group assignment**. **Group assignment** enables you to have one submission per group, but you must associate the assignment with a Group Category. Any group member can submit and view files for a group assignment.
- **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**.

New Folder

Properties

Restrictions

Objectives

Turnitin®

Name *

test

Instructions

Paragraph

B

I

U

Font Family

Size

...

Attachments

Add Attachment

Record Audio

Submission, Completion and Categorization

Folder Type

☒ Individual submission folder

☐ Group submission folder


Group Category

Discussion

Revised: March 11, 2020

- Select a Submission type.
 - For **File submissions**, set the number of Files Allowed Per Submission and the Submissions rules.
 - For **Text submissions**, set the Submission rules.
 - For **On paper submissions**, set Marked as completed to one of the available options: Manually by learners, Automatically on evaluation, or Automatically on due date.
 - For **Observed in person** assignments, set Marked as completed to one of the available options: Manually by learners, Automatically on evaluation, or Automatically on due date.
- To receive an email message when a new submission is uploaded to this assignment, in the **Notification Email** field, enter your email address, or a comma-separated list of email addresses.
- To associate the assignment with a category, select a **Category** or click **New Category**.

Submission type

File submission 


Files allowed per submission

☒ Unlimited
 ☐ One file per submission


Submissions

☒ All submissions are kept
 ☐ Only the most recent submission is kept
 ☐ Only one submission allowed

Notification Email



Category

No Category 

[New Category]

- To assign a score, in the **Score Out Of** field, enter a value. If there's also an associated grade item, maintain consistency by matching the value of the **Out Of** field to the grade item's **Max. Points** value.
- To associate the assignment with a grade item in your grade book, select a **Grade Item**, or click **New Grade Item**. Note that only numeric grade items can be associated with assignments.
- To change the display settings for the assignment's grade item, select the **Student View Preview** context menu, then **Edit Display Settings**.
- To associate a rubric to the assignment, select **Add Rubric**, or **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 submission to the folder. This only applies when a score is recorded for the folder and multiple points-based rubrics are used for evaluation.
- To hide annotation tools in the document viewer, under **Annotation tools**, uncheck the **Make annotation tools available for assessment** check box.

Evaluation and Feedback

Out Of

Grade Item

None

[\[New Grade Item\]](#)

Student View Preview

- / -

Rubrics

Add Rubric

No rubrics selected.

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

Default Scoring Rubric

No default selected

Annotation Tools

☒ Make annotation tools available for assessment

Save and Close

Save and New

Save

Cancel

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 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.

New Folder
Edit Categories
More Actions ▾

Bulk Edit

<input type="checkbox"/>	Folder	New	Completed	Evaluated	Feedback Published	Due Date
	No Category					
<input type="checkbox"/>	Assignment 1 ▾ 🔑 🗑️		3/12	3/12	3/12	
<input type="checkbox"/>	Assignment 2		1/12	0/12	0/12	Oct 9, 2019 1:30 PM
<input type="checkbox"/>	Assignment 3		1/12	1/12	1/12	Oct 9, 2018 12:16 PM
<input type="checkbox"/>	Test ▾ 🔑 🗑️		0/12	0/12	0/12	
<input type="checkbox"/>	test ▾ 🔑 🗑️		0/12	0/12	0/12	

View Submissions
 Edit Folder
 Hide from Users
 Delete Folder
 Submission Log

Step 2: Select the **Restrictions** tab on the Edit Folder screen.

Edit Folder - Assignment 1 ▾

Properties
Restrictions
Objectives

☐ Hide from Users

Due Date

☐ Has Due Date

3/5/2020
7:02 PM
Now

United States - Denver

Availability

☐ Has Start Date

2/27/2020
12:02 PM
Now

United States - Denver

☐ Has End Date

3/5/2020
7:02 PM
Now

United States - Denver

Step 3: In the **Availability** section, set **Start**, **Due** and **End Dates** as desired.

Properties
Restrictions
Objectives

☐ Hide from Users

Due Date

☒ Has Due Date

3/4/2020
7:02 PM
Now

United States - Denver

Availability

☒ Has Start Date

2/27/2020
12:02 PM
Now

United States - Denver

☒ Has End Date

3/5/2020
7:02 PM
Now

United States - Denver

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**.

Release Conditions

Attach Existing

Create and Attach

 Remove All Conditions

There are no conditions attached to this item.

Step 2: Select the Release **Condition Type**, specifying what type of condition must be met.

Create a New Release Condition

Release this item when the following condition is met:

Condition Type

-- Select Condition Type --

Competency achieved

Learning objective achieved

Score on associated rubric

Competency not yet achieved

Learning objective not yet achieved

Content

Visited content topic

Visited all content topics

Not visited content topic

Discussions

Posts authored in topic

Score on associated rubric

No posts authored in topic

Assignments

Submission to Assignment

Receive feedback on Assignment submission

Score on associated rubric

No submission to Assignment

Grades

Grade value on a grade item

Step 3: Select the particular activity that must be completed and select **Create**.

Create a New Release Condition

Release this item when the following condition is met:

Condition Type

Visited content topic

Condition Details

Topic

Activity 1 - How Do You Learn?

Create

Cancel

Step 4: The release condition will appear. Select **Save and Close**.

Release Conditions

Attach Existing

Create and Attach

Remove All Conditions

To access this item, users must satisfy

All conditions must be met

Visits the content topic: Activity 1 - How Do You Learn?

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

Save and Close

Save and New

Save

Cancel

The release condition icon will appear next to the folder, indicating that there is a release condition associated with the assignment folder.

Assignment Folders							Help
<div> <div>New Folder</div> <div>Edit Categories</div> <div>More Actions ▾</div> </div>							
Bulk Edit							
<input type="checkbox"/>	Folder	New	Completed	Evaluated	Feedback Published	Due Date	
No Category							
<input type="checkbox"/>	Assignment 1 ▾   		3/12	3/12	3/12	Mar 4, 2020 7:02 PM	
<input type="checkbox"/>	Assignment 2 ▾   		1/12	0/12	0/12	Oct 9, 2019 1:30 PM	

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. Learners can view GradeMark feedback in User Progress under Assignments, in Grades, in Assignments, in User Progress under Grades, and in Content.

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.

Properties	Restrictions	Objectives	Turnitin®
Name * <input type="text" value="PitchVantage Bonus Assignment"/>			

Step 2: Under **GradeMark®**, select **Enable GradeMark for this folder**. Select the **Transfer** frequency.

Turnitin Integration

GradeMark ?

Evaluation

☒ Enable GradeMark® for this folder

If you would like similarity scores to be generated, ensure you also enable Originality Check® below

Transfer

☐ Automatically sync grades as Draft in Brightspace ?

☒ Manually sync grades as Draft in Brightspace

Step 3: Under **OriginalityCheck**, select **Enable Turnitin for this folder**. 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® ?

☒ Enable Turnitin for this folder

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: To set more advanced options, select **More Options in Turnitin**. **Save and Close** when done.

Frequency

☒ Automatic originality checking on all submissions

☐ Identify individual submissions for originality checking

More Options in Turnitin

Save and Close

Save and New

Save

Cancel



Assessing Assignment Submissions

There are several ways you can assess assignments:

- Use built-in annotation tools to mark up submissions using highlighting, free hand drawing, shapes, and associated commenting.
- Evaluate anonymized user submissions to remove bias in the grading process.
- Evaluate submissions and leave feedback directly on the Submission page.
- Evaluate submissions directly within attached rubrics and leave feedback directly on the Submission page.
- Evaluate external submissions and leave feedback in an assignment.
- Use the GradeMark functionality to add comments, insert inline text, and highlight sections in file submissions directly in Assignments.
- Download user submissions and leave feedback within the files, then upload them back into the appropriate assignment so they appear as attachments to each user's submission evaluation.

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.

Assignment Folders Help						
<div> <div>New Folder</div> <div>Edit Categories</div> <div>More Actions ▾</div> </div>						
<div> <div>Bulk Edit</div> </div>						
<input type="checkbox"/>	Folder	New	Completed	Evaluated	Feedback Published	Due Date
	No Category					
<input type="checkbox"/>	Assignment 1 ▾   		3/12	3/12	3/12	Mar 4, 2020 7:02 PM
<input type="checkbox"/>	Assignment 2 ▾   		1/12	0/12	0/12	Oct 9, 2019 1:30 PM

Select the dropdown 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

Users Submissions

View By: User Apply

Search For... [Hide Search Options](#)

Search In

☒ First Name ☒ Last Name

Submissions

Users with submissions

Step 2: After selecting your desired option, select the search button (indicated by the magnifying glass).

Users Submissions

View By: User Apply

Search For... [Hide Search Options](#)

Search In

☒ First Name ☒ Last Name

Submissions

Users with submissions

☐ Only show users with unread submissions

☐ Last Submission after

2/20/2020 12:50 PM Now

United States - Denver

☐ Last Submission before

2/27/2020 12:50 PM Now

United States - Denver

Step 3: Scroll down to view your search results and select **Evaluate** next to the student that you would like to assess.

<input type="checkbox"/>	First Name ▲, Last Name	Turnitin® Similarity	Submission Date	Delete
<input type="checkbox"/>	ACC Student10	Published: Dec 15, 2016 3:29 PM Feedback Read: Mar 7, 2018 3:36 PM		
	Artisan Fair wares 2015.docx (14.02 KB)	4 %	Feb 4, 2016 10:22 AM	
	D2L Email.docx (1.35 MB)	34 %	Jan 6, 2016 12:36 PM	
	Are we there yet.docx (15.12 KB)	100 %	Dec 21, 2015 10:03 AM	
<input type="checkbox"/>	ACC Student21			
	ACC 121 Syllabus 2020.docx (22.9 KB)	In Progress	Feb 27, 2020 12:56 PM	

Step 4: On the **Evaluate Submission** page you can:

- View Document, 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.

Assignment: Module 1 - Submissions

Select a document to view

[Assign1 Vail.docx](#) (18.07 KB)

Submitted: Feb 27, 2020 12:56 PM

Turnitin Similarity
19 %

Turnitin GradeMark
No Score

Comments
The instructions did not say which kind of format was wanted, so I assumed that it was the complete email set-up.

Show Folder Information

Show Assignment Folder Dates

Evaluation

Rubrics

Assign 1 Rubric
19.95 / 50
Level achieved: F

Score
19.95 / 50

Grade Item: Assign: 1 Chapters 1 - 4

View Document

Markup in GradeMark

Download

- Provide **Feedback** via text, file or audio

Feedback

Please review the grade, the rubric, and the returned file. Schedule a meeting with me, if you would like. Then, complete the optional REDO.

Add a File **Record Audio**

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.

Submissions can also be evaluated using the Annotations Tool bar. Submissions will automatically load with the new **Annotations** Tool bar within the Evaluation Submission screen if Turnitin is not enabled.

<< Back to User Submissions

Artisan Fair wares 2015.docx (14.02 KB)

By: ACC Student10 Submitted: Feb 4, 2016 10:22 AM

Launch Turnitin®

Page: 1 of 1

Descriptions of Participants' Wares for the Artisan Fair at ACC 12/2 and 12/3/2015:

- Jane Binns: water-color greeting cards (blank on the inside)
- Laurie Wasmund: her books
- Stephanie Beecher: I will be selling functional art (Magnetic paintings and magnets). Here is our website if you need it: functart.net
- Sheila Hochberg: I'll be selling beaded jewelry!
- Rachel Weir: fun gemstone necklaces and earrings.
- Billie Thais: loaves of zucchini and banana bread and pumpkin rolls. Maybe some cookies.
- Beverly Dittmer: felt bags. Each bag is an original creation, hand knit, hand felt and truly one of a kind. The bags are made from natural materials, wool and other animal fibers. I make bags in all shapes and sizes from large totes to purses to small clutches. The bags are soft with interesting textures and lush colors. They're durable and will last for years. Here's a link to my Etsy shop <https://www.etsy.com/shop/DittmerKnittery>
- Perri Cunningham: Handcrafted Jewelry made from recycled bicycle chains. Pieces include bracelets, earrings, necklaces and keychains that are perfect for you and your cycling friends!
- Doug MacDougall: Jack Snack Granola
- Gail McKinney: Crocheted items, handmade gifts, jewelry & wine bottle lights
- Jeff Broome: CD of his guitar music and his history books

ACC Student10
Id: Student10

Show Folder Information

Show Assignment Folder Dates

Evaluation

Rubrics

Ethical Consideration Rubric
Not Scored

Score
45 / 50