# Grading Assignments

Instructors can grade student assignment submissions by viewing the assignment, leaving feedback, and entering a score or by downloading and editing the assignment then returning it as an attachment. Another option is to download all student submissions, edit the files, and return the marked-up assignments.

## Enter a Grade and Feedback for an Assignment

This is the method you would use for grading an assignment file that you want to view then enter a score and feedback in D2L. See "Return a Marked-Up File to a Student" in the next section if you want to edit the assignment and return it to a student.

* From the Evaluation group, click on Assignment Dropbox.
* Click on the name of the assignment.
* Click on the "Evaluate Submission" link.
* In the left window, click on the title of the document submitted by the student. The following file types will display in the D2L viewer at the left: doc, docx, txt, ppt, pptx, pps, pdf, html, bmp, gif, png, jpg, and jpeg. Any other file type will launch the associated program and display in a new window. Use the Zoom In and Zoom Out icons to change the size of the display.
* Enter the grade in the "Score out of \_\_\_" box in the right pane.
* Provide feedback in the Feedback textbox.
* Record audio feedback if desired.
* Click on Publish or Save Draft or Finish.You also have the option to **retract published feedback.**

 NOTE: If you want to publish feedback simultaneously for multiple users, you can **bulk publish** from the folder's Folder Submissions page.

## Return a Marked-Up File to a Student

This is the method you would use if you want to grade a student paper, add comments using Word or Adobe Acrobat, and return the marked-up copy to the student.

* From the Evaluation group, click on Assignment Dropbox.
* Click on the name of the assignment.
	+ A file submitted by the student can be opened by clicking on the name of the file from the Folder Submissions page. It will always launch the associated program from this screen; for example, a doc or docx file will launch Word, etc. Comments can be added and the file can be saved to the instructor's computer then returned to the student as an attachment.
	OR
* Click on the "Evaluate Submission" link.
* In the left pane, click on the title of the document submitted by the student.
	+ If you click on the folder **name**, the following file types will display in the D2L Viewer in the left pane: doc, docx, txt, ppt, pptx, pps, pdf, html, bmp, gif, png, jpg, and jpeg. Click the download arrow to the right of each file name to download and open the file on your computer or click on View to open an individual file in the D2L viewer. Add comments, save the file to the instructor's computer then return the file to the student as an attachment.
	OR
* At the end of the list of files, click on the Download All Files button to download one or more files. This option downloads the file or files as a zip package to the instructor's computer. Unzip the package and mark up the files.

After the student submissions (files) have been marked up, they can be returned.

* Click in the right pane.
* Enter a score and general feedback as desired.
* Click the Add a File button. Locate the file on the instructor's computer, and choose Upload.
* Record an audio message if desired.
* Click on Publish, Save Draft, or Finish.

## Download all Student Submissions, Mark-Up, and Return

* From the Folder Submissions page, select all students whose papers you want to grade by clicking the check boxes to the left of the students' names.
* Click the Download link. This prepares a zip file that can be unzipped. It creates a folder for each student with the file or files that students have submitted.
* Open the files, add comments, and save each file with comments.
* Go back to the Assignment Dropbox, click on Evaluate Submission for each student, enter a score, and provide general feedback if desired. Click the Add a File button and upload each student's marked-up paper.

## Grade Student Submissions using Assignment Grader (iPad)

Assignment grader can be used to grade papers using your iPad. [Assignment Grader Information](http://www.desire2learn.com/products/mobile/assignment-grader/faq/) is available at the Desire2Learn site.

Pen and paper grading without the pen and paper is available with PDF annotations in Desire2Learn Assignment Grader. This functions only if students submit PDF documents. Once the instructor marks the PDF document and synchronizes, the annotated PDF files are submitted back to the Dropbox with the returned marked-up document and grades for the student to view.

## Other Options:

### Mark Student Submissions as Read

* From the Evaluation group, click on Assignment Dropbox.
* Click on the name of the assignment.
* Select the students.
* Click the Display Read icon.
* The "read" icon displays next to each file submitted by the selected students.

### Email all Students Who Have Not Submitted an Assignment

* From the Evaluation group, click on Assignment Dropbox.
* Click the Email Users Without Submissions button. The "To" line in the email is populated. You might consider copying and pasting the names to the "Bcc" line to ensure privacy.
* Compose the email and press Send.