

D2L BASICS II

ONE HOUR INSTRUCTION + 30 MINUTE WORKSHOP

Office of Online Learning
Nashville State Community College
ww2.nsccl.edu/onlinelearning/

This hour-long session will share and demonstrate essential D2L skills for conducting on-ground, online, and hybrid courses. Faculty will become familiar with creating a gradebook, and creating and grading discussion boards, quizzes, and assignments.

Bring a course document and stay for a half-hour hands-on workshop after the session where you can implement the introductory skills you've learned.

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Manage a Gradebook

The most important step toward creating a gradebook is planning. Before beginning the Setup Wizard, have a draft of your complete gradebook that includes a breakdown of each component that makes up students' final grades. Having this information laid out before beginning the Setup Wizard will make creating a gradebook and then linking each assignment to that gradebook is a much smoother process.

Setup Wizard

The Setup Wizard can be used to initially set up the grade book. Select Grades from the Evaluation group, then click on Setup Wizard:

[Enter Grades](#)[Manage Grades](#)[Schemes](#)[Setup Wizard](#)

Click on the setup Wizard button and follow the step-by-step process to select gradebook options.

Since not all options are available in the setup wizard, you may want to use the steps outlined below the first time you create a grade book and read the description of each option.

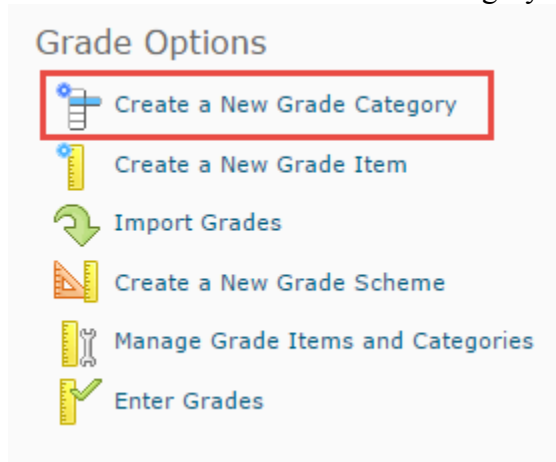
To set up the gradebook, follow these steps:

1. Choose Grading System
 - a. Weighted: Use the weighted system if you want grade items calculated as a percentage of the final grade worth 100%.
 - b. Points: Calculate the final grade by totaling the points users received on grade items.
2. Final Grade Released
 - a. Calculated Final Grade
 - b. Adjusted Final Grade*
3. Grade Calculations
 - a. Ungraded Items
 - i. Drop ungraded items*
 - ii. Treat ungraded items as 0
 - b. Auto Update
4. Choose Default Grade Scheme
 - a. Percentage
5. Managing View Display Options
 - a. Decimals Displayed
6. Student View Display Options
7. Grades Setup Summary

Create Grade Categories

Once the Setup Wizard has been completed, you are directed to the Grade Options screen. Use categories if you want to group items to be graded and display a subtotal or if you want to drop the lowest grade in a group of items each with the same value.

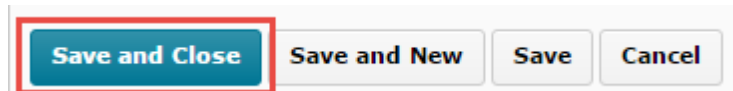
1. Select the “Create a New Grade Category” icon:



2. Type a Name and a Short Name for your new category (ex: Discussions or Quizzes).
3. Insert a Description if you wish.
4. Select the Can Exceed option in Points system or Allow category grade to exceed category weight in the weighted system to allow the total of this section to exceed the maximum value for this category.
5. Exclude from Final Grade Calculation—Check the option to exclude from final grade calculation in the points system or enter zero in the weight field for the weighted system.
6. Select Distribute points across all items if all items in this category are worth the same amount. Enter the points per item and, if desired, enter the number of highest and lowest grades to drop.

Note: If weighted grading system is selected, the options are:

- a. Manually assign weight to items in the category—Calculating and setting item weights enables you to control the weighting of individual items that belong to a weighted category.
 - b. Distribute weights by points across all items in the category—Uses the points of individual, non-bonus grade items to determine the relative weighting of each item out of 100%.
 - c. Distribute weight evenly across all items—Gives all grade items equal weighting in the weighted category regardless of the number of points the individual item is out of.
7. If desired, check the boxes to share the class average and grade distribution with students or to change display options for the category.
 8. Click “Save and Close” button:



Create Grade Items

1. From the Evaluation group, click on Grades then click on Manage Grades. Click on the New button and select Item.
2. Select Grade Item Type. Use numeric to enter a value, selectbox for items for which you want to use a drop-down box and select a grade, pass/fail for simple pass-fail grades,

calculated to calculate grades across several columns, such as a midterm grade, and text to provide comments.

3. Type a Name and Short Name for the new item. (ex: Discussion 1 and D1).
4. Select a category.
5. Enter a description if desired.
6. For Numeric, enter the total number of points the grade item is worth provided you did not check the “Distribute points across all items” in the category. For Weighted, also enter the weight provided “Distribute weight by points or evenly” was not selected. Note: Enter the weight (%) that you want the grade item to contribute to the category or final grade. If a grade item is within a category you must specify the weight as a % of the category, not the final grade. All items in a category should add up to 100%.
7. Click Can exceed if you want the points to exceed the value assigned.
8. Click Bonus if the item is not to be included in the total expected points.
9. Exclude from Final Grade Calculation—Check the option to exclude from final grade calculation in the points system or enter zero in the weight field for the weighted system.
10. Select the grade scheme for this item if desired.
11. Select a Grade Scheme if desired.
12. Select or create a Rubric if desired.
13. Select Display Options as desired.
14. Save.

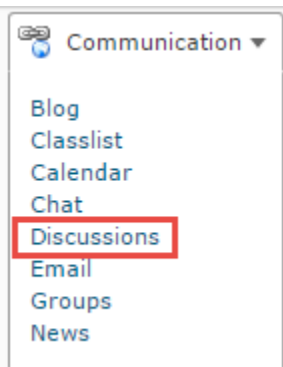
Adding Grades to the Gradebook

1. The items associated with the gradebook from the Assignment Dropbox will automatically be posted to the gradebook when they are graded by the instructor.
2. The items associated with the gradebook from Quizzes will be posted to the gradebook provided “allow automatic export to grades” and “allow attempt to be set as graded immediately upon completion” have been selected.
3. The items associated with the gradebook from Discussions will be posted to the gradebook when the instructor checks the “Grade” checkbox.
4. Grades can be entered manually by selecting Grades from the Evaluation group and choosing Switch to Spreadsheet View. Place students’ grades in the blanks beside their names. Click Save after grades have been inserted. This is especially helpful for instructors teaching on-ground courses where assignments are turned in during class time instead of online.

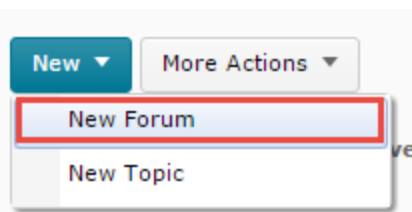
Create, Manage & Grade Discussion Boards

Create a New Discussion Forum

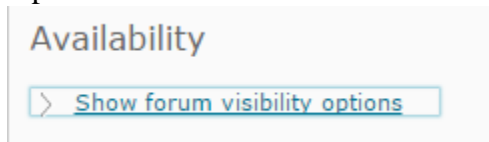
1. From the Communication group select Discussions:



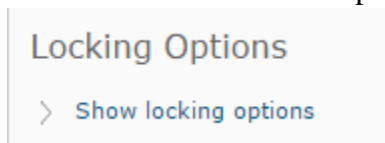
2. Click on the Actions arrow for the New button and select New Forum:



3. Enter the forum title and type a description, if desired.
4. Click “Show forum visibility options” in the Availability section if you want to make the discussion invisible to users either always or for specific dates. You can later release the topic:



5. Click “Show locking options” in the Locking Options section if you want to make the discussion visible but not open for postings. Choose specific dates if desired:



6. Click Save or Save and Close.

NOTE: A forum must have one topic for it to become visible to users. A hidden or locked forum hides and locks all topics below it.

Create a New Discussion Topic

1. From the Communication group select Discussions.
2. Click on the Actions arrow for the New button and select New Topic or click on the action arrow for a forum and select Add Topic.
3. Choose the Forum from the dropdown menu under which it will display.

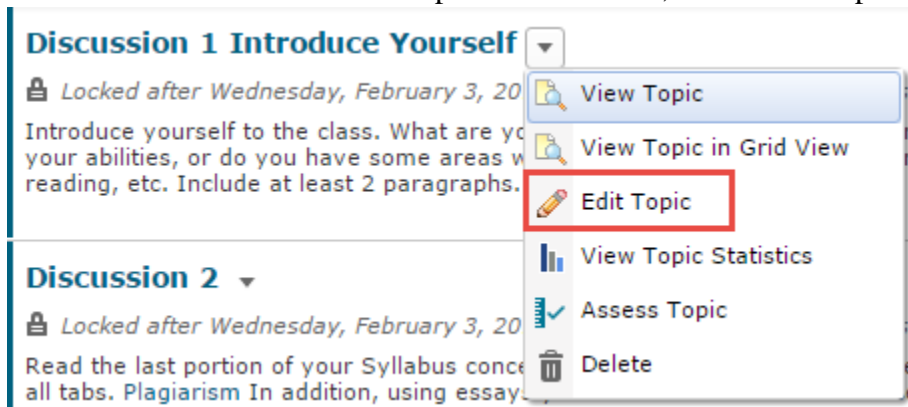
4. Type a topic title and type a description, if desired.
5. Select the desired options:
 - Allow anonymous posts
 - A moderator must approve individual posts before they display in the topic
 - Users must start a thread before they can read and reply to other threads.
6. Choose Availability options.
NOTE: "Topic is always visible" is the default option.
7. Choose Locking options.
NOTE: "Unlock" topic is the default option.
8. Click Save or Save and Close.

Set Evaluation Options for a Topic

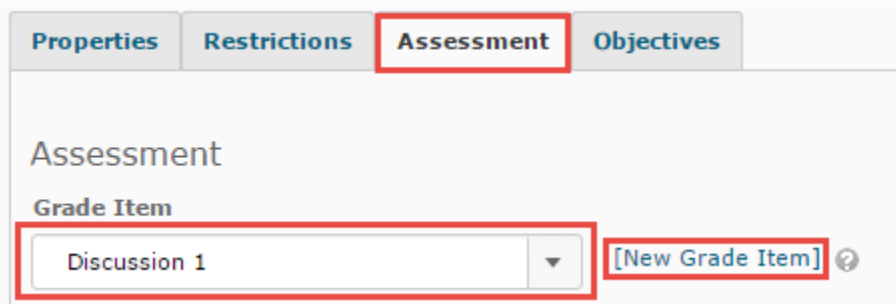
If you plan to evaluate discussions and record scores in the grade book, note that topics, not forums, can be evaluated.

To allow discussion topics to be evaluated:

- From the Actions menu for the topic to be assessed, select Edit Topic:

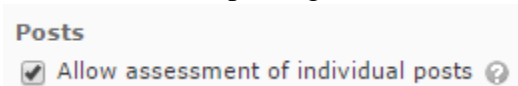


- Click the Assessment tab.
- Select a Grade Item from the dropdown menu if you have already created this item in your gradebook, or add a [New Grade Item] to transfer the grade to the grade book:



- Enter the number of points for the topic.
- Under "Posts," check the option to "Allow assessment of individual posts." If you do not select a calculation option, you will be able to view all posts for a student and enter a

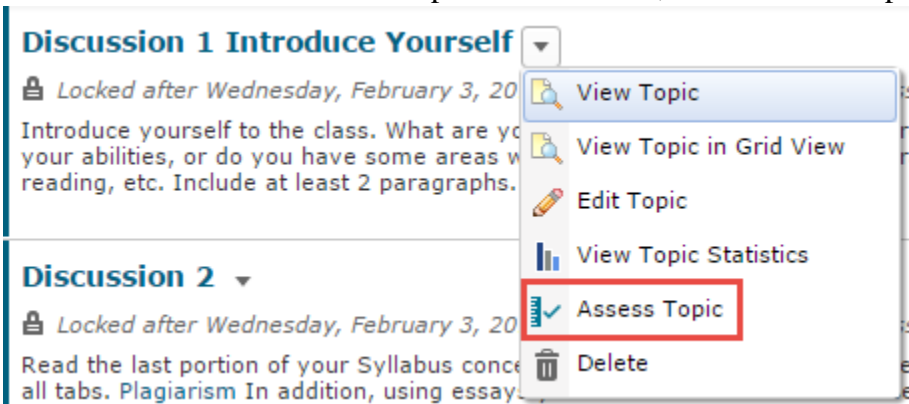
total score for all postings. Select a calculation method”:



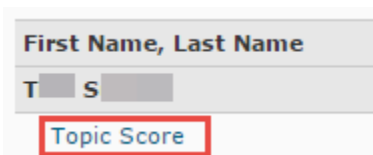
Evaluate Student Discussion Postings

To evaluate a discussion,

1. From the Actions menu for the topic to be assessed, select Assess Topic:

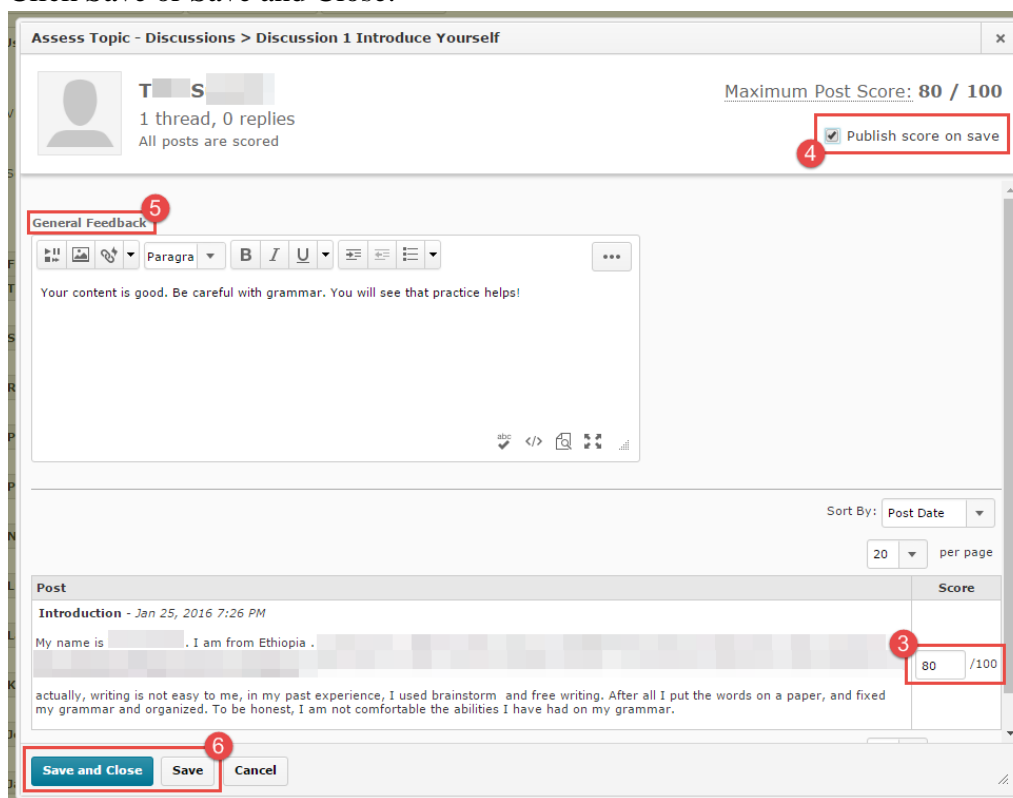


2. Click on "Topic score" for the student you want to assess. All posted messages will be listed:



3. Enter a topic score in the bottom right corner of the dialog box.
4. Check the “Publish score on save” box in the top right corner of the dialog box if you want the score to immediately go to the grade book.
5. Enter feedback, if desired.

6. Click Save or Save and Close:



Assess Topic - Discussions > Discussion 1 Introduce Yourself

Maximum Post Score: 80 / 100

☒ Publish score on save

General Feedback

Your content is good. Be careful with grammar. You will see that practice helps!

Sort By: Post Date

20 per page

Post

Introduction - Jan 25, 2016 7:26 PM

My name is . I am from Ethiopia .

80 / 100

actually, writing is not easy to me, in my past experience, I used brainstorm and free writing. After all I put the words on a paper, and fixed my grammar and organized. To be honest, I am not comfortable the abilities I have had on my grammar.

Save and Close Save Cancel

Manage Discussions

Post a Discussion Thread and Reply

To compose and post a discussion message,

1. From the Communication group, select Discussions.
2. Click on the name of the topic.
3. Click on the Start a New Thread button:

Start a New Thread

4. Type the subject.
5. Type the message.
6. Click on Add Attachments to add a file or record audio, if desired.
7. Click on Post to post the message or Save Draft to save the content and post the message later.

To reply to a discussion message,

1. Click on the message title.
2. Click on the Reply to Thread button:

Reply to Thread

3. Type the message.
4. Click on Add Attachments to add a file or record audio, if desired
5. Click on Post.

To include an attachment,

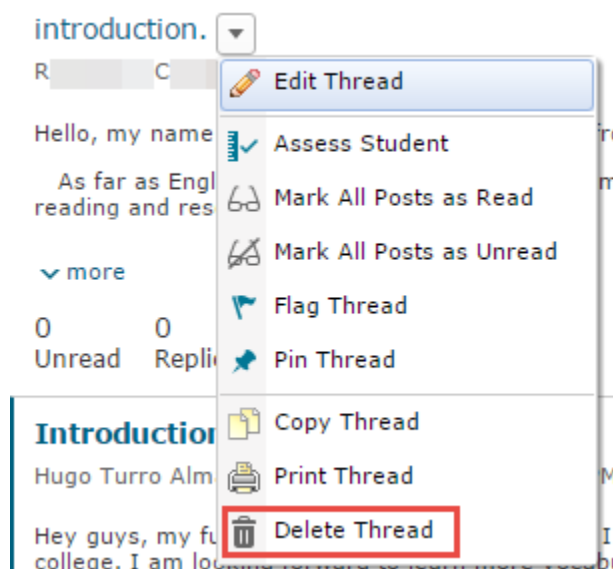
1. Follow the steps to add or reply to a thread above.
2. Click on Add Attachments to expand the options.
3. Click on Upload.
4. Locate and select the desired file.
5. Click on Open then click on Upload.
6. Click on Post.

Delete a Thread

The option to delete messages is available only to faculty; students cannot delete messages.

To delete a message,

1. Click on the name of the topic.
2. Click on the action arrow for the thread.
3. Click on Delete Thread:



4. Click on Yes to confirm.

NOTE: Deleting a thread will also delete all replies to a message.

View Discussion Statistics

1. From the Communication group, select Discussions.
2. Navigate to the Statistics tab:



The number of messages authored, read, unapproved, and scored for each student is reported.

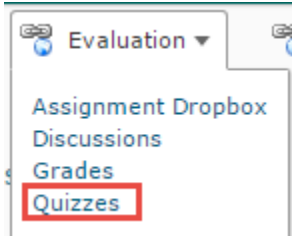
FAQ Discussion Board

It is considered best practice to create a discussion topic at the start of the semester dedicated to answering student questions. This topic is an area where (1) individual students can post questions about the course and receive answers and (2) you can post questions that you have received via email along with the answers to those questions. By moving student questions and concerns about the course or course content from individual emails to a public forum, all students enrolled in the course can benefit from having access to this information and additional clarification.

Create & Grade Quizzes

Create Quiz

To create a quiz, select Quizzes from the Evaluation group.



In the “Manage Quiz” tab (which opens on default), click the “New Quiz” button:



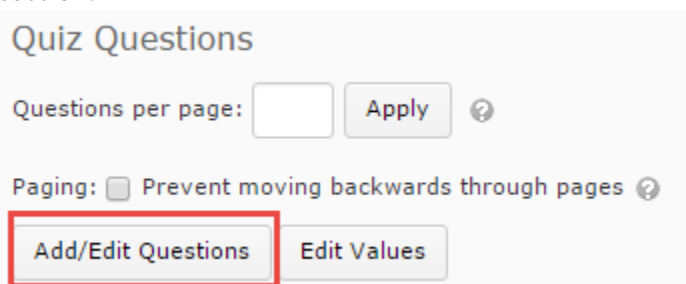
From the “New Quiz” screen, there are six tabbed options presented in this section that will help you manage quizzes in D2L. As instructor, you control how each test is delivered, graded, released to students, and viewed after completion.

Properties

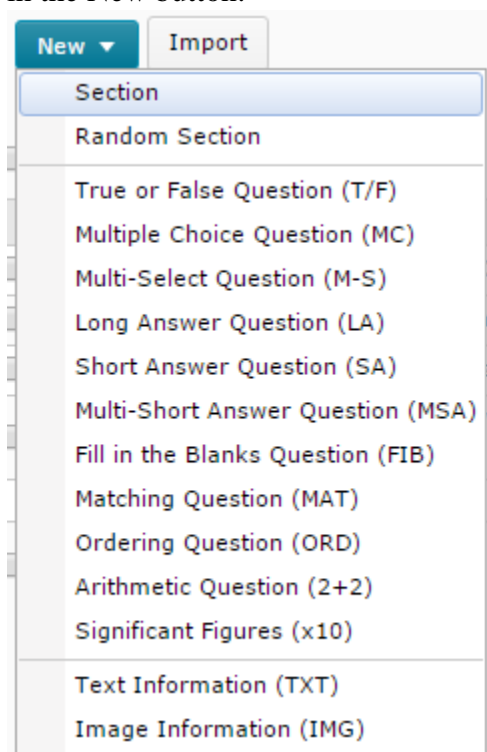
In the Properties tab, you will first give your quiz a name. You will then associate it with a category that you created when you set up your gradebook.

Next, to add or remove questions or sections to your quiz:

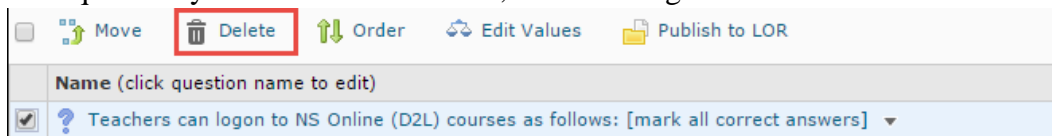
1. Click on the Properties tab within a quiz.
2. Click the Add/Edit Questions button to add or edit questions in the Quiz Questions section.



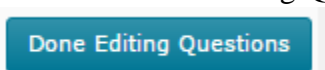
- a. You can create new questions to add to your quiz by clicking the dropdown menu in the New button:



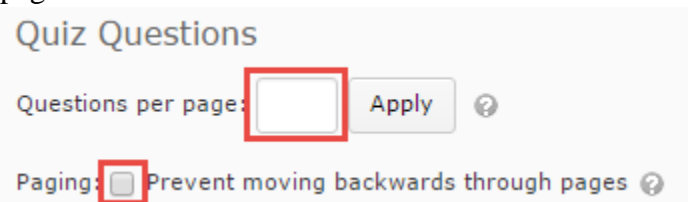
- b. You can delete questions from your quiz by selecting the checkbox to the left of each question you would like to delete, then clicking the trashcan icon:



3. Click the Done Editing Questions button to return to the Properties tab:



4. Set the number of questions that will be displayed per page by typing the number in the Place Questions Per Page text box and click on Apply. Using a small number of questions per page reduces load time. Check the Paging box to prevent moving backwards through pages.



5. Click the Edit Values button to change question values.
6. Click on Save to save the changes or Save and Close to return to the Quiz list page.

Restrictions

Use the options located under the Restrictions tab to set up the availability and timing of a quiz.

1. Click on the Restrictions tab.
2. In the Availability section, set the Status and quiz Start and End dates and times. Users can access quizzes that have been set to Active status.
3. Choose a Start Date and Time using the drop-down lists and calendar icon. If you do not want your quiz to have a specific start date, leave the box unchecked.
4. Choose an End Date and Time using the drop-down lists. If you do not want your quiz to have a specific end date, leave the box unchecked. Click on the "display in calendar" checkbox to display the end date in the calendar.
5. Security Options: Check the appropriate boxes to require students to use the Respondus Lockdown Browser to take a quiz or to view quiz feedback and results. [Learn more about Respondus Lockdown Browser](#).
6. Under Optional Advanced Restrictions, enter a password to restrict access to the test until a password has been entered.
7. In the Timing section, set a time limit for your quiz by typing the applicable number of minutes in the Time Limit field. The default time limit is 120 minutes.
8. Choose to Enforce the time limit or Show a Clock by checking the corresponding boxes.
 - a. Enter a Grace Period in the text field. This value determines the number of minutes the user has after the time limit has expired to submit the quiz before it is flagged as late.
9. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

Note: When the Auto-Submit Attempt option is active, the system submits all questions saved before the time limit plus the Grace period has expired. However, any questions that have not been saved before this time limit has expired, even if they have been answered, will not be submitted. Participants need to save their answers before the time limit expires.

Advanced Availability — Special Access

Use the Special Access feature to override the availability and timing settings of a quiz for specified individuals. Special Access accommodates students with special testing needs or students that deserve a make-up. You can:

- Increase the quiz time limit for special-needs users.
- Allow individual users to have different start and end dates.
- Change the quiz availability dates for a make-up quiz.

Because the quiz can only appear one way to students, they will see it with the regular Restrictions unless they are specifically chosen in the Special Access. In the Advanced Availability section, there are two options: "Allow selected users special access to this quiz" and "Allow only users with special access to see this quiz." The second option blocks all other users from seeing their quizzes or quiz results.

To set special access:

1. Click on the Restrictions tab.
2. Click the Add Users to Special Access button. The Add Special Access page displays.
3. Choose the dates and time limits as desired.
4. Check the boxes for special access users.
5. Click the Add Users to Special Access button. The Add Special Access page closes, and your new special access item appears under the Add Users to Special Access button.
6. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

Assessment

In the Assessment tab:

1. Select the box next to Automatic Grade to allow the quiz attempt score to be graded immediately after the student has submitted the quiz. The results must have been set to release in Submission Views.

Automatic Grade

☒ Allow attempt to be set as graded immediately upon completion ?

2. If you would like this quiz to be linked to a grade item, select the item from the “Grade Item” drop-down list, or create a new grade item by clicking the [add grade item] link.
3. Select the box next to Auto Export to Grades to have the score automatically moved to Grades.

Grade Item

Introduction Quiz ▼

[add grade item] ?

Auto Export to Grades

☒ Allow automatic export to grades ?

4. Select other options as desired.
5. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

You can also specify the Number of Attempts and Overall Grade Calculation.

1. Scroll to the “Attempts” section of the Assessment tab.
2. Choose the number of attempts allowed from the drop-down list.
3. Choose an Overall Grade Calculation option from the drop-down list.
4. Click Save.

To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.


Objectives

Use the Objectives tab to associate a quiz with a learning objective. By associating a quiz with a learning objective, you can tie the assignment to a competency you want your users to master. This association can be a basic association or an association with a rubric-based assessment.



Associate a quiz with learning objectives

1. On the Manage Quizzes page, click on the quiz you want to associate with learning objectives.
2. In the Objectives tab, click **Associate Learning Objectives**.
3. **Browse** or **Search** for the learning objectives you want to associate with the quiz.
4. Select the check boxes beside the learning objectives you want and click **Add Selected**.

Add a rubric assessment to a learning objective associated with a quiz

1. On the Manage Quizzes page, click on the quiz that contains the learning objective you want to associate with an assessment.
2. In the Objectives tab, click  **Add Assessment** from the context menu of the learning objective you want to evaluate.
3. Click **Select Rubric**, or click **Create Rubric in New Window**.
4. Select a rubric from the list of rubrics, or **Search** for a specific one, then click **Save**.
5. Select a **Criteria** from the drop-down list.
6. If you want to make the activity required, select **The activity is required to complete learning objective**, then select a level for the rubric from the **Threshold** drop-down list.
7. Click **Save**.

Edit assessments and learning objectives associated with quizzes

If you have permissions to edit a quiz's associated learning objectives and assessments, click  **Edit Learning Objective** or  **Edit Assessment** from the context menu of the learning objective or assessment you want to modify.

Submission Views

Use the Submission Views tab to define the information a student sees after submitting a quiz attempt.

Example: Do you want the students to see the incorrect answers immediately after the quiz is submitted? Should it display the correct answers? Should it contain the student's responses?

If you want to release the information as soon as a student submits a quiz, click on Default View and change the settings. If you want to release the information after the Quiz Period (last date the quiz can be taken) is over, then click on click Add Additional View and apply a date restriction to the Submission View.

1. Click the Submission Views tab within a quiz and click on the Default View or the Add Additional View button.

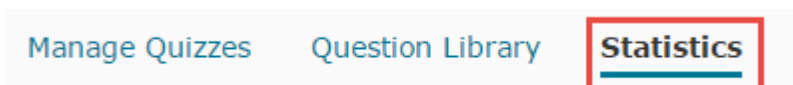
2. In the “View Details” section, click Yes and choose an option from the Show Questions list.
 - Show questions answered incorrectly: Only shows questions the student answered incorrectly.
NOTE: As you review the options in D2L, click on each question mark at the end of an option to read about the feature.
 - Show questions answered correctly: Only shows questions the student answered correctly.
 - Show all questions without user responses: Shows all of the quiz questions the student did not answer.
 - Show all questions with user responses: Shows all of the quiz questions the student answered.
 - Show question answers: Shows the answers next to each Question that appears. Answers will not appear for Questions that are not displayed.
 - Show question score and out of score. Shows the final score and possible score.
3. Or, click No if you do not want to release quiz questions after a student submits a quiz.

NOTE: If you are using more than one Submission View, then the newest View will supersede the other views. Click on Save and then choose Save and Close to continue with quiz settings.

Quiz Statistics

Quiz Statistics allow you to generate a variety of reports containing statistics about options such as Question Statistics, Question Details, user Statistics, Attempts Details and User Attempts.

1. From the Evaluation group, click Quizzes.
2. Click the Statistics tab:



3. Here, you will be able to view and export statistics pertaining to the quiz.

Grade Quizzes

From the main Quizzes list page, select Grade from the actions menu next to the applicable quiz name. You are presented with options for grading quizzes in the form of tabs across the top of the screen:

- Grade by Users
- Grade by Attempts
- Grade by Questions

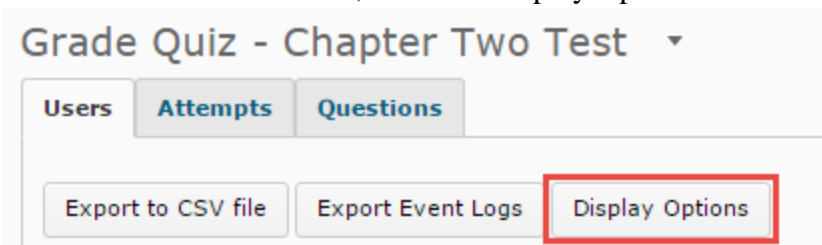
The options are displayed on tabs. The only difference between Users and Attempts is the Sorting criteria. Attempts provides more sorting options.

Reset and Search

Two most often asked questions are "**How do I reset a quiz?**" and "**How do I locate a quiz that a student told me he or she has taken, but I don't find it in the list?**"

The Display Options can be set to allow the instructor to reset a quiz so a student can retake it.

- Once a tab has been chosen, click the Display Options button.



This will prompt the "Display Options" dialog box. Check the box to Allow Reset. You may have to scroll to see the "Allow reset" option. This allows the instructor to reset students' quiz attempts.

- Check the box next to the student's attempt number and then click the trash can to delete a student's attempt. This will allow the student to sign in again and retake the quiz. However, there will no longer be a record that the student took the quiz.

The Search box can be used to filter quizzes that are displayed.

- First, select one of the options from the "Restrict to" dropdown list:
 - All users
 - Users who have not taken an attempt
 - Users who have completed an attempt
 - Users with attempts in progress
 - Users with an overall score
 - Users who have previewed attempts
- Second, leave the Search box blank and click the Search button. If you select "All users," every student in the class will be listed.

NOTE: If a student has started or completed the test but did not click on "Submit," you will see an icon (two people facing each other). If the student has completed the test, the instructor has an option to click on the icon and submit the test for the student. After submitting the test, click the Exit Impersonate button at the top right of the screen to exit the student's view. In some instances, a student may have started a test but did not complete it. The instructor determines the appropriate action.

Grading

- From the main Quizzes list page, select Grade from the actions menu next to the applicable quiz name.
 - Click on the quiz attempt you want to grade.
- NOTE: Under the Attempt # heading, there is a link to the Quizzes Event Log. This provides information about the time a student entered, saved questions, and completed a

quiz as well as the IP address of the computer:

Attempt 1

Rachel H (Id: A)

Available: Always Available

Written: May 24, 2016 3:21 PM - May 24, 2016 4:23 PM


[Quizzes Event Log](#)


3. To make changes to the final score
 - i. Enter points in the Final Score and click Save:

Final Score *
 / 35

4. Under Grading Feedback, there is an "Attempt Feedback" text box where you can type any comments that apply to the entire quiz or test.

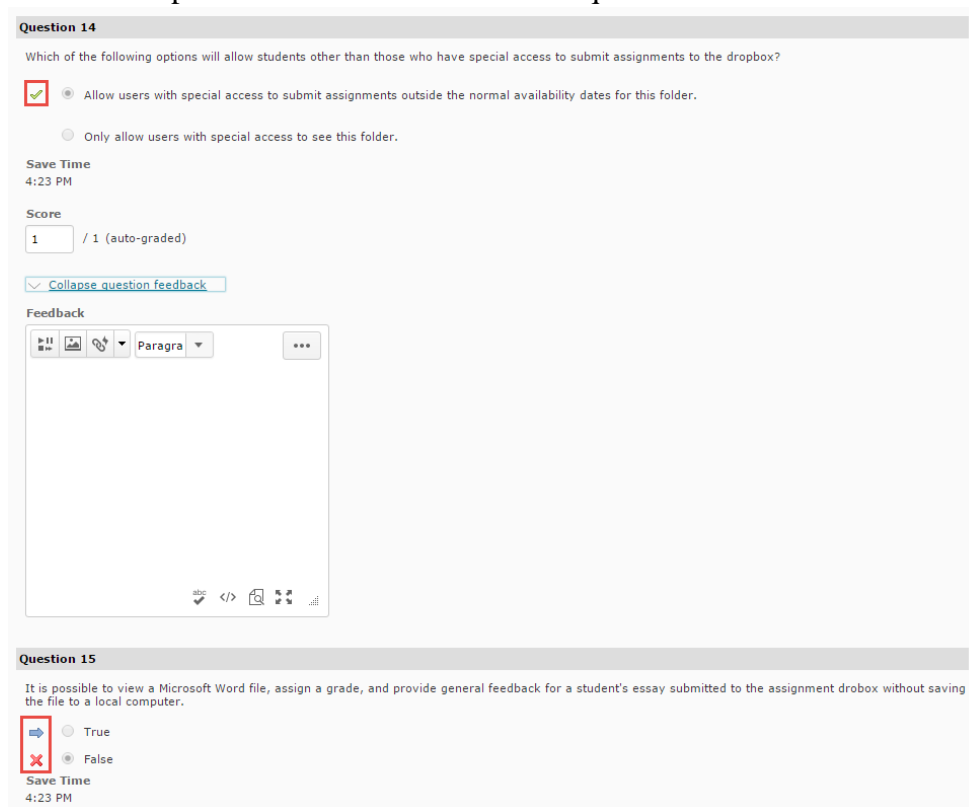
Attempt Feedback

Paragra...



5. Under Quiz Results, a green check mark indicates the student answered correctly. A red "X" indicates the student answered incorrectly. A blue arrow marks the correct answer. Below each question is a link to "Expand question feedback." This is an area for the

instructor to provide feedback for individual questions:



Question 14

Which of the following options will allow students other than those who have special access to submit assignments to the dropbox?

☒ Allow users with special access to submit assignments outside the normal availability dates for this folder.


☐ Only allow users with special access to see this folder.

Save Time
4:23 PM

Score
1 / 1 (auto-graded)

[Collapse question feedback](#)

Feedback

 Paragraph

Question 15

It is possible to view a Microsoft Word file, assign a grade, and provide general feedback for a student's essay submitted to the assignment dropbox without saving the file to a local computer.

☒ True

☐ False

Save Time
4:23 PM

Here's another question that is often asked: **“Are students seeing my quiz feedback?”**

There are two types of quiz feedback: comments the instructor keys in the "attempt feedback" text box and feedback per question. Quiz results should be released to view feedback per question.

To release quiz results to students, click on the title of the quiz, then click on the Submissions Views tab. Click the "Default View" link. In response to “Show Questions?” Choose Yes. To allow students to see the correct answer to the quiz question, click the boxes next to the last three items:

- Show all questions with user responses
- Show question answers
- Show question score and out of score

For students to see the "attempt comments," they go to the Quiz list page and click the arrow next to the title of a quiz. Select Submission from the dropdown list. Next to "attempt 1" is an icon indicating that "you have feedback for this attempt." Once clicked, the comment will display under the heading "Attempt feedback."

For students to see individual question feedback, there is an icon just below each question. The student clicks on the icon to expand and read the comment.

Grading by Question

Grading by question allows instructors to grade questions one at a time. From the main Quizzes list page, select Grade from the actions menu next to the applicable quiz name. Click the Questions tab. The following options are available:

- Grade Individual Responses
 - Blind Marking: When selected, student information does not appear alongside responses and responses display in a shuffled order. This aids in preventing unintentional bias during marking.
 - View Graded Responses: When selected, the instructor can view responses that have already been recorded as being marked; the ability to view graded responses must be selected.
- Update All Attempts: this option enables you to view question statistics, make grading changes, and leave feedback for all responses to the selected question.

Adjust Points for a Question using "Update All Attempts"

Update All Attempts enables you to override grades for all students for a specific question. This is an option that can be used if the answer key is marked incorrectly or if you wish to give points to all students because the question was poorly worded.

To make changes:

1. From the main Quizzes list page, select Grade from the actions menu next to the applicable quiz name.
2. Click the Questions tab.
3. Select the "Update All Attempts" option at the top of the page.
4. Click on the title of the question.
5. Choose the Grading Type by selecting either "Give to all attempts # points" or "Give to attempts with the following section # points." The options for the question are listed to allow the instructor to select answers that will receive points.

Give to all attempts: Allows you to award points to all users who received the current question on their quiz. Type the desired point value in the text field.

Give to attempts with the following selection (#) points: Allows the instructor to award points for specific responses. This is useful if a question was incorrectly set up when the quiz was created.

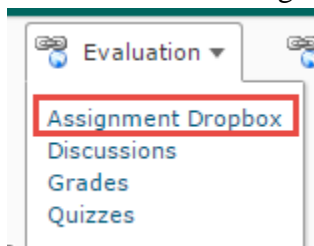
NOTE: Any changes made to the grading of a quiz question are recorded in the Modifications Log. The log documents the date, time, username, and action taken for each change to quiz grading.

Create & Grades Assignments

The Assignment Dropbox allows exchange of files between the instructor and course users. Using electronic submission of files is a great way to organize submissions. No need for participants to email assignments where submissions are often difficult to keep track of or organize. You can provide feedback to the participants, return submissions, and tie grades to the grade book.

Create an Assignment folder

1. From the Evaluation group select Assignment Dropbox:



2. From the Folder List page, click the New Folder button:



3. Name the folder.
4. Choose "individual submission folder" unless you have previously set up groups.
5. If you want the grade to go to the grade book, select the item from the "Grade Item" dropdown list or click on "New grade item" and create a column in the grade book.
6. Enter the possible number of points in the "Out of" column.
7. If desired, you can add or create a rubric.
8. Provide instructions for the assignment.
9. Add a file or record audio, if desired.
10. Select the submission options.
11. Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

If a grade item is associated with the assignment dropbox, a ruler icon will display next to the folder name.

Set the Availability Dates for a Folder

Using the Availability Dates option, you can set start and end dates and times when an assignment folder can be accessed by students. To do so,

- Select Edit from the actions arrow by the dropbox folder for which you want to set availability dates.
- Click on the Restrictions tab.
- Select the desired start date, due date and/or end date and time.

- Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

Edit an Assignment Folder

Use these instructions if an assignment has been created but needs to be corrected or changed. To edit an existing assignment folder,

- Select Edit from the actions arrow by the dropbox folder you want to edit.
- Update the assignment as desired.
- Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.
-

Add Special Access Permissions

Use Special Access to override the availability dates for an assignment for specified individuals. Special Access allows you to accommodate students who require particular accommodation or students who require an opportunity to make up an assignment.

- Select Edit from the actions arrow by the dropbox folder for which you want to set availability dates.
- Click on the Restrictions tab.
- On the Restrictions tab, select either:
 - Allow users with special access to submit assignments outside the normal availability dates for this folder
 - OR
 - Only allow users with special access to see this folder.

NOTE: If you select "Only allow users with special access to see this folder," all other students will be unable to see the assignment.
- Click the Add Users to Special Access button.
- Select the Date Availability you want for the special access users.
- Select the boxes beside the appropriate users' names in the grid.
- Click on Save.
- Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

Once you have added special access permissions for users, they are listed below the Add Users to Special Access button. You can edit or remove special access by clicking the Edit or Remove icons next to a user's name.

Associate an Assignment with a Grade Book Item

If you have created an assignment and it has not been associated with a grade book item, there will not be a textbox for you to enter the number of points assigned when you are grading the assignment. There are two ways to create a grade book item: from the grade book or from the assignment folder.

From the Grade Book

With this method, you will go to the grade book and create a column then go back to the assignment and select the grade column from a dropdown list.

- From the Evaluation group, select Grades.
- Click the Manage Grades tab on the top navigation bar.
- Click the Actions arrow on the New button and select Item.
- Click on "numeric" or select another grade item type.
- Enter a name, short name if the name is more than a word or two, choose a category if categories have been created, enter the number of points for the assignment, and select other items as desired.
- Click on Save to save the changes or Save and Close to return to the Manage Grades list page.

THEN

- From the Evaluation group, click on Assignment Dropbox.
- From the Actions menu for the assignment dropdown, select Edit.
- Next to Grade Item, click the dropdown list and choose the item you created for the Grade Book.

From the Assignment Folder

To create a grade item directly from the Assignment Dropbox Folder,

- From the Evaluation group, select Assignment Dropbox
- From the Actions menu for the assignment dropdown for which you wish to create a grade, select Edit.
- Below Grade Item, click the New Grade Item link.
- Enter a name, short name if the name is more than a word or two, choose a category if categories have been created, enter the number of points for the assignment, and select other items as desired.
- Click on Save. This saves the Grade Item.
- Click on Save to save the Assignment or Save and Close to save and return to the Assignment Dropbox folder page.

Delete an Assignment Folder

To delete an assignment folder,

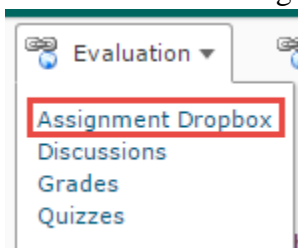
- From the Assignment Dropbox Folder List page, click the Actions arrow for the More Actions button and click on Delete.
- Check the boxes for the folders to be deleted.
- Click Delete Selected.

Grade 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

1. From the Evaluation group, click on Assignment Dropbox.



2. Click on the name of the assignment.
3. Click on the "Evaluate Submission" link.
4. In the "Users" tab, scroll down and click on the document you would like to evaluate.
5. Here, the student submission will appear in the left panel. There is no need to download the document to your computer.
6. Enter the grade in the "Score out of ____" box in the right panel.
7. Provide feedback in the Feedback textbox.
8. Record audio feedback if desired.
9. You have the option to mark up the student submission with notes using the "Markup Document" function. In the left pane, click "Markup Document":



- a. See [Turnitin Instructor User Manual:GradeMark](#) for detailed instructions on how to use the "Markup Document" function.
10. Click on Publish or Save Draft. You also have the option to retract published feedback.

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

Bulk Publish Feedback

Feedback is either marked Draft Saved or Published. The Draft Saved option is used if the instructor wants to grade papers then return all graded papers at one time. Published indicates that the graded assignment is available for the student to view.

To bulk publish feedback,

1. From the Folder Submissions page, select the check box beside each user you want to send feedback to.

NOTE: If you select users who have already received published feedback, bulk publishing will update their feedback to the latest feedback.

2. Click the Publish Feedback link:



NOTE: You cannot revert bulk publishing, but you can retract feedback for users individually on the Evaluate Submission Page.

Grade Student Submissions using Assignment Grader (iPad)

Assignment Grader can be used to grade papers using your iPad. [Assignment Grader](#) Information 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, Word, PowerPoint or other Microsoft documents. Once the instructor marks the document and synchronizes, the document is returned as an annotated PDF file to the dropbox. No downloads are necessary. The returned marked-up document and grades are immediately available for the student to view.



Other Options:

Mark Student Submissions as Read/Unread

1. From the Evaluation group, click on Assignment Dropbox.
2. Click on the name of the assignment.
3. Select the students.
4. Click the “Mark as Read” or the “Mark as Unread” icon:

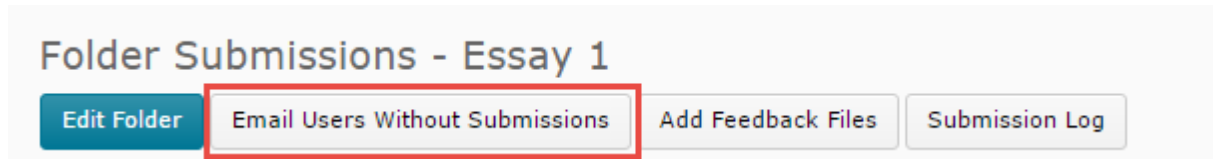


5. The "read" or "unread" icon displays next to each file submitted by the selected students:

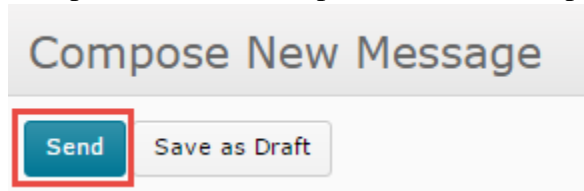
Last Name ▲, First Name	
<input type="checkbox"/>	C [redacted], L
	CASTAWAY ESSAY.docx (18.36 KB)
<input type="checkbox"/>	C [redacted], J
	CAST AWAY paper.docx (29.45 KB)

Email all Students Who Have Not Submitted an Assignment

1. From the Evaluation group, click on Assignment Dropbox.
2. Click on the name of the assignment.
3. Click the Email Users Without Submissions button:



4. The "To" line in the email is auto-populated. You might consider copying and pasting the names to the "Bcc" line to ensure privacy.
5. Compose the email and press Send at the top of the window:



Track Student Progress

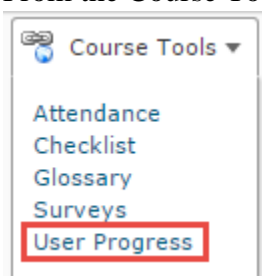
Overview of Class and User Progress


The Class/User Progress reports include a visual representation of student progress for course participation in the assignment dropbox, objectives, logins, grades, checklist, content completion, discussions, quizzes, and surveys. There are two main views: Class Progress for overall course trends and User Progress for individual student progress.

Class Progress

To access Class Progress and select progress indicators:

1. From the Course Tools menu, select User Progress.

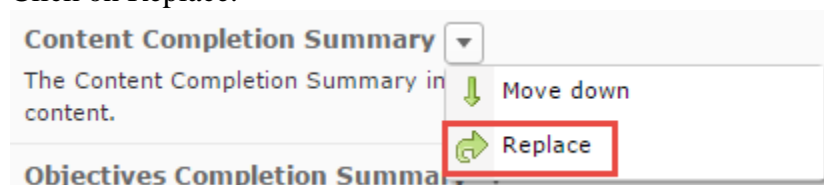


2. Click on Settings  [Settings](#) and select the desired items. Four indicators can be displayed from the following options:
 - a. Content Completion Summary – displays the learner’s progress through the course content
 - b. Objectives Completion Summary – illustrates each student’s progression through the assigned objectives
 - c. Login History (Last 30 Days) – displays the number of logins to the system for the last 30 days
 - d. Grades Performance Summary – presents the current final grade for the student, as well as a visualization of the scores of the last 15 items
 - e. Checklist Completion Summary – displays how the learner is progressing through the assigned course checklists
 - f. Discussions Participation Summary – presents user statistics for reading, posting, and responding to discussions
 - g. Dropbox Performance Summary – indicates the current average on all folders as well as a visualization of the scores of the last 15 items
 - h. Quiz Performance Summary – presents the current average on all quizzes as well as a visualization of the scores of the last 15 items
 - i. Survey Completion Summary – displays the learner’s progression through the assigned surveys in the course
3. Click on Save and Close.

Note: At this screen, you may move the cursor over and Login History and Grades Performance Summary for additional information. You may click on an item for more specific details.

To change progress indicators:

1. From the Course Tools menu, select User Progress.
2. Click on Settings.
3. Click the Action menu for the item to be changed.
4. Click on Replace.



5. From the available items displayed, select the desired item.
6. Click on Save and Close.

Individual Student Progress

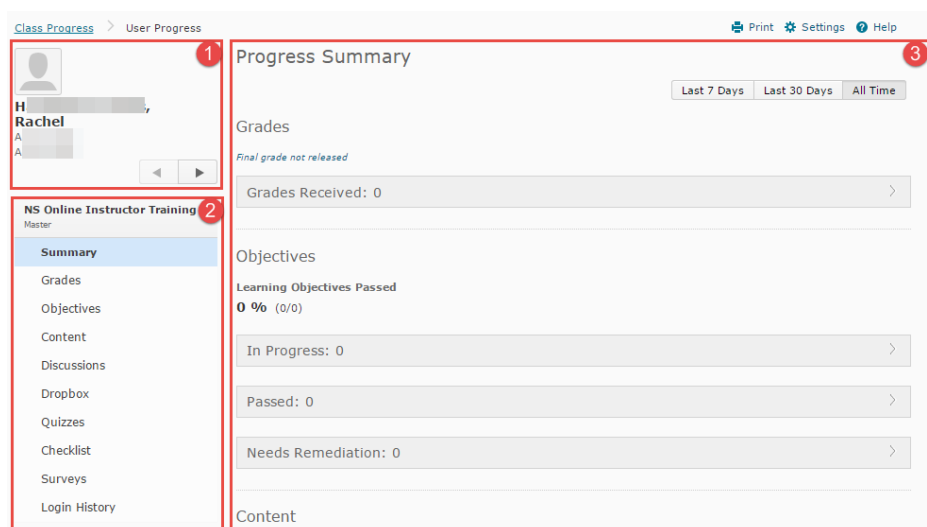
To view the progress for an individual student:

1. From the Course Tools menu, select User Progress.
2. Click the link with the student's name.

OR

- From the Classlist, click the Actions arrow next to a student's name and select View Progress.

The Individual Student Progress screen has two panes:



1. On the left is the User Information area with the student's name and email link. Hover over the profile image then click the "Send email" link. Instructors see the email link; students do not.
2. Under the User Information area is the Reports List with links to individual reports or a summary. Faculty see all items; students see only items the instructor has selected. (See instructions for selecting items below.)
3. On the right is Report Details area. This area displays content based on the item selected from the Reports List. The Reports Summary displays a report based on the time period selected: Last 7 days, Last 30 days, All time. Only the 15 most recent grade items are included.

To select items from the Reports List to display to students:

1. From the Individual Student Progress screen, click on Settings.
2. Check the items to display.
3. Select colors and values to indicate whether students are on track, have some concerns, or are at risk.
4. Click on Save and Close.

To view the items from the Reports List:

1. From the Individual Student Progress screen, click the desired item in the left pane.
2. For more detailed information, move the cursor over the visual display (graph line or bar) in the right pane.
3. Click on Summary in the Reports List to display a report of all progress indicators. Select the time period for the report on the top right of the screen.

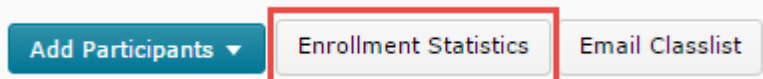
NOTE: When you look at Login History, the number of logins in the last 30 days, the date a student last accessed your course, and the date a student last accessed the system are displayed. Click on the arrow "show details for 'date'" to see the time and IP address of the computer.

Using the Classlist to Track Progress of Withdrawn Students

Retrieve Grades and Progress for Withdrawn Students from the Classlist

The Enrollment Statistics feature allows faculty to retrieve grades and progress for students up to the time they withdrew from a class.

1. From the Classlist page, click the Enrollment Statistics button.



2. From the list of Withdrawals section, click the action arrow next to a student's name then select View Grades or View Attendance.

Click on Done to return to the Classlist.

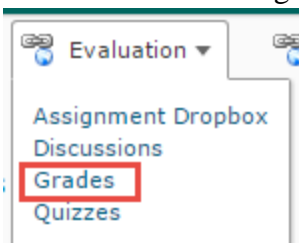
Release Final Grades

Students do not see the calculated final grade or adjusted final grade until the instructor releases the grade.

Final Calculated Grade

To release the final calculated grade:

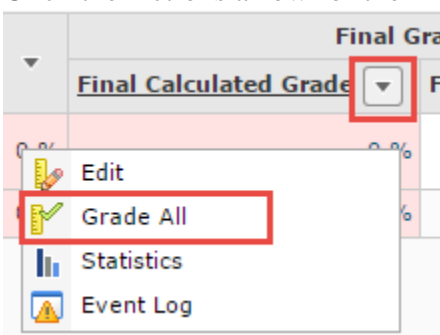
1. From the Evaluation group, select Grades:



2. Navigate to the “Enter Grades” tab:



3. Click the Actions arrow for the Final Calculated Grade and select "Grade All":



4. Select the check box next to the names of students whose grades are to be released or select all students.
5. Click on the Release/Unrelease icon at the top of the table:



Alternatively, you can simply check the box in the “Release Final Adjusted Grade” column.





6. Click on Save. Click on Yes.

Final Adjusted Grade

To release the final adjusted grade:

1. From the Evaluation group, select Grades.
2. Navigate to the “Enter Grades” tab.
3. Click the Actions arrow for the Final Adjusted Grade and select "Grade All."

4. In the Final Adjusted Grade column, enter the adjusted score, then click the green arrow to Transfer the Final Grade or Transfer all.

Final Adjusted Grade		
Grade		Scheme
<input type="text"/> / <input type="text"/>	 	-%
<input type="text"/> / <input type="text"/>	 	-%

5. Click on Release/Unrelease at the top of the table.
6. Click on Save. Click on Yes.

NOTE: Ensure that you have selected Adjusted Final Grade in the Calculation Options for Grade Settings.