

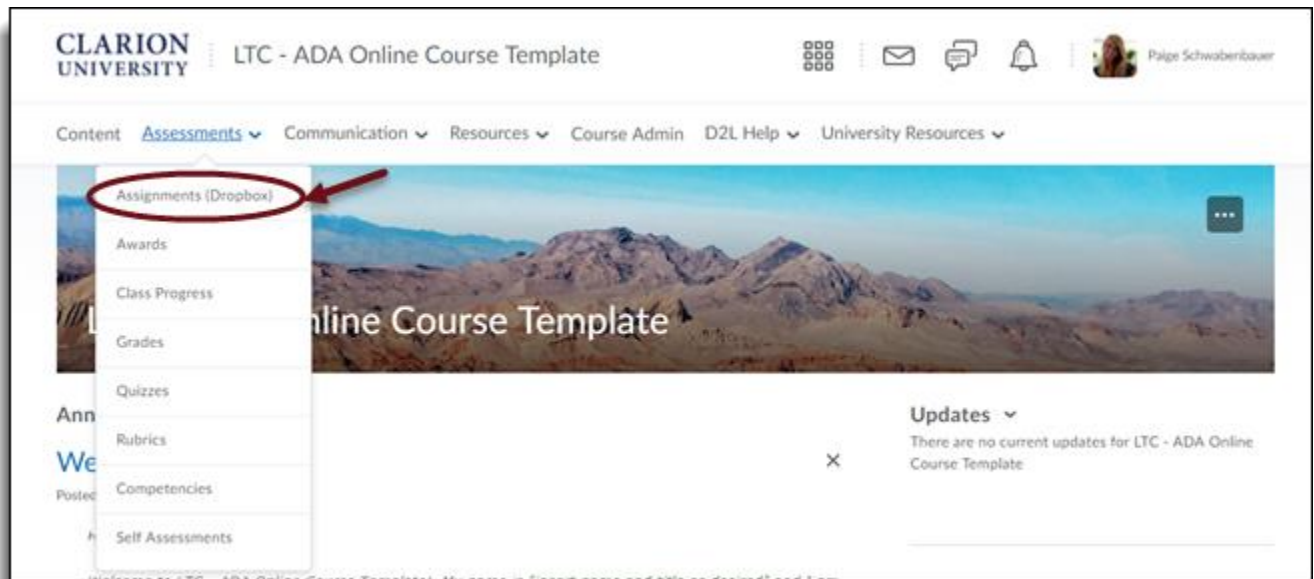
Assignments

Assignment lets you submit assignments through the Learning Environment, eliminating the need to mail, fax, or email assignments. Simply upload your assignment to the appropriate folder.

[Submitting Assignments](#) | [Adding Audio](#) | [Group Assignments](#) | [Reviewing Submission](#) | [Viewing Feedback](#) | [Turnitin \(Originality Report\)](#)

Accessing the Assignments Tool

1. The **Assignment** tool can be found within the **Assessments** menu on the course nav bar.



2. From the Folder List page you can view:

- A list of assignment folders and related attachments, if any.
- Whether folders are for group or personal assignments.
- The number of assignments that you submitted to each folder.
- Whether feedback, including grades and rubric scores, has been left for you.

Bulk Edit		Total Files	Unread Files	Flagged Files	Due Date
<input type="checkbox"/>	Submission Folder				
	No Category				
<input type="checkbox"/>	Assignment 1 	19	0	0	
<input type="checkbox"/>	Assignment 2 	14	0	0	
<input type="checkbox"/>	Assignment in Content Tab 	9	0	0	

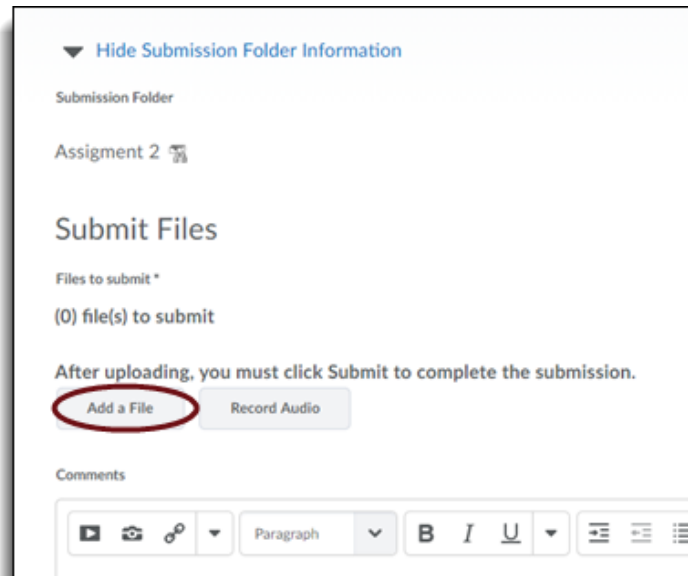
This symbol means the folder has been Turnitin Enabled

[Back to the Top](#)

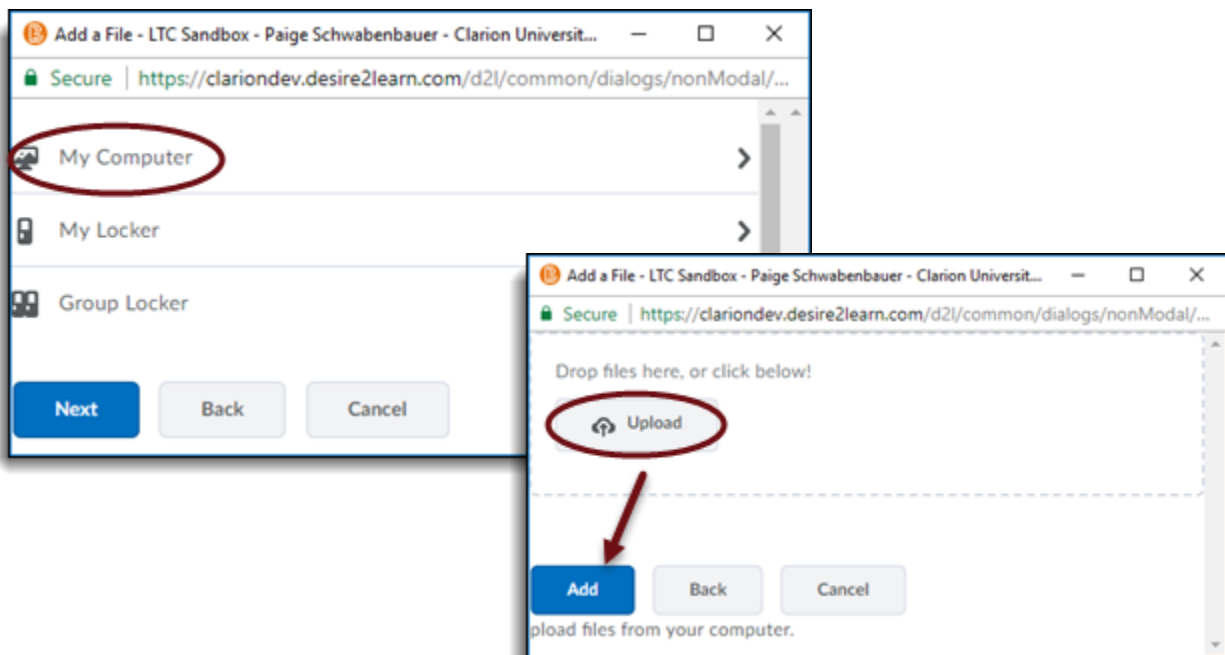
Submitting Assignments

From the Assignment Folder list page, click the name of the folder that you want to submit an assignment to, and then do the following:

1. Click on the **Add a File** button.



2. On the next screen, click the **"Upload"** button to navigate to the file you want to upload. Or, simply drag your file over the dashed placeholder and "drop it". You can repeat this process to add multiple files if needed. Once all files have been located, Click **"Add"**.



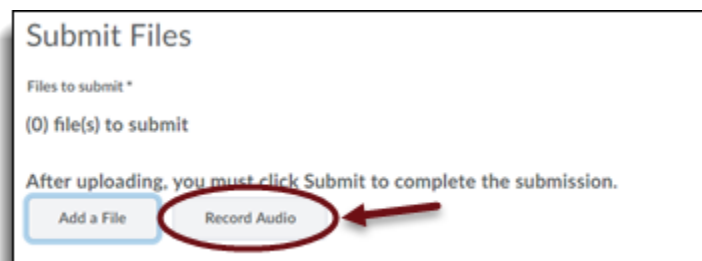
[Back to the Top](#)

- When you see the attached file(s) on the Submit Files screen, click on the **Submit** button to finish uploading the files to D2L assignments folder.
- In the submission window, you will see a confirmation notification that the file(s) were successfully submitted. In addition, you will get an email "receipt" of the date/time of submission in your Eagle mail account. If you do not see the "on screen" notification (see image below) or email receipt, then your file was **NOT** submitted successfully. This could happen if your internet connection timed out or dropped, for instance.
- Click "**Done**" to Exit.

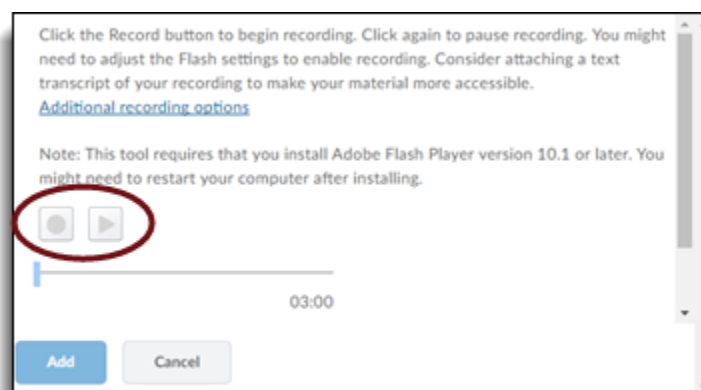
Adding an Audio Recording

You may also wish to record a message with your assignment before submitting any files. From the assignment main page, select the folder you want to submit files to and do the following in order to add an audio recording to the file(s):

- Click the Record Audio button.



- Before you can make a recording, you must be sure to allow D2L to access your microphone by clicking the boxes next to "allow" and "remember" when the Adobe Flash Player Settings message appears
- To start recording, select the record (red circle) button and begin speaking into your microphone.
- Press the play button to the right of the record button to listen to your recording, if you are not satisfied with it, repeat step 2.



[Back to the Top](#)



- Once you are finished, press the "add" button.
- Add comments, if desired, and click "submit."

Group Assignment Folders

Group assignment folders have a Group Folder icon beside their name. Any user in your group can submit files to the group folder. The Submissions column in the Folder List lets you know how many files your group submitted, but your instructor may limit the number of files accepted. The *Submission History page* provides details on who submitted files and when. Feedback, including grades, associated with group folders applies to the entire group.

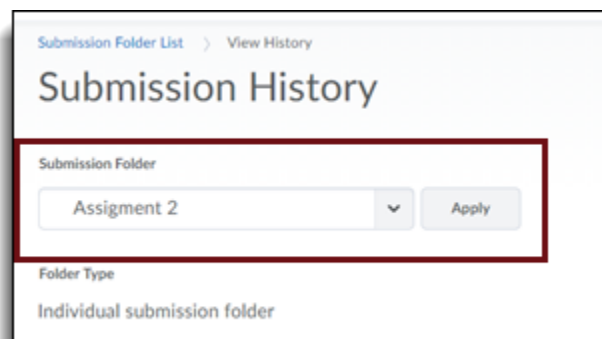


Click View History to see previous submissions other group members may have done

Submission Folder	Score	Submissions	Feedback	Due Date
Group Projects				
Group 1: Group Project 	- / 20	0	-	
Group 2: Group Project 	- / 20	0	-	

Reviewing Your Submission History

- On the Assignments Folders page, click on the View History button.
- Click on the Folder you want to view submissions for. A list of submitted files displays on the Submission History page. You can check each file's size, when it is submitted, whether comments were included with it, and who has retrieved it. For group assignments folders you can check who submitted each file.



Submission Folder List > View History


Submission History

Submission Folder

Assignment 2

Folder Type

Individual submission folder

Unread Icon:  The file has not been retrieved.

Read Icon:  The file has been retrieved. (It may not have been read or graded.)

[Back to the Top](#)

Viewing Feedback

Submission Folder	Score	Submissions	Feedback	Due Date
No Category				
Assignment 2 	- / 20	13		
Assignment in Content Tab 	 10 / 10 - 100 %	8	View	
TEST				

1. From the Assignments Folders page, click the View icon in the Feedback column for a folder.
2. View your comments, grades, and/or rubric achievement.
3. Click Download All Files to download any attachments.





View Turnitin Originality Report and Instructor Feedback in GradeMark

1. Your instructor may use Turnitin Originality Reporting or GradeMark to assess your assignments.
2. To view, Go to **Assessments** > **Assignments** and click on the number in the Submissions column for the assignment.

Submission Folder	Score	Submissions	Feedback
No Category			
Assignment 2 	- / 20	13	
Assignment in Content Tab 	 10 / 10 - 100 %	8	View

Click the number in the Submissions column, or click "view" in the Feedback column

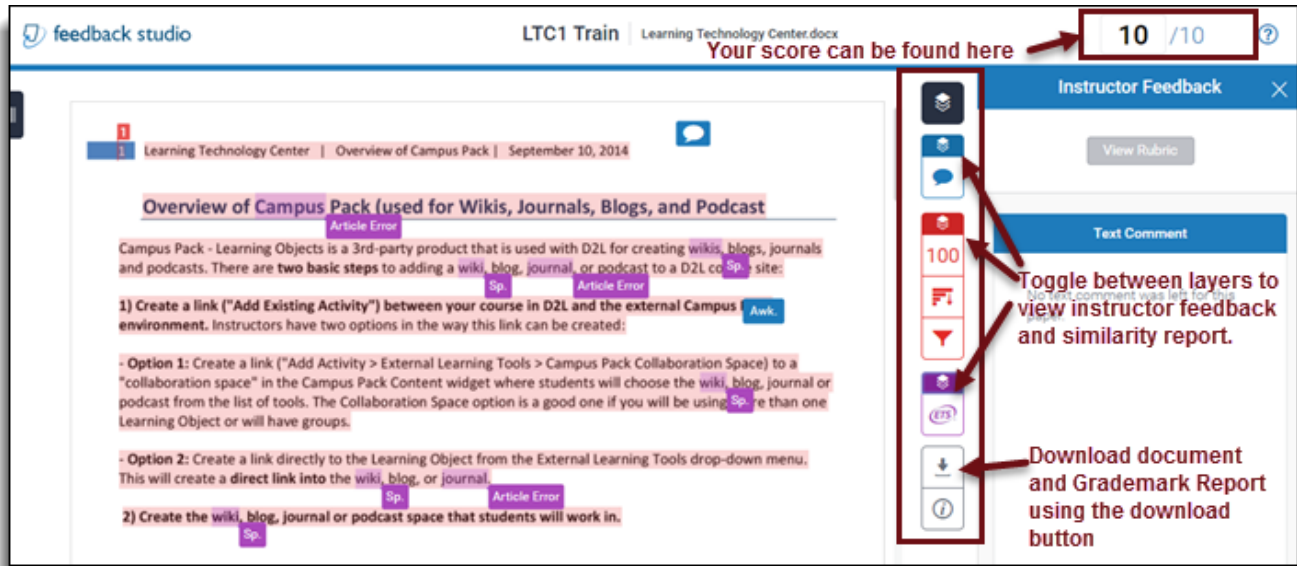
3. If your instructor enabled the student view for the “**Originality Report**” tool, you will see a colored bar indicating the match percent in the “**Turnitin Similarity**” column. Click on the report colored icon to view the Turnitin Originality Report. It will open in a new browser window. If the instructor did not use or enable student view for the “**Originality Report**” you will not see a colored bar.


Submitted Files	Turnitin® Similarity	Date Submitted ▼
 francisco-liriano-twins-iconphotostwo227545-mlb_ (81.09 KB)		
 PPT 1 Training Demo.pptx (1.19 MB)	94 % 	

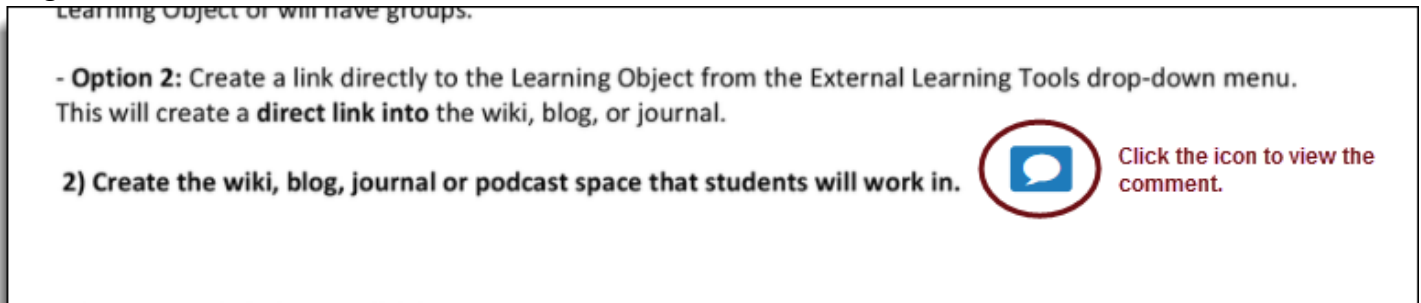
4. If the instructor used “**GradeMark**” to mark-up the document, provide feedback, AND/OR leave a score you *may* see an icon in the column labeled “**GradeMark**” next to the assignment dropdown. Select the icon to view “**GradeMark**” comments and/or feedback. *You will NOT see a GradeMark icon if the instructor did not transfer your score *from* Turnitin to D2L assignments grade area. In this instance, simply click the Turnitin Similarity icon and select the Grademark tab as instructed below.

[Back to the Top](#)

5. In the Turnitin window, you can switch between the “**GradeMark**” tab (for mark-up) and the “**Similarity**” tab (match), using the toggle buttons on the side of the document. You may also download the document to your computer.



6. A symbol  will appear on the page(s) near any text that has been commented on. It may be an instructor comment or a grammar icon. Click on the icon to view the instructor's comments or the grammatical context.



[Back to the Top](#)