



# Grade Assignment Submission

## Why Do I Need This Workflow?

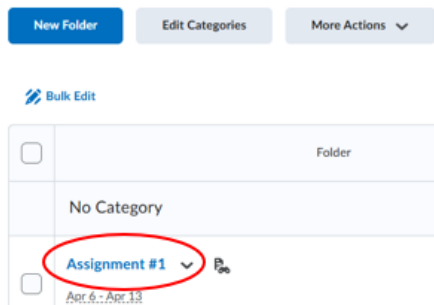
Once the Assignment has been set up and tied to the gradebook, the next step is grading the submissions once they start coming in. D2L has a system that allows you to grade directly in the Assignment folder.

## Workflow Steps:

### Step one:

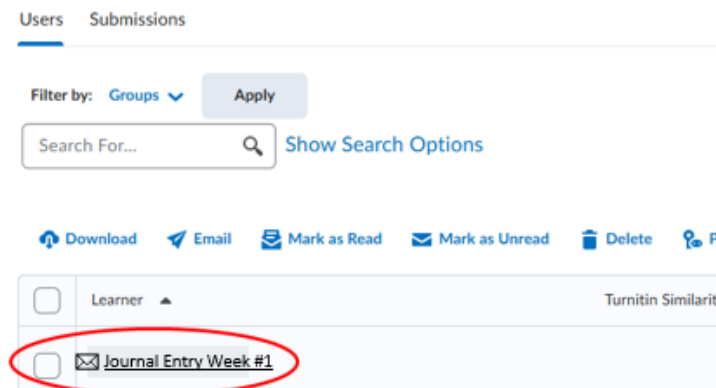
Navigate to the Assignment and click on it.

#### Dropbox/Submission Folders



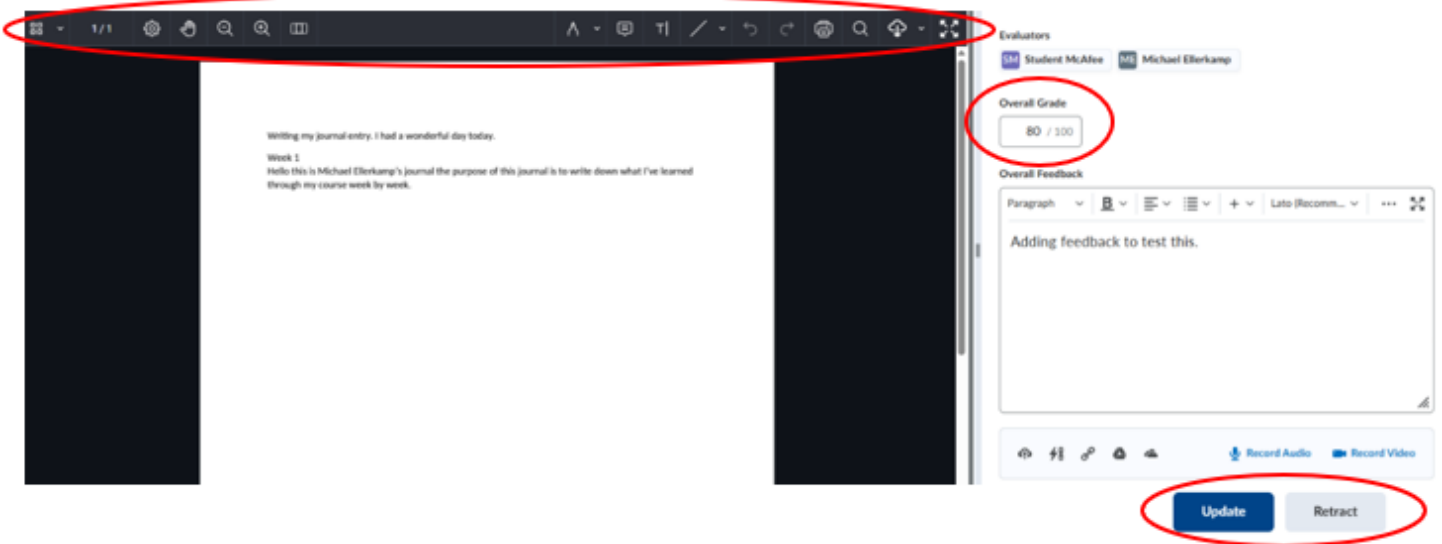
### Step two:

This will bring up a list of students and their submissions. Click on the submission you need to grade.



### Step three:

This will open up the grading tool. There is an **Annotation Tool Bar** for providing feedback. On the sidebar, you will be able to assign a score if it has been associated to a grade item. You also have the option to provide overall feedback. Choose Update or Retract once finished.



### Note:

If you need to come back to it, you can click save draft to keep the work you have done. If you are done, click publish. This will allow the student to see their grade.