



## Grade Assignment Submissions

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.

1. Navigate to the Assignment and click on it.

### Dropbox/Submission Folders

Dropbox/Submission Folders

New Folder Edit Categories More Actions

Bulk Edit

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
	No Category					
<input type="checkbox"/>	Assignment 1	1	1/1	0/1	0/1	

2. This will bring up a list of students and their submissions. Click on the submission you'd like to grade.

Dropbox > Assignment 1 > Folder Submissions

### Assignment 1 - Folder Submissions

Edit Folder Email Users Without Submissions Add Feedback Files Submission Log

Users Submissions

View By: User Apply

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	McAfee, Student		Evaluate
<input type="checkbox"/>	Assignment 1.docx (19.65 KB)	Jul 2, 2020 9:49 AM	

20 per page

3. 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 can use the scroll bar to get to a text box to provide additional feedback.

The screenshot displays a grading tool interface. At the top, there are navigation links: '< Back to Folder Submissions' and 'Content dropbox Michael Sandbox'. Below this, the student's name 'Student Ellerkamp' and the assignment title 'ADA Compliant PowerPoint H...' are visible. The main content area shows a document titled 'ADA Compliant PowerPoints' with a 'Checklist' section. The checklist includes items like 'Reading Order', 'Checking Reading Order', 'Alternate Text for Images', 'Assign Alt Text', 'Alt Text Panel', 'Use Built-In Slide Templates (Avoid Blank Slide Option)', 'Unique Titles', 'Descriptive Hyperlinks', 'Example Hyperlink', 'Inserting a Descriptive Hyperlink', 'Lists', 'List Styles', 'Tables', 'Header Row', 'Table Alt Text', and 'Merged or Blank Cells'. On the right side, there is an 'Overall Grade' section with a score of '/ 100' and a question mark icon. Below this is an 'Overall Feedback' section with a rich text editor toolbar and a text input area. At the bottom right, there are two buttons: 'Publish' and 'Save Draft', both of which are circled in red. The interface also features a top navigation bar with various icons and a 'Page 1 of 18' indicator.

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.

