D2L Brightspace – Daylight Experience
The Assignment Grader App
Copyright © 2019 KSU Division of University Information Technology Services
This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITS Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITS Division is expressly prohibited.

Published by Kennesaw State University – UITS 2019
The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITS use.

D2L Brightspace is a trademark of Desire2Learn Incorporated.

Microsoft, Microsoft Office, and Word are trademarks of the Microsoft Corporation.
# Table of Contents

- **Introduction** .................................................................................................................. 4
- **Learning Objectives** ......................................................................................................... 4
- **Supported Files** ............................................................................................................... 4
- **Installing the App** ............................................................................................................ 5
- **Accessing the App** ........................................................................................................... 6
- **Grading an Assignment** .................................................................................................... 9
- **Working Offline** ............................................................................................................... 11
  - **Downloading Assignments** ............................................................................................ 11
  - **Grading the Assignments Offline** .................................................................................. 12
  - **Uploading Grades** ......................................................................................................... 14
- **Additional Help** ............................................................................................................... 15
Introduction

D2L Brightspace – Daylight Experience® is an excellent tool for instructors. This document has been developed to introduce you to the Assignment Grader app.

This app will allow you use your iPad® to grade items that have been submitted to your D2L Brightspace Assignment tool. The various sections presented on the following pages will help you to learn how to use the different features within the application.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Install the application
- Access assignments
- Understand the various views
- Grade an assignment
- Work offline

Supported Files

The following types of files are supported by the Assignment Grader app:

- Microsoft® Word®, Excel®, and PowerPoint®
- Apple® Pages®, Numbers®, and Keynote®
- Web Pages (.htm and .html)
- .mp3 files (Audio)
- .mp4 files (Video)
- Images (.jpg, .png, .gif, and .tiff)
- Rich Text (.rtf)
- Text based format (.txt)
Installing the App

The following explains how to install the *Assignment Grader* app on your iPad:

1. From your iPad, open the *App Store*.
2. In the *App Store*, enter the search term: *Brightspace Assignment Grader*.

![Figure 1 - Searching for Assignment Grader](image1)

3. Your search results will appear. Tap **Get** located next to *Brightspace Assignment Grader*.

![Figure 2 - Tap Get](image2)

4. If the *App Store* window appears, tap **Install**.
   **Note:** You might be required to log in with your Apple ID and password.

![Figure 3 - Tap Install](image3)
5. The *Brightspace Assignment Grader* will be installed on the device.

![Figure 4 - The Assignment Grader App](image)

**Accessing the App**

The following explains how to open the app on your iPad so that you can access Assignments:

1. From your iPad, tap the *Brightspace Assignment Grader* app.

![Figure 5 - Tap the Grader App](image)

2. The *Brightspace Assignment Grader App* will open. Tap **Log into D2L Online Courses**.

![Figure 6 - Tap Log into D2L Online Courses](image)
3. In the login screen, type [https://kennesaw.view.usg.edu](https://kennesaw.view.usg.edu) (See Figure 7).
4. Tap **Connect** (See Figure 7).

![Figure 7 - Connecting to D2L Brightspace](image)

5. You will be taken to the login page. Enter your **NetID Credentials** (See Figure 8).
6. Click **Log In** (See Figure 8).

![Figure 8 - Logging into D2L](image)

7. If D2L Brightspace prompts you by asking you to access your information, tap **Continue**.

![Figure 9 - Tap Continue](image)
8. Tap **Start using Assignment Grader**.

![Start using Assignment Grader](image)

*Figure 10 - Tap Start using Assignment Grader*

9. You will be taken to your assignments. The layout is as follows:
   a. **Course** – Allows your view to be arranged alphabetically (See Figure 11).
   b. **End Date** – Allows your view to be sorted by earliest end date (See Figure 11).
   c. **Ungraded** – Allows you to view submissions based on the amount of ungraded submissions (See Figure 11).
   d. **Assignments** – Access and view your assignments (See Figure 11).
   e. **Settings** – Access your settings and log out of the app (See Figure 11).

![Assignment Layout](image)

*Figure 11 - Assignment Layout*
Grading an Assignment

The following explains how to grade an assignment:

1. Tap the assignment folder that contains the assignments that you wish to grade. 
   **Note:** You can also enter in the grades for *On Paper* and *Observed in Person*, as long as there are grade items created for the assignment.

![Figure 12 - Tap the Assignment](image)

2. The student submissions will appear on your device. Near the bottom of the screen, you will see four views:
   a. **Ungraded** – Sorts ungraded assignments to the top of the list (See Figure 13).
   b. **Name** – Sorts the student names in alphabetical order (See Figure 13).
   c. **Date** – Sorts assignments so the most recent submissions appear at the top (See Figure 13).
   d. **Grade** – Sorts assignments from the highest to lowest grade (See Figure 13).

![Figure 13 - Student Submissions](image)

3. Tap the name of a student in the list so that you can access the assignment they submitted.

![Figure 14 - Tap the student](image)
4. To provide feedback, tap the arrow.

![Figure 15 - Tap the Arrow](image)

5. The *feedback screen* will appear. Enter the appropriate *score* for the student (See Figure 16).
6. Provide *Feedback* in the *feedback* window (See Figure 16).

![Figure 16 - Providing Feedback](image)

7. Tap *Users* to return to the list of students.

![Figure 17 - Tap Users](image)

8. To grade another student’s assignment, follow the *steps 3 to 7* above.
9. When you have graded all assignments, tap *Publish all*.

![Figure 18 - Tap Publish All](image)
10. From the *Publish All* pop-up tap **OK**.

![Figure 19 - Tap OK](image1)

11. When the publishing process is complete, the assignments will display the **Published** icon.

![Figure 20 - Published Assignments](image2)

12. Tap **All Folders** to return to the list of *Assignments*.

![Figure 21 - Tap All Folders](image3)

**Working Offline**

With the *Assignment Grader* App, you have the ability to download student assignments so that they can be graded on your device. The following explains how to download and grade assignments when you do not have access to wireless:

**Downloading Assignments**

The following explains how to download assignments in the *Assignment Grader* app:

1. Tap the **folder** that contains the assignments that you wish to grade.

![Figure 22 - Assignment 4](image4)
2. Tap the download icon.

Figure 23 - Tap Download

Note: It may take some time for the assignments to download to your device. It is recommended that you leave your device connected to wireless while the download is in progress.

3. Tap the All Folders icon to return to the list of Assignment folders.

Figure 24 - Tap All Folders

Grading the Assignments Offline

The following explains how to grade assignments that have been downloaded to your device when you are in an area without wireless access:

1. Tap Downloaded, located on the bottom of your device.

Figure 25 - Click Downloaded

2. You will be taken to your downloaded files. Tap the folder that contains the assignments that you want to grade.

Figure 26 - Tap the Folder
3. Tap the **assignment** you wish to grade.

   ![Figure 27 - Tap the Assignment](image)

4. You will be taken to the assignment. Tap the **arrow** to access the grade.

   ![Figure 28 - Tap the Grade/Feedback Arrow](image)

5. Enter the **score** into the *Score* field (See Figure 29).

6. Enter your **feedback** into the *Feedback* field (See Figure 29).

   ![Figure 29 - Entering Feedback](image)

7. Tap the **Users** button to return to the list of students.

   ![Figure 30 - Tap Users](image)

8. When you have finished grading all assignments, tap **All Folders** to return to your list of assignment folders.

   ![Figure 31 - Tap All Folders](image)
9. Tap All Folders, located on the bottom of your device.

Figure 32 - Tap All Folders

Uploading Grades
When you are ready, you can upload the grades from your device. The following explains how to upload grades when you have wireless access:

1. Tap All Folders near the bottom of your device.

Figure 33 - Tap All Folders

2. Tap the Assignment folder that contains the graded assignments that you wish to upload.

Figure 34 - Tap the Assignment

3. Tap Publish all.

Figure 35 - Tap Publish All

4. Tap OK in the Publish all grades window.

Figure 36 - Tap OK
5. It may take several minutes to upload all grades into D2L Brightspace. Upon completion, you will see the Published icon.

![Published Icon](image)

**Figure 37 - Published Icon**

6. When you are finished, tap All Folders.

![Tap All Folders](image)

**Figure 38 - Tap All Folders**

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu