D2L Brightspace – Daylight Experience
The Assignments Tool
# University Information Technology Services

## D2L Brightspace® - Daylight Experience: The Assignments Tool

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Introduction

The Assignments tool is used for assignments in which your students prepare a paper, essay, or any other type of document that is to be submitted for grading, simplifying the collection and grading of electronically submitted papers.

Documents submitted to the Assignments tool are visible to the instructor only; if you would like students to share their work with their classmates, you will need to use the Discussions tool instead. The Assignments tool accepts all types of files, although it is most often used to collect .DOC files prepared in MS Word and .PPT files prepared in PowerPoint.

Learning Objectives

The following learning objectives are covered in this document:

- Accessing the Assignments tool
- Creating a folder
- Editing the Assignment Folder
- Restoring deleted Assignments
- Viewing and grading submitted assignments
- Downloading & uploading submitted files in bulk
- Releasing feedback to the entire class at once
- Enabling plagiarism detection
- Allowing extra time for an assignment
The Assignments Tool

The Assignment is created by instructors and provides a place for students to submit their assignments. The Assignment consists of Folders and Categories. Folders are where your students will submit their papers. It helps to place the various Folders in Categories so that the Folders can be easily located by your students. Figure 1 is an example of how an Assignment can be organized by an instructor.

![Figure 1 - Example Assignment Organization](image)

Accessing the Assignments Tool

The following explains how to access the Assignments tool:

1. From Course Home, click Assignments in the Navbar.

![Figure 2 - Accessing the Assignment](image)

2. The Assignments page will appear.

![Figure 3 - Assignments Folder Page](image)
Creating a Folder

Assignment folders are where your students will submit their assignments. It may help to organize the folders into different categories. The following explains how to create a folder and place it in a category:

1. From the Assignments screen, click **New Assignment**.

![Figure 4 - New Assignment](image)

2. In the next screen that appears, enter a **Name** for the folder (See Figure 5).
3. The **Score Out Of** box will be set to **Ungraded** by default. Clicking inside the box will convert it to a text entry field. Enter the number of points in the **text field** (See Figure 5).
4. This box appears after the assignment is converted to a graded assignment. Click inside the box to select how you would like to add the grade: *Choose a grade item to attach, Remove the grade item, or Reset to an Ungraded item* (See Figure 5).

**Note:** Selecting **Grades** will automatically create a column in the gradebook with the same name.

5. Enter the **date and time** at which the assignment is due (See Figure 5).

**Note:** Students can still submit assignments after the **due date**, but they will be marked as late.
6. Under **Instructions**, enter any **instructions** for completing the assignment that will be displayed to students (See Figure 5).
7. Click one of the **icons** in this section to attach documents or links (See Figure 5).
8. Click the **Record Audio** tab to record and attach audio instructions or information (See Figure 5).
9. When you are finished entering information and making changes, click the **Save and Close** button (See Figure 5).
10. The visibility of the grade item to students will be turned off by default. Click the **button** to toggle the visibility on for students (See Figure 5).
11. **Additional Conditions and Categories** (See Figure 5):
   a. See **Availability Dates & Conditions** section
   b. See **Submission & Completion** section
   c. See **Evaluation & Feedback** section

![Figure 5 - New Assignment: Name](image)
Availability Dates & Conditions
In this section, you can set a start and end date for the visibility of the folder, create release conditions, and manage special access to the folder.

1. Click inside the **Availability Dates & Conditions** box to open the section (See Figure 6).
2. Click inside the **text fields** to open date and time pickers to set a **Start Date** to begin accepting submissions from students (See Figure 6).
3. Click inside the **text field** to open date and time pickers to set an **End Date** to close the submission folder (See Figure 6).

![Figure 6 - Availability Dates and Conditions](image)

**Note:** The **Start and End Dates** indicate the ability for students to access the assignment. Once the **End Date** is passed, students can no longer submit files to the folder.

Release Conditions
Release conditions are conditions which must be met before students are able to access or view the assignment. Follow the steps below to create or add a release condition to the assignment.

1. Click the **Add Release Condition** button and select one of the options to
   a. Create a New release condition (See Figure 7).
   b. Add an Existing release condition (See Figure 7).

![Figure 7 - Release Conditions](image)
2. If *Create New* is selected, a new window will open. Select the **type of condition** from the dropdown menu (See Figure 8).

3. Select the **details of the condition** from a dropdown list (See Figure 8).

4. Click the **Create** button to create and attach the release condition to the assignment (See Figure 8).

5. The newly created release condition will populate.
   a. To delete the release condition, click the **x** to the right of the condition (See Figure 9).
   b. To add an additional release condition, click **Add Release Condition** and repeat the steps above (See Figure 9).
**Special Access**

The area allows the assignment start, end, and due dates for an assignment to be modified for only a select user or group of users. Follow the steps below to add special access to the assignment folder.

1. Click the **Manage Special Access** link.

![Figure 10 - Click Manage Special Access](image)

2. Select one of the options for access (See Figure 11):
   a. Allow users with special access to submit outside the normal availability dates for this folder
   b. Allow only users with special access to see this folder

3. Click the **Add Users to Special Access** button (See Figure 11).

![Figure 11 - Select Special Access Type and Click Add Users to Special Access](image)
4. A new window will open prompting you to define the parameters of the special access. Click the checkbox to the left of any item that you wish to modify and adjust the Due Date/Time, the Start Date/Time, and the End Date/Time to the desired parameters.

Note: If any of the items are not selected, they will not be implemented. For more information about these properties, see the Availability Dates & Conditions section.

5. Once the dates have been set, scroll down to the Users section. If desired, you can use the search box to narrow down the list of students who appear in the list (See Figure 13).

6. Click inside the checkbox to the left of each student’s name to be given this special access (See Figure 13).

7. Once you have selected the student(s) to add, click the Save button (See Figure 13).
8. Once you click the Save button, you will be returned to the primary screen, and the student’s name and special access parameters will appear below the Add Users to Special Access button.
   a. If you need to edit the Special Access conditions or users, click the pencil icon (See Figure 14).
   b. If you need to delete the Special Access, click the X icon (See Figure 14).

**Note:** To grant additional user(s) different special access parameters, click the Add Users to Special Access button again and repeat the steps above as many times as necessary.

9. When you have finished adding and modifying Special Access, click the Save and Close button (See Figure 14).

10. The number of users with special access will now be displayed in the Availability Dates and Conditions menu.
Submission & Completion
This section helps you define how submissions will be collected and kept.

1. **Assignment type**: is listed as Individual Assignment. To create a group assignment instead, use the Groups tool (See Figure 16).

   **Note**: When creating group assignment, the layout will revert to the previous assignment look and feel.

2. **Submission Type**: click the drop-down to select how students can submit an assignment:
   a. *File submission*: students will upload their assignment to the folder being created (See Figure 16).
   b. *Text submission*: students will type out their assignment within a text field in D2L and submit through the assignment folder (See Figure 16).
   c. *On paper submission*: students will submit their paper in-person to the professor (See Figure 16).
   d. *Observed in Person*: students will complete the assignment in class (See Figure 16).

   **Note**: Submission Type and Assignment Type can only be changed as long as no submissions have been made. Once a submission has been made to the assignment folder, the Submission and Assignment type cannot be changed.

3. Click inside the radio button to select whether the student will be able to submit *more than once (Unlimited)* or only *one file* (See Figure 16).

4. Click inside the radio button to select whether you want to keep *all files* submitted, *only the first file submitted*, or *only the most recent submission* (See Figure 16).

5. If you would like to be notified when an assignment is submitted to the folder, enter **one or more email address(es)** (See Figure 16).

![Figure 16 - Submission & Completion Options](image)

**Note**: If you plan to use Turnitin, do not select On paper submissions or Observed in Person.
**Evaluation & Feedback**

The section allows you to adjust the settings for how the assignment will be evaluated and the students given feedback.

1. The *Rubrics* option allows you to attach a rubric to the assignment. If desired, click the **Add Rubric** button (See Figure 17).

2. A dropdown menu will appear. Select one of the **options** to either create a new rubric or attach an existing rubric (See Figure 17).

![Figure 17 - Click Add Rubric Button](image)

**Note:** Selecting *Create New* will open a new window in the Rubric tool.

3. If you would like to associate learning objectives to this assignment, click **Manage Learning Objectives** to open a new window that will allow you to select the appropriate learning objectives.

![Figure 18 - Click Manage Learning Objectives](image)
4. Click **inside the checkbox** to make the Annotation Tools available to use on the assignment.

![Click Inside Checkbox](image1.png)

**Figure 19 - Click Inside Checkbox**

**Turnitin Integration**

*Turnitin* is an originality checking and plagiarism prevention service that checks submissions against other text submissions.

**IMPORTANT: Kennesaw State University - UITS recommends that faculty notify students regarding the use of any plagiarism detection software use in the course (such as Turnitin) at the beginning of the semester. Faculty are advised to include a statement in the syllabus indicating that papers will be checked for plagiarism by Turnitin throughout the semester.**

1. To enable *Turnitin*, click the **Manage Turnitin** link.

![Click Manage Turnitin](image2.png)

**Figure 20 - Click Manage Turnitin**
2. A new window titled *Turnitin Integration* will open prompting you to modify the settings. Click the **checkbox** to enable *Grademark* for the folder (See Figure 21).

**Note:** All other *Turnitin* settings will be grayed out and inaccessible until this checkbox is selected.

**Note:** If this is a group assignment, all members of the group will be able to see the *Grademark* results.

3. Select **one of the radio buttons** to determine whether the grades submitted within *Grademark* will be synced automatically or manually as a draft in *D2L Brightspace* (See Figure 21).

4. Click the **checkbox** next to *Enable Originality Check for this folder* to enable (See Figure 22).

**Note:** Additional options under *Originality Check* will be greyed out unless *Enable Originality Check* is checked.

5. (Optional) Select the **checkbox** under *Display*. This will allow learners to see the Turnitin similarity scores in their submission folder (See Figure 22).

6. Under *Frequency*, **Automatic** should be selected as the default setting (See Figure 22).

7. (Optional) Click **More Options in Turnitin** to access additional options (See More Options in Turnitin for an overview of Turnitin options) (See Figure 22).

8. Click **Save** to save all changes and close the window (See Figure 22).
More Options in Turnitin

The following will provide a brief overview of the More Options in Turnitin:

1. After accessing More Options in Turnitin, you will be presented with a EULA. Click I agree to progress.

![Turnitin EULA](image)

2. The More Options window will display. Click Optional Settings.

![Optional Settings](image)
3. Under Submission settings, click the drop-down to make a selection (See Figure 25):
   a. Standard paper repository: documents submitted will be added to a repository and will be used to make similarity checks against any documents submitted in the future (See Figure 25).
   b. Do not store the submitted papers: documents won’t be added to a repository and won’t be included during similarity checks against any documents submitted in the future (See Figure 25).

   **Note:** If you are going to allow students to submit an assignment multiple times, then it is recommended to set the Submission Settings to Do not store the submitted papers.

   ![Figure 25 - Submission Settings](image)

4. Under Compare against, click the checkboxes next to options you wish to enable (See Figure 26).
5. Under Similarity Report, click the drop-down to make a selection (See Figure 26):
   a. Generate reports immediately (Students cannot resubmit) (See Figure 26).
   b. Generate reports immediately (Student can resubmit until due date): After 3 resubmissions, reports generate after 24 hours (See Figure 26).
   c. Generate reports on due date (Students can resubmit until due date) (See Figure 26).

   ![Figure 26 - Compare Against and Similarity Report](image)
6. Click the checkbox to *Save these settings for future use* (See Figure 27).

7. Click **Submit** (See Figure 27).

### Adding the Assignment to a Module

The following explains how to make the Assignment available within a module for your students:

1. Click **Content**.

2. Click **Existing Activities** in the module you want to add to your Assignment (See Figure 29).

3. From the *drop-down menu*, select **Assignments** (See Figure 29).

4. From the *Add Activity* window, select the desired **Assignment** from the list.

5. You will be returned to the Content page and your assignment will display in your selected module.
Editing an Assignment Folder

The following explains how to edit an Assignment folder:

1. From the Assignments page, click the drop-down arrow next to the folder to be edited (See Figure 32).
2. A drop-down menu will appear. Click the Edit Assignment button (See Figure 32).
3. Make edits as necessary.
4. Click the Save and Close button in the lower-left area of the window when done.

Creating Assignment Categories

The following explains how to create an assignment category:

1. From the Assignments page, click the Edit Categories button.
2. The *Edit Categories* page will open and display a list of available categories. Click the **Add Category** button.

![Figure 35 - Add Category Button]

3. Enter the **name** of the category you wish to add in the text field (See Figure 36).
4. Click the **Create** button (See Figure 36).

![Figure 36 - Enter Name & Click Create]

5. You will be redirected to the *Edit Categories* page, and the new category is displayed at the bottom of the list.

![Figure 37 - New Category is Displayed]
Placing Assignments within Categories

The following explains how to organize an Assignment Folder into a Category:

1. From the Assignments page, place a check mark to the left of the Assignment folder you wish to place into a category, or place a check mark in the top box to highlight all Assignment folders (See Figure 38).
2. Click the Bulk Edit link (See Figure 38).

![Figure 38 - Click Checkmark & Click Bulk Edit](image)

3. The Bulk Edit Assignments page will open. Locate the assignment and click inside the No Category dropdown menu.

![Figure 39 - Click No Category](image)
4. From the resulting drop-down menu, select a **Category** (See Figure 40)

5. When you are finished assigning categories, click the **Save** button (See Figure 40).

![Bulk Edit Assignments](image)

**Figure 40 - Select Category & Click Save**

6. You will be returned to the Assignments page, and your assignment is displayed beneath the selected category.

![Assignment Displayed Below Category](image)

**Figure 41 - Assignment Displayed Below Category**
Reordering Folders and Categories

The following explains how to reorder folders and categories:

1. From the Assignments page, click the More Actions button (See Figure 42).
2. From the drop-down menu, click Reorder (See Figure 42).

3. In the window that appears, adjust the Sort Order as desired (See Figure 43).
4. Click the Save button when done (See Figure 43).
Deleting a Folder or a Category

The following explains how to delete a folder or a category:

1. From the Assignments page, Select the items to delete (See Figure 44).
2. Click the More Actions drop-down button (See Figure 44).
3. From the drop-down menu, click Delete (See Figure 44).
4. In the Confirmation window that appears, click the Delete button.

Restoring Deleted Folders

Deleted Assignment folders can be restored from the Event Log.

1. From the Assignments page, click the More Actions drop-down button (See Figure 46).
2. From the drop-down menu, click Event Log (See Figure 46).
3. The *Event Log* page appears. You can click the **Created**, **Deleted**, and **Restored** filters to view folders according to the action taken on them. In our example, we are clicking on **Deleted** to show deleted folders only.

![Event Log Filter](image)

**Figure 47 - Deleted Filter**

4. Locate the folder to recover and click the **Restore** button.

![Restoring Deleted Folder](image)

**Figure 48 - Restoring Deleted Folder**

5. The folder is restored. Click **Assignments** in the **Navbar** to display the list of folders.
Viewing Submitted Assignments

The following explains how to view assignments that have been submitted to the Assignment by your students:

1. Click Assignments in the Navbar.

   ![Figure 49 - Assignments](image)

2. The Assignments page appears. In the right column, you can view the status of submitted files (See Figure 50):
   a. Total Submissions - Shows how many files have been submitted by students (See Figure 50).
   b. Unread Submissions - Shows how many submissions have not been read (See Figure 50).
   c. Flagged Submissions - Shows how many submissions you have flagged (See Figure 50).

3. From the Folder List, click the name of the Folder that you want to view (See Figure 50).

   ![Figure 50 - File Status](image)

4. The Folder Submission view will appear and all submitted assignments will be displayed by default. You can access the submission by clicking the students name or the submitted file.

   ![Figure 51 - Accessing Submitted Assignments](image)

   **Note:** Clicking the students name will open the Evaluate Submission page and list all submissions uploaded by the selected student.

5. The document will open in a preview window. You can evaluate the assignment from within your browser, or download the file to your computer.

   **Note:** Some file types will not open in the preview window and must be downloaded in order to view.
Providing a Grade and Feedback for a Submitted Assignment

The following explains how to provide a grade and comments for a submitted assignment:

1. From the Assignments tool, click the **Assignment folder** you wish to enter grades for.
2. From the Assignments page, click the **student** or **submitted file** that you want to view.

![Select the Student/Submitted File](image)

3. The **Evaluate Submission** Screen will appear. The key options to highlight are (See Figure 53):
   a. **Download** the file to review and leave feedback on the assignment (See Figure 53).
   b. **Assign a grade** to the student’s assignment (See Figure 53).
   c. **Leave feedback** for the student as text (See Figure 53).
   d. If desired, you can attach a feedback file by clicking the **Add a File** button (See Figure 53).
   e. **Publish** the feedback for the student to export the grade to the gradebook (See Figure 53).
   f. You can also save the feedback and grade as a draft by clicking **Save Draft** (See Figure 53).
   g. Click **Next Student** to move on to reviewing the next student submission (See Figure 53).

![Evaluate Submission Screen](image)

**Note:** When exporting items from a course to a file, the student submissions will not be exported. For example, if you export an Assignment folder, none of the assignments submitted by the students will be exported.
Providing a Grade on Non/External Submissions

The following explains how to grade non-submissions or external submissions in D2L Brightspace:

1. From the Assignments tool, click the Assignment folder you wish to enter grades for.
2. The Assignments page appears. Next to the search field, click Show Search Options.

![Figure 54 - Show Search Options](image)

3. Under the Submissions drop-down, select Users without submissions (See Figure 55).
4. Click Search (See Figure 55).

![Figure 55 – Search Users Without Submissions](image)

5. You will see those users who have not submitted an assignment. Click the Evaluate button, located next to the student you wish to evaluate.

![Figure 56 - Evaluate](image)
6. You may enter the student’s score in the **Score** field (See Figure 57).
7. Provide **Feedback** for the student in the **Feedback** field (See Figure 57).
8. When you are ready to publish the score and feedback, click the **Publish** button (See Figure 57).
9. If you wish to save the feedback and score to publish at a later date, click **Save Draft** (See Figure 57).
10. To move on to the next student, click **Next Student** (See Figure 57).

![Evaluation and Feedback](image)

**Figure 57 – Evaluation on No Submission**

**Viewing the Originality Report**

Once your students have submitted assignments to the Assignment submission folder, if enabled, Turnitin in will begin checking similarity.

![Turnitin Similarity: In Progress](image)

**Figure 58 - Turnitin Similarity: In Progress**
Depending on the length of the document, this process can take anywhere from a few minutes to a few hours. Once the document is ready for you to review, you will see a percentage indicator under the Turnitin Similarity column. Refer to Figure 59 for more information on the *Originality Report Color Codes*.

<table>
<thead>
<tr>
<th>Color</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>75% - 100% potential plagiarism found.</td>
</tr>
<tr>
<td>Orange</td>
<td>50% - 74% potential plagiarism found.</td>
</tr>
<tr>
<td>Yellow</td>
<td>25% - 49% potential plagiarism found.</td>
</tr>
<tr>
<td>Green</td>
<td>One word -24% potential plagiarism found.</td>
</tr>
<tr>
<td>Blue</td>
<td>No potential plagiarism found.</td>
</tr>
</tbody>
</table>

![Figure 59 - Originality Report Color Codes](image)

Once you are ready to view the *Similarity Report*:

1. Click the **percentage bar** to navigate to *Feedback Studio*.

![Figure 60 - Click on the Percentage Bar](image)

2. The *Turnitin Feedback Studio* will appear and show the similarity report. Review the *Similarity Report*.

![Figure 61 - Similarity Report](image)

3. For additional information on how to navigate the Similarity Report, using the built-in features, refer to the Turnitin guide on the UITS Documentation Center at [uits.kennesaw.edu/cdoc](uits.kennesaw.edu/cdoc).

**Note:** Be aware that even though some students may have a high percentage of potential plagiarism detected in a paper, it does not necessarily mean that they have cheated. Instructors should check each individual paper to make certain that students have properly cited the submitted papers.
**Downloading and Uploading Bulk Submissions**

You may choose to perform bulk downloads/uploads of student submissions to review the materials, write annotations, and attach the files to your feedback.

**Downloading Multiple Assignments**

1. From the *Assignments* page, click the folder you want to access.

   ![Figure 62 - Select the Folder](image)

2. Select the students you wish to download assignments for by clicking their checkbox (See Figure 63).
3. Click the **Download** button (See Figure 63).

   ![Figure 63 - Selecting Students for Download](image)

4. A window will appear telling you that your files are ready for download. Click the link to download the .zip file to your computer.

   ![Figure 64 - Download Zip File](image)

5. Once the file has finished downloading, unzip the file on your computer.
6. You can now access each student’s assignment from the unzipped folder.

![Unzipped Files](image)

**Figure 65 - Unzipped Files**

**Note:** It is important to leave the file name intact. D2L Brightspace creates a unique file name during batch downloads, which is used to perform batch uploads. Altering the file name can cause problems when uploading multiple files.

### Uploading Multiple Feedback Files

1. From the *Assignments* page, click the name of the folder you want to access.

![Select the Folder](image)

**Figure 66 - Select the Folder**

2. The *Submissions* screen will appear. Click the **Add Feedback Files** button.

![Add Feedback Files](image)

**Figure 67 - Add Feedback Files**

3. The Add Feedback Files window appears. Drag and drop your files into the *Upload* field (See Figure 68).

4. Click the **Add** button (See Figure 68).

![Multiple Files](image)

**Figure 68 - Multiple Files**

5. A progress window will appear. The time it takes to upload files will depend on the number of files being uploaded.
6. Once your feedback files have been uploaded, you will see a notification in the lower-right of your screen with the number of successful uploads.

![3 feedback file(s) attached successfully](image)

Figure 69 - Upload Successful

**Note:** Once the feedback files have been uploaded, the submissions will still need to be graded individually.

**Publishing Feedback to Students**

Once you are ready for students to see their grade and your comments on their assignment, you can publish the feedback for them to access. You can publish feedback to students one at a time, or in batches.

1. From the **Assignments page**, click the **name of the folder** you want to access.

![Select the Folder](image)

Figure 70 - Select the Folder

2. On the **Submissions page**, select the **student(s)** you wish to publish feedback for (See Figure 71).

3. Click **Publish Feedback** (See Figure 71).

![Selecting Student for Feedback](image)

Figure 71 - Selecting Student for Feedback

4. A **confirmation** window will appear. Click **Yes**.

![Confirmation Window](image)

Figure 72 - Confirmation Window
Retracting Feedback Sent to Students

You can easily retract feedback that has been published to students.

1. From the Submissions page, click the Assignment’s file name for the student that you want to retract feedback.

![Figure 73 - Selecting the Assignment](image)

2. The Evaluate Submission screen will appear. Click the Retract button.

![Figure 74 - Retract Feedback](image)

3. A Confirmation window will appear. Click Yes to retract the feedback.

![Figure 75 - Retract Feedback Confirmation](image)

Resetting a Student Submission

Should a student wish to resubmit an assignment when only one submission to the folder is allowed, you will need to delete their original submission first before the student can resubmit.

1. From the Assignments page, click the folder you want to access.

![Figure 76 - Select the Folder](image)
2. The Submissions screen appears. Click the trash can next to the student’s submission you wish to delete.

![Figure 77 - Delete Student Submission](image)

3. A confirmation window will appear. Click Yes to delete.

![Figure 78 - Delete Submission Confirmation](image)

4. The submission has been deleted. The student will now be able to resubmit their assignment before the end date.

Updating Feedback Sent to Students

You can also update feedback that has already been published to students.

1. From the Submissions page, click the Assignment’s file name for the student that you want to update feedback on.

![Figure 79 - Selecting the Assignment](image)

2. The Evaluate Submission screen will appear. Make any edits necessary to the students’ feedback (i.e. attach new file, update past comment, etc).

3. Click Update.

![Figure 80 - Update Feedback](image)
Granting Extra Time for Students in the Assignment

The following explains how to allow specific students to have extra time to submit their assignment to the Assignment Folder:

1. From the Assignments page, click the drop-down arrow next to the folder to be edited (See Figure 81).
2. A drop-down menu will appear. Click the Edit Assignment button (See Figure 81).

![Figure 81 - Edit Assignment](image)

3. Click the Restrictions tab.

![Figure 82 - Restrictions Tab](image)

4. In the Special Access area, make sure Allow users with special access to submit files outside the normal availability dates for this folder is selected (See Figure 83).

5. Click Add Users to Special Access (See Figure 83).

![Figure 83 - Setting up Special Access](image)
6. The Special Access options appear. Set the **Date Availability** as desired.

![Figure 84 - Special Access Properties](image)

7. Scroll down and click the **checkbox(es)** next to students who will receive special access (See Figure 85).
8. Click **Save** (See Figure 85).

![Figure 85 - Special Access - Adding Users](image)

9. You will be returned to the Restrictions page. The name(s) of the student(s) receiving special access will appear under the **Add Users to Special Access** button (See Figure 86).

10. Click the **Save and Close** button in the lower-left area of the window (See Figure 86).

![Figure 86 - Special Access Created](image)

**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