D2L Brightspace
The Assignments Tool
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Introduction

The Assignment 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 Assignment 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 Assignment 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 Assignment
- Creating a folder
- Editing the Assignment
- Restoring deleted Assignment Submission folders
- 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 Assignment**

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 Assignment**

The following explains how to access the Assignment:

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

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

2. The *Assignment Submission Folders* page will appear.

![Figure 3 - Assignment Submission 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 Assignment Submission Folders screen, click New Submission Folder.

   ![New Submission Folder](image)

   **Figure 4 - New Submission Folder**

2. In the next screen that appears, enter a Name for the folder (See Figure 5).

   ![New Submission Folder Properties](image)

   **Figure 5 - New Submission Folder Properties**

3. Select if you want to enable OriginalityCheck (See Figure 5).

   **Note:** OriginalityCheck was formally known as Plagiarism Detection in previous versions of D2L Brightspace. Turnitin® is the system used to check submitted papers.

   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.*

4. Select the Category where the folder will be located (See Figure 5). If there is not a Category for this folder, follow the instructions below:
   a. Click New Category.
   b. In the window that appears, enter the Name for the Category.
   c. Click the Save button.
5. If you have the item listed in the grade book, click to select the **Grade Item** (See Figure 5).

6. Enter the **maximum points** students can receive for this assignment (See Figure 5).

7. If you have enabled **OriginalityCheck**, you will see the **Originality Check Options** near the bottom of your screen with the following options:
   a. **Originality Reports** - This setting cannot be adjusted. It will allow the instructor to see the originality reports.
   b. **Display** - Select this option if you want each student to see his or her originality report. Selecting the Display option also enables students to see the comments you may place in their assignments using Turnitin’s GradeMark function.
   c. **Frequency** - Select to either automatically check every paper for plagiarism or to individually identify specific papers that you want to check.
   d. **Check submissions against** - You have the option to check submitted papers against the following:
      i. Other papers in the Turnitin database.
      ii. Items on the Internet.
      iii. Periodicals, journals, and publications.
   e. **Index files for originality checking** - Select this option if you want to submit the work that your students have submitted to the Turnitin database.

8. Click the **Restrictions** tab.

9. Adjust the **Availability** as desired (See Figure 7):
   a. **Start Date** - Opens the Assignment to accept submissions from students (See Figure 7).
   b. **Due Date** - Tells students when the assignment is due, but does not close the Assignment. Students can still submit assignments after the *due date*, but they will be marked as late (See Figure 7).
   c. **End Date** - Closes the Assignment from accepting further submissions (See Figure 7).
10. Click the **Save and Close** button in the lower-left area of the window when done.

**Note:** When the *Start, Due, and End Dates* are selected and OriginalityCheck is enabled, any assignments submitted after the *Due Date* will not be submitted after the Due Date and will not be put through the OriginalityCheck unless you enable that feature.

**Adding the Assignment to a Module**

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

1. Click **Content**.

![Figure 8 - Accessing Content](image)

2. Click **Existing Activities** in the module you want to add to your Assignment.

![Figure 9 - Existing Activities](image)

3. From the drop-down menu, select **Assignments**.

![Figure 10 - Select Assignment](image)
4. From the Add Activity window, select the desired Assignment from the list.

![Figure 11 - Inserting Assignment](image)

5. You will be returned to the Content page.

6. Under your new Assignment, click Draft (See Figure 12).

7. Click Published to make the Assignment visible to students (See Figure 12).

![Figure 12 - Publishing an Assignment](image)

**Editing an Assignment**

The following explains how to edit an Assignment folder:

1. From the Assignment Submission Folders page, click the arrow icon to the right of the folder to be edited.

![Figure 13 - Editing Assignment Folders](image)

2. A drop-down menu will appear. Click the Edit Submission Folder button.

![Figure 14 - Edit Folder](image)
3. Make edits as necessary.
4. Click the **Save and Close** button in the lower-left area of the window when done.

![Save and Close](image)

**Figure 15 - Save and Close**

## Reordering Folders and Categories

The following explains how to reorder folders and categories:

1. From the **Assignment Submission Folders** page, click the **More Actions** button.

![Assignment Submission Folders](image)

**Figure 16 - More Actions**

2. From the drop-down menu, click **Reorder**.

![Selecting Reorder](image)

**Figure 17 - Selecting Reorder**

3. In the window that appears, adjust the **Sort Order** as desired (See Figure 18).
4. Click the **Save** button in the lower-left area of the window when done (See Figure 18).

![Setting the Sort Order](image)

**Figure 18 - Setting the Sort Order**
Deleting a Folder or a Category

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

1. From the Assignment Submission Folders page, Select the items that you want to delete.

   ![Figure 19 - Selecting Folders to Delete]

2. From the Assignment Submission Folders page, click the More Actions button.

   ![Figure 20 - More Actions]

3. From the drop-down menu, click Delete.

   ![Figure 21 - Deleting Folders/Categories]

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 *Assignment Submission Folders* page, click the **More Actions** button.

   ![More Actions](image1.png)
   
   **Figure 22 - More Actions**

2. The drop-down menu for **More Actions** appears. Click **Event Log**.

   ![Event Log](image2.png)
   
   **Figure 23 - Selecting Event Log**

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 Filters](image3.png)
   
   **Figure 24 - Deleted Filter**

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

   ![Restoring Deleted Folder](image4.png)
   
   **Figure 25 - 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.

   ![Assignments](image)
   Figure 26 - Assignments

2. The Assignment Submission Folders page will appear. In the right column, you can view the status of submitted files (See Figure 27):
   a. Total Files - Shows how many files have been submitted by students (See Figure 27).
   b. Unread Files - Shows how many submissions have not been read (See Figure 27).
   c. Flagged Files - Shows how many submissions you have flagged (See Figure 27).

   ![File Status](image)
   Figure 27 - File Status

3. From the Folder List, click the name of the Folder that you want to view.

   ![Accessing the Folder](image)
   Figure 28 - Accessing the Folder

4. Click the submitted file that you want to open.

   ![Accessing Submitted Assignments](image)
   Figure 29 - Accessing Submitted Assignments

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.
Providing a Grade and Feedback for a Submitted Assignment

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

1. Click Assignments.
2. From the Assignment Submission Folders page, click the title of the folder that you want to view.

![Select the Folder](image)

3. Click the Assignment’s file name for the student that you want to provide a grade and comments for.

![Selecting the Assignment](image)

4. The Evaluate Submission Screen will appear. The key options to highlight are (See Figure 32):
   a. Download the file to your computer (See Figure 32).
   b. Assign a grade to the student’s assignment (See Figure 32).
   c. Leave feedback for the student in the form of text, attached file, or recorded audio (See Figure 32).
   d. Publish the feedback for the student to see, or save it as a draft (See Figure 32).

![Evaluate Submission Screen](image)
5. After reviewing the student’s assignment, assign a grade and leave your feedback for the student in the Evaluation section.
6. If desired, you can attach a feedback file by clicking the Add a File button.
7. Click the Publish button in the lower-right area to save and send feedback to the student; or Click Save Draft to save your feedback, but not make it available for the student to see.

**Note:** When exporting items from a course to a file, the data will not be exported. For example, if you export an item in the Assignment, 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. Click Assignments.

   ![Assignments](image)

   **Figure 33 - Assignments**

2. From the Assignment Submission Folders page, click the title of the folder that you want to view.

   ![Folder Title](image)

   **Figure 34 - Folder Title**

3. In the Submissions drop-down, select the Users without submissions option.

   ![Users without submissions](image)

   **Figure 35 - Users without submissions**
4. Click the **Search** button.

![Figure 36 - Search](image)

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

![Figure 37 - Evaluate](image)

6. You may enter the student’s score in the **Score** field.

![Figure 38 - Score field](image)
7. Provide *Feedback* for the student in the **Feedback** field.

   ![Feedback Field](image)

   **Figure 39 - Feedback Field**

8. When you are ready to publish the student’s score and feedback, click the **Publish** button.

   ![Publish](image)

   **Figure 40 - Publish**

9. If you wish to save the feedback and score as a draft as to publish at a later date, click the **Save Draft** button.

   ![Publish](image)

   **Figure 41 - Save Draft**

**Viewing the Originality Report**

The following explains how to view the originality report:

1. From your *Course Home* page, click **Assignments** near the top of your window.
2. The *Assignment Submission Folders* page will appear on your screen. Click the **name of the folder** that you want to open.
3. The *Submissions* window will appear on your screen. As you scroll down the page, you will see the names of students in your class and any files that they have submitted.
4. In the *Turnitin Similarity* column, you will see the *Turnitin* reports. A color will appear and the percentage of plagiarism found in the submission will be listed.

   ![Originality Report](image)

   **Figure 42 - Originality Report**
5. To submit a student’s assignment for originality checking, click the icon in their report column.

**Note:** It may take a while for the results of the originality report to display. Figure 43 shows what the different colors mean in the *Report* column.

<table>
<thead>
<tr>
<th>Color</th>
<th>Meaning</th>
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<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 43 - Originality Report Color Codes

6. Click the **color** to open a detailed report.

![Figure 44 - Accessing Detailed Report](image)

7. If this is your first time using Turnitin, you will be taken to the *User Agreement* page. At this page, click **I Agree - Continue** to view the report.

8. The report from Turnitin will appear on your screen. Any potentially plagiarized text in the student paper will be color-coded.

9. You can look up the color in the *Match Overview* section to learn specific details about each area of text that has been flagged by Turnitin.

![Figure 45 - Turnitin Report](image)

**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 Assignment Submission Folders page, click the folder you want to access.

![Figure 46 - Select the Folder](image)

2. Select all the students you wish to download assignments for.

![Figure 47 - Selecting Students for Download](image)

3. Click the Download button.

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

5. Once the file has finished downloading, unzip the file in your computer.

6. You can now access each student’s assignment from the unzipped folder.

![Figure 48 - Unzipped Files](image)

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 Assignment Submission Folders page, click the name of the folder you want to access.

![Select the Folder](image)

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

![Add Feedback Files](image)

3. The Add Feedback Files window will appear. On your computer, navigate to the folder that contains your documents to be batch uploaded.
4. Drag and drop your files into the Multiple Files field.

![Multiple Files](image)

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

![Upload Successful](image)

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 Assignment Submission Folders page, click the name of the folder you want to access.
2. On the Submissions page, select the student(s) you wish to publish feedback for.

3. Click the Publish Feedback button.
4. A confirmation window will appear. Click Yes.

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.

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

3. A Confirmation window will appear. Click Yes to retract the feedback.
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 Assignment Submission Folders page, click the folder you want to access.

![Figure 56 - Select the Folder](image)

2. The Submissions screen appears. Click the trash can next to the student’s submission you wish to delete.

![Figure 57 - Delete Student Submission](image)

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

![Figure 58 - 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 the Update button.
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:

1. From the Assignment Submission Folders page, click the Edit Submission Folder icon for the folder that you want to edit.

![Figure 59 - Edit Option](image)

2. Click the Restrictions tab.

![Figure 60 - Restrictions Tab](image)

3. In the Special Access area, click Allow users with special access to submit files outside the normal availability dates for this folder.

![Figure 61 - Setting up Special Access](image)

4. Click the Add Users to Special Access button.
5. The Special Access options appear. Set the Date Availability as desired.

![Figure 62 - Special Access Properties](image)
6. Near the bottom of the screen, select the name(s) of the people who will receive special access.

![Figure 63 - Special Access - Adding Users](image)

7. Click the **Save** button near the bottom-right area of the screen.
8. The *Restrictions* options will appear. The name(s) of the student(s) receiving special access will appear under the *Special Access* area.
9. Click the **Save and Close** button in the lower-left area of the window.

### 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](mailto:service@kennesaw.edu)
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)