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 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 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 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).
3. Click the drop-down and select the category where the folder will be located (See Figure 5).
   a. Click New Category to create a new category for the assignment if needed (See Figure 5).
4. If you have the item listed in the grade book, click the drop-down and select the corresponding Grade Item (See Figure 5).
   b. Click New Grade Item to create a new grade item if needed (See Figure 5).
5. Enter the maximum points students can receive for this assignment (See Figure 5).
6. Click the Restrictions tab (See Figure 5).
7. The Submission Folder is Hidden from users by default. Uncheck the checkbox for users to see the Submission Folder (See Figure 6).

8. (Optional) Set a Start Date to begin accepting submissions from students (See Figure 6).

9. (Optional) Set a Due Date to indicate when the assignment is due, but does not close the Assignment.

Note: Students can still submit assignments after the due date, but they will be marked as late (See Figure 6).

10. (Optional) Set an End Date to prevent acceptance of further submissions after the due date (See Figure 6).

11. If you wish to enable OriginalityCheck, click the Turnitin tab. Otherwise, skip to step 17 (See Figure 6).

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

![Figure 6 - Adjusting Availability](image)

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.
12. Select the **checkbox** next to *Enable Turnitin for this folder* (See Figure 7).

   **Note:** DO NOT click on **More Options in Turnitin**. It is currently under development (See Figure 7).

13. (Optional) Select the **checkbox** under *Display*. This will allow learners to see the Turnitin similarity scores in their submission folder (See Figure 7).

14. Under *Frequency*, **Automatic** should be selected as the default setting (See Figure 7).

15. Under *GradeMark®*, select the **date** that you want students to view their feedback (See Figure 7).

   **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.

16. Your folder is now ready to receive submissions that will be reviewed using Turnitin. For more information on using Turnitin, please refer to the Turnitin documentation at [utis.kennesaw.edu/cdoc](http://utis.kennesaw.edu/cdoc).

17. At the bottom of the page, click **Save and close**.
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 9 - Accessing Content](image)

2. Click **Existing Activities** in the module you want to add to your Assignment (See Figure 10).

3. From the drop-down menu, select **Assignments** (See Figure 10).

![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 and your assignment will display in your selected module.

![Figure 12 - Assignment Added to Module](image)
Editing an Assignment Folder

The following explains how to edit an Assignment folder:

1. From the Assignment Submission Folders page, click the drop-down arrow next to the folder to be edited (See Figure 13).

2. A drop-down menu will appear. Click the Edit Submission Folder button (See Figure 13).

   ![Figure 13 - Edit Submission Folder](image)

3. Make edits as necessary.
4. Click the Save and Close button in the lower-left area of the window when done.

   ![Figure 14 - Save and Close](image)

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 (See Figure 15).
2. From the drop-down menu, click Reorder (See Figure 15).

   ![Figure 15 - Reorder](image)
3. In the window that appears, adjust the **Sort Order** as desired (See Figure 16).
4. Click the **Save** button when done (See Figure 16).

**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** to delete (See Figure 17).
2. Click the **More Actions** drop-down button (See Figure 17).
3. From the **drop-down** menu, click **Delete** (See Figure 17).
4. In the *Confirmation* window that appears, click the **Delete** button.

![Confirmation Message](image)

**Figure 18 - Confirmation Message**

### Restoring Deleted Folders

Deleted Assignment folders can be restored from the *Event Log*.

1. From the *Assignment Submission Folders* page, click the **More Actions** drop-down button (See Figure 19).
2. From the *drop-down* menu, click **Event Log** (See Figure 19).

![Event Log](image)

**Figure 19 - 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.

![Deleted Filter](image)

**Figure 20 - Deleted Filter**

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

![Restoring Deleted Folder](image)

**Figure 21 - 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**.

   ![Course Home - Content - Discussions - Assignments - Quizzes - Other - Classlist - Grades - Course Admin](image)

   **Figure 22 - Assignments**

2. The **Assignment Submission Folders** page will appear. In the right column, you can view the status of submitted files (See Figure 23):

   a. **Total Files** - Shows how many files have been submitted by students (See Figure 23).
   b. **Unread Files** - Shows how many submissions have not been read (See Figure 23).
   c. **Flagged Files** - Shows how many submissions you have flagged (See Figure 23).

3. From the **Folder List**, click the name of the **Folder** that you want to view (See Figure 23).

   ![Folder List](image)

   **Figure 23 - File Status**

4. The **Folder Submission view** will appear and all submitted assignments will be displayed by default. Scroll down and click the **submitted file** that you want to open.

   ![Folder Submission View](image)

   **Figure 24 - 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.

   **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 Assignment Submission Folders page, click the submitted file that you want to view.

![Figure 25 - Select the Folder](image)

3. The Evaluate Submission Screen will appear. The key options to highlight are (See Figure 26):
   a. Download the file to review and leave feedback on the assignment (See Figure 26).
   b. Assign a grade to the student’s assignment (See Figure 26).
   c. Leave feedback for the student as text (See Figure 26).
   d. If desired, you can attach a feedback file by clicking the Add a File button (See Figure 26).
   e. Publish the feedback for the student to export the grade to the gradebook (See Figure 26).
   f. You can also save the feedback and grade as a draft (See Figure 26).

![Figure 26 - 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 Assignment Submission Folders page appears. Under the Submissions drop-down, select Users without submissions (See Figure 27).

3. Click Search (See Figure 27).

4. 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 27 – Search Users Without Submissions**

**Figure 28 - Evaluate**
5. You may enter the student’s score in the **Score** field (See Figure 29).
6. Provide **Feedback** for the student in the **Feedback** field (See Figure 29).
7. When you are ready to publish the score and feedback, click the **Publish** button (See Figure 29).
8. If you wish to save the feedback and score to publish at a later date, click **Save Draft** (See Figure 29).

![Figure 29 – Evaluation on No Submission](image)

**Viewing the Originality Report**

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

![Figure 30 - Turnitin Similarity: In Progress](image)
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 31 for more information on the Originality Report Color Codes.

<table>
<thead>
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<th>Originality Report Color Codes</th>
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<tr>
<td><strong>Color</strong></td>
<td><strong>Meaning</strong></td>
</tr>
<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 31 - Originality Report Color Codes

Once you are ready to view the Similarity Report:

1. Click on the percentage bar to navigate to Feedback Studio. This will open in a new window.

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

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

![Figure 34 - Select the Folder](image)

2. Select the students you wish to download assignments for by clicking their checkbox (See Figure 35).

3. Click the Download button (See Figure 35).

![Figure 35 - 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 36 - 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 37 - 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 *Assignment Submission Folders* page, click the **name of the folder** you want to access.

![Select the Folder](image)

**Figure 38 - Select the Folder**

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

![Add Feedback Files](image)

**Figure 39 - Add Feedback Files**

3. The *Add Feedback Files* window appears. Drag and drop your **files** into the *Upload* field (See Figure 40).

4. Click the **Add** button (See Figure 40).

![Multiple Files](image)

**Figure 40 - 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.

![Upload Successful](image1)

**Figure 41 - 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 **Assignment Submission Folders** page, click the **name of the folder** you want to access.

![Select Folder](image2)

**Figure 42 - Select the Folder**

2. On the **Submissions** page, select the **student(s)** you wish to publish feedback for (See Figure 43).

3. Click **Publish Feedback** (See Figure 43).

![Select Student](image3)

**Figure 43 - Selecting Student for Feedback**

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

![Confirmation Window](image4)

**Figure 44 - 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 45 - Selecting the Assignment](image)

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

![Figure 46 - Retract Feedback](image)

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

![Figure 47 - 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 Assignment Submission Folders page, click the folder you want to access.

![Figure 48 - Select the Folder](image)
2. The Submissions screen appears. Click the trash can next to the student’s submission you wish to delete.

![Figure 49 - Delete Student Submission](image)

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

![Figure 50 - 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 51 - 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 52 - 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 Assignment Submission Folders page, click the drop-down arrow next to the folder to be edited (See Figure 53).

2. A drop-down menu will appear. Click the Edit Submission Folder button (See Figure 53).

3. Click the Restrictions tab.

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 55).

5. Click Add Users to Special Access (See Figure 55).
6. The *Special Access* options appear. Set the **Date Availability** as desired.

![Special Access Properties](image)

**Figure 56 - Special Access Properties**

7. Scroll down and click the **checkbox(es)** next to students who will receive special access (See Figure 57).
8. Click **Save** (See Figure 57).

![Special Access - Adding Users](image)

**Figure 57 - Special Access - Adding Users**

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 58).

10. Click the **Save and Close** button in the lower-left area of the window (See Figure 58).

![Special Access Created](image)

**Figure 58 - Special Access Created**

### 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