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.
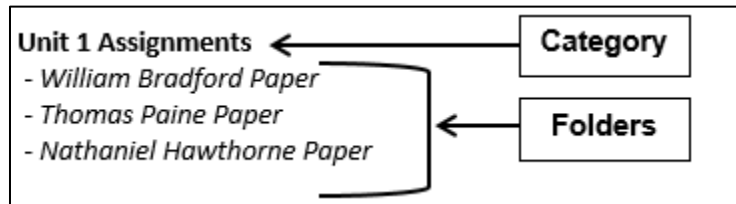

Figure 1 - Example Assignment Organization

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

2. The *Assignments* page will appear.

Figure 3 - Assignments Folder Page

Creating an Assignment 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

2. In the next screen that appears, enter a **Name** for the folder (See Figure 5).
3. Under *Instructions*, enter any instructions for completing the assignment that will be displayed to students (See Figure 5).
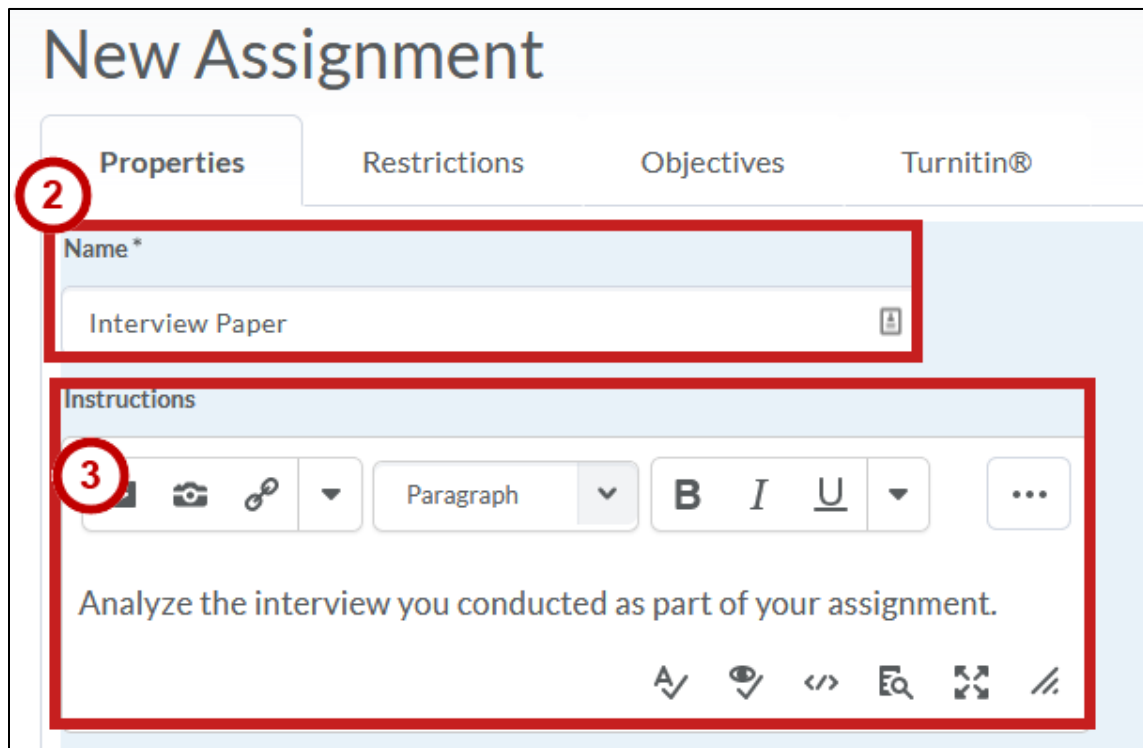

Figure 5 - New Assignment: Name

4. Under *Assignment Type*, select if this is an **individual assignment** or **group assignment** (See Figure 6).
   a. If *group assignment* is selected, you can **assign the assignment** to an existing group (See Figure 6).
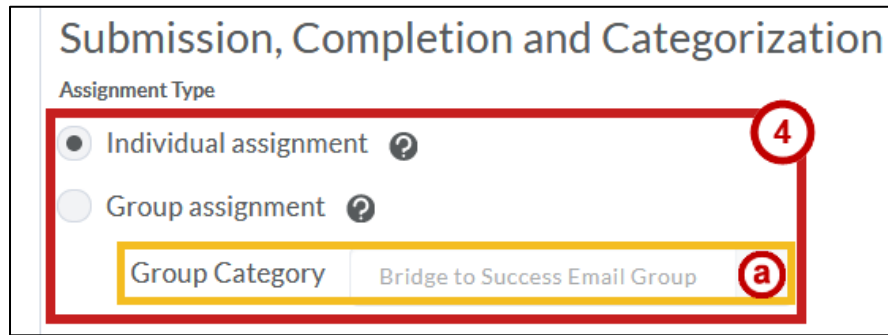

Figure 6 - Assignment Type

5. *Submission Type*: click the **drop-down** to select how students can submit an assignment (See Figure 7):
   a. *File submission*: students will upload their assignment to the folder being created (See Figure 7).

   b. *Text submission*: students will type out their assignment within a text field in D2L Brightspace and submit through the assignment folder (See Figure 7).

   c. *On paper submission*: students will submit their paper in-person to the professor (See Figure 7).
   d. *Observed in Person*: students will complete the assignment in class (See Figure 7).

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.

Note: Turnitin will not work with *On paper submissions* and *Observed in Person*.
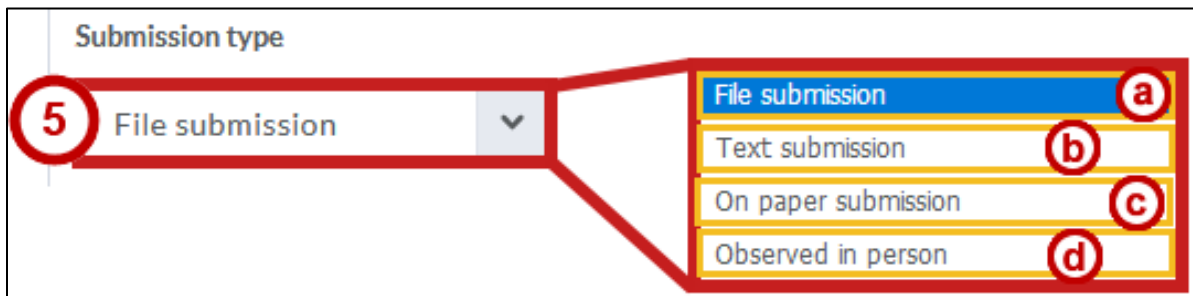

Figure 7 - Submission Type

6. *Files Allowed Per Submission*: select if the student will be able to submit **more than once (Unlimited)** or only **one file** (See Figure 8).

7. *Submissions*: select how the assignment will handle multiple submissions (See Figure 8).
8. *Notification Email*: enter an email to be notified when someone submits an assignment (See Figure 8).
9. Under *Category*, click the **drop-down** to assign the assignment to a pre-existing category (See Figure 8).
   a.   If no category exists, click **New Category** to create a new category (See Figure 8).

Figure 8 – Submission, Completion and Categorization

10. Enter the **maximum points** students can receive for this assignment (See Figure 9).
11. If the item is listed in the grade book, click the **drop-down** to select the **Grade Item** (See Figure 9).
   a.   Click **New Grade Item** to create a new grade item if needed (See Figure 9).
12. Click **Save** (See Figure 9).

Figure 9 - Evaluation and Feedback

13. The *Assignment* will be saved and you will be returned to the top of the screen. Click **Restrictions**.
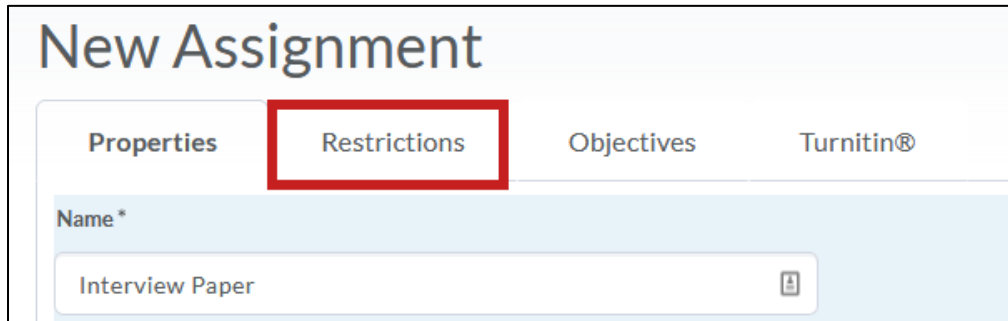

Figure 10 - Restrictions Tab

14. The *Restrictions* tab opens. The Submission Folder will be *Hidden from users* by default. **Uncheck** the checkbox to unhide the Submission Folder (See Figure 11).

15. *(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 11).
16. *(Optional)* Set a **Start Date** to begin accepting submissions from students (See Figure 11).
17. *(Optional)* Set an **End Date** to close the submission folder after the due date (See Figure 11).
18. If you wish to enable *OriginalityCheck*, click the **Turnitin** tab. Otherwise, skip to step 24 (See Figure 11).

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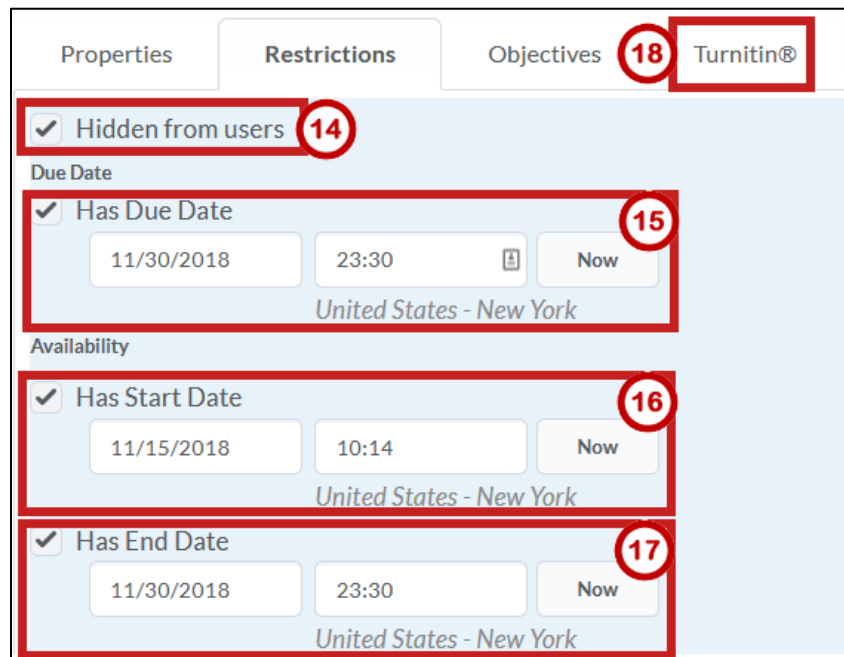

Figure 11 - Adjusting Availability

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.*

19. The *Turnitin Integration* tab opens. Click the **checkbox** next to *Enable GradeMark for this folder* (See Figure 12).

Note: Additional options will be grayed out unless *Enable GradeMark for this folder* is checked.
Note: If this is a group assignment, all members of the group will be able to see the Grademark results.

20. Under *Transfer*, select to have grades **automatically** or **manually** sync as draft (See Figure 12).
21. Click the **checkbox** next to *Enable Originality Check for this folder* to enable (See Figure 12).

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

22. (Optional) Select the **checkbox** under *Display*. This will allow learners to see the Turnitin similarity scores in their submission folder (See Figure 12).

23. Under *Frequency*, **Automatic** should be selected as the default setting (See Figure 12).

24. (Optional) Click **More Options in Turnitin** to access additional options (See *More Options in Turnitin* for an overview of Turnitin options) (See Figure 12).
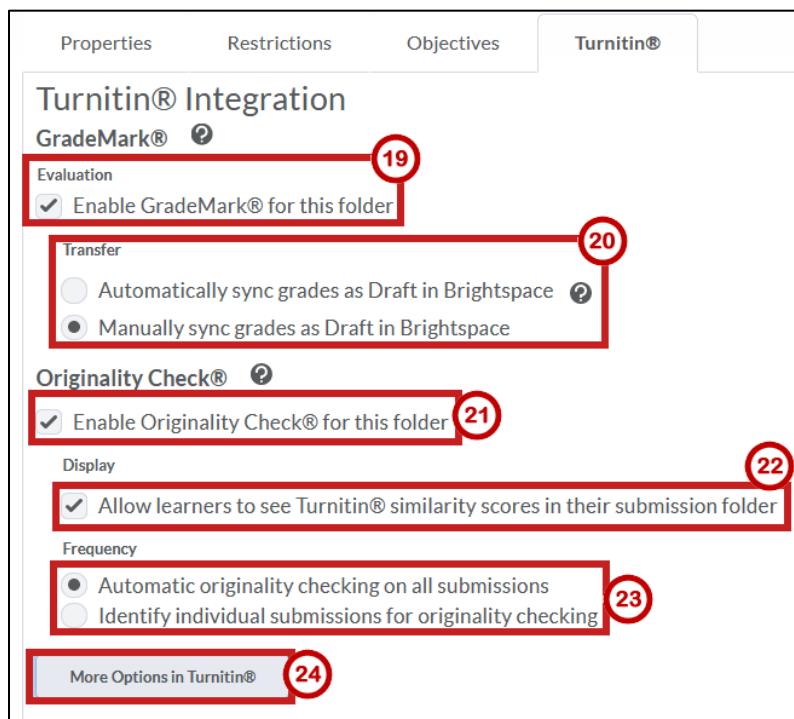

Figure 12 - Turnitin Integration Options

25. 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.

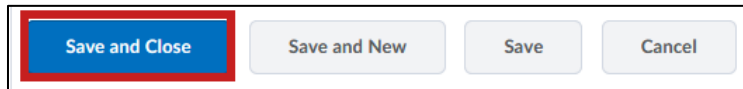26. At the bottom of the page, click **Save and Close**.

Figure 13 - Save and Close

More Options in Turnitin

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

1. After accessing *More Options in Turnitin* (See step 24 in the *Creating an Assignment* Folder section), you will be presented with a EULA. Click **I Agree** to progress.
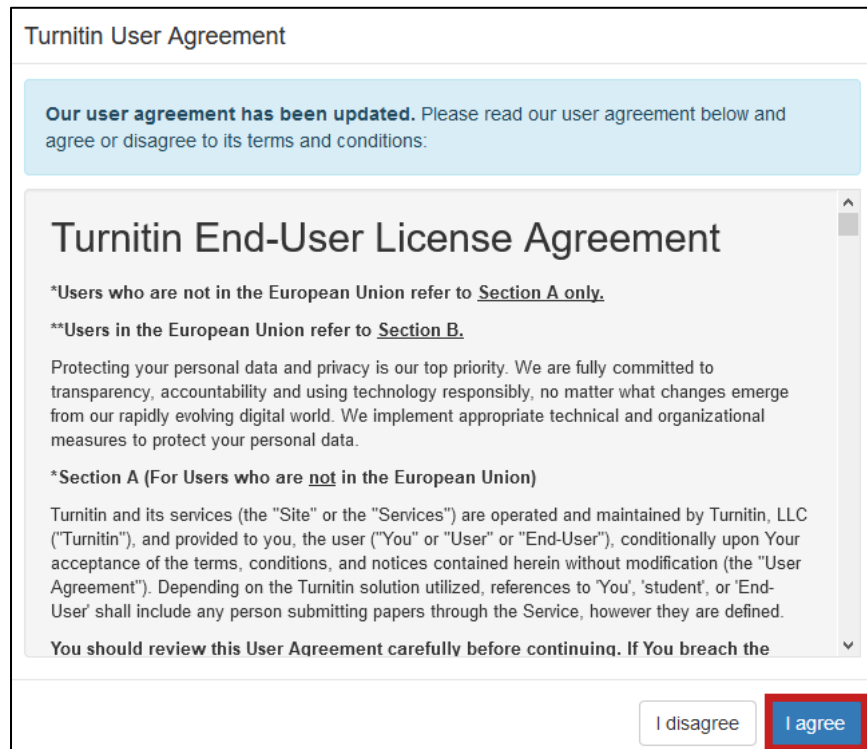

Figure 14 - Turnitin EULA

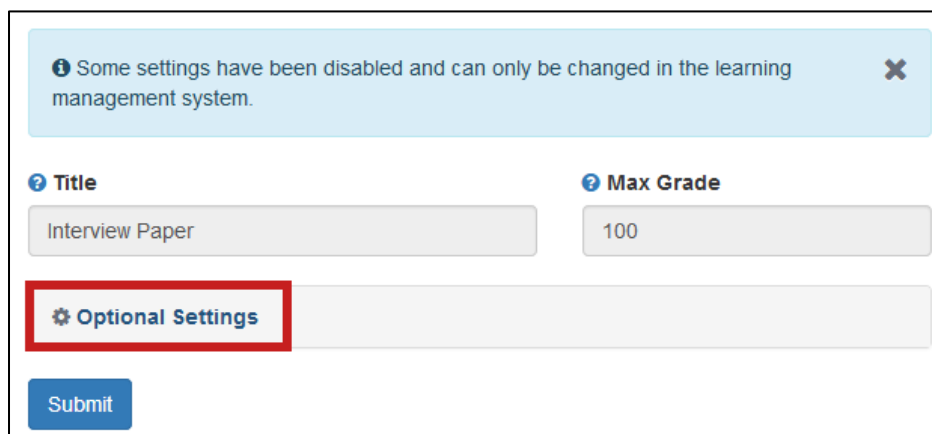2. The *More Options* window will display. Click **Optional Settings**.

Figure 15 - Optional Settings

3. Under *Submission settings*, click the **drop-down** to make a selection (See Figure 16):

    a. *Standard paper repository*: documuments submitted will be added to a repository and will be used to make similarity checks against any documents submitted in the future (See Figure 16).

    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 16).

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**.
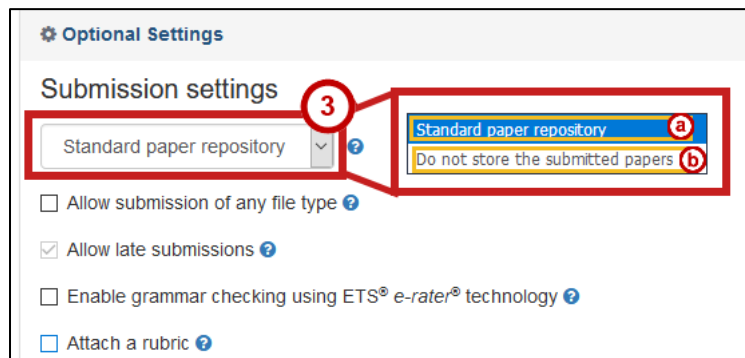
Figure 16 - Submission Settings

4. Under *Compare against*, click the **checkboxes** next to options you wish to enable (See Figure 17).
5. Under *Similarity Report*, click the **drop-down** to make a selection (See Figure 17):
    a. *Generate reports immediately (Students cannot resubmit)* (See Figure 17).

    b. *Generate reports immediately (Student can resubmit until due date): After 3 resubmissions, reports generate after 24 hours* (See Figure 17).

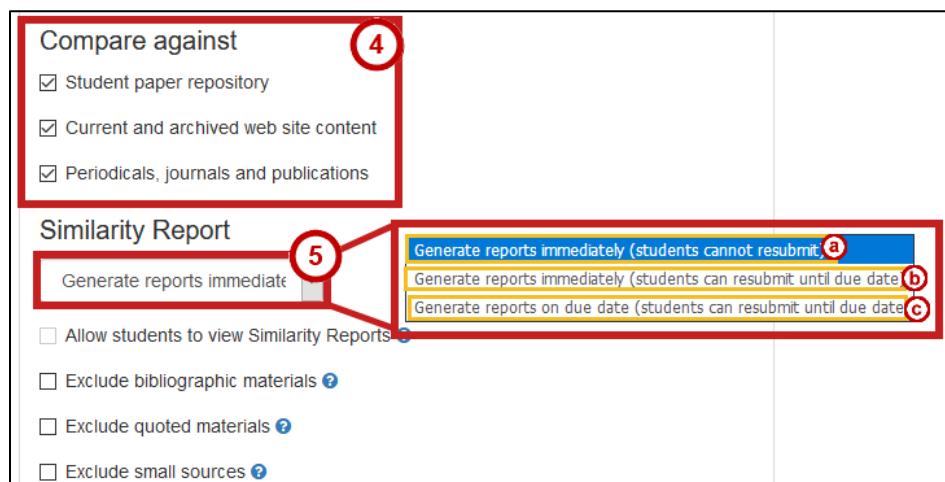   c. *Generate reports on due date (Students can resubmit until due date)* (See Figure 17).

Figure 17 - Compare Against and Similarity Report

6. Click the **checkbox** to *Save these settings for future use* (See Figure 18).
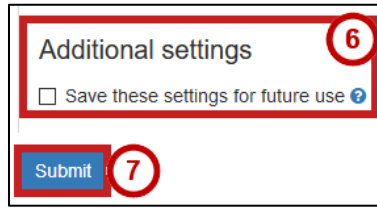7. Click **Submit** (See Figure 18).

Figure 18 - Additional Settings

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 19 - Accessing Content

2. Click **Existing Activities** in the module you want to add to your Assignment (See Figure 20).
3. From the *drop-down menu*, select **Assignments** (See Figure 20).
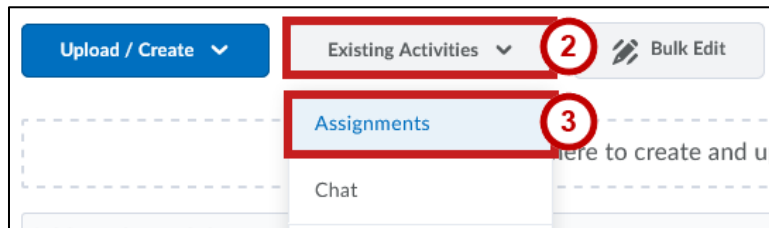
Figure 20 - Select Assignment

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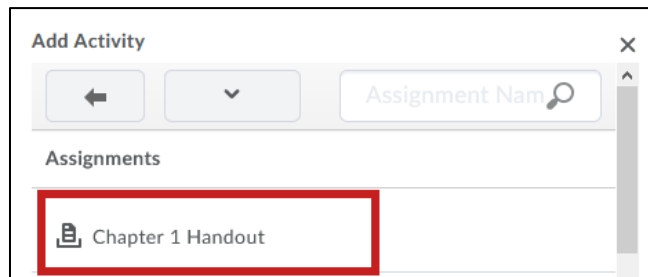

Figure 21 - Inserting Assignment

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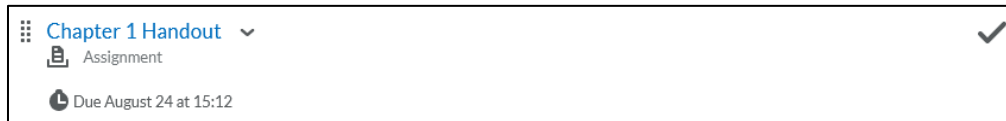

Figure 22 - Assignment Added to Module

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 23).

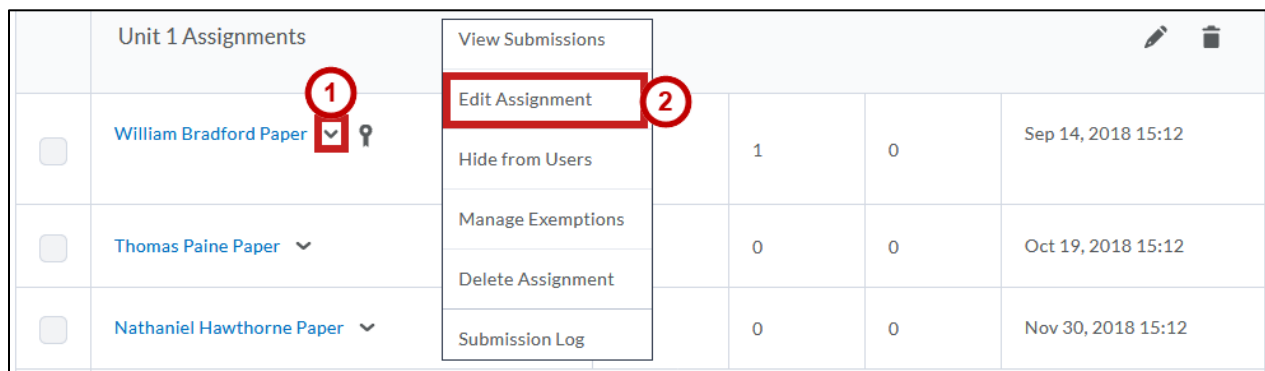2. A *drop-down menu* will appear. Click the **Edit Assignment** button (See Figure 23).

Figure 23 - Edit Submission Folder

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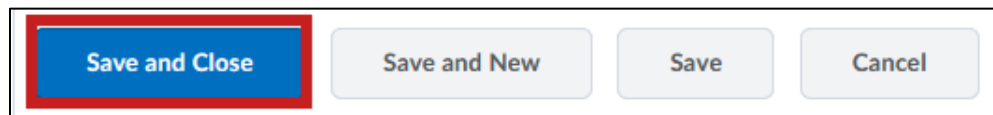

Figure 24 - Save and Close

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 25).
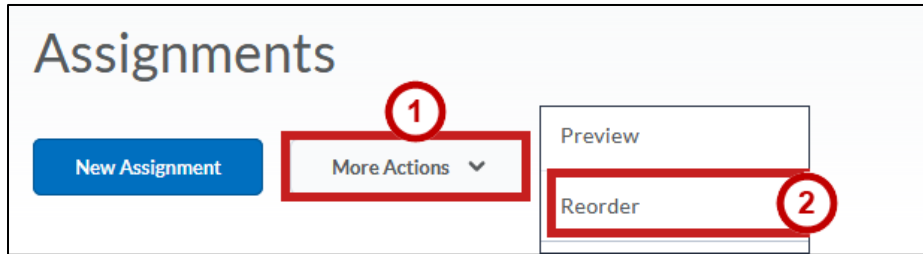2. From the *drop-down menu*, click **Reorder** (See Figure 25).

Figure 25 - Reorder

3. In the window that appears, adjust the **Sort Order** as desired (See Figure 26).
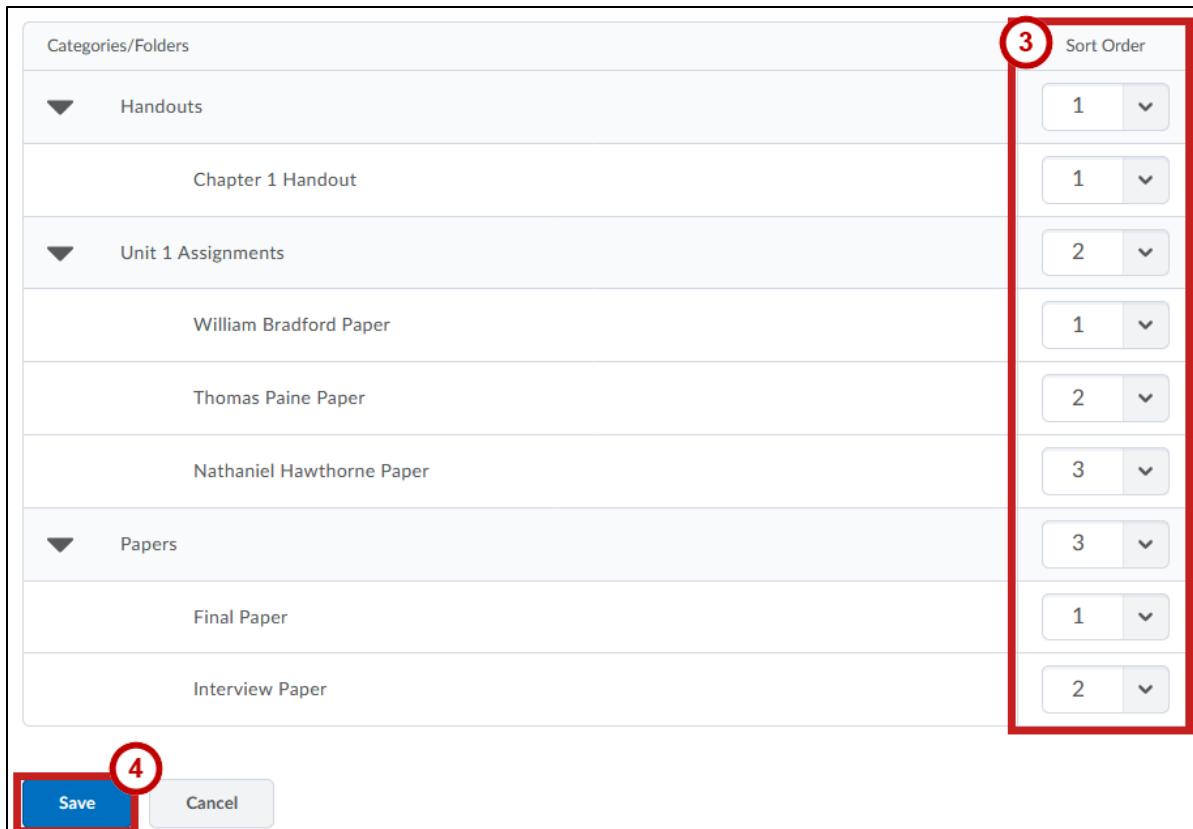4. Click the **Save** button when done (See Figure 26).

Figure 26 - Setting the Sort Order

Deleting an Assignment 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 27).
2. Click the **More Actions** drop-down button (See Figure 27).
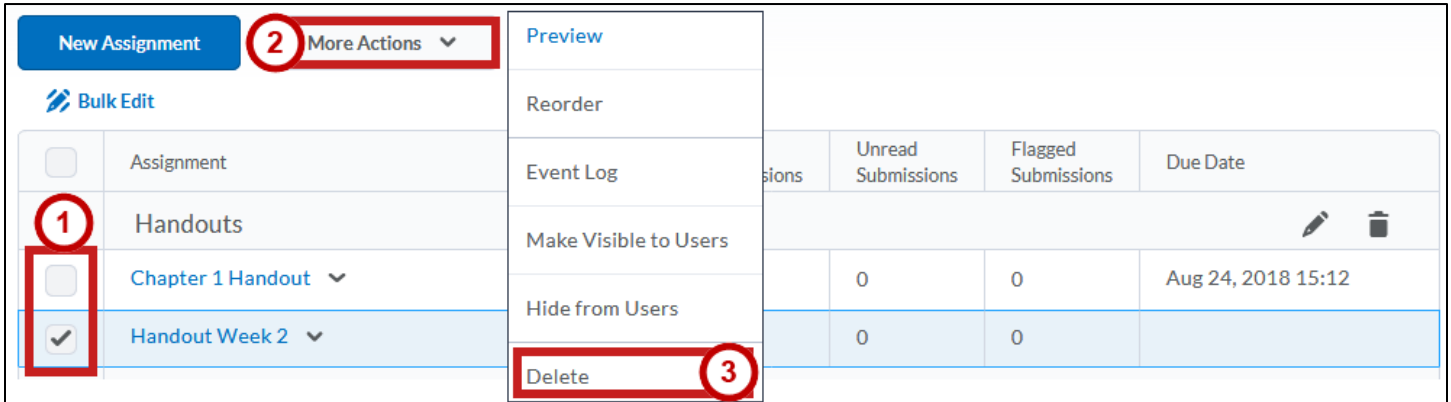3. From the *drop-down* menu, click **Delete** (See Figure 27).

Figure 27 - Selecting Folders to Delete

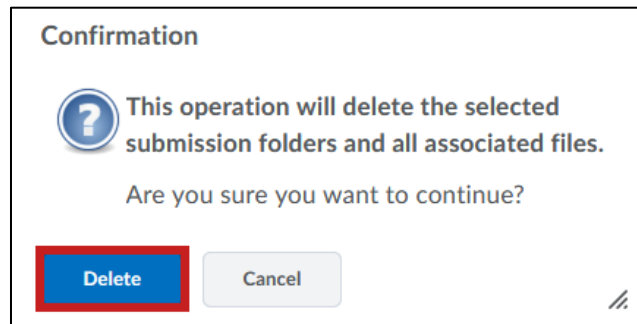4. In the *Confirmation* window that appears, click the **Delete** button.

Figure 28 - Confirmation Message

Restoring Deleted Assignment 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 29).
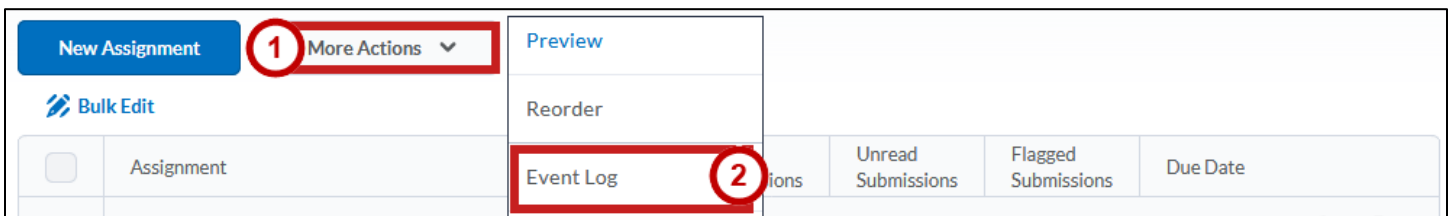2. From the *drop-down* menu, click **Event Log** (See Figure 29).

Figure 29 - 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.
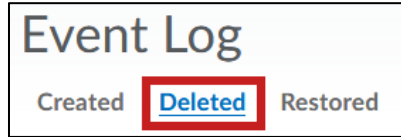

Figure 30 - Deleted Filter

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

Figure 31 - Restoring Deleted Folder

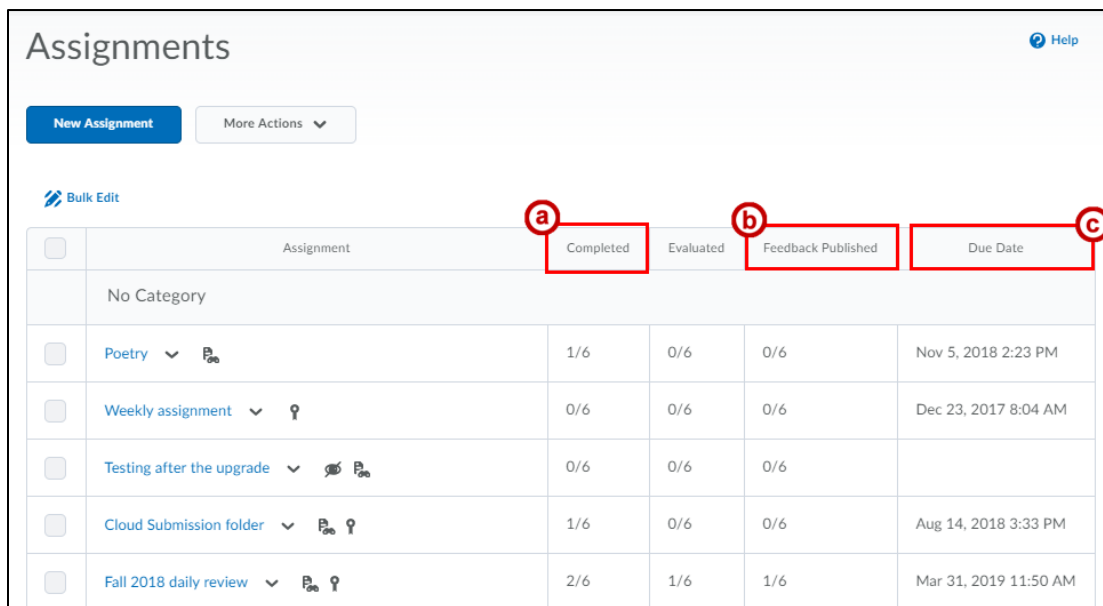5. The folder is restored. Click **Assignments** in the *Navbar* to display the list of folders.

Viewing Submitted Assignments

There are some improvements to the Assignment list view. When accessing assignments, the list view displays updated information for instructors and students. The following explains how to view assignments that have been submitted to the Assignment by your students:

1. Click **Assignments** in the *Navbar.*

Figure 32 - Assignments

2. Instructors see:
   a. **Completed** – Shows the number of learners who have completed the assignment (See Figure 33).
   b. **Feedback Published** – Shows the number of learners who have had the feedback published (See Figure 33).
   c. **Due Date** – Indicates the due date for the assignment (See Figure 33).

Figure 33 - List View

3. From the *Folder List*, click the name of the **Folder** that you want to view (See Figure 34).
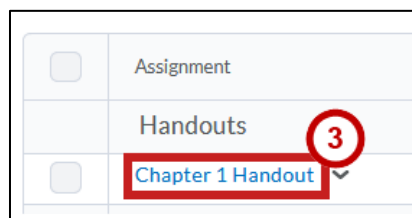

Figure 34 - File Status

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 35 - Accessing Submitted Assignments

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.

Figure 36 - Select the Student/Submitted File

3. The *Evaluate Submission* Screen will appear. The key options to highlight are (See Figure 37):
   a. **Download** the file to review and leave feedback on the assignment (See Figure 37).
   b. The **Annotations toolbar** is available at the top of the document, here you can: (See Figure 37).
      i. Click to use the **Pen** or **Highlighter** tool.
      ii. Add a **Note** to the document.
      iii. Add a **Text box** to the document.
      iv. Draw a **Line**, **Arrow**, or **Rectangle**.
      v. **Print** the document.
      vi. **Search** within the document.
      vii. **Download** the document.
   c. Click **Launch Turnitin** to open Turnitin (See Figure 37).
   d. Click to access the **Rubric** attached to the assignment (See Figure 37).
   e. Enter the assignment **score** here (See Figure 37).
   f. Leave **feedback** for the student as text (See Figure 37).
   g. If desired, you can attach a feedback file by clicking the **Add a File** button (See Figure 37).

h. **Publish** the feedback for the student to export the grade to the gradebook (See Figure 37).

i. You can also save the feedback and grade as a draft by clicking **Save Draft** (See Figure 37).

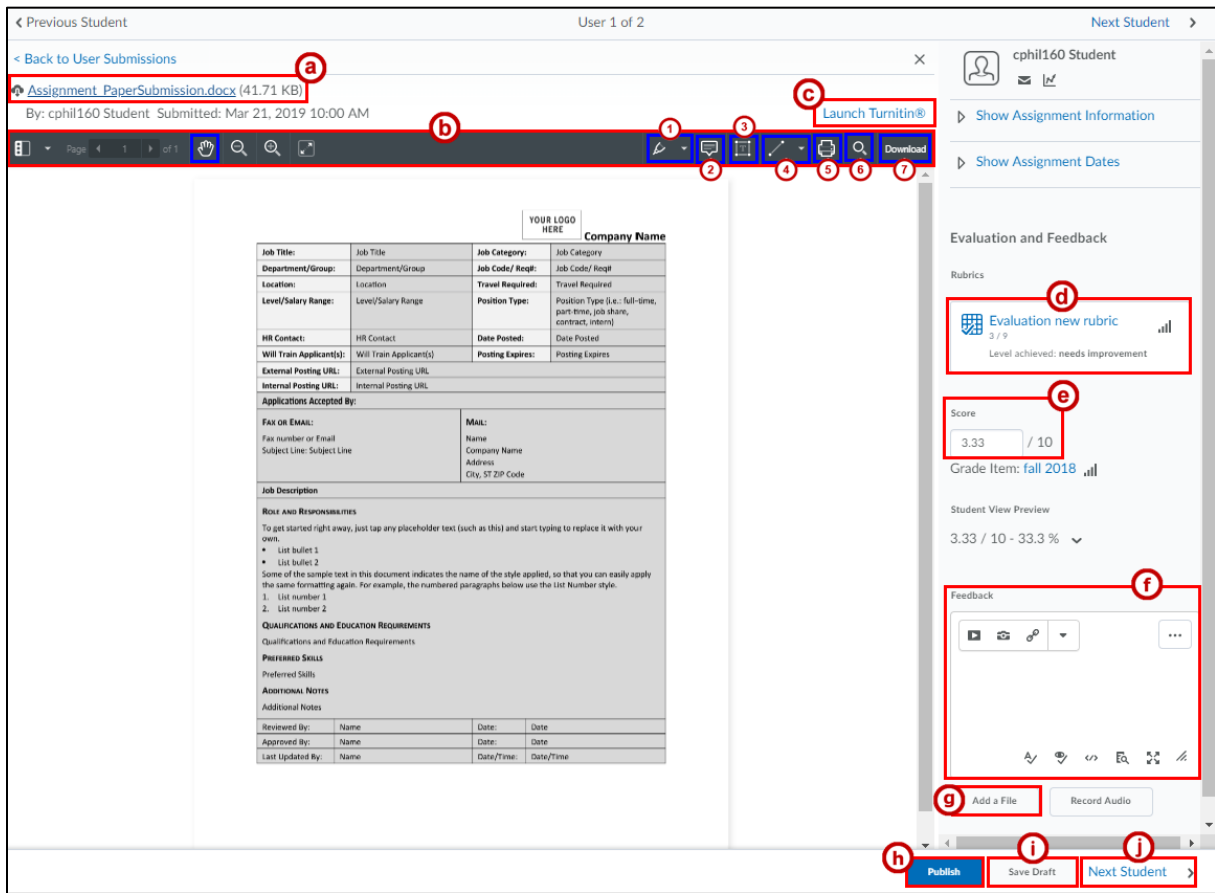j. Click **Next Student** to move on to reviewing the next student submission (See Figure 37).

Figure 37 - Evaluate Submission Screen

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**.
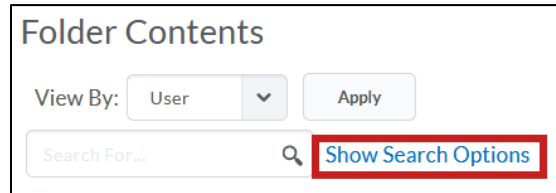
Figure 38 - Show Search Options

3. Under the *Submissions* drop-down, select **Users without submissions** (See Figure 39).
4. Click **Search** (See Figure 39).
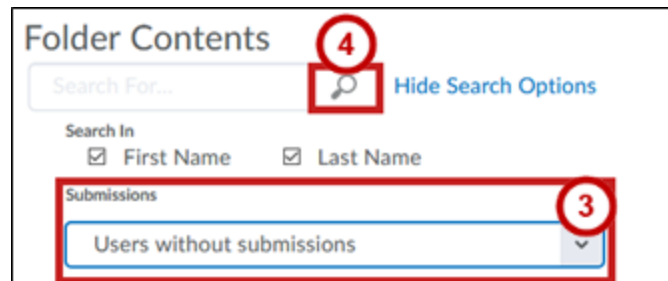
Figure 39 – Search Users Without Submissions

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.
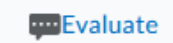
Figure 40 - Evaluate

6. You may enter the student's score in the **Score** field (See Figure 41).
7. Provide *Feedback* for the student in the **Feedback** field (See Figure 41).
8. When you are ready to publish the score and feedback, click the **Publish** button (See Figure 41).
9. If you wish to save the feedback and score to publish at a later date, click **Save Draft** (See Figure 41).
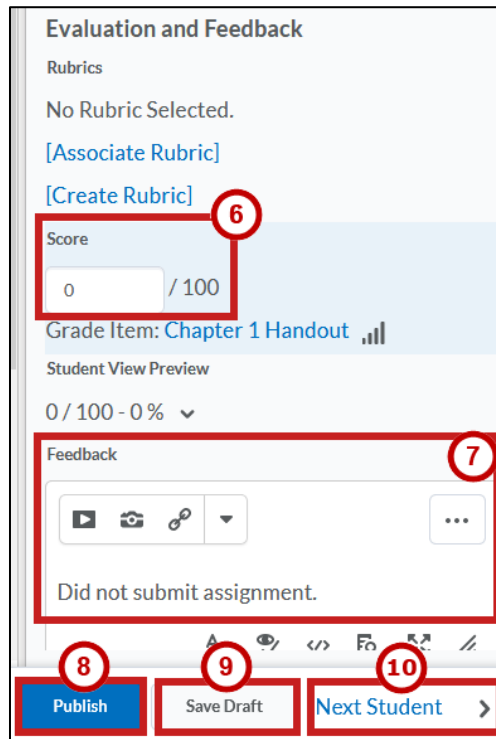10. To move on to the next student, click **Next Student** (See Figure 41).

Figure 41 – 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.

Figure 42 - 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 43 for more information on the *Originality Report Color Codes*.

Originality Report Color Codes	
Color	**Meaning**
Red	75% - 100% potential plagiarism found.
Orange	50% - 74% potential plagiarism found.
Yellow	25% - 49% potential plagiarism found.
Green	One word -24% potential plagiarism found.
Blue	No potential plagiarism found.

Figure 43 - Originality Report Color Codes

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

1. Click the **percentage bar** to navigate to *Feedback Studio*.
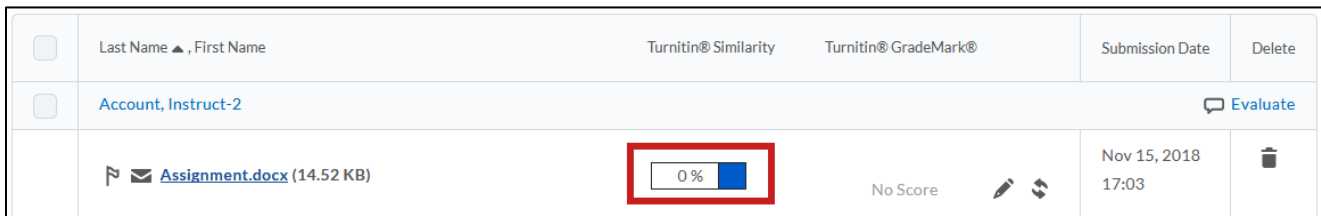
Figure 44 - Click on the Percentage Bar

2. The *Turnitin Feedback Studio* will appear and show the similarity report. Review the **Similarity Report**.
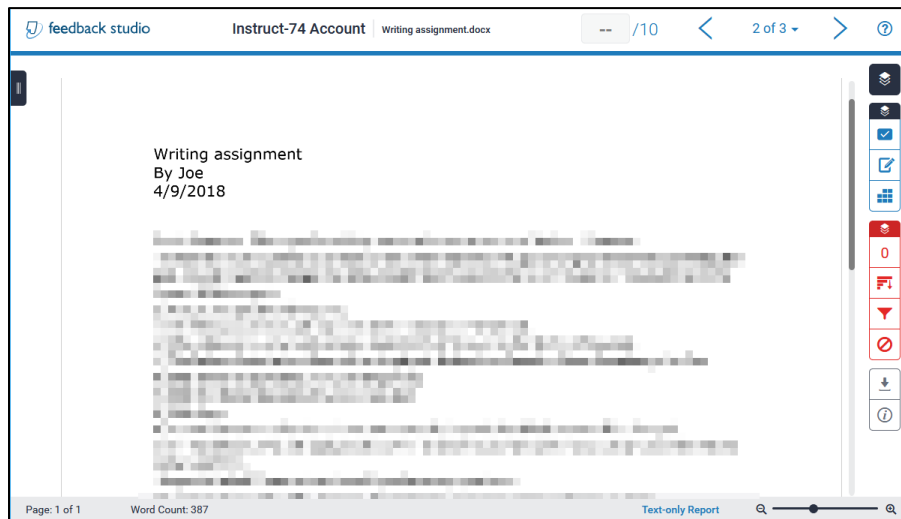
Figure 45 - Similarity Report

3. For additional information on how to navigate the Similarity Report, using the built-in features, refer to the Turnitin guide on the UITS Documenation Center at uits.kennesaw.edu/cdoc.
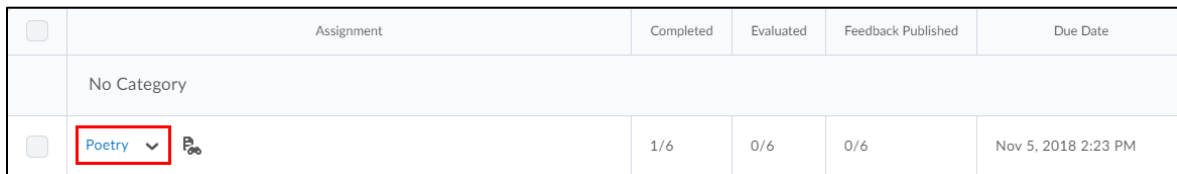
Note: Be aware that even though some students may have a high percentage of potential plagiarism detected in a paper, it does not necessarily mean that they have cheated. Instructors should check each individual paper to make certain that students have properly cited the submitted papers.

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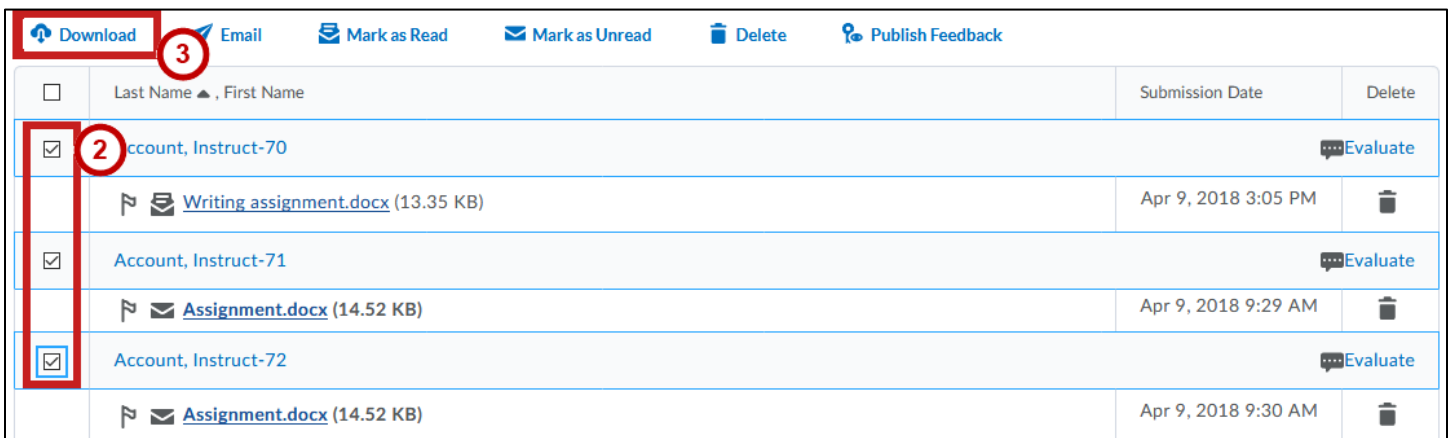
1. From the *Assignments* page*,* click the **folder** you want to access.

Figure 46 - Select the Folder

2. Select the students you wish to download assignments for by clicking their **checkbox** (See Figure 47).
3. Click the **Download** button (See Figure 47).

Figure 47 - Selecting Students for Download

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.
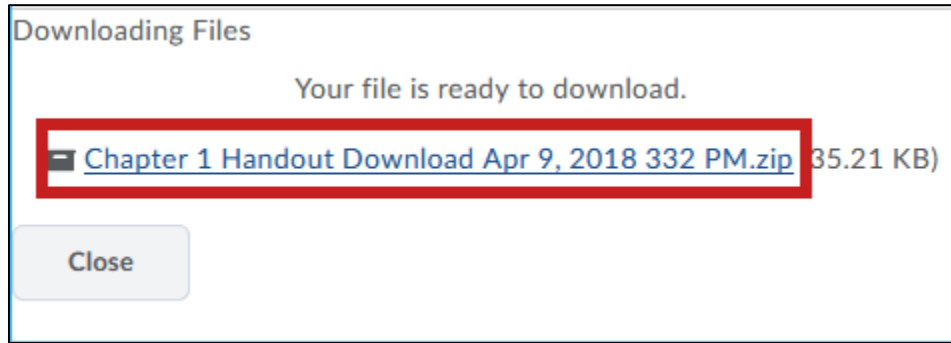

Figure 48 - Download Zip File

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.

Figure 49 - 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.

Figure 50 - Select the Folder

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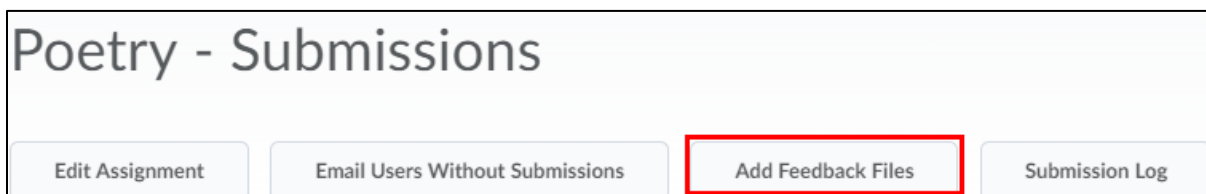

Figure 51 - Add Feedback Files

3. The *Add Feedback Files* window appears. Drag and drop your **files** into the *Upload* field (See Figure 52).
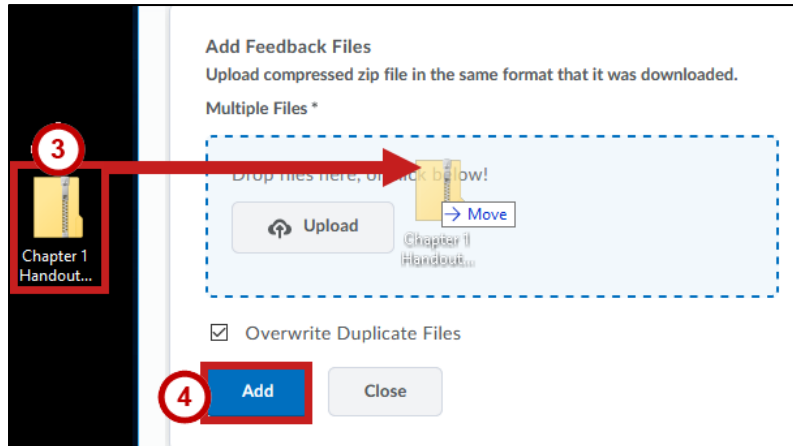4. Click the **Add** button (See Figure 52).

Figure 52 - 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.
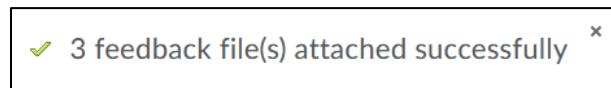

Figure 53 - Upload Successful

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.

Figure 54 - Select the Folder

2. On the *Submissions* page, select the **student(s)** you wish to publish feedback for (See Figure 55).
3. Click **Publish Feedback** (See Figure 55).

Figure 55 - Selecting Student for Feedback

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

Figure 56 - Confirmation Window
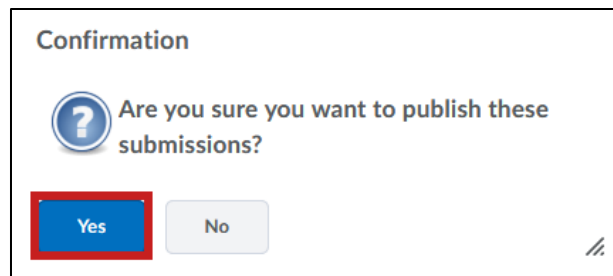
Retracting Feedback Sent to Students

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 57 - Selecting the Assignment

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

Figure 58 - Retract Feedback

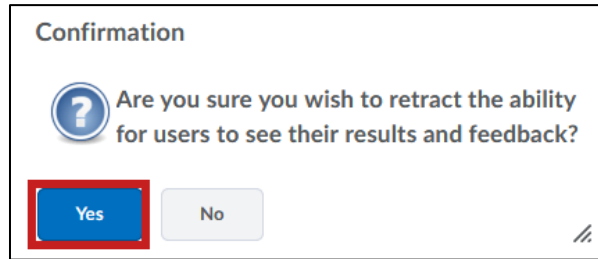3. A *Confirmation* window will appear. Click **Yes** to retract the feedback.

Figure 59 - Retract Feedback Confirmation

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 60 - Select the Folder

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

Figure 61 - Delete Student Submission

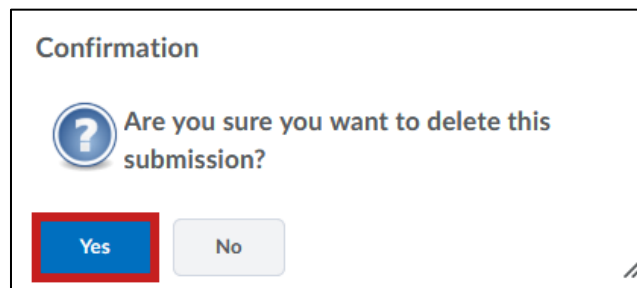3. A *confirmation* window will appear. Click **Yes** to delete.

Figure 62 - Delete Submission Confirmation

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.

☐	Account, Instruct-70		Published:Apr 9, 2018 3:49 PM	
	⚑ ✉ Writing assignment.docx (13.35 KB)		Apr 9, 2018 3:05 PM	🗑

Figure 63 - Selecting the Assignment

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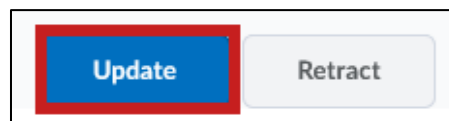
3. Click **Update**.

Figure 64 - Update Feedback

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 65).
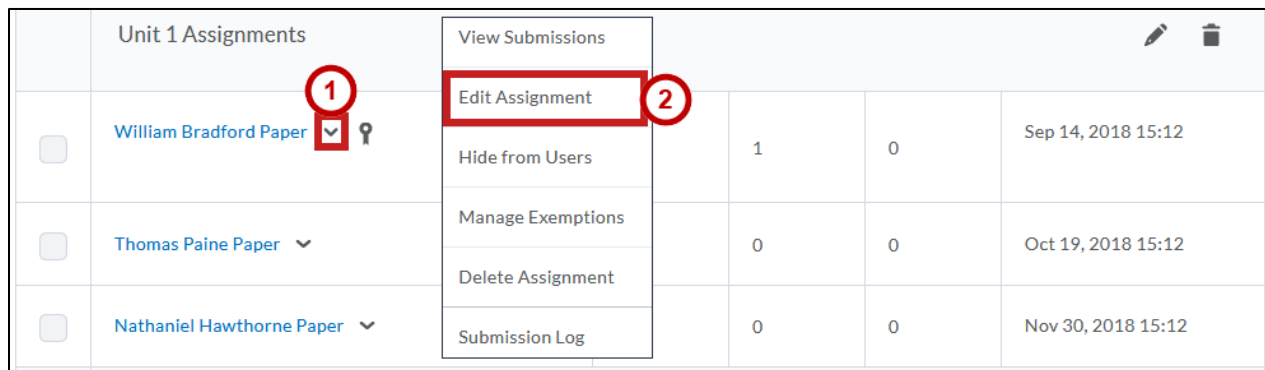2. A *drop-down menu* will appear. Click the **Edit Assignment** button (See Figure 65).

Figure 65 - Edit Assignment

3. Click the **Restrictions** tab.

Figure 66 - 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 67).

5. Click **Add Users to Special Access** (See Figure 67).

Figure 67 - Setting up Special Access

6. The *Special Access* options appear. Set the **Date Availability** as desired.

Figure 68 - Special Access Properties

7. Scroll down and click the **checkbox(es)** next to students who will receive special access (See Figure 69).
8. Click **Save** (See Figure 69).

Figure 69 - 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 70).

10. Click the **Save and Close** button in the lower-left area of the window (See Figure 70).

Figure 70 - 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