Topic: Grading Assignment Submissions

You can review student submissions and enter the grades and feedback directly in the Assignment. To do this, you need to be sure to associate the Assignment folder to a grade item in the Gradebook.

Associating With Grade Items

Click on Assignments from the Assessments dropdown menu on the navigation bar.

Once in the Assignment page, click the dropdown menu on desired Assignment name.

Select the pencil tool (edit icon) for the Assignment folder that you wish to use.

From the Properties tab, scroll down to Grade Item.
If you have already created the grade item in the Grades tool, you can select that Grade Item from the dropdown menu.

If you need to create the Grade Item, click [New Grade Item].

Complete the New Grade Item form to create your grade item for this Assignment folder.

Note: At minimum, you have to enter a **Name** and the **Max Points** for the assignment (e.g., 100 points). You can edit this grade item later if necessary.

**Note:** You can also add **Restrictions** and **Objectives** for grade items.
**View and Grade Submissions in Assignments**

**Filtering & Sorting Submissions**

You may want to filter/sort results to view submissions in a desired order. You can filter or sort submissions by Name, Date, Groups, and more. After choosing the Assignment you want,
Viewing Submissions

Click the Assignment name to look at and grade submissions from students.

Scroll down on this page; you should see students enrolled in the class and their submissions to the Assignment if they have made one.

Flagging submissions can be used as a visual cue to keep track of submissions.
Grading and Feedback

To grade and leave feedback for user submissions, click **Grade and Leave Feedback** in the submission window.

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade and Leave Feedback</td>
<td>May 1, 2013 2:03 PM</td>
</tr>
<tr>
<td>Grade and Leave Feedback</td>
<td>May 1, 2013 2:04 PM</td>
</tr>
</tbody>
</table>

A new page will open. In this page you will see:

- Submission History
- Folder Information and Dates
- Rubrics (if associated)
- Score
- Feedback
- File attachment.

Viewing/Downloading Options

You can view all submissions by the student for a certain Assignment. Here you are allowed to download either one or all files the student submitted.

Click **Folder Submission History** to view all submissions and their timestamps by students.
Feedback

To add feedback for students, go in the evaluation window, and go to Feedback.

Attaching Files

You may also provide feedback by directly annotating the submitted document. To do this, you will need to save the student’s submission (to your H drive, a flash drive, or other space), add your annotations, and attach back to that student’s Feedback area.

To attach files to an Assignment, click Add a File under the feedback textbox.

Follow the prompts to attach.

Using Rubrics

To associate a rubric or create a rubric to be used with the Assignment, click one of the below links in the page.
To learn how to use rubrics, check out the D2L Brightspace Faculty Rubric Tutorial.

Once you’re done grading, writing feedback, and evaluating, select **Publish**, **Save Draft**, or **New Student** in the grading window.

**Publish**: Publishes all feedback and evaluations to student’s submission(s)

**Save Draft**: Saves a temporary draft.
For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.