Topic: Feedback for Non-submissions and External submissions

With the upgrades brought by D2L Brightspace, professors can now provide feedback for non-submissions and external submissions to the Assignment. This may be valuable if professors are handed a paper in person rather than the student putting it on D2L Brightspace and the professor would still like the record of the grade on D2L Brightspace.

After logging into your D2L Brightspace course, select Assignments under ASSESSMENTS in the navigation bar.

**Step 1:**

Click on the dropdown menu next to the name of an Assignment folder. Select View Submissions.

**Step 2:**

Under Submissions, make sure that Show everyone is selected.
Step 3:

Click **Evaluate** next to the name of the student that has not submitted any documents to the Assignment.

**Note:** There are no submissions for this student in the Assignment.

Step 4:

Grade the student. Even though there is no submission, you can still grade using the rubric or you can manually put the grade in.

Step 5:

Give any feedback comments that you had for the student.
The instructor also has the option to upload a file. This may be useful for them if the student had to hand in the paper in person or e-mail to the professor. This way, if they made any corrections they would like the student to see, they will be able to.

Step 6:

Click **Publish**.

You will see now that you have given a grade and feedback even though a submission wasn’t made, it will appear that you have published that grade and feedback just like it does for those who do make submissions.

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.