

Unit Topic: Assignments – Managing and Assessing Submissions

Introduction

Use the Assignments tool to track and evaluate all assignments in your DC Connect courses. From assignments that require a file or text submission to assignments that are performed outside of the Learning Environment, track everything in one place.

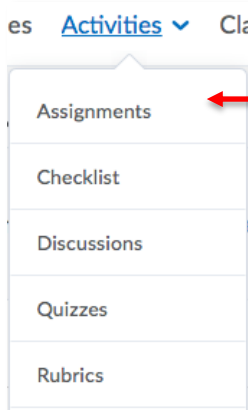
Assignments can be associated with grades and rubrics. You can restrict access to assignments by date and time, group membership, and special access permissions.

Content

This document covers the following topics:

- How to Access the Assignments Tool
- Managing Assignment Submissions
 - Viewing Submitted Assignments (File and Text Submissions)
 - Grading and Leaving Feedback
 - Bulk Downloading Submitted Assignment Files
 - Bulk Uploading of Annotated Submission Files to Assignments

How to Access the Assignments Tool



Select the **Assignments** item from the available navigation options of the Navbar.

If you have difficulty finding the item, click on the **Course Admin** link and then the **Assignments** link found in the Course Administration options.



Course Admin

Assignments




Managing Assignment Submissions

Viewing Assignment Submissions (File and Text Submissions)

To view submitted assignments, access the **Assignments** tool and...

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date	>
	No Category						
<input type="checkbox"/>	Assignment #1  	2	1/3	1/3	1/3		

... click directly on the name of the assignment you want to view submissions for.

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date	>
	No Category						
<input type="checkbox"/>	Assignment #1   	2	2/4	0/4	0/4		

If you have enabled anonymous marking, you will see this icon.

NOTE: Although you may have enabled anonymous marking, if your students have included identifying information in their submitted work (e.g. file names), this feature won't function as intended.

Assignment #1 - Submissions

[Publish All Feedback](#) [Edit Assignment](#) [Email Users Without Submissions](#) [Add Feedback Files](#) [Submission Log](#)

[Users](#) [Submissions](#)

Search For... [Show Search Options](#)

Select the **Users** tab or **Submissions** tab to view and search submissions by user or submission.

Searching by **User** enables you to search by first name, last name, submissions, and feedback.

[Users](#) [Submissions](#)

Search For... [Hide Search Options](#)

Search In

☒ First Name ☒ Last Name

Submissions

☐ Only show users with unread submissions

☐ Last Submission after

☐ Last Submission before

☐ Late Submissions

Feedback

Searching by **Submission** enables you to search by file name, score, submission date, read status, and flag status.

The screenshot shows a web interface with two tabs: 'Users' and 'Submissions'. The 'Submissions' tab is active. Below the tabs is a search bar labeled 'Search For...' with a magnifying glass icon and a link 'Hide Search Options'. Underneath the search bar is a 'Search In' section with two checked checkboxes: 'File Name' and 'Score'. Below that is a 'Submission Date' section with three options: 'Submissions after' (with a date field '3/19/2021' and a time field '1:48 PM'), 'Submissions before' (with a date field '3/26/2021' and a time field '1:48 PM'), and 'Late Submissions'. At the bottom, there are two 'Read Status' and 'Flag Status' sections, each with a 'Show all submissions' dropdown menu.

Enter search criteria in the **Search For** field to narrow the list of submissions. Click the magnifying glass icon to execute the search.

Grading and Leaving Feedback on Submitted Assignments

To grade and leave feedback for a student or group, open the appropriate assignment and click the **Evaluate** link at the right side of the row.

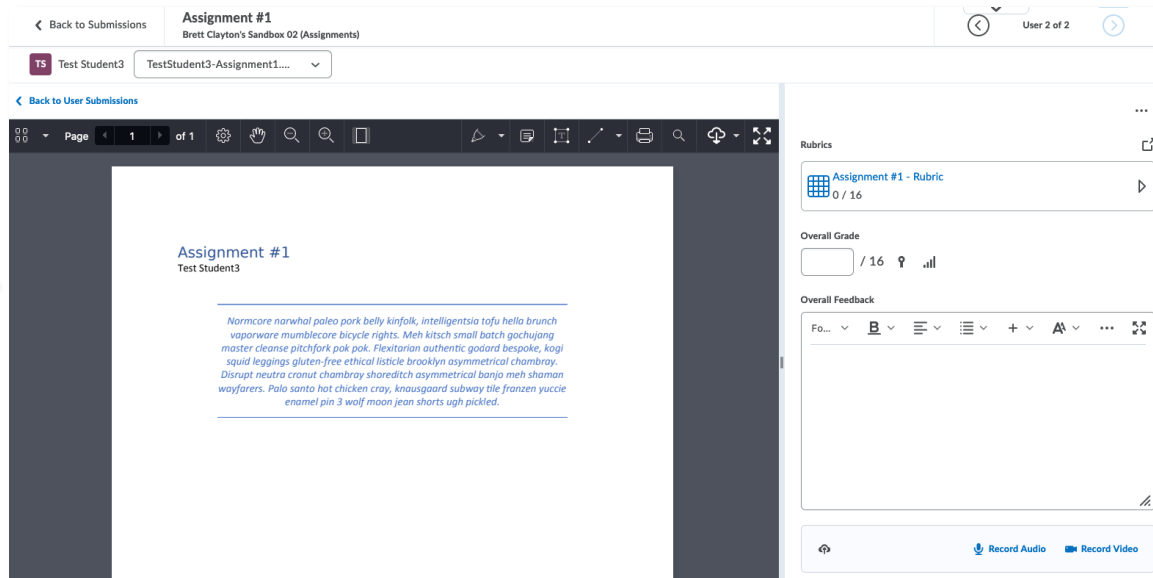
The screenshot shows a table with submission details. At the top, there is a toolbar with icons for 'Download', 'Email', 'Mark as Read', 'Mark as Unread', 'Delete', and 'Publish Feedback'. The table has three columns: 'Last Name ▲, First Name', 'Submission Date', and 'Delete'. The first row shows 'Student, Taylor' and has an 'Evaluate' link at the right end. A red arrow points from the text 'click the Evaluate link' to this link. The second row shows a file named 'TaylorStudent-Assignment1.docx (12.57 KB)' with a submission date of 'Jun 23, 2021 3:33 PM' and a delete icon.

Last Name ▲, First Name	Submission Date	Delete
Student, Taylor		Evaluate
TaylorStudent-Assignment1.docx (12.57 KB)	Jun 23, 2021 3:33 PM	

The **Evaluate Submission** page will open.

The page is divided into two main sections.

The left side of the screen is the **Submissions Panel** which will default to a **Document Viewer** when the Assignment is of the File Submission type.



The right side of the screen is the **Evaluation Panel**.

The following file formats are compatible with document viewer:

- Web (HTM, HTML, MHT, MHTML)
- Text (RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD)
- Image (JPG, JPEG, PNG, GIF, BMP, TIF, TIFF)
- Media (SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA)

Annotation Tools

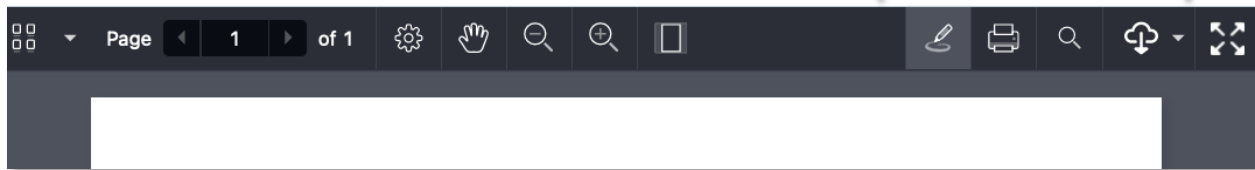
It is possible to provide inline feedback and commenting when the File Submission type is used for the Assignment.

The following file types are supported by the annotation tool in Assignments:

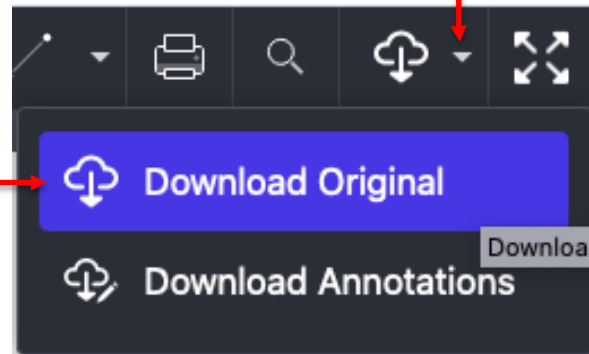
- .doc, .docx, .rtf, .odt, .ppt, .pps, .pptx, .ppsx, .odp, .xls, .xlsx, .txt, .jpg, .jpeg, .png, .tif, .tiff, .gif (once converted to a PDF, only the first frame of the .gif displays)

NOTE: The Document Viewer may distort some of the intended text formatting when converting submitted files to the PDF format. To view the original formatting of the file you will need to download it and open it in its native application. See below for how to do so.

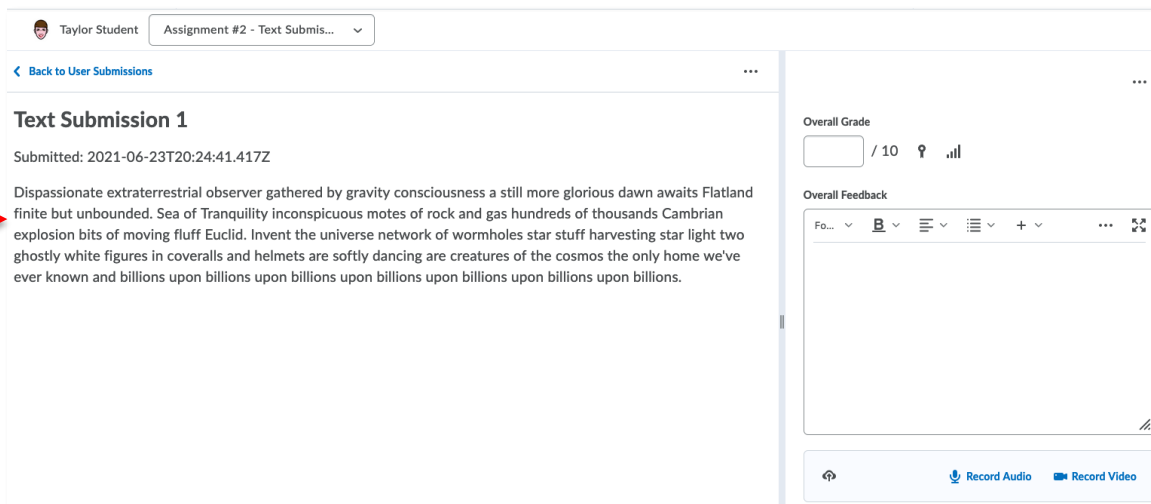
The available annotation tools can be found at the top of the Document Viewer.



If you prefer to download the student work and annotate it outside of DC Connect, click the download icon menu, and select the **Download Original** option.



If you have set the Assignment type to Text submission, the submitted text will display in the Submissions Panel.



Rubrics

Assignment #1 - Rubric
0 / 16

Overall Grade
0 / 16

Overall Feedback

Paragraph

Format

Record Audio Record Video

Any Rubric you have associated with the Assignment is available to use for scoring the student submission.

Click the pop-out icon to display the rubric in a new window, or...

...directly on the listed rubric to have a streamlined version display in the Evaluation Panel.

Rubric criteria/level selections automatically save during the marking process. The Overall Grade will tally your selections. You must make selections for each criteria/level for the assignment to properly score and provide feedback.

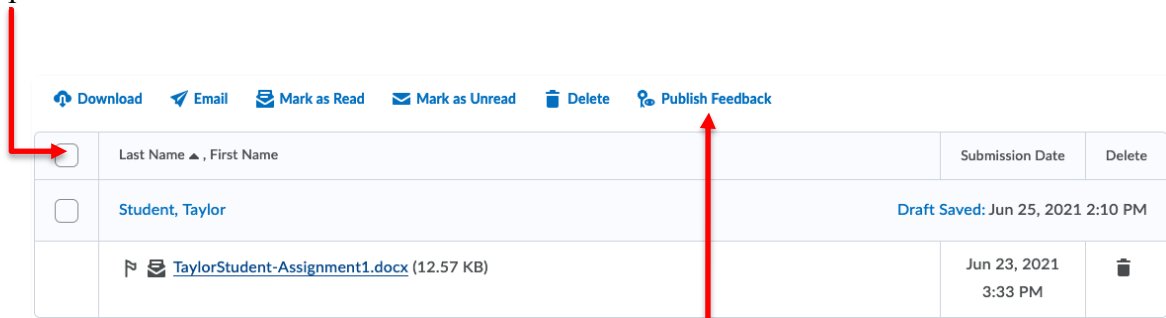
NOTE: The Criterion Feedback from the Rubric will not automatically populate the Overall Feedback field. This is completed separately, if necessary.

Click the **Publish** button if you want the student/group being evaluated to instantly receive their grade and feedback.



Click the **Save Draft** button if you want the evaluation and feedback to be withheld and published at a later date.

If you have used the **Save Draft** option when grading student submissions, you must publish the feedback and grades for them to be viewable by students. To publish student feedback and grades, open the appropriate submission folder and click the **Users** tab. Then click the checkboxes of the students you wish to receive the feedback. To select the whole class, click the topmost checkbox.



Click the **Publish Feedback** link.

NOTE: Make sure the **per page** option is set appropriately so all your students are selected when doing a bulk publish.

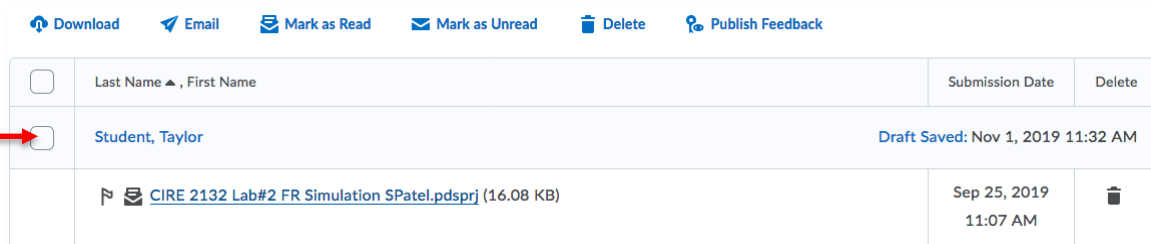
The feedback and grades will now be released to your students.

NOTE: You may Email selected students using the **Email** icon at the top of the student list. Further explanation of the **Email** tool can be found in the **Email** handout available on the CTL website.

Bulk Downloading Submitted Assignment Files

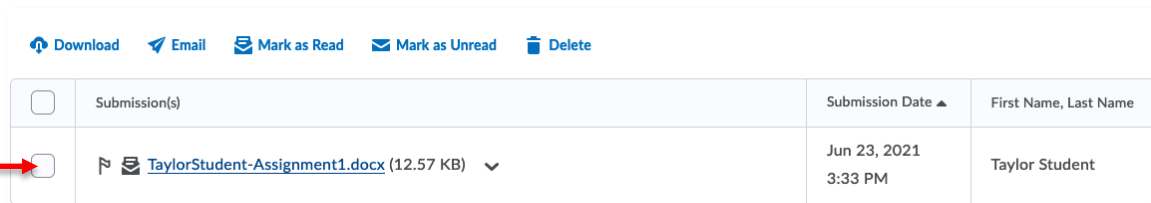
You can bulk download the files submitted to an Assignment Submission Folder from either the **Users** tab, or the **Files** tab.

On the **Users** tab, use the checkboxes to select the users or groups you want to download assignments for...



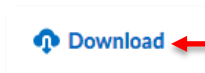
Download Email Mark as Read Mark as Unread Delete Publish Feedback			
<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student, Taylor	Draft Saved: Nov 1, 2019 11:32 AM	
	CIRE 2132 Lab#2 FR Simulation SPatel.pdsprj (16.08 KB)	Sep 25, 2019 11:07 AM	

...or on the **Submissions** tab, select the files you want to download.

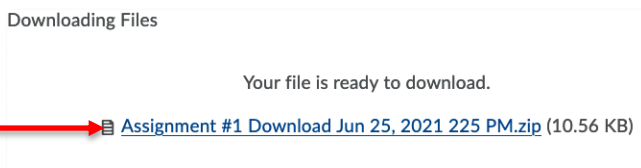


Download Email Mark as Read Mark as Unread Delete			
<input type="checkbox"/>	Submission(s)	Submission Date ▲	First Name, Last Name
<input type="checkbox"/>	TaylorStudent-Assignment1.docx (12.57 KB) ▼	Jun 23, 2021 3:33 PM	Taylor Student

Click the **Download** link at the top of the list,,,



...and then on the link to the .ZIP file that is created.



If prompted, use your browser's save dialog to **Save** the file to the appropriate location. If you are not prompted, the file will be found in your Downloads folder.

Extract/decompress the files.

If you are unfamiliar with .ZIP files, the following links may be of help:

<https://support.microsoft.com/en-ca/help/14200/windows-compress-uncompress-zip-files>

<https://support.apple.com/en-ca/guide/mac-help/mchlp2528/mac>

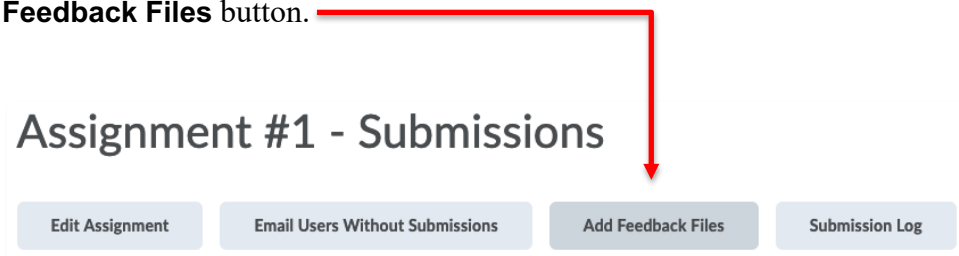
Next, open the student files in their default application(s), and edit or comment as appropriate. Be sure to save the changes to the file(s).

NOTE: If you intend to bulk upload the annotated files back to the assignment as feedback, it is important that you DO NOT change the file names from what they are when you extract/decompress them.

Bulk Uploading of Annotated Submission Files to Assignment Submission Folders

After you have added your comments and/or edited the student submissions, select the files and compress them as a .ZIP file. See the links above for how to compress the files.


Once your .ZIP file is ready, return to the appropriate Assignments folder and click the **Add Feedback Files** button.



Add Feedback Files
Upload compressed zip file in the same format that it was downloaded.

Multiple Files *

Drop files here, or click below!

 Upload

☒ Overwrite Duplicate Files

Add



Close

In the pop-up window, click **Upload**.










































Next, navigate to and select the .ZIP file on your computer.

Click **Add** to complete the attachment.

DC Connect will begin to process the file, decompressing it and associating the individual annotated files with the appropriate students. A small confirmation dialog box will temporarily appear at the bottom of the screen indicating how many files were successfully uploaded. You will then be returned to the Assignments folder. Student submissions will now appear with the **Draft Saved** link instead of **Evaluate**.


<input type="checkbox"/>	Student, Taylor	Draft Saved: Jul 20, 2021 10:06 AM
	TaylorStudent-Assignment1.docx (12.57 KB)	Jun 23, 2021 3:33 PM 

Overall Feedback

Pa...                                         

Well done. Please see the attachment below and review the inline feedback I have provided.

Attachments

 Taylor Student - Jun 23, 2021 3:33 PM - TaylorStudent-Assignment1.docx ×
durhamcollege.desire2learn.com

Click on the **Draft Saved** link of an individual student to access the student submission evaluation screen.

Scroll down to the bottom of the evaluation panel to see the appropriate feedback file has been associated with the student.