Grading Assignments in D2L Brightspace

1. On the course Navigation Bar, select “Assessments”, then click “Assignments”.

2. On the “Assignment Folders” page, click on the name of the assignment that you’d like to grade.
3. Once the Folder Submissions page loads, scroll down the page to view the students who've submitted an assignment. Users’ submissions display beneath their names as links. Click on the link to view their submission or click on the “Evaluate” link.

4. Once inside of the “Evaluate Submission” page, click on the assignment to have it open within the D2L assignment viewer OR press the “Download All Files” button to be able to download and annotate the assignment.
5. Then on the left hand side of the screen, under the “Evaluation” heading you can put in a “Score” or Grade for the Assignment. There’s also a feedback box where you can provide the student with private feedback on their paper.

*Optional*: Press the “Add a File” button if you’d like to attach an assignment that you downloaded and annotated on your computer.

*Optional*: Press the “Record Audio” button if you’d like to provide the student with up to one minute of Audio feedback regarding their assignment.

*Optional*: Press the “Record Video” button if you’d like to record up to three minutes of video feedback to the student regarding their assignment.

6. Press the “Publish” button to publish the students grade and feedback. Otherwise, press the “Save Draft” button if you’d like to hold off and publish all students’ grades and feedback at once.