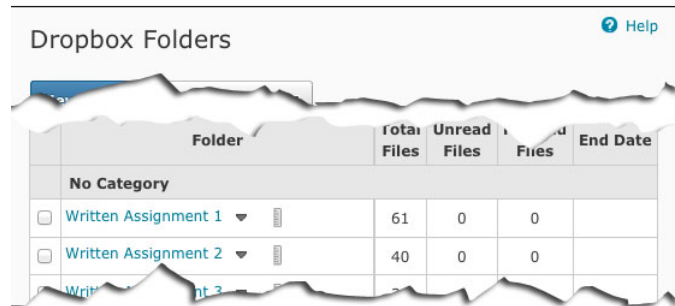


INTRODUCTION

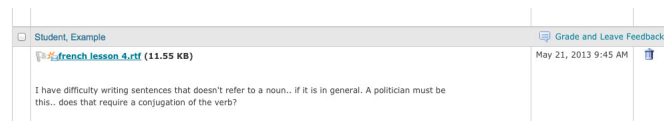
This sheet outlines how to grade assignments and keep track of read and unread files, and also includes a brief explanation of how the Dropbox and Grades areas work together.

A CLOSER LOOK

Grading Assignments



1. In the Dropbox area, click the assignment you would like to grade.



3. Click **Grade and Leave Feedback** on the right.

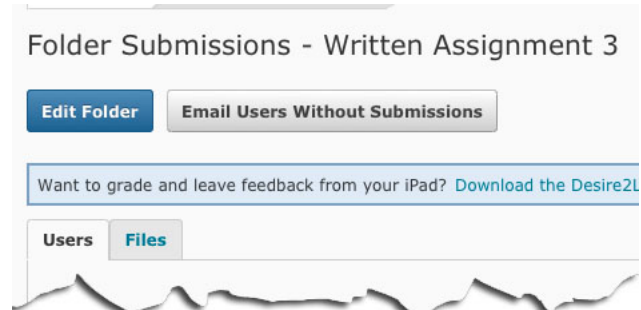
*If you just want to **view** the assignment and leave feedback in the Feedback box, select **View** instead of Download in Step 4 above.

5. After finishing your annotations, return to the **Grade and Leave Feedback** screen. Leave your feedback in the **Feedback** box. Assign a score.

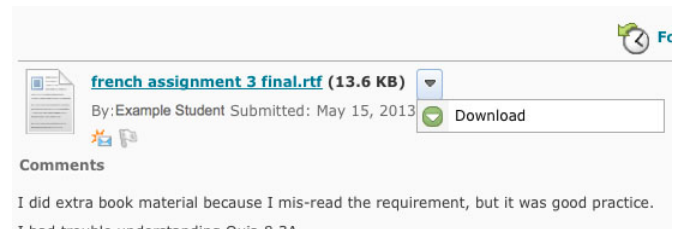
6. Add the annotated file that you saved on your computer by clicking **Add a File**.

7. Enter a grade in the **Score** field. Note: This field is available **only** if the assignment is tied to the gradebook.

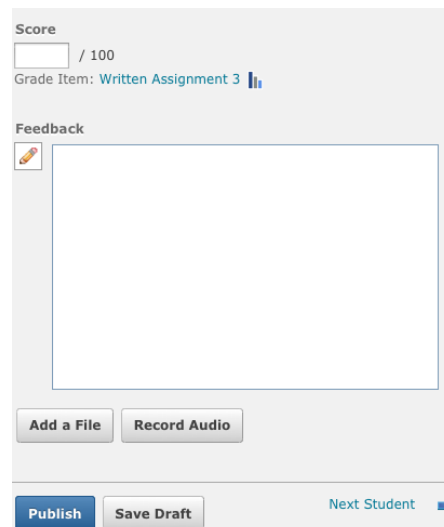
8. Click **Publish**



2. Under the **Users** tab, scroll down and find the student whose assignment you would like to grade.

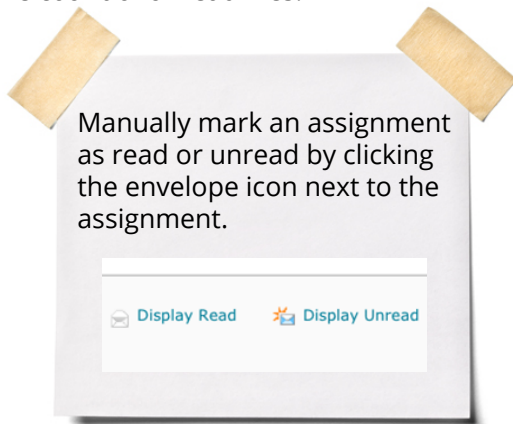


4. Click the arrow next to the student's assignment submission and select the **Download** option. Save the file to your computer. Annotate the file with your corrections and comments, and save it.*



Keeping Track of Read and Unread Files

Some instructors have reported that D2L doesn't accurately keep track of read and unread files, and inaccurately displays the count of unread files.



When you download a file or use the document viewer within Grade and Leave Feedback as outlined in Step 4 above, the tally of unread vs. read files should work properly.

If the problem persists, you can manually mark an assignment as read (or unread) by following these steps:

1. Click the assignment in the Dropbox Folders list.
2. Scroll down to the assignment in question and click the envelope icon beside the name of the file you want to mark as read or unread.

If you want to change the read/unread status of *all* assignments for one or more selected users, do the following:

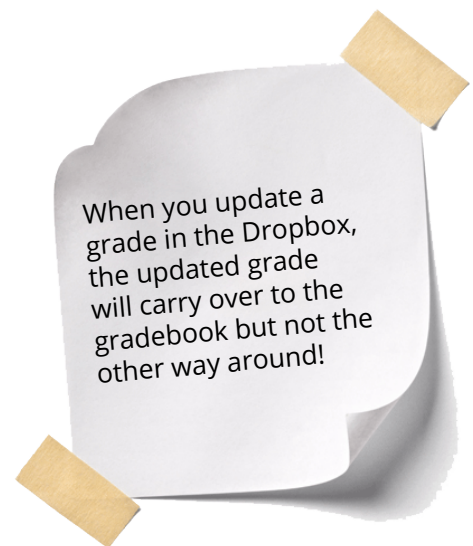
Select the user(s) whose files you want to mark as read or unread by checking the box next to the name(s). Click the Display Read or Display Unread icon at the top or bottom of the list.

How the Dropbox and the Grades Areas Communicate

Many instructors link Dropbox items to the gradebook. It's important to keep in mind that the two areas communicate *in one direction only*:

When you grade an assignment in the Dropbox, the grade will automatically carry over to the gradebook. When you update that grade in the Dropbox, the updated grade will carry over to the gradebook as well.

However, if you were to change that same grade in the Grades area, the change would *not* be reflected in the Dropbox.



ADDITIONAL RESOURCES

- https://uwli.courses.wisconsin.edu/shared/help/10.0/instructor/desire2learn_help_10.html: Desire2Learn user documentation. Keep in mind that the availability of tools in D2L varies depending on your campus' instance of D2L.
- YouTube has numerous clips on various Dropbox features. Make sure you search for the current version of D2L (Version 10).