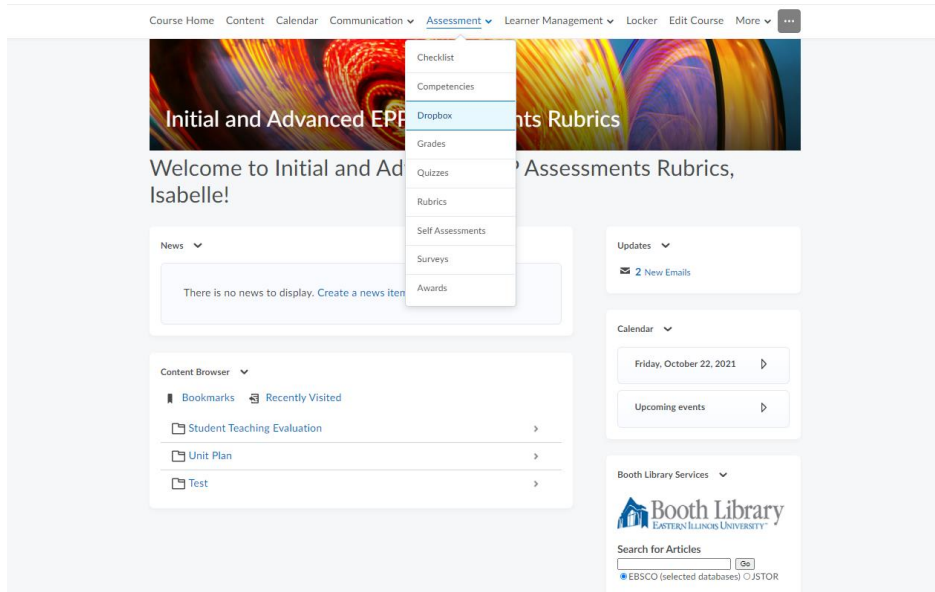
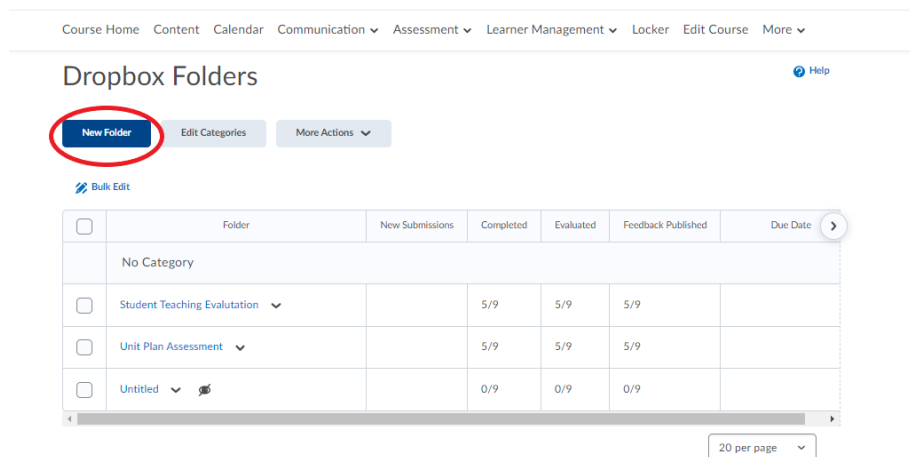


D2L Procedures Handbook: Attaching to Assessment

1. Once logged into D2L, go to assessment in the navigation bar and select the drop-down arrow. From there, select Dropbox.



2. To create a new folder for submissions, select new folder option at top of page.



- With the new submission folder open, you can title the submission to correspond with the rubric/assignment. Then on the right side of the page, select the evaluation and feedback dropdown bar.

The screenshot shows the 'New Folder' interface for creating a submission folder. On the left, there are fields for 'Name' (Untitled), 'Grade Out Of' (Ungraded), and 'Due Date' (M/D/YYYY). Below these is a rich text editor for 'Instructions'. On the right, there are three expandable sections: 'Availability Dates & Conditions' (Always available), 'Submission & Completion' (File submission), and 'Evaluation & Feedback'. The 'Evaluation & Feedback' section is expanded, showing options for 'Rubrics' (Add rubric), 'Learning Objectives' (No learning objectives, Manage Learning Objectives), 'Annotation Tools' (Make annotation tools available for assessment), and 'Turnitin Integration' (Turnitin adds additional functionality to evaluation, Manage Turnitin). At the bottom, there are buttons for 'Save and Close', 'Save', 'Cancel', and a 'Visibility' toggle.

- Then select add rubric. You can create a new one from this page or add an existing.

This screenshot is similar to the previous one, but the 'Add rubric' dropdown menu is open, showing two options: 'Create New' and 'Add Existing'. The 'Add rubric' button is circled in red. The rest of the interface, including the form fields and the right-hand sidebar, remains the same.

5. If you click add existing, it brings up all rubrics previously created. From that list you can select the appropriate one for the current submission. Once you have selected a rubric, scroll to the bottom of the list and click add selected.

The screenshot shows a 'New Folder' page with a modal titled 'Add Existing'. The modal lists several rubrics, each with a checkbox and a small icon. The rubric 'ZZ EPP Teacher Assessment: Field Experience 1 Assessment (ELE 2050, SPE 3201, KSR 2000, MUS 2440, ART 2400, CTE 2000, SED 2000) (Fall 2021)' is selected with a blue checkmark. At the bottom of the modal are 'Add Selected' and 'Cancel' buttons. The background shows a form for creating a new folder with fields for Name, Grade Out Of, Due Date, and Instructions.

6. For assessments that aren't products (e.g., teaching evaluations) and don't require the candidate to submit anything, you will want to click the dropdown bar under submission and completion. From here you will want to change submission type to observed in person. This will allow you to assess the candidate without requiring them to add anything to the dropbox folder.

The screenshot shows the 'Submission & Completion' dropdown menu. The dropdown is open, showing four options: 'Observed in person', 'File submission', 'Text submission', and 'On paper submission'. The 'Observed in person' option is highlighted with a red circle. The background shows the 'Availability Dates & Conditions' section of the form, with a 'Submission & Completion' dropdown menu. The 'Observed in person' option is selected. The background also shows the 'Evaluation & Feedback' section with a '1 rubric added' message. At the bottom of the form are 'Save and Close', 'Save', 'Cancel', and 'Visibility' buttons.

7. For assessments that are products, the candidate would need to submit the product in the designated dropbox. You will have the option if you want the candidate to attach a file, create a text submission, or on paper submission. This will be chosen under that same dropdown from submission and completion and under submission type.
8. There's the option to edit a previously create dropbox folder. Once you are on the dropbox page, select the folder you want to make edits to. After you have selected the rubric, select the edit folder option.

Course Home Content Calendar Communication Assessment Learner Management Locker Edit Course More

Dropbox > Student Teaching Evaluation > Folder Submissions

Student Teaching Evaluation - Folder Submissions

[Edit Folder](#) [Email Users Without Submissions](#) [Add Feedback Files](#) [Submission Log](#)

Users Submissions

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

[Download](#) [Email](#) [Mark as Read](#) [Mark as Unread](#) [Delete](#) [Publish Feedback](#)

| <input type="checkbox"/> | Last Name, First Name | Submission Date | Delete |
|--------------------------|--|----------------------------------|--------|
| <input type="checkbox"/> | user, test | Published: Feb 26, 2021 8:38 AM | |
| <input type="checkbox"/> | BlankCOETest.docx (11.42 KB) | Oct 26, 2020 11:37 AM | |
| <input type="checkbox"/> | user, test | Published: Oct 26, 2020 11:56 AM | |
| <input type="checkbox"/> | BlankCOETest.docx (11.42 KB) | Oct 26, 2020 11:46 AM | |
| <input type="checkbox"/> | user, test | Published: Oct 26, 2020 11:57 AM | |
| <input type="checkbox"/> | BlankCOETest.docx (11.42 KB) | Oct 26, 2020 11:47 AM | |
| <input type="checkbox"/> | user, test | Published: Oct 26, 2020 11:58 AM | |
| <input type="checkbox"/> | BlankCOETest.docx (11.42 KB) | Oct 26, 2020 11:48 AM | |

9. From there, you can make any changes you need to.