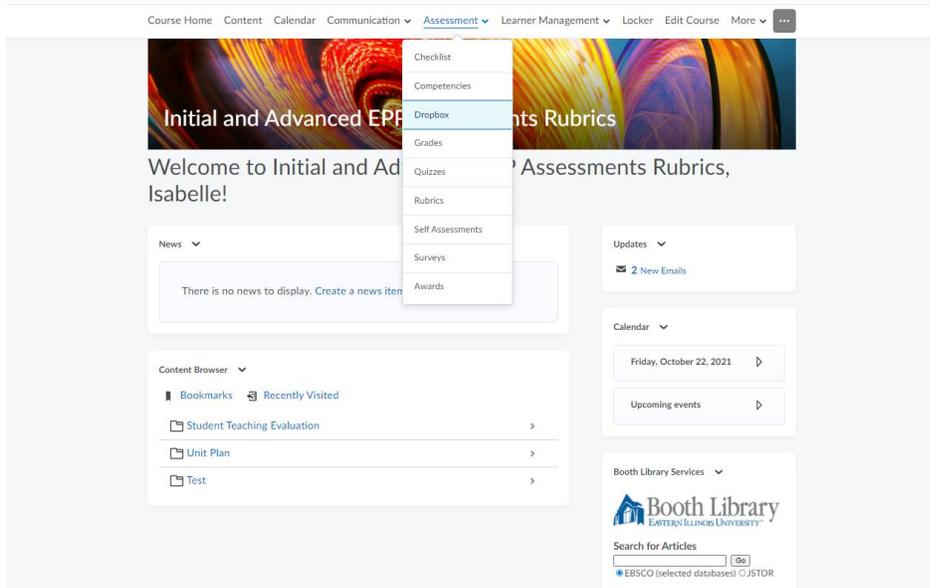
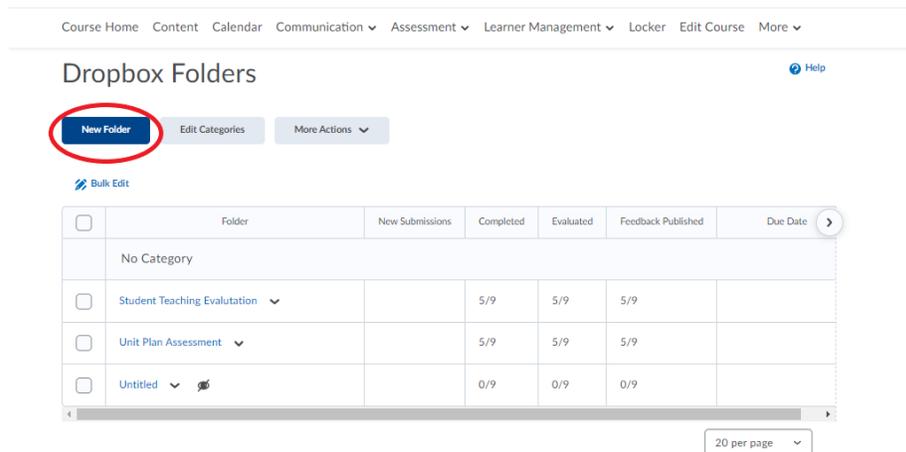


D2L Procedures Handbook: Attaching to Assessment

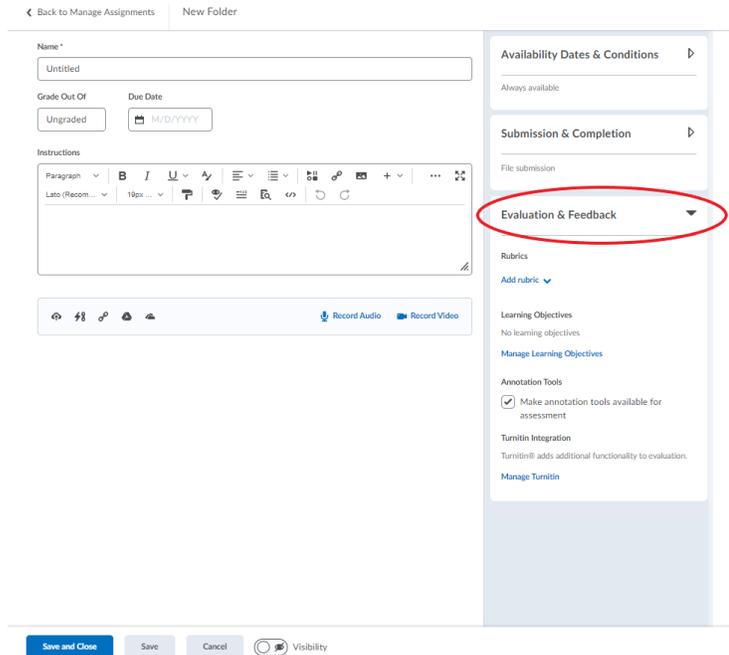
1. Once logged into D2L, go to assessment in the navigation bar and select the drop-down arrow. From there, select Dropbox.



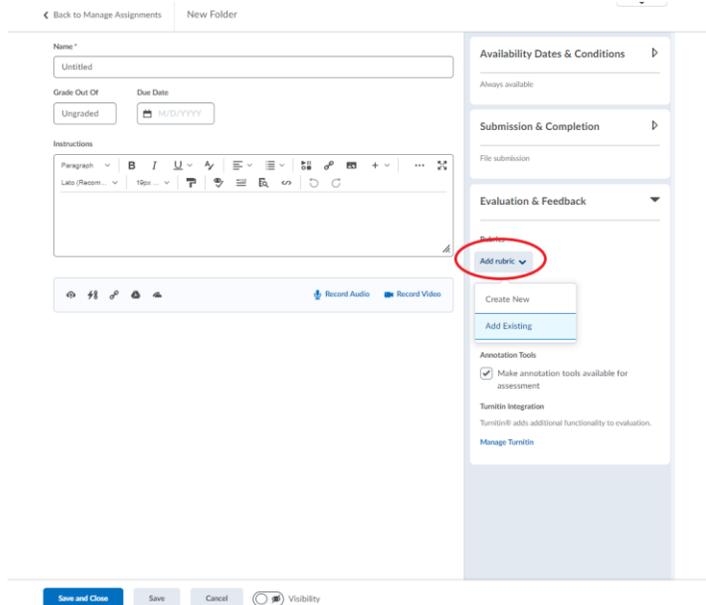
2. To create a new folder for submissions, select new folder option at top of page.



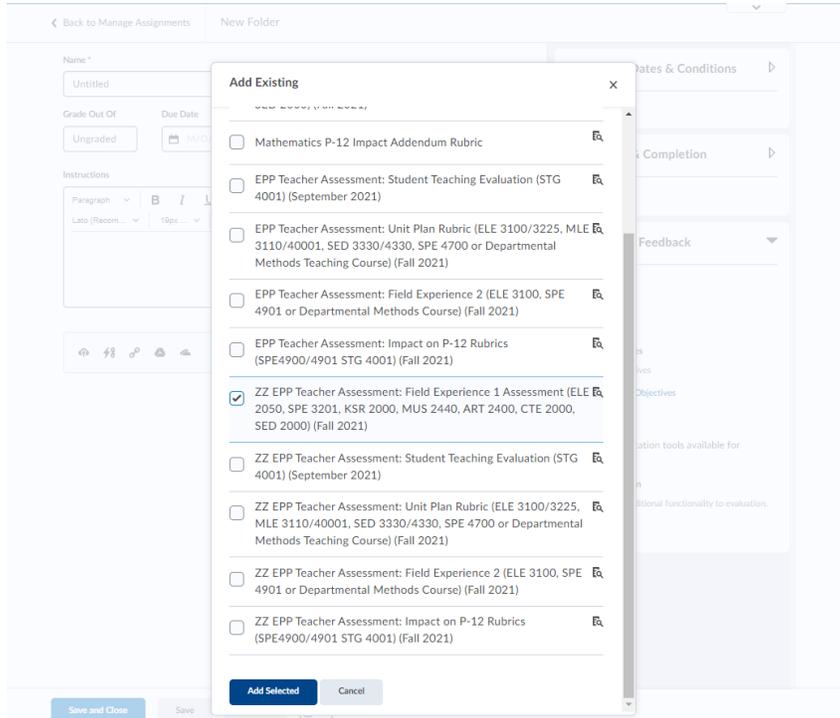
3. With the new submission folder open, you can title the submission to correspond with the rubric/assignment. Then on the right side of the page, select the evaluation and feedback dropdown bar.



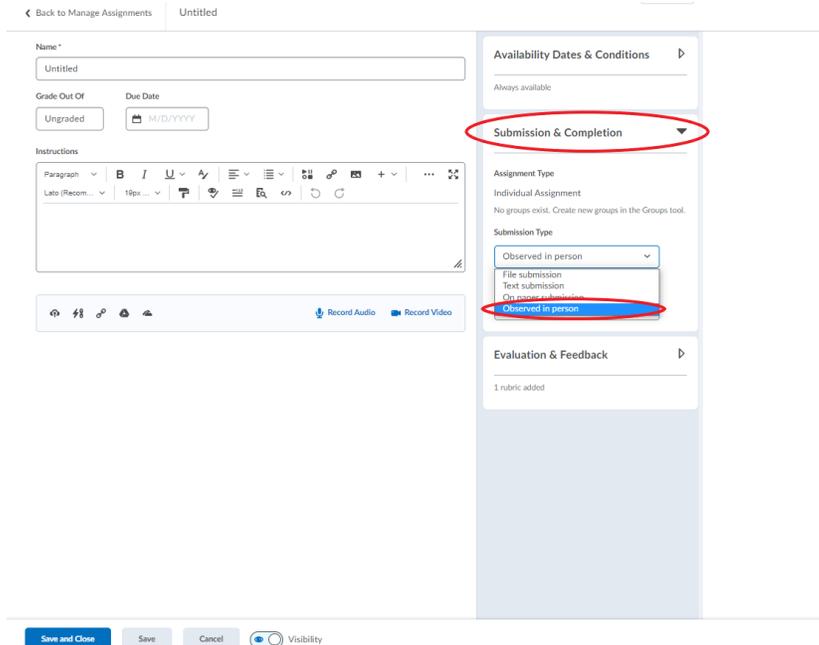
4. Then select add rubric. You can create a new one from this page or add an existing.



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.



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.



- 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.
- 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	

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