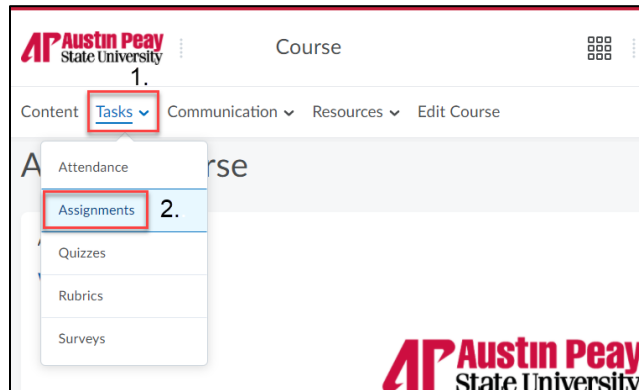
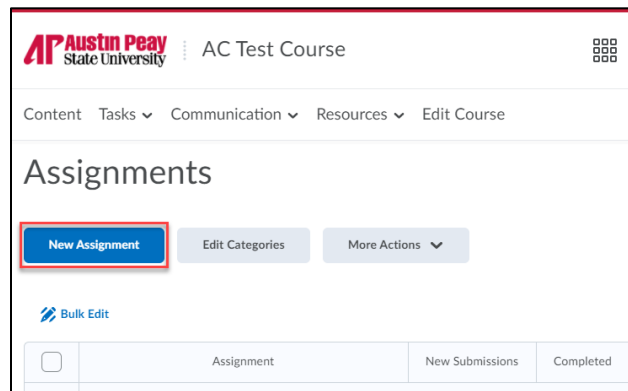


Creating an Ungraded Assignment & Assigning it to Specific Students

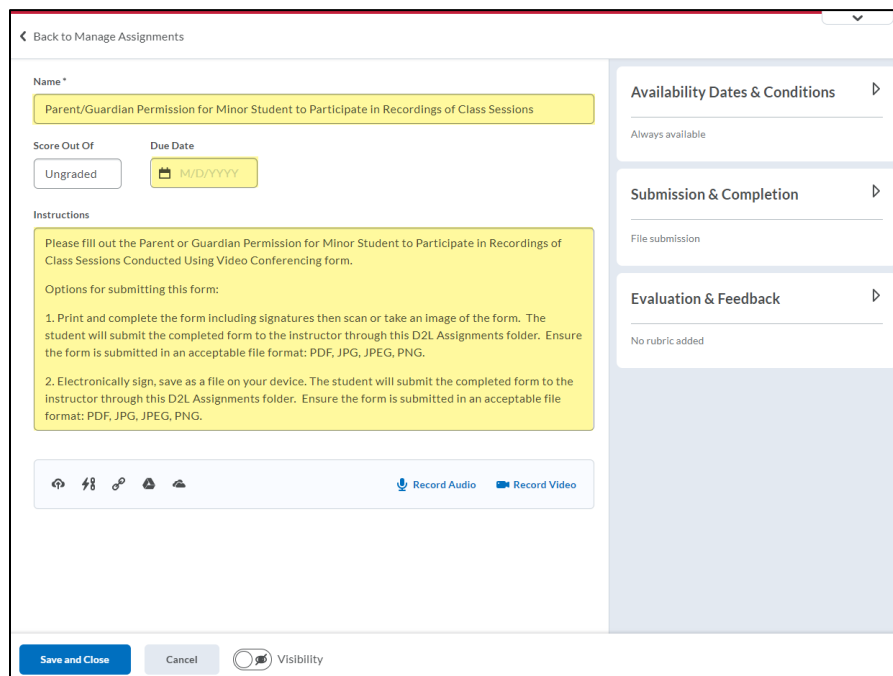
1. Log in to D2L and click on the course. Click “Tasks” from the top menu bar and select “Assignments” from the dropdown menu.



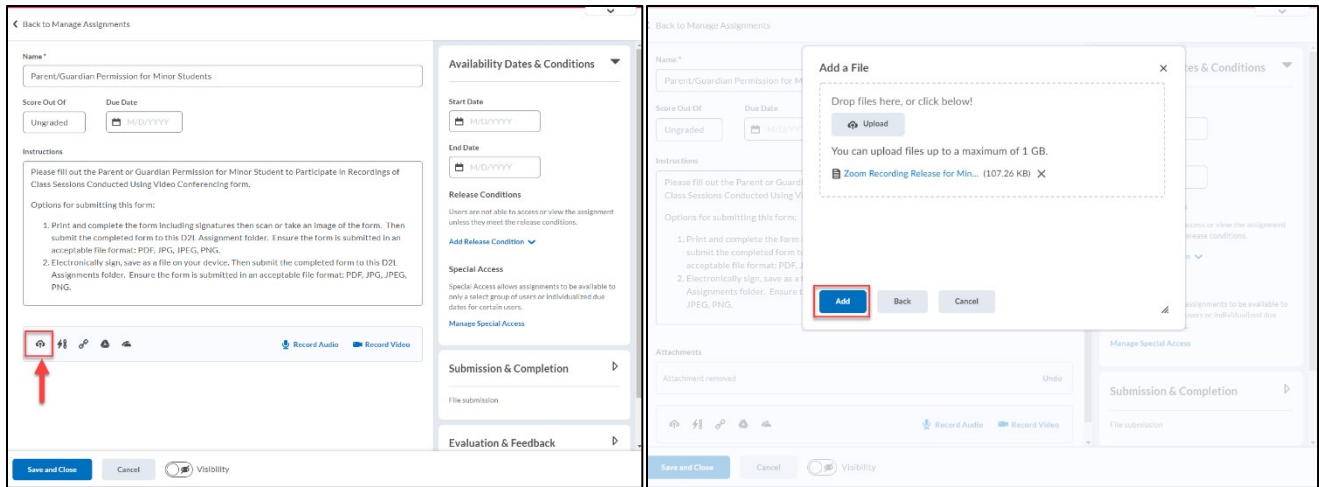
2. Click the blue “New Assignment” button at the top of the page.



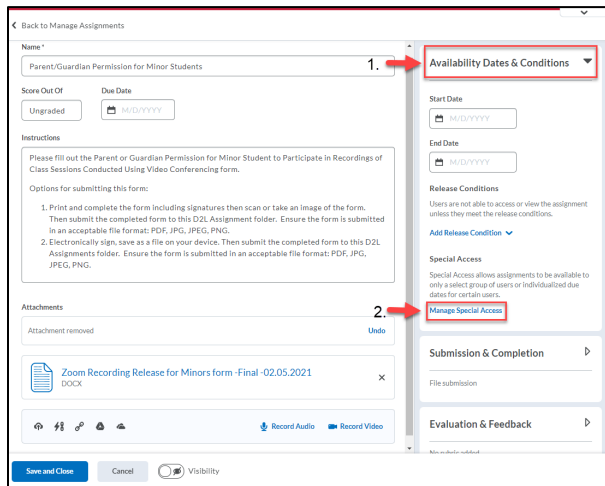
3. Fill out the highlighted fields in the image below including: Name, Due Date, & Instructions. Leave the “Score Out Of” field as “Ungraded”.

A screenshot of the D2L 'Manage Assignments' form. The form is titled 'Back to Manage Assignments'. It has several sections: 'Name' with a highlighted yellow field containing 'Parent/Guardian Permission for Minor Student to Participate in Recordings of Class Sessions'; 'Score Out Of' with a dropdown menu set to 'Ungraded'; 'Due Date' with a highlighted yellow field containing 'M/D/YYYY'; 'Instructions' with a highlighted yellow text area containing detailed instructions for submitting a form; 'Availability Dates & Conditions' with a dropdown menu set to 'Always available'; 'Submission & Completion' with a dropdown menu set to 'File submission'; and 'Evaluation & Feedback' with a dropdown menu set to 'No rubric added'. At the bottom, there are buttons for 'Save and Close', 'Cancel', and 'Visibility'.

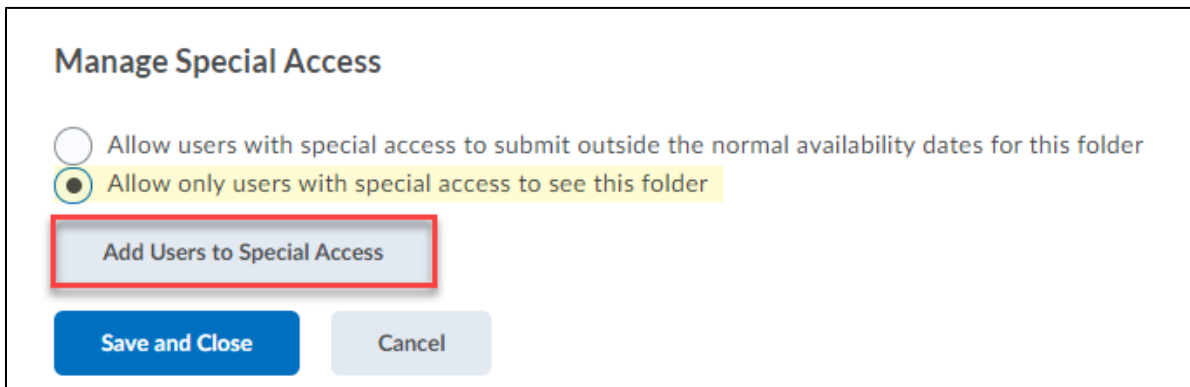
4. Click the “upload icon”; then drag and drop or upload the file students need to complete and click “Add”.



5. Click on “Availability Dates & Conditions” on the right side of the screen. Click “Manage Special Access”.



6. Select the 2nd option, “Allow only users with special access to see this folder”. Click “Add Users to Special Access”.



7. Add due dates, start/end dates as needed. Check the boxes next to the names of students who are to complete the assignment. Click “Save”.

Special Access - Untitled

Properties

Due Date

Max Due Date: 2/13/2021 7:40 PM United States - Chicago

Availability

Max Start Date: 2/18/2021 1:40 PM United States - Chicago

Max End Date: 2/15/2021 7:40 PM United States - Chicago

Users

Search For: Show Search Options

<input type="checkbox"/>	First Name • Last Name	Org Defined ID	Email
<input type="checkbox"/>	Test Student_1	testStudent_1	online@apau.edu
<input type="checkbox"/>	Test Student_25	testStudent_25	online@apau.edu
<input type="checkbox"/>	Test Student_26	testStudent_26	online@apau.edu
<input type="checkbox"/>	Test Student_27	testStudent_27	online@apau.edu
<input type="checkbox"/>	Test Student_28	testStudent_28	online@apau.edu
<input type="checkbox"/>	Test Student_29	testStudent_29	online@apau.edu
<input type="checkbox"/>	Test Student_30	testStudent_30	online@apau.edu

20 per page

Save **Cancel**

8. The selected students will be listed. Click “Save and Close” if all is correct. Return to Step 6 if changes are needed.

Manage Special Access

Allow users with special access to submit outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

Test Student_26

Test Student_27

Test Student_28

Test Student_29

Save and Close **Cancel**

9. Ensure the Assignment is visible with the open eye symbol. Select “Save and Close”.

Back to Manage Assignments

Name*

Parent/Guardian Permission for Minor Students

Score Out Of **Due Date**

Ungraded

Instructions

Please fill out the Parent or Guardian Permission for Minor Student to Participate in Recordings of Class Sessions Conducted Using Video Conferencing form.

Options for submitting this form:

1. Print and complete the form including signatures then scan or take an image of the form. Then submit the completed form to this D2L Assignment folder. Ensure the form is submitted in an acceptable file format: PDF, JPG, JPEG, PNG.
2. Electronically sign, save as a file on your device. Then submit the completed form to this D2L Assignments folder. Ensure the form is submitted in an acceptable file format: PDF, JPG, JPEG, PNG.

Attachments

Attachment removed **Undo**

Zoom Recording Release for Minors form - Final -02.05.2021 **DOCK**

Availability Dates & Conditions

Start Date

End Date

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

Special Access

Only users with special access can see this folder

4 users with special access

Submission & Completion

File submission

Evaluation & Feedback

No rubric added

Save and Close **Cancel** **Visibility**