# Returning a File to a Student that was Submitted via Email

There might be a time when a student is unable to submit their file through the Assignment Dropbox and the instructor could permit the student to submit the assignment via email. In most cases, the instructor will download the paper, grade the assignment and save to their computer. In order to return the assignment with feedback to the student, follow the steps below.

In the gradebook, navigate to the desired assignment dropbox, select the down arrow, and grade all.
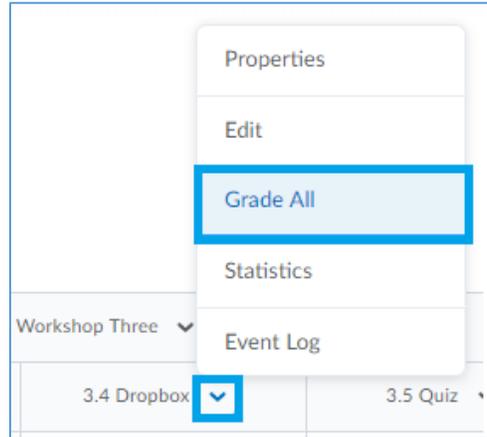
In the example below, Student3, Demo submitted his assignment to the instructor via email. You'll notice there is a blank in the submission column, and no grade has currently been assigned. The graded paper can be returned by selecting the image in the "Feedback" column.

When you click on the Feedback icon, a window will open – then click on the "Insert Stuff" button, select "My Computer"
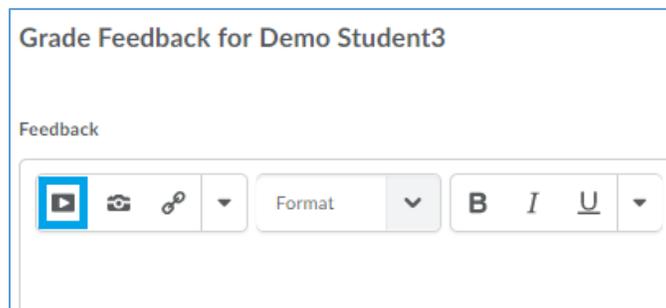
Select "Choose File" and locate the student's file with instructor feedback from your computer. Leave the destination for the file to be stored as it defaults within the course.
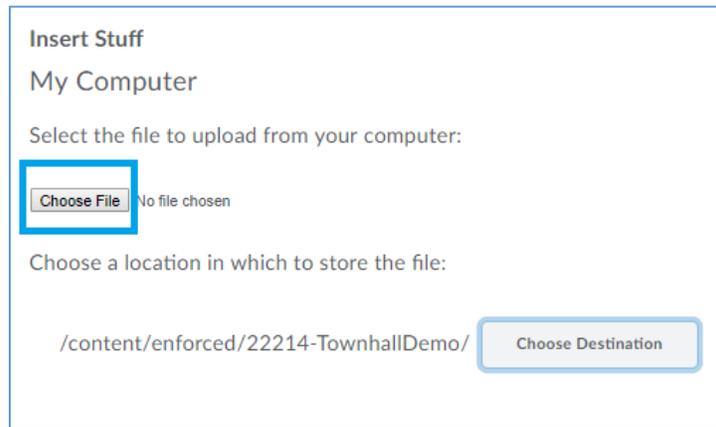
Insert Stuff

My Computer

Select the file to upload from your computer:

Choose File   No file chosen

Choose a location in which to store the file:

/content/enforced/22214-TownhallDemo/   Choose Destination

In the "Link Text" box, add the title you'd like the student to see for their assignment. In this example, it is titled "Feedback Submission" for the student. Then select "Insert" at the bottom of the page.
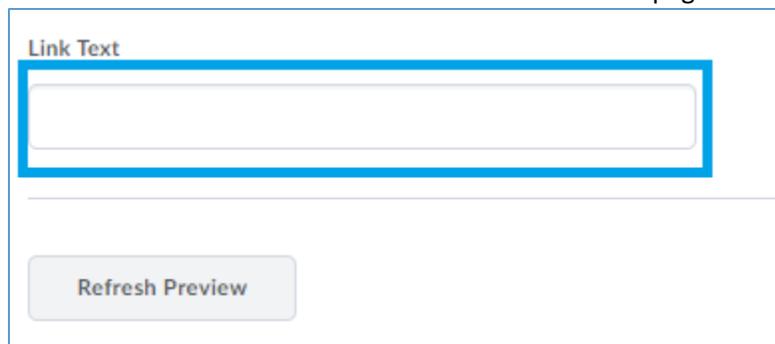
Link Text

Refresh Preview

In the feedback window, the link text provided is now visible. Instructors can add any additional feedback for the student in this window at this time. Once the feedback is complete, click "Save" to continue.
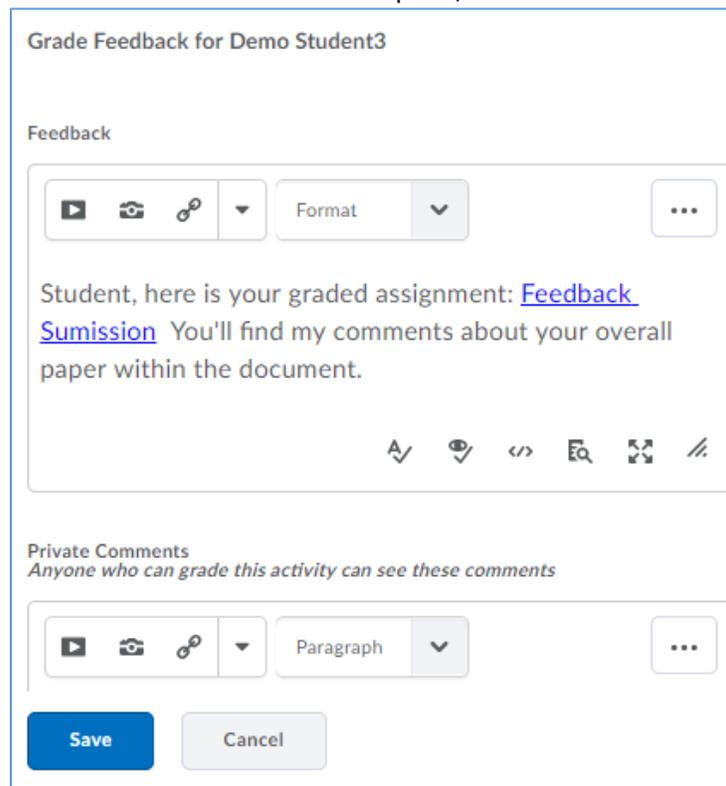
Grade Feedback for Demo Student3

Feedback

▶ 📷 🔗 ▼   Format   ⌄   ⋯

Student, here is your graded assignment: Feedback Sumission You'll find my comments about your overall paper within the document.

A⁄ ✍ </> EQ ⤢ ⁄⁄

Private Comments
Anyone who can grade this activity can see these comments

▶ 📷 🔗 ▼   Paragraph   ⌄   ⋯

Save   Cancel

The instructor will be taken back to the Gradebook view for the assignment dropbox, and can now enter a grade for the student. The submission icon is still blank, as the system still has not received a submission for the assignment from the student.

Grade 🖊 Clear ✂ ✉ Email

	Last Name ▲ , First Name	Submission	Grade		Scheme	Feedback	Event Log
☐	⚑ Student, D2L.Demo	📑	41	/ 50	82 %	💬	🔺
☐	⚑ student2, demo	📑	46	/ 50	92 %	💬	🔺
☐	⚑ Student3, Demo	☐	35	/ 50	70 %	💬	🔺

In Brightspace, students can access feedback in two ways. In both cases, the student will have the ability to click on the link, and it will begin a download of the file to their computer. They can then save the file for their records. When accessing their feedback through class progress, it will appear like this:

Grades

Current Grade	Maximum Final	Minimum Final	
77.5 %	98.2 %	6.19 %	77.5 %

Grades Received: 2   ▼

3.4 Dropbox   35 / 50 | 70 % ⬤

▼ Feedback   Last Modified: Dec 4, 2017 9:11 AM

Student, here is your graded assignment: Feedback Sumission You'll find my comments about your overall paper within the document.

When viewing in the Gradebook, it will look like this:

3.4 Dropbox   35 / 50   70 %   Individual Feedback

Student, here is your graded assignment: Feedback Sumission You'll find my comments about your overall paper within the document.

Note:

If the assignment uses a rubric for grading, the rubric will not be accessible to use for grading with this process. The student would need to upload their file to the assignment dropbox to utilize the rubric.