

Brightspace Assignment Grader for iOS 2.15

Instructor Guide

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Document Change History

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

Revision Date	Summary of Changes
August 4, 2016	<p>Added three new troubleshooting topics to <i>Troubleshooting Brightspace Assignment Grader</i>:</p> <ul style="list-style-type: none"> • <i>I cannot see all of my courses or assignment submission folders</i> • <i>I cannot see which learners have submitted an assignment</i> • <i>My files are not marked as read in Brightspace Learning Environment when I access them first via Brightspace Assignment Grader</i>
June 2, 2016	<p>Replaced occurrences of <i>D2L</i> in the product name with <i>Brightspace</i> throughout the guide.</p>
January 7, 2016	<p>New topics:</p> <ul style="list-style-type: none"> • <i>About synchronizing your Brightspace Learning Environment account with Brightspace Assignment Grader</i> • <i>Update or retract published grades and feedback</i> <p>Removed topics:</p> <ul style="list-style-type: none"> • <i>Synchronize your Brightspace Learning Environment account to Brightspace Assignment Grader</i> • <i>Change your synchronization settings</i> <p>Additional updates throughout.</p>

November 5, 2015	New topics: <ul style="list-style-type: none">• <i>Get the URL of your Brightspace Learning Environment instance</i>• <i>View assignment submissions folder restrictions</i> Added "for iOS" specification throughout document
June 4, 2015	Updates to display settings
April 8, 2015	Initial publication

Brightspace Assignment Grader Basics

How Brightspace Assignment Grader works

Brightspace Assignment Grader is a mobile application that you can use to download and evaluate assignment submissions from your Brightspace Learning Environment course offering assignment submission folders. You can view submissions and add grades and feedback while connected to the Internet or offline. While connected to the Internet, the application automatically synchronizes grades and feedback with your Brightspace Learning Environment assignment submission folders, but you can choose to release the information to learners at a later time. You can apply feedback in a variety of formats including text, audio, or video. You can access rubrics, make inline comments and make annotations directly to submissions to provide contextualized feedback to learners.

Supported devices and platform versions

The following are the minimum requirements to use Brightspace Assignment Grader:

- Brightspace platform 10.3 or higher
- For Brightspace Assignment Grader 2.8 (latest version), iPad tablet running iOS 8.1 or later
- For previous versions of Brightspace Assignment Grader, iPad tablets running iOS 6.0.x, 7.0.x, and 8.0.x

Note: Brightspace Assignment Grader for iOS is optimized for iPad tablets.

Log in using your Brightspace Learning Environment account

Log in to Brightspace Assignment Grader using the same credentials you use for your organization's Brightspace Learning Environment account. (Brightspace Learning Environment appears as D2L Online Courses in Brightspace Assignment Grader).

1. On the login screen, tap **Log into D2L Online Courses**.
2. Enter the URL of your organization's Brightspace Learning Environment site.
3. Tap **Connect**.
4. Enter your Brightspace Learning Environment account credentials.
5. Tap **Log In**.
6. A message displays saying **If you do not log in to EduDentity, you can only annotate PDF files**. To access Brightspace Assignment Grader, do one of the following:
 - If you only want to annotate PDF files, tap **Start using Assignment Grader**.

- If you want to annotate other types of files, tap either **Connect to an existing EduDentity account** or **Create a new EduDentity account** and then log in using EduDentity.

Log in using your D2L EduDentity account

EduDentity is an account management service used by applications such as Brightspace Binder and Brightspace Assignment Grader to provide a secure and seamless login across products. EduDentity requires an Internet connection during login in order to authenticate users. If you don't have an existing EduDentity account, you can create one from the login screen.

1. On the login screen, tap **Log in with EduDentity**.
2. Enter your EduDentity account credentials.
3. Tap an existing linked Brightspace Learning Environment instance or add one. (To add a linked instance, tap **Add Linked Account** and see **Add a link to a Brightspace Learning Environment instance (on page 5)** for more information).
4. Brightspace Assignment Grader opens.

Upon login, assignment submission folder information within the courses associated with that instance of Brightspace Learning Environment automatically synchronize with Brightspace Assignment Grader.

Add a link to a Brightspace Learning Environment instance

1. On the login screen, tap **Log in with EduDentity**.
2. Enter your EduDentity account credentials.
3. Tap **Sign In**.
4. In the **EduDentity Account** dialog, tap **Add Linked Account**.
5. In the **Log In** dialog, in the **Enter Your D2L Web Address** field, paste the web address of the Brightspace Learning Environment instance. (To get the web address, see **Find my D2L Courses Web Address (on page 6)**.)
6. Tap **Connect**.
7. Enter your Brightspace Learning Environment credentials.
8. Tap **Log In**. Brightspace Assignment Grader opens.

Note You can add multiple Brightspace Learning Environment instance links to your EduDentity account.

Find my D2L Courses Web Address

1. From the **EduDentity Account** dialog, tap **Add Linked Account**.
2. Tap **How do I find my D2L Courses Web Address?**

3. Follow the instructions by swiping from the right to advance the screen.
4. With the web address pasted into the **Enter Your D2L Courses Web Address** field, tap **Connect**.
5. Enter your Brightspace Learning Environment credentials.
6. Tap **Log In**.
7. Brightspace Assignment Grader opens.

Change your display settings

1. On the **All Folders** page, tap the  **Settings** icon.
2. In the **Display** section, do any of the following:
 - To hide folders that you have already graded, tap the **Hide Graded Dropboxes** toggle.
 - To hide courses whose end dates have passed, tap the **Hide Courses Past Their End Date** toggle.
 - To hide courses that are no longer active, tap the **Hide Inactive Courses** toggle.

Clear the device cache

1. On the **All Folders** page, tap the  **Settings** icon.
2. In the **Cache** section of the menu, tap **Clear**.
3. In the **Clear Cache** dialog, tap **Clear**.

Using Brightspace Assignment Grader

About synchronizing your Brightspace Learning Environment account with Brightspace Assignment Grader

When you first log in to Brightspace Assignment Grader, the assignment submission folder information in your Brightspace Learning Environment courses automatically synchronizes with the app. When you evaluate a submission by applying feedback or assigning a grade using Brightspace Assignment Grader, the grading status of the submission is set to **In Draft**. Grades and feedback for submissions with an **In Draft** status are periodically and automatically synchronized with Brightspace Learning Environment but are not released to learners. You must explicitly release the evaluation information to learners by tapping **Publish All** in the submission list view or **Publish** in the individual submission view. When the grades and feedback you have applied are released to learners, the grading status of the submissions changes to **Published**.

To refresh the assignment submissions folder information in Brightspace Assignment Grader, you can pull from top to bottom in any list view. Upon refresh, if there are any submissions with an **In Draft** grading status, the **In Draft** grades and feedback are first synchronized with Brightspace Learning Environment and are maintained within the application. Then, updated assignment submissions folder information from courses in Brightspace Learning Environment is synchronized back to Brightspace Assignment Grader.

Note Automatic synchronization of **In Draft** feedback with Brightspace Learning Environment only occurs when the device is connected to the Internet. If the device is not connected to the Internet, the changes are queued and stored within the application until a connection is made, and at that time an automatic synchronization occurs.

Sort assignment submission folders

To change how your assignment submission folders display, on the **All Folders** page, do any of the following:

- To view assignment submission folders by course, tap the **Course** tab.
- To view assignment submission folders by end date, tap the **End Date** tab.
- To view assignment submission folders by the number of ungraded assignments, tap the **Ungraded** tab.
- To view assignment submission folders that have been downloaded to your device for offline grading, tap the **Downloaded** tab.

View assignment submission folder restrictions

If you have set a Start Date or End Date for assignment submission folders in Brightspace Learning Environment, you can view the dates in Brightspace Assignment Grader.

1. From the **All Folders** page, tap the assignment submission folder you want to view.

2. Inside the assignment submission folder, tap the  icon.
3. Tap the **Restrictions** tab to view the **Start Date** and **End Date**.

Sort submissions within an assignment submission folder

To change how your assignment submission folders display, from any **Assignments** page, do any of the following:

- To view submissions based on those that are not graded, tap **Ungraded**.
- To view submissions by learner name, tap **Name**.
- To view submissions by date submitted, tap **Date**.
- To view submissions by grade, tap **Grade**.

Grade an assignment

Before grading assignments, ensure you synchronize Brightspace Assignment Grader with the assignment submission folders in your Brightspace Learning Environment course(s) to get the most up-to-date information. To do this, you can pull from top to bottom in any list view.

1. Under a course section, tap an assignment submission folder.
2. Inside the folder, all of the learner (or group) submissions display in a list. Each submission displays the date and time it was submitted and the amount of time it was late by, if applicable. To open a submission, tap it.
3. To view when the assignment was submitted and any notes that accompanied the submission, tap the panel on the left of the screen.
4. To open the **Scoring and Feedback** drawer on the right of the screen, tap it. Then do any of the following:
 - To set a final score for the assignment, in the **Score** section, enter a score.
 - To use an associated rubric, in the **Rubrics** section, tap the rubric. Select the appropriate performance level for each criterion. If you want the rubric to automatically assign a score in the **Total** section, tap **Save and Record**. If you want to enter a total score manually, tap **Save**.
 - To give written feedback, in the **Feedback** section, enter your feedback. Format your feedback using the options in the text box.
 - To give audio feedback, in the **Record** section, tap **Audio**. Tap the gray circle. Speak your feedback. When you are done recording, tap the gray circle again. Tap **Attach Feedback** to include as submission feedback.
 - To give video feedback, in the **Record** section, tap **Video**. Tap the gray circle. In recording mode, tap the red circle. Present your feedback. To end the recording, tap the red square. Tap **Use Video** to include as submission feedback.

- To annotate the file with feedback in context, tap the applicable icon and annotate the desired text or area. To confirm your annotation, tap **Done**.
5. To publish the grades and feedback to Brightspace Learning Environment, do any of the following:
- To release just that submission's grade and feedback to the learner in Brightspace Learning Environment, in the individual submission view, tap **Publish**.
 - To release all **In Draft** grades and feedback in an assignment submission folder to learners in Brightspace Learning Environment, navigate to the assignment submission folder and then tap **Publish All**.

Annotate an assignment

You can provide feedback directly in submitted assignments using annotation tools.

1. From the **All Folders** page, tap the assignment submission folder you want to evaluate.
2. Inside the assignment submission folder, tap a submission to open it.
3. On the **Scoring and Feedback** drawer, do any of the following:
 - Tap  **Draw**. Draw with your finger. Tap the color selector to change the color of your pencil, color opacity, and line thickness. Tap **Done**.
 - Tap  **Highlight**. Drag your finger over the text you want to highlight. Tap the color selector to change the highlighter color. Tap **Done**.
 - Tap  **Create Note**. Tap the document to add a note. Enter your text. Tap **Done**.
 - Tap  **Underline**. Drag your finger over the text you want to underline. Tap the color selector to change the underline color. Tap **Done**.
 - Tap  **Strikethrough**. Drag your finger over the text you want to strikeout. Tap the color selector to change the strikeout color. Tap **Done**.

In image documents, the only annotation actions available are **Create Note** and **Draw**.

Update or retract published grades and feedback

After you release grades and feedback to learners, you can change the information by doing any of the following:

- In a submission view with a grading status of **Published**, tap **Retract** to remove the grade and feedback from the learner's view in Brightspace Learning Environment. The status changes to **In Draft** and the grade and feedback are maintained for the submission but are only visible to you.
- In a submission view with a grading status of **Published**, modify the grade or feedback and the status changes to **Published!** to indicate that there are changes that have not yet been released to learners. Release the changes to the learner by tapping **Update**.

- In an assignment submission folder with multiple submissions with a status of **Published!**, tap **Publish All** to release all of the updates in that folder to learners in Brightspace Learning Environment.

Download assignments

You can download assignment submission folders and the submissions within them directly to your iPad to work offline.

Do one of the following:

- On the **All Folders** page, tap the  **Download** icon beside any assignment submission folder.
- Within a folder, on the navigation bar, tap the  **Download** icon.

Troubleshooting Brightspace Assignment Grader

I cannot connect my account or sync my assignment submission folders

If you receive an error while attempting to connect your Brightspace Learning Environment account, then your account may not have the proper permissions to access Brightspace Assignment Grader.

This could also mean that an option to support Brightspace Assignment Grader is not enabled within your organization's instance. Contact your organization's Brightspace Learning Environment administrator to enable the support, or for the necessary permissions.

I cannot see all of my courses or assignment submission folders

If you cannot see some of your courses or assignment submission folders, then they may be hidden by the display settings. Ensure that you have selected the appropriate display settings for the information you want to see. If you have confirmed your display settings but still cannot see all of your courses and assignment submission folders, contact your organization's Brightspace Learning Environment administrator.

I cannot see which learners have submitted an assignment

If you cannot see *which* learners have submitted an assignment, but can see *how many* learners have submitted, verify that your iOS version is 8.1 or higher and that your Brightspace Assignment Grader is version 2.3 or higher.

My files are not marked as read in Brightspace Learning Environment when I access them first via Brightspace Assignment Grader

If your files are not marked as graded in both the app and in Brightspace Learning Environment after accessing them first in Brightspace Assignment Grader, verify that your iOS version is 8.1 or higher and that your Brightspace Assignment Grader is version 2.3 or higher.

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.

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