

Grading with an iPad and D2L

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1 How to grade on your iPad

These instructions are specific to D2L; other learning management systems may be different, although the basic idea is likely to be the same.

1.1 On your computer (not your iPad)

The initial steps are best done on your computer, and not on the iPad directly.

1. Go to your assignment folder on D2L and first make sure that everyone has submitted PDF files and not Word files. If you have only a few Word submissions, it's probably easiest to convert them yourself, but if you have quite a few, then you should select those students and send them an email requesting a PDF file not a Word file. I recommend you do this check very soon after the PSet is due, so that students have a bit of time to respond to your email.
2. Once you're ready to download, follow the three steps shown below:
 - Choose "200 per page" to display all of the assignments
 - Click on the box that selects all of them
 - Click on the Download link

The screenshot shows the D2L interface for 'PSet1 - Submissions'. At the top, there are navigation links: Course Home, Content, Course Tools, Assessments, Communication, Help, Course Admin, and Ally Report. Below these are tabs for 'Assignments', 'PSet1', and 'Submissions'. The main heading is 'PSet1 - Submissions'. Below the heading are several action buttons: 'Publish All Feedback', 'Edit Assignment', 'Email Users Without Submissions', 'Add Feedback Files', and 'More Actions'. The 'Submissions' tab is selected, showing a 'View By: User' dropdown and a search bar. Below the search bar are icons for 'Download', 'Email', 'Mark as Read', 'Mark as Unread', 'Delete', and 'Publish Feedback'. A table of submissions is displayed with columns for 'Last Name, First Name', 'Submission Date', and 'Delete'. The first row shows 'Student, Demo' with a submission date of 'Sep 11, 2020 3:38 PM'. A red circle highlights the checkbox next to 'Student, Demo' with the annotation '2. Click here to select all'. Another red circle highlights the 'Download' icon with the annotation '3. Click here to start the download'. A third red circle highlights the '200 per page' dropdown menu with the annotation '1. Make sure you select 200 per page or else you risk forgetting some assignments'.

2. The download link will create a zip file which you download on your computer.

Downloading Files

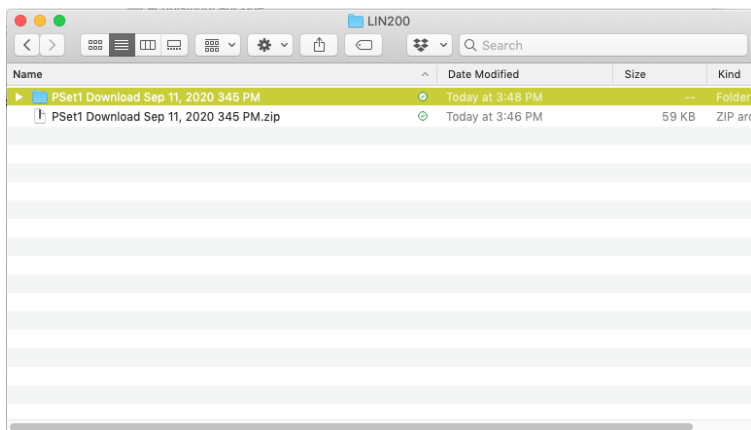
Your file is ready to download.

PSet1 Download Sep 11, 2020 3:45 PM.zip

Download

Close

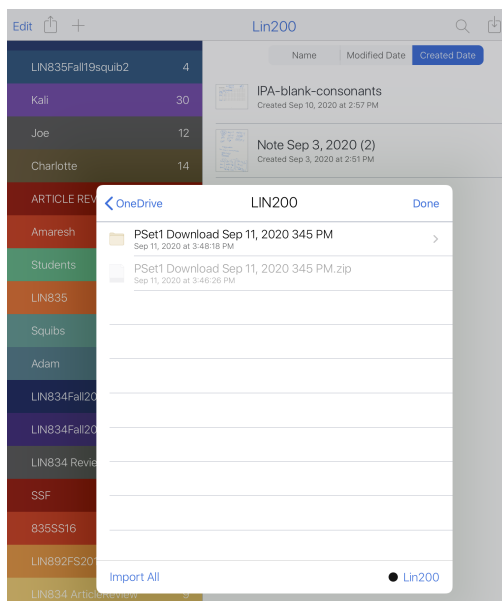
3. Save the .zip file on your computer. Since homeworks count as “Student Records” for FERPA purposes, you should save these on your MSU One Drive folder, *not* in Dropbox or iCloud. If you haven’t installed OneDrive on your computer, you should do so beforehand.
4. Once you’ve unzipped the files you will see a folder (this is a Mac view, but the PC should be similar)



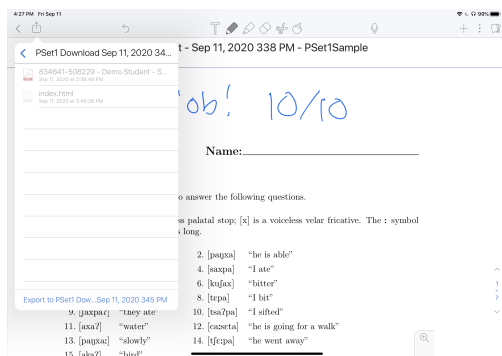
1.2 On your iPad

This section assumes Notability and an iPad. If you are using another input method (graphics tablets), or another app for annotation, then you can skip this part.

1. On your iPad, open Notability and import all of the PDF files that students have submitted, as shown below:

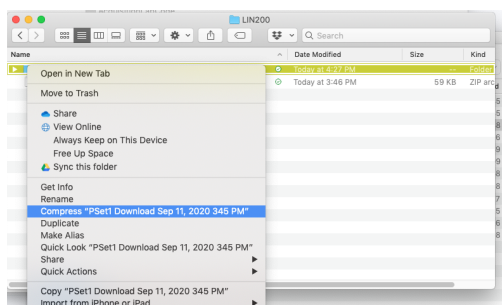


2. Now grade each assignment as you normally would on paper.
3. When you are done grading them all, export them back to the same folder you downloaded them from.



1.3 Back on your computer

1. Now back on your computer, re-zip the folder containing the graded assignments (make sure the folder has synced correctly.) On a Mac, you can do this by selecting the folder and choosing "Compress" from the File Menu (or Control-click/right-click). On Windows you may need a separate tool to do this.



2. On D2L go back the the Assignments folder for that assignment.
3. Choose Add Feedback files
4. Now add the new .zip file of the graded assignments. You should see the following dialog box:

Add Feedback Files

×

Upload compressed zip file in the same format that it was downloaded.

Multiple Files *

Drop files here, or click below!

Upload

☒ Overwrite Duplicate Files

Add

Close

- Once you have uploaded the feedback files, you also need to Publish them, using the Publish Feedback link:

Course Home
Content
Course Tools
Assessments
Communication
Help
Course Admin
Ally Report

Assignments
PSet1
Submissions

PSet1 - Submissions

Publish All Feedback
Edit Assignment
Email Users Without Submissions
Add Feedback Files
More Actions

Users
Submissions

View By: User
Apply

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"/>	Student, Demo		Evaluate
<input type="checkbox"/>	PSet1Sample.pdf (68.32 KB)	Sep 11, 2020 3:38 PM	

200 per page

1. Click here to add the feedback files. Adding them does not make them visible immediately. You also need to publish them.

2. Once you have uploaded the feedback files you can select all the students and click here to publish them.

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