Thommen's Timely Technology Tips “Using D2L Filters to Expedite the Grading Process”

Many of the D2L grading and evaluation screens include a filtering function to make evaluation processes more efficient. For example, when entering a dropbox, the default listing screen shows students who have not submitted work, students with graded submissions and students with submissions waiting to be graded. If you are interested in grading new dropbox submissions, listing only those submissions that are not yet graded is preferred; D2L provides this service in the form of a filter.

**Setting the Dropbox Filter to Show Ungraded Assignments**

1. Click on the **Assessments** tab and select the **Dropbox** item from the drop-down menu.
2. From the **Dropbox Folders** listing screen, click on the **dropbox_title** that you want to grade.
3. If you see the **Show Search Options** link next to the **Search For:** box, click it.
4. At this point, the screen will expand to show all of the search (filtering) options for the dropbox.
5. Click the drop-down arrow in the **Submissions** box and select the **Users with submissions** item.
6. Below the **Submissions** box, check the **Only show users with unread submissions** box.
7. Finally, click the Magnifying Glass icon ( ) on the right side of the **Search For:** box and the Dropbox list will be redrawn to only include student entries waiting to be graded.

Once a listing is filtered and you start grading submissions, the filter will remain active as you move between the various individual **Evaluate Submission** screens using the **Next Student→, Previous Student** links and the **Publish** button.

**Toggling the “Read”/“Unread” Property for a Dropbox Submission**

For the filtering technique (illustrated above) to work properly, you need to understand how the “read”/“unread” property functions for individual dropbox submissions.

When a student submits a document to a dropbox the document is attached to the dropbox and its “read”/“unread” property is set to “unread” by default.

1. If you read the document using the D2L “in line” display, the submission’s status is changed to “read” automatically.
2. If you download the document to read it, comment on it, and upload it back to the server, you may need to change the “read”/“unread” property status manually.
3. To change the “read”/“unread” status, click the icon and its status will toggle from “unread” to “read”.

Once the submission’s property is set to “read,” it will no longer be included on the **Users with submissions/Only show users with unread submissions** listing.

This timely tip can also be found at:

http://www.lcc.edu/cte/resources/thommen_tips/