

# Previewing Assignment Folders and Submissions

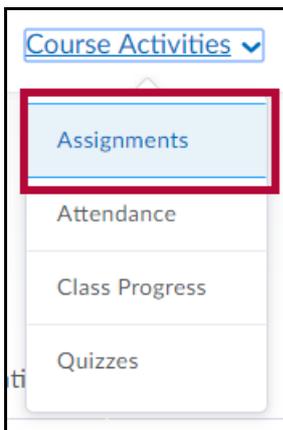
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## Previewing Assignment Folders and Submissions

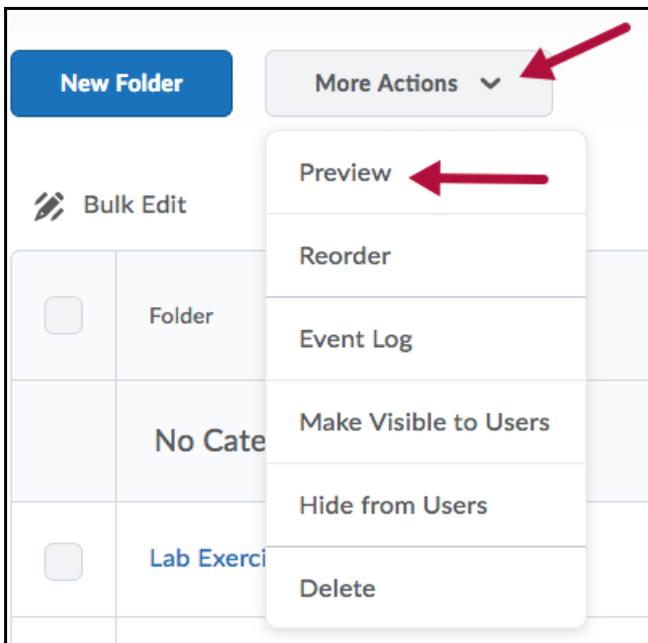
The preview option enables you to navigate the steps that students go through to submit files, review their submissions, and view submission history. You can make a preview submission visible on the Submissions page.

### Preview file submission and submission history

1. In your course, go to **Course Activities > Assignments**.



2. Click the **More Actions** button and choose **Preview** on the Assignment Folders page.



3. Click the assignment folder to submit a file to.
4. Click **Add a File** to browse for the file you want to submit. You can attach files from your local computer or storage device.

**Submit Files**

Files to submit \*

(0) file(s) to submit

**After uploading, you must click Submit to complete the submission.**

Add a File Record Audio Record Video

5. You can Add a File, Record Video, or Record Audio as feedback. When you finish, click **Add**.
6. Enter any comments to submit with the file.
7. Select the **Allow this preview submission to be available** in the assignment folder option if you want to search for and view the file on the Folder Submissions page after you leave the Preview area.

Allow this preview submission to be available in the folder ?

Submit Cancel

8. Click **Submit**.
9. At the bottom of the **File Upload Results** page, click the **View History** button.

Email Status

**Confirmation Email Sent Successfully**

Instructions

Upload your report file in the appropriate D2L dropbox found under assessments.

Done View History Upload More Files

10. From the **Submission History** page, select the Assignment Folder to view from the drop-down list, and then click **Apply**.

Folder

Lab Exercise 1 Report

Folder Type

Individual submission folder

Apply

11. Click your submission to preview.