

How do I download assignments for grading offline?

Go to Assignments.

Select the Assignments tool from the Tool Menu of your site.

Click the Grade link for the assignment to be graded.

PSYCH 400 001 SU14: Assignments

Add Assignment List Grade Report Student View Permissions Options

Assignment List

View Assignment List

Viewing 1 - 1 of 1 items

Show 200 items

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
Article Summary Edit Duplicate Grade	site	Open	Feb 16, 2014 12:00 pm	Feb 22, 2014 5:00 pm	5/5	0-100.0	

Update

Click the Download All link.

PSYCH 400 001 SU14: Assignments

Add Assignment List Grade Report Student View Permissions Options

Article Summary [Submissions](#)

View Entire Site

Name, ID, or Email Find Clear

Found 6 participant(s). Assign this grade to participants without a grade:

Apply

Viewing 1 - 6 of 6 items

Show 200 items

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	Instructor, Demo (professor) Grade		No Submission		
<input type="checkbox"/>	Student, Fifth (demostudent05) Grade	Feb 17, 2014 11:29 am	Ungraded		
<input type="checkbox"/>	Student, First (demostudent01) Grade	Feb 17, 2014 11:27 am	Ungraded		
<input type="checkbox"/>	Student, Fourth (demostudent04) Grade	Feb 17, 2014 11:28 am	Ungraded		
<input type="checkbox"/>	Student, Second (demostudent02) Grade	Feb 17, 2014 11:27 am	Ungraded		
<input type="checkbox"/>	Student, Third (demostudent03) Grade	Feb 17, 2014 11:28 am	Ungraded		

Assignment Details

Select the desired download options.

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Download All

Choose download options, and then click 'Download' at the bottom.

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

You may choose "All" to select all of the download options, or select only some of them by placing a check mark next to an individual item or items. The options available for download are:

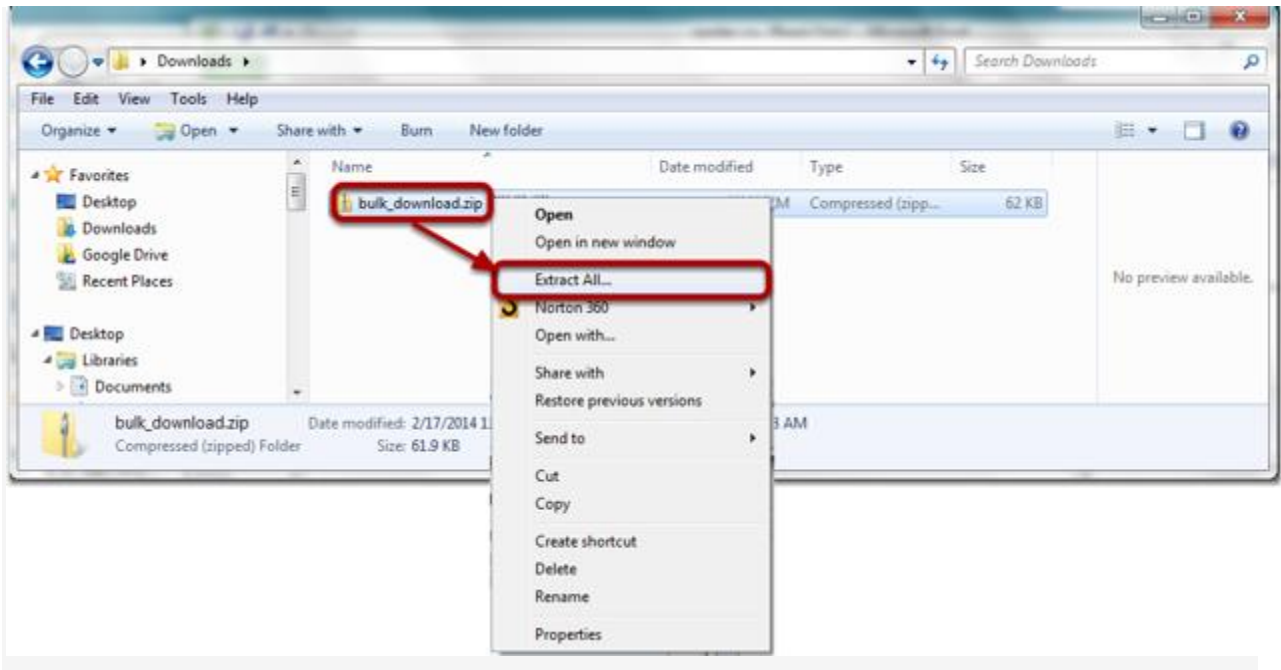
- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (grades.csv file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)
- Feedback Attachment(s)

Download the submissions.

A screenshot of a user interface showing two buttons: "Download" and "Cancel". The "Download" button is highlighted with a red rounded rectangle.

Click the **Download** button to save the files your computer. The assignment files will download as an archive file, or .zip file to your local computer.

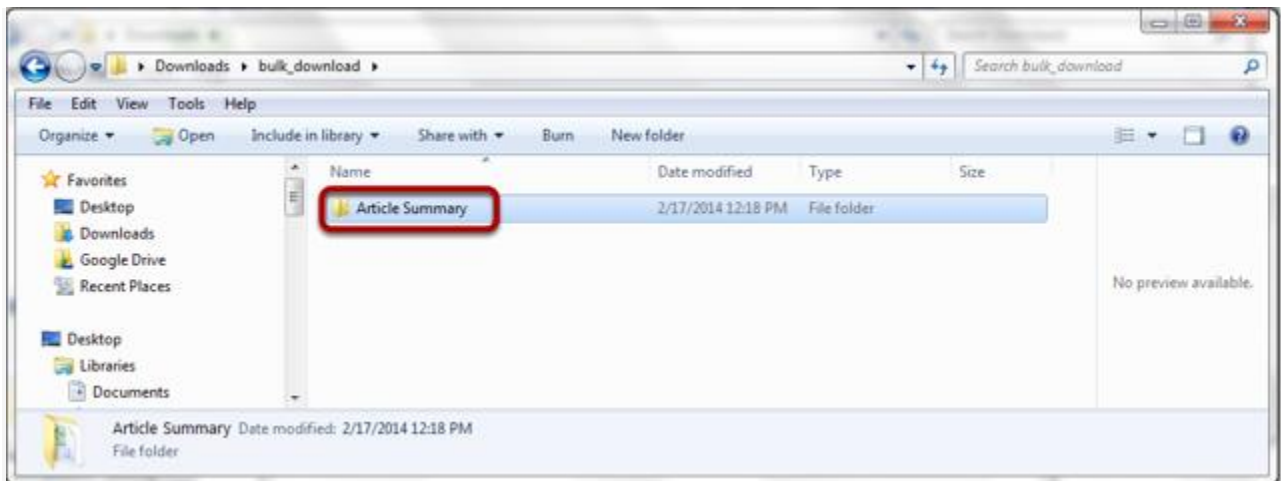
View archive.



The archive file has the default name of bulk_download.zip.

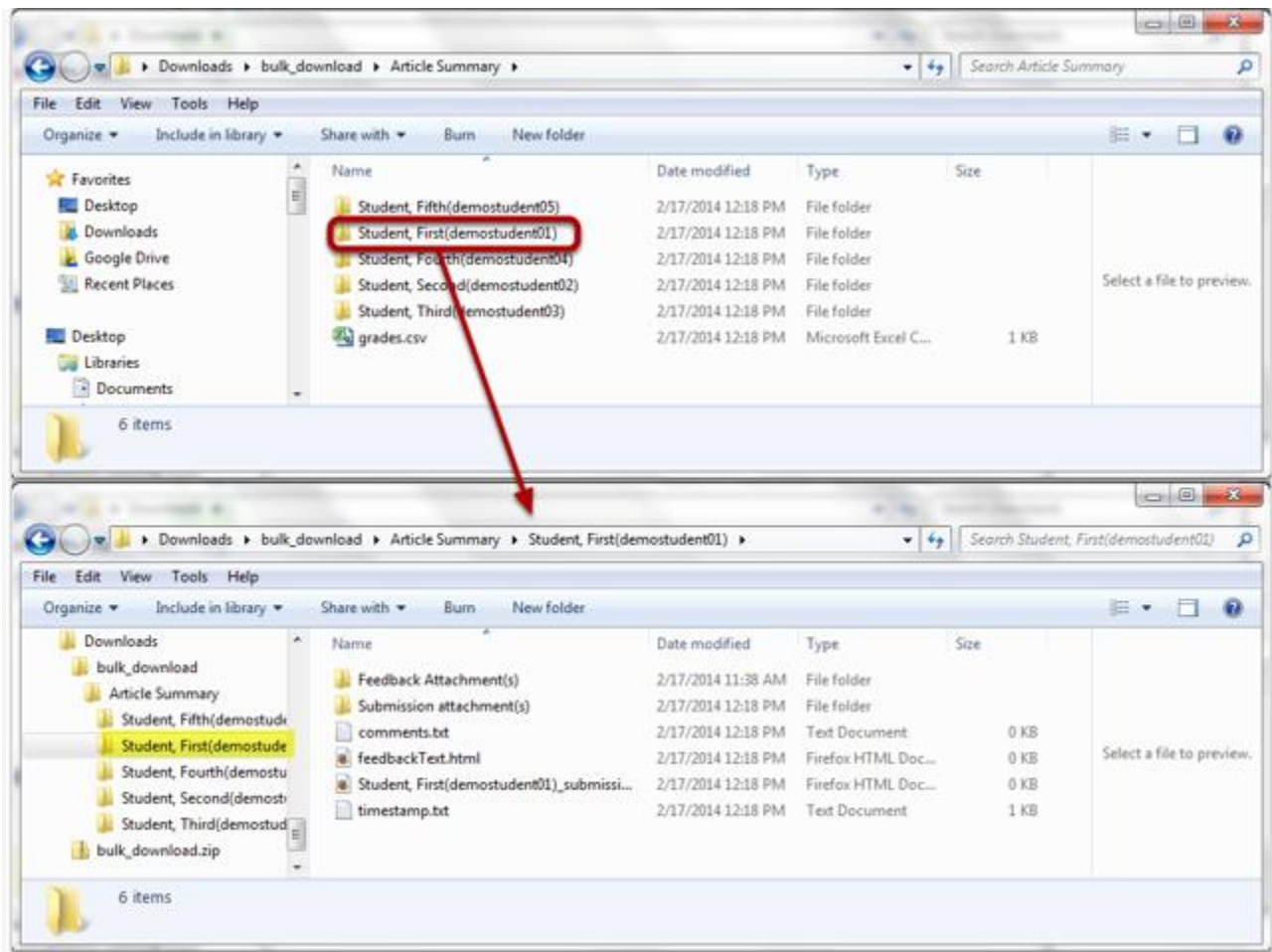
Extract the archive to a location on your computer. (You can do this by right-clicking on the file and selecting **Extract All** in Windows, or by using your preferred unzipping program on your computer.)

View assignment folder.



There will be a folder for each of the assignments in your course.

View student submissions.



Within the assignment folder, there will be individual folders for each of the students in the site. Open a student folder to view his or her submissions, feedback, and comments.

