

How do I upload graded assignment submissions and feedback?

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

Showing 1 - 1 of 1 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 **Upload 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

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

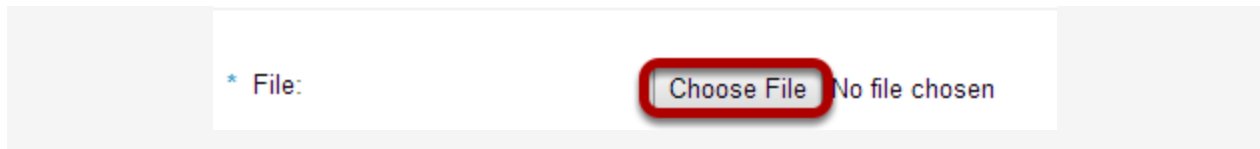
[Download All](#) | [Upload All](#) | [Release Grades](#)

Showing 1 - 6 of 6 items

<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

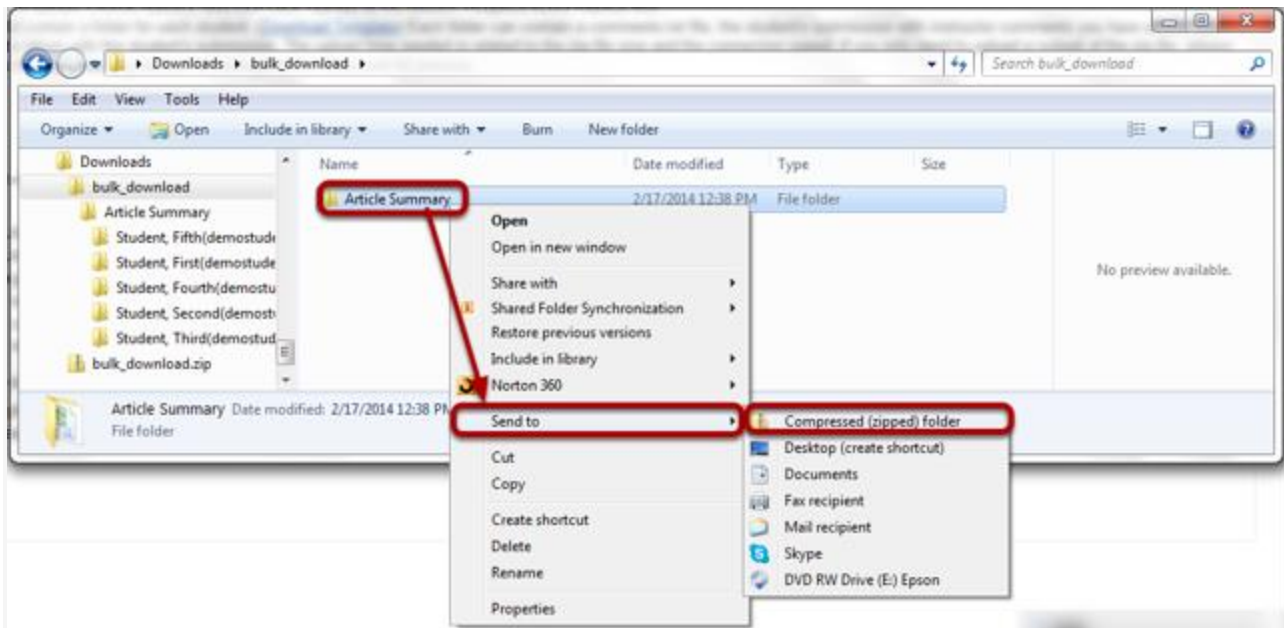
Select the archive file containing grades and feedback.



Click the **Choose File** button to browse for and select the archive file on your local computer.

Note: The archive file needs to be in a specific format. It should contain a folder for the assignment and subfolders for each of the individual students. The easiest way to ensure that your file is in the correct format is to download the assignment submissions (or the template provided) directly from the Assignments tool in your site.

Create a zip file from the extracted folder on your computer.



[Create a zip file from the extracted folder on your computer.](#)

If you have previously extracted the bulk_download.zip file on your computer, and then edited or added to the assignment grades or feedback, you will need to create a new archive or zip file for upload which includes your changes.

You can create a zip file from a folder in Windows by right-clicking on the folder, and then selecting **Send to** and **Compressed (zipped) folder**. The zip file will have the same name as the folder you selected.

Tip: You can either compress/zip all existing assignment folders at once for upload, or just one assignment folder at a time.

Select the desired upload and release options.

PSYCH 400 001 SU14: Assignments

Upload All

Select an archive file to upload, choose options, and then click 'Upload' at the bottom. Required items marked with *

The archive file should contain a folder for each student. ([Download Template](#)) Each folder can contain a comments.txt file, the student's submission with instructor comments you have added, and/or other files you want to return with the student's submission. The upload time needed is related to the zip file size and the connection speed. If you only need to upload a subset of the zip file, please limit your zip file size first by choosing options accordingly in the Download All process.

* File: Article Summary.zip

1 You have selected the archive file for uploading. Files contained in the archive will be uploaded to the corresponding student submission for the assignment.

* Choose which elements in the archive file to upload

- 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)

2 Select release option

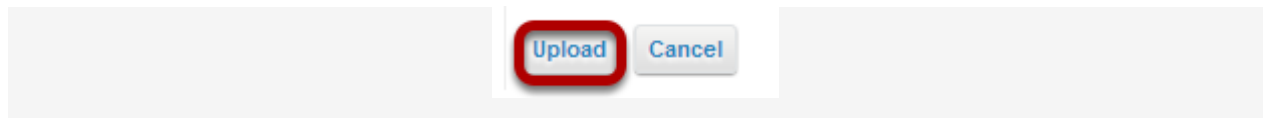
- Release uploaded information to students
- Do not release uploaded information - I'll release it later

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

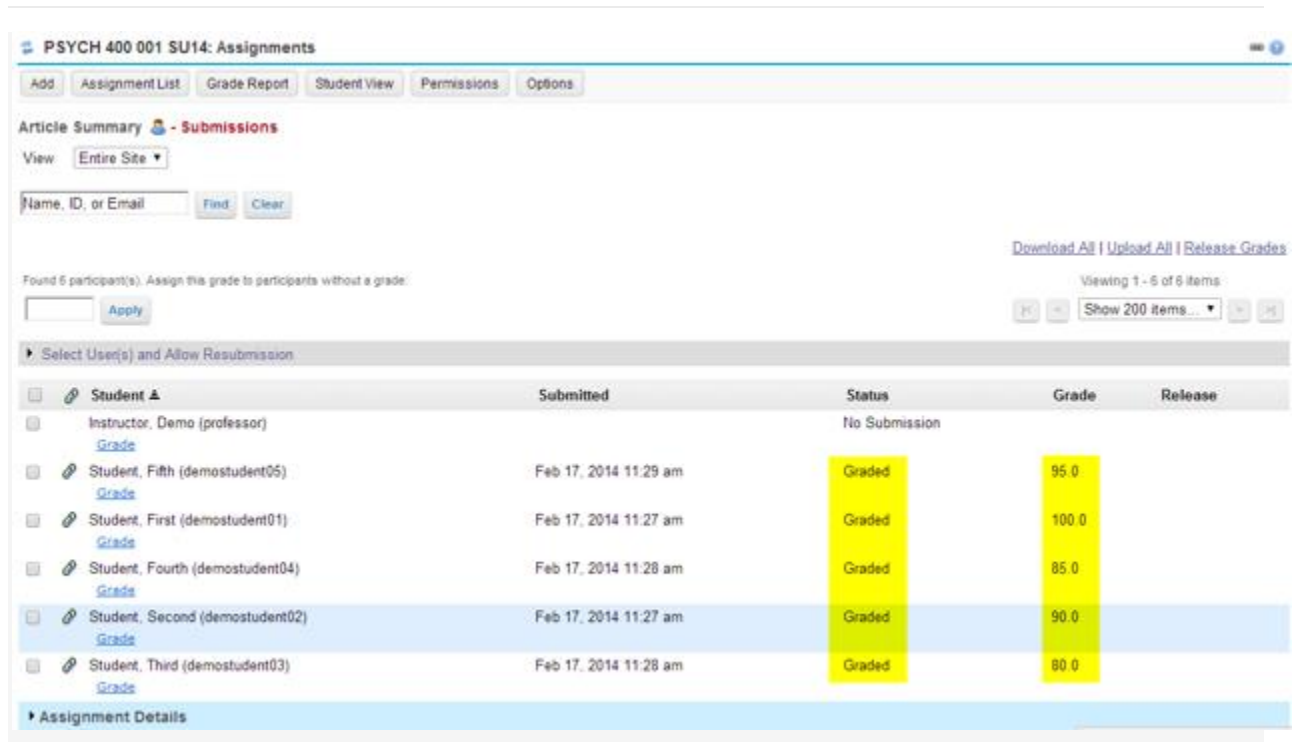
2. Select the radio button to **Release uploaded information to students** if you want them to be able to see their grades and feedback right away. (If you would rather wait to release at a later date, select **Do not release uploaded information - I'll release it later** instead.)

Click Upload



Click the **Upload** button to upload your file.

View grades.



The screenshot shows the 'PSYCH 400 001 SU14: Assignments' page. It includes a navigation bar with tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below the navigation bar, there is a section for 'Article Summary' and 'Submissions'. A search bar is present with the text 'Name, ID, or Email' and buttons for 'Find' and 'Clear'. A message states 'Found 6 participant(s). Assign this grade to participants without a grade.' with an 'Apply' button. A table of student submissions is displayed with columns for 'Student', 'Submitted', 'Status', 'Grade', and 'Release'. The table shows five student entries, all with a status of 'Graded' and various grades. The 'Status' and 'Grade' columns are highlighted in yellow. Below the table, there is a section for 'Assignment Details'.

Student	Submitted	Status	Grade	Release
Instructor, Demo (professor)		No Submission		
Student, Fifth (demostudent05)	Feb 17, 2014 11:29 am	Graded	95.0	
Student, First (demostudent01)	Feb 17, 2014 11:27 am	Graded	100.0	
Student, Fourth (demostudent04)	Feb 17, 2014 11:28 am	Graded	85.0	
Student, Second (demostudent02)	Feb 17, 2014 11:27 am	Graded	90.0	
Student, Third (demostudent03)	Feb 17, 2014 11:28 am	Graded	80.0	

Once your upload is complete, you will be returned to the assignment grading screen. Notice that the grades have now been uploaded and the student submissions are marked as "Graded"