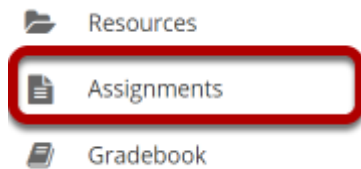


How do I download assignments for grading offline?

Go to Assignments.



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

Click the Grade link for the assignment to be graded.

Assignments

Viewing 1 - 3 of 3 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 3 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:15 PM	Apr 28, 2019 2:15 PM	0/0	0-100.00	<input type="checkbox"/>
Assignment 2 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:15 PM	Apr 21, 2019 2:15 PM	4/3	0-100.00	<input type="checkbox"/>
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:00 PM	Apr 14, 2019 2:00 PM	4/0	0-100.00	<input type="checkbox"/>

Click the Download All link.

Assignment 2 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Use new Grader to grade submissions

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

► [Send Feedback to Multiple Students](#)

► [Set Resubmission Options for Multiple Students](#)

Search Search Viewing 1 - 4 of 4 items
|< < Show 200 items... ▾ > >|

<input type="checkbox"/>	Student	Submitted	Status	Grade	Released
<input type="checkbox"/>	Johnson, Steven (student02)	Apr 7, 2019 5:11 PM	Ungraded		
<input type="checkbox"/>	Martin, Erin (student03)	Apr 7, 2019 2:22 PM	Ungraded		
<input type="checkbox"/>	Smith, Jeremy (student04)	Apr 7, 2019 5:11 PM	Ungraded		
<input type="checkbox"/>	Thompson, Mary (student01)	Apr 7, 2019 5:10 PM	Ungraded		

► [Assignment Details](#)

Select the desired download options.

Download All

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

NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to upload this archive in the same language as it was downloaded (or re-download and use a new archive).

- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (file at top level of archive)
- CSV format, file grades.csv
- EXCEL format, file grades.xls
- 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)

Include students who have not yet submitted

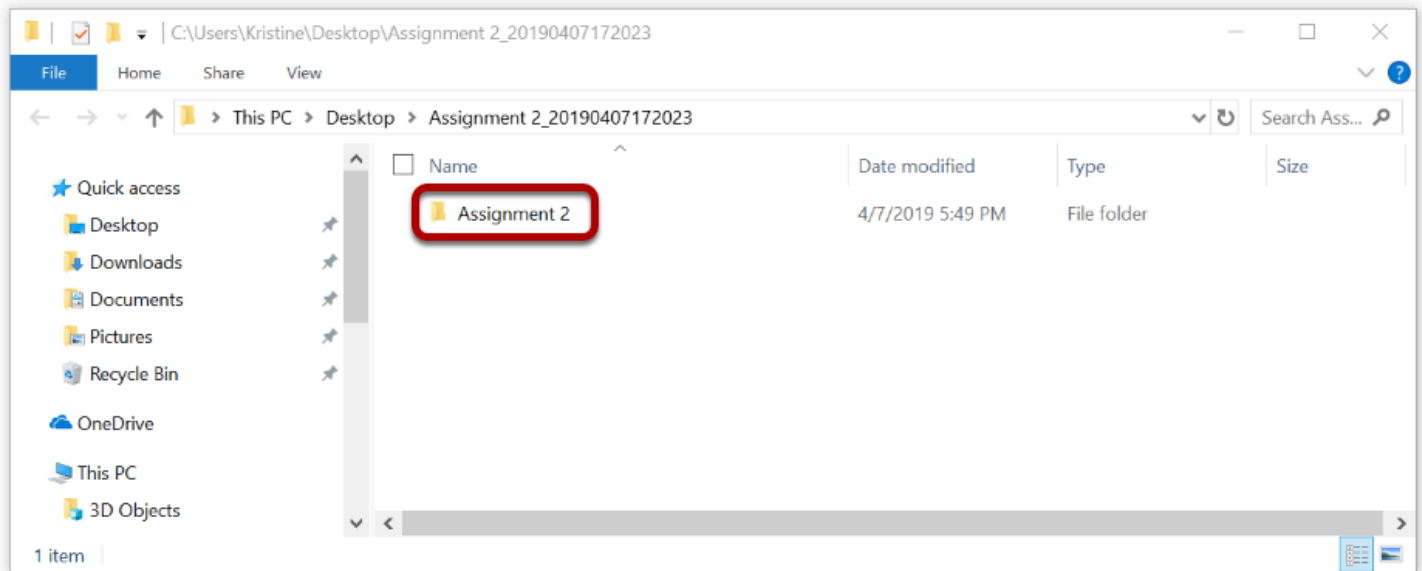
Include students who have not yet submitted

Download

Cancel

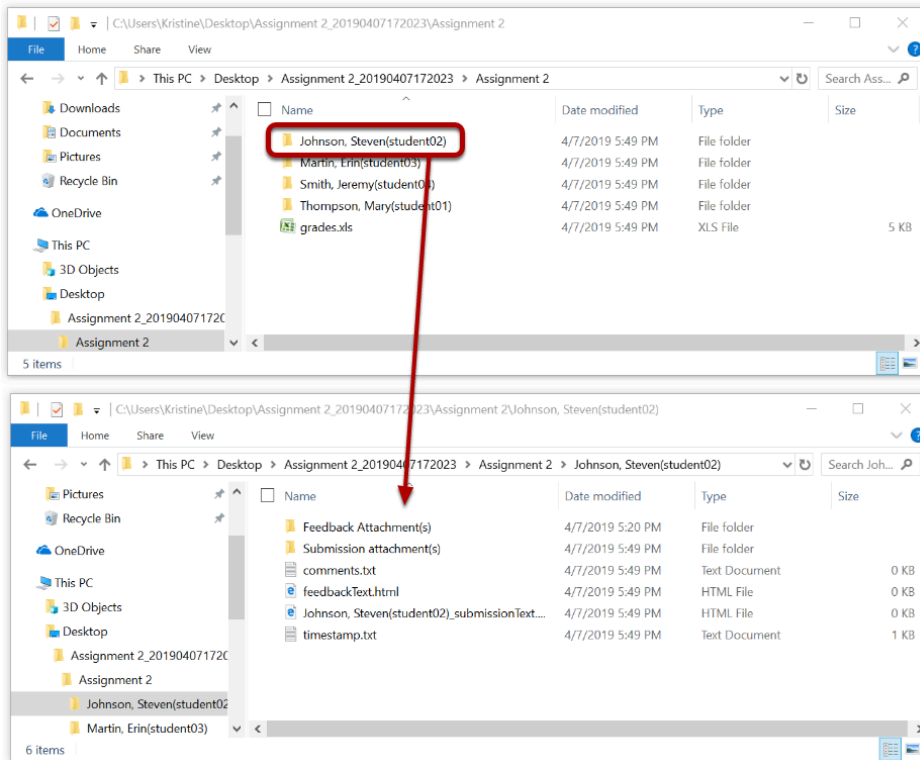
Extract the archive to a location on your computer. (You can do this by right-clicking on the file and selecting **Extract All** in Windows, or by using your preferred unzipping program on your computer.)

View assignment folder.



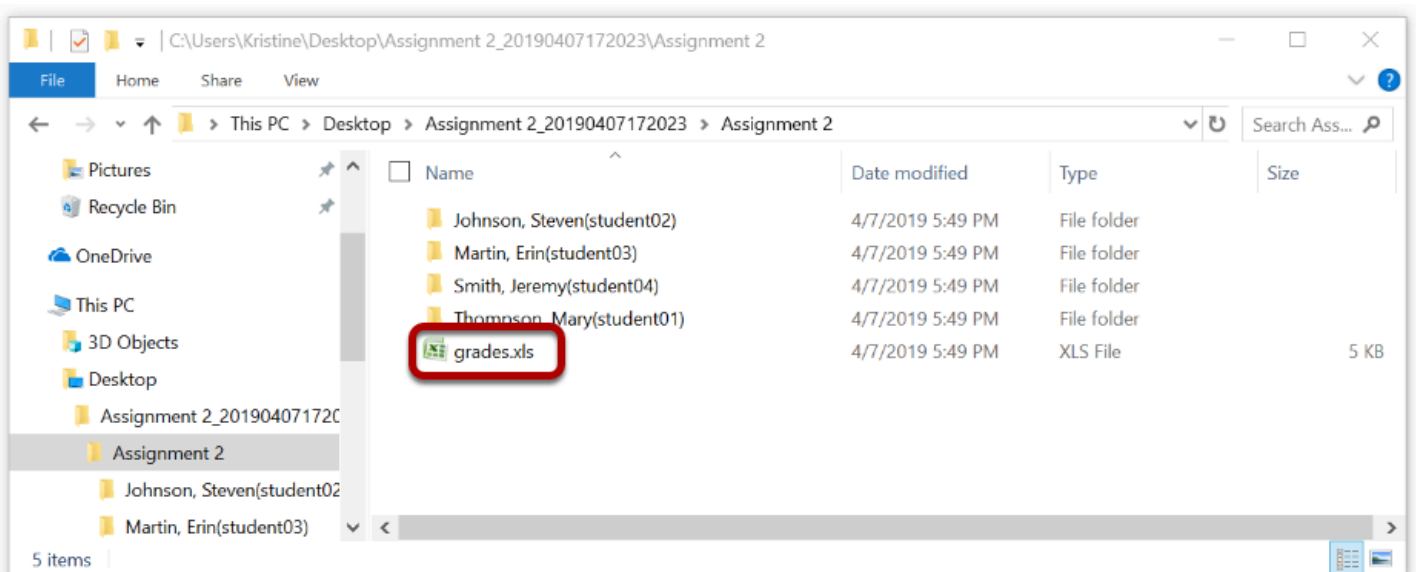
There will be a folder for each of the assignments in your course.

View student submissions.



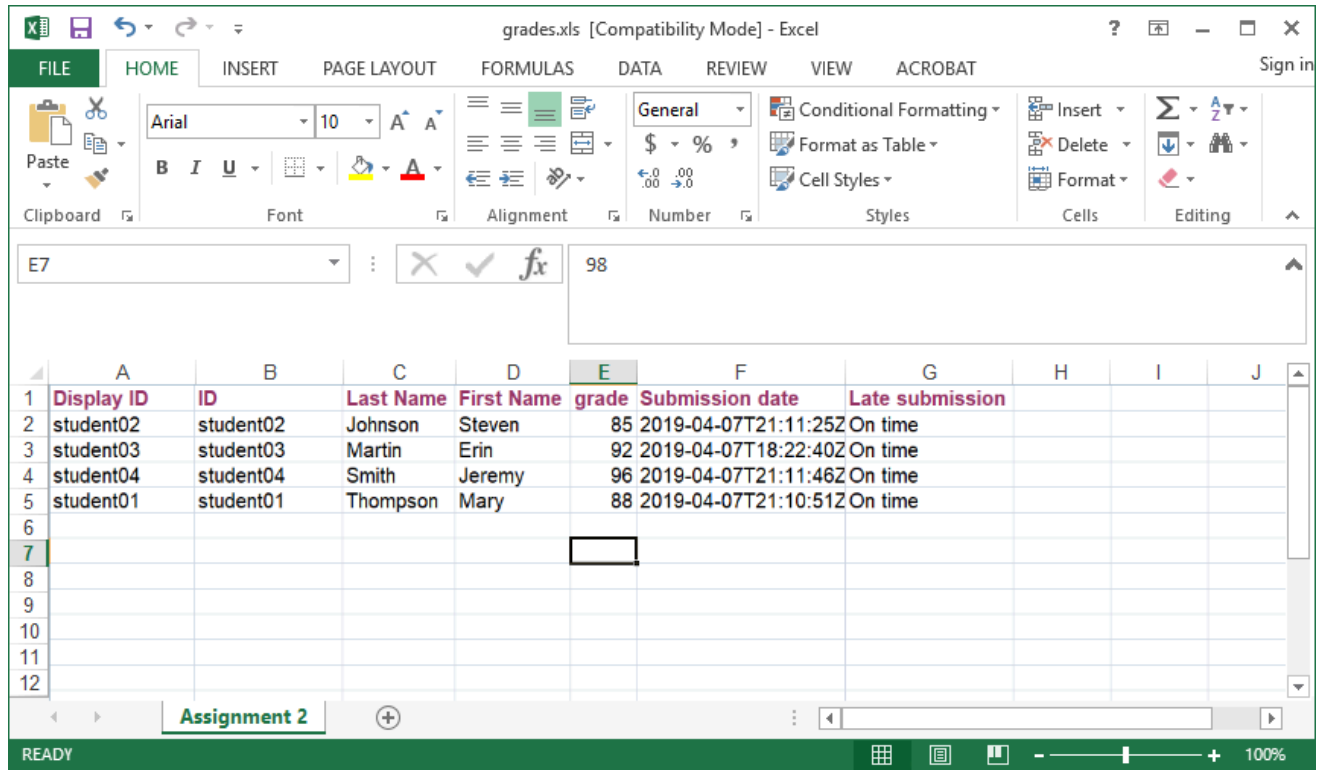
Within the assignment folder, there will be individual folders for each of the students in the site. Open a student folder to view his or her submissions, feedback, and comments.

Grade the submissions.



When you are ready to enter student grades, open the **grades.xls** file within the assignment folder.

Enter grades and comments into the spreadsheet and save.



The screenshot shows the Microsoft Excel interface with the file 'grades.xls' open in Compatibility Mode. The ribbon is set to 'HOME'. The active cell is E7, containing the value '98'. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	Display ID	ID	Last Name	First Name	grade	Submission date	Late submission			
2	student02	student02	Johnson	Steven	85	2019-04-07T21:11:25Z	On time			
3	student03	student03	Martin	Erin	92	2019-04-07T18:22:40Z	On time			
4	student04	student04	Smith	Jeremy	96	2019-04-07T21:11:46Z	On time			
5	student01	student01	Thompson	Mary	88	2019-04-07T21:10:51Z	On time			
6										
7					98					
8										
9										
10										
11										
12										