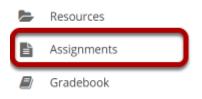
# How do I download assignments for grading offline?

# 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	<u>Status</u>	<u>Open</u>	Due	<u>In</u> / <u>New</u>	<u>Scale</u>	Remove?		
Assignment 3 Edit  Duplicate   Grade	Entire Site	Open	Apr 7, 2019 2:15 PM	Apr 28, 2019 2:15 PM	<u>0/0</u>	0-100.00			
Assignment 2 Edit   Duplicate Grade	Entire Site	Open	Apr 7, 2019 2:15 PM	Apr 21, 2019 2:15 PM	<u>4/3</u>	0-100.00			
Assignment 1 Edit  Duplicate   Grade	Entire Site	Open	Apr 7, 2019 2:00 PM	Apr 14, 2019 2:00 PM	<u>4/0</u>	0-100.00			

## 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										
Student =	Submitted	<u>Status</u>	<u>Grade</u>	<u>Released</u>						
Johnson, Steven (student02)	Apr 7, 2019 5:11 PM	Ungraded								
Martin, Erin (student03)	Apr 7, 2019 2:22 PM	Ungraded								
Smith, Jeremy (student04)	Apr 7, 2019 5:11 PM	Ungraded								
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).

Student s	submission text (original student submitted text, possibly containing instructor added comments) submission attachment(s) e (file at top level of archive)
0	ormat, file grades.csv .format, file grades.xls
Feedback submissi	‹ text (the inline comments with student submission) ‹ comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's on) ‹ Attachment(s)
✓ Include s	students who have not yet submitted
🖌 Include s	students who have not yet submitted
Download	Cancel

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:

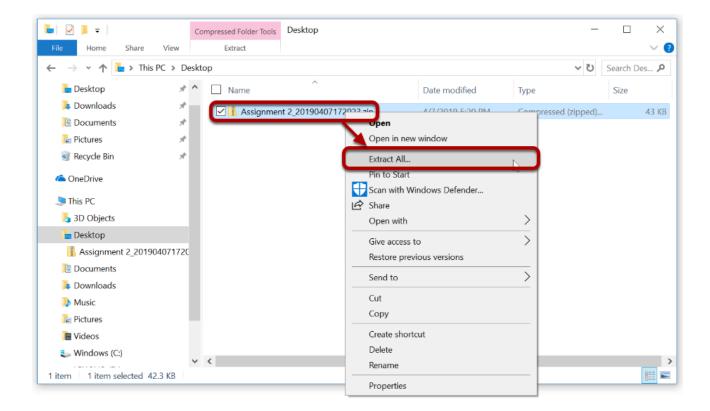
- All
- Student submission text (original student submitted text, possibly containing instructor added comments)
- Student submission attachment(s)
- Grade file (file at top level of archive)
- Feedback text (the inline comments with student submission)
- Feedback comments (comments.txt file if available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

## Download the submissions.



Click the **Download** button to save the files your computer.

## Extract files.



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.

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

## View student submissions.

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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.

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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.

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