


# How do I upload graded assignment submissions and feedback?

## Go to Assignments.

 Resources

 **Assignments**

 Gradebook

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... > >|

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

# Click the Upload All link.

## Assignment 2 - Submissions

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

Use new Grader to grade submissions

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

► [Send Feedback to Multiple Students](#)

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

Search   Viewing 1 - 4 of 4 items

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

► [Assignment Details](#)

# Select the archive file containing grades and feedback.

## 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.

**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).**

\*File:

Assignment ...06111219.zip

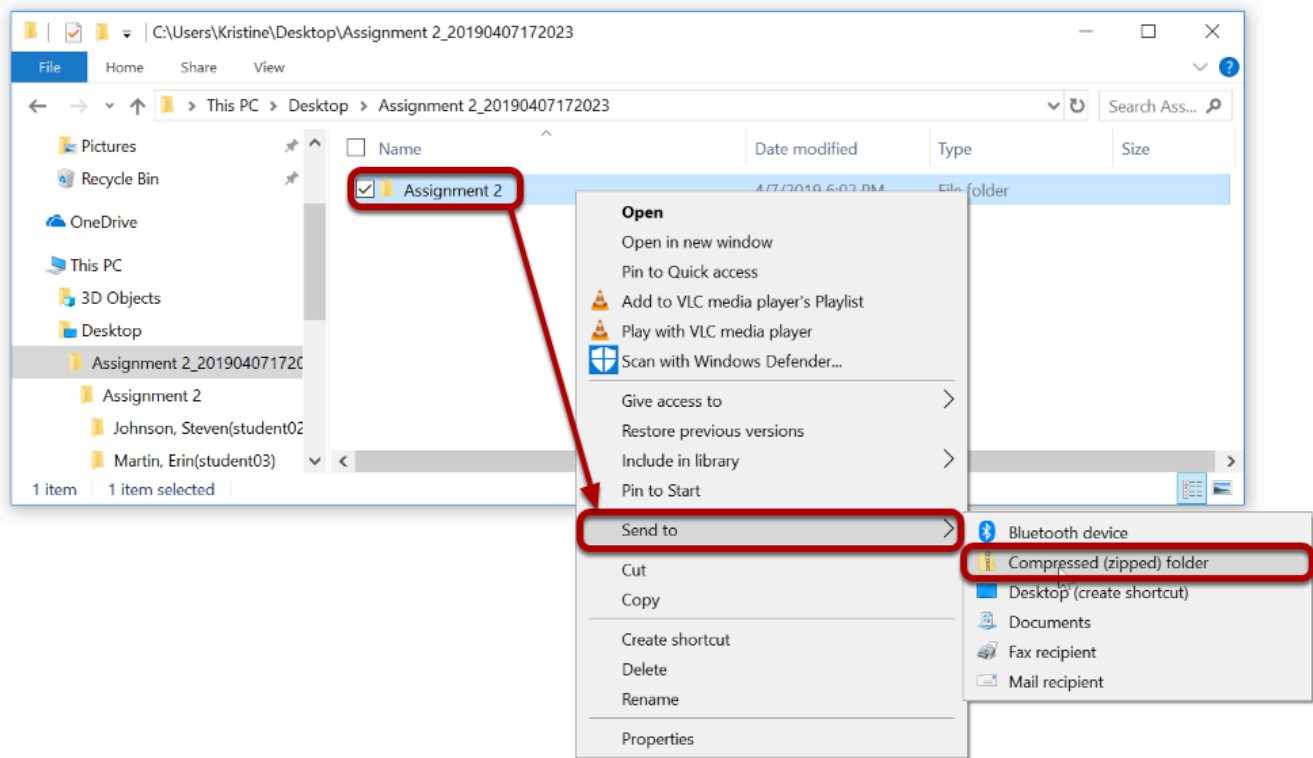
**i** You have selected the archive file for uploading. Files contained in the archive will be uploaded to the corresponding student submission for the assignment.

Click the **Choose File** button to browse for and select the archive file on your local computer. You should have downloaded this archive using the **Download All** link previously. See [How do I download assignments for grading offline?](#) for more information.

*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.



If you have previously extracted the 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 that 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.

ASSIGNMENTS

Link Help

## 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.

**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).**

\*File:

Choose File Assignment ...06111219.zip

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

1

**\*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 (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)

2

**Select release option**

- Release uploaded grades and feedback comments to students
- Do not release uploaded information - I'll release it later

Upload Cancel

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 (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.

Upload Cancel

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

## View grades.

### Assignment 2 - Submissions

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

Use new Grader to grade submissions

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

► [Send Feedback to Multiple Students](#)

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

Viewing 1 - 4 of 4 items

Search

|< < Show 200 items... ▾ > >|

<input type="checkbox"/>	<a href="#">Student</a> <small>⌵</small>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Released</a>
<input type="checkbox"/>	<a href="#">Johnson, Steven (student02)</a>	Apr 7, 2019 5:11 PM	Returned	85.00	✓
<input type="checkbox"/>	<a href="#">Martin, Erin (student03)</a>	Apr 7, 2019 2:22 PM	Returned	92.00	✓
<input type="checkbox"/>	<a href="#">Smith, Jeremy (student04)</a>	Apr 7, 2019 5:11 PM	Returned	96.00	✓
<input type="checkbox"/>	<a href="#">Thompson, Mary (student01)</a>	Apr 7, 2019 5:10 PM	Returned	88.00	✓

► [Assignment Details](#)

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 "Returned" in this example, because they have been both graded and released to students during upload.