



## **DOWNLOADING MULTIPLE ASSIGNMENT**

## **SUBMISSIONS & ATTACHMENTS**



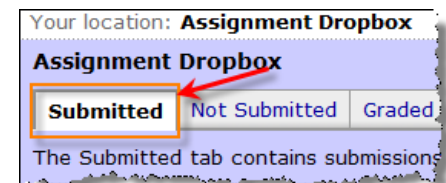
## Downloading Multiple Assignment Submissions with Attachments

1. From your course Home Page, **click on Teach Tab.**

2. Select **Assignment Dropbox** from the **Instructor Tools Menu (Lower-Left Menu)**

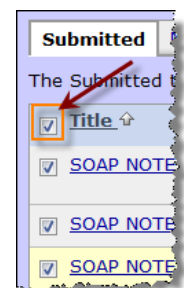


3. From the **Assignment Dropbox** screen, select the **Submitted** tab.



4. To download **multiple** assignments with attachments, click the **Selection Box** to the left of the **“Title”** column heading. This will select all assignments in the Submitted Tab.

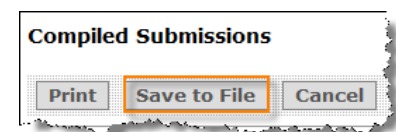
If you only want to download certain submissions, click the check box next to the items you wish to download. You will see a check appear in the box to the left of each item.



5. Scroll to the bottom of the screen and click “Create Printable View”



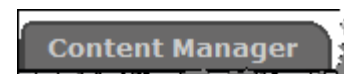
6. Click the **“Save to File”** button.



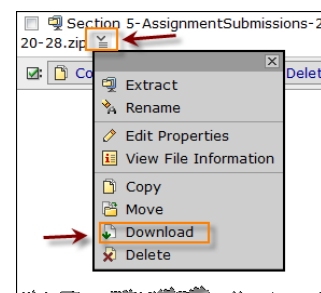
7. The following message will appear indicating the location of your file. Notice that it has a .zip file extension.



8. Click on the “MyCourses” link in the top-right of your screen, then, click on the “Content Manager” Tab (If Available), Otherwise, if you are a course “Designer”, this file will be available from the course File Manager under the “MyFiles” tab.



9. Once you locate the file, click the **Action Link** for your assignments file, then, select “**Download**”.



10. Select “Save” in the file download dialog box and choose a folder (Or Create a new folder) to save your document to.

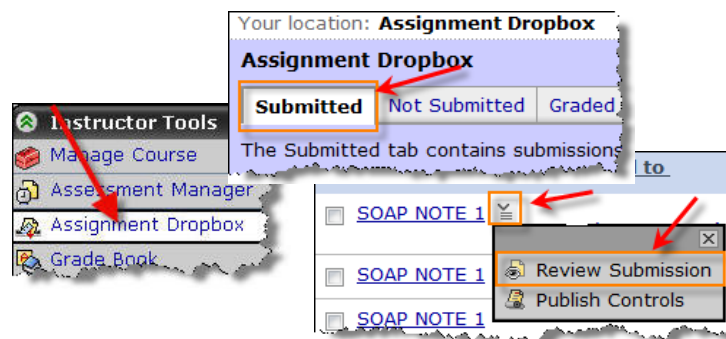
11. On your computer, locate the file you just saved using My Computer or Windows Explorer. Right-Click your mouse over the file and select “**Extract All**” from the **Shortcut Menu**.

12. Click Extract, and your files will be placed in the folder you specified. You can now open your files, edit, and save as necessary.

**UPLOADING GRADED ASSIGNMENT ATTACHMENTS**

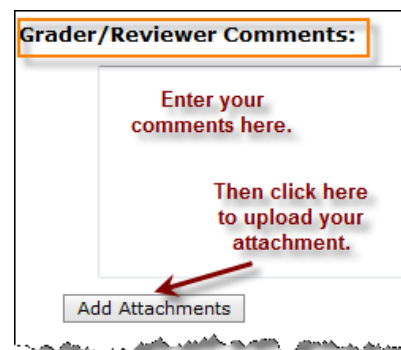
**Important:** If students are allowed to take back submitted assignments and revise them before the due date, do not grade submissions until the due date has passed.

1. Click on Assignment Drop Box, Submitted, Then review Submission.

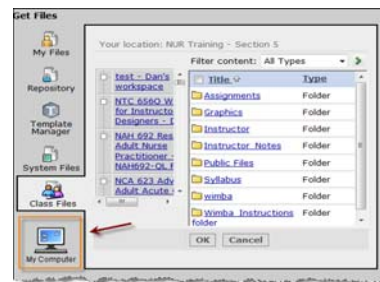


2. Enter your comments in the “**Grader/Reviewer Comments:**” dialog box.

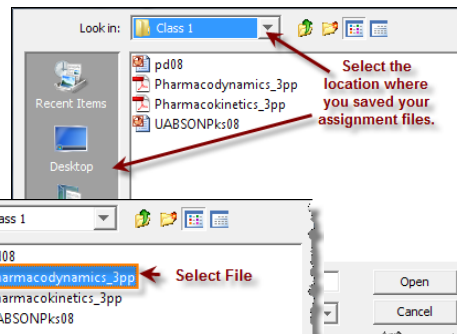
3. Click on the “**Add Attachments**” button



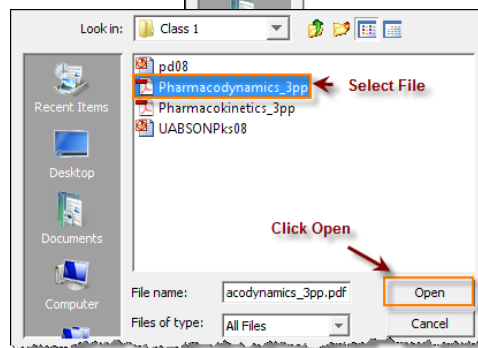
4. When the **Get Files** screen appears, Click on **My Computer**.



5. Select the location where you saved the student's assignment files.



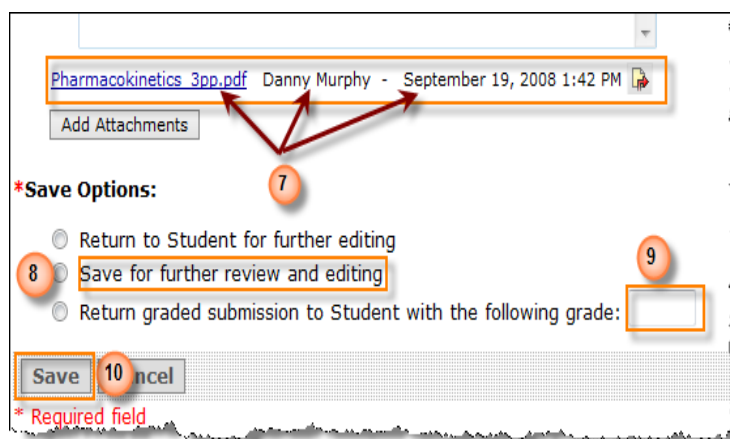
6. Then, **select** the file you wish to upload and click **Open**.



7. The Assignment screen will re-appear and display your attachment. The Instructor Name will appear to the right of the attachment along with the date and time you uploaded the document.

8. If you want to continue evaluating the submission later, select the "Save for further review and editing" option.

9. If you want to assign a grade, select **Return graded submission to Student with the following grade** and enter the grade.



10. Click **Save** when finished