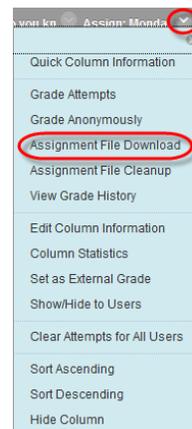


DOWNLOADING ASSIGNMENTS

You can download assignment submissions to review them offline instead of reviewing them online in the Grade Center. Choose to download all or only selected submissions as a single ZIP file. Unzip or expand the file to view the contents. Each submission is saved as a separate file.

HOW TO DOWNLOAD ASSIGNMENTS

1. In the Grade Center, locate the column for the assignment you want to download.
2. Access the assignment column's contextual menu and select **Assignment File Download**.
3. On the **Download Assignment** page, select the student submissions to download -OR- select the check box in the header bar to choose all available submissions.



SELECT USERS			
<input type="checkbox"/>	Name ▲	Date	Grade
<input type="checkbox"/>	Brown, Tony	Monday, March 22, 2010 12:05:47 PM CDT	95.0
<input type="checkbox"/>	Casper, Chris		Not Available
<input type="checkbox"/>	Cooper, Ashby	Monday, March 22, 2010 12:07:27 PM CDT	Needs Grading
<input type="checkbox"/>	Durand, Porter	Sunday, March 21, 2010 10:52:10 AM CDT	Needs Grading
<input type="checkbox"/>	Herrera, Linda	Tuesday, March 23, 2010 8:37:53 AM CDT	Needs Grading
<input type="checkbox"/>	Johnson, Ryan	Tuesday, March 23, 2010 8:35:16 AM CDT	Needs Grading
<input type="checkbox"/>	Lopez, Bruce	Monday, March 22, 2010 12:11:19 PM CDT	Needs Grading
<input type="checkbox"/>	Perez, Javier		Not Available
<input type="checkbox"/>	Scott, Sandra		Not Available
<input type="checkbox"/>	Spooner, Sarah		Not Available
<input type="checkbox"/>	Tsai, Mark		Not Available
<input type="checkbox"/>	Wagner, Henry	Sunday, March 21, 2010 7:04:11 PM CDT	Needs Grading
<input type="checkbox"/>	Wayne, Bruce	Thursday, March 27, 2014 11:22:21 AM CDT	Needs Grading
<input type="checkbox"/>	Wong, Mei		Not Available

Displaying 1 to 14 of 14 items Show All Edit Paging...

4. Click **Submit**.
5. On the next **Download Assignment** page, click the **Download assignments now** link.

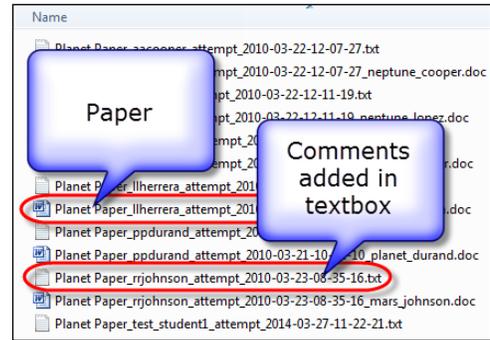
Download Assignment: Planet Paper

The assignments have been packaged. [Download assignments now](#) (45 KB)
Friday, March 28, 2014 9:15:30 AM CDT

6. In the pop-up window, select **Save File** and click **OK**.
7. Browse to the location where you want to download the file and click **Save**.
8. To return to the Grade Center, click **OK** on the **Download Assignment** page.

When you use the **Assignment File Download** function, usernames are included automatically in the file names for easy identification. However, files downloaded one by one from the **Grade Assignment** page will not include usernames. To avoid confusion, you should specify that students use a detailed file name that includes their last names or their usernames when submitting assignments.

If a student has added an attachment, the downloaded ZIP file may contain two files for each student: the attached file and a TXT file produced by the Grade Center that contains information about the submission and student comments. Both files have the student's username included in the file name for easy identification.

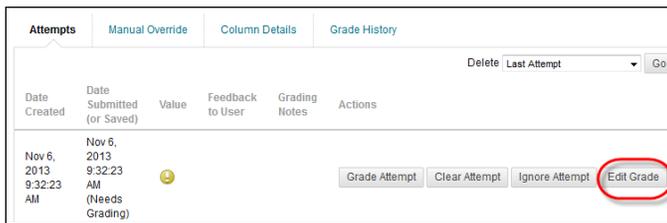


Note: The **Assignment File Cleanup** function allows you to select students and delete files associated with their submissions. This function is available from the assignment column's contextual menu in the Grade Center.

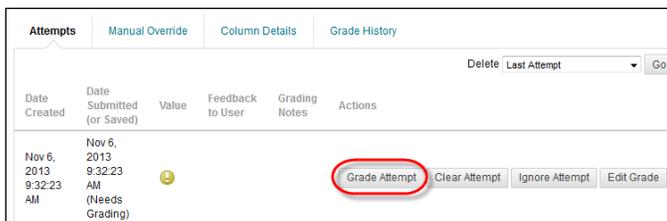
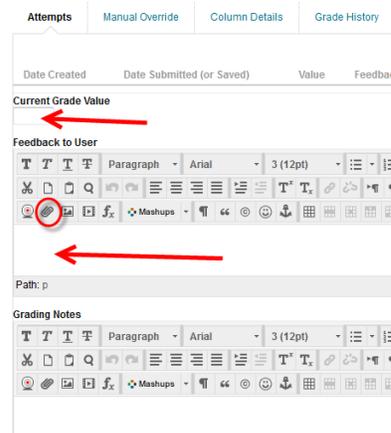
GRADING DOWNLOADED ASSIGNMENTS

After reviewing submissions offline and determining grades, you can provide grades and comments in the Grade Center.

1. Access the assignment cell's contextual menu and select **View Grade Details**.
2. On the **Grade Details** page, click **Edit Grade**.



3. You can use the **Insert File** function in the content editor to add files.
4. Alternatively, click **View Attempt** to see the student's work in his or her **Submission** and **Comments** sections as you add a grade, comments, and files.



Alternatively, you can type grades directly into the Grade Center cells. If you type a grade for the first attempt for an assignment that you have allowed two attempts for, this is called an override grade. If you go on to grade the second attempt from the **Grade Assignment** page, the override grade still supersedes the second attempt grade you assign. Therefore, avoid assigning grades directly in Grade Center cells for assignments without considering the ramifications first.