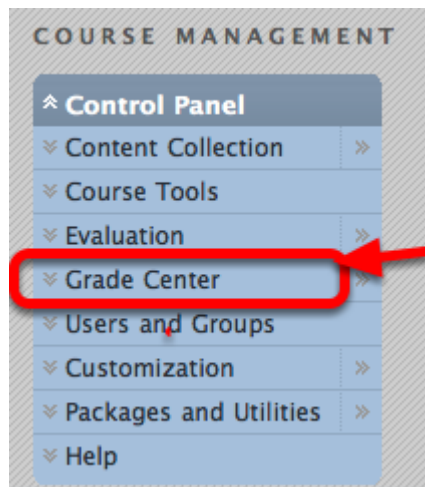


Downloading Submitted Assignments

This lesson covers how to collect and download student submissions for a particular assignment to a folder on your desktop.

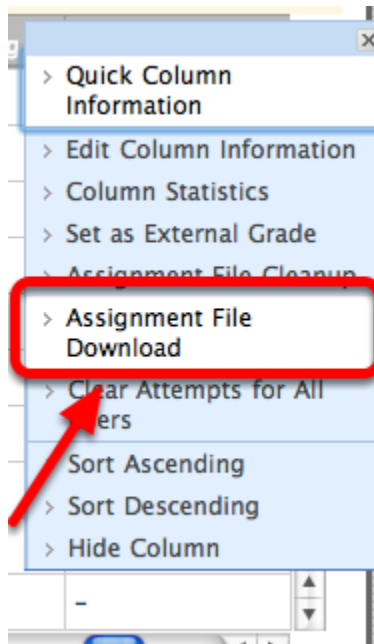
1. Go to the Course Management menu and choose Grade Center




2. Navigate to the Assignment you'd like to collect and click the drop down menu

<input type="checkbox"/>	Last Name	First Name	Availability	Trans-Neptun	Planet Paper	
<input type="checkbox"/>	Allen	Martha	Available	-	-	9%
<input type="checkbox"/>	Brown	Tony	Available	-	!	-
<input type="checkbox"/>	Casper	Chris	Available	-	-	-
<input type="checkbox"/>	Dubois	Alyssa	Available	-	-	-
<input type="checkbox"/>	Durand	Porter	Available	-	!	-
<input type="checkbox"/>	Farrell	Andy	Available	-	-	-
<input type="checkbox"/>	Hernandez	Juan	Available	-	-	-
<input type="checkbox"/>	Herrera	Linda	Available	-	-	-
<input type="checkbox"/>	Johnson	Ryan	Available	-	-	-

3. From the drop down menu on the right, click Assignment File Download



4. Check the First Box on the left to select all users with submitted assignments



Download Assignment: Planet Paper

Download and view student assignment submissions by selecting one or more Usernames and clicking Submit. Selected Assignments are packaged as a .ZIP file. Click the link to save the file to a local drive.

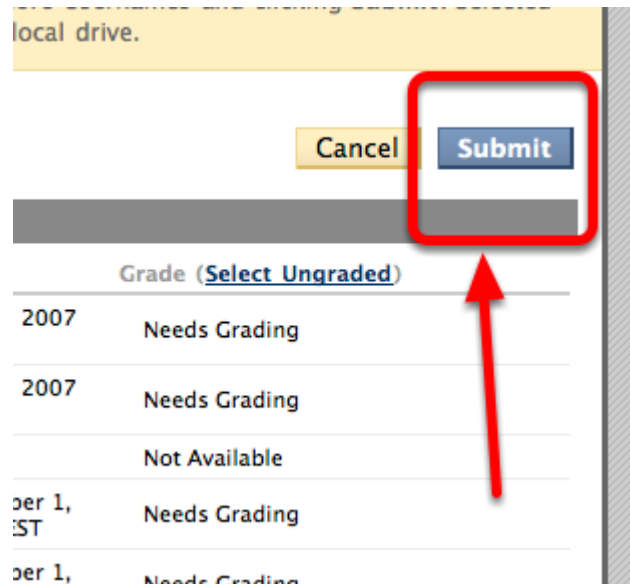
Cancel Submit

1. Select Users

<input checked="" type="checkbox"/>	Name	Date	Grade (Select Ungraded)
<input checked="" type="checkbox"/>	Johnson, Ryan		Not Available
<input checked="" type="checkbox"/>	Durand, Porter	Wednesday, November 1, 2006 11:44:24 AM EST	Needs Grading
<input checked="" type="checkbox"/>	Wagner, Henry	Wednesday, November 1, 2006 11:29:59 AM EST	Needs Grading
<input checked="" type="checkbox"/>	Martin, Joseph	Saturday, January 6, 2007 1:04:00 PM EST	Needs Grading
<input type="checkbox"/>	Herrera, Linda		Not Available
<input type="checkbox"/>	Perez, Javier		Not Available
<input checked="" type="checkbox"/>	Purcell, Justin	Wednesday, November 1, 2006 11:36:14 AM EST	Needs Grading
<input type="checkbox"/>	Scott, Sandra	Wednesday, November 1, 2006 11:46:39 AM EST	Not Available
<input type="checkbox"/>	Allen, Martha		Not Available
<input type="checkbox"/>	Rosseau, Ann		Not Available
<input type="checkbox"/>	Jackson, Laura		Not Available
<input checked="" type="checkbox"/>	Brown, Tony	Sunday, December 21, 2008 10:59:49 AM EST	Needs Grading
<input type="checkbox"/>	Casper, Chris		Not Available
<input type="checkbox"/>	Dubois, Alyssa		Not Available
<input type="checkbox"/>	Farrell, Andy		Not Available
<input type="checkbox"/>	Hernandez, Juan		Not Available

NOTE: Alternatively, you can choose **Select Ungraded** to collect only ungraded assignments, or you can choose only select students by NOT checking the first box on the left and instead choosing individual students. This screen also gives you an overview of who has submitted an assignment, the date and time of the submission, what's in need of grading, and what's already been graded.

5. Click Submit



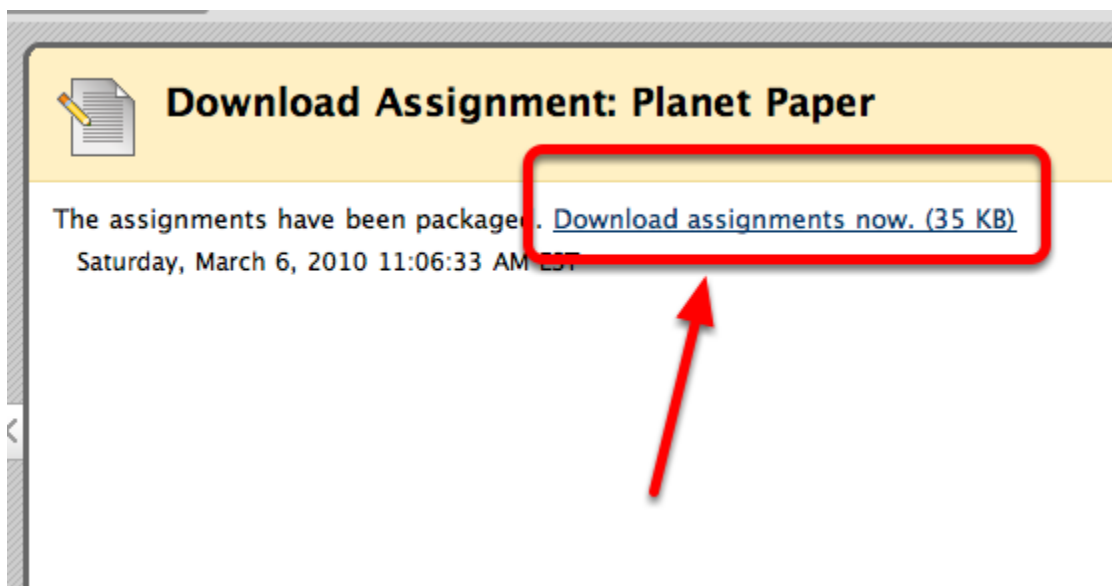
local drive.


Cancel Submit

Grade (Select Ungraded)

2007	Needs Grading
2007	Needs Grading
	Not Available
per 1, IST	Needs Grading
per 1,	Needs Grading

6. Click the "Download Assignments Now" link in the message



 **Download Assignment: Planet Paper**

The assignments have been packaged. [Download assignments now. \(35 KB\)](#)

Saturday, March 6, 2010 11:06:33 AM EST

NOTE: The folder with the assignments then download to your computer

7. Find the downloaded folder on your computer with the Assignment's name. All selected student submissions are revealed within

