

Oncourse: Assignments 2, Downloading and Uploading All Assignments

Instructors can grade or give feedback on assignments by downloading and uploading all students' assignments.

Downloading Submitted Assignments

The Assignments 2 tool allows instructors to download an Assignment including a copy of each student submission to a personal computer or another file storage device so that they can grade and comment on assignments without the need for a continuous Internet connection.

1. In the list of tools on the left, **Click Assignments 2**.
2. Under **Assignments List**, you can see all the assignments listed.
*Note: The **In/New** column displays the number of submissions that have come in from students (the "In" value) and the number of new submissions (the "New" value) for each assignment.*
3. To download the submissions under an assignment, under the appropriate Assignment title, **Click Grade**.
4. To download all submissions at once, **Click Download All** from the horizontal menu as shown in **Figure 1**.

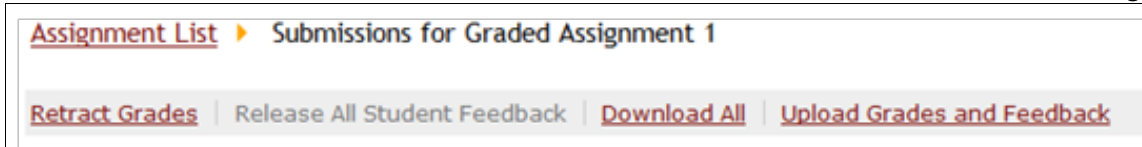


Figure 1

A window pops up prompting to save or open file.

5. If necessary change the file name and save location.
6. To download a copy, **Select Save** (Internet Explorer) or **OK** (Firefox).
*Note: Each student's submission is downloaded in a separate folder containing any attached documents; inline comments appear in simple text files. The downloaded folder also contains a DownloadAll_ReadMe.txt file providing different options to grading and providing comments as shown in **Figure 2**.*

Viewing Student Submissions

1. Navigate to the location where you saved the downloaded zip and double click on the zip file.
Inside you will find a folder named the using the assignment name and Oncourse site that the assignment was downloaded from for example: **PowerPoint_Basics-SP10_BL_UITS_PRAC_21174**.
2. Open the folder.
3. In side you will see a folder for each student as shown in **Figure 2**.

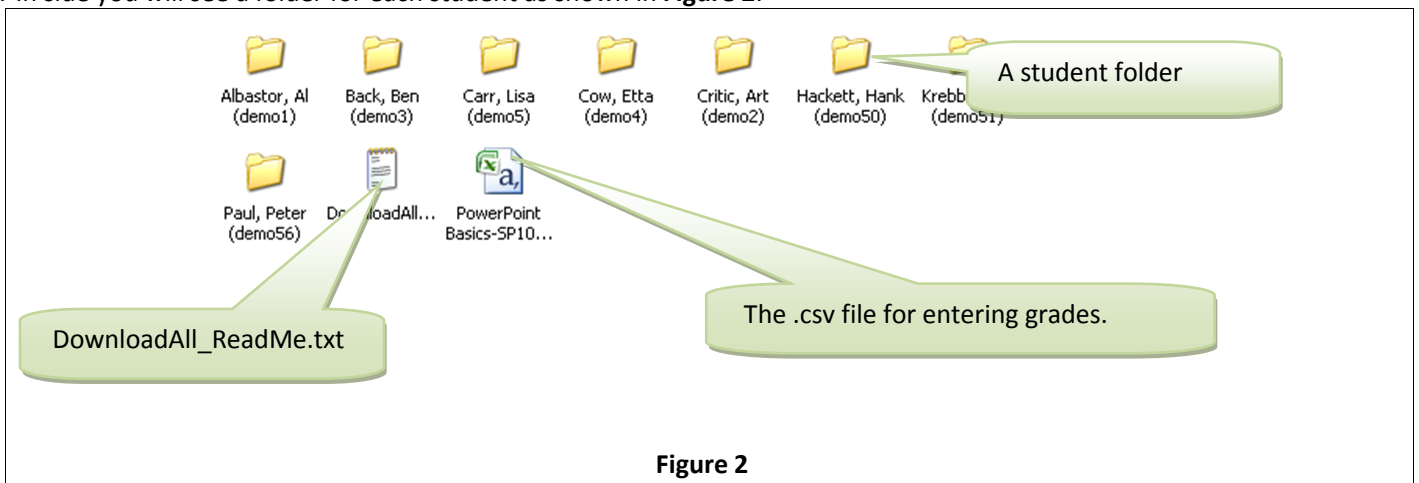


Figure 2

4. Open a folder for a student.
You will see a folder for their submissions. If the student resubmitted the assignment there will be a folder for each submission. The folders are named using the date and time the assignment was submitted.
5. **Open a submission folder** named for the date and time of the submission you want to review.
Depending on what the student submission consisted of you may see a Feedback folder, any files the student attached and an html file containing any text submissions from the student.
6. Once you have reviewed the student submissions, **Navigate back to the main folder**.
7. **Open the .csv file**.

8. **Update** the **.csv** file in the downloaded folder with grade and comments as shown in **Figure 3** and **Save the changes** with a new file name.

Note: the downloaded .csv file is read-only. To save your changes, you will have to supply a new name to the .csv file.

	A	B	C	D
1	Student ID	Student Name	Basics	Comments
2	demo1	Albastor, Al	20	Good!
3	demo3	Back, Ben	19	Introduction must be longer

Figure 3

Uploading Grades & Feedback

1. **Click Upload Grades and Feedback** shown in **Figure 1**.
2. Next to **Choose a file, Click Browse...** to select and upload a necessary file on your computer.
Note: Only CSV files or zip files are allowed to be uploaded
3. **Click Upload** after choosing from the options to release now or later the corresponding grades and feedback for all students shown in **Figure 3**.

Release Uploaded Feedback

Do not release feedback for uploaded students - I will release feedback later

Release feedback for uploaded students

Release Grades

Do not release my grades - I will release grades later

After upload, release grades for this assignment for all students in my site. I understand that this will release all grades for this assignment, not just the grades for students in my upload

Figure 4

4. The grades and feedback are uploaded and available for the instructor to review one last time. To confirm, **Click OK**, Or to make any changes, **Click Back**.

Note: If grades were chosen to be released they are available to be viewed by students in the Gradebook.