

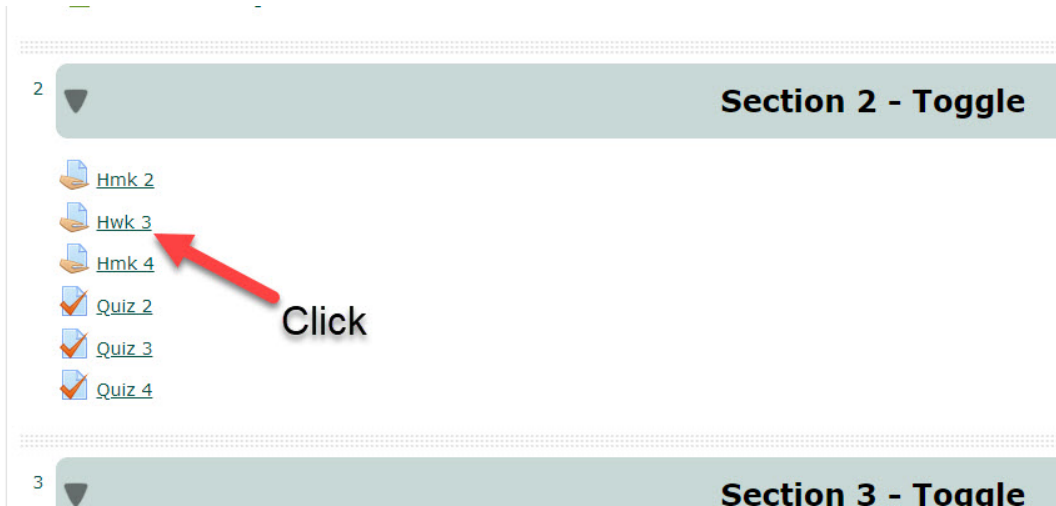
Grading: Downloading student submission files

Instructors may wish to download student file submissions for review and grading. Under Options, you can choose to download submissions in individual zip folders or all in one zip folder.

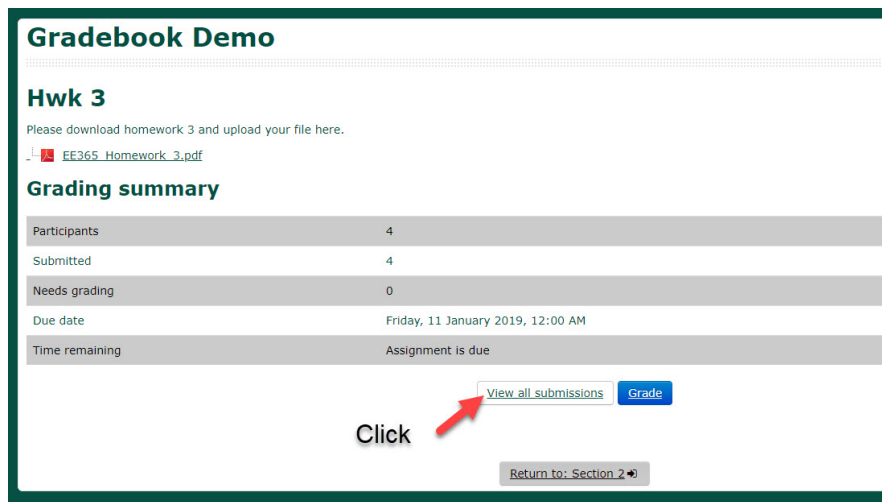
View video to learn how to choose:

To download submissions as files in one folder:

1) On Moodle course page, locate desired assignment and click.



2) Click to View all submissions.



3) Locate **Options** at the bottom of the page, and **uncheck** Download submissions in folders.

Gradebook Demo

Hwk 3

Grading action: Choose...

| Select | User picture | First name / Surname | Email address | Status | Grade | Edit |
|--------------------------|--------------|------------------------------|---------------------------|--|------------------------|------|
| <input type="checkbox"/> | | Test Student | teststu@clarkson.edu | Submitted for grading Graded | Grade: 75.00 / 100.00 | Edit |
| <input type="checkbox"/> | | Test Student2 | teststu2@clarkson.edu | Submitted for grading Graded | Grade: 65.00 / 100.00 | Edit |
| <input type="checkbox"/> | | Test Student3 | teststu3@clarkson.edu | Submitted for grading Graded | Grade: 100.00 / 100.00 | Edit |
| <input type="checkbox"/> | | TestStudent4 TestStudent4 | TestStudent4@clarkson.edu | Submitted for grading 11 hours 58 mins late Graded | Grade: 75.00 / 100.00 | Edit |

Notify students: Yes

Save all quick grading changes

With selected...: Lock submissions [Go]

Options

Click to expand

Options

Assignments per page: 10

Filter: No filter

Quick grading

Show only active enrolments

Download submissions in folders **Uncheck**

4) Scroll to top, and in Grading Actions select Download all submissions.

Gradebook Demo

Hwk 3

Grading action: Choose...

| Select | User picture | Status | Grade | Edit | Last modified (submission) |
|--------------------------|--------------|--|------------------------|------|-----------------------------------|
| <input type="checkbox"/> | | Submitted for grading Graded | Grade: 75.00 / 100.00 | Edit | Friday, 4 January 2019, 11:12 AM |
| <input type="checkbox"/> | | Submitted for grading Graded | Grade: 65.00 / 100.00 | Edit | Friday, 4 January 2019, 11:13 AM |
| <input type="checkbox"/> | | Submitted for grading Graded | Grade: 100.00 / 100.00 | Edit | Friday, 4 January 2019, 11:14 AM |
| <input type="checkbox"/> | | Submitted for grading 11 hours 58 mins late Graded | Grade: 75.00 / 100.00 | Edit | Friday, 11 January 2019, 11:58 AM |

Notify students: Yes

Save all quick grading changes





With selected...: Lock submissions [Go]

Options

5) Student submissions are downloaded as individual files in a folder wherever you download to.

· > Downloads > Gradebookdemo1-Hwk 3-494869 (4)

Name

-  TestStudent4 TestStudent4_2028181_assignsubmission_file_Student A_1993175_assignsul
-  Test Student3_2027795_assignsubmission_file_Student C_1993171_assignsubmission_file
-  Test Student2_2027796_assignsubmission_file_Student B_1993177_assignsubmission_file
-  Test Student_2027797_assignsubmission_file_Student A_1993175_assignsubmission_file_l

Individual files appear in folder in Downloads folder.

