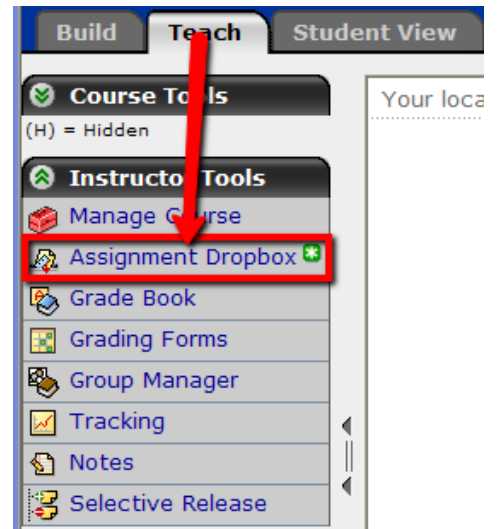


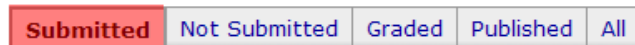
HOW TO DOWNLOAD & GRADE ASSIGNMENTS?

Downloading Individual Student's Submission:

1. Click on **TEACH** Tab
2. Click **Assignment Dropbox** under **Instructor Tools**
3. From **Assignment Dropbox** screen, select **Submitted** tab.
Or,
Click **Assignments** Tool under **Course Tools** (on left menu). Click the **Title** of the Assignment and then click **Submitted** tab.
4. To review each submission individually click the **Title of the Assignment** or **Actionlink** icon of Assignment **Title** or and click **Review submission**.



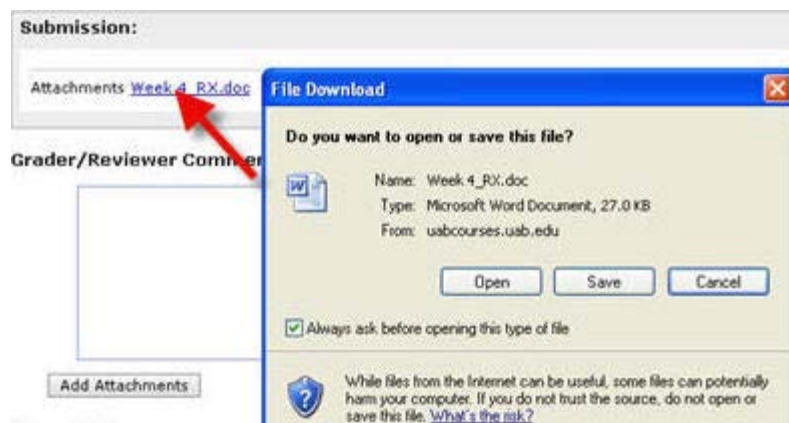
Assignment Dropbox



The Submitted tab contains submissions that are ready for review and have not been returned to Students.

<input type="checkbox"/>	<u>Title</u> ↑	<u>Assigned to</u>	<u>Attempt</u>	<u>Due Date</u>
<input type="checkbox"/>	Case Study #1	Demo Student(webct_demo_4198857389331)	1	August 30, 2010 12:00 PM Missed
<input type="checkbox"/>	Case Study #1	[REDACTED]	1	August 30, 2010 12:00 PM Missed

5. Under **Submission** click the **Attached file name** (MS word file or PowerPoint etc) and click **Save** to download the assignment to your computer for evaluation.



HOW TO DOWNLOAD & GRADE ASSIGNMENTS?

Downloading All Students' Submission:

- 1) Follow the steps 1-3. Click **View by** to view a specific assignment. Select the **Check box** left to **Title** to select all submission. Scroll down to download or create a printable view of all submissions, click **Create Printable View at the end of submitted list**. If you want to print the submissions click **Print**. if you want to save the **Compiled Submission** click **Save to File**. The file will be saved as **.zip** file under **My File** in File Manager or **Content Manager**.

Assignment Dropbox

Submitted Not Submitted Graded Published All View by: Case Study #3

The Submitted tab contains submissions that are ready for review and have not been returned to Students.

<input checked="" type="checkbox"/>	Title	Assigned to	Attempt	Due Date	Submitted Date
<input checked="" type="checkbox"/>	Case Study #3	Demo Student(webct_demo_4198857389331)	1	September 13, 2010 12:00 PM Missed	--
<input checked="" type="checkbox"/>	Case Study #3	[REDACTED]	1	September 13, 2010 12:00 PM Missed	--
<input checked="" type="checkbox"/>	Case Study #3	[REDACTED]	1	September 13, 2010 12:00 PM Missed	September 14, 2010 12:00 PM
<input checked="" type="checkbox"/>	Case Study #3	[REDACTED]	1	September 13, 2010 12:00 PM Missed	September 14, 2010 12:00 PM

Create Printable View

= Student can take back for editing

- 2) To download the submission to your computer, under **Build** tab click **File Manager** under Designer Tools. Click **My Files** on the top of the page. **Or**, Under **Content Manager**. Click the Actionlink of the **.zip** file and then click **download**. Click Save to save it in your computer.

File Manager view showing a list of files. A red arrow points to the 'Download' button in the context menu for the first zip file.

File Name	File Type
BMSC 5160.001-Biomedical Ethics-Fa2010-AssignmentSubmissions-2010-Aug-30-05-05-22.zip	Zip
BMSC 5160.001-Biomedical Ethics-Fa2010-AssignmentSubmissions-2010-Sep-08-08-12-24.zip	Zip
democourse	Folder
Matching Teaching Style to Learning Style Ma	Folder
HelTeaching to learning - The Chronicle of Higher Ed	Folder
Public Files	Folder
gep.ppt	Presentation

- 3) Open the folder from your computer where you saved the **.zip** file. Select the **.zip** file > right click > left click to select **Extract** to unzip the files.

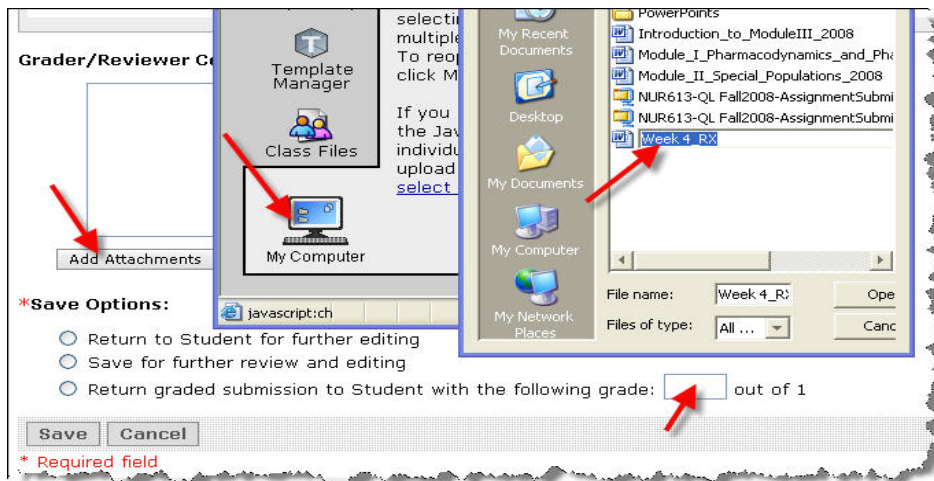
File Explorer view showing a context menu for a zip file. The 'Extract All...' option is highlighted.

File Name	File Size
BMSC 5160.001-Biomedical Ethics-Fa2010-Assi	2,299 KB

HOW TO DOWNLOAD & GRADE ASSIGNMENTS?

Returning Student's Submission with Grade:

1. Follow above steps 4 & 5: Click **Assignments or Assignment Dropbox** > Click **Submitted Tab** > Click **Title** of the Assignment to open the Submission. Write reviewer comments under **Grader/Reviewer Comments** text box.
2. Click **Add Attachment** > Click **My Computer** > Browse your computer to **select** the reviewed file. Click **open**.



3. Under **Save Options**, select one of the following:
 - a. If you want to return the submission to the Student or group to work on the submission and submit it again before you grade it, select **Return to Student for further editing**.
 - b. If you want to continue evaluating the submission later, select **Save for further review and editing**.
 - c. If you want to assign a **grade**, select **Return graded submission to Student with the following grade** and enter the grade.
If you have used Grading Form/Rubrics, click **Complete Grading Form** to grade
4. Click **Save** to finish.

