



UPLOADING AND DOWNLOADING SUBMISSIONS

This tutorial gives steps for downloading multiple student assignment submissions and uploading assignments submissions that have been evaluated.

To download multiple files received as submissions to student assignments:

1. From the **Teach** Tab, go to the **Assignment Dropbox**.
2. Check the boxes next to all student assignments you wish to download. If you click the box next to **Title**, all viewable files will be selected.
3. Click the **Create Printable View** button.
4. Click the **Save to File** button. This saves a zip file containing all the selected submissions in **My Files**.
5. To download the zipped files, in either the **Build** or **teach** Tab, click on **File Manager**.
6. Click on the **My Files** button above the file listing. Locate the zip file named YOUR-COURSE_AssignmentSubmissions-DATE.zip.
7. Click on the **ActionLinks** icon next to the file name.
8. From the drop-down menu, choose **Download**.
9. When the **File Download** window appears, choose where you want to save the file and choose **Save**.
10. On your computer, unzip the files and review the student submissions. The zip file contains a folder for each student whose work was downloaded. The folders contain an HTML file containing their text submission and any files that were attached to the assignment.

To return assignments to students after evaluation:

Returning assignment files to students is completed student-by-student in eLearning. It is currently not possible to upload and return assignments to multiple students at once.

1. From the **Teach** Tab, go to the **Assignment Dropbox**.
2. Click on the **ActionLink** icon next to the assignment title you wish to return.
3. From the dropdown menu that appears, choose **Review Submission**.
4. Add your comments to the **Grader/Reviewer Comments** box.
5. Click **Add Attachments**.
6. When the **Get Files** window opens, navigate to the location of the evaluated assignment files. These can be accessed whether they are on your local computer or have already been uploaded to **Class Files** or **My Files**.
7. You can choose to return the files to the student for editing, save the uploaded attachments for further review, or grade the submission.

If you are evaluating files created with Microsoft office 2007, you may want to view the information on Office 2007 files and eLearning, available from <http://frc.ua.edu/tutorial.html>

To learn more about using eLearning at the University of Alabama, visit <http://frc.ua.edu/elearning>, call 205-348-ELEARN (3532), or e-mail elearning@ua.edu.

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