

# How to Download Assignments

## General

 Announcements

 File



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February 7 - February 13 ▶

January 31 - February 6

 Assignment

Your progress ?



◀ January 24 - January 30

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February 7 - February 13 ▶

Click on the assignment that you wish to grade



# Assignment

## Grading summary

Participants	3
Drafts	0
Submitted	1
Needs grading	0
Due date	Wednesday, January 31, 2018, 12:00 AM
Time remaining	Assignment is due

Click on **View all submissions.**

View all submissions

Grade

# Assignment

Grading action

Choose...  
Choose...  
**Download all submissions**  
View gradebook

Select	User picture	Last name	Email address	Status	Grade	Last modified	Submission comments	Last modified (grade)
<input type="checkbox"/>		Eve Ann Jellical	ejjellica1234@lcu.edu	Submitted for grading Graded	Grade 100.00 / 100.00		+ Comments (0)	Monday, January 29, 2018, 4:26 PM
<input type="checkbox"/>		Lois Lane	lois.lane@lcu.edu	No submission Assignment is overdue by: 6 days 14 hours	Grade -		+ Comments (0)	-
<input type="checkbox"/>		Clark Kent	clark.kent@lcu.edu	No submission Assignment is overdue by: 6 days 14 hours	Grade -			-

At the top of the page, you may click on the **Grading action** drop down menu and select **Download all submissions** if you wish to download all submissions at once. This allows you to grade students' papers off line.

With selected...

Lock submissions  
Go

# Assignment

Grading action

Select	User picture	First name / Last name	Email address	Status	Grade	Submission comments
<input checked="" type="checkbox"/>		Eve Ann Jellical	ejellical1234@lcu.edu	Submitted for grading Graded	100	Comments
<input type="checkbox"/>		Lois Lane	lois.lane@lcu.edu	No submission Assignment is overdue by: 6 days 14 hours	-	Comments
<input type="checkbox"/>		Clark Kent	clark.kent@lcu.edu	No submission Assignment is overdue by: 6 days 14 hours	Grade	-

You may select one student's submission by clicking the box to the left of the student's icon and name.

When the box is checked, go to the **With selected** drop down menu beneath the students' submissions and click on **Download selected submissions**. Then, click the **Go** button.

This allows you to grade students' papers off line.

With selected...

## Options

Assignments per page

- Lock submissions
- Unlock submissions
- Download selected submissions**
- Revert the submission to draft status.
- Grant extension