

Downloading Assignments from the Grade Centre



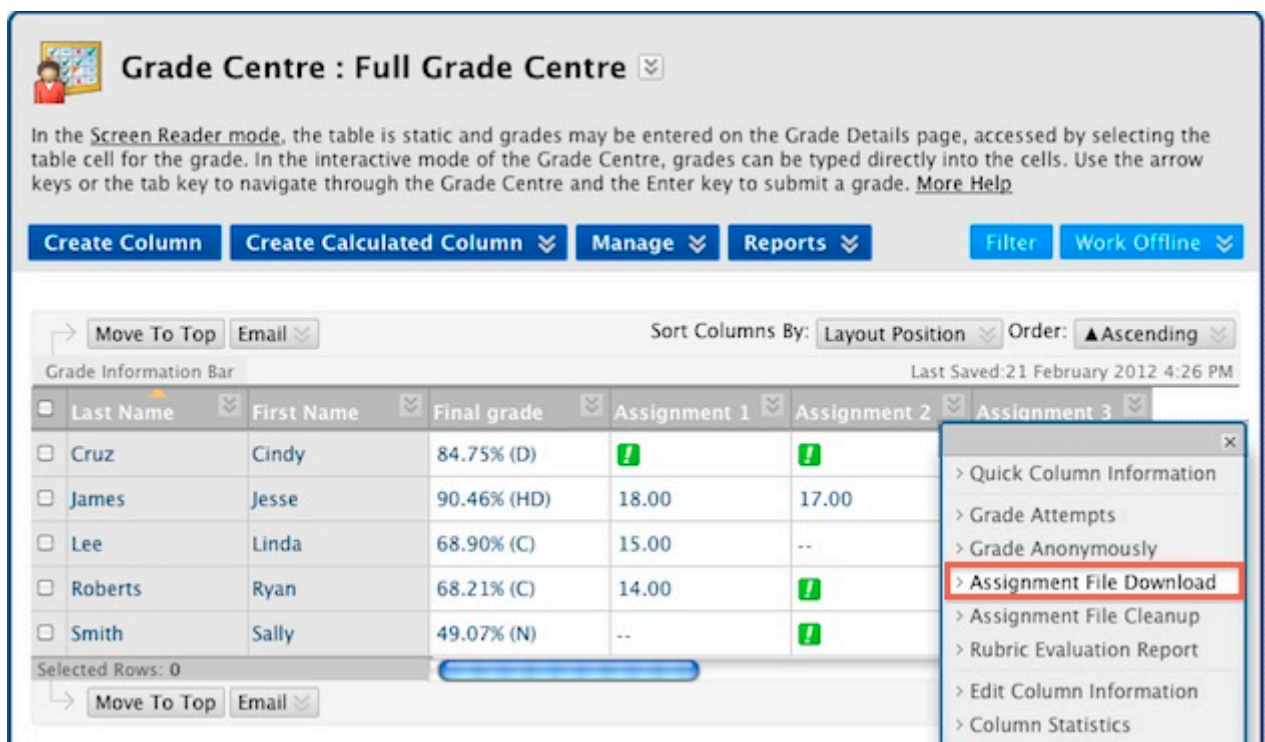
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Overview

When an assignment dropbox is created a Grade Centre column connected to that dropbox is automatically created. All submissions to the dropbox can be accessed from the equivalent Grade Centre Column.

Download submitted assignments

1. Go to the Grade Centre by selecting **Control Panel > Grade Centre > Full Grade Centre**
2. Locate the relevant Grade Centre column (assessment item) and from the column's action menu (chevron icon) choose **Assignment File Download**



The screenshot shows the 'Grade Centre : Full Grade Centre' interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports', along with 'Filter' and 'Work Offline'. Below these is a table with columns for 'Last Name', 'First Name', 'Final grade', 'Assignment 1', 'Assignment 2', and 'Assignment 3'. The table contains five rows of student data. An action menu is open for the 'Assignment 1' column, with 'Assignment File Download' highlighted in red. Other options in the menu include 'Quick Column Information', 'Grade Attempts', 'Grade Anonymously', 'Assignment File Cleanup', 'Rubric Evaluation Report', 'Edit Column Information', and 'Column Statistics'.

Last Name	First Name	Final grade	Assignment 1	Assignment 2	Assignment 3
Cruz	Cindy	84.75% (D)	!	!	
James	Jesse	90.46% (HD)	18.00	17.00	
Lee	Linda	68.90% (C)	15.00	--	
Roberts	Ryan	68.21% (C)	14.00	!	
Smith	Sally	49.07% (N)	--	!	

On the **Download Assignment** page, all students are listed with their assignment submission details. Students who have submitted assessment will have the date and time of the submission indicated in the **Date** column and the status (eg. **Needs Marking**) indicated in the **Grade** column. Students who have not yet submitted their assessment will not have a date and time stamp and their status will be indicated as **Not Available**.

To the left of each row (student name) is a small check box that can be ticked to selected individual students, and a checkbox above the left most column that can be clicked to select all students.

3. **To select all submitted assignments for the class** click the checkbox above the left most column (circled)

To select the submitted assignment for an individual or several individuals click the checkbox(es) to the left of the student(s) name(s).

4. Click the **Submit** button

Download Assignment: Assignment 2

Download and view student-assignment submissions by selecting one or more Usernames and clicking **Submit**. Selected Assignments are packaged as a .ZIP file. Click the link to save the file to a local drive.

[Cancel](#) [Submit](#)

1. Select Users

<input type="checkbox"/>	Name	Date	Grade
<input checked="" type="checkbox"/>	Cruz, Cindy	Monday, 13 February 2012 11:51:24 AM EST	Needs Marking
<input type="checkbox"/>	James, Jesse		Not Available (Override Grade: 17.0)
<input type="checkbox"/>	Lee, Linda	Monday, 20 February 2012 3:24:50 PM EST	Not Available
<input type="checkbox"/>	Roberts, Ryan	Monday, 12 July 2010 3:54:30 PM EST	Needs Marking
<input type="checkbox"/>	Smith, Sally	Monday, 12 July 2010 3:52:13 PM EST	Needs Marking

Displaying 1 to 5 of 5 items | [Show All](#) [Edit Paging...](#)

The selected assignments will now be packaged into a single ZIP file for easy download.

Download Assignment: Assignment 2

The assignments have been packaged. [Download assignments now. \(47 KB\)](#)
Thursday, 8 March 2012 10:27:49 AM EST

5. To select your download location, right-click on the **Download assignments now** link and choose **Save Link As...** (Firefox and Chrome) or **Save Target As...** (IE), select your destination (eg. Desktop) and Save.

Note: The name of your ZIP file will contain the subject code and the name Grade Centre column for that assignment to make it easily identifiable (eg. gradebook_LT1002_Assinment 2.zip)

Note: Clicking the **Download assignments now** link directly will, in some browsers, simply download the ZIP file to the default download location (eg. Downloads)

- Assignment202_ccruz_attempt_2012-02-13-11-51-24_520effective20ways20video.doc
- Assignment202_ccruz_attempt_2012-02-13-11-51-24.txt
- Assignment202_rroberts_attempt_2010-07-12-15-54-30_vodcasts.doc
- Assignment202_rroberts_attempt_2010-07-12-15-54-30.txt
- Assignment202_ssmith_attempt_2010-07-12-15-52-13_current20jcu20workshops.doc
- Assignment202_ssmith_attempt_2010-07-12-15-52-13.txt

6. Double click on the ZIP file to extract the contents. You will see a folder containing all selected assignments along with an accompanying text file for each containing the submission details.

Note: If the ZIP file does not open by double clicking on it you may need additional software like WinZip (Windows) or Stuffit Expander (Mac).

Download individual attempts at an assessment

If an Assignment dropbox has been set to allow students to submit multiple times, the Grade Centre will retain a record of each submission (attempt). Each attempt at an assessment can be downloaded individually.

1. Go to the Grade Centre by selecting **Control Panel > Grade Centre > Full Grade Centre** (or to any Smart View you may have created)
2. Locate the relevant Grade Centre column (assessment item) and student (row) and hover over the corresponding table cell until the action menu (chevron icon) becomes visible
3. From the cell's action menu, select **View Grade Details** (or select a specific attempt listed on the action menu)

The screenshot shows a table with columns for Last Name, First Name, Final grade, Assignment 1, Assignment 2, and Assignment 3. A student named Cindy Cruz is highlighted. An action menu is open over the 'Assignment 2' cell, showing options: '> View Grade Details', '> Exempt Grade', and '> Attempt 21/06/10'. The 'View Grade Details' option is circled in red.

Last Name	First Name	Final grade	Assignment 1	Assignment 2	Assignment 3
Cruz	Cindy	76.91% (D)	18.00	18.00	18.00
James	Jesse	85.40% (HD)	18.00		
Lee	Linda	66.47% (C)	15.00		
Roberts	Ryan	66.88% (C)	14.00		
Smith	Sally	46.00% (N)	--		14.00

4. On the Grade Details page you can view each individual submission attempt for that Assignment (assuming multiple attempts have been allowed) by clicking the **View Attempt** button next to the relevant submission (circled)

The screenshot shows the 'Grade Details' page for user Cindy Cruz (ccruz) in column Assignment 2. The current grade is 'Needs Marking' out of 20 points. A table below shows submission attempts. The 'View Attempt' button for the last attempt is circled in red.

Current Grade: Needs Marking ! out of 20 points
 Grade based on Grade of Last Attempt
 Due: 25/02/2011
 Calculated Grade
 View Attempts

Edit: Manually Override View Column Details Grade History

Delete: Last Attempt Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
13/02/2012 11:50:47 AM	13/02/2012 11:51:24 AM (Needs Marking)	18.00			View Attempt Clear Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Allow Additional Attempt

You can also conveniently move between different student's submission for a given assessment item using the **User arrows** at the top of the Grade Details screen, or move between different assignments submitted by an individual student using the **Column arrows** at the top of the Grade Details screen.

5. On Grade Assignment page, you will be able to see the submission history for the assignment as well as the current attempt. To view the current attempt, click on the link in the **Attached Files** field (circled) or right-click on the link to download a local copy of the submitted document.

1. **Submission History**

Attempt #1 (You are reviewing this attempt)

2. **Review Current Attempt**

Submission

Attached Files [5 effective ways video.doc](#)

Comments