

Assignment: Download Submissions and Grade Offline

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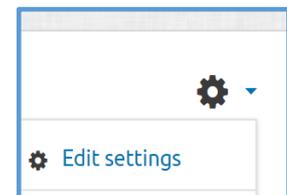
Moodle Assignment is an activity which allows students to submit electronic copies of their assignments to Moodle. Moodle Assignment accepts any file type. PDFs are also able to be annotated within Moodle Assignment.

Use

Markers are able to download a copy of student submissions to mark them and add comments to submissions offline (subject to having suitable software, such as word processing packages, installed locally). Once marked, these files can be uploaded to Moodle so that students can access any feedback.

Set up

1. In the Moodle course where you have set up the Assignment, click on the link to the Assignment. Under **Gear icon** on the right hand side of the course, click **Edit Settings**.
2. Under **Feedback types** tick **Feedback files**.
3. When you are happy with all the settings click **Save and display**.



Download submissions

4. Click on the link to the Moodle Assignment in the relevant Moodle course. Click **View/grade all submissions**.
5. Use the **Grading Action** dropdown list to select **Download all submissions**.

This will download a zip file containing all of the submissions made to the Assignment. You can now unzip this folder and use your preferred software to add feedback to each submission. When saving files, ensure you do not change the file names, as they must remain identical in order for Moodle to recognise and attach them to the correct students when you upload them.

When you have finished marking the submissions, zip them all back up into a folder.

Upload graded assignments

6. Click on the link to the Moodle Assignment in the relevant Moodle course.
Click **View/grade all submissions**.
7. Use the **Grading Action** drop down list to select **Upload multiple feedback files in a zip**.
8. Either drag and drop your zip folder from your computer or click **Choose a file** to upload. Click **Import feedback file**.
9. On the next screen, check that the information is correct and click **Confirm**. You have now successfully uploaded marked assignments to Moodle Assignment.



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